



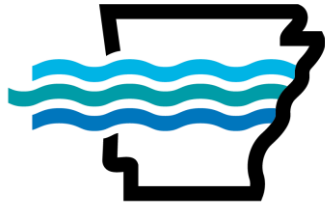
2026-2027 College Catalog

For the most up-to-date 2026-2027 Catalog,
please visit the ASU Three Rivers website:

www.ASUTR.edu

One College Circle | Malvern, AR 72104
Phone: 501.337.5000 | Fax: 501.332.4100

The College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.



ARKANSAS STATE UNIVERSITY THREE RIVERS



Welcome from the Interim Chancellor

Hello and thanks for looking through the catalog for Arkansas State University Three Rivers. Formerly College of the Ouachitas, the College joined the Arkansas State University System in January 2020. We hope you find the information you need to make a sound decision concerning your education. We believe ASU Three Rivers is accessible, affordable, and convenient while providing quality educational programs. As a part of the ASU System, students now will have additional opportunities to continue their education. Data shows our graduates are successful upon graduation in gaining a high wage position or transferring to a four-year institution.

Arkansas State University Three Rivers is a comprehensive two-year institution providing exceptional programs in technical and general education areas. We deliver custom business and industry training to our corporate partners. The College provides early college experiences through the Malvern Career Center, Saline County Career Technical Campus and concurrent programs at area high schools. Also, ASU Three Rivers Adult Basic Education and WAGE™ programs provides residents with GED and pre-employment training. The College proudly serves the students, businesses and industries of Hot Spring, Grant, Saline, Dallas, and Clark counties.

Not only do we offer top educational programs but we also pride ourselves on providing student services and support in a caring manner. We are here to help you achieve your educational goals and become a productive citizen with a bright future.

If you do not find what you are looking for in our catalog, please do not hesitate to contact us at 501.337.5000.

We look forward to you joining the family at Arkansas State University Three Rivers. I personally look forward to shaking your hand at your graduation from ASU Three Rivers.

Sincerely,

Shane Broadway
Interim Chancellor

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2026-2027 ACADEMIC CALENDAR

FALL 2026

Registration Fall and Fall 8-Week 1	April 20-August 14
Registration Fall 8-Week 2	April 20-October 8
Faculty Return to Campus	August 10
Fall Convocation (Campus Closed)	August 11
Classes Begin.....	August 17
Last Day to Adjust Schedule by 6:00 p.m.	August 18
Last Day to Withdraw with a Full Refund	August 31
Labor Day Holiday (Campus Closed).....	September 7
January RN Program Application Deadline.....	September 10
January PN Program Application Deadline.....	October 8
Mid Semester.....	October 9
Mid Semester grades due by 11:59 p.m.....	October 11
Last Day to Withdraw with a "W"	October 29
Priority Registration Spring 2026 (Current Students Only)	November 9-19
Thanksgiving Holiday (No Classes).....	November 23-27
(Campus Closed)	November 26-27
Registration Spring 2026	November 30-January 8
Final Exams	December 7-10
Christmas Holidays Begin for Students and Faculty	December 14
Campus Closed	December 21, 2026-January 3, 2027

FALL 8-Week 1 2026 (applies only to select programs)

Registration Fall 8-Week 1.....	April 20-August 14
Classes Begin.....	August 17
Last Day to Adjust Schedule by 6:00 p.m.	August 17
Last Day to Withdraw with a Full Refund	August 24
Last Day to Withdraw with a "W"	September 17
Final Exams	October 8

FALL 8-Week 2 2026 (applies only to select programs)

Registration Fall 8-Week 2 (continues)	April 20-October 8
Classes Begin.....	October 12
Last Day to Adjust Schedule by 6:00 p.m.	October 12
Last Day to Withdraw with a Full Refund	October 19
Last Day to Withdraw with a "W"	November 12
Final Exams	December 10

SPRING 2027

Campus Re-opens	January 4
Registration Spring and Spring 8-Week 1 (continues).....	January 4-January 8
Registration Spring 8-Week 2 (continues)	January 4-March 4
Faculty Return to Campus	January 4
Spring Convocation (Campus Closed).....	January 5
Classes Begin.....	January 11
Last Day to Adjust Schedule by 6:00 p.m.	January 12
Martin Luther King Jr. Holiday (No Classes).....	January 18
Last Day to Withdraw with a Full Refund	January 26
Mid Semester.....	March 5
Mid Semester grades due by 11:59 p.m.....	March 7
Spring Break (No Classes)	March 22-26
(Campus Closed)	March 24-26

Last Day to Withdraw with a "W"	April 1
Priority Registration for Summer & Fall (Current Students Only)	April 5-15
August RN Program Application Deadline	April 8
Registration Begins for Summer and Fall	April 19
Awards Ceremony	April 29
Final Exams	May 3-6
Graduation	May 11
August PN Program Application Deadline	May 13

SPRING 8-Week 1 2027 (applies only to select programs)

Registration Spring 8-Week 1 (continues)	January 4-January 8
Classes Begin.....	January 11
Last Day to Adjust Schedule by 6:00 p.m.	January 11
Last Day to Withdraw with a Full Refund	January 19
Last Day to Withdraw with a "W"	February 11
Final Exams	March 4

SPRING 8-Week 2 2027 (applies only to select programs)

Registration Spring 8-Week 2 (continues)	January 4-March 4
Classes Begin.....	March 8
Last Day to Adjust Schedule by 6:00 p.m.	March 8
Last Day to Withdraw with a Full Refund	March 15
Last Day to Withdraw with a "W"	April 15
Final Exams	May 6

SUMMER 10-Week 2027

Registration Summer 10-Week and 5-Week 1	April 19-May 20
Registration Summer 5-Week 2.....	April 19-June 24
Registration Fall 2027	April 19-August 13
Classes Begin.....	May 24
Last Day to Adjust Schedules by 6:00 p.m.....	May 24
Last Day to Withdraw with a Full Refund	June 1
Memorial Day Holiday (Campus Closed)	May 31
Independence Day Holiday (Campus Closed).....	July 5
Last Day to Withdraw with a "W"	July 8
Final Exams	July 29

SUMMER 5-Week 1 2027

Registration Summer 5-Week 1.....	April 19-May 20
Classes Begin.....	May 24
Last Day to Adjust Schedules by 6:00 p.m.....	May 24
Last Day to Withdraw with a Full Refund	June 1
Last Day to Withdraw with a "W"	June 17
Final Exams	June 24

SUMMER 5-Week 2 2027

Registration Summer 5-Week 2.....	April 19-June 24
Classes Begin.....	June 28
Last Day to Adjust Schedules by 6:00 p.m.....	June 28
Last Day to Withdraw with a Full Refund	July 5
Independence Day Holiday (Campus Closed).....	July 6
Last Day to Withdraw with a "W"	July 22
Final Exams	July 29

**Subject to change*

Approved 01.19.26 by ASU Three Rivers Board of Visitors

College Profile

The College, located in Malvern, Arkansas, was authorized by the State Board of Education in July, 1969, to serve the vocational training needs of a five-county area surrounding Malvern and Hot Spring County as Ouachita Vocational Technical School. The College is accredited by The Higher Learning Commission, <http://www.hlcommission.org>.

In May, 1985, OVTS was designated as a high school vocational center as the state attempted to make vocational education accessible to all Arkansas high school students. Five high school vocational programs were made available to 11 high schools in the area surrounding Malvern. Additionally, various federally funded short-term programs were being offered to meet the employment training needs of the area.

In September of 1988, the Arkansas Business Council Foundation, a group of 19 prominent Arkansas business and industry leaders, issued a report entitled *In Pursuit of Excellence* that called for "reform of and increased support for our state's system of elementary, secondary, vocational, and higher education." Among the Arkansas Business Council recommendations were transfer of postsecondary vocational programs from the State Board of Education to the State Board of Higher Education (SBHE), expansion of general education programs in the vo-tech schools, development of more sophisticated technical training in close cooperation with business and industry, conversion of existing vo-tech schools into technical colleges or comprehensive community colleges, and support for additional funding of these proposals.

The 1991 Arkansas Legislature responded to *In Pursuit of Excellence* with a series of Acts centered on Act 1244, the "Two-Year Postsecondary Education Reorganization Act of 1991." OVTS was not included in the original legislation that became Act 1244; but, following a meeting of Malvern and Hot Spring County business leaders, legislators, and OVTS faculty and administrators, Senator George Hopkins introduced separate legislation to designate OVTS as Ouachita Technical College under the coordination of SBHE. This separate legislation (Act 617 of 1991) actually was signed into law before the enabling legislation (Act 1244) was passed; thus, Ouachita Technical College became the first Arkansas technical college.

Transfer from the State Board of Vocational Education to the State Board of Higher Education took place on July 1, 1991. The governing board of Ouachita Technical College was appointed by Governor Bill Clinton in October, 1991, and a President was hired by the Board of Trustees in August, 1992. In February, 1996, the College received initial accreditation and in February, 2001, and December 2010, continuing accreditation from The Higher Learning Commission.

The College serves a five-county area in south-central Arkansas. The counties include Clark, Dallas, Grant, Hot Spring, and Saline. The College's service area is more than 50% rural and predominantly white (81%). Fourteen percent of the population is African-American, and four percent are Hispanic while one percent are other ethnicities. Females constitute 50% of the service area population. (*US Census QuickFacts Population Estimates, July 1, 2025*)

After discussing for several years, the challenges of communicating the broad mission of the College to the community, the Board of Trustees decided in 2009 that the time had come for a name change. The Board asked the administration to involve students, faculty, staff, and citizens in the community to come up with a new name that would help to improve the communicating of the College's broad mission of higher education and service. After soliciting proposed names from the community and the College community through advertisements, polls, and focus groups, a committee recommended two names to the Board of Trustees. After discussing and considering the options for several months, the Board unanimously approved a new name for the College in 2010. The College's two local State House Legislators, Senator Mike Fletcher and Representative Loy Mauch, sponsored a name change bill and ushered it through the committees and both chambers; it passed unanimously. On March 8th, 2011, Governor Mike Beebe signed the bill into law which changed the college name to "COLLEGE OF THE OUACHITAS." The name became official on July 1, 2011.

The College's Board of Trustees announced in November 2018 that the College would begin pursuing alignment with one of the state's three university systems. In February 2019, the Board voted unanimously to join the Arkansas State University (ASU) System. College of the Ouachitas became a member of the Arkansas State University System on January 1, 2020, with the Higher Learning Commission's Board of Trustees full approval. The College's name changed to Arkansas State University Three Rivers effective January 1, 2020.

Glossary of Terms

Academic Calendar – A schedule of all events occurring in an academic year such as semester beginning and end dates, drop dates, breaks, final exams and graduation. <https://www.asutr.edu/page/academic-calendar>

Academic Map - List of required courses by term for a specific certificate or degree. <https://www.asutr.edu/page/academic-degree-plans>

Accuplacer - A comprehensive entrance exam to measure academic preparedness and is used for English and math placement. <https://www.asutr.edu/page/testing-services>

Add - Adding another course to the student schedule. Must be done before published deadline in the Academic Calendar.

Audit - Registered and paid for a course but not receiving credit.

Canvas – Learning management system software by which all online courses are delivered.

CLEP - College Level Examination Program permits student to earn college credit by successfully completing national standardized test.

Credit Hour - Quantitative measure of college courses. See semester hour.

Cumulative Grade Point Average - Represents an average of all final grades earned in all college-level courses from the time the student first enrolls in a school to the completion of their education.

Drop - Dropping a course from the student's schedule. Must be done before published deadline to ensure a “W” on the transcript.

G.P.A. - Grade point average.

Independent Study - Student may work individually with permission of the Dean and instructor rather than as part of a class.

Self Service – Students’ individual and unique account for registering, grades, financial aid, etc.

Semester - Length of college term. Usually 16 weeks in Fall and Spring and 5 or 10 weeks in Summer.

Semester Hour - Earned by student for taking one hour of academic classwork each week for a semester. The last digit of each course number indicates the number of (credit) semester hours earned in a course.

Transcript - Official copy of student's academic record.

Transfer - Transferring college credit from one college to another.

Withdraw - Withdrawing from all registered courses. Contact Student Affairs.

Degrees & Certificates

Associate of Applied Science degree

The Associate of Applied Science (A.A.S.) degrees are designed for those seeking occupational or technical skills for employment or advancement. Students should not assume that technical courses are transferable. While a few institutions have recently begun to accept some A.A.S. program courses, if a student plans to transfer, get assurances in writing, in advance, from the institution to which the student plans to transfer.

Associate of Applied Science in Nursing degree

The Associate of Applied Science in Nursing degrees is open only to students who are pending licensure as a Practical Nurse, Licensed Practical Nurse, or Paramedics, and who have completed the prerequisite curriculum with a grade of “C” or better in each course.

Associate of Arts degree

The Associate of Arts (A.A.) degree is designed for transfer to 4-year colleges. Freshman and sophomore level courses are offered around a core of general education requirements that can be structured to satisfy the requirements of most bachelor's degree programs.

Associate of Arts in Teaching

The Associate of Arts in Teaching (A.A.T.) is designed to prepare students for transfer to a 4-year Elementary or Mid-Level Teacher Preparation program. Courses taken to satisfy AAT degree requirements must have a “C” or better in order to transfer to most four-year universities. The Associate of Arts in Teaching is part of the General Education assessment program.

Associate of Science in Business degree

The Associate of Science in Business (A.S.B.) degree is designed for seamless transfer to 4-year colleges. The purpose of the A.S.B. is to provide freshman and sophomore level general education and business core courses that are necessary for completing a bachelor's degree in any field of business.

Associate of Science in Liberal Arts and Sciences

The Associate of Science in Liberal Arts and Sciences degree is designed for students who plan to transfer to a specific university into a specific degree program. Freshman and sophomore level courses are offered around a core of general education requirements that are structured to meet the requirements of specified bachelor degree programs.

Technical Certificate

These programs, approximately 30 credit hours, provide training for specific occupations. Many Technical Certificates provide “stop-out” points for A.A.S. degrees with curricula approximately one-half of that required of the corresponding A.A.S. degree.

Certificate of General Studies

The Certificate of General Studies consists of 31 credit hours of transferrable general education courses.

Certificate of Proficiency

Totaling fewer than 15 credit hours, these programs are planned sequences of courses that focus on specific occupational credit hours.

Mission & Purposes

Arkansas State University Three Rivers Mission Statement

Arkansas State University Three Rivers is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves.

Arkansas State University Three Rivers Vision Statement

Arkansas State University Three Rivers' vision is to be a college for the community—a community of successful, lifelong learners—working collectively to be responsive to the educational, cultural, social, economic, and environmental needs of the region.

Arkansas State University Three Rivers Purpose Statement

Arkansas State University Three Rivers provides:

- Associate degree transfer programs that prepare learners to succeed at universities;
- Degree and certificate programs that prepare learners to succeed in the workforce;
- Academic and support services that respond to personal, social, and career planning needs of students;
- Customized training and services that assist businesses and individuals and aid economic development;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;
- Developmental courses and support services that promote collegiate-level success; and
- Continuous improvement through a system of inquiry, evidence, and accountability.

Arkansas State University Three Rivers Value Statement

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of learning, excellence, inclusion, integrity, respect and responsibility.

- Learning—curiosity, knowledge, understanding
- Excellence—innovation, quality, performance
- Inclusion—diversity, collaboration, engagement
- Integrity—honesty, ethics, sincerity
- Respect—trust, dignity, fairness
- Responsibility—accountability, commitment, stewardship

General Information

Accreditations

Arkansas State University Three Rivers (the College) is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-5000, Chicago, IL 60604-1413, 800.621.7440, <https://www.hlcommission.org/>. Program accreditations include Arkansas Department of Health; Automotive Service Technology Program (ASE), National Automotive Technician Education Foundation; and the Concurrent Enrollment Program (CEP), National Alliance of Concurrent Enrollment Partnerships (NACEP). Program approvals include Practical and Registered Nursing Programs, Arkansas State Board of Nursing. The College also has institutional approval for Veterans' educational benefits through the Arkansas State Approving Agency of Veterans.

Articulation Agreements

General Education core courses taken at the College with a “C” or better grade will transfer to all public two-year and four-year institutions of higher education in Arkansas provided the courses taken are required in the four-year program of study. The purpose of these agreements among two-year and four-year institutions of higher education in Arkansas is to assist students holding an Associate of Arts or Associate of Applied Science degree to move smoothly from a two-year college to a four-year institution. The partnerships reflected by these agreements will facilitate the transfer process. Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of the signatory four-year institutions. These agreements do not address specific degree requirements outside of the General Education component, such as major or minor courses. Students should select those courses based on the specific degree requirements at the institution expected to award the baccalaureate degree.

<https://www.asutr.edu/page/transfer-information>

<http://www.collegetransfer.net/AskCT/WhatisanArticulationAgreement>

Assessment Program

The College views assessment as a holistic process by which information is gathered and analyzed and then used to evaluate the accomplishment of the College’s mission and to enhance the College's effectiveness. The College's assessment procedures measure student academic achievement and institutional effectiveness. The primary purposes of assessment are:

- to improve teaching and learning in order to facilitate student success;
- to improve the educational environment;
- to make the College accountable to constituents by documenting fulfillment of the College’s educational mission;
- to link educational programs and services to systematic assessment of student learning; and
- to gather and utilize information vital to effective planning and resources management.

The assessment of student learning is accomplished through a variety of methods. Students participate through measures such as but not limited to standardized tests, comprehensive exams, capstone experiences, portfolios, surveys, focus groups, and interviews.

Catalog Disclaimer

The Arkansas Higher Education Coordinating Board and the College’s Board of Visitors reserve the right to restrict or limit the enrollment of any program and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this catalog when such action is deemed to be in the best interest of the student or College. The provisions of this publication do not represent in any way a contract between a student, prospective or otherwise, and the Board or the College and should not be

regarded as such. If any changes are made in the provisions listed in this catalog, appropriate notification will be made.

College Catalog/Student Handbook

The Catalog and Student Handbook contain the rules and regulations of the College. The student is held responsible for being knowledgeable of all information published in the Catalog and the Student Handbook, Syllabi, General Notices, and Announcements placed on bulletin boards, announced by instructors, or sent to his/her College e-mail account. The Catalog and Student Handbook can be found on the College's website, <http://www.asutr.edu>.

Information Technology Resources

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, the College reserves the right to limit, restrict, or extend the use of and access to information and technology resources. Per [College Operating Procedure and Policy 6.00 Appropriate Use of Information & Technology Resources](#), "users do not own accounts, but are granted the privilege of exclusive use of their accounts." Users are entitled to access only those IT resources that are consistent with their authorization. Access is limited to members of the College community, faculty, staff, students, and other specifically authorized individuals.

1. Passwords: Campus electronic communication systems or services must identify users and authorize access by means of passwords or other secure authentication processes. Passwords must meet the minimum password complexity standards. Shared access resources require that users change pre-assigned passwords upon initial account access.
2. Identification Cards: The College issues to each employee and student a picture identification card. Employees must use the card to gain access to restricted areas and for the Library. Students must present the card at the Library, bookstore, and for proctored exams.
3. Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data or email. Where possible and appropriate, devices must be locked and require user re-authentication if left unattended.

Source: [College Operating Procedure 6.00p Appropriate Use of Information & Technology Resources](#)

File Sharing and Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fee. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <http://www.copyright.gov>. Additional details regarding file sharing and copyright infringement may be found in [College Operating Procedure 6.00p Appropriate Use of Information & Technology Resources](#).

Dishonesty in the Classroom

The College will not tolerate dishonesty such as cheating or plagiarism in the classroom. This includes unapproved use of AI and AI-enhanced apps. Each instructor determines the penalty for students found performing a dishonest act pertaining to classwork.

Equal Opportunity/Affirmative Action (Title VII)

Arkansas State University Three Rivers is an equal opportunity institution and will not discriminate on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other unlawful factors in employment practices or admission and treatment of students. Facilities and services are Americans with Disabilities Act (ADA) accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer, ASU Three Rivers, One College Circle, Malvern, AR 72104, (501) 332-020221; or contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Title IX Non-Discrimination and Reporting Statement

Arkansas State University Three Rivers does not discriminate on the basis of sex in any education program or activity that it operates. Further, Arkansas State University Three Rivers is subject to Title IX of the Education Amendments of 1972 and is therefore required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. This requirement extends to admissions and employment with the university. Inquiries about the application of Title IX or 34 C.F.R. Part 106 to Arkansas State University Three Rivers may be referred to Arkansas State University Three Rivers' Title IX Coordinator, to the Assistant Secretary for Civil Rights for the U.S. Department of Education, or both. Arkansas State University Three Rivers' Title IX Coordinator may be contacted as follows:

Employee contact:

Jackie Yarbrough

jyarbrough@asutr.edu

501.332.0287

Student contact:

Vergina Smith-Joachim

vsmith@asutr.edu

501.332.0215

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by phone, or by email using the contact information provided above or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, provided above.

For more information regarding Title IX or to report sexual discrimination, go to

<https://www.asutr.edu/page/title-ix>

Retaliatory Action Prohibited

Retaliation against a person who files a charge of discrimination, participates in an investigation, refuses to participate in an investigation, or opposes an unlawful employment practice is prohibited by law and the Arkansas State University System. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Human Resources Department.

Disclosures of Federal Legislation Affecting Students

Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964

Sex Discrimination

Title IX Sexual Harassment and Violence

Race Discrimination

Religious Discrimination

National Origin Discrimination

Equal Pay Act of 1963

Disability Discrimination

Americans with Disabilities Act of 1990

Rehabilitation act of 1973, Section 504

Age Discrimination in Employment Act of 1967

Civil Rights Act of 1991

Students and Program Nondiscrimination

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Rehabilitation Act of 1973, Section 504

Americans with Disabilities Act

Age Discrimination Act of 1975

Privacy of Student Records

Family Educational Rights and Privacy Act of 1974 states that no student records will be released to anyone other than the student without written consent. Student may elect to not have directory information published.

Consumerism

Student Right-to-Know Act of 1990

Education Amendments of 1976

Section 106 of the Copyright Act (Title 17 of the United States Code)

Campus Crime Reporting

Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act

Drug Use by Employees and Students

Drug-free Schools and Communities Act of 1989

Drug-free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the Associate Vice Chancellor for Student Retention or Director of Human Resources.

Student Rights/Responsibilities

The College honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. However, in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Therefore, any student who willfully, by use of violence, force, coercion, threat, intimidation, or fear, obstructs, disrupts, or attempts to obstruct the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so is subject to dismissal.

Each student is expected to conduct themselves in accordance with the Code of Conduct in the Student Handbook in a respectful manner while on campus or while representing the College off-campus. The College reserves the right to take disciplinary action against students, who in the opinion of the College, have not acted in the best interest of the students or the College. Disciplinary actions may consist of verbal

reprimand, restitution for damages, restriction of privileges, suspension, or dismissal. Students have the right of due process.

All College students are expected to abide by the college rules published in this Catalog. (Please see Student Handbook for Code of Conduct information.)

Disclosure of Consumer Information

The College discloses the consumer information required by Amendments to the U.S. Higher Education Act online at <http://asutr.edu/page/consumer-information>.

Campus Services

Bookstore and Courtyard Café

The College Bookstore is open daily during the hours listed in the current semester schedule and posted outside the Bookstore. The College Bookstore sells supplies needed for classes and school apparel along with merchandise supporting our sports teams and the College. ASU Three Rivers is partnered with eCampus as our online Bookstore. When purchasing books for new students you can log onto the online Bookstore at <https://asutr.ecampus.com/>. There you can set up as a new account and order directly using your class schedule, ASUTR email address and ID number. Students are always welcome to come to the Bookstore for in-person assistance ordering books or retrieving codes needed for courses. Some courses do require clinical binders or additional course materials; all these items are available in the campus Bookstore. All course textbooks and/or codes as adopted by the instructor are available on the eCampus website. Any textbooks and/or codes purchased from another source may or may not correspond to your course; check with the course instructor before purchasing. Returning students sign back into their accounts through the same website. Student ASU Three Rivers ID numbers are required to order books and to use financial aid; ID cards are made in the Library.

The Online Bookstore, eCampus, also has a Help Center for frequently asked questions such as returns and refunds as well as shipping and tracking. There is also a customer service line for any questions. The Bookstore and the Online Bookstore will post the “sell back” or “book buy back” times and dates at the end of each semester during final exam week.

The Courtyard Café is located inside the Bookstore. Order from the menu or purchase snacks and drinks.

Advising

Student Affairs offers advising to all students on a variety of areas. Students may obtain individual and/or group advising in areas such as, but not limited to the following:

- Identifying abilities or occupational interest
- Developing realistic educational or career plans
- Financial literacy
- Veteran benefits
- Transfer options
- Course scheduling and registration for first-time, transfer, and/or re-admitted students
- Academic probation
- Overcoming barriers to succeed in college (i.e. stress management, time management, financial planning, childcare planning, transportation, tutoring)

Continuing students schedule an appointment with their faculty advisor and register via Self Service The faculty advisor’s name can be found on their self-service account.

Personal Counseling Services

Students seeking personal counseling will be referred to the College’s licensed social worker, intern or to area agencies. All counseling sessions are completely confidential, and are offered at no cost to the student. The counselor can be accessed through Student Affairs.

Healthcare

The College provides access to mental and physical health care through its partnership with Healthy Connections, Inc. Healthcare services are provided to students, faculty, staff or community on a sliding scale fee basis. It is the policy of the College to refer all health-care needs to available area agencies and the individual’s personal physician.

Immunizations

All students born after 1/1/1968 must show proof of two immunizations against measles, mumps and rubella. Appropriate documentation is submitted to Student Affairs.

Library

The Library provides access to information for all students, faculty, staff, and also community members in the surrounding area. A wealth of information may be found in online databases and over 20,000 items including books, eBooks, audiobooks, periodicals (magazines, journals, and newspapers), DVDs, videos, maps, and posters. Twenty-seven computers, two scanners, two study rooms and a large conference room are also available for all stakeholders.

The Library is open from 7:00 a.m. until 6:00 p.m. Monday through Thursday, and 8:00 a.m. until 2:30 p.m. on Friday during the fall and spring semesters. A schedule for summer sessions and any changes made to the regular schedule will be posted.

ID Cards

Photo ID cards are required each semester for all currently enrolled students at the College and are obtained and updated in the Library. The first ID card is free to students, while replacement ID cards cost \$5.00 for each issuance. Students should bring their printed schedule from the Business Office to the Library to have their picture taken and ID card made anytime during the semester. However, it is advised to get your ID card made early during the first two weeks of classes to ensure ease of access to various College services.

ID cards are used to check out library materials or a computer station, to show proof of enrollment for online testing, to purchase or charge books/supplies to Financial Aid. In addition, some area businesses offer discounts to currently enrolled students upon presentation of current student ID.

Services for Students with Disabilities

The Americans with Disabilities Act (ADA) extends to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications services.

The College accommodates students with disabilities, pursuant to federal and state laws. Services available to disabled students include, but are not limited to, extended time for tests, distraction reduced environment, note taker, interpreters, and other reasonable accommodations allowed by law. The College campus is accessible to wheelchairs. To request accommodations, contact the Associate Vice Chancellor for Student Retention. To receive accommodations, students are required to have a licensed health care professional complete the Health Care Professional Form. This form is available in Student Affairs or may be printed from the College's website. Submit the completed form to the Associate Vice Chancellor for Student Retention/TRiO Director; an appointment will be scheduled to complete the intake process. **Requests for accommodations and the required documentation should be submitted prior to the first day of classes to ensure accommodations are in place for the full semester. Requests must be renewed each semester.** Any requests for new accommodations should be made prior to the beginning of the semester and will require an updated [Health Care Professional Form](#) documenting the change in the disability. The College reserves the right to determine the method and location in which accommodations will be provided depending upon available resources. All students with disabilities are encouraged to contact Student Affairs for assistance.

Student Email

The College provides ASUTR email accounts for every student. Official emails from instructors, Financial Aid, Student Accounts, and Student Affairs will be directed to the ASUTR email address only; students are responsible for checking their College email accounts regularly.

TRiO Student Support Services

TRiO Student Support Services is a FREE federally funded program through the U.S. Department of Education that helps students stay in college by maintaining good academic standing, financial aid, and scholarships which will help achieve academic success. TRiO assists first generation students, income-eligible students, or students with disabilities in graduating and/or transferring to a four-year college. Services provided include tutoring; advising; FAFSA application assistance; scholarship application assistance; transfer assistance; career assistance; disability accommodations; motivational support; and educational/cultural activities and trips. Interested students should visit the TRiO Office in Student Affairs, email trio@asutr.edu, or call (501) 332-0288.

Transfer Center

ASU Three Rivers has an on-campus transfer office dedicated to assist students who are interested in continuing their education by transferring to a partnering four-year institution. Partnering four-year institutions include but are not limited to: Arkansas State University, Henderson State University, Southern Arkansas University, University of Arkansas at Little Rock, and Grand Canyon University. The office for Arkansas State University is located in A119 in Building A. The other universities have the Transfer Office located in B102 in Building B. Availability for each institution's representative is posted and is subject to change. For more information, contact Student Affairs.

Tours and Visits

Tours and visits to the ASU Three Rivers campus, by groups and individuals, are always welcome. Student Affairs should be contacted to schedule tours or visits. Tours can also be scheduled online on the College's website at asutr.edu/campustour. Click here for a [Virtual Tour](#).

Career Pathways

Career Pathways is a statewide initiative designed to provide support services to students who want to further their education to enter high-demand high-wage careers. Assistance includes tuition, gasoline vouchers, childcare, books, and other class related supplies. To qualify, students must have a child living in the household under the age of 21. The Career Pathways assists students in overcoming barriers to obtain training and education for successful careers. Email Terral Harper, Director of Career Pathways, at tharper@asutr.edu for more information.

Veterans Affairs

Education: Students may be eligible for educational assistance while pursuing approved training if they participated in the Montgomery GI Bill® (Chapter 30) or Post-9/11 GI Bill® while on active duty. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website, <https://www.va.gov/education/>. Members of the National Guard and reserves may also be eligible for benefits. For more information, a student may contact the VA at: 1 (888) 442-4551. For assistance applying for VA Education Benefits, see the VA School Certifying Official in Student Affairs.

Vocational Rehabilitation: For disabled veterans, VA will pay tuition, fees, and the cost of books, tools and other program expenses. Upon completion of the Vocational Rehabilitation Program, VA will assist in finding employment. To certify VA eligibility, students should contact their local VA Office. ASU Three River's VA facility code is 14921404.

The following individuals shall be considered an in-state resident for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State

of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

VA Pending Payment Compliance: In accordance with Title 38 US Code 3679(c), ASU Three Rivers adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. ASU Three Rivers will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the college.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Rehabilitation Services

In certain situations, students may be eligible for tuition assistance from the Arkansas Rehabilitation Services. Students should contact their county and vocational rehabilitation counselor.

Smoking/Tobacco Policy

The College is dedicated to the health and comfort of all employees and to those who wish to work and learn in a smoke- and tobacco-free environment.

In compliance with Act 734, the Arkansas Clean Air on Campus Act of 2009, ASU Three Rivers shall be entirely tobacco free. Smoking or tobacco use, including smokeless tobacco products, electronic cigarettes and electronic vaping devices shall not be permitted at any ASUTR campus, building and/or parking lot or any off-campus sites, including but not limited to the Arkansas Workforce Center. The policy applies to all students, faculty, and staff as well as visitors. ASUTR facilities and vehicles, leased or owned, regardless of location, shall also be tobacco free. Any person in violation of this policy is subject upon conviction to a \$100 - \$500 fine or dismissal.

Alcohol/Drugs Policy

The College seeks to maintain an educational and working environment free from the influence of drugs or alcohol. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages or drugs on any property owned or maintained by ASU Three Rivers or as a part of a college activity is strictly prohibited per [ASU System Policy](#). This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Admission Requirements

Advising

First-time, transfer, and re-admitted students meet with an admissions advisor in Student Affairs to prepare an academic plan. Students are assigned a faculty advisor during their first semester at the College based on their declared major. Continuing students register for classes through their self-service account. Students may confer with their faculty advisor at any time when decisions concerning registration or changes to class schedules (i.e. withdrawing from class) are made. Students may also talk with their faculty advisor any time barriers to their academic success arise or when changes to their educational/career goal are made. The purpose of advising is to provide students with information regarding program requirements and career options to help them succeed in general. Full-time faculty will serve as academic advisors for continuing students. (Continuing students' faculty advisor can be found on the student's class schedule on their self-service account). Students whose advising needs are not being met should bring the matter to the attention of their Academic Dean. Advisors are also available in Student Affairs to assist students at any time.

Admission Policies

The College Board of Visitors is committed to providing area residents with quality educational opportunities at an affordable cost in the areas of academic, technical, occupational, business/industry, and developmental education. They also recognize the value of community and continuing education programs and services.

No person will be denied admission based on race, color, religion, sex, national origin, age, or disability. A student may be admitted to the College in one of the following ways:

- by a certificate of graduation (official transcript) from high school;
- by transfer (official transcript) from other accredited colleges and universities; or
- by presentation of a General Education Development Certificate (GED) with scores.

Admission to the College does not ensure acceptance into a particular course or program of study. Some programs and state regulations may require specific entrance requirements.

The College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at the College in order to ensure acceptance of credits by other higher education institutions. The College will not register students who owe a bill to a previous institution of higher education.

Admission to adult and continuing education non-credit courses is open to all members of the community. The described methods of admission and acceptance do not apply to those who wish to enroll in non-credit and continuing education classes for personal growth and enrichment. See the section for Non-Credit Continuing Education courses.

Admission Criteria

1. Any applicant who has no previous college enrollment and who is a high school graduate or GED recipient may be admitted as a first-time entering student. An official transcript showing all high school work completed and the date of graduation or a GED certificate with scores must be submitted.
2. Any applicant seeking transfer status must submit an official transcript from **each** institution attended and an official high school transcript along with placement scores. The College reserves the right to determine the number of credit hours accepted toward a degree. Grades of "C" or better may be transferred; however, students must be award-seeking and request credits to be transferred before transfer credit is posted to the College transcript.

3. Any applicant who is maintaining primary enrollment at another institution may enroll for courses to be transferred back to the institution from the College as a transient student. A letter of good standing must be presented to the Admissions Office for each academic term of enrollment. A transcript may be required to show proof of prerequisite courses. Transient students are not eligible for federal financial aid.
4. Any currently enrolled high school student in grades 9 through 12 may enroll for courses with a written recommendation from the high school principal or counselor. Students must meet placement standards by submitting placement scores (ACT, SAT, or Accuplacer) prior to enrollment.

Conditional Admission as Required by the State of Arkansas

Graduates of Public Arkansas High Schools

Act 1290 of 1997 as amended by Act 520 of 1999 and ACT 1189 of 2011, requires students who graduated from a public Arkansas high school after May 1, 2002 who did not successfully meet the high school college core to complete 12 hours of general education core academic course work with a 2.0 (or better) cumulative GPA, if seeking an Associate of Arts degree. If seeking an Associate of Applied Science degree or technical certificate, the student must complete 6 hours (excluding developmental courses) of general education core academic work and 6 hours of technical/vocational course work with a cumulative GPA of 2.0 to be removed from conditional admission.

Graduates of GED, Home-School, Private or Unaccredited High School

In accordance with the above-mentioned Acts, the College will not require college core evaluation of students who have earned a GED, graduated from out of state high schools, are home-schooled or graduate from private or unaccredited high schools. However, if any of these students score less than a composite ACT score of 19 or its equivalent s/he must complete one course from each of the core areas with a GPA of 2.00 within the first 30 college-level hours of enrollment at the College. Additionally, students must complete any remedial course required by placement scores. If the GED student tests at the college level or better in Math and English, they may also be unconditionally admitted.

College and Career Access Program (CCAP)

First-time entering students with a Reading sub-score of 13 or below on the ACT, 52 or below on the Accuplacer, or 225 or below on the Next Generation Accuplacer Reading exam will be advised to enroll in the College and Career Access Program through the College's partnership with Adult Basic Education. This free program is designed to promote collegiate-level success. Upon successful completion of CCAP, students will be admitted to the College as regular degree seeking students. **Students in CCAP are not eligible for federal financial aid.**

Admission Procedures

First-time entering, transfer, and readmitted students must complete the following procedures in order to register for classes (international students should refer to the Administrator of International Students).

1. Apply for Admission at <https://www.asutr.edu/o/asutr/page/apply-now> (Note: Prospective nursing students must complete an additional application for their program.)
2. Submit an **official** high school transcript with date of graduation or G.E.D. scores.
3. Submit an **official** college transcript(s) from **each** college attended, if applicable.
4. Submit immunization record showing two (2) MMR injections.
5. Submit placement scores from one of the following (scores must be less than five years old). Transfer students must have their transcript(s) and placement scores evaluated to determine if updated placement scores are needed:
 - ACT
 - SAT
 - Accuplacer (available at the Testing Center)
 - Classic Learning Test (CLT)
6. After submitting the above required documents, students must meet with an admissions advisor for

course registration.

Email admissions@asu-tr.edu or call (501)337-5000 for assistance.

A student is considered accepted for admittance to the College when all of the above documents have been received and approved in the Student Affairs and financial arrangements have been documented. The student's rights under the Family Educational Rights and Privacy Act ([FERPA](#)) begin on the first day of class attendance.

Admission of Concurrent High School Students

Act 1097 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission requirements of the College to concurrently enroll for academic courses. The College considers those students who are less than 18 years of age and who have not graduated from high school as falling under the provisions of this policy. Students in grades nine through twelve may enroll for credit courses by meeting the following criteria that apply to fall, spring, and/or summer enrollment:

1. The student must have successfully completed the eighth grade in an accredited public, private secondary school or home school.
2. The student must submit a completed application for admission.
3. The student must submit placement scores (ACT or Accuplacer) indicating college level skills in English and Reading. Students who desire to take a college mathematics course must also have a placement score indicating college level math skills.
4. The student may not enroll in Developmental Education courses.
5. The student must complete the Concurrent Enrollment Registration Form with the signatures of the student and their high school counselor or principal.
6. The student's high school transcript must be submitted from the high school.
7. The student will be classified as non-degree/non-certificate seeking and will not be eligible for federal financial aid.
8. The concurrently enrolled student will be enrolled at their high school campus by College admission advisors or on the College campus through Student Affairs.
9. To send credits earned at ASU Three Rivers to another college, go to the [Transcript Request](#) webpage and submit the request.

Admission of International Students

International students seeking admission to the College must follow the regular admission procedure in addition to providing evidence of financial responsibility and English language proficiency. All documents must be **official** and on file before registration can occur.

Applicants must submit the following documents to the Division of Student Affairs **six months prior to the beginning of the semester** in which they are seeking enrollment:

1. A completed Application for Admission.
2. Proof of two (2) MMR (measles, mumps rubella) injections as required by state law.
3. Proof of tuberculosis screening as required by state law.
4. Authenticated copies of academic records translated into English. These records should describe the course of instruction, the number of years spent in school and the subject matter covered with the grades earned in each subject.
5. Proof of English language proficiency if a student is not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based), 61 (internet based) or better or proof of graduation from an Intensive English Program in the United States with the admission application.
6. **Official** documented evidence of financial support translated in English. This includes a letter from their financial sponsor's bank certifying that they will have minimum of \$16,000 available for each

academic year of study. Tuition and fees must be paid in full at the beginning of each semester. International students are not eligible for federal financial aid.

7. Proof of medical insurance recognized by the American Medical System.
8. A student who is transferring from a college or university in the United States must submit, an official transcript and a Transfer Notification Form in SEVIS completed by the student's adviser at the school from which he/she is transferring. Copies of the student's current I-20, passport, and I-94 must also be submitted.

The International student must enroll as a full-time (at least 12 semester credit hours) degree- or certificate-seeking student. Upon acceptance, the College will furnish the student an I-20 form, which must be processed through the United States Division of Homeland Security and returned to the College prior to day of registration. This process takes several months to complete.

The international student should be aware that the College has **no** residential housing nor is the College responsible for obtaining housing. The College also does not furnish transportation.

Additional Admission Requirements

In addition to the College's general admission requirements, additional requirements exist for admission to [Practical Nursing](#), or [Registered Nursing](#) Programs.

Developmental Education Requirements

Arkansas law requires that all students seeking admission to state-supported institutions demonstrate a mastery of reading, writing, and mathematics. The minimum performance scores are determined by the State Board of Higher Education; however, institutions may set higher standards as institutional policy. Students scoring beneath the minimum threshold, may be required to enroll in, and successfully complete, Developmental Education courses prior to enrolling in college level course work. Additionally, all Developmental Education must be completed within the first 30 hours of enrollment. Developmental Education courses will not count for credit toward a degree in most programs nor will they transfer to another institution for college credit. Students taking Developmental Education courses must receive a final grade of "C" or better to advance to the next course level.

Immunization Records

Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206 requires all full-time students to provide the College with (a) immunization records dated after the first birthday and after 1/1/68 for two (2) vaccinations of measles, mumps and rubella, or (b) an authorized waiver – religious, philosophical or health reasons only – granted by the Arkansas Department of Health. Immunization records may be obtained from a student's family physician, public school records, or the County Health Department. Nursing programs may require additional immunizations.

Non-Credit Continuing Education

The College offers non-credit courses, seminars, and conferences for persons wishing to take courses for fun, personal enrichment, or career advancement. Requests for customized courses and workforce training are also offered. For more information, contact the Director of Workforce Development.

Non-High School Graduates

Individuals not completing high school but having a General Education Development Certificate (GED) should submit certification of the GED to the Division of Student Affairs. Individuals who do not have a high school diploma or a GED certificate can be admitted into the Adult Education program in order to prepare for the GED exam.

Orientation

All *New Students* are required to attend new student orientation in the fall terms. Orientation is designed to familiarize new students with various areas of the College and the opportunities that are offered.

Academic Placement

The purpose of the College's academic placement policy is to:

1. Help students correctly identify existing skills and knowledge in reading, writing, and mathematics.
2. Provide the student with correct and current information regarding the level of skills and knowledge required to succeed in the chosen career field.
3. Recommend course(s) of study in which the student may reasonably expect to achieve academic success.

In compliance with Act 1052, the College will administer and utilize the Next Generation Accuplacer, which measures academic preparedness in reading, writing, and mathematics. Accuplacer, ACT, SAT, or Classic Learning Test (CLT) scores **less than five years old** will also be accepted. The student is responsible for providing official documentation of assessment scores. Those affected by these College Placement Testing Guidelines include:

1. All full-time, first-time entering freshmen who have not taken the Next Generation Accuplacer, Accuplacer, ACT, SAT, CLT, or other approved nationally recognized standardized test assessment and met the minimum score used by the College.
2. Any student pursuing a degree or certificate requiring upper-level math/English courses for completion of that degree or certificate.

If students do not meet the specified guidelines, they will still be admitted to the College. However, they **must** enroll in, and successfully complete, a prescribed sequence of Developmental Education courses prior to enrolling in college level course work.

Testing and Placement

English & Math

Arkansas state law requires all students enrolling in college-level mathematics and/or English courses to be tested for placement purposes. ASU Three Rivers places incoming students into English and math courses using a calculation which considers the following multiple measures:

1. Recent placement test scores;
2. High school grade averages overall and in the subject courses; and
3. Student subject confidence.

Based on the student's combined rating in these areas, s/he may be placed into one of three academic levels for math or English:

- Basic – Basic Writing / Foundations of Mathematics
- Co-Requisite – Composition I with Lab / College Algebra with Lab / Quantitative Literacy with Lab
- College Level – Composition I / College Algebra / Quantitative Literacy

Reading

Students with a reading score of ACT 14-18, Accuplacer 53-77, or Next Gen Accuplacer 226-255 are eligible for Academic Reading. Completion of Academic Reading with a "C" or better is required for the student to enroll in general education courses.

CCAP: College and Career Access Program

Students with a reading score of ACT ≤ 13 , Accuplacer ≤ 52 , or Next Gen Accuplacer ≤ 225 will be advised into the College and Career Access Program (CCAP) for skill improvement. This program is a partnership between ASU Three Rivers and the Adult Education Division to provide free instruction in reading, writing, and math for students desiring to enter college but whose placement scores fall below college admission standards. Students in CCAP are not eligible for federal financial aid because there is no cost for the program. Once students complete the CCAP program requirements, they may enroll in Academic Reading, Basic Writing, and Foundations of Math.

Registration

After completing the application process, first-time, returning and transfer students may register for classes during the designated registration period. Continuing students should contact their faculty advisor and refer to the Academic Calendar for registration dates each semester. Students will not be registered to classes after classes have begun, except with special permission from the division's dean. Registration information is retained by Student Affairs.

Residency

Students who are residents of Arkansas and indicate this on the admission and registration forms are presumed to be Arkansas residents. Residency is determined by Arkansas State Law. Out-of-state tuition rates and International tuition rates are set by the ASU System Board of Trustees. Residency classifications may change if a student relocates and files a formal change of address notification with the Registrar.

Returning Student

Returning students who have interrupted their attendance at the College will be re-admitted after an application for admission is submitted and a review of academic standing. Returning students with academic deficiencies will be placed on academic probation for at least one grading period. If the returning student attended another college or university during the interim, the student must submit an official transcript from that college or university before re-admittance is granted. Returning students are registered for courses by an advisor in Student Affairs.

Student Classifications

Freshman - Students with fewer than 30 semester hours are classified as freshmen.

Sophomore - Students with 30 through 59 hours are classified as sophomores.

Full-Time Student - Students enrolled in the Fall or Spring semesters for a total of 12 hours are classified as full-time. Students enrolled in 6 or more credit hours during a Summer Semester are classified as full-time students; however, financial aid programs consider and pay students half-time. The normal class load at the College is defined as 16 semester credit hours with 17 hours as a maximum load for the average student. A student with a semester grade point average of 2.75 may enroll for 18 hours during the next succeeding semester; with 3.25 GPA a student may enroll for 19 hours. Any deviation from these requirements must be approved by the Provost.

Part-Time Student - Students enrolled in less than 12 semester credit hours in the Fall or Spring Semesters and less than six hours in a Summer Semester are part-time students.

Transfer Students

Any student wishing to transfer from another college or university must submit, prior to or at the time of application, an official transcript of credits earned from all institutions previously attended and placement scores. If a transcript showing placement into or completion of a math and English course or placement scores are not available, the student must take the Next Generation Accuplacer, administered by the College. Transfer credit will be accepted for college-level work that fits the College educational program in which a "C" or higher grade is earned at other accredited colleges and universities. **Transfer credit in computer applications courses will be accepted only if the course has been taken in the last five years.** Final approval of transfer credit rests with the Provost. Credits earned at business colleges and other specialized schools must be evaluated and approved by the Registrar before credit will be granted. College credit earned while in military service through MOS and Service Schools will be evaluated upon presentation of a certified copy of the discharge Form DD 214 or DD 295 to the Registrar. College Level Examination Program (CLEP) scores should also be forwarded to the Registrar.

Transfer students must meet the general admissions requirements of the College:

Associate of Applied Science Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Arts Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Arts in Teaching Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Science in Business Degree - a student must complete 15 semester credit hours of the degree at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Science in Liberal Arts and Sciences Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Certificate of General Studies - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out.

Technical Certificate - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Certificate of Proficiency - a student must complete the majority of semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions.)

Transient Students

Students who are maintaining primary enrollment at another college or university may enroll in courses at the College for transfer consideration. Students must complete an application for admission and submit either a letter of good standing or an official transcript from the primary institution. The transcript will be reviewed for evidence of good standing to ensure proper course placement at the College. The College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at the College in order to ensure acceptance of credits by the student's primary institution. Students must order official transcripts at <https://www.asutr.edu/page/transcript-diploma-request> to transfer credit to another institution. Transient students are not eligible for financial aid.

Tuition & Refunds

Tuition and Fees

All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration. Recipients of scholarships or grants should verify acceptance and the amount with the Financial Aid Office prior to registration. Tuition and fees are assessed to assist in the funding of a student's cost of education. The ASU System Board of Trustees approves the fee rate schedule each year. Tuition and fee information may be found at <https://www.asutr.edu/page/tuition-and-fees>.

All costs are subject to change based upon recommendation of the State Department of Higher Education and approval by the ASU System Board of Trustees.

Student Accounts Receivables

The College provides a payment plan as a benefit and service to its students. The student benefits by spreading education costs over time.

1. For Fall/Spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments.
2. A \$35.00 fee will be applied to a student's account for returned checks.
3. Types of payments that are accepted are cash, check, debit or credit card. A transaction fee is charge for credit cards.
4. The College will not release a transcript or grades, nor allow registration for another semester, until a student's balance is paid in full.
5. Accounts over one year old and greater than \$20 will be turned over to the state to be withheld from income tax refunds and/or turned over to collection agencies.

Tuition Refund Policy for Withdrawals

To be eligible for a 100% tuition refund, students must officially withdraw from classes by the 11th class day (or by the 5th day for a Summer term). This procedure should begin in Student Affairs by completing a drop or withdrawal form and meeting with a Financial Aid Advisor prior to dropping any courses or withdrawing from college. Federal aid recipients who withdraw are subject to regulations regarding the return of the Title IV federal funds (R2T4). A repayment of federal aid is required if a student withdraws before attending 60% of the semester.

Transcripts will not be issued for students failing to fulfill financial obligations. (See the section on Withdrawing from College in Academic Information.) After calculation of refunds for financial aid recipients, the amounts to be returned to each of the financial aid programs will be computed according to current federal regulations. Any student withdrawing prior to completion of 60% of the term will be required to repay a portion of federal funds received.

Financing your Education

Various types of financial aid are available to students who need assistance to continue their education. Students' financial aid packages are based on their demonstrated financial need as determined by the U.S. Office of Education's uniform methodology for federal student aid programs. These guidelines are used to provide a standardized, objective analysis of students' financial need.

Some aid programs are administered under the policies and guidelines established by the state and federal governments; other programs are administered directly by a state or federal agency, the College, or by outside organizations.

Financial assistance consists of grants, scholarships, and loans, which may be offered to students singularly or in various combinations. Financial assistance from the College and other sources is viewed only as supplementary to the efforts of the student and/or student's family.

Applying for Federal Financial Aid

To apply for a Pell Grant, FSEOG, Federal Work Study, and/or Direct loan(s), students must complete and submit the Free Application for Federal Student Aid (FAFSA) and other ASUTR financial aid forms as required by the Financial Aid Office. The FAFSA Application is available at <https://studentaid.gov/> Financial aid applicants may be required to provide documentation to verify the information given on their application.

Awards will not be finalized until all required documentation and all required admissions documents are on file. Students will be notified of the action taken on their completed application. Students who plan to enroll for the fall semester should apply for financial aid after October 1st of the prior year. An aid year is considered Fall, Spring, and Summer. Continuing students must reapply each year since financial aid is not automatically renewed.

The Financial Aid Office is available to assist with financial aid counseling, general information about financial resources, and application procedures. Questions should be directed to:

Arkansas State University Three Rivers
ATTN: Office of Financial Aid
One College Circle, Malvern, AR 72104
(501) 337-5000 or (800) 337-0266, E-mail: financialaid@asutr.edu

Financial Aid Eligibility

Eligibility for student financial aid is based on a variety of factors and is determined, in part, by financial need. Financial need is generally the difference between the cost of attendance and the student's Student Aid Index (SAI), as determined through the FAFSA. A FAFSA is required for consideration for federal student aid programs. Any required verification or other requested documents must be submitted to the Financial Aid Office. All information obtained for determining a student's financial aid eligibility is confidential and is protected from unauthorized disclosure by the Family Education and Privacy Act (FERPA) of 1974.

In addition, students must be admitted as a regular student, be enrolled in an approved degree or certificate program, and make satisfactory academic progress. Academic records are reviewed at the end of each semester to determine eligibility for the next semester.

Satisfactory Academic Progress

All students are required to maintain Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is defined as maintaining:

- GPA - a minimum 2.00 cumulative grade point average.
- PACE - completing at least 67% of attempted credit hours
- Example: If a student enrolls in 15 credit hours and completes 9 credit hours, the completion rate is 60%
- Maximum Timeframe – completing your degree within 150% of the published program length

Example: certificate programs that require 30 credits must be completed within 45 attempted credits.

Example: associate's programs that require 60 credits must be completed within 90 attempted credits.

Being on suspension as a result of GPA, PACE or Maximum Timeframe means students may no longer be eligible for financial aid.

Students may submit an appeal if there are extenuating circumstances for which official documentation explaining the cause for not making satisfactory progress may be provided. All appeals must include the following:

- Current copy of student's in-progress degree plan, signed by faculty or a dean.
 - A detailed statement explaining: reason(s) the student was unable to make satisfactory progress for the term. The statement must be detailed and specific. Lack of a detailed statement will result in a denial in appeal denial.
 - An explanation of how the circumstances have been resolved and will not prevent future satisfactory progress. If student circumstances have not been resolved, student's may consider appealing when the cause(s) for suspension have been resolved that prevented satisfactory progress.
- Supporting documentation verifying the circumstances referenced in the appeal statement. (i.e. medical records, death notice, statement from lawyer, police or court documents, etc.)
- Provide official documentation (neither a personal letter from the student's family or friends nor a letter of reference is acceptable documentation)

Appeals are reviewed by the Appeals Committee regularly and a response will be sent to the student via student email.

Warning Period

Students who do not maintain satisfactory progress will be placed on "warning" for the next period of enrollment and notified. Students will continue to receive eligible Federal Aid during the warning period. At the end of the warning period, satisfactory academic progress will be reviewed. Students not meeting minimum requirements will be placed on financial aid termination immediately and notified.

Federal Aid Ineligibility

A student is ineligible to receive federal financial assistance if he/she has defaulted on a student loan, owes a refund to any of the federal programs, does not maintain satisfactory academic progress, has been convicted of selling or possessing illegal drugs while enrolled, or has exceeded his/her lifetime eligibility for Pell Grants or federal student loans.

Federal Pell Grant

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree or a first professional degree cannot receive a Pell Grant.

Pell Grant Scheduled Awards are based on information provided on the FAFSA form, the presence of a valid Student Aid Index (SAI) on the student's FAFSA Submission Summary or ISIR, the academic year structure, and cost of attendance (COA) for a full-time student for a full academic year. The PELL Grant award will depend not only on the student's Student Aid Index (SAI), but on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less. A part-time student's financial aid is adjusted each semester according to the number of credit hours in which the student is enrolled.

For financial aid, enrollment intensity is calculated in the following manner: Enrollment intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be $7 \div 12 \times 100\% = 58\%$. Programs Offered in Standard Terms For federal student aid purposes, full-time enrollment for programs offered in standard terms is 12 credit hours. Below is a chart of

enrollment intensity relative to full-time. Note that enrollment intensity cannot exceed 100% for purposes of Pell Grant proration.

Enrollment intensity only applies to Pell Grant eligibility. All other **Title IV** programs still use the categorical measures of enrollment status.

Credit Hours	Enrollment Intensity Formula	Enrollment Intensity	Enrollment Status Equivalent
12 (or more)	$12 \div 12 = 1.0$	100%	Full-Time
11	$11 \div 12 = 0.917$	92%	Three-Quarter Time
10	$10 \div 12 = 0.833$	83%	Three-Quarter Time
9	$9 \div 12 = 0.75$	75%	Three-Quarter Time
8	$8 \div 12 = 0.667$	67%	Half-Time
7	$7 \div 12 = 0.583$	58%	Half-Time
6	$6 \div 12 = 0.50$	50%	Half-Time
5	$5 \div 12 = 0.417$	42%	Less-than-Half-Time
4	$4 \div 12 = 0.333$	33%	Less-than-Half-Time
3	$3 \div 12 = 0.25$	25%	Less-than-Half-Time
2	$2 \div 12 = .0167$	17%	Less-than-Half-Time
1	$1 \div 12 = 0.083$	8%	Less-than-Half-Time

Federal Student Loans

The Federal Direct Student Loan enables an eligible student to receive low-interest loans from the U.S. Department of Education and is available in a subsidized or unsubsidized version. The subsidized loan is need-based and the Federal government pays the interest on the loan while the student is either enrolled in school at least half-time (6 credit hours) or has deferment status. The unsubsidized loan is available to any student regardless of need, but the interest on this loan is payable by the student from the date of loan disbursement. Repayment of the loan for both programs begins six months after graduation, withdrawal, or student drops below 6 hours unless the student previously used up their grace period. PELL grant eligibility must be determined prior to loan eligibility. Applicants must complete Loan Entrance Counseling and a Master Promissory Note prior to receiving a direct loan and Loan Exit counseling before graduating, dropping below half-time status, or withdrawing from the College. Student Loan Entrance and Exit Counseling are completed online at <https://studentaid.gov>. Information about federal student loans may be found at <https://www.asutr.edu/page/federal-student-loans>.

College Work Study (Federal Work Study Program)

The Federal Work Study program provides part-time employment opportunities to students. Work Study eligibility is determined by the FAFSA and other additional aid a student may receive. Applications may also be found in the Financial Aid Forms page on ASUTR's website https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/4536/Asutr/1346f525-1960-42be-a7a1-eadedb63ff8f/FA-Work-Study-Application-2627-112025.pdf?disposition=inline

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants make federal funds available to qualified students who, for lack of financial means, would be unable to obtain their education. Eligibility is based on the FAFSA,

and the amount may vary depending upon the student's need level and availability of funds. Students must be eligible to receive PELL Grant in order to receive FSEOG funds.

State of Arkansas Scholarships

The State of Arkansas provides several grants and scholarships. State financial aid includes the Workforce Improvement Opportunities Act (WIOA), Governor's Scholarship, Arkansas Academic Challenge (Lottery) Scholarship, MIA/KIA Dependent's Scholarship, Law Officers Dependent's Scholarship, AR Futures Grant, and Ark Workforce Challenge. For more information, call 501.371.2000 or apply at <https://sams.adhe.edu>.

ASU THREE RIVERS SCHOLARSHIPS (application)

Deadline to Apply: Fall, June 30; Spring, December 1

FAFSA must be submitted for all ASU Three Rivers institutional & Foundation scholarships

All institutional scholarships are applied to student accounts last and are non-refundable

****Eagle Academic Scholarship (\$4000 per year)***

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 23 or Accuplacer 271+. The \$2000 per semester may be awarded up to 4 semesters.

****Talon Academic Scholarship (\$2500 per year)***

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 21 or 22 or Accuplacer 264-270. The \$1250 per semester may be awarded up to 4 semesters.

****Quill Academic Scholarship (\$1500 per year)***

Eligible students are recent (within one year) high school graduates or transfer students with an ACT composite score of 19 or 20 or Accuplacer 246-263. The \$750 per semester may be awarded up to 4 semesters.

Continuing Eligibility for Eagle, Talon, and Quill Academic Scholarships:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year and a minimum of 30 hours the second year.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

GED Scholarship (\$200 per course)

Eligible students are graduates of the ASUTR Adult Education Center who are first-time college students. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

GED Plus Scholarship (\$300 per course)

Eligible students are graduates of the ASUTR Adult Education Center, whose composite GED score is 600 or above, and a first-time college student. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASU Three Rivers Public Safety Scholarship (\$800 per semester)

Eligible students must be a full-time employed certified public safety officer (i.e. Law Enforcement, Firefighter, EMT, all First Responders, and Arkansas Correctional Officers). To apply, students must complete the scholarship application and provide a letter verifying employment status. Students must reapply each semester.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASUTR Nursing Excellence Scholarship (\$200 per course)

Eligible students have earned both the Technical Certificate in Practical Nursing AND the Associate of Applied Science degree in Registered Nursing from ASU Three Rivers, and are enrolled in courses leading to a Bachelor of Science in Nursing at Arkansas State University Jonesboro. To apply, students must complete the scholarship application and enroll in qualified courses (repeated classes are not covered by this scholarship). The scholarship applies only to qualified courses and is available Fall, Spring, and Summer. Students must reapply each semester. By applying for this scholarship, the student authorizes a change of major to the Associate of Arts in General Education degree.

Qualified Courses:

- College Algebra or Quantitative Literacy (choose one)
- General Chemistry I
- Introduction to Statistics
- Humanities Art, Music, or Theater (choose one)
- World Literature I or World Literature II (choose one)
- Introduction to Philosophy
- US History thru 1865, US History since 1865, or American National Government (choose one)
- Sociology

Continuing Eligibility:

- Must enroll in at least 6 hours per semester.
- Maintain a cumulative GPA of 2.25 on a 4.00 scale.
- Submit FAFSA

ASUTR Career Center State Qualifier Scholarship (\$200 per course)

Eligible students are recent (within one year) high school graduates who received "Qualifier" status by graduation, as defined by the Arkansas Department of Career Education, and a first-time college student. To apply, students must submit a copy of the Career Center Completer certificate with the completed scholarship application. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year (fall, spring, summer). May use summer enrollment to meet annual credit hour requirement; scholarship does not apply to summer enrollment.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

ASUTR Career Center SkillsUSA Scholarship (\$400 per course)

Eligible students are recent (within one year) high school graduates who earned a medal at state SkillsUSA competition and are a first-time college student. To apply, students must submit documentation of the medal along with the completed scholarship application. The scholarship may be awarded as follows: Gold – up to 4 semesters, Silver – up to 2 semesters, Bronze – one semester.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year (fall, spring, summer). May use summer enrollment to meet annual credit hour requirement; scholarship does not apply to summer enrollment.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Arkansas SkillsUSA State Officer Scholarship (\$400 per course)

Eligible students are recent (within one year) high school graduates who served as an Arkansas SkillsUSA State Officer and are a first-time college student. To apply, students must submit a copy of the state officer certificate with the completed application. The scholarship may be awarded up to 4 semesters.

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree.
- Must successfully complete a minimum of 27 hours per academic year May use summer enrollment to meet annual credit hour requirement; scholarship does not apply to summer enrollment.
- Maintain a cumulative GPA of 2.75 on a 4.00 scale.
- Submit FAFSA

Student Government Association (SGA) Scholarship

The SGA scholarship is awarded to five students per semester. Students must have completed 12 hours towards a degree or certificate program, must maintain a 2.50 GPA, and be enrolled in 12 hours. One must complete an [SGA Scholarship application](#) and turn it in to Student Affairs.

Dr. Martin Luther King Jr. Scholarship

The ASUTR Chancellor or designee is authorized to award this scholarship to the MLK Essay contest winner who is an incoming traditional or nontraditional student that embraces the ideals and teachings of the late Martin Luther King Jr. It pays tuition, up to 15 credit hours per semester, for the fall and spring semesters. One scholarship will be awarded per year. Student must be enrolled in 12 credit hours, in a degree or certificate program, eligible for Pell, and have a 2.75 GPA. Contact Vergina Smith-Joachim at vsmith@asutr.edu for more information.

Chancellor's Scholarship

The College is authorized to award a scholarship of tuition for any student determined to be deserving. The scholarship is for one semester. Eligibility is determined by the ASUTR Chancellor. No more than five scholarships will be granted per year.

FOUNDATION SCHOLARSHIPS

Foundation Scholarship (\$1000)

Eligible students are enrolled in a program that leads to a certificate or associate degree and have a minimum of 12 hours. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application, and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is a one-time award of \$1000, which students may reapply for each semester.

Deadline to apply: Fall – June 1 Spring – December 1

Dr. Barry Ballard Memorial Scholarship (Amount varies; one available/year)

Eligible students are first-time college students majoring in a technical program at ASUTR and should have a minimum 2.75 high school GPA or hold a GED certificate. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is awarded annually to one student and is based on the interest earned from the endowment.

Deadline to Apply: Fall – June 1

Continuing Eligibility:

- Be enrolled in a program that leads to a technical certificate or associate degree
- Must successfully complete a minimum of 27 hours per academic year
- Maintain a cumulative GPA of 2.75 on a 4.00 scale
- Submit FAFSA

Jessie Mae Ashford Endowment Scholarship (Amount varies; number available/year varies)

Eligible students are first-time college students majoring in a technical or transfer program at ASUTR and should have a minimum 2.75 high school GPA or hold a GED certificate. To apply, students must demonstrate financial need by completing a FAFSA, complete the scholarship application and submit a 500-word minimum essay explaining educational goals and economic needs.

The scholarship is awarded annually to one student and is based on the interest earned from the endowment.

Deadline to Apply: Fall – June 1, Spring date will be set if funds are available

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree
- Must successfully complete a minimum of 27 hours per academic year
- Maintain a cumulative GPA of 2.75 on a 4.00 scale
- Submit FAFSA

Malvern National Bank Scholarship (\$1,100 per year)

Eligible students are recent (within one year) high school graduates from high schools that participate in the MNB Academic Prime Program, currently Bismarck, Cutter Morning Star, Glen Rose, Magnet Cove, Malvern, Poyen, Ouachita, and Sheridan.

The scholarship is awarded annually (Fall & Spring disbursement) to one student and is based on the interest earned from the endowment.

Deadline to Apply: Fall – June 1

Continuing Eligibility:

- Be enrolled in a program that leads to a certificate or associate degree
- Must successfully complete a minimum of 27 hours per academic year
- Maintain a cumulative GPA of 2.75 on a 4.00 scale
- Submit FAFSA

Other Scholarships

Visit <https://www.asutr.edu/o/asutr/page/scholarships> for additional scholarship opportunities.

Academic Information

The primary purpose of the College is to provide high quality college-level instruction. The College strives to meet the academic needs of students with the following goals: 1) those students who wish to complete the first two years of general education courses through the Associate of Arts Degree or Associate of Science in Business and then transfer to a four-year college or university; 2) those students who seek an Associate of Applied Science Degree that will allow them to enter a rewarding career or enhance career mobility; 3) those students who seek one year of study that will allow them to upgrade technical skills and knowledge, leading to a certificate from the College; and 4) those students who desire retraining in order to upgrade existing job skills.

To ensure high quality academic instruction, the College requires that students meet academic standards and adhere to general academic policies. It is the responsibility of the student to know and understand the general policies of the College and to work within these guidelines. The student is encouraged to ask questions concerning the College's academic policies. Contact a college advisor for specific information.

Academic Honors

The College names to the Chancellor's List any student who has completed 12 or more credit hours in a given semester with a 4.00 term GPA. The College names to the Dean's List any student who has completed 12 or more credit hours in a given semester and earned a 3.50 to 3.99 term GPA, and who has no "D" or "F" grades for the term involved. Developmental Education classes are not considered in determining either Chancellor's List or Dean's List eligibility. Concurrent students meeting the Dean's and Chancellor's List eligibility requirements are recognized at their respective high schools.

Adding or Dropping Classes

Students may add courses to their schedules or change from one class to another the first two days of the fall and spring semester and the first day of the summer semesters. If it becomes necessary to drop a course(s) after registration, a drop form must be completed and submitted Student Affairs for processing. Discontinued class attendance does not constitute dropping a class. Courses added and/or dropped must be processed through Student Affairs. Failure to complete the procedure will nullify either action. Additional fee charges or reductions may result. The deadline for adding courses or changing courses or sections is published in the [Academic Calendar](#). Thereafter, dropping a course is the only change permissible. Courses officially dropped during the first 10 weeks of a 16-week semester or the first 6 weeks of the 10-week summer term or first 3 weeks of 5-week summer term will be recorded as a "W." Courses will not be dropped after the published deadline.

Non-Attendance

Students registered but not attending classes (or participating in online courses) during the first 11 days (5 days for summer terms), will be automatically dropped from the roster via the faculty roster verification process and charges removed from their account.

Withdrawing from College

The College recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with an academic advisor to determine if an alternate action may be available. If a student does find it necessary to withdraw, the official withdrawal procedures must be followed completely; stopping payment on a check for tuition does not cancel registration or drop a course.

- Obtain an official withdrawal form from Student Affairs
- Acquire signatures from the Registrar and Financial Aid.
- Student Affairs will process and retain the withdrawal form once all signatures have been obtained.
- For a "W" to be recorded for the classes, the withdrawal form must be submitted with appropriate

signatures by the drop deadline published in the Academic Calendar. (See the above Adding or Dropping Classes section for specific deadline information).

Students not officially withdrawing by the deadline will receive a grade of "F" in all courses. Merely stopping class attendance DOES NOT constitute withdrawal and may result in receiving an "F" in the course(s).

Auditing Classes

Auditing courses requires official admission to the College, approval by the Division Dean and the faculty involved, and payment of the regular fee for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit during the first week of the 16-week semester or the first two days of the 10-week summer term or the first day of the 5-week summer term with the approval of the faculty. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

College Credit

Each course is given a specific credit hour value. The credit hours usually correspond to the number of hours the class meetings per week. For example, a standard three credit hour course will normally meet three hours per week for a minimum of 16 weeks. However, there are some exceptions. Four credit hour courses, for example, meet for three hours of lecture each week and two hours of lab time (a total of five hours per week). The last digit of the 4-digit course number indicates the number of credit hours offered in each course.

Students who are enrolled in 12 or more credit hours during the Fall or Spring semesters, are classified as a full-time student. Those enrolled in 6 or more credit hours during the Summer semester are classified academically as full-time students; however, financial aid programs consider 6 credit hours half-time and pay accordingly. Additionally, financial aid programs combine all credit hours for each summer term of enrollment to determine full- or part-time status.

The normal class load is 15 semester credit hours with a maximum load of 17 hours for the average full-time student. With a grade point average of 2.75, a student may enroll in 18 hours during the next succeeding semester; with a 3.25, a student may enroll in 19 hours. Any deviation must be requested through an advisor (including completion of the Request for Overload permission form) and approved by the Provost.

Advanced Placement Credit (AP)

ASU Three Rivers awards credit to students who participated in their high school Advanced Placement (AP) Program administered by the College Board Placement Test Program. The student is eligible for college level credit when an appropriate score is earned on the AP exam. Students who wish to obtain AP credit must request the College Board to forward their test scores to Arkansas State University Three Rivers after they have been admitted and **within one year of graduation from high school**. ASU Three Rivers' College Board code is **3619**.

Advanced Placement credit is not awarded for a course the student has already completed at the college level. AP credit granted at other accredited institutions will be accepted as credit as any other transfer course; the student must submit official documentation of earned scores. A grade is not reported to ASU Three Rivers or any other institution at the end of the semester of completion. [College Operating Policy 4.51](#)

The College will accept for credit the following AP exams if the College's minimum required scores are met. The College equivalent course for which credit will be awarded is listed below.

Advanced Placement Program (AP) Score Equivalents					
AP Exam	Min. Score Required	Arkansas State University Three Rivers Course Equivalent			Total Hours Credit
US Govt./Politics	3	GOVT	1113	American Natl. Govt.	3
US History	3	HIST	2113	U.S. History thru 1865	3
US History	4	HIST	2113	U.S. History thru 1865 &	6
		HIST	2123	U.S. History since 1865	
Art History	3	HUMN	2113	Humanities Art	3
Biology	3	BIOL	1124	Intro to Biology	4
Computer Science A	3	DATA	1213	Fund. of Info Technol.	3
English Lang/Comp	3	ENGL	1113	Composition I	3
English/Lit/Comp	3	ENGL	2133	Contemporary Literature	3
Economics/Macro	3	ECON	2113	Macroeconomics	3
Economics/Micro	3	ECON	2213	Microeconomics	3
European History	3	HIST	1113	Civ. Thru 16 th Century	3
European History	5	HIST	1113	Civ. Thru 16 th Century &	6
		HIST	1123	Civ. since 16 th Century	
Human Geography	3	GEOG	1113	Geography	3
Music Theory	3	HUMN	2123	Humanities: Music	3
Physics B or C	3	PHYC	1144	Intro to Astronomy	4
Physics B	4	PHYC	1124	Intro to Physics	4
Psychology	3	PSYC	1113	General Psychology	3
Spanish Language	3	SPAN	1113	Elementary Spanish I	3
Spanish Language	5	SPAN	1113	Elem Span I &	6
		SPAN	1123	Elem Span II	

College-Level Examination Program (CLEP Policy)

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although the CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. The College's policy is as follows:

1. A student must first matriculate at the College and earn nine semester hours of credit before petitioning for CLEP credit to be posted on a transcript.
2. The College will accept no more than 15 hours by CLEP credits.
3. No grade is awarded for CLEP credit nor is such credit calculated in a student's grade point average.
4. CLEP credit shall be entered on a student's transcript as "credit by CLEP examination" with CR recorded in lieu of a grade.
5. CLEP credit earned at other colleges and universities shall be accepted without challenge.
6. Students who take CLEP tests must meet the standards of the College in order to receive the College credit for CLEP work.

[College Operating Policy 4.51](#)

The following table contains CLEP general and subject exams, scores required for earning credit, and the College course equivalents:

College-Level Examination Program (CLEP)			
CLEP Examination	Standard Score	Arkansas State University Three Rivers Credit Earned	Semester Credit Hours
American Government	50	GOVT 1113 American National Govt.	3
American History I	50	HIST 2113 U.S. History to 1865	3
American History II	50	HIST 2133 U.S. History since 1865	3
American Literature	50	ENGL 2113-2123 American Literature I & II	6
College Algebra	50	MATH 1143 College Algebra	3
College Composition Modular	50	ENGL 1113 Composition I	3
College Composition Modular	60	ENGL 1113-1213 Composition II	3
General Psychology	50	PSYC 1113 General Psychology	3
Introductory Accounting	50	ACTG 1113-1213 Principles of Accounting I & II	6
Introductory Business Law	50	BOIS 2203 Legal Environment	3
Introductory Macroeconomics	50	ECON 2113 Macroeconomics	3
Introductory Microeconomics	50	ECON 2213 Microeconomics	3
Introduction to Sociology	50	SOCI 1103 Introduction to Sociology	3
Trigonometry	50	MATH 2153 Trigonometry	3
Western Civilization I	50	HIST 1113 Civilization Through 16th Century	3
Western Civilization II	50	HIST 1123 Civilization Since the 16th Century	3
<i>The scores are based on a national norm group of college sophomores who earned a grade of "C" on the course in question.</i>			

Credit by Examination

Students who wish to take a CE exam should contact their advisor prior to registering for a course. The examination may require written and verbal tests, performance tests, portfolio review, or other evaluations. A \$50 per credit hour fee must be paid through the Business Office before taking the CE or other evaluations.

[College Operating Policy 4.51](#)

Prior Learning Assessment

The College recognizes that students may acquire knowledge equivalent to college-level coursework outside the traditional college setting. Such knowledge may be derived from various life and work experiences and the term “prior learning assessment” refers to all of the processes the College uses to review and evaluation evidence of learning in order to award academic credit. However, it should be noted that, in some programs the State of Arkansas, licensing or regulating agencies do not permit credit by prior learning assessment. Before prior learning assessment credit may be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any prior college transcripts. Credit for prior learning will not be entered into the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study at the College. No more than 50% of the credits for a credentialed program may be earned from prior learning assessment methods, up to 30 hours total.

Students should execute the following steps in order to receive prior learning assessment credit:

1. Discuss possibility of prior learning assessment credit with faculty advisor who makes preliminary recommendation.
2. If the faculty advisor deems there is sufficient prior learning to consider granting credit, the student must complete an Application for Prior Learning Assessment and should present all required documents, as listed on the application, to the faculty advisor for review.

3. After review, the faculty advisor submits the documentation, along with a recommendation for the awarding of credit, to the appropriate Dean.
4. After verification, the Dean contacts the Registrar's Office to inform the Registrar of the courses and credit to apply to the student's transcript.
5. Student pays a fee of \$50.00 per credit hour for any awarded credit.
6. Registrar staff scans the submitted documentation to the student's permanent record and the appropriate credit is posted to the student's transcript.
7. The student will be notified of the results by the appropriate Division Chair.

[College Operating Policy 4.50](#) and [Procedure 4.50p](#)

Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as "No Comparable Course." Additionally, courses in which a student earned a "D" or "F" do not transfer. [ACTS](#) may be accessed online by going to the Arkansas Department of Higher Education at adhe.edu.

ASUTR COURSE	ACTS COURSE	ASUTR COURSE	ACTS COURSE	ASUTR COURSE	ACTS COURSE
ACTG 1113	ACCT 2003	ECON 2213	ECON 2203	HUMN 2113	ARTA 1003
ACTG 1203	ACCT 2013	ENGL 1113	ENGL 1013	HUMN 2123	MUSC 1003
BIOL 1124	BIOL 1004	ENGL 1213	ENGL 1023	HUMN 2133	DRAM 1003
BIOL 2114	BIOL 1034	ENGL 2013	ENGL 2013	MKTG 2113	MKTG 2003
BIOL 2124	BIOL 1054	ENGL 2213	ENGL 2113	MATH 1143	MATH 1103
BIOL 2224	BIOL 2404	ENGL 2223	ENGL 2123	MATH 1153	MATH 1003
BIOL 2234	BIOL 2414	ENGL 2313	ENGL 2653	MATH 1163	MATH 1113
BIOL 2244	BIOL 2004	ENGL 2323	ENGL 2663	MATH 2153	MATH 1203
BOIS 1003	BUSI 1013	GBUS 1103	BUSI 1103	PHIL 2113	PHIL 1103
BOIS 2203	BLAW 2003	GBUS 2033	BUSI 2103	PHYC 1114	PHSC 1104
BOIS 2303	BUSI 2013	GEOG 1113	GEOG 1103	PHYC 1124	PHYS 2014
CHEM 1114	CHEM 1004	GNED 1003	PHIL 1003	PHYC 1134	PHSC 1004
CHEM 1214	CHEM 1414	GOVT 2113	PLSC 2003	PHYC 1144	PHSC 1204
CHEM 1224	CHEM 1424	GOVT 2123	PLSC 2103	PSYC 1113	PSYC 1103
CJUS 1113	CRJU 1023	HIST 1113	HIST 1213	PSYC 2123	PSYC 2103
COMM 2113	SPCH 1003	HIST 1123	HIST 1223	SOCI 1113	SOCI 1013
DATA 1123	CPSI 1003	HIST 2113	HIST 2113	SOCI 2123	SOCI 2013
ECON 2113	ECON 2103	HIST 2123	HIST 2123	SPAN 1113	SPAN 1013
				SPAN 1123	SPAN 1023

Class Attendance

Regular class attendance is considered essential if a student is to receive maximum benefit from any course. Control of class attendance is vested with the faculty, who have the responsibility of defining standards and procedures at the beginning of each course. Absences are subject to review by agencies granting financial aid. A student accumulating an excessive number of absences in a course may be dropped from the course by the faculty with a grade of "F."

Students who register for classes but do not attend during the first two weeks of class will be dropped on the eleventh day.

Online Class Attendance

For online courses, federal regulations state that a student does not meet the academic attendance requirement simply by logging into the course. Rather, a student is considered in attendance by participating in or engaging with the course through assignments and/or exams related to academic matters.

Academic Progress Standards

A cumulative 2.00 grade point average is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program. A student who has a cumulative GPA under 1.50 after attempting 3 – 15 semester credit hours or a student who has a GPA under 2.00 after attempting 16 or more semester credit hours will be placed on Academic Probation (**This does not include Developmental Education classes**).

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester credit hours). The student must consult the Director of Admissions before beginning the next term. Students who fail to report to the Director will be withdrawn from classes. Students who are on academic probation may remain on probation as long as they maintain a semester GPA of 2.00 or above for each term of enrollment. When a student raises his cumulative GPA to 2.00 or higher while on academic probation, the academic probation status will be removed.

A student who is on academic probation and does not earn at least a 2.00 semester GPA the next semester of enrollment will be academically suspended for one regular semester (fall or spring). Students who return to the College after an academic suspension are continued on academic probation and must achieve a semester GPA of 2.00 or higher for each semester until a cumulative GPA of 2.00 is attained at which time the probation status will be removed. If a semester GPA of 2.00 is not attained the student will be suspended for a period of one year.

Courses taken at another college or university during any suspension period will not be transferred to ASU Three Rivers for credit. In order to graduate, a student must have a cumulative grade point average of "C" (2.00 GPA) and no failing grade in any one required course.

The progress policy for Practical Nursing and LPN/Paramedic to RN students requires that an average of 76% or greater must be maintained in each course. Some nursing courses include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. General Education courses must be completed with a "C" or better before the student may progress to next semester.

The College adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

Grade-Description Point System		
Grade	Descriptions	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Unsatisfactory	0
Code	Status Designations	Quality Points
I	Incomplete	*0
W	Withdrawal	*0
AU	Audit	*0
CR	Credit	*0
* Excluded From The Computation of GPA		

Grade Point Average (GPA)

The College uses the preceding Grade-Description Point System to compute a student's current or cumulative grade point average. A grade point average can be calculated by converting the letter grade to its assigned point value and multiply that number by the credit hours earned in the course. Total all course values and divide by the total number of credit hours attempted.

EXAMPLE

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Point Value</u>
	3	A	$3 \times 4 = 12$
	3	F	$3 \times 0 = 0$
	4	B	$4 \times 3 = 12$
	3	C	$3 \times 2 = 6$
	3	D	$3 \times 1 = 3$
	<u>2</u>	A	$2 \times 4 = \underline{8}$
	18		41

41 divided by 18 = 2.28 GPA

Grade Point Average (GPA) - Cumulative

A student's grade point average is a cumulative average of grades for all college-level courses taken at the College. Developmental Education courses do not count toward the cumulative GPA.

Grading and Examinations

Grades are reported to the Registrar twice during the term -- at midterm for advising purposes and the final grade at the end of the term. Midterm and final grades are entered into the student data system by the instructor. Students may view their grades in their self-service account at <https://my.asutr.edu>.

Graduation

To be eligible for the Associate of Applied Science Degree, Associate of Arts Degree, Associate of Science Degree, Technical Certificate, or Certificate of General Studies, a student must have a minimum cumulative GPA of 2.00 and must have completed 15 semester credits at the College. To be eligible for a Certificate of Proficiency, students must have a minimum cumulative GPA of 2.00 and must have completed the majority of hours at the College. A Graduation Application/Survey must be submitted online prior to or at the beginning of the student's final semester. Caps and gowns are provided free of charge to students and are ordered via the Graduation Application/Survey.

Outcomes Assessment

Through an on-going process of assessment, the College ensures the quality and effectiveness of its programs and services. Students will participate in multiple methods of assessing academic achievement. Results are kept confidential and will not create barriers to hinder student progress. Data are used to identify strengths and areas of concern in a particular educational program or course in order to facilitate improvement.

The College is committed to educational quality. Assessment is done to evaluate and enhance student learning and development and the overall effectiveness of the College. The Assessment Plan outlines procedures and requires students to participate in multiple methods of assessing academic achievement. Student opinion is solicited through periodic surveys. The College's assessment program complies with the guidelines of the State Board of Higher Education and with The Higher Learning Commission expectations.

Outstanding Student Award

Each academic division annually selects an Outstanding Student, who is announced at the Spring Student Awards Ceremony. The criteria used to determine this award are academic achievement, attendance, and service.

Repeating Courses

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

- Only the grade which is the highest grade of the repeated course is calculated into the academic record.
- Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.
- Financial aid will pay for repeat courses within degree plan up to two times only.

Incomplete Grades

The grade of "I" (Incomplete) is reserved for situations in which a student has actively pursued a course and is doing passing work at the end of the term but who, due to exigent circumstances, is unable to complete the final examination and/or other specific, limited course assignments before the deadline for final grade submission.

- Requests for Incompletes must be student-initiated, either in person or via official course communication, before the end of the semester or term. To request an "I", the student contacts his/her instructor to arrange completion of missing items and set a deadline for completion. Work to be completed should be specified on the appropriate form, along with the agreed-upon completion date. Dean approval is required.
- The form will be filed with the Dean's office no later than the deadline for submission of final grades.
- The "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed and the final grade is reported before the end of that semester.

Academic Clemency

Act 1000 of 1991 and [College Operation Policy and Procedure 4.53](#) describes academic clemency is a "second chance" for those who performed poorly early in their academic careers and wish to return to college.

1. Clemency may be granted to returning students who have not been enrolled in any college/university for at least five years.
2. The College will allow returning students to petition for clemency upon application for admission, upon enrollment, or following a pre-determined validation period during which time students must demonstrate their resolve to succeed academically.
3. The College defines academic clemency as a complete expungement of ALL prior college credit and grade point average (GPA).
4. Grade point averages will not reflect the credits attempted during the period granted for clemency.
5. Courses completed during the period of clemency will not count toward graduation requirements.
6. Petitions for academic clemency must be submitted directly to the Provost.
7. The College is not compelled to honor clemency granted by another institution. However, transfer students who received clemency at another institution may be allowed to petition for clemency under the established provisions.
8. Clemency may be granted only once per student.

Disciplinary Actions, Dispute Resolution, and Grievance Procedure Student Due Process

The College honors the rights of all individuals to free discussion and expression, to peaceful demonstration, and of lawful assembly. It is equally important, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Therefore, any student who willfully by the use of violence, force, coercion, threat, intimidation, or fear obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so shall be subject to disciplinary action with penalties that might result in suspension from the College.

Due Process for Student Conduct Violations

Student conduct regulations are listed below and can also be found on the College website.

Disciplinary actions fall into one of two categories:

College-Initiated Actions of an Academic Nature

Academic integrity is fundamental to the scholastic environment. Students therefore must not engage in any behavior that disrupts the learning process. In addition, students must be honest in every aspect of their work, and refrain from fraud and cheating. To that end, each student at the College is to abide by a code of honor under which they will not engage in, or tolerate, any form of academic dishonesty. Violation of that code is regarded as a severe offense that may result in lowered assignment scores, a failing grade in the class, administrative withdrawal from the course, removal from the program of study, suspension from the College, or a combination of the above sanctions.

College-Initiated Actions of a Non-Academic Nature

If a non-academic case of conduct violation of College Regulations arises, the case goes to the Associate Vice Chancellor for Student Retention who may recommend to the Chancellor of the College the temporary suspension of a student until the case can be investigated, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an instructor's course policies. After investigation and review, the Associate Vice Chancellor for Student Retention shall determine student discipline within five working days.

Student Appeals

Students are afforded the opportunity to appeal or grieve any determination or decision that may impact their success at ASU Three Rivers. See handbook for more information and process to file. ([COPP 5.55](#) and procedure [5.55p](#))

Disciplinary Probation

Disciplinary probation will be enforced when a student breaks the rules and regulations of the College pertaining to conduct. These rules and regulations are outlined under the College Policies and Rules section of this Catalog.

Academic Records Encumbered

Records will be encumbered (placed on hold) for any of the following actions, but is not limited to a non-submitted official transcript from another institution, a financial obligation to the College, or the failure to return property to the Library, Career Pathways or TRiO. Students with encumbered accounts will not be permitted to do any of the following until the hold is removed:

1. Enroll in courses in future semesters
2. Obtain an official transcript
3. Receive a diploma or certificate

Academic Transcripts

Each student who completes a course has an official transcript on file. Students may obtain an official transcript by visiting <https://www.asutr.edu/page/transcript-request>.

Any student who feels a grade has been recorded in error has until the end of the following semester, excluding summer sessions, to notify the instructor of the course. Any exceptions to this procedure must be approved by the Provost.

Other Documents

The College **does not re-release other college transcripts or photocopies of other college transcripts** that have been submitted for admission purposes. These are kept in the student's record. A student will need to have those transcripts mailed directly from their original source.

Institutional Student Learning Philosophy & Outcomes

Institutional Student Learning Philosophy and Outcomes

Institutional student learning outcomes (ISLOs) are the knowledge, skills, and attitudes that students are expected to develop as a result of their overall experiences with the college, including curricular and co-curricular interactions. Although each program produces outcomes appropriate to its own discipline-specific goals and objectives, ASUTR has identified the following as desirable attributes for all students to attain for better success in future employment and continuing educational pursuits.

Professionalism

Students will demonstrate skills, good judgment, and behavior that is appropriate to the workplace or academic environment.

Critical Thinking

Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, the group, and society.

Communication

Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.

Information Literacy

Students will use appropriate, available resources to locate and evaluate information, and to apply it ethically and effectively toward the solution of a problem or need.

Applied Science Technology

The Division of Applied Science Technology offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE DEGREES

Computer Information Systems
Criminal Justice
General Technology
Mechatronics
Welding Technology

TECHNICAL CERTIFICATES

Computer Information Systems
Criminal Justice
Electrical Apprenticeship
Mechatronics Technology
Welding Technology

CERTIFICATES OF PROFICIENCY

Aluminum Welding	Criminal Justice	Mechatronics Practice
CNC Machining & Fabrication	Electrical Apprentice	Mechatronics Technology
Computer Programming	Gas Metal Arc Welding	Mechatronics Operations
Computer Repair	Gas Tungsten Arc Welding	Network Security
	Industrial Robotics	Shielded Metal Arc Welding

Disclaimer: Associate of Applied Science (A.A.S.)

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution.

STUDENT LEARNING OUTCOMES are identified for every program and can be found immediately preceding each program's first academic map.

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree

Disclaimer: Associate of Applied Science (A.A.S.)

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

PROGRAM OUTCOMES - COMPUTER INFORMATION SYSTEMS

- Understand and demonstrate skill in network design, documentation, installation and management
- Demonstrate skill across commonly-used operating systems, object-oriented programming languages, and database tools
- Understand intrusion detection and network security
- Troubleshoot and maintain PCs, mobile devices, network cabling plants, and network devices

CURRICULUM – Certificate of Proficiency – Computer Programming (12 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
ISYS 19304 PC & Mobile Device Management	4		Fall only
CPSI 29074 Linux Essentials	4	Core Computing Concepts	Spring only
CPSI 20094 Introduction to Coding and Scripting	4	Core Computing Concepts	Fall only
Hours	12		

CURRICULUM – Certificate of Proficiency – Computer Repair (11 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
ITEC 11103 Network Essentials	3	Core Computing Concepts	Spring only
ELCT 2114 Intro to Data, Voice, & Video Cabling	4	Core Computing Concepts	Fall only
ISYS 19304 PC & Mobile Device Management	4		Fall only
Hours	11		

CURRICULUM – Certificate of Proficiency – Network Security (9 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
ITEC 11103 Network Essentials	3	Core Computing Concepts	Spring only
CPSI 22173 Intro to Client/Server Concepts	3	Core Computing Concepts	Spring only
CPSI 12373 Introduction to Cybersecurity	3	Intro to Client/Server Concepts	Fall only
Hours	9		

CURRICULUM – Technical Certificate – Computer Information Systems (30 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 19063 Core Computing Concepts	3		
ISYS 19304 PC and Mobile Device Management	4		Fall only
CPSI 11574 Intro to Data, Voice, & Video Cabling	4		Fall only
ENGL 10103 Composition I	3	Basic Writing or placement	
Hours	14		
Semester 2 (Spring)			
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or consult an academic advisor for math placement information	
ITEC 11103 Network Essentials	3	Core Computing Concepts	Spring only
CPSI 22173 Introduction to Client/Server Concepts	3	Core Computing Concepts	Spring only
CPSI 29074 Linux Essentials	4	Core Computing Concepts	Spring only
PSYC 11003 General Psychology	3	Academic Reading or placement	
Hours	16		
<i>Student should apply for the Technical Certificate - Computer Information Systems</i>			

CURRICULUM –Associate of Applied Science – Computer Information Systems (60 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 19063 Core Computing Concepts	3		CompTIA certification exam
ISYS 19304 PC and Mobile Device Management	4		Fall only
CPSI 11574 Intro to Data, Voice, & Video Cabling	4		Fall only
ENGL 10103 Composition I	3	Basic Writing or Placement	
Hours	14		
<i>**Student will sit for the CompTIA ITF+ certification examination</i>			
Semester 2 (Spring)			
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or consult an academic advisor for math placement information	
ITEC 11103 Network Essentials	3	Core Computing Concepts	Spring only
CPSI 29074 Linux Essentials	4	Core Computing Concepts	Spring only
CPSI 22173 Introduction to Client/Server Concepts	3	Core Computing Concepts	Spring only
PSYC 11003 General Psychology	3		
Hours	16		
<i>Student should apply for the Certificate of Proficiency – Computer Repair</i>			
<i>Student should apply for the Technical Certificate - Computer Information Systems</i>			
Semester 3 (Fall)			
CPSI 20094 Introduction to Coding & Scripting	4	Core Computing Concepts	Fall only
CPSI 12373 Introduction to Cybersecurity	3	Intro to Client/Server Concepts	Fall only
ISYS 21004 Network and Infrastructure Management	4	Network Essentials	Fall only
ENGL 10203 Composition II	3	Composition I	
Hours	14		
<i>Student should apply for the Certificate of Proficiency – Computer Programming</i>			
<i>Student should apply for the Certificate of Proficiency - Network Security</i>			
Semester 4 (Spring)			
CPSI 29104 CIS Internship OR CPSI 21164 Capstone Project	4	Advisor approval required for Internship	
Directed Elective	4	Consult advisor for approved elective options and guidance	
Directed Elective	4		
Directed Elective	4		
Hours	16		
<i>Student should apply for Associate of Science Computer Information Systems – Total Hours 60</i>			

CRIMINAL JUSTICE

Associate of Applied Science

This program is designed for students who wish to pursue a career in law enforcement or corrections or for individuals already employed in the field of criminal justice who seek to enhance their educational credentials and strengthen their performance skills. A minimum cumulative grade point average of 2.0 is required for this degree. ***Curriculum subject to modification.***

Disclaimer: Associate of Applied Science (A.A.S.)

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

Professional Training Credit for Short Courses

The College will award up to 12 hours of credits toward Special Topics and/or Internship classes for students who demonstrate completion of basic training courses certified by the Commission on Law Enforcement Standards and Training (CLEST) or the Arkansas Department of Corrections (ADC). This credit for professional training is based on the number of classroom and other instructional hours received by the student and may be awarded by the College as follows:

<u>Course Name</u>	<u>Course Hours</u>	<u>Credit Hours</u>
Basic Corrections Officer Training	240 hour course	5
Basic Law Enforcement Training	320 hour course	6
Basic Law Enforcement Training	400 hour course	8
Basic Law Enforcement Training	480 hour course	9
Basic Law Enforcement Training	545 hour course	12

In addition to credit for completion of a basic officer training course, credit may also be awarded toward the Associate of Applied Science Degree in Criminal Justice for completion of groups of approved specified "short courses." At least forty-eight instructional hours must be obtained within a particular course grouping to qualify for an award of three College credit hours. The so-called "short course" instruction is furnished by many providers certified by CLEST, including; Arkansas State University Three Rivers, University of Arkansas System Criminal Justice Institute, Arkansas Department of Corrections, Arkansas State Police, Arkansas Highway Police, Arkansas Game and Fish Commission and similar providers of law enforcement training. Twelve hours is currently the maximum number of credit hours awarded by the College for CLEST or ADC certified Basic Law Enforcement or Basic Corrections Officer training courses.

After completing the College application process, students may apply for credit hour awards for law enforcement professional short course training by furnishing: (1) a copy of their certificate(s) of completion of course(s), and (2) a copy of their Individual Audit Report from the Commission on Law Enforcement Standards and Training (CLEST). Upon approval by the appropriate dean, credit hour awards will be granted and posted on the student's transcript, in accordance with College policy and procedure for posting credit for prior learning.

PROGRAM OUTCOMES - CRIMINAL JUSTICE

- Understand the interaction of law enforcement, correctional, judicial, and social and educational service agencies within the criminal justice system.
- Interact effectively with individuals and groups fulfilling various functions in the criminal justice system.
- Understand the legal problems associated with the investigation of crime and the legal rights of citizens, accused persons, and inmates.

CURRICULUM – Certificate of Proficiency – Criminal Justice (9 Credit Hours)

Course	Credits	Prerequisite	Notes
GNED 1123 Apps and Practices for College Success OR any 3-hour CRJU course other than 10203 or 11073	3		
CRJU 10203 Introduction to Criminal Justice	3		Fall Only
CRJU 11073 Survey of Corrections	3		Fall Only
Hours	9		
<i>Student should apply for the Certificate of Proficiency - Criminal Justice - Total Hours 9</i>			

CURRICULUM – Technical Certificate – Criminal Justice (30 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
ENGL 10103 Composition I	3	Placement score or required remediation	
SOCI 10103 Introduction to Sociology	3		
CRJU 10203 Introduction to Criminal Justice	3		"C" or better; Fall only
CRJU 11073 Survey of Corrections	3		"C" or better; Fall only
Hours	15		
<i>Student should apply for the Certificate of Proficiency - Criminal Justice</i>			
Semester 2 (Spring)			
<i>Choose one:</i> MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	Placement score or Foundations II Placement score or Foundations I	
PSYC 11003 General Psychology	3	Eligible for Comp I	
CRJU 21433 Juvenile Delinquency	3	Introduction to Sociology	Spring Only
CRJU 11203 Police Organization and Mgt.	3		"C" or better; Spring Only
CRJU 22603 Criminal Procedure & Evidence	3		"C" or better; Spring Only
Hours	15		
<i>Student should apply for the Technical Certificate - Criminal Justice – Total hours 30</i>			

CURRICULUM – Associate of Applied Science (AAS) – Criminal Justice (60-61 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
ENGL 10103 Composition I	3	Placement score or required remediation	
SOCI 10103 Introduction to Sociology	3	Placement score or Academic Reading	
CRJU 10203 Introduction to Criminal Justice	3	Placement score or Academic Reading	"C" or better; Fall Only
CRJU 11073 Survey of Corrections	3	Placement score or Academic Reading	"C" or better; Fall Only
Hours	15		
<i>Students should apply for the Certificate of Proficiency - Criminal Justice</i>			
Semester 2 (Spring)			
<i>Choose one:</i> MATH 11003 College Algebra	3	Placement score or Foundations II	
MATH 11103 Quantitative Literacy		Placement score or Foundations I	
PSYC 11003 General Psychology	3	Placement score or Academic Reading	
CRJU 21433 Juvenile Delinquency	3	Introduction to Sociology	Spring Only
CRJU 11203 Police Organization and Mgt.	3	Placement score or Academic Reading	"C" or better; Spring Only
CRJU 22603 Criminal Procedure & Evidence	3	Placement score or Academic Reading	"C" or better; Spring Only
Hours	15		
<i>Students should apply for the Technical Certificate - Criminal Justice</i>			
Semester 3 (Fall)			
SOCI 20103 Social Problems	3	Introduction to Sociology	Fall Only
ENGL 10203 Composition II	3	Composition I	
CRIM 20203 Introduction to Criminology	3	Placement score or Academic Reading	"C" or better; Fall Only
CRJU 21183 Police and Correctional Ethics	3	Placement score or Academic Reading	"C" or better; Fall Only
CRIM 25103 Criminal Investigation	3	Placement score or Academic Reading	"C" or better; Fall Only
Hours	15		
<i>Students should discuss internship with the Criminal Justice Academic Advisor or Dean of Combined Divisions</i>			
Semester 4 (Spring)			
PLSC 21003 State and Local Government	3	Eligible to take Composition I	
BIOL 10004 Introduction to Biology	4	Eligible to take Composition I	
SPCH 10003 Oral Communication	3	Eligible to take Composition I	
CRJU 21133 Police-Community Relations	3	Introduction to Criminal Justice	"C" or better; Spring Only
<i>Choose one:</i> CRJU 27373 Criminal Justice Internship	3	Police Organization and Management	"C" or better; Spring Only
CRJU 20103 Special Topics in Criminal Justice			
Hours	16		
<i>Students should apply for the Associate of Applied Science Criminal Justice- Total Hours 61</i>			

ELECTRICAL APPRENTICESHIP

The Apprenticeship Trades Electrical Program is a program for students working for a Master Electrician and enrolled in an approved Electrical Apprentice Program. Students are required to complete 150 hours of classroom instruction and 2000 hours as an apprentice, each year, for four years. In addition, students must complete 15 credit hours of general education courses as listed below.

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be apprenticed in an approved electrical contracting business. The associate of applied science curriculum below includes four imbedded certificates of proficiency and a technical certificate.

PROGRAM OUTCOMES - ELECTRICAL APPRENTICESHIP

- Identify safe working conditions at the workplace and observe safety precautions
- Demonstrate an understanding of basic electricity
- Demonstrate basic alternating-current (AC) and direct-current (DC) skills
- Read and interpret basic electric codes
- Install residential, commercial, and industrial wiring
- Demonstrate competency in electrical and electronic control circuits and equipment

CURRICULUM – Associate of Applied Science Apprenticeship Trades – Electrical (63 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
ELTE 11104 Electrical Apprenticeship Level IA	4		"C" or better
ELTE 11132 Electrical Apprenticeship Skills Development Level IA	2		"C" or better
Hours	6		
Semester 2 (Spring)			
ELTE 11204 Electrical Apprenticeship Level IB	4	ELAP 1114	"C" or better
ELTE 11232 Electrical Apprenticeship Skills Development Level IB	2	ELAP 1112	"C" or better
CPSI 10033 Fundamentals of Information Technology	3	Keyboarding exam or GBUS1103 recommended	
Hours	9		
<i>*Students should apply for the Certificate of Proficiency – Electrical Apprenticeship, Level I</i>			
Semester 3 (Fall)			
ELTE 12104 Electrical Apprenticeship Level IIA	4	ELAP 1124	"C" or better
ELTE 12132 Electrical Apprenticeship Skills Development Level IIA	2	ELAP 1122	"C" or better
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	Placement score or Foundations II Placement score or Foundations I	
Hours	9		
Semester 4 (Spring)			
ELTE 12204 Electrical Apprenticeship Level IIB	4	ELAP 1214	"C" or better
ELTE 12232 Electrical Apprenticeship Skills Development Level IIB	2	ELAP 1212	"C" or better
ENGL 10103 Composition I	3	Placement score or required remediation	"C" or better
Hours	9		
<i>*Students should apply for the Certificate of Proficiency – Electrical Apprenticeship, Level II</i>			

<i>*Students should apply for the Technical Certificate – Electrical Apprenticeship</i>			
Semester 5 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
ELTE 23134 Electrical Apprenticeship Level IIIA	4	ELAP 1224	"C" or better
ELTE 23132 Electrical Apprenticeship Skills Development Level IIIA	2	ELAP 1222	"C" or better
ENGL 10203 Composition II	3	Composition I	
Hours	9		
Semester 6 (Spring)			
ELTE 23204 Electrical Apprenticeship Level IIIB	4	ELAP 1314	"C" or better
ELTE 23232 Electrical Apprenticeship Skills Development Level IIIB	2	ELAP 1312	"C" or better
PSYC 11003 General Psychology	3	Placement score or Academic Reading	"C" or better
Hours	9		
<i>*Students should apply for the Certificate of Proficiency – Electrical Apprenticeship, Level III</i>			
Semester 7 (Fall)			
ELTE 24104 Electrical Apprenticeship Level IVA	4	ELAP 1324	"C" or better
ELTE 24132 Electrical Apprenticeship Skills Development Level IVA	2	ELAP 1322	"C" or better
Hours	6		
Semester 8 (Spring)			
ELTE 24204 Electrical Apprenticeship Level IVB	4	ELAP 1414	"C" or better
ELTE 24232 Electrical Apprenticeship Skills Development Level IVB	2	ELAP 1412	"C" or better
Hours	6		
<i>*Students should apply for the Certificate of Proficiency – Electrical Apprenticeship, Level IV</i>			
<i>*Students should apply for Associate of Applied Science Apprenticeship Trades – Electrical; Total Hours 63</i>			

GENERAL TECHNOLOGY

Associate of Applied Science

The General Technology degree enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any associate's degree program presently offered at the College. With the approval of the appropriate dean for Applied Science Technology, the student will select courses from one or more technical disciplines and complete fifteen hours of general education courses.

Disclaimer: Associate of Applied Science (A.A.S.)

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

General Education Courses (15 credit hours)

	<u>Credit Hours</u>
Approved Social Science OR Communication Course	3
CPSI 10003 Apps & Practices for College Success	3
ENGL 10103 English Composition I	3
ENGL 10203 English Composition II	3
MATH 11003 College Algebra OR	
MATH 11103 Quantitative Literacy	<u>3</u>
Total Credit Hours	15
PRIMARY EMPHASIS TECHNICAL COURSES	24 TO 30 CREDIT HOURS
SECONDARY AREA TECHNICAL COURSES	15 TO 21 CREDIT HOURS

Minimum Degree Credits: 60 Hours

Students who are considering the General Technology degree plan should meet with their advisor and with the appropriate dean to determine a program of study within the first semester of entrance. All AAS General Technology degree plans must be approved by the appropriate dean for Applied Science Technology. A template for course planning is available on the College's web site.

MECHATRONICS

Associate of Applied Science

Mechatronics integrates mechanical, electronic, and information technology into a single discipline that addresses the multi-functional needs of contemporary skilled technicians. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings.

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PROGRAM OUTCOMES - MECHATRONICS

- Understand and demonstrate effective practices for ensuring safety in the industrial workplace
- Demonstrate an understanding of electronic and mechanical industrial processes
- Understand and demonstrate skill in basic industrial technological applications
- Demonstrate an understanding of the interaction between digital technology and various industrial processes

CURRICULUM – Certificate of Proficiency – Mechatronics Operations (15 Credit Hours)

Course	Credits	Prerequisite	Notes
CPSI 10003 Apps and Practices for College Success	3		
ELTE 12303 Fundamentals of Electricity	3	Eligible for Math 1163 or Concurrently Enrolled in Math 1033	Fall Only
AMST 17303 Mechanical Devices & Systems	3		Fall Only
TECH 20053 Industrial Safety	3		Fall Only
TECH 10703 Principles of Mechatronics	3		Fall Only
<i>Student should apply for the Certificate of Proficiency - Mechatronics Operation - Total Hours 15</i>			

CURRICULUM — Certificate of Proficiency – Mechatronics Practice (16 Credit Hours)

Course	Credits	Prerequisite	Notes
ELTE 13003 Wiring Methods	3	Fundamentals of Electricity	Spring Only
ELTE 21304 Digital and Electronic Circuits	4	Fundamentals of Electricity	Spring Only
AMST 16303 Basic Blueprint Reading	3	Eligible for Quantitative Literacy	Spring Only
AMST 20253 Fluid Power (Hydraulics & Pneumatics)	3		Spring Only
AMST 21133 Motors and Motor Controls	3	Fundamentals of Electricity	Spring Only
<i>Student should apply for the Certificate of Proficiency - Mechatronics Practice - Total Hours 16</i>			

Note: There is no overlap in courses between the CP in Mechatronics Operations and the CP in Mechatronics Practice.

CURRICULUM – Technical Certificate – Mechatronics Technology (39 Credit Hours)

Course	Credits	Prerequisite	Notes
CPSI 10003 Apps and Practices for College Success	3		
CPSI 19063 Core Computing Concepts OR Mechatronics Elective	3		
ELTE 12303 Fundamentals of Electricity	3		"C" or better; Fall Only
AMST 17303 Mechanical Devices & Systems	3		"C" or better; Fall Only
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
TECH 10703 Principles of Mechatronics	3		"C" or better; Fall Only
ELTE 13003 Wiring Methods	3	Fundamentals of Electricity	"C" or better; Spring Only
AMST 16303 Basic Blueprint Reading	3	Placement score or Foundations I	"C" or better; Spring Only
AMST 20253 Fluid Power (Hydraulics & Pneumatics)	3		"C" or better; Spring Only
AMST 21133 Motors and Motor Controls	3	Fundamentals of Electricity	"C" or better; Spring Only
MSTE 24343 Intro to CAD	3	Basic Blueprint Reading	"C" or better; Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3		
Hours	39		
<i>Student should apply for the Technical Certificate – Mechatronics Technology - Total Hours 39</i>			

CURRICULUM – Associate of Applied Science – Mechatronics (60 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
ELTE 12303 Fundamentals of Electricity	3	Eligible for Math 1163 or Concurrently Enrolled in Math 1033	Fall Only
AMST 17303 Mechanical Devices & Systems	3		Fall Only
TECH 20053 Industrial Safety	3		Fall Only
TECH 10703 Principles of Mechatronics	3		Fall Only
Hours	15		
<i>Student should apply for the Certificate of Proficiency - Mechatronics Operation</i>			

Semester 2 (Spring)			
ELTE 13003 Wiring Methods	3	Fundamentals of Electricity	Spring Only
ELTE 21304 Digital and Electronic Circuits	4	Fundamentals of Electricity	Spring Only
AMST 16303 Basic Blueprint Reading	3	Eligible for Quantitative Literacy	Spring Only
AMST 20253 Fluid Power (Hydraulics & Pneumatics)	3		Spring Only
AMST 21133 Motors and Motor Controls	3	Fundamentals of Electricity	Spring Only
Hours	16		
<i>Student should apply for the Certificate of Proficiency – Mechatronics Practice</i>			
Semester 3 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 19063 Core Computing Concepts or Mechatronics Elective	3		Fall Only
MSTE 24343 Intro to CAD	3	Basic Blueprint Reading	Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or consult an academic advisor for math placement information	
Mechatronics Elective	3		
Hours	15		
<i>Student should apply for Technical Certificate - Mechatronics Technology</i>			
Semester 4 (Spring)			
Industrial Maintenance Internship or Mechatronics Elective	4	Instructor Approval	Spring Only
ENGL 10203 Composition II	3	Composition I	
PSYC 11003 General Psychology	3		
AMST 20504 PLCs and PLC Applications	4	Fundamentals of Electricity; Motors and Motor Controls	Spring Only
Hours	14		
<i>Student should apply for Associate of Applied Science Mechatronics – Total Hours 60</i>			

WELDING TECHNOLOGY

Associate of Applied Science

This program introduces the student to basic welding techniques and tools, materials, and equipment used in SMAW, GMAW, GTAW, and Metal Fabrication by applying the knowledge and skills gained from hands-on performance using various types of metal plates. These skills prepare a student for employment in various industries, such as construction, fabrication, plant maintenance, the automotive industry, and more.

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The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's

degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

PROGRAM OUTCOMES – WELDING

- Demonstrate safe work habits that reflect concern and care for self, others and the environment.
- Successfully perform welding operations using appropriate processes on various metals and in various situations.
- Interpret blueprints and verbal orders, including weld symbols, in order to fabricate functional and decorative objects using tools of the welding trade.

CURRICULUM – Certificate of Proficiency – Shielded Metal Arc Welding (9 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
WELD 12033 Shielded Metal Arc Welding I	3		"C" or better; Fall Only
WELD 13033 Shielded Metal Arc Welding II	3	Shielded Metal Arc Welding I	"C" or better; Fall Only
Hours	9		
<i>*Student should apply for the Certificate of Proficiency – Shielded Metal Arc Welding</i>			

CURRICULUM – Certificate of Proficiency – Gas Metal Arc Welding (9 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
WELD 14043 Gas Metal Arc Welding I	3		"C" or better; Spring Only
WELD 24043 Gas Metal Arc Welding II	3	Gas Metal Arc Welding I	"C" or better; Spring Only
Hours	9		
<i>Student should apply for the Certificate of Proficiency – Gas Metal Arc Welding</i>			

CURRICULUM – Certificate of Proficiency – Gas Tungsten Arc Welding (9 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
WELD 19033 Gas Tungsten Arc Welding I	3		"C" or better; Fall Only
WELD 23843 Gas Tungsten Arc Welding II	3		"C" or better; Fall Only
Hours	9		
<i>Student should apply for the Certificate of Proficiency – Gas Tungsten Arc Welding</i>			

CURRICULUM – Certificate of Proficiency – Aluminum Welding (9 Credit Hours)

Course	Credits	Prerequisite ("C" or Better)	Notes
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
WELD 22403 Aluminum Welding I	3		"C" or better; Spring Only
WELD 22503 Aluminum Welding II	3	Aluminum Welding I	"C" or better; Spring Only
Hours	9		
<i>Student should apply for the Certificate of Proficiency – Aluminum Welding</i>			

CURRICULUM –Technical Certificate – Welding Technology (30 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
TECH 20053 Industrial Safety	3		"C" or better; Fall Only
WELD 12033 Shielded Metal Arc Welding I	3		"C" or better; Fall Only
WELD 13033 Shielded Metal Arc Welding II	3	Shielded Metal Arc Welding I	"C" or better; Fall Only
MATH 11103 Quantitative Literacy	3	Placement score or Foundations	
Hours	12		
<i>Student should apply for the Certificate of Proficiency – Shielded Metal Arc Welding</i>			
Semester 2 (Spring)			
WELD 14043 Gas Metal Arc Welding I	3		"C" or better; Spring Only
WELD 24043 Gas Metal Arc Welding II	3	Gas Metal Arc Welding I	"C" or better; Spring Only
AMST 16303 Basic Blueprint Reading	3		"C" or better; Spring Only
Hours	9		
<i>Student should apply for the Certificate of Proficiency – Gas Metal Arc Welding</i>			
Semester 3 (Fall)			
WELD 19033 Gas Tungsten Arc Welding I	3		"C" or better; Fall Only
WELD 23843 Gas Tungsten Arc Welding II	3	Gas Tungsten Arc Welding I	"C" or better; Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	
Hours	9		
<i>Student should apply for the Certificate of Proficiency – Gas Tungsten Arc Welding</i>			
<i>Student should apply for the Technical Certificate Welding Technology - Total Hours 30</i>			

CURRICULUM –Associate of Applied Science – Welding Technology - (60 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
WELD 12033 Shielded Metal Arc Welding I	3		"C" or better; Fall Only
WELD 13033 Shielded Metal Arc Welding II	3	Shielded Metal Arc Welding I	"C" or better; Fall Only
TECH 20053 Industrial Safety	3	Placement score or Academic Reading	"C" or better; Fall Only
ELTE 12303 Fundamentals of Electricity	3	Eligible for Math 1163 or Concurrently Enrolled in Math 1033	Fall Only
Hours	15		
<i>Student should apply for the Certificate of Proficiency – Shielded Metal Arc Welding</i>			
Semester 2 (Spring)			
WELD 14043 Gas Metal Arc Welding I	3		"C" or better; Spring Only
WELD 24043 Gas Metal Arc Welding II	3	Gas Metal Arc Welding I	"C" or better; Spring Only

ELTE 13003 Wiring Methods	3	Fundamentals of Electricity	Spring Only
AMST 16303 Basic Blueprint Reading	3	Placement score or Academic Reading	"C" or better; Spring Only
MATH 11103 Quantitative Literacy	3	Placement score or Foundations I	
Hours	15		
<i>Student should apply for the Certificate of Proficiency – Gas Metal Arc Welding</i>			
Semester 3 (Fall)			
WELD 19033 Gas Tungsten Arc Welding I	3		"C" or better; Fall Only
WELD 23843 Gas Tungsten Arc Welding II	3	Gas Tungsten Arc Welding I	"C" or better; Fall Only
WELD 16003 Metal Fabrication I	3	Gas Metal Arc Welding I	"C" or better; Fall Only
Directed Welding Elective	3	See advisor for approved course options and guidance	Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	
Hours	15		
<i>Student should apply for the Certificate of Proficiency – Gas Tungsten Arc Welding</i>			
<i>Student should apply for Technical Certificate – Welding Technology</i>			
Semester 4 (Spring)			
WELD 22403 Aluminum Welding I	3		"C" or better; Spring Only
WELD 22503 Aluminum Welding II	3	Aluminum Welding I	"C" or better; Spring Only
WELD 17003 Metal Fabrication II	3		"C" or better;
PSYC 11003 General Psychology	3	Placement score or Academic Reading	
SPCH 10003 Oral Communication	3	Placement score or Academic Reading Placement score or Basic Writing	
Hours	15		
<i>Student should apply for the Certificate of Proficiency – Aluminum Welding</i>			
<i>Student should apply for Associate of Applied Science Welding Technology – Total Hours 60</i>			

Arts & Sciences and Business Technology

Purpose and Philosophy

The Division of Arts & Sciences (A&S) at the College offers the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. In addition, A&S offers the Certificate of General Studies, Technical Certificates, and Certificates of Proficiency. Arts & Sciences offers transfer-to-degree classes that allow students to earn credit toward a four-year degree. The Division also provides the general education component of the technical programs. Finally, A&S offers a developmental education program for students who need instruction at the pre-college level.

The College has established its general education program and courses in conjunction with the following philosophy that was adopted by the College faculty.

The College prepares students with the general and technical education necessary for successful careers or for further higher education. General education is recognized as the area that is common to all fields of study and imparts the knowledge, concepts, and understanding that every educated person should have. Since general education is a driving force of this institution, the College is dedicated to emphasizing general education skills across the curriculum.

The Arts and Sciences Division offers the following degrees and certificates:

ASSOCIATE OF ARTS

General Education
Teaching

ASSOCIATE OF SCIENCE

Business
Liberal Arts and Sciences

ASSOCIATE OF APPLIED SCIENCE

General Business
Healthcare Administration

CERTIFICATE OF GENERAL STUDIES

TECHNICAL CERTIFICATES

General Business
Medical Coding
Healthcare Administration
Pre-Allied Health

CERTIFICATES OF PROFICIENCY

General Business
Healthcare Administration
Medical Terminology
Teaching

Transfer Information

Many students plan to transfer and complete a bachelor's degree at a four-year college or university. In most cases, ASUTR students who complete the Associate of Arts degree requirements with a grade of "C" or better should readily transfer 60-64 credit hours to public four-year colleges or universities in Arkansas. However, students planning to transfer to a four-year institution should provide their advisor with a degree plan from the institution they plan to attend, as curriculum requirements differ at each college. Students planning to transfer individual courses must have completed each course with a grade of "C" or better. Most colleges and universities require a minimum 2.0 GPA for admission; however, a higher GPA may be required for specific programs within the colleges and universities. Specific 2+2 agreements can be found at <https://www.asutr.edu/page/transfer-information>.

Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses among Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for admissions and degree requirements. Course transferability is not guaranteed for courses listed in the ACTS as "No Comparable Course." Additionally, courses completed with a grade of "D" may not transfer. Specific ACTS information may be accessed on the internet by visiting the Arkansas Department of Higher Education website (<http://adhe.edu>) and selecting Course Transfer.

State Minimum Core Curriculum	
English/Communications Nine (9) Hours Required	ENGL 10103 Composition I ENGL 10203 Composition II SPCH 10003 Oral Communication
Math Three (3) Hours Required	MATH 11003 College Algebra MATH 11103 Quantitative Literacy
Science Four (4) Hours Required Four (4) Hours Required	BIOL 10004 Introduction to Biology BIOL 10304 General Botany BIOL 10504 General Zoology CHEM 14104 General Chemistry I PHYS 20104 Introduction to Physics PHSC 10004 Intro to Physical Science ASTR 12004 Introduction to Astronomy
Fine Arts / Humanities Three (3) Hours Required Three (3) Hours Required	ENGL 21103 World Literature I ENGL 21203 World Literature II PHIL 11003 Introduction to Philosophy ARHS 10003 Humanities: Art MUSC 10003 Humanities: Music THTR 10003 Humanities: Theater
Social Sciences Three (3) Hours Required Three (3) Hours Required Three (3) Hours Required	PLSC 20003 American Natl Government HIST 21103 U.S. History through 1865 HIST 21203 U.S. History since 1865 HIST 11103 World Civilization I HIST 11203 World Civilization II ECON 21003 Principles of Macroeconomics ECON 22003 Principles of Microeconomics GEOG 11003 Geography PSYC 11003 General Psychology SOCI 10103 Introduction to Sociology

ASSOCIATE OF ARTS (AA)

To obtain an Associate of Arts degree at the College, students must successfully complete 60 credit hours of Associate of Arts curriculum with a minimum cumulative GPA of 2.00 and satisfy all financial obligations to the College. Courses taken to satisfy AA degree requirements must have a “C” or better in order to transfer to most four-year universities.

Students planning to transfer to a specific four-year institution should provide their A&S academic advisor with a degree plan from that institution, as curriculum requirements differ at each college.

PROGRAM OUTCOMES – ASSOCIATE OF ARTS IN GENERAL EDUCATION

Students will:

- Communicate and interact in an effective manner appropriate to audience, context, purpose, and discipline;
- Reflect on learning experiences and initiate steps to apply learning strategies to improve and expand knowledge in new settings;
- Think critically and creatively to solve problems in the academic environment;
- Demonstrate global awareness, ethical maturity, and self-regulation.

CURRICULUM: Associate of Arts (60 Credit Hours)

Semester 1			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
<i>Choose one</i> MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	Placement score or required remediation	
World Civilization	3	Eligible for Comp I	HIST 11103 or 11203
Social Science	3	Placement score or Academic Reading	PSYC 11003 or SOCI 10103
Hours	15		
Semester 2			
ENGL 10203 Composition II	3	Comp I	Milestone course, failure to pass may delay degree progress.
SPCH 10003 Oral Communication	3	Eligible to take Comp I	
Humanities	3	Eligible to take Comp I	ARHS 10003, MUSC 10003, or THTR 10003
Social Science	3	Placement score or Academic Reading	PSYC 11003, SOCI 10103, GEOG 11003, or ECON 21003, 22003
BIOL 10004 Introduction to Biology	4	Eligible to take Comp I	
Hours	16		
<i>Students should apply for Certificate of General Studies</i>			
Semester 3			
World Literature	3	Comp II	ENGL 21103 or 21203
Physical Science	4	See course descriptions	PHSC 11004 or 10004, PHYS 20104, ASTR 12004, or CHEM 14104
PHIL 11003 Philosophy	3	Eligible for Comp I	
Elective	3	Placement score or Academic Reading	
Elective	3	Placement score or Academic Reading	
Hours	16		
Semester 4			
History/American Government	3	Eligible for Comp I	HIST 21103, 21203 or PLSC 20003
<i>Choose one</i> PEAC 16251 Life Fitness PEAC 11461 Archery	1	Placement score or Academic Reading	
Elective	3	Placement score or Academic Reading	
Elective	3	Placement score or Academic Reading	
Elective	3	Placement score or Academic Reading	
Hours	13		
<i>Students should apply for Associate of Arts – Total Hours 60</i>			

15 hours of electives may be chosen from any Arts and Science general education course not used to meet another requirement and/or from any general education elective course.

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE APPROVED BY THE DEAN IN ORDER TO MEET THOSE REQUIREMENTS.

ASSOCIATE OF ARTS IN TEACHING (AAT)

The Associate of Arts in Teaching is designed to prepare students for transfer to a 4-year Elementary or Mid-Level Teacher Preparation program. Courses taken to satisfy AAT degree requirements must have a “C” or better in order to transfer to most four-year universities. The Associate of Arts in Teaching is part of the General Education assessment program.

PROGRAM OUTCOMES – ASSOCIATE OF ARTS IN TEACHING

Students will:

- Communicate and interact in an effective manner appropriate to audience, context, purpose, and discipline;
- Reflect on learning experiences and initiate steps to apply learning strategies to improve and expand knowledge in new settings;
- Think critically and creatively to solve problems in the academic environment;
- Demonstrate global awareness, ethical maturity, and self-regulation.

CURRICULUM: Associate of Arts in Teaching (64 Credit Hours)

Semester 1			
Course	Credits	Prerequisite (“C” or Better)	Milestone/Notes
CPSI 10003 Apps and Practices for College Success	3		
ENGL 10103 Composition I	3	Placement score or remediation	Milestone course, failure to pass may delay degree progress.
CIED 10103 Foundations of Education	3	Eligible for Comp I	
MATH 11003 College Algebra	3	Placement score or remediation	
World Civilization	3	Eligible for Comp I	HIST 11103 or 11203
Hours	15		
Semester 2			
ENGL 10203 Composition II	3	Comp I	Milestone course, failure to pass may delay degree progress.
BIOL 10004 Introduction to Biology	4	Eligible for Comp I	
CIED 10003 Instructional Technology	3	Comp I	Milestone course, failure to pass may delay degree progress.
SPCH 10003 Oral Communication	3	Placement score or Academic Reading	
US History	3	Placement score or Academic Reading	HIST 21103 or 21203
Hours	16		
<i>Students should apply for Certificate of Proficiency Teaching</i>			
Semester 3			
World Literature	3	Comp II	ENGL 21103 or ENGL 21203
PHSC 11004 Earth Science	4		
ECED 20203 Child Growth and Development	3	Eligible for Comp I	
PLSC 20003 American National Government	3	Eligible for Comp I	
MATH 20163 Math for Elem & Mid Sch I	3	College Algebra or Quantitative Literacy	
Hours	16		

Semester 4			
MATH 20263 Math for Elem & Mid Sch II	3	Math for Elem & Mid Sch I	
Physical Science	4	See course descriptions	PHYS 20104, PHSC 10004, or CHEM 14104
PEAC 16251 Life Fitness	1	Placement score or Academic Reading	
Humanities	3	Placement score or Academic Reading	
HIST 10293 Arkansas History	3	Placement score or Academic Reading	
SOCI 10103 Introduction to Sociology	3	Placement score or Academic Reading	
Hours	17		
<i>Students should apply for Technical Certificate Teaching</i> <i>Students should apply for Associate of Arts Teaching – Total Hours 64</i>			

ASSOCIATE OF SCIENCE IN LIBERAL ARTS & SCIENCES (ASLAS)

This 60-62-hour program is designed to prepare students for transfer to a 4-year college or university under a **specific** 2+2 articulation agreement/plan. **Interested students should contact an academic advisor for more information and specific transfer agreement details.**

PROGRAM OUTCOMES – ASSOCIATE OF SCIENCE IN LIBERAL ARTS & SCIENCES

Students will:

- Communicate and interact in an effective manner appropriate to audience, context, purpose, and discipline;
- Reflect on learning experiences and initiate steps to apply learning strategies to improve and expand knowledge in new settings;
- Think critically and creatively to solve problems in the academic environment;
- Demonstrate global awareness, ethical maturity, and self-regulation.

CURRICULUM: Associate of Science in Liberal Arts & Sciences (60-62 Credit Hours)

Semester 1			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
Directed Elective	3	Eligible for Comp I	
BIOL 10004 Introduction to Biology	4	Eligible for Comp I	
World Civilization	3	Eligible for Comp I	HIST 11103 or 11203
Directed Elective	3	Eligible for Comp I	
Hours	16		
Semester 2			
ENGL 10203 Composition II	3	Comp I	Milestone course, failure to pass may delay degree progress.
SPCH 10003 Oral Communication	3	Eligible for Comp I	
Humanities	3	Eligible for Comp I	ARHS 10003, MUSC 10003, or THTR 10003
Directed Elective	3	Eligible for Comp I	
Choose one MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	Placement score or required remediation	
Hours	15		

Semester 3			
World Literature	3	Comp II	ENGL 21103 or 21203
U.S. History	3	Eligible for Comp I	HIST 21103 or 21203
Directed Elective	3	Eligible for Comp I	
Directed Elective	3	Eligible for Comp I	
Directed Elective	3	Eligible for Comp I	
Hours	15		
Semester 4			
PLSC 20003 American National Government	3	Eligible for Comp I	
PHSC 10004 Introduction to Physical Science	4	See course descriptions	
Directed Elective	3	Eligible for Comp I	
Directed Elective	3	Eligible for Comp I	
Directed Elective	3	Eligible for Comp I	
Hours	16		
<i>Student should apply for ASLAS – Total Hours 60-62</i>			

CERTIFICATE OF GENERAL STUDIES (CGS)

The Certificate of General Studies is awarded after completion of 31 credit hours that serve as a cross-disciplinary introduction to a liberal arts education. In order to receive the CGS, a student must have a cumulative GPA of 2.00.

CURRICULUM: Certificate of General Studies (31 Credit Hours)

Semester 1			
Course	Credits	Prerequisite	Notes
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
CPSI 10003 Apps and Practices for College Success	3		
<i>Choose one</i> MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	Placement score or remediation	
World Civilization	3	Eligible for Comp I	HIST 11103 or 11203
Social Science	3		PSYC 11003 or SOCI 10103
Hours	15		

Semester 2			
ENGL 10203 Composition II	3	Comp I	Milestone course, failure to pass may delay degree progress.
SPCH 10003 Oral Communication	3	Eligible to take Comp I	
Humanities	3	Eligible to take Comp I	ARHS 10003, MUSC 10003, or THTR 10003
Social Science	3		PSYC 11003, SOCI 10103, GEOG 11003, or ECON 21003, 22003
BIOL 10004 Introduction to Biology	4	Eligible to take Comp I	
Hours	16		
<i>Student should apply for Certificate of General Studies – Total Hours 31</i>			

PRE-ALLIED HEALTH

Technical Certificate

The Technical Certificate in Pre-Allied Health is awarded after the successful completion of a 27-credit hour curriculum comprising prerequisites and co-requisites for the Associate of Applied Science Degree in Nursing (LPN/Paramedic to RN). A grade of “C” or better must be earned in each course listed in the curriculum. In order to receive the Technical Certificate in Pre-Allied Health a student must have a cumulative GPA of 2.00.

Gainful Employment - Information regarding occupations in the Allied Health field, the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at <http://www.asutr.edu>.

CURRICULUM: Technical Certificate in Pre-Allied Health (27 Credit Hours)

Semester 1			
Course	Credits	Prerequisite	Notes
ENGL 10103 Composition I*	3	Placement score or required remediation	RN Program Prerequisite
Choose one* CPSI 10003 Apps and Practices for College Success CPSI 10033 Fundamentals of Information Technology	3	Required placement score on the keyboarding entrance exam	Must be completed prior to final semester of RN and/or taken within last 10 years
Choose one* MATH 11003 College Algebra MATH 11103 Quantitative Literacy PNUR 11203 Pharmacology and Dosage Calculation	3	Placement score or remediation Admission into ASUTR's PN Program	RN Program Prerequisite
BIOL 24004 Anatomy and Physiology I*	4	Eligible to take Comp I	RN Program Prerequisite
Hours	13		

Semester 2			
ENGL 10203 Composition II^	3	Comp I	Must be completed prior to final semester of RN
PSYC 11003 Psychology^	3		Must be completed prior to final semester of RN
BIOL 20004 Microbiology^	4	Biology OR Anatomy and Physiology I	Must be completed prior to final semester of RN
BIOL 24104 Anatomy and Physiology II^	4	Anatomy and Physiology I	RN Program Prerequisite
Hours	14		
<i>Student should apply for Certificate of Pre-Allied Health – Total hours 27</i>			

ASSOCIATE OF SCIENCE IN BUSINESS

Associate of Science

This 62-credit hour program is designed to prepare students for transfer to a 4-year college or university to complete a bachelor's degree in business. It offers 38 credit hours of general education and 24 hours of "business core" which instills knowledge and skills over a broad range of topics considered essential for all business majors and serves as a foundation for advanced studies in any business curriculum. ASU Three Rivers has 2+2 articulation agreements with Arkansas State University, the University of Arkansas-Little Rock, and the University of Central Arkansas. Students should contact an advisor within the Business Department for specific details.

PROGRAM OUTCOMES – ALL BUSINESS TECHNOLOGY DEGREES

Students will:

- Apply established processes to effectively manage workflow and achieve desired objectives;
- Use relevant and appropriate technology to construct arguments, solve business problems, and make decisions;
- Interact effectively with other people to achieve desired business objectives;
- Demonstrate skills, good judgment, and behavior appropriate to the workplace or academic environment.

CURRICULUM: Associate of Science Degree — Associate of Science in Business (62 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
MATH 11003 College Algebra	3	Placement score or remediation	
ACCT 20003 Principles of Accounting I	3	Placement score or remediation Placement score or Academic Reading	Fall Only
World Civilization	3	Placement score or Academic Reading; Eligible for Comp I	HIST 11103 or 11203
Hours	15		

Semester 2 (Spring)			
ENGL 10203 Composition II	3	Comp I	Milestone course, failure to pass may delay degree progress.
MATH 10843 Business Calculus	3	College Algebra	Spring Only
ACCT 20103 Principles of Accounting II	3	Principles of Accounting I	Spring Only
Humanities	3	Eligible to take Comp I	ARHS 10003, MUSC 10003, or THTR 10003
Social Science	3	Placement score or Academic Reading	PSYC 11003 or SOCI 10103
Hours	15		
Semester 3 (Fall)			
BLAW 20003 Legal Environment	3	Placement score or Academic Reading	Fall Only
BUSI 21003 Business Statistics	3	College Algebra	Fall Only
SPCH 10003 Oral Communication	3	Eligible for Comp I	
ECON 22003 Principles of Microeconomics	3	Eligible for Comp I	Fall Only
BIOL 10004 Introduction to Biology	4	Eligible for Comp I	
Hours	16		
Semester 4 (Spring)			
BUSI 20103 Business Communications	3	Comp I and FIT	Spring Only
ECON 21003 Principles of Macroeconomics	3	Eligible for Comp I	Spring Only
History/American Government	3	Eligible for Comp I	HIST 21103, 21203 or PLSC 20003
Physical Science	4	Eligible for Comp I	PHSC 11004 or 10004, PHYS 20104, ASTR 12004, or CHEM 14104
World Literature	3	Comp II	ENGL 21103 or 21203
Hours	16		
<i>Student should apply for Associate of Science in Business – Total Hours 62</i>			

CERTIFICATE OF PROFICIENCY IN GENERAL BUSINESS

Certificate of Proficiency

This program is designed to provide students with an overview of general business knowledge and technical skills in the areas of computer concepts, software applications, and business writing and language skills, which are needed to excel in today's digital classroom and workplace. These courses are foundational for all business technical certificates and degrees (Accounting, Management, and Office Administration).

CURRICULUM: Certificate of Proficiency – General Business (9 Credit Hours)

Course	Credits	Prerequisite	Milestone/Notes
CPSI 10003 Apps and Practices for College Success	3		
BUSI 10103 Introduction to Business	3		"C" or better; Fall Only
MGMT 20003 Principles of Management	3	Placement score or Academic Reading	"C" or better; Fall Only
Hours	9		
<i>Student should apply for Certificate of Proficiency in Business Technology – Total Hours 9</i>			

ASSOCIATE OF APPLIED SCIENCE GENERAL BUSINESS

Associate of Applied Science Degree

Disclaimer: Associate of Applied Science (A.A.S.)

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

PROGRAM OUTCOMES – ALL BUSINESS TECHNOLOGY DEGREES

Students will:

- Apply established processes to effectively manage workflow and achieve desired objectives;
- Use relevant and appropriate technology to construct arguments, solve business problems, and make decisions;
- Interact effectively with other people to achieve desired business objectives;
- Demonstrate skills, good judgment, and behavior appropriate to the workplace or academic environment.

CURRICULUM: Associate of Applied Science Degree — General Business (60-61 Credit Hours)

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Notes
CPSI 10003 Apps and Practices for College Success	3		
BUSI 10103 Introduction to Business	3	Placement score or Academic Reading	Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or advisor for math placement information	
MGMT 20003 Principles of Management	3	Placement score or Academic Reading	"C" or better; Fall Only
Hours	15		
<i>Students should apply for Certificate of Proficiency in General Business</i>			
Semester 2 (Spring)			
BUSI 20103 Business Communications	3	Comp I & APCS	Spring Only
BUSI 25003 Financial Basics	3		Spring Only
DASC 20703 Introduction to Business Analytics	3		Spring Only
MKTG 20003 Introduction to Marketing	3	Eligible for Comp I; Eligible for College Level Math	Spring Only
Directed Business Elective	3		
Hours	15		
<i>Students should apply for Technical Certificate in General Business</i>			

Semester 3 (Fall)			
ACCT 20003 Principles of Accounting I	3	Placement or Academic Reading Placement score or Foundations	Fall Only
BLAW 20003 Legal Environment	3	Placement score or Academic Reading	Fall Only
ENGL 10203 Composition II	3	Composition I	
Choose one: ECON 21003 Principles of Macroeconomics ECON 22003 Principles of Microeconomics	3	Eligible for Comp I; Eligible for College Level Math	
Directed Business Elective	3		
Hours	15		
Semester 4 (Spring)			
Choose one: BUSI 26543 Business Internship BUSI 20643 Business Capstone	3	Instructor Approval; 45 hours towards AASB required	Spring Only
MGMT 25243 Operations Management	3		Spring Only
Science	3/4	See Course Descriptions	BIOL 10004, NUTR 22043, ENSC 10003; or PHYC 20104, PHSC 10004, PHSC 11004, PHYS 20104, ASTR 12004, or CHEM 14104
Directed Business Elective	3		
Directed Business Elective	3		
Hours	15/16		
<i>Student should apply for Associate of Applied Science in General Business – Total Hours 60-61</i>			

HEALTHCARE ADMINISTRATION

The Program offers the Certificate of Proficiency and the Technical Certificate as outlined below. Additionally, the Associate of Applied Science in General Business degree may be completed with an emphasis in Healthcare Administration through the selection of core ALHE and HIMT directed electives.

PROGRAM OUTCOMES – ALL BUSINESS TECHNOLOGY DEGREES

Students will

- Apply established processes to effectively manage workflow and achieve desired objectives;
- Use relevant and appropriate technology to construct arguments, solve business problems, and make decisions;
- Interact effectively with other people to achieve desired business objectives;
- Demonstrate skills, good judgment, and behavior appropriate to the workplace or academic environment.

CURRICULUM: Certificate of Proficiency – Healthcare Administration (9 Credit Hours)

Course	Credits	Prerequisite	Notes
ALHE 10503 Medical Terminology	3		"C" or better; Fall Only
Choose one: HIMT 10773 Healthcare Information Systems CPSI 10003 Apps and Practices for College Success	3	Eligible for Comp I	"C" or better; Fall Only
HIMT 10343 Healthcare Revenue Cycle & Operations	3	Eligible for Comp I	"C" or better; Fall Only
Hours	9		
<i>Student should apply for Certificate of Proficiency in Healthcare Administration - Total Hours 9</i>			

CURRICULUM: Technical Certificate - Healthcare Administration (30 Credit Hours)

Semester 1			
Course	Credits	Prerequisite	Notes
ENGL 10103 Composition I	3	Placement score or required remediation	"C" or better
ALHE 10083 Intro to U.S. Healthcare System	3		"C" or better; Fall Only
MGMT 20003 Principles of Management	3		"C" or better; Fall Only
HIMT 10773 Healthcare Info Systems	3	Eligible for Comp I	"C" or better; Fall Only
Choose one: MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or advisor for math placement information	
Hours	15		
Semester 2			
DASC 20703 Intro to Business Analytics	3		"C" or better; Spring Only
BUSI 20103 Business Communication	3		"C" or better; Spring Only
HIMT 10343 Healthcare Revenue Cycle and Operations	3		"C" or better; Spring Only
ALHE 10503 Medical Terminology	3		"C" or better; Spring Only
Choose one: Legal Environment Introduction to Marketing	3		"C" or better required.
Hours	15		
<i>Student should apply for Certificate of Proficiency in Healthcare Administration —Total Hours 9</i>			
<i>Student should apply for Technical Certificate in Healthcare Administration —Total Hours 30</i>			

CURRICULUM: Associate of Applied Science in General Business, Healthcare Administration Emphasis

Semester 1 (Fall)			
Course	Credits	Prerequisite ("C" or Better)	Milestone/Notes
CPSI 10003 Apps and Practices for College Success	3		
BUSI 10103 Introduction to Business	3	Placement score or Academic Reading	Fall Only
ENGL 10103 Composition I	3	Placement score or required remediation	Milestone course, failure to pass may delay degree progress.
<i>Choose one:</i> MATH 11003 College Algebra MATH 11103 Quantitative Literacy	3	See catalog or advisor for math placement information	
MGMT 20003 Principles of Management	3	Placement score or Academic Reading	"C" or better; Fall Only
Hours	15		
<i>Students should apply for Certificate of Proficiency in General Business</i>			
Semester 2 (Spring)			
BUSI 20103 Business Communications	3	Comp I & APCS	Spring Only
BUSI 25003 Financial Basics	3		Spring Only
DASC 20703 Introduction to Business Analytics	3		Spring Only
MKTG 20003 Introduction to Marketing	3	Eligible for Comp I; Eligible for College Level Math	Spring Only
Directed Business Elective: ALHE 10503 Medical Terminology	3		
Hours	15		
<i>Students should apply for Technical Certificate in General Business</i>			
Semester 3 (Fall)			
ACCT 20003 Principles of Accounting I	3	Placement score or Academic Reading Placement score or Foundations I	Fall Only
BLAW 20003 Legal Environment	3	Placement score or Academic Reading	Fall Only
ENGL 10203 Composition II	3	Composition I	
Directed Business Elective: HIMT 10773 Healthcare Info Systems			
Directed Business Elective: ALHE 10083 Intro to US Healthcare System	3		
Hours	15		

Semester 4 (Spring)			
Choose one: BUSI 26543 Business Internship BUSI 20643 Business Capstone	3	Instructor Approval; 45 hours towards AASB required	Spring Only
MGMT 25243 Operations Management	3		Spring Only
Science	3/4	See Course Descriptions	BIOL 10004, NUTR 22043, ENSC 10003; or PHYC 20104, PHSC 10004, PHSC 11004, PHYS 20104, ASTR 12004, or CHEM 14104
Choose one: ECON 21003 Principles of Macroeconomics ECON 22003 Principles of Microeconomics	3	Eligible for Comp I; Eligible for College Level Math	.
Directed Business Elective: ALHE 10343 Healthcare Revenue Cycle & Operations	3		
Hours	15/16		
<i>Students should apply for Associate of Applied Science in General Business – Total Hours 60-61</i>			

CONCURRENT ENROLLMENT PROGRAM

The Concurrent Enrollment Program (CEP) at Arkansas State University Three Rivers allows qualified high school students to enroll in college-level courses and earn both high school and college credit simultaneously. The program, offered through partnerships between ASU Three Rivers and participating secondary schools in the region, provides students with the opportunity to begin their college coursework before high school graduation.

Concurrent enrollment courses may be offered in several formats to provide flexibility for students and school districts. Courses may be taught on the ASU Three Rivers campus by ASUTR faculty, on the high school campus by credentialed high school instructors approved by the college, or online through ASUTR faculty. These options allow students to complete coursework in a setting that best supports their academic schedules and learning needs.

Most public high school students can participate in concurrent enrollment at no cost through institutional partnership scholarships and the Arkansas Access to Acceleration Scholarship (A2A). Eligible students may enroll in up to 15 credit hours per semester, enabling them to make significant progress toward a college degree while still completing their high school requirements.

Concurrent enrollment courses offered through ASU Three Rivers follow the same academic standards and rigor as courses taken by traditional college students. Students may take general education and other approved courses that apply toward degree programs.

Most general education courses offered through the program are included in the Arkansas Course Transfer System (ACTS), which guarantees the transfer of approved credits among Arkansas public colleges and universities. Students who plan to transfer to private or out-of-state institutions should consult directly with those institutions regarding transfer policies.

Eligibility Requirements

Participation in the Concurrent Enrollment Program requires approval from the student's high school and completion of the ASU Three Rivers admission process. Students must also meet college placement requirements through approved assessments such as the ACT or Accuplacer.

Health Sciences

Mission

The Health Science Division mission is congruent with ASU Three Rivers' mission. The Health Science Division's mission is to provide high-quality nursing education that prepares students to excel in their careers while continually identifying and addressing the changing learning needs of the communities we serve. We are dedicated to fostering a dynamic learning environment that emphasizes clinical judgement, compassionate care, and lifelong learning, ensuring our graduates are equipped to meet the evolving challenges in healthcare and contribute positively to the health and well-being of the populations they serve.

Health Science Division Core Values

The Health Science Division core values guide our purpose and direction. These core values include lifelong learning, integrity, diversity, caring, dignity, professionalism, respect of others, accountability, evidence-based practice, and communication.

Health Science Division Philosophy

The philosophy of the Health Science Division guides the faculty to provide quality education opportunities to students in our surrounding service area, as well as other parts of Arkansas, with the ultimate goal of meeting the health care professional demands in their communities.

The faculty believes that learning is individual, self-directed, and a lifelong process. Learning results in a change of behavior due to the acquisition of knowledge, skills, and attitudes. Learning is built on prior knowledge and the student's own experience in a learning environment in the past. As the student's knowledge base grows, changes in skills and attitudes will occur. Faculty's utilization of various teaching strategies will assist the student in the learning process. Students have the responsibility of learning and taking accountability for achievement of the educational outcomes.

Nursing education is a dynamic process by which the faculty engages with the student to accomplish program and student outcomes. Students will gain the knowledge, skills, and attitudes needed in their respective health care provider role. The student and educator must work together to achieve the Health Science Division's goals. Evidence based practice is integrated throughout the nursing programs. Integration of classroom, skills lab, simulation, and clinical experiences assist the student in being prepared to function at a high level upon graduation. Faculty have rigorously reviewed and revised the development of the curriculum for both the practical nurse and the registered nurse. Within the framework of legal and ethical standards and within one's own scope of practice for nursing; graduates of both programs of study, will provide comprehensive care to culturally diverse clients in a variety of health care settings. Graduate competencies for both programs of study embed the core values throughout.

The Health Science Division philosophy is in accordance with the ASU Three Rivers' mission, vision, purpose, and value statements see <https://www.asutr.edu/page/our-mission>.

The Health Sciences Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE

Nursing (LPN/Paramedic to RN)

The LPN/Paramedic to RN program is designed to prepare students for employment as a registered nurse and for the national licensure examination. A Licensed Practical Nurse (LPN) or Paramedic Registration (NREMT) that has an encumbered license may not be eligible for the LPN/Paramedic to RN program. Any applicant with a flagged LPN License or Paramedic Registration must disclose this information at the time of application; these applicants will be evaluated on an individual basis. Any applicant pending licensure that fails the national examination the first time prior to entering will not be eligible to apply to the ADN

program until licensure has been obtained. Applicants entering the ADN program pending licensure must successfully pass the national exam, on the first attempt, within 60 days of beginning the program. This 12-month program admits students each January and August and classes are held in the spring, summer, and fall semesters. Graduation rate, tuition and fees, typical cost for books and supplies, job placement rate, median loan debt, etc. may be obtained at <http://www.asutr.edu>.

TECHNICAL CERTIFICATE

Practical Nursing

The Practical Nursing (PN) program is designed to prepare students for the national licensure exam for practical nurses and for employment in the health care field. This 12-month program admits students each January and August and classes are held in the spring, summer, and fall semesters. Information regarding the graduation rate, tuition and fees, typical costs for books and supplies, the job placement rate, the median loan debt, etc. may be obtained at <http://www.asutr.edu>.

The Associate of Applied Science degree and Technical Certificate are designed for employment purposes and it should not be assumed that the degree or the courses in these programs transfer to four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students who plan to transfer should visit <https://acts.adhe.edu/studenttransfer.aspx> to check on course transferability and/or get assurances in writing in advance from the institution to which they wish to transfer.

Selection Process

1. To be eligible for admission to either the PN or ADN program, an applicant must have a high school diploma or a GED.
2. To be eligible for consideration for either the PN or ADN program, an applicant must meet the entrance requirements as described at [PN Admission Criteria](#) and [RN Admission Criteria](#).
3. To be eligible for the ADN program an applicant with pending licensure must sit for licensure examination within 60 business days of entry to the program. The student must pass the national examination on their first attempt or they will be withdrawn from the program. Paramedics must have an Arkansas Certification and a National Certification. An LPN or Paramedic that has an encumbered license may not be eligible for the LPN/Paramedic to RN program.
4. If a student is applying for the ADN program, having completed ASUTR's PN program, previous classroom performance and professional behavior will be considered as part of the application process. Applicants may be accepted "unconditionally" or on a "probationary" status. Applicants accepted on a "probationary" status may have additional requirements placed upon them during the first semester of ADN training in order to promote student success. "Probationary" status continues through the end of the first semester of the ADN program.
5. Students not making the first selection process may be placed on a wait list. The number of students placed on the wait list may vary depending on cohort size.
6. Students on the wait list that complete all required paperwork may move to the top of the wait list.
7. International and ESL applicants must follow the regular admission procedure AND provide evidence of English language proficiency. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based), 61 (internet based) or better or proof of graduation from high school, GED, or post-secondary education within the United States with the admission application.

Transfer Students

Applicants who have completed health related courses from another institution's nursing program may be eligible to transfer credits to ASU Three Rivers. Health related courses are specific to the nursing program.

General Education courses are usually transferrable; please contact Student Affairs at 501.332.0282 about course transferability.

Placement within the nursing curriculum, for students with transferrable health related courses will be determined on an individual basis and clinical slot availability. Transfer students will be required to:

- a. Take the NextGen Accuplacer Test (PN program) and Admission Entrance Test (ADN program) and achieve the recommended score(s).
- b. Contact the Dean of Health Sciences to discuss possible transfer credit (health related courses considered for transfer credit must have been successfully completed within the previous three years). The grading scale must be comparable to that utilized in the ASUTR nursing program.
- c. Submit course descriptions or course syllabi for review by the Dean and the Registrar.
- d. Submit a letter of good standing from their previous nursing program
- e. Submit to a drug screen.
- f. Complete a background check.
- g. Submit all required immunizations, TB screening and AHA CPR healthcare provider card (TB & CPR must be valid through the entirety of the program).
- h. Provide required documentation of a physical exam.
- i. Meet all requirements for acceptance into the nursing program; visit our website (<http://www.asutr.edu>) for additional information.
- j. Be in compliance with the College Advanced Placement Policy as outlined in the **College Operating Policies and Procedures Manual (COPP) 4.51.**
- k. Submit other documentation as required.

All of the above must be completed before the current application deadline for consideration of advanced placement. Current uniforms, textbooks, and equipment are the responsibility of the applicant if accepted into the program. Additional requirements for Advanced Standing will be individualized according to College requirements and the needs of the student.

Returning Students

A student who fails or withdraws for any reason may only progress/re-enter one time according to clinical slot availability. Once a student fails or withdraws from a course/s in two separate semesters they will not be allowed to re-enter the program.

Students seeking to return to the nursing program must submit a Returning Student Request Form within five (5) business days of withdrawal, course failure, or program dismissal. The form, which includes a QR code for access, is available in the nursing lobby on the turntable.

Students who withdraw or are unsuccessful due to academic reasons are required to complete a Remediation Contract as part of the reentry process. Completed contracts must be submitted to the designated academic advisor. Failure to comply with the remediation requirements may result in ineligibility to return or dismissal from the nursing program.

Nursing is a constantly changing profession that requires individuals to stay up-to-date in current practices. A student that withdraws or fails out of the nursing program must return within three years. If a student does not return within three years, they must start over and repeat all nursing courses.

****If you are a new graduate that failed the NCLEX-PN, you must retake and pass this exam before re-applying to the LPN/Paramedic to RN program.**

Re-Application Does Not Guarantee Re-Admission

- A student who has been withdrawn for unsafe clinical behavior or a student who withdrew while on probation for unsafe clinical behavior WILL NOT be considered for re-admission.
- A student who has been withdrawn or failed from the program for unprofessionalism or unacceptable behavior may not be considered for re-admission.

- Students who fail/withdraw from any course in the curriculum must re-take the course and the clinical component if re-admitted.
- Student withdrawn for drug and/or alcohol use will not be considered for re-admission to the nursing program.

Re-application will be denied for anything the Arkansas State Board of Nursing would consider grounds for suspension of a nursing license.

Information that will be considered in the re-admission process includes:

1. Classroom behavior (both academic and non-academic)
2. Attendance
3. Professional behavior toward faculty, peers, and/or staff

Below are requirements for students accepted for re-entry:

- Submit to a drug screen
- Complete a background check
- Submit all required immunizations, TB screening, and AHA CPR healthcare provider card (TB & CPR must be valid through the entirety of the program)
- Provide required documentation of a physical exam
- Current uniforms, textbooks, and equipment i.e. stethoscope, penlight, etc.
- Flu vaccines are mandatory. If you are allergic to the flu vaccination you must have written documentation from your healthcare provider. If you cannot take a flu vaccine due to allergies you will be required to wear a mask during the flu season months as identified by the CDC.
- Pre-clinical competencies (Skills blitz): You are responsible for the knowledge and skills covered in the “skills blitz” which may include: dosage calculations, MAR corrections, med pass, head to toe assessment, NGT insertion, Foley catheter insertion/removal, tracheotomy care, various types of injections, IV therapy, drawing blood specimen etc. It is also critical for students to portray an attitude of nurturing and caring prior to entering facilities and taking care of clients.

The Health Sciences Division offers an LPN/Paramedic to RN Program. LPNs or Paramedics must bring prior knowledge to this program to be successful. This program is open to students who are *Licensed Practical Nurses (LPN) or *Paramedics or individuals who are pending licensure as a Practical Nurse or paramedic (must pass the national exam within 60 days of starting the program), who have completed the 14 hours of prerequisite curriculum with a grade of “C” or better in each course. The 13 credit hours of co-requisite courses must be completed with a grade of “C” or better before the beginning of the last semester. This 12-month program admits 56 students each January and August and classes are held in the Spring, Summer, and Fall semesters. Classes meet twice a week with clinical on Saturday and Sunday every other weekend. Class size is limited and not all applicants are accepted for admission into the program. Upon completion of this program the individual will be able to apply for licensure and sit for the National Council Licensure Exam for RN (NCLEX-RN).

*LPN must be an Arkansas resident or may have Compact state’s license, but must endorse into Arkansas within 30 days of their change in residence and Paramedic’s must have national registry to enroll into the nursing program. Both must maintain unencumbered licensure during program length.

RN End of Program Student Learning Outcomes

1. Implement evidence-based practice to provide holistic, high-quality nursing care that reflects uniqueness and dignity to clients, families, and communities. (ISLO – Critical Thinking; QSEN- EBP)
2. Select effective communication strategies to prioritize and delegate care while interacting with clients, families, and interprofessional healthcare team members. (ISLO - Professionalism and Communication; QSEN-T/C)

3. Demonstrate client-centered, culturally-competent, cost-effective care while adhering to legal and ethical guidelines. (ISLO-Critical Thinking; QSEN - PCC)
4. Apply the knowledge of various forms of information management and client care technology in a variety of healthcare settings that addresses legal, ethical, and emerging issues. (ISLO-Information Technology; QSEN-Informatics)
5. Create a plan for quality improvement to enhance client care and system outcomes. (ISLO-Critical Thinking; QSEN-QI)
6. Apply the nursing process according to safety standards to effectively manage the care of individuals or groups of clients. (ISLO-Critical Thinking; QSEN-Safety)
7. Model professional behaviors in personal appearance, punctuality, respect, integrity, responsibility, accountability, and leadership. (ISLO-Professionalism; QSEN – T/C)
8. Evaluate client findings using clinical judgement to prioritize needs and develop a nursing plan of care. (ISLO- Critical Thinking, QSEN-Safety, PCC).

RN Program Outcomes

NCLEX Success

1. 80% of graduates will pass NCLEX on the first attempt

Program Completion

2. 60% of the RNUR 2008 students who remain after the 11th day drop date will graduate within 3 semesters.

Job Placement

3. 90% of graduates will be employed as an RN within 6 months of graduation.

RN Prerequisites: Students are required to complete the following general education requirements with a “C” or better prior the start of the RN program. Entrance exam scores determine acceptance to the program.

General Education Requirements

Anatomy and Physiology I with lab

Anatomy and Physiology II with lab

Composition I

*College Algebra, **OR** Quantitative Literacy, **OR** Pharmacology/Dosage Calculations (must be approved if taken at another institution)*

RN Co-Requisites: Students are required to complete the following general education requirements with a “C” or better **prior to the beginning of the final semester** to the RN program.

General Education Requirements

Microbiology with lab

Composition II

General Psychology

*Computer Applications **OR** Fundamentals of Information Technology*

Entrance Examination:

- Pre-register at [Testing Services](#) for the Entrance Exam (see below for test dates and times). You may only test two times per admission deadline. No rescheduling is allowed for testing. Need experience with computer calculator.
- Must bring **photo identification** and contact Student Affairs for payment information.
- Should allow 2 to 2 ½ hours to take exam.
- Are encouraged to obtain and study *Kaplan Nursing Entrance Exam Review*.
- Kaplan Nursing Entrance Exam scores expire after one year.

Classes that Start in January

- Class times will be Tuesday and Thursdays from 1:00pm - 6:30pm. Clinical is on Saturday and Sunday, every other weekend.
- Must take the RN Kaplan Nursing Entrance Exam at any certified testing location. Testing is in the months of August and September, see testing schedule for exact dates. Students can take it up to two times.
- The exam will include Reading Comprehension, Vocabulary and General Knowledge, English Language, and Anatomy and Physiology. A minimum score of 65% in the overall composite score must be obtained to be eligible for admission into the RN program. (70% is recommended) Critical-thinking will be used as the tie-breaker.
- After taking the Kaplan Entrance Exam and getting the minimum score required, you must complete the [LPN-RN Nursing Application](#) by 5:00 pm on the 2nd Thursday in September.
- Mandatory Meeting: If score requirements are met, you must attend the mandatory meeting on the 3rd Friday in September. Times will be provided in the application.

Classes that Start in August

- Class times will be Monday and Wednesdays from 8:00am - 2:30pm. Clinical is on Saturday and Sunday, every other weekend.
- Must take the RN Kaplan Nursing Entrance Exam at any certified testing location. Testing is in the months of March and April, see testing schedule for exact dates. Students can take it up to two times.
- The exam will include Reading Comprehension, Vocabulary and General Knowledge, English Language, and Anatomy and Physiology. A minimum score of 65% in the overall composite score must be obtained to be eligible for admission into the RN program. (70% is recommended) Critical-thinking will be used as the tie-breaker.
- After taking the Kaplan Entrance Exam and getting the minimum score required, you must complete the [LPN-RN Nursing Application](#) by 5:00 pm on the 2nd Thursday in April.
- Mandatory Meeting: If score requirements are met, you must attend the mandatory meeting on the 3rd Friday in April. Times will be provided in the application.

****The minimum overall score met does not guarantee placement****

Requirements

- Must be a Licensed Practical Nurse (LPN) or Paramedic or individual who is pending licensure as a Practical Nurse or paramedic (must pass the national exam within 60 days of starting the program).
- If previously enrolled in an RN program in another School of Nursing, must submit a letter of eligibility to return to Nursing School from the previously enrolled program.
- Paramedics must also submit: proof of certification from the Arkansas Department of Health as an Arkansas paramedic and proof of registration with the National Registry of EMT's as a paramedic, if selected into the nursing program.
- Must provide proof of English language proficiency if not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based), 61 overall (internet based) or better or proof of graduation from high school within the United States, GED, or post-secondary education within the United States with the admission application.

Admission Procedures

Students must complete all the College's required entrance/admission procedures as outlined in the catalog/website, [New Student Application Instruction](#) and submit to Student Affairs. (501-337-5000 EXT 0282)

Immunization Requirements

Students are required to provide documentation of the following immunizations once receiving their acceptance/alternate letters.

- Varicella (2 doses) or Titer
- Hepatitis B (3 doses) or Titer
- MMR (2 doses) or Titer
- Tdap within the last 10 years
- Covid Vaccination (recommended)
- Flu Vaccination during flu season per CDC, October through the end of March
- TB Skin Test must last the entire length of the program
- CPR Card; must be American Heart Association for Health Care Providers, must last the entire length of the program

Associate of Applied Science (AAS) Academic Map

This program is open to students who are an LPN, paramedic, or individuals pending licensure as an LPN or paramedic. An LPN or paramedic that has an encumbered license may not be eligible for the LPN/Paramedic to RN program. To obtain an Associate of Applied Science degree at the college the student must meet admittance requirements, complete all general education requirements, and successfully complete 33 hours of Associate of Applied Science curriculum with a minimum cumulative GPA of 2.0 and satisfy all financial obligations and academic requirements of the College. Courses taken to satisfy the AAS degree requirements must have a "C" or better in order to transfer to most four-year universities.

CURRICULUM: Associate of Applied Science – Nursing (LPN/Paramedic to RN) (33 Credit Hours)

First Semester Spring Entry (Spring Semester)			
Course	Credits	Prerequisite	Completed
NURS 21008 Registered Nursing Process I	8	College Algebra OR Quantitative Literacy OR Pharmacology and Dosage Calculation; Comp I; Anatomy & Physiology I & II with lab	
NURS 22104 Registered Nursing Process II (hybrid course)	4	College Algebra OR Quantitative Literacy OR Pharmacology and Dosage Calculation; Comp I; Anatomy & Physiology I & II with lab	
Second Semester Spring Entry (Summer Semester)			
NURS 23109 Registered Nursing Process III	9	NURS 21008 & NURS 22104	
Third Semester Spring Entry (Fall Semester)			
NURS 24203 Registered Nursing Process IV	3	NURS 21008, NURS 22104 & NURS 23109; Comp II; Microbiology; Fundamentals of Information Technology; General Psychology	
NURS 25209 Registered Nursing Process V	9	NURS 21008, NURS 22104 & NURS 23109; Comp II; Microbiology; Fundamentals of Information Technology; General Psychology	
First Semester Fall Entry (Fall Semester)			
NURS 21008 Registered Nursing Process I	8	College Algebra OR Quantitative Literacy OR Pharmacology and Dosage Calculation; Comp I; Anatomy & Physiology I & II with lab	
NURS 22104 Registered Nursing Process II (hybrid course)	4	College Algebra OR Quantitative Literacy OR Pharmacology and Dosage Calculation; Comp I; Anatomy & Physiology I & II with lab	

Second Semester Fall Entry (Spring Semester)			
NURS 23109 Registered Nursing Process III	9	NURS 21008 & NURS 22104	
NURS 24203 Registered Nursing Process IV (hybrid course)	3	NURS 21008 & NURS 22104	
Third Semester Fall Entry (Summer Semester)			
NURS 25209 Registered Nursing Process V	9	NURS 23109, NURS 24203 & NURS 22104; Composition II; Microbiology; Fundamentals of Technology; General Psychology	
<i>Completion Award: Associate of Applied Science Degree in Nursing – Total Hours 33</i>			

Clinical Training

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into "hands-on" practical applications. Rules and regulations regarding clinical experiences can be found in the Student Nursing Handbook (issued on the first day of class). Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.

Progression

All courses required for the nursing program must be completed with a 76% or better. Nursing courses include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. Semester courses must be completed with a 76% or better before the student may progress to the next semester.

The Practical Nursing program is designed to prepare students for employment in the health care field and for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). All students accepted into the Practical Nursing Program will be required to have state and national criminal background checks and will pay all associated fees before set deadline. Conviction of certain crimes may make the applicant ineligible to attend certain clinical sites. If any clinical site denies student access for any reason, the student will not be allowed to progress through the program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Arkansas State Board of Nursing (ASBN) may refuse to issue or shall revoke the license of any person who is found guilty of or pleads guilty of or nolo contendere to any offense listed in ACA 17-3-102. For more information visit the ASBN website. A second criminal background check is required before students will be permitted to sit for the NCLEX-PN exam.

Students spend time in the classroom and in clinical experiences. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff nurse, and/or physicians in the cooperating clinical facilities. Clinicals are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience at facilities in many surrounding areas.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Not all applicants are accepted into the PN program. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations may be made.

PN End of Program Student Learning Outcomes

- Implement evidence-based practice in providing holistic, high-quality nursing care for clients, families, and communities. (ISLO – Critical Thinking; QSEN- EBP)

- Utilize therapeutic communication strategies while collaborating with the client, families, and the healthcare team to prioritize and delegate client care. (ISLO - Professionalism and Communication; QSEN-T/C)
- Apply client-centered, culturally competent care while adhering to legal and ethical guidelines. (ISLO-Critical Thinking; QSEN - PCC)
- Utilize various forms of technology in the provision of client care in a variety of healthcare settings. (ISLO-Information Technology; QSEN-Informatics)
- Identify a plan for quality improvement to enhance client care and system outcomes. (ISLO-Critical Thinking; QSEN-QI)
- Implement the nursing process according to safety standards to effectively manage the care of individuals or groups of clients. (ISLO-Critical Thinking; QSEN-Safety)
- Demonstrate professional behaviors in personal appearance, punctuality, respect, integrity, responsibility, accountability, and leadership. (ISLO-Professionalism; QSEN – T/C)
- Interpret client findings using clinical judgement to prioritize client and family needs to carry out the nursing plan of care. (ISLO- Critical Thinking, QSEN-Safety, PCC).

PN Program Outcomes

NCLEX Success

1. 80% of graduates will pass NCLEX on the first attempt

Program Completion

2. 50% of the PNUR 1009 students who remain after the 11th day drop date will graduate within 3 semesters.

Job Placement

3. 85% of graduates will be employed as an LPN within 6 months of graduation.

Admission Process

To be eligible for admission to the PN program the applicant must have a high school diploma or a GED and meet the entrance requirements as described at [PN Admission Criteria](#).

Entrance Examination:

- If potential applicant needs to schedule a Next-Generation ACCUPLACER test, [please visit this page for more information](#).
- Prospective students must bring photo identification and must pay \$10.00 the day of the Next-Generation ACCUPLACER test to the Business Office (cash, check, money order, or credit/debit card)
- Classes that Start in August (Malvern or Saline campus)
- Take the Next-Generation ACCUPLACER test at any certified testing center. Students can take it more than once.
- After taking the Next Generation Accuplacer and getting the minimum scores required, you must complete the [PN Nursing Application](#) by 5:00 pm on the 2nd Thursday in May.
- The following scores have to be obtained and in order to be considered for admittance to the PN Program: Next-Generation ACCUPLACER Reading and Writing scores must be a minimum of 256 in both categories. The reading and writing scores will be averaged together and we will select from the top score down until all available slots are filled. The math score will be used as a tie breaker.
- Mandatory Meeting: If score requirements are met, you must attend the mandatory meeting on the 3rd Friday in May. Times will be provided in the application.
- The Next-Generation ACCUPLACER test scores are good for one year.

Classes that Start in January (Malvern campus only)

- Take the Next-Generation ACCUPLACER test at any certified testing center. Students can take it more than once.
- After taking the Next Generation Accuplacer and getting the minimum scores required, you must complete the [PN Nursing Application](#) by 5:00 pm on the 2nd Thursday in October.
- The following scores have to be obtained and in order to be considered for admittance to the PN Program: Next-Generation ACCUPLACER Reading and Writing scores must be a minimum of 256 in both categories. The reading and writing scores will be averaged together and we will select from the top score down until all available slots are filled. The math score will be used as a tie breaker.
- Mandatory Meeting: If score requirements are met, you must attend the mandatory meeting on the 3rd Friday in October. Times will be provided in the application.
- The Next-Generation ACCUPLACER test scores are good for one year.

Requirements

- Students previously enrolled in another nursing program must submit a letter of eligibility to return to nursing school from the previous program in which they were enrolled.
- Must provide proof of English language proficiency if not from an English-speaking country. Students should submit official documentation showing completion of the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based), 61 overall (internet based) or better or proof of graduation from high school within the United States, GED, or post-secondary education within the United States with the admission application.

College Admission Procedures

- After receiving the acceptance letter from the Nursing Program, students must complete the College's required entrance/admission procedures as outlined in the [in the catalog/website](#) and submit to Student Affairs in the Administration Building before 4:30 p.m. on the dates listed under the Deadlines in the above chart.
- The College strongly suggests that prospective students begin planning their finances for school (grants, loans, etc.) as early as possible. Visit [Financial Aid](#) for more Information.

Immunization Requirements

Students are required to provide documentation of the following immunizations once receiving their acceptance/alternate letters.

- Varicella (2 doses) or Titer
- Hepatitis B (3 doses) or Titer
- MMR (2 doses) or Titer
- Tdap within the last ten years
- Covid Vaccination
- Flu Vaccination during flu season per CDC October through the end of March
- TB Skin Test must last the entire length of the program
- CPR Card; must be American Heart Association for Health Care Providers must last the entire length of the program

Students are required to provide documentation for all requirements. Failure to do so by the posted deadline may result in the loss of student eligibility for the current cohort.

Technical Certificate in Practical Nursing Academic MAP

To obtain a Technical Certificate in Practical Nursing at the college, the student must successfully complete 40 hours of Practical Nursing curriculum with a minimum cumulative GPA of 2.0 and satisfy all financial obligations and academic requirements of the College. Courses taken to satisfy the Technical Certificate in Practical Nursing degree requirements must have a "C" or better in order to transfer to most four-year universities.

CURRICULUM: Technical Certificate – Practical Nursing (40 Credit Hours)

First Semester Spring Entry			
Course	Credits	Prerequisite	Completed
PNUR 11009 Practical Nursing Process I	9		
PNUR 11203 Pharmacology and Dosage Calculation	3		
UNIV 10241 First Year Interest Group	1		
PNUR 15203 Practical Nursing Process V (hybrid)	3		
Second Semester Spring Entry			
Course	Credits	Prerequisite	Completed
PNUR 12109 Practical Nursing Process II	9	All first semester courses	
Third Semester Spring Entry			
PNUR 13205 Nursing Process III	5	All first & second semester courses	
PNUR 14110 Nursing Process IV	10	All first & second semester courses	
First Semester Fall Entry			
PNUR 11009 Practical Nursing Process I	9		
PNUR 11203 Pharmacology and Dosage Calculation	3		
UNIV 10241 First Year Interest Group	1		
PNUR 15203 Practical Nursing Process V (hybrid)	3		
Second Semester Fall Entry			
PNUR 12109 Practical Nursing Process II	9	All first semester courses	
PNUR 13205 Nursing Process III	5	All first semester courses	
Third Semester Fall entry			
PNUR 14110 Nursing Process IV	10	All first & second semester courses	
Completion Award: Technical Certificate in Practical Nursing			

Clinical Training

Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into "hands-on" practical applications. Rules and regulations regarding clinical experiences can be found in the Student Nursing Handbook (issued on the first day of class). Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.

Progression

All courses required for the nursing program must be completed with a 76% or better. Some nursing courses include a theory grade and a lab/clinical grade. Both components of the course must be passed to progress in the program. Semester courses must be completed with a 76% or better before the student may progress to the next semester.

ASU Three Rivers Career Center

Malvern Campus

The ASU Three Rivers Career Center in Malvern offers five career and technical programs of study in a simulated workplace environment. Students may receive up to twenty-five hours of concurrent college and eight high school credits, industry-recognized certifications, employment and/or continuing education opportunities, membership in a national student organization, tuition discounts following high school graduation, the opportunity to earn multiple Certificates of Proficiency, leadership development skills, employability skills, and state and national competition opportunities. The five programs of study are Automotive Technology, Construction Technology, Health Sciences, Heating and Air Conditioning Technology, and Welding Technology. Course descriptions are listed under “Applied Science Technology.”

Automotive Service Technology

Automotive Technology is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program in any semester. This program introduces the student to basic automotive diagnoses and repairs and is taught by an ASE Master Certified Technician. Students will have the opportunity to earn up to twenty-four hours of college credit, multiple Certificates of Proficiency, and various ASE Entry-Level certifications upon successful completion of the program. Processes for accepting and processing vehicles through the repair process are incorporated into the learning environment, simulating an authentic automotive dealership’s service department. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students will also have the opportunity to connect directly with the regional automotive industry for consideration of future employment and will be introduced to various post-secondary continuing education programs closely related to this training.

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. There are two certificates available. Students who earn both Certificates of Proficiency will be recognized as a “completer” and are eligible to receive the ASUTR Career Center Completer Scholarship following high school graduation.

Certificate of Proficiency – Automotive Drivability and Brakes (Even Years Fall, Odd Years Spring)

ASTE	14043	Brakes/Manual Drive Train
ASTE	11503	Direct Current Fundamentals
ASTE	21043	Engine Performance/Repair
ASTE	24803	Automotive Computers and Electronic Fuel Injection

Certificate of Proficiency – Automotive Electrical and Chassis (Odd Years Fall, Even Years Spring)

ASTE	21003	Steering and Suspension/Automatic Transmission
ASTE	21203	Tires, Wheels, & Alignment
ASTE	10203	Transportation Electronics/HVAC
ASTE	12333	Ignition Systems

Construction Technology

Construction Technology is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program in any semester. This program introduces the student to the basic fundamentals of construction, structural carpentry, residential carpentry, and the fundamentals of residential electricity, with an emphasis on OSHA safety regulations. Students will have the opportunity to earn up to twenty-four hours of college credit, multiple Certificates of Proficiencies, multiple OSHA safety certifications, develop professional leadership skills, and grow personally through job roles simulated to the “real world” work environment and through SkillsUSA membership. Students have the opportunity to participate in various community build projects and compete in various construction skills at the state and national levels. Students will also have the opportunity to connect directly with regional construction industry representatives for consideration of future employment and will be introduced to various post-secondary continuing education programs related to the construction industry.

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. There are two certificates available. Students who earn both Certificates of Proficiency will be recognized as a “completer” and are eligible to receive the ASUTR Career Center Completer Scholarship following high school graduation.

Certificate of Proficiency – Construction Fundamentals (Even Years Fall, Odd Years Spring)

CTTE	10043	Construction Fundamentals
AMST	16303	Basic Blueprint Reading
CTTE	10053	Basic Carpentry
CTTE	18053	Structural Carpentry

Certificate of Proficiency – Construction Residential Systems (Odd Years Fall, Even Years Spring)

CTTE	11053	Residential Carpentry
TECH	20053	Industrial Safety
CTTE	12003	Residential Electricity
ELTE	12303	Fundamentals of Electricity

Health Science

The Health Science program is a two-year program that consists of two individual credential pathways that complement each other when both are completed. The Health Science program prepares students for a variety of career paths in the healthcare industry. Safety and professionalism are taught as the foundation of employability skills in both areas of study and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students will have the opportunity to compete in regional and state healthcare skill competitions. Students will have the opportunity to earn up to twenty-five hours of college credit, eight high school credits, multiple Certificates of Proficiencies, CPR and First Aid training, develop professional leadership skills, and grow personally through job roles simulated to the “real world” work environment and through SkillsUSA membership. Students who complete twelve or thirteen credit hours with a grade of “C” or better will earn a Certificate of Proficiency. There are two certificates available. Students who earn both Certificates of Proficiency will be recognized as a “completer” and are eligible to receive the ASUTR Career Center Completer Scholarship following high school graduation.

Certificate of Proficiency - Medical Terminology

This program is recommended for first year students and is designed to better prepare students to enter all healthcare fields and includes an introduction to the anatomy and physiology of the human body along with the common body diseases and a comprehensive immersion in the medical terminology associated with the field. The study of the body systems and the terminology are intertwined throughout the year. Students will also have the opportunity to connect directly with regional healthcare facilities for consideration of future employment opportunities, as well as introductions to various post-secondary continuing education programs in various areas of the healthcare field.

Certificate of Proficiency – Medical Terminology

HIMT	11003	Body Systems & Diseases I
ALHE	10303	Medical Terminology I
HIMT	12003	Body Systems & Diseases II
ALHE	10403	Medical Terminology II

Certificate of Proficiency – Nursing Assistant

Nursing Assistant is a one-year pathway that meets the certification requirements of the Arkansas Department of Long-Term Care. Students will develop a solid foundation of critical skills and procedures necessary in practical and clinical care lessons through a simulated hospital setting and will have the opportunity to experience both long-term and hospital care facilities. Students will also have the opportunity to connect directly with regional healthcare facilities for consideration of immediate and future employment opportunities and will be introduced to various postsecondary continuing education programs of study in various areas of the healthcare field.

Student requirements include immunizations, TB testing, attendance standards, and practicum experience requirements. The sixteen practicum hours will be completed at a long-term care facility. This sixteen-hour practicum will be under the supervision of the CNA instructor. Students are required to provide their own transportation to clinical facilities. Students will receive Healthcare Provider CPR training and will have the opportunity to become trained in First Aid as well.

Students meeting all program requirements will have the opportunity to test for the state CNA certification. Up to five CNA students applying for and meeting entrance requirements to the ASUTR Practical Nursing program will receive priority acceptance, bypassing the waitlist each year.

Certificate of Proficiency – Nurse Assisting

ALHE	28006	Special Topics in Health Services
ALHE	11007	Certified Nursing Assistant

Heating, Ventilation, Air Conditioning, and Refrigeration

HVACR is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program in any semester. This program focuses on training students in the installation and servicing of central heat and air conditioning systems and a variety of refrigeration equipment. Students learn the skills needed to excel in the technological field of air conditioning as an HVACR Technician. Knowledge gained in this program can then be used to pursue a reliable and satisfying job in the field. With air quality and temperature control being essential to our health and modern lifestyles, it is easy to understand why graduates of HVACR programs often have careers with long-term stability.

Students will have the opportunity to earn an OSHA 10 certification, develop professional leadership skills, and grow personally through job roles simulated to the “real world” work environment and through SkillsUSA membership. Students have the opportunity to compete in various HVACR and leadership skills contests at the state and national levels. Students will also have the opportunity to connect directly with regional HVACR industry representatives for consideration of future employment and will be introduced to various post-secondary continuing education programs related to the HVACR industry.

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. There are two certificates available. Students who earn both Certificates of Proficiency will be recognized as a “completer” and are eligible to receive the ASUTR Career Center Completer Scholarship following high school graduation.

Certificate of Proficiency – HVAC-R Residential Systems (Even Years Fall, Odd Years Spring)

HVAC	20103	ACHR 1213 Residential Heating Systems
HVAV	16403	ACHR 1133 Schematics
HVAC	20303	ACHR 1223 Residential Air Condition Systems
HVAC	20233	ACHR 2313 Air Condition Service and Repair

Certificate of Proficiency – HVAC-R Fundamentals (Odd Years Fall, Even Years Spring)

ELTE	10133	ACHR 1113 Basic Electricity
TECH	20053	IEMT 2413 Industrial Safety
HVAC	10503	ACHR 1103 Fundamentals of Air Conditioning and Refrigeration
HVAC	11003	ACHR 1123 Basic Compression Refrigeration

Welding

Welding is a two-year program and includes four semesters of instruction with each course offered every other year. Students may begin the program in any semester. This program introduces the student to basic welding techniques, tools, materials, and equipment used in SMAW, GMAW, GTAW, and Metal Fabrication by applying the knowledge and skills gained from hands-on performance using various types of metal plates. These skills prepare a student for employment in various industries such as construction, fabrication, plant maintenance, the automotive collision industry, and more.

Students have the opportunity to earn up to twenty-four college credit hours and OSHA 10 certification. Students who successfully complete this program and receive “completer” status through their high school will receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will also have the opportunity to connect directly with local industries employing welders for consideration of future employment and will be introduced to post-secondary continuing education opportunities as well.

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. There are two certificates available. Students who earn both Certificates of Proficiency will be recognized as a “completer” and are eligible to receive the ASUTR Career Center Completer Scholarship following high school graduation.

Certificate of Proficiency - Welding Fundamentals (Odd Years Fall, Even Years Spring)

WELD 12033	WELD 1143 Shielded Metal Arc Welding I
TECH 20053	IEMT 2413 Industrial Safety
WELD 16003	WELD 2113 Metal Fabrication I
WELD 16103	WELD 2343 Pipe Welding I

Certificate of Proficiency - Welding Specialized Methods (Even Years Fall, Odd Years Spring)

WELD 14043	WELD 1343 Gas Metal Arc Welding I
WELD 22403	WELD 2243 Aluminum Welding I
WELD 19033	WELD 2143 Gas Tungsten Arc Welding I
WELD 10083	WELD 1123 Gas Welding and Cutting

ASU Three Rivers Career Center

Saline County Career Technical Campus – Benton

The Arkansas State University Three Rivers (ASUTR) Career Center located at the Saline County Career Technical Campus (SCCTC) in Benton is a partnership between ASUTR, Saline County, and seven high schools (Bryant, Benton, Sheridan, Bauxite, Harmony Grove, Glen Rose and Fountain Lake). The campus is located just outside of Benton at the intersection of the I-30 Frontage Road and Mountain View Road. The campus is the vision of the “Saline County 2020 project” and made possible by the voters of Saline County through a bond issue that passed in 2018 and was retired in 2025.

The campus is designed to provide students access to state-of-the-art equipment and instruction in one of 10 programs of study. Each of the 10 programs will result in both a certificate of proficiency from ASUTR and industry recognized certifications. Depending on the program, credentials may require one or two years to complete. Interested high school students should contact their high school counselor for more details.

AUTOMOTIVE TECHNOLOGY

Certificate of Proficiency – Automotive Service Technology

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Automotive Technology is a two-year program and includes four semesters of instruction. Students should maintain cohort rotation. Any off-rotation exceptions are reviewed on a case-by-case basis.

This program introduces the student to basic automotive diagnoses and repairs and is taught by ASE Master Certified Technicians. Processes for accepting and processing vehicles through the repair process is incorporated into the learning environment, simulating an authentic automotive dealership’s service department. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students have the opportunity to earn ASE, O’Reilly’s, Bumper to Bumper, and CDX certifications.

Students have the opportunity to earn eighteen college credit hours and a Certificate of Proficiency from ASUTR while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will also have the opportunity to connect directly with the regional automotive industry for consideration of future employment and will be introduced to various post-secondary continuing education programs of study closely related to this training.

ASTE 14043	Brakes/Manual Drive Train	3 CH	Year 1, Semester 1
ASTE 21043	Engine Performance/Repair	3 CH	Year 1, Semester 2
ASTE 24803	Automotive Computers and Electronic Fuel Injection	3 CH	Year 1, Semester 2
ASTE 10203	Transportation Electronics/HVAC	3 CH	Year 2, Semester 1
ASTE 12333	Ignition Systems	3 CH	Year 2, Semester 1
ASTE 21003	Steering and Suspension/Automatic Transmission	3 CH	Year 2, Semester 2

CONSTRUCTION TECHNOLOGY

Certificate of Proficiency – Construction Technology

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Construction Technology is a two-year program and includes four semesters of instruction. Students should maintain cohort rotation. Any off-rotation exceptions are reviewed on a case-by-case basis.

This program introduces the student to the basic fundamentals of construction, structural carpentry, residential carpentry, and the fundamentals of residential electricity, with an emphasis on OSHA safety regulations.

Students will have the opportunity to earn an OSHA 10, forklift and scissorlift certifications, develop professional leadership skills, and grow personally through job roles simulated to the “real world” work environment and through SkillsUSA membership. Students have the opportunity to participate in various community build projects and compete in various construction skills at the state and national levels.

Students have the opportunity to earn twelve college credit hours and a Certificate of Proficiency from ASUTR while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will also have the opportunity to connect directly with the regional construction industry for consideration of future employment and will be introduced to various post-secondary continuing education programs of study in Construction Management as well.

CTTE 10043	Construction Fundamentals	3 CH	Year 1, Semester 1
CTTE 10053	Basic Carpentry	3 CH	Year 1, Semester 2
CTTE 11053	Residential Carpentry	3 CH	Year 2, Semester 1
ELTE 12003	Residential Electricity	3 CH	Year 2, Semester 2

HEALTH SCIENCES EDUCATION

Each Certificate of Proficiency option (see below) is a 1-year program that prepares students for a future in healthcare studies. Safety and professionalism are taught as the foundation of employability skills in this program of study, and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students will be able to compete in regional and state healthcare skill competitions in the Spring of each year.

Students who complete either track of this program of study and who receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation.

Certificate of Proficiency - Medical Terminology

Students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency in Medical Terminology. This one-year option is designed to better prepare high school students for entering studies in all healthcare fields and includes an introduction to the anatomy and physiology of the human body along with the common body diseases and terminology associated with the field. The study of the systems and the terminology are intertwined throughout the year. Students will also be introduced to basic first aid, CPR, stop the bleed, and OSHA certifications for health care providers.

Students will have the opportunity to connect directly with regional healthcare facilities for consideration of future employment opportunities, as well as being introduced to various post-secondary continuing education programs in various areas of the healthcare field.

HIMT 11003	Body Systems and Diseases I	3 CH	1st semester
ALHE 10303	Medical Terminology I	3 CH	1st semester
HIMT 12003	Body Systems and Diseases II	3 CH	2nd semester
ALHE 10403	Medical Terminology II	3 CH	2nd semester

Certificate of Proficiency – Nursing Assistant

Students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency in Nursing Assistant. This one-year option meets the certification requirements of the Arkansas Department of Long-Term Care. Students are required to meet standard immunization, TB testing, attendance, and practicum experience requirements.

The sixteen hours of practicum experience will be completed at a long-term care facility. Alternative practicum opportunities will be substituted for this requirement, as defined by the Arkansas Department of Long-Term Care, under COVID-19 mitigation efforts. This sixteen-hour practicum will be under the supervision of the C.N.A. instructor. Students are required to provide their own transportation to clinical facilities. Students will receive Healthcare Provider CPR training and will have the opportunity to become trained in basic First Aid.

Students will develop a solid foundation of critical skills and procedures necessary in practical and clinical care lessons through a simulated long-term care setting. Students will also have the opportunity to connect directly with regional healthcare facilities for consideration of immediate and future employment opportunities and will be introduced to various post-secondary continuing education programs in various areas of the healthcare field.

Prerequisites for admission into this program include completing the Medical Terminology Certificate of Proficiency or completing similar classes at the student’s home high school.

HIMT 13103	Special Topics	3 CH	1 st Semester
ALHE 11007	Nursing Assistant	7 CH	2 nd Semester

Certificate of Proficiency – Patient Care Technician

Students who complete the courses listed below with a grade of “C” or better will earn a Certificate of Proficiency in Patient Care Technician. This program introduces the principles of personal and professional development, including therapeutic communications, legal aspects, ethical aspects, and nursing responsibilities, emphasizing the patient, family, and coworkers. This course includes a study of growth and development, fundamental skills, principles, and attitudes needed to give nursing care with skill, safety, and comfort. The student will be able to meet environmental, hygienic, activity, and nutritional needs, as well as care for Alzheimer’s and dementia patients. Upon completion of the course, the student will be eligible to take the national certification exam for Patient Care Technician through the American Medical Certification Association.

ALHE 28003	Special Topics	3 CH	1st Semester
ALHE 12006	Patient Care Technician	6 CH	2nd Semester

HEATING, VENTILATION, A/C AND REFRIGERATION (HVAC-R)

Certificate of Proficiency – HVACR

Students who complete 12 credit hours with a “C” or better grade will earn a Certificate of Proficiency.

HVAC-R is a two-year program and includes four semesters of instruction. The HVACR program is designed to follow a cohort model with a new cohort starting each year. Any off-rotation exceptions are reviewed on a case-by-case basis.

This program introduces the student to the basic fundamentals of industrial safety, electricity and the core skills needed for a career in HVAC-R. Students will also have an opportunity to earn several nationally recognized certifications including: NC3 Certifications from Trane in airflow, air to air heat pump, variable speed motor, and refrigeration diagnostic, Festo D/C & A/C electrical certification, American Heart Association CPR & AED, VGI EPA 608, OSHA 10, and NATE Job Ready Certificate.

Safety and professionalism are taught as the foundation of employability skills in this program, and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth.

Students have the opportunity to earn twelve college credit hours and a Certificate of Proficiency from ASUTR while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will connect directly with regional industries for consideration of future employment.

ELTE 12303	Fundamentals of Electricity	3 CH	Year 1, Semester 1
HVAC 11003	Basic Compression Refrigeration	3 CH	Year 1, Semester 2
HVAC 20103	Residential Heating Systems	3 CH	Year 2, Semester 1
HVAC 20303	Residential Air Conditioning Systems	3 CH	Year 2, Semester 2

INDUSTRIAL TECHNOLOGIES

Certificate of Proficiency – Industrial Equipment Maintenance

Students who complete 15 credit hours with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Industrial Technologies is a two-year program and includes four semesters of instruction. The program is designed to follow a cohort model with a new cohort starting each year. Any off-rotation exceptions are reviewed on a case-by-case basis.

This program introduces the student to basic fundamentals of industrial safety and mechanical principles and operations including, hydraulic, pneumatic, and electrical systems. Students will also have the opportunity to earn an OSHA 10 certification; NC3 certifications in Fundamentals of Electricity D/C, Fundamentals of Electricity A/C, Fundamentals of Mechanical Systems, Fundamentals of Industry 5.0, Fundamentals of Fluid Power Hydraulics, Fundamentals of Fluid Power Pneumatics, Motors and Motor Controls; Snap-On/Starrett certifications in Precision Measurement Dial Guages, Precision Measurement Slide Calipers, Precision Measurement Micrometers, and Tape and Ruler. Safety and professionalism are taught as the foundation of employability skills in this program and membership in SkillsUSA further promotes leadership development, community involvement, and personal growth. Students have the opportunity to compete at the state and national levels.

Students have the opportunity to earn fifteen college credit hours and a Certificate of Proficiency from ASUTR while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will connect directly with regional industries for consideration of future employment. Students have the opportunity to apply all credits earned towards an AAS in Mechatronics from ASUTR upon high school graduation.

ELTE 12303	Fundamentals of Electricity	3 CH	Year 1, Semester 1
MSTE 14163	Precision Measurement	3 CH	Year 1, Semester 2
AMST 16303	Basic Blueprint Reading	3 CH	Year 1, Semester 2
AMST 20253	Fluid Power: Hydraulics/Pneumatics	3 CH	Year 2, Semester 1
AMST 21133	Motors and Motor Controls	3 CH	Year 2, Semester 2

WELDING

Certificate of Proficiency - Welding

Students who complete twelve credit hours with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Welding is a two-year program and includes four semesters of instruction. The program is designed to follow a cohort model with a new cohort starting each year. Any off-rotation exceptions are reviewed on a case-by-case basis.

This program introduces the student to basic welding techniques and tools, materials, and equipment used in SMAW, GMAW, GTAW, and Metal Fabrication by applying the knowledge and skills gained from hands-on performance using various types of metal plates. These skills prepare a student for employment in various industries such as construction, fabrication, plant maintenance, the automotive industry, and more.

Students have the opportunity to earn twelve college credit hours, an OSHA 10 certification, forklift and scissorlift certifications, and a Certificate of Proficiency from ASUTR while receiving high school credit towards graduation. Students who successfully complete this program and receive “completer” status

through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will also have the opportunity to connect directly with local industries employing welders for consideration of future employment and will be introduced to post-secondary continuing education opportunities as well.

WELD 12033	Shielded Metal Arc Welding I	3 CH	Year 1, Semester 1
WELD 14043	Gas Metal Arc Welding I	3 CH	Year 1, Semester 2
WELD 19034	Gas Tungsten Arc Welding I	3 CH	Year 2, Semester 1
WELD 16003	Metal Fabrication I	3 CH	Year 2, Semester 2

BUSINESS SYSTEMS - NETWORKING

Certificate of Proficiency – Network Security

Students who complete the 16-credit hour program with a grade of “C” or better will earn a Certificate of Proficiency. Course descriptions are listed under “Applied Science Technology.”

Network Security is a two-year program and includes four semesters of instruction with each course offered each year following the scheduled cohort progression. Each course requires successful competition of the previous course in the schedule. Along with the technical instruction, students will also be mentored and prepared to enter the workforce by further development of their soft-skills, professional resume building, and job interview readiness.

The Certificate of Proficiency in Network Security is embedded in the Associate of Applied Science (A.A.S.) Degree in Computer Information Systems at ASUTR. All credits completed at the SCCTC will be transferable toward the completion of the A.A.S. and will reduce the time to completion for the degree. All students who enroll in the Network Security program will be required to take the CompTIA Tech+ and OSHA 10-Hour General Industry certification exams in the fall semester of year 1, at no cost to the students. After completion of these courses, students should have the instruction needed and pass the CompTIA Network+, A+ (Cores 1 and 2), Server+, and Security+ certification exams. Taking these CompTIA certification exams are not required, but are highly recommended for the serious student. The SCCTC will pay for half of the exam voucher, and the student will be expected to cover the rest of the cost along with scheduling the exam at their closest exam center.

Students who successfully complete this program and receive “completer” status through their high school are eligible to receive the ASUTR Career Center State Completer Scholarship following high school graduation. Students will also have the opportunity to connect directly with local industries for consideration of future employment and will be introduced to post-secondary continuing education opportunities as well.

Course Rotation:

CPSI 19063	Core Computing Concepts	3 CH	Year 1 Semester 1
ITEC 11103	Network Essentials	3 CH	Year 1, Semester 1
ISYS 19304	PC and Mobile Device Management	4 CH	Year 1, Semester 2
CPSI 22173	Introduction to Client/Server Concepts	3 CH	Year 2, Semester 1
CPSI 12373	Introduction to Cybersecurity	3 CH	Year 2, Semester 2

Course Descriptions by Division

APPLIED SCIENCE TECHNOLOGY

ELTE 10133 (ACHR 1113) Basic Electricity

A series of lectures and demonstrations on the basic fundamentals of electricity. Conductors, insulators, electron theory, series circuits, parallel circuits, voltage, current, resistance, wattage, Ohms law, Watts law, electrical symbols, and common conversions of wattage will be introduced.

HVAC 10503 (ACHR 1103) Fundamentals of Air Conditioning and Refrigeration

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HVAC 11003 (ACHR 1123) Basic Compression Refrigeration

A series of lectures and demonstrations on compression refrigeration components, system accessories, refrigerants, temperature pressure charts, purging and evacuation, pressurizing and leak testing, charging, basic refrigeration cycle, and refrigerant recovery/recycling.

HVAC 20103 (ACHR 1213) Residential Heating Systems

A series of lectures and demonstrations on the components and control devices for residential gas-fired furnaces, oil-fired furnaces, electric heaters, schematic wiring diagrams and operation of residential heating systems.

HVAC 16043 (ACHR 1133) Schematics

Schematic diagrams identify the electrical components in an HVAC system and illustrate how the components are interconnected and how the system works. This course presents fundamentals in the understanding and use of basic HVAC drawings and schematics to determine construction drawings to determine methods and materials of light construction. Emphasis is placed on architectural symbols, use of scales and orthographic projection.

HVAC 20303 (ACHR 1223) Residential Air Condition Systems

A series of lectures and demonstrations on installation, related components and control devices, service, schematic wiring diagrams and operation of residential air conditioning systems. Also, motors and motor controls will be covered in this course.

HVAC 20233 (ACHR 2313) Air Condition Service and Repair

This course presents the sequence of operation in the troubleshooting of residential air conditioning and gas-fired warm air systems. The materials and lab demonstrations promote the safe use of electrical, temperature, and pressure gages to facilitate a system diagnosis and recommended solution.

ASTE 14043 (ADST 1223) Brakes / Manual Drive Train

This Career Center course is an introduction to automotive brakes and manual drive trains. Students will learn the principles, testing, diagnosis, and repair of various types of brakes, including hydraulic and power brakes, disc and drum brakes, and ABS systems. Students will also learn the basic fundamentals of manual transmissions, transaxles, and clutches. The foundation of this course begins with safety, tool identification and usage, and career basics. Students will be required to demonstrate proficiency by completing all ASE MLR tasks for Brakes, Manual Drive Train, and related supplemental tasks in the lab.

ASTE 14046 (ADST1226) Brakes / Manual Drivetrain

This course is a broad introduction to brake systems, including testing, diagnosis, and repair. It introduces the principles of various brake systems, including brake components, fluids, tools, equipment, and safety protocols. Brake types covered in this course include hydraulic, disc, drum, power, parking, and anti-lock.

ASTE 21003 (ADST 1283) Steering and Suspension / Automatic Transmission

This Career Center course is an introduction to automotive steering systems, suspension, and automatic transmissions. Students will learn how the theories and laws of physics relate to automotive function with an emphasis of hydraulic systems and operation. This includes steering and suspension systems, tires, wheels, alignment, and automatic transmissions. Students will also learn theory of operation, diagnosis, and repair of conventional, rack and pinion, and electronic steering systems. Static and dynamic wheel and tire

balancing, chassis geometry, and two- and four-wheel alignment are also covered. This course begins with safety, tool identification and usage, and career basics. Students will be required to demonstrate proficiency by completing all ASE MLR tasks for Steering and Suspension, Automatic Transmission, and related supplemental tasks in the lab.

ASTE 21006 (ADST1286) Steering and Suspension

This course is an introduction to automotive steering systems, suspension, and automatic transmissions. It introduces the theories and laws of physics relate to automotive function with an emphasis of hydraulic systems and operation. This includes steering and suspension systems, tires, wheels, alignment, and automatic transmissions. It additionally introduces the theory of operation, diagnosis, and repair of conventional, rack and pinion, and electronic steering systems. Static and dynamic wheel and tire balancing, chassis geometry, and two- and four-wheel alignment are included. Safety, tool identification and usage, and career basics are embedded throughout the course.

ASTE 10203 (ADST 2133) Transportation Electronics / HVAC

This Career Center course is an introduction into automotive electrical and climate control systems. Students will learn how the theories and laws of electricity relate to automotive operation. An emphasis will be placed on the understanding and operation of various testing equipment, including digital volt ohm meters, scan tools, and oscilloscopes. Topics covered will include batteries, charging and starting systems, lighting, wipers, horns, turn signals, power accessories, instrumentation, and the principles of air conditioning. Students will learn to test, diagnose, and repair electrical systems and their components. Students will be required to demonstrate proficiency by completing all ASE MLR tasks for Electrical, HVAC, and related supplemental tasks in the lab. Students who have not taken ASTE 21003 Steering & Suspension/Automatic Transmission will be required to complete safety, tool, and career basics before participating in lab activities.

Co-requisite: ASTE 12333 Ignition Systems

(ASST 1243) Engine Performance / Repair

This Career Center course is an introduction into the design, construction, and operation of the internal combustion engine. Topics will include the operation, diagnosis and repair of fuel, cooling, lubrication, air induction, exhaust, and emission control systems. This course trains students on the theory and operation of the mechanical aspects of automotive powertrains. Students will be required to demonstrate proficiency by completing all ASE MLR tasks for Engine Repair, Engine Performance, and related supplemental tasks in the lab. Students who have not successfully completed ASTE 14043 Brakes will be required to complete safety, tool, and career basics before participating in lab activities. *Co-requisite: ASTE 24803 Automotive Computers/Electronic Fuel Injection*

ASTE 12333 (ASST 2223) Ignition Systems

This Career Center course covers diagnosis and repair of electronic, computerized, and ignition systems without a distributor. Electronic circuitry and the use of electronic test equipment for the diagnosis of ignition systems is also covered. Students will be required to demonstrate proficiency by completing all ASE MLR tasks for ASTE 10203 Transportation Electronics, and related supplemental tasks in the lab. Students who have not taken ASTE 21003 Steering & Suspension / Automatic Transmission will be required to complete safety, tool, and career basics before participating in lab activities. *Co-requisite: ASTE 10203 Transportation Electronics*

ASTE 24803 (ASST 2243) Automotive Computers and Electronic Fuel Injection

This Career Center course is an introduction into the operation, diagnosis, and repair of automotive computers and fuel injection systems. Students are taught to use the latest computer and fuel injection testers and diagnostic equipment, such as scan tools, and digital oscilloscopes. Students are taught proper diagnostic and repair procedures for automotive computer systems and electronic fuel injection and will demonstrate proficiency by completing the required ASE tasks from Engine Performance / Repair. Students who have not taken ASTE 14043 Brakes will be required to complete safety, tool, and career basics before participating in lab activities. *Co-requisite: Engine Performance / Repair*

CPSI 19603 (CISS 1003) Core Computing Concepts

A foundational course imparting IT knowledge and skills for students entering the CIS program in preparation for a career in IT. Modules include IT Concepts and Terminology; Infrastructure; Applications and Software; Software Development; Database Fundamentals; and IT Security. The class prepares students for the CompTIA Tech+ certification exam, and completion of the exam is part of the course requirements. *Prerequisites: Academic Reading (READ 01003) with a "C" or better OR required placement score.*

ITEC 11103 (CISS 1103) Network Essentials

This course gives students a fundamental overview of industry networking including Ethernet, protocols, TCP/IP, topology, security, network installation, testing and trouble shooting. Ethernet and TCP/IP data transmission are emphasized. The network cabling plant, network devices, interfaces, bandwidths, and compatibility issues with PLCs and SCADA systems are also covered.

ISYS 19304 (CISS 1114) PC and Mobile Device Management

The objective of this course is to instruct students in maintenance, troubleshooting, and repair of computers and computer systems. Theory of operation and basic nomenclature are covered with IBM clone computers used as a lab trainer to teach troubleshooting and repair techniques using test equipment and diagnostic software.

CPSI 22173 (CISS 1123) Introduction to Client/Server Concepts

This course provides an introduction to the Client/Server networking concept, focusing on the hardware, software, and management of such networks. Topics include planning, installation, and operation of Client/Server networks, as well as consideration and utilization of the features and commands available through these operating systems to access the Internet. Outside computer practice is required. *Prerequisite: CPSI 19063 Core Computing Concepts or instructor permission.*

CPSI 29074 (CISS 1334) Linux Essentials

This course introduces the Linux operating system, including system management, security, scripting, containers and automation, and troubleshooting. *Prerequisite: CPSI 19063 Core Computing Concepts*

CPSI 20094 (CISS 2104) Introduction to Coding and Scripting

This course is an introduction to programming and problem solving. Fundamental techniques of programming as a foundation for more advanced study in information technology and computer science. Considerable attention is devoted to developing effective software engineering practice, algorithm design, decomposition, procedural abstraction, testing and software reuse. *Prerequisite: Eligible for College Algebra*

CPSI 12373 (CISS 2153) Introduction to Cybersecurity

This course is designed to cover a broad range of subjects that form the basis of computer system security studies. Students will define the concepts of confidentiality, integrity, and availability. In addition, they will explore basic security models, mandatory access control (MAC), discretionary access control (DAC), trusted operating systems, and secure network design. The students will be presented an overview of cryptography, with an emphasis on the terminology, algorithms, techniques, and software used in encrypting information. *Prerequisite: CPSI 22173 Introduction to Client/Server Concepts*

CPSI 13374 (CISS 2154) Cybersecurity Analysis

Building on foundational security concepts, this course deepens students' understanding of threat detection, vulnerability assessment, and security analysis. Students develop practical skills in security toolsets, basic threat hunting, and security control implementation while exploring real-world cybersecurity scenarios. *Prerequisites: CPSI 12373 Introduction to Cybersecurity with a C or better*

ISYS 21004 (CISS 2204) Network and Infrastructure Management

A study of Information Technology's role in supporting business needs, including history, theory, implementation, maintenance, and management of IT infrastructure. The course emphasizes business needs through practical case studies and project-driven learning. *Prerequisite: ITEC 11103 - Network Essentials*

CPSI 21164 (CISS 2224) CIS Capstone

This is a project-based course designed to provide fourth-semester CIS students with the opportunity to apply and build upon knowledge and skills acquired throughout their studies in the program. Emphasizes

guided individual exploration and learning, with instruction in project design, development and management. Fulfills a specific requirement; may be used as elective credit if taken in addition to CPSI 29104. *Prerequisite: 30 hours of CISS – specific credit with a C or better grade average.*

CPSI 12304 (CISS 2404) Database Administration & SQL

This course introduces students to basic relational database concepts, relational database terminology, data modeling concepts, and building and mapping Entity Relationship Diagrams (ERDs). Oracle SQL Developer Data Modeler is utilized to build ERDs and The Structured Query Language (SQL) is used to interact with a relational database and manipulate data within the database. Oracle Application Express is utilized to provide practical, hands-on, engaging activities. *Prerequisite: CPSI 19603 - Core Computing Concepts*

CPSI 11004 (CISS 2454) Web Development

This course is designed to give students a basic understanding and hands-on experience with creating webpages using HTML5 and CSS3. Students will be introduced to website project planning and designing for standard and mobile web browsers. *Prerequisite: Intro to Coding and Scripting (or Corequisite)*

CPSI 29104 (CISS 2464) CIS Internship

This course extends learning beyond the classroom by integrating theory and technical skills in a real work setting. It is reserved for students in or after the fourth semester of the AAS program. Students participate in an internship experience which provides hands-on training under the direct supervision of a professional at an instructor-approved site. A minimum of a minimum of 180 clock hours are required. Instructor approval is required. Placements are through an application process; students should consult with a faculty advisor for more information. ***Students will submit to a background check and drug screening if required by the work site. The cost will be added as a fee.***

CRJU 10203 (CIUS 1113) Introduction to Criminal Justice

Surveys the history, development, and philosophy of law enforcement, courts, and corrections. This course examines the organization and jurisdiction of local, state, and federal law enforcement agencies and introduces social problems and current police issues. *This course corresponds to ACTS Index Number CRJU 1023.*

CRJU 11073 (CIUS 1123) Survey of Corrections

An introduction to the history and development of program, theories, and philosophies, with emphasis on contemporary correctional institutions on the federal, state, and local level.

CRJU 21183 (CIUS 1143) Police and Correctional Ethics

This course introduces students to the fundamentals of law enforcement and correctional ethics and practice, doctrines, controversies, and rules of moral judgment. Students will examine cases of moral judgment and the ways and means of making judgments in the field. Some difficult judgments would include; whether to arrest, use of deadly force, to prosecute, to participate in plea bargaining, to impose penalties or fines, to adhere to police standards of ethics and policy, and to cooperate with supervisors on questions of ethics.

CRJU 11203 (CIUS 1213) Police Organization and Management

A study of the principles of administration and management and the application to law enforcement. Analyzes the police organizational structure, including line operations, staff services, the inspection services bureau, SEAT, and juvenile services.

CRJU 22603 (CIUS 2113) Criminal Procedures and Evidence

This course examines the criminal process, legal problems associated with the investigation of a crime, acquisition and preservation of evidence, commencement of a criminal proceeding, prosecution and defense of charges, sentencing, appeals, Supreme Court rulings, and search and seizure.

CRJU 21133 (CIUS 2123) Police-Community Relations

A survey of the role of police in community crime prevention efforts, citizen participation and involvement in crime protection, and a study of the police officer achieving and maintaining a positive public image.

Prerequisite: CRJU 10203 Introduction to Criminal Justice with a "C" or better.

CRIM 20203 (CJUS 2133) Introduction to Criminology

Introduction to Criminology explores various explanations of criminal behavior and deviance. More specifically, this course focuses on criminology – the scientific study of theories of crime, desistance, and social contexts and the influence these have on criminal behavior. Through careful consideration of trends, data, research, theory, and so on, we can better understand nefarious human behavior and our responses to it. The concepts covered in this course are important to anyone interested in criminal justice, criminology, and the social sciences, more broadly.

CRJU 27373 (CJUS 2223) Criminal Justice Internship

Criminal Justice interns will be assigned to observe, record, and to the extent possible, participate in routine agency operations under the supervision of agency officials. Students submit written reports covering specific agency functions at regular intervals and a final work project paper in accordance with work-study plan agreed upon by the student and instructor. Course credit hours and placement clock hours generally correspond at a rate of 1:45. *Prerequisite: CRJU 11203 Police Organization and Management with "C" or better, appropriate dean and agency approval.*

CRIM 25103 (CJUS 2253) Criminal Investigation

This course includes fundamental theory of criminal investigation, crime scene analysis, collection and preservation of physical evidence, and some specific methods used in police laboratories.

CRJU 20103 (CJUS 2313) Special Topics in Criminal Justice

Special topics of contemporary relevance to criminal justice students and professionals in the field. Students will plan individual projects related to the semester's theme and conduct research in consultation with the instructor.

CRJU 11001 (CJUS 1101) Criminal Justice Workshop I

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CRJU 11002 (CJUS 1002) Criminal Justice Workshop II

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CRJU 11003 (CJUS 1003) Criminal Justice Workshop III

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CTTE 10043 (CNST 1013) Construction Fundamentals

This Career Center course introduces the basic building materials, components, methods, and sequences used in residential and light commercial buildings. Students will learn the basic fundamentals of safety, math, tools, and carpentry related to the industry. This course will enable students to identify and utilize tools, equipment, and materials common to the industry and to perform basic entry-level carpentry skills, such as wall framing and layouts, ceiling joist and rafter cutting and layouts, as well as basic roofing components and stair design. Students will gain knowledge and skills in both the traditional classroom and in hands-on performance projects and will be able to identify various employment opportunities which utilize these skills.

CTTE 18053 (CNST 1033) Structural Carpentry

An introduction to the structural development of residential and light commercial construction projects. Students will gain knowledge regarding standard equipment and tools used in the industry, including safety, the basic handling, storage, and installation of common building materials related to floor systems, wall systems, ceiling joists, and roof framing. They will develop the ability to accurately measure, mark, and cut materials using basic construction math, components, methods, and sequences while performing basic entry-level carpentry skills related to floor systems, wall systems, ceiling joists, and roof framing, as well as common roofing and ceiling types. Students will gain knowledge and skills in both the traditional classroom and in hands-on performance projects and will be able to identify various employment opportunities which utilize these skills.

CTTE 10053 (CNST 1133) Basic Carpentry

This course provides training for the construction of a residential home. Instruction will include construction details such as: layout, materials, assembly, tool and equipment operation, and reasons for alternative methods of construction. Foundation layout and framework, leveling instruments, floor and wall framing

methods, roof framing, covering and exterior finish, the study of the framing square, building materials and remodeling projects are also covered.

CTTE 11053 (CNST 1233) Residential Carpentry

An introduction to basic handling, storage, and installation of building materials, including safety protocols in residential and light construction. Students will gain knowledge regarding standard equipment, tools and materials used in the industry, including the ability to accurately measure, mark, and cut materials using basic construction math, components, methods, and sequences used in residential and light commercial buildings. Students will learn the basic fundamentals of safety, math, tools, and carpentry related to the industry. This course will enable students to identify and utilize tools, equipment, and materials common to the industry and perform basic entry-level carpentry skills involving design and installation of interior door and door casings, window jambs and sills, door and window trim, baseboards/baseshoes, crown molding, and stairs, including handrails. They will further explore the entire building envelope to include window types, jamb extensions, door installations, and lockset types and installations. Students will gain knowledge and skills in both the traditional classroom and in hands-on performance projects and will be able to identify various employment opportunities which utilize these skills.

ELTE 12003 (CNST 1243) Residential Electricity

An introduction to the basic fundamentals of safety, math, tools, and equipment related to electrical wiring of residential structures. Students will be introduced to topics such as circuits, including current, flow, voltage, resistance, and Ohm's Law, as well as device boxes and pipe bending. Students will learn to use common tools, equipment and materials to test and install residential wiring, basic lighting fixtures, outlets, and switches, as well as read and interpret basic electrical construction drawings and schematic diagrams. The National Electrical Code (NEC) will be introduced. This course will enable the student to gain an understanding of the essentials of electricity and electrical power and demonstrate safe entry-level skills of electrical wire installation and diagnosing electrical power failures. Mastery of basic mathematics is recommended before taking this course. Students will gain knowledge and skills in both the traditional classroom and in hands-on performance projects and will be able to identify various employment opportunities which utilize these skills and continuing educational opportunities.

AMST 21133 (ELCT 1203) Motors and Motor Controls

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. *Prerequisite: ELTE 12303 Fundamentals of Electricity*

ELTE 21304 (ELCT 1224) Digital and Electronic Circuits

This class is an introduction into the design of semiconductor materials and the basic components that are made from them. The fundamentals and theory of digital logic circuits are also covered. Topics of study include diodes, transistors, power supplies, voltage regulators, field effect transistors, transistor operation, transistor configurations, load line analysis, and small signal amplifiers. Devices such as Oscillators, SCRs, Triacs, Diacs, UJTs, power amplifiers and operational amplifiers are covered in the classroom and practical circuits are built in lab. Operation and design of digital logic gates, use of Boolean Algebra, Flip-flops, Counters, Shift Registers, Semiconductor Memories, Analog to Digital converters and Digital to Analog converters are also covered. Experimental circuits are constructed in an associated lab. *Prerequisite ELTE 12303 Fundamentals of Electricity*

CPSI 11574 (ELCT 2114) Data, Voice, and Video Cabling

This course is designed to give students a basic understanding and practical experience in copper and fiber optic cable termination, installation, and testing as it applies to computer networks and home/office requirements. This course will benefit students who plan to work in areas dealing with computers or electronics. Topics covered include: Structured Cabling, Telephone Wiring, Video System Installations, Network Cabling, Testing, and Fiber Optic Systems to include light basics, fiber types, installation, connectors and splices and testing.

AMST 20504 (ELCT 2324) PLC and PLC Applications

This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices, such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and capacitive sensors and write PLC programs to make them function on actual equipment. *Prerequisite: ELTE 12303 Fundamentals of Electricity and AMST 21333 Motor and Motor Controls*

ELTE 21433 (ELCT 2403) Industrial Instrumentation

This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders. Offering is based on student interest.

Prerequisite: AMST 21333 Motors and Motor Control or instructor permission

MSTE 11003 (ENTR 1113) Introduction to 3D Printing/Prototyping

This course teaches students the basic process of 3D printing. Topics include filament, build plate, STL files, Makerware, bridging and the 68 Degree Rule, 3D Design, basic operation and maintenance, and 3D scanners.

ELTE 13003 (IEMT 1103) Wiring Methods

Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. *Prerequisite: ELTE 12303 Fundamentals of Electricity*

ELTE 12303 (IEMT 1303) Fundamentals of Electricity

This course introduces the non-electronics student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm's Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. *Prerequisite: MATH 03163 Foundations of Math*

AMST 20253 (IEMT 1203) Fluid Power (Hydraulics and Pneumatics)

This course covers the principles of hydraulic and pneumatic equipment and their uses and application in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls.

AMST 17303 (IEMT 1213) Mechanical Devices and Systems

This class is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement. Bearing vibration and thermal imaging diagnostics is also covered.

TECH 20053 (IEMT 2413) Industrial Safety

Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety.

AMST 29003, 29004 (IEMT 2503, 2504) Industrial Maintenance Internship

This is a capstone course for Mechatronics students which extends learning beyond the classroom by integrating theory and technical skills in a real work setting. It is reserved for students completing their third or fourth semester. Students participate in an internship experience which provides hands-on training under the direct supervision of a professional at an instructor-approved site. A minimum of 135 clock hours are required for AMST 29003; a minimum of 180 clock hours are required for AMST 29004. Instructor permission is required. Placements are through an application process; students should consult with a faculty advisor for more information. *Prerequisite: Technical Certificate in Mechatronics Technology or Industrial Maintenance Technology. Students will submit to a background check and drug screening if required by the work site. The cost will be added as a fee.*

AMST 16303 (MACH 1103) Basic Blueprint Reading

This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols. *Prerequisites: MATH 1033 Foundations of Math I with a grade of "C" or above or otherwise eligible for college-level math*

MSTE 24343 (MACH 2103) Introduction to CAD

Computer Aided Drafting is an introductory course for the technician or the person seeking to draft for a living. Engineers, architects, mechanical, electrical, and electronics persons all need the ability to complete finished drawings of parts and structures. Manufacturers rely on computer drawings of parts and other manufactured goods. This course expands on MACH 1103 Basic Blueprint Reading. It will explore the use of CAD graphics software through the use of microcomputers, plotters and printers. Included will be operations through logging-on and off, geometric entity creations, zooming, dimensioning, moving, plotting, layering, mirroring, saving, and recalling drawings. Upon completion of this course the student should be able to produce a useful mechanical drawing using the microcomputer and plotter or printer. This course requires considerable work outside of class time. *Prerequisite: AMST 16303 Basic Blueprint Reading or instructor permission.*

MSTE 10233 (MECH 1013) Intro to CNC Machining and Fabrication

Basic function and operation of Computer Numerical Controlled (CNC) Mill. Specifically addressed in this course are: Safety, sizing and mounting of cutting tools, cutting tool direction, function and structure of CNC programming language, zero referencing and tool offsets.

TECH 10703 (MECH 1103) Principles of Mechatronics

This course covers the core set of technical skills that are applied in a wide variety of industries and settings. It provides an overview of the various disciplines required of a Mechatronics Technician and how the disciplines are combined to ensure modern mechanical equipment and processes are efficient, productive, and reliable. This is an integrated introduction to various methods of power used in mechanical systems, such as electronics, mechanics, pneumatics, hydraulics, information technology and computer control systems and how electrical energy is produced, controlled and utilized.

AMST 20354 (MECH 1104) Industrial Robotics

Basic functions of industrial robotics. Basic programming, including homing, grasp, pick and place will be addressed. Industrial applications, especially material handling will be explored in the classroom as well as the lab.

TECH 22603 (MECH 2263) Special Topics in Mechatronics

Designed to fit special needs in manufacturing processes that are unique to the changing needs of industry, this course covers topics in the field of Mechatronics that are not covered by other courses. The course may be repeated for varied topical themes. *Instructor consent required. Offered as needed/with interest.*

WELD 10083 (WELD1123) Gas Welding and Cutting

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

WELD 12033 (WELD 1143) Shielded Metal Arc Welding I

An introduction to basic welding techniques, equipment, tools, materials, safety, and various employment opportunities in the field. Students will gain knowledge and skills in hands-on performance to unite and separate metal parts by heating, using a variety of techniques and equipment. Students are prepared for employment in various industries, such as construction, fabrication, plant maintenance, the automotive industry, and more. Emphasis of this course will be the use of shielded metal arc welders.

WELD 13033 (WELD 1153) Shielded Metal Arc Welding II

The second of a two-course sequence in which students will gain knowledge of the principles, equipment, and skills used in the SMAW process, involving base metals and joints common to industry. Among the topics covered are safety, tools, welding techniques, cutting, electrodes, and testing. (1 lecture; 4 lab; 3 Credit Hours)

WELD 14043 (WELD 1343) Gas Metal Arc Welding I

An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be the use of gas metal arc welders.

WELD 24043 (WELD 1353) Gas Metal Arc Welding II

The second of a two-course sequence in which students will gain knowledge of the principles, equipment, and skills used in the GMAW process, involving base metals and joints common to industry. Among the topics covered are safety, tools, welding techniques, cutting, and testing. (1 lecture; 4 lab; 3 Credit Hours)

WELD 16003 (WELD 2113) Metal Fabrication I

An instructional program that prepares individuals to apply technical knowledge and skills to unite and separate metal parts by heating, using a variety of techniques and equipment. Emphasis of this course will be on general welding knowledge and techniques in oxy/fuel gas cutting, plasma arc cutting, and the use of metal fabrication machinery.

WELD 17003 (WELD 2213) Metal Fabrication II

A continuation of WELD 16003 in which students learn to fit together structured steel using formulas to develop angles of cut and fit. Emphasis will be placed on the fabrication of pipe materials.

WELD 19033 (WELD 2143) Gas Tungsten Arc Welding I

An introduction to basic welding techniques, equipment, tools, materials, safety, and various employment opportunities in the field. Students will gain knowledge and skills in hands-on performance to unite and separate metal parts by heating, using a variety of techniques and equipment. Students are prepared for employment in various industries, such as construction, fabrication, plant maintenance, the automotive industry, and more. Emphasis of this course will be the use of gas tungsten arc welders.

WELD 23843 (WELD 2153) Gas Tungsten Arc Welding II

The second of a two-course sequence in which students will gain knowledge of the principles, equipment, and skills used in the GTAW process, involving base metals and joints common to industry. Among the topics covered are *safety*, tools, welding techniques, cutting, and testing. (1 lecture; 4 lab; 3 Credit Hours)

WELD 22403 (WELD 2243) Aluminum Welding I

This class covers the theory behind the processes used to weld and manipulate aluminum as well as the skills required to produce quality welds that will be valuable in the welding field. Focus will be put on the most current skills and ideology that are being employed in today's applications whether in a production environment or a custom fabrication setting.

WELD 22503 (WELD 2253) Aluminum Welding II

Aluminum Welding II covers the advanced theory behind the processes used to weld and manipulate aluminum as well as the skills required to produce quality aluminum welds. Focus will be put on the most current skills and ideology that are being employed in today's applications, including appropriate welding

temperatures, advanced machine settings, and aluminum alloy compositions and properties. *Prerequisite: WELD 2243 Aluminum Welding I*

WELD 15103 (WELD 2343) Pipe Welding I

This course introduces the principles, equipment, and skills used in the area of pipe welding. Emphasis will be placed on pipe angles, various pipe fits, and cutting procedures. Malvern Career Center only. (1 lecture; 4 lab; 3 Credit Hours)

WELD 29933 (WELD 2223) Special Topics

A project-based course providing ongoing practice in planning, design, materials acquisition, and fabrication of metal structures and objects. Instructor permission is required.

ARTS & SCIENCES

Courses are listed in alphabetic/numeric order by the course number.

Arkansas State University Three Rivers reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

GENERAL EDUCATION COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF ACADEMIC READING (READ 01003).

BIOL 10004 Introduction to Biology

A general education course in biology for NON-MAJORS introducing key concepts and methods such as the scientific method, classification, cell structure and function, cellular reproduction, genetics, evolutionary adaptation, and ecology. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number BIOL 1004.*

NUTR 22043 Nutrition

This course is designed for college-level students enrolled in Allied Health science programs as well as students who are interested in obtaining information on nutrition in order to better their lives and the lives of their families. This course covers the principles of good nutrition for all age groups including in-depth information concerning the food guide pyramid, diet planning, vitamin and mineral functions and sources, and also modification of these principles for therapeutic purposes. Online only. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score.*

ENSC 10003 Environmental Science

A general education course in environmental science for NON-MAJORS introducing key concepts and methods such as politics and the environment, air and water pollution, energy, carrying capacity, population dynamics, food, soil and pest management, solid and hazardous waste, resource management, water problems of our state, biodiversity, climate change, and world poverty. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score.*

BIOL 10304 General Botany

A plant science course for MAJORS consisting of a survey of the major plant groups, taxonomy, and structure and function at all levels. Offering is based on student interest. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number BIOL 1034.*

BIOL 10504 General Zoology

An animal science class for MAJORS consisting of a survey of life forms from the microscopic to mammals to include taxonomy, organ systems, function, similarities of structure, and animal behavior. Offering is based on student interest. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number BIOL 1054.*

BIOL 24004 Anatomy and Physiology I

This course is the first semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. After an introduction, the

following topics will be discussed: basic chemistry, cell biology, histology, integumentary system, skeletal system, muscular system, and nervous system. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. This course cannot be used for credit toward a biology major or minor. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number BIOL 2404.*

BIOL 24104 Anatomy and Physiology II

This course is the second semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. The following topics will be discussed: sensory system, endocrine system, cardiovascular system (including blood, blood vessels, and the heart), lymphatic system, immune system, respiratory system, digestive system, urinary system and reproductive system. Nutrition, metabolism, and temperature regulation; fluid, electrolyte and acid-base balance; pregnancy, human development, and heredity will be discussed. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. This course cannot be used for credit toward a biology major or minor. *Prerequisite: Anatomy and Physiology I (BIOL 24004) with a "C" or better. This course corresponds to ACTS Index Number BIOL 2414.*

BIOL 20004 Microbiology

This course emphasizes microbiology with reference to health-related topics. After an introduction, the following topics will be discussed: microbiology overview, observing microorganisms, anatomy, metabolism, growth, control, genetics, taxonomy, disease and epidemiology, pathogenicity, host defenses and associated disorders, applied microbiology, and antimicrobial drugs and resistance. Laboratory exercises will be provided to demonstrate and reinforce the principles of microbiology and its impact on public health.

Prerequisite: Anatomy and Physiology I (BIOL 24004) or Intro to Biology (BIOL 10004) with a "C" or better.

This course corresponds to ACTS Index Number BIOL 2004.

CHEM 14104 General Chemistry I

A course in the fundamental laws and theories of chemistry designed for MAJORS in science, and those interested in engineering, medicine, dentistry, pharmacy, veterinary and medical technology. The students will study the following concepts including but not limited to: physical measurements, stoichiometry, atoms, molecules, ions, electron configuration, chemical bonding, molecular structure, chemical reactions, periodic table, solids, liquids and gases, solutions, thermochemistry, and chemical kinetics. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score AND College Algebra (MATH 11003) with a "C" or better OR concurrently enrolled. This course corresponds to ACTS Index Number CHEM 1414.*

SPCH 10003 Oral Communication

A course designed to guide the student in examining the components of oral communication and in improving one-to-one communication, group discussion, and public speaking. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number SPCH 1003.*

ECON 21003 Principles of Macroeconomics

A study of macroeconomic principles including market system, national income equilibriums, money and the banking system. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. Students do not have to take this economics course in sequence. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number ECON 2103*

ECON 22003 Principles of Microeconomics

A study of microeconomic principles including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. Students do not have to take this economics course in sequence. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number ECON 2203*

CIED 10103 Foundations of Education

This course provides prospective teachers and those who have an interest in education a fundamental background in the teaching profession, including career opportunities, educational infrastructure, students and their communities, legal aspects of education, educational philosophy, and curriculum and instruction. This course includes a thirty-hour observation component. *Prerequisites: Composition I (ENGL 10103) with a "C" or better or concurrently enrolled.*

CIED 10003 Instructional Technology

This course explores effective strategies for integrating digital tools and technologies into classroom instruction. Students will evaluate educational software, design technology-enhanced lesson plans, and develop skills in using learning management systems, digital assessment tools, and multimedia resources. Emphasis is placed on student engagement, differentiated instruction, and Universal Design for Learning principles. Topics include digital citizenship, accessibility, and emerging trends in Educational Technology, with hands-on experience throughout. *Prerequisites: Composition I (ENGL 10103) with a "C" or better or concurrently enrolled AND Foundations of Education (CIED 10103) with a "C" or better or concurrently enrolled.*

ECED 20203 Child Growth and Development

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside of 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 a minimum of five (5) hours of observation. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score AND Foundations of Education (CIED 10103) with a "C" or better or concurrently enrolled.*

ENGL 01153 Basic Writing

This course is designed to help students master basic essay writing strategies such as invention, prewriting, drafting, revising, and editing while learning the essential rules of grammar and usage needed for college-level writing. Placement based on entrance exam score.

ENGL 10103 Composition I

A course designed primarily to develop in students the ability to think critically and write coherently using principles and techniques of expository and persuasive composition. Students will write thesis-driven short (300-500 words) essays which respond to various rhetorical situations, purposes, and audiences, developing flexible strategies for generating, revising, and editing their work. The course includes an introduction to research methods and styling, analysis of texts, and integration of research material (through summary, paraphrase, and direct quotation) with the student's own ideas to form synthesized written arguments. Established documentation styles will be used to properly cite and document sourced material in assigned compositions. *Prerequisite: Academic Reading (READ 01003) with a "C" or better or required placement test score AND Basic Writing (ENGL 01153) with a "C" or better or required placement score. This course corresponds to ACTS Index Number ENGL 1013.*

ENGL 10203 Composition II

A course designed to refine the ability to think critically and write coherently using principles and techniques of expository and persuasive writing. Building upon the foundations established in Composition I, students will write fully-documented research papers that demonstrate a mastery of thesis statement development,

organization, integration of sourced material, and revision processes. The study of short stories, poetry, drama, and essays provides topical ideas for longer and more scholarly essays (500-1000 words) using established documentation styles. *Prerequisite: Composition I (ENGL 10103) with a "C" or better. This course corresponds to ACTS Index Number ENGL 1023.*

ENGL 20103 Introduction to Creative Writing

An introduction to the process, techniques, and special considerations of crafting poetry and fiction, with an emphasis on writing and workshopping. The course includes analysis of contemporary styles and an introduction to publishing. *Prerequisite: Composition II (ENGL 10203) with a "C" or better. This course corresponds to ACTS Index Number ENGL 2013.*

ENGL 27103 Contemporary Literature

Students will read excerpts and entire works of fiction, creative nonfiction, poetry, and graphic text. Classroom discussion and written responses (journals, blogs, short essays, etc.) will enhance understanding and engagement with the texts. Exploration of "the buzz" surrounding the publication of selected works will add to our study of how these works fit into the contemporary social and literary contexts. Social issues as well as contemporary concerns of the writer/artist will be of particular interest. *Prerequisites: ENGL1113 Composition I. ACTS Course: ENGL2713 Introduction to Literature.*

ENGL 21103 World Literature I

This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by writers from across the globe. The course will cover works from antiquity through the Renaissance, with such Western and non-Western authors as Homer, Sappho, Sophocles, Confucius, Li Po, Ferdowsi, Shikibu, and Cervantes. The course will introduce students to literary devices typically used in tragedy, the epic, lyric and pastoral poetry, and drama. *Prerequisite: Composition II (ENGL 10203) with a "C" or better. Students do not have to take this literature course in sequence. This course corresponds to ACTS Index Number ENGL 2113.*

ENGL 21203 World Literature II

This course provides students with the opportunity to read, analyze, evaluate, and discuss representative works by world writers from the Renaissance to the present. Western and non-Western authors such as Cao Xueqin, Moliere, de la Cruz, Basho, Wordsworth, Whitman, Dickenson, Dostoevsky, Tagore, Woolf, Mahfouz, Gordimer, and Achebe may be presented. Students will become familiar with short stories, drama, and poetry and the literary devices commonly used in them. *Prerequisite: Composition II (ENGL 10203) with a "C" or better. Students do not have to take this literature course in sequence. This course corresponds to ACTS Index Number ENGL 2123.*

ENGL 26503 American Literature I

American Literature I provides students the opportunity to read, analyze, discuss, and evaluate major American works and authors up to 1865. The course includes Native American oral traditions, colonial period works, Federalist writers, and New England nature writers, as well as study of various forms and genres and conventions associated with each. *Prerequisite: Composition II (ENGL 10203) with a "C" or better. Students do not have to take this literature course in sequence. This course corresponds to ACTS Index Number ENGL 2653.*

ENGL 26603 American Literature II

American Literature II is a survey course affording students the opportunity to read, analyze, discuss, and evaluate major American authors, genres, and literary movements from the Civil War to present. *Prerequisite: Composition II (ENGL 10203) with a "C" or better. Students do not have to take this literature course in sequence. This course corresponds to ACTS Index Number ENGL 2663.*

ELED 20133 Literature for Elementary and Middle Schools

This course reviews the major theories and concepts related to cognition, metacognition, and motivation for reading in K-12 settings, including those with children and adolescents with special needs. The course teaches students how to analyze and integrate developmentally appropriate literature across a standards-based curriculum—digitally and through traditional print. *Prerequisite: Composition II (ENGL 10203) with a "C" or better AND Foundations of Education (EDUC 1113) with a "C" or better.*

FILM 20203 Film Appreciation

Basic elements of film, the process of filmmaking, and the approaches to film aesthetics and criticism. Assignments may include viewing motion pictures at local theatres. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score.*

FREN 10103 French I

A beginning language and culture course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing in French language. Includes study of the everyday life and culture of French-speaking people. *Prerequisites: Eligible for Comp I. ACTS Course: FREN1013 French I.*

FREN 10203 French II

A continuing language and culture course designed to help students develop further proficiency in the four skills of listening, speaking, reading, and writing in French language. Includes study of the everyday life and culture of French-speaking people. *Prerequisites: Successful completion of French 1. ACTS Course: FREN1023 French II.*

GEOG 11003 Geography

A survey of the basic concepts of geography including the basic themes and standards of the discipline. The study includes an overview of physical, cultural, political and economic geography as well as an introduction to the use of maps. *This course corresponds to ACTS Index Number GEOG 1103.*

GEOG 21003 Cultural Geography

An examination of various cultures, dynamics of resource utilization, and patterns of economic development. Special emphasis is placed on the interpretation of cultural landscapes. Some instruction is field-based. *Prerequisites: Geography (GEOG 11003) with a "C" or better OR instructor permission. This course corresponds to ACTS Index Number GEOG 2113.*

CPSI 10003 Apps & Practices for College Success**DASC 12003 AI for College, Career, and Creativity**

The course introduces students to artificial intelligence and AI applications from an end-user perspective, focusing on when, why, and how to use AI in academic and professional contexts. Topics include the history and fundamental processes of generative AI, AI tools for various purposes, and implications for academic integrity, career readiness, privacy, and societal impact. This course aligns with the institution's learning outcomes for digital information literacy, critical thinking, and communication/writing. *Prerequisite: Equivalent of ACTS CPSI 1003*

PHIL 10003 Introduction to Critical Thinking

This course explores dispositions, knowledge, and skills fundamental to sound critical thinking. Students will apply critical thinking strategies and the scientific method to analyze and evaluate arguments and to identify and solve problems. Includes study of informal and formal fallacies, syllogisms, and construction of definitions. *Prerequisites: Basic Writing (ENGL 01153) with a "C" or better. This course corresponds to ACTS Index Number PHIL 1003.*

PLSC 20003 American National Government

An analytical survey of the principles, organization, and functioning of the American national government. This course requires students to examine the ideals upon which the United States was founded and the development of government under the Constitution in order to better understand the American political system. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number PLSC 2003.*

PLSC 21003 State and Local Government

The principles, organization, and functioning of state, county, and township government, with special reference to Arkansas. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number PLSC 2103.*

HIST 12103 (Western) Civilization through 16th Century

This course offers a survey of the significant economic, political, and social currents of World Civilization from the pre-historic era to the mid-seventeenth century of the Common Era. Students do not have to take

civilization courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 1213.*

HIST 12203 (Western) Civilization since 16th Century

This course offers a survey of the significant economic, political, and social currents of World Civilization from the Protestant Reformation to the late twentieth century of the Common Era. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 1223.*

HIST 11103 World Civilization I

Study of world civilizations to the Early Modern period. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 1113.*

HIST 11203 World Civilization II

Study of world civilizations since the Early Modern period. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 1123.*

HIST 21103 U.S. History through 1865

This course offers a survey of the significant economic, political, and social currents of American history from the Age of Exploration to the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 2113.*

HIST 21203 U.S. History since 1865

This course offers a survey of the significant economic, political, and social currents of American history since the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number HIST 2123.*

HIST 10293 Arkansas History

This course offers a survey of the significant economic, political, and social currents of Arkansas history from the Pre-Columbian Era to the end of the twentieth century, with a special emphasis on the cultural history of Arkansas. This course fulfills the state public-school-teaching elementary certification requirement of three college-level hours of Arkansas history. This class is offered at the sophomore level; students planning to transfer the hours to a baccalaureate program should check with that college concerning the transferability of the course. *Prerequisite: Three hours of college-level history.*

ARHS 10003 Humanities: Art

An art appreciation course for general education credit that uses the history of art as a framework to explore and discuss the art of peoples and periods of creativity. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number ARTA 1003.*

MUSC 10003 2123 Humanities: Music

A music appreciation course for general education credit designed to heighten the student's awareness of music's role in society, to introduce basic elements of music, and to assist in the development of analytical listening skills. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number MUSC 1003.*

THTR 10003 Humanities: Theater

A theater appreciation course for general education credit designed to give students an orientation to the theory and practice of theater arts including reading of selected plays and discussion of playwrights from the Greek period to the present. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR required placement score. This course corresponds to ACTS Index Number DRAM 1003.*

MATH 03163 Foundations of Math I

This course is designed to give the student a solid foundation in arithmetic, basic algebra, and problem-solving skills in preparation for Quantitative Literacy/non-STEM major or Foundations of Math II/STEM major. Topics include fractions, decimals, ratio/proportion, percents, integers, simplifying expressions, solving and graphing linear equations. STEM = Science, Technology, Engineering, Mathematics. *Placement based on entrance exam score.*

MATH 00561 College Algebra Supplemental

Taken in conjunction with College Algebra, Math 00561 provides additional instruction and practice in the knowledge and skills necessary for successful completion of College Algebra. Topics include graphing, functions, equations and inequalities, and polynomials. *Prerequisite: MATH 03163 Foundations of Math I with a "C" or better or required placement score.*

MATH 00761 Quantitative Literacy Supplemental

A course taken in conjunction with Quantitative Literacy that provides additional instruction and practice in the knowledge and skills necessary for successful completion of Quantitative Literacy. Topics include personal finance, probability, statistics, and mathematical modeling. *Prerequisites: Required math placement test score. Academic Reading is required for the co-requisite course, Quantitative Literacy.*

MATH 11003 College Algebra

This course is designed to provide students with the problem solving and analytical skills to pursue a STEM or education major and to meet the state core curriculum requirement. Topics include: quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial functions; non-linear equations; and matrices. STEM = Science, Technology, Engineering, Mathematics. *Prerequisite: Placement score or Foundations of Mathematics I (MATH 03163) if taken with MATH 00561. This course corresponds to ACTS Index Number MATH 1103.*

MATH 11103 Quantitative Literacy

This course is designed to provide students with the mathematical understanding and skills to think critically and analyze contemporary issues and to meet the state core curriculum requirement. Students will solve problems involving logic, proportions, mathematical models, probability, and statistics. Students seeking a degree in a non-STEM major are advised to take this course. STEM = Science, Technology, Engineering, Mathematics. *Prerequisites: Placement scores OR Academic Reading (READ 01003) and Foundations of Mathematics I (MATH 03163), both with a "C" or better. This course corresponds to ACTS Index Number MATH 1113.*

MATH 20163 Math for Elementary and Middle School Teachers I

This course is designed for future elementary and middle school teachers with an emphasis on problem solving, reasoning and proof, communication, connections, and representation. Topics include sets, numeration, whole number operations, properties, and computation number theory, fractions, decimals, ratio, proportion, percent, integers, rational and real numbers, and algebra. *Prerequisite: College Algebra (MATH1143) with a grade of C or better.*

MATH 20263 Math for Elementary and Middle School Teachers II

This course is designed for future elementary and middle school teachers with an emphasis on problem solving, reasoning and proof, communication, connections, and representation. Topics include statistics, probability, geometric shapes, measurement, and geometry using triangle congruence similarity, coordinates, and transformations. *Prerequisite: Math for Elem Mid Sch I with a grade of C or better.*

MATH 21003 Introduction to Statistics

Students will learn basic principles of statistical practice, including appropriate methods of exploring, summarizing and displaying data. Students will learn about design and analysis of experiments, probability, probability distributions, hypothesis testing, and confidence intervals and inference. *Prerequisites: Placement scores OR Foundations of Mathematics I (MATH 03163) and Academic Reading (READ 01003), both with a "C" or better. This course corresponds to ACTS Index Number MATH 2103 Introduction to Statistics.*

MATH 12003 Plane Trigonometry

A course designed to prepare students to pursue degrees in mathematics, certain technical fields, or the sciences. Emphasis is placed on problem solving and analysis. Topics include: trigonometric ratios; trigonometric functions, their properties and their graphs; inverse trigonometric functions; trigonometric equations; oblique triangles and vectors; complex numbers; and polar coordinates. *Prerequisite: College Algebra (MATH 11003) with a "C" or better. This course corresponds to ACTS Index Number MATH 1203.*

MATH 10843 Business Calculus

This course introduces the basic concepts of differential and integral calculus and their application in business problems. Course topics include limits, continuity, differentiation and integration of functions, optimization, and mathematical modeling. *Prerequisite: College Algebra (MATH 11003) with a "C" or better.*

MATH 24004 Calculus I

Calculus is a branch of mathematical analysis, which simply put means that calculus is the study of functions. Functions describe relationships between varying quantities; calculus uses limits, derivatives, and integrals to quantify these relationships. This course will expand student's understanding of these mathematical concepts in order to develop their logical and critical thinking skills and to give them the necessary language to effectively communicate about our physical universe. Topics include limits, derivatives, and integrals of algebraic and transcendental functions. *Prerequisites: MATH 11003 College Algebra AND MATH 12003 Trigonometry; or consent of the Dean of Combined Divisions. This course corresponds to ACTS Index Number MATH 2405.*

MATH 25004 Calculus II

This is the second course in the calculus sequence and will expand the student's understanding of these mathematical concepts in order to develop their logical and critical thinking skills and to give them the necessary language to effectively communicate about our physical universe. Topics include techniques of integration, applications of the definite integrals, improper integrals, sequences and series, Taylor series and convergence, and analytic geometry. *Prerequisites: MATH 24004 Calculus I with a "C" or better. This course corresponds to ACTS Index Number MATH 2505.*

PHIL 11003 Introduction to Philosophy

This course will provide students with an overview of both the history and the major topics of consideration in the broad study of Western philosophy. Specifically, students will examine logic, epistemology, metaphysics, religion, ethics, political and social philosophy along with the major philosophers who have contributed to these areas. An emphasis will also be placed on the application of these areas of study to everyday life decisions which may assist students in developing a life philosophy. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better OR ASSET/ACT Writing cut-off scores. This course corresponds to ACTS Index Number PHIL 1103.*

PHSC 11004 Earth Science

This course is a description and analysis of the physical universe with emphasis on the evolutionary processes, basic forces, and interrelations which mark people's use and understanding of the universe. This is a lab-integrated course that reinforces the classroom lectures with laboratory activities aligned to the course objectives. This course includes the study of selected concepts from the fields of astronomy, climatology, meteorology, oceanography, and geology. *This course corresponds to ACTS Index Number PHSC 1104.*

PHYS 20104 Introduction to Physics

A general education course for NON-MAJORS introducing the scientific method in the study of the dynamic laws governing the physical universe. A study will be conducted of the forces that arise from mechanics, heat, and gravity. The class will meet five hours per week (three hours of lecture and two hours of lab). *Prerequisite: College Algebra (MATH 11003) with a "C" or better or concurrently enrolled. This course corresponds to ACTS Index Number PHYS 2014.*

PHSC 10004 Introduction to Physical Science

This course introduces students to basic laws that describe the concepts of physics as applied to the universe. It will relate the laws to the physical, biological, earth science, and chemistry concepts. This course is designed to bring students an awareness to how the laws of physics apply to concepts including, but not limited to: measurements and error; scientific methods; motion and energy; heat and temperature; wave

motion and sound; electricity; light; atoms and periodic properties; chemical elements, bonds and reactions; water and solutions; organic chemistry; the universe and solar system; rocks and minerals; earth's surface and waters; weather and climate. Laboratory exercises will be provided to demonstrate and reinforce the principles covered in class. *Prerequisite: Placement score or Foundations of Math I (MATH 03163) with a "C" or better. This course corresponds to ACTS Index Number PHSC 1004.*

ASTR 12004 Introduction to Astronomy

This course introduces students to the concepts of the solar system, stars, galaxies, clusters, the universe and cosmology, as well as the physics, chemistry, and biology by which they operate. It also includes current events in astronomy that are too recent to be included in modern astronomy texts. Online only. *Prerequisite: Placement score or Foundations of Math I (MATH 03163) with a "C" or better. This course corresponds to ACTS Index Number PHSC 1204.*

PEAC 11461 Archery

This course is designed to teach fundamental archery skills to provide students with the knowledge to safely enjoy archery. Topics include range safety, proper shooting form, bow maintenance and arrow selection.

PEAC 13141 Conditioning

Develops sport-specific strength, endurance, and mobility through progressive training methods. Students participate in strength and cardio training as well as coordination drills. Includes performance monitoring and basic principles of exercise physiology. *Eligibility: Students on the active playing roster for ASUTR Baseball or Softball. Fulfills the Physical Activity requirement for students declared to the Associate of Arts in General Education.*

PEAC 16251 Life Fitness

This course introduces students to the basic concepts of physical activity and nutrition as they relate to healthful living. One hour of lecture and one hour of laboratory per week.

PSYC 11003 General Psychology

An introduction to the study of human behavior including heredity, intelligence, personality, learning, motivation, and emotions. *This course corresponds to ACTS Index Number PSYC 1103.*

PSYC 20133 Abnormal Psychology

The origin, treatment, social implication, and specific therapies of various mental and emotional disorders. *Prerequisite: General Psychology (PSYC 11003) with a "C" or better.*

PSYC 21003 Developmental Psychology

Students will study the developmental stages from birth to death and their influence upon human behavior. *Prerequisite: General Psychology (PSYC 11003) with a "C" or better. This course corresponds to ACTS Index Number PSYC 2103.*

READ 01003 Academic Reading

This course is designed for students who need further instruction and assistance in reading in order to be successful in college level courses. Work in this course focuses on identifying implied main ideas, patterns of organization, inferences, author's purpose and tone, and recognizing the difference between fact and opinion. Additionally, this course includes the following concepts: building a college-level vocabulary through the study of word parts and context clues and developing and applying critical reading and thinking skills to be successful in college courses. Placement based on entrance exam score.

SOCI 10103 Introduction to Sociology

An introduction to the systematic study of society; an orderly approach to the analysis and explanation of human behavior as it is manifested in culture, personality, and social organization. *This course corresponds to ACTS Index Number SOCI 1013.*

SOCI 20103 Social Problems

The nature, cause, and treatment of current social problems with an emphasis on the student's development of critical thinking skills. Topics include crime, emotional problems, drug abuse, racism, sexism, poverty, education, and the family. *Prerequisite: Introduction to Sociology (SOCI 10103) with a "C" or better. This course corresponds to ACTS Index Number SOCI 2013.*

SCWK 21903 Cultural Diversity

A study of various cultural and minority groups in America, such as Native Americans, Jewish Americans, Black Americans, Hispanic Americans, Women, and Americans with Disabilities. This course will explore the rich ethnic heritage and diversity in these cultures, as well as immigration practices, prejudices, conflicts, and accommodations. *Prerequisite: Introduction to Sociology (SOC1 10103) with a "C" or better.*

CRJU 21433 Juvenile Delinquency

This course focuses on juvenile delinquent behavior, problems, theories, as well as cause, control, and prevention of juvenile delinquency. *Prerequisite: Introduction to Sociology (SOC1 10103) with a "C" or better.*

SPAN 10103 Elementary Spanish I

A beginning course designed for the student having little or no knowledge of Spanish that includes instruction in correct pronunciation, aural comprehension, and simple speaking and writing ability. *Prerequisite: Basic Writing (ENGL 01153) with a "C" or better or required placement score. This course corresponds to ACTS Index Number SPAN 1013.*

SPAN 10203 Elementary Spanish II

This course is a continuation of Elementary Spanish I (SPAN 10103) and includes practice in correct pronunciation, aural comprehension, and simple speaking and writing ability leading to a mastery of basic grammar and limited reading ability. *Prerequisite: Elementary Spanish I (SPAN 10103) with a "C" or better. This course corresponds to ACTS Index Number SPAN 1023.*

BUSINESS TECHNOLOGY

Arkansas State University Three Rivers reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

BUSINESS TECHNOLOGY COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF (READ 01003) ACADEMIC READING.

ACCT 20003 Principles of Accounting I

The course provides students with the opportunity to explore an introduction to the basic concepts and standards of accounting systems, processes, and the resulting financial statements. Topics include the complete accounting cycle with end-of-period statements, revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. This course emphasizes the creation of the basic financial accounting statements - the income statement, balance sheet, and cash flow statement - as well as their interpretation and how they apply to the sole proprietorship, partnership, and corporate forms of business. *Prerequisite: Placement score or Foundations of Math I (MATH 03163) with a grade of "C" or better. This course corresponds to ACTS Index Number ACCT 2003.*

ACCT 20103 Principles of Accounting II

This course is a continuation of Accounting I. Emphasis is placed on accounting for partnerships, limited liability companies, and corporations along with an introduction to the use of managerial accounting systems for planning, control, and decision-making as well as for evaluating a company using financial ratios. *Prerequisite: ACCT 20003 Principles of Accounting I with a grade of "C" or better. This course corresponds to ACTS Index Number ACCT 2013.*

ACCT 22043 Computerized Accounting

This course provides a learning environment that integrates Generally Accepted Accounting Principles with a commercial computerized accounting software package to create and maintain accounting records, including period end procedures and the creation of financial statements. *Prerequisites: ACCT 20003 Principles of Accounting I, both with grades of "C" or better.*

ACCT 22143 Payroll Accounting

Students are introduced to different laws and regulations that affect payroll preparation in today's business world. Areas covered include the computation of salaries and wages, social security, income tax, unemployment compensation, and the journalizing of payroll transactions. *Prerequisite: ACCT 20003 Principles of Accounting I with a grade of "C" or better.*

BUSI 10103 Introduction to Business

This survey course is an introduction to business as a profession. It provides an overview of management in organizations, leadership, human resources, financial management, accounting, production, and marketing and social responsibility. Students will be introduced to the various dimensions of business which will help them to identify areas of study that are of particular personal interest. Students will be exposed to many emerging technologies utilized by and impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and effective presentation skills will be covered. *This course corresponds to ACTS Index Number BUS 1013.*

BLAW 20003 Legal Environment

This course provides students with a study of the law and its application to business and industry. Emphasis is placed on laws that govern and regulate commercial activity in our dynamic world marketplace. *This course corresponds to ACTS Index Number BLAW 2003.*

BUSI 20103 Business Communication

This course develops the student's ability to write and present information in a businesslike, professional manner. Interpersonal and business etiquette skills that contribute to the development of an effective employee and collaborative team member are included. Emphasis is placed on preparing students for the employment process. *Prerequisite: ENGL 10103 Composition I. This course corresponds to ACTS Index Number BUSI 2013.*

BUSI 26543 Business Internship

This is a capstone course for all Business AAS degree majors (Accounting, Management, Medical Office Administration and Office Administration) which extends learning beyond the classroom by integrating theory and technical skills in a real work setting. It is reserved for students completing their third or fourth semester. Students participate in an 8-hour per week internship experience which provides hands-on training under the direct supervision of a professional at an instructor-approved site. *Prerequisite: Technical Certificate Award. Students will submit to a background check & drug screening if required by the work site. The cost will be added as a fee.*

CPSI 10003 Fundamentals of Information Technology

This course introduces students to available technology resources and to computer concepts, hardware, software, file management, networks, e-mail, and the Internet. It also provides hands-on application in word processing, presentation, spreadsheet, and database management software. *This course corresponds to ACTS Index Number CPSI 1003.*

BUSI 19183 Spreadsheet Applications (MS Excel®)

This course familiarizes students with the capabilities of a standard spreadsheet program. Students will create and modify worksheets in order to generate analytical reports for use in the business decision-making process.

ECON 21003 Principles of Macroeconomics

This course introduces students to principles of macroeconomics including market systems, national income equilibriums, and money/banking systems. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. *This course corresponds to ACTS Index Number ECON 2103.*

ECON 22003 Principles of Microeconomics

This course introduces students to principles of microeconomics including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. *This course corresponds to ACTS Index Number ECON 2203.*

BUSI 11003 Keyboarding

This course is designed to help students develop keyboarding skills by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on learning to key by touch, developing correct

keyboarding techniques, building speed and accuracy, identifying and applying proofreaders' marks, and producing various types of business documents. *This course corresponds to ACTS Index Number BUSI 1103.*

DASC 20703 Intro to Business Analytics

A study of the collection, analysis, visualization and presentation of data to assist organizations in strategic and operational decision making. Emphasis is placed on using a systems approach to decide what information is needed and how it should be collected, extracted, analyzed, presented and stored. Students will also explore best practices for presenting data in a compelling and meaningful way to targeted audiences. *Prerequisite: CPSI 10003 or permission*

BUSI 25003 Financial Basics

This course introduces students to financial concepts. Students will study US macro trends in personal finance as well as survey the management of personal and family finances, including budgeting, consumer buying, personal credit, savings and investment, home ownerships, insurance and retirement.

BUSI 21003 Business Statistics

This course provides a study of statistical methods for describing and analyzing data for use in business decisions. Topics include: data sources, descriptive statistics (frequency charts and graphs, central tendency and dispersion), probability and special probability distributions, sampling distributions, estimation techniques, hypothesis testing of means and proportions, analysis of variance, nonparametric statistics, regression analysis, time series and forecasting techniques, and quality control procedures. *Prerequisite: MATH 11003 College Algebra, or MATH 11103 Quantitative Literacy. This course corresponds to ACTS Index Number BUSI 2103.*

BUSI 20643 Business Capstone

A culmination of experience in the AAS General Business Program, designed to integrate and apply knowledge gained throughout the curriculum. This course focuses on strategic decision-making, leadership, and organizational management within the business landscape. Students will engage in case studies, simulations, and real-world projects to analyze business concepts, solutions, and workforce engagement. Emphasis will be placed on synthesizing knowledge from various business disciplines and how it will be implemented in organizations.

MATH 10843 Business Calculus

This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: Mathematical Modeling, Optimization, Linear Programming, Calculus, Mathematics of Finance, and Probability and Statistics. *Prerequisite: MATH 11003 College Algebra.*

HIMT 11003 Body Systems and Diseases I

This course introduces human anatomy and physiology through an overview of the organ systems of the human body. The course also includes an introduction to the etiology, treatment, and prognosis of various diseases. Emphasis is given to medical information as viewed from the standpoint of a health information management professional offering access to pathological conditions most commonly seen in a healthcare system. *Corequisite: ALHE 10503 Medical Terminology.*

HIMT 12003 Body Systems and Diseases II

This course is a continuation of MEDT 1113 Body Systems and Diseases I. Students continue learning about the organ systems of the human body, and the etiology, treatment, and prognosis of various diseases. *Prerequisite: ALHE 10503 Medical Terminology or concurrently enrolled*

ALHE 10503 Medical Terminology

This course introduces the spelling and meaning of medical terms as they relate to anatomy, physiology, and pathophysiology. Root words, prefixes, suffixes, multiple combinations, and abbreviations are introduced as they relate to body systems.

HIMT 10773 Healthcare Information Systems

The analysis, design, and management of information systems in healthcare organizations are studied, including their application to data processing, inventory control, resource allocations, workflow and job design and analysis, quality improvement, and change management. *Prerequisite: Eligible for Composition I.*

HIMT 20503 Healthcare Reimbursement

This course is an in-depth introduction to the complexities of reimbursement methodologies and managed care approaches in the United States; a study of regionally based health insurance prospective payments systems (HIPPS); and appropriate claims submission systems for various provider types. The learner will evaluate Medicare Physician Fee Schedule (MPFS), Diagnosis Related Group (DRG), and Ambulatory Payment Classification (APC) prospective payment systems. *Prerequisite: Eligible for Composition I.*

HIMT 10343 Healthcare Revenue Cycle & Operations

This course provides a brief introduction to components of the revenue cycle functions across the collection spectrum. It covers basic healthcare finance, payers of healthcare, legal implications, key regulations, ethics, and key performance indicators. *Prerequisite: HIMT 20503 Healthcare Reimbursement.*

HIMT 13103 Special Topics

This course introduces students to the foundations of healthcare and to the Arkansas Department of Long Term Care's requirements for obtaining a CNA certification. Students will have the opportunity to earn the Healthcare Provider CPR certification. This course is only offered to students enrolled in the Career Center through their local high school.

HIMT 10303 Medical Coding I

This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to human body systems and conditions. Review of patients' medical records and assignment of ICD-10 code numbers to the diagnoses and CPT codes for medical procedures are emphasized.

Corequisite: ALHE 10503 Medical Terminology and HIMT 11003 Body Systems and Diseases I.

HIMT 20433 Advanced Medical Coding

Extended practical application of the platforms, systems, and processes of medical coding. The course is intended for students who have completed the first three semesters of MEDT coursework in the AAS Healthcare Administration; enrollment prior to the fourth semester requires instructor permission. *Prerequisites: ALHE 10503 Medical Terminology; HIMT 10773 Healthcare Information Systems; HIMT 20503 Healthcare Reimbursement; HIMT 11003 Body Systems & Diseases; HIMT 10303 Medical Coding I; HIMT 10343 Healthcare Revenue Cycle & Operations; HIMT 24503 Medical Ethics & Privacy.*

HIMT 24503 Medical Ethics and Privacy

The Medical Ethics and Privacy course is an instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical office administrative personnel. This course will address civil acts, contracts, negligence and ethical concepts as they relate to the healthcare professional. In this course we will discuss Managed Care legislature, HIPAA, and other healthcare legislative rulings.

ALHE 10083 Introduction to US Healthcare System

An overview of the healthcare delivery systems in the United States, this course is designed to familiarize future healthcare administrators with social, political, economic, demographic, cultural, financial, and technological forces that shape the organization, structure, and operation of the United States healthcare system. *Prerequisite: Eligible for Composition I.*

MGMT 20003 Principles of Management

This course introduces students to a practical study of contemporary management concepts and techniques needed to manage challenges relate to people, diversity, quality, ethics, and the global environment.

MGMT 20073 Supervisory Management

This course introduces students to the techniques needed to effectively manage the workforce. It stresses the importance of attaining and utilizing a variety of essential resources in support of an organization's objectives. Emphasis is placed on management skills and employee-supervisor relationships. *Prerequisite: MGMT 20003 Principles of Management with a "C" or better.*

MGMT 24053 Human Resource Management

This course provides an overview of human resource management practices. Topics include staffing, employee recruitment, selection and placement, promotions, transfers, separations, and wage and salary administration.

MGMT 25243 Operations Management

Operations management introduces students to fundamentals in the operations management functions and explores the customer and methods for determining supply and demand trends. Emphasis is placed on operational effectiveness and efficiency, quality management, and customer focus to enhance operational performance in organizations. Students will use case studies, course text, discussion prompts, and chapter texts to examine the operations management field.

MGMT 28163 Small Business Management

This course introduces students to entrepreneurship. Topics include personal qualities of the successful entrepreneur, developing a viable business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities, and financing the business. *Prerequisite: MGMT 20003 Principles of Management with a grade of "C" or better.*

MKTG 20003 Introduction to Marketing

A study of marketing fundamentals, retailing and wholesaling systems, and marketing functions (price, place, promotion, and product) to accomplish value-added exchange in a global economy. This includes segmentation, targeting, and positioning to create a competitive advantage. *Prerequisite: Eligible for Composition I; Eligible for College-level Math. This course corresponds to ACTS Index number MKTG 2003.*

HEALTH SCIENCES

The College reserves the right to alter semester offerings based on enrollment, student needs, clinical sites, and instructor availability.

PRACTICAL NURSING (PN)

SPRING & FALL COURSES

UNIV 10241 First Year Interest Group (1 CR all theory)

This course is designed to teach students strategies, techniques, and skills essential to succeed in the nursing profession. Students explore learning strategies that lead to success in the classroom and clinical settings. Topics include but are not limited to history of nursing, academic integrity, learning styles, note taking, test taking strategies; professionalism in nursing; critical thinking; therapeutic communication and the importance of evidence-based practice. First Semester; *Prerequisite: Admission to the PN Program*

PNUR 11203 Pharmacology and Dosage Calculation (3 CRS all theory)

This course includes an introduction to the foundations of pharmacology, principles of drug properties, uses, action and interaction, and routes of administering medications. The student will be introduced to legal and ethical issues associated with medication administration. This course utilizes the nursing process/clinical judgement model with each body system to guide the students in learning drug actions, dosages, expected reactions, side effects, contraindications, infection control, and proper documentation. The student will learn proper reporting based on changes of client's condition. Basic dosage calculations for oral, topical, parenteral, transdermal, sublingual, and intranasal routes will be covered using dimensional analysis. First Semester; *Prerequisite: Admission to the PN Program*

PNUR 11009 Nursing Process I (9 CRS- 8 theory/1 clinical)

This course prepares the student in the nursing care of the adult client throughout their lifespan, incorporating all phases of the nursing process (Assessment, Nursing Diagnosis, Planning, Implementation, and Evaluation). The student will utilize knowledge and skills in prevention and treatment of the disease process as it affects body systems. An introduction to current federal and state client guidelines, legal and ethical aspects of nursing; including the Arkansas Nurse Practice Act will be covered. Students will be required to demonstrate competency in selected nursing skills (see skills list) associated with theory content. First Semester; *Prerequisite: Admission to the PN Program.*

PNUR 15203 Nursing Process V (3 CRS- 2 theory/1 clinical) Hybrid course

This course is an introduction of the common conditions of mental illness, prevention and wellness of such conditions, and care of clients suffering from abnormal mental and emotional responses. The course will offer exploration of mental health across the lifespan, focusing on both pediatric and adult populations. The course aims to equip participants with the knowledge and skills necessary to safely care for mentally ill client. The clinical experience will give the student an opportunity to continue the application of utilizing the nursing process to the clients in facilities. First Semester; *Prerequisite: Admission to the PN Program*

SUMMER & SPRING COURSE**PNUR 12109 Nursing Process II (9 CRS- 4 theory/5 clinical)**

This course continues to prepare the student for the nursing care of adult clients throughout their lifespan, incorporating all phases of the nursing process. The student will utilize knowledge and skills in the prevention and treatment of the disease process as it affects body systems. Pharmacology, Anatomy & Physiology, Nutrition, and Gerontology, will be included. The clinical experience will allow the student to continue the application of the nursing process to clients in various clinical facilities. Second Semester; *Prerequisite: Successful Completion of all First Semester Courses.*

SPRING & FALL COURSES**PNUR 13205 Nursing Process III (5 CRS- 4 theory/1 clinical)**

This course includes the principles and practices of nursing care such as prenatal and postnatal care, labor and delivery, neonatal assessment, common pediatric conditions, and growth and development milestones. Emphasis is placed on family-centered care, reinforcement of client education, and collaboration with interdisciplinary teams to ensure optimal outcomes for mothers, infants, and children. Behaviors of well and sick children are included and the guidelines of being a mandated reporter. The clinical experience will give the student an opportunity to continue the application of the nursing process to clients in various OB and pediatric facilities. August Entry/Second Semester; *Prerequisite: Successful Completion of all First PNUR Courses.* January Entry/Third Semester; *Prerequisite: Successful Completion of all First Semester PNUR Courses and Second Semester Courses if taken in the fall.*

SUMMER & FALL COURSE**PNUR 14110 Nursing Process IV (10 CRS- 5 theory/5 clinical)**

This course continues to prepare the student in the nursing care of the adult client throughout their lifespan, incorporating all phases of the nursing process for complex diseases. The student will utilize the knowledge, skills, and attitude in prevention and treatment of the disease process as it affects body systems. Pharmacology, Anatomy & Physiology, Nutrition, and Gerontology, will be included. The clinical experience will give the student an opportunity to continue the application of the nursing process to clients in a variety of clinical facilities. *Prerequisite: Successful Completion of all First and Second Semester PNUR Courses.*

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING (LPN/Paramedic to RN; ADN):**SPRING & FALL COURSES****NURS 21008 Registered Nursing Process I (8 CRS- 6 theory/2 clinical)**

Basic Nursing/Role Transition- This course provides the foundational theory for LPNs/Paramedics to transition to the responsibilities and roles of a registered nurse. The student is introduced to the goals, philosophy, and learning objectives of the LPN/Paramedic to RN program. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. Incorporated into the content is an emphasis on lifestyle and health practices, relationships and role development, self-esteem, and self-concept development. The student's fundamental knowledge base will evolve by introducing knowledge, assessment, clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology and nursing care throughout the lifespan will be taught. Also explored are the legal, ethical, and social issues related to the Registered Nursing role. Students will have the opportunity to learn new clinical skills while sharpening previously learned skills. Clinical hours will include medical/surgical client care in the acute care

and simulation settings. Also included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. First Semester; *Prerequisite: Admission to the PN/Paramedic to RN Nursing Program; Anatomy and Physiology I & II with lab, Composition I, and Pharmacology and Dosage Calculation OR College Algebra OR Quantitative Literacy.*

NURS 22104 Registered Nursing Process II (4 CRS- 3 theory/1 clinical) Hybrid course

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 child, adolescent, adult, and geriatric populations and the management and adaptation process. Growth and development are included with the introduction of well-known developmental theorists with a focus on Erikson's theory. This course also provides students with the opportunity to experience interacting with children, adolescent, adult, and geriatric clients with mental illness in clinical settings. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Students will engage in the clinical application of concepts covered in NURS 22104 demonstrating progressive mastery and independence in Registered Nursing practice. First Semester; *Prerequisite: Admission to the PN/Paramedic to RN Nursing Program; Anatomy and Physiology I & II with lab, Composition I, and Pharmacology and Dosage Calculation OR College Algebra OR Quantitative Literacy.*

SUMMER & SPRING COURSES

NURS 23109 Registered Nursing Process III (9 CRS- 7 theory/2 clinical)

Obstetrics / Pediatrics - This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing 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, and family planning. 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. This course enables the student to practice the knowledge, skills, and behaviors that are acquired in NURS 23109. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content. Practicum hours will include general clinical skills of the pediatric client care. This clinical also allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. Included in the course is a mathematics review, essential information that is the foundation for accurate dosage calculations and safe medication administration. Second Semester; *Prerequisite: Successful Completion of all First Semester NURS Courses.*

NURS 24203 Registered Nursing Process IV (3 CRS- 2 theory/1 clinical) Hybrid course

This course builds upon 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 basic care methodology for clients in emergency (including bioterrorism preparedness) and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Included in the course is a pharmacology

and mathematics review. Foundational information that is essential for accurate dosage calculations and safe medication administration will be reviewed. Clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care and demonstrate management and leadership skills. Second Semester if taken in Spring Semester; *Prerequisite: Successful Completion of all First Semester NURS Courses*. Third Semester if taken in Fall Semester; *Prerequisite and Corequisites: Successful Completion of all First and Second Semester NURS Courses*.

FALL & SUMMER COURSES.

NURS 25209 Registered Nursing Process V (9 CRS- 7 theory/2 clinical)

This course builds upon previous instruction and incorporates higher-level nursing care, critical thinking, and clinical decision making. The student will learn to function in higher-level situations by utilizing the nursing process as a framework for caring for patients with complex healthcare needs related to all body systems. The student will learn basic care methodology for patients in critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care. Third Semester; *Prerequisite and Corequisites: Successful Completion of all First and Second Semester NURS Courses*.

Community Education/ Professional Development

Community Education

The Community Education courses are designed to provide training on a wide variety of subjects that are related to personal interest and improvement of basic skills related to those interests. These courses are designed to provide essential skills, allow an individual to investigate or develop an interest in a hobby or vocation, and to provide an individual with the opportunity to participate in an environment that adds to their quality of life and sense of personal fulfillment.

Classes are organized by demand and require a certain number of students – which may vary for each class. The Community Education Department is willing to talk to people with a vocational skill or hobby that are interested in teaching others. For additional information, please call (501) 332-0236 or visit <https://asutr.coursestorm.com>.

ED2GO

ED2GO enables those interested to update skills, discover a new talent, or chart a career path at their own pace and at their convenience with instructor-led online classes. All online courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. It is not necessary to be present when the lesson is released, but the student must complete each lesson within two weeks of its release. Interactive quizzes, assignments, and online discussion areas supplement the lessons – all provided in each course over the Web.

Professional Development for Certified Teachers

Ed2Go also offers a variety of courses that are certified by the Arkansas Department of Education for Professional Development hours. All the student needs to get started is an Internet connection, an e-mail address, and Web browser. Please visit our website: <http://www.ed2go.com/otcweb> then search for courses. For additional information, please call (501) 332-0236.

Workforce Education and Training

In today's competitive global market, it is important that workforce skills are sharpened and kept on the cutting edge. Having a well-trained workforce has an impact on the bottom line of a company. Arkansas State University Three Rivers partners with local businesses and industries to bring quality, customized, short-term or long-term affordable training to their companies. The College also helps with state grant applications that save training dollars, enabling companies to see a greater return on their training investment.

The College offers training at business sites, at the college campus in Malvern, in Sheridan, at the Saline County Career Technical Campus in Benton, and at Henderson State University in Arkadelphia. The College serves a five-county area – Hot Spring, Clark, Saline, Dallas, and Grant – and welcomes training center locations in each community. Most classes can be offered virtually as well.

It is not always easy to budget for training or manage the time for people to get training during work hours. To that end, the College facilitates co-training opportunities so companies can share the cost of training and time slots that assist in covering various shifts of employees. ASU Three Rivers can also assist in applying for an Office of Skills Development (OSD) Workforce Training grant, which is a reimbursable grant program for business and industry. Please contact the Director of Workforce Development for questions regarding your workforce training needs.

PROFESSIONAL DEVELOPMENT ACADEMY FOR BUSINESS AND INDUSTRY

The Professional Development Academy uses well-researched, experience-tested concepts and curricula to develop current and future leaders for business and industry and presents it in a flexible way allowing an organization to customize the academy to best meet their needs. Courses are four hours each and may include: (Please note that Communicating with Impact is a suggested prerequisite for all other courses.)

BUILDING AND SUSTAINING TRUST: Build and sustain trusting relationships

This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

Helps leaders:

- Recognize how trust in the workplace affects business results.
- Analyze their role in building and sustaining trust.
- Identify common workplace behaviors that can build, sustain, or break trust.
- Demonstrate behaviors that show they trust others, as well as give people the confidence to trust them.
- Use interaction skills to foster open communication, build and maintain trusting relationships, and repair damaged ones.

Competencies developed: Authenticity, Creating a Culture of Trust, Earning Trust

COACHING: MOVE PEOPLE FORWARD: Coach in the moment

In this course, leaders recognize the benefits of a growth mindset, and the insight tool measures their general orientation to how they view other's potential to grow. They learn and practice a practical approach to coaching in the moment, in any situation.

Helps leaders:

- Recognize and nurture the potential within others to grow and change.
- Build a coaching relationship based on trust.

- Guide, inspire, support, and empower in the moment.
- Ask questions, connect at a human level, and energize into action.

Competencies developed: Coaching, Coaching & Developing Others

COMMUNICATING WITH IMPACT: Communicate more effectively
(PRE-REQUISITE FOR ALL OTHER ACADEMY COURSES)

This foundational course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships, and achieve desired results.

Helps individuals:

- Recognize the impact they can have on their success and the success of others by enhancing interpersonal relationships in the workplace.
- Relate to colleagues and customers in a way that meets their personal needs while also meeting the practical need of accomplishing objectives.
- Use a set of interaction process skills that enable them to conduct more successful discussions that achieve results.
- Use a technique for providing specific, meaningful feedback that helps people improve their performance and increase productivity.

Competencies developed: Building Customer Loyalty, Communication, Influencing

DELEGATING: ENGAGE AND EMPOWER PEOPLE: Delegate comfortably and confidently

This course sets out to help leaders shift their mindset about what they can delegate and feel more comfortable and confident doing so. Learners dig into their workload to identify tasks they'd never consider delegating. They use methods for matching people to tasks they're both motivated and capable of doing. And, they practice the delegation conversation they'll have to ensure success.

Helps leaders:

- Delegate work that they wouldn't have before.
- Identify tasks to delegate that engage, empower, and develop the team.
- Match a person's capabilities and motivations to an appropriate task.
- Share work that extends the right amount of ownership and decision-making authority.
- Establish clear boundaries, support and follow-up with each delegation.

Competencies developed: Delegation & Empowerment, Sharing Responsibility

DRIVING CHANGE: Accelerate change with teams

This course provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change.

Helps leaders:

- Accelerate the process of making change happen.
- Minimize the potential negative effects change can have on productivity, morale, and collaboration.
- Turn resistance into commitment and inspire team members to take ownership of change.
- Clearly communicate the business rationale and benefits of change for the team and the organization.

Competencies developed: Facilitating Change

ENGAGING AND RETAINING TALENT: Inspire higher levels of engagement and intent to stay

This course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversations" and "retention conversations." They explore ways to offer recognition and create an engaging environment using no-cost "everyday engagers."

Helps leaders:

- Engage individuals on a daily basis.
- Uncover and address what individuals need to be more satisfied and engaged at work.
- Inspire higher levels of engagement by acknowledging the value people bring to the organization and showing them that they matter.
- Increase the quality of conversations with people about their engagement and intent to stay.

Competencies developed: Inspiring Others**HIGH-IMPACT FEEDBACK AND LISTENING:** Deliver positive and developmental feedback

In this course, individual performers learn how to effectively deliver both positive and developmental feedback. They also learn how to be receptive to feedback and to listen to accurately understand the speaker's intended message. In the workplace, these skills help them to optimize and sustain their own and their coworkers' performance.

Helps individuals:

- Support colleagues' job performance, growth, and development.
- Build authentic, trusting relationships with colleagues.
- More wisely choose opportunities to give and seek feedback.
- Handle, reduce, or eliminate defensiveness or negative emotions that can occur in a feedback discussion.
- Help create a culture of teamwork and performance.

Competencies developed: Coaching & Developing Others, Communication, Leveraging Feedback**LEADING TEAMS: ACHIEVE MORE TOGETHER:** Boost team performance for business success

All teams face challenges. Whether an agile leader, project leader, formal or informal leader - the team leader's role is to identify them and guide the team in addressing them. In this course, learners become aware of teams' practical and personal needs and are introduced to six factors by which they can evaluate a team's level of performance. Learners experience an immersive, interactive exercise in which they diagnose problems of several teams in a fictitious organization and recommend steps the teams' leaders can take to move toward optimal team performance. Learners apply this new understanding to their workplace teams and leave the session with a plan for moving forward toward optimal team performance.

Helps individuals:

- Identify team issues that have an adverse impact on productivity.
- Diagnose team dynamics and the effect on team and business results.
- Recognize their role in building and sustaining a high-performing team culture.
- Apply best practices to help teams overcome challenges.
- Leverage what they learn for use with their own team.

Competencies developed: Guiding Team Success, Leading Teams**MAKING HIGH-QUALITY DECISIONS:** Select best course of action

Using an engaging simulation, this course teaches a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will develop the skills and confidence to generate options and compare them to important decision criteria, and to select the best course of action. Utilizing this process will also help individuals avoid the pitfalls that often undermine high-quality decision making.

Helps individuals:

- Make business decisions more effectively and confidently.
- Avoid obstacles to objective analysis and judgments.
- Involve the right people at the right time in the decision-making process.
- Gain the help and support needed to make high-quality decisions and to implement them.

Competencies developed: Decision Making

RESOLVING WORKPLACE CONFLICT: Recognize escalating conflict and take action

This course teaches leaders how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics—coach and mediate—and practice using the Interaction Essentials as they coach then mediate to resolve a conflict.

Helps leaders:

- Reduce the damaging effects of workplace conflict on individuals, groups, and the organization.
- Effectively address workplace conflict and enhance productivity, efficiency, and morale.
- Help others take responsibility for resolving their own conflicts.
- Promote a culture of trust and mutual respect within their work group.

Competencies developed: Resolving Conflict

SETTING GOALS AND REVIEWING RESULTS: Track and evaluate outcomes with SMART goals

This course will show the positive effect of shifting the traditional role of planner and evaluator from the leader, to a shared responsibility between leader and employee. This shift builds employee ownership, and allows the leader to focus on coaching and developing throughout the performance cycle. Leaders will experience how to use effective SMART goals to help them and their employees track progress and fairly evaluate outcomes. A well-written performance plan is also a powerful tool for leaders to use when determining where to focus their development and coaching discussions with their employees.

Helps leaders:

- Ensure direct reports take a more active role in managing their performance.
- Manage performance on an ongoing basis while working within the organization's time parameters for goal setting and performance reviews.
- Provide the ongoing coaching and feedback your direct reports need to achieve their goals.
- Increase your direct reports' confidence and commitment to their own success.

Competencies developed: Aligning Performance for Success, Influencing

STRATEGIES FOR INFLUENCING OTHERS: Package ideas to influence others

This course shows leaders and individual contributors how to package their ideas in a way that will win over even the most skeptical individuals. Participants learn strategies for effectively capturing people's attention, transforming their perspectives, and gaining their commitment to taking action.

Helps individuals:

- Capture stakeholders' attention, gain their commitment, and make things happen.
- Leverage their personal power to gain other's commitment to take action on promising ideas and alternatives that achieve business results.
- Implement new ideas, improvements, and alternatives that will have the greatest impact on organizational objectives.

Competencies developed: Influencing

VALUING DIFFERENCES: Explore and leverage unique perspectives

Valuing Differences gives people effective skills and tools for exploring others' unique perspectives, understanding and leveraging people's inherent differences, challenging devaluing behavior, and creating an environment in which people's differences are respected and utilized.

Helps individuals:

- Contribute their unique styles, abilities, and motivations to ensure the success of their work group and organization.
- Encourage others to contribute their unique styles, abilities, and motivations.
- Work more collaboratively and productively with people who have a variety of styles, abilities, and motivations.
- Leverage the talents of their coworkers to achieve better results.
- Contribute to a climate in which people's differences are respected and utilized.

Competencies developed: Valuing Differences

YOUR LEADERSHIP JOURNEY: Transition into a new leader role

This course arms a new or prospective leader with the knowledge and skills they need to confront the challenges they face early in their leader career. The course encourages the learner to think about the transitions that newer leaders face and how to handle those challenges. They are introduced to three leadership differentiators that are most important to building a positive reputation as well as contributing to the organization's success.

Helps leaders:

- Reduce the stress associated with the shift to leading others.
- Act with authenticity to build trust.
- Bring out the best in others to enhance engagement and capacity.
- Look for and accept feedback with grace.

Competencies developed: Collaborating, Earning Trust

GENERATIONAL LEADERSHIP (NOT A DDI COURSE)

Discover the differences and qualities of each generation and strategies for how we can lead a multi-generational team towards success. The goals for this session are to: define the generations in today's workforce, discuss their differences and similarities, discover strategies to lead a multi-generational team, and develop a plan of action.

The academy can be customized to meet your needs and other courses are available including in-person or virtual. For more information on courses that can be included visit DDI. Individual courses are \$150/participant; group and business/industry partner discounts are available. ASU Three Rivers can also assist in applying for an Office of Skills Development (OSD) Workforce Training grant, which is a reimbursable grant program for business and industry. If you would like more information or to customize the Professional Development Academy contact Scott Sikora at ssikora@asu.edu, 501.332.0275.

EVERYTHING DiSC® WORKSHOP: Discover a new way to engage and connect your team

Amid the uncertainty and challenges of today, organizational culture cannot be an afterthought. It must be focused on—intentionally and continually—to ensure recovery and results. So, how do you enhance your workforce's ability to engage, collaborate, and adapt in this volatile and uncertain reality? It might seem impossible to know where or how to begin—but we can help.

Everything DiSC® is a unique personality assessment and interactive training program created by *John Wiley & Sons*. Participants in this workshop will learn how to improve communication soft skills, self-awareness, emotional intelligence, and team building. It is designed to establish better communication methods, improve team culture, and develop true leadership skills, via an engaging and interactive curriculum that utilizes participant activities, small group discussions, and insightful videos.

Helps leaders:

- Discover their DiSC® style
- Deepen understanding of self and others
- Form better relationships with others
- Access real-time tips for more effective interactions with their colleagues
- Build the foundation for an ongoing learning journey

Competencies developed: Develop greater self-awareness, Appreciation for others

WORKFORCE COMPUTER TRAINING CLASSES FOR BUSINESS AND INDUSTRY

The ASU Three Rivers Workforce Development Department offers the following computer classes for business and industry as well as for individual professional development. Classes are held at the College's Center for Applied Science Technology (CAST) building at 829 Martin Luther King Blvd, Malvern, AR 72104, and can be on-site or virtually as well. Each class is six hours in length, with one hour for lunch, and costs \$150 per student per class. For more information please contact us at 501.332.0236 or visit <https://asutr.coursestorm.com/>.

Office Essentials - Learn what Windows 10 can do to improve your efficiency. We will spend the morning discovering the new ways Windows 10 organizes your files, arranges your desktop, and we'll pick up some shortcuts and tricks. We will spend the afternoon learning what's new in Office 2016 and Office 365, including a new tab in Word, new data management options in Excel, and the fabulous new look of PowerPoint presentations, with the added convenience of cloud technology and integration with mobile devices.

Word in a Day - Microsoft Word is not just for typing letters anymore! You can publish newsletters, greeting cards, business logos, and many other things from your desktop using Word. Learn formatting shortcuts, layout designs, customizing images, and much more. You need only be comfortable with a computer and mouse.

Excel 1 – Learn the basics of Excel. This course covers entering and formatting numbers and text; ranges; copying and moving data; basic formulas; data entry short-cuts like filling in a range, auto sum, auto complete and auto fill; relative and absolute cell references; formatting; charts; comments, hyperlinks; and printing.

Excel 2 - This course covers large workbooks with multiple worksheets; 3D formulas; Paste Special with calculations; consolidating; more advanced formulas for financial, logical and date questions; Excel as a database table, including sorting and filtering; data validation; and conditional formatting. Excel Levels 2 and 3 can be taken in any order.

Excel 3 – This course covers how to use Excel for a variety of problem-solving tasks. Included are using Excel as a database, the Data Table; outlining and subtotaling; programmatic formulas including VLOOKUP, HLOOKUP, ISERROR, and nested IF statements with AND and OR; Pivot Tables; and Scenarios. Excel Levels 2 and 3 can be taken in any order.

PowerPoint – This course covers all PowerPoint has to offer for creating, designing, delivering, and creating handouts for presentations. Students will learn slide layout and design; inserting content on slides; normal, slide sorter and slide show views; slide transition; content animation; inserting tables, charts and creating photo albums; using sound and recordings; preparing for a wide audience using presentation media and video; and printing handouts.

Access Fundamentals – Learn the basics of Access from a user perspective, and how it can be used as an additional tool to Excel. This course covers the fundamentals of data management and database design. We will also explore basic querying – asking questions of the data; basic form design; basic report design; and printing.

Presentations 101 – So, you're not comfortable with public speaking, despite being a subject matter expert? Not a problem! You can learn to be engaging and entertaining, and still communicate the subject no matter how mundane it is. In this class you will choose a subject that you are comfortable presenting, apply tools from PowerPoint as your visual aid, then present to a friendly audience.

ASBESTOS CERTIFICATION CLASSES

Arkansas State University Three Rivers, in partnership with Arkansas Professional Environmental Solutions, Inc., offers Asbestos Certification Classes. Please see the below information on the classes offered, registration information, costs, and other important information. For more information please contact Tessa Michna at 501.844.0918 or email apesconsulting@ymail.com.

Visit <https://www.asutr.edu/page/asbestos-certification-classes> for more details.

Important Information:

- Payment is required at the beginning of the first day of class. Certificates will be provided at the end of the last day of class.
- The following forms of payment will be accepted: Cash, Check, Money Order, or Credit Card.
- All classes will be held at ASU Three Rivers, Room D107, One College Circle, Malvern, Arkansas.
- Below is a list of classes offered. If a business or industry is aware of specific needs in the near future, our best effort will be made to offer according to demand.

Asbestos Contractor/Supervisor Initial	\$700.00
Asbestos Contractor/Supervisor Refresher	\$200.00
Asbestos Worker Initial	\$600.00
Asbestos Worker Refresher	\$200.00
Asbestos Inspector Initial	\$550.00
Asbestos Inspector Refresher	\$150.00
Asbestos Management Planner Initial	\$450.00
Asbestos Management Planner Refresher	\$150.00
Asbestos Project Designer Initial	\$600.00
Asbestos Project Designer Refresher	\$200.00
Asbestos Air Monitor Initial	\$750.00
Asbestos OSHA 2-Hour Awareness Class	\$150.00
Two-Hour Asbestos Regulatory Awareness Class	\$150.00

Please visit <https://www.asutr.edu/page/asbestos-certification-classes> for class schedules and online registration.

WORKFORCE CERTIFIED NURSING ASSISTANT (CNA) TRAINING PROGRAM

Workforce Certified Nursing Assistant (CNA) Training Program: The Workforce Certified Nursing Assistant Training Program is a non-credit course consisting of 90 contact hours, seventy-four hours are spent in the classroom/lab and sixteen hours are spent in a long-term care clinical setting. This course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Certified Nursing Assistant. Classes are offered each fall and spring semester in the evening (Tuesday and Thursday, 5:00 – 8:00 PM) and during the day (Monday – Friday, 8:00 am – 4:00 pm) for three weeks in the summer.

Cost: \$750 (includes uniform and textbook) Student scholarships and funding are available.

For more information please contact Laurie Hawthorne at 501.332.0236 or visit [Certified Nursing Assistant | ASU Three Rivers Workforce & Community Education \(coursestorm.com\)](https://www.asutr.edu/page/asbestos-certification-classes)

ASU THREE RIVERS MEDICAL CODING ACADEMY

ASU Three Rivers Medical Coding Academy: Workforce Certified Professional Coding Program is a non-credit course consisting of 96 contact hours of instructor-led training in a classroom setting. The AAPC Medical Coding Training (MCT) curriculum consists of medical coding fundamentals, dissecting real-world medical cases and charts to extract the most relevant information. The certified professional coding program (CPC) teaches ICD-10-CM, CPT, and HCPCS medical coding skills for professional services (physicians, mid-level providers, etc.) and prepares the learner to take AAPC's CPC exam.

Why ASU Three Rivers Medical Coding Academy? Learners who completed an AAPC medical coding training (MCT) resulted in a 30% higher pass rate.

About the Instructor: The classes are instructor-led and taught by an AAPC-approved instructor who completed the AAPC exclusive Medical Coding Training curriculum (MCT). The same people authored the AAPC certification examination and the MCT curriculum.

Convenient: The class schedule is every Saturday for 16 weeks from 8:30 am – 2:30 pm. In approximately four (4) months, and apart from reading & study time, the learner will be prepared to take the national AAPC certification CPC examination. ASU Three Rivers Medical Coding Academy will proctor the CPC examination onsite for the convenience of our learners.

Affordable: Cost: \$1,999 (includes curriculum and one certification test) Student scholarships and funding are available.

For more information please contact Laurie Hawthorne at 501.332.0236 or visit <https://asutr.coursestorm.com/category/medical>.

Adult Education

ASU Three Rivers Adult Education offers to interested students an opportunity to complete or enhance their education by achieving a high school equivalency diploma (GED®), by completing a WAGE™ (Workforce Alliance for Growth in the Economy) Certificate, by learning English, or by upgrading academic skills for college entrance exams. The program is designed for adults (18 years of age or older) to accomplish the following:

1. To acquire the developmental education necessary to be successful in society
2. To continue their education and achieve a high school equivalency diploma
3. To take advantage of the WAGE™ certificate program in order to make them more employable, productive, and responsible citizens
4. To acquire the developmental education necessary for self-improvement/enhancement
5. To acquire developmental education necessary to succeed in college

Emphasis is placed on providing educational opportunities to those most in need.

ASU Three Rivers Adult Education is fully approved and funded by the Arkansas Department of Commerce, Workforce Connections, and the Office of Adult Education. The length of the program will be determined by individual student needs. There are no fees associated with Adult Education services.

Students from ASU Three Rivers Adult Education may be eligible for WIOA benefits, Department of Health and Human Services benefits, unemployment benefits, or other services while attending classes. More information on these benefits is available from the individual agency.

Enrollment Policy

ASU Three Rivers Adult Education may reserve the right to serve only people eighteen (18) years or older or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to the **ASU Three Rivers Adult Education Center** located at 1735 East Sullenberger in Malvern during hours of normal operation, at the **Grant County Adult Education Center** at 1409 South Rock Street, Suite E in Sheridan, or the **Clark County Adult Education Center** located in the **Family Enrichment Center** at 301 N. 23rd Street in Arkadelphia. Students can attend classes, with limited hours of operation, at the satellite center in Leola.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and Acts 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll people sixteen (16) or seventeen (17) years of age. ASU Three Rivers Adult Education Center's policy specifies the following:

- It is the policy of the Adult Education Department to deny enrollment to 16- or 17-year olds who are currently suspended or expelled from public school or other adult education programs.
- Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
- Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

For further information concerning enrollment of these students, contact ASU Three Rivers Adult Education in Malvern at 501-332-1915, in Sheridan at 870-942-4402, or in Arkadelphia at 870-246-1104.

Attendance Policy

ASU Three Rivers Adult Education does not have a specific attendance policy for adults. Students will be required to work out a schedule with their instructors and are expected to attend the days and times that they are scheduled with their instructors.

Students who are referred by other agencies are expected to attend class the number of hours that specific agency requires. Referring agencies such as the Department of Health and Human Services, Malvern Housing

Authority, Military Recruitment Center, and probation and juvenile programs may set minimum attendance requirements for their program participants.

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youth are required by law to attend 20 hours each week until they complete the program by passing the high school equivalency examination or until their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department in Malvern at 501-332-1915, in Sheridan at 870-942-4402, or in Arkadelphia at 870-246-1104.

Participation of youth in ASU Three Rivers Adult Education will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior, and progress monitored as required by the program.
2. Upon acceptance into the adult education program, a Student Education and Career Plan (SECP) will be completed with the student based on the results of the TABE (Test of Adult Basic Education) enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on the SECP.
3. Students must attend a minimum of 20 hours per week as determined by their schedule of attendance upon enrollment. Those students who work at least 30 hours per week will be required to attend for a minimum of 10 hours with proper documentation prepared by the employer.
4. Weekly academic progress and attendance reports will be sent to the referring agency, educational institution, or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance for two weeks (per semester), a report may be filed with the Office of Juvenile Court and the Department of Finance & Administration.
6. Students will be given credit for scheduled hours in the event that the program is closed for school business.

Denial of Participation

ASU Three Rivers Adult Education reserves the right to deny continued participation of students who disrupt classes or violate attendance policies or any other policy established by the Center.

COURSE DESCRIPTIONS - ASU THREE RIVERS ADULT EDUCATION

Arkansas High School Diploma: Adult Education provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma. Curriculum covers each of the following areas that are included on the GED® Tests:

1. Reasoning Through Language Arts
2. Mathematical Reasoning
3. Science
4. Social Studies
5. Civics (students aged 16-19)

Other offerings include:

Developmental Education Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education or the workforce. Please refer to CCAP (College and Career Access Program) at ASU Three Rivers Adult Education for additional enrollment information.

Distance Education is a formal learning activity that allows eligible students to receive some of their instruction through a variety of media outlets outside the traditional classroom. All distance education activities are monitored by one of the distance education instructors.

Employment & Training (E&T) serves adults in Hot Spring, Clark, and Grant Counties who receive supplemental nutrition assistance and are between the ages of 18 and 49 years. The purpose of E & T is to assist Supplemental Nutrition Assistance Program (SNAP) recipients find a job, or receive education that may lead to a job. All referrals to the program are made through the AR Department of Human Services.

English as a Second Language (ESL) allows adults to learn to speak, read, and write English as their second language.

Literacy provides one-to-one tutoring in cooperation with The Reading Vine/READ.

Study Skills, Resume Writing, and Job Search Skills are provided weekly through our Career Development Coach.

Workplace classes are arranged with local businesses or industries to upgrade employees' developmental education to enhance job skills.

WAGE™ (Workforce Alliance for Growth in the Economy) is a competency-based program designed to help workers improve basic and job-readiness skills. This industry driven program also provides employers with a more skilled labor force. Upon completion of the competencies and other requirements, individuals will be able to receive a variety of certificates including the WAGE™ Level I Certificate in Workforce Preparation and a WAGE™ Level II Certificate. The WAGE™ Level II certificates are provided based on needs of the community as determined by the ASUTR Adult Education Advisory Committee.

Official GED® Examination Information

The Official GED® Examination is given at Arkansas State University Three Rivers (ASUTR) and the Sheridan, Arkadelphia, and Malvern Testing Centers (at Adult Education class locations). Testing for ASUTR, Sheridan, and Arkadelphia centers is scheduled through the GED® Testing website (GED.com). The Malvern location (1735 E. Sullenberger) does not show open testing times on the website and should be scheduled with Jan Robertson, GED® Examiner. A passing score of 145 or more on the GED Ready™ Test is required in Arkansas before scheduling the Official GED® test. It is recommended that test takers schedule an Official GED™ Test within two weeks of passing the GED Ready™ Test. Tests are administered one subject area at a time.

Requirements for GED Ready™ Test

All applicants wishing to take the GED® test are required to take and pass the Official GED Ready™ Test with minimum scores (currently 145) established by Arkansas Department of Commerce, Workforce Connections, Office of Adult Education. The GED Ready™ test must be administered through an approved adult education program. Currently, GED Ready™ tests are \$7.99 each and must be paid with a major debit or credit card (Visa, Mastercard). Photo ID is required for each testing session (see approved ID requirements under **General Requirements for GED® Testing**). Costs may change per GED® Testing Service and Pearson VUE.

Requirements to Receive an Arkansas High School (GED®) Diploma

1. To receive an Arkansas High School Diploma, an examinee must attain a score of 145 or above on each of the four test areas (Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies). Passing scores may change per GED® Testing Service and Pearson VUE.
2. Qualified individuals will receive an Arkansas High School Diploma from Arkansas Department of Commerce, Workforce Connections, Office of Adult Education/GED Testing.
3. Transcripts and/or duplicate diplomas must be requested from the state GED® testing office. Forms are available on the state website <https://dws.arkansas.gov/adult-education/ged/order-a-duplicate-transcript/>. Issuance of transcripts and/or duplicate diplomas for the 2014 GED® test will follow procedure of GED® Testing. For transcripts or duplicate diplomas for testing prior to the 2014 GED® test will need to be requested from the state GED® testing office at ged@arkansas.gov or 501-682-1980.

General Requirements for GED® Testing

The GED® test may be administered to eligible test takers only. Individuals must be at least 16 years of age and not currently enrolled in an accredited public high school, private, parochial, or home school program. Only persons who do not have a standard high school diploma are eligible to take the GED® test. Test takers:

1. Must be at least 16 years of age.
2. Must present proof of valid identification that shows name, date of birth, address, signature, and photograph. Valid driver's license, state issued ID, passport, military, or other forms of government issues (national and foreign) identification that shows required information are all acceptable forms of identification.
3. Must be legal residents of Arkansas. The term "legal resident" has been clarified by Arkansas Department of Commerce, Workforce Connections, Office of Adult Education to mean a person who spends most of his/her time in Arkansas, who pays property taxes, or who possesses a valid Arkansas driver's license.
4. Must pass the GED Ready™ test with a minimum score (currently 145) established by GED® Testing Service and Pearson VUE prior to taking the Official GED™ test. This test must be administered through an approved adult education center.
5. Under the age of 19 must take the Civics Exam prior to taking the GED Ready™ test. Proof must be provided through the school releasing the tester or the test must be taken at the Adult Education Center.

Currently, Official GED® Tests are \$4.00 per subject (Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies) and must be paid with a debit or credit card (Visa, Mastercard). Photo ID is required for each testing session (see approved ID requirements above). Costs may change per GED® Testing Service and Pearson VUE.

Requirements for Retesting

1. Test takers may view their official GED® test results through their GED.com account.
2. GED® offers one free test per subject area, allowing the test taker to retake a test once at no additional cost.
3. After a third failed attempt or a no-show, the student must wait 60 days before retesting that subject area.

Test takers who score 145 or above on each area of the first Official GED® Test may retest at the next available test date without retaking the GED Ready™ Test. This will only apply to test takers who wish to increase their GED® scores.

For further information: Contact the Adult Education Center or the GED® Administrator, GED® Testing Office.

Graduation

Adult Education students who have successfully completed their GED® are invited and encouraged to participate in ASUTR's annual graduation ceremony held in May. Graduation attire (cap & gown) is required and will be distributed through the ASUTR Registrar's Office. Attending rehearsal for graduation is not a requirement for graduating. Individuals who agree to participate in the graduation ceremony are expected to dress appropriately for this type of occasion and exhibit proper behavior during the ceremony.

Any GED® graduate of ASU Three Rivers Adult Education Centers will be eligible for a GED Scholarship from ASU Three Rivers. Please call Student Affairs for more information.

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Transfer Center	17		