



# STUDENT HANDBOOK & COURSE CATALOG

2023-2024

# ASU-NEWPORT MISSION STATEMENT

## VISION

Empowering Individuals.  
Advancing Communities.

## MISSION

ASU-Newport will provide accessible, affordable, innovative learning opportunities that transform lives and strengthen the regional economy.

## VALUES

ASUN's core values of belonging, compassion, diversity, innovation, and integrity shall drive our institutional priorities and goals.

## STRATEGIC PRIORITIES

Student Success • Employee Success  
Institutional Excellence • Community Engagement

## INSTITUTIONAL LEARNING OUTCOMES

Communication • Reasoning • Responsibility



# ARKANSAS STATE UNIVERSITY-NEWPORT Student Handbook & Course Catalog 2023-2024

Newport Campus  
7648 Victory Blvd.  
Newport, AR 72112

Jonesboro Campus  
5504 Krueger Drive  
Jonesboro, AR 72401

Marked Tree Campus  
33500 Hwy 63 East  
Marked Tree, AR 72365

General Information: 800-976-1676 or 870-512-7800

**WEBSITE:** [WWW.ASUN.EDU](http://WWW.ASUN.EDU)

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## A MESSAGE FROM THE CHANCELLOR



Dear Aviators,

Welcome to Arkansas State University – Newport. We are honored that you would consider furthering your education with us, and it would be our privilege to help prepare you for your future. At ASUN, we respect the unique potential of every individual. Further, we have made it our mission to provide every student an accessible, affordable, quality education.

Every member of the ASUN community is both a learner and a teacher – faculty, staff, and students alike. Through deep engagement with one another, both online and on campus, we are all continuously learning and teaching. Our openness to new knowledge and sharing of diverse thoughts is key to remaining relevant and purposeful despite the continuously changing demands of our regional and global communities.

Our programs are intended to prepare you to engage authentically and effectively with widely diverse populations in a global environment – to combine your technical knowledge with a respect for the unique values and experiences of

individuals and communities. Our great hope is that through your journey at ASUN, you will learn to use the power of your voice and your skills to become an agent for positive change.

In the pages of this catalog, you will find classes and programs assured to provide you with the skills necessary to succeed in your chosen career field or at a four-year university. You will also find extensive support services to assist you on your educational journey. Whether you attend full-time or part-time, in-person or online, you are important to us, and we are committed to helping you achieve your goals. At ASUN, we strive to offer everything a student needs to soar in both the classroom and in the workforce.

On behalf of the ASUN family, we proudly invite you to join our community. We are excited for you to see just how powerful an Aviator education can be.

Sincerely,

A handwritten signature in blue ink that reads "Johnny M. Moore". The signature is written in a cursive, flowing style.

Dr. Johnny M. Moore  
Chancellor

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## **ACCREDITATION**

### **Higher Learning Commission**

Arkansas State University-Newport is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), Thirty North LaSalle, Suite 2400, Chicago, IL 60602, Telephone: (312) 263-0456.

Accreditation granted:

08/12/2002 - Present

Most recent reaffirmation of accreditation: 2016 - 2017

Next reaffirmation of accreditation: 2026 – 2027

### **NACEP**

Arkansas State University-Newport is accredited through the National Alliance of Concurrent Enrollment Partnerships, the leading organization in Concurrent and Dual Enrollment Education in the United States. Visit [nacep.org](http://nacep.org) for more information on how our program maintains the rigor of college-level coursework.

Further information regarding institution and program accreditation can be found at:

<http://www.asun.edu/accreditation>

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## **HISTORY OF ARKANSAS STATE UNIVERSITY-NEWPORT**

<https://www.asun.edu/history>

Over the years, ASU-Newport (ASUN) has grown from one campus to three and now boasts enrollment exceeding 2,500 students. The milestones of our past have made us the institution we are today.

### **CAMPUS LOCATIONS**

Arkansas State University-Newport is comprised of three campuses. Maps of campus facilities may be found at: [https://www.asun.edu/federal\\_disclosure](https://www.asun.edu/federal_disclosure)

### **ACADEMIC CALENDAR**

The academic calendar can be found online at: <https://www.asun.edu/catalogs>

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## **OFFICE OF ENROLLMENT MANAGEMENT RECRUITMENT**

The Office of Enrollment Management serves as the gateway to Arkansas State University-Newport for prospective students, families, and visitors. At the forefront of student recruitment, the staff plan, coordinate and implement recruitment strategies for prospective students which support the strategic enrollment goals and institutional mission.

Pre-enrollment services, awareness sessions, class presentations, higher education workshops, community receptions, on-campus programs, and other outreach events are provided for students, parents, counselors, and administrators, on- and off-campus. Topics such as the application process, admission requirements, entrance exams, financial aid, registration, and student services are covered.

Visitors to campus are introduced to Arkansas State University-Newport via a campus tour with an engaging presentation from professional recruitment staff. We provide services to students in grades 9-12 who have an interest in Arkansas State University- Newport.

**You may** reach the Office of Enrollment Management by calling (870) 512-7786 or email [recruiting@asun.edu](mailto:recruiting@asun.edu) to schedule a campus visit today!

## **NEW STUDENT ORIENTATION**

<https://www.asun.edu/nso>

New Student Orientation is an opportunity for students to attend an open-house event at the start of each full term. All first-time students are highly encouraged to attend this event on one of the campuses of ASU-Newport. During this event, students are exposed to one of the ASUN campuses as well as ASUN policies, procedures, and support services offered. Students will have the opportunity to receive help with advising, financial aid, admissions and registrations, student life, and other opportunities available to students at ASU-Newport. There is no fee associated with the New Student Orientation.

Please visit the following website for more information: <https://asun.edu/nso> .

For more information or questions, email: [nso@asun.edu](mailto:nso@asun.edu).

## **ONE-STOP SERVICES/REGISTRAR**

The Office of One-Stop Services/Registrar at ASU-Newport is here to promote student success through the efficient management of the registration process and the maintenance of accurate permanent records. This process begins with the facilitation of the application process, includes enrollment and course registration, management of transcripts, and concludes with commencement ceremonies and graduation honors.

Forms needed to facilitate these processes can be found on the [Admissions Forms and Resources page](#).

Information regarding transfer course work can be found under the Transfers Students section or visiting the following website: <https://www.asun.edu/transfer>.

Questions? Email: [registrar@asun.edu](mailto:registrar@asun.edu).

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## ADMISSIONS

The ASU-Newport Enrollment Management Office provides students with materials and services needed for admission to the institution and continued progression in the academic environment. Admission Staff are available to update applicants on their admission process.

If you have Admissions or Records questions, the offices are located in the following locations:

- Jonesboro Campus-Main Building
- Newport Campus-Student Community Center in the Hanger
- Marked Tree Campus-Building A
- You may also visit our website at <https://www.asun.edu/getstarted>, call (870) 512-7885, or email [admissions@asun.edu](mailto:admissions@asun.edu).

## ADMISSIONS CATEGORIES

<http://www.asun.edu/getstarted>

ASU-Newport grants admission in the following categories: Conditional and Unconditional Admission.

## UNCONDITIONAL ADMISSION

**Applicants who will be considered for unconditional admission are:**

- Graduates from accredited high schools meeting unconditional criteria, or
- Applicants who present passing scores on the General Education Development (GED) tests in lieu of high school graduation.
- Students transferring from an accredited institution of higher learning who have a cumulative grade point average of 2.00 or better and are in good standing at the last institution attended. Official transcripts must be received from each college or university attended.

**In accordance with state law, scores are required for placement in math, English, and reading. Students seeking a degree must meet institutional [score](#) requirements. Scores cannot be older than five years.**

## CONDITIONAL ADMISSION

Students not meeting the requirements for unconditional admission may be granted conditional admission.

**Students admitted in this category are:**

- Applicants from high schools not accredited by the state

- Transfer students who do not have a 2.00 GPA may be admitted if they have been out of school for a fall or spring semester; and

Applicants without a high school diploma or GED who have acceptable ACT scores may petition the Dean for One Stop Services/Registrar for conditional Admission. The College believes that most students without a high school diploma should seek to complete high school or obtain a GED prior to enrolling in the College. Assistance in obtaining a GED is readily available through the Adult Education program within the ASU-Newport service areas.

Please email [admissions@asun.edu](mailto:admissions@asun.edu) to inquire about your admission type!

**NOTE:** *All students enrolled under conditional admission must take all required remedial courses during their first 15 hours at the College. During subsequent enrollment terms, students who were granted conditional admission will be subject to College policy as outlined in the Academic Probation and Suspension section of this catalog. Some short-term technical programs could be exempt from the prerequisite requirements.*

## ADMISSION DOCUMENTS

Please submit the following documents to complete the admission process:

- Official High School Transcript OR GED scores
- Proof of two (2) Measles, Mumps and Rubella injections (MMRs)
- College Entrance Exam Scores (less than five years old) and
- Submit Official College Transcripts from the most recent postsecondary institution attended before applying to ASUN.

You can submit documents via mail to:

ASU-Newport

ATTN: Admissions Office

7648 Victory Blvd. • Newport, AR 72112

You may email your shot records; college entrance scores; high school transcripts; and unofficial college transcripts to [admissions@asun.edu](mailto:admissions@asun.edu).

## CATALOG YEAR

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### Determining Catalog Year

The catalog year used to determine graduation requirements is the one in effect at the time students are admitted to the curricula from which they plan to graduate, provided the catalog is not more than five years old (including the year in which students plan to graduate). Students may choose to graduate under the requirements listed in any subsequent catalog as long as it is not more than five years old and provided the courses are currently offered.

### Can students use catalog requirements from more than one year?

Students cannot combine requirements from multiple catalogs for graduation purposes.

**Can students change catalog years?**

In some situations, changes can occur. The university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes occur in specific or general program requirements. Students affected by changes in programs, policies, or regulations are therefore given the option of following those requirements that are in effect when the student was first enrolled in the program or those in effect until the completion of graduation requirements as long as the time span does not exceed five years and the courses are currently offered.

**How do students decide on the most beneficial catalog year?**

It is important for students to discuss their academic plans with their advisors. The advisor will help the student decide which year should be chosen as the student's "catalog year of record".

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**STUDENT CATEGORIES FOR ENROLLMENT****First-Time Entering Freshmen**

Students attending the institution for the first time at the undergraduate level will be considered First-Time Entering Freshmen. This includes students enrolled in the fall term who attended college for the first time in the immediate prior summer term. It also includes students who entered with college credits earned before high school graduation.

**INCOMING AVIATOR**

Applicants who are high school seniors who attend one of Arkansas State University-Newport's IGNITE, concurrent, or area partner schools, are eligible to participate in the Incoming Aviator admission program. Incoming Aviators meet the following requirements:

- Must be a high school senior
- Must be enrolled in an area partner school
- Must have anticipatory May (or earlier) graduation date
- Apply for admission to ASUN for the Fall term immediately following a May graduation date
- Provide the following admission items
  - Current (7 semester) high school transcripts
  - MMR1
  - MMR2
  - College entrance scores (ACT, ACCUPLACER Next Generation, or SAT exam scores, less than five years old)
- Provide a final high school transcript after high school graduation

Upon high school completion, Incoming Aviators provide a final high school transcript, with an eight-semester grade point average and class rank, and a graduation date. Upon receipt of the final high school transcript, Incoming Aviators are fully admitted to ASUN and their conditional admission becomes unconditional.

## **CONCURRENT STUDENTS**

Students who have successfully completed their 8th grade year are eligible for concurrent courses. A student must have a 3.0/4.0 GPA and have test scores from either ACT/SAT, ACT Aspire, or Accuplacer. Students must have a test score of a composite of a 19 on the ACT test.

### **Concurrent Enrollment**

Enrollment of a high school student in a college course taught on a high school campus (or in selected cases on the college campus or by distance/digital technology) for high school credit and college-level credit. (Arkansas Code §6-18-223)

### **Dual Enrollment**

Enrollment of a high school student in postsecondary education for college-level credit exclusively. (Arkansas Code §.6-60-202)

## **READMITTED STUDENTS**

Students who have taken courses at ASUN previously, not through concurrent enrollment, and are coming back to continue their education are considered Readmitted Students.

## **TRANSFER STUDENTS**

Students who have previously attempted post-secondary coursework at another higher education institution will be considered Transfer Students. Student status (Freshman or Sophomore) at ASUN will be determined based on the number of college-level hours completed at previous institutions. Students who wish to transfer to ASU-Newport from another post-secondary institution should complete an Application for Admission. They must also provide proof of two separate doses of immunizations for Measles, Mumps, and Rubella; and placement scores if they are not transferring credit for College Algebra and Composition I (or equivalent courses from a regionally accredited institution). Additionally, ASU-Newport requires that transfer students submit an official transcript from the most recent post-secondary institution attended.

**Please Note:** Special programs (such as Cosmetology, Nursing, Surgical Technology, or HVL) have their own set of admissions standards. General admission to ASU-Newport is your first step in obtaining specialized program admission. A specialized program may require an official transcript from each post-secondary institution. Students failing to meet admissions standards for special programs may be denied access to a program if not ALL official transcripts are submitted to ASU-Newport.

The Registrar retains the option to request transcripts (official or unofficial) from other colleges attended to more accurately award transfer credit. If you wish to have other transcripts evaluated for possible transfer credits that may not appear on the transcript from the last institution you attended, you will need to provide these to ASUN.

## **TRANSFER CREDIT EVALUATION PROCESS**

The Arkansas Department of Higher Education (ADHE) has a web link (<http://www.adhe.edu>) that contains information about the transferability of courses within Arkansas public colleges and universities called the Arkansas Course Transfer System (ACTS). 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." Students need to contact the receiving institution as to transferability and applicability for specific degree requirements. Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website (<http://www.adhe.edu>), selecting "Course Transfer," and following the instructions.

Courses outside of the general education core will be evaluated for content alignment by specific program directors for ASUN equivalencies. In these circumstances, a student must declare a major requiring career and technical coursework and must inform the Registrar's office of his or her intent to seek program specific transfer credit. Students who present official transcripts displaying contact hour (or clock hour) coursework with passing grades may receive clock hour to semester hour course equivalent credit toward their declared major, which must be a technical certificate or certificate of proficiency, to be determined by the program director. Contact (or clock hour) credits will not be awarded for Associate level programs.

Only the courses determined to be appropriate for the program of study requested will be added to the student's ASUN transcript. The transfer credit hours will not be included in the cumulative grade point average reflected on the transcript.

### **Transfer Credit Evaluation Form**

[https://files.asun.edu/admissions/Request for Transfer Credit Evaluation.pdf](https://files.asun.edu/admissions/Request%20for%20Transfer%20Credit%20Evaluation.pdf)

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## **VETERANS**

<https://www.asun.edu/resources/veterans-services>

### **VETERANS ADMINISTRATION BENEFITS**

ASU-Newport is an approved institution for veterans, veterans' dependents and survivors, and service person education training. Veterans of recent military service, dependents or survivors of veterans, and reservists/guard members may be entitled to educational assistance payments from the Department of Veterans Affairs.

Veterans of recent military service, dependents or survivors of veterans who lost their life in service or who are now totally disabled as a result of service should contact the nearest Department of Veterans Affairs regional office as far in advance of their enrollment date as possible for assistance in securing Department of Veterans Affairs benefits. Students may also call 1-888-442-4551 (1- 888-GI-BILL 1) or go online to [www.gibill.va.gov](http://www.gibill.va.gov). Information on campus regarding this program may be secured from the VA Certifying Official located in the



Student Community Center on the ASU-Newport campus or by calling (870) 512-7864 or email [veteranservices@asun.edu](mailto:veteranservices@asun.edu).

Special note for students who plan to use Veteran's Educational benefits: The Veteran's Administration requires that an official copy of all post-secondary transcripts be on file (School Certifying Official Handbook, pages 118,119).

## VISITING STUDENTS

ASU-Newport welcomes students who are not seeking a degree or certificate to register and enroll in a less-than-full-time status. These visiting students meet one or more of the following criteria:

- **Life-long Learners** who seek to explore new concepts and ideas
- **Industry Continuing Education Partners** who seek to improve their job knowledge and skills
- **Visiting/Transient Students** are seeking a degree at another college or university and wish to complete one or more courses at ASU-Newport

Individuals who choose to be a visiting student, should complete an [application for admission](#) and indicate they are visiting students. Visiting students typically pay for courses themselves or tuition and fees may be paid for by their employer. Most visiting students may simply apply for admission and begin coursework. As a general rule, visiting students are ineligible to receive financial aid. Visit <https://www.asun.edu/getstarted> to visit the Visiting Student Admission Application. Questions? Email: [recruiting@asun.edu](mailto:recruiting@asun.edu).

**NOTE:** Students who are seeking a degree at another college or university are responsible for ascertaining credits earned at ASU-Newport will be accepted for transfer by their home institution. To check transferability of courses within Arkansas public colleges and universities, please access the Arkansas Course Transfer System (ACTS) matrix at <https://www.adhe.edu>.

Any student who wishes to enroll in ENG1003 Composition I and/or MATH1023 College Algebra, or MATH1083 Quantitative Literacy must demonstrate eligibility to enroll by submitting either 1) an unofficial transcript showing prerequisite courses OR 2) appropriate placement scores.

## INTERNATIONAL STUDENTS

In addition to regular procedures, special conditions apply to the admission and enrollment of international students.

For students requesting a student visa, requirements include:

- [Application for Admission](#);
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.);
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella);
- Proof of current negative TB tine test or clear tuberculosis chest x-ray;

- Placement scores;
- Notarized copy of high school diploma in English;
- Official copies of all college transcripts of other colleges/universities attended;
- Complete Home of Record Address; and
- Proof of \$15,548.00 available balance in a financial institution inside the United States.

All items must be complete before meeting with the Director of Enrollment Management.

For international students transferring from other institutions, requirements include:

- [Application for Admission](#);
- Proof of a minimum English Proficiency (i.e. TOEFL, IELTS, etc.);
- Proof of immunization (2 separate immunizations for Measles, Mumps, Rubella);
- Proof of current negative TB tine test or clear tuberculosis chest x- ray.
- Placement scores;
- Notarized copy of high school diploma in English;
- Official copies of all college transcripts of other colleges/universities attended;
- Complete Home of Record Address;
- Copy of current I-20;
- Copy of current I-94; and
- Agreement of understanding that all tuition and fees must be paid at the time of registration.

The application and all supporting documentation must be received in the Office of Admissions at least 6 weeks prior to the desired enrollment date. There are no university funds available for financial aid to international students.

**NOTE:** Complete details of special admissions and enrollment procedures are available from the Director of Enrollment Management.

### **ADMISSIONS PROCEDURES FOR STUDENTS WITH A CRIMINAL HISTORY**

The existence of a felony conviction does not necessarily mean that an applicant will be denied admission to ASU-Newport. However, failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw admission or to cancel enrollment.

1. Applicants who answer YES to the questions located under JUDICIAL INFORMATION are immediately placed on a pending application status that prevents them from enrolling in courses at ASU-Newport.
2. The applicant is sent an email informing him or her of this status and requesting the following information. Most applicants who mark YES do so unintentionally. These students are allowed to write a letter explaining their error and are admitted based upon admissions policies outlined in the catalog. Those who mark YES intentionally provide documents requested in the letter including:

- A formal letter from you explaining your charges, why you received them, and include your future educational and career goals.
  - A criminal history check. Contact the Arkansas State Police (or the state police where the felony took place).
3. Once the requested documents arrive, a committee will meet to review the documents and application for admission.
  4. The committee will send the applicant an email notifying him/her of the decision.
  5. If the committee denies admission to the applicant, he or she may appeal to the Associate Vice Chancellor for Enrollment Management.

Questions? Email: [arc@asun.edu](mailto:arc@asun.edu)

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## **FINANCIAL AID AND SCHOLARSHIPS**

[http://www.asun.edu/financial\\_aid](http://www.asun.edu/financial_aid)

The Arkansas State University-Newport Financial Aid Office coordinates the awarding of grants, scholarships, loans, and work study funds to provide a comprehensive financial aid package for ASU-Newport students.

ASU-Newport uses the Free Application for Federal Student Aid (FAFSA) to determine the financial need of each student. This application must be submitted to the Financial Aid Office by listing ASUN's school code (042034). The FAFSA is located at <https://studentaid.gov>.

The following conditions must be met for students to be awarded federal aid:

- Students must meet all admissions requirements to attend ASU-Newport
- Most financial aid awards are renewable each semester provided the appropriate requirements are met
- ASU-Newport reserves the right to cancel any aid if the student is not making Satisfactory Academic Progress
- ASU-Newport reserves the right to adjust, reduce, or cancel any financial aid awards depending on the availability of federal, state, or institutional funds. Adjustments may also be necessary to prevent over awards
- A student cannot be in default on a Perkins Student Loan, Direct Student Loan, or owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant and receive financial aid
- Students may only receive financial aid at one institution during a semester

Questions? Email: [financialaid@asun.edu](mailto:financialaid@asun.edu)

The Federal Higher Education Amendments of 1976 require the University to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid from federal, state, private, and institutional sources must conform to the University's definition of satisfactory academic progress. The guidelines are established to encourage students to successfully complete courses for which aid is received. To receive financial assistance, a student must be enrolled as a regular student in an eligible degree or certificate program. Students must complete degree requirements within a reasonable length of time and maintain a minimum cumulative grade point average.

ASUN's Satisfactory Academic Progress Policy can be viewed at <https://www.asun.edu/resources/satisfactory-academic-progress>  
For more information or questions, email: [sap@asun.edu](mailto:sap@asun.edu).

## CREDIT TYPES

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### PRIOR LEARNING ASSESSMENT (PLA)

Arkansas State University-Newport recognizes that students bring to their classes experiences and learning from sources other than college instruction. This is referred to as "adult experiential learning" or "life experience credit." **Prior Learning Assessment (PLA)** is the assessment of learning gained in such a way from life experiences.

Such learning may be gained from employment/work experience, civic activities, travel-related specifically to a degree plan, military learning opportunities, or other experiences. Although there are commonly recognized avenues of assessing college-level learning at the high-school level, PLA is also for students who have been out of school, whether high school or college, for several years and who are entering or returning to ASUN to earn an Associate's Degree, a Technical Certificate, or a Certificate of Proficiency.

The advantages of earning credit through PLA include lower costs for awarded credit than by taking the classes themselves and/or gaining an advanced status toward a certificate or degree; thereby reducing the time necessary to graduate.

### GUIDELINES FOR PLACEMENT

- Enroll in ASUN or be eligible for readmission to ASUN; meet with your advisor and fill out your degree plan.
- Complete the appropriate PLA Application Form to request any college credit earned outside the college classroom.
- Credit may only be awarded for courses applicable to the student's declared degree plan.
- Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes for a specific course or courses.
- A maximum of 30 credit hours of transferable degree requirements can be satisfied by PLA.
- A student may not receive credit twice for a course that has been awarded through PLA.

- PLA cannot be counted toward ASUN's credit hour residency requirement nor meet eligibility requirements for financial aid or loan deferment.
- Prior learning credits will be noted on the student's transcript as having been awarded through PLA. Grades are not recorded when credits are earned through PLA nor is a student's grade point average affected.
- ASUN cannot guarantee that another college or university will accept PLA credit in transfer. Although every effort is made to collaborate with ASUN's major transfer schools to ease the process of transferring credit, the student should check with any transfer school about their transfer and PLA policies.

Three broad categories of PLA exist Advancement Placement, Credit by Examination, and Non-traditional Assessment.

### **ADVANCED PLACEMENT (AP)**

The Advanced Placement Program, sponsored by College Board, offers high school students the opportunity to participate in challenging college-level coursework. Students can receive advanced standing or advanced placement credit. ASUN awards AP credit for several courses. A list of the courses and minimum AP scores for credit can be obtained from the Registrar's Office.

- AP credit is not awarded for a course the student has already completed at the college/university level.
- AP credit granted at other institutions is not automatically transferable to ASUN. Students who wish to transfer AP credit must submit official documentation of earned scores.
- Students who establish their eligibility to receive AP standing shall have their standing recorded without grade points on their permanent record and be advanced to the next level; e.g., if a student presents evidence that he or she has successfully completed Freshman English I and requests to advance to Freshman English II on that basis, he or she will be allowed to do so; however, no credit will be given for Freshman English I, only permission to advance. The student will still need to earn the cumulative credit for whatever certificate or degree in which he or she has enrolled. See the website for the *ASUN Prior Learning Assessment Guidelines* for a complete list of AP options.

### **CREDIT BY EXAMINATION**

Credit by Examination may include the College Level Examination Program (CLEP) which allows students who already possess a college-level understanding of general education subjects to earn a degree or certificate more quickly than by following the usual term process. It may also include college generated examinations. ASUN awards up to 30 semester hours of university credit through examination processes.

The rationale for accepting credit by examination is as follows: if one has achieved a college level of education in one or more subjects, one may be rewarded by receiving the credit without taking the course. Therefore, ASUN will award credit by examination to students who meet the following criteria:

- The examinee is an ASUN student.
- Student provides CLEP or Dante/DSST transcript which lists a minimum credit-bearing score for an exam title that appears on one of the corresponding exam tables printed below or published on the Credit by Exam section of the ASUN website.
- The student has not completed, regardless of grade (I, W, F), an equivalent or more advanced course at ASUN or another accredited institution.
- CLEP and DANTES/DSST scores are not more than three years old.
- The student applying secured the CLEP or DANTES/DSST score/s prior to earning 60 traditional credit hours or 30 non-traditional credit hours.

There are two types of CLEP exams, General, and Subject. The institution awards credit for successful scores on two General exams and several of the Subject exams. Students who plan to transfer from ASUN to another institution should become familiar with that institution's CLEP policy before taking CLEP exams. Results of CLEP examinations transferred to ASUN from other institutions will be accepted under the same rules as other transfer credits. Transfer CLEP credit will not be accepted on another institution's evaluation unless the student has actually attended that institution.

If CLEP exam scores indicate that one is eligible to receive college credit, this credit shall be recorded on the permanent record without grades or grade points after the student has earned credit at ASUN for a full summer or a spring or fall semester. Anyone may take the CLEP test; however, CLEP credit is not awarded for a course which the student has already completed. This is true regardless of the grade made in the course. See the website for the *ASUN Prior Learning Guidelines* for a complete list of CLEP and DANTES options.

**NOTE:** *Credit by examination credit is not awarded for a course when the student has already completed a more advanced course at ASUN. If a student is currently enrolled in any of the courses in which he/she is eligible for credit through credit by examination, it is his/her responsibility either officially to drop the course and inform the Dean for One Stop Services/Registrar of the action or continue in the course until it is completed and thus receive no credit by examination credit for it. For information on credit by examination or other testing programs, students should contact the Dean for One Stop Services/Registrar office.*

## **NON-TRADITIONAL CREDITS (MAXIMUM 30 HOURS)**

Upon successful completion of a minimum of six credit hours with ASUN, a student is eligible to receive up to 30 credit hours through nontraditional methods. A student must submit a Petition for Non-Traditional Credit to the Dean for One-Stop Services/Registrar for each course they feel they might be eligible. The petition must present a clear argument that the petitioner has met all the course requirements. Prior to completing the petition, students should view the course description in the [ASUN catalog](#) (online). Included with the petition must be evidence to support the petition. Evidence might include letters from instructors, performance evaluations, transcripts from technical schools, training certificates, and professional development documentation. Credits from technical schools of the Armed Forces are evaluated according to the recommendations of the American Council on Education in A Guide to the Evaluation of Educational Experiences in the Armed Forces.

## **PORTFOLIO PROCESS**

If a student petitions for credit based solely on experiential learning, the student will need to follow the steps outlined in ASUN's *Prior Learning Assessment Guidelines* (see the website). This process can be lengthy, but it is an excellent method by which to earn credit when it's due. All Non-Traditional Credits will receive a grade of "AS" and will be grade neutral for cumulative grade point average.

## **AUDITING COURSES**

Students are permitted to audit courses at ASU-Newport. Audit students will pay the regular fee as indicated in the section entitled Fees and Expenses. No credit will be awarded for courses audited and no financial aid will be awarded. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term.

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## **TUITION AND FEES SCHEDULE**

For a current list of the Arkansas State University - Newport Tuition and Fees Schedule, please visit: [www.asun.edu/tuition\\_and\\_fees](http://www.asun.edu/tuition_and_fees)

ASUN does not automatically unregister students for non-payment. However, students are expected to make payment arrangements to avoid potential delays in registration. Students who have a balance of \$100.00 or more may not register for a class or classes. In order for ASUN to release your official transcript, you must have a zero balance. Payments can be made by Cash, Check, Debit or Credit Card (Visa, MasterCard, or Discover). Checks returned due to insufficient funds are subject to a returned check fee of \$30.

It is the responsibility of the student to verify with the Financial Aid office that sufficient aid is in place to cover tuition and fee charges for the semester. For students that do not have financial aid in place and are unable to pay the full amount of tuition and fees before classes begin, we offer a payment plan online. To establish a payment plan or to view details of the plan, the student should visit [www.my.asun.edu](http://www.my.asun.edu) and select Student Resources and then Self-Service Student. On this page, select the TouchNet link. This will take you to TouchNet. From here, you

will be able to view and pay your balance, print a statement, setup a payment plan, and setup direct deposit for financial aid refunds.

**The University reserves the right to change or add fees at any time such action is deemed necessary.**

**NOTICE:** The **STUDENT** is responsible for all tuition and fee charges whether they attend class or not. Non-attendance of classes does not automatically drop/withdraw you from classes. Proper procedures for drop/withdrawal must be followed. Please see the Withdrawal section for instructions on withdrawing from a class.

### **TUITION WAIVER FOR SENIOR AVIATORS**

[http://www.asun.edu/tuition\\_and\\_fees#Refunds](http://www.asun.edu/tuition_and_fees#Refunds)

Arkansas residents who are 60 years of age or older ("senior citizens") are encouraged to enroll tuition-free in existing for-credit courses based on the availability of space. College courses engage older learners in challenging and intellectually stimulating programs, and Senior Aviators lend wisdom and experience to traditional students in an academic environment. Visit or call the Financial Aid Office today for more details about becoming a Senior Aviator.

For more information about the Process of the Senior Aviator Tuition Waiver, Standard Operating procedure 4023, visit [Standard Operating Procedures](#)

### **REFUND OF TUITION AND FEES SCHEDULE**

Any student who officially withdraws from the University during a semester shall be entitled to a refund, provided the withdrawal occurred during the refund period as outlined below.

[https://www.asun.edu/tuition\\_and\\_fees#Refunds](https://www.asun.edu/tuition_and_fees#Refunds)

### **OUTSTANDING ACCOUNT BALANCE PROCEDURES**

[https://www.asun.edu/tuition\\_and\\_fees#Refunds](https://www.asun.edu/tuition_and_fees#Refunds)

Student tuition and fees are due in full at the time of registration. Students are expected to pay all tuition and fee charges before attending classes. Payment can be made in person with the cashier on each ASUN campus. Payments can be made by Cash, Check, Debit or Credit Card (Visa, MasterCard or Discover). Checks due to insufficient funds are subject to a returned check fee of \$30. Students are responsible for all tuition and fees which are due and payable upon registration of classes unless a student has qualified for financial aid.

A student with a balance on their account will be placed on hold after the census date for the semester. This hold prevents the student from registering for another term until they can resolve their current balance. If the student plans to graduate and they owe on their account, the Office of the Registrar will contact the student and request that they contact the Business



Office in regard to their account before they graduate. If any student continues to have an outstanding balance after a term, the balance will be considered delinquent. Unpaid charges may be subject to collection agency costs, attorney fees, credit bureau reporting, or state income tax attachment (ACT 372 of 1986 as amended.)

For more information or questions, email: [studentbilling@asun.edu](mailto:studentbilling@asun.edu).

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## **CLASS SCHEDULE CHANGES & INDIVIDUAL COURSE DROP DEADLINES**

- Registration can occur any day before the official start date of the course
- Registration means you have reserved a seat in a class whether or not you attend the class
- Registration means you will pay for that seat you reserved
- Registration means you are officially enrolled in a class unless you un-register by the deadline

## **REFUNDS: UNREGISTERING AND WITHDRAWAL POLICY**

Any student who withdraws (unregisters) from ASU-Newport during a term of enrollment prior to the census date, will not be responsible for tuition and fee charges for any/all courses for which the student unregisters. Any payments made by the student prior to the census date will be refunded. Unregistering from courses on or before the census date will not incur tuition, fees, or related charges on their student account. Additionally, there will not be W's on their academic transcript.

**NOTE:** Students who do not attend classes before the census date are typically dropped for non-attendance. However, it is the responsibility of the student to drop the courses for which he or she did not attend prior to the census date.

Students who choose to officially withdraw from courses after the census date but before the last day to withdraw from courses accept all tuition, fees, and charges associated with the courses. Students who choose to withdraw from all courses and have received Title IV funds such as Pell Grant, FSEOG, Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans will have their aid returned to the Department of Education due to the requirement of ASU-Newport to calculate unearned money via the Return to Title IV (R2T4) calculation. An R2T4 calculation may result in a student owing ASU-Newport.

To view census dates and last day to withdraw from courses, please review the current ASU-Newport [Academic Calendar](#).

**Exception:** Commercial Driver Training students will be allowed to withdraw (unregister) from courses (and be eligible for a refund if payments have been made on the student account) during the first eight (5) days of class.

For more information on Drop and Withdraw Process, see below.

## **DROP AND WITHDRAWAL PROCESS**

Students are responsible for indicating their intent to discontinue enrollment by using the appropriate form. Enrollment Services processes the forms submitted by students and informs the Financial Aid Office when students discontinue enrollment.

Visit the following website: <http://www.asun.edu/withdrawal> and click on the Withdrawal Request Form link.

For more information or questions, email: [registrar@asun.edu](mailto:registrar@asun.edu).

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## **GRADUATION**

<http://www.asun.edu/graduation>

### **APPLYING FOR DEGREES AND CERTIFICATES**

Continuous enrollment is defined as a student being enrolled without sitting out a fall or spring semester. If continuously enrolled, students may graduate under the ASU-Newport catalog in effect when they first enrolled or the current catalog. If students re-enroll after sitting out at least one semester, they may graduate under the catalog in effect when they re-enrolled or the current catalog.

Students must have earned at least 20% of the total credit hours required at ASU-Newport to receive a credential with a cumulative GPA of 2.0. For short-Term programs (Certificate of Proficiency, Technical Certificate) the program GPA is used to meet this requirement. Refer to the Intent to Graduate section for further information.

For more information or questions, email: [registrar@asun.edu](mailto:registrar@asun.edu).

### **STUDENT RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS**

In order for you to be considered a candidate for a degree or certificate, you must have completed all the requirements for that degree as described in the official [Course Catalog](#) in effect at the time you enrolled in the program leading to that degree or certificate.

For more information or questions, email: [registrar@asun.edu](mailto:registrar@asun.edu).

### **ACADEMIC CLEMENCY**

Academic clemency is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a five-year separation from the college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions.

**Note to Financial Aid applicants and recipients:** Academic Clemency does not erase a student's record for Financial Aid purposes. When determining eligibility, cumulative attempted

hours, cumulative earned hours, cumulative semesters, and cumulative grade point average will remain a part of the student's permanent record.

Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows:

- Separation from all academic institutions for at least five years; and
- Formal application filed with the Dean for One-Stop Services/Registrar before the published start date of the term for which student intends to enroll.

Upon approval by the Dean for One Stop Services/Registrar the student will be granted academic clemency. The student's academic transcript will remain a record of all work; however, the student will forfeit the use (for degree purposes at ASUN) of any college or university credit earned prior to the five-year separation indicated above. The date of the clemency will coincide with the date of reentry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted (date of a fresh start)." The student will be considered a "first-time entering" student.

## **INTENT TO GRADUATE**

Students intending to graduate at the end of a semester **must** complete an Intent to Graduate form, sign it and submit it to the Office of the Registrar. Please check the [Academic Calendar](#) for dates. The form is available online at [https://files.asun.edu/admissions/Intent to Graduate](https://files.asun.edu/admissions/Intent_to_Graduate). Failure to submit the form on time may cause the student's name to not be listed in the graduation program and result in delays in processing diplomas.

## **GRADUATION REGALIA/COMMENCEMENT**

Commencement is held at the end of the fall, spring, and first summer term for all locations on the Newport campus. The Registrar will forward information on Academic Regalia and commencement to all graduate candidates. For more information on commencement times and dates check the [Academic Calendar](#)

## **ACADEMIC DISTINCTION**

The Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.0 GPA term with at least 12 credit hours (excluding developmental classes).

The Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 12 credit hours with a term GPA of 3.5 to 3.99 (excluding developmental classes).

Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List are published and a press release is issued so that communities, faculty, staff, and students are made aware.

Graduates who have a cumulative 3.8 grade point average at the time of commencement, and will complete an Associate's Degree or Technical Certificate will be awarded the Chancellor's Award for Academic Excellence.

Questions about academic distinction? Contact [registrar@asun.edu](mailto:registrar@asun.edu).

## **TRANSCRIPT REQUEST**

<https://www.asun.edu/transcripts>

All transcript requests must be made in person or in writing to the Registrar's Office. A transcript request form may be found on our website at <https://www.asun.edu/transcripts>. Transcripts are provided free of charge unless ten or more are ordered at one time. Transcripts will not be issued if the student has been placed on a financial or academic hold.

## **OFFICE of ACADEMIC and STUDENT AFFAIRS**

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### **ACADEMIC RIGHTS AND RESPONSIBILITIES**

#### **PREAMBLE**

Arkansas State University is a community of scholars whose members include its faculty, staff, students, and administrators. It is a forum where ideas are discovered, discussed, and tested. The basic purposes of the college are the enhancement, dissemination, and application of knowledge. These are achieved through classroom, instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, and leadership development opportunities.

The basis for the achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas cease, and teaching, learning, and research is rendered ineffective. Yet absolute freedom in all aspects of life leads to anarchy, just as absolute order leads to tyranny. Therefore, the college always must strive for that balance between maximum freedom and necessary order, which best promotes its basic purposes by providing an environment most conducive to many-faceted activities of teaching, learning, and research.

The student, as a member of the academic community, has both rights and responsibilities. The most essential right is the right to learn, and the college has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has a responsibility to other members of the academic community, the most important being to refrain from interference with the rights of others, which are equally essential to the purposes and processes of the college.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community and to the prohibition or limitation of

behavior, which cannot be condoned because it interferes with the basic purpose, necessities, and processes of the academic community, or with rights essential to other members of that community.

The student is not only a member of the academic community, but he/she is also a citizen of the larger society. The college will use every method at its disposal to ensure that the campus environment is conducive to the learning process. It cannot condone those activities designed to disrupt and destroy the basic functions of the college. Each student has an obligation to the larger society, which is the responsibility of the legal and judicial authorities of the city, county, and state. The college cannot be expected to shelter a student from the reality of this obligation. The college, in its relationship to each student, recognizes the constitutional rights of freedom of speech and due process when the student's right to continue as a student is in question. A student who feels that his/her constitutional rights have been violated and who has not found satisfactory relief within the college structure has access to the judicial process of the civil courts.

The guidelines in the following pages have been established in order to protect student rights, to facilitate the definition of student responsibilities, to preserve necessary order, and to provide avenues through which students may seek to effect change.

The freedom and effectiveness of the educational process depend upon the provision of satisfactory conditions and opportunities for learning. The responsibilities to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community.

The faculty has the central role in the educational process and has the primary responsibility for the intellectual content and integrity of the college. It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately. They should not exploit students for private advantage, and they should respect the faculty/student fiduciary relationship. The establishment and maintenance of the proper faculty and student relationships are basic to the college's functions. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions as between well-intentioned and reasonable persons.

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## **THE ACADEMIC RESPONSIBILITIES OF THE STUDENT**

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Responsible students take ownership of their actions by exhibiting the following behaviors related to the ASUN Institutional Learning Outcomes:

### **Communication**

- Communicate in a careful and respectful manner with professors, peers, and other members of the greater college community
- Communicate regularly with faculty, academic advisors, and college personnel to ensure an understanding of college policies and expectations
- Avoid abusive or disrespectful language or actions which damages the classroom and college environment
- Meet with an academic advisor at least once per semester, and communicate regularly as needed, to discuss academic progress toward completion of the degree requirements

### **Reasoning**

- Utilize college resources and seek help when needed
- Identify, develop, and implement a plan to achieve their educational goals
- Attend and participate in classes, labs, and seminars, arriving academically prepared and on time.
- Complete all assigned work in a timely manner with attention to the quality of work
- Take all required steps to complete degree requirements, which includes meeting both academic and administrative requirements

### **Responsibility**

- Demonstrate academic integrity and honesty
- Avoid making excuses for their behavior
- Are engaged learners who dedicate sufficient time outside of class to college work
- Act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student constitution and [ASUN catalog](#)
- Respect diverse ideas and opinions
- Maintain a clear understanding of the information in the [ASUN catalog](#). Lack of knowledge does not excuse a student from the responsibility to abide by the rules and procedures of the college.

### **THE ACADEMIC RIGHTS OF THE STUDENT**

- The student shall have the right to an academic environment that is accepting of all students without regard for race, national origin, gender, disability, ethnicity, sexual orientation, age, or religion
- The student shall be free to take reasonable exception to data and views offered in the classroom and to express differences of opinion without fear of penalty
- The student has a right to protection against improper disclosure of information concerning grades, health, or character that an instructor acquires in the course of his/her professional relationship with the student

- The student has a right to a course grade that represents the instructor’s professional judgment of the student’s performance in the course
- The student has a right to resolve an alleged violation of the college academic policy and/or procedure, or to resolve any alleged case of inequitable academic treatment through the academic appeal process (see below)

ASU-Newport encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith.

**Academic Integrity** is expected of all students. To ensure that academic integrity is upheld, ASUN utilizes various modes of detection including TurnItIn with AI detection capabilities.

**Academic Dishonesty** includes plagiarism, which is a serious offense; one of the most common acts of academic dishonesty and includes, for example, copying from other students or through AI generated materials. A single incident of violating academic standards of integrity may result in an “F” for the assignment, an “F” in the course, or expulsion. A violation of academic standards will be reported to the Provost. The student(s) involved in the incident may appeal any action through the Grievance Procedure. Plagiarism is a very serious offense and includes copying from other students, purchasing completed assignments, copying from textbooks, claiming as one's own work the ideas of someone else, not giving credit to a source (whether the source was directly quoted, paraphrased, or summarized), or citing a source incorrectly.

#### **Sanctions For Academic Misconduct**

Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program or suspension/expulsion from the University which shall be made by the Vice Chancellor for Academic Affairs.

The following sanctions may be imposed for Academic Misconduct:

- A failing grade on the paper or project
- Rewriting or repeat performance of coursework
- A failing grade for the class
- Dismissal from the class
- Other appropriate sanctions as warranted by the specific acts of a student
- Students who violate the imposed sanctions may result in university probation with a possible extent of suspension or expulsion.

**A student may not avoid academic sanctions by withdrawing from a class, a program, or the College.**

**NOTE: Departments (e.g., Nursing, Surgical Technologist, High Voltage Lineman Technology, Cosmetology, and Driver Training) may add to these guidelines in order to enforce academic**

integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory/clinical experiences).

**A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Appeal Process.**

## **Academic Appeal/Grievance Procedures**

The following regulations apply to the appeal of student academic grievances:

### **Cheating/Academic Dishonesty**

In addition to taking reasonable steps to discourage cheating, the faculty must accept a responsibility to clarify and interpret for the student's matters of dishonesty, such as plagiarism. The instructor's policy on academic dishonesty will be stated in each class syllabus.

If an incident of plagiarism or other forms of academic dishonesty is detected by an instructor:

1. The instructor has the prerogative to determine the penalty, which could range from requiring the student(s) to complete the assignment anew to awarding a grade of zero for the assignment.
2. If the act of academic dishonesty or plagiarism is repeated, the student may receive an 'F' for the course.
3. The student involved has the right to appeal the action through the Academic Grievance/Appeal Procedure, at which time the Dean responsible for the course will assemble an Appeals Committee to address the issue.

The Appeals Committee will consist of five members: the Dean responsible for the course and four full-time faculty members chosen by the Dean from at least two divisions. The Dean will serve as the chair of the committee. Findings from the Appeals Committee will be shared with the Provost for review before notifying the student. Then, the Chair of the Appeals Committee will notify the student who filed the grievance, of the findings. This notification will occur within five business days of receiving the grievance.

**Note:** Illegal acts related to academic dishonesty, such as conspiracy or breaking and entering, are to be reported to the Provost for appropriate action through regular College disciplinary channels.

### **Grade Appeals**

A grade appeal would be appropriate if a student feels that an institutional error has been made or a member of the College's faculty/staff has not acted fairly or properly in assigning a grade. Grade appeals should be made as soon after the grade is assigned but must be made within two weeks following the end of the semester for which the grade was assigned.

The steps for **appealing a grade** are as follows:



- Appeals **must** be made by the student directly affected.
- An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (Immediate, here, means before the beginning of another semester or summer term.)
- All appeals must begin with the student talking to the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
- If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the Dean.
- The student may request a meeting with the Provost if the Dean and student conference does not bring a resolution. At the time the student requests a meeting, the student must submit a written formal presentation of the case with all related supporting documents, which must be done within five (5) working days following the Dean conference. The decision of the Provost regarding the grievance is the final step in the process.

### **Academic Institutional Complaint and Grievance Appeal Procedure**

An academic grievance appeal would be appropriate if a student has an issue with instructor behavior, fairness, etc. As with any academic issue, a student who has an academic grievance shall begin with an informal appeal to the faculty member who is directly involved with the issue in question.

If discussions with the instructor do not bring a resolution, or if the student desires anonymity in addressing the issue, the steps of an academic grievance appeal are as follows:

- Appeals must be made by the student directly affected.
- An appeal, in order to be heard, must be made during or immediately following the conclusion of the course involved. (Immediate, here, means before the beginning of another semester or summer term.)
- All appeals must begin with the student talking to the instructor involved and explaining the nature of the problem. Evidence of attempted resolution in this direct manner must precede any further step.
- If the appeal is not resolved by student/instructor conference, the student wishing further consideration must take the issue to the Dean.
- If the appeal is not resolved by the Dean, the student wishing further consideration must take the issue to the Office of the Provost. At the time the student requests a meeting, the student must submit a written formal presentation of the case with all related supporting documents, which must be done within five (5) working days following the Dean conference. The decision of the Provost regarding the grievance is the final step in the process.

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## **TYPES OF CERTIFICATES AND DEGREES**

For a full listing of academic programs, visit <https://www.asun.edu/all-programs>

## **CERTIFICATE TYPES**

**Certificate of General Studies:** A Certificate of General Studies is awarded to those who complete a minimum of 31 semester hours of credit within a specified series of courses with a minimum program grade point average of 2.0.

**Certificate of Proficiency:** A Certificate of Proficiency is awarded to those who complete a series of specified courses in an area of study in one semester or less with a minimum program grade point average of 2.0.

**Technical Certificate:** Technical Certificates are awarded to those who complete the courses specified in various career programs. A minimum program grade point average of 2.0 is required.

## **DEGREE TYPES**

**Associate of Arts Degree:** The Associate of Arts (AA) is intended to provide a basic foundation for a Bachelor of Arts degree program. A minimum of 60 credit hours with at least a 2.0-grade point average is required. A student must complete the required courses within the core curriculum as well as designated electives.

**Associate of Applied Science Degree:** The Associate of Applied Science (AAS) is intended to provide the preparation necessary for potential employment in an occupational specialty. A minimum of 60 credit hours with at least a 2.0 grade point average is required (Note: Some programs have differing graduation requirements, please refer to individual programs of study). Fifteen credit hours must be met in the General Education Core courses, and the student must complete the courses required within the specialty.

**Associate of Science Degree:** The Associate of Science (AS) is intended to provide a basic foundation for a Bachelor of Science degree program. A minimum of 60 credit hours with at least a 2.0-grade point average is required. The student must complete the courses required within the specialty as well as the required General Education Core courses.

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## **DEGREE PLAN TERMS AND DEFINITIONS**

**Terms:** Fall and Spring Semesters - Full Term (16 weeks), Flex Term (8 weeks), Fast Term (four weeks), Winter Intersession (approximately 3 weeks), Summer term (two terms of approximately 5 weeks) with a Summer Intersession (approximately 3 weeks) and Extended term (approximately 10 weeks).

**Census:** A census of students is taken on the 11th business day from the start of the 16-week term of the fall and spring terms, and the 5th business day of short-terms (terms fewer than 16 weeks). Students who have failed to attend a class prior to the census day will be dropped from the course as non-attending.

**Corequisite:** Courses that require simultaneous enrollment.

**Course Numbers and Descriptions:** The courses of instruction offered by this institution are described on the following pages. Each course is designated by a number composed of four digits. The course number provides the following information: The first digit indicates the course level (1=freshman, 2=sophomore). The next two digits indicate the particular course, and the fourth digit indicates the number of semester hours of credit. Course numbers that begin with zero carry no university credit applicable to a degree. No student may enroll in a course until the prerequisites for that course have been successfully completed. Prerequisites to a course are noted following the description of the course.

**Directed Elective Courses:** Courses applicable toward a degree or certificate, which may be selected from a specified list by the student to meet individual interests and needs.

**Hours, Credits & Courses:** Higher education institutions use the terms hours, credits, and courses to describe requirements for certificate and degree completion. Hours usually indicate the number of classroom hours for a course; however, there are exceptions. Credits indicate the amount of credit possible or required, and courses refer to the class itself.

**Prerequisite:** A course that is required to be successfully completed before enrolling in another course.

**Program Advisor:** Faculty or staff member in a particular program who advises students on appropriate courses taken to complete educational objectives.

**Residency:** A minimum of 20% of any program of study must be completed at Arkansas State University-Newport for a certificate or degree to be conferred.

**Semester Hour:** Official number of hours of credit given for the course. The terms semester hours and credit hours are used interchangeably.

## **COURSE CANCELLATION**

Normally, any section of a course which does not have at least eight students enrolled by the end of the registration period will be canceled. Those students who have attempted to enroll will be notified, and any tuition directly applied to that course will be refunded. The Provost must approve any exception to the cancellation policy (such as providing a required course for students in their last semester before graduation).

## **TIME REQUIRED TO COMPLETE PROGRAMS**

Technical certificate programs normally require two semesters for completion, with the exception Practical Nursing, which is a three-semester program. Associate degree programs normally require four semesters. Students must, however, average 15-17 hours per semester of

coursework carrying credit toward their certificates or degrees to graduate within these time frames. Students who must complete developmental/transitional courses in Mathematics and English before entering some college-level courses should expect that completion of degree requirements may take longer or include attendance during one or more summer terms.

## **STUDENT ACADEMIC LOAD**

The maximum student academic load shall not exceed 20 credit hours per semester in fall or spring and 20 credit hours in the combined summer terms, and 7 credit hours for intersession without special approval from the Provost/Vice Chancellor for Academic and Student Affairs.

[Student Academic Overload Request Form](#)

Courses taken concurrently at other institutions will be considered in calculating the maximum load. Students who meet the following provisions are exempt from special approval: a student has declared a major for which the Program of Study detailed in the [catalog](#) lists more than the maximum academic load for an individual semester or term and is enrolled in only those courses and the student has appropriate major and degree plan on file with his or her advisor. For more information or questions, contact: [academics@asun.edu](mailto:academics@asun.edu).

## **CLASS ATTENDANCE POLICY**

Students will attend all scheduled meetings of a class or laboratory. If a student cannot attend due to illness, emergency, or College business, he/she must contact the individual course instructors to notify them and arrange for any make-up work. It is the responsibility of faculty members to specify make-up policies in their syllabi for all courses. After a student has missed the equivalent of two weeks of class or laboratory sessions, the instructor has the prerogative of assigning a grade of "F" for the course. Instructors may consider extenuating circumstances.

## **GRADING SYSTEM**

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### **GRADE POINTS**

**For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0.**

A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Grades in developmental classes or grades of S or U are not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

## **GRADING SYSTEM**

Letter grades are used to indicate the following qualities:

|    |   |                              |
|----|---|------------------------------|
| A  | = | Excellent                    |
| B  | = | Good                         |
| C  | = | Satisfactory                 |
| D  | = | Poor                         |
| F  | = | Failure                      |
| AS | = | Advanced Standing            |
| I  | = | Incomplete                   |
| W  | = | Withdrawals                  |
| S  | = | Satisfactory (a C or better) |
| U  | = | Unsatisfactory               |
| AU | = | Audit                        |
| CR | = | Credit                       |

**NOTE:** Select programs may have alternative grading scales. Please refer to course syllabi or program handbooks for details.

## **REPETITION OF COURSES**

Students may repeat up to 18 semester hours in which grades of “D” or “F” were earned and have only the highest grade counted in computing the cumulative grade point average. All grades will remain on the permanent record. The "Repetition of Courses" policy applies only to coursework repeated at the institution where the course was initially taken. Students should contact their VA or Financial Aid advisor in addition to their Academic Advisor prior to repeating courses. Some VA benefits and financial aid awards do not apply to repeat credit. Developmental courses are not included in this policy.

## **INCOMPLETE GRADE POLICY**

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade: The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor. At the time of the incomplete request, the student must have successfully completed **75%** of the coursework. At the time of the incomplete request, the student must have a passing grade in the course. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.

A student may be required to submit documentation to support the reason the student is not able to complete the coursework. The student and instructor must complete a “Request for

Incomplete Grade” form outlining specific work required for course completion and expected date of completion.

ASUN enforces a maximum time to complete: by the end of the following **16-week** term. However, instructors may require a shorter time period for satisfactory completion of the course. Should this work not be completed within this time frame, the incomplete grade will be changed to an “F” on the student’s transcript. Incompletes are treated as courses attempted but not passed for Satisfactory Academic Progress (SAP).

Students unable to complete a course because of military duties (**with documentation**); extended jury duty (**with documentation**); or sudden catastrophic disability (**substantiated by the disability coordinator**) may not be required to meet all of the requirements outlined above.

The instructor will notify the Office of the Registrar and the Financial Aid Office upon successful completion of all coursework and will report the student’s grade. If the student fails to complete the coursework as agreed, the “I” will automatically become an “F”.

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## **STUDENT IDENTIFICATION CARDS AND NUMBERS**

In compliance with Act 108 of 2003, House Bill 1034, student Social Security numbers will not appear on students’ identification cards in print nor be available by reading the magnetic strip or other encoded information on the identification card. Social security numbers are used for recording purposes only.

Student Identification Cards are made on each campus. Student Identification Cards are the property of the college and are subject to being revoked in the case of abuse. Students must present a valid driver’s license or state-issued ID card and a copy of their current schedule to obtain an ASU-Newport Student Identification Card.

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## **STUDENTS ACTIVATED FOR MILITARY SERVICE**

Arkansas code 6-61-112 provides the following for students called into full-time military duty during an academic semester:

- When any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state-supported post-secondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed. Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution.
  - I. Proportionate refunds of room, board, and other fees which were paid the institution shall be provided to the student, based on the date of withdrawal.
  - II. If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.

- If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price, based on condition, for the textbooks associated with such courses.
- A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

## **STUDENT SUPPORT SERVICES**

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### **ACADEMIC ADVISING**

<http://www.asun.edu/advising>

Academic advising at Arkansas State University-Newport seeks to build relationships which support students to reach their academic and professional goals.

At Arkansas State University-Newport, academic advising refers to a shared responsibility between advisors and students to exchange information to help students reach their educational and career goals. Through conversation, advisors can help students design a plan for success based on an assessment of the student's abilities, interests, and values.

Academic advisors will assist students with:

- choosing a degree pathway that aligns with career/professional goals
- building a balanced semester schedule
- registering for classes
- finding campus resources to help students being successful in their coursework
- maintaining a degree plan to help students progress towards degree completion
- identifying four-year colleges / universities that have programs relevant to students career/professional goals

To help facilitate this learning process, ASU-Newport will have academic advisors available to meet with new students during New Student Orientation Sessions. Returning students are encouraged to schedule an advising session with their assigned advisor.

If you have questions regarding your academic advisor, contact [advising@asun.edu](mailto:advising@asun.edu).

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### **CAREER COACHES**

[http://www.asun.edu/career\\_coach](http://www.asun.edu/career_coach)

The Arkansas Works Career Coach program extends career guidance services for students moving from high school into post-secondary education by helping them set and achieve realistic goals and develop the knowledge and skills they will need to succeed. The services of Career Coaches are available to any Arkansas student, with special interest given to those youth from low-income backgrounds. Career Coaches will identify these students while in high school and encourage them to go to college or be career ready.

ASU-Newport received ten positions to work in public school systems in Craighead, Jackson, and Poinsett counties. The school systems served are: Bradford High School, Brookland High School, Harrisburg High School, Jonesboro High School, Marked Tree High School, Newport High School, Trumann High School, and Tuckerman High School. For more information or questions, please contact the Director of Early College Programs at (870) 512-7757.

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## TESTING SERVICES

[http://www.asun.edu/testing\\_services](http://www.asun.edu/testing_services)

ASU-Newport's testing center offers a variety of entrance and third-party exams for potential and current students. For more information or questions, email: [testing\\_services@asun.edu](mailto:testing_services@asun.edu).

## PLACEMENT TESTING

Students must register to take a Placement test by visiting

<https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form.

## GUIDELINES

- You MUST be at least 13 years of age or older to take a placement test
- No Calculators Allowed in the Testing Center
- Placement Test Scores-may be ACT, ACCUPLACER, or ACCUPLACER-Next Generation earned in the last five years, however, specific programs may have differing placement policies, please refer to program applications for more information.

## ASU-NEWPORT OFFERS THE FOLLOWING PLACEMENT TESTS:

### Accuplacer Next-Generation

- Accuplacer Next-Generation is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, Accuplacer Next-Generation has been used successfully to assess student preparedness for introductory credit-bearing college courses. Accuplacer Next-Generation delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation.
- To study for the Accuplacer Next-Generation go to <https://practice.accuplacer.org/login>

### American College Testing (ACT)

- ACT test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.
- ACT registration is coordinated directly through the ACT test website: [www.act.org](http://www.act.org). Be sure to add the ASU-Newport ACT Center Code 4720 and have your ACT Score report sent electronically to ASU-Newport.

### Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam

- Traditional Registered Nursing and Practical Nursing Pre-entrance PAX Exam\*



- Students may test multiple times during the calendar year but must wait a minimum of 90 days between test attempts. PAX exam schedules and additional information may be obtained visiting <https://ondemand.questionmark.com/home/405669/user> and create a new account to register for the exam. Calculators will be provided.

#### **Registered Nursing Pre-entrance NACE I**

- Students may test only once per calendar year. NACE I test schedules and additional information may be obtained by visiting <https://ondemand.questionmark.com/home/405669/user>.

### **THIRD-PARTY CERTIFICATION EXAMS**

#### **EMT/Paramedic Certification Exam**

- The NREMT Paramedic (NRP) Paramedic cognitive exam is a computer adaptive test (CAT). The number of items a candidate can expect on the Paramedic (NRP) exam will range from 80 to 150. The maximum amount of time given to complete the exam is 2 hours and 30 minutes. To schedule an exam, visit <https://home.pearsonvue.com/>.

#### **NBSTSA Surgical Technology Board Exam**

- Test schedules and additional information may be obtained in the Department of Academic Support and Testing Services office located in Walton Hall or by calling (870) 512-7867.

#### **ParaPro**

- The ParaPro Assessment is a general aptitude test that is required in many states for paraprofessional certification. It also offers school districts an objective assessment of your foundation of knowledge and skills. Start now and take the necessary steps to become a teacher's assistant. [Click here to register for the ParaPro Exam](#)

#### **Pearson Vue**

<https://home.pearsonvue.com/>

#### **Praxis Exam**

- These tests measure academic skills in reading, writing, and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. To register for the Praxis Exam, please go to the following website: <http://www.ets.org/praxis/register/>.

#### **ACT WorkKeys Assessment**

- ACT WorkKeys Testing is coordinated through the Department of Workforce Services.
- This test is given at the Adult Education Center in Jonesboro and at the Testing Services Center at the ASU Newport campus in Newport.

### **Distance Education Proctoring Services (DEPS)**

- Tests must be registered through visiting <https://www2.registerblast.com/asun/Exam/List> and filling out the Testing Registration Form. Students must ensure the Academic Support and Testing Services have access to exams prior to scheduling a test. This can be done by contacting (870) 512-7867 or email [testing\\_services@asun.edu](mailto:testing_services@asun.edu) to schedule distance education test proctoring.

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### **BOOKSTORE**

<https://bookstore.asun.edu/>

The ASU-Newport Bookstore provides textbooks exclusively through a rental textbook program. ASU-Newport acquires all required textbooks and offers them for rent to students at a flat per credit hour fee (see Tuition and Fees). Books shall be rented at a rate of \$20/credit hour (Some exceptions may apply).

The program is designed overall to save students money and provide predictability in budgeting costs of education. The program provides students the opportunity to acquire textbooks by paying a per credit hour fee to rent textbooks that would otherwise have to be purchased by the student.

The goal of the ASU-Newport book program is to provide a lower, predictable cost that students can budget for accordingly. Consumables and required course supplies will be sold at the lowest cost possible. Rental fees will be evaluated annually to ensure the lowest possible cost for the student.

### **ASU-Newport Textbook Rental Policies and Procedures**

- Students must “opt-in” or “opt-out”. This means all books required for the semester in order to be eligible for the program. Alternatively, students who chose to “opt out” may buy all their books elsewhere.
- You must bring your ASU-Newport schedule and Student ID to rent your books.
- You can use your financial aid for the book program if you have aid in excess of tuition, fees, and other charges on your ASU-Newport account.
- You must return the books in good condition during finals week of the semester you rented or you will have to pay for the book.
- You cannot get your grades or transcripts if you owe the school for tuition or books.
- Specific supplies will be sold on all campuses.

Questions? Email : [bookstore@asun.edu](mailto:bookstore@asun.edu).

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### **CAREER SERVICES**

[https://www.asun.edu/career\\_services](https://www.asun.edu/career_services)

The Office of Student Affairs offers a wide range of services to current students and alumni to assist them in career decision making, the job search process, and career advisement. Services

include a full range of resources to assist students in developing necessary strategies and skills which will distinguish them as qualified professionals in today's job market. Career counseling, workshops, seminars, resume and cover letter critique, networking opportunities, and mock interviews are some of the services available to students.

For more information or questions, email: [career\\_services@asun.edu](mailto:career_services@asun.edu)

## **ACADEMIC SUPPORT RESOURCES**

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### **LIBRARY**

The Haryette M. Hodges and Kaneaster Hodges, Sr. Library on the Newport campus and the libraries on the Jonesboro and Marked Tree campuses serve as centers of learning for the institution. Library services are available to students, faculty, staff, and community members. In addition to print, electronic, and audio/visual materials, students, faculty, and staff can access Library Databases onsite and remotely at <https://www.asun.edu/library>. The ASU-Newport Library also offers InterLibrary Loan, which is a service that allows eligible users to request items that are not owned by the ASU- Newport Library from other libraries. InterLibrary Loan is available to our students, faculty, and staff. The ASU-Newport Library is a member of the ARKLink Consortium, which means students, faculty, and staff are eligible for an ARKLink card which will allow them to borrow materials from other consortium member libraries.

Library staff will answer reference questions via email at [library@asun.edu](mailto:library@asun.edu), or by phone at (870) 512-7862.

### **COMMUNITY EDUCATION PARTICIPANTS**

Arkansas State University-Newport offers a variety of Community Education classes. All sessions are open to anyone in our community. Community Continuing Education classes focus on personal enrichment. AARP Driver Safety Classes, Computer Basics Classes for Senior Adults, and Baby-Sitting Basics for tweens and teens are representative of the many courses that may be offered to the public at a nominal fee.

To register or for more information about the courses, email: [library@asun.edu](mailto:library@asun.edu), or call at (870) 512-7862.

### **TUTORING SERVICES**

[http://www.asun.edu/academic\\_support\\_center](http://www.asun.edu/academic_support_center)

The Academic Support Center at ASU-Newport provides free support services to all students seeking tutoring assistance. To ensure the Academic Support Center is providing the quality academic help students need, when, where, and how they need it, online tutoring services are provided. With online tutoring services, ASU- Newport students get on-demand, individual instruction, and support from expert online tutors across a wide variety of subjects - from beginner to advanced, up to 24 hours a day. Students can find the Brainfuse Online Tutoring link within their Canvas Course home page.

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## **CAREER PATHWAYS**

<http://www.asun.edu/programs/career-pathways>

Career Pathways is a grant-funded program designed to assist eligible parents to complete an educational degree and enter a high paying, high demand career field. Benefits may include tuition and fees, textbooks, childcare and fuel assistance to and from class.

To qualify, you must:

1. Be a resident of Arkansas, and
2. Have custody of a child under the age of 21 years living in the home permanently, and
3. Must earn at or below 250% of the federal poverty level.

Questions? Email: [career\\_pathways@asun.edu](mailto:career_pathways@asun.edu)

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## **TIMELY CARE**

[timelycare.com/asun](https://www.asun.edu/timelycare)

ASU-Newport has partnered with TimelyMD to deliver [TimelyCare](#) – a virtual health and well-being platform for students. Through either a mobile app or computer device, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost. Whether students are feeling under the weather, anxious, or overwhelmed, they can talk to a licensed provider to get the care needed via phone or secure video visits.

To access TimelyCare, visit <https://www.asun.edu/timelymd> or download the [TimelyCare app](#) from your app store and register with your school email address. You can then start visits from any web-enabled device – smartphone, tablet, laptop, or desktop – anywhere in the United States.

For more information or questions, email: [timelycare@asun.edu](mailto:timelycare@asun.edu)

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## **CAMPUS FOOD PANTRY**

<https://www.asun.edu/node/2659>

Arkansas State University-Newport provides students the opportunity to access food items through the Campus Food Pantry while pursuing their education. Each campus location provides a food pantry available to students at Newport, Jonesboro, and Marked Tree. [The Pantry](#) is a free supplemental food resource available each semester to students who are currently enrolled at the college.

## **HOW DOES IT WORK?**

The Pantry is open weekly Monday through Friday from 9:00 a.m. - 4:00 p.m.

Students may visit the campus food pantry once per week and complete a simple process to access needed food items. At the entry of each pantry door, instructions are provided which include steps for accessing food from the pantry. The steps include:

1. Scan QR Code (takes student to Intake Application form),
2. Complete the Intake Application Form, and
3. Gather the items you need (grocery bags are provided).

For more information or questions, please email: [thepantry@asun.edu](mailto:thepantry@asun.edu) or call 870-512-7859.

## **WHERE IS THE PANTRY?**

The Pantry locations include:

- Newport Campus –Student Community Center Building, Hub (Corner room next to Bookstore
- Jonesboro Campus- Aviator Hall, Admissions Office
- Marked Tree Campus – Administration Building, Library (Work room)

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## **CENTER FOR EDUCATIONAL ACCESS**

<https://www.asun.edu/cea>

At ASU-Newport, it is our goal to foster an inclusive learning environment and advocate on behalf of all students. We believe every student has the right to achieve their fullest potential academically, socially, physically, and professionally. Although the university does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, we offer a variety of support services to students with disabilities. These services ensure that those admitted to the institution are integrated and can successfully navigate the expectations of the campus in class and beyond.

Reasonable academic accommodations are considered and granted on an individual basis. Decisions are issued after submission and review of required documentation and an interview with a staff of the Center for Educational Access. To obtain reasonable academic accommodations, students must provide official documentation of diagnosed disability from a professional that is less than five years old and a completed application to the Center for Educational Access. We recommend contacting the Center for Educational Access before the start of the academic term. This will ensure early notice in setting accommodations and notifying faculty.

Questions? Email: [cea@asun.edu](mailto:cea@asun.edu).

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## **VOCATIONAL REHABILITATION**

Persons who have a substantial employment handicap as a result of a permanent disability may receive, at no cost to themselves, vocational counseling and financial assistance toward the cost of their college training when the vocational objective of the disabled person is approved by a vocational rehabilitation counselor.

These services are available through the Division of Vocational Rehabilitation, Arkansas Department of Career Education, Little Rock, Arkansas, 72201. Information relative to the program may be obtained from the Financial Aid Office at Newport, Jonesboro, or Marked Tree campuses.

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## **STUDENT LIFE**

[http://www.asun.edu/student\\_life](http://www.asun.edu/student_life)

Students are strongly encouraged to enhance their overall college experience through involvement in campus groups and activities. These groups offer opportunities for leadership, recognize scholarship, encourage citizenship, and provide social experiences. Leadership, Honorary, and Special Interest Groups/Organizations.

For more information or questions, email: [studentlife@asun.edu](mailto:studentlife@asun.edu).

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## **STUDENT LEADERSHIP**

<https://www.asun.edu/student-leadership>

Contact the Dean for Students at (870) 512-7859 for further information. • Email: [debbie\\_hardy@asun.edu](mailto:debbie_hardy@asun.edu).

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The Student Government Association is one way to be involved in the creation, planning, and implementation of student activities for the campus. SGA provides cultural, educational, recreational, and social programs for the college community while giving student leaders a place to develop sound leadership skills through the process of programming.

## **STUDENT AMBASSADORS**

Student Ambassadors are student leaders who represent ASU-Newport at public events, assist with recruitment activities, serve as role models for ASU-Newport students and maintain high academic standards. Student Ambassador Scholarships are awarded every year for eligible students.

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## **REGISTERED STUDENT ORGANIZATIONS**

For more information or questions email: [studentdevelopment@asun.edu](mailto:studentdevelopment@asun.edu).

## **HOW TO START A REGISTERED STUDENT ORGANIZATION**

Student organizations wishing to operate in the name of Arkansas State University–Newport, use ASUN space, receive funds from the university, or represent an organization on Student Government Association must be recognized by the Dean for Students office, annually.

## **THE MULTICULTURAL STUDENT ASSOCIATION (MSA)**

The Multicultural Student Association of Arkansas State University Newport comprises a group of students dedicated to the education and awareness of the different cultures represented on campus. MSA promotes an appreciation of diversity and inclusivity by hosting various cultural programs, community service projects and leadership opportunities.

### **PHI BETA LAMBDA (PBL)**

<http://www.fbla-pbl.org/>

The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition, promotes a sense of civic and personal responsibility. The FBLA-PBL Mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The name of the post-secondary division of Arkansas FBLA-PBL, Inc. is “Phi Beta Lambda” and is referred to as “PBL”. ASU-Newport PBL chapter is on all three of the ASU-Newport locations with advisers on each campus.

### **PHI THETA KAPPA (PTK)**

<https://www.ptk.org/>

Phi Theta Kappa is the nationally recognized two-year college Honor Society. The Beta Nu Gamma Chapter at ASU-Newport shares the national mission: “To recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship.”

### **STUDENT PRACTICAL NURSING ASSOCIATION**

The Student Nurses’ Association’s philosophy is to promote the educational needs of a Licensed Practical Nurse as an important member of the healthcare team and concerned with health care standards for all people.

### **STUDENT SURGICAL TECHNOLOGIST ORGANIZATION**

Student Surgical Technologist Organization (SSTO) Mission Statement: “We the members of the Student Surgical Technologist Organization of Arkansas State University-Newport are dedicated to the service and betterment of the college, its surrounding community, and the career of Surgical Technologist. We will realize this mission by fostering and exhibiting university spirit, respect, responsibility, and honoring the accepted practices of the career of Surgical Technologist.”

### **STUDENT VETERANS’ ORGANIZATION**

The ASU-Newport Student Veterans Organization provides student veterans and their dependents opportunities for social support, networking, and leadership development. It supports the educational mission of the college and promotes community service. Membership

is open to all student veterans and their family members that are currently enrolled in a minimum of six hours at ASU-Newport, ASU-Newport Alumni, and veteran faculty/staff.

## **OTHER ACTIVITIES**

ASU - Newport currently provides the opportunity to compete in two intercollegiate sports: men's basketball and women's softball. The Aviators compete as members of the National Junior College Athletic Association and are subject to its rules and regulations. Students must complete at least 12 hours of course credit and maintain a 2.0 grade point average to be eligible to compete. Members of our intercollegiate teams are selected by respective head coaches in each sport.

For more information or questions, contact the Office of the Athletic Director at (870) 512-7742 or email [athletics@asun.edu](mailto:athletics@asun.edu).

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## **Standards of Student Conduct**

Students enrolled at Arkansas State University-Newport are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College-on-College matters during their period of enrollment, and the College reserves the right to take disciplinary action against those students who, in the opinion of the College, have not acted in the best interest of the students or the College.

Disciplinary action may consist of a verbal reprimand, payment of restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right to due process if they wish to contest an action.

Students are responsible for knowing and adhering to the following standards of conduct:

1. **Alcoholic Beverages:** Any student guilty of drinking, being under the influence of, or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action and/or state and/or federal law.
2. **Illegal Use of Drugs:** The illegal use of drugs is strictly prohibited on College property or at College functions. Any student found using, under the influence of, in possession of, or distributing illegal drugs is subject to disciplinary action and/or state and/or federal law.
3. **Sexual Assault, Stalking, and Domestic/Dating Violence:** ASUN is determined to provide a campus atmosphere free of violence and unwanted sexual conduct for all students, faculty, staff, and visitors. Domestic and dating violence, sexual assault, and stalking are prohibited and will not be tolerated at ASUN. At ASUN, these acts are violations of policy regardless of race, ethnicity, or culture, gender, age, sexual orientation, or disability. The use of alcohol and other drugs in conjunction with the incident of domestic or dating violence, sexual assault, or stalking does not mitigate accountability for the commission of these acts nor diminish the seriousness of the offense. The College holds violation of Orders of Protection to also be a violation of this policy and will initiate disciplinary



action without waiting for a court decision if College officials conclude that a violation has occurred. For more information regarding Title IX: <https://www.asun.edu/TitleIX>  
Sexual Assault and Misconduct can be reported through the following link:

<https://www.asun.edu/report-incident>

4. **Smoking/Tobacco:** ASUN is a tobacco-free institution, including buildings, grounds, and parking lots. No tobacco products of any type may be used, carried, or distributed in any buildings, parking areas, grounds, facilities, vehicles, or streets.
5. **Assembly:** No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or prevents or obstructs the normal operations of the College.
6. **Disruptive Behavior:** No person or persons shall engage in any behavior which disrupts class or college activities.
7. **Signs:** With the exception of bulletin boards, students may erect or display signs or posters on the campus only with the authorization of the Executive Vice Chancellor of Finance and Administration. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscription on College property. Please refer to Standard Operating Procedure 3005 for more information about the Facilities Appearance Standards [https://files.asun.edu/sops/3000/3005\\_Facilities\\_Appearance\\_Standards.pdf](https://files.asun.edu/sops/3000/3005_Facilities_Appearance_Standards.pdf).
8. **Solicitation of Funds:** No student or student organization may use campus facilities, solicit funds, or schedule activities unless such action has been approved by the Dean for Students and/or the Provost. See Fundraising (Solicitation) Policy
9. **Firearms:** No firearms are allowed on any ASUN campus with the exception of officers of the law contracted to serve as security for the college; qualified law enforcement officers; for educational purposes with prior approval from the Office of the Chancellor; or, any other possession authorized by law. Arkansas Act 562 of 2017 allows an individual with a concealed handgun permit to carry a concealed handgun on college campuses IF he/she has completed an additional enhanced certification training course sanctioned by the Arkansas State Police. An individual who has a standard license to carry a concealed handgun under Arkansas § 5-73-301 et seq. may carry a concealed handgun in his/her motor vehicle or leave the concealed handgun in his/her locked and unattended motor vehicle in a College owned and maintained parking lot.
10. **Counterfeiting and Altering:** Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form, any writing, record, document, or identification form used or maintained by the College.
11. **Theft of Property:** Any theft of personal or College property will be treated as a violation of College rules and may lead to disciplinary action and/or state and/or federal penalties.
12. **Vandalism:** The destruction or mutilation of College property is prohibited. Such action may result in the required payment of restitution and/or disciplinary action.
13. **Use of College Facilities:** Students are permitted on campus during the times established in the College Calendar, during normal College hours. Students wishing to use College facilities at times other than those times must request permission from the Dean of Students and/or Provost.

14. **Financial Responsibility:** Students in debt to the College in such matters as fees, fines, or loans, shall not be permitted to register for a succeeding session, nor will grades, records, degrees, etc., be awarded or released until such accounts are satisfied.
15. **Motor Vehicles:** The College provides and maintains sufficient parking areas for staff, students, and visitors. All individuals are required to adhere to College parking regulations. Speed is limited to 10 miles per hour while on College grounds. It should be noted that the College assumes no responsibility for loss, theft, or damage to vehicles parked in the College parking areas.
16. **Inappropriate Behavior:** Students shall not engage in any behavior which may misrepresent the image and/or values of ASUN.
17. **Cellular telephones:** Must be turned off or silenced during classes held at any ASUN site. They also need to be turned off or silenced in the Library and in the Computer Labs.
  
18. **Children on campus:** Students are not allowed to bring their children to class on any ASUN campus. ASUN is dedicated to providing a learning environment that is free from unnecessary distractions for every student. Therefore, children are not permitted to stay in the Library, computer labs, science labs, classrooms, or other specialized seminars. In addition, children may not be left unattended anywhere on campus, including a parked vehicle.

### **Due Process for Student Conduct Violations**

Cases of student misconduct are to be referred to the Dean of Students for evaluation. The Dean of Students and/or college designees shall be responsible for all initial disciplinary procedures. The following sanctions may be imposed upon any student(s) found to have violated the student code of conduct:

- **Verbal Warning:** A formal verbal notice to the student(s) that he/she is violating a code of conduct.
- **Warning:** A notice in writing to the student(s) that he/she is violating or has violated institutional regulations.
- **Probation:** In addition to a written reprimand for violation of specified regulations, probation will be imposed for a designated period of time which will include the probability of more severe disciplinary sanctions if the student is found to be violating any institutional code of conduct during the probationary period.
- **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **College Suspension:** Separation of the student(s) from the College for a definite period of time, after which the student(s) is eligible to return. Conditions for readmission may be specified.
- **College Dismissal:** Permanent separation of the student(s) from the College.

**In addition to those listed above, other sanctions may be implemented appropriate to the act of misconduct. All cases meriting suspension or disciplinary dismissal shall be referred to the Provost.**

### **Formal Non-academic Grievance Procedure**

1. Within five (5) calendar days of the alleged grievous incident, the complainant must present the complaint in written form to the Provost, who is designated as the College Grievance Officer. Grievances will be limited to those made formally in writing and signed by the student. The written grievance must include:
  1. Date and details of the alleged violation;
  2. Any available evidence of the alleged violation;
  3. A description of the efforts to informally resolve the complaint;
  4. Names, addresses, and phone numbers of witnesses to the alleged violation;
  5. The requested remedy to the alleged violation.
2. The Provost will then consult with the complainant, the appropriate College personnel, and the individual against whom the grievance has been made, to attempt to resolve the matter.
3. If a mutually agreeable resolution is not reached, the Provost will send the grievance to the Student Grievance Hearing Committee, comprised of at least three full time employees/administrators, and the SGA president or designee. The Student Grievance Hearing Committee will review the written grievance and will either determine (a) that there are no grounds for the grievance or (b) schedule a hearing.

Should the committee review result in the conclusion that a hearing should be held, the student shall meet with the Student Grievance Hearing Committee, and at the Committee's discretion, the Committee may require the presence of the individual who filed the alleged conduct violation. The decision of the Student Grievance Hearing Committee will be submitted in writing to the student and the Provost.

**Note:** The grievance procedures outlined here apply only to non-academic grievances. For procedures concerning academic decisions (e.g., grades, Program Dismissal, or academic dishonesty, please refer to the section on Academic Integrity in Academic Information.

### **Student Appeals**

- If unsatisfied, the student may appeal in writing to the Chancellor within five (5) working days of receiving the written response from Provost or the Student Grievance Hearing Committee.
- The Chancellor will respond in written form within five (5) working days.

- Although Complainants are encouraged to resolve their grievances by utilizing the College grievance procedure, if a student feels his/her Civil Rights have been violated, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR at <https://www.hhs.gov/civil-rights/index.html>.

## **Records Management**

All written grievances filed with the Dean for Students along with any related documents or findings will be logged in an official register and maintained for a period of no less than two years after the initial filing.

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## **FREEDOM OF EXPRESSION POLICY**

In compliance with ACT 184 of 2019 as well as the First Amendment of the United State Constitution, the ASU System and Arkansas State University-Newport will afford each member of the university community the opportunity to engage in peaceful and orderly protests and demonstrations; however, these activities must not disrupt the operation of the university. Such opportunities will be provided on an equal basis and adhere to the basic principle that the system will remain neutral as to the content of any public demonstration. In order to achieve this objective, while at the same time ensuring that the institution fulfills its educational mission, the university has the responsibility to regulate the time, place, and manner of expression. Through such regulation, equal opportunity for all persons can be assured; order within the university community can be preserved; university property can be protected, and a secure environment for individuals to exercise freedom of expression can be provided.

For more information concerning the Standard Operating Procedure 4017, Freedom of Expression Policy, visit [https://files.asun.edu/sops/4000/4017\\_Freedom\\_of\\_Expression.pdf](https://files.asun.edu/sops/4000/4017_Freedom_of_Expression.pdf).

Questions? Email: [studentaffaris@asun.edu](mailto:studentaffaris@asun.edu)

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## **FUNDRAISING (SOLICITATION) POLICY**

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors. All faculty, staff and recognized student organizations may be permitted to hold fund-raising events on campus under the following conditions:

- Faculty, staff, and recognized student organizations may hold fund-raising activities (solicitation) that are reasonable and appropriate given the organization's purpose.
- The activities are not to occur more than three times per semester per requesting organization for a period not to exceed three days per event.
- Fundraising activities (solicitations) shall be defined as requesting donations, without products or services being rendered, or activities that raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purposes of ASU-Newport or for a selected philanthropic project of the organization.

- The president (or designee) of a student organization will submit an activity request form for each fund-raising event to the Director of Student Life at least one week prior to the requested date(s) of the fund-raising.

Please refer to Standard Operating Procedure 4011 for more information about Student Activity Request: [https://files.asun.edu/sops/4000/4011\\_Student\\_Activity\\_Request.pdf](https://files.asun.edu/sops/4000/4011_Student_Activity_Request.pdf)

Please refer to Standard Operating Procedure 4019 for more information about Student Fundraising: [https://files.asun.edu/sops/4000/4019\\_Student\\_Fundraising.pdf](https://files.asun.edu/sops/4000/4019_Student_Fundraising.pdf)

Click here for the Fundraising Activity Request Form:  
[https://files.asun.edu/student\\_affairs/ASUN\\_RSO\\_Solicitation\\_Request\\_Form.pdf](https://files.asun.edu/student_affairs/ASUN_RSO_Solicitation_Request_Form.pdf)

Questions? Email: [studentaffairs@asun.edu](mailto:studentaffairs@asun.edu)

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## **UNIVERSITY COMMITTEES POLICY**

Student involvement is vital to the governance structure at ASU-Newport. University committees provide many opportunities for individuals to serve the academic community in leadership roles by serving as a voice for all students. Eligibility for membership—only full-time students who are not on academic or disciplinary probation may hold positions on university committees. Also, membership will consist of students who have attained a 2.00 or higher grade point average (semester and cumulative) and/or have no current or pending conflict with assigned committee.

For a complete list of Shared Governance Committees and specific committee eligibility requirements, visit the Shared Governance website at [http://www.asun.edu/federal\\_disclosure](http://www.asun.edu/federal_disclosure).



# ACADEMIC DIVISIONS

## **DIVISION OF NURSING AND HEALTH PROFESSIONS**

### **Dean**

Dr. Stacie Hay  
[stacie\\_hay@asun.edu](mailto:stacie_hay@asun.edu)  
(870) 512-7869

### **Academic Coordinator**

Vacant  
(870) 512-7813

### **Director of Nursing (DON)**

Dr. Stacie Hay  
[stacie\\_hay@asun.edu](mailto:stacie_hay@asun.edu)  
(870) 512-7869

### **Director of Surgical Technology**

Shannon Riley  
[shannon\\_riley@asun.edu](mailto:shannon_riley@asun.edu)  
(870) 512-7745

### **Patient Care Technician Coordinator**

Judith Coggin  
[judith\\_coggin@asun.edu](mailto:judith_coggin@asun.edu)  
(870) 512-7729

## **PRE-HEALTH PROFESSIONS**

### **Program Philosophy**

The Pre-Health Professions Program is designed to assist students in their quest to become healthcare professionals by gaining the knowledge needed to enroll in health professions programs. This pathway will focus on basic nutrition, composition, and computer skills needed in the healthcare field. Additionally, this pathway will focus on human sciences and integrated concepts from various scientific fields necessary to enter the health care field.

### **Program Information**

- <https://www.asun.edu/programs/nursing>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Exhibit effective written and verbal communication skills
- Apply basic math skills for healthcare
- Demonstrate and apply critical thinking and reasoning skills pertinent to the healthcare setting
- Apply basic technological skills for working within a healthcare setting

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- None

[CP Pre-Health Professions](#)

[TC Pre-Health Professions](#)



## **PRACTICAL NURSING**

### **Program Philosophy**

The Practical Nursing program is designed to offer an eleven-month program, fully approved by the Arkansas State Board of Nursing, combining classroom instruction with clinical experience. The Practical Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-PN Examination. Persons convicted of certain crimes may not be eligible to take the NCLEX- PN examination.

### **Program Information**

- <https://www.asun.edu/programs/nursing>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Provide quality, safe, holistic, patient-centered care to diverse patient populations across the lifespan guided by a caring attitude, effective delegation, and the promotion of a culture of health
- Engage in critical thinking and prioritization necessary to provide quality patient care
- Participate in the development of quality improvement measures for diverse patient populations
- Participate in collaborative relationships with members of the intra-professional team
- Use informatics principles, techniques, systems, and patient care technology to communicate, process knowledge, mitigate error, and support decision making
- Provide leadership in a variety of healthcare setting for diverse patient populations within the Practical Nurse's scope of practice
- Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a practical nurse

### **Program Admission Requirements**

- Students must apply to both ASUN and the Practical Nursing program to be eligible.
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for PN Program: [Health Professions Program Page](#)

### **Program Accreditation**

- The Licensed Practical Nursing Program is fully approved the Arkansas State Board of Nursing

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- Arkansas State Board of Nursing Practical Nursing Licensure (*upon successfully passing boards*)

[TC Practical Nursing](#)

## **TRANSITION TO REGISTERED NURSING**

### **Program Philosophy**

The Transition to Registered Nursing program is designed to offer an eleven-month LPN-to-RN transition program that is fully approved by the Arkansas State Board of Nursing. This program combines classroom instruction with clinical experience. The Registered Nursing Program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-RN examination. Persons convicted of certain crimes may not be eligible to take the NCLEX- RN examination.

### **Program Information**

- <https://www.asun.edu/programs/nursing>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Advocate holistically for diverse patient populations and their families in ways that promote health, self-determination, integrity, and ongoing growth as human beings
- Integrate clinical reasoning, substantiated with evidence, to provide and promote safe quality care for patients and families in a community context
- Distinguish one's professional identity in ways that reflect integrity, responsibility, and ethical practices, and professional growth and development as a nurse
- Communicate respectfully and effectively with diverse populations and the multidisciplinary health care team through collaborative decision making to produce optimal patient outcomes
- Manage patient care effectively related to time, personnel, informatics, and cost to continuously improve the quality and safety of health care systems

### **Program Admission Requirements**

- Students must apply to both ASUN and the Transition program to be eligible.
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for Transition Program: [Health Professions Program Page](#)

### **Program Accreditation**

- The LPN to RN Bridge is fully approved by the Arkansas State Board of Nursing

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- Maintain LPN License
- Arkansas State Board of Nursing Registered Nursing License (*upon successfully passing boards*)

[AAS Registered Nursing](#)

## REGISTERED NURSING PROGRAM

### Program Philosophy

The Registered Nursing Program is designed to offer a Nursing program that is approved by the Arkansas State Board of Nursing. This program meets requirements for application to the Arkansas State Board of Nursing and the NCLEX-RN examination after successful completion of all requirements. Persons convicted of certain crimes may not be eligible to take the NCLEX-RN examination.

### Program Information

- <https://www.asun.edu/programs/nursing>

### Program Learning Outcomes

*Upon completion of this program students will:*

- Advocate holistically for diverse patient populations and their families in ways that promote health, self-determination, integrity, and ongoing growth as human beings
- Integrate clinical reasoning, substantiated with evidence, to provide and promote safe quality care for patients and families in a community context
- Distinguish one's professional identity in ways that reflect integrity, responsibility, and ethical practices, and professional growth and development as a nurse
- Communicate respectfully and effectively with diverse populations and the multidisciplinary health care team through collaborative decision making to produce optimal patient outcomes
- Manage patient care effectively related to time, personnel, informatics, and cost to continuously improve the quality and safety of health care systems

### Program Admission Requirements

- Students must apply to both ASUN and the traditional Registered Nursing program to be eligible
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for RN Program: [Health Professions Program Page](#)

### Program Accreditation

- The Traditional Registered Nursing Program is fully approved by the Arkansas State Board of Nursing

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- Arkansas State Board of Nursing Registered Nursing License (*upon successfully passing boards*)

[AAS Registered Nursing Fall Start](#)

[AAS Registered Nursing Spring Start](#)

## **CERTIFIED NURSING ASSISTANT (CNA)**

### **Program Philosophy**

The Certified Nursing Assistant (CNA) program is designed to prepare students with basic knowledge and skill for entry-level care in the long-term and home-health setting. In addition, the CNA program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

### **Program Information**

- <https://www.asun.edu/programs/patient-care>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Identify services that promote patient/client independence
- Demonstrate basic knowledge of anatomy and physiology of body systems and anatomic terminology associated with the body systems, for all clients of all ages
- Demonstrate ability to communicate changes in client condition to the nurse
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living
- Demonstrate proper techniques to perform activities of daily living
- Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior, and legal implications in this work environment
- Identify steps to answer patient call system, communicate with the vision/hearing impaired client
- List reasons, and procedures for use of restraints and legal consequences
- Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>
- Criminal Background Check (Persons convicted of certain crimes may not be eligible to be placed at clinical sites)
- Urine Drug Screen

### **Program Accreditation**

- The CNA program is approved by the Arkansas Office of Long-term Care

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- Certified Nursing Assistant Exam

[CP Certified Nursing Assistant](#)

## **PHLEBOTOMY**

### **Program Philosophy**

The Phlebotomy program is designed to educate and train entry-level competent and diverse phlebotomists with the mental, physical, and ethical knowledge and skills for career entry in the laboratory profession. In addition, ASUN's Phlebotomy program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

### **Program Information**

- <https://www.asun.edu/programs/patient-care>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents
- Demonstrate proper techniques to perform venipuncture and capillary puncture
- Demonstrate knowledge of requesting, specimen transport, and specimen processing

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>
- Criminal Background Check (Persons convicted of certain crimes may not be eligible to be placed at clinical sites)
- Urine Drug Screen

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support

[CP Phlebotomy](#)



## **PATIENT CARE TECHNICIAN**

### **Program Philosophy**

The Patient Care Technician program is designed to prepare students wanting a career in the acute care setting. This program incorporates the knowledge and skills needed to provide safe and competent direct client care. In addition, ASUN's PCT program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

### **Program Information**

- <https://www.asun.edu/programs/patient-care>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Identify services that promote patient/client independence
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate client condition to the charge nurse, associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of equipment, to assist the client, and proper use of equipment for activities of daily living
- Demonstrate proper techniques to perform activities of daily living
- Demonstrate knowledge of the basic concepts of communication, personal and patient interaction, stress management, professional behavior, and legal implications in this work environment
- Identify steps to answer patient call system, communicate with the vision/hearing impaired client
- List reasons, and procedures for use of restraints and legal consequences.
- Demonstrate means of taking Temp, Pulse, Respirations, and Blood Pressures
- Demonstrate knowledge of the health care delivery system and medical terminology
- Demonstrate knowledge of infection control and safety
- Demonstrate basic knowledge of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems, for all clients of all ages
- Demonstrate knowledge of the importance of specimen collection in the overall patient care system
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents
- Demonstrate proper techniques to perform venipuncture and capillary puncture

- Demonstrate knowledge of requisitioning, specimen transport, and specimen processing

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>
- Criminal Background Check
- Urine Drug Screen

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- Certified Nursing Assistant

[CP Patient Care Technician](#)

## **MEDICATION ASSISTANT-CERTIFIED**

### **Program Philosophy**

The Medication Assistant-Certified program is designed to prepare students wanting a career in the acute care, long term care, or corrections setting. This program incorporates the knowledge and skills needed to provide safe and competent direct client care. In addition, ASUN's MA-C program fosters intellectual curiosity and a commitment to life-long learning for personal and professional growth.

### **Program Information**

- <https://www.asun.edu/programs/medication-assistant>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Identify medication principles necessary for administering medications to individuals in designated facilities
- Demonstrate safe administration of medications to residents.
- Communicate therapeutically and effectively in both oral and written style during medication administration
- Describe the legal and ethical issues surrounding medication administration.
- Identify responsibilities, certification, requirements, and renewal obligations when performing in the role of a medication assistant
- Demonstrate effective time management when administering medications.
- Function as part of the healthcare team

### **Program Admission Requirements**

- Good standing with CNA registry; minimum of one year
- 1-year continuous experience as a CNA in Arkansas
- Currently employed by an approved facility
- High school diploma or equivalent
- Accuplacer Reading Score of 240 or ACT Reading score of 16
- Successfully pass a background check and urine drug screen
- Proof of TB skin test

### **Program Accreditation**

The MA-C program is approved by the Arkansas State Board of Nursing.

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Certificate of Proficiency Medication Assistant- Certified
- Medication Assistant-Certified Exam

[Medication Assistant-Certified](#)

## **EMERGENCY MEDICAL TECHNICIAN (EMT)**

### **Program Philosophy**

The Emergency Medical Technician (EMT) program is designed to prepare competent entry-level EMT's in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains with or without exit points at the Emergency Medical Technician, and/or Emergency Medical Responder levels allow the students to take the National Registry of Emergency Medical Technicians certification exam at their level of training. The EMT is an allied health professional whose primary focus is to assist the Paramedic and to provide emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. EMT's function as part of a comprehensive EMS response, under medical oversight. EMTs perform interventions with the basic equipment typically found on an ambulance.

### **Program Information**

- <https://www.asun.edu/programs/emergency-medicine>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Describe the unique needs for assessing an individual with a specific chief complaint with no known prior history
- Differentiate between the history and physical exam that are performed for responsive patients with no known prior history and responsive patient with a known prior history
- Differentiate between the assessment that is performed for a patient who is unresponsive or has an altered mental status and other medical patients requiring assessment
- Explain the reason for prioritizing a patient for care and transport
- Explain and demonstrate the value of performing an initial assessment and a secondary assessment
- Explain and demonstrate knowledge and use of EMT level medication administration
- Explain the benefits and advantages of operating in an integrated EMS System
- Describe the emergency medical care considerations and procedures of the patient with head and/or spine injuries
- Describe the emergency medical care considerations and procedures for the patient with a chest injury
- Describe the emergency medical care considerations and procedures for a patient with an abdominal wound
- Describe the procedures for movement of the patient with life-threatening and non-life-threatening injuries

## **Program Admission Requirements**

- Students must apply to both ASUN and the EMT program to be eligible
- Application for ASUN: <https://www.asun.edu/getstarted>
- Application for the EMT Program: [Emergency Medical Technician Program Page](#)
- A criminal background check (In program)
- Drug screen (In program)
- Must remain current with an American Heart Association Basic Life Support CPR Certification
- Current TB skin test
- Current flu vaccine
- Current Hepatitis B vaccine series or signed waiver

## **Program Accreditation**

- The Emergency Medical Technician (EMT) program meets the requirements of the Arkansas Department of Health Section of EMS and the guidelines of the Department of Transportation

## **Associated Licensure, Certification, and Credentials**

- National Registry of Emergency Medical Technician Arkansas Department of Health, Section of EMS
- National Registry of Emergency Medical Technicians (required to work in the field)
- American Heart Association BLS Provider (required to work in the field)

[CP Emergency Medical Technician](#)

## **SURGICAL TECHNOLOGY**

### **Program Philosophy**

The Surgical Technology program is designed to provide competent entry-level Surgical Technologists in the cognitive (knowledge) psychomotor skills, and affective (behavior) learning domains. In addition, the Surgical Technology program prepares students to become Nationally Certified Surgical Technologists who are allied health professionals, serving as an integral part of the team of medical practitioners that provide surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures.

Surgeon supervision is also utilized in order to ensure that the operating room environment is safe, that all equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical Technologists must be able to work under stressful and emergency situations. Manual dexterity, physical stamina, and considerable patience are needed to provide the best patient care.

### **Program Information**

- <https://www.asun.edu/programs/surgical-technology>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Identify, discuss, and evaluate (self) the duties of the Surgical Technologist in the scrub role, circulating role, and second assisting
- Identify discusses and diagrams key elements related to anatomy and physiology, microbiology, and the mechanisms of wound healing and wound complications, as it relates to surgical care
- Identify, discusses, and displays appropriate key elements of universal precautions and infection control measures. [Cognitive – Knowledge, comprehension, and application
- Identify safety hazards. Discusses and selects appropriate interventions regarding patient and environmental safety including specimen care, counts, electrical, radiation, and laser precautions, CDC (Infection Control measures), latex allergy, and OSHA (PPE) requirements
- Identify, discusses, and prepares pharmacology medications and solutions used in surgery correctly and safely
- Identify discusses, and (self) evaluates the principles of surgical fundamentals such as aseptic technique, storage and handling of sterile supplies, sterilization, and disinfection efficiently and safely
- Identify and selects appropriate equipment for assigned procedure setup. Organizes a comprehensive pre-case supply and equipment check including orthopedic equipment, dermatomes, tourniquets, suction units, endoscopes, microscopes, cryotherapy units, electrosurgical units, irrigation/aspiration units, laser equipment, monitors, and emergency equipment

- Utilize imitation, manipulation following oral or written directions, and finally precision independent performance
- Identify and selects appropriate action when confronted with equipment-related malfunctions or emergencies. Identifies and selects an appropriate response to surgical complications and emergencies. Demonstrates appropriate response in lab or clinical setting Identifies basic step, discusses possible variations, and applies principles of surgical technique and planning to patients of all ages and physical conditions for a variety of procedures by formulating or modifying the patient’s case plan
- Identify procedural steps and demonstrates performance (independent) of patient care procedures correctly and safely such as skin preparation, positioning, draping, catheterization, vital signs, and cardiopulmonary resuscitation
- Identify, manipulates, and manages instruments (classifications), sutures, needles, catheters, drains, surgical packing and dressings, and other types of specialty supplies and equipment with precision
- Demonstrate ability to progress from the ability to imitate basic scrub skills in the lab setting, manipulate case setup according to oral or written instructions, and perform with precision a minimum of 80 procedures in the “first scrub solo” or “with assist” role in the required procedure categories. Demonstrates articulation (ability to perform the procedure with competency) in the “first scrub” role prior to graduation

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>
- Program application: [Surgical Technology Application](#)

### **Program Accreditation**

- CAAHEP – Commission on Accreditation of Allied Health Education Programs

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Heart Association Basic Life Support
- National Certification in Surgical Technology (*upon successfully passing boards*)
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[AAS Surgical Technology](#)



## **DIVISION OF APPLIED SCIENCE**

### **Philosophy**

The Division of Applied Science supports the college vision as a driving force that revitalizes the Delta and restores the American Dream in the communities we serve. Our programs will be accessible, affordable, transform the lives of our students, enrich our communities, and strengthen the regional economy.

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Obtain gainful employment or continue their education in their technical field
- Express ideas, knowledge, and concepts in a clear and concise manner
- Apply reasoning skills in a variety of environments, which demonstrates problem-solving and applied knowledge
- Participate in service activities that instill in them a sense of social responsibility

### **Dean**

Michael Nowlin

[michael\\_nowlin@asun.edu](mailto:michael_nowlin@asun.edu)

(870) 512-7808

### **Academic Coordinator**

Vicki Frans

[vicki\\_frans@asun.edu](mailto:vicki_frans@asun.edu)

(870) 358-8619

### **Director of Cosmetology**

Melinda Odom

[melinda\\_odom@asun.edu](mailto:melinda_odom@asun.edu)

(870) 358-8623

### **Director of High Voltage Lineman Technology**

Kenny Browning

[kenny\\_browning@asun.edu](mailto:kenny_browning@asun.edu)

870-512-7893

### **Director of Culinary Arts**

Lisa Godsey

[lisa\\_godsey@asun.edu](mailto:lisa_godsey@asun.edu)

870-512-8733

## **ADVANCED MANUFACTURING**

### **Program Philosophy**

The Advanced Manufacturing program is designed to provide students the opportunity to learn the skills needed to successfully execute jobs in the CNC and manual machining fields. Our goal is to provide the knowledge needed to secure an entry to mid-level position in these fields. We aspire to train advanced manufacturing program students in a way that they will be prepared and confident as they start their careers. With the help of our advisory board and local partners, we will be able to provide entry and midlevel curriculum for students, to meet current needs in the industry today. We encourage students to evaluate problems and access individual situations to provide the best solution for each. We encourage good work habits and a good work ethic, not only to make students a better person but a better employee.

### **Program Information**

- <http://www.asun.edu/programs/manufacturing>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Be proficient at using precision measuring tools
- Be able to read and understand part drawings
- Understand the details of, be able to write and troubleshoot CNC programming code
- Understand, calculate, and communicate the cutting speed and feed information to produce parts on CNC and manual machining equipment
- Be able to create solid model drawings for parts
- Understand the need for and the application of Geometric Dimensioning and Tolerancing
- Be able to communicate with customers, peers, and management on the details of the manufacture of parts
- Demonstrate proper use of PPE
- Demonstrate routine maintenance for all types of machining equipment
- Create production methods and specifications for parts

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- None

[CP Computer Numeric Control Operator \(CNC\)](#)

[CP Manual Machining](#)

[TC Advanced Manufacturing Technology](#)

[TC ADVM Computer Aided Design Pathway](#)

[TC ADVM Industrial Maintenance Pathway](#)

[TC ADVM Industrial Controls Technician Pathway](#)

[TC ADVM Machining Pathway](#)

## **AGRICULTURE TECHNOLOGY**

### **Program Philosophy**

The Agriculture Technology program is designed to equip students with the knowledge and skills needed to be successful employees within the field of agriculture. Students will gain valuable, hands-on, and real-life techniques that will benefit them in today's high-tech agricultural occupations.

### **Program Information**

- <http://www.asun.edu/programs/agtech>

### **Program Student Learning Outcomes**

*Upon completion of this program, students will:*

- Obtain gainful employment in agriculture or further their education at a four-year institution
- Apply communication and analytical skills
- Demonstrate proper use and care of equipment and tools
- Demonstrate and understand safety precautions and practices
- Develop responsible and ethical behavior in social, academic, and financial settings
- Apply learned skills in different sectors of agriculture in Northeast Arkansas and the Delta
- Comprehend and implement the components of agronomy
- Successfully understand the life cycle of crops from planting to harvest
- Utilize mechanical and operational skills
- Perform equipment calibrations and chemical calculations
- Demonstrate an understanding of resistant plants and recognize methods to avoid resistance
- Understand and demonstrate the uses of herbicides, pesticides, and insecticides
- Understand and incorporate state and federal Ag regulations and laws

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Private Pesticide Applicator License
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Agronomy](#)

[TC Agriculture Operations](#)

[AAS Agriculture Technology](#)

## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **Program Philosophy**

The Automotive Service Technology program is designed to recruit and train students for a prosperous career in the automotive service industry by providing a broad theoretical foundation, as well as pertinent and interesting hands-on training. We strive to encourage the proper work habits and attitudes necessary to work in the industry and to help students become responsible, accountable, and productive employees. Regular consultations with our advisory committee ensure that the Automotive Service Technology program remains relevant and current with industry standards. In order to keep up-to-date with technological advances within the industry, the program will instill in its students the value of life-long learning.

### **Program Information**

- <http://www.asun.edu/programs/auto>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate professionalism and safe work practices
- Identify components associated with automotive systems
- Diagnose basic faults in automotive systems
- Perform repairs and service components in automotive systems
- Demonstrate the proper use of shop tools and equipment
- Students will apply communication and analytical skills

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Automotive Service Excellence (ASE) Entry-Level Certifications
- Environmental Protection Agency (EPA) Section 609 Certification
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Automotive Engine Performance](#)

[CP Automotive Heating & Air Conditioning](#)

[CP Automotive Mechanical Systems](#)

[CP Automotive Transmission & Axles](#)

[TC Automotive Service Technology](#)

[AAS Automotive Service Technology](#)

## COMPUTER AND NETWORKING TECHNOLOGY

### Program Philosophy

The Computer and Networking Technology program is designed to provide students with the fundamental skills and abilities for employment in the field of Information Technology (IT) by educating them in the design, installation, administration, and support of computer systems and networks. This is accomplished by building well-rounded, entry-level IT technicians. CNT fosters completers of Technical Certificates and/or Associates of Applied Science degrees. Through a rigorous, hands-on approach CNT offers the necessary educational foundation for industry certifications and the future pursuit of a bachelor's degree.

### Program Information

- <http://www.asun.edu/programs/computer-and-networking-technology>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Express concepts, knowledge, and ideas in a clear and concise manner and communicate effectively with the end-user
- Install, maintain, secure, troubleshoot, and repair computer networks.
- Demonstrate appropriate reasoning skills in order to effectively troubleshoot microcomputer hardware and software issues
- Display responsibility through providing PC troubleshooting and repair services to the community, obtaining satisfactory academic progress, and ensuring financial means for timely completion

### Program Admissions Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>

### Program Accreditation

- None

### Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Cisco Certified Entry Networking Technician (CCENT) Certification
- Cisco Certified Network Associate (CCNA) Certification
- CompTIA A+ Certification
- CompTIA IT Fundamentals
- CompTIA Security+
- CompTIA Network+
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Information Communication Technology](#)



[TC Computer & Networking Technology](#)

[AAS Computer & Networking Technology](#)

# COSMETOLOGY

## Program Philosophy

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. Students learn the basic techniques of hair care, professional and personal ethics, sanitation, manicuring, facials, anatomy, salon management, and rules/regulations as designated by the state. In addition, students experience simulated future occupational employment situations in a Cosmetology practicum setting. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

## Program Information

- <https://www.asun.edu/programs/cosmetology>

## Program Student Learning Outcomes

*Upon completion of this program students will:*

- Evaluate concepts learned and apply them to assignments that reflect real-life scenarios
- Demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information
- Demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem
- Demonstrate effective listening, speaking, reading, and writing communication skills
- Demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem

## Program Admissions Requirements

- A placement test such as Accuplacer Next Generation, Accuplacer, ACT exam, or equivalent is required for admission into the Cosmetology program. Minimum Reading Score is required.
- Students must submit an Application for ASUN: <https://www.asun.edu/getstarted> and an application to the Cosmetology program: [https://files.asun.edu/academics/program\\_application/CosmetologyApplicationPacket.pdf](https://files.asun.edu/academics/program_application/CosmetologyApplicationPacket.pdf)
- Official transcripts (High School or Previous College/Universities Attended)
- Additional admission requirements can be found at <http://www.asun.edu/programs/cosmetology>

## Program Accreditation

- None

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Arkansas State Board of Cosmetology Licensure (Requires successful completion of post-completion exam)

[TC Cosmetology](#)

## **COSMETOLOGY INSTRUCTOR TRAINEE**

### **Program Philosophy**

The Cosmetology program is designed to prepare students for professional licensing in the Cosmetology field. Students learn the basic techniques of hair care, professional and personal ethics, sanitation, manicuring, facials, anatomy, salon management, and rules/regulations as designated by the state. In addition, students experience simulated future occupational employment situations in a Cosmetology practicum setting. Students train daily in proper work ethics, management, and human communication skills, which will enable them to work efficiently, harmoniously, and safely with others.

New students are accepted each January.

### **Program Information**

- <https://www.asun.edu/programs/cosmetology>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Evaluate concepts learned and apply them to assignments that reflect real-life scenarios
- Demonstrate the ability to locate and effectively assess value, relevance, authority, and applicability of information
- Demonstrate the ability to identify the type of problem and, from multiple problems solving methods, choose the best method for a possible solution to the problem
- Demonstrate effective listening, speaking, reading, and writing communication skills
- Demonstrate the ability to identify different learning problems that may occur in the classroom and, from multiple problems solving methods, choose the best method for a possible solution to the problem

### **Program Admissions Requirements**

- Students must submit an Application for ASUN: <https://www.asun.edu/getstarted> and an application to the Cosmetology program [https://files.asun.edu/academics/program\\_application/CosmetologyApplicationPacket.pdf](https://files.asun.edu/academics/program_application/CosmetologyApplicationPacket.pdf)
- A placement test such as Accuplacer Next Generation, Accuplacer, ACT exam, or equivalent is required for admission into the Cosmetology program. Minimum Reading Score is required.
- Official transcripts (High School or Previous College/Universities Attended)
- Current Cosmetology License
- Additional admission requirements can be found at <http://www.asun.edu/programs/cosmetology>
- Must be at least 21 years of age

## **Program Accreditation**

- None

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Arkansas State Board of Cosmetology Instructor Licensure (Requires successful completion of post-completion exam)

[TC Cosmetology Instructor Trainee](#)

## ESTHETICS

### Program Philosophy

The Esthetics program is designed to prepare students in the management and care of the skin by utilizing industry products and techniques while maintaining infection control standards. This course will help students develop customer service standards.

### Program Information

- <https://www.asun.edu/programs/cosmetology>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Select, utilize, and recommend a variety of industry-standard equipment and products in compliance with Occupational Health and Safety, sanitation, and infection and prevention control standards and procedures
- Demonstrate skills required to establish and maintain the operation of an esthetics business
- Demonstrate customer service skills that promote a professional standard.
- Demonstrate a variety of skin care treatments, while maintaining infection control standards, and meeting client needs

### Program Admissions Requirements

- Students must submit an Application for ASUN: <https://www.asun.edu/getstarted> and an application to the Esthetics program [https://files.asun.edu/academics/program\\_application/EstheticsApplicationPacket.pdf](https://files.asun.edu/academics/program_application/EstheticsApplicationPacket.pdf)
- A placement test such as Accuplacer Next Generation, Accuplacer, ACT exam, or equivalent is required for admission into the Cosmetology program. Minimum Reading Score is required.
- Official transcripts (High School or Previous College/Universities Attended)

### Program Accreditation

- None

### Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Arkansas Department of Health State Esthetic Licensure (requires successful completion of a written and practical state licensing exam)

[CP Esthetics](#)

## **CRIMINAL JUSTICE**

### **Program Philosophy**

The Associate of Science in Criminal Justice is designed to provide students with a solid general education core coupled with a broad background in the field of criminal justice. This program will prepare them to further education and employment opportunities in the criminal justice field. The A.S. in Criminal Justice will allow students who transfer to other institutions (institutions with articulation agreements with ASUN) to meet the first two years of a baccalaureate degree. Currently, this includes Arkansas State University, Williams Baptist University, and University of Arkansas-Fort Smith. Additionally, other institutions may accept individual courses within this degree. In the fall of 2017, this program was officially named the Lieutenant Patrick Weatherford Criminal Justice program to honor an officer who gave his life in the line of duty.

### **Program Information**

- <http://www.asun.edu/programs/criminal-justice>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate an understanding of terminology, trends, and processes of the criminal justice system
- Interpret the basic concepts, philosophies, and functions of criminal law
- Analyze and discuss the ethical and social issues in the criminal justice system
- Explain the basic theories and concepts of corrections and the ethical issues involved
- Demonstrate an understanding of the basic functions of law enforcement, courts, and correctional agencies

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- Bachelor of Arts in Sociology, Arkansas State University
- Bachelor of Arts in Criminology, Arkansas State University
- Bachelor of Science in Criminal Justice, Williams Baptist University
- Bachelor of Science in Applied Science, U of A Fort Smith

#### [CP Corrections](#)

[CP Criminal Justice](#)

[TC Criminal Justice](#)

[AS Criminal Justice](#)



## **CRIME SCENE INVESTIGATION/LAW ENFORCEMENT ADMINISTRATION**

***NOTE: These programs are only available to sworn law enforcement officers and individuals employed full-time by a law enforcement agency in a law enforcement capacity.***

### **Program Philosophy**

Students enrolled in this program of study would obtain thirty-five to thirty-eight-degree hours by completing basic law enforcement training at an ACLEST accredited academy and attending advanced law enforcement courses presented by ASUN. Some courses are delivered through an agreement with the Criminal Justice Institute. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### **Program Outcomes**

*Upon completion of this program students will:*

- Demonstrate an understanding of terminology, trends, and processes of the criminal justice system
- Interpret the basic concepts, philosophies, and functions of criminal law
- Analyze and discuss the ethical and social issues in the criminal justice system
- Explain the basic theories and concepts of corrections and the ethical issues involved
- Demonstrate an understanding of basic functions of law enforcement, courts, and correctional agencies

[CP Crime Scene Investigation](#)

[TC Crime Scene Investigation](#)

[AAS Crime Scene Investigation](#)

[CP Law Enforcement Administration](#)

[TC Law Enforcement Administration](#)

[AAS Law Enforcement Administration](#)

## **DIESEL TECHNOLOGY**

### **Program Philosophy**

The Diesel Technology program is designed to provide students with the knowledge and technical skills required to work in a modern commercial truck and trailer maintenance facility. Students are instructed through a hands-on approach, utilizing the institution's fleet of tractors and trailers. The diesel technology instructional lab, equipped with state-of-the-art equipment and tools, ensures graduates will be competitive in a workforce that is becoming increasingly dependent on technology.

### **Program Information**

- <http://www.asun.edu/programs/diesel-technology>

### **Program Student Learning Outcomes**

*Upon completion of this program, students will:*

- Exhibit an understanding of proper safety practices
- Demonstrate professionalism in the lab
- Identify components associated with heavy diesel systems
- Diagnose basic faults in heavy diesel systems
- Perform repairs and service components in heavy diesel systems
- Show the proper use of shop tools and equipment
- Demonstrate an understanding of the importance and setup of a proper maintenance program

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Get Ahead Certifications

[CP Truck Service and Maintenance](#)

[TC Diesel Technology](#)

## **ENERGY CONTROL TECHNOLOGY**

### **Program Philosophy**

The Energy Control Technology (ECT) program is designed to provide students with the opportunity to begin a career in the residential air conditioning and commercial refrigeration field. The fundamental skills needed for entry-level employment are taught and reinforced with hands-on training through the different courses within the program. Students are prepared to take the Environmental Protection Agency (EPA) 608 safe handling of refrigerants exam which allows them to be conscious of their responsibilities to protect and preserve our communities' well-being and health. ECT's goals are for the student to leave this program with a Certificate of Proficiency, a Technical Certificate, or an Associate of Applied Science Degree that provide them with life-long earning potential.

### **Program Information**

- <http://www.asun.edu/programs/energy>

### **Program Student Learning Outcomes**

*Upon completion of this program student will:*

- Express and communicate clearly the concepts of Residential and Commercial Air Conditioning
- Understand and follow all health and safety standards provided by local, state, and federal health codes
- Install equipment according to manufacturer's instructions, Department of Energy guidelines, and Arkansas Mechanical Code requirements
- Provide and maintain equipment operation with knowledgeable, professional, and courteous service
- Analyze and calculate the whole house system for energy efficiency, combustion appliance zones, and air changes in the home per industry standards

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Environmental Protection Agency (EPA) Section 608 Certification
- Level 1 Apprentice Preventative Maintenance Technician
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Contractors License
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Apprentice Preventative Maintenance Technician](#)

[CP Introduction to Air Conditioning](#)

[TC Energy Control Technology](#)

[AAS Energy Control Technology](#)

## GENERAL TECHNOLOGY PATHWAY IN HIGH VOLTAGE LINEMAN TECHNOLOGY

### Program Philosophy

The High Voltage Lineman Technology program is designed to prepare individuals to apply technical knowledge and skills needed to install, repair, service, and maintain electrical power lines and supporting equipment. The program includes instruction in AC/DC electrical theory, safety, transformers, tools, material, testing equipment, pole framing, and bucket and digger derrick trucks. The program also includes instruction in the construction, maintenance, and troubleshooting of underground electrical systems. Students also receive instruction in pole climbing, pole testing, equipment maintenance, and pole top rescue. Graduates may find employment in the field of electrical power line work for electric cooperatives, electric contractors, city municipals, and investor-owned power companies.

### Program Information

- <http://www.asun.edu/programs/high-voltage>

### Program Student Learning Outcomes

*Upon completion of this program, students will:*

- Learn and use OSHA and industry safety rules and practices
- Learn how to climb wood poles and use and care of climbing equipment
- Demonstrate basic understanding of electric utility systems and its components
- Be able to perform pole framing using electrical cooperative specifications
- Possess skills in First Aid and CPR
- Perform pole top and bucket truck rescue
- Identify tools, equipment, and material
- Demonstrate proper use of PPE
- Demonstrate the use of transformers connections, construction, taps, and loading
- Identify the use and care of bucket and digger trucks
- Understand underground equipment, construction, and troubleshooting
- Exhibit basic electrical theory and utility meters

### Program Admission Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>
- Complete pole climbing evaluation
- Must meet requirements for the Commercial Driver Training program.

### Program Accreditation

- None

### Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- American Heart Association Basic Life Support
- Class A Commercial Driver's License
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[TC High Voltage Lineman Technology](#)

[AAS GT \(Pathway to High Voltage Lineman Technology\)](#)

## **GENERAL TECHNOLOGY PATHWAY IN INDUSTRIAL MAINTENANCE**

### **Program Philosophy**

The philosophy of the Industrial Maintenance program is to recruit and instruct students for a prosperous career in the manufacturing industry. This is done by providing a wide-ranging theoretical foundation, as well as relevant and stimulating hands-on training. We inspire positive work habits and the cooperative attitude needed to succeed in a manufacturing environment. With this way of thinking students become responsible, accountable, and productive employees. With the input of our advisory committee, we can keep the Industrial Maintenance program relevant, and current with industry standards. We believe that if we teach students the basic skills necessary to become lifelong learners and instill a desire for the knowledge, they will be successful.

### **Program Information**

- <http://www.asun.edu/programs/industrial>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Identify maintenance concepts for bearings, couplings, brakes, valves, pumps, v-belts
- Identify industrial components and controls
- Identify maintenance concepts for Industrial motor control systems
- Identify industrial electrical circuits and controls
- Demonstrate industrial electrical circuit wiring methods
- Discuss and analyze electrical circuit component, use, application, and faults
- Identify local, state, and federal laws governing health and safety codes
- Demonstrate proper use of PPE
- Read schematics, diagrams, flowcharts
- Demonstrate routine maintenance procedures

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Industrial Maintenance - Electrical](#)

[CP Industrial Maintenance – General](#)

[CP Industrial Maintenance Technical Operator](#)

[AAS Pathway to Industrial Maintenance](#)



## GENERAL TECHNOLOGY PATHWAY IN CULINARY ARTS

The Culinary Arts Program prepares students with the necessary skills for culinary and management positions in the restaurant industry. Our students will learn culinary and managerial skills, with an emphasis on food selection, costing, menu planning, preparation, and customer service. Students will be prepared to work in a variety of foodservice businesses such as restaurants, schools, hospitals, and hotels.

### Program Information

- <http://www.asun.edu/programs/culinary>

### Program Student Learning Outcomes

Upon completion of this program students will:

- Demonstrate mise en place practices for front-of-house and back-of-house
- Apply theories and concepts of cooking and implementation of techniques to operate or function in a commercial kitchen
- Identify sanitation, safety codes and procedures necessary to maintain a safe food service facility
- Analyze food costs and implement necessary controls to maintain costs and ensure profitability
- Develop menus for various food style operations
- Apply meat fabrication techniques and demonstrate how to utilize every part of an animal for use in food service
- Demonstrate an understanding of the origins of food and how food culture is evolving
- Demonstrate an understanding of the impact of international foods, the customs of other countries and the impact it has on our food trends
- Apply knowledge of banquets and catering and understand the positive financial impact it can have for a food establishment
- Demonstrate an understanding of restaurant flows and layouts
- Demonstrate an understanding of the nutritional value of foods and how that impacts them and their customers

### Program Admissions Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>

### Program Accreditation

- None

### Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- National Restaurant Association
  - ServSafe Food Handler

- Bachelor of Applied Science in Organizational Supervision, Arkansas State University

[CP Culinary Arts](#)

[TC Culinary Arts](#)

[AAS Pathway to Culinary Arts Food Service & Management](#)

## **WELDING TECHNOLOGY**

### **Program Philosophy**

The Welding Technology program is dedicated to preparing students for employment in the welding sector of manufacturing, construction, maintenance, and steel production industries. We obtain this by training students in the theory and application of manual and automated welding and cutting processes commonly found in the communities we serve. We encourage good work habits and attitudes necessary to excel in the welding industry in order to help students become responsible, accountable, and productive team-oriented employees. Continuous interaction with our advisory committee and industry partners ensures that the Welding Technology program remains current with the ever-changing technology and industry standards.

### **Program Information**

- <http://www.asun.edu/programs/welding>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate professionalism and safe work practices
- Demonstrate the proper use of shop tools and equipment
- Apply communication and analytical skills
- Demonstrate welding and cutting that meets industry standards
- Understand how to use automation in the manufacture of welded parts
- Demonstrate the ability to read prints and weld symbols used in manufacturing to produce welded parts
- Understand welding inspection, codes, and certification
- Apply mathematical knowledge to the fabrication of welded parts

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- American Welding Society AWS QC10 Entry Level Welder Certification
- American Welding Society AWS QC11 Advanced Welder Certification

[CP Welding - General](#)

[CP Manufacturing Welding](#)

[CP Welding Fundamentals](#)

[TC Welding](#)

## **DIVISION OF GENERAL EDUCATION – LIBERAL ARTS**

**This Division includes programs in Education, General Studies, Liberal Arts and Sciences, Prison Education, and Honors.**

### **Dean**

Joe Campbell

[joe\\_campbell@asun.edu](mailto:joe_campbell@asun.edu)

(870) 680-8725

### **Academic Coordinator**

Mary Harris

[mary\\_harris@asun.edu](mailto:mary_harris@asun.edu)

(870) 680-8715

## GENERAL EDUCATION LIBERAL ARTS DIVISION

### Philosophy

ASUN is committed to a holistic approach regarding educational opportunity. As an institution, we believe that individuals should be exposed to the broadest array of experiences to not only craft their outlook but develop an appreciation to life-long learning. ASUN has developed a general education program that prepares students with a good firm foundation of skills useful in both their academic and personal lives. By developing, augmenting, and honing these skills, students are provided the tools to enhance success in their chosen fields, become better-informed citizens, and enrich their lives.

General Education supports the core of every degree and certificate. The General Education program is committed to providing pathways to student success in both transfer Associate degrees, but also complementing the various applied science and technical program courses of study. The knowledge and skills attained through exposure to general education curricula offer students immediate opportunities for success in the present, but also inspire them to pursue a life journey filled with stronger and more enlightened perspective to the ever-changing world in which we live.

### Program Information

- <https://www.asun.edu/programs/transfer-degrees>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines
- Apply basic technological skills for academic purposes
- Develop responsible and ethical behavior in social, academic, and financial settings

### Program Admissions Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>

### Program Accreditation

- None

### Associated Licensure, Certification, Credentials, and/or Articulation Agreements:

- The Associate of Arts degree is part of a statewide articulation agreement that provides students the opportunity to complete an Associate of Arts and then transfers to a four-year university to complete a baccalaureate degree.

## **Certificates and Degrees Offered**

[Certificate of General Studies](#)

[Associate of Arts General Education](#)

[Associate of Science in Education](#)

## **ASSOCIATE OF ARTS IN GENERAL EDUCATION**

### **Program Philosophy**

The Associate of Arts degree is designed to provide a broad general education core for students who wish to transfer to a four-year university to pursue baccalaureate studies. By incorporating all of the state-mandated core courses and allowing students to choose from a wide range of elective courses, the Associate of Arts degree provides a solid foundation that is a seamless path to transfer to other institutions.

### **Program Information**

- <http://www.asun.edu/programs/transfer-degrees>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines
- Apply basic technological skills for academic purposes
- Develop responsible and ethical behavior in social, academic, and financial settings

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- The Associate of Arts degree is part of a statewide articulation agreement that provides students the opportunity to complete an Associate of Arts and then transfers to a four-year university to complete a baccalaureate degree.

[AA Associate of Arts](#)



## **ASSOCIATE OF SCIENCE IN EDUCATION**

### **Program Philosophy**

The Associate of Science in Education program is designed to prepare students to transfer to a four-year institution to earn a baccalaureate degree in elementary or mid-level education and teacher certification. This program builds a foundation for future teachers by exposing them to fundamental beliefs about schools and society through knowledge, performance, and ideas that meet state and national standards for the profession.

The Early Childhood Development program is designed to prepare students by providing them with coursework and practicum experiences that will aid in enhancing the quality of childcare. This program will also prepare students for the Child Development Associate (CDA) licensure which is a nationally recognized credential in early childhood education.

### **Program Information**

- <http://www.asun.edu/programs/education>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Demonstrate knowledge of the basic principles of teaching and learning in a diverse society
- Demonstrate effective communication skills
- Engage in critical self-reflection designed to enhance teaching and learning for all students
- Design an emerging personal philosophy to teaching and learning
- Demonstrate a well-constructed understanding of technological operations and concepts to engage students, improve learning, and enrich professional practice

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- Child Development Associate (CDA)
- Bachelor of Science in Education in Elementary Education, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: English Language Arts/Social Studies, Arkansas State University

- Bachelor of Science in Education in Middle-Level Education: Math/English Language Arts, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Math/Science, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Math/Social Studies, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Science/English Language Arts, Arkansas State University
- Bachelor of Science in Education in Middle-Level Education: Science/Social Studies, Arkansas State University
- Bachelor of Science in Education (Elementary Education K-6), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts/Math), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts/Science), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Language Arts/Social Studies), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Math/Science), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Math/Social Studies), University of Central Arkansas
- Bachelor of Science in Education (Middle-Level Education – Science/Social Studies), University of Central Arkansas

[CP Teaching](#)

[TC Teaching](#)

[CP Early Childhood Development](#)

[TC Early Childhood Development](#)

[AS Education](#)

[ASE Pathway to Social Studies \(History\)](#)

## **CERTIFICATE OF GENERAL STUDIES**

### **Program Philosophy**

The Certificate of General Studies is designed to provide the basic general education core of courses that fulfill individual and employment goals for students who are seeking further education, workplace requirements, or just life-long learning goals. The degree provides a good foundation as students pursue higher degrees by allowing students to complete the General Education core that is embedded into several Associate degree programs. While the degree in its entirety may not serve as a transferable degree into specialized fields, most of the individual courses will transfer to other institutions. Students should consult their advisors to see what the best mix of courses to achieve this degree needs to be taken to fit their individual educational goals.

### **Program Information**

- <http://www.asun.edu/programs/transfer-degrees>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Acquire general knowledge and skills in specialized fields including science, technology, healthcare, and humanities
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines
- Apply basic technological skills for academic purposes
- Develop responsible and ethical behavior in social, academic, and financial settings

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- None

[Certificate of General Studies](#)

## **CONCURRENT EDUCATION**

### **Director of Early College Programs**

Kristine Penix

[kristine\\_penix@asun.edu](mailto:kristine_penix@asun.edu)

870-512-7757

## **CONCURRENT EDUCATION**

### **Program Philosophy**

The Concurrent Enrollment program is designed to provide students who are enrolled in partnering high schools the opportunity to earn college credit for courses taken at the high school. ASUN's Concurrent Enrollment program works closely with their high school partners to ensure that concurrent courses use the same curriculum, are taught by credentialed faculty, and adhere to the same course learning outcomes as college courses.

### **Program Outcomes**

*Upon completion of this program students will:*

The following are the general program outcomes for the Concurrent Enrollment Program:

- Earn some college credits that will aid them in their efforts to complete certifications and degrees in a timely manner
- Gain an understanding of the rigor and demands of college-level courses that will help them prepare for a seamless transition from high school to college

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>
- Recommendation of high school administrator/faculty

### **Program Accreditation**

- National Alliance of Concurrent Enrollment Partnerships (NACEP)

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- None

### **Concurrent Courses**

Arkansas law allows for the enrollment of high school students in college-level courses under certain conditions.

### **Concurrent Enrollment**

Enrollment of a high school student in a college course taught on a high school campus (or in selected cases on the college campus or by distance/digital technology) for high school credit and college-level credit. (Arkansas Code §6-18-223)

## HONORS PROGRAM

### Program Philosophy

The Honors Program provides social, academic, and cultural programming to build a strong sense of community among students and foster intellectual curiosity and promotion of lifelong learning. Honors students take small seminar-style classes together as well as participate in honors contract courses in their chosen disciplines and fields. Additionally, the honors program will provide opportunities for students to fulfill the mission and role of a community college through volunteer and community service initiatives.

### Program Information

- <https://www.asun.edu/honors>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Develop collaborative and leadership skills exercised and refined within the Honors community of students and faculty.
- Develop effective written and oral communication skills.
- Demonstrate qualities of leadership, citizenship, service.
- Develop and enhance critical thinking, research, and writing skills.
- Evaluate diverse perspectives and demonstrate openness to multiple perspectives.

### Program Admissions Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>
- Program requirements:
  - Current ASUN Students
    - Completed Honors Program Application
    - 12 credit hours completed with GPA 3.25 or higher
    - Demonstrate appropriate progress toward completion of degree or credential (based on semester).
  - New or transfer students:
    - Completed Honors Program Application
    - 3.5 High School GPA or College Transfer work or 24 ACT or equivalent (Compass; Accuplacer etc.).

### Program Accreditation

- None

## **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- The Honors Program belongs to a statewide initiative called Honors Arkansas. This organization is an alliance of honors programs across the state. There are 15 four-year colleges and six two-year colleges in Honors Arkansas. Students are given the opportunity to work and take courses with students in other programs and can transfer some honors course credit to other member institutions.

## **PRISON EDUCATION**

### **Director of Prison Education**

Tonya Gates

[tonya\\_gates@asun.edu](mailto:tonya_gates@asun.edu)

(870) 512-7770



## **PRISON EDUCATION**

### **Program Philosophy**

The general philosophy of the Prison Education Program is to facilitate student success, institutional excellence, and community engagement through credit offerings that can result in the completion of academic credentials by student-inmates. Through this effort and by focusing on retention, persistence, and completion by students, the goal of reducing recidivism may be more likely, reducing the number of inmates who return to incarceration after release.

### **Program Information**

- <https://www.asun.edu/programs/prison-education-program>

### **Program Outcomes**

*Upon completion of this program students will:*

- Provide college-level coursework to student-inmates at the Grimes and McPherson units and those that are in a Re-Entry program
- Facilitate a schedule that will support the attainment of credentials by student-inmates
- Provide assistance to student-inmates relative to academic success including tutoring and advising
- Provide assistance with furthering their education upon release from prison

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- The Associate of Arts degree is part of a statewide articulation agreement that provides students the opportunity to complete an Associate of Arts and then transfers to a four-year university to complete a baccalaureate degree.

[Certificate of General Studies](#)

[CP Welding General](#)

[Associate of Arts General Education](#)

**DIVISION OF GENERAL EDUCATION (STEM)**  
**Science, Technology, Engineering, and Mathematics**

**This Division includes programs in Business, Natural Sciences, Math and Liberal Arts and Sciences**

**Dean**

Dr. Monica Mobley

[monica\\_mobley@asun.edu](mailto:monica_mobley@asun.edu)

(870) 512-7725

**Academic Coordinator**

Mary Harris

[mary\\_harris@asun.edu](mailto:mary_harris@asun.edu)

(870) 680-8715

## GENERAL EDUCATION STEM DIVISION

### Philosophy

ASUN is committed to a holistic approach regarding educational opportunity. As an institution, we believe that individuals should be exposed to the broadest array of experiences to not only craft their outlook but to develop an appreciation for lifelong learning. ASUN seeks to be responsive to the needs of the communities we serve, needs which increasingly include individuals with academic credentials and/or skillsets in the areas of science, technology, engineering, and mathematics (STEM) at all levels, and in all professions. The learning attained through exposure to General Education STEM curricula offers students immediate opportunities for success in the present, but also empowers them to pursue a life journey filled with stronger and more enlightened perspectives in the ever-changing world in which we live.

General education supports the core of every degree and certificate. The ASUN General Education STEM program is committed to providing multiple pathways to student success by providing quality core education courses which serve as the foundation for future academic success either as transfer credits or transfer associate degrees. Beyond associate degrees, the General Education STEM program also complements the various applied science and technical program courses of study offered at ASUN. STEM curricula provide students with opportunities to earn degrees and/or certifications as they develop the knowledge and skills for success and advancement in the workforce and in the professions, industries, and society of today and of the future.

### Program Information

- <https://www.asun.edu/programs/transfer-degrees>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Acquire foundational knowledge and skills in core disciplines of a general education program with emphasis on natural science, mathematics, and/or business
- Acquire general knowledge and skills in specialized fields including science, technology, mathematics, business, and healthcare
- Demonstrate and apply critical thinking, reasoning skills, and habits of mind necessary to preparation for competitive STEM disciplines and careers
- Apply practical problem-solving skills, basic technical skills, and disciplinary knowledge for academic purposes and to demonstrate readiness for STEM and/or competitive business environments
- Develop responsible and ethical behavior in social, academic, and financial settings
- Achieve preparedness for transfer to four-year college and university STEM and/or business programs

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation Agreements:**

### **Certificates and Degrees Offered**

[Associate of Science in Natural Sciences](#)

[Associate of Science Liberal Arts and Sciences](#)

[Associate of Science Business](#)

## **BUSINESS**

### **Program Philosophy**

The Associate of Science in Business is designed to provide the knowledge and background in general business concepts to prepare students for transfer to a baccalaureate program. By incorporating the state-mandated general education core along with a good, solid business foundation in accounting, economics, marketing, management, and technology, the degree is transferable to all state universities in Arkansas. Students pursuing this degree should contact the university they plan to transfer to and obtain the specific baccalaureate degrees aligned with the Associate of Science in Business.

### **Program Information**

- <http://www.asun.edu/programs/business>

### **Program Outcomes**

*Upon completion of this program students will:*

- Develop effective written and oral communication skills appropriate to the business environment
- Acquire a foundational understanding of business principles and practices in the areas of accounting, economics, law, management, and marketing
- Demonstrate knowledge of technical skills, software, and programs used in the modern business world
- Develop analytical reasoning and mathematical skills specific to the area of business
- Practice ethical and responsible behavior in business, academic, and financial activities expected in business and industry

### **Program Admission Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements**

- Microsoft Specialist Certification in Microsoft Access
- Microsoft Expert Certification in Microsoft Word
- Microsoft Expert Certification in Microsoft Excel
- Microsoft Specialist Certification in Microsoft Excel
- Microsoft Specialist Certification in Microsoft PowerPoint
- Microsoft Specialist Certification in Microsoft Word
- Bachelor of Applied Science in Organizational Supervision, Arkansas State University
- Bachelor of Arts in Economics, Arkansas State University

- Bachelor of Science in Accounting, Arkansas State University
- Bachelor of Science in Business Administration, Arkansas State University
- Bachelor of Science in Business Economics, Arkansas State University
- Bachelor of Science in Computer & Information Technology, Arkansas State University
- Bachelor of Science in Education in Business Technology, Arkansas State University
- Bachelor of Science in Global Supply Chain Management, Arkansas State University
- Bachelor of Science in International Business, Arkansas State University
- Bachelor of Science in Management: General Management, Arkansas State University

[CP Business Operations](#)

[TC Business Technology](#)

[AAS Business Technology](#)

[AS Business](#)

## ASSOCIATE OF SCIENCE IN NATURAL SCIENCES

### Program Philosophy

The Associate of Science in Natural Sciences is designed to provide students with a solid general education core coupled with a broad background in the natural sciences from biology and chemistry to environmental sciences. This program will prepare students for further education and employment opportunities in the sciences. The Associate of Science in Natural Science will allow students who transfer to ASU-Jonesboro and several other institutions to meet the first two years of several baccalaureate degrees in biology, chemistry, or environmental science. Additionally, some other institutions may accept individual courses within this degree.

### Program Information

- <http://www.asun.edu/programs/transfer-degrees>

### Program Student Learning Outcomes

*Upon completion of this program students will:*

- Develop effective written and oral communication skills appropriate to the sciences
- Demonstrate an understanding of various life forms, with emphasis on the cell and the levels of the organization
- Develop analytical reasoning and mathematical skills specific to the area of science
- Demonstrate critical reasoning skills to interpret data, synthesize information, and communicate chemistry-based ideas and concepts
- Develop critical thinking skills applying to natural history, effects of abiotic variables on individuals, ecology, and ecosystem structure

### Program Admissions Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>

### Program Accreditation

- None

### Associated Licensure, Certification, Credentials, and/or Articulation

#### Agreements:

- Bachelor of Science in Chemistry, Arkansas State University
- Bachelor of Arts in Chemistry, Arkansas State University
- Bachelor of Science in Biological Sciences, Arkansas State University
- Bachelor of Science in Education in General Science: Emphasis in Biology, Arkansas State University
- Bachelor of Arts in Environmental Studies, Arkansas State University
- Bachelor of Arts in Environmental Science, Arkansas State University
- Bachelor of Science in Wildlife, Fisheries, and Conservation, Arkansas State University

[AS Natural Science](#)

[ASNS Pathway to Biological Science](#)

[ASNS Pathway to General Science Biology](#)

[ASNS Pathway to Biotechnology](#)

[ASNS Pathway to BA in Chemistry](#)

[ASNS Pathway to BS Chemistry](#)

[ASNS Pathway to Environmental Science](#)

[ASNS Pathway to Environmental Studies](#)

[ASNS Pathway to Wildlife Fisheries Conservation](#)



## **ASSOCIATE OF SCIENCE IN LIBERAL ARTS & SCIENCES**

### **Program Philosophy**

The Associate of Science in Liberal Arts and Sciences degree is designed to provide a broad general education core for students who wish to transfer to a four-year university to pursue baccalaureate studies tailored to specific program tracks. The program tracks are established with specific transfer agreements to various four-year universities. By incorporating many of the state-mandated core courses coupled with specific program track elective courses, the Associate of Liberal Arts and Sciences degree provides a seamless path to transfer to other institutions.

### **Program Information**

<http://www.asun.edu/programs/transfer-degrees>

### **Program Student Learning Outcomes**

*Upon completion of this program students will:*

- Acquire foundational skills in communication, mathematics, humanities, social sciences, and natural sciences
- Acquire general knowledge and skills in specialized fields including science, technology, healthcare, and humanities to move to specialized baccalaureate program tracks
- Develop effective written and verbal communication skills
- Demonstrate and apply critical thinking and reasoning skills across a broad range of disciplines

### **Program Admissions Requirements**

- Application for ASUN: <https://www.asun.edu/getstarted>

### **Program Accreditation**

- None

### **Associated Licensure, Certification, Credentials, and/or Articulation**

#### **Agreements:**

- Bachelor of Science in Health Sciences, University of Central Arkansas
- Bachelor of Science in Biology, University of Central Arkansas
- Bachelor of Science in Environmental Science, Biology, University of Central Arkansas
- Bachelor of Science in Environmental Science, Chemistry, University of Central Arkansas
- Bachelor of Science in Environmental Science, Planning and Administration, University of Central Arkansas
- Bachelor of Science in Health Sciences, Health Education, University of Central Arkansas
- Bachelor of Science in Health Sciences, Health Services Administration, University of Central Arkansas
- Bachelor of Science in Family and Consumer Sciences, University of Central Arkansas

- Bachelor of Science in Education, History, University of Central Arkansas

[ASLAS Pathway to Addiction Studies Treatment](#)

[ASLAS Pathway to Community Nutrition](#)

[ASLAS Pathway to Dietetics](#)

[ASLAS Pathway to Environmental Science Biology](#)

[ASLAS Pathway to Environmental Science Chemistry](#)

[ASLAS Pathway to Environmental Science Planning and Admin](#)

[ASLAS Pathway to Health Promotion](#)

[ASLAS Pathway to Health Sciences - Health Services Admin](#)

[ASLAS Pathway to Nutrition Science](#)

[ASLAS Pathway to Science Biology](#)

## **ADULT EDUCATION**

### **Director of Adult Education**

John W. Kelly, II, Ed.D.

[john\\_kelly@asun.edu](mailto:john_kelly@asun.edu)

(870) 512-7824

### **Career Development Facilitator**

Dana Rockwell

[dana\\_rockwell@asun.edu](mailto:dana_rockwell@asun.edu)

(870) 680-8945

### **Assistant Professor of Adult Education**

Daniel Lee

[daniel\\_lee@asun.edu](mailto:daniel_lee@asun.edu)

(870) 680-8946

### **Lead Intake and Assessment Specialist**

Cynthia Neal

[Cynthia\\_neal@asun.edu](mailto:Cynthia_neal@asun.edu)

(870) 418-0814

### **Website**

<https://www.asun.edu/adulteducation>

## ADULT EDUCATION

### Overview

As part of the Workforce Innovation Opportunity Act (WIOA), Adult Education provides free services to adults sixteen years or older to build the knowledge and skills necessary for high school equivalency, employment, post-secondary education, and economic sustainability.

### Learning Pathways

- **Basic Education for Adults:**  
Improve math, writing, and reading skills
- **Preparation for the High School Equivalency Diploma (HSED):**  
Prepare for the GED Ready and GED official test and earn your HSED
- **Integrated English Literacy and Civics Education:**  
Learn to read and communicate in English, improve your math and employability skills, and prepare for U.S. Citizenship
- **Digital Literacy:**  
Learn to use the Internet and improve computer skills, including word processing, typing, and other personal digital literacy goals
- **Useful skills for work:**  
Develop professional, interpersonal, and 21<sup>st</sup>-Century social skills
- **College and Career:**  
Explore your college and career options, scholarship applications, and apply for financial aid

## IGNITE ACADEMY

### INVESTING IN GENERATION NEXT INDUSTRIAL AND TECHNICAL EDUCATION



### Program Philosophy

The IGNITE Academy is designed to facilitate the opportunity for area high school students to earn academic certifications and industry-recognized credentials that will allow them to gain employment and transfer for additional education.

### Program Information

- <http://www.asun.edu/programs/ignite>

### Program Student Learning Outcomes

*Upon completion of this program, students will:*

- Demonstrate knowledge and skills in their chosen area of study
- Show proper use of PPE and other safety precautions related to their area of study
- Recognize resources that ease the transition from secondary to postsecondary environments
- Understand and demonstrate how to create a resume and participate in a job interview
- Exhibit transferable skills such as communication, critical thinking, time management, and teamwork

### Program Admission Requirements

- Application for ASUN: <https://www.asun.edu/getstarted>
- IGNITE Application (obtained from High School Counselor)

### Program Accreditation

- None

### Associated Licensure, Certification, Embedded Credentials and/or Articulation Agreements

- Certificate of Proficiency in Certified Nursing Assistant
- Certificate of Proficiency in Phlebotomy
- Certificate of Proficiency in Patient Care Technician
- Certificate of Proficiency in Welding Fundamentals

- Certificate of Proficiency in Truck Service and Maintenance
- Certified Nursing Assistant License
- American Heart Association Basic Life Support

[Corrections](#)

[Health Professions Pathway](#)

[Truck Service and Maintenance Pathway](#)

[Welding Pathway](#)

## **WORKFORCE DEVELOPMENT**

### **Director of Workforce Development**

Charles Walker, SPHR

[charles\\_walker@asun.edu](mailto:charles_walker@asun.edu)

(870) 680-8717

### **Assistant Director of Workforce Development**

Ken Beach

[ken\\_beach@asun.edu](mailto:ken_beach@asun.edu)

(870) 680-8722

### **Workforce Training Coordinator**

Sharon Wilson

[sharon\\_wilson@asun.edu](mailto:sharon_wilson@asun.edu)

(870) 680-8743

### **Website**

<https://www.asun.edu/programs/training>

## **WORKFORCE TRAINING SOLUTIONS**

### **Program Philosophy**

ASU-Newport believes the investment in learning is an investment in our economy and community.

### **Program Information**

- <https://www.asun.edu/programs/training>

### **Program Objectives**

ASU-Newport strives to provide programs and solutions to meet the skill needs of our students, businesses, and industry partners. We start by listening to the needs of area employers and meeting individuals where they are in their journey. Our primary goal is to meet the needs of our area employers through the advancement of individual learners.

Workforce Training Solutions works to create alignment between ASU-Newport programs and the workforce needs of our regional business and industry partners. We review needs, both current and anticipated, to ensure that ASU-Newport provides work-ready, skills-based programs.

### **Training Pathways**

ASU-Newport believes there is more than one path to a career. Workforce Training Solutions provides skills training to those students not seeking a degree but who need to acquire in-demand skills to gain fuller employment. Our training solutions serve as a starting point for new careers as well as a pivoting point for students needing additional skills.

Workforce Training Solution's programs also include credit program pathways which provide an opportunity for students to earn credentials, certificates and even degrees as part of their workforce training.

Our team has a wide variety of resources, programs, and information that may be applied toward your specific situation. We will listen to your needs, and work to develop a training plan that best meets you or your organization's needs. Our programs may be offered on-campus using modern equipment and facilities, or at the employer's location to support the needs of business, we provide service flexibility.

You will find that we are easy to work alongside, and our value-added programs can help your organization enhance quality, productivity, as well as employee and customer satisfaction.

### **Training Offerings**

Training solutions can be created specifically to meet the needs of our partners. Training offerings will vary by term and demand. The following are our traditional offerings:



- Computer & Business Office Applications
  - Microsoft Excel
  - Microsoft Power BI
  - Microsoft Word
  - Customer Service
  - Business Office Skills
- Computer Technology
  - A+ Hardware
  - A+ Software
  - IT Fundamentals
- Leadership
  - Transitioning into Leadership
  - Time Management
  - Overcoming Leadership Challenges
  - Conflict Management
  - Developing Effective Teams
  - Feedback and Coaching
- Safety
  - OSHA 10-Hour General Industry Training Course
  - OSHA 30-Hour General Industry Training Course
  - OSHA Tools Certification
  - Forklift Safety
  - Root Cause Analysis
- Manufacturing Technologies
  - Industrial Readiness
  - Programmable Logic Controls
  - Lean 101
  - Variable Frequency Drives
- Customized Training Solutions Available



# **COURSE DESCRIPTIONS**

## ACCOUNTING

### **ACCT2003 Principles of Accounting I**

**3 Credits**

The accounting cycle for merchandising and service-oriented business organizations. Primary emphasis is on financial accounting principles applicable to measuring assets, liabilities, and owners' equity.

**Prerequisite:** Math 1013 Math Applications or Math 1023 College Algebra

*ACTS Equivalency: ACCT2003 Principles of Accounting I.*

### **ACCT2013 Principles of Accounting II**

**3 Credits**

Special measurement problems for partnerships and corporations. Part of the course covers accounting for manufacturing companies and managerial use of accounting data and reports for decision-making.

**Prerequisite:** ACCT2003 Principles of Accounting I with a grade of "C" or better.

*ACTS Equivalency: ACCT2013 Principles of Accounting II.*

### **ACCT2043 Computer Applications for Accounting**

**3 Credits**

A course designed to use QuickBooks for small businesses. This course introduces the student to QuickBooks, a software program used by small businesses for accounting/bookkeeping needs. Students will gain "hands-on" experience using the software program applying basic accounting principles.

## ADVANCED MANUFACTURING

### **ADVM1024 Introduction to Manufacturing**

**4 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement.

### **ADVM1034 Design for Manufacturing**

**4 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore intermediate shop math and precision measurement, reading manufacturing blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M code.

### **ADVM1043 Manufacturing Production Processes**

**3 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled turning centers. Students will explore: CNC lathe setup, Has lathe intuitive programming system, CNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process.

**ADVM1054 Manufacturing Power and Equipment Systems** **4 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled milling machines. Students will explore CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM.

**ADVM1063 Manufacturing Materials** **3 Credits**

This course will introduce students to manufacturing materials, materials testing, and materials science. Additionally, this course will introduce primary and secondary processing and manufacturing and allow the students to instruct and conduct experiments on various manufacturing materials.

**ADVM1073 The Manufacturing Enterprise** **3 Credits**

This course is designed to expand upon concepts learned in introductory courses while allowing students to explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, and market products. As part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, and develop a prototype, production tooling, and other procedures.

**ADVM1083 Manufacturing Equipment Maintenance and Operation** **3 Credits**

This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment safety, maintenance and operation procedures, control systems, as well as leadership abilities in the field.

**ADVM1093 Manufacturing, Engineering, Design and Problem Solving** **3 Credits**

This course will introduce new concepts related to engineering and design and problem-solving, however, the primary function of this course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques.

**ADVM1123 Materials, Measurement, and Safety** **3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore Safety, basic materials, simple metallurgy, CNC basics, CNC equipment maintenance, published resources, minor process adjustments, and beginning quality control, shop math, and precision measurement.

**ADVM1134 Job Planning, Benchwork, and Layout** **4 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate CNC controlled equipment. Students will explore intermediate shop math and precision measurement, reading manufacturing blueprints speeds and feeds, basic machining theory, published resources, benchwork, layout, and introduction to G&M Code.

**ADVM1144 CNC Turning****4 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled turning centers. Students will explore CNC lathe setup, Haas Lathe intuitive programming system, CNC lathe programming, modern cutting tools for lathes, machining theory for lathes, published resources, and introduction to CAD/CAM process.

**ADVM1154 CNC Milling****4 Credits**

This course is designed to provide the student with in-depth skills to operate CNC controlled milling machines. Students will explore CNC mill setup, Haas milling intuitive programming system, CNC milling programming, modern cutting tools for mills, machining theory for mills, published resources, and introduction to CAD/CAM process.

**ADVM1223 Manual Milling****3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manually controlled milling equipment. Students will explore tools and tool selection, tool holding and work holding for a milling machine, milling machine operations, indexing, and rotary table operations, precision measurements, and equipment maintenance.

**ADVM1233 Manual Lathe****3 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate manual lathes. Students will explore tools and tool selection, tool holding, and work holding for lathes, lathe operations, precision measurements, and equipment maintenance.

**ADVM1242 Surface Grinding****2 Credits**

This course is designed to introduce the student to the basics that are needed to develop the skills to operate surface grinding equipment. Students will explore wheel selection, work-holding, surface grinder operations, precision measurements, and equipment maintenance.

**ADVM1253 Geometric Dimensioning and Tolerancing****3 Credits**

This course is designed to introduce the student to the basics that are needed to understand GD&T principles, methods, and standards. Students will explore symbols, material, and feature modifiers, datum simulators, and freedoms, and analyze Cartesian deviation to determine tolerance zones.

**ADVM1264 CAD/CAM****4 Credits**

This course is designed to introduce the student to the basics that are needed to understand CAD and CAM software and principles. Students will explore Solidworks and MasterCam on an introductory level.

**ADVM2003 CNC Internship****3 Credits**

This course is designed to allow students to earn credit while participating in an industry internship.

**ADVM2013 CNC INTERNSHIP – EDUCATIONAL 3 Credits**

This course is designed to allow students to get credit for an educational internship.

**ADVM2264 Advanced CAD/CAM 4 Credits**

This course is designed to provide students a deeper understanding of CAD and CAM software and principles. Students will learn intermediate and advanced CAD and CAM skills.

## **AGRICULTURE**

**AGEC1003 Introduction to Agricultural Economics 3 Credits**

Basic economic principles and their application to agriculture. This course deals briefly with production, distribution, value, price, credit, land value, marketing, and related problems.

**AGED1403 Basic Agricultural Mechanics 3 Credits**

Introduction to basic mechanics and operations of agriculture equipment. The focus will be on preventative maintenance and safety.

**AGRI1103 Principles of Agronomy 3 Credits**

This course presents instruction in crop plant classification, use, and identification. It will also cover cropping systems, tillage and harvesting methods, and crop growth patterns.

**AGRI1123 Precision Farming Systems 3 Credits**

This course provides an overview of the concepts of precision farming. Emerging technologies are introduced as “tools” and the way they are used by growers as “processes”. Fundamental concepts in mapping, decision making, and industry issues.

**AGRI1203 Agricultural Resources and Management 3 Credits**

The significance of agriculture as a major force in advancing civilization. The application of agricultural sciences in solving pressing world problems will be stressed.

**AGRI1213 Making Connections in Agriculture 3 Credits**

First-semester freshman course centered around the skills and knowledge needed to be a successful agriculture student, including academic performance, problem-solving, critical thinking, self-management, university policies, issues, trends, and disciplines in agriculture.

**AGRI1503 Technical Agriculture Lab I 3 Credits**

This course provides an introduction to farm machinery, basic operational and mechanical skills, and safety procedures. Students will be on local farms assisting producers with everyday daily demands.

**AGRI2103 Crop Monitoring/Scouting Techniques 3 Credits**

Students will learn types of irrigation and the proper use of timing for various crops. Also, identify common pest problems and develop a pest management program.

**AGRI2213 Genetic Improvement of Plants and Animals 3 Credits**

Introduction to agriculturally important plant and animal traits and the methods used to incorporate these into favorable combinations.

**AGRI2323 Agriculture Chemicals 3 Credits**

Introduction to the types and uses of agriculture pesticides, fungicides, and herbicides. Application technology, calibration, safety issues, and pest management tactics are examined.

**AGRI2333 Internship 3 Credits**

This course is a cooperative internship between industry and education and is designed to integrate the student's technical studies with industrial experience.

**AGRI2403 Field Crop Harvesting 3 Credits**

Introduces the different types of equipment used depending on the crop being harvested, understanding the importance of moisture levels at maturity, and the proper timing of harvest. Also, the practices are taken to get crops to grain storage facilities, actual storing of grain, and safety measures.

**AGRI2423 Geospatial Data Collection 3 Credits**

This course provides technical knowledge and skills related to collecting field information as a basis for decision-making. Most importantly, it also includes project and time management, working with a client, and refining a problem to determine data to be collected.

**AGRI2243 Feeding the Planet 3 Credits**

Emphasizes the historical background and current and future social, political, environmental, or economic implications for the use of natural resources for feeding the world population.

**AGRI2503 Technical Agriculture Lab II 3 Credits**

This course is a continuation of Technical Agriculture Lab I. Students will gain skills in harvesting and daily routine procedures and tasks.

**Prerequisite:** AGRI1503 Technical Agriculture Lab I.

**ART**

**ART2063 Painting I 3 Credits**

A studio course which utilizes the elements and principles of art. In addition to the language of art, value studies, contrast, and technique will be taught.

**ART2073 Painting II 3 Credits**

**Prerequisite:** ART2063 Painting I.

**ART2503 Fine Arts Visual 3 Credits**

An introduction to visual arts for all students regardless of background or experience. The purpose is to help the student to develop criteria for the appreciation of painting, sculpture, and architecture.

*ACTS Equivalency: ARTA1003 Art Appreciation.*

## ***AUTOMOTIVE SERVICE TECHNOLOGY***

### **AST1003      Hybrid, Electric and Fuel Cell Vehicle Technologies      3 Credits**

This course will introduce students to the theory, construction, operation, and proper repair procedures related to hybrid vehicles. The course will also introduce students to electric and fuel cell vehicle technologies. Students will receive instruction on the use of diagnostic and service equipment and safety procedures specifically related to these technologies.

**Prerequisite:** AST1106 Automotive Electrical/Electronic Systems.

### **AST1105      Automotive Engine Repair      5 Credits**

A study of internal combustion engines which includes diagnosing and testing valve trains, lubrication systems, cooling systems, and engine assembly. Instruction in the use of related measuring instruments and analytical test equipment for servicing to manufacturers' specifications is included. Safety will be emphasized.

### **AST1106      Automotive Electrical/Electronic Systems      6 Credits**

A study of direct current fundamentals as needed in the theory and troubleshooting of all electrical and electronic circuits and systems incorporated by automotive manufacturers. Diagnostic and testing procedures, equipment, and hand tools will be utilized in the maintaining and service/repair of the automobile electrical/electronic components. Safety is emphasized.

### **AST1203      Automotive Brake Systems      3 Credits**

A study of hydraulic principles and fluid controls which operate the brake system. Emphasis will be on system diagnosis and repair of the brake system. Safety is emphasized.

### **AST1205      Automotive Suspension and Steering      5 Credits**

A study of automotive steering geometry and undercarriage system, including alignment. Emphasis is on diagnosis and repair of steering components (manual and power), undercarriage systems, as well as realignment and wheel balancing. Safety is emphasized.

### **AST1206      Automotive Engine Performance      6 Credits**

A study of fuel systems, ignition systems, engine testing, emission, and emission controls. Fuel systems will include system principles and testing techniques on both carburetors and fuel injection. Ignition systems will include systems testing and diagnosis with up-to-date equipment for engine performance. Emission control will include the study of air pollution, engine performance and its relation, fuel recovery systems, catalytic converters, PVC systems, air pump systems, and basic electronic controls. Safety is emphasized.



**AST1604 Automotive Heating and Air Conditioning 4 Credits**  
The theory, construction, operation, and repair procedures of the automotive climate control systems. It includes the refrigeration cycle, automatic temperature control systems, heating, ventilation, and CFC recovery and recycling. Special emphasis is placed on safety and general shop procedures.

**AST2105 Automatic Transmission/Transaxles 5 Credits**  
The automatic transmission unit is divided into the fundamental study of fluid units, torque converters, principles of automatic controls, and planetary gear systems, with service to various components. System testing and safety are emphasized.

**AST2205 Automotive Manual Drive Train and Axles 5 Credits**  
A study of clutches, conventional automotive transmissions, and overdrive. The student will demonstrate his/her ability to service other components in addition to the transmission; this includes the driveline and final drive assemblies for automotive use. Safety is emphasized.

## **BIOLOGY**

**BIOL1001 Biological Science Lab 1 Credit**  
A survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology, and the scientific method are included. Laboratory two hours per week.  
**Corequisite:** BIOL1003 Biological Science.  
*ACTS Equivalency: BIOL1004 Biology for Non-Majors.*

**BIOL1003 Biological Science 3 Credits**  
A survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology, and the scientific method are included.  
**Corequisite:** BIOL1001 Biological Science Lab.  
*ACTS Equivalency: BIOL1004 Biology for Non-Majors.*

**BIOL1004 Biological Science and Lab 4 Credits**  
A study of the similarity and diversity of life on Earth.  
*ACTS Equivalency: BIOL1004 Biology for Non-Majors.*

**BIOL1031 Biology of Plants Lab 1 Credit**  
A study of plant structures and their functions and the evolution, diversity, and ecology of plants. Laboratory two hours per week.  
**Corequisite:** BIOL1033 Biology of Plants.  
*ACTS Equivalency: BIOL1034 Botany for Majors.*

**BIOL1033      Biology of Plants      3 Credits**

A study of plant structures and their functions and the evolution, diversity, and ecology of plants.

**Corequisite:** BIOL1031 Biology of Plants Lab.

*ACTS Equivalency: BIOL1034 Botany for Majors.*

**BIOL1034      Biology of Plants and Lab      4 Credits**

A study of plant structures and their functions and the evolution, diversity, and ecology of plants.

*ACTS Equivalency: BIOL1034 Botany for Majors.*

**BIOL1051      Biology of Animals Lab      1 Credit**

Introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla. Laboratory two hours per week.

**Corequisite:** BIOL1053 Biology of Animals.

*ACTS Equivalency: BIOL1054 Zoology.*

**BIOL1053      Biology of Animal      3 Credits**

Introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla.

**Corequisite:** BIOL1051 Biology of Animals Lab.

*ACTS Equivalency: BIOL1054 Zoology.*

**BIOL1054      Biology of Animals and Lab      4 Credits**

Fundamentals of modern zoology and a survey of the phyla.

*ACTS Equivalency: BIOL1054 Zoology.*

**BIOL1061      Environmental Science Lab      1 Credit**

An introduction to symbiotic relationships on planet Earth and the cross-disciplinary sciences that study them. Laboratory two hours per week.

**Corequisite:** BIOL1063 Environmental Science.

**BIOL1063      Environmental Science      3 Credits**

An introduction to symbiotic relationships on planet Earth and the cross-disciplinary sciences that study them.

**Corequisite:** BIOL1061 Environmental Science Lab.

**BIOL1064      Environmental Science and Lab      4 Credits**

An introduction to symbiotic relationships on planet Earth and the cross-disciplinary sciences that study them.

**BIOL1071      People and the Environment      1 Credit**

Major environmental issues facing our society will be covered to equip students to become part of the solution to many environmental challenges confronting us this century. Laboratory two hours per week.

**Corequisite: BIOL1073 People and the Environment**

**BIOL1073 People and the Environment 1 Credit**

Major environmental issues facing our society will be covered to equip students to become part of the solution to many environmental challenges confronting us this century.

**Corequisite: BIOL1071 People and the Environment Lab**

**BIOL1074 People and the Environment 4 Credits**

Major environmental issues facing our society will be covered to equip students to become part of the solution to many environmental challenges confronting us this century.

**BIOL1404 Body Structure and Function 4 Credits**

A course in anatomy and physiology wherein the function of each of the organ systems are studied. Emphasis will be placed on the nervous, musculoskeletal, cardiovascular, respiratory, excretory, and endocrine systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with a teaching emphasis in biology.

**BIOL2001 Microbiology Lab 1 Credit**

Introductory course in microbiology. Includes microbiological concepts including the study of bacteria, viruses, fungi, and protozoa as they affect the human body. Designed for majors in health professions programs. Laboratory two hours per week.

**Corequisite:** BIOL2003 Microbiology.

**Prerequisite:** BIOL1003/1001 Biological Science and Lab or BIOL2403/2401 Human Anatomy and Physiology I and Lab.

*ACTS Equivalency: BIOL2004 Introductory Microbiology.*

**BIOL2003 Microbiology 3 Credits**

Introductory course in microbiology. Includes microbiological concepts including the study of bacteria, viruses, fungi, and protozoa as they affect the human body. Designed for majors in health professions programs.

**Corequisite:** BIOL2001 Microbiology Lab.

**Prerequisite:** BIOL1003/1001 Biological Science and Lab or BIOL2403/2401 Human Anatomy and Physiology I and Lab.

*ACTS Equivalency: BIOL2004 Introductory Microbiology.*

**BIOL2004 Microbiology and Lab 4 Credits**

A study of microorganisms, in particular, bacteria, involving their structure and function at the molecular level, and interaction of these organisms with humans and their environment.

**Prerequisites:** BIOL1004 Biological Science and Lab or BIOL2404 Human Anatomy and Physiology I and Lab.

*ACTS Equivalency: BIOL2004 Introductory Microbiology.*

**BIOL2013 Introduction to Nutrition 3 Credits**

A study of human nutritional needs over the human lifespan. Individual nutrients, their nature, functions, and their processing by the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health, and the environment.

**BIOL2211      Biology of the Cell Lab      1 Credit**

This course is designed to provide a general understanding of biology and the mechanism of how living cells work by covering the scientific method, general taxonomy of living cells, cellular structures and physiology, DNA structure and genetics, and evolutionary theory as applied to cellular systems. Laboratory two hours per week.

**Corequisite:** BIOL2213 Biology of the Cell

**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab.

*ACTS Equivalency: BIOL1014 Biology for Majors.*

**BIOL2213      Biology of the Cell      3 Credits**

This course is designed to provide a general understanding of biology and the mechanism of how living cells work by covering the scientific method, general taxonomy of living cells, cellular structures and physiology, DNA structure and genetics, and evolutionary theory as applied to cellular systems.

**Corequisite:** BIOL2211 Biology of the Cell Lab.

**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab.

*ACTS Equivalency: BIOL1014 Biology for Majors.*

**BIOL2214      Biology of the Cell and Lab      4 Credits**

This course is designed to provide a general understanding of the mechanism of how living cells work, by covering cell components, DNA replication, transcription, translation, cell membrane structure, and cytoskeleton, cell division, and signal transduction, and to familiarize students with cell and molecular biology techniques that are used for investigation cellular structure and function.

**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab.

*ACTS Equivalency: BIOL1014 Biology for Majors.*

**BIOL2401      Human Anatomy and Physiology I Lab      1 Credit**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Laboratory two hours per week.

**Corequisite:** BIOL2403 Human Anatomy and Physiology I.

*ACTS Equivalency: BIOL2404 Human Anatomy and Physiology I.*

**BIOL2403      Human Anatomy and Physiology      3 Credits**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and nervous system.

**Corequisite:** BIOL2401 Human Anatomy and Physiology I Lab.

*ACTS Equivalency: BIOL2404 Human Anatomy and Physiology I.*

**BIOL2404 Human Anatomy and Physiology I and Lab 4 Credits**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system.

*ACTS Equivalency: BIOL2404 Human Anatomy and Physiology I.*

**BIOL2411 Human Anatomy and Physiology II Lab 1 Credit**

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. Laboratory two hours per week.

**Corequisite:** BIOL2413 Human Anatomy and Physiology I

**Prerequisite:** BIOL2403/2401 Human Anatomy and Physiology I and Lab

*ACTS Equivalency: BIOL2414 Human Anatomy and Physiology II.*

**BIOL2413 Human Anatomy and Physiology II 3 Credits**

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid-base balance, and fluid balance.

**Corequisite:** BIOL2411 Human Anatomy and Physiology II.

**Prerequisite:** BIOL2403/2401 Human Anatomy and Physiology I and Lab

*ACTS Equivalency: BIOL2414 Human Anatomy and Physiology II.*

**BIOL2414 Human Anatomy and Physiology II and Lab 4 Credits**

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory, and reproductive systems, acid-base balance, and fluid balance.

**Prerequisite:** BIOL2404 Human Anatomy and Physiology I and Lab.

*ACTS Equivalency: BIOL2414 Human Anatomy and Physiology II.*

**BIOL2501 Special Problems in Biological Sciences 1 Credit**

The specific area of the topic and mode of inquiry agreed upon by student and instructor and includes experimental design and research. The student will conduct research, analyze data, and submit an abstract of findings to the instructor.

**BIOL2502 Special Problems in Biological Sciences 2 Credits**

The specific area of the topic and mode of inquiry agreed upon by student and instructor and includes experimental design and research. The student will conduct research, analyze data, and submit a report of findings to the instructor.

**BIOL2503 Special Problems in Biological Sciences 3 Credits**

The specific areas of the topic and mode of inquiry agreed upon by student and instructor and include experimental design and research. The student will conduct research, analyze data, submit a report of findings to the instructor, and give a public presentation of findings. Registration may be repeated with various topics.

**BIOL2504 Special Problems in Biological Sciences 4 Credits**

The specific areas of the topic and mode of inquiry agreed upon by student and instructor and include experimental design and research. The student will conduct research including hands-

on laboratory or field-based data collection, analyze data, submit a report of findings to Instructor, and give a public presentation of findings. Registration may be repeated with various topics.

## **BUSINESS**

### **BSYS1563 Administrative Support Procedures 3 Credits**

Topics include self-improvement, interpersonal relations, mail handling, telephone usage, and travel arrangements. Emphasizes the practice and procedures acceptable in a business office regarding records management and control. Topics include sorting, filing, and retrieval of records.

**Prerequisite:** MIS1033 Introduction to Computers.

### **BSYS2413 Administrative Technology 3 Credits**

Instruction in the use of word processing software on microcomputers. Familiarization with word processing procedures and terminology. Three hours per week plus laboratory time.

### **BSYS2563 Business Communications 3 Credits**

Survey of the principles of effective oral and written communication. Practice in writing business letters and reports and preparing various types of oral presentations.

**Prerequisite:** ENG1003 Composition I.

*ACTS Equivalency: BUSI2013 Business Communications.*

### **BSYS2583 Spreadsheets for Managerial Decisions 3 Credits**

The study of electronic spreadsheet concepts. The fundamentals of worksheets, graphics, database, and macro features of electronic spreadsheets will be utilized to solve problems.

## **CERTIFIED NURSING ASSISTANT**

### **CNA1507 Certified Nursing Assistant 7 Credits**

Upon successful completion of this course plus additional required on-the-job training, a student can become a certified nurse assistant in the State of Arkansas. The program is designed to help students learn information, skills, and critical procedures necessary to improve the quality of life of clients in long-term care and other healthcare facilities and prepare them for the certification exam. This course will include a lab.

## **CHEMISTRY**

### **CHEM1011 General Chemistry I Lab 1 Credit**

Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry and thermochemistry. Laboratory three hours per week.

**Corequisite:** CHEM1013 General Chemistry I.

**Prerequisite:** MATH1023 College Algebra.  
*ACTS Equivalency: CHEM1414 Chemistry I for Science Majors.*

**CHEM1013 General Chemistry I 3 Credits**  
Study of chemical reactions and equations, periodic relationships, the gaseous state, and the fundamentals of atomic theory, quantum theory, electronic structure, chemical bonding, stoichiometry, and thermochemistry.  
**Corequisite:** CHEM1013 General Chemistry I.  
**Prerequisite:** MATH1023 College Algebra.  
*ACTS Equivalency: CHEM1414 Chemistry I for Science Majors.*

**CHEM1014 General Chemistry I and Lab 4 Credits**  
The study of the fundamentals of atomic theory, quantum theory, atomic structure, bonding processes, reactions and equations, periodic law, thermochemistry, stoichiometry, and behavior of gases. The course includes a laboratory component, which is integrated into the course that covers an introduction to the equipment and techniques common to the chemistry laboratory.  
**Prerequisite:** MATH1023 College Algebra.  
*ACTS Equivalency: CHEM1414 Chemistry I for Science Majors.*

**CHEM1021 General Chemistry II Lab 1 Credit**  
Study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.  
**Corequisite:** CHEM1023 General Chemistry II Lab.  
**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab.  
*ACTS Equivalency: CHEM1424 Chemistry II for Science Majors.*

**CHEM1023 General Chemistry II 3 Credits**  
Study of liquids, solids, solutions, and the fundamentals of chemical kinetics, chemical equilibria, acids and bases, thermodynamics, and electrochemistry.  
**Corequisite:** CHEM1021 General Chemistry II Lab.  
**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab.  
*ACTS Equivalency: CHEM1424 Chemistry II for Science Majors.*

**CHEM1024 General Chemistry II and Lab 4 Credits**  
The study of solids, liquids, solutions, acids and base equilibria and kinetics, electrochemistry, nuclear chemistry, and an introduction of industrial production of compounds. The course includes a laboratory component, which is integrated into the course that covers an introduction to the equipment and techniques common to the chemistry laboratory.  
**Prerequisite:** CHEM1014 General Chemistry I and Lab.  
*ACTS Equivalency: CHEM1424 Chemistry II for Science Majors.*

**CHEM1031 Introduction to Organic and Biochemistry Lab 1 Credit**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy. Laboratory three hours per week.

**Corequisite:** CHEM1033 Introduction to Organic Biochemistry.

**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab .

*ACTS Equivalency: CHEM1224 Chemistry II for Health-Related Professions.*

**CHEM1033 Introduction to Organic and Biochemistry 3 Credits**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy.

**Corequisite:** CHEM 1031 Introduction to Organic and Biochemistry Lab

**Prerequisite:** CHEM1013/1011 General Chemistry I and Lab

*ACTS Equivalency: CHEM1224 Chemistry II for Health-Related Professions.*

**CHEM1034 Introduction to Organic and Biochemistry and Lab 4 Credits**

A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. An introduction to reaction mechanisms, stereochemistry, and spectroscopy.

**Prerequisite:** CHEM1014 General Chemistry I and Lab.

*ACTS Equivalency: CHEM1224 Chemistry II for Health-Related Professions.*

**CHEM1041 Fundamental Concepts of Chemistry Lab 1 Credit**

A one-semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium, and acid-base chemistry. Laboratory three hours per week.

**Corequisite:** CHEM1043 Fundamental Concepts of Chemistry

*ACTS Equivalency: CHEM1214 Chemistry I for Health-Related Professions.*

**CHEM1043 Fundamental Concepts of Chemistry 3 Credits**

A one-semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium, and acid-base chemistry.

**Corequisite:** CHEM1041 Fundamental Concepts of Chemistry Lab.

*ACTS Equivalency: CHEM1214 Chemistry I for Health-Related Professions.*

**CHEM1044 Fundamental Concepts of Chemistry and Lab 4 Credits**

A one-semester chemistry survey course introducing selected fundamental concepts including dimensional analysis, mole concept, atomic and molecular structure, nomenclature, chemical reactions, thermochemistry, intermolecular interactions, gases, mixtures, kinetics, equilibrium, and acid-base chemistry.

*ACTS Equivalency: CHEM1214 Chemistry I for Health-Related Professions.*

**CHEM1052 Fundamental Concepts of Organic and Biochemistry 2 Credits**



A brief survey of organic compounds, their nomenclature, classification, preparation, and reactions. This will include an emphasis on the role of chemistry in human body functions.

**Prerequisite:** CHEM1011/1013 General Chemistry I and Lab or CHEM1041/1043 Fundamental Concepts of Chemistry and Lab.

**CHEM2051 Investigations in Chemistry 1 Credit**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

**Prerequisite:** CHEM1011/1013 General Chemistry I and Lab or CHEM1014 General Chemistry I and Lab.

**CHEM2052 Investigations in Chemistry 2 Credits**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

**Prerequisite:** CHEM1011/1013 General Chemistry I and Lab or CHEM1014 General Chemistry I and Lab.

**CHEM2053 Investigations in Chemistry 3 Credits**

Directed study in some specialized phase of chemistry designed to prepare the student for independent investigations. An emphasis will be placed on laboratory techniques.

**Prerequisite:** CHEM1011/1013 General Chemistry I and Lab or CHEM1014 General Chemistry I and Lab.

## **COMMERCIAL DRIVER TRAINING**

**CDT1101 Professional Driver Refresher Course I 1 Credit**

This one (1) semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes.

**CDT1102 Professional Driver Refresher Course II 2 Credits**

This two (2) semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips.

**CDT1103 Professional Driver Refresher Course III 3 Credits**

This three (3) semester credit hour course combines classroom, computer lab, and simulator lab time to provide refresher training for students that have already earned a Class A Commercial Driver's License. The course is designed for students that have taken a break from

professional truck driving and are seeking to hone their skills to re-enter the workforce or for experienced drivers that are required to take refresher training for insurance purposes. Practical application is provided through field exercises and road trips.

**CDT1104      Special Projects      4 Credits**

This is a two-week course that provides instruction for students that need specific specialized driving instruction. The instruction will be determined based on the need of the student/industry.

**CDT1107      Commercial Driver Training      7 Credits**

This seven (7) student semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, close quarters maneuvering, over the road driving, laws, and regulations, logbooks, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. The course consists of a combination of classroom, lab, and driving time.

**CDT1903      Enhanced Entry-Level Driver Training      3 Credits**

This three (3) semester credit hour course will provide the knowledge and skills necessary to obtain a Class A CDL. Students will practice pre-trip inspections, maneuvering, and gain knowledge of the rules and regulations mandated by DOT. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. The course consists of classroom, lab, and driving time.

**CDT1907      Special Topics      7 Credits**

This seven (7) semester credit hour course covers motor operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, logbooks, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. The course consists of classroom, lab, and driving time.

## **COMPUTER NETWORKING TECHNOLOGY**

**CNT1303      PHP Essentials      3 Credits**

Hypertext Preprocessor) is a cross-platform scripting language that is particularly well-suited to web development. The PHP Essentials course starts by introducing students to the fundamentals of the PHP language. This course will teach the principles of programming through simple game creation. Students will acquire the skills needed for more practical programming applications and will learn how these skills can be put to use in real-world scenarios.

**CNT1403      Introduction to Networking      3 Credits**

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts,

media, and operations are introduced to provide a foundation for the curriculum. Basic configurations for routers and switches and IP addressing schemes will also be introduced.

**CNT1503      PC Troubleshooting and Repair I      3 Credits**

An active exploration into the operation of a microcomputer system for the purpose of preparing students to sit for the CompTIA A+ Essentials certification exam. Emphasis will be placed on learning hardware functions, operating systems, software installation, and diagnostic and troubleshooting techniques.

**CNT 1713      Switching, Routing, and Wireless Essentials      3 Credits**

This is the second course in the CCNA curriculum series. It focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. In addition to learning, key switching and routing concepts, learners will be able to perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

**CNT1903      Cabling Standards      3 Credits**

This course is designed to introduce students to standards set by EIA/TIA, ANSI, ITU, CITELE, and IEC. This course covers standards used in user premises equipment, networking equipment, fiber optics, and wireless communications. Practical lab exercises will be utilized using these standards.

**CNT2203      PC Troubleshooting and Repair II      3 Credits**

This is the second course in the active exploration into the operation, construction, and troubleshooting of a microcomputer system for the purpose of preparing students to take the CompTIA A+ certification exam. Emphasis will be placed on learning hardware functions, operating systems, software installation, safety, and diagnostic and troubleshooting techniques.

**CNT2223      Introduction to Network Security      3 Credits**

This course offers/provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security.

**CNT2303      LAN Administration      3 Credits**

The study of the most current version of Microsoft Server/Workstation. Topics include current LAN topology, hardware requirements, installing and maintaining the network software, and file server setup and maintenance.

**CNT2313      Troubleshooting Processes      3 Credits**

This course is the study of the installation and troubleshooting of LAN devices. The course will include the design and installation of a local area network, testing and troubleshooting techniques, and preventative maintenance. Emphasis will be placed on activities and processes technicians will encounter in a work environment.

**CNT2323      Special Topics in IT      3 Credits**

This course gives the student the opportunity to study emerging trends and technologies in the field of IT. Projects, expert speakers, and field trips are used to help explore selected course topics. Course content will vary based on new and emerging technologies selected by the instructor.

**CNT2403      Enterprise Networking, Security, and Automation      3 Credits**

This third course in the CCNA curriculum describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

**CNT2413      Connecting Networks      3 Credits**

Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

**CNT2433      Introduction to Linux      3 Credits**

The study of a current version of Linux. Topics include hardware requirements, basic and custom server installation, Shell administration, and log-in scripts.

**CNT2443      Internship: Computer and Networking Technology      3 Credits**

Provides students with an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate worksite, to establish learning objectives, and to coordinate learning activities with an employer or worksite supervisor.

**Prerequisites:** Completion of 24 CNT hours toward the Associate of Applied Science/Technical Certificate in Computer Networking Technology.

**CNT 2453      Virtual Computing      3 Credits**

This course will provide you with a working knowledge of the leading virtualization products. In addition to learning how to install and use the products, you learn how to apply virtualization technology to create virtual data centers that use clusters for high availability, use management software to administer multiple host systems, implement a virtual desktop environment, and leverage cloud computing to build or extend the data center and provide disaster recovery services.

**CNT2503      Health Information Networking      3 Credits**

Health Information Networking (HIN) equips students with knowledge that can be applied toward entry-level specialist careers in healthcare ICT and networking. The course aims to develop an in-depth understanding of the skills needed to specialize in healthcare network implementations. The Health Information Networking course complements the Cisco CCNA curriculum and is designed to help students develop specialized skills for working in the field of healthcare ICT and networking. The course equips students with the knowledge and skills needed to design, implement, monitor, and troubleshoot networks in healthcare environments.

**CNT2513: Ethical Hacking      3 Credits**

This class demonstrates the ethical use of various "white hat" cyber penetration testing tools and techniques consistent with Ethical Hacking training. Students are exposed to various computer hacking skills and analyze various protective measures and their effectiveness.

## ***COSMETOLOGY***

**COS1012      Cosmetology Clinical Experience I      12 Credits**

This course provides the application of theoretical concepts, hygiene, and sanitation in the practice of Hairdressing, Manicuring, Esthetics. Instruction and supervised experience in all aspects of Cosmetology including the application of knowledge to give the client full service through Management and Shop Department.

**COS1102      Cosmetology I      2 Credits**

This course provides basic concepts necessary to obtain the National Industry Skill Standard for entry-level Cosmetologists. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics, and Shop Department.

**COS1202      Cosmetology II      2 Credits**

This course provides a continued study into the intermediate steps necessary to obtain the National Industry Skill Standard for entry-level Cosmetologists. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Continued studies in the areas of skills covered include all Basic and Introductory levels of Hairdressing, Manicuring, Esthetics, and Shop Department.

- COS1302      Cosmetology Application Theory      2 Credits**  
 This course provides advanced concepts necessary to obtain the National Industry Skill Standard for entry-level Cosmetologists. Students will learn to conduct services in a safe environment and take measures to prevent the spread of infectious and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Areas of skills covered include the advanced study of the properties of Hairdressing, Manicuring, Esthetics, and Shop Salesmanship.
- COS2012      Cosmetology Clinical Experience II      12 Credits**  
 This course provides the advanced application of theoretical concepts, hygiene, and sanitation in the practice of Hairdressing, Manicuring, Esthetics. Advance instruction and supervised experience in all aspects of Cosmetology including the application of knowledge to give the client full service through management and shop department.
- COS2112      Esthetics      12 Credits**  
 The study of skin basics to include anatomy and histology, skin analysis, and professional application of skincare treatments using massage, cosmetics, and devices.
- COS2114      Salon Business Practices      4 Credits**  
 The study of soft skills to include client communication, professional image, infection control in a professional establishment and career planning while practicing esthetic services.
- COS2110      Cosmetology Application Practicum      10 Credits**  
 This course provides supervised experience in all aspects of cosmetology. Theory and practical applications are stressed.
- COS2353      Practical Concepts      3 Credits**  
 Training in concepts in which the individual instructor trainee may be deficient.
- COS2362      Preparatory Training      2 Credits**  
 A general study of the principles and techniques of Cosmetology education. Selecting subject matter for class lecture. Preparing class lectures. Conducting a review of all subjects taught. Preparing and grading examinations. Demonstrating practical operations. Teaching practical operations.
- COS2363      Lecture Demonstration and Class Attendance      3 Credits**  
 Classes are to be taught by a licensed instructor trainee to properly lecture and demonstrate on all subjects of Cosmetology.
- COS2372      Conducting Theory Classes in Cosmetology      2 Credits**  
 The instructor trainee conducts theory classes in Cosmetology under the supervision of a licensed Cosmetologist. Bacteriology, osteology, mycology, neurology, angiology, dermatology, trichology, unguiology, cosmetricity, canities, and permanent waving.

**COS2379      Conducting Practical Classes in Cosmetology      9 Credits**  
The instructor trainee conducts practical classes in cosmetology. The instructor will demonstrate permanent waving, facials, shampooing, scalp treatments, canities, manicuring, thermal pressing, iron curling, and blow-drying.

**COS2382      Student Records      2 Credits**  
Methods and practical application of keeping student records.

**COS2383      Practice of Cosmetology      3 Credits**  
Training in specific areas in which the instructor trainee may be deficient.

## **CRIMINAL JUSTICE**

**CRIM1023      Introduction to Criminal Justice      3 Credits**  
This course is intended to expose the student to the workings of criminal justice systems. It explores the historical development, current operation, and future trends of criminal justice. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of the law, strategies for policing, judicial systems, sentencing strategies, and correctional practices. Content includes not only practices in the U.S., but also other cultures and their systems of justice.  
*ACTS Equivalency: CRJU1023 Introduction to Criminal Justice.*

**CRIM1053      Introduction to Corrections      3 Credits**  
This course is intended as an introduction to the American correctional system and will serve as an overview of current institutional practices, policies, and legal issues. This course will emphasize the history of the American correctional system, the correlation between corrections and the additional components of the criminal justice system, and the challenges facing those who enter into the correctional system.

**CRIM1083      Introduction to Jail and Correctional Standards      3 Credits**  
This course is an introductory course examining Arkansas jail and correctional standards. Curriculum consists of constitutional law, ethics, communication skills, and fingerprinting.

**CRIM1253      Introduction to Criminology      3 Credits**  
Introductory course examining how crime is defined and measured, the function and causes of crime in society, and the theories relevant to the study of crime and deviance.

**CRIM2043      Community Relations in the Administration of Justice      3 Credits**  
Provides an understanding of the complex factors in human relations. The philosophy of law enforcement is examined with the emphasis on the social forces which create social change and disturbance.

**CRIM2253      Criminal Investigation      3 Credits**

Includes fundamentals and theory of an investigation, conduct at crime scenes, collection and presentation of physical evidence, and methods used in the police service laboratory.

**Prerequisites:** CRIM1023 Introduction to Criminal Justice

**CRIM2263 Criminal Evidence and Procedure 3 Credits**

Rules of evidence of importance at the operational level in law enforcement and criminal procedures, personal conduct of the officer as a witness, examination of safeguarding personal and constitutional liberties.

**Prerequisites:** CRIM1023 Introduction to Criminal Justice

**CRIM2273 Criminal Law 3 Credits**

A course designed to provide students in criminology, criminal justice, and political science a concise and comprehensive introduction to criminal law. This course is appropriate for the criminal justice professional who needs to better understand the legal environment as well as the individual wishing to transfer to a two-year college.

**CRIM2403 Introduction to Policing 3 Credits**

This course focuses on the history of policing in America, the role of the police in the criminal justice system, and the ethical and legal challenges confronting law enforcement.

**CRIM2513 Juvenile Delinquency 3 Credits**

This course examines the history of juvenile justice and delinquency, the causes and patterns of delinquency, and juvenile justice law and policy.

## **CULINARY ARTS**

**CA1003 Introduction to Food Systems 3 Credits**

A food system encompasses the activities, people, and resources involved in getting food from field to plate. Along the way, it intersects with aspects of public health, equity, and the environment. In this course, we will provide a brief introduction to the U.S. food system and how food production practices and what we choose to eat impacts the world in which we live. We will discuss some key historical and political factors that have helped shape the current food system and consider alternative approaches from farm to fork.

**CA1013 Fabrication 3 Credits**

In this class, the student will have an opportunity to observe the fabrication of whole meats, seafood, and poultry and apply it to cooking and plating techniques at a more advanced level.

**CA1023 Culinary Techniques I Lab 3 Credits**

Introduces students to the fundamentals of professional cooking. Students will become competent in culinary terminology, equipment and utensil use, mise en place, knife skills, and basic cooking methods.

**CA1033 History of Food 3 Credits**



This course examines the history of food and its historical origins. Students will examine the food traditions of ancient civilizations and develop an understanding of why certain ingredients and processes are used. This course is to help the student understand where food originated and the path that it took to get where we are today. Understanding where food and culinary came from is important in understanding the evolution of the culinary movement and the tradition behind it. Culinary is ever-changing. This course also examines the role of food in shaping world history from ancient times through the modern era. Focused attention is given to crucial transitions in food history such as the agricultural revolution, the Columbian Exchange, and globalization. Using the lens of food history and culinary cultures this course will examine the connections and exchanges within historical events and related issues such as empire, migration, race, class, gender, religion, power, identity, and the environment.

**CA1043      Food Preservation      3 Credits**

This course builds a sound foundation of concepts and applications of cost control procedures in food, beverage, labor, and operational expenses. Forecasting, menu pricing and analysis, and income statement analysis are also emphasized.

**CA1113      Bakery and Desserts      3 Credits**

This course is an introduction to the theory and techniques of baking and dessert preparation. Students will learn to create a variety of baked goods, chocolates, frozen treats, and plated desserts.

**CA1123      Culinary Techniques II Lab      3 Credits**

This course focuses on potato, grain, and pasta production. Students will then concentrate on meat fabrication and preparation using various types of meats, game, and seafood.

**Prerequisites:** CA1023 Culinary Techniques I Lab.

**CA1223      Culinary Techniques III Lab      3 Credits**

This course focuses on the concept of Garde Manger. The students will prepare a variety of sandwiches, sauces, salads, and appetizers. It will also include preparing specialty items such as sausage, pickles, crackers, and condiments.

**Prerequisites:** CA1023 Culinary Techniques I Lab and CA1123 Culinary Techniques II Lab.

**CA1233      Menu Planning      3 Credits**

This course is designed to apply the principles of menu planning and layout to the development of menus for a variety of facilities and services. Truth in-menu guidelines are highlighted.

**CA1243      International Cuisine      3 Credits**

Introduces the classical cooking skills associated with the preparation and service of international and ethnic specific cuisines. The student will be able to understand the similarities between current food production systems in the United States and those in other regions of the world. The student will also be adaptable to various deviations in cooking strategies, develop an understanding of food sources and the availability of these items, making substitutions where

warranted. International Cuisine also focuses on the heritage of the Culinary Arts as an art form and the student acquires in-depth artistic appreciation for their chosen profession.

**CA1253      Banquets and Catering      3 Credits**

This course is designed as a practical approach to the understanding of catering and banquet management tasks necessary to exceed the needs of the client through the delivery of food, beverage, and related services.

**CA1263      Nutrition      3 Credits**

This course will introduce students to the nutrition requirements to lead a healthy lifestyle. The class will focus on the needs of the food industry, which include menu analysis, nutrition information, and specialty diets.

**CA1323      Culinary Techniques IV Lab      3 Credits**

This course will be a capstone of all acquired culinary knowledge. The emphasis will be on culinary projects with real-world applications. Students will also focus on the quantity of food preparation.

**Prerequisites:** CA1023 Culinary Techniques I Lab, CA1123 Culinary Techniques II Lab, CA1223 Culinary Techniques Lab III.

**CA1353      Purchasing/Costing      3 Credits**

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

**CA2053      Culinary Services Internship      3 Credits**

Practical experience in assisting an entity with the Culinary Industry. Goals and evaluation of performance will be a cooperative effort between the site supervisor and the ASUN faculty.

## ***DIESEL TECHNOLOGY***

**DT1004      Service and Maintenance      4 Credits**

This course begins with an overview of the various types of Technical Service Publications and vehicle identification. It then examines specific service and maintenance operations and procedures by vehicle system. The student will learn how to diagnose problems and make necessary adjustments and repairs using the appropriate technical data. Lecture two hours with supplemental lab time.

**DT1022      Trailer Suspension and Brake Systems      2 Credits**

A course concerning suspension, foundation, and air brake systems as pertains to heavy trailers. Design differences of trailer systems compared to truck systems will be the main area of study.

Spring versus air suspension systems will also be discussed. Emphasis will be placed on the safety of both the technician and the truck operator.

**DT1032 Brakes/ABS 2 Credits**

This course provides students with information on Heavy Truck brake systems and components. The student will learn how the system is designed to operate and what to look for when the brake system is not performing as designed. In addition, this course covers the operation of Anti-Lock systems along with appropriate troubleshooting and repair techniques. Lecture two hours with supplemental lab time.

**DT1042 Introduction to Hydraulics 2 Credits**

A course designed around service and repair of contemporary and past hydraulic systems as used on heavy and medium-duty trucks. Covered subject matter will include control side hydraulics: pumps, directional control valves, and pressure and flow regulators; and power side hydraulics: cylinders, motors, solenoids, and actuators. Topics include manual, air, and electric controls will be covered, as will be hoses, lines, and delivery ports. Emphasis will be placed on the safety of both the technician and the truck operator.

**DT1153 Electrical Problem Solving 3 Credits**

This course covers basic electrical theory including both series and parallel circuits, and proper troubleshooting techniques to be used when isolating vehicles' electrical problems. The use of a digital multimeter is covered, as well as how to troubleshoot key electrical circuits such as charging and starting systems. In addition, the student will also learn to use electrical schematics and harness drawings to analyze vehicle circuits. Lecture three hours with supplemental lab time.

**DT1203 Diesel Engines 3 Credits**

A course designed around service and repair of common heavy-duty diesel engines. Both current and last generation engines will be covered with emphasis on contemporary designs. This course covers the mechanical parts and operating principles of diesel engines. (Fuel systems and electronics are covered in separate, dedicated courses.)

**DT1303 Diesel Fuel Systems 3 Credits**

A study of fuel injection systems and operational principles to include removal and replacement of pumps and injectors, timing, and troubleshooting. Safety and the use of special tools will be emphasized.

**DT1412 Chassis and Steering 2 Credits**

This course covers all aspects of contemporary heavy truck frame design, including attachment methods, spring, and air ride suspensions, alignment, and fifth wheel designs. Manual and power steering gears and hydraulic steering pumps are covered in detail as well.

**DT1512 Applications Lab I 2 Credits**

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. The use of hand tools, power tools, and safety are stressed.

**DT1522      Applications Lab II      2 Credits**

A skills application class designed to give students an opportunity to apply diesel mechanics techniques with both static and live models. The use of hand tools, power tools, and safety are stressed.

**DT1542      Heavy Duty Transmissions      2 Credits**

Introduction to heavy-duty transmissions, mechanical transmission, and differentials. Safety and special tools will be emphasized.

**DT1552      HVAC Service and Diagnostics      2 Credits**

In this class, students will be trained in proper refrigerant recovery and recycling procedures, safety precautions, purging, flushing, evacuation, recharging, and performance testing of mobile air conditioning systems. This course also covers troubleshooting and diagnostic procedures for the various electronic control systems that are used on Freightliner vehicles. Lecture two hours with supplemental lab time.

## **EARLY CHILDHOOD**

**ECH1003      Health, First Aid and Safety in Early Childhood      3 Credits**  
**Learning Environments**

The course addresses the subject areas of health, safety, first aid, nutrition, and learning environments for young children. This course will cover updated and practical information while creating linkages with children, families, childcare facilities, and community resources. This course will present theory as well as practical application and resources for those seeking to acquire skills needed for working with children in an early childhood setting. Students will be granted the opportunity to gain child and baby CPR certification.

**ECH1303      Practicum I      3 Credits**

This course affords students the opportunity to acquire in-depth knowledge in the field of early childhood education. Observation hours are required. Students will observe infants, toddlers, and preschool children in a childcare facility. The course content will focus on the child development associate (CDA) subject areas.

**ECH1313      Practicum II      3 Credits**

This course is an extension of ECH1303 Practicum I. This course provides students working with children birth to age five with comprehensive opportunities to acquire as well as demonstrate knowledge, skills, and abilities regarding early childhood education. Observation hours are required. Students will observe infants, toddlers, and preschool children in a childcare facility. The course content will focus on the child development associate (CDA) subject areas.

**Prerequisite:** ECH1303 Practicum I.

**ECH2013 Foundations of Early Childhood Education 3 Credits**

This course will provide a study of the history, theory, and practice of early childhood education. The student will be presented with the theories that support early childhood education and the role of families in children's development (age's birth to eight). The knowledge gained from this study will give the student an understanding of this special area of education as well as the laws pertaining to the care and education of young children.

## **ECONOMICS**

**ECON2113 Business Statistics 3 Credits**

Statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation.

**Prerequisites:** MATH1023 College Algebra or MATH2143 Business Calculus.

*ACTS Equivalency: BUSI2103 Business Statistics.*

**ECON2313 Principles of Macroeconomics 3 Credits**

Analysis of whole economic systems, particularly the U.S. Economy. Emphasis is placed on the analysis of economic problems and their possible solutions. Topics include inflation, unemployment, national income, and the monetary system.

*ACTS Equivalency: ECON2103 Principles of Macroeconomics.*

**ECON2323 Principles of Microeconomics 3 Credits**

Analysis of the decision-making of individual units of economics: households, business firms, and the government. Topics include price determination, production, income distribution, market structures, and international economics.

*ACTS Equivalency: ECON2203 Principles of Microeconomics.*

## **ENERGY CONTROL TECHNOLOGY**

**ECT1123 Basic Electrical Circuits 3 Credits**

This course will allow students to identify basic types of electrical circuits and controls. Students should be able to identify, discuss, and differentiate between standard electrical diagrams and ladder diagrams. Students will study safe working practices around electrical circuits and controls.

**ECT1133 Basic Electrical Circuits Lab 3 Credits**

The practical application will include the construction, operation, and testing of selected circuits using a variety of test equipment. Students will demonstrate knowledge of proper safety, wiring, tool usage, and meter usage while working on their projects.

**ECT1144 Introduction to Air Conditioning Systems 4 Credits**

This course will include the study of refrigeration and air conditioning units along with their application, circuits, controls, refrigerant cycles, and functions. Recovery, recycling procedures, and code requirements will be covered. This course also includes service, repair, electrical wiring installation, and testing of both the electrical and mechanical systems and their controls.

**ECT1213      Split Systems      3 Credits**

This course will include the study of gas furnaces, electric air handlers, and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes, and plumbing codes will also be discussed.

**ECT1223      Split Systems Lab      3 Credits**

This course will include the practical installation practices of gas furnaces, electric air handlers, and air conditioning systems along with application and types. Electrical and mechanical systems will be covered in detail. Proper electrical, gas, state health codes, and plumbing codes will also be demonstrated.

**ECT1243      HVACR Code Class      3 Credits**

This course will help enhance students' understanding of the Arkansas Mechanical Code. The course will help guide students through the rules, regulations, and state health codes concerning the proper installation of residential and commercial mechanical systems. This course will also guide students through the proper installation regulations concerning supply and return air ductwork. This course will enhance students' understanding of materials covered by the Arkansas HVACR Contractors Test.

**ECT1253      Construction Trades Piping      3 Credits**

Construction Trades Piping will allow students to study codes governing refrigeration piping, electrical conduit, black iron, and galvanized piping. Safe and acceptable industry standards will be discussed and then used when modifying, soldering, bending, or connecting tubing and piping. Students should be able to distinguish and identify the various types of tubing and piping used in various construction trades. Students should be able to explain the uses of the individual types of tubing and piping.

**ECT1313      EPA Certification      3 Credits**

This course is designed to prepare students for the certification test and contains the information a student needs to take the test. This course will cover the latest available information in maintaining, service, repair, or disposing of appliances that contain regulated refrigerants.

**ECT1314      Residential Heat Pump Systems      4 Credits**

The course will include the study of residential heat pumps along with their application and operation. The practical application will include the electrical wiring installation, service, repair, and operation of residential-type heat pump systems. Dual fuel applications will also be covered.

**ECT1323 Preventive Maintenance Technician 3 Credits**

The content of this course will supply information and service practices needed to effectively extend the operating life of vapor-compression equipment, typically utilized in the HVAC/R industry. This course is to help technicians obtain optimum performance, reliability, and long life from the systems they service which are related to preventative maintenance with proper service and repair while maintaining air conditioning, refrigeration, and heat pump systems. Students taking this course will be eligible to test for their Apprentice Preventative Maintenance Technician Certification.

**ECT2116 Refrigeration Systems 6 Credits**

This course will include the study of supermarket-type refrigeration equipment. Both low temperature and medium temperature systems will be covered. Refrigeration systems controls, components, and applications will be discussed. The practical application will include electrical wiring installation, service, repair, and operational check of systems with differing refrigerants. Recovery and recycling of refrigerants will also be performed. Students will demonstrate knowledge of system components and charging procedures.

**ECT2234 Building Performance Analysis 4 Credits**

The practice of measuring the rate of infiltration and ex-filtration in residential homes using blower door technology, conducting ductwork analysis using duct blasters, locating air leaks in the housing envelope, along with calculating carbon monoxide levels of combustion appliances.

**ECT2243 Advanced HVACR Systems Diagnostics 3 Credits**

This course will allow students to develop skills needed to properly diagnose high-efficiency heating and air conditioning equipment. System diagnostics will be discussed and calculated on the advanced electrical wiring schematics in order to achieve optimum efficiency ratings of various types of equipment. Students will be trained to use diagnostic tools that pinpoint precise system refrigerant calculations and airflow to increase SEER Ratings of the equipment.

**ECT2253 Home Performance Principles 3 Credits**

This course will allow students to examine the heating and cooling loads of residential homes along with health and safety standards. Students will study the mechanical systems, insulation techniques, air sealing, moisture control, and conservation strategies involved in home efficiency. Procedures for proper duct and equipment sizing will also be part of the course content.

## **EDUCATION**

**EDU2013 Educational Technology 3 Credits**

An introduction to the use of technology for the classroom teacher. Emphasis will be on the computer as an instructional, administrative, and information-gathering tool.

**EDU2023 Introduction to Education 3 Credits**

An introduction to the teaching profession. It provides a basic understanding of the foundations of the education system in the United States and the role of teachers. This course requires 30 hours of observation and directed experiences in a public school.

**EDU2043      Exceptional Student in the Regular Classroom      3 Credits**

This course examines the historical and current delivery of special education services and program practices. Legal foundations and issues, special education terminology, and professional roles are addressed. This course is specifically for Elementary Education K-6 or K-12 Special Education majors.

**EDU2103      Child Growth and Development      3 Credits**

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

## ***ELECTRICAL***

**ELEC1002      Basic Electrical Theory      2 Credits**

Basic Electrical Theory is an overview of Electricity and Electrical Controls. This course is beneficial to those entering general electrical maintenance in industry.

**ELEC1012      Introduction to Electrical Circuits      2 Credits**

This course is designed to strengthen the skills of entry-level maintenance personnel who will install and repair Industrial Electrical Control Systems. Characteristics of basic electrical circuits will be covered including troubleshooting and safety rules for working with electricity.

**ELEC1023      Introduction to Programmable Logic Controllers      3 Credits**

This course is an overview of PLC's including hardware components, number systems and codes, and the basic programming and applications. The course is beneficial to those entering general electrical maintenance in industry.

**Prerequisite:** ELEC1002 Basic Electrical Theory.

## ***EMERGENCY MEDICAL TECHNICIAN***

**EMT1101      Basic EMT Practicum      1 Credit**

The student must rotate through the emergency departments to develop the skills that were discussed in the classroom setting.

**EMT1109      Basic EMT Theory      9 Credits**



This course will develop the skills to meet the needs of most of the runs the student will face as an EMT.

## **ENGLISH**

### **ENG0051 Writing Seminar (This is a non-credit course)**

This course provides instruction in expository essay form, structure, and style. Students with an ACT score of 16 - 18 in English and Reading who would like to enroll in ENG 1003 Composition I simultaneously should see an advisor about enrolling in this class.

**Corequisite:** ENG1003 Composition I.

### **ENG0053 English Fundamentals (This is a non-credit course)**

This course focuses on intensive work on the basic strategies, organization, diction, and grammar of the collegiate essay through the use of readings to improve vocabulary, comprehension skills, critical thinking skills, and writing competency. Students with an ACT score of 14 - 16 in English and Reading must take this course before enrolling in ENG1003 Composition I.

### **ENG1003 Composition I 3 Credits**

Instruction in expository essay form, structure, and style.

**Prerequisite:** ACT score of 19 or higher in both English and Reading or successful completion of ENG0053 English Fundamentals.

**Corequisite:** ENG0051 Writing Seminar  
*ACTS Equivalency: ENGL1013 Composition I.*

### **ENG1013 Composition II 3 Credits**

A continuation of ENG1003 with the addition of research papers and literary genres.

**Prerequisite:** ENG1003 Composition I.  
*ACTS Equivalency: ENGL1023 Composition II.*

### **ENG1203 Workplace Essentials 3 Credits**

The focus of this course is effective communication and essential soft skills. This course provides instruction in the preparation of resumes, cover letters, and employment interview skills. Conflict resolution and interpersonal communications will be developed through a variety of techniques to include leadership interviews, team building activities, critical thinking exercises, and character development.

*ACTS Equivalency: ENGL2023 Introduction to Technical Writing.*

### **ENG1213 Technical Communications for Emergency Personnel 3 Credits**

This course provides instruction in the preparation of technical documents. Techniques of persuasion through written communications for successful employment will be developed by writing essays and reports.

**ENG1233      Technical Composition      3 Credits**

This course will include exercises in basic grammar, mechanics, sentence structure, and paragraph structure. Instruction will include skills in completing repair orders, learning abbreviations, and writing complete, concise descriptions of mechanical problems.

**ENG2003      Intro to Literature of the Western World I      3 Credits**

A study of literature from Antiquity through the Renaissance, reflecting the major philosophical, religious, and literary trends of these time periods.

*ACTS Equivalency: ENGL2213 Western Literature I.*

**ENG2013      Intro to Literature of the Western World II      3 Credits**

A study of literature from the Renaissance to the present, reflecting the major philosophical, religious, and literary trends of these time periods.

*ACTS Equivalency: ENGL2223 Western Literature II.*

**ENG2023      Creative Writing      3 Credits**

Instruction and practice in writing poetry and fiction.

**Prerequisite:** ENG1003 Composition I.

*ACTS Equivalency ENGL2013 Introduction to Creative Writing.*

**ENG2033      American Literature II      3 Credits**

Survey of major authors in American Literature from the time of the Civil War to the present.

*ACTS Equivalency: ENGL2663 American Literature II.*

**ENG2053      American Literature I      3 Credits**

Survey of major authors in American Literature prior to the Civil War.

*ACTS Equivalency: ENGL2653.*

**ENG2493      Popular Literature      3 Credits**

One or more selected topics of popular literature—for example, science fiction, fantasy, sport, detective fiction, and the best seller.

**ENG2563      Special Topics Travel      3 Credits**

**ENG2583      Literature for Adolescents      3 Credits**

A seminar focusing on novels, poetry, short stories, and drama suitable for young adult students in the upper elementary grades, middle school, and high school.

**ENG2623      Introduction to Mythology      3 Credits**

A survey of world mythologies, including archetype, hero, creation, flood, apocalyptic, and afterlife characteristics that cultivate literary interpretive skills.

## **GEOGRAPHY**

**GEOG2603 World Regional Geography 3 Credits**

A general survey of geographic regions of the world emphasizing culture, demography, and economic and social patterns.

*ACTS Equivalency: GEOG2103 World Regional Geography.*

**GEOG2613 Introduction to Geography 3 Credits**

Emphasizes the physical and cultural patterns of the world.

*ACTS Equivalency: GEOG1103 Introduction to Geography.*

**GEOG2621 Physical Geography Lab 1 Credit**

This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil, and natural vegetation. Laboratory two hours per week.

**Corequisite:** GEOG2623 Physical Geography.

**GEOG2623 Physical Geography 3 Credits**

This course examines the nature and character of various components of the physical environment including basic weather elements, climate, landforms, soil, and natural vegetation.

**Corequisite:** GEOG2621 Physical Geography Lab.

*ACTS Equivalency: GEOG2223 Physical Geography.*

## **GEOLOGY**

**GEOL1001 Environmental Geology and Lab 1 Credit**

The study of the earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use. Laboratory two hours per week.

**Corequisite:** GEOL1003 Environmental Geology.

*ACTS Equivalency: GEOL1124 Environmental Geology.*

**GEOL1003 Environmental Geology and Lab 3 Credits**

The study of the earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use.

**Corequisite:** GEOL1001 Environmental Geology.

*ACTS Equivalency: GEOL1124 Environmental Geology.*

**GEOL1004 Environmental Geology and Lab 4 Credits**

The study of the earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban, rural, and regional land use.

*ACTS Equivalency: GEOL1124 Environmental Geology.*

**GEOL1111 Physical Geology and Lab 1 Credit**

The study of the earth and the modification of its surface by internal and external processes. Includes an examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources. Laboratory two hours per week.

**Corequisite:** GEOL1113 Physical Geology.

*ACTS Equivalency: GEOL1114 Physical Geology.*

**GEOL1113 Physical Geology and Lab 3 Credits**

The study of the earth and the modification of its surface by internal and external processes. Includes an examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources.

**Corequisite:** GEOL1111 Physical Geology Lab.

*ACTS Equivalency: GEOL1114 Physical Geology.*

**GEOL1114 Physical Geology and Lab 4 Credits**

The study of the earth and the modification of its surface by internal and external processes. Includes an examination of the Earth's interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes, and resources.

*ACTS Equivalency: GEOL1114 Physical Geology.*

## **HEALTH**

**HLTH2513 Principles of Personal Health 3 Credits**

A study of principles, problems, and practices involved in the improvement of individual and community health. This course is designed to stimulate a greater appreciation and understanding of health for more intelligent self-direction of health behavior and safety awareness.

*ACTS Equivalency: HEAL1003 Personal Health.*

**HLTH2523 First Aid and Safety 3 Credits**

Fundamentals, techniques, and practice of first aid as prescribed by the Responding to Emergencies course of the American Red Cross. Emphasis is given to programs of accident prevention in school, home, recreation, and traffic. Certification may be earned in standard first aid and community CPR (adult, infant, and child) through the American Red Cross.

## **HEALTH INFORMATION TECHNOLOGY**

**HIT2303 Introduction to Medical Coding 3 Credits**

This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to the individual body systems and conditions and lays the foundation for more advanced coding and medical record analysis. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT/HCPCS codes for procedures are emphasized.

## **HIGH VOLTAGE LINEMAN TECHNOLOGY**

**HVLT1001 Introduction to Utilities 1 Credit**

This is the beginning course for the apprentice program and contains instruction focused around electrical systems in an overview.

**HVLT1101 Power Line Right Away Maintenance and Equipment 1 Credit**

This course will provide the student with instruction in the powerline right away maintenance and clearing. This will include tree trimming, tree felling, brush clearing, and chemical spraying. The student will also receive instruction in chainsaw operation, maintenance, and safety.

**HVLT1104 Introduction to Climbing and Groundman Procedures 4 Credits**

This course is the foundation on which future courses build. In this course classroom, the students will be instructed in wood quality requirements, pole inspection techniques, care, and fitting of climbing equipment, and safety procedures related to pole climbing. This course will instruct the student on the basic expectations for the team member stationed on the ground. It will also include topics such as ropes, knots, and rigging. This course will also include basic safety requirements, CPR, and first aid.

**HVLT1203 Electrical Safety 3 Credits**

This course will provide instruction in safety practices related to electrical utilities. Students will be instructed in NESC, NEC as well as OSHA requirements.

**HVLT1401 Heavy Construction Equipment 1 Credit**

This course is a continuance of equipment operation. Students will receive instruction in setup procedures, vehicle inspection, hand signals, and safety issues related to the operation of equipment.

**HVLT1403 DC and AC Circuit Analysis 3 Credits**

This course will provide the student with the fundamentals of electricity. It will provide a basic understanding of formulas necessary to the field of electricity and electronics. Other topics covered will be the use of meters and how testing is accomplished.

**HVLT1504 Overhead Distribution Systems and Pole Framing 4 Credits**

The student will receive instruction in overhead line construction. This course will provide instruction in wire sagging, installing pole-mounted equipment, and safety practices. This course is a laboratory course providing instruction in setting poles, materials required, and reading plans.

**HVLT1711 Principles of Operation of High Voltage Distribution Systems 1 Credit**

This course will include an overview of substations, transmission systems, and generation systems. Instruction will be provided in electrical devices, i.e. step-up transformers, regulators, capacitors, breakers, fusing, etc.

**HVLT1713 Introduction to Transformers 3 Credits**

This course will provide the student with a basic understanding of transformers. This will include transformer construction, operation, connections, transformer loading, and safety.

**HVLT1801 Underground Distribution 1 Credit**

Instruction will be provided in trenching, shoring, and tools needed to construct and maintain underground distribution systems.

**HVLT1904 Electrical Capstone Experience I 4 Credits**

An employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer.

**HVLT2103 Introduction to Power Plants 3 Credits**

This course will instruct the student in planning, development, maintenance, operations, ecological and environmental considerations of electric power plants. There will also be instruction in power plant safety.

**HVLT2203 Advanced Transformers 3 Credits**

This course will give students a fundamental understanding of transformers and transformer banking. This will include three-phase connections, transformer fusing and loading, transformer vectoring, transformer installation, and safety.

**HVLT2253 Transmission and Substations 3 Credits**

This course will give students a fundamental understanding of Electrical Substations and Transmission lines. This will include Substation Construction, Maintenance, Control Systems, and Safety. The transmission section will include construction, maintenance, and safety.

**HVLT2604 Electrical Capstone Experience II 4 Credits**

This course is an employment experience relating to the electrical utilities. An instructor will monitor the student's progress with the supervising employer.

**Prerequisite:** HVLT1904 Electrical Capstone Experience I.

## **HISTORY**

**HIST1013 World Civilization to 1660 3 Credits**

A survey of world civilizations from prehistory to 1660.  
*ACTS Equivalency: HIST1113 World Civilizations I.*

**HIST1023 World Civilization Since 1660 3 Credits**

A survey of world civilizations from 1660 to present.  
*ACTS Equivalency: HIST1123 World Civilizations II.*

**HIST2083 History of Arkansas 3 Credits**  
A survey of Arkansas history from the pre-Colombian period to the present.

**HIST2763 The United States to 1876 3 Credits**  
A survey of the development of social, political, and economic institutions in the United States from the age of exploration and discovery to reconstruction.  
*ACTS Equivalency: HIST2113 United States History I.*

**HIST2773 The United States Since 1876 3 Credits**  
A survey of changing social, political, and economic policies in the United States from reconstruction to the present.  
*ACTS Equivalency: HIST2123 United States History II.*

**HIST2893 American Minorities 3 Credits**  
A survey course involving the study of several minority groups in American society from colonial times to the present. The major emphasis will be on African Americans and Native Americans. The course will also examine the contributions of Oriental and Hispanic minorities to the development of American culture.

## **HONORS**

**HRNS1000 Introduction to Honors (This is a non-credit course)**  
This course will prepare students to successfully navigate the more rigorous educational experience of the ASUN Honors Program. Expectations and structure of the Honors Program will be discussed. The course must be taken within the first semester of acceptance to the program.

**HRNS2000 Honors Seminar Leadership (This is a non-credit course)**  
This course is designed to provide students with the fundamental concepts of leadership; communication, vision and strategic thinking, empowerment, adaptability, and self-awareness. Consists of an overview of leadership styles, effective leadership, and communication focusing on what it means to be a successful leader.

**HRNS3000 Honors Seminar Ethics (This is a non-credit course)**  
This course will provide a definition of ethics and explore the three main theories of ethical decision-making as well as an overview of the foundations of our moral lives to prepare students to become responsible moral agents, competent and humane professionals, and informed and engaged citizens.

**HRNS4000 Honors Seminar (This is a non-credit course)**

The topic for this course will be chosen at the instructor's discretion based on student interests and input.

**HRNS5000 Honors Seminar**

*(This is a non-credit course)*

Designed to deepen students understanding and/or appreciation of subjects of interest to them.

**HRNS6000 Honors**

*(This is a non-credit course)*

This course will provide honors students the time and space to complete as well display their completed capstone project. The project will highlight the knowledge acquired while participating in the Honors Program at ASUN.

**HORTICULTURE**

**HORT2203 Urban Landscaping and Gardening**

**3 Credits**

Principles and practices of residential horticulture emphasizing minimum environmental impact. Covers landscape design or maintenance, gardening, turf, interior plants, and pest control. A course designed for non-majors. Lecture two hours per week, Laboratory two hours per week.

**HORT2253 Fundamentals of Horticulture**

**3 Credits**

Growth, fruiting habits, propagation, and culture of horticultural plants. Lecture two hours, laboratory two hours per week.

**HORT2263 Horticulture Technology**

**3 Credits**

In-depth coverage of structures, equipment, and methodologies of modern horticultural industries. Emphasis on greenhouses, storage facilities, irrigation, nutrition, environmental control, weed, disease, and pest control. Lecture two hours per week, Laboratory two hours per week.

**Prerequisites:** HORT2253 Fundamentals of Horticulture or PSSC1303 Introduction to Plant Science or BIOL1034 Biology of Plants and Lab.

**HORT 2273 Vegetable Crops Production**

**3 Credits**

Growth habits, soil and climate requirements, varietal characteristics, and pests of vegetable crops.

**Prerequisite:** HORT2253 Fundamentals of Horticulture.

**LAW**

**LAW2023 Legal Environment of Business**

**3 Credits**

Introduction to the fundamental concepts of the American legal system, especially as it relates to business. Areas of concentration include contracts, torts, sales, agency, negotiable instruments, and government regulation.



*ACTS Equivalency: BLAW2003 Legal Environment of Business.*

## **LEADERSHIP**

### **LDR1111 Leadership Development I 1 Credit**

This course is designed for students who want to become leaders. The characteristics, qualifications, and responsibilities of leaders will be explored. A portfolio is required which will reflect the information received in the course, characteristics of the guest speakers, and the information gleaned from the class visits to leadership events.

### **LDR2111 Leadership Development II 1 Credit**

This course is designed for students who want to become leaders. The course will explore the characteristics, qualifications, and responsibilities of leaders. A portfolio is required which will reflect the information received in the course, the characteristics of the guest speakers, and the information gleaned from the class visits to leadership events.

**Prerequisite:** LDR1111 Leadership Development I.

## **MANAGEMENT**

### **MGMT2003 Introduction to Management 3 Credits**

Introduction to management techniques and organizational structure. Fundamentals of various approaches to managing, planning, decision making, strategic management, organizing and coordinating work, authority, delegation, and decentralization; organizational design, interpersonal skills, leadership; organizational effectiveness, control methods, and organizational change and development.

### **MGMT2023 Introduction to Managerial Finance 3 Credits**

An introductory course in financial management, providing the framework with which to analyze and make decisions regarding the financial are sources of both the business firm and the individual. Topical areas include financial planning, asset management, valuation, and investment decision-making.

**Prerequisites:** ACCT2003 Principles of Accounting I, and ACCT2013 Principles of Accounting II, and ECON2313 Principles of Macroeconomics or ECON2323 Principles of Microeconomics.

### **MGMT2043 Supervisory Management 3 Credits**

Responsibilities of first-line supervisors; development of techniques and skills in employee communications, decision making, motivation, leadership, and training.

## **MANAGEMENT INFORMATION SYSTEMS**

### **MIS1033 Introduction to Computers 3 Credits**

A required introductory course for all degree-seeking students. This course introduces the student to the components of microcomputer systems and the application of software

packages for microcomputer systems. Students will gain “hands-on” experience using popular business application software including word processing, email operations, spreadsheets, and presentation graphics.

*ACTS Equivalency: CPSI 1003 Introduction to Computers.*

**MIS1041      Basic Web Design with MS Office      1 Credit**

Sub-Title: How to Create a Web page Using MS Office. A basic introduction to creating web pages using a program with which most individuals are familiar. (Microsoft Office).

**MIS1043      Introduction to Mobile Apps Development      3 Credits**

Introduction to Mobile App Development (iMAD) is the foundation course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms and operating systems to design, create, and maintain an application.

**MIS1323      Integrated Business Projects (IBP)      3 Credits**

Capstone experience designed to integrate student’s abilities in word processing, spreadsheets, database, graphics, and business communication in a project-based simulated work situation.

**MIS1373      Database Management      3 Credits**

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems.

**Prerequisites:** MIS1033 Introduction to Computers or MIS1503 Microcomputer Applications.

**MIS1403      Introduction to Mobile Applications  
Development (IMAD)      3 Credits**

Introduction to Mobile Applications Development is the foundation's course for the Mobile App Development program of study. This project-based course will explore the current landscape of mobile app development, define the roles of a development team, and introduce fundamental software development terminology and mindsets. Students will discuss and use various hardware platforms operating systems to design, create, and maintain an application.

**MIS1443      Technical Computer Applications      3 Credits**

This course will include PC basics, browsing and searching the Web, sending emails and attachments, writing and printing documents, spreadsheets, and databases, working with graphics, and working with industry-specific software.

**MIS1503      Microcomputer Applications      3 Credits**

An introductory course to the components of microcomputer systems and in the application of software packages for microcomputer systems. Students will gain “hands-on” experience using popular business application software including word processing, email operations, spreadsheets, databases, and presentation graphics.

**MIS1513      Microcomputer Applications II      3 Credits**

An intermediate course in the application of software packages for microcomputers with emphasis on common business functions. Students will gain an increased level of understanding of operating systems and environments, and the integration of word processing, spreadsheet applications, databases, and presentation graphics.

**Prerequisite:** MIS1503 Microcomputer Applications.

**MIS2013      Web Page Design      3 Credits**

This course provides instruction on the development of web pages using basic HTML and web page authoring software. Students should be familiar with the internet and the World Wide Web. Students will be provided with a thorough introduction of HTML and basic web page design concepts.

**Prerequisites:** MIS1033 Introduction to Computers or MIS1503 Microcomputer Applications.

**MIS2033      Visual Basic Programming      3 Credits**

An introduction to an object-oriented high-level programming language. Emphasis will be on designing full-featured GUI applications that exploit the key features of Microsoft Windows.

**Prerequisite:** MIS1503 Microcomputer Applications.

**MIS2203      Structured Programming Using COBOL      3 Credits**

A study of COBOL computer language, including input/output operations, arithmetic computations, comparing, control breaks, and table processing. Emphasis is placed on typical business applications.

**Prerequisite:** MIS1503 Microcomputer Applications.

**MIS2403      Introduction to Database Management      3 Credits**

A study of database management principles including file organization, data storage, access methods, data structures, data privacy, security, and integrity. Surveys current generalized database management systems.

**Prerequisite:** MIS1503 Microcomputer Applications.

**MIS2873      Structured Programming in the C Language      3 Credits**

A structured design in software development will be emphasized, along with usage of the many software modules available in most libraries that come with C compilers.

**Prerequisites:** MIS2203 Structured Programming Using Cobal or MIS2033 Visual Basic Programming.

## **MARKETING**

**MKTG1013      Introduction to Business      3 Credits**

A survey course to acquaint beginning students with the major institutions and practices in the business world and to provide the elementary concepts of business.

*ACTS Equivalency: BUSI1013 Introduction to Business.*

## **MATHEMATICS**

### **MATH0021 Foundations of Mathematical Reasoning (This is a non-credit course)**

A study of quadratic equations and inequalities, polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem-solving. Required for all students who have scored a 16 - 18 on the ACT in Math.

**Corequisites:** MATH1023 College Algebra.

### **MATH0083 Mathematical Fundamentals (This is a non-credit course)**

This course is the first remedial mathematics course designed to develop and expand basic math skills to prepare the student for College Algebra. Required for all students scoring an ACT Mathematics score of 14 - 15.

### **MATH1013 Mathematical Applications 3 Credits**

Math Applications reviews basic mathematical concepts and builds mathematical concepts in the context of technical areas and builds on those skills to include applications in measurement, using formulas, applied geometry, basic statistics, and graphing. Using modular, mastery-based approach, those majoring in certain AAS or TC programs will complete a subset of the modules, completing only the mathematics needed for that major.

*ACTS Equivalency: MATH1003 College Math.*

### **MATH1023 College Algebra 3 Credits**

A study of quadratic equations and inequalities. Polynomial, rational, exponential, and logarithmic functions. This includes graphing functions, combining functions, inverse functions. Solving systems of linear and nonlinear equations and use of matrices and determinants are also included. Emphasis will be placed on applications and problem-solving.

**Prerequisite:** MATH0083 Mathematical Fundamentals or Math ACT of 19 or higher.

*ACTS Equivalency: MATH1103 College Algebra.*

### **MATH1033 Plane Trigonometry 3 Credits**

A study of trigonometric functions, identities, basic logarithmic and exponential functions, conic sections, and complex numbers.

**Prerequisite:** MATH1023 College Algebra or Math ACT of 19 or higher.

*ACTS Equivalency: MATH1203 Plane Trigonometry.*

### **MATH1054 Pre-calculus Mathematics 4 Credits**

Selected topics from algebra, trigonometry, and analytic geometry.

**Prerequisite:** MATH1023 College Algebra or Math ACT of 19 or higher.

*ACTS Equivalency: MATH1305 Pre-Calculus.*

**MATH1083 Quantitative Literacy** **3 Credits**  
The course includes topics including but not limited to the mathematics of contemporary applications used to identify, analyze, generalize, and communicate quantitative and mathematical relationships. (Satisfies state minimum core general education mathematics for non-STEM majors).  
**Prerequisite:** Math ACT of 16-18.  
*ACTS Equivalency: MATH1113 Quantitative Literacy/Mathematical Reasoning.*

**MATH1213 Math for Health Professions** **3 Credits**  
Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include interpretation of drug labels, syringe types, conversions, military time, reconstitution, mixing medications, IV flow rates, and drip rates, interpretation of physician orders, dispensing, and proper documentation of medication.

**MATH2053 Finite Mathematics** **3 Credits**  
Selected topics in probability and statistics, review of algebraic matrices, and graphic analysis of linear programming for students in business, agriculture, and social sciences.  
**Prerequisite:** MATH1023 College Algebra or MATH1033 Plane Trigonometry or MATH1054 Pre-calculus Mathematics or MATH2194 Survey of Calculus with a grade of C or better, or a score of at least 60 on the Math Placement Test, or a score of at least 26 on the Math component of the ACT exam, or a score of at least 600 on the Math component of the old SAT or 620 on the Math component of the new SAT.

**MATH2113 Mathematics for Elementary Teachers I** **3 Credits**  
Sets, logics, and numbers with emphasis on the axiomatic development of the real numbers. For elementary education majors only. This course may not be used to satisfy the general education mathematics requirement.  
**Prerequisite:** "C" or higher in MATH1023 College Algebra.

**MATH2123 Mathematics for Elementary Teachers II** **3 Credits**  
Probability and statistics, geometry, and concepts of measurement in elementary school mathematics, with the NCTM Curriculum and Evaluation Standards for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem-solving.  
**Prerequisite:** MATH2113 Mathematics for Elementary Teachers I.

**MATH2143 Business Calculus** **3 Credits**  
Topics in elementary differential and integral calculus, stressing applications in business and economics.  
**Prerequisite:** MATH1023 College Algebra.  
*ACTS Equivalent: MATH2203 Survey of Calculus.*

**MATH2183 Discrete Structures** **3 Credits**

This course is recommended for the major in Mid-Level Education with the Math and Science Specialty. Topics include sets and functions, partially ordered sets, trees and graphs, algorithms, symbolic logic, Boolean Algebra, combinations, and probability modeling.

**Prerequisite:** MATH1023 College Algebra.

**MATH2194 Survey of Calculus 4 Credits**

This course is recommended for the major in Mid-Level Education with the Math and Science Specialty. Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences.

**Prerequisite:** MATH1023 College Algebra.

*ACTS Equivalency: MATH2203 Survey of Calculus.*

**MATH2204 Calculus I 4 Credits**

The first course includes analytic geometry, functions and limits, differentials and integrals, and transcendental functions.

**Prerequisite:** MATH1023 College Algebra

*ACTS Equivalency: MATH2405 Calculus I.*

**MATH2214 Calculus II 4 Credits**

The second course includes techniques of integration, sequences, and series, conic sections, polar coordinates, and vectors.

**Prerequisite:** MATH 2204 Calculus I.

*ACTS Equivalency: MATH2505 Calculus II.*

**MATH2233 Applied Statistics 3 Credits**

A study of elementary statistics for students in the biological, physical, or social sciences.

**Prerequisite:** MATH 1023 College Algebra.

**MATH2254 Calculus III 3 Credits**

This course is to provide the student with more advanced concepts in integral calculus, vectors, and other topics, so that these concepts may be applied in problem-solving situations as well as used in further coursework.

**Prerequisite:** MATH 2214 Calculus II.

*ACTS Equivalency: MATH2603 Calculus III.*

## **MECHANICAL**

**MECH1002 Blueprint Reading 2 Credits**

This course is designed to give the student a building foundation in developing the skills needed to interpret basic engineering drawings in industry. This course is designed for someone with minimum or no prior experience, is planning to enter production work, inspector, set-up personnel, buyers and schedulers, and those planning to enter machining or construction operations.

**MECH1003 Mechanical Maintenance****3 Credits**

This course is designed to give the student a building foundation in industrial maintenance. This course is designed for someone with minimal or no experience. The Mechanical Maintenance covers the installation, maintenance, and troubleshooting as well as preventive maintenance techniques.

**MECH1012 Geometric Dimensioning and Tolerance****2 Credits**

The Geometric Dimensioning and Tolerance (GDT) is designed to give the student a building foundation in industrial gauging and measurement methods and how they apply to industry standards of ANSI/ASME 14.5M. This course is designed for someone with minimum or no prior experience who is planning to enter machining or construction operations or machine parts, manufacturing, or machine assemblers.

**MECH1022 Pneumatics and Hydraulics - Fluid Power I****2 Credits**

Pneumatics and Hydraulics course is designed to give students a basic understanding of pneumatics and hydraulics in an industrial environment. Students planning on maintaining and/or operating pneumatic and hydraulic equipment will be given an overview of systems, components, compressors, controls, symbols, and circuits of each type of system.

**MEDICAL TERMINOLOGY****HP2013 Medical Terminology****3 Credits**

Covers basic language to medical science and the health professions. It includes word analysis, word construction, spelling, and definitions.

**MEDICATION ASSISTANT - CERTIFIED****HSC1008 Medication Assistant-Certified****8 Credits**

The Medication Assistant-Certified course is designed to educate qualified individuals to administer certain nonprescription and legend drugs in designated facilities under the supervision of a licensed nurse. The student will be required to participate in classroom, laboratory, and clinical settings. The course totals 105 contact hours. Upon graduation, students are eligible to take the certification examination offered by the Arkansas State Board of Nursing.

**MUSIC****MUS2503 Fine Arts Musical****3 Credits**

An introduction to music for the listener who has had no formal training. The purpose is to help the student develop criteria for the appreciation of music.

*ACTS Equivalency: MUSC1003 Music Appreciation.*

**MUS 2803 Special Topics in Music****3 Credits**

## **PHILOSOPHY**

### **PHIL1103 Introduction to Philosophy 3 Credits**

An examination of the basic problems of philosophy as evidenced in the major schools of philosophical thought. Includes historical and contemporary readings.

*ACTS Equivalency: PHIL1103 Philosophy.*

## **PHLEBOTOMY**

### **PHL1101 CPR and First Aid 1 Credit**

The fundamentals of Basic First Aid and American Heart Association CPR for the Professional Rescuer, basic anatomy, physiology, and the latest techniques of CPR are taught.

### **PHL1102 Phlebotomy Clinical 2 Credits**

Provides for experience in planning, implementing, evaluating, and participating in vein puncture and specimen collection in hospital, clinic laboratories, and health services areas. Students will work one on one with a preceptor in the clinic area. Graduates of the program may work in a hospital clinic or doctor's office laboratory.

**Prerequisites:** A grade "C" or better in PHL1101 CPR and First Aid, PHL1105 Phlebotomy.

### **PHL1105 Phlebotomy 5 Credits**

Provides instruction on the fundamentals of Phlebotomy through lectures, discussion, and films with return demonstration of skills.

## **PHOTOGRAPHY**

### **PHT1101 Basic Photography I 1 Credit**

Elements of composition, camera, and digital techniques. Practical experience in the application of digital photography and printing/output theories.

## **PHYSICAL EDUCATION**

### **PE1011 Fitness for Life I 1 Credit**

A course designed for students who wish to improve their personal fitness. Activities in the course will provide the student with the opportunity to develop physical strength, cardiovascular endurance, and flexibility.

### **PE1021 Fitness for Life II 1 Credit**

A course designed for students who wish to enhance their personal physical fitness through the development of strength, cardiovascular endurance, and flexibility. Motivational materials provided by the instructor will be included in this study so that students can assess and select future fitness activities. This course is a continuation of Fitness for Life I and focuses on the further enhancement of fitness levels.



**Prerequisite:** PE1011 Fitness for Life I.

**PE1022      Aerobics I      2 Credits**

The purpose of this course is to provide an understanding and personal appreciation of the relationship of physical activity and fitness to health so that the individual will select an appropriate personal lifestyle for optimal lifelong health and wellness. The course is a conditioning class consisting of physical fitness tests, weight room activities, and cardiovascular conditioning. Emphasis is upon self-improvement as related to fitness, conditioning, strength development, weight loss or gain, and decreasing or increasing body measurements.

**PE1032      Aerobics II      2 Credits**

Aerobics II is a continuation of Aerobics I. The basic concepts of physical fitness are covered. Especially emphasized are the structure and function of the musculoskeletal system, care, and prevention of sports injuries and smoking. Methods and techniques of developing strength, flexibility, cardiovascular fitness, utilizing jogging, self-improvement exercises, and weight training.

**Prerequisite:** PE1022 Aerobics I.

**PE1461      Archery      1 Credit**

Fundamentals, techniques, and practice in recreational archery.

**PE1471      Bowling      1 Credit**

A course designed for individuals who wish to learn the basic fundamentals of bowling. The course includes the fundamental skills and techniques of bowling. It also includes knowledge of the rules, terminology, history, scoring, strategy, and safety practices.

**PE1501      Beginning Golf      1 Credit**

Introduction to the basic skills, rules, and strategies of golf.

**PE1611      Basketball      1 Credit**

Introduction to the skills, rules, and strategies of basketball.

**PE1621      Volleyball      1 Credit**

Introduction to the skills, rules, and strategies of volleyball.

**PE1623      Concepts of Fitness      3 Credits**

Provides knowledge and appreciation of the importance of physical activity for lifelong health, wellness, and life quality; provides opportunities for psychomotor development. A required course of physical education majors.

**PE1651      Softball      1 Credit**

Introduction to the basic skills, rules, and strategies of softball.

**PE1861      Aerobics Dancing/Exercise I      1 Credit**

The principles and concepts of exercise as related to the enhancement of personal appearance, and cardiovascular development.

**PE1871      Aerobics Dancing/Exercise II      1 Credit**

A continuation of PE1861.

**Prerequisite:** PE 1861 Aerobics Dancing/Exercise I.

**PE1883      Foundations of Physical Education      3 Credits**

An introductory course designed for the prospective physical education major. Areas of special emphasis are history, principles, the scope of the program, and the relationship of physical education to general education, current professional literature, and vocational opportunities.

### **PHYSICAL SCIENCE**

**PHSC1101      Earth Science Lab      1 Credit**

This course investigates Earth's major physical systems and provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. The course is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs. Laboratory two hours per week.

**Corequisite:** PHSC1103 Earth Science

*ACTS Equivalency: PHSC1104 Earth Science.*

**PHSC1103      Earth Science      3 Credits**

This course investigates Earth's major physical systems and provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. The course is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs.

**Corequisite:** PHSC1101 Earth Science Lab.

*ACTS Equivalency: PHSC1104 Earth Science.*

**PHSC1104      Earth Science and Lab      4 Credits**

This course investigates Earth's major physical systems, including the lithosphere, hydrosphere, and atmosphere, as well as Earth's place in the solar system. As such, this course provides a synthesis of pertinent topics in geology, physical geography, oceanography, meteorology, and astronomy. It is intended for those with a general interest in the Earth Sciences and those wishing to satisfy requirements for middle and secondary science education programs.

*ACTS Equivalency: PHSC1104 Earth Science.*

**PHSC1201      Physical Science Lab      1 Credit**

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy. Laboratory two hours per week.

**Corequisite:** PHSC1203 Physical Science.

**Prerequisite:** ACT score of 16 or higher.

*ACTS Equivalency: PHSC1004 Physical Science.*

**PHSC1203      Physical Science**

**3 Credits**

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy.

**Corequisite:** PHSC1201 Physical Science Lab.

**Prerequisite:** ACT score of 16 or higher.

*ACTS Equivalency: PHSC1004 Physical Science.*

**PHSC1204      Physical Science and Lab**

**4 Credits**

An introduction to basic concepts of physical science for the student who has completed no college course in chemistry or physics. This course is designed to provide an understanding of the facts, methods, and significance of the physical sciences by concentrating on selected topics from physics, chemistry, earth science, and astronomy.

**Prerequisite:** ACT score of 16 or higher.

*ACTS Equivalency: PHSC1004 Physical Science.*

## **PHYSICS**

**PHYS1101      Introduction to Space Science Lab**

**1 Credit**

A survey of the basic principles of science with an emphasis on physics through their application to study about our place in the cosmos. This course will meet the general education requirements for physical science if taken with PHYS1103 Introduction to Space Science. Special course fees may apply. Laboratory two hours per week.

**Corequisite:** PHYS1103 Introduction to Space Science.

*ACTS Equivalency: PHYS1204 Introduction to Astronomy.*

**PHYS1103      Introduction to Space Science**

**3 Credits**

A survey of the basic principles of science with an emphasis on physics through their application to study about our place in the cosmos. This course will meet the general education requirements for physical science if taken with PHYS1101 Introduction to Space Science Lab.

**Corequisite:** PHYS1101 Introduction to Space Science.

*ACTS Equivalency: PHYS1204 Introduction to Astronomy.*

**PHYS1104      Introduction to Space Science and Lab**

**4 Credits**

A survey of the basic principles of science with an emphasis on physics through their application to study about our place in the cosmos. Lecture three hours. Includes two hours per week lab.

*ACTS Equivalency: PHYS1204 Introduction to Astronomy.*

**PHYS2034      University Physics I**

**4 Credits**

Introduction to the principles of mechanics, wave motion, temperature, and heat, with calculus. Lecture three hours per week and practicum two hours a week.

**Corequisite:** MATH2204 Calculus I.

**PHYS2044 University Physics II 4 Credits**

A continuation of PHYS2034. Topics covered include electricity magnetism, light, and geometric optics. Lecture three hours per week and practicum two hours a week.

**Prerequisite:** PHYS2034 University Physics I.

**Corequisite:** MATH2214 Calculus II.

**PHYS2054 General Physics I 4 Credits**

The essentials of mechanics, heat, materials, and simple harmonic motion.

**Prerequisite:** MATH1023 College Algebra.

*ACTS Equivalency: PHYS2014 Algebra/Trigonometry-Based Physics I.*

**PHYS2064 General Physics II 4 Credits**

A continuation of PHYS2054. The essentials of electricity, magnetism, wave motion, light, and modern physics.

**Prerequisite:** PHYS2054 General Physics I.

*ACTS Equivalency: PHYS2024 Algebra/Trigonometry-Based Physics II.*

**PHYS2133 Survey of Physics for the Health Professions 3 Credits**

A survey for introductory mechanics, waves, electricity, magnetism, optics, and modern physics with applications for students of the health professions.

**Prerequisite:** MATH1023 College Algebra.

## **PLANT SCIENCE**

**PSSC1003 Survey of Soils 3 Credits**

An introductory course focusing on soil classifications and physical and chemical properties of soils and the environment. The focus is on row crop production.

**PSSC1301 Introduction Plant Science Lab 1 Credit**

Introduction to agronomic and horticultural concepts related to crop anatomy, growth and development, physiology, and pest identification and management.

**PSSC1303 Introduction to Plant Science 3 Credits**

Agronomic and horticultural cropping systems including crop growth and development, crop physiology, crop ecology, environmental considerations, and production and protection practices.

**PSSC2803 Field Crops 3 Credits**

Field crops, types, and varieties. Planning and planting of crops grown in the Delta.

**PSSC2811      Soils Lab      1 Credit**

Origin, classification, physical and chemical properties of soil, and environmental considerations. Laboratory two hours per week.

**Corequisite:** PSSC2813 Soils

**PSSC2813      Soils      3 Credits**

Origin, classification, physical and chemical properties of soil, and environmental considerations.

**Corequisite:** PSSC2811 Soils Lab

**PSSC2814      Soils and Lab      4 Credits**

Origin, classification, physical and chemical properties of soil, and environmental considerations.

## ***POLITICAL SCIENCE***

**POSC2103      Introduction to United States Government      3 Credits**

A survey of the structure and process of American national government. Focus on the constitution, government, and politics of the United States.

*ACTS Equivalency: PLSC2003 American National Government.*

## ***PRACTICAL NURSING***

**PN1213      Nursing Process I      13 Credits**

Nursing Process 1 includes the fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. This course examines both prevention and promotion of well-being. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course or the promotion of holistic care.

**PN1406      Nursing Practicum I      6 Credits**

Nursing Practicum I integrates and enhances knowledge gained in Nursing Process I. This course includes fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. As the student advances through the clinical experience, progression from basic skills to more complex skills will occur.

**PN2106      Maternal-Newborn and Fundamentals  
of Pediatric Nursing      6 Credits**

Maternal-Newborn and Fundamentals of Pediatric Nursing explore the components of maternity nursing including communication skills, prenatal care, high-risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn.

This course builds on the basic concepts of nursing principles, meeting the needs of pediatric clients and their caregiver(s), and the behavior of the well-child and the child experiencing illness.

**PN2213      Nursing Process II      13 Credits**

Nursing Process II is a continuation of care for the adult client and explores fundamental care of the pediatric client. This course examines prevention, promotion of well-being, management, and delegation within the scope of the Licensed Practical Nurse. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course for the promotion of holistic care.

**PN2402      Maternal-Newborn and Fundamentals  
of Pediatric Nursing Practicum      2 Credits**

Maternal-Newborn and Fundamentals of Pediatric Nursing will integrate and enhance knowledge gained in Maternal-Newborn and Fundamentals of Pediatric Nursing and Practicum I. This practicum experience will include communication skills, prenatal care, high-risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This practicum experience includes the fundamental care of the pediatric client with a focus on the promotion of wellness and the care of the child with an illness.

**PN2406      Nursing Practicum II      6 Credits**

Nursing Practicum II expands the foundation of Nursing Practicum I by integrating and enhancing knowledge gained in Nursing Process II. This course includes the care of the adult and pediatric client with a focus on management and delegation within the scope of practice of the Licensed Practical Nurse.

## **PSYCHOLOGY**

**PSY1013      Human Relations      3 Credits**

This course will cover basic psychological concepts and specific concepts that relate to industry-specific skills necessary for the workplace. Customer relations issues will be a focus of the course.

**PSY2013      Introduction to Psychology      3 Credits**

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior.

*ACTS Equivalency: PSYC1103 General Psychology.*

**PSY2023      Contemporary Psychology      3 Credits**

Study of the nature of modern scientific psychology and its application to selected topics and issues of contemporary interest.

**Prerequisite:** PSY2013 Introduction to Psychology.

**PSY2533 Lifespan Development****3 Credits**

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors.

**Prerequisite:** PSY2013 Introduction to Psychology.

*ACTS Equivalency: PSYC2103 Developmental Psychology.*

**REGISTERED NURSING****TRADITIONAL PATHWAY****NRS1109 Nursing Concepts and Experience I****9 Credits**

Provides the traditional RN student to an introduction to nursing curricular concepts, role responsibilities, development of fundamental knowledge, and nursing skills. This course combines theory and practicum experiences. The following concepts will be introduced to beginning students: Quality and Safety Education for Nurses (QSEN), patient-centered care, interdisciplinary collaboration and relationships, evidenced-based practice, informatics, the nursing process, and categories of basic patient need. Morning, afternoon, and/or evening hours may be scheduled for clinical experience. A pharmacological with calculations exam will be given. Each student will be required to achieve 90% on the calculation test to pass the course.

**Prerequisite:** Acceptance to RN program, ENG1003 Composition I, MATH1213 Math for Health Professions, BIOL2404 Human Anatomy, and Physiology I must be passed with a grade of “C” or better.

**NRS1208 Nursing Concepts and Experience II****8 Credits**

This course integrates nursing curriculum concepts, evidence-based practice from previous nursing core, and pre-requisite courses with a focus on patient aligned care. The emphasis is placed in long and short-term health problems in the areas of maternal and children’s health. Student learning outcomes include the application of quality and safety educational standards (QSEN) and clinical decision-making. Students will focus on specified nursing problems in relation to developmentally and culturally diverse patients and families. The outcomes will include collaboration with the health care team, the areas of health promotion, maintenance, and restoration. Knowledge and skills from previous courses are reinforced and related to new content. Clinical experiences will focus on patient responses in the area of maternal and child health, primarily in acute care settings. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

**Corequisite:** MIS1033 Introduction to Computers.

**Prerequisite:** NRS1109 Nursing Concepts and Experience I.

**NRS1311 Nursing Concepts and Experience III****11 Credits**

The focus of Nursing Concepts and Experience III is on clinical decision-making and the delivery of patient-centered care in selected medical/surgical settings with adult patients. Curricular concepts from previous courses continue to be built upon and a unit focusing on gerontological

nursing. Content and clinical experiences will emphasize patient-centered care, the role of the nurse in the health care team, communication skills, interdisciplinary collaboration, and quality and safety. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

**Prerequisite:** NRS1208 Nursing Concepts and Experience II.

**NRS2031      NCLEX Preparation      1 Credit**

NCLEX preparation course is a review of all nursing content from the latest test plan of the National Council of State Boards of Nursing Licensure Examination. The course includes content review, practice test questions, and strategies and techniques to optimize the pre-licensure nursing student testing ability.

**Corequisite:** NRS2411 Nursing Concepts and Experience IV.

**NRS 2411      Nursing Concepts and Experience IV      11 Credits**

This course focuses on nursing of the adult patient with common recurring health alterations. It includes advanced nursing interventions based on physiological and psychological needs of adult patients. This course builds on concepts of commonly recurring health alterations presented in Nursing Concepts and Experience III (NRS 1309). Students apply the nursing process and utilize information literacy skills to demonstrate clinical decision-making that is grounded in evidence-based practice to achieve best practice outcomes. The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN), incorporating the concepts of patient-centered care, teamwork, and collaboration, evidence-based practice, safety, quality improvement, and informatics. The principles of priority setting, leadership, and delegation are incorporated throughout the course. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

**Corequisite:** NRS2031 *NCLEX Preparation*.

**Prerequisite:** NRS1311 Nursing Concepts and Experience II.

***Transition from LPN to RN***

**RNSG 2119      Nursing Process I      9 Credits**

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to Transition goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the lifespan. The student's fundamental knowledge base will evolve by introducing knowledge, assessment, and clinical skills, behaviors, and critical thinking skills that are required to function in the role of a Registered Nurse. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters. The focus of Nursing Process I is on clinical decision-making and the delivery of patient-centered care in selected medical/surgical settings with adult patients. Content and clinical experiences will



emphasize patient-centered care, the role of the nurse in the health care team, communication skills, interdisciplinary collaboration, and quality and safety. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

**Corequisite:** RNSG2123 Nursing Practicum I (9 hrs/wk lecture).

**Prerequisite:** Admission to the Transition program.

### **RNSG2123     Nursing Practicum I**

**3 Credits**

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG2119. Students will have the opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application.

**Corequisite:** RNSG2119 Nursing Process I (9 hrs/wk practicum).

**Prerequisite:** Admission to the Transition program.

### **RNSG2216     Nursing Process II**

**6 Credits**

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

The second part of this course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness/illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

**Prerequisites:** RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I.

**Corequisite:** RNSG2413 Nursing Practicum II (8 hrs/wk lecture).

**RNSG2413     Nursing Practicum II****3 Credits**

This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in the care of the child-bearing family, newborn, and women's health. Students also use their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice.

**Corequisite:** RNSG2216 Nursing Process II (12 hrs/wk practicum).

**Prerequisite** RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I.

**RNSG2511     NCLEX-RN Preparation****1 Credit**

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

**Prerequisites:** RNSG2119 Nursing Process I, RNSG2216 Nursing Process II,

**Corequisites:** RNSG2518 Nursing Process III, RNSG2523 Nursing Practicum III - (1 hr/wk lecture).  
RNSG2413 Nursing Practicum II.

**RNSG2518     Nursing Process III****8 Credits**

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

**Corequisites:** RNSG2511 NCLEX-RN Preparation, RNSG2523 Nursing Practicum III (8 hrs/wk lecture).

**Prerequisites:** RNSG2119 Nursing Process I, RNSG2216 Nursing Process II, RNSG2413 Nursing Practicum II, RNSG2123 Nursing Practicum I.

**RNSG2523     Nursing Practicum III****3 Credits**

This clinical experience continues to build upon previous instruction and allows the student to deliver higher-level nursing care, perform higher-level clinical decision-making, and demonstrate management and leadership skills. Team leading and care of critically ill clients are major components of this course. Students will engage in the clinical application of concepts

covered in RNSG2318 Nursing Process III, demonstrating independence and mastery of the role of an entry-level Registered Nurse.

**Corequisites:** RNSG2518 Nursing Process III, RNSG2511 NCLEX-RN Preparation (9 hrs/wk practicum).

**Prerequisites:** RNSG2119 Nursing Process I, RNSG2123 Nursing Practicum I, RNSG2216 Nursing Process II, RNSG2413 Nursing Practicum II.

## **SECONDARY TEACHING EDUCATION**

### **SCED2514 Introduction to Secondary Teaching 4 Credits**

Introduces prospective educators to the historical, philosophical, legal, political, and technological factors affecting American education. Includes thirty clock hours of field/campus-based secondary teaching experiences.

## **SOCIOLOGY**

### **SOC2203 Introduction to Social Work 3 Credits**

This is the required introductory course for social work majors. Students will examine the emerging profession of social work and its role in various social programs. A history of social welfare events and philosophies will be given in order to assess present services. This is a basic overview course and not an in-depth study of social work. This course is not intended to teach how to interview, how to be a counselor, or how to conduct case management. This course will, however, teach assessment of adequacy/inadequacy of resources, prevailing attitudes and influences, and trends during various periods of history.

### **SOC2213 Principles of Sociology 3 Credits**

A survey of origin, development, structure, and functioning of human relationships, and the factors influencing group life.

*ACTS Equivalency: SOCI1013 Introduction to Sociology.*

### **SOC2223 Social Problems 3 Credits**

Application of sociological concepts and methods of the analysis of current social problems in the United States, including family and community disorganization, delinquency and crime, mental illness, and intergroup relations.

*ACTS Equivalency: SOCI2013 Social Problems.*

### **SOC2233 Introduction to Cultural Anthropology 3 Credits**

Students will examine the concept of culture, cultural processes, and several anthropological theories. Topics will include Introduction to Anthropology, Culture and Communications, Economic Systems, Kinship, and Descent, Sex, Marriage, and the Family, Religious Beliefs, Behavior, and Symbolism.

*ACTS Equivalency: ANTH2013 Cultural Anthropology.*

## SPANISH

### **SPAN1013 Elementary Spanish I**

**3 Credits**

Elementary Spanish I is a beginning course to help students develop basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people.

*ACTS Equivalency: SPAN1013 Spanish I.*

### **SPAN1023 Elementary Spanish II**

**3 Credits**

SPAN1023 Elementary Spanish II is a continuation of SPAN1013 Elementary Spanish I. It seeks to further develop basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN1013 Elementary Spanish I with a "C" or better.

**Prerequisite:** SPAN1013 Elementary Spanish I or at least one year of high school Spanish.

*ACTS Equivalency: SPAN1023 Spanish II.*

### **SPAN2013 Intermediate Spanish I**

**3 Credits**

SPAN2013 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN1023 with a "C" or better.

**Prerequisite:** SPAN1023 Elementary Spanish II or at least two years of high school Spanish.

*ACTS Equivalency: SPAN2013 Spanish III.*

### **SPAN2023 Intermediate Spanish II**

**3 Credits**

SPAN2023 Intermediate Spanish II is a continuation of SPAN2013 Intermediate Spanish I. It seeks to further develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 2013 with a "C" or better.

**Prerequisite:** SPAN2013 Intermediate Spanish I.

*ACTS Equivalency: SPAN2023 Spanish IV.*

### **SPAN2103 Spanish for the Professions**

**3 Credits**

Instruction in Spanish related to a variety of different professions including basic written and oral vocabulary and composition, dialogues, and cultural information pertinent to the different professions of healthcare professionals.

## SPEECH

### **SPCH1203 Oral Communication**

**3 Credits**

A basic speech course in which an understanding of the fundamentals of communication theory and proficiency in the use of oral communication skills are developed.

*ACTS Equivalency: SPCH1003 Introduction to Oral Communication.*

**SPCH2233 Oral Interpretation 3 Credits**

The theory and practice of reading aloud, with emphasis on the emotional and intellectual content of literature.

**SPCH2243 Interpersonal Communication 3 Credits**

The primary aim of this course is to introduce the student to the basic concepts and theories necessary for the study of interpersonal communications and to provide the learner with the opportunity to gain and practice new interpersonal skills in an open, helpful, accepting environment.

### **SPECIAL EDUCATION**

**SPED2613 Introduction to Exceptional Children 3 Credits**

An introduction to the characteristics of exceptional individuals and the field of special education. Course requires an outside observation.

### **SURGICAL TECHNICIAN**

**SUR1001 Basic Operating Room Techniques Lab 1 Credit**

Fundamental procedures of perioperative patient care. Guided practice prior to clinical experience.

**SUR1003 Basic Operating Room Techniques 3 Credits**

Orientation to surgical techniques with an emphasis on basic patient care concepts, asepsis, and the surgical environment, and case preparation and procedures before, during, and after surgical procedures.

**SUR1005 Wound Care 5 Credits**

Promoting successful wound care with an emphasis on aseptic technique. Applying actual wound care components which include cleaning, dressing, determining the frequency of dressing changes, and reevaluation of the wound.

**Corequisites:** SUR1003 Basic Operating Room Techniques and SUR1001 Basic Operating Room Techniques Lab.

**SUR1202 Clinical Practicum I 2 Credits**

Supervised clinical experience. Observation of patient care procedures, beginning skills of sterilization/ disinfection, and aseptic techniques.

**SUR1303 Medical Terminology 3 Credits**

Introduction to commonly used medical abbreviations and terminology used in the healthcare setting.

**SUR2002      Perioperative Practice      2 Credits**

Overview of surgical technology as a profession. Explores standards of care, criteria for professional growth, and ethical and legal issues surrounding the profession.

**SUR2003      Advanced Operating Room Techniques Lab      3 Credits**

Guided practice on specialty procedures with emphasis on functioning independently during the clinical experience.

**Prerequisite:** SUR1001 Basic Operating Room Techniques Lab.

**SUR2005      Advanced Operating Room Techniques      5 Credits**

Emphasis placed on specialty procedures and instrumentation.

**Prerequisites:** SUR1003 Basic Operating Room Techniques and SUR1001 Basic Operating Room Techniques Lab.

**SUR2204      Clinical Practicum II      4 Credits**

Supervised clinical experience and the application of advanced techniques in aseptic and surgical procedures.

**Prerequisite:** SUR1202 Clinical Practicum I.

**SUR2302      Pharmacology for Surgical Technology      2 Credits**

Introduction to the classifications, actions, and uses of drugs. Calculations of dosages and drug preparation with emphasis on varying surgical procedures.

**SUR2518      Clinical Practicum III      8 Credits**

Supervised clinical experience. Four (4) week rotation of clinical experiences on an advanced level.

**Prerequisite:** SUR1202 Clinical Practicum I and SUR2204 Clinical Practicum II.

**SUR2702      Seminar      2 Credits**

Review of major theoretical and technical concepts of the surgical technician profession.

## **TECHNICAL**

**TECH1033      Computer-Aided Design      3 Credits**

This course is designed to expand on the introductory industrial manufacturing courses and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of industrial manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in an industrial manufacturing environment.

**TECH1073    Mechatronics****3 Credits**

The Mechatronics course is designed to provide a field study of focuses on the integration of mechanical, electrical, fluid, and computer technologies to control machine movement. This course will give instructions on how to step up, maintain, and troubleshoot machinery found in the industrial manufacturing environment.

**TECH1113    Safety****3 Credits**

This course emphasizes the importance of safety and sanitation in the industrial plant setting. Attention is focused on meeting federal safety regulations, setting up safety programs, and training in the concepts and practices used in industries.

**TECH 1123    Mechanical Drives I****3 Credits**

This course focuses on the practical use of machines and mechanical components by manufacturing maintenance mechanics and technicians. Topics include power belting, pulleys and drive arrangements, chain drives, shafting, dynamic shaft seals, ball, and roller bearings, lubricants, couplings, and gear drives. The safe operation of industrial machines, tools, and equipment is emphasized. Students must complete lab exercises demonstrating competency through practical applications.

**TECH 1143    Industrial Fluid Power I****3 Credits**

This course introduces fluid power principles, components, and fluid line manufacturing, presenting basic circuit design using symbols, schematic diagrams, and routing to build a foundation of knowledge in fluid power. Students learn and practice safe operation and handling of fluids, components, motors, pumps, tools, and equipment. Students will complete lab exercises by demonstrating competency through practical application.

**TECH 1153    Industrial Electricity I****3 Credits**

An introduction to basic electrical terminology, units, symbols, concepts, notation, basic measurement techniques, and equipment usage. Topics include charge, AC/DC current and voltage, resistance, Ohm's Law, power, series, and parallel circuits, and basic troubleshooting techniques. Upon completion, participants should be able to read and interpret basic electrical drawings with an emphasis on Ladder Diagrams and Ladder Logic Diagrams. Students must complete lab exercises demonstrating competency through practical applications.

**TECH1163    Industrial Robotics****3 Credits**

This course will introduce students to articulated arm servo robotics and their industrial applications. Additionally, this course will introduce students to a wide variety of applications used in industrial environments such as assembly, material handling, machine tending, and inspection. Students will learn and work with a 6-axis articulated servo robot, griper, teach pendant, and online/offline programming software used in theory and lab settings.

**TECH 1173    Programmable Logic Controllers I****3 credits**

This course introduces students to entry-level to intermediate-level PLC programming and applications. Students will learn to identify components of a PLC system, do a simple setup and

configuration of a PLC, understand, and make minor modifications to a PLC program, design and build a process control system using a PLC to control the process, and design a simple automated process using timers, counters, sequencers, and other logic functions. Students must complete lab exercises demonstrating competency through practical applications.

**TECH 1183      Industrial Motor Controls I      3 Credits**

This course presents the electric relay control theory and operation of AC electrical motors found in industrial, commercial, and residential applications. Course content includes the operation, installation, design, maintenance, and troubleshooting of AC motors and control circuits for various applications. AC induction motors, control components, voltage distribution, and motor connections are covered as well. Safety procedures and devices including Lockout/Tagout, grounding connections, and safety systems are emphasized throughout the course. Students must complete lab exercises demonstrating competency through practical applications.

**TECH1193      Industrial Process Controls      3 Credits**

This course will introduce new concepts related to engineering and problem-solving, however, the primary function of this course will be to serve as a venue for the student to place all previous learning into a manufacturing context. Students will learn the two most common types of process control systems, flow, and liquid level, and the basic concepts on which other systems are based. Students will learn to calibrate, adjust, install, operate, and connect these process control systems.

**TECH 1223      Mechanical Drives II      3 Credits**

This course emphasizes the skills necessary to maintain and troubleshoot industrial mechanical drive systems including various types of bearings, seals, gearboxes, and lubrication systems. Topics include brakes and clutches, ball screws, linear bearings, conveyor systems, heavy-duty belt drives, chain drives, and multiple-shaft and pulley-driven systems. The safe operation of industrial machines, tools, and equipment is emphasized. Students must complete lab exercises demonstrating competency through practical applications.

**TECH1243      Industrial Fluid Power II      3 Credits**

This course analyzes the principles of intermediate and advanced hydraulic and pneumatic systems. Topics include various types of hydraulic and pneumatic valves, pumps, cylinder types, control systems, filtering, hose fittings, and other components relevant to industry-level skills related to the operation, installation, performance analysis, maintenance, and design of hydraulic and pneumatic systems. Safety procedures and practices are emphasized.

**TECH 1253      Industrial Electricity II      3 Credits**

This course introduces the best practices for the safe installation, upgrade, and maintenance of electrical systems and equipment, wiring, and protection techniques and methods. The course also covers the proper bending and installation techniques of common conduit types. Students must complete lab exercises demonstrating competency through practical applications.



**TECH2083 Industrial Fluid Power Troubleshooting****3 Credit**

This course teaches hydraulic and pneumatic troubleshooting by providing a hands-on approach that models “real world” hydraulic and pneumatically powered machines. The course includes a computer-based fault insertion program that gives a wide array of faults that can be inserted into the training system automatically. The course provides realistic troubleshooting of hydraulic, pneumatic, mechanical, and electrical components by introducing students to hydraulic and pneumatic loads, pressures used for systems tuning, power controls, installation, and maintenance. Safety procedures and practices are emphasized.

**TECH 2173 Programmable Logic Controllers II****3 Credits**

This course emphasizes programmable logic controllers and the local area network as they apply to the field of industrial controls. Students practice the principles and applications of control systems in achieving automation within a production system. Systems included in the course are stepper motors, programmable logic controllers, human-to-machine interfaces, microprocessors, computers, and feedback systems. The safe operation of industrial PLCs, testing equipment, and hand tools is emphasized. Students must complete lab exercises demonstrating competency through practical applications.

**TECH 2183 Industrial Motor Controls II****3 Credits**

This course is designed to teach more advanced concepts in industrial motor control, including reduced voltage starting, clutches and brakes, and electronic motor control which are used to provide accurate control of speed, position, and acceleration in applications such as CNC machine tools, conveyors, Robots, mixers, and presses. Students acquire knowledge and hands-on skills in operating, installing, tuning, and troubleshooting three major types of AC & DC drives: AC & DC vector-type spindle drives, AC & DC servo axis drives, and AC variable frequency drives & DC pulse width modulated (PWM) drives. Students must complete lab exercises demonstrating competency through practical applications.

**THEATRE****THEA1203 Introduction to Theatre****3 Credits**

A study of basic principles and techniques of drama with emphasis on analytic reading of representative traditional and contemporary plays and the theatrical traditions, terminology, and techniques for the production of dramatic works.

**Prerequisite:** ENG1003 Composition I.

**THEA1213 Beginning Acting****3 Credits**

Study of theories and styles of acting. Group and individual projects in different types and periods of roles and plays.

**THEA2223 Fundamentals of Stagecraft****3 Credits**

Basic construction, painting, and rigging of scenic units. Fundamentals of backstage organization. Classroom theory is supplemented by laboratory sessions in the scene shop and by assignment in production crews.

**THEA2233 Stage Makeup 3 Credits**  
Basic principles of stage makeup application and design. Emphasis will be placed on the design of makeup for characters in shows as well as an introduction into prosthetics and special effects makeup.

**THEA2243 Stage Costume Construction 3 Credits**  
The exploration of the history and design of costumes through a variety of projects.  
**Prerequisite:** THEA 2223 Fundamentals of Stagecraft.

**THEA2251 Theatre Workshop I 1 Credit**  
Open to all interested students. Major plays will be produced; students will work both on stage and backstage.

**THEA2261 Theatre Workshop II 1 Credit**  
**Prerequisite:** THEA 2251 Theatre Workshop I.

**THEA2271 Theatre Workshop III 1 Credit**  
The second year in the workshop sequence. Open to all interested students by permission of the instructor.  
**Prerequisite:** THEA 2261 Theatre Workshop II.

**THEA2281 Theatre Workshop IV 1 Credit**  
**Prerequisite:** THEA 2271 Theatre Workshop III.

**THEA2503 Fine Arts Theatre 3 Credits**  
Introduction to the creative process and history of theatre. Provides students with an appreciation of how various artistic elements combine to produce theatrical presentations. Students will explore the human experience through the theatre arts. Attendance at dramatic presentations is required.  
*ACTS Equivalency: DRAM1003 Theatre Appreciation.*

## **UNIVERSITY**

**UNIV1001 College and Life Skills 1 Credit**  
Designed to assist students in obtaining the information and skills necessary to succeed in college and life. The class will give the student information on campus programs, class resources, and life skills will be presented along with a special emphasis on soft skills. All first-time entering students with less than fifteen (15) hours need to take this course. (Full-time students must take this course during the first semester and part-time students need to take this course within the first two (2) semesters).

## **WELDING**

**WELD1002    Welding Fundamentals** **2 Credits**

A study of the application of Gas Metal Arc Welding (MIG). This course covers the proper operation of equipment and welding of steel in the flat position. Safety is emphasized.

**WELD1012    Thermal Cutting** **2 Credits**

A study of the thermal cutting processes. This course covers equipment shop safety, oxyfuel cutting, carbon arc cutting and gouging, and plasma arc cutting.

**WELD1016    Manufacturing Welding** **6 Credits**

This course is designed to introduce the skills and knowledge necessary to enter the manufacturing welding workforce. Items covered will include: shop safety, tool use, material handling, set up and operation of GMAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW short circuit process. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for GMAW short circuit process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1026    Heavy Manufacturing Welding** **6 Credits**

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing. Items covered will include: shop safety, tool use, material handling, setup and operation of GMAW and FCAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the GMAW Spray and FCAW processes. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1036    Shielded Metal Arc Welding** **6 Credits**

This course is designed to introduce the welding skills and knowledge necessary to enter the workforce as a "stick" welder. Items covered will include: shop safety, tool use, material handling, setup and operation of SMAW equipment, setup and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, and welding of carbon steel using the SMAW process. Upon completion of this course, students should be able to lay out and fit up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1046    Precision Welding and Cutting** **6 Credits**

This course is designed to introduce welding skills and knowledge necessary to make precision welding and cutting using GTAW welding process, CNC operated equipment, and robotics. Items covered include shop safety, tool use, material handling, set up and operation of GTAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel, stainless steel, and

aluminum using the GTAW process, welding design, heat treatments, material properties, and automated cutting and welding. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for the SMAW process, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1057 Welding Internship 7 Credits**

This course is designed to increase the understanding of the manufacturing welding processes and introduce processes used in heavy manufacturing through an internship. Students will learn hands-on while working with an approved Industrial Partner. Material covered will include: shop safety, tool use, material handling, set up and operation of GMAW and FCAW equipment, set up and operation of thermal cutting equipment, basic blueprint reading, welding symbols, weld joints and positions, welding of carbon steel using the GMAW and FCAW processes. Upon completion of this course, students should be able to layout and fit-up materials, set up equipment for GMAW and FCAW, and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1202 GMAW Level I 2 Credits**

A study of the Gas Metal Arc Welding (MIG) process. This course covers shop safety, setup and operation of GMAW equipment, weld joints, and welding of fillet welds in the 1F, 2F, 3F, and 4F positions.

**WELD1203 Gas Metal Arc Welding 3 Credits**

A study of Gas Metal Arc Welding (GMAW). This course will cover shop safety, set up and operation of equipment, joints and positions, and welding of carbon steel using the GMAW short circuit process. Upon completion of this course, students should be able to set up equipment for GMAW short circuit process and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1212 GMAW Level II 2 Credits**

A study of the Gas Metal Arc Welding (MIG) process. This course covers GMAW equipment settings, shielding gases, filler metals, and groove welding in the 1G, 2G, 3G, and 4G positions.  
**Prerequisite:** WELD1202 GMAW Level 1.

**WELD1222 FCAW Level I 2 Credits**

A study of the Flux Cored Arc Welding process. This course covers shop safety, setup of FCAW equipment, joint design, shielding gas, filler metal, and fillet welds in the 2F, 3F, and 4F positions.

**WELD1232 FCAW Level II 2 Credits**

A study of the Flux Core Arc Welding (FCAW) process. This course covers FCAW equipment, shielding gasses, filler metals, and groove welding in 1G, 2G, 3, AND 4G positions.  
**Prerequisite:** WELD1222 FCAW Level I.

**WELD1302 SMAW Level I 2 Credits**

A study of the Shielded Metal Arc Welding (Stick) process. This course covers shop safety, setup of SMAW equipment, joint design, and fillet welds in the 2F, 3F, and 4F positions.

**WELD1303 Introduction to SMAW**

**3 Credits**

A study of Shielded Metal Arc Welding. This course will cover shop safety, set up and operation of equipment, and weld joints and positions. Upon completion of this course, students should be able to set up SMAW equipment and produce welds on carbon steel in all positions in accordance with AWS entry-level welder standards.

**WELD1312 SMAW Level II**

**2 Credits**

A study of the Shielded Metal Arc Welding (Stick) process. This course covers SMAW equipment settings, filler metals, and groove welding in the 1G, 2G, 3G, and 4G positions.

**Prerequisite:** WELD1302 SMAW Level 1.

**WELD1402 GTAW Level I**

**2 Credits**

A study of the Gas Tungsten Arc Welding (TIG) process. This course covers shop safety, set up and operation of GTAW equipment, weld joints, electrode selection, and welding of filler welds in the 2F, 3F, and 4F positions.

**WELD1403 GTAW Welding**

**3 Credits**

A study of Gas Tungsten Arc Welding (GTAW). This course covers welds made using the GTAW (TIG) process, weld joints and positions, set up and operation of welding equipment, and shop safety. Carbon steel, Stainless Steel, and Aluminum welding will be covered.

**WELD1412 GTAW Level II**

**2 Credits**

A study of the Gas Tungsten Arc Welding (TIG) process. This course covers machine controls, electrode selection, filler metal selection, and groove welding in the 1G, 2G, 3G, and 4G positions.

**Prerequisite:** WELD1402 GTAW Level I.

**WELD1503 Maintenance Welding**

**3 Credits**

A study of welding processes and procedures used by maintenance personnel. This course will introduce the welding of carbon steel and stainless steel using GMAW, SMAW, and GRAW welding processes. The material will include set up and operation of equipment, process selection, and weld quality.

**WELD1603 Trade Skills**

**3 Credits**

This course introduces trade skills that are common among all industrial and manufacturing careers. This course will follow the NCCER core curriculum and testing. Material covered includes safety material handling, hand tools, power tools, and rigging.

**WELD2203 Advanced Wire Welding**

**3 Credits**

A continued study of the Gas Metal Arc Welding process. This course will cover transfer modes, shielding gas selection, filler metal selection, process advantages, and disadvantages, print

reading, and fabrication of parts. Upon completion of this course, students should be able to set up and operate the GMAW welding processes and produce welds in all applicable materials and positions in accordance with AWS entry-level welder standards.

**Prerequisite:** WELD1203 Gas Metal Arc Welding.

**WELD2303    Advanced SMAW**

**3 Credits**

A continuation of the study of the Shielded Metal Arc Welding process. This course will cover welding of structural shapes, identification, and selection of filler metal. Upon completion of this course, students should be able to set up SMAW equipment and produce welds on carbon steel in all positions, using all applicable filler metal groups in accordance with AWS entry-level welder standards.

**Prerequisite:** WELD1303 Introduction to SMAW.

**WELD2314    SMAW Pipe Welding**

**4 Credits**

A study of the application of pipe welding using the Shielded Metal Arc Welding (stick) process. This course will include welds made on carbon steel pipe in the 1G, 3G, and 5G positions.

**Prerequisites:** WELD1036 Shielded Metal Arc Welding or proficiency on an equivalency exam.

**WELD2413    Welding Fabrication**

**3 Credits**

This course will cover the use of tools and procedures used in the design and fabrication of metallic products. Skills will include measurement, geometric layout, and use of specialized tools.

**WELD2513    Blueprint Reading**

**3 Credits**

This course covers prints and drawings used in the welding industry. The material will cover various types of prints, dimensioning, and symbols.

**WELD2613    Welding Technology**

**3 Credits**

A study of technologies and concepts associated with the welding and metalworking processes. This course will cover concepts related to programming and operation of automated welding, cutting, and metalworking equipment. Students will be introduced to Computer Aided Design concepts and software that will aid in the production of a finished product.

**WELD2801    Special Projects**

**1 Credit**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.

**WELD2802    Special Projects**

**2 Credits**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.

**WELD2803    Special Projects**

**3 Credits**

This course is customized to meet specific requirements and training of individuals or companies and is available for variable credit.





# GENERAL INFORMATION



## **GENERAL POLICIES AND INFORMATION**

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### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

ASU-Newport is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. The facilities and services of ASU-Newport are accessible to the handicapped. Any questions regarding this policy should be addressed to Equal Opportunity/ Affirmative Action, ASU-Newport, 7648 Victory Blvd., Newport, AR 72112, (870) 512-7800.

The State of Arkansas does not discriminate in access to employment opportunities or in employment or practices on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

### **SECTION 504 OF THE REHABILITATION ACT AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT**

In compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA), Arkansas State University-Newport assures protection from discrimination and provides auxiliary aids and services to qualified students in all academic programs and university activities. It is the responsibility of all staff, faculty, and students to adhere to the philosophy of equal access to opportunities.

### **NOTICE OF NON-DISCRIMINATION**

Arkansas State University-Newport is an equal opportunity/affirmative action college. Accordingly, the College seeks to develop degree credit programs, courses, and community service offerings and to provide open admission, counseling, and placement services for all persons, regardless of race, color, gender, sexual orientation, religion, national origin, age, marital status, mental or physical disability, or veteran status.

Arkansas State University-Newport complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

All complaints or any concerns about conduct that may violate the Discrimination, Harassment, Retaliation, and Sexual Policy should be submitted to the Title IX Coordinator  
For more information regarding Title IX: <https://www.asun.edu/TitleIX>  
Sexual Assault and Misconduct can be reported through the following link:  
<https://www.asun.edu/report-incident>.

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## **ARKANSAS STATE UNIVERSITY-NEWPORT COORDINATOR FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION**

In an attempt to comply with and carry out its responsibilities pursuant to Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The Age Discrimination Act of 1975, and Civil Rights Act of 1991, Arkansas State University-Newport has designated the following person to coordinate this effort:

### **Coordinator**

Sara Moss  
Director of Human Resources  
7648 Victory Blvd.  
Newport, AR 72112  
(870) 512-7874

### **STUDENT RESPONSIBILITY STATEMENT**

Students enrolled at ASUN are expected to study this catalog carefully to become familiar with all policies, procedures, and regulations. Knowledge of the information contained in the catalog is the responsibility of each student. The provisions of this catalog are subject to change and should be considered to be for informational purposes rather than to be an irrevocable contract between the university and the student.

### **POLICY STATEMENT**

Policies and procedures stated in this catalog – from admission through graduation – require continuous evaluation, review, and approval by appropriate university officials. All statements reflect policies in existence at the time this catalog went to press, and the university reserves the right to change policies at any time without prior notice. University officials determine whether students have satisfactorily met admission, retention, or graduation requirements. ASUN reserves the right to require a student to withdraw from the University for cause at any time.

### **POLICIES DISCLAIMER**

The courses, regulations, and fees that appear in this catalog are announcements. They do not represent contractual obligations of ASUN, which reserves the right to change courses, fees, room and board charges, and general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be available every year. An official list of courses will be available before the beginning of each term.

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## **STUDENT RECORDS AND ARKANSAS STATE UNIVERSITY-NEWPORT FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY**

Arkansas State University-Newport will comply with the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified with the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Enrollment Services Office maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges.

For more information visit the following website:

<http://www.asusystem.edu/dotAsset/82cff770-a4aa-4e69-ae60-1cf4f4eca9f5>

### **DISCLOSURE WITH STUDENT CONSENT**

A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's office before consent is retracted.

Petition to Release Student Information Form:

[https://files.asun.edu/admissions/Permission to Release Student Record Information.pdf](https://files.asun.edu/admissions/Permission%20to%20Release%20Student%20Record%20Information.pdf)

### **HEALTH OR SAFETY EMERGENCY**

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (34 CFR §99.31 (A) (10) AND §99.36) This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's educational records. In addition, the Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their child.

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### **APPROPRIATE USE OF INFORMATION & TECHNOLOGY RESOURCES PREAMBLE**

ASU-Newport makes every reasonable effort to protect the rights of the users of its computing facilities while balancing those rights against the needs of the entire user community.

Computing and networking resources are provided to support the academic, instruction, research, and service components of this campus. These resources are for the sole use of ASU-Newport students, faculty, staff, and other authorized users to accomplish the mission of the university. In accordance with the college mission and the Code of Conduct, it is assumed that expectations established for behavior will also be applied to the world of cyberspace.

For more information concerning the Standard Operating procedure, appropriate use of Information Technology 6001, visit the following website: [Standard Operating Procedures](#)

## **COMPUTER LABS**

With several computer labs across campus, you're likely to find a computer when you need one. Some labs are dedicated to a particular technology and have limited access. General labs can be found in almost every building at our ASU-Newport locations. All ASU-Newport computer labs come with Microsoft Windows 10 and Microsoft Office. A valid ASU-Newport student account is required to log in to our network.

Questions? Email: [its@asun.edu](mailto:its@asun.edu)

## **NEWPORT CAMPUS**

The Center for Workforce Advancement – A307  
Walton Hall -Library Circle  
Walton Hall – WH103, WH105  
Walton Hall - WH135, WH146, WH192  
Walton Hall - WH119, (Career Pathways)  
White River Hall – F610

## **JONESBORO CAMPUS**

Aviator Hall - A113  
Aviator Hall - A123  
Aviator Hall - A127  
Aviator Hall - A129  
Aviator Hall - A130  
Aviator Hall - Library  
Nursing and Health Professions Building - C304  
Hospitality Education Building - D502

## **MARKED TREE CAMPUS**

Building A - Learning Resource Center - A122  
Building A - Library  
Building B - B204A  
Building C - C304  
Building D - D401 - D403, D404, D405

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## **INCLEMENT WEATHER POLICY**

[Standard Operating Procedure 2010](#)

ASU-Newport remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the college.

Information regarding delays and cancellations will be distributed via the website, social media, and regional and local news.

Students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases, where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her instructors upon return to explain the circumstances and to determine the need to complete any missed assignments.

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## **DISCLOSURE OF CONSUMER INFORMATION – YOUR RIGHT TO KNOW**

[http://www.asun.edu/federal\\_disclosure](http://www.asun.edu/federal_disclosure)

Arkansas State University-Newport is committed to providing its students, their families, and the campus community full disclosure of all consumer information as required by State and Federal laws and regulations. The consumer information provided is intended to satisfy students' right to know and to give students the opportunity to make fully informed choices regarding the institution.

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## **DISCLOSURE FOR STUDENTS PURSUING HEALTH, HUMAN SERVICES, AND RELATED PROGRAMS**

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that ASU-Newport may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform his/her clinical placement, internship, practicum, or similar experience at that facility.

If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body even if the record has been expunged. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at the college does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study. **Please refer to the current program handbook for further information.**

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## **SAFETY GUIDELINES**

It is the intention of ASU-Newport's administration to provide a safe and healthy environment that is conducive to learning. Safety will take precedence over expediency of shortcuts. ASU-Newport will work toward risk prevention while improving safety policies and procedures.

Every attempt will be made to reduce the possibility of accident occurrences. Protection of students, employees, the public, university property, and operations are paramount ASU-Newport considers no phase of the operation more important than the safety of the student body. ASU-Newport’s buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. ASU- Newport complies with the provisions, as appropriate, of the National Fire Protection Association, the NFPA Life Safety Codes, Southern Standard Building Codes, Arkansas Department of Labor, and the Arkansas Department of Health regulations.

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## **CAMPUS POLICE**

[http://www.asun.edu/campus\\_police](http://www.asun.edu/campus_police)

The Campus Police Department was authorized by the General Assembly of the State of Arkansas, Act 328 of 1967 and Act 498 of 2007. The Act authorizes state institutions to regulate traffic and parking and other areas of the institutional property.

Each police officer meets Act 452 of 1975 (compiled Arkansas Statue Ann. 42-1009) as being certified by the State of Arkansas as a certified law enforcement officer.

### **Who to contact to report an incident at ASU-Newport:**

ASUN’s Campus Police (Newport Campus).....(870) 217-1348

ASUN’s Campus Police (Jonesboro Campus).....(870) 217-1347

ASUN’s Campus Police (Marked Tree Campus).....(870) 919-8530

### **Local Law enforcement agencies:**

Newport Police.....(870) 523-2721

Jonesboro Police (870) 935-5551

Marked Tree Police.....(870) 358-2024

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## **TRESPASSING POLICY**

Arkansas State University-Newport strives to promote academic freedom and discussion. However, people who are disruptive to campus operations and/or hinder or impede the educational process for students, faculty, and staff, may be prohibited from coming on campus or attending institutional functions. Violations of any institutional policy could result in arrest and criminal prosecution.

To report trespassing please contact Campus Police immediately at (870) 512-7866 or (870) 217-1348.

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## **SAFETY & SECURITY**

[http://www.asun.edu/campus\\_police](http://www.asun.edu/campus_police)

The Campus Police Department provides a safe, secure environment that will maximize educational growth and development and foster productive cooperation among its constituents. The enforcement of these laws is tempered with an educational philosophy which supports the mission, goals, and objectives of the university.

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## **TIMELY NOTIFICATION POLICY**

[www.asun.edu/campus\\_police#alert](http://www.asun.edu/campus_police#alert)

In the event of a major crime incident occurring at ASU-Newport or in the surrounding area that will endanger or affect the campus community, the Chief of Campus Police, or their designee(s) will evaluate the circumstances and determine the need and manner for alerting the campus community.

The mode of notification will vary depending on the particular circumstances of the crime, or other emergency.

One or more of the following communication tools will be used to notify students, faculty, and staff:

- Text message through the emergency alert system-Rave Alert is ASU-Newport's (ASU-NEWPORT) emergency notification system that allows college officials to send news, alerts, and instructions simultaneously to the ASU-NEWPORT community using text and email messaging. This notification system provides the college an immediate way to notify individuals through multiple points of contact. All students are automatically enrolled in the Rave Alert notification system upon enrolling for courses. Faculty and staff are automatically enrolled through the ASU-NEWPORT Human Resources office. Anyone may request to be taken out of the Rave Alert service by texting "No", back to the Rave Alert message;
- Messages on telephones through the Cisco Phone System;
- Alerts on the ASU-Newport website;
- Signage placed in and around buildings;
- Emails to ASU-Newport email addresses; and/or
- Media alerts.

If a problem appears to be confined to a building or group of buildings, notification will generally occur through posting flyers in the affected area.

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## **CAMPUS SECURITY (CLERY) ANNUAL REPORTING PROCEDURE**

[www.asun.edu/campus\\_police#crimestats](http://www.asun.edu/campus_police#crimestats)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis for the Annual Security Report that is made available to students, employees, and applicants, for enrollment or employment. The

report is published on or before October 1 of each year and includes all criminal offenses that occurred on campus during the previous three-year period. "Campus" is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of its educational purpose during the previous three-year period.

Currently, enrolled students and employees will receive an email providing a link to the most recent copy of the Clery Consumer Information no later than October 1 each year that will include the three most recent year's crime statistic information. A copy of the report can also be found at [www.asun.edu/campus\\_police](http://www.asun.edu/campus_police). Students can also request a copy of the report by contacting Campus Police at (870) 512-7866 or (870) 217-1348. You can also access and review the campus crime report any time by visiting the IPEDS website at [www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s](http://www.nces.ed.gov/collegenavigator/?q=salon+Success+Academy&s).

**NOTE:** Select the school location and then select Campus Security.

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## **STUDENT COMPLAINTS LOG**

College students are entitled to an accessible procedure for expressing dissatisfaction and communication with the administration to reconcile any college-related problems. Arkansas State University - Newport has procedures for addressing written student complaints and is proactive with respect to student concerns.

In addition to the formal grievance procedures, any written complaint, whether submitted as an email or in some other written form will be accepted and acted upon as long as it contains the student's name, contact information and a general description of the grievance. The resolution of grievances can be conducted with students in person, through phone or online via email. Complaints received through the College's Call Center are escalated to college personnel for resolution by the appropriate individual or department. These informal complaints are distributed to the proper department for response and assistance.

Please refer to Standard Operating Procedure 2001 for more information about the Academic Affairs Student Complaint Logs at [Standard Operating Procedures \(SOP\)](#)

Please refer to Standard Operating Procedure 4001 for more information about the Student Affairs Student Complaint Logs at [Standard Operating Procedures \(SOP\)](#)

Please refer to Standard Operating Procedure 3001 for more information about the Finance and Administration Student Complaint Logs at [Standard Operating Procedures \(SOP\)](#)





# **FACULTY & STAFF DIRECTORY**

## ORGANIZATION OF THE UNIVERSITY

### BOARD OF TRUSTEES

It is the purpose of the Board of Trustees for Arkansas State University-Newport to represent the people of Arkansas in formulating those operational policies that will implement the mission of this University as it strives to fulfill the educational needs of its public. All actions of this Board shall be executed within the constitutional prescriptions of the Constitution of the State of Arkansas. It is the intent and desire of the Board of Trustees to consider those matters pertinent to the welfare of the University and to receive full information in its decision-making process.

### BOARD OF TRUSTEES

|   |              |
|---|--------------|
| Jerry Morgan, Chair (Jonesboro, AR)                 | January 2024 |
| Steve Eddington, Vice-Chair (Benton, AR)            | January 2026 |
| Bishop Robert G. Rudolph Jr, Secretary (Bryant, AR) | January 2027 |
| Gary Harpole, (Jonesboro, AR)                       | January 2030 |
| Paul Rowton (Harrisburg, AR)                        | January 2028 |
| Price Gardner, (Little Rock, AR)                    | January 2029 |
| Christy Clark, (Little Rock, AR)                    | January 2025 |

Dr. Charles L. Welch

ASU-System President

### ARKANSAS STATE UNIVERSITY-NEWPORT

#### EXECUTIVE CABINET

**Dr. Johnny M. Moore**

Chancellor

Doctor of Philosophy Florida Institute of Technology  
Master of Science, Arkansas State University  
Bachelor of Science, Philander Smith College

**Mr. Adam Adair**

Executive Vice Chancellor for Finance & Administration

M.B.A., University of Arkansas - Little Rock  
B.S., Arkansas State University

**Dr. Typhanie Myers**

Provost/Vice Chancellor for Academic and Student Affairs

Doctorate of Education, Grand Canyon University  
Master of Science, Grand Canyon University  
Bachelor of Science, Arkansas State University  
Associate of Arts, Ozarka College

**Mr. Ike Wheeler**

Vice Chancellor for Leadership & Community Engagement

M.A., Arkansas State University  
B.A., Arkansas State University

## Executive Cabinet Directory

**Adair, Adam**

**Executive Vice Chancellor/CFO**

Master of Business Administration, University of Arkansas-Little Rock  
Bachelor of Science, Arkansas State University

**Moore, Johnny M. Dr.**

**Chancellor**

Doctor of Philosophy, Florida Institute of Technology  
Master of Science, Arkansas State University  
Bachelor of Science, Philander Smith College

**Myers, Typhanie Dr.**

**Provost/Vice Chancellor for Academic & Student Affairs**

Doctorate of Education, Grand Canyon University  
Master of Science, Grand Canyon University  
Bachelor of Science, Arkansas State University  
Associate of Arts, Ozarka College

**Wheeler, Ike**

**Vice Chancellor for Community Engagement**

Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

## **Faculty Directory**

(In alphabetical order)

(Campus-specific directories are available online at [www.asun.edu/faculty-directory](http://www.asun.edu/faculty-directory))

### **Adamson, Daniel**

#### **Advanced Instructor of Computer Networking Technology**

Associate of Applied Science, Arkansas State University-Newport

### **Altom, Zack**

#### **Instructor of Nursing**

Bachelor of Science Nursing, Arkansas State University

### **Ambs, Jonathan**

#### **Instructor of Advanced Manufacturing**

Master of Science, Texas A&M University

Bachelor of Science, Texas A&M University

### **Bilbrey, Zachary**

#### **Instructor of HVLT**

Technical Certificate, Arkansas State University-Newport

### **Brewer, Mary**

#### **Instructor of Nursing**

Master of Science, Western Governors University

Bachelor of Science, University of Arkansas for Medical Sciences

Associate of Science, North Arkansas Community College-Batesville

LPN, Gateway Vocational Technical School

### **Browning, Kenny**

#### **Director of High Voltage Lineman Technology**

Associate of Applied Science, Arkansas State University-Newport

### **Burgess, Traci**

#### **Associate Professor of History**

Specialist Community College Teaching, Arkansas State University

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

### **Burkhammer, Anthony**

#### **Associate Professor of Mathematics**

Master of Science – Arkansas State University

Bachelor of Science – Arkansas State University

**Clark, Latisha**

**Instructor of Nursing**

Associate of Applied Science, Arkansas State University-Newport  
Arkansas Registered Nurse

**Coggin, Judith**

**Advanced Instructor of Nursing/Coordinator of Patient Care Technology**

Arkansas Registered Nurse, Arkansas State University  
Certified: Virtual Dementia Instructor, MANDT Instructor, Eden, C.P.R. Instructor

**Collier, Tammy**

**Advanced Instructor of Nursing**

Associate of Science Nursing, Mississippi County Community Hospital  
Arkansas Registered Nurse

**Collins, Bridget**

**Assistant Professor of Oral Communication/Theater**

Master of Arts, Arkansas State University  
Bachelor of Science, Texas A & M  
Bachelor of Fine Arts, University of Southern Mississippi  
Associate of Science, Panola College

**Constant, Mark**

**Advanced Instructor of Energy Control Technology**

Associate of Science, Arkansas State University  
Associate of Science Education, Refrigerant Recovery & Recycling Certification  
Class "B" HVACR Contractor's License Arkansas Air Condition/Electrician License Universal EPA  
Test Proctor, ESCO Institute R-  
410A Test Proctor, ESCO Institute  
NOCTI Certification

**Cooper, Susan**

**Associate Professor of Sociology**

Specialist Community College Teaching, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Criswell, Jan**

**Instructor of Culinary Arts**

**Deckard, Michael**

**Instructor of Welding Technology**

**Doyle, Duane Dr.**

**Professor of Mathematics**

Doctorate of Education, University of Arkansas-Little Rock

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Ellis, Janna**

**Assistant Professor of Business**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Gilliaum, Lindley**

**Senior Instructor of Agriculture Technology**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

**Glover, Lily**

**Advanced Instructor of Surgical Technology**

Associate of Health Science, Arkansas State University-Newport

Certified Surgical Technologist, Arkansas State University-Newport

**Godsey, Lisa**

**Director of Culinary Arts**

**Hay, Stacie**

**Dean for Nursing & Health Professions**

Doctor of Nursing Practice, University of Arkansas for Medical Sciences

Bachelor of Science Nursing, Arkansas State University

Associate of Applied Science, Arkansas State University

Arkansas Registered Nurse

**Holden, Tonya**

**Senior Instructor of Nursing**

Bachelor of Science Nursing, Arkansas State University

Associate of Science Nursing, Arkansas State University

Arkansas Registered Nurse

**Judd, John**

**Instructor of Advanced Manufacturing**

Associate of Applied Science, Arkansas State University-Newport

**Lee, Anna**

**Instructor of Life Science**

Master of Arts, Arkansas State University

Bachelor of Arts, Hendrix College

**Lee, Daniel**

**Assistant Professor of Adult Education/WAGE Coordinator**

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

Secondary Social Studies Teaching License

**Marble, Charley**

**Instructor of Automotive Service Technology**

Associate of Applied Science, Arkansas State University-Newport

**Mashburn, Tim**

**Instructor of Commercial Driver Training**

**Mason, Jeanna Dr.**

**Assistant Professor of English and Fine Arts**

PhD, University of Louisiana at Lafayette

Master of Arts, Arkansas State University

Bachelor of Science, Williams Baptist College

**Mooneyhan, Stacy**

**Associate Professor of Early Childhood Development**

Specialist Community College Teaching, Arkansas State University

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

**Murdock, Caitlin**

**Instructor of Surgical Technology**

Associate of Arts, Black River Technical College

Technical Certificate, Arkansas State University-Newport

**Nation, Darla**

**Instructor of Commercial Driver Training/Program Coordinator**

Certificate of Proficiency-Commercial Driver Training, Arkansas State University-Newport

**Nation, Josh**

**Instructor of Commercial Driver Training/Range Coordinator**

Certificate of Diesel Technology, Arkansas State University Newport

**Nave, Michael**

**Assistant Professor of Mathematics**

Master of Business Administration, University of Memphis  
Bachelor of Science, Arkansas State University

**Neldon, Logan**

**Instructor of Diesel Technology**

Technical Certificate, Arkansas State University-Newport

**Nutt, Logan**

**Professional Advisor/Head Men's Basketball Coach**

Master of Science, Southeast Missouri State University  
Bachelor of General Studies, Southeast Missouri State University  
Associate of Arts, Missouri State University

**Odom, Melinda**

**Director of Cosmetology**

Certificate in Cosmetology, Delta Technical Institute  
Arkansas Cosmetology License  
Arkansas Cosmetology Instructor License

**Pasmore, Emily**

**Assistant Professor of English**

Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Patterson, Donna**

**Instructor of Nursing**

Arkansas Registered Nurse

**Phillips, Brad**

**Student Recruiter/Women's Basketball Coach**

Master of Science, Emporia State University  
Bachelor of Science, Williams Baptist College

**Polston, Lori**

**Assistant Professor of English**

Master of Science, Arkansas State University  
Bachelor of Science Education, Arkansas State University



**Porter, Tracy**

**Instructor of Nursing**

Bachelor of Science, University of Arkansas Community College Batesville  
Associate of Applied Science, Arkansas State University-Newport  
Arkansas Registered Nurse

**Reno, Terri**

**Associate Professor of English**

Specialist Community College Teaching, Arkansas State University  
Master of Arts, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Reynolds, Irina**

**Assistant Professor of Oral Communications**

Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Reynolds, Tabitha**

**Instructor of Nursing**

Master of Science, Colorado Technical University  
Bachelor of Science, Colorado Technical University  
Associates Degree, Arkansas State University  
LPN, Arkansas State University

**Riley, Shannon**

**Director of Surgical Technology**

Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport  
Certified Surgical Technologist, Arkansas State University-Newport

**Roberson, Ryan**

**Instructor of High Voltage Lineman Technology**

Associate of Applied Sciences, Arkansas State University-Newport  
Technical Certificate, Arkansas State University-Newport

**Rockwell, Dana**

**Career Development Facilitator**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University  
Arkansas Teaching License

**Slayton, Gregory**

**Instructor of Adult Education**

Master of Education, Pennsylvania State University

Bachelor of Science, Arkansas State University

**Spurlock, Amanda**

**Assistant Professor of Psychology**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Staggs, Maddie**

**Clinical and Simulation Coordinator**

Associates of General Studies, Arkansas State University-Newport

Certificate of Practical Nursing, Arkansas State University-Newport

**Steele, Mike**

**Instructor of Adult Education**

Bachelor of Science, Arkansas State University

**Summers, Steven**

**Assistant Professor of Physical Science**

Master of Science, Arizona State University

Bachelor of Science, Arkansas Tech University

**Tacker, Tanna**

**Instructor of Cosmetology**

Technical Certificate, Arkansas State University-Newport

**Tate, William**

**Instructor of Agriculture Technology**

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University

**Taylor, Kristina**

**Assistant Professor of Information Technology**

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

Bachelor of Science, Arkansas State University

**Thomas, Haley**

**Instructor of Nursing**

Associate of Applied Science, Arkansas State University-Newport

Technical Certificate, Arkansas State University-Newport

Arkansas Registered Nurse

**Tice, Marlin**

**Advanced Instructor of Energy Control Technology**

Technical Certificate, Arkansas State University-Newport

**Twyford, John**

**Assistant Professor of Business**

Master of Science, University of Arkansas

Bachelor of Science, John Brown University

**Upchurch, Justin**

**Instructor of Welding**

Technical Certificate, Wyoming Technical Institute

Associate Degree, Pulaski Technical College

**Walker, Elizabeth "Betsy"**

**Assistant Professor of Science**

Master of Science, Arkansas State University

Bachelor of Science Education, Mississippi University for Women

**Webb, Sarah Dr.**

**Associate Professor of Life Sciences**

Doctorate of Philosophy, Texas Tech University

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**White, Regena**

**Instructor of Nursing**

Bachelor of Science, University of Central Arkansas

Arkansas Registered Nurse

**Wilson, Stephanie**

**Assistant Professor of Mathematics**

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Young, Karen**

**Assistant Professor of Mathematics**

Master of Science Education, Southwest Baptist University

Master of Science, Arkansas State University

Bachelor of Science Education, Williams Baptist College

**Zaideman, Rachel**

**Assistant Professor of English/Foreign Language**

Master of Arts, West Texas State University

Master of Arts, Texas Tech University

Bachelor of Arts, West Texas State University

## **Staff Directory**

(In alphabetical order)

(Campus-specific directories are available online at [www.asun.edu/faculty-directory](http://www.asun.edu/faculty-directory))

**Baylor, Natasha**

**Career Coach**

Bachelor of Science, University of Arkansas

**Beach, Ken**

**Assistant Director of Workforce Development**

Bachelor of Applied Science, Arkansas State University

**Boggs, Gene**

**Maintenance Assistant**

**Boozer, Starr**

**Institutional Services Assistant**

Associate of Arts, Arkansas State University-Newport

**Bryant, Jeri Dr.**

**Dean for Academic Success**

Doctor of Philosophy, University of Tennessee

Bachelor of Science, Wake Forest University

**Buchanan, Bobbie**

**Career Coach**

Associate of Applied Science, Arkansas State University-Newport

**Campbell, Joseph**

**Dean for Liberal Arts**

Specialist Community College Teaching, Arkansas State University

Master of Arts, Arkansas State University

Bachelor of Arts, Arkansas State University

Associate of Arts, North Arkansas Community College

**Church, Travis**

**Director of Bookstore Operations**

Bachelor of Arts, Arkansas State University

Associate of Arts, Arkansas State University Newport

**Clairday, Melissa**

**Career Coach**

Bachelor of Science, Arkansas State University

**Coleman, Sarah**  
**Institutional Services Assistant**  
Bachelor of Arts, Lyon College

**Copenhaver, Austin**  
**Career Coach**  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Cowell, Kristie**  
**Institutional Services Assistant**

**Cross, Cheryl**  
**Director of Career Pathways**  
Office Occupations Certificate  
Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Crotts, Stacey**  
**Accounts Payable Specialist**  
Secretarial Certificate  
Associate of Arts, Arkansas State University-Newport

**Davis, Melody**  
**Controller**  
Bachelor of Science, Arkansas State University

**Dunavion, Samantha**  
**Professional Advisor**  
Bachelor of Arts Theatre Arkansas State University  
Bachelor of Arts Communication Studies, Arkansas State University  
Associate of Liberal Arts, Arkansas State University-Newport

**Dunlap, Stacey**  
**Dean for Financial Aid**  
Master of Science, Virginia College  
Bachelor of Science, Williams Baptist University

**Eddington, Jacob**

**Coordinator of Events**

Master of Business Administration, University of Arkansas Little Rock  
Bachelor of Art, Hendrix College

**Frans, Vicki**

**Academic Coordinator**

Bachelor of Science, Arkansas State University  
Associate of General Studies, Arkansas State University

**Freeman, Laura**

**Career Coach**

Bachelor of Science, Southwest Baptist University

**Garland, Denise**

**One-Stop Agent**

Associate of Science, Arkansas State University-Newport

**Gates, Tonya**

**Director of Prison Education Program Engagement**

Master of Science, Arkansas State University  
Bachelor of Science, University of Central Arkansas

**Getman, Anita**

**Director of Food Services**

**Grady, Amber Dr.**

**Dean for Diversity, Equity & Inclusion**

Doctorate of Education in Higher Education, University of Mississippi  
Master of Science, Arkansas State University  
Bachelor of Arts, Williams Baptist College

**Griffin, Sheila**

**Institutional Services Assistant**

**Gross, Candace**

**Dean for 1-Stop Services/Registrar**

Master of Science, Arkansas Tech University  
Bachelor of Arts, Arkansas Tech University

**Hanan, Mark**

**Director of Instructional Design and Distance Learning**

Bachelor of Applied Science, University of Arkansas Fort Smith  
Associate of Applied Science, Black River Technical College

**Hardaway, Danyelle**

**Assistant to the Chancellor**

Associate of Applied Science, Arkansas State University-Newport

Associate of Science, Arkansas State University-Newport

**Hardy, Debbie**

**Dean for Student Services**

Master of Education, University of Arkansas

Bachelor of Science, University of Arkansas

Associate of Applied Science, Philips Community College

**Harris, Mary**

**Academic Coordinator**

Bachelor of Science, Southeast Missouri State University

Associate of Applied Science, Arkansas Northeastern College

**Horton, Roni**

**Director of Enrollment Management**

Master of Science, Arkansas Tech University

Bachelor of Science, Arkansas State University

**Houchin, Billy**

**Skilled Trades Supervisor**

**Houchin, Mary**

**One-Stop Coordinator**

Bachelor of Science, Arkansas State University

Associate of General Studies, Arkansas State University

**Howard, Mindy**

**Payroll Services Specialist**

Bachelor of Science, Arkansas State University

**Ireland, Todd**

**Skilled Tradesman**

**Jernigan, Judy**

**One-Stop Agent**

Bachelor of Science, Arkansas State University

**Jewell, Deborah**

**Coordinator of Academic Support Services**



**Johnson, Sharon**

**TANF Career Coach**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

**Jones, Andrea**

**One-Stop Coordinator**

Master of Science, Arkansas State University  
Associate of Science, Arkansas State University-Newport  
Associate of Arts, Arkansas State University-Newport

**Jones, Mikayla**

**One-Stop Agent**

Bachelor of Science, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Jumper, Kevin**

**Associate Director of Financial Aid**

Bachelor of Business Administration, University of Central Arkansas

**Keyton, Debbie**

**Executive Director of IT Services**

Bachelor of Science, Arkansas State University

**Loftin, Whitney**

**Department of Finance & Administration Office Administrator**

Bachelor of Science, Arkansas State University

**Mann, Christy**

**Director of Career Services**

Master of Public Administration, Arkansas State University  
Bachelor of Arts, Arkansas State University  
Associate of Arts, Arkansas State University-Newport

**Marler, Clark**

**Coordinator of Advanced Technology**

Master of Art, Southeastern Baptist Theological Seminary  
Bachelor of Science, Arkansas State University  
Certificate in Industrial Electricity and Electronics, Black River Technical College

**Martin, Garland**

**Maintenance Supervisor**

Certificate in Energy Control Technology, ASU-Newport

**Martin, Wesley**  
**Information Systems Manager**  
Bachelor of Arts, University of Arkansas Little Rock

**May, Anthony**  
**Associate Director of IT Services**  
Bachelor of Arts, Harding University

**McGrew, Ronda**  
**Director of Advising and Retention**  
Bachelor of Science, Arkansas State University

**Metheny, Deborah**  
**One-Stop Agent**  
Associate of Arts, Arkansas State University Newport  
Associate of Science, Arkansas State University Newport

**Mobley, Monica Dr.**  
**Dean for STEM**  
Ph.D., University of Tennessee  
Master of Science, University of Tennessee-Martin  
Bachelor of Science, University of Tennessee-Martin

**Mooneyhan, Allen Dr.**  
**Associate Vice Chancellor for Enrollment Management**  
Doctorate of Education, Arkansas State University  
Specialist Community College Teaching, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

**Moss, Sara**  
**Executive Director of Administrative Services**  
Bachelor of Science, Arkansas State University

**Muir, Tammy**  
**Institutional Service Assistant**

**Neal, Cynthia**  
**Intake and Assessment Specialist**

**Nelson, Carol**  
**Institutional Services Assistant**

**Nowlin, Michael**

**Dean for Applied Sciences**

Bachelor of Arts, Arkansas State University

Associate of Applied Science, Arkansas State University

Automotive Service Technology Certificate, Delta Technical Institute

Master Certified A.S.E. Auto Service Technician

Advanced Certified A.S.E. Engine Performance Technician

**Overbey, Geraldine**

**One-Stop Agent**

**Parten, Daniel**

**Coordinator of IT Services**

Technical Certificate, Computer Networking Technology

**Patterson, Janice**

**CDT Program Support Specialist**

Bachelor of Science, Arkansas State University

Associate of Arts, Arkansas State University-Newport

**Pearce, Kevin**

**Student Recruiter & Community Engagement Coordinator**

Bachelor of Science, Arkansas State University

**Penix, Kristine**

**Director of Early College Programs**

Master of Public Administration, Arkansas State University

Bachelor of Science, Culver-Stockton College

**Pettie, Brian**

**Director of Physical Plant**

**Phillips, Monika**

**Director of Budgets and Grants Management**

Bachelor of Science Business Administration, Arkansas State University

**Powell, Charlie**

**Career Coach**

Specialist in Education, Arkansas State University

Master of Science, Arkansas State University

**Pry, John**

**Skilled Tradesman**

**Robinson, Cameron**  
**Intake and Assessment Specialist**  
Technical Certificate, Tennessee College of Applied Technology

**Shempert, Ronnie**  
**Maintenance Assistant**

**Smith, Julianna**  
**Grant Accountant**  
Bachelor of Science, Arkansas State University  
Associate of Science, Arkansas State University-Newport

**Smith, Lonnie**  
**Institutional Services Assistant**

**Snetzer, Debbie**  
**Assistant to Provost Vice Chancellor for Academic & Student Affairs**  
Associate of Arts, Arkansas State University-Newport

**Stapleton, Charlene**  
**Administrative Specialist III**

**Thatcher, Mary**  
**One-Stop Agent**  
Associate of Arts, Arkansas State University-Newport

**Margurite Tobar**  
**Institutional Services Assistant**

**Tune, Cassey**  
**Director of Process Innovation**  
Masters of Business Administration, Arkansas State University  
Bachelor of Science, Arkansas State University  
Associate of Science, Arkansas State University

**Turner, Teriann**  
**Advancement Officer**  
Bachelor of Science, Arkansas State University

**Wakefield, Elizabeth**  
**Director of Institutional Research & Effectiveness**  
Master of Business Administration, Arkansas State University  
Bachelor of Science, Arkansas State University

**Walker, Charles**  
**Director of Workforce Development**  
Bachelor of Science, Arkansas State University

**Wallace, Kristin**  
**Career Coach**  
Bachelor of Science, Arkansas State University

**Webb, Lee**  
**Director of Procurement**  
Office Occupations Certificate

**West, Brian**  
**Infrastructure Manager**  
Bachelor of Science, Arkansas State University

**Westman, Anna**  
**Dean for Student Success & Assessment**  
Master of Arts, Arkansas State University  
Bachelor of Arts, Arkansas State University

**Williams, Mary**  
**Career Coach**  
Masters of Social Work, University of Arkansas  
Bachelor of Social Work, Arkansas State University

**Wilmans, Lisa**  
**Human Resources Specialist**

**Wilson, Sharon**  
**Workforce Training Coordinator**

**Wood, Ricky**  
**Career Coach**  
Master's Degree, Harding University

**Woodard, Carolyn**  
**Career Pathways Case Manager**  
Associate of Applied Science, Arkansas State University-Newport

**Worthington, Phyllis**  
**Assistant Registrar**  
Associate of Arts, Arkansas State University-Newport

## Faculty/Staff Emeritus

### **Black, Jayne**

#### **Assistant Professor Emeritus**

Master of Science, Arkansas State University  
Bachelor of Science Education, Arkansas State University

### **Brockway, Zandra**

#### **Assistant Professor Emeritus**

Masters of Science Education, Harding University  
Bachelor of Arts, Harding University  
Reading Specialist

### **Bookout, Jeff**

#### **Vice Chancellor for Economic Workforce and Development Emeritus**

Master of Science, Arkansas State University  
Bachelor of Science, Arkansas State University

### **Carwell, Debbie**

#### **Instructor Emeritus**

Adult Education Certification, Arkansas State University  
Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University

### **Duncan, Linda**

#### **Assistant Professor Emeritus**

Master of Science Education, Arkansas State University  
Bachelor of Science Education, Arkansas State University  
Associate of Applied Science, Arkansas State University  
Associate of Arts, Arkansas State University

### **Forrester, Bobby**

#### **Instructor Emeritus**

Associate of Applied Science, Arkansas State University Newport

### **Heern, Daphene**

#### **Advanced Instructor Emeritus**

Associate of Applied Science Nursing, Arkansas State University  
Arkansas Registered Nurse, Arkansas State University

### **Kelley, Jennifer**

#### **Advanced Instructor Emeritus**

Associate of Applied Science Nursing, Arkansas State University

Arkansas Registered Nurse

**Lynn, David**

**Senior Instructor Emeritus**

Bachelor of Science, Arkansas State University

Associate of Applied Science, Arkansas State University-Newport

A.S.E. Refrigerant Recovery & Recycling Certification

R.S.E.S. Universal Refrigerant Certification

Class "B" HVACR Contractor's License

**Massey, Sandra Dr.**

**Chancellor Emeritus**

Doctorate of Education, Oklahoma State University

Master of Science, Arkansas State University

Bachelor of Science, Arkansas State University

**Morgan, Paula**

**Assistant Professor Emeritus**

Master of Science Education, Arkansas State University

Bachelor of Science, Arkansas State University

**Provence, Sandra**

**Assistant Professor Emeritus**

Master of Science Education, Arkansas State University

Bachelor of Science Education, Arkansas State University

**Smith, Sherri**

**Advanced Instructor Emeritus**

R.N., Baptist Memorial Hospital

**Smock, Bruce**

**Assistant Professor Emeritus**

Master of Arts, Arkansas State University

Bachelor of Arts, University of West Florida

**Williams, Larry Dr.**

**Chancellor Emeritus**

Doctorate of Education, Oklahoma State University

Master of Science Education, East Central State University

Bachelor of Science Education, East Central State University

## **AGENCY AFFILIATIONS**

### **Arkansas Department of Health and Human Services**

Division of Medical Services  
Office of Long-Term Care Nursing Assistant Training Program  
PO Box 8059; Slot S405  
Little Rock, AR 72203-8059  
<http://humanservices.arkansas.gov/dms>

### **Arkansas Department of Health Arkansas State Board of Cosmetology**

4815 West Markham, Slot 8  
Little Rock, AR 72205  
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/Cosmetology>

### **Arkansas Department of Health Section of EMS & Trauma Systems**

5800 West 10th Street, Suite 800  
Little Rock, AR 72204  
<http://www.healthy.arkansas.gov/programsServices/hsLicensingRegulation/EmsandTraumaSystems>

### **Arkansas State Board of Nursing**

University Tower Bldg., Suite 800  
1123 South University Avenue  
Little Rock, AR 72204  
<https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>

### **Air Conditioning Contractors of America (ACCA)**

2800 S Shirlington Road, Suite 300  
Arlington, VA 22206  
<https://www.acca.org/home>

### **National Center for Construction Education and Research (NCCER)**

13614 Progress Blvd  
Alachua, FL 32615  
[www.nccer.org/](http://www.nccer.org/)



## **INSTITUTIONAL MEMBERSHIPS**

### **American Association of Community Colleges (AACC)**

One DuPont Circle, NW  
Suite 700  
Washington, DC 20036

### **American Advertising Federation Northeast Arkansas (NEA AdFed)**

P O Box 1974  
Jonesboro, AR 72403

### **Arkansas Library Association (ArLA)**

PO Box 3821  
Little Roc, AR 72203  
[info@arlib.org](mailto:info@arlib.org)

### **Arkansas Association of Collegiate Registrars & Admissions Officers (ArkACRAO)**

105 West O Street  
Russellville, AR 72801  
<https://www.arkacrao.org/>

### **Arkansas Association on Higher Education and Disability (ARK-AHEAD)**

P O Box 250914  
Little Rock, AR 72225  
[www.arkahead.org](http://www.arkahead.org)

### **Arkansas Association of Student Financial Aid Administrators, Inc. (AASFAA)**

1600 Washington Ave.  
Conway, AR 72032  
[www.aasfaa.net](http://www.aasfaa.net)

### **Arkansas Community Colleges (ACC)**

721 West 2<sup>nd</sup> Street  
Little Rock, AR 72201  
<http://www.arkansascc.org/>

### **UAMS Arkansas eLink**

University of Arkansas for Medical Sciences  
4301 W. Markham  
Little Rock, AR 72205

**Arkansas Farm Bureau**  
PO Box 8129  
Little Rock, AR 72203-8129  
<http://www.arfb.com/>

**Arkansas Library Association (ArLA)**  
[infor@arlib.org](mailto:infor@arlib.org)

**ARK Link Library Consortium, Inc.**  
201 Doneghey Ave  
Conway, AR 72467  
<http://arklinklibraries.org>

**Arkansas Institutional Research Organization (AIRO)**  
<http://orgs.atu.edu/airo/>

**Arkansas State Chamber of Commerce**  
PO Box 3645  
Little Rock, AR 72203

**Arkansas Trucking Association**  
PO Box 3476  
Little Rock, AR 72203-3476  
[www.arkansastrucking.com](http://www.arkansastrucking.com)

**Association for Institutional Research (AIR)**  
[www.airweb.org](http://www.airweb.org)

**College and University Professional Association for Human Resources (CUPA-HR)**  
PO Box 306257  
Nashville, TN 37230-6257

**Council for Adult and Experiential Learning (CAEL)**  
10 West Market Street, Suite 1100  
Indianapolis, IN 46204

**Council on Accreditation for Two-Year Colleges (CATYC)**  
200 S. 14<sup>th</sup> Street  
Parsons, KS 67357

**Higher Learning Commission**  
230 South La Salle Street, Suite 7-500  
Chicago, IL 60604-1411

**League for Innovation in the Community College**

2040 S. Alma School Road, Suite 1-500  
Chandler, AZ 85286

**Jonesboro Regional Chamber of Commerce**

PO Box 789  
Jonesboro, AR 72403-0789  
[www.jonesborochamber.com/](http://www.jonesborochamber.com/)

**Marked Tree Chamber of Commerce**

P O Box 383  
Marked Tree, AR 72365  
[www.markedtreechamber.org/](http://www.markedtreechamber.org/)

**National Alliance of Concurrent Enrollment Partnership (NACEP)**

PO Box 578  
Chapel Hill, NC 27514  
[www.nacep.org](http://www.nacep.org)

**National Association of College and University Business Officers (NACUBO)**

1110 Vermont Ave NW  
Suite 800  
Washington, DC 20005  
[www.nacubo.org](http://www.nacubo.org)

**National Association of College Stores**

528 East Lorain Street  
Oberlin, OH 44074  
[www.nacs.org](http://www.nacs.org)

**National Council for Marketing and Public Relations (NCMPR)**

5901 Wyoming Blvd., NE  
#J-254  
Albuquerque, NM 87109

**National Council for State Authorization Reciprocity Agreements (NC-SARA)**

3005 Center Green Drive, Suite 130  
Boulder, CO 80301-2204

**National Junior College Athletic Association**

8801 J.M. Keynes Drive  
Suite 450  
Charlotte, NC 28262  
[www.njcaa.org](http://www.njcaa.org)

**Newport Area Chamber of Commerce**

201 Hazel Street

Newport, AR 72112

[www.newportarchamber.org](http://www.newportarchamber.org)

**National Institute for Staff and Organizational Development (NISOD)**

College of Education

The University of Texas @ Austin

1912 Speedway, Stop D5600

Austin, TX 78712-1607

**Nurse Administrators for Nursing Education Programs (NANEP)**

Arkansas State Board of Nursing

1123 S. University Ave., Suite 800

University Tower building

Little Rock, AR 72204

**Society of Human Resource Management (SHRM)**

P O Box 79482

Baltimore, MD 21279

**Southwest Association of Student Financial Aid Administrators (SASF AA)**

1601 S. Lamar Street

Dallas, TX 75215

[www.swasfaa.org](http://www.swasfaa.org)

**Trumann Chamber of Commerce**

PO Box 215

Trumann, AR 72472

[trumanchamber.org/](http://trumanchamber.org/)

## **CONSORTIUMS**

### **ARKLink Library Consortium**

PO Box 2040

State University, AR 72467

[www.arklinklibraries.org/](http://www.arklinklibraries.org/)

### **Arkansas Delta Technical Educational Consortium (ADTEC)**

2000 W. Broadway

West Memphis, AR 72301

<http://www.adtec-ar.org/>

### **Workforce Training Consortium**

5501 Krueger Drive

Jonesboro, Arkansas 72401

(870) 933-9788

## ASU-NEWPORT HELPFUL LINKS

### Academic Advising Placement Score Chart

<https://www.asun.edu/catalogs>

### Academic Calendar

<https://www.asun.edu/catalogs>

### Academic Support Center

[https://www.asun.edu/academic\\_support\\_center](https://www.asun.edu/academic_support_center)

### Accreditation

<http://www.asun.edu/accreditation>

Arkansas State University-Newport is fully accredited by the Higher Learning Commission.

### Advising

<https://www.asun.edu/advising>

### Admission Forms and Resources

[https://www.asun.edu/Admissions\\_Forms](https://www.asun.edu/Admissions_Forms)

### Apply & Get Started

<https://www.asun.edu/getstarted>

### Articulation Agreements

<https://www.asun.edu/transfer-from>

### ASUN Tickets

<https://www.asun.edu/tickets>

### Bookstore

<https://bookstore.asun.edu/>

### Campus Police

[https://www.asun.edu/campus\\_police](https://www.asun.edu/campus_police)

### Career Coach

[https://www.asun.edu/career\\_coach](https://www.asun.edu/career_coach)

### Career Pathways

<https://www.asun.edu/programs/career-pathways>

### Class Schedule

<https://www.asun.edu/schedule>

**ASUN Catalog**

<https://www.asun.edu/catalogs>

**Center for Educational Access**

<https://www.asun.edu/cea>

**Financial Aid**

[https://www.asun.edu/financial\\_aid](https://www.asun.edu/financial_aid)

**Forms and Resources**

[https://www.asun.edu/Admissions\\_Forms](https://www.asun.edu/Admissions_Forms)

**History of Arkansas State University-Newport**

<https://www.asun.edu/history>

Over the years, ASU-Newport has grown from one campus to three and now boasts enrollment exceeding 2,500 students. The milestones of our past have made us the institution we are today.

**Inclusion and Diversity**

<https://www.asun.edu/dei>

**Library**

<https://www.asun.edu/library>

**Meet our Faculty and Staff**

<https://www.asun.edu/faculty-directory>

**Outstanding Account Balance Procedure**

[https://www.asun.edu/tuition\\_and\\_fees](https://www.asun.edu/tuition_and_fees)

**Programs and Degrees**

<https://www.asun.edu/all-programs>

[Advanced Manufacturing Technology](#)

[Agriculture Technology](#)

[Automotive Service Technology](#)

[Business](#)

[Certified Nursing Assistant](#)

[Commercial Driver Training](#)

[Computer and Networking Technology](#)

[Cosmetology](#)

[Criminal Justice](#)

[Culinary Arts](#)

[Diesel Technology](#)

[Education](#)

[Emergency Medical Technician](#)

[Energy Control Technology](#)

[High Voltage Lineman Technology](#)

[Culinary Arts](#)  
[Industrial Maintenance](#)  
[Medication Assistant-Certified](#)  
[Nursing](#)  
[Practical Nursing](#)  
[Patient Care Technician](#)  
[Phlebotomy](#)  
[Pre-Health Professions](#)  
[Registered Nursing - LPN to RN Transition Program](#)  
[Registered Nursing - Traditional Program](#)  
[Surgical Technology](#)  
[Transfer Degrees](#)  
[Welding](#)  
[Adult Education](#)  
[Economic and Workforce Development](#)  
[IGNITE Academy](#)  
[Community Education](#)  
[Online Courses](#)

#### **Refunds**

[https://www.asun.edu/tuition\\_and\\_fees](https://www.asun.edu/tuition_and_fees)

#### **Scholarships**

<https://www.asun.edu/scholarships>

#### **Senior Citizen Waiver**

[https://www.asun.edu/tuition\\_and\\_fees](https://www.asun.edu/tuition_and_fees)

#### **Student Affairs**

[https://www.asun.edu/student\\_affairs](https://www.asun.edu/student_affairs)

#### **Student Learning Outcome Data**

<https://www.asun.edu/node/2424>

#### **Student Orientation**

<https://www.asun.edu/nso>

#### **Testing Services**

[https://www.asun.edu/testing\\_services](https://www.asun.edu/testing_services)

#### **Transcripts**

<https://www.asun.edu/transcripts>

#### **Transfer from ASUN**

<https://www.asun.edu/transfer-from>



**Transfer to ASUN**

<https://www.asun.edu/transfer>

**Tuition and Fees**

[https://www.asun.edu/tuition and fees](https://www.asun.edu/tuition_and_fees)

**Veterans Services**

[https://www.asun.edu/veterans services](https://www.asun.edu/veterans_services)

**Why ASUN**

<https://www.asun.edu/why-asun>

**Withdraw from a Course**

<https://www.asun.edu/withdrawal>