



SOUTHERN ARKANSAS UNIVERSITY TECH
COLLEGE CATALOG
2017-2018

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COLLEGE CALENDAR

FALL 2017

Texarkana Aviation Classes Begin	August 14	
Advising/Registration	August 14-15	
Camden Aviation Classes Begin.....	August 16	
Cosmetology Classes Begin.....	August 16	
Classes Begin	August 16	
Late Registration (\$25 fee)	August 16-August 18	
Last Day to Drop with 100% Refund.....	August 23	
Last Day to Drop with 90% Refund.....	August 29	
Student Appreciation Day	August 30	
Labor Day Holiday (Campus Closed)	September 4	
Last Day to Drop with 50% Refund.....	September 5	
Last Day to Drop with 25% Refund.....	September 12	
Constitution Day.....	September 14	
SAU Tech Preview Day	October 11-12	
Last Day to Complete "1" Grade	October 11	
Mid-Term Grades Due to Registrar.....	(Before 5pm)	October 11
Last Day to Drop with a "W"	(Before 5pm)	November 21
Thanksgiving Holiday (No Classes)	(Begins at 5pm on Nov. 21 for Faculty and Students).....	November 21-24
Thanksgiving Holiday (Campus Closed).....	November 22-24	
Fall Final Exams	November 28-December 5	
Last Day of Final Exams – Fall Term Ends.....	December 5	
Final Grades Due to Registrar	(Before 10am)	December 6
Cosmetology Classes End.....	December 12	
Christmas and New Year Holiday (Campus Closed)	December 22, 2017-January 1, 2018	

SPRING 2018

Texarkana Aviation Classes Begin	January 8	
Advising/Registration	January 8 – January 9	
Camden Aviation Classes Begin.....	January 10	
Cosmetology Classes Begin	January 10	
Classes Begin	January 10	
Late Registration (\$25 fee)	January 10 – January 12	
Martin Luther King Holiday (No Classes).....	January 15	
Last Day to Drop with 100% Refund.....	January 17	
Last Day to Drop with 90% Refund.....	January 23	
Last Day to Drop with 50% Refund.....	January 30	
Last Day to Drop with 25% Refund.....	February 6	
Last Day to Complete "1" Grade	March 7	
Mid-Term Grades Due to Registrar.....	(Before 5pm)	March 7
Spring Break (No Classes)	March 19–23	
Spring Fling.....	March 27	
College Day	April 3	

Last Day to Drop with a "W"	April 17
Spring Final Exams	May 1-8
Last Day of Final Exams/Spring Term Ends	May 8
Final Grades Due to Registrar	May 9
Practical Nursing Pinning Ceremony	May 9
Commencement.....	May 10
Cosmetology Classes End.....	May 15

SUMMER I & EXTENDED SUMMER I 2018

Memorial Day Holiday (Campus Closed).....	May 28
Advising/Registration	May 29
Classes Begin	May 30
Late Registration (\$25 fee)	May 31
Last Day to Drop with 100% Refund.....	May 31
Last Day to Drop with 90% Refund.....	June 6
Last Day to Drop with 50% Refund.....	June 13
Last Day to Drop with a grade of "W" (Summer I Term)	June 20
Last Day to Drop with 25% Refund.....	June 20
Classes End (Summer I Term)	June 28
Final Grades Due to Registrar (Summer I Term).....	June 28

SUMMER II 2018

Independence Day Holiday (Campus Closed).....	July 4
Advising/Registration	July 9
Classes Begin	July 10
Late Registration (\$25 fee)	July 11
Last Day to Drop with 100% Refund.....	July 11
Last Day to Drop with 90% Refund.....	July 17
Last Day to Drop with 50% Refund	July 24
Last Day to Drop with a grade of "W" (Summer I Extended & Summer II)	July 31
Last Day to Drop with 25% Refund.....	July 31
Classes End (Summer I Extended & Summer II).....	August 9
Final Grades Due to Registrar (Summer I Extended & Summer II).....	August 9

GENERAL INFORMATION

HISTORY

Southern Arkansas University (SAU Tech) was created on April 5, 1967, as Southwest Technical Institute by Act 534 of the General Assembly of Arkansas. The purpose of the institute was to provide a technically trained workforce for the growing Highland Industrial Park where it was located. Seventy acres of land and six buildings were donated by the Brown Foundation of Houston, Texas, which had purchased the Schumacher Naval Ammunition Depot for use as Highland Industrial Park. Financing for renovation and equipping the facility was made possible by a grant from the United States Economic Development Administration. The State Board of Education operated the school until 1975 when, by an Act of the Arkansas Legislature, Southwest Technical Institute became Southern Arkansas University Tech, under the governance of the Board of Trustees of Southern Arkansas University (SAU). With this change, SAU Tech came under the jurisdiction of the Arkansas Department of Higher Education to grant the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees as well as the Associate of Applied Science (A.A.S.) degree.

Today, SAU Tech is a two-year comprehensive college specializing in technical training and offers the first two years of a university transfer program. In addition to offering traditional classroom courses, SAU Tech offers a number of Internet courses. SAU Tech has a large enrollment in its high school dual credit program. SAU Tech also operates the Arkansas Environmental Training Academy (AETA); the Arkansas Fire Training Academy (AFTA); the SAU Tech Adult Education Programs for Calhoun, Cleveland, Columbia, Dallas and Ouachita Counties; and the SAU Tech Career Academy.

VISION STATEMENT

Leading Arkansas in Economic and Educational Transformation

MISSION STATEMENT

SAU Tech is a two-year college emphasizing technical education. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.

INSTITUTIONAL GOALS

1. Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality instruction, programs, and services.
2. Access to Higher Education – To increase the College's core enrollment.
3. Resource Development, Institutional Effectiveness, and Accountability – To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.
4. Partnerships, Collaborative Efforts, and Workforce and Economic Development – To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's constituencies.

INSTITUTIONAL VALUES

1. Every employee and his/her contribution to the institution.
2. Each person served or seeking service.
3. Personal and professional honesty and integrity.
4. The trust and confidence placed in us by our constituencies.
5. A caring learning environment that promotes access, scholarship, innovation, and the success of all students.
6. A climate that reflects a deep appreciation and acceptance of diversity.
7. Accountability on all levels that is reflected in wise stewardship of public resources.
8. Collaborative and cooperative partnerships that improve the quality of life for those served.
9. Innovation and the ability to meet the changing needs of our constituencies.

10. The history of SAU Tech and its contributions.

ACCREDITATION

SAU Tech is accredited by The Higher Learning Commission:

The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago, Illinois 60604
Telephone: 1.800.621.7440 / 312.263.0456
Email: info@hlcommission.org
Web Address: www.hlcommission.org

Other programs and their respective approvals and accreditations are as follows:

Aviation Program:	Federal Aviation Administration
Cosmetology Program:	Arkansas Department of Health
Firefighter Standards:	International Fire Service Accreditation Congress National Board of Fire Service Professional Qualifications
Nursing Assistant Program:	Office of Long-Term Care
Practical Nursing Program:	Arkansas State Board of Nursing

The Arkansas State Approving Agency for Veterans Training has approved some programs at SAU Tech as training for individuals eligible for educational benefits under the GI Bill.

MEDIA DISCLAIMER

SAU Tech reserves the right to use photographs, videos and electronic images of students and visitors, age 18 and older, taken on college property and at college-sponsored events, for marketing and promotional purposes unless otherwise notified by the individual.

NOTICE OF NON-DISCRIMINATION

Southern Arkansas University Tech does not discriminate on the basis of race, color, national origin, ethnic origin, sex, age, disability, or protected veteran's status in employment or the rights, privileges, programs and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs.

POLICY DISCLAIMER

The provisions of this catalog should be considered to be for informational purposes only and not an irrevocable contract between SAU Tech and the student. It is the student's responsibility to become familiar with all SAU Tech policies, procedures, and regulations contained in this catalog. SAU Tech reserves the right to change policies, procedures, and regulations anytime without prior notice.

TOBACCO-FREE CAMPUS

In compliance with the Arkansas Clean Indoor Air Act of 2006, The Clean Air on Campus Act of 2009 and college policy, SAU Tech is a tobacco-free campus. The use of tobacco products is prohibited in all on-campus and off-campus buildings owned, leased or controlled by SAU Tech; on all grounds owned, leased or controlled by SAU Tech; and all vehicles owned, leased or controlled by SAU Tech. Act 734 of 2009, The Arkansas Clean Air Act of 2009, mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Beginning August 1st, any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than \$100 and not more than \$500.

ADMISSIONS & REGISTRATION

ADMISSION PROCEDURES

Non-Degree Seeking Student – A student who does not plan to enroll in a degree or certificate program is permitted to enroll as a non-degree seeking student in selected courses. When enrolled in math, English or other selected courses, the student will be required to present test scores for placement purposes. If scores are not available, testing may be arranged through Student Services.

All **non-degree seeking students** applying for admission to SAU Tech must submit the following:

1. Application for Admission
2. ACCUPLACER, ACT, ASSET, COMPASS, or SAT test scores (math and/or English course)
3. Official college transcript(s), if applicable.

Degree Seeking Student – Students seeking an associate degree or certificate will be admitted conditionally or unconditionally with full status to the program when they complete all requirements to enter the program. Students whose ACT and/or placement test scores reveal that they need developmental course work in reading, writing, and/or mathematics will be required to satisfactorily complete this course work.

Students will be admitted conditionally or unconditionally as specified by Arkansas law and Arkansas Department of Higher Education regulations. Specific information may be obtained from Student Services.

All **degree seeking students** applying for admission to SAU Tech must submit the following:

1. Application for Admission
2. Immunization Record showing two MMR shots or two of each of the measles, mumps and rubella shots (If born after January 1, 1957)
3. An official copy of high school transcript or GED scores
4. ACCUPLACER, ACT, ASSET, COMPASS, or SAT test scores taken within the last five years
5. Official college transcript(s) from each institution, if applicable
6. Declaration of a Degree Plan

The procedures necessary for entering Practical Nursing and the Welding Academy are separate and apart from other programs offered by SAU Tech. Details are available in Student Services or from an academic advisor as well as the Technical Certificate section of this catalog.

Arkansas Requirements for Unconditional Admission – An applicant will be admitted to SAU Tech unconditionally, without academic restriction, if he/she satisfies one of the following requirements:

1. Graduated from an accredited high school before May 1, 2002.
2. Received a GED Certificate before May 1, 2002.
3. Received a GED Certificate after May 1, 2002 and scored a composite of 19 on the ACT or the equivalent score on the ACCUPLACER, ASSET, COMPASS, or SAT.
4. Graduated from an accredited public high school in Arkansas after May 1, 2002, and successfully completed the core curriculum as established by the Arkansas State Board of Education.
5. Graduated from an accredited public high school outside of Arkansas after May 1, 2002, and successfully completed the courses that are included in the core curriculum as established by the Arkansas State Board of Education.
6. Graduated from a private high school after May 1, 2002, and scored a composite of 19 on the ACT or the equivalent score on the ACCUPLACER, ASSET, COMPASS, or SAT.

Students who completed their education in a home school environment will be required to attain a GED Certificate and will be evaluated using the GED criteria.

Arkansas Requirements for Conditional Admission – Conditional admission does not mean that a student is prevented from enrolling for the purpose of obtaining a degree or a certificate offered by SAU Tech. It does mean that a student must complete specific requirements before he/she will be permitted to continue in his/her chosen degree or certificate path.

Applicants who are eligible for admission to SAU Tech, but do not satisfy one of the preceding requirements for unconditional admission, will be admitted conditionally. Those who are admitted conditionally must successfully complete, within the first 30

semester hours, the requirements of condition appropriate for the chosen degree or certificate. Successful completion is defined as obtaining a passing grade in the required courses and maintaining a 2.00 GPA in those courses on a 4.00 scale.

INTERNATIONAL STUDENTS

All international applicants submit the following:

First Time Entering Students

1. Completed Application for Admission and \$50 application fee received by SAU Tech by June 15 for students planning to enroll for the fall semester, October 15 for those planning to enroll for the spring semester, and April 1 for those planning to enroll in the summer.
2. Evidence of the ability to read, write, speak, and understand English sufficiently to enable successful completion of college-level courses. This may be accomplished by providing proof of a score of 500 or higher on the TOEFL or 173 or higher on the computerized TOEFL, proof of successful completion of Level 109 at an ELS Language Center or its equivalent, or provide evidence that English is the native language of the country of origin.
3. College entrance examination/placement score reports (ACCUPLACER, ACT, ASSET, COMPASS, or SAT).
4. Medical history reports and MMR (Mumps/Measles/Rubella) immunization certificate and any other health certificates as required by state or federal regulations.
5. Documentation of health insurance coverage and a commitment to continue to have adequate medical insurance, including repatriation provision, during enrollment at SAU Tech.
6. Certified documentation of high school completion at the "REGULAR" level. The documentation must be presented in English.
7. Certified transcripts of all secondary school and college credit. The certified transcripts must be presented in English.
8. Placement test scores must be presented as part of the admission process or the student must be prepared to take a placement test before the first registration at SAU Tech.
9. Documentation of financial ability adequate to pay the costs of living and attending school at SAU Tech.

Transfer Students

1. Completed Application for Admission and \$50 application fee received by SAU Tech at least 30 days prior to date of expected enrollment.
2. Completed Transfer Information Sheet.
3. Evidence of the ability to read, write, speak, and understand English sufficiently to enable successful completion of college-level courses. This may be accomplished by providing proof of a score of 500 or higher on the TOEFL or 173 or higher on the computerized TOEFL, proof of successful completion of Level 109 at an ELS Language Center or its equivalent, or provide evidence that English is the native language of the country of origin. This requirement may be waived based on the student's past academic record.
4. College entrance examination/placement score reports (ACCUPLACER, ACT, ASSET, COMPASS, or SAT). This requirement may be waived based on the student's past academic record.
5. Certified documentation of high school completion at the "REGULAR" level. The documentation must be presented in English.
6. Certified transcripts of all secondary school and college credit. The certified transcripts must be presented in English.
7. Placement test scores must be presented as part of the admission process or the student must be prepared to take a placement test before the first registration at SAU Tech. This requirement may be waived based on the student's past academic record.
8. Medical history reports and MMR (Mumps/Measles/Rubella) immunization certificate and any other health certificates as required by state or federal regulations.
9. Documentation of health insurance coverage and a commitment to continue to have adequate medical insurance, including repatriation provision, during enrollment at SAU Tech.

10. Documentation of financial ability adequate to pay the costs of living and attending school at SAU Tech.

CHANGE OF NAME OR ADDRESS

The Registrar's Office should be informed of all changes in the student's legal name, mailing address, and/or telephone number. SAU Tech is not responsible for a student's failure to receive official information due to failure to notify SAU Tech of any changes. A copy of Social Security card should be submitted for a legal name change other than a change due to marriage or divorce.

PLACEMENT TESTING REQUIREMENTS

SAU Tech does not require an admissions test; however, Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing and mathematics. Prior to enrollment in a math, English or a college-level reading course, students are required to submit the appropriate test scores or have necessary prerequisite courses. Students who have not taken a placement test within the last five years are required to take the ACCUPLACER, ACT, ASSET, COMPASS, or SAT test before they register. Academic counselors and advisors use the test results for course placement. There are only a **limited** number of courses that students may enroll in without the necessary test scores or prerequisite courses.

Students who do not achieve designated scores on the reading, writing and mathematics component of ACCUPLACER, ACT, ASSET, COMPASS, or SAT tests will be required to successfully complete basic skills courses. Students who enroll in basic skills courses may not be allowed to register for classes that require college-level competency in English, reading and mathematics. All test scores must be available at registration for verification. The following table provides placement information based on required test scores and * indicates which test to be taken:

ENGLISH ASSESSMENT						
Meet One						Alternative Measure
Course Enrollment	ACT English	Compass Writing	ASSET Writing	Accuplacer Sentence Skills	High School GPA	ACT English and High School GPA
ENGL1113 Composition I* (no remediation required)	19+	77+	45+	98+	NA	17-18 and 3.0+
ENGL1113 & CO0243 Composition I & Writing Workshop	16-18	54-76	38-44	82-97	3.0+	NA
CO0143 Intro to Language Arts	0-15	0-53	0-37	0-81	Below 3.0	NA

READING ASSESSMENT						
Meet One						Alternative Measure
Course Enrollment	ACT Reading	Compass Reading	ASSET Reading	Accuplacer Reading	High School GPA	ACT Reading and High School GPA
ENGL1113 Composition I* (no remediation required)	19+	81+	43+	90+	NA	17-18 and 3.0+
ENGL1113 & CO0243 Composition I & Writing Workshop	16-18	73-80	39-42	70-89	3.0+	NA
CO0143 Intro to Language Arts	0-15	0-72	0-38	0-69	Below 3.0	NA

*Eligibility for Composition I is based on **both** English and Reading assessments.

COLLEGE ALGEBRA TRACK						
Meet one placement score AND high school GPA AND high school math core class						
Course Enrollment	ACT Math	Compass Pre-Algebra Algebra	ASSET Elem Alg Int Alg	Accuplacer Elem Alg	High School GPA	Successful Completion of High School Math Classes
MATH1023 College Algebra (no remediation required)	19+	58+ (P) 35+ (A)	43+ I	97+	NA	NA
MATH1023 College Algebra (no remediation required)	17-18	43-57 (P) 27-34 (A)	35-42 I	63-96	3.0+	Algebra I, Algebra II, & Geometry

MATH0233 & MATH1023 Tran Math 2 & College Algebra	16-18	36-57 (P) 24-34 (I)	33-42 E	43-96	NA	NA
MATH0233 & MATH1023 Tran Math 2 & Col Algebra	13-15	19-35 (P) 16-22 (A)	26-32 E	28-42	3.0+	Algebra I, Algebra II, & Geometry
MATH0233 Transitional Math 2	13-15	19-35 (P) 16-22 (A)	26-32 E	28-42	Below 3.0	NA
MATH0133 Transitional Math 1	0-12	0-18 (P) 0-15 (A)	0-25 E	0-27	NA	NA

COLLEGE MATH TRACK						
Meet one placement score AND high school GPA AND high school math core class						
Course Enrollment	ACT Math	Compass Pre-Algebra Algebra	ASSET Elem Alg Int Alg	Accuplacer Elem Alg	High School GPA	Successful Completion of High School Math Classes
MATH1063 College Math	13+	19+ (P) 16+ (A)	26+ E	28+	NA	NA
MATH0133 Transitional Math 1	0-12	0-18 (P) 0-15 (A)	0-25 E	0-27	NA	NA

TECHNICAL MATH TRACK						
Meet one placement score AND high school GPA AND high school math core class						
Course Enrollment	ACT Math	Compass Pre-Algebra Algebra	ASSET Elem Alg Int Alg	Accuplacer Elem Alg	High School GPA	Successful Completion of High School Math Classes
MATH1003 Technical Math	13+	19+ (P) 16+ (A)	26+ E	28+	NA	NA
MATH0133 Transitional Math 1	0-12	0-18 (P) 0-15 (A)	0-25 E	0-27	NA	NA

CONCURRENT PLACEMENT MEASURES

In addition to the standard placement measures used for college placement, additional measures are available for students enrolling in concurrent courses.

ENGLISH ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10 th Grade English	PSAT Writing
ENGL1113 Composition I	428+	45+

READING ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10 th Grade Reading	PSAT Reading
ENGL1113 Composition I	428+	47+

MATH ASSESSMENT		
COURSE ENROLLMENT	ACT Aspire 10 th Grade	PSAT
MATH1023 College Algebra	432+	46+

American College Testing/College Board Testing – SAU Tech is a national test center for ACT. The ACT code number for SAU Tech is 6031. For additional information call the Testing Center at 1.870.574.4486.

READMISSION

A former SAU Tech student who applies to re-enter SAU Tech after a period of absence must file an official transcript for each institution attended since SAU Tech and comply with current admission procedures and degree/certificate requirements and procedures.

REGISTRATION

After being admitted to SAU Tech, each student must register for courses at the time designated in the class schedule. The student is responsible for the accuracy of the registration schedule, which should correspond with planning a program of study (the degree plan) and meeting the requirements of graduation.

It is the student's responsibility, having consulted with an academic advisor, to complete the prerequisites for every credit course before enrolling in it. Prerequisites are also listed in the COURSE DESCRIPTIONS section of this catalog.

A student's registration is incomplete until all admission requirements are met and all fees have been paid. Early registrants who do not make financial arrangements by the published deadline will have their registration canceled. Students with holds placed on their records will not be allowed to register for subsequent semesters until all documentation or financial obligations have been met.

Additionally, students who do not attend a class without an excused absence during the census period (the first 11 days during the fall and spring semesters or the first five days during the summer sessions) of each term are subject to having that class registration canceled reducing student course load.

RELEASE OF STUDENT INFORMATION & ACCESS TO STUDENT RECORDS

A student attending SAU Tech has the right to inspect and review all records, which meet the definition of educational records. Student rights concerning access to educational records are defined in Public Law 98-380 as amended by Public Law 93-568 (also known as the Buckley Amendment and the Family Educational Rights and Privacy Act of 1974). The law permits release of "directory information" unless the student requests his/her information not be released. Students not wishing the dissemination of directory information must notify the Registrar's Office in writing. Written notice must be submitted during the first 12 class days of a fall or spring semester or the first four days of a summer session.

"Directory Information," as defined by SAU Tech, includes the following:

1. Name, address, and telephone number
2. Major field of study
3. Dates of attendance
4. Degrees and awards received
5. Most recent previous education agency or institution attended.

No transcript or academic record is released without the written consent from the student stating the information to be given, except as specified by law.

RESIDENCY REQUIREMENTS

The student is required to complete a minimum of 15 semester hours in residence at SAU Tech as well as complete all other graduation requirements. Exceptions may be made by the Vice Chancellor for Academics. Students who wish to pursue additional degrees must complete a minimum of 15 credit hours of difference between the degrees. There is no limit on the number of degrees, technical certificates or certificates of proficiency a student may earn.

SCHEDULE CHANGES TO REGISTRATION

A student's class schedule may be changed subject to the written approval of the advisor within the prescribed time designated in the published class schedule.

Courses may be added until the last day of late registration as designated in the published class schedule. Courses that are dropped through the 11th class day for fall and spring semesters (5th day for summer sessions) are not recorded on the student's permanent transcript record. After the 11th day, students who drop from class will receive a grade of "W" (withdrawn). The specific date for each semester/term is published in the class schedule and the academic calendar.

Adding a Class – For a defined period of time following regular registration each semester, a student may add classes. A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class.

To add a class, the student must:

1. Complete a Change in Class Schedule/Add form with his/her advisor.
2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Add form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be added until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

Note: The Registrar's Office will process the completed adds on a daily basis.

Dropping a Class – When a student is no longer in attendance in a given class, the student must officially drop the class within the prescribed time allowed for dropping as designated in the class schedule. Students who stop attending a class and fail to follow the procedures listed below will receive an "F" as his/her final grade in the course.

It is the student's responsibility to drop; however, upon persistent non-attendance and no proper communication, the instructor may administratively drop the student from that class.

To drop a class the student must:

1. Complete a Change in Class Schedule/Drop form with his/her advisor.
2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Drop form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

Note: The Registrar's Office will process the completed drops on a daily basis.

Withdrawal from College – Students who wish to withdraw from a class or classes should first consult with an advisor. It may be possible to make alternate arrangements to avoid the loss of time or credit.

If a student determines that withdrawing is the appropriate course of action, the student must officially withdraw within the prescribed time allowed for withdrawal as designated in the class schedule. Students who stop attending classes and fail to follow the prescribed procedures for withdrawal will receive an "F" for each course. It is the student's responsibility to withdraw.

To withdraw from SAU Tech, the student must:

1. Complete a Change in Class Schedule/Withdrawal form with his/her advisor.
2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Withdrawal form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

The Registrar's Office will process the completed withdrawals on a daily basis.

Note: Under special circumstances, a written letter requesting withdrawal from all classes, with an appropriate postmarked date, may be acceptable. Please contact the Registrar's Office for further information. Withdrawal transactions may not be made by telephone.

SENIOR CITIZENS

Persons who are 60 years of age or older on the date of the beginning of the term in which the waiver is being requested and who are a legal Arkansas resident may receive the Senior Fee Waiver which covers the cost of tuition and mandatory fees (mandatory fees include processing, facility use and technology fees). This waiver will be awarded as funds are available, is non-refundable and covers no other costs but those stated above.

SOCIAL SECURITY REGISTRATION

Students who enroll at SAU Tech are required to have a Social Security number. Social Security numbers are used as student's permanent identification numbers. International students who do not have Social Security numbers when enrolling will be assigned a temporary identification number.

SUMMER STUDENTS

Students enrolled at other colleges or universities may enroll as "visiting students" and have records of their credits forwarded to the "home" institution. Generally, such enrollment will apply only in the summer sessions. No transcripts are required; however, "Letters of Good Standing" must be provided for the institutions to which credit should be sent. Test scores or proof of prerequisite course work for enrollment in certain math or English courses will be required.

TRANSCRIPTS & STUDENT RECORDS

A college transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one institution or agency to another. Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with the federal guidelines. Requests may be made in person, by fax, or by written request in the mail; no telephone requests will be honored. Requests for a transcript by mail or fax should include the full legal name of the student (include birth name, if applicable), Social Security number, dates of attendance at SAU Tech, signature, and name and address of the person or institution to which the transcript is to be sent.

Transcripts will not be released when a student has any outstanding financial obligations with SAU Tech. Additionally, for students who have not completed required student loan exit counseling, the transcript will not be released until electronic documentation of exit counseling is received by the Financial Aid Office.

Transcripts from other institutions submitted to SAU Tech become property of SAU Tech and are not reproduced and/or mailed to other institutions, agencies or individuals. Requests for copies of test results, immunization records, or other information from a student's personal admission file should be made to the Registrar's Office.

TRANSFER OF CREDIT

A transfer student must have transcripts and records evaluated by the appropriate academic advisor, in conjunction with a department administrator and the Registrar's Office, during his/her initial registration and enrollment in classes at SAU Tech. The Registrar's Office will post the approved transfer credits to the student's SAU Tech transcript.

Only transfer credit with a grade of "C" or better is recognizable. Credits earned from other accredited institutions will not be calculated in the GPA at SAU Tech. Only applicable transfer credits toward the degree or certificate being awarded will be posted to the transcript.

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 ACTS as "NO COMPARABLE COURSE." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to www.adhe.edu/institutions/academic-affairs/arkansas-course-transfer-system/ and clicking on ARKANSAS COURSE TRANSFER SYSTEM FOR STUDENTS.

FINANCIAL INFORMATION

PAYMENT POLICY

Full payment of tuition and fees is required by due dates specified in the class schedule. Tuition and fees can be paid with credit card (Visa, Mastercard, Discover or American Express) via telephone, or fax. Payment can also be made in person, by mailing a personal check, or via a payment plan through FACTS Tuition Management Company's e-Cashier at www.sautech.edu.

REFUNDS

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. Be aware that even if a student never attends class, the student will still be assessed partial tuition and full student mandatory fees unless the student completely withdraws during SAU Tech's 100% refund period as stated in the ADD/DROP section of SAU Tech's class schedule.

Tuition charges, Internet fees, and lab fees are refunded as follows for regular semester classes:

Before Class Begins	100%
Day 1 – Day 8 of Semester	100%
Day 9 – Day 14 of Semester	90%
Day 15 – Day 21 of Semester	50%
Day 22 – Day 28 of Semester	25%
After Day 28	0%

Tuition charges, Internet fees, and lab fees are refunded as follows for summer semester classes:

Before Class Begins	100%
Day 1 – Day 2 of Semester	100%
Day 3 – Day 8 of Semester	90%
Day 9 – Day 15 of Semester	50%
Day 16 – Day 22 of Semester	25%
After Day 22	0%

Tuition refunds for classes of short duration may vary depending on length of class.

SCHEDULE OF TUITION, FEES & HOUSING

All tuition and fees are subject to change, without notice, by the Board of Trustees. However, there is no maximum for tuition, processing fees or Internet course fees. Charges are calculated at the per hour rate as indicated below.

- TUITION**

Arkansas Resident	\$108.00 per credit hour
Non-Resident	\$156.00 per credit hour
- PROCESSING FEE**

Arkansas Resident	\$25.00 per credit hour
Non-Resident	\$25.00 per credit hour

Note: Full processing fees are assessed even if the registered student never attends class.
- MISCELLANEOUS FEES**

Facility Use Fee (mandatory for all credit hours)	\$2.00 per credit hour
Technology Fee (mandatory for all credit hours)	\$3.00 per credit hour
Activity Fee (mandatory for all credit hours)	\$9.00 per credit hour
Internet Course Fee (credit courses)	\$25.00 per credit hour
Late Registration Fee*	\$25.00
Course Change Fee*	\$10.00
Transcript Fee (first-time entering students only – non-refundable unless complete withdrawal)	\$15.00
Matriculation Fee (payable one time only – non-refundable unless complete withdrawal)	\$30.00
Learning Strategies Fee (first-time Internet students)	\$15.00

Nursing Fee (LPN students)	\$50.00
Nursing Curriculum Fee (payable over three semesters)	\$921.00
Nursing Licensure Fee (payable over three semesters)	\$366.00
Welding Academy Fee	\$1,500.00 per course
Lab Fee per course (if applicable)	\$15.00
FAA Certification Fee (Aviation Maintenance students)	\$250.00
Cosmetology Fee (per semester)	\$700.00
Cosmetology Test Fee (final semester)	\$125.00

*Assessed for registration or course changes after classes begin.

4. NON-CREDIT INTERNET COURSE FEES

Arkansas Environmental Training Academy – Different rates may apply to AETA certification classes.

1-16 contact hours	\$63.00 per course
17-32 contact hours	\$106.00 per course
33 or more contact hours	\$149.00 per course
Transcript Fee (first-time students only).....	\$15.00

Arkansas Fire Training Academy

1-16 contact hours	\$15.00 per course
17-32 contact hours	\$30.00 per course
33 contact hours and above.....	\$45.00 per course

5. HOUSING FEES

Fall & Spring

Off Campus Apartment – Double Occupancy Bedroom	\$1,400.00 per person per semester
On Campus Apartment – Double Occupancy Bedroom	\$1,200.00 - \$1,400.00 per person per semester
Refundable Application/Damage Fee	\$100.00 per person

Note: Utilities, satellite service, Internet service, washers and dryers are included in cost.

Summer

On Campus Apartment – Double Occupancy Bedroom	\$400.00 per person per term
Application/Damage Fee.....	\$100.00 per person

Note: On Campus housing is the only housing area open for the summer terms. Utilities, satellite service, Internet service, washers and dryers are included in cost.

6. RETURN CHECK FEE

Any student whose check has been returned by the bank will be assessed \$25.00.

7. COLLECTION AGENCY FEE

A collection rate of 33.3% will be added to the amount owed by the student to cover the collection of all past due accounts that have been declared delinquent after one year.

SETTLEMENT OF DEBTS FOR RELEASE OF GRADES & TRANSCRIPT

Grade reports are issued to students at the end of each semester. Before grades and transcripts are released, all financial obligations to SAU Tech must be satisfied.

RETURN OF TITLE IV FINANCIAL AID WHEN A STUDENT WITHDRAWS

The following governs the return of Title IV funds disbursed for students at SAU Tech. This policy applies to students receiving any Title IV funds, which includes, but is not limited to, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Direct Loans (Subsidized and Unsubsidized and/or Parent PLUS) who officially withdraw, stop attending, drop out, and are expelled, take a qualified leave of absence or fail to return from an approved leave of absence.

A student begins the withdrawal process when they consult their advisor and fill out the withdrawal form and communicate a firm intent to withdraw from their classes. A student is said to have officially withdrawn when they have turned in the withdrawal form with all of the necessary signatures to the Registrar's Office and made payment to the Business Office when required.

Failure to attend class or failure to follow the official withdrawal procedures could cause a student to receive a letter grade of "F", "I", or "W" in all courses. In this case, the *Return of Title IV Funds Policy* would still apply once an official last date of attendance is established.

A student's withdrawal date is:

1. the date the student began the college's withdrawal process or officially notified the college, verbally or in writing, of intent to withdraw; or
2. the student's last date of attendance in an academically-related activity for a student who leaves without notifying the college; or
3. the student's last date of attendance at a documented academically-related activity; or
4. the date the college determines is related to special circumstances if those special circumstances prevent a student from beginning the withdrawal process.

Merely discontinuing class attendance is not considered to be a formal withdrawal from college. Students who were awarded Title IV financial assistance and who discontinue class attendance may be held responsible for repayment of part or all of costs incurred. The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Return of Title IV funds is handled on a payment period basis. The amount of Title IV aid earned is determined by multiplying the total Title IV aid that was disbursed or could have been disbursed to the student's account by the percentage of time during the payment period completed by the student. For clock hour programs, only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from the program. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period as of the day the student withdrew by the total number of clock hours in the same period. Title IV aid is viewed as 100% earned after the 60% point of the payment period. The amount of Title IV funds to return (unearned aid) to the specific federal programs will be determined, using the student's withdrawal date or last date of attendance (unofficial withdrawal), by calculating the percentage of the payment period for which the student did not complete. Scheduled breaks of at least five consecutive days are excluded. The college must return, in the specified order, the lesser of the total amount of unearned Title IV aid to be returned as calculated or an amount equal to the total institutional charges incurred by the student multiplied by the percentage of unearned Title IV aid. The student will be responsible for repaying, in the specified order, any remaining portion of the unearned Title IV aid. If the student's portion of unearned Title IV aid is a federal grant(s), the student will be required to return no more than 50% of the amount. Federal Direct loans will be repaid in accordance with the terms of the loan program as explained in the Master Promissory Note (MPN).

Unearned aid funds are allocated to the Title IV programs from which the student received assistance in the following specified order of those Title IV programs at SAU Tech:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct Parent Plus Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants
6. Other Federal Title IV Assistance, if applicable

After the institutional refund has been credited in the specified order, any remaining amount will be returned to the student in a post-withdrawal disbursement within 30 days.

In the event of an official withdrawal, the college's refunds policy will be applied and tuition and fees will be reduced, if applicable. For a detailed explanation of the college's refunds policy, contact the Business Office at 1.870.574.4461. **The student may be liable for any Title IV funds disbursed to their account to cover institutional charges in excess of the amount allowed by the Return to Title IV calculations. Any amounts owed to SAU Tech due to a Return of Title IV Funds calculation must be repaid to the college.** If payment is not received, holds will be placed on the student's account. It is also possible that the student may lose eligibility for future Title IV aid until such time that the overpayment is paid in full or satisfactory repayment arrangements are made.

SAU Tech makes this information available on the college's website and a written copy may be obtained in the Financial Aid Office. Examples of worksheets for the *Return of Title IV Funds Policy* may also be obtained by contacting the Financial Aid Office.

For a student who completely withdraws after the 60% point in the term, the Financial Aid Office will conduct an analysis of the student's file to determine if there is any aid "that could have been disbursed." If there is aid that could have been disbursed then an R2T4 calculation will be done to determine the student's eligibility for a post-withdrawal disbursement. In the event of a post-withdrawal disbursement the Business Office will contact the student to ensure the student receives all Title IV funds. If there is not aid "that could have been disbursed" that will be documented and a copy of the student's withdrawal form will be kept in the R2T4 file. If a student has no aid "that could have been disbursed" then it is mathematically impossible for the student to be eligible for a post-withdrawal disbursement.

Return of Title IV funds calculations will be performed within 30 days of the student's withdrawal. Unofficial withdrawals will be determined and calculated within 30 days of the end of the term in which the student unofficially withdrew.

The college has 45 days from the date the college determines that the student withdraw to return all unearned funds for which it is responsible. The college is required to notify the student if they owe a repayment via written notice. The college must advise the student or parent that they have 14 calendar days from the date the college sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the college will return any earned funds that the college is holding to the Title IV programs. Post-withdrawal disbursements must occur within 180 days of the date the student withdrew.

In a clock hour program, if a student returns to the same program within 180 days, the student is treated as if he/she never left and returns to the same period. Actions to be taken by the school would include: re-disbursing aid that had been disbursed and then returned under the Return of Title IV provisions, disbursing aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew and canceling any overpayments assessed the student as a result of the prior withdrawal if those funds were disbursed upon reentry. Once the student completes the payment period for which he or she has been paid, he or she becomes eligible for subsequent Title IV student aid payments. If the withdrawn student reenters the same program of study after 180 days, or transfers into a new program at any time and at least some hours transfer in, the student begins a new payment period upon reentry or transfer, and the remaining portion of the program is treated as the length of the entire program for awarding Title IV funds. For a student who completed more than 60% of his or her training before ceasing attendance, the school would not have returned any Title IV aid. If that student were to reenter training within 180 days, because the student had received 100% of his or her aid for that period, the student would not be eligible to receive additional Title IV aid until he or she has completed the weeks of instructional time and hours in the academic year.

There are limitations on re-disbursing and making the second disbursements of Direct Loan funds when a student reenters:

- When originating a loan for a reentering student for a new Borrower-Based Academic Year (BBAY), the Cost of Attendance may include only those costs associated with the period for which the loan is originated. It may not include any costs used in originating the previous loan unless those costs represent charges for which funds were returned to the department or refunded to the student, subsequent to the previous withdrawal.
- When a student reenters the same program within 180 days and before the end of the student's initial loan period, a school can change the original loan period end date and reschedule the second disbursement. In this case, the student is held to the same disbursement requirements that applied initially (e.g., for one additional disbursement, the student must successfully complete one-half the weeks of instructional time in the loan period before he or she can receive the second disbursement).
- When a borrower reenters the same program within 180 days and before the end of the borrower's initial loan period, the school can originate a loan with a new loan period that begins on the date the borrower returns to the school and extends to either the balance of the original loan period or balance of the program, whichever is shorter. The borrower is eligible to receive only the balance of the loan, and it must be disbursed in multiple disbursements. The borrower is not eligible for a new loan until the original academic year has ended. If some portion of the program remains after the completion of the new loan period, the school can originate a new loan for that portion of the program. If the portion of the program that remained was less than an academic year, the loan would be subject to proration.
- If a student reenters a program after the end date of the initial loan period or BBAY, a school may originate a new loan for either the balance of the program or academic year, whichever is shorter. If the portion of the program that remained is less than an academic year, the loan would be subject to proration.

This policy is subject to change at any time and without prior notice.

STUDENT SERVICES

ACADEMIC ADVISING

Each semester, degree seeking students are encouraged to meet with an academic advisor to plan their course of study and update degree plans. Advisors are available throughout the academic year to discuss specific questions about degree plans, course requirements, or answer general questions about SAU Tech's programs and services.

If students plan to transfer to another college or university after SAU Tech, they should take steps to make sure that the courses taken will transfer to the selected college or university. SAU Tech academic advisors will assist students in consulting with the Arkansas Course Transfer Site through the Arkansas Department of Higher Education to determine if courses are part of articulation agreements with other institutions. Students should consult with the receiving institution regarding courses not listed on the Arkansas Course Transfer Site. Ultimately, the student is responsible for progress toward completing requirements for the chosen educational objective, including the retention of scholarships and other financial aid.

CAMPUS EMERGENCIES

Police – Providing for the safety and security of members of SAU Tech's community and property is the responsibility of the SAU Tech Campus Police. Officers provide protection on campus and will assist in all emergencies. An SAU Tech Campus Police Officer is available to assist with automobile problems and is willing to help students whenever necessary. For traffic regulations, please see the student handbook. For officer assistance call 1.870.818.6353 or 1.870.574.4517.

Bodily Injury – When injuries occur in classrooms or labs, notify the faculty member in charge. When injuries occur outside the classroom, dial 1.870.836.1000 or 1.870.836.2600 to dispatch the Camden ambulance service. SAU Tech's insurance program does not provide coverage for student accidents and injuries; therefore, injured parties should be prepared to provide proof of personal health insurance.

Fire – In the event of fire on the campus, notify the Campus Police at 1.870.574.4517 or 1.870.231.5300 or 1.870.818.6353 and give the dispatcher the exact location of the fire.

Tornado – Follow emergency instructions posted inside the door of all classrooms. For additional information regarding campus emergencies, please see the student handbook.

COLLEGE BOOKSTORE

The SAU Tech Bookstore is operated independently by BBA Solutions as a service to students, faculty and staff. In addition to providing required textbooks, the bookstore also provides college T-shirts, sweatshirts, supplies, jackets, and other items.

COUNSELING SERVICES

SAU Tech's Counseling Services is committed to promoting the psychological well-being, personal effectiveness, and personal growth of our students, faculty and staff so as to enhance their personal and academic functioning. Counseling Services assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their educational experience at SAU Tech. Counseling Services strives to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and pursue satisfying and productive lives. Counseling Services is located in the department of Enrollment Services and can be reached by calling 1.870.574.4530.

DISCLOSURE INFORMATION FOR ENROLLED STUDENT

The following is a list and description of required disclosures and instructions for how to obtain the full disclosure:

1. Rights under Family Education Rights and Privacy Act (FERPA)
 - a. Right to and procedures for inspecting and reviewing student's education records.
 - b. Right to and procedures for requesting amendment of student's education records student (parent) believes to be inaccurate, misleading, or in violation of student's privacy rights.
 - c. Right to consent to disclosure of personally identifiable information contained in student's education records.
 - d. Right to file a complaint with United States Education Department for alleged school or educational agency failure to comply with FERPA requirement.
 - e. Right to the criteria used to determine what constitutes a school official and a legitimate education interest if school's or educational agency's policy is to disclose personally identifiable information from student's education records under Section 99.31 without prior consent.

2. Direct Loan Deferments for Performed Services
 - a. Terms and conditions of deferments for:
 - Service in the Peace Corps.
 - Service under the Domestic Volunteer Service Act of 1973.
 - Comparable volunteer service for tax-exempt organization of demonstrated effectiveness in the field of community service.

3. Available Financial Assistance
 - a. Description of all available federal, state, local, private, and institutional financial need-based and non-need based assistance programs, and for each program a description of:
 - Application form and procedures.
 - Student eligibility requirements.
 - Selection criteria.
 - Criteria for determining the amount of a student's award.
 - b. Rights and responsibilities of students receiving Title IV and other financial aid, including:
 - Criteria for continued eligibility.
 - Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress.
 - Methods and frequency of financial aid disbursements.
 - Terms of any loans received, sample loan repayment schedules, and the necessity for repaying loans.
 - General conditions and terms applicable to any employment offered as part of student's financial aid award.
 - Exit counseling information required to be provided and to be collected from student borrowers of a Direct Loan or Federal Perkins Loan.

4. Institutional Information
 - a. Cost of attending SAU Tech.
 - b. Any applicable refund policy.
 - c. Requirements for officially withdrawing from SAU Tech.
 - d. Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.
 - e. Information regarding SAU Tech's academic programs.
 - f. Instructional, laboratory, and other physical plant facilities associated with academic programs.
 - g. List of the faculty and other instructional personnel.
 - h. Entities that accredit, license, or approve SAU Tech and its programs and procedures for reviewing SAU Tech's accreditation, licensing, or approval documentation.
 - i. Description of any special services and facilities for disabled students.
 - j. Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.
 - k. Statement that enrollment in a study abroad program approved for credit may be considered enrollment at SAU Tech for the purpose of applying for Title IV assistance.

5. Completion/Graduation Rates and Transfer Out Rates
 - a. Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150 percent of the normal time for graduation or completion.
 - Cohort for schools that offer predominately standard terms programs: Group of first-time freshmen who enter fall term and are enrolled as of October 15th or the end of SAU Tech's drop-add period.
 - Cohort for all other schools: Group of first-time freshmen who enter between September 1st and August 31st and are enrolled at least 15 days if program is less than or equal to an academic year in length, or 30 days if program is longer than an academic year.
Note: For cohorts established prior to September 1, 1998, a student is included in the cohort if he/she attended at least one day of class.
 - Transfer-out rate also required for above described cohorts if SAU Tech's mission includes providing substantial preparation for students to enroll in another eligible institution.

6. Campus Security and Fire Safety Report

- a. Statistics for three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (forcible and non-forcible)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.

- b. Statistics in preceding bullet also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability).

Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.

- c. Statistics for three or more recent calendar years for any other crime involving bodily injury that:

- Occurred on campus, in or on non-campus buildings or property, and on public property;
- Were reported to local police agencies or a campus security authority; and
- Manifests evidence that victim intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability.

Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.

- d. Statistics for three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police:

- Arrests for liquor law violations, drug law violations, and illegal weapons possession; or
- Persons referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.

- e. Policies regarding procedures to report crimes committed on campus criminal actions or other emergencies and institution's response to such including:

- Making timely warnings.
- Preparing the disclosure of crime statistics.
- Title of person(s) or organizations(s) to whom students or employees should report the occurrence (on campus, in or on non-campus buildings or property, or on public property) of murder and non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.
- Whether there are any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for making timely warnings and for inclusion in crime statistics disclosure, and description of such policies and procedures.

- f. Policies concerning the security of and access to campus facilities.

- g. Policies concerning campus law enforcement including:

- Enforcement authority of security personnel and their relationship with state and local police agencies.
- Encouragement of the prompt reporting of all crimes to campus and appropriate police agencies.
- Procedures, if any, that encourage pastoral counselors and professional counselors (at their discretion) to report crimes on a voluntary, confidential basis for inclusion in the crime statistics disclosure.
- Programs (type and frequency) to inform students and employees about campus security procedures and to be responsible for their and others' security.
- Crime prevention programs.
- Monitoring and recording through local police agencies of criminal activity at off-campus locations of officially

recognized student organizations.

- The possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws.
- The possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.
- Any drug or alcohol abuse education programs.
- Campus programs to prevent sex offenses.
- Procedures to follow when a sex offense occurs.

7. Report on Athletic Program Participation Rates and Financial Support Data

- a. SAU Tech does not offer athletic programs.

8. Report on Completion Graduation Rates and Transfer Out Rates for Student Athletes

- a. SAU Tech does not offer athletic programs.

9. Drug and Alcohol Prevention Information

Full disclosure on all the above listed information is available upon request from the Student Services Office located in Room 138 of the Administration Building or by calling 1.870.574.4529 during regular business hours.

EMERGENCY TELEPHONE MESSAGES

Student Services employees will take and deliver emergency telephone messages if the student is in a scheduled class. SAU Tech has no way of delivering messages to students who may be on campus but not in a scheduled class. Students who abuse the telephone message service will be referred to the Vice Chancellor for Student Services for disciplinary action. Emergency messages include: death in the family, child is sick, or family member is in the emergency room.

PARKING

To insure adequate parking, SAU Tech provides parking to students, faculty, and staff "BY PERMIT ONLY." There are no current registration fees; however, this is subject to change without prior notice. All vehicles must have a permit to park on campus at any time. Parking permits are secured by completing a vehicle registration card at the SAU Tech Business Office. Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid until the expiration date indicated on the permit. The permit is not valid until it is visible and properly displayed on the exterior lower, driver side corner of the rear window using the manufacturer's adhesive on the permit. The permit is not valid if cut, trimmed or altered in any way. Motorcycles must display permits on the left front fork, and the permit must be free of obstruction. Permits displayed in any other manner will be considered void and will constitute a violation.

Persons who are not enrolled, employed or otherwise affiliated with SAU Tech, but are on campus, may request a visitor permit from the SAU Tech Business Office by completing a vehicle registration card. A temporary permit is valid only for the time frame it is issued not to exceed one month. Temporary permits may also be used for Academy and Workforce Training classes that are scheduled for less than one month. If the need for a permit exceeds one month, either a student or faculty/staff permit will be issued. If a campus visitor receives a parking citation, the visitor should mail the citation to Vice Chancellor for Student Services, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

A replacement permit may be issued if the owner presents the remains of the old permit to the SAU Tech Business Office.

Any false or incorrect information given at the time of registration will automatically render the permit void.

All persons parking on campus may park only in areas designated for parking:

1. Blue faculty/staff areas are reserved for faculty and staff parking. Blue faculty/staff areas are not observed Monday through Friday between the hours of 5:00 pm and 7:00 am and all day on Saturday and Sunday provided the vehicle is displaying a valid SAU Tech permit.
2. Commercial parking areas are reserved for loading and unloading by commercial vehicles conducting business on the campus.
3. Handicap parking will be in effect 24 hours per day in designated areas.
4. Motorcycle spaces are reserved by sign for motorcycles only. Motorcycles may also park in any legal parking spaces while displaying a valid permit.

5. Parking spaces, excluding HANDICAP, FIRE LANE or NO PARKING, are open to any vehicle with a valid SAU Tech permit Monday through Friday between the hours of 7:00 pm and 7:00 am and all day on Saturday and Sunday.
6. Reserved spaces indicated by signs such as RESERVED, 20-MINUTE PARKING, VISITOR PARKING, etc. are to be observed at all times.
7. Service drives are restricted to service, delivery, police and emergency vehicles at all times.

The registrant of the permit is held responsible for the proper parking of the vehicle regardless of who may be the operator. Vehicles displaying a permit and illegally parked on campus will be subject to being impounded, immobilized or towed at the owner's expense and/or one citation per hour being issued on the vehicle. Vehicles on campus without permits are subject to being towed anytime at owner's expense.

Parking citations will be issued starting one week after the first class day of each semester and will be issued every day of the semester thereafter. Warnings will be issued during the first week of classes. A parking citation may be paid by cash, check, Visa, Mastercard, Discover or American Express at the SAU Tech Business Office. A hold will be placed on the student's records, and vehicles may be subject to towing if the citations are not settled within ten calendar days. Outstanding fines or other fees may be levied against an Arkansas income tax return.

To appeal a campus parking citation, the person receiving the citation must contact the Vice Chancellor for Student Services at 1.870.574.4504 and request a citation appeal form no later than five business days following the issuance of the citation. Upon receiving the completed citation appeal form, the Vice Chancellor for Student Services will provide the person receiving the citation with the date, time and location for the appeal hearing. The person receiving the citation will be required to appear at the appeal hearing to provide testimony; a person who fails to appear without giving notice will be required to pay the citation and will lose any further right to appeal. A person wishing to appeal the decision of the Citation Appeal Committee may do so only with SAU Tech's Chancellor.

SAU Tech assumes no responsibility for any loss or damage to any vehicle or private property. All unattended vehicles parked on campus should be locked and properly secured by turning off the ignition and removing the keys from the vehicle.

Vehicles may not be repaired anywhere on campus excluding the changing of a flat, jump starting a battery or repairs being conducted at the Automotive Technology Building. It is the responsibility of the owner or operator of a disabled vehicle to contact the SAU Tech Campus Police and advise of the status and location of the vehicle. The owner or operator must ensure that the vehicle does not interfere with the normal flow of traffic or interfere with access by emergency vehicles.

All State of Arkansas traffic regulations will be enforced on the SAU Tech campus. All vehicles must stop for pedestrians in a crosswalk. When parallel parking, vehicles will travel in the same direction traffic flows.

Parking and traffic fees are stated in the current SAU Tech student handbook. Parking and traffic fees and regulations are subject to change without prior notice. Current information may be obtained by contacting Campus Police, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599 or by calling 1.870.574.4517.

SERVICES FOR STUDENTS WITH SPECIAL LEARNING NEEDS

In compliance with the Rehabilitation Act 504, SAU Tech provides these services:

Computer Labs – SAU Tech has an open computer lab for students' use. The instructor must approve arrangements for use of computers for testing or assignments. The student will need prior approval for this arrangement before registering for any courses.

Counselor Referral – Students in need of more services than SAU Tech can provide are generally referred to the Arkansas Rehabilitation Service Office in El Dorado or their hometown office, if available.

Library Services – There are videotapes and computer programs that may be helpful in some subject areas.

Tutoring Services – Tutoring services are available through the library that is located east of the Administration Building and through Upswing.

Low Vision System – Students with low vision can use the VTI Video Magnifier 1800 color Auto-Focus system that is available in the Learning Resource Center.

Request for Tutor/Note Taker – Documentation of need by a clinical professional will be required prior to approval of this service.

Request to Tape Course Lectures – This is handled on an individual basis with approval of the instructor.

Testing Accommodations – Students who need untimed tests, special paper, or tutor to write answers must receive authorization for these services each semester prior to enrolling for courses.

It is recommended that students who have special needs have an admissions interview to discuss learning services available through SAU Tech to determine whether services are available that will meet their needs or that the student will be responsible for providing.

INSTITUTIONAL WORK STUDY

Along with the Federal Work Study Program, SAU Tech has an Institutional Work Study Program. Job vacancies will be posted in the Admissions Office. Listings will also be available in the Personnel Office.

Note: Institutional Work Study is not based on financial need. All students are eligible to apply.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students that receive Title IV assistance (financial aid) are required to make satisfactory academic progress. Federal guidelines stipulate that the *Satisfactory Academic Progress Policy* apply to all enrollment periods at SAU Tech regardless of whether or not aid was received. SAP is defined as passing a required percentage of hours and maintaining a minimum cumulative grade point average (GPA), and completing within 150% of the degree program.

Beginning with the Fall 2017 semester, students must maintain a cumulative GPA on following 4.0 point scale. Note: students are still required to have a cumulative 2.0 GPA in order to graduate with a degree or certificate at SAU Tech.

Hours Attempted	Required cumulative GPA
Up to 29 hours	1.75
30 or more hours	2.00

Students must be degree seeking in an eligible program of study in order to receive federal financial aid. Students may receive financial aid while enrolled for a full or part-time course of study, 12 semester hours is considered full-time. Students receiving Financial aid is strongly advised to consult with the Financial Aid staff before making any adjustments to their program of study or course load.

Students may receive financial aid for no longer than **150%** of the published length of the educational program. For example, a student may use up to 90 credit hours to complete the requirements for a 60-hour degree. Once a student gets within 15 hours of the 150% limit, (maybe less for students in Technical Certificate programs).if they want to continue to receive financial aid, they must present the Financial Aid Office with a degree plan that demonstrates they can finish within 150% of the length of their program. If they cannot do this then they will immediately be ineligible for financial aid. Upon completing their program, students may be able to pursue another degree or certificate under the same guidelines with the approval of the Financial Aid Office. However, completion percentage and GPA will always be cumulative.

Students must complete the following minimum percentage of courses to maintain SAP:

<u>Hours Attempted</u>	<u>Completion Percentage Required of Hours Attempted</u>
Up to 15 Hours	55%
16 – 30 Hours	60%
31 or More Hours	67%

Example of percentage: Student attempts 12 hours, but only passes 6. 6/12-50%, this student would not be meeting the requirement.

A student's official enrollment status will be determined on the 11th day of class (5th day of class in summer terms), and aid will be awarded accordingly. Students must attend at least one day of a class in order for that class to count towards their enrollment status for financial aid purposes. A student that withdraws after the 11th day of class (5th date of class in summer terms) will be held responsible for the minimum percentage of hours for his/her official enrollment status.

SAP will be reviewed when awards are made and at the end of each term for all students receiving Title IV aid; summer will be considered one term. At such time that a student's SAP is checked and they are not making SAP the student will be placed on Warning (no appeal necessary) and will be notified in writing. Students who are placed on Warning may still be eligible for Title IV aid for one payment period. Students who are on Warning will have one payment period to meet SAP standards. If they do not meet SAP standards at the end of this payment period, they will not be eligible for financial aid.

Any student who becomes ineligible for financial aid can make an appeal. If an appeal is granted, they will be placed on Financial Aid Probation. Students who are placed on probation can receive financial aid for one payment period. At the end of that payment period, the student must be making SAP or successfully following the Academic Plan laid out by the Appeals Committee. If not, the student is no longer eligible for Title IV aid. Students must notify the Financial Aid Office if they take courses after being suspended from financial aid in order for the Financial Aid Office to determine if they have regained eligibility.

Appeals Process – Appeals will not be considered until the FAFSA for the academic year and ALL prior academic transcripts are on file in the Financial Aid Office. The committee reviews each appeal on an individual basis, the process is outlined below.

1. Once the student is informed that they are no longer making SAP they have 30 days to submit an appeal in writing to the Financial Aid Office. Appeals are only for extenuating circumstances such as the serious illness of the student, death of a close family member or other special circumstances. Supporting documentation must be submitted with the appeal letter.
2. The letter must include what has changed in the student's situation that will allow him/her to make SAP at the end of the next payment period. The letter, along with all supporting documentation, should be submitted to the Financial Aid Office who will then forward to the Appeals Committee.
3. In order for an appeal to be approved, the Appeals Committee must:
 - a. be able to determine that the student will be able to meet SAP standards by the end of the next payment period; or
 - b. the student must be placed on an Academic Plan that will ensure the student is able to meet SAP by a specific point in time.
4. If the student's appeal is approved, they will be placed on Probation and be eligible for financial aid for one payment period. At the end of the payment period the student must either be meeting the guidelines of the SAP policy or successfully following the Academic Plan established by the Appeals Committee.
5. The Appeals Committee meets once each month as necessary to review appeal cases. (Appeal letters must be submitted a week prior to the monthly committee meeting in order to be reviewed that month).
6. Once the decision is returned to the Financial Aid Office the student will be notified in writing. All decisions of the Appeals Committee are final; there is no further appeal. A statement of understanding will be required for those who are granted their appeal.

Special Conditions

Developmental/Basic Studies Courses – Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Developmental/Basic studies courses do not earn a GPA and will not count toward the student's overall GPA for academic progress purposes. Developmental/Basic Studies courses will be considered "completed" if the student earns a grade of "C" or better. Intermediate Algebra will be counted as a regular course and not a Developmental/Basic studies course.

Repeating Courses – The last grade recorded in repeated courses is the grade of record at SAU Tech and will be used in computing the student's GPA. Both courses will count towards the number of hours attempted and they will count as completed as long as the course was completed. SAP does not limit the number of times a course can be repeated. However, there are limits on receiving financial aid for repeated courses and repeated programs; for additional information contact the Financial Aid Office.

"I" and "W" – Courses with a grade of "I" or "W" will count towards the student's hours attempted, but will not count towards the hours successfully completed. "I" grades may later be recalculated to determine current eligibility.

Portfolio Credits – Portfolio credits will count towards a student's SAP to the extent they count as hours earned and attempted. If they do not count as earned and attempted then they will not count towards SAP calculation.

Transfer Students – Students must report to the Financial Aid Office and Admissions Office, all colleges, universities, and other schools in which they have enrolled prior to SAU Tech and report SAU Tech attendance prior to 1993. Transfer students are subject to the same policy regarding length of time and GPA as native SAU Tech students for those hours accepted at SAU Tech. Hours transferred in after a student has completed a previous degree at SAU Tech will count towards the new degree being sought, regarding the 150% rule. . Hours considered as transferred will appear on the student's SAU Tech transcript; these hours will be counted as both attempted and earned. Hours not considered as transferred will not be counted for SAP purposes. Transfer hours do not count towards a student's GPA at SAU Tech.

Audits – Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.

Maximum Time Frame – Students must complete their program within 150% of the published timeframe of their degree program. Example: Associate degree program that requires 60 hours to complete. 60x150% - 90 hours maximum attempted hours.

Academic Fresh Start – Due to federal regulations, if a student is granted Academic Fresh Start it will have no bearing on their eligibility for financial aid.

High School Concurrent Students – Upon entering SAU Tech as a regular college student, students will be placed on Warning and not Suspension if they have an SAP issue after attending college classes concurrently while in high school.

Clock Hours Programs – In order to be making satisfactory academic progress toward a certificate in Cosmetology, you must maintain a specified grade average and proceed through the program at a pace leading to completion in a specified timeframe (150% of the length of the program). Satisfactory progress is measured in clock hours.

Clock hour definition: All attendance is based on clock hours and sixty minutes is considered one hour (this may, but is not required to, include a 10 minute break each hour). Time is rounded to the nearest half-hour and/or whole hour by the electronic time clock and is recorded for each student's attendance. The school does not add or deduct attendance hours as a penalty.

Students may receive scheduled Pell Grant award(s) and/or other federal financial aid funds during the calendar year. The number and amount of each payment made within the calendar year will depend on the number of hours and the number of weeks the student completes as they progress throughout the calendar year.

For purposes of the Cosmetology program, SAU Tech defines the program as follows:

Program length: 1500 clock hours and 51 weeks

Academic year: 900 clock hours and 34 weeks

Payment periods will be as follows:

Clock-Hours Completed	Weeks Completed	Financial Aid Eligibility	Comments
0-450	0-17	Payment Period 1	Eligible/Program Start
451-900	18-34	Payment Period 2	Cannot progress to Payment Period 2 until 450 hours and 17 weeks are completed and verified
901-1200	35-43	Payment Period 3	Cannot progress to Payment Period 3 until 900 hours and 34 weeks are completed and verified
1201-1500	44-51	Payment Period 4	Cannot progress to Payment Period 4 until 1200 hours and 43 weeks are completed and verified

Students must meet the following requirements to be considered as making satisfactory academic progress in the Cosmetology program. SAP is checked at the end of each payment period at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them:

Beginning with the fall 2017 semester, students must maintain a cumulative required Grade Point Average on the following 4.0 point scale: 0-29 attempted hours must have at least a 1.75 GPA; 30 plus attempted hours must have at least a 2.0 GPA. Note: students are still required to have a cumulative 2.0 GPA in order to graduate with a degree or certificate at SAU Tech.

Minimum Required Percentage: $\text{hours earned} \div \text{hours expected to complete in payment period} = 67\%$.

Maximum Timeframe: One and one-half the length of the program (76 weeks). Students must average 20 hours per week in order to remain on pace to complete within the maximum timeframe.

A student's official enrollment status will be determined on the eleventh day of class, and aid will be awarded according to the payment schedule above. Students must attend at least one day of a class in order for that class to count towards their enrollment status for financial aid purposes. A student that withdraws after the eleventh day of class will be held responsible for the minimum percentage of hours for his/her official enrollment status.

SAP will be reviewed when awards are made and at the end of each payment period for students receiving Title IV aid. At such time that a student's SAP is checked and they are not making SAP the student will be placed on Warning (no appeal necessary) and will be notified in writing. Students who are placed on Warning may still be eligible for Title IV aid for one payment period. Students who are on Warning will have one payment period to meet SAP standards. If they do not meet SAP standards at the end of this payment period they will not be eligible for financial aid.

Any student who becomes ineligible for financial aid can make an appeal. If an appeal is granted they will be placed on Financial Aid Probation. Students who are placed on probation can receive financial aid for one payment period. At the end of that payment period the student must be making SAP or successfully following the Academic Plan laid out by the Appeals Committee. If not, the student is no longer eligible for Title IV aid. Students must notify the Financial Aid Office if they take courses after being suspended from financial aid in order for the Financial Aid Office to determine if they have regained eligibility. Please see the above policy for the Appeal Process and Special Conditions.

STUDENT HOUSING

SAU Tech provides three housing options for enrolled students:

Off Campus Apartments – Owned by the SAU Tech Foundation, managed and leased by the SAU Tech Student Life Office, these apartments feature two bedrooms, a large dining and living room, closet space and a full-size kitchen and bathroom. Utilities, basic satellite television and high speed DSL Internet are included. Kitchen comes with a full-size refrigerator, stove and other amenities. Couch, dining room table and chairs are provided. Each resident is assigned and provided a bed, desk, chair and chest in each bedroom area. Located approximately 1.5 miles from campus, this four-person per apartment complex provides spacious living quarters. Resident Capacity: 28

On Campus Apartments – Enjoy easy access to the SAU Tech campus, located right across the street along with the resident only dayroom, laundry facility and pavilion. These apartments feature two bedrooms, connected by a kitchen and bathroom area. The kitchen comes with a full-size refrigerator, stove and other amenities. Utilities, basic satellite television and Internet are included. Each resident is assigned and provided a bed, desk, chair and chest in each bedroom area. These four-person per apartment units provide convenience and easy access to the campus. Resident Capacity: 66

How to Apply for Housing – Fully complete the housing application and submit. Applications may be submitted electronically using the "apply" link located on the Housing page of the SAU Tech website, or printed and mailed to ATTN: Housing, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

How to Reserve a Room

1. Pay the \$100 housing application/damage fee. This payment does not reserve the room for the semester but is necessary in order to obtain a room. The housing application/damage fee is only paid once unless there are fines/charges and is refundable if there are no charges during residency. The fee is refundable up to ten days prior to the move-in date.
2. Make full payment and/or utilize financial aid/scholarship monies to cover the cost for the living area that you desire. Rooms are secured based on full payment, along with the \$100 housing application/damage fee. Due to the limited number of rooms available, rooms are secured on a first full payment basis.
3. All payments should be made to ATTN: Business Office, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

STUDENT IDENTIFICATION CARDS

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: the Rocket Success Center, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab and Activity Center. There is a \$5.00 replacement fee for IDs.

TESTING

American College Testing Program – The ACT, Accuplacer, ASSET, COMPASS or SAT examinations are used for guidance and course placement. Students interested in taking a placement exam should contact the Testing Center at 1.870.574.4486 for

further information. SAU Tech has been designated as a national testing center for the ACT. The examination is administered on specified national testing dates. Information and registration forms regarding the ACT may be obtained from a high school counselor or from the Testing Center at SAU Tech.

CLEP Test – Subject examinations from the College Level Examination Program (CLEP) of the College Board are given by appointments at SAU Tech. Students may call the Testing Center at 1.870.574.4486 to schedule CLEP tests. SAU Tech awards up to 15 hours of college credit through satisfactory scores on CLEP tests after a student has completed 12 hours of course work at SAU Tech.

Certification Testing – CRC (Workkeys), Pearson Vue, and PowerSafe certification examinations are available for students. Please contact the SAU Tech Testing Center at 1.870.574.4486 to learn how to register for these examinations.

Proctoring – Internet and Correspondence examination proctoring is available for students. Please contact the SAU Tech Testing Center at <http://www.sautech.edu/testing-center/> or 1.870.574.4486 to schedule an appointment for these examinations.

TUTORING PROGRAM

SAU Tech supports a tutoring program for students who need individual assistance. Tutoring is available through the library that is located east of the Administration Building and through Upswing. For more information, call the library at 1.870.574.4518.

VISITOR INFORMATION

SAU Tech welcomes visitors to its campus and urges prospective students to visit SAU Tech and take a tour of all facilities. Visitors may contact the Student Life Office at 1.870.574.4458 to schedule an appointment for an on-campus tour. Visits Monday through Thursday 8:00 am to 4:30 pm are encouraged.

STUDENT FINANCIAL ASSISTANCE

FEDERAL STUDENT AID

All students attending SAU Tech are encouraged to apply for federal student aid. At SAU Tech, federal student aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Subsidized Federal Direct Loans, Unsubsidized Federal Direct Loans, and Federal PLUS Loans. To be considered for these programs, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit it to the Federal Processing Center on an annual basis. You can apply over the Internet at www.fafsa.gov. To be eligible for Federal student aid, you must:

1. Have a high school diploma or a GED Certificate.
2. Be a United States citizen or eligible non-citizen.
3. Comply with Selective Service registration, if required.
4. Have a valid Social Security number.
5. Be accepted as a regular student working toward a degree or certificate in an eligible program.
6. Meet satisfactory academic progress standards set by the school you will attend.
7. Certify that you will use federal student aid only for educational purposes.
8. Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
9. Demonstrate financial need (except for Unsubsidized and PLUS Loans).

The information you report on the Free Application for Federal Student Aid is used to calculate your Expected Family Contribution (EFC). The formula used to calculate your EFC is established by law and is used to measure your family's financial strength based on their income and assets. The EFC is used to determine your eligibility for federal student aid. Most federal student aid is awarded based on financial need.

The Financial Aid Administrator calculates your cost of attendance and subtracts the amount you and your family are expected to contribute toward that cost. The remaining difference is your financial need. Financial need is used to determine eligibility for Pell Grant, Federal Supplemental Opportunities Grant, Federal Work Study, and Direct Subsidized Loans.

You will not receive any financial aid until your financial aid file is complete and you have been fully admitted into an eligible degree program. To be complete, the file must contain the following information:

1. Valid Institutional Student Information Record (electronic results of FAFSA)
2. Verification or requested documents as required
3. All prior academic transcripts, if applicable.

Verification and required documents will be requested from the student via email using both the student's SAU Tech email and the student's email listed on the FAFSA. Students will be directed to SAU Tech's website where they can access financial aid verification forms and other documents needed to complete their file. Students are also notified of the priority deadlines listed below. The Financial Aid Office will still attempt to award aid even after the listed priority deadlines, but awarded aid is not guaranteed if documents are submitted after the given dates.

Fall Priority Deadline July 1st
Spring Priority Deadline November 15th
Summer Priority Deadline April 15th

You must pay to attend SAU Tech unless your aid is fully processed. After your late application is processed, you will be awarded the amount of aid for which you are eligible. Financial aid recipients must inform the Financial Aid Office when they:

1. Withdraw from school,
2. Change enrollment status,
3. Receive any additional financial aid from any source,
4. Change their name,
5. Change their mailing address, or
6. Change major/degree program.

In order for students to continue to remain eligible for federal funds, they must meet satisfactory academic progress as defined in SAU Tech's Satisfactory Academic Progress Policy. Students receive a link to this policy on SAU Tech's website in each award letter they receive. A copy of this policy can be obtained in the Financial Aid Office

FEDERAL AID PROGRAMS

Federal Pell Grant – Federal Pell Grants are awarded to help undergraduate students pay for education after high school. These grants, unlike loans, do not have to be repaid. For many students, the Federal Pell Grant will provide a foundation of financial aid to which aid from other federal and non-federal sources may be added; the amount of any other student aid for which students might qualify does not affect the amount of Federal Pell Grant they receive. The maximum award amount is set each year by the United States Congress. The amount a student receives will depend on the individual's EFC, the projected cost of attendance, the student's enrollment status, and whether the student attends for the full academic year. There is a lifetime eligibility limit of 600% (equivalent to six full-time years). Students who already received a Bachelor or professional degree are not eligible (in some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive the Federal Pell Grant). Students incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense are not eligible for the Federal Pell Grant.

Iraq and Afghanistan Service Grant (IASG) – Like other federal grants, IASG provides money to college or career school students to help pay for their education. Students may be eligible for the IASG if:

- You are not eligible for Federal Pell Grant on the basis of your EFC but
- Meet the remaining Federal Pell Grant eligibility requirements, and
- Your parent or guardian was a member of the U.S. armed forces and dies as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- You were under the age of 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

The grant is equal to the amount of maximum Federal Pell Grant for the award year but cannot exceed the cost of attendance for the award year. Due to sequestration, award amounts for the IASG that is first disbursed on or after October 1, 2015, and before October 1, 2016, must be reduced by 6.8 percent from the award amount for which a recipient would otherwise have been entitled. Any IASG that is first disbursed on or after October 1, 2016, and before October 1, 2017, must be reduced by 6.9 percent.

Federal Supplemental Educational Opportunity Grant (FSEOG) – FSEOG is a campus-based federal grant program available to undergraduate students with exceptional financial need. Eligible students with the highest need (those with the lowest EFCs) who will also receive Federal Pell Grants will be the first selection group for FSEOG funds. If remaining FSEOG funds are available, eligible students with the lowest EFCs, including students who will not receive Federal Pell Grants, will be the second selection group. FSEOG awards do not have to be repaid.

Federal Work Study (FWS) – The Federal Work Study Program provides jobs for students who have demonstrated financial need. Federal Work Study gives students the opportunity to earn money to help with educational expenses. The amount that students may earn is determined by need and availability of funds. Work study employees must be able to provide certain employment eligibility verification. Jobs are limited by availability of funds. Students will be selected by the various departments based on an interview process.

Subsidized Federal Direct Loan – A Subsidized Federal Direct Loan is a low-interest loan for educational purposes only made to students who are enrolled and maintain at least half-time status (six hours or more). These loans are made by the federal government and **must be repaid with any accrued interest**. To qualify, students must have financial need and complete entrance counseling and a master promissory note. The federal government pays the interest on the loan while the student is in school. Repayment begins six months after the student drops below half-time status, leaves school or graduates. Students are only eligible for both a subsidized loan and the subsidy for which the government pays up to 150% of the degree in which they are registered.

Unsubsidized Federal Direct Loan – An Unsubsidized Federal Direct Loan is a non-need based loan that the student is responsible for the interest charged during in-school and deferment periods. These loans are made by the federal government and **must be repaid with any accrued interest**. Students must be enrolled and maintain at least half-time status (six hours or more). The student may allow the interest to accumulate until he/she is out of school; however, this will increase the amount of the principal payback. Repayment begins six months after the student drops below half-time status, leaves school or graduates.

Federal PLUS Loans – The Federal Parent Loan for Undergraduate Students (PLUS) is a non-need based loan made to parents or legal guardians of dependent undergraduate students attending school at least half-time. PLUS loans will be limited to the actual cost of attendance minus other financial aid. Repayment begins 60 days after the check is written.

STATE AID PROGRAMS

Eligibility requirements are subject to change by the Arkansas Department of Higher Education (ADHE). Awards are subject to availability of funds. ADHE's website is scholarships.adhe.edu

Arkansas Academic Challenge Scholarship – Applications are available online at scholarships.adhe.edu. The YOUiversal application must be submitted to ADHE by June 1st of the student's high school graduation year. In order to be considered for eligibility, ADHE also requires students to apply for the FAFSA by June 1st. Award amounts and enrollment requirements vary with high school graduation date, college attending, and current college completion rate. If you are awarded Academic Challenge, your award will be stated in the award letter issued by ADHE. Non-traditional students may also apply; deadline is also June 1st.

Governor's Distinguished Scholarship – The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average. Those who are named National Merit Finalists or National Achievement Scholars may qualify without meeting the GPA requirement, but must still meet the ACT/SAT requirement. The scholarship pays tuition, mandatory fees, room and board up to \$10,000 per year. Applicants must apply by February 1st.

Arkansas Future Grant – The AR Future Grant is a "last dollar" award that pays tuition and fees not already covered by a student's other scholarships and grants. Students must have graduated from an Arkansas High School, Home School, or have a GED (or) must have a high school diploma and have lived in Arkansas for the last three years; must be enrolled in a STEM or Regional High Demand Credential Program; must complete the FAFSA and YOUiversal application; must not already hold an Associate degree. Awards are made on a first-come, first-serve basis. The AR Future Grant covers tuition and fees for Associate and Certificate Programs in STEM and Regional High Demand focus. Both traditional and non-traditional students may receive this grant, and students may be enrolled either full-time or part-time. In order to maintain the grant students must receive monthly mentoring, complete at least 15 hours of community service per semester, and maintain satisfactory academic progress as defined by the institution. The grant will continue for five semesters or until the student receives an Associate degree, whichever is earlier. The grant becomes a loan if the student does not meet the following requirements after completion: live in and work for Arkansas for three consecutive years.

Arkansas National Guard Tuition Incentive Program (GTIP) – Qualifying soldiers must complete the application (AG AR Form 621-®), 9 June 2005) for each semester and submit to the Education Center at Camp Robinson between July 1st and August 15th for fall term and between November 1st and December 15th for spring term. Award amounts are based on enrollment status and availability of funds.

Arkansas Workforce Improvement Grant – You must **complete** the FAFSA to apply for the Arkansas Workforce Improvement Grant. The grant, subject to availability of funds, is limited to Arkansas residents who are independent students age 24 or older and are making satisfactory academic progress according to SAU Tech's policy. Awards are made based on need and the cost of attendance for hours enrolled. Full-time enrollment is not required. These funds may not be eligible for the 2017-2018 award year.

Higher Education Opportunities Grant (GO! Grant) – Applications are available online at scholarships.adhe.edu. This grant is awarded based on financial need and is intended to help low-income students complete their college degree. The annual award amount is \$1000 for full-time students and \$500 for part-time students. No student shall receive more than \$4000 in GO! Grant funds in his/her lifetime. For the GO! Grant Program, full-time is defined as 12 semester credit hours for the first fall semester and 15 semester credit hours each semester thereafter. Part-time is defined as less than full-time but at least six semester credit hours. These funds may not be eligible for new students in the 2017-2018 award year.

Arkansas Department of Higher Education – For information and applications on additional programs awarded and administered by the Arkansas Department of Higher Education, write to Arkansas Department of Higher Education, 423 Main Street Suite 400, Little Rock, Arkansas 72201, call 1.800.54.STUDY, or visit their website at www.adhe.edu. These programs include but are not limited to the Governor's Scholars & Distinguished Scholars, Emergency Secondary Education Loan, Law

Enforcement Officers' Dependents Scholarship, Military Dependents' Scholarship, National Guard Scholarship, and the Second Effort Scholarship.

OTHER AID PROGRAMS

AmeriCorps Education Award – After successfully completing a term of community service, AmeriCorps members who are enrolled in the National Service Trust are eligible to receive an AmeriCorps Education Award. You can use your AmeriCorps Education Award to pay education costs at qualified institutions of higher education, for educational training, or to repay qualified student loans. For more information, call 1.800.833.3722 or visit their website at www.americorps.org.

Employer Tuition Assistance – Many employers sponsor tuition assistance programs. Some companies will pay your tuition bill directly, others will ask you to make the initial payment, reimbursing you after you have received your grades. Contact your company's Human Resources Department for specific information.

Private Scholarships – Civic groups, professional organizations, foundations, religious organizations, sororities, fraternities, and clubs may offer financial assistance. Research these options on the local, state, and national level. Scholarship searches can be done online; however, you should beware of possible scams, especially if a fee is charged. Most information is available free of charge.

Senior Fee Waiver – Persons 60 years of age or older on the beginning of the term in which the waiver is being requested and who are legal Arkansas residents may receive the senior fee waiver which covers the cost of tuition and mandatory fees (mandatory fees include processing, facility use, and technology fees). This waiver is awarded as funds are available, is non-refundable, and covers no other costs but those stated above.

Vocational Rehabilitation – Students who have a substantial handicap to employment as a result of a permanent disability may be eligible for tuition, books, and/or other educational assistance through this program. Contact the nearest Arkansas Rehabilitation Services Office for further information. In El Dorado, call 1.870.862.5451.

Workforce Innovation and Opportunity Act (WIOA) – WIOA is a program designed to provide core, intensive, and training services to youth, adults, and dislocated workers. Training services will be provided to adults and dislocated workers through the voucher system. Information is available from Southwest Arkansas Planning & Development District Inc. Counties served are Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union. For more information, call 1.870.837.6910 in Camden.

VETERANS BENEFITS

Arkansas National Guard Soldiers & Airmen Waiver – The Arkansas National Guard Soldiers & Airmen waiver will cover 100% of tuition costs. This waiver is for active duty National Guard soldiers and airmen who complete a National Guard Soldiers & Airmen waiver form each semester for which the waiver is to be received; provide a Memorandum for Record from Battalion as proof of active service and good-standing each semester for which the waiver is to be received; and maintain good academic standing according to SAU Tech's *Academic Probation & Suspension Policy*. Students must be considered as complete in Admissions. Students will be responsible for any fees. Waivers may be obtained in SAU Tech's Financial Aid Office or online at <http://www.sautech.edu/studentResources/veterans.aspx>.

Federal Tuition Assistance – Qualifying soldiers must apply online at www.virtualarmory.com by July 31st for fall term and by December 31st for spring term. Print the completed application form and submit to the Financial Aid Office. The military typically pays 75% of tuition and fees through this program. **SAU Tech waives the other 25% of tuition upon submission of the completed application form.**

GI Bill – Veterans Benefits are awarded to veterans and their dependents that qualify under Chapters 30, 32, 33, 1607, and 35 of Title 38 USC and Chapter 1606 of Title 10. For information and application forms, contact the Financial Aid Office, call the Department of Veterans Affairs at 1.888.442.4551, or visit their website at www.gibill.va.gov. You must submit your class schedule each semester to the Certifying Official in the Financial Aid Office. You must notify the Certifying Official any time changes are made to your schedule or your selected major. Payments that are made directly from the Veterans Affairs Office to the qualifying student are not posted to your student account at SAU Tech.

Military Activation Waiver – A student who ceases attendance at SAU Tech without completing and receiving a grade in one or more courses shall receive compensation for the resulting monetary loss if the student ceases attendance because the student is

activated/deployed by the military or the student's spouse is activated/deployed by the military and the student or the student's spouse has dependent children residing in the household. The student or student's spouse will be required to complete a Military Activation Waiver form and turn in specified documentation. Additional information is available in the office of SAU Tech's Vice Chancellor for Academics.

Veterans Vocational Rehabilitation – Any veteran with a compensable disability rating of 10% or more is invited to file an application for Vocational Rehabilitation by completing VA Form 28-1900 and submitting it to the Department of Veterans Affairs in North Little Rock. Once the application is filed, an appointment will be scheduled for you to discuss your educational plans, test your aptitude, interests and abilities as well as review the nature of your disability and how it affects your ability to gain employment. A decision of your entitlement to the benefit will be rendered after the counseling appointment. If the veteran is eligible, the program makes direct payment to the school for tuition, fees, and books.

Veterans Educational Assistance - The following individuals shall be charged in-state/in district rate, or otherwise considered a resident, for tuition purposes:

1. A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill-Active Duty Program) or chapter 33 (Post 9/11 G.I. 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.
2. Anyone using transferred Post 9/11 G. I. 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.
3. 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 Service members death in the line of duty following a period of active duty service.
4. 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 be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

INSTITUTIONAL SCHOLARSHIPS

Requirements are subject to change by SAU Tech. Applications may be obtained from SAU Tech's Financial Aid Office or <http://www.sautech.edu/studentResources/scholarships.aspx>. Be sure to review General Requirements for Institutional Scholarships for additional eligibility and renewal requirements.

Academic Challenge Supplemental Scholarship – The Academic Challenge Supplemental Scholarship valued at \$250 per semester towards tuition, fees or books will be awarded to students who receive the Academic Challenge Scholarship from ADHE. As long as a student is eligible for and receiving the Academic Challenge Scholarship from ADHE they will be eligible for the supplement. Funds are very limited so apply early as awards will be based on eligibility and timeliness of the FAFSA application. This scholarship has no refundable cash value (Scholarship cannot be used for summer terms.)

Academic Scholarship – The initial requirement for this scholarship is a minimum ACT score of 24. Student must enroll the fall semester immediately following high school graduation. The scholarship may be renewed for three semesters if student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year, and maintains a 2.50 cumulative GPA. The scholarship is valued at full tuition and standard processing fees up to 15 credit hours plus \$250 for books per semester. The value of this scholarship does not cover housing or other additional costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms.)

Concurrent Program Award – To be eligible for the Concurrent Program Award the student must receive a Certificate of Proficiency through the SAU Tech Concurrent Enrollment Program or through the SAU Tech Career Academy. The student must enroll the fall semester immediately following high school graduation. The award is valued at \$1500 per semester. The scholarship may be renewed for three semesters if the student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year and maintains a 2.00 cumulative GPA. The value of this scholarship covers tuition only; it does not cover fees, books, housing or other costs and has no refundable cash value. Scholarships are awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms.)

Fire Service Scholarship – This scholarship is awarded to applicants who are currently employed in fire service or active duty volunteers in fire service in Arkansas and have successfully completed the Arkansas Fire Training Academy (AFTA) Firefighter II Certification Program. The scholarship is limited to college credit classes that apply toward a degree in fire service. This

scholarship is renewable until the degree is completed or until the student has attempted 90 credit hours, whichever is earlier. The recipient must also maintain a 2.00 cumulative GPA each semester or term. Complete withdrawals for two consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one semester must be successfully completed at the student's expense. The value of this scholarship is the cost of tuition for classes taken at SAU Tech; it does not cover processing fees, Internet fees, non-credit course fees, books, supplies or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available and can be awarded in summer. Applicant must be registered for classes for scholarship to be awarded. Proof of certification and department affiliation are required. A renewal application must be submitted each semester.

Law Enforcement Scholarship – This scholarship is awarded to applicants who are currently employed in law enforcement within the state and have successfully completed the Arkansas Law Enforcement Training Academy (ALETA) Certification Program or the Arkansas Game & Fish Commission Academy Certification Program. The scholarship is limited to college credit classes that apply toward the Professional Studies degree with emphasis in law enforcement or wildlife and fisheries. This scholarship is renewable until the degree is completed or until the student has attempted 90 credit hours, whichever is earlier, provided the recipient maintains a 2.00 cumulative GPA each semester or term. Complete withdrawals for two consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one semester must be successfully completed at the student's expense. The value of this scholarship is the cost of tuition for classes taken at SAU Tech; it does not cover processing fees, Internet fees, non-credit course fees, books, supplies, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available and can be awarded in summer. Applicant must be registered for classes for scholarship to be awarded. Proof of certification and agency affiliation are required. A renewal application must be submitted each semester.

Merit Scholarship – The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent. The student must be a first-time entering freshman (regardless of age). The scholarship may be renewed for three semesters if the student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year, and maintains a 2.00 cumulative GPA. The scholarship is valued at \$1500 each semester. The value of this scholarship covers tuition only; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms.)

Miss Arkansas Scholarship – This scholarship is provided to the winner of the Miss Arkansas Pageant and to the first runner-up. The scholarship must be used within one year of the pageant or one year of the scholarship award, whichever is later. The Miss Arkansas Scholarship is renewable for three additional semesters, provided the recipient enrolls in at least 15 credit hours each semester, and completes a minimum of 30 credit hours per academic year, and maintains a 2.00 cumulative GPA. The value of this scholarship is \$1500 per semester; it does not cover fees, books, housing, or other costs and has no refundable cash value. (Scholarships cannot be used for summer terms).

Miss Southwest Scholarship – This scholarship is provided to the winner of the Miss Southwest Pageant, but it may be awarded to the runner-up if the winner chooses to decline. The scholarship must be used within one year of the pageant or one year of the scholarship award, whichever is later. The Miss SAU Tech Scholarship is renewable for three additional semesters provided the recipient enrolls in at least 15 credit hours each semester, and completes a minimum of 30 credit hours per academic year, and maintains a 2.00 cumulative GPA. The value of this scholarship is \$1500 per semester towards tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value. (Scholarships cannot be used for summer terms).

Nursing Scholarship – To be eligible for the Nursing Scholarship, the student must be accepted into the nursing program and be recommended by the Nursing Department. This scholarship covers tuitions costs for the Practical Nursing program. For continued eligibility, the recipient must maintain a 2.50 cumulative GPA and remain in the nursing program.

Progressive Scholarship – The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent or a minimum 2.50 cumulative college GPA; is at least 21 years of age at the beginning of the fall semester; has not yet received an associate or bachelor degree; and has not attended college for at least two years. The Progressive Scholarship is renewable for three additional semesters provided the recipient enrolls in 12 credit hours each semester and completes a minimum of 18 credit hours per academic year and maintains a 2.00 cumulative GPA. The value of this scholarship is \$1000 per semester towards tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms).

SAU Tech GED Scholarship – This scholarship is awarded to two GED graduates per year who score the highest on the GED exam taken at the SAU Tech Adult Education Center in Ouachita, Dallas and Columbia counties. The scholarship must be used within one year of the scholarship award. The SAU Tech GED Scholarship is renewable for three additional semesters, provided recipients enroll in 15 credit hours a semester and pass at least 12 credit hours a semester, or students enrolled in 12 credit

hours or less must complete all courses; students must be enrolled in at least 6 credit hours each semester and maintain a 2.00 cumulative GPA each semester. The value of this scholarship is the cost of tuition for the classes in which the recipient is enrolled up to 15 credit hours; it does not cover fees, books, housing, or other costs and has no refundable cash value. (Scholarship cannot be used for summer terms).

SAU Tech National Merit Finalist/Semi-Finalist Scholarship – This scholarship is provided to any student who is designated as a National Merit Scholarship Finalist or Semi-Finalist and is renewable for three additional semesters, provided the recipient enrolls in at least 15 credit hours each semester, and completes a minimum of 30 credit hours per academic year, and maintains a 2.00 cumulative GPA. The value of this scholarship is \$1500 per semester towards tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships are awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms).

SkillsUSA Scholarship – Students who have earned the Tuition Waiver Award by receiving a GOLD MEDAL in state competition or participated as an officer and present a certificate from SkillsUSA will be awarded a tuition only scholarship for \$1500 per semester. The student must be fully admitted in a degree/certificate program, begin the fall semester after high school graduation, and be enrolled in 15 credit hours each semester. The scholarship is renewable for up to three additional semesters provided the student maintains 2.00 cumulative GPA and completes 24 credit hours per academic year. The value of this scholarship covers tuition only; it does not cover fees, books, housing or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms.)

Student Life Ambassador Academic Scholarship – To be eligible for the Student Life Ambassador Academic Scholarship the student must turn in two written recommendations, one from their high school counselor and one from a high school teacher. The applicant must also write a one-page essay on why they want to be a Student Life Academic Ambassador at SAU Tech and achieve a minimum ACT score of 24. Student must enroll the fall semester immediately following high school graduation. The scholarship may be renewed for three semesters if student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year, maintains a 2.50 cumulative GPA, and is recommended by their work supervisor. The scholarship is valued at full tuition and standard processing fees up to 15 credit hours plus \$250 for books per semester. Recipients must work 15 hours a week and will be paid from either FWS or IWS in addition to their scholarship. Student Life Ambassadors will work for the College giving tours, making telephone calls, doing mail outs, visiting local high schools, working college nights, and other duties as assigned. Students will be selected by the Student Life Office or Enrollment Services Office through an interview process. The value of this scholarship does not cover housing or other additional costs and has no refundable cash value. (Scholarship cannot be used for summer terms.)

Student Life Ambassador Merit Scholarship – To be eligible for the Student Life Ambassador Merit Scholarship the student must turn in two written recommendations, one from their high school counselor and one from a high school teacher if they are a high school senior. If the applicant is not a high school senior, he/she can turn in recommendations from a college professor and/or employer. The applicant must also write a one-page essay on why they want to be a Student Ambassador at SAU Tech and achieve a minimum ACT of 19 or equivalent or has a college cumulative GPA of 2.5 if not an incoming freshman. The scholarship may be renewed for three semesters if the student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year, maintains a ~~2.50~~ 2.00 cumulative GPA, and is recommended by their work supervisor. The scholarship is valued at \$1500 per semester. Recipients must work 15 hours a week and will be paid from either FWS or IWS in addition to their scholarship. Student Life Ambassadors will work for the College giving tours, making telephone calls, doing mail outs, visiting local high schools, working college nights, and other duties as assigned. Students will be selected by the Student Life Office or Enrollment Services Office through an interview process. The value of this scholarship does not cover housing or other additional costs and has no refundable value. (Scholarship cannot be used for summer terms).

Valedictorian/Salutatorian Scholarship – The initial requirement for this scholarship is that the student must graduate from high school as either the valedictorian or salutatorian, achieve a minimum ACT score of 21, and enroll the fall semester immediately following high school graduation. For schools that do not designate a valedictorian or salutatorian SAU Tech can accept a ranking of one or two from the high school counselor. The scholarship may be renewed for three semesters if the student enrolls in 15 credit hours each semester, completes a minimum of 24 credit hours per academic year, and maintains a 2.00 cumulative GPA. The scholarship is valued at full tuition and standard processing fees up to 15 credit hours plus \$250 for books per semester. This scholarship does not cover housing or other additional costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. (Scholarship cannot be used for summer terms).

General Requirements for Institutional Scholarships

1. All applicants must be fully admitted and degree seeking; must not already have an Associate or Bachelor degree.
2. Must be a US citizen or permanent resident alien.
3. Beginning with the 2017-2018 recipients, students receiving the Merit Scholarship, Concurrent Award, Student Life Ambassador Merit Scholarship, and SkillsUSA Scholarship are allowed to enroll in 12-15 credit hours in the fall and/or spring, BUT if students are enrolled in 12-14 hours in fall and/or spring, they will be REQUIRED to take 3-6 credit hours in the summer (if in 12-14 in fall only 3 in summer, if 12-14 in fall and spring 6 in summer). If students enroll in 15 credit hours per semester, they are required to complete 24 credit hours by year end (no summer classes required). If students enroll in 12-14 credit hours per semester, they are required to complete all courses taken including the required summer courses. If in 12-14 hours in fall/spring, scholarship will be awarded at \$1200 for the semester, and the remaining portion will be awarded in summer (example: take 12 hours in fall and spring, award fall - \$1200, spring - \$1200, summer - \$600 to still allow a total of \$3000 for the year).
4. Scholarships are awarded on a fall/spring basis. Scholarships cannot be used for summer sessions (unless otherwise stipulated).
5. Scholarships are good for a total of up to four consecutive semesters or until the student receives an Associate degree, whichever is earlier, provided the student meets renewal requirements. If the student is not enrolled for a semester the scholarship is lost. Depending on the scholarship requirements the student may be able to reapply.
6. Scholarship applications must be completed and submitted with items needed by the stated deadline; first to apply and submit all documentation will receive preference; waiting list applies after stated deadline. Scholarships will be awarded to the extent funds are available.
7. ACT, Compass, and other assessment scores are accepted for some scholarship applications.
8. SAU Tech scholarship funds only pay for tuition (in-state only), unless otherwise notated. Only one scholarship awarded per student.
9. Scholarships are reviewed at the end of the spring semester to determine if renewal requirements are met (i.e., "at year end").
10. These scholarships are merit based, but the Financial Aid Office will encourage and strongly recommend students fill out a FAFSA and apply with other aid sources.

FOUNDATION SCHOLARSHIPS

These scholarships are awarded to graduating high school seniors by Southern Arkansas University Tech Foundation Board. Application deadline is March 1st. The Southern Arkansas University Tech Foundation Board will review financial status annually and then specify the scholarships to be awarded for the next academic year and determine the dollar amount of each scholarship. Applications may be obtained from the SAU Tech Financial Aid Office or www.sautech.edu. Foundation scholarships are awarded to graduating high school seniors only except for the Betty J. Lewis Minority Scholarship, the George R. Brown Scholarship, and the Ouachita Electric Cooperative Scholarship.

Alfred Smith Scholarship – This scholarship is awarded to a graduating senior of a Ouachita County high school. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Betty J. Lewis Minority Scholarship – This academic scholarship is awarded to a student with a high school diploma or GED. The candidate must have at least one biological parent whom is African American, Hispanic, Pacific Islander, Native American or Asian. Subject to the availability of funds, this scholarship may be renewed provided a 2.00 cumulative GPA is maintained.

BPW Scholarship – Any woman is eligible to apply for this scholarship. She must qualify scholastically to enter SAU Tech and must be seeking enrollment in, or be enrolled in a degree program at SAU Tech. The award will be for no less than \$300 and will be determined by the SAU Tech Scholarship Committee.

Camden Kiwanis Club Scholarship – This award, in the amount donated by the Kiwanis organization, is available to a local senior selected by Kiwanis representatives. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Charles Plunkett Scholarship – To be a qualified candidate to receive a grant or scholarship, the applicant must meet the following minimum requirements:

1. Must be a graduating high school senior from Calhoun, Cleveland, Columbia, Dallas, Ouachita or Union Counties.
1. Must attend SAU Tech during the scholarship year.

This scholarship may be renewed, subject to availability of funds, provided a 2.50 cumulative GPA is maintained. The value of the scholarship is determined by the SAU Tech Foundation.

George R. Brown Scholarship – This award is for students attending SAU Tech and is not limited to recently graduating seniors. Guidelines for selection of recipients of this scholarship are prioritized as follows:

1. A dependent of a Highland Industrial Park or East Camden and Highland Railroad employee.
2. A dependent of a BancorpSouth employee.
3. A graduate of Hampton High School.
4. A graduate of Camden Fairview, Harmony Grove High School or Victory Christian School.
5. A student selected by the Scholarship Committee of SAU Tech.

This scholarship is renewable for three additional semesters, provided a 3.00 cumulative GPA is maintained.

Lockheed Martin Scholarship – This scholarship is awarded to a graduating senior of Bearden, Camden Fairview, Fordyce, Hampton, Harmony Grove, Smackover or Sparkman high schools. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Ouachita Electric Cooperative Scholarship – Recipients of this scholarship or their immediate families shall be members of Ouachita Electric Cooperative. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Raytheon Missile Systems Scholarship – This academic scholarship is awarded to a financially deserving high school graduating senior or an undergraduate. Preference will be given to applicants whose chosen field of study is mathematics, engineering, or science. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Samuel D. McGill Scholarship – This scholarship is awarded to a graduating senior of Bearden, Camden Fairview, Fordyce, Hampton, Harmony Grove, Smackover or Sparkman high schools. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

SAU Tech Foundation Scholarship – This scholarship is awarded to a graduating senior of Bearden, Camden Fairview, Fordyce, Hampton, Harmony Grove, Smackover or Sparkman high schools. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Thomas Lee & Ida Lee Walters Scholarship – This scholarship is awarded to a graduating senior of Harmony Grove High School who intends to pursue a major in an occupational program at SAU Tech. The Harmony Grove High School Scholarship Committee selects the recipient. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Wayne Taylor Scholarship – This scholarship is awarded to a graduating senior of Bearden, Camden Fairview, Fordyce, Hampton, Harmony Grove, Smackover or Sparkman high schools. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 cumulative GPA is maintained.

Zachary Brian Hooper Award for Volunteerism – This scholarship is awarded to a graduating senior from Calhoun, Cleveland, Columbia, Dallas or Ouachita Counties who attends SAU Tech full-time (with at least 12 hours) during the scholarship year. Subject to availability of funds, the scholarship may be renewed provided a 3.0 cumulative GPA and full-time status are maintained. Candidate must provide documentation of all civic, charitable, community, and volunteer involvement.

STUDENT ACTIVITIES

The SAU Tech staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The Director of Student Life works with students and faculty to present an activity program appropriate to the students' needs. Assistance and guidance are provided to groups wishing to organize clubs and activities appropriate to a two-year college. Check the *SAU Tech Calendar of Events* in the Student Life Office, campus bulletin boards, and on SAU Tech's website at www.sautech.edu/student-activities for activity and event schedules.

INTRAMURAL ACTIVITIES

SAU Tech students may check the *SAU Tech Calendar of Events* posted in the Student Life Office, on campus bulletin boards and on SAU Tech's website at <http://www.sautech.edu/future/activities.aspx> for the schedule of on-campus intramurals. For more information, students may contact the SAU Tech Student Life Office at 1.870.574.4712.

ACTIVITY CENTER

The Activity Center is a controlled access facility. A valid student ID is required to go beyond the check in. ID cards are non-transferable and may only be used by its owner. ID cards may be used to check out badminton racquets, golf clubs, basketballs, volleyballs, whiffle balls/bats, tennis racquets and other sports equipment. There is also physical fitness equipment available in the Activity Center including treadmills, an elliptical machine, weight machine, bow flex, free weights and a basketball/volleyball court. The Activity Center has a game room with pool tables, table tennis, air hockey, Xbox games, and a foosball table. Presenting proper identification is expected at all times. Entry and exit of the Activity Center must always be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to disciplinary action.

STUDENT CENTER

The SAU Tech Student Center is a \$7.1 million facility featuring approximately 14,770 square feet of event space. The Student Life Office, Bookstore, College Café, and Post Office are located in the Student Center. The Student Center has two Grand Halls that combine for accommodating a 2142 person assembly or a 1000 person banquet event. The Student Center also has two indoor tennis courts and two indoor volleyball courts. The College Cafe can accommodate 200 diners along with the ability to accommodate 30 additional diners in the private Executive Dining Room.

STUDENT CLUBS & ORGANIZATIONS

Activities play an important role in the development of students at SAU Tech. Because participation in activities is recognized as vital training for college students' success, SAU Tech has several organizations that sponsor activities and functions for the students. Listed below are the Colleges' current student organizations.

Advanced Aerospace Club of Texarkana – The Advanced Aerospace Club of Texarkana is a group composed of instructor/advisor nominated student members who have shown exceptional academic performance and wish to pursue instructor led advanced concepts/studies of airframe and powerplant design and operation as related to aviation and aerospace applications. The club and the selection process for members inspire all students for superior academic achievement and reward its members with advanced interests by providing increasingly complex challenges, thereby advancing knowledge, goals, and aspirations.

Allied Health Students Club (AHSC) – The primary purpose of the Allied Health Students Club of SAU Tech is to serve the needs of its members in the following ways:

1. Foster programs and activities, which will develop:
 - a. Leadership, character, and citizenship;
 - b. Ethical practices and respect for the dignity of work; and
 - c. Community support.
2. Build the confidence of students in themselves and their work by providing opportunities for students to assume responsibilities and developing personal and occupational competencies and social skills which lead to successful employment in the health care field.
3. Promote relationships and involvement with other health care organizations.

Aviation Maintenance Club – The SAU Tech Student Aviation Maintenance Club is an educational club to provide enrichment for its members and the general public by teaching the most reliable, current, research-based, safe aviation information.

Baptist Collegiate Ministry (BCM) – The purpose of the Baptist Collegiate Ministry is to challenge collegians to become disciples who experience God, live out their faith, and fulfill His mission. By connecting with the local church, multiplying through evangelism and missions, and transforming by spiritual disciplines and leadership development. This organization is not endorsed, approved, sponsored or provided on behalf of SAU Tech.

Multicultural Student Association (MSA) – The purpose of the Southern Arkansas University Tech Multicultural Student Association is to support students in their scholastic endeavors through mentorship, leadership, career and cultural development. In addition, the MSA shall create a sense of community between minority students and the student body as a whole and increase the visibility of minority students within the college community.

National Technical Honor Society (NTHS) – National Technical Honor Society (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

Phi Beta Lambda – The purpose of SAU Tech's chapter of Phi Beta Lambda is to provide opportunities for college students to develop occupational competencies for business and office occupations and business teacher education, and to encourage an active interest in the business profession. Membership is open to all business students.

Phi Theta Kappa – SAU Tech is a member of Phi Theta Kappa, a national honor fraternity for community/junior college students. Members must have completed 30 semester hours of coursework and earned at least a 3.50 GPA. This coursework must consist of courses leading to an associate degree.

Residential Housing Association (RHA) – The purpose of the Resident Housing Association is to combine and exchange the ideas of the members, to provide a channel of communication and understanding among all residents and the College administration, to encourage and assist in the development of an educational and social environment within resident housing, and to promote leadership, sportsmanship, high standards of conduct and morals, and responsibility in resident housing.

Student Leadership Program – The student Leadership Program defines the student leadership experience at SAU Tech for all leaders regardless of class year or skill level. These select students volunteer their time to various campus and community events as well as projects that enhance SAU Tech and South Arkansas. The Student Leadership Team will strive to enhance SAU Tech awareness throughout the campus in turn building interest, pride, and enthusiasm for future generations of SAU Tech students. For more information, students may contact the SAU Tech Student Life Office at 1.870.574.4712.

Teacher Education Club – Teacher Education (TEC@TECH) is a club for future educators designed to educate community college students about the profession of teaching; to provide an opportunity for our teacher education students to share experiences and socialize with one another; and to offer future teachers opportunities to develop leadership skills through services to the community.

The Mused Drama Company –The purpose of this organization is fourfold: 1) To provide students with opportunities to apply their skills in the dramatic arts before an audience; 2) To fellowship and learn from other students of mutual interest; 3) To provide film students with actors for film projects in order to gain mutual experience; and 4) To provide the school with skits and performances for events.

ACADEMIC POLICIES & INFORMATION

ACADEMIC FRESH START

An undergraduate student may file for academic fresh start if the student has not been enrolled in any college or university (including SAU Tech) for a period of at least three years immediately preceding the intended enrollment at SAU Tech. The student must apply for and declare academic fresh start for credit admission to SAU Tech within the first semester (term) of enrollment or re-enrollment.

The following criteria will apply:

1. The academic fresh start policy will be limited to credit courses during any contiguous semesters (terms) within a 12-month period.
2. The student will forfeit the use of all college university credits earned during any declared academic fresh start semester (term).
3. The notation "Academic Fresh Start (date)" will be noted on the student's permanent record for each declared academic fresh start semester (term).
4. The credits will appear on the student's permanent record, but no courses in any declared academic bankrupt semester (term) will be used in computing the student's GPA.
5. The *Financial Aid Satisfactory Progress Policy* shall apply to all courses previously attempted, regardless of academic fresh start.
6. Policies related to academic fresh start pertain only to SAU Tech and may not be honored by other universities.
7. In regard to academic honors, all semesters (terms), including any semester (term) of declared academic fresh start will be included in the computation of the student's GPA.
8. A declaration of academic fresh start may be exercised once in a student's academic career, and the declaration is final and irreversible.
9. A student who declares academic fresh start will be subject to all SAU Tech policies.

To request academic fresh start, a student must submit a Petition for Academic Fresh Start and all transcripts of prior college (university) work to the Vice Chancellor for Academics at the time of application for admission or readmission to SAU Tech or within the first semester (term) of enrollment or re-enrollment. After reviewing all records to determine that the student has met the three-year period, the Vice Chancellor for Academics will determine eligibility for clemency.

This policy became effective fall 1992 semester and will not be retroactive for currently enrolled students.

ACADEMIC LOAD

A full-time student is enrolled in 12 or more credit hours during a regular semester, six credit hours for a 5-week session or 12 credit hours for a 10-week session during the summer. To enroll for more than 19 credit hours requires permission of the Vice Chancellor for Academics. Students may be required to limit their course load to 13 credit hours per term if placement test scores or grades indicate that such limitation is desirable. Such students may also be required to take selected courses.

ACADEMIC PROBATION & SUSPENSION

To be in good academic standing, students must maintain the following standards:

Hours Attempted	1-29	Required Cumulative GPA	1.50
Hours Attempted	30 +	Required Cumulative GPA	2.00

A student who does not earn the required cumulative GPA according to the number of semester hours attempted will be placed on academic probation. A student who has been placed on academic probation will have until the end of the next regular semester to show significant improvement in grades or be suspended from SAU Tech. Significant improvement shall be defined as follows:

Total Hours Attempted	1-29	GPA Earned in Probationary Semester	1.75
Total Hours Attempted	30 +	GPA Earned in Probationary Semester	2.00

If a student has been suspended for academic reasons, the student will not be allowed to register for classes or attend SAU Tech for one full semester, excluding summer terms. A student may petition for one semester of guided enrollment rather than being suspended. A student who believes that there are extenuating circumstances which justify early readmission may submit a written appeal to the Vice Chancellor for Student Services at least two weeks prior to the beginning of the semester for which readmission is sought. After one semester, the student may return to SAU Tech on a probationary status. The student must make significant improvement and meet the standards defined in the probationary section above. If improvement does not occur, the student will be suspended for one year from the date of the second suspension. After one year, the student may seek

readmission on probation with guided enrollment. Failure to earn at least 2.00 GPA during the returning semester may result in academic dismissal.

APPLYING FOR GRADUATION

The ultimate responsibility for completion of a degree/certificate program rests with the student. Lack of knowledge or misinterpretation of policies and regulations by students does not absolve them from fulfilling the requirements of a degree/certificate.

SAU Tech has one commencement ceremony each May. Students who complete their graduation requirements in August or December will participate in the annual spring commencement ceremony. A student who plans an August or December graduation must apply no later than the last day to register for the summer or fall terms. All students must apply for graduation no later than December 1st for commencement.

Applying for graduation includes:

1. Completing the application for graduation form(s) with an advisor;
2. Paying the graduation fee at the Business Office when other semester fees are paid. The graduation fee must be paid by the following dates: September 15th for December graduation, January 30th for May graduation, and July 30th for August graduation. The fee must be paid for the application to be complete and the graduation fee is nonrefundable; and
3. Settling all financial and other obligations with SAU Tech.

Failure to complete any step of this process may result in postponement of the student's graduation. Students are encouraged to consult with an advisor on a regular basis to ensure that all graduation requirements are being met.

Candidates for degrees/certificates must participate in the commencement exercises unless excused by the Registrar.

A candidate who fails to graduate on the date stated on the initial application for graduation must complete a new application form and pay the graduation fee during the semester or term in which the degree/certificate will be completed.

AUDITING

An audit student is one who enrolls in classes on a non-credit basis. Tuition and fees are paid at the same rate as classes taken for credit. Students may enroll to audit a course for self-enrichment or to observe a course before enrolling for credit in it. Students should consult the instructor of a course they want to audit to gain information about course work and examinations.

A grade of "AU" is given for audit enrollment. No graduation or transfer credit is awarded. Students who wish to audit a course must register during normal registration periods. No change of status from audit-to-credit will be allowed after the close of registration.

CANCELLATION OF CLASSES

SAU Tech reserves the right to cancel classes which do not meet established criteria, including sufficient enrollment, the availability of qualified instructors, and/or appropriate facilities.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. Makeup work for classes missed will be arranged with the instructor's consent.

Students who have absences greater than the number listed below may be dropped from the class. Night classes are subject to this same policy.

1 credit – 1 class hour

2 credits – 2 class hours

3 credits – 3 class hours (Technology, 5 class hours)

Each faculty member will attempt to contact students who have attendance difficulties. The names of students who have excessive absences will also be given to the Student Success, Retention & Placement Coordinator for further follow-up.

CLASSIFICATION OF STUDENT

To be considered a member in good standing of a class, a student must have successfully completed the required minimum of work leading toward a degree as follows: Freshman, 1 – 30 credit hours; Sophomore, 31 – 62 credit hours; non-degree seeking, 1 to over 62 hours with no program, certificate, or degree objective.

CLASSROOM CONDUCT

All students are expected to conduct themselves in a pleasant, civil, courteous, and sociable manner at all times in the classroom. Rudeness, bigotry, sarcasm, and obscene or abusive language will not be tolerated, and students displaying such behavior will be required to leave class. Any student dismissed from class for such behavior must seek approval of the Vice Chancellor for Academics to reenter the classroom. Repeated objectionable behavior or disruption of class will result in permanent dismissal from the class. Faculty members are expected to dismiss students from their classroom whose behavior is detrimental to good order and a positive learning environment.

Students in Internet classes will be held to the same standards as those in the classroom. Any student engaging in the aforementioned behavior will have his/her access to the class disabled until approval to continue is granted by the Vice Chancellor for Academics.

CLASSROOM/LAB POLICY FOR APPROPRIATE USE OF HANDHELD & WIRELESS TECHNOLOGY

The College is committed to educationally sound uses of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students' and instructors' educational experiences. Each student enrolled in courses in the College has a responsibility to other students and to the instructor to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and being committed to learning as required by the Code of Student Conduct. Instructors may prohibit any use of handheld or wireless technology that substantially disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities.

Unless otherwise specified by the instructor on the syllabus, the following statement governs the appropriate use of handheld and wireless technologies in the College classroom and/or lab: "Students may not use cell phones, pagers, PDAs, portable media players, or similar electronic communication devices during scheduled course meetings (including class time, laboratories, review sessions, individual instruction, or similar activities) in the College. Such devices must be silenced or turned off and should not be taken out during course meetings. Communication by electronic devices, including but not limited to instant messaging, text messaging, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of learning activities. Electronic audio or video recording of the classroom environment by handheld or wireless technology is prohibited unless permission is given by the instructor prior to recording."

COURSE ACCOMMODATION FOR STUDENTS WITH DOCUMENTED DISABILITIES

SAU Tech recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements necessary for an A.A., A.S., A.A.S., or A.P.S. degree or certificate programs in the same manner expected of non-disabled students. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, qualified students with disabilities may request that appropriate course accommodations be considered.

SAU Tech recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of a degree.

SAU Tech recognizes that altering the method of course delivery or providing a combination of appropriate accommodations can overcome some disabilities that preclude a student from completing a course. Therefore, for most students with documented disabilities, the first level of accommodation will involve an attempt to complete the course with designed accommodations that do not substantially alter the course delivery or outcomes. For some students with a disability, such accommodations and alterations of course delivery may not be sufficient to enable him/her to complete the course. For those students, a course substitution will be individually considered (see COURSE SUBSTITUTION section).

Disability Services in Student Services is the office that coordinates services for students with disabilities.

Final responsibility for selection of the most appropriate accommodations rests with Disability Services, the Vice Chancellor for Academics and the course instructor(s). Accommodations are determined on an individual case by case basis, based on the nature of the course or program and the nature of the student's disability.

Students are encouraged to meet with Disability Services to develop a plan for their academic accommodations. Requests for accommodations should be made within two weeks of the start of each semester. A request for accommodation is deemed reasonable if it:

- is based on documented individual needs,
- allows the most integrated experience possible AND
- does not compromise essential requirements of a course or program

- does not pose a threat to personal or public safety
- does not impose undue financial or administrative burden on SAU Tech.

It is the student's responsibility in the accommodation process to:

- follow the SAU Tech accommodation procedure for students with disabilities
- identify a disability to Disability Services
- provide current appropriate documentation of disability and accommodation need from a qualified medical or other licensed professional (to be kept in confidential file separate from student's academic files)
- request a specific accommodation or services.

Disability Services facilitates the education of students with physical or learning disabilities by providing a point of coordination for any accommodations or special services they may need while attending SAU Tech. Some of the services provided or coordinated for disabled students are advising, special orientation to campus, readers, recorders, tutors as needed, the ordering of taped texts, classroom relocation, priority registration, mediation and advocacy, classroom accommodations, as well as personal, educational, and vocational counseling.

There is no "standing letter of accommodation." The process of providing accommodations involves each specific course and changing needs, thus requires review on a semester-by-semester basis.

COURSE SUBSTITUTION

SAU Tech reserves the right to cancel, postpone, combine or modify any course offering or modify any degree when necessary because of accreditation requirements, insufficient enrollment, and lack of staff members or for financial or other reasons. As a result, SAU Tech recognizes that some students may be unable to satisfy specific course requirements for degree completion. In such cases SAU Tech can substitute courses to meet degree requirements as long as the substitution does not reduce the number of credits required in the program or compromise the student's course of study or the integrity of a degree.

Courses that SAU Tech determines are essential to the program of instruction being pursued by the student or directly related to any certification or licensing requirements will not be compromised through the substitution process. If the course in question is considered to be an essential part of the student's program or a requirement for certification or licensure, a substitution will not be granted. In such cases, the student will be required to take the course during a subsequent semester offering or SAU Tech may arrange Independent Study sections for students scheduled to graduate prior to the next semester in which the course is offered.

A course substitution granted by SAU Tech may not necessarily be recognized by a subsequent or transfer educational institution.

CREDIT OUTSIDE OF THE CLASSROOM

SAU Tech recognizes several methods for earning credit besides the courses taken at SAU Tech. Hours earned from these programs typically will not exceed more than 30 credits toward a degree at SAU Tech. Exception to the 30-credit hour limit must have prior approval of the Vice Chancellor for Academics.

ADVANCED PLACEMENT – Students who earn satisfactory scores on AP tests of the College Board program may earn college credit for the courses (up to nine credits).

1. Arkansas public colleges and universities agree to award course credit for performance on the advanced placement exams using the following guidelines:
 - a. The award of course credit for a score of 3 will be left to the discretion of the institution.
 - b. All institutions will award some level of credit, as determined by the institution, for scores of 4 and 5.
2. If a student has received credit from a college or university for a score as designated above and transfers to another Arkansas public college or university, the receiving institution will accept the credit for that course(s) in the same manner in which course credit is accepted for other courses transferred from an accredited institution of higher education. Every effort should be made to assist students in keeping AP course credits that have been awarded previously by a regionally accredited institution.

3. Each institution will clearly communicate its policy and acceptance of AP exams by providing the following information: the name of the AP exam, the corresponding college/university course(s), and the amount of credit awarded for acceptable scores on the exam.

CLEP – Subject examinations from the College Level Examination Program (CLEP) of the College Board are given by appointment at SAU Tech. Students may call the Testing Center at 1.870.574.4486 to schedule CLEP Tests. SAU Tech awards up to 15 hours of college credit through satisfactory scores on CLEP tests after a student has completed 12 hours of course work at SAU Tech.

CREDIT FOR PRIOR LEARNING - Credit for Prior Learning is a portfolio-based assessment of non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary educational institutions. Credit for Prior Learning (CPL) may include learning acquired from documented Work Experience/Training; Professional Organization Training; Adult Education Courses; Seminars and Workshops; In-Service Training/Instruction; Community Extension Courses; Military Experience; and Professional Certifications.

1. Policies Regarding Credit for Prior Learning

- a. CPL is not awarded for experience but for college-level equivalent learning that entails knowledge, skills, and competencies that students have obtained as a result of prior learning experiences.
- b. CPL must be comparable to SAU Tech courses and must relate to the student's educational objective(s). Academic credit will be awarded only for those courses directly applicable to curriculum requirements of the student's declared certificate or degree program as outlined in college publications.
- c. A student must be registered for coursework at the time of the awarding of CPL. (Exceptions may be granted by the Vice Chancellor for Academics.)
- d. Credit for prior learning will not be recorded on a transcript until GS 1021 Portfolio Development and the semester in which CPL was requested has been completed. Letter grades will not be posted on the student transcript for any of the prior learning methods. Only the course title, course number, and semester hours awarded will be posted on student transcripts. (Exception for aviation; credits are escrowed and placed on transcript at the completion of remaining A.A.S. degree requirements.)
- e. Students who receive CPL and plan on transferring should contact the receiving institution to determine the acceptability of transferring CPL from SAU Tech. SAU Tech does not guarantee transfer of CPL.
- f. CPL may not be used to fulfill more than half of the required credits for a degree or certificate.
- g. Subsequent requests for CPL must follow the same policies as noted above, including enrollment and completion of GS 1021 Portfolio Development.
- h. Prior learning will be evaluated only at the request of the student.
- i. Portfolio Development will add an additional credit hour requirement to a student's degree plan each time it is taken for CPL.

2. Steps for Pursuing Credit for Prior Learning

- a. Using the college catalog and degree requirements, determine the courses for which you feel you have relevant, equivalent college-level experience.
- b. Meet with the academic advisor for the appropriate degree program to request CPL. The academic advisor will make an initial review of the possible granting of CPL through the portfolio process.
- c. If initial review indicates possible granting of CPL, the academic advisor will recommend to the Vice Chancellor for Academics that the student enroll in GS 1021 Portfolio Development. Upon the Vice Chancellor for Academics approval, the student will register for GS 1021 Portfolio Development. During the portfolio course the student will establish accompanying documentation and written evidence supporting the student's claim of prior learning. If deemed necessary, the advisor may request that appropriate faculty interview or conduct evaluations (including exams) when additional documentation is needed to substantiate the request. Documentation of prior learning may include certificates of workshop/seminar completion, letters from supervisors, and any other verifiable information sources that substantiate claims made for CPL. The academic advisor will appraise the prior learning and determine the number of credits to be granted for a specific course equivalency.
- d. At the conclusion of the semester in which CPL was requested and Portfolio Development completed, the academic advisor will complete a Course Substitution form noting the CPL and equivalent SAU Tech course credit awarded. The form will be forwarded to the Vice Chancellor for Academics for approval. The Portfolio Development documentation and approved Course Substitution form will be forwarded to the Registrar to be placed in the student's permanent academic file. Credit for prior learning will be recorded on the student transcript and noted on the official degree plan. (Exception for aviation; credits are escrowed and placed on transcript at the completion of remaining A.A.S. degree requirements.)

PRIOR LEARNING ASSESSMENT FOR AVIATION

Guide for credit learning as applicable to FFA Certification and the SAU Tech Aviation Maintenance Technology AAS degree.

Introduction

It is recognized that there are FAA certificated Airframe and Powerplant Technicians who may desire to continue their education towards the associate of applied science degree in aviation maintenance. Such added educational accomplishments may yield a more rounded and qualified individual with greater opportunity for advancement and or job placement. SAU Tech has developed the following guidelines for the awarding of credit for prior learning, based upon FAA certification.

Criteria

FAA Certification: Prospective degree seeking students shall be required to present a copy of their Federal Aviation Administration Airframe and Powerplant certification card, a copy of which shall be placed in the student's personal file with SAU Tech.

Minimum Experience: Applicants for credit for prior learning shall have a minimum of two years of documented active service or career experience within the field of aviation maintenance. Proof of experience shall be submitted along with appropriate documentation and retained in the student's SAU Tech personal file. Exceptions to the minimum experience requirement may be made by the Vice Chancellor for Academics.

Background checks: Graduates of SAU Tech are expected to be of high moral and ethical character. The SAU Tech Aviation Program Coordinator shall submit the student's certification number to the FAA for a records check of any possible violations that may have been recorded, related to the student's certification. Any adverse comments or violations may be grounds for denial of credit for prior learning.

Portfolio Process

Students seeking aviation program credit for prior learning will follow the established CPL procedure outlined in the college catalog including enrollment in GS-1021 Portfolio Development. The Portfolio process will verify the above criteria. Prior to enrollment in Portfolio, students should be made aware of the unique factors, as an aviation student, that may disqualify him/her from receiving credit for prior learning and that credit approved through Portfolio will be held in escrow until awarded based on the conditions below.

Awarding of Credit for Prior Learning

Students who have successfully met the above criteria through Portfolio shall be *candidates* for the awarding of credit for prior learning of all aviation maintenance core subjects required for the AAS Aviation Maintenance Technology degree. The remaining general education coursework required for the degree may be taken from SAU Tech or transferred from another regionally accredited college/university. However, SAU Tech minimum residency requirements still apply. Upon successful completion of the remaining AAS degree requirements and a second FAA background review to confirm the current good standing of the applicant, the necessary paperwork to allow the awarding of escrowed credit for prior learning will be forwarded to the VC for Academics for approval.

PRIOR LEARNING ASSESSMENT FOR LAW ENFORCEMENT

Students who have completed the Arkansas Law Enforcement Training Academy (ALETA) are eligible to earn 28 hours for the training toward the completion of the Associate of Professional Studies (APS) with emphasis in Law Enforcement degree. There are four options to have the 28 hours awarded to the SAU Tech transcript:

1. If student completed paperwork to register for the 28 hours credit while at ALETA, those credits will already be noted on the SAU Tech transcript and PLA is not necessary. The student will have a GPA for the grade earned in each course and will earn a Technical Certificate in Law Enforcement. The ALETA credit hours can be also be applied to the APS with emphasis in Law Enforcement.
2. If completion of the ALETA Basic Police Training Course was after 1997 but the student did not complete paperwork to earn the 28 hours of credit, the student must petition to have the 28 hours awarded. The application for admission must be completed, and the ALETA certificate* documenting completion of the Basic Police Training Course must be presented. The 28 hours of credit will be posted to the SAU Tech transcript as Credit for Prior Learning and no GPA will be earned. The student will not be eligible for the Technical Certificate in Law Enforcement. However, these hours can be applied to the APS with emphasis in Law Enforcement.

3. If completion of ALETA Basic Police Training Course was 1990-1996, the student must complete the admissions process and enroll in the 1-credit hour online Portfolio Development course to have the 28 hours of credit awarded to the SAU Tech transcript. The Portfolio Development course will assist the student in compiling evidence of learning. Evidence of learning will include the ALETA certificate* verifying successful completion of the Basic Police Training Course. Evidence of an additional 60+ hours of law enforcement training will also be included in the portfolio. Upon successful completion of the Portfolio Development course and approval of the portfolio, 28 hours of credit will be applied to the transcript but no GPA will be noted. The student will not be eligible for the Technical Certificate in Law Enforcement. However, these hours can be applied to the APS with emphasis in Law Enforcement.
4. Students who are requesting credit for ALETA training AND are transferring in coursework toward the General Education requirements on the APS with emphasis in Law Enforcement must establish residency and a GPA to be eligible for graduation at SAU Tech. A total of 15 credit hours of residency is required, and the Credit by Exam process will be used to establish residency and GPA.
 - Student will pay the Business Office a \$15 per credit hour fee.
 - Student will request that ALETA provide SAU Tech with final grades in each course of Basic Police Training.
 - SAU Tech will post the course as Credit by Exam which will include a letter grade. The letter grade will generate a GPA. The student will not be eligible for the Technical Certificate.

In instances where the student is transferring more than 17 hours of general education requirements toward the Associate of Professional Studies in Law Enforcement degree, a combination of transfer work and Credit by Exam may be used to establish the 15 hours of residency.

*The certificate required is the ALETA certificate that documents completion of Basic Police Training and includes the number of training hours. This differs from the Basic Certificate from the Commission on Law Enforcement Standards and Training (CLEST).

PRIOR LEARNING ASSESSMENT FOR WILDLIFE AND FISHERIES

Students who have completed the Arkansas Game and Fish Commission (AGFC) training program are eligible to earn 29 hours for the training toward the completion of the Associate of Professional Studies (APS) with emphasis in Wildlife and Fisheries degree. There are four options to have the 29 hours awarded to the SAU Tech transcript:

1. If student completed paperwork to register for the 29 hours credit while at AGFC training, those credits will already be noted on the SAU Tech transcript and PLA is not necessary. The student will have a GPA for the grade earned in each course and will earn a Technical Certificate in Wildlife and Fisheries. The AGFC credit hours can be also be applied to the APS with emphasis in Wildlife and Fisheries.
2. If completion of the AGFC training program was 1997-fall 2013, the student must complete the admissions process and enroll in the 1-credit hour online Portfolio Development course to have the 29 hours of credit awarded to the SAU Tech transcript. The Portfolio Development course will assist the student in compiling evidence of learning. Evidence of learning will include the AGFC certificate verifying successful completion of the AGFC training program. Upon successful completion of the Portfolio Development course and approval of the portfolio, 29 hours of credit will be applied to the transcript but no GPA will be noted. The student will not be eligible for the Technical Certificate in Wildlife and Fisheries. However, these hours can be applied to the APS with emphasis in Wildlife and Fisheries.
3. If completion of AGFC training program was 1990-1996, the student must complete the admissions process and enroll in the 1-credit hour online Portfolio Development course to have the 29 hours of credit awarded to the SAU Tech transcript. The Portfolio Development course will assist the student in compiling evidence of learning. Evidence of learning will include the AGFC certificate verifying successful completion of the AGFC training program. Evidence of an additional 60+ hours of law enforcement training will also be included in the portfolio. Upon successful completion of the Portfolio Development course and approval of the portfolio, 29 hours of credit will be applied to the transcript but no GPA will be noted. The student will not be eligible for the Technical Certificate in Wildlife and Fisheries. However, these hours can be applied to the APS with emphasis in Wildlife and Fisheries.

4. Students who are requesting credit for AGFC training AND are transferring in coursework toward the General Education requirements on the APS with emphasis in Wildlife and Fisheries must establish residency and a GPA to be eligible for graduation at SAU Tech. A total of 15 credit hours of residency is required, and the Credit by Exam process will be used to establish residency and GPA.
 - a. Student will pay the Business Office a \$15 per credit hour fee.
 - b. Student will request that ALETA provide SAU Tech with final grades in each course of Basic Police Training.
 - c. SAU Tech will post the course as Credit by Exam which will include a letter grade. The letter grade will generate a GPA. The student will not be eligible for the Technical Certificate.

In instances where the student is transferring more than 16 hours of general education requirements toward the Associate of Professional Studies in Wildlife and Fisheries degree, a combination of transfer work and Credit by Exam may be used to establish the 15 hours of residency.

Credit by Examination – SAU Tech offers credit by examination for some courses. Students may petition the department involved and the Vice Chancellor for Academics to challenge courses at any time. Once the petition is approved, the student will pay the appropriate fee, and then the department will make arrangements with the student for administering the examination. For written tests, a non-refundable fee of \$15 per credit hour must be paid to the Business Office before the test is administered. If the examination includes a practical portion, in addition to the written portion, an extra fee will be charged based upon the length of the practical examination. (Up to 15 credit hours)

Challenge Examinations – Challenge examinations may be taken in some courses. The student registers for the course and takes the examination during the first four weeks of class. The grade and credit will appear on the transcript. If the student fails the examination, he/she may continue in the course throughout the semester. Instructors consult with the Vice Chancellor for Academics or directors on challenge exams. (Up to 15 credits)

Internet Courses – Internet courses offered by SAU Tech are treated in the same manner as courses offered on campus. Requirements for faculty, support services, and instruction follow state guidelines.

DEFINITION OF CREDIT HOUR

SAU Tech follows the Federal Government's Credit Hour definition: "As an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates no less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of student work out of the classroom each week for approximately fifteen weeks for one semester hour of credit;
2. At least an equivalent amount of work as required in paragraph one of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of a credit hour.

GRADING SYSTEM

Grades are reported at the completion of each semester/summer term. Midterm progress grade reports are mailed out during the fall and spring semesters. Students receiving less than average mid-term grades will be sent notification letters by the counseling staff. Final grades are mailed to the student's permanent mailing address. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of one year is final.

Grading Symbols

A	Excellent
B	Good
C	Average
D	Lowest passing grade (some institutions may not accept as transfer credit)
F	Failing
W	Withdrawal (no credit)
WP	Withdrawal with passing grade (no credit)
WN	Withdrawal for excessive absence (no credit)

WF	Withdrawal with failing grade (no credit)
I	Incomplete
AU	Audit (no credit)
P	Passing
NC	No Credit

Grade Point Average (GPA) – The grade point average (GPA) at SAU Tech is calculated as outlined below:

- To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
 - A = 4 quality points
 - B = 3 quality points
 - C = 2 quality points
 - D = 1 quality point
 - F = 0 quality points
 I, W, WP, WN, WF, and AU are not considered in determining GPA.
- Add these grade points to arrive at the total grade points earned during a semester.
- Divide this grade point total by the total number of credit hours pursued that semester. The cumulative GPA is calculated the same way as the GPA for each term except that all of the student's course work (excluding developmental) is taken into account.

Incomplete Grades – A grade of Incomplete (I) will be issued only when a student has been unable, because of illness or other circumstances beyond his/her control, to finish assigned class work or papers or take the final examination. In order to receive a grade of "I," a student must make arrangements with the Instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the appropriate department chair office along with a copy of the final grade roster. A grade of "I" not made up within eight weeks after the beginning of the following semester will automatically become an "F." Any additional extension of time requires approval by the Vice Chancellor for Academics. An "I" or Incomplete is not given in Internet courses. However, a two-week extension to complete work in Internet courses may be granted for extenuating circumstances by the Vice Chancellor for Academics.

GRADUATION REQUIREMENTS

For graduation with a certificate or an associate degree, a student must have completed the established number of credit hours in an approved program with an accumulated GPA of at least 2.00 on all specific program courses and a 2.00 overall GPA. Fifteen hours must be taken from SAU Tech, excluding basic skills courses. Other requirements include:

General Education	Credit
Communication Arts (including Composition I)	6
Math (Intermediate Algebra)	3
Computer Science	3
Social Science	3

Additional requirements may be added for a specific degree or certificate. The effective date for admission to a major is separate from the admission date to SAU Tech.

HONOR CODE

The Vice Chancellor for Academics is responsible for processing all matters pertaining to academic misconduct, including honor code violations. The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission and goals statements. Academic violations of the Honor Code consist of the following:

Cheating – The actual giving or receiving of any unauthorized aid of any form on any academic work.

Plagiarism – Direct copying of the language, ideas, and/or thoughts of another and representing the same as one's own work.

Falsification – The statement of any untruth either verbally or in writing with respect to any circumstances relating to one's academic work.

Attempts – Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and/or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.

Any student who is found by SAU Tech to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the honor code. The Vice Chancellor for Academics will review all cases and make decisions concerning honor code violations.

GRADUATE OF DISTINCTION

In order to be a graduate of distinction, a student must complete a minimum of 30 semester hours of course work at SAU Tech as well as meet one of the three following criteria based upon all college-level work attempted at SAU Tech:

Summa Cum Laude	3.90-4.00 cumulative GPA
Magna Cum Laude	3.75-3.89 cumulative GPA
Cum Laude	3.50-3.74 cumulative GPA

Graduates of distinction are entitled to wear an honor cord and will be recognized during graduation. For further information regarding honor cord eligibility, contact the Registrar's Office.

ACADEMIC RECOGNITION

SAU Tech recognizes students for superior academic achievement in the following ways:

- Chancellor's List - Students registered for 12 hours or more of college-level credit for the semester who receive a 4.00 semester GPA on all hours attempted.
- Dean's List - Students registered for 12 hours or more of college-level credit for the semester who receive a minimum 3.50 semester GPA on all hours attempted.

HONORS PROGRAM

The SAU Tech Honors Program is designed to develop the abilities and potential of highly motivated students as they begin their academic studies and prepare to transfer to a four-year college or university. The program fosters critical thinking and academic excellence among students who are motivated to pursue academic enrichment.

As a participant in the SAU Tech Honors Program, students have an opportunity for exciting and creative learning. Students may take honor general education courses each semester and graduate with twelve hours of honors course credit that will transfer to all public four-year colleges in Arkansas. In honors courses, learning is approached from a different perspective with students taking a more active role in the learning process. Classes are small and focus on group work with instructors and peers. Coursework is different, but not necessarily more difficult or more time consuming than other courses. Student in the Honors program will be required to participate in service opportunities both on campus and in the community. Honors students are expected to represent SAU Tech in a responsible, positive manner.

The program is competitive, and eligibility is based on the following criteria:

- A 22 composite ACT (or equivalent score on alternate college entrance exam) and a 3.25 GPA from high school.
- Interview
- Written work (300 words maximum) based on one of two writing prompts: 1) What two classes should every college student should take? Why? 2) Describe a current social problem or issue that you consider important. Explain why.

For more information or to apply to the honors program, contact the Office of Enrollment Services at 1.870.574.4530.

INDEPENDENT STUDY

SAU Tech reserves the offering of courses by independent study for students with special circumstances. Students may earn credit through independent study with approval of the appropriate Instructor and the Vice Chancellor for Academics. The course must be completed by the end of the semester for which the student is registered.

LIBRARY

The Dr. George J. Brown Library is located east of the Administration Building. The 12,050 square foot facility houses a variety of resources which include over 16,000 volumes of books, over 17,000 eBooks, over 1,000 audiovisual materials, approximately 50 current periodical titles and a growing collection of DVD's. Books, eBooks, and audiovisuals are searchable through the library's online public access catalog which provides links to various online subscription databases, reference eBooks, tutorials and other guides. It is located at <http://library.sautech.edu>. Services available to patrons include Interlibrary Loan, Bibliographic Instruction, color photo identification cards, photocopy services, and access to a scanner station. The library charges \$0.10 for all black and

white computer-generated printouts and \$0.25 for education-related color computer-generated printouts. The student printing accounts start with a \$5.00 credit for printing.

In all instances, currently enrolled students of SAU Tech have priority use of all materials and resources. All members of the community served by SAU Tech are welcome to use the resources of the library.

Fall and spring semester Library hours are shown below; summer hours will be posted.

Monday through Thursday 8:00 am to 5:00 pm
Friday 8:00 am to 12:00 pm (noon)

LENGTH OF TIME TO COMPLETE DEGREE

The requirements for graduation on each degree plan or certificate plan are listed in the catalog and are in effect when a student initially enters SAU Tech. Official degree plans are signed by the student, approved by an advisor, and kept on file in the Registrar's Office. Students are given five years from initial enrollment to complete degree requirements under the SAU Tech catalog in effect at the time of enrollment. Students who fail to complete degree requirements within a five-year period may be subject to requirements as listed in the SAU Tech catalog that is in effect at that time.

REPEATING A COURSE

If a student repeats a course for which credit has been recorded on the transcript, only the last grade earned will be counted toward graduation and in computing the student's GPA. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was repeated.

SUMMER SCHOOL

Two four-week terms and one eight-week extended term are offered each summer. Students may take up to seven credits per four-week term or 14 credits in the eight-week extended summer session. Students may take up to 14 total credits in all summer terms combined. Credit earned in a course is equivalent to that offered in the same course during a regular term. Detailed information about course offerings is included in the summer class schedule. Exceptions to this policy are approved by the Vice Chancellor for Academics.

COLLEGE ASSESSMENT PHILOSOPHY

Southern Arkansas University Tech has developed a program to assess the learning outcomes of its students to assure that the College is achieving its mission. The Assessment Program is designed to measure the level of skills and competencies gained by students at the program level and within the General Education curriculum for all Associate Degree students. Assessment activities are performed in a number of ways including placement exams prior to enrollment, program level goals and objectives, and classroom assessment techniques. Faculty identify desired student learning outcomes at the program and classroom level and then assesses through various methodologies how well these outcomes have been achieved. The College uses the data obtained from assessment measures to student academic achievement and the instructional methodologies delivered by the institution.

GENERAL EDUCATION

SAU Tech recognizes its role in preparing its associate degree graduates to function as competent and skilled workers, to achieve any continuing education goals, and to live as lifelong learners and thinkers. Consequently, General Education at SAU Tech is designed to assist students in understanding the connection between their course work, their social and vocational responsibilities, and their rewards as citizens of a free nation.

SAU Tech believes that General Education is an essential component of the learning experience. General Education competencies are designed to develop student-learning outcomes in the following areas:

1. Applied Ethics
2. Communication: writing, oral communication, and interpersonal communication
3. Information Technology
4. Critical Thinking
5. Mathematics

The General Education core curriculum requirements are consistent with SAU Tech's mission. Each associate degree requires completion of a minimum number of credit hours of General Education courses. For the purposes of assessment, the General Education component at SAU Tech focuses on measurable student learning outcomes.

STATE MINIMUM CORE CURRICULUM/TRANSFER CREDIT

In April 1990, the Arkansas Higher Education Coordinating Board adopted guidelines for the development of State Minimum Core curricula in response to A.C.A.§6-61-218. This legislation provides that courses within the Core shall apply toward the general education core curriculum requirements for baccalaureate degrees at state-supported institutions and shall be fully transferable between public institutions. SAU Tech's approved minimum core curriculum consists of:

English/Communications

Nine (9) hours required

ENGL1113 Composition I
ENGL1123 Composition II
SPCH1113 Principles of Speech

Math

Three (3) hours required from the following:

MATH1023 College Algebra
MATH1525 Calculus and Analytic Geometry I

Science

Four (4) hours required

BSCI1013 The Biological Sciences
BSCI1011 The Biological Sciences Lab

Four (4) hours required from the following

PHSC2023 Physical Sciences
PHSC2021 Physical Sciences Lab
PHYS2003 College Physics I
PHYS2001 College Physics I Lab

Fine Arts/Humanities

Three (3) hours from the following:

ART2013 Art Appreciation
MUS2013 Music Appreciation
PHIL2403 Introduction to Philosophy

Social Sciences

Three (3) hours required from the following:

HIST1003 World History I
HIST1013 World History II

Three (3) hours required from the following:

HIST2013 U.S. History I
HIST2023 U.S. History II
PSCI2003 American Government: National

Three (3) hours required from the following:

GEOG2003 Introduction to Geography
PSYC2003 General Psychology
SOC2003 Introduction to Sociology

ACADEMIC DEGREES & CERTIFICATES

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

An Associate of Applied Science (A.A.S.) degree is designed for students who plan employment immediately upon completing the degree. The majority of the courses in the curriculum apply directly to the technical or occupational discipline studied. Although part or all of the degree may be transferred to some baccalaureate degree-granting colleges and universities, it is not designed for that purpose. Complete graduation requirements and program requirements are defined elsewhere in this catalog. SAU Tech offers the following A.A.S. degrees:

Aviation Maintenance Technology
Computer Information Systems Technology
Fire & Emergency Response*
General Technology
General Technology: Automated & Robotic Engineering Emphasis
General Technology: HVAC/Electronics & Instrumentation Emphasis
General Technology: Mechanical Maintenance Emphasis
General Technology: Supply Chain Management Emphasis
General Technology: Welding Process Specialist Emphasis
Multimedia Technology: Film & Video Production Emphasis
Multimedia Technology: Graphic Design Emphasis
Multimedia Technology: Simulation & Game Design Emphasis
Office Management
Office Management: Medical Office Administration Emphasis
Office Management: Medical Transcription Emphasis
***Pre-Certification Required**

ASSOCIATE OF ARTS (A.A.) DEGREE

An Associate of Arts (A.A.) degree is designed for students who wish to complete a baccalaureate degree. The degree is comprised primarily of liberal arts courses which make up the first half of a baccalaureate degree. Students may take selected courses that apply toward their major courses that are required by a transferring college. Basic skills course grades will not be computed in the cumulative GPA for purposes of admission to a four-year institution. Courses taken to satisfy A.A. degree requirements must have a "C" or better in order to transfer to a four-year institution. A student who holds an Associate of Arts (A.A.) degree with a 2.00 cumulative GPA will be accepted for transfer to any Higher Learning Commission accredited institution with junior classification subject to guidelines elsewhere in this catalog (see requirements of degree plan). A certificate in General Studies is available for students completing 31-38 hours of General Education coursework.

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 ACTS as "NO COMPARABLE COURSE." See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at <http://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>.

ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE

The Associate of Professional Studies (A.P.S.) degree provides a pathway toward an associate degree for students in professional certificate programs of study at SAU Tech. The curriculum provides students with a broad-based educational foundation of general education core requirements, related professional and technical coursework, and a focused area of study. There are five focus area emphasis tracks to choose from.

The Professional Studies general degree focuses on professional and technical career areas and presents the student with an associate degree which allows some latitude in selection of courses in areas of interest. This degree may also assist persons in the workforce in their efforts toward job progression and career advancement. The student should work with their advisor in planning the completion of this degree and, should they desire the pursuit of a baccalaureate degree, with the four-year institution to which they may plan to transfer.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Environmental Management is designed to prepare the graduate for employment at the management level position for wastewater, water or solid waste disposal at municipal facilities and/or environmental positions at industrial facilities. This degree emphasis is available entirely online.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Law Enforcement allows Arkansas Law Enforcement Training Academy (ALETA) graduates who receive the Technical Certificate in Law Enforcement an opportunity to continue their college education by completing the required general education hours toward the degree. The emphasis includes 28 hours in law enforcement courses and 32 hours in General Education coursework. The General Education coursework is available online for the working professional.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Paraprofessional Educator provides the information, knowledge and skill training for persons caring for young children in a variety of childcare facilities. The primary goal of this degree is to prepare a workforce of knowledgeable and skilled professionals who will provide instructional assistance for young children and for students with special needs. This degree emphasis is available entirely online.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Wildlife & Fisheries Enforcement allows Arkansas Game & Fish Enforcement Training graduates who receive the Technical Certificate in Wildlife & Fisheries Enforcement an opportunity to continue their college education by completing the required general education hours toward the degree. The emphasis includes 26 hours in law enforcement courses and 34 hours in General Education coursework. The General Education coursework is available online for the working professional.

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 ACTS as "NO COMPARABLE COURSE." See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at <http://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>.

ASSOCIATE OF SCIENCE (A.S.) DEGREE

An Associate of Science (A.S.) degree in Business Administration is designed for students who wish to complete a baccalaureate degree in such areas as Management, Accounting or Marketing. Articulation with four-year institutions of higher education enables students holding an Associate of Science (A.S.) degree to move smoothly into their program of choice or be prepared for immediate employment.

An Associate of Science (A.S.) degree in Fire Science Management is designed to allow for maximum transferability into a higher educational degree program. Its target audience includes current and potential fire officers. The Fire Science Management core courses will be offered through Internet course delivery allowing participants the maximum opportunity to obtain their degree. General Education requirements may also be obtained via Internet courses or by way of traditional delivery.

An Associate of Science (A.S.) degree in Education is designed to allow students ease of transfer into a teacher education baccalaureate degree program for K-6 Elementary Education, Middle School Language Arts/Social Studies, Middle School Math/Science or K-12 Special Education offered at Henderson State University or Southern Arkansas University. Completion of this degree will also meet the educational requirements for paraprofessional positions at many Arkansas public schools. This degree is also designed for transfer to other Education programs at four-year universities in Arkansas. Students should work with their advisor to determine the elective courses to be taken for transfer.

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 ACTS as "NO COMPARABLE COURSE." See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at <http://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>.

TECHNICAL CERTIFICATE (One Year)

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The Technical Certificate programs are designed to prepare students for entry-level positions in the workforce or to upgrade the skills of those currently working. Hours earned in certificate programs are acceptable toward the Associate of Applied Science (A.A.S.) degree. Program requirements are defined elsewhere in this catalog. SAU Tech offers the following certificate programs:

Aviation Maintenance Airframe
Aviation Maintenance Powerplant
Computer Information Technology
Cosmetology
Engineering Technology
General Studies
Health Sciences
HVAC/Electronics & Instrumentation
Law Enforcement
Mechanical Maintenance
Medical Office Administration: Medical Coding

***Pre-Approval Required**

Medical Office Administration
Multimedia Film & Video Production
Multimedia Graphics Technology
Multimedia Simulation & Game Design
Office Software Specialist
Practical Nursing
Production Technician
Supply Chain Management
Welding*
Wildlife & Fisheries Enforcement*

CERTIFICATE OF PROFICIENCY (Less than One Year)

The Certificate of Proficiency is awarded to students who have demonstrated their mastery of skills and knowledge in a specific area or discipline. SAU Tech offers the following Certificates of Proficiency:

A+ Certification
Aerospace Technology
Aviation Maintenance
Child Development Associate
Cloud Computing
Computer Repair
Cybersecurity
Electronics & Instrumentation
Engineering Technology
Fire and Emergency Response
Health Science Technology

HVAC
Materials & Operations Management
Medical Office Administration
Medical Transcription
Microsoft Operating Systems
Networking
Nursing Assistant
Production Technician
Programmable Logic Controllers (PLC)
Welding Technology

AVIATION MAINTENANCE

Aviation Maintenance Technology

Associate of Applied Science (A.A.S.) Degree

The Aviation Maintenance Technician school of SAU Tech is designed to provide up-to-date, intensive training for this occupational field. Completion of this school program, certified by the Federal Aviation Administration (FAA) under Title 14 CFR Part 147, meets the training and experience requirements of the FAA for Airframe and/or Powerplant certificate ratings. The number of credit hours is determined by the FAA.

The Aviation Maintenance Technology curriculum is divided into three parts: General, Airframe, and Powerplant. A student enrolling in this course of study must first enroll for the general curriculum. Upon completion of the general section, the student may elect to pursue the Airframe and/or Powerplant section.

Completion of the general curriculum qualifies the student for an Aviation General Certificate of Proficiency. Further successful completion of the Airframe and/or Powerplant courses satisfies FAA requirements of training and experience prior to testing for either or both of these ratings. Students will be awarded technical certificates upon reaching the Airframe and/or Powerplant training milestones. Though not required for FAA certification, this institution does offer an A.A.S. degree in this field. In order to qualify for the A.A.S. degree the student must complete the prescribed program of General, Airframe, and Powerplant sections, plus the additional General Education requirements. Aviation maintenance technicians may expect to gain employment in a wide variety of fields and locations. Various fields include but are not limited to airline, manufacturing, repair station, charter operation, corporate, general aviation, and airport operation. Very lucrative aviation maintenance positions are available in state as well as across the nation and worldwide. Skill sets acquired through the program also directly fit many job requirements for the missiles/defense industry and other technical fields.

	CREDIT HOURS
GENERAL CURRICULUM	15
AM1003 Fundamentals of Math & Physics	3
AM1503 Aircraft Standards I	3
AM1603 Aircraft Standards II	3
AM1703 Basic Electricity	3
AM1803 Aircraft Science	3
AIRFRAME CURRICULUM	29
AM2105 Aircraft Electricity	5
AM2106 Aircraft Sheet Metal	6
AM2203 Aircraft Fabric & Finish	3
AM2204 Aircraft Environment	4
AM2205 Inspection & Assembly	5
AM2206 Aircraft Fluid Power	6
POWERPLANT CURRICULUM	31
AM2108 Reciprocating Engines	8
AM2208 Turbine Engines	8
AM2302 Propellers	2
AM2305 Powerplant Electrical & Ignition Systems	5
AM2405 Powerplant Systems I	5
AM2403 Powerplant Systems II	3
TOTAL HOURS REQUIRED FOR FAA CERTIFICATION:	75
ADDITIONAL REQUIREMENTS FOR A.A.S. DEGREE	
ENGL1113 Composition I	3
CO2213 or ENGL1123 Technical Writing or Composition II	3
MIS1003 Introduction to Computers	3
MATH1003 Technical Math	3
PSYC2003 or SOC2003 Social Science Elective (General Psychology or Introduction to Sociology)	3
TOTAL HOURS REQUIRED FOR A.A.S. DEGREE	90

Aviation Maintenance Airframe**Technical Certificate**Note: Must also complete Aviation Maintenance – General

		CREDIT HOURS
AM2105	Aircraft Electricity	5
AM2106	Aircraft Sheet Metal	6
AM2203	Aircraft Fabric & Finish	3
AM2204	Aircraft Environment	4
AM2205	Inspection & Assembly	6
AM2206	Aircraft Fluid Power	6
Total Hours Required:		29

Aviation Maintenance Powerplant**Technical Certificate**Note: Must also complete Aviation Maintenance – General

		CREDIT HOURS
AM2108	Reciprocating Engines	5
AM2208	Turbine Engines	6
AM2302	Propellers	3
AM2305	Powerplant Electrical & Ignition Systems	4
AM2405	Inspection & Assembly	6
AM2403	Aircraft Fluid Power	6
TOTAL HOURS REQUIRED:		31

Aerospace Technology**Certificate of Proficiency**

		CREDIT HOURS
AM1013	Survey of Aviation	3
AM1003	Fundamentals of Math & Physics	3
AM1503 or AM1703	Aircraft Standards I or Basic Electricity	3
TOTAL HOURS REQUIRED:		9

Aviation Maintenance**Certificate of Proficiency**

		CREDIT HOURS
AM1003	Fundamentals of Math & Physics	3
AM1503	Aircraft Standards I	3
AM1603	Aircraft Standards II	3
AM1703	Basic Electricity	3
AM1803	Aircraft Science	3
TOTAL HOURS REQUIRED:		15

BUSINESS ADMINISTRATION

Business Administration

Associate of Science (A.S.) Degree

An Associate of Science (A.S.) degree in Business Administration is designed for students who wish to complete a baccalaureate degree in such areas as Management, Accounting or Marketing. Articulation with four-year institutions of higher education enables students holding an Associate of Science (A.S.) degree to move smoothly into their program of choice or be prepared for immediate employment. SAU Tech and Southern Arkansas University have established a partnership agreement to assist students pursuing an Associate of Science degree at SAU Tech to transfer smoothly from SAU Tech into the Bachelor of Business Administration program in accounting, general business, finance, marketing, organization management, or management information systems at Southern Arkansas University. Students pursuing this transfer option should work closely with their advisor to follow the required plan of transfer and refer to the Southern Arkansas University Undergraduate catalog regarding transfer student admission.

	CREDIT HOURS
FIRST SEMESTER	16
BSCI1011 and BSCI1013	The Biological Sciences and The Biological Sciences Lab
ECON1003	The American Enterprise System
ENGL1113	Composition I
MATH1023 or MATH1063	College Algebra or College Math
MIS2053	Business Information Systems
SECOND SEMESTER	16
ENGL1123	Composition II
GBUS2003	Legal Environment of Business
HIST1003 or HIST1013	World History I or World History II
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab
SPCH1113	Principles of Speech
THIRD SEMESTER	15
ACCT2003	Principles of Accounting I
BA2223	Business Communications
GUBS2013	Quantitative Analysis
ECON2203	Principles of Macroeconomics
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or Am Gvt: National
FOURTH SEMESTER	15
ACCT2103	Principles of Accounting II
ECON2103	Principles of Microeconomics
ART2013 or MUS2013 or PHIL22403	Art Appreciation or Music Appreciation or Intro to Philosophy
ENGL2213 or ENGL2223	World Literature I or World Literature II
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology
	TOTAL HOURS REQUIRED: 62

COMPUTER INFORMATION TECHNOLOGY

Computer Information Systems Technology

Associate of Applied Science (A.A.S.) Degree

With the importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technology people are in high demand. This degree program will help students develop the skills needed to obtain a job in computer technology. Students will learn how to install, configure, and maintain personal computer workstations. The degree will give students a foundation for pursuing CompITA A+, Network+, Security+, Microsoft MCSA, and Arcitura Cloud Certified Professional (CCP) certifications that can offer students the greatest employment potential. Graduates should be prepared for entry-level employment in a variety of IT positions.

		CREDIT HOURS
FIRST SEMESTER		14
CS2804	A+ Certification	4
MATH1003	Technical Math	3
MIS103	Introduction to Computers	3
NT1014	Supporting Network Clients	4
SECOND SEMESTER		15
CS2094	A+ Practical Applications	4
CS2264	Enterprise Support Technician	4
ENGL1113	Composition I	3
NT1114	Support Network Servers	4
THIRD SEMESTER		15
CO2213	Technical Writing	3
CS2344	Cybersecurity	4
NT2204	Security+	4
NT2444	Network+	4
FOURTH SEMESTER		15
CS2114	Business Continuity & Disaster Recovery	4
CS2284	Cloud Computing	4
CS2454	Ethical Hacking	4
CS2551	Computer Science Internship	1
GEOG2003 or PSYC2003 or SOC2003	Intro Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Computer Information Technology

Technical Certificate

The Computer Information Technology technical certificate is an important first step if a student is looking to build a new career in the computer field. The one-year program provides students with foundational knowledge of key technology areas, including computer hardware and software, the Internet, computer maintenance, networking essentials, and Help Desk Support. Credits earned in this program apply to the degree. Holders of this certificate may pursue entry-level employment.

		CREDIT HOURS
FIRST SEMESTER		14
MIS1003	Introduction to Computers	4
CS2084	A+ Essentials	4
MATH1003	Technical Math	3
NT1014	Supporting Network Clients	4
SECOND SEMESTER		15
CS2094	A+ Practical Applications	4
CS2264	Enterprise Support Technician	4
ENGL1113	Composition I	3
NT1114	Support Network Servers	4
TOTAL HOURS REQUIRED:		29

A+ Certification

Certificate of Proficiency

		CREDIT HOURS
CS2084	A+ Essentials	4
CS2094	A+ Practical Applications	4
TOTAL HOURS REQUIRED:		8

Cloud Computing

Certificate of Proficiency

The Cloud Computing certificate is designed to prepare individuals for career advancement or entry-level employment in the field of Cloud Computing. This program provides the basic concepts, knowledge and skills, techniques, and language of cloud computing industry standards organizations and practitioners that prepare for employment in the Cloud Computing industry. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology. Holders of this certificate may pursue entry-level employment.

			CREDIT HOURS
NT1014	Supporting Network Clients		4
NT1114	Support Network Servers		4
NT2444	Network+		4
CS2114	Business Continuity & Disaster Recovery		4
CS2284	Cloud Computing		4
TOTAL HOURS REQUIRED:			20

Computer Repair

Certificate of Proficiency

The Computer Repair certificate is designed to prepare individuals for entry-level employment in the field Information Technology computer repair, maintenance, and troubleshooting. This program provides the basic concepts, knowledge and skills, techniques, and language of information systems that prepare for employment in computer repair. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology. Holders of this certificate may pursue entry-level employment.

			CREDIT HOURS
CS2084	A+ Essentials		4
CS2094	A+ Practical Applications		4
CS2264	Enterprise Support Technician		4
NT1014	Support Network Clients		4
NT1114	Support Network Servers		4
TOTAL HOURS REQUIRED:			20

Cybersecurity

Certificate of Proficiency

The Cybersecurity certificate is designed to prepare individuals for career advancement or entry-level employment in the field Information Technology security specialist. This program provides the basic concepts, knowledge and skills, techniques, and language of the different ways in which a cyber-attack can affect physical security in a broad range of sectors, that prepare for employment in Information Systems & Network Security. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology. Holders of this certificate may pursue entry-level employment.

			CREDIT HOURS
CS2234	Cybersecurity		4
NT1014	Support Network Clients		4
NT1114	Support Network Servers		4
NT2204	Security+		4
TOTAL HOURS REQUIRED:			16

Microsoft Operating Systems

Certificate of Proficiency

The Microsoft Operating Systems certificate is designed to prepare individuals for career advancement or entry-level employment in the field Information Technology system installation and administration. This program provides the basic concepts, knowledge and skills, techniques, and language of installing configuring and troubleshooting Microsoft operating systems that prepare for employment in system administration. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology. Holders of this certificate may pursue entry-level employment.

			CREDIT HOURS
NT1014	Support Network Clients		4
NT1114	Support Network Servers		4
TOTAL HOURS REQUIRED:			8

Networking

Certificate of Proficiency

The Networking certificate is designed to prepare individuals for career advancement or entry-level employment in the field Information Technology Network administration and design. This program provides the basic concepts, knowledge and skills, techniques, and language of computer networks that prepare for employment in Network administration, maintenance and repair. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology. Holders of this certificate may pursue entry-level employment.

		CREDIT HOURS
CS2264	Enterprise Support Technician	4
NT1014	Support Network Clients	4
NT1114	Support Network Servers	4
NT2444	Network+	4
	TOTAL HOURS REQUIRED:	16

COSMETOLOGY

Cosmetology

Technical Certificate

		CREDIT HOURS
FIRST SEMESTER		14
COSM1044	Beginning Cosmetology I	4
COSM1034	Beginning Cosmetology I Lab	4
COSM1064	Beginning Cosmetology II	4
COSM1052	Beginning Cosmetology II Lab	2
SECOND SEMESTER		13
COSM1244	Intermediate Cosmetology I	4
COSM1234	Intermediate Cosmetology I Lab	4
COSM1264	Intermediate Cosmetology II	4
COSM1251	Intermediate Cosmetology II Lab	1
THIRD SEMESTER		13
COSM2244	Advanced Cosmetology I	4
COSM2234	Advanced Cosmetology I Lab	4
COSM2264	Advanced Cosmetology II	4
COSM2251	Advanced Cosmetology II Lab	1
	TOTAL HOURS REQUIRED:	40

EDUCATION

Education

Associate of Science (A.S.) Degree

		CREDIT HOURS
GENERAL EDUCATIONA REQUIREMENTS		35
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences	4
ENGL1113	Composition I	3
ENGL1123	Composition II	3
MATH1023	College Algebra	3
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
SPCH1113	Principles of Speech	3
Electives	Fine Arts/Humanities	6
Electives	History/Government	9
EDUCATION CORE REQUIREMENTS / TRAINING-RELATED CONENT COURSEWORK		25
TOTAL HOURS REQUIRED:		60*

*Total requirements vary based on four-year university program.

Education

Associate of Science (A.S.) Degree

Transfer to Henderson State University

		CREDIT HOURS
FIRST SEMESTER		15
EDUC2023	K-12 Educational Technology	3
ENGL1113	Composition I	3
HIST1003 or HIST1013	World History I or World History II	3
PSCI2003	American Government National	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ART2013 or MUS2013	Art Appreciation or Music Appreciation	3
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences	4
ENGL1123	Composition II	3
HIST2013 or HIST2023	U.S. History I or U.S. History II	3
MATH1023	College Algebra	3
THIRD SEMESTER		15
EDUC2003 and EDUC2001	Intro to Education & Field Exp I and Int Field Exp Lev I	4
ENGL2213 or ENGL2223	World Literature I or World Literature II	3
AT1052 or MU1202*	Public School Art or Fundamentals of Public School Music	2
MATH2053	Math for Teachers I	3
HIST2083	History of Arkansas	3
FOURTH SEMESTER		15
EDUC1111*	Praxis Prep	1
GEOG2003	Introduction to Geography	3
IEC2003	Child Growth & Development	3
MATH2063	Math for Teachers II	3
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
PEXX1	Physical Education Elective	1
TOTAL HOURS REQUIRED:		61

*Courses available online only.

Education
Associate of Science (A.S.) Degree
K-6 Elementary Track
Transfer to Southern Arkansas University

		CREDIT HOURS
FIRST SEMESTER		15
EDUC2023	K-12 Educational Technology	3
ENGL1113	Composition I	3
HIST1003 or HIST1013	World History I or World History II	3
PSCI2003	American Government National	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ART2013 or PHIL2403	Art Appreciation or Introduction to Philosophy	3
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences	4
ENGL1123	Composition II	3
HIST2013 or HIST2023	U.S. History I or U.S. History II	3
MATH1023	College Algebra	3
THIRD SEMESTER		16
EDUC2003 and EDUC2001	Intro to Education & Field Exp I and Int Field Exp Lev I	4
ENGL2213 or ENGL2223	World Literature I or World Literature II	3
HIST2083	History of Arkansas	3
IEC2003	Child Growth & Development	3
MATH2053	Math for Teachers I	3
FOURTH SEMESTER		14
EDUC1111*	Praxis Prep	1
GEOG2003	Introduction to Geography	3
MATH2063	Math for Teachers II	3
MU2013	Music Appreciation	1
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
TOTAL HOURS REQUIRED:		60

*Course available online only.

ENVIRONMENTAL SCIENCE

Environmental Management Emphasis

Associate of Professional Studies

This two-year program is designed to prepare the graduate for employment at management or supervisory level positions at municipal or industrial wastewater, water or solid waste disposal facilities. The program consists of 27 hours of Focus Area courses and 33 hours of General Education requirements. Students can receive credit for environmental certifications and state licensure and selected work experience in municipal and industry facilities.

		CREDIT HOURS
FIRST SEMESTER		15
ENGL1113	Composition I	3
ES1013	Environmental Safety	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
BA2023	Introduction to Management	3
CO2213 or ENGL1123	Technical Writing or Composition II	3
ES2203	Solid Waste Management	3
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
THIRD SEMESTER		13
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ES1003	Wastewater I	2
ES1553	Environmental Management I	3
ES2103	Water Treatment Technology I	3
MATH2053	Math for Teachers I	3
FOURTH SEMESTER		14
ES2003	Wastewater II	3
ES2113	Water Treatment Technology II	3
ES2123	Environmental Management II	3
ES2303	Industrial Treatment Technology	3
PHYS2003 and PHYS2001	College Physics and College Physics Lab	4
TOTAL HOURS REQUIRED:		60

Credit Hours Awarded for Licensing and/or Certification

GS 1021 Portfolio Development 1
 Up to 16 college hours may be given for training hours (CEUs) received for licensing, certifications and/or license renewals upon approval of Vice Chancellor for Academics.

FIRE SCIENCE

Fire & Emergency Response

Associate of Applied Science

(Pre-Certification Required)

This program will provide college-level educational opportunities in the areas of Fire Science, Emergency Medical Care and Hazardous Materials. The program is designed with the firefighter and emergency responder in mind.

		CREDIT HOURS
FIRE SCIENCE CORE		18
FS1023	Fire Service Tactics (online in spring semester)	3
FS1123	Firefighter I	3
FS1133	Firefighter II	3
FS2003	Hazardous Materials Operations	3
FS2013 or FS2023	EMS First Responder or Emergency Medical Technician I	3
FS2123	Driver/Operator	3
ELECTIVES		27
FS1003	Introduction to Fire & Emergency Response	3
FS1013	Fire Service Leadership	3
FS1033	Fire Prevention (online in summer)	3
FS1103	Company Officer I	3
FS1113	Safety Officer	3
FS1203	Building Construction	3
FS1213	Fire Service Rescue	3
FS2013 or FS2023	EMS First Responder or Emergency Medical Technician I	3
FS2033	Company Officer II	3
FS2043	Fire Administration (online in fall)	3
FS2103	Fire Instructor Methodology	3
FS2113	Fire Inspection Principles	3
FS2143	Firefighter Safety	3
FS2153	Fire Arson Investigation (online in fall)	3
FS2163	Legal Aspects of Fire Service (online in spring)	3
GS1021	Portfolio Development	1
GENERAL EDUCATION CORE		15
ENGL1113	Composition I	3
CO2213 or ENGL1123	Technical Writing or Composition II	3
MATH1003	Technical Math	3
MIS1003	Introduction to Computers	3
HIST2013 or HIST2023 or PSYC2003	U.S. History I or U.S. History or General Psychology	3
TOTAL HOURS REQUIRED:		60

Students may receive college semester hours through the portfolio review process. These hours shall be applied to those course areas (Fire Service core requirements or electives) to which they directly relate. Minimum 27 hours required for degree.

Fire & Emergency Response

Certificate of Proficiency

(Pre-Certification Required)

		CREDIT HOURS
FS1123	Firefighter I	3
FS1133	Firefighter II	3
FS2003	Hazardous Materials Operations	3
FS2013	EMS First Responder	3
FS1003	Introduction to Fire & Emergency Response	3
TOTAL HOURS REQUIRED:		15

Fire Science Management

Associate of Science (A.S.) Degree

This program is designed to allow for maximum transferability into a higher educational degree program once the Associate of Science (A.S.) Fire Science Management degree is obtained. Its target audience includes current and potential fire officers. The Fire Science Management core courses will be offered through Internet course deliveries allowing participants the maximum opportunity to obtain their degree. General Education requirements may also be obtained via Internet courses or by way of traditional delivery.

		CREDIT HOURS
FALL SEMESTER		15
ART2013 or MUS2013	Art Appreciation or Music Appreciation	3
ENGL1113	Composition I	3
MATH1063	College Math	3
MIS1003	Introduction to Computers	3
SPCH1113	Principles of Speech	3
SPRING SEMESTER		16
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ENGL1123	Composition II	3
HIST2013 or HIST2023	U.S. History I or U.S. History II	3
PSCI2003	American Government National	3
PSYC2003	General Psychology	3
SUMMER SEMESTER		3
FS1033	Fire Prevention	3
FALL SEMESTER		13
ENGL2213 or ENGL2223	World Literature I or World Literature II	3
FS2043	Fire Administration I	3
FS2153	Fire Arson Investigation	3
HS1403	Personal & Community Health	3
PEXXX1	Physical Education Elective	1
SPRING SEMESTER		13
FS1023	Fire Service Tactics	3
FS2163	Legal Aspects of Fire Service	3
HIST1003 or HIST1013	U.S. History I or U.S. History II	3
PHSC2003 and PHSC2001	Physical Sciences and Physical Sciences Lab	4
	TOTAL HOURS REQUIRED:	60

GENERAL EDUCATION

General Education

Associate of Arts

The Associate of Arts (A.A.) degree is designed to allow students the opportunity to obtain the first two years of college credits toward meeting most of the General Education requirements and some of the prerequisite requirements of a four-year baccalaureate degree. Students planning to transfer should carefully follow the transfer program plan for the four-year institution to which they plan to transfer. This degree is also available fully online.

		CREDIT HOURS
FIRST SEMESTER		15
ENG1113	Composition I	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Govt National	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ART2013 or MUS2013 or PHIL2403	Art Appreciation or Music Appreciation or Intro to Philosophy	3
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ENGL1123	Composition II	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
HIST1003 or HIST1013	World History I or World History II	3
THIRD SEMESTER		15
ENGL2213 or ENGL2223	World Literature I or World Literature II	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
XXXX3	Elective	3
XXXX3	Elective	3
XXXX3	Elective	3
FOURTH SEMESTER		14
ART2013 or MUS2013 or PHIL2403	Art Appreciation or Music Appreciation or Intro to Philosophy	3
PEXXX1	PE Elective	1
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
XXXX3	Elective	3
TOTAL HOURS REQUIRED:		60

General Education
Associate of Arts
Criminal Justice Emphasis
(Transfer to Southern Arkansas University)

		CREDIT HOURS
FIRST SEMESTER		15
ENG1113	Composition I	3
MIS1003	Introduction to Computers	3
PSCI2003	American Government National	3
LE1033	Introduction to Criminal Justice	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ART2013 or MUS2013 or PHIL2403	Art Appreciation or Music Appreciation or Intro to Philosophy	3
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ENGL1123	Composition II	3
HIST1003 or HIST1013	World History I or World History II	3
SOC2003	Introduction to Sociology	3
THIRD SEMESTER		16
ENGL2213 or ENGL2223	World Literature I or World Literature II	3
MATH1023 or MATH1063	College Algebra or College Math	3
HIST2013 or HIST2023	U.S. History I or U.S. History II	3
LE1013	Criminal Law	3
LE1004	Criminal Investigation	4
FOURTH SEMESTER		13
ART2013 or MUS2013 or PHIL2403	Art Appreciation or Music Appreciation or Intro to Philosophy	3
LE1023	Criminal Evidence Procedures	3
LE1043	Police Administration	3
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
TOTAL HOURS REQUIRED:		60

General Studies
Technical Certificate

The Certificate of General Studies is a one-year award designed to provide recognition of the completion of a body of knowledge in general education, to serve as an intermediate step toward an Associate of Arts (A.A.) degree, and/or to recognize as a "completer" a student who has successfully completed a significant number of courses in General Education but does not intend to complete an Associate of Arts (A.A.) degree.

		CREDIT HOURS
FIRST SEMESTER		15
ENG1113	Composition I	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Gvt National	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ART2013 or MUS2013 or PHIL2403	Art Appreciation or Music Appreciation or Intro to Philosophy	3
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ENGL1123	Composition II	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
HIST1003 or HIST1013	World History I or World History II	3
TOTAL HOURS REQUIRED:		31

GENERAL TECHNOLOGY

General Technology

Associate of Applied Science (A.A.S.) Degree

This is a two-year program directed toward individuals employed in business or industry. Thirty (30) hours of credit may be transferred from another accredited institution, special program course work provided by SAU Tech, and selected work experience in business and industry.

		CREDIT HOURS
GENERAL EDUCATION		15
ENG1113	Composition I	3
ENGL1123 or CO2213	Composition II or Technical Writing	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Govt National	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers or Other Computer Science Course	3
FOCUS ARE ELECTIVES		6/9
Courses in this focus area must be from a single technology area: Aviation, Computer Information Systems Technology, Automated & Robotic Engineering, HVAC/Electronics & Instrumentation, Mechanical Maintenance, Supply Chain Management, Welding Process Specialist, Multimedia Technology, or Production Technician.		
TECHNICAL ELECTIVES		6/9
Advisor will work with student to identify technical electives		
TECHNOLOGY-RELATED, TECHNICAL OR WORK EXPERIENCE		30
Technology-related coursework from another accredited institution.		
Technical program coursework taught by SAU Tech.		
Selected work experience from business & industry or other approved Credit for Prior Learning.		
TOTAL HOURS REQUIRED:		60

Note:

1. Students must meet entrance requirements for composition and mathematics prior to taking the college-level courses.
2. Those students desiring to earn a four-year degree should take a four-credit lab science elective.
3. Students will be assigned a technical advisor to assist in selection of focus area courses and electives.
4. Portfolio Development course must be taken in order for credit to be awarded from selected work experience from business and industry or other approved Credit for Prior Learning.
6. A minimum of 15 credit hours must be in residency at SAU Tech.

General Technology

Associate of Applied Science (A.A.S.) Degree

Automated & Robotic Engineering Emphasis

This degree program prepares graduates to enter or advance in the industrial career field and apply a basic knowledge of technology science, problem solving, communications, and leadership to the design, testing, manufacture, and marketing of mechanical products. The curriculum concentrates on gaining productivity, cost savings, and quality in the manufacturing and service industries by emphasizing the application of high-tech production equipment, software, and techniques. Hands-on, high-tech laboratories are combined with instruction on modern production techniques. Graduates can find a variety of employment opportunities in such areas as facilities management, layout, process development, product development, quality control, and technical design. Students may transfer this degree to Southern Arkansas University to pursue the Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option.

		CREDIT HOURS
FIRST SEMESTER		15
EN1003	Introduction to Engineering	3
MATH1003*	Technical Math	3
MD1113	Motor Controls	3
MD2603	Industrial Safety	3
MIS1003	Introduction to Computers	3
SECOND SEMESTER		15
EN1023	Engineering Concepts I	3
EN1033	Digital Logic	3
ENG1113	Composition I	3
MD1003	Computer Integrated Mfg I	3
MD1403	Basic Blueprint Reading	3
THIRD SEMESTER		14
CO2213*	Technical Writing	3
EM2924	Programmable Logic Controller 1	4
EN2023	Engineering Concepts II	3
EN2034	Fundamentals of CAD	4
FOURTH SEMESTER		16
EM2963	PLC for Engineering	3
EN2043	Robotic Applications	3
EN2053	Mechatronics	3
PHYS2003 and PHYS2001	College Physics and College Physics Lab	4
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Note: Students wishing to transfer coursework in this degree to Southern Arkansas University for Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option must take Composition II, College Algebra, and College Physics w/Lab and work closely with the Industrial Technology Program Coordinator at Southern Arkansas University.

Engineering Technology Technical Certificate

		CREDIT HOURS
FIRST SEMESTER		15
EN1003	Introduction to Engineering	3
MATH1003*	Technical Math	3
MD1113	Motor Controls	3
MD2603	Industrial Safety	3
MIS1003	Introduction to Computers	3
SECOND SEMESTER		15
EN1023	Engineering Concepts I	3
EN1033	Digital Logic	3
ENG1113	Composition I	3
MD1003	Computer Integrated Mfg I	3
MD1403	Basic Blueprint Reading	3
TOTAL HOURS REQUIRED:		30

**Engineering Technology
Certificate of Proficiency**

		CREDIT HOURS
EN1003	Introduction to Engineering	3
EN1023	Engineering Concepts I	3
EN1033	Digital Logic	3
EN2034	Fundamentals of CAD	4
TOTAL HOURS REQUIRED:		13

**Programmable Logic Controller
Certificate of Proficiency**

		CREDIT HOURS
EM2924	Programmable Logic Controller 1	4
EM2963	PLC for Engineering	3
TOTAL HOURS REQUIRED:		7

General Technology

Associate of Applied Science (A.A.S.) Degree

HVAC/Electronics & Instrumentation Emphasis

This degree option provides the Heating Ventilation Air Conditioning (HVAC) and Electronics and Instrumentation (E&I) training necessary for those desiring employment in these high demand and high paying fields. Opportunities abound with local area companies, as well as opportunities across the nation. The U.S. Bureau of Labor Statistics claim growth for the years through 2018 is expected to be higher than average, above 29 percent for the HVAC segment. Industrial maintenance electrical and instrumentation (E&I) technicians are also needed in every industry that uses machinery. Not only do they repair and maintain electrical instruments and equipment, they also perform new installations.

		CREDIT HOURS
FIRST SEMESTER		15
HVAC1003	NCCER HVAC Level I	3
IMEI1003	NCCER E&I Level I	3
MATH1003	Technical Math	3
MD1073	NCCER	3
MIS1003	Introduction to Computers	3
SECOND SEMESTER		15
ENG1113	Composition I	3
HVAC1013	NCCER HVAC Level II	3
IMEI1013	NCCER E&I Level II	3
MDXXX3	Elective	3
MDXXX3	Elective	3
THIRD SEMESTER		15
CO2213	Technical Writing	3
EM2924	Programmable Logic Controller 1	4
HVAC2003	NCCER HVAC Level III	3
IMEI2003	NCCER E&I Level III	3
MD1052	Intro to Preventive Maintenance	2
FOURTH SEMESTER		15
CE2043	Internship	3
HVAC2013	NCCER HVAC Level IV	3
IMEI2013	NCCER E&I Level IV	3
MDXXX3	Elective	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

**HVAC/Electronics & Instrumentation Emphasis
Technical Certificate**

		CREDIT HOURS
FALL SEMESTER		9
HVAC1003	NCCER HVAC Level I	3
IMEI1003	NCCER E&I Level I	3
MD1073	NCCER	3
SPRING SEMESTER		6
HVAC1013	NCCER HVAC Level II	3
IMEI1013	NCCER E&I Level II	3
SUMMER SEMESTER		12
HVAC2003	NCCER HVAC Level III	3
IMEI2003	NCCER E&I Level III	3
HVAC2013	NCCER HVAC Level IV	3
IMEI2013	NCCER E&I Level IV	3
TOTAL HOURS REQUIRED:		27

**Electronics & Instrumentation Emphasis
Certificate of Proficiency**

		CREDIT HOURS
FALL SEMESTER		3
IMEI1003	NCCER E&I Level I	3
SPRING SEMESTER		3
IMEI1013	NCCER E&I Level II	3
SUMMER SEMESTER		6
IMEI2003	NCCER E&I Level III	3
IMEI2013	NCCER E&I Level IV	3
TOTAL HOURS REQUIRED:		12

**HVAC
Certificate of Proficiency**

		CREDIT HOURS
FALL SEMESTER		3
HVAC1003	NCCER HVAC Level I	3
SPRING SEMESTER		3
HVAC1013	NCCER HVAC Level II	3
SUMMER SEMESTER		9
HVAC2003	NCCER HVAC Level III	3
HVAC2013	NCCER HVAC Level IV	3
TOTAL HOURS REQUIRED:		12

General Technology

Associate of Applied Science (A.A.S.) Degree

Mechanical Maintenance Emphasis

Graduates from this program are prepared for employment in general maintenance in a plant or industrial facility. The Industrial Technologies program is a known leader in training students to meet industry needs. The program is strongly supported by the companies in Highland Industrial Park. Located inside the park, SAU Tech has the ability to work directly with plant managers providing employee training and identifying employment needs. In doing this, SAU Tech has been strongly encouraged by Lockheed Martin Missiles & Fire Control Corporation, General Dynamics Corporation, Aerojet Rocketdyne and others to provide quality industrial maintenance training to current employees and to seek out students for employment in the manufacturing industry.

		CREDIT HOURS
FIRST SEMESTER		15
EE1003	Introduction to Basic Electricity	3
MD1033	Machine Tools	3
MD1073	NCCER	3
MD1303	Basic Welding	3
MD2603	Industrial Safety	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MD1323	Intermediate Welding	3
MD1403	Basic Blueprint Reading	3
MD2003	Millwright Level I	3
MIS1003	Introduction to Computers	3
THIRD SEMESTER		15
CO2213*	Technical Writing	3
EM2924	Programmable Logic Controller 1	4
MATH1003*	Technical Math	3
MD1052	Intro to Preventive Maintenance	2
MD2013	Millwright Level II	3
FOURTH SEMESTER		15
CE2403	Internship	3
MD1343	Advanced Welding	3
MD2023	Millwright Level III	3
MD2403	Fluidics	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Note: Student wishing to transfer coursework in this degree to Southern Arkansas University for the Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option must take Composition II and College Algebra and work closely with the Industrial Technology Program Coordinator at Southern Arkansas University.

Mechanical Maintenance Emphasis

Technical Certificate

The Industrial Maintenance technical certificate is designed to prepare individuals for employment in general maintenance in an industrial plant or facility. These courses fold into the Associate of Applied Science (A.A.S.) degree in Technology: Industrial Maintenance Emphasis.

		CREDIT HOURS
FIRST SEMESTER		15
EE1003	Introduction to Basic Electricity	3
MD1033	Machine Tools	3
MD1073	NCCER	3
MD1303	Basic Welding	3
MD2603	Industrial Safety	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MD1323	Intermediate Welding	3
MD1403	Basic Blueprint Reading	3
MD2003	Millwright Level I	3
MIS1003	Introduction to Computers	3
TOTAL HOURS REQUIRED:		30

Welding Technology

Certificate of Proficiency

The Welding certificate is designed to prepare individuals for employment in general maintenance in an industrial plant or facility. These courses fold into the Associate of Applied Science (A.A.S.) degree in Technology: Industrial Maintenance Emphasis.

		CREDIT HOURS
MD1303	Basic Welding	3
MD1323	Intermediate Welding	3
MD1343	Advanced Welding	3
TOTAL HOURS REQUIRED:		9

General Technology

Associate of Applied Science (A.A.S.) Degree

Supply Chain Management Emphasis

The emphasis in Supply Chain Management includes fundamentals of supply chain management, including procurement; issues in executing local, national, and global supply chains; logistics; and transportation. The program also includes business management, economics of supply and demand, and database management skills.

		CREDIT HOURS
FIRST SEMESTER		15
MD2603	Industrial Safety	3
MIS1003	Introduction to Computers	3
MO1003	Principles of Inventory Management	3
MO1033	Operations Management	3
SCM2003	Supply Chain Management	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MATH1003*	Technical Math	3
MO1013	Operations Planning	3
MO1023	Manufacturing Mgt	3
MO1043	Distribution & Logistics	3
THIRD SEMESTER		15
CO2213*	Technical Writing	3
MD1033	Machine Tools	3
OM2003	Enterprise Software Mgt	3
OM2033	Quality Assurance	3
_____3	Technical Elective	3
FOURTH SEMESTER		15
MD 1073	NCCER	3
MD2003	Millwright Level I	3
_____3	Technical Elective	3
OM2013	Capstone/Internship	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Note: Student wishing to transfer coursework in this degree to Southern Arkansas University for Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option must take Composition II and College Algebra and work closely with the Industrial Technology Program Coordinator at Southern Arkansas University.

Supply Chain Management

Technical Certificate

This technical certificate introduces all major aspects of supply chain management, including strategy, sourcing and procurement, operations, logistics, and organizational alignment. Learn how to execute a strategic supply chain management plan that is grounded in today's business needs for competitive effectiveness and operations efficiency. The certificate is a pathway into the existing A.A.S. in General Technology: Supply Chain Management Emphasis. The Certificate of Proficiency in Materials and Operations Management is a pathway into this technical certificate.

		CREDIT HOURS
FIRST SEMESTER		15
MD2603	Industrial Safety	3
MIS1003	Introduction to Computers	3
MO1003	Principles of Inventory Management	3
MO1033	Operations Management	3
SCM2003	Supply Chain Management	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MATH1003*	Technical Math	3
MO1013	Operations Planning	3
MO1023	Manufacturing Mgt	3
MO1043	Distribution & Logistics	3
TOTAL HOURS REQUIRED:		30

Materials & Operations Management

Certificate of Proficiency

The Materials & Operations Management certificate is designed to prepare individuals for career advancement or entry-level employment in the fields of materials and operations management (or in a functional area that interfaces with them). This program provides the basic concepts, knowledge and skills, techniques, and language of materials and operations management in fields that prepare for employment in inventory control, production planning, and manufacturing control. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology.

		CREDIT HOURS
MO1003	Principles of Inventory Management	3
MO1013	Operations Planning	3
MO1023	Manufacturing Mgt	3
MO1033	Operations Management	3
MO1043	Distribution & Logistics	3
TOTAL HOURS REQUIRED:		15

General Technology

Associate of Applied Science (A.A.S.) Degree

Welding Process Specialist Emphasis

		CREDIT HOURS
FIRST SEMESTER		15
WA1005	Welding Processes	5
WA1015	Structural Welding	5
WA1025	Pipe Welding	5
SECOND SEMESTER		15
WA2005	Pipe Welding II	5
WA2015	Hi Freq Tig & Pipeline Welding	5
WA2025	Capstone	5
THIRD SEMESTER		15
EN1003	Intro to Engineering	3
ENGL1113	Composition I	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers	3
MO1033	Operations Management	3
FOURTH SEMESTER		15
EN2022	Welding Engineering	2
ENGL2213	Composition II	3
_____3	Elective	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

WA Courses: Students must take a welding entrance exam to be admitted to the Welding Academy and show competency on the advanced welding level. Students with no welding experience must take Basic, Intermediate, and Advanced Welding courses (credit or non-credit) prior to admission to the program. It is not necessary to begin the degree with the WA course sequence. Students may begin the program in the third semester.

Elective Note: Students wishing to transfer coursework in this degree to Southern Arkansas University for B.S. in Engineering Physics-Welding Engineering Option may reverse transfer the three-hour elective in any ENGR, ETEC, or WELD course at SAU to complete the associate degree at SAU Tech. Students not transferring to SAU should take MD1073-NCCER to fulfill the elective.

HEALTH SCIENCES

Health Sciences Technical Certificate

This certificate is designed to provide the student with a comprehensive general education and pre-nursing program of study to satisfy entry-level eligibility requirements into the Associate of Science degree nursing programs at Southern Arkansas University (SAU) and University of Arkansas Monticello (UAM). Completion of this certificate does not guarantee placement in the nursing programs at SAU or UAM. Students planning to transfer should consult the director of the nursing department at the selected transfer college regarding admission procedures and course requirements.

		CREDIT HOURS
FALL SEMESTER		13-14
ENG1113	Composition I	3
BIOL2063 and BIOL2061	Anatomy & Physiology I and Anatomy & Physiology I Lab	4
CHEM 1064*	General Chemistry for Nurses	4
MIS1003+	Introduction to Computers	3
PSYC20003+	General Psychology	3
SOC2003*	Social Problems	3
SPRING SEMESTER		14-17
BI2234	Microbiology	4
BIOL2073 and BIOL2071	Anatomy & Physiology II and Anatomy & Physiology II Lab	4
ENGL1123	Composition II	3
MATH1023*	College Algebra	3
SO2313+	Developmental Psychology	3
TOTAL HOURS REQUIRED:		27-31

* Course required only for transfer to Southern Arkansas University.

+ Course required only for transfer to University of Arkansas at Monticello.

LAW ENFORCEMENT

Law Enforcement Emphasis Associate of Professional Studies (Pre-Certification Required)

Arkansas Law Enforcement Training Academy (ALETA) graduates who receive the Technical Certificate in Law Enforcement can continue their college education by completing required hours through SAU Tech's Associate of Professional Studies (A.P.S.) degree. The focus area includes 28 credit hours in law enforcement and 32 hours in General Education (Internet available).

FOCUS AREA REQUIREMENTS		CREDIT HOURS
		28
LE1001	Juvenile Justice	1
LE1004	Criminal Investigation	4
LE1011	Domestic Violence	1
LE1013	Criminal Law	3
LE1014	Firearms Training	4
LE1021	Criminal Code/AR	1
LE1022	Emergency Vehicle Operations	2
LE1023	Criminal Evidence & Procedures	3
LE1033	Introduction to Criminal Justice	3
LE1043	Police Administration	3
LE1053	Physical Training	3
FIRST SEMESTER		16
BSCI1013 and BSCI1011	The Biological Sciences and The Biological Sciences Lab	4
ENG1113	Composition I	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Gvt National	3
MATH 1063	College Math	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
ENGL1123	Composition II	3
HIST2083	History of Arkansas	3
MIS1003	Introduction to Computers	3
PHIL2403	Introduction to Philosophy	3
PHSC2023 and PHSC2021	Physical Sciences and Physical Sciences Lab	4
TOTAL HOURS REQUIRED:		60

Law Enforcement Technical Certificate (Pre-Certification Required)

Arkansas Law Enforcement Training Academy (ALETA) students may earn this certificate through concurrent enrollment with SAU Tech. This certificate folds into the Associate of Professional Studies (A.P.S.) degree: Law Enforcement Emphasis.

		CREDIT HOURS
LE1001	Juvenile Justice	1
LE1004	Criminal Investigation	4
LE1011	Domestic Violence	1
LE1013	Criminal Law	3
LE1014	Firearms Training	4
LE1021	Criminal Code/AR	1
LE1022	Emergency Vehicle Operations	2
LE1023	Criminal Evidence & Procedures	3
LE1033	Introduction to Criminal Justice	3
LE1043	Police Administration	3
LE1053	Physical Training	3
TOTAL HOURS REQUIRED:		28

MULTIMEDIA TECHNOLOGY

Film & Video Production Emphasis

Associate of Applied Science (A.A.S.) Degree

The Multimedia Technology **Film & Video Production Emphasis** program of study is designed to provide a strong hands-on and applications-based technology curriculum. Graduates of Film & Video Production are prepared for careers in crew positions in all areas of film production including camera, art, grip, electric, audio, hair/makeup, locations, and AD departments. Camera operators, video editors, production assistants, audio technicians, and social media managers are common careers in the television industry.

		CREDIT HOURS
FIRST SEMESTER		15
MM1003	Introduction to Multimedia	3
MM1033	Introduction to 3D Modeling	3
MM1133	Digital Image Making	3
MM1203	Field Production and Editing	3
MM1323	Film & TV Audio Production	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MM1303	Video Production I	3
MM2133	Advanced Digital Image Making	3
MM2423	Digital Editing	3
MM2613	After Effects	3
THIRD SEMESTER		15
CO2213	Technical Writing	3
MATH1003	Technical Math	3
MM1213	Graphic Design I	3
MM2023	Video Production II	3
MM2093	Gripology	3
FOURTH SEMESTER		15
MM1113	Digital Illustration	3
MM1233	Graphic Design II	3
MM2913	F&V Career Prep	3
MM1173 or MM1183 or MM2043	3D Modeling II or C++ Games or Advanced Web Design & Dev	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Multimedia Film & Video Production Technical Certificate

		CREDIT HOURS
FIRST SEMESTER		15
MM1003	Introduction to Multimedia	3
MM1033	Introduction to 3D Modeling	3
MM1133	Digital Image Making	3
MM1203	Field Production and Editing	3
MM1323	Film & TV Audio Production	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MM1303	Video Production I	3
MM2133	Advanced Digital Image Making	3
MM2423	Digital Editing	3
MM2613	After Effects	3
TOTAL HOURS REQUIRED:		30

Graphic Design Emphasis

Associate of Applied Science (A.A.S.) Degree

For those who complete the Multimedia Technology program with a **Graphic Design Emphasis** there are many new, exciting possibilities and opportunities for the future. The Multimedia Graphics career opportunities are diverse. Computer graphic artist, graphic designer, production artist, illustrator, web page designer, interface designer and desktop publisher are some of the occupational fields available to graduates of this program.

	CREDIT HOURS
FIRST SEMESTER	15
MM1003	3
MM1033	3
MM1133	3
MM1153	3
MM1213	3
SECOND SEMESTER	15
ENG1113	3
MM1113	3
MM2133	3
MM1233	3
MM2423	3
THIRD SEMESTER	15
CO2213	3
MATH1003	3
MM2053	3
MM2413	3
MM2513	3
FOURTH SEMESTER	15
MM1173	3
MM2613	3
MM2923	3
MM1183 or MM2203	3
GEOG2003 or PSYC2003 or SOC2003	3
TOTAL HOURS REQUIRED:	60

Multimedia Graphics Technology Technical Certificate

	CREDIT HOURS
FIRST SEMESTER	15
MM1003	3
MM1033	3
MM1133	3
MM1153	3
MM1213	3
SECOND SEMESTER	15
ENG1113	3
MM1113	3
MM2133	3
MM1233	3
MM2423	3
TOTAL HOURS REQUIRED:	30

Simulation & Game Design Emphasis

Associate of Applied Science (A.A.S.) Degree

Graduates in the Multimedia Technology Simulation & Game Design Emphasis will have the practical knowledge to enter the major animation fields of today's marketplace. This includes the video game industry, the emerging fields of 3D simulation (medical, architecture, etc.), and the film industry. Some of the industry relevant skills taught in this emphasis are: animation, environmental creation, programming, simulation, web development, game mechanics, and story crafting for games. The skills and knowledge demanded by the job market are provided to students through a strong applications-based technology curriculum.

		CREDIT HOURS
FIRST SEMESTER		15
MM1003	Introduction to Multimedia	3
MM1033	Introduction to 3D Modeling	3
MM1133	Digital Image Making	3
MM1153	Web Design & Development	3
MM1213	Graphic Design I	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MM1173	3D Modeling II	3
MM1183	C++ for Games	3
MM2043	Advanced Web Design & Development	3
MM2133	Advanced Digital Image Making	3
THIRD SEMESTER		15
CO2213	Technical Writing	3
MATH1003	Technical Math	3
MM2173	3D Modeling III	3
MM2183	Int to Game Mcehanics	3
MM2193	Game Engine Developmenet	3
FOURTH SEMESTER		15
MM1113	Digital Illustration	3
MM2203	Story Writing for Games	3
MM2213	Video Game and Animation Career Prep	3
MM1233 or MM2613	Graphic Design II or After Effects	3
GEOG2003 or PSYC2003 or SOC2003	Intro to Geography or General Psychology or Intro to Sociology	3
TOTAL HOURS REQUIRED:		60

Multimedia Simulation & Game Design

Technical Certificate

		CREDIT HOURS
FIRST SEMESTER		15
MM1003	Introduction to Multimedia	3
MM1033	Introduction to 3D Modeling	3
MM1133	Digital Image Making	3
MM1153	Web Design & Development	3
MM1213	Graphic Design I	3
SECOND SEMESTER		15
ENG1113	Composition I	3
MM1173	3D Modeling II	3
MM1183	C++ for Games	3
MM2043	Advanced Web Design & Development	3
MM2133	Advanced Digital Image Making	3
TOTAL HOURS REQUIRED:		30

NURSING ASSISANT

Nursing Assistant Certificate of Proficiency

		CREDIT HOURS
NA1207	Nursing Assistant	7
TOTAL HOURS REQUIRED:		7

OFFICE MANAGEMENT & MEDICAL OFFICE ADMINISTRATION

Office Management

Associate of Applied Science (A.A.S.) Degree

Students develop computer and office skills to prepare for jobs in today's automated offices. Upon completion of the program, students will be able to operate a microcomputer and use word processing, database, spreadsheet, and desktop publishing software. Communication skills, workplace mathematics, and accounting techniques are also emphasized.

		CREDIT HOURS
FIRST SEMESTER		15
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
PSYC2003	General Psychology	3
SECOND SEMESTER		15
CS2223	Electronic Spreadsheet	3
ECON1003	The American Enterprise System	3
MATH1063	College Math	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
THIRD SEMESTER		15
ACCT2003	Principles of Accounting I	3
BA1103	Personal Finance	3
BA2223	Business Communications	3
CS2043	Business Graphics	3
OS2153	Transcription	3
FOURTH SEMESTER		15
ACCT2103 or BA2023	Principles of Accounting II or Intro to Management	3
BA2003	Internship	3
GBUS2003	Legal Environment of Business	3
OS1113	Records & Database Management	3
OS2113	Capstone Project	3
TOTAL HOURS REQUIRED:		60

Office Software Specialist

Technical Certificate

A focused study of current business-oriented microcomputer software. Upon completion of the program, students will be able to operate a microcomputer to perform word processing, database, spreadsheet, and desktop publishing tasks. All courses in this curriculum apply towards an Associate of Applied Science (A.A.S.) degree in Office Management.

		CREDIT HOURS
FIRST SEMESTER		15
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
PSYC2003	General Psychology	3
SECOND SEMESTER		15
CS2223	Electronic Spreadsheet	3
ECON1003	The American Enterprise System	3
MATH1063	College Math	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
TOTAL HOURS REQUIRED:		30

Office Management

Medical Office Administration Emphasis

Associate of Applied Science (A.A.S.) Degree

The Medical Office Administration program offers specialized administrative and clinical skills which are required to coordinate office functions in a healthcare setting. Graduates who opt to take Medical Assisting are prepared to take the Certified Medical Administrative Specialist (CMAS) and the Registered Medical Assistant (RMA) national certification examinations. Graduates who opt to take Medical Coding II are prepared to take the Certified Professional Coders (CPC) national certification examination through the American Academy of Professional Coders. Graduates who opt to take Medical Billing are prepared to take the Certified Medical Billing Specialist (CMBS) national certification examination through the Medical Billing Association. Graduates are prepared for positions such as medical coding associates, medical office administrators, medical assistants, medical billing specialists, and medical language specialists.

		CREDIT HOURS
FIRST SEMESTER		15
AH1143	Medical Terminology	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
SECOND SEMESTER		15
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS1163	Medical Office Administration	3
OS2023	Basic Pharmacology	3
OS2103	Human Resource Management	3
THIRD SEMESTER		15
BA2223	Business Communications	3
OS1013	Essentials of Anatomy & Physiology	3
OS2303	Electronic Health Records	3
OS2043	Medical Coding I	3
OS2063	Medical Assisting	3
FOURTH SEMESTER		15
BA2003	Internship	3
OS1113	Records & Database Management	3
OS2123	Medical Billing	3
OS2143	Medical Coding II	3
PSYC2003	General Psychology	3
TOTAL HOURS REQUIRED:		60

Medical Office Administration

Technical Certificate

The Medical Administration technical certificate prepares students for entry-level medical office positions, such as receptionist and office clerks. All courses in this curriculum apply towards an Associate of Applied Science (A.A.S.) degree in Medical Office Administration.

		CREDIT HOURS
FIRST SEMESTER		15
AH1143	Medical Terminology	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
SECOND SEMESTER		15
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS1163	Medical Office Administration	3
OS2023	Basic Pharmacology	3
OS2103	Human Resource Management	3
TOTAL HOURS REQUIRED:		30

**Medical Office Administration
Certificate of Proficiency**

		CREDIT HOURS
AH1143	Medical Terminology	3
MIS1003	Introduction to Computers	3
OS1163	Medical Office Administration	3
TOTAL HOURS REQUIRED:		9

**Health Science Technology
Certificate of Proficiency**

		CREDIT HOURS
AH1143	Medical Terminology	3
NA1003	Introduction to Medical Professions	3
NA1113	Medical Assistant	3
OS1013	Essentials of Anatomy & Physiology	3
TOTAL HOURS REQUIRED:		12

**Medical Office Administration-Medical Coding
Technical Certificate**

The Medical Coding technical certificate offers specialized training in the review of medical documents for the assignment of ICD-10-CM and CPT codes used for medical billing and insurance purposes. All courses in this curriculum apply towards an Associate of Applied Science (A.A.S.) degree in Medical Office Administration.

		CREDIT HOURS
FIRST SEMESTER		15
AH1143*	Medical Terminology	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1013*	Essentials of Anatomy & Physiology	3
OS2043*	Medical Coding I	3
SECOND SEMESTER		15
MATH1063	College Math	3
OS1163	Medical Office Administration	3
OS2023*	Basic Pharmacology	3
OS2143*	Medical Coding II	3
OS2123*	Medical Billing	3
TOTAL HOURS REQUIRED:		30

*Offered online only

Office Management
Medical Transcription Emphasis
Associate of Applied Science (A.A.S.) Degree

		CREDIT HOURS
FIRST SEMESTER		15
AH1143	Medical Terminology	3
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
SECOND SEMESTER		15
CS2223	Electronic Spreadsheet	3
MATH1063	College Math	3
OS2003*	Medical Transcription I	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
THIRD SEMESTER		15
BA2223	Business Communications	3
BA1103	Personal Finance	3
OS1013*	Essentials of Anatomy & Physiology	3
OS2013*	Medical Transcription II	3
OS2303*	Electronic Health Records	3
FOURTH SEMESTER		15
BA2023	Intro to Management	3
ECON1003	The American Enterprise System	3
OS1113	Records & Database Management	3
OS2023*	Basic Pharmacology	3
OS__3	Office Management Elective	3
TOTAL HOURS REQUIRED:		60

*Offered online only

Medical Transcription
Certificate of Proficiency

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset and key the text into a personal computer using a word processing program. The Internet has grown to be a popular mode for transmitting documentation. Many transcriptionists receive dictation over the Internet and are able to quickly return transcribed documents to clients for approval. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files. The present job market projects a growing demand for medical transcriptionists.

		CREDIT HOURS
FALL SEMESTER		6
AH1143*	Medical Terminology	3
OS1013*	Essentials of Anatomy & Physiology	3
SPRING SEMESTER		6
OS2003*	Medical Transcription I	3
OS2023*	Basic Pharmacology	3
SUMMER SEMESTER		3
OS2013*	Medical Transcription II	3
TOTAL HOURS REQUIRED:		15

*Offered online only

PARAPROFESSIONAL EDUCATOR

Paraprofessional Educator (Early Childhood Education) Emphasis Associate of Professional Studies

		CREDIT HOURS
FIRST SEMESTER		15
ED1000*	CDA Lab	0
ED1303	Early Childhood Growth & Development	3
ED1313	Child Health, Safety & Nutrition	3
ED1323	Policies & Procedures	3
EDUC2003 and EDUC2001	Intro to Education & Field Exp I and Int Field Exp Lev I	4
MU1202	Fundamentals of Public School Music	2
SECOND SEMESTER		15
ENGL1113	Composition I	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Gvt National	3
MATH1063	College Math	3
SPCH1113	Principles of Speech	3
ED1223 or ED2113 or ED2143 or ED2343 or MATH2053 or MATH2063	Paraprofessional ECE or Prog & Curr Design or Dev & Method of Teach or Diverse Populations or Math for Teachers I or Math for Teachers II	3
THIRD SEMESTER		15
AT1052	Public School Art	2
ED1031	Childcare Orientation Training	1
ED2123	Organizational & Management for Vocational Education	3
ED2023	K-12 Educational Technology	3
ENGL1123	Composition II	3
HIST2083	History of Arkansas	3
FOURTH SEMESTER		15
IEC2003	Child Growth & Development	3
HS1403	Personal & Community Health	3
HS2413	First Aid & CPR	3
ED1223 or ED2113 or ED2143 or ED2343 or MATH2053 or MATH2063	Paraprofessional ECE or Prog & Curr Design or Dev & Method of Teach or Diverse Populations or Math for Teachers I or Math for Teachers II	3
ED1223 or ED2113 or ED2143 or ED2343 or MATH2053 or MATH2063	Paraprofessional ECE or Prog & Curr Design or Dev & Method of Teach or Diverse Populations or Math for Teachers I or Math for Teachers II	3
TOTAL HOURS REQUIRED:		60

Child Development Associate

Certificate of Proficiency

The SAU Tech Childhood Development Associate program is a 120-hour (clock hours) course of study. The Council for Early Childhood Professional Recognition headquartered in Washington, DC operates the CDA National Credential program. Focusing on the skills of early care and education professionals, the childcare staff, home visitors, and family childcare providers. The CDA program represents a national effort to credential qualified caregivers who work with children from birth through age five. These caregivers, CDAs, demonstrate their ability to nurture children's physical, social, emotional, and intellectual growth in a child development framework. Some are center-based caregivers, others are family childcare providers, and still others are home visitors. The assessment of student competency is the CDA credential. For more information about the SAU Tech CDA program, call 1.870.574.4548.

		CREDIT HOURS
ED1000*	CDA Lab	0
ED1303	Early Childhood Growth & Development	3
ED1313	Child Health, Safety & Nutrition	3
ED1323	Policies & Procedures	3
TOTAL HOURS REQUIRED:		60

*Not required in summer session.

PRACTICAL NURSING

Practical Nursing Technical Certificate

The Practical Nursing Program combines classroom instruction with skills lab, simulation lab, and clinical practicum experience. Students who successfully complete the program earn a technical certificate and are eligible to apply to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). A graduate who successfully passes this licensure will gain the title of Licensed Practical Nurse (LPN).

The Practical Nursing Program meets the requirements of and is approved by the Arkansas State Board of Nursing. The Practical Nursing Program is offered once per year and is 11 months in length.

Note: Practical nursing courses are not for open registration. Students must complete and submit a separate application to the Practical Nursing Program, must meet the admission requirements, must submit all required documentation, and must be selected for admission. Advanced standing is not recognized for this program of study.

Admission Requirements

Prior to the application deadline of March 1st each year, the candidate must:

1. Submit an application to and be accepted for admission by SAU Tech.
2. Submit to the Practical Nursing Program:
 - a. Diploma, GED and/or College Transcripts (see below)
 - *If applicant has not taken any college courses:* A copy of his/her high school diploma or GED. All students admitted into the Practical Nursing Program must have a high school diploma or a GED prior to the program start date. (Applicants still in high school must submit a copy of their current high school transcript with the Practical Nursing Program application to be considered for conditional admission then must also submit a copy of the diploma or GED upon graduation.)
 - *If applicant has taken college courses:* A copy of all college transcripts.
 - b. The Practical Nursing Program application found on the Allied Health Department's website at www.sautech.edu/academics/alliedHealth.aspx or in the Nursing Department.
 - c. *If applicant has previously been in a Practical Nursing Program other than at SAU Tech:* A letter of recommendation and good standing from the previous nursing program's director. *This is NOT required if the applicant has previously been in a Registered Nursing Program or has never been in a nursing program before.*
3. Take the Practical Nursing Program's entrance exam, the Test of Essential Academic Skills (TEAS V). TEAS V test scores must be within two years prior to application deadline.
 - a. The TEAS V is given through the Testing Center and a fee is charged.
 - b. The testing dates, fee, registration instructions, guidelines, and general information are located on SAU Tech Testing Center's website. (www.edu/studentResources/testingCenter.aspx) and on the Allied Health website.
 - c. The TEAS V is an online computerized test and takes approximately 3-1/2 hours to complete.
 - d. The TEAS V includes, but is not limited to, reading comprehension, mathematics, science reasoning, and English and language usage.
 - e. The TEAS V may only be taken twice per application period. The highest adjusted individual score from each section on either attempt is accepted. The applicant's score on this exam is used to determine not only eligibility for admission into the program but also for ranking the candidates during the selection process. *Applicants scoring below 50 on the English, reading or math sections and below 30 on the science section are advised to study then repeat the exam prior to the application deadline.*
 - f. For more information, contact the SAU Testing Center at 87.574.4486
 - g. For more information on the TEAS V or for study resources, go to <http://www.atitesting.com>. Study guides are also available in the SAU Tech Learning Resource Center.

Application & Admission General Information

1. Applicants who speak English as his/her second language must successfully pass an English proficiency exam prior to admission.
2. Applicants must have a minimum of a 2.00 cumulative GPA in high school or college courses.
3. Applicants will be selected using a score system that is based on the TEAS score, college coursework, and medical certification.

Applicants Selected Admission into the Practical Nursing Program:

1. Will receive an acceptance letter with further instructions for admission requirements such as immunization records, evidence of recent successful completion of the American Heart Association's Healthcare Provider level CPR course, a criminal background check, a drug screen, and other information as needed. Random drug screens may be performed during the program.
2. Will be required to sign a statement, before beginning the nursing program, that states they have read and understand ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. The Arkansas State Board of Nursing (ARSBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ARSBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the *Arkansas State Board of Nursing Nurse Practice Act and Rules*. Students can access the information at <http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx>. Applicants who have pleaded guilty, nolo contendere or been found guilty of any of these specific offenses may not be eligible to take the licensure exam so are, therefore, not accepted by some of the required clinical facilities and are not eligible for entry into the Practical Nursing Program.

		CREDIT HOURS
EXTENDED SUMMER TERM		11
PN1023	Basic Nursing Concepts I	3
PN1122	Nursing Anatomy & Physiology	2
PN1222	Pharmacology I	2
PN1403	Clinical Practicum I	3
PN1411	Strategies of Success I	2
FALL SEMESTER		17
PN2024	Basic Nursing Concepts II	4
PN2204	Nursing of Adults I	4
PN2232	Pharmacology II	2
PN2021	Mental Health	1
PN2415	Clinical Practicum II	5
PN2411	Strategies of Success II	1
SPRING SEMESTER		17
PN2234	Nursing of Mothers, Infants & Children	4
PN2214	Nursing of Adults II	4
PN2242	Pharmacology III	2
PN2425	Clinical Practicum III	5
PN2412	Strategies of Success III	2
TOTAL HOURS REQUIRED:		45

PRODUCTION TECHNICIAN

Production Technician Technical Certificate

REQUIREMENTS		CREDIT HOURS
CPT1003	Safety	3
CPT1023	Quality Practices and Measurement	3
CPT1043	Manufacturing Processes & Production	3
CPT1063	Maintenance Awareness	3
ENGL1113	Composition I	3
MATH1003	Technical Math	3
_____ 3/4	Technical Elective	3/4
_____ 3/4	Technical Elective	3/4
TOTAL HOURS REQUIRED:		24

Production Technician Certificate of Proficiency

REQUIREMENTS		CREDIT HOURS
CPT1003	Safety	3
CPT1023	Quality Practices and Measurement	3
CPT1043	Manufacturing Processes & Production	3
CPT1063	Maintenance Awareness	3
TOTAL HOURS REQUIRED:		24

ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE

The Associate of Professional Studies (A.P.S.) degree provides a pathway toward an associate degree for students in professional certificate programs of study at SAU Tech. The curriculum provides students with a broad-based educational foundation of general education core requirements, related professional and technical coursework, and a focused area of study. The Professional Studies degree focuses on professional and technical career areas and presents the student with an associate degree which allows some latitude in selection of courses in areas of interest. This degree may also assist persons in the workforce in their efforts toward job progression and career advancement. The student should work with their advisor in planning the completion of this degree and, should they desire the pursuit of a baccalaureate degree, with the four-year institution to which they may plan to transfer.

GENERAL EDUCATION		CREDIT HOURS
ENG1113	Composition I	3
ENGL1123	Composition II	3
HIST2013 or HIST2023 or PSCI2003	U.S. History I or U.S. History II or American Govt National	3
MATH1023 or MATH1063	College Algebra or College Math	3
MIS1003	Introduction to Computers or Other Computer Science Course	3
SPCH1113	Principles of Speech	3
PROFESSIONAL CORE		16
GENERAL, PROFESSIONAL, AND/OR TECHNICAL ELECTIVES		26
TOTAL HOURS REQUIRED:		60

Notes:

1. Courses in the Professional Core must be from a single professional certificate area Mechanical Maintenance, Multimedia Technology, etc.
2. Students will be assigned an advisor to assist in selection of electives.
3. Portfolio development course must be taken in order for credit to awarded from selected work experience, business & industry or other Credit for Prior Learning under electives.
4. A minimum of 15 credit hours must be in residency at SAU Tech.

WILDLIFE & FISERIES

Wildlife & Fisheries Emphasis

Associate of Professional Studies

Arkansas Game and Fish Enforcement Training graduates who receive the Technical Certificate in Wildlife & Fisheries Emphasis can continue their college education by completing required hours through SAU Tech's Associate of Professional Studies (A.P.S.) degree. The focus area includes 26 credit hours in law enforcement and 34 hours in General Education (Internet available).

		CREDIT HOURS
FOCUS AREA REQUIREMENTS		26
WF1003	Standards, Policies & Procedures	3
WF1012	GPS, GIS & Navigation	2
WF1013	Firearms	3
WF1033	Criminal Code & Procedures	3
WF1043	Domestic Violence & Diversity	3
WF1053	Boating & Hunter Awareness	3
WF1063	Patrol & Observation	3
WF1073	Vehicle Operations & Procedures	3
WF1093	Physical Training	3
FIRST SEMESTER		15
ENG1113	Composition I	3
HIST2013 or HIST2023	U.S. History I or U.S. History II	3
MATH 1063	College Math	3
PSYC2003	General Psychology	3
SPCH1113	Principles of Speech	3
SECOND SEMESTER		16
BSCI1013 and BSCI1011 or PHSC2023 and PHSC2021	The Biological Sciences and The Biological Sciences Lab or Physical Sciences and Physical Sciences Lab	4
HIST2083	History of Arkansas	3
MIS1003	Introduction to Computers	3
PHIL2403	Introduction to Philosophy	3
PSCI2003	American Government National	3
OTHER		3
WF2213	Technical Writing	3
TOTAL HOURS REQUIRED:		60

Wildlife & Fisheries Enforcement

Technical Certificate

Arkansas Game and Fish Enforcement Training students may earn this certificate through concurrent enrollment with SAU Tech. This certificate folds into the Associate of Professional Studies (A.P.S.): Fish & Wildlife Emphasis degree.

		CREDIT HOURS
WF1003	Standards, Policies & Procedures	3
WF1012	GPS, GIS & Navigation	2
WF1013	Firearms	3
WF1033	Criminal Code & Procedures	3
WF1043	Domestic Violence & Diversity	3
WF1053	Boating & Hunter Awareness	3
WF1063	Patrol & Observation	3
WF1073	Vehicle Operations & Procedures	3
WF1093	Physical Training	3
TOTAL HOURS REQUIRED:		26

WELDING ACADEMY

Welding

Technical Certificate

The SAU Tech Welding Academy provides high quality/high tech welding training in a nine-month program at the Magnolia Business and Industry Training Center located in Magnolia, Arkansas. The advanced nature of the coursework is intended for students with prior welding experience and/or coursework. The training is available for students who pass an entrance welding skills exam. Welding Academy training meets National Center for Construction Education and Research (NCCER) and American Welding Society (AWS) standards and students will earn certifications upon successful completion. Processes include SMAW (stick), MIG (wire), and TIG (tungsten) welding on plate and pipe of various materials including carbon steel, aluminum, and stainless steel. Those interested should contact the Welding Academy Director at 1.870.234.7234 for applicant testing information.

		CREDIT HOURS
FIRST SEMESTER		15
WA1005	Welding Processes	5
WA1015	Structural Welding	5
WA1025	Pipe Welding	5
SECOND SEMESTER		15
WA2005	Pipe Welding II	5
WA2015	Hi Freq Tig & Pipeline Welding	5
WA2025	Capstone	5
TOTAL HOURS REQUIRED:		30

SPECIAL COLLEGE PROGRAMS

ADULT EDUCATION

SAU Tech's Adult Education programs for Calhoun, Columbia, Dallas and Ouachita Counties offer individualized instruction for those seeking to pass the General Educational Development Test (GED) and for those who have a high school diploma but are seeking to improve their academic skills to prepare for college; pass the ACT, ASSET or COMPASS, ASVAB; or increase academic skills for personal reasons. The Adult Education Programs also provide job readiness training (soft skills) and employability skills such as Career Readiness Certificate (CRC) and WAGE. Additional services include Distance Learning, Summer Bridge Program for students entering college, Accelerating Opportunity Learning, Alternative Sentencing, Literacy-learn to read, and English as a Second Language (ESL). All classes are FREE. Classes are held at central Adult Education sites located in the following locations: Ouachita County, 237 Jackson Street, Camden, Arkansas 71701, 1.870.837.4001; Calhoun County, Hampton High School Classroom 102, Hampton, AR 71744, 1.870.837.4001; Colombia County, 104 Harvey Couch Blvd., Magnolia, Arkansas 71753, 1.870.234.6064; and Dallas County, 1111 West 3rd Street, Fordyce, Arkansas 71742, 1.870.352.5061. For information on classes held in other communities and locations, contact the Director of Adult Education at 1.870.837.4001.

ARKANSAS ENVIRONMENTAL TRAINING ACADEMY

The Arkansas Environmental Training Academy (AETA) is a training division of SAU Tech. The Academy is the designated Environmental Training Center for the State of Arkansas. The Academy's mission is to provide training that leads to sustainable employment in the fields of public health, worker safety, water treatment, wastewater treatment, backflow prevention, and solid waste management. Students utilizing the Academy's training receive the skills necessary to protect the state's natural resources, environment, and ensure the public health and welfare of the citizens of Arkansas.

The Academy provides quality training and educational programs to aid the management and operating staff of municipal and industrial facilities in meeting state and federal licensing and certification requirements. Within its resources, the Academy accomplishes its mission through comprehensive certificate and continuing education programs, statewide technical assistance programs, administrative and student services, and professional development for faculty and staff. The Academy provides training on the SAU Tech campus, at training locations statewide, and by Internet delivery. The Academy is comprised of five divisions:

1. Water – AETA Water training is tied directly to the Arkansas Department of Health Engineering Water Operator Licensing Program. The Academy teaches three levels of Water Treatment (Basic, Intermediate, Advanced), three levels of Water Distribution (Basic, Intermediate, Advanced), and two levels of Water Math (Basic, Applied).
2. Wastewater – AETA Wastewater training is tied directly to the Arkansas Department of Environmental Quality Wastewater Operator Licensing Program. The Academy teaches three levels of Municipal Wastewater Treatment (Class I, II, III) and two levels of Industrial Wastewater Treatment (Basic, Advanced).
3. Solid Waste – AETA Solid Waste training is tied directly to the Arkansas Department of Environmental Quality Solid Waste Operator Licensing Program. The Academy teaches four levels of Solid Waste Management (Apprentice, Journeyman, Master, Annual Six-Hour Updates).
4. Backflow – AETA Backflow training is tied to the Arkansas Department of Health Protective Health Codes (Plumbing) and Engineering Divisions. The Academy teaches four backflow certification courses (Backflow Prevention Assembly Tester, Backflow Prevention Assembly Repair, Backflow Prevention Assembly Tester Recertification, Cross-Connection Control Specialists).
5. Environmental Health & Safety – The AETA provides environmental health & safety training for municipalities and industries statewide. AETA staff is authorized to provide training by OSHA, US DOT, the Hazardous Materials and Training Research Institute, and is a member of the national Partnership for Environmental Technology Education and the Community College Consortium for Health & Safety Training.

ARKANSAS FIRE TRAINING ACADEMY

The Arkansas Fire Training Academy is a training division of SAU Tech. The Academy was created by the Arkansas Legislature and is the official fire training agency for municipal and volunteer firefighters in the state of Arkansas. It provides municipal, volunteer and industrial fire and emergency training to first responders in the state. Coursework can tie into the Fire and Emergency Response and the Emergency Medical Services Associate of Applied Science (A.A.S.) degree. The Academy programs are recognized by agencies nationwide and internationally. The Academy is:

1. Responsible for the Arkansas Fire Incident Reporting System affiliated with the National Fire Incident Reporting System. All fire departments are mandated to report all responses and fires under this system. Each year more departments get on line to report,
2. A member of the International Fire Service Accreditation Congress (IFSAC), National Fire Protection Association (NFPA), Southern Building Code Congress (SBCC), a 20-year sustaining member of the International Association of Fire Chiefs (IAFC), and the Alliance for Fire and Emergency Management. Memberships are maintained in all national agencies contributing to fire and emergency response training,
3. A partner with the State Fire Marshal's Office, Arkansas Department of Health & Human Services, State Office of Emergency Services, Federal Emergency Management Agency, National Fire Academy, Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and other recognized state and national mandating agencies, and
4. The state distribution center for the International Fire Service Training Association (IFSTA) training manuals. The Fire Academy Bookstore stocks and distributes IFSTA manuals at or below list price to all fire departments in the state. For more information about the Fire Academy, call 1.870.574.1521 or come by the main campus at SAU Tech.

CAREER PATHWAYS INITIATIVE

The Career Pathways Initiative serves as a new educational program designed specifically for low-income parents who have children under 21 living with them. Other requirements state that qualifiers must be a current or former TEA recipient or be receiving Food Stamps, Medicaid or ARKids or have earnings that fall below the 250% federal poverty level guidelines. Benefits of the program may include Adult Education classes, employability skills classes, certifications, associate degrees, childcare assistance, transportation assistance, career counseling, tutoring services, tuition assistance, book loans, and career placement opportunities. For more information about Career Pathways Initiative services, call 1.870.574.4704 or 1.870.574.4707.

CENTER FOR ONLINE LEARNING

The mission of SAU Tech's Center for Online Learning is to provide asynchronous educational opportunities for students, and to provide personnel, equipment, and support resources to faculty teaching online and students taking online courses. Classes offered via the Internet can be taken without ever setting foot on the campus. Students need only have an up-to-date computer. The asynchronous delivery of college courses especially fits the busy schedules of people today who find it difficult to set aside time to attend classes on-site. For additional information regarding SAU Tech's Internet courses, call 1.870.574.4453 or 1.870.574.4586. You can also e-mail to wblmg@sautech.edu.

CHARLES O. ROSS CENTER

The Charles O. Ross Center has been to the Camden area the civic/community center it lacks. It has been the site of many community events, banquet, reunions, receptions and business/industry seminars and dinners. Anyone interested in renting the facility should call 1.870.574.4488.

COMMUNITY EDUCATION

Community Education courses provide a large selection of personal development opportunities for adults and children in a variety of areas such as arts & crafts, photography, fitness & health, cooking, music & dance, and computer skills among many others. Community Education courses are offered at the Charles O. Ross Center and the Uptown Center in Camden, and in Hampton, Stephens, Bearden, Fordyce, and other surrounding communities.

CONCURRENT CREDIT

Concurrent Credit Program – Concurrent enrollment allows qualified ninth through twelfth grade high school students the opportunity to take college-level courses while still in high school. Credit is earned at both the high school and SAU Tech. If you are a high school student, you may enroll in college courses if you meet the admission requirements and other conditions. The Concurrent Credit program is NACEP accredited and designed to enrich the educational opportunities of pre-college students and provide a challenging college-level experience in both General Education coursework and career technical pathways. Concurrent credit is a cooperative partnership program between participating high schools and SAU Tech with approved high school teachers or SAU Tech faculty teaching college-credit courses. The course materials, assignments, and grading standards used in the courses meet the same standards as regular SAU Tech courses.

By following the appropriate technical program pathway available in their school or career center, a student may earn a Certificate of Proficiency in one of the following areas: Multimedia Broadcasting; Nursing Assistant; Automotive Service Technology; Welding Technology; Aviation; Beginning Hair Design; Construction Technology; Computer Engineering; Medical Professions; Pre-Engineering CADD.

High school students are subject to all other SAU Tech regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in SAU Tech's catalog and student handbook. For more information, contact the Department of Workforce & Community Education at 1.870.574.4480

Dual Enrollment Program – The Dual Enrollment program allows high school students to enroll in any regularly scheduled SAU Tech course on the college campus. Credit is earned at SAU Tech, and most credit is transferable to other colleges and universities. Students can attend during fall, spring, or summer semesters. For information, contact the Department of Workforce & Community Education at 1.870.574.4480

High School Services Provided to Public Schools – High school services provided to public schools are:

1. Credit Recovery is a computer based tutorial program utilizing the A+ Learning System. This program allows students in grades 9-12 to recover academic credits failed during the year.
2. Summer Camps enrolls students from all grades in several different educational enrichment programs for a month during the summer.
3. Career Coach supports and assists high school students in 21 of Arkansas's most economically challenged counties. Career Coach support and assists area public high school students to gain college credit.
1. College & Career Readiness Planning Program provides ACT and Compass training to area high schools (Bearden, Harmony Grove, Camden Fairview, Hampton, and Fordyce) to assist disadvantaged students.

SAU TECH CAREER ACADEMY

SAU Tech's Career Academy works with local high schools to offer high school students the opportunity to get a head start on a career. High school students can enroll in career/technical classes that will count toward high school graduation and may receive college credit toward an associate degree or technical certificate. Program areas offered at the Career Academy are: Automotive Service Technology, Computer Engineering Technology, Cosmetology, Medical Professions, Radio/Television, and Welding. Enrollment for these classes is made through the respective high school that students attend.

The SkillsUSA Program is an integral part of the Career Academy as its benefits are embedded within each program area framework. SkillsUSA offers opportunity for students to compete at a State and National level. It is SAU Tech's goal to offer an array of program areas to assist students with various interests in continuing their education. FAQ can be addressed by contacting the Career Academy at 1.870.574.4487. The Career Academy is located on the main campus of SAU Tech at 14344 King Road, Camden, Arkansas 71701.

WORKFORCE TRAINING

Workforce training programs provide a focal point for workforce training in SAU Tech's four county service area which includes Calhoun, Columbia, Dallas, and Ouachita counties. Activities include but are not limited to:

1. Developing and providing quality training through special tailored training programs that meet workforce specific needs, at a cost that is fair and reasonable utilizing training grants,
2. Providing on-site training, and on-campus training, at the times specified by the business and industry to meet the employee's specific needs,
3. Assisting the industry in facilitating required training programs to meet ISO9000/QS9000 productivity objectives, and
4. Providing training to business and industry that will show a return on their investment and an economic return to the community.

For more information on services available through Workforce Training, call 1.870.574.4769.

COURSE DESCRIPTIONS

COURSE CLASSIFICATION SYSTEM

Courses are identified by two to four letters and a four-digit number. The letters are an abbreviation of the discipline (CS=Computer Science, GBUS=General Business); the numbers are a unique identifier for courses within the discipline. The first number in the course designates the level of the course (1=freshman level; 2=sophomore level). The second two numbers are used for sequencing purposes (i.e., Composition I and Composition II). The last number of the course number specifies the number of college credits awarded for the course.

The course descriptions in this section are shown with the course number and course name. At the end of the description, any required prerequisites are shown.

SAU Tech reserves the right to withdraw courses for which adequate enrollment cannot be maintained or to make reasonable substitutions for courses on degree plans.

ALLIED HEALTH

AH 1143. Medical Terminology. This course provides a study of medical terminology related to healthcare professionals, including word structure and formation. Medical terms, their abbreviations, their meanings, and appropriate spellings are studied. Also studied will be the language of all body systems as well as medical tests and specific specialties.

PN 1023. Basic Nursing Concepts I. This course introduces basic nursing concepts and skills required of the entry-level licensed practical nurse in caring for clients of various ages, cultures, ethnicities, and religions. The emphasis of this course is on the preparation of the nursing student for the provision of safe, effective, competent and holistic nursing care using practice standards and infection control techniques to promote, maintain and/or restore health of the client. Medical terminology content is incorporated in the course.

PN 1122. Nursing Anatomy & Physiology. This course introduces the practical nursing student to basic normal structure and function of the body systems and basic physiological mechanisms that maintain and/or restore homeostasis.

PN 1222. Pharmacology I. This course provides the content necessary to prepare the practical nursing student to accurately, efficiently and safely prepare and administer medications to clients of all age groups. This course includes a brief review of basic math, conversion between the metric, apothecary and household systems of measurement and instruction in medication dosage calculation. Performance of skills will be evaluated in the nursing lab to determine readiness for medication administration in clinical facilities.

PN 1403. Clinical Practicum I. This course teaches the nursing student how to apply the theory and skills learned in the classroom to competent performance in the nursing lab using proper, effective and safe techniques. Performance of skills will be evaluated in the nursing lab to determine readiness for client care in clinical facilities.

PN 1411. Strategies of Success I. This course introduces content that will aid the nursing student in academic success and retention in the Practical Nursing Program and on the NCLEX-PN. Content will include tips for beginning nursing students, test-taking strategies, techniques for learning and studying that are based upon various learner styles, methods for time management, organization and reduction of test anxiety, critical thinking as well as information to begin preparation for NCLEX-PN.

PN 2021. Mental Health. This course is designed to help the nursing student understand common mental health conditions, adaptive and maladaptive responses and behaviors, common treatments and methods of therapeutic nursing care of mental health clients of all ages. Material is included that promotes therapeutic communication, relationships, and environment for the care of the mental health client.

PN 2024. Basic Nursing Concepts II. This course builds on PN 1023 and completes the basic nursing concepts and skills required of the entry-level licensed practical nurse in caring for clients of various ages, cultures, ethnicities, and religions. The emphasis of this course is on the use of the nursing process and critical thinking in the safe, effective, competent and holistic provision of nursing care using practice standards and infection control techniques to promote, maintain and/or restore health of the client. Content taught in PN 1023 will be integrated and reinforced throughout this course. Legal and ethical issues common to nursing, nutrition, and leadership & management content is incorporated within this course.

PN 2204. Nursing of Adults I. This course includes the first portion of the study of common medical and surgical conditions of the adult body systems and the corresponding etiology, pathophysiology, preventative methods, symptoms, applicable diagnostic testing, and appropriate nursing interventions. Emphasis is placed on development and implementation of critical thinking in

complex situations using the nursing process in the provision of evidence-based nursing care to meet client needs and improve outcomes. This course includes geriatric content, including the emotional, lifestyle, developmental, and physical changes that occur with aging, health problems and disorders that are associated with the elderly and the physical and psychosocial care needed for the aging client. Geriatric content focuses on nursing care of the elderly for the prevention of illness and injury, restoration of health, promotion of comfort and the maintenance of dignity during the end-of-life stages.

PN 2214. Nursing of Adults II. This course includes the final portion of the study of common medical and surgical conditions of the adult body systems and the corresponding etiology, pathophysiology, preventative methods, symptoms, applicable diagnostic testing, and appropriate nursing interventions. Emphasis is placed on development and implementation of critical thinking in complex situations using the nursing process in the provision of evidence-based nursing care to meet client needs and improve outcomes. This course includes geriatric content, including the emotional, lifestyle, developmental, and physical changes that occur with aging, health problems and disorders that are associated with the elderly and the physical and psychosocial care needed for the aging client. Geriatric content focuses on nursing care of the elderly for the prevention of illness and injury, restoration of health, promotion of comfort and the maintenance of dignity during the end-of-life stages.

PN 2232. Pharmacology II. This course provides the first portion of content covering the study of commonly prescribed drugs and the practical nurse's responsibilities in administering medications, monitoring of the client, and evaluating the client's response to medications. Pharmacology content includes: therapeutic classifications; generic and trade names; actions; uses; side effects; adverse reactions; safe dosages; drug interactions; routes of administration; contraindications; relevant nursing implications; and patient teaching. This course also teaches intravenous therapy that is within the practical nurses' scope of practice.

PN 2234. Nursing of Mothers, Infants & Children. This course includes concepts and practical nursing skills related to reproduction, pregnancy, prenatal care, labor and delivery, the post-partum period, the infant, and the child. Common complications of pregnancy, labor and birth, and the postpartum period are studied. This course also covers normal growth and development and common illnesses and disorders of the infant, child and adolescent. Emphasis is on prevention and/or early detection of signs of illness and the provision and/or assistance with nursing care that meets the needs of the infant, child and adolescent. Students complete child maltreatment mandated reporter training required by Act 703 of 2007 (Arkansas Code Annotated §6-61-133) in this course.

PN 2242. Pharmacology III. This course provides the final portion of the content covering the study of common medically prescribed drugs and the practical nurse's responsibilities and care related to administration of medications, the monitoring of clients who are receiving medications and the evaluation of the client's response to medications. Content on medications includes: their therapeutic classifications; generic and trade names; actions; uses; side effects; adverse reactions; safe dosages; drug interactions; routes of administration; contraindications; relevant nursing implications; and patient teaching. Concepts from PN 2232, Pharmacology II, will be integrated and reinforced in this course.

PN 2411. Strategies of Success II. This course is a progression of PN 1411 and continues to focus on content that will aid the nursing student in academic success and retention in the Practical Nursing Program and on the NCLEX-PN. Content learned in PN 1411 will be integrated and reinforced throughout this course and more in-depth focus will be placed on preparation for the NCLEX-PN. This course also covers leadership, management, prioritization and delegation.

PN 2412. Strategies of Success III. This course is a continued progression of the PN 1411 and PN 2411 courses and continues to focus on content that will aid the nursing student in academic success and retention in the practical nursing program and on the NCLEX-PN. Content learned in PN 1411 and PN 2411 will be integrated and reinforced throughout this course. This course emphasizes preparation of the nursing student for success on the NCLEX-PN and entry into the field of practical nursing after graduation.

PN 2415. Clinical Practicum II. This course teaches the nursing student how to apply the theory and skills learned in the classroom to competent performance in the nursing lab using proper, effective and safe techniques. Concepts and skills learned in PN 1403 are integrated and reinforced in this course. Performance of skills will be evaluated in the nursing lab to determine readiness for client care in clinical facilities. This course also provides supervised and observational clinical experiences in various healthcare settings in the areas of fundamentals of nursing, nursing of adults, gerontological nursing, and mental health nursing.

PN 2425. Clinical Practicum III. This course teaches the nursing student how to apply the theory and skills learned in the classroom to competent performance in the nursing lab using proper, effective and safe techniques. Concepts and skills learned in PN 1403 and PN 2415 are integrated and reinforced in this course. This course also provides supervised and observational clinical experiences in various healthcare settings in the areas of nursing of adults, gerontological nursing, mental health nursing, pediatric nursing, maternal nursing, and infant nursing. Students apply leadership, management, delegation and prioritization concepts during team leading clinical assignments.

AVIATION MAINTENANCE

AM 1003. Fundamentals of Math & Physics. This course provides practical applications of aviation maintenance involving the use of mathematics, physics, and drawing. The mathematics applications include fundamental algebraic operations and solving questions of ratio, proportion, area, and volume. Physics studies include principles of simple machines, aircraft structures, and aerodynamics. Aircraft drawing covers interpretation of charts, graphs, schematics, and drawings, as well as how to sketch repairs as required by the FAA.

AM 1503. Aircraft Standards I. Students weigh aircraft, determine center of gravity, and calculate changes in weight and balance. Proper cleaning and corrosion control are vital to the life of an aircraft. Students are taught proper methods of cleaning, corrosion control, and precautions. This course also provides training for inspection and fabrication of both rigid and flexible fluid lines and fittings.

AM 1603. Aircraft Standards II. Here the student is taught aircraft ground operations such as moving or taxiing aircraft and routine service procedures. The course also provides information concerning aircraft maintenance publications, maintenance forms and records, and privileges and limitations of aviation maintenance technicians.

AM 1703. Basic Electricity. In this study students are shown methods of calculation and measuring inductance, capacitance, and electrical power. Measurements and relationships of voltage, current, and resistance are also shown, as well as an in-depth study of lead acid and nicad aircraft batteries. Interpretation of electrical circuit diagrams is given with practical aircraft electrical circuit applications.

AM 1803. Aircraft Science. This course contains an overview of non-destructive testing methods such as ultrasonic, magnetic particle, eddy current, and dye penetrant methods. Identification and selection of proper aircraft hardware and materials is covered, as well as hands on performance of precision measurements.

AM 2105. Aircraft Electricity. This is a study of electrical equipment installations, circuitry, motors, actuators and lighting with component inspection, maintenance, and testing in lab.

AM 2106. Aircraft Sheet Metal. This course focuses on the formation and repair of sheet metal. The course will cover bend allowance calculations and special techniques used in sheet metal work. Students will be given training in construction of sheet metal structures from plans and acceptable methods of repairs.

AM 2108. Reciprocating Engines. This is a very intensive study of design, construction, theory of operation, overhaul, and maintenance of the reciprocating engine. A very large amount of "hands on" training provides students with knowledge and skills needed for returning aircraft to service after inspection, service, and repair of this very common type of engine and the instrument systems associated with it.

AM 2203. Aircraft Fabric & Finish. The course will provide the students with training in airframe material inspections, corrosion removal and protection, and the inspection and application of finishing materials including touch-up, trim, and letters. This course is heavily weighted with hands on experience.

AM 2204. Aircraft Environment. Air-conditioning, cabin pressurization, and de-icing systems are a few of the systems that are covered in this course. These systems govern the conditions and environment under which the aircraft operate, contributing to the safety of flight. These systems must be given the attention that this course provides.

AM 2205. Inspection & Assembly. This course is designed to provide the student with both theoretical and practical experience in assembling aircraft structures and components. This includes both primary and secondary flight control surfaces. Students will be trained to confirm structural alignment conformity and perform airworthiness inspections in accordance with approved technical data.

AM 2206. Aircraft Fluid Power. This course encompasses hydraulic and pneumatic fluid power systems. Fluid pumps from simple vane pumps through variable displacement high-pressure piston pumps will be disassembled, studied, and assembled in accordance with manufacturer's service manuals. System components such as valves, regulators, and actuators will be studied in this course. Retractable landing gear systems operation and service are also taught in this course.

AM 2208. Turbine Engines. This course is critical to a thorough understanding of various types of gas turbine engines, including the turbojet, turboprop, turbo shaft, and turbofan engines. Students study design, construction, theory, overhaul, inspection and maintenance as related to this engine and the associated instrument systems, which are popular to corporate and commercial categories of airplanes and helicopters.

AM 2302. Propellers. Fixed pitch and constant speed propellers will be studied in this course. The student will gain experience working with governing systems for propellers. A portion of this course will be dedicated to the operation of rotor heads on rotor wing aircraft.

AM 2305. Powerplant Electrical & Ignition Systems. The electrical power portion of this course will cover starters, generators, alternators, electrical circuits and regulators that pertain to them. The student will learn to operate and troubleshoot these vital components on test equipment used in industry today. The ignition system portion of this course will include an in-depth study of magnetos. The student will disassemble, inspect, repair, time, and assemble aircraft magnetos to industry standards.

AM 2403. Powerplant Systems II. This course fills the need for detailed training as related to the lubrication, cooling and fire protection systems used with both the reciprocating and gas turbine engines. Training includes not only the mechanical aspects of the systems, but the specific lubricants and chemicals involved as well.

AM 2405. Powerplant Systems I. Herein the students gain useful skills and knowledge of inspection, service, and maintenance of various auxiliary systems that are vital to the support and operation of the reciprocating or turbine engine. These subsystems include the engine exhaust and reverser systems, as well as the induction, fuel metering, and supercharger systems.

BIBLICAL AND THEOLOGICAL STUDIES

BBL 1013. Old Testament Survey. A brief introduction to the history and message of the Old Testament. A general survey of the overall content of each book and certain significant themes stressing relevance to Christian living.

BBL 1013. New Testament Survey. An introduction to the history and message of the New Testament. The class provides an academic overview of each book, its context and significant themes, with challenges and applications to Christian faith and discipleship.

BIOLOGY

BI 2234. Microbiology w/Lab. [ACTS Course BIOL 2004]. The biology of bacteria, viruses, and microorganisms is studied. Laboratory work emphasizes sterile technique. Immunology and Biotechnology are discussed. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

BIOL 2003. Nutrition & Diet. The fundamental principles of human nutrition and diets; emphasizes normal nutrition as a basis for making diet adaptation in disease. Prerequisite: BIOL 2061 and BIOL 2063 or permission of instructor.

BIOL 2061. Anatomy & Physiology I Lab. [ACTS Course BIOL 2404]. To accompany BIOL 2063.

BIOL 2063. Anatomy & Physiology I. [ACTS Course BIOL 2404]. A detailed study of the structure and function of the human body with emphasis on the cellular structure and function, histology, and skeletal, muscular, and nervous systems. Internet students must have access to the Internet, a browser and Microsoft Word. Internet students will also be required to purchase (collect) supplies to be used for lab assignments. Prerequisite: Eligible for ENGL 1113. Co-requisite: BIOL 2061.

BIOL 2071. Anatomy & Physiology II Lab. [ACTS Course BIOL 2414]. To accompany BIOL 2073.

BIOL 2073. Anatomy & Physiology II. [ACTS Course BIOL 2414]. A continuation of BIOL 2063 Anatomy & Physiology I with emphasis on the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems. Internet students must have access to the internet, a browser and Microsoft Word. Internet students will also be required to purchase/collect supplies to be used for lab assignments. Prerequisite: BIOL 2063 or permission of instructor. Co-requisite: BIOL 2071.

BSCI 1011. The Biological Sciences Lab. [ACTS Course BIOL 1004]. To accompany BSCI 1013.

BSCI 1013. The Biological Sciences. [ACTS Course BIOL 1004]. A morphological, physiological, and taxonomic survey of the plant and animal kingdoms with emphasis on basic biological principles. Internet students must have access to the Internet, a browser and Microsoft Word. Internet students will also be required to purchase (collect) supplies to be used for lab assignments. Prerequisite: Eligible for ENGL 1113. Co-requisite: BSCI 1011.

BUSINESS ADMINISTRATION

ACCT 2003. Principles of Accounting I. [ACTS Course ACCT 2003]. A study of fundamental accounting theory and procedure for the sole proprietorship with emphasis on accounting for service business and merchandising business. Topics covered include financial statements, inventory systems, accounting systems design, special journals, cash, receivables and temporary investments, and notes receivable. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Excel and Microsoft Word. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

ACCT 2103. Principles of Accounting II. [ACTS Course ACCT 2103]. A continuation of ACCT 2003 with emphasis on accounting for partnerships and corporations. Topics covered include: inventory, depreciation, payroll, notes payable, stocks, bonds, investments, equity, international operations, job order cost systems, and process cost systems. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Excel and Microsoft Word. Prerequisite: ACCT 2003.

BA 1103. Personal Finance. This course focuses on the individual's role and financial responsibilities as a student, citizen, consumer, and active participant in the business world. It informs students of their various financial responsibilities. Co-Requisite: Transitional Math.

BA 2003. Internship. Students move from the interview process to ten hours per week work experience in their area of study. Classroom instruction and simulated projects are provided to strengthen student's skills and knowledge of business procedures. Prerequisite: Taken in student's last semester.

BA 2023. Introduction to Management. This course introduces the student to important aspects of successful managerial activities. It examines all levels of management, all types of organizations: profit firms, nonprofit organizations, and government agencies. Internet students must have access to the Internet, a browser and Microsoft Word. Prerequisite: Eligible for ENGL 1113.

BA 2223. Business Communications. [ACTS Course BUS 2013]. A course in the fundamentals of effective oral and written communication in the business setting. Theoretical applications will be utilized to develop the student's awareness of acceptable principles and techniques. These skills will then be implemented in the preparation of clear and concise examples of written and oral business communication. Prerequisite: ENGL 1113.

ECON 1003. The American Enterprise System. [ACTS Course BUS 1013]. An introductory course designed to present students with an overview of business activities and practices. Emphasis will be placed on building student's vocabulary and understanding of the capitalistic business enterprise system. Prerequisite: Eligible for ENGL 1113.

ECON 2103. Principles of Microeconomics. [ACTS Course ECON 2203]. A study of microeconomic analysis which involves a detailed consideration of specific economic units, such as individual firms and products. Topics covered include market structures, production cost, price and output, and international economics. Prerequisite: Eligible for ENGL 1113.

ECON 2203. Principles of Macroeconomics. [ACTS Course ECON 2103]. A study of macroeconomic analysis which deals primarily with the economy as a whole or with basic subdivisions within the economy, including government and business. Topics covered include gross domestic product, aggregate supply and demand, unemployment, inflation, fiscal and monetary policy, and business cycles. Internet students must have access to the Internet, a browser, and Microsoft Word. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

GBUS 2003. Legal Environment of Business. [ACTS Course BLAW 2003]. A study of contract law and its effects upon society, businesses, and individuals follow a history of law and the legal environment. Topics covered include consideration, capacity to contract, sales contracts, bailment, commercial paper, employer and employee relationships, landlord and tenant relationships, and wills and inheritances. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: Eligible for ENGL 1113.

GBUS 2013. Quantitative Analysis I. [ACTS Course BUS 2103; MATH 2103]. An introduction to applied statistics to include measures of central tendency, measures of dispersion, probability, sampling, estimation, and distribution. Internet students must have access to the Internet and a browser as well as a calculator. All students must have internet and e-mail access to complete assignments and tests through MyMathLab website. Prerequisite: MATH 1023 and eligible for Comp I.

CHEMISTRY

CHEM 1064. General Chemistry for Nursing w/Lab. [ACTS Course CHEM 1214]. An introductory, algebra-based, general chemistry course specifically designed for majors in health-related professions. Course includes nomenclature, atomic and molecular structure, bonding, and reactions. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

CHEM 1114. General Chemistry I. [ACTS Course CHEM 1004]. This is a general education survey course intended for non-science majors that introduces Chemistry as it applies to the real world. Includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Prerequisite: MATH 1023.

COMMUNICATION ARTS

CO 0143. Introduction to Language Arts. This course is designed to prepare students for college level critical thinking through reading and writing. Successful completion is necessary to qualify for Composition I; however, Introduction to Language Arts does not earn college credit toward a degree plan.

CO 0243. Writing Workshop. This course will be facilitated using discussion, group activities, peer-editing, Internet and Learning Center research, and other appropriate learning activities used to reinforce the skills needed to be successful in Composition I. Co-requisite: ENGL1113

CO 2213. Technical Writing. [ACTS Course ENGL 2023]. A study of the functional aspects of technical communication guided by correctness, clarity, and conciseness as well as by audience, purpose, layout and design; emphasis on technical instruction, process, description, definition, analysis, and research. Additional focus on collaborative writing, problem solving, oral business communication and the use of visuals in computer assisted writing. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

ENGL 1113. Composition I. [ACTS Course ENGL 1013]. A study of the composition of clear and effective prose, supported through critical thinking and logic and expressed through the accepted conventions of grammar, usage, and diction; standard essay patterns; the techniques of using the library in preparation of documented papers; and the interrelationship between reading and writing skills. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ACT score of 16-18 (or equivalent score on alternate test) and CO 0243 as Co-requisite.

ENGL 1123. Composition II. [ACTS Course ENGL 1023]. A continuation of ENGL 1113 with greater emphasis on maturity of skills in critical thinking, writing, and reading; an introduction to fiction, poetry, drama; a study of basic literary terms and techniques; and writing of critical papers. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

ENGL 1143. Young Adult Literature. The course is required for English education students. Literature for and about the young adult; critical study and evaluation of the genre; examination of modes and themes found in the literature; consideration and application of literary theory; selection of literature for 332 use in school programs. Multicultural young adult literature will be included.

ENGL 2213. World Literature I. [ACTS Course ENGL 2113]. An introduction to literature; sampling of major masterpieces from the beginning of literature to A.D. 1660. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1123.

ENGL 2223. World Literature II. [ACTS Course ENGL 2123]. Continued introduction to literature; sampling of masterpieces from A.D. 1660 to present. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1123.

SPCH 1113. Principles of Speech. [ACTS Course SPCH 1003]. This course discusses the theory of and offers practical applications for public speaking emphasizing both giving and listening to speeches while building the skills of speech delivery. Students research topics, develop, and deliver various informative and persuasive speeches as well as work collaboratively on problem solving discussions and special occasion speeches. By modeling effective public communication, students learn to communicate effectively as they develop their own successful communication strategies. On campus students give their speeches in the classroom in front of their classmates and are videotaped there. Internet students must recruit an audience of at least eight people, videotape their speeches in front of their live audience, and mail the video to the instructor **OR** come on campus at preset times during the semester to give their speeches in front of an audience there where the instructor or one of the students will video tape the speeches. Prerequisite: ACT score in English of 19+ or equivalent score on alternate test.

COMPUTER SCIENCE

CS 2043. Business Graphics. Students will learn to use presentation graphics software for business applications. The interpretation of information and data to create and enhance computer generated visuals and presentation materials will be emphasized. Internet students must have access to the Internet, a browser, and Microsoft PowerPoint. Prerequisite: Eligible for ENGL 1113. Co-requisite: OS 1123 or ability to type 25 wpm.

CS 2084. A+ Essentials. This is the first of two courses intended to prepare students for becoming CompTIA A+ certified. This course has been designed using CompTIA approved course materials in preparation for EXAM 220-801. This is the first of two required exams for A+ certification. Students will be challenged to industry standards in a body of knowledge that has been identified and accepted as the baseline for an entry level IT professional. This is the first exam which measures necessary competencies of IT field and lab experience. This course is also the main course students must take to prepare for the CompTIA A+ Essentials examination. In this course, the student will build on his/her knowledge and professional experience of how to install, configure, upgrade, maintain and troubleshoot personal computer systems, components and peripherals, to connect computers to networks and to provide service to clients with personal computer equipment service needs. Prerequisite: EE 2904 or by permission of instructor.

CS 2094. A+ Practical Applications. This is the second of two courses intended to prepare students for becoming CompTIA A+ certified. This course has been designed using CompTIA approved course materials in preparation for EXAM 220-802. This is the second of two required exams for A+ certification. Students will build and hone their skills and knowledge by becoming subject matter experts. Students will be challenged to industry standards in a body of knowledge that has been identified and accepted as the baseline for an entry level IT professional. This is the second exam which measures necessary competencies of IT field and lab experience. This course adds elements of security skills; safety and environmental issues as well as more in-depth subject matter covered in A+ Essentials. Prerequisite: CS 2084 or by permission of instructor.

CS 2114. Business Continuity & Disaster Recovery. This course provides instruction with a comprehensive treatment of contingency planning, including the components of Incident Response, Disaster Recovery, Business Continuity, and Crisis Management. It offers thorough treatment of the planning process for each area and provides students with a focus on the managerial issues associated with each area. Included in this instruction is information security that identifies management problems associated with business model issues and practices that has important economic consequences that management is accountable. Prerequisite: None.

CS 2223. Electronic Spreadsheet. Students will learn to use electronic spreadsheet software for managing numerical data and performing calculations. Students create worksheets and charts, work with formulas and formatting and perform what-if analysis. Internet students must have access to the Internet, a browser and Microsoft Excel. Prerequisite: Eligible for ENGL 1113. Co-requisite: OS 1123 or ability to type 25 wpm.

CS 2264. Enterprise Support Technician. This course focuses on key information and skills for user support professionals, including successful communication with clients; determining client's needs; training end users; and an internship component comprising work experience in this semester in the Computer Information Technology field. Instruction includes but not limited to components of successful support; evaluation of cause and solution; performance management methods; asset management; security policies; communication skills; and on-the-job training and observation. Prerequisite: None.

CS 2284. Cloud Computing. This course has been designed using CloudSchool.com approved materials in preparation for the Certified Cloud Professional (CCP EXAM C90.01) and the Certified Cloud Technology Professional (CCTP EXAMS C90.01, C90-02, and C90-03). This course is designed to articulate the main concepts, key technologies, strengths, and limitations of cloud computing and the possible applications for state-of-the-art cloud computing. We identify the architecture and infrastructure of cloud computing, including SaaS, PaaS, IaaS, public cloud, private cloud, hybrid cloud, etc. Students will be provided explanations of the core issues of cloud computing such as security, privacy, and interoperability and will be able to identify the appropriate technologies, algorithms, and approaches for the related issues. Students will identify problems and explain, analyze, and evaluate various cloud computing solutions. Prerequisite: None.

CS 2344. Cybersecurity. This entry level course has been designed for students and non-experts, by providing a strong understanding of the different ways in which a cyber-attack can affect physical security in a broad range of sectors. We will identify the growing list of harmful uses of computers and their ability to disable cameras, turn off a building's lights, make a car veer off the road, or a drone land in enemy hands. In essence, it details the ways cyber-physical attacks are replacing physical attacks in crime, warfare, and terrorism. We will explore how attacks using computers affect the physical world in ways that were previously only possible through physical means. Perpetrators can now cause damage without the same risk, and without the political, social, or moral outrage that would follow a more overt physical attack. Students will learn about all aspects of this brave new world of cyber-physical attacks, along with tactics on how to defend against them. The book provides an accessible

introduction to the variety of cyber-physical attacks that have already been employed or are likely to be employed in the near future. Prerequisite: NT1014 or by permission of instructor.

CS 2454. Ethical Hacking. This course serves as an introduction to the steps required to complete a penetration test or perform an ethical hack from beginning to end. Students learn how to properly utilize and interpret the results of the modern-day hacking tools required to complete a penetration test. A simple and clean explanation of how to effectively utilize these tools -- as well as the introduction to a four-step methodology for conducting a penetration test or hack -- provides students with the know-how required to jump start their careers and gain a better understanding of offensive security. Prerequisite: NT1014 and NT2204 or by permission of instructor.

MIS 1003. Introduction to Computers. [ACTS Course CPSI 1003]. This course is a survey of computer technology that will introduce fundamentals of hardware, software, and data. This course will acquaint students with file management, PC Components, Internet research, and terminology. Students will also be introduced to word processing, spreadsheet and presentation software. Internet students must have access to the Internet, a browser, and Microsoft Office Prerequisite: None.

MIS 2053. Business Information Systems. Instruction will be given in the basic concepts of microcomputer-based applications software stressing the use of software to increase business and personal productivity. Students will gain basic word processing, spreadsheet, database management, and visual presentations software skills. Internet students must have access to the Internet, a browser and Microsoft Office software. Prerequisite: Keyboarding speed of 25 wpm and basic computer skills are strongly recommended.

NT 1014. Support Network Clients. This course is designed to prepare students in becoming a Microsoft Certified Professional (MCP). This course has been designed using the objectives for the Microsoft Certification EXAM 70-680 Configuring Microsoft Windows 7 and 70-687 Configuring Windows 8.1. Students will learn to plan and install or upgrade to Windows 7 and 8.1; deploy system images and configure application compatibility; implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity; set up Internet Explorer® and Windows Firewall; configure Windows BitLocker®, UAC, and access to shared resources; manage devices, drivers, and disks; monitor, update, back up, and performance-tune systems. Prerequisite: None.

NT 1114. Support Network Servers. This course is designed to prepare students in becoming a Microsoft Certified Professional (MCP). This course has been designed using the objectives for the Microsoft Certification Exam 70-410 – Installing and Configuring Windows Server 2012R2. Students will learn to plan for server deployment and management, monitor and maintain the server, plan application and data provisioning, and dealing with business continuity and availability. Prerequisite: NT 1014 or by permission of instructor.

NT 2204. Security+. This course has been designed using CompTIA course approved materials in preparation for the CompTIA Security+ Exam SY0-401. Students will learn General Security Concepts–access controls; authentication methods; risk of services and protocols; vulnerabilities of attacks and malicious code; social engineering; and auditing; Communication Security–recognize, understand and administer remote access technologies; e-mail, Internet, directory security concepts; file transfer protocol and wireless technology concepts; Infrastructure Security–hardware and media security issues; security topologies; differentiate, conceptualize, implement and configure intrusion detection systems; and security baseline; Basic Cryptography–cryptographic algorithms and security concepts; PKI concepts, management and lifecycles; and Operational/Organization Security–physical security, disaster recovery, business continuity, policies and procedures, privilege management, forensics, and risk identification and management. Prerequisite: NT 1114 or by permission of instructor.

NT 2444. Network+. This course has been designed using CompTIA course approved materials in preparation for the CompTIA Network+ EXAM N10-006. Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare the student to select the best network design, hardware, and software for their environment. The student will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Finally the student will be well prepared to pass CompTIA's Network+ certification exam. Prerequisite: NT 1114 or by permission of instructor.

COOPERATIVE EDUCATION

CE 2403. Internship I. Designed for students who are selected to participate in an on campus or off-campus college work experience in their major area. Each student is assigned to a faculty member to carry out job responsibilities.

COSMETOLOGY

COSM 1034. Beginning Cosmetology I Lab. Lab-based instructional techniques for introduction to cosmetology. Theory and practical procedures are practiced, explained and demonstrated for each topic.

COSM 1044. Beginning Cosmetology I. Introduction to the basic manipulative skills in manicuring, professional image and conduct and personal hygiene.

COSM 1052. Beginning Cosmetology II Lab. Lab-based instructional techniques for introduction to cosmetology. Theory and practical procedures are practiced, explained, and demonstrated for each topic. For students who did not attend the SAU Tech Career Academy cosmetology program.

COSM 1064. Beginning Cosmetology II. Continuation of the introduction to the basic manipulative skills in manicuring, professional image and conduct and personal hygiene.

COSM 1234. Intermediate Cosmetology I Lab. Lab-based instructional techniques for intermediate cosmetology. Theory and practical procedures are practiced, explained and demonstrated for each topic.

COSM 1244. Intermediate Cosmetology I. Continuation of Cosmetology Theory at an intermediate level.

COSM 1251. Intermediate Cosmetology II Lab. Lab-based instructional techniques for intermediate cosmetology. Theory and practical procedures are practiced, explained, and demonstrated for each topic. For students who did not attend the SAUT Career Academy cosmetology program.

COSM 1264. Intermediate Cosmetology II. Continuation of Cosmetology Theory at an Intermediate Level.

COSM 2234. Advanced Cosmetology I Lab. Lab-based instructional techniques for advanced cosmetology. Theory and practical procedures are practiced, explained, and demonstrated for each topic.

COSM 2244. Advanced Cosmetology I. Continuation of Cosmetology Theory at an advanced level.

COSM 2251. Advanced Cosmetology II Lab. Lab-based instructional techniques for advanced cosmetology. Theory and practical procedures are practiced, explained, and demonstrated for each topic. For students who did not attend the SAU Tech Career Academy cosmetology program.

COSM 2264. Advanced Cosmetology II. Continuation of Cosmetology Theory at an advanced level.

ENGINEERING

EE 1323. DC/AC Analysis for Engineering. A study of DC and AC electricity with circuit analysis developing student skills and understanding with breadboard circuits and electrical test equipment with mathematical applications. Hands-on laboratory exercises reinforce theoretical concepts, as well as give students practical experience using electronic test equipment such as the digital multimeter and the oscilloscope.

EM 2924. Programmable Logic Controller I (PLC I). This course is designed as an introduction to programmable controller systems. Students learn what programmable controller systems are, how they work, and how they can be used to control various processes and machines. PLC hardware, software, numbering systems, logic, and ladder logic programming will all be covered. This course is taught featuring the Allen-Bradley SLC 5/02 processor and RSLogix programming software. Prerequisite: Permission of instructor.

EM 2934. Programmable Logic Controller II (PLC II). This course builds on the concepts presented in PLC I. It is designed to provide students with the skills necessary to develop advanced ladder logic programs for SLC 500 systems using RSLogix 500 software. Prerequisite: EM 2924 or permission of instructor.

EM 2963. PLC for Engineering. This course is designed to build on the basic PLC concepts and programming introduced in PLC I. It will provide the student with an introduction to, and an understanding of a broad range of PLC topics. Including PLC Setup, Advanced Programming, Basic Maintenance and Troubleshooting Techniques, PLC Networking and Communication, as well as an overview of HMI Hardware & Software. The course will be taught using Allen Bradley and Rockwell Automation products.

EN 1003. Introduction to Engineering. This course includes a history of engineering processes. It further details a study of various engineering disciplines to include electrical, mechanical, civil, chemical, and computer engineering. Students should also gain knowledge of a variety of design processes.

EN 1023. Engineering Concepts I. Students are taught the principles of engineering including design, communication, ethics, and fundamentals of management. Related parameters referencing time, length, mass, temperature, force, and other engineering concepts are also included. Prerequisite: EN 1003.

EN 1033. Digital Logic. The aim of this course is to provide the student with an introduction to basic digital electronic devices (logic gates, flip-flops, seven-segment displays, counters, shift registers) and their applications in modern computing, mechatronics and automated systems. A/D and D/A converters and the basic operation of programmable logic controllers and microcomputers will be introduced.

EN 2022. Welding Engineering. An introduction to the aspects of managing the operations of welding-related businesses and industries including manufacturers, welding equipment producers, suppliers, and other technology-oriented companies. Students will develop an understanding of the major welding processes and the criteria for successful welding in order to make decisions regarding initial planning, fabrication, repair, and maintenance management of welding processes. Students will learn the benefits and limitations of one welding process versus another; how to locate, use, and understand key information from typical industry standards; how to identify key information in vendor welding procedures; and the information required to better prepare field management of the welding process.

EN 2023. Engineering Concepts II. This fourth semester course ties together many parts of prior course work with an in depth look at statics and material strengths. Students are taught profiles of engineering, future challenges, problem solving, visualizations and graphics, teamwork, and project management. Prerequisite: EN 1023.

EN 2034. Fundamentals of CAD. This course uses AutoCAD/PRO-E. The student will progress through the fundamental and some intermediate commands. Topics included are: drawing set-up, drawing, editing, text, 3D modeling, and dimensioning. Also, the student will construct multi-view drawings as used in industry.

EN 2043. Robotic Applications. This is an introductory course to the design and control of autonomous robots. Students will start by exploring microcontroller programming. Students will gain firsthand experience with more advanced topics such as input and output processing, motion control, servo motor control, as well as ultrasound, tactile, light and robotic vision navigation. These topics will be explored through lectures, textbook assignments and ample hands on tasks.

EN 2053. Mechatronics. This course introduces students to mechatronics, the rapidly developing field that integrates mechanical, electronic and software engineering in the service of advanced manufacturing. Students will develop an interdisciplinary and integrated approach to design, manufacturing and troubleshooting mechatronics systems. Students will learn how various components such as electronic sensors, electro-pneumatic valves, actuators, motors, and robotic arms work, and how they can be integrated with other mechanical components into complex automated systems.

MD 1003. Computer Integrated Manufacturing I (CIM I). The identification, operation, and application of the many systems which must be integrated into the future highly-automated factory. Systems include advanced material handling hardware, forming, shaping and processing machinery, automatic warehousing and storage equipment, and CAM type control systems.

EDUCATION

ED 1000. CDA Lab. A supervised lab experience of approximately 30 contact hours in conjunction with the nine-hour CDA block of courses. The Child Development Associate program is a 120 contact hour course of study. Thirty (30) lab hours are required beyond the 90 classroom hours in order to meet the contact requirements. This lab meets four times per semester on Saturdays. Not required during summer sessions. Co-requisite: ED 1303, ED 1313, ED 1323.

ED 1031. Childcare Orientation Training (CCOT). CCOT is a 20-hour course recommended by the Division of Child Care and Early Childhood Education, Arkansas Department of Human Services, and is accepted for annual training requirements. It is designed for persons who have had little or no previous childcare training or persons interested in becoming a child caregiver. Those who satisfactorily complete the class will be named in the "Arkansas Early Childhood Letter," receive a certificate of completion, and will have satisfied one of two requirements for CDA scholarship eligibility.

ED 1223. Paraprofessional: ECE. This course is designed for learners who are currently employed as paraprofessionals, or who seek to be employed as paraprofessionals, in the early childhood inclusive classroom setting. The course provides early childhood paraprofessionals with an understanding of their duties in classrooms and other environments, as well as, their legal, ethical, and professional responsibilities. Human development, behavior management and educational planning are among the topics covered. Internet students will need access to the Internet, a browser and Microsoft Word software.

ED 1303. Early Childhood Growth & Development. A study of the developmental stages of a child, including intellectual, physical, emotional, and social growth. Co-requisite: ED1313, ED1323 and ED1000.

ED 1313. Child Health, Safety & Nutrition. Techniques in providing a safe environment to prevent and reduce injuries in the daycare center/preschool. Promote good health and nutrition and provide an environment that contributes to the prevention of illness. Co-requisite: ED1303, ED1323 and ED1000.

ED 1323. Policies & Procedures. Make decisions based on knowledge of early childhood theories and practices, promote quality in child care services, and take advantage of opportunities to improve competence both for personal and professional growth and for the benefit of children and families. Use all available resources to ensure an effective operation. Co-requisite: ED1303, ED1313 and ED1000.

ED 2123. Organization & Management for Vocational Ed. Organization and management is the analysis of the teaching-learning process in career and technical education. Included are the teacher's roles, lesson planning, teaching methods, evaluation techniques and classroom management. Internet students will need access to the Internet, a browser and Microsoft Word software.

ED 2133. Program & Curriculum Design for Vocational Ed. This course covers the study of curriculum and curriculum development, methods of planning, instructional design, learning (including higher-order, critical thinking skills), classroom management, recognizing the individual, and media and other instructional materials. Internet students will need access to the Internet, a browser and Microsoft Word software.

ED 2143. Development & Methods of Teaching Vocational Ed. This course covers the teaching process of vocational education and explores instructional materials, evaluation procedures, curriculum development, and organization of vocational schools. Individualized and inter-disciplinary learning will be examined.

ED 2343. Diverse Populations. This course is designed to assist with the practicing paraprofessional of future teacher with the instruction of teaching diverse populations (e.g. special education students, Section 504 students, ESL students) in inclusive settings. This course is also designed to provide students with an overview of English language development methodologies and address developing strategies to design lessons compatible with these principles. Students are familiarized with the characteristics and educational needs of diverse students, federal and state legislation and litigation, modification of curriculum methods, materials assessment, classroom behavior and the classroom environment for individuals with special needs. Home, school and community relationships are examined. The course addresses the knowledge base and the interpersonal skills necessary for collaboration among general educators, staff members and parents. Students apply their knowledge of learning and technology to design, manage and facilitate a student-centered, multidimensional learning environment.

EDUC 1111. PRAXIS Prep Course. This review course is an intensive course designed to familiarize students with the structure and content of the Praxis Series Reading, Writing, and Math tests before taking the exams prior to certification. The program will include detailed instruction and hands-on practice of reading comprehension and multiple-choice test-taking strategies, essay writing strategies, grammar and math review. Sample test preparation materials will also be available to help prepare for the Praxis Series test.

EDUC 2001. Field Experience Level I. A supervised field experience of approximately 24 clock hours. Students are scheduled to observe as many grade levels (K-12) as possible in as many different subject areas as possible in the public schools to which they are assigned. A journal is developed for the experience that is a significant part of the student's grade for EDUC 2003. Co-requisite: EDUC 2003.

EDUC 2003. Introduction to Education. A survey course designed to help students evaluate the teaching profession as a career choice. Topics include motives for teaching, the job market, global forces affecting education, history and philosophy of education, ethics, and legal issues, curriculum, social and political forces, governance and finance, teacher effectiveness, and current trends in education. Heavy emphasis is placed on the research base underlying teaching. A grade of **C** or higher is required of the student in this course for admission to the Professional Education Program. EDUC 2001 must be taken in conjunction with enrollment in EDUC 2003.

EDUC 2023. K-12 Educational Technology. This course teaches the application of computers in an educational setting, emphasizing distance learning and PowerPoint presentation of lessons.

IEC 2003. Child Growth & Development. This course examines typical child development as delineated by research and philosophers and the effect of disabling conditions. The role of families and cultural differences is examined within the context of child development.

ENVIRONMENTAL SCIENCE

ES 1003. Wastewater I. This is an introductory course designed to give students basic knowledge of water pollution control procedures and techniques. Emphasis is placed on treatment technologies for both municipal and industrial facilities. Internet students must have access to the Internet and a browser.

ES 1013. Environmental Safety. The purpose of this course is to give the student a general knowledge of health and safety as it pertains to the environmental profession. This course places emphasis on safety regulations, industrial hygiene, biological

hazards and personal protective equipment as they apply to the safety and health of the environmental professionals. Internet students must have access to the Internet and a browser.

ES 1553. Environmental Management I. This course is designed to provide awareness on environmental law, environmental regulations, risk management and assessment, public relations, and managing relationships with state and federal agencies. This course provides management insights on an effective multimedia approach focusing on air, water, solid waste, and hazardous waste handling. Internet students must have access to the Internet and a browser.

ES 2003. Wastewater II. This course is designed to give students technical expertise in wastewater treatment and technologies. Emphasis is placed upon the importance of microorganisms, nutrient removal processes, and detailed municipal and industrial treatment processes. Also included are procedures for process control and NPDES testing including math formulas and problems. Internet students must have access to the Internet and a browser. Prerequisite: ES 1003.

ES 2103. Water Treatment Technology I. This course provides the students with basic and technological knowledge concerning surface and ground water treatment. Emphasis is placed on the Federal Safe Drinking Water Act of 1988 and amendments regulating potable water. Subjects include water sources, transmission, pretreatment, filtration, softening, disinfection, and related topics. Internet students must have access to the Internet and a browser. Prerequisite: ES 1553 or permission of instructor.

ES 2113. Water Treatment Technology II. This course continues to stress the Federal SDWA of 1988 and the 1996 amendments. The course covers the basic and technological aspects of water distribution, softening, fluoridation, filtration, disinfection, metering, cross connections, and public relations. Internet students must have access to the Internet and a browser. Prerequisite: ES 2103.

ES 2123. Environmental Management II. A general overview of the regulations pertaining to air, water, and land is given. Other subjects include the health effects of hazardous materials, ecological concerns, environmental protection, occupational health and safety, pollution prevention, the hierarchy of waste management, and pollution control practices. Internet students must have access to the Internet and a browser. Prerequisite: ES 1553.

ES 2203. Solid Waste Management. This course emphasizes the proper methods of disposing of solid wastes. Emphasis is placed on the 40 CFR 257 and 258 regulations which govern the proper disposal of municipal solid waste. Transfer stations, composting, material recovery, incineration and land filling methods are discussed. Methane generation and containment as well as leachate collection and treatment are also discussed. Internet students must have access to the Internet and a browser.

ES 2303. Industrial Treatment Technology. This course emphasizes the regulations and treatment technologies involving air pollution control, hazardous waste handling and controlling toxins generated in air, soil and water. Information will also be provided for filling out various forms and reports required for hazardous waste generation and/or storage and the assorted permits required under the Clean Water Act, Clean Air Act, and the Resource Conservation Recovery Act (RCRA) Subtitle C. Internet students must have access to the Internet and a browser.

FIRE SCIENCE

FS 1003. Introduction to Fire & Emergency Response. A survey of fire and emergency practices in today's fire service; including apparatus, tactics, safety, and protective equipment.

FS 1013. Fire Service Leadership. Basic leadership skills fire and emergency personnel, including problem solving, supervision, delegating and motivating. Internet students must have access to the Internet and a browser.

FS 1023. Strategies & Tactics. This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Internet students must have access to the Internet and a browser.

FS 1033. Fire Prevention. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. Internet students must have access to the Internet and a browser.

FS 1103. Company Officer I. Effectively managing human resources; community relations, fire department organization and administration; emergency service delivery and service.

FS 1113. Safety Officer. This course addresses the cause of fatalities and injuries with recommendations for solutions and implementation. Command issues, policies and programs addressing firefighter health and safety in emergency situations are

examined. Students learn how to convert classroom knowledge into an action plan by being role models for training personnel, and promoting a department infection control program.

FS 1123. Firefighter I. This course covers the Firefighter I objectives of NFPA 1001, 2002 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills and written Firefighter I examinations on the normal testing cycle date. This course accredited by the International Fire Service Accreditation Congress. Prerequisite: CPR-Health Care Provider, and First Responder.

FS 1133. Firefighter II. This course covers the Firefighter II objectives of NFPA 1001, 2002 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills written Firefighter II examinations on the normal testing cycle date. This course is accredited by the International Fire Service Accreditation Congress. Prerequisite: FS 1123.

FS 1213. Fire Service Rescue. Students learn a variety of fire department rescue techniques including rope rescue, smoke and toxic atmosphere rescue and confined spaces. Prerequisite: FS 1003.

FS 2003. Hazardous Materials Operations. Students complete all NFPA 472 objectives for hazardous materials response; incident command, decontamination, scene control, and evacuation. Prerequisite: FS 1003.

FS 2013. EMS First Responder. Prepares students for Arkansas Department of Health & Human Services certification; cover emergency care of the injured, stabilization of patients, rescue procedures, transportation to hospital and working within an Incident Command System. Prerequisite: PR-Health Care Provider.

FS 2023. Emergency Medical Technician Basic I. Prepares students for Arkansas Department of Health & Human Services certification; cover emergency care of the injured, stabilization of patients, rescue procedures, transportation to hospital and working within an Incident Command System. Prerequisite: CPR-Health Care Provider.

FS 2033. Company Officer II. Includes human resource management, technical writing, budgets, information management, safety inspections and public fire education. Prerequisite: FS 1103 and FS 2103.

FS 2043. Fire Administration I. This course provides an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis will be placed on fire service leadership from the perspective of the company officer. Internet students must have access to the Internet and a browser.

FS 2103. Fire Instructor Methodology. This course provides the knowledge and skill requirements for students to become Fire Service Instructors. After completing the course, students should be able to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students; organize the learning environment so that learning is maximized; and understand their record-keeping requirements.

FS 2113. Fire Inspection Principles. Students learn the use of codes and code enforcement, fire cause determination, use of the life safety code; includes consideration of flammable liquid, glasses and electrical equipment fire danger.

FS 2123. Driver/Operator. This course provides the knowledge and skill requirements for students to become fire pumping apparatus drivers and pump operators. Specifically, it will address the general requirements; preventive maintenance, driving emergency vehicles, and fire pump operations. Prerequisite: FS 1123.

FS 2143. Firefighter Safety. This course provides an overview of safety practices for emergency workers. Covering individual and team workers from "in the station" through the emergency scene and return back to service. This course is essential for those who participate in emergency service activities.

FS 2153. Fire Investigation I. This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Internet students must have access to the Internet and a browser. Prerequisite: Hazardous Materials – Awareness.

FS 2163. Legal Aspects of Fire Service. The course introduces the Federal, state, and local laws that regulate emergency services; national standards influencing emergency services; standard of care, tort liability, and review of relevant court cases. Internet students must have access to the Internet and a browser.

GENERAL STUDIES

GS 1021. Portfolio Development. This course assists the student in preparing a portfolio to be used in the Prior Learning Assessment (PLA) process. Students who have learning from outside the classroom (work experience, certifications and

licenses, training, continuing education, life experience, etc.) provide a narrative and evidence of learning which can be converted into college credit. Prerequisite: Approval of academic advisor or Portfolio Development instructor.

GSTD 1021. Student Success 1. A course designed for students who are beginning college for the first time. This course will assist the student in the transition to college life and to develop positive attitudes about themselves and the learning process. Students will focus on the skills essential for academic and personal success. The course will include an overview of academic rules and regulations, learning to use campus resources, financial literacy, study skills, test taking, stress management, goal setting, and other related materials. This course does not count towards credit requirements of associate degrees or certificates.

GSTD 1031. Student Success 2. A continuation course for students continuing with their college education. The course will focus on concerns of students such as career interest research, financial literacy, time management, diversity, health concerns, and goal setting. This course does not count towards credit requirements of associate degrees or certificates.

GSTD 2041. Student Success 3. A continuation course to assist with the transition from college to the work environment. Students will focus on preparing for the job market through development of resumes, interviewing skills, and job searches. The course will also focus on financial planning and life skills needed upon completion of college. Goal setting will continue to be a focus in this course. This course does not count towards credit requirements of associate degrees or certificates.

HC 1013. Honors Seminar. Required of all students entering the Honors College within the first two semesters of enrollment. The Honors Seminar is an introduction to the academic experience, the Honors College, critical thinking, diversity issues, and other aspects of the academic life and the academic community. Prerequisite: Admission to the Honors Program.

HEALTH & PHYSICAL EDUCATION

HS 1403. Personal & Community Health. [ACTS Course HEAL 1003]. A consideration of the various conditions and factors affecting individual and community health. Designed to assist students in formulating their own philosophies, attitudes, and understanding of behaviors necessary to establish healthful living practices. Internet students must have access to the Internet, a browser and Microsoft Word.

HS 2413. First Aid & CPR for Education. This course is the basic American Red Cross First Aid and CPR for adults, children, and infants. This course attempts to acknowledge the rapidly changing information in health and safety, and provides an opportunity for the study of current issues trends and problems confronting the school professional.

PE 1051. Introduction to Soccer. An introductory course in the rules, fundamentals, skills, and strategies of soccer.

PE 1081. Fitness for Life. This course develops the relationship between physical fitness and wellness through scientific evidence presented in the areas of exercise science and health. The body's adaptations to programs of aerobic conditioning and strength training are examined. Areas associated with health and fitness, including nutrition and weight control, maintaining fitness with age, heart disease, low back care, and stress reduction are discussed. The laboratory work will provide students with opportunities to assess their own fitness and health.

HUMANITIES & FINE ARTS

ART 2013. Art Appreciation. [ACTS Course ARTA 1003]. General orientation and understanding of art forms through slides, films, and lectures. Internet students will need Internet access and the images CD that comes with the textbook.

AT 1052. Fundamentals of Public School Art. This course is a study of the creative growth of children: methods and techniques necessary for the direction of a creative art program in the public schools. Experience with appropriate art materials is also given.

MU 1202. Fundamentals of Public School Music. A study of music fundamentals and methods necessary for elementary classroom music instruction.

MUS 2013. Music Appreciation. [ACTS Course MUS 1003]. Designed to promote a higher degree of understanding and enjoyment of music by various composers through the development of listening skills. Internet students will need Internet access, Microsoft Word software, Listening to Music Introductory Music CD (CD that comes with the textbook), the two-set CD, and the ability to receive and send e-mail attachments.

PHIL 2403. Introduction to Philosophy. [ACTS Course PHIL 1103]. A survey of the philosophical, political, economic, aesthetic, and religious ideas that have influenced Western culture. Designed to promote the spirit of reasoned inquiry needed for critical thinking. Internet students will need access to the Internet and a browser.

HVAC / ELECTRONICS & INSTRUMENTATION

HVAC-1003. NCCER HVAC Level 1. This course has nine modules that will cover an introduction to HVAC, trade math, basic electricity, intro to heating, intro to cooling, air distribution, piping, soldering, and brazing. Prerequisite: None.

HVAC-1013. NCCER HVAC Level 2. This level has thirteen modules to draw from, including A/C current, compressors, refrigerants and oils, leak detection, evacuation, recovery and charging, material devices, heat pumps, basic maintenance, ventilation, ducts, commercial airside systems, air quality equipment and intro to hydraulic systems. Prerequisite: HVAC-1003.

HVAC 2003. NCCER Level 3. This course will take the student to the next level of HVAC applications that includes twelve modules. Fasteners, hardware and troubleshooting, zoning, flow, hydronic systems, steam systems, retail refrigeration systems and customer relations. Prerequisite: HVAC-2013.

HVAC 2013. NCCER HVAC Level 4. In this level the student will be exposed to the studies of eleven modules. Water treatment, air quality and energy conservation, management systems, air balancing systems, system start-up and shut-down, drawings and specifications, designs, commercial systems, specialty systems, and fundamentals of crew leadership. Prerequisite: HVAC-2003.

IMEI-1003. NCCER Industrial Maintenance E&I Level 1. The level one course is craft oriented for the student. Covered in this level are the following thirteen modules: Orientation to the trade, tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft mathematics, construction drawings, pumps and drivers, valves and testing equipment, material handling, hand rigging, mobile and support equipment and lubrication. Prerequisite: None.

IMEI-1013 NCCER Industrial Maintenance E&I Level 2. This level of training covers thirteen training modules including trade safety, intro to NEC, alternating current and electrical theory, E&I test equipment, measuring devices for flow, level, pressure and temperature, process math, tubing and its uses, drawings, conductors, and terminals. Prerequisite: IMEI-1003

IMEI-2003 NCCER Industrial Maintenance E&I Level 3. This course includes thirteen modules that introduce the student to hazardous locations, E&I components and drawings, motor controls, electrical distribution and conductor selections and applications, grounding practices, layout for tubing and machine bending, hydraulic and pneumatic controls, motor operated valves. Prerequisite: IMEI-1013

IMEI-2013 NCCER Industrial Maintenance E&I Level 4. This level contains ten modules of information such as, standby, emergency and distributed systems, basic process, control elements, calibration and configuration, control valves, process control loops, PLC and troubleshooting. Prerequisite: IMEI-2003.

LAW ENFORCEMENT

LE 1001. Juvenile Justice. This course is to include the 20 contact hours of Child Abuse Juvenile taught by Arkansas Law Enforcement Training Academy (ALETA) as concurrent credit with SAU Tech. Topics include: 911 Calls Involving Children (Practical), Child Abuse Recognition, Child Sexual Abuse, Interviewing Child Victims (Sex, Assault, Practical), Interviewing Child Victims (P/M Abuse; Sex, Assault), Juvenile Law and Causes of Delinquent Behavior, and Missing and Exploited Children.

LE 1004. Criminal Investigation. This course is to include the 65 contact hours of criminal investigation taught by Arkansas Law Enforcement training Academy (ALETA) as concurrent credit with SAU Tech. Topics include: ABC Laws, Arson Investigation, Auto Theft Investigation, Burglary Investigation, Death Investigation, Drug Enforcement Fingerprinting (Practical), Fraud Investigation, Interpersonal Violence, Interrogation Techniques, Interviewing Victims and Witnesses, (Sexual Assault Practical), Interviewing Victims and Witnesses, Introduction to Weapons of Mass Destruction, Patrol Drug Interdiction, Principles of Investigative Process, Robbery Investigation, Search Warrant Preparation, Sexual Assault Investigation, and State Crime Lab.

LE 1011. Domestic Violence. This course is to include the 20 contact hours of Domestic Violence taught by ALETA as concurrent credit with SAU Tech. Topics include: Crisis Intervention, Domestic Situations, Domestic Violence Law, Domestic Violence/Sexual Assault Victims Services, Interviewing Domestic Violence Victims, Investigation and Case Preparation of Domestic Violence Cases.

LE 1013. Criminal Law. This course is to include the 52 contact hours of legal issues taught by ALETA as concurrent credit with SAU Tech. Topics include: Arrest/Search Procedural, Civil Rights Criminal Civil Liability, Criminal Law and Procedures, Cultural Diversity. Emergency Spanish for Police Officers, Interviews, Interrogations and Confessions, Introduction to the Fourth Amendment. Introduction to the U. S. Constitution, Investigative Detention, Probably Cause, Racial Profiling, Search of Motor Vehicles Search of Persons, Search of Premises, Testifying in Court, and Use of Force.

LE 1014. Firearms Training. This course is to include the 65 contact hours of firearms training taught by ALETA as concurrent credit with SAU Tech. Topics include: Arkansas Weapon Laws and Firearms.

LE 1021. Criminal Code/AR. This course includes the various Arkansas Codes and Constitutional Issues taught within ALETA's 12-week basic course as concurrent credit with SAU Tech. Topics include: BC Laws, Arkansas Weapons Laws, Arrest/Search Procedural, Basic Student issues, Civil Rights Criminal Liability, Ethics, Interview, Interrogation and Confessions, Fourth Amendment, U. S. Constitution, Racial Profiling, and Use of Force.

LE 1022. Emergency Vehicle Operations. This course is to include the 32 contact hours of emergency vehicle operations taught by ALETA as concurrent credit with SAU Tech. Topics include: Emergency Vehicle Operations Practical and Emergency Vehicles Operations Course. This proposed concurrent credit technical certificate is a planned and coherent collegiate level program of both classroom and laboratory work as determined by SAU Tech's Vice Chancellor for Academics. The proposed plan can be folded directly into SAU Tech's existing A.A.S. in Technology or should students wish not to continue their education, the technical certificate partnered program meets the requirements for entry level into law enforcement. The curriculum meets communication and competitive skills for this proposal as determined by the Arkansas Commission of Law Enforcement Standards and Training. The total number of credit hours for Concurrent Credit Technical Certificate is 28 hours.

LE 1023. Criminal Evidence & Procedures. This course is to include the 52 contact hours of Criminal Evidence and Procedures taught by ALETA as concurrent credit with SAU Tech. Topics include: Accident Investigation, Crime Prevention and Patrol Procedures, Grade Crossing Collision Investigation, Post Shooting Trauma, Traffic Law, Vehicle Stop and Approach, Building Search Entry Techniques, Dynamics of Off Duty Encounters, Occupational Stress, Officer Survival, Patrol and Tactical Practical, and Police Officer Suicide.

LE 1033. Introduction to Criminal Justice. [ACTS Course CRJU 1023]. This course is to include the 54 contact hours of Administrative and Officer Survival taught by ALETA as concurrent credit with SAU Tech. Topics include: Basic Student Issues Check-In/Orientation, Critiques/Graduation Practice/Graduation Exams, and Introduction to Basic Police Training.

LE 1043. Police Administration. This course is to include the 52 contact hours of general law enforcement taught by ALETA as concurrent credit with SAU Tech. Topics include: Community Policing, Criminal Justice System, Death Notification, Driving while Intoxicated Enforcement, Ethics, First Aid, First Aid (CPR Practices), Gangs/Extremist Groups, Hazardous Materials, Law Enforcement Standards and Training Regulations, Police and People with Disabilities, Report Writing, Sexual Harassment and Telecommunications.

LE 1053. Physical Training. This course is to include the 68 contact hours of physical training taught by ALETA as concurrent credit with SAU Tech. Topics include: Defensive Tactics and Physical Fitness.

MECHANICAL MAINTENANCE

EE 1003. Introduction to Basic Electricity. This course provides an introduction to electricity, electrical parts, electrical wiring, and electrical safety.

EE 1113. Motor Controls. This course is designed to present the principles and applications of electrical motor and equipment control techniques used in industry. Ladder logic diagrams, contactors, motor starters, and electronic controls and sensors are among the subjects to be studied. Lectures, demonstrations, and laboratory experiments will be the methods used to present and enrich the material to be learned.

MD 1033. Basic Machine Tools. This course provides an introduction to all types of hand and machine tools to include various types of hammers and their applications, power tools, variable speed hand held drills, circular saws, and lift trucks. The student will also develop skills in the proper application of measuring instruments.

MD 1052. Introduction to Preventive Maintenance. This course is designed to teach the basics of preventative maintenance. Students will obtain instruction on general visual inspection, basic predictive maintenance, non-destructive testing, and lubrication.

MD 1073. NCCER Core. This course will cover the nine chapters required by NCCER for students to receive certification.

MD 1303. Basic Welding. This course is designed for the individual with minimum or single type of welding experience. Upon completion of this course, the student will have the ability to identify and set up oxyacetylene, arc, MIG, and TIG equipment. The student will develop manipulative skills in forming and controlling a puddle with oxyacetylene. The student will gain practical experience in all TIG and MIG applications.

MD 1313. Advanced Welding. This course is designed for individuals with basic oxyacetylene cutting and SMAW experience. Upon Completion of this course, the student will have the ability to identify and set up pipe in the 1G and 5G positions. The student will gain practical experience in pipe welding. Prerequisite: MD 1323 or demonstration of proficiency in Basic Oxyacetylene and SMAW.

MD 1323. Intermediate Welding. This course will cover the lighter aspects of TIG and Plasma as well as the more difficult aspects of SMAW and Oxy-Acetylene. Upon completion the student will have a broader knowledge of Basic Welding and a better understanding of Advanced Welding. Prerequisite: MD 1303.

MD 1403. Basic Blueprint Reading. Industrial blueprints and drawing applications as they apply to the maintenance field including aviation maintenance. The student will interpret blueprint information, graphs and charts, symbols, and system schematics including those items used in the aviation industry. The student will learn to make sketches to convey repairs or to construct components.

MD 2003. Millwright Level I (NCCER). This course is an introduction to the history of the millwright trades, hand tools, fasteners, layout work, gaskets and o-rings, and oxy-fuel cutting.

MD 2013. Millwright Level II (NCCER). This course continues the study of the millwright trades and covers the basic from intermediate trade math to introduction to bearings.

MD 2023. Millwright Level III (NCCER). This course covers math, measuring tools, packing installation, seals, bearings, couplings, shims, alignment fixtures, jack bolts, belt and chain drives, and fans and blowers.

MD 2403. Hydraulics/Pneumatics (Fluidics). A study of the field of fluid power that presents the fundamentals of the physical principles along with practical laboratory work utilizing the components of fluid power systems, both hydraulic and pneumatic.

MD 2603. Industrial Safety. This course is designed to examine the principles of industrial accident prevention. Topics to be covered include accident statistics and cost, appraising safety performance, recognition of industrial hazards, and recommended safeguards. A study of the Occupational Safety and Health Act (OSHA) and the Coal Mine Health and Safety Act will be discussed.

MATHEMATICS

MATH 0133. Transitional Math 1. For transfer students in AA and AS degree programs. Transitional Math 1 is a one-semester, three-credit course. Topics covered include a review of basic skills and concepts such as fractions, decimals, ratios, proportions, percent, introduction to algebraic expressions and signed numbers, first degree equations and inequalities, linear equations, and polynomials. Upon successful completion of Transitional Math 1, the student is ready to enter Transitional Math 2, Technical Math or College Math. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from the SAU Tech Bookstore with e-book availability. MATH 0133 and MATH 0233 use the same textbook and access code. Prerequisite: Refer to SAUTech Placement Document.

MATH 0233. Transitional Math 2. For transfer students in AA and AS degree programs. Transitional Math 2 is a one-semester, three-credit course that covers factoring polynomials, rational expressions and equations, rational exponents and radicals, and quadratic functions. Upon successful completion of Transitional Math 2, the student is ready to enter College Algebra. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from the SAU Tech Bookstore with e-book availability. MATH 0133 and MATH 0233 use the same textbook and access code. Prerequisite: Refer to SAUTech Placement Document or successful completion of Transitional Math 1.

MATH 1003. Technical Math. For Career and Technical program AAS degree students. Technical Math is a one semester, three-credit course that includes ratios and proportions, percent, measurements, basic algebra, practical plane geometry, triangle trigonometry, systems of equations, graphs, and statistics. All chapters place a heavy emphasis on practical problems and problem solving. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from the SAU Tech Bookstore with e-book availability. MATH 1003 does not prepare a student for MATH 1023 or MATH 1063. Prerequisite: Refer to SAUTech Placement Document or successful completion of Transitional Math 1.

MATH 1023. College Algebra. [ACTS Course MATH 1103]. College Algebra is a one-semester, three-credit hour course that covers a wide range of mathematical topics, including equations and inequalities, the Cartesian plane, functions, graphs, polynomial functions, rational functions, exponential functions, logarithms, and systems of equations and matrices. Applications for these topics and the use of graphing calculators will be stressed. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from

the SAU Tech Bookstore with e-book availability. Prerequisite: Refer to SAUTech Placement Document or successful completion of Transitional Math 2.

MATH 1063. College Math. [ACTS Course MATH 1113]. This course is designed for students in liberal arts programs in fields that do not require a core of mathematics. This course is a survey of logic, introductory set theory, statistics and finance, number systems and number theory, geometry, graph theory, exponential and logarithmic functions, and linear programming. This course can only be accepted to fulfill the general education requirement for math if it is a terminal math requirement for a degree. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from the SAU Tech Bookstore with e-book availability. Prerequisite: Refer to SAUTech Placement Document or successful completion of Transitional Math 1.

MATH 1525. Calculus & Analytic Geometry I. [ACTS Course MATH 2405]. This course consists of a study of functions (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, anti-derivatives, inverse functions, and integration. Prerequisite: MATH1023 and MATH1033. Offered on demand.

MATH 2053. Math for Teachers I. Math for Teachers I is a one-semester three-credit course to prepare students for the Praxis and Teacher Education. Math for Teachers I include the study of sets and whole numbers, numeration and computation, number theory, integers, fractions and rational numbers, all with an emphasis on problem solving. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab access code comes free with the purchase of a new textbook from the SAU Tech Bookstore or a standalone access can be purchased from the SAU Tech Bookstore with e-book availability. MATH 2053 and MATH 2063 use the same textbook and access code. Prerequisite: MATH 1023.

MATH 2063. Math for Teachers II. Math for Teachers II is a one-semester, three-credit course to prepare students for the Praxis and Teacher Education. Math for Teachers II includes the study of decimals and percent, algebra, geometry, measurement, statistics, and a review of fractions all with an emphasis on problem solving. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) MATH 2053 and MATH 2063 use the same textbook and access code. Prerequisite: MATH 1023 and MATH 2053.

MULTIMEDIA TECHNOLOGY

MM 1003. Introduction to Multimedia. The class will introduce students to the basics of multimedia. The student will explore concepts that are needed to create a solid foundation for all future classes. Learning from the past and exploring the future of multimedia, this class gives students the knowledge and understanding to form a solid career.

MM 1033. Introduction to 3D Modeling. Students will be introduced to the basic principles of animation including, but not limited to interface interaction, display modes, working with objects, mesh modeling, and lighting.

MM 1113. Digital Illustration. In this class the student is instructed in the methods of digital illustration using Adobe Illustrator, an industry standard vector based drawing program. The students will have projects involving the rendering of logos, type, and complex illustrations.

MM 1133. Digital Image Making. This is a course dedicated to teaching digital image manipulation using Adobe Photoshop. The class covers photo manipulation, color correction, and digital design techniques. Co-requisite: Permission of instructor.

MM 1153. Web Design & Development. This is the foundational course for Web Design & Development. Through guided practice and practical exercises, the student develops the requisite skills to produce cross-browser compatible website designs and styles using the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS).

MM 1173. 3D Modeling II. Students will begin the basics of world and game engine creation using Unity and other industry standard tools. Prerequisite: MM 1033.

MM 1183. C++ for Games. Using existing game engines, students will learn to program scenarios with an ever increasing level of complexity. Students will produce a viable, multifaceted scenario/campaign by the end of the term.

MM 1203. Field Production & Editing. This class will introduce students to the basics of Multimedia AV. The student will explore concepts that are needed to create a solid foundation for all future classes. From camera lenses and lighting to audio and live switching, this class covers a wide spectrum of techniques and knowledge.

MM 1213. Graphic Design I. This class is a study of the principles and elements of basic design. Students will learn to communicate visually using foundational structures of design.

MM 1233. Graphic Design II. This introductory course is designed for those who want to solve design problems and

apply these skills toward print, web, and video media. This class broadens the students' creative ideas and helps them expand their problem solving abilities. Prerequisite: MM 1213.

MM 1303. Video Production I. This class provides demonstrations and guided practice to teach students the basics of the video production process. Prerequisite: MM 1203.

MM 1323 Film & TV Audio Production. This class will introduce students to the basics of audio production and post-production. Through hands-on production training and post-production audio repair software, the student will explore concepts that are needed to create a solid foundation in the audio world. Prerequisite: None.

MM 2023. Video Production II. This class will cover basic video production techniques but will focus on a thorough understanding of Final Cut Pro. Prerequisite: MM 1303.

MM 2043. Advanced Web Design & Development. This course extends the fundamentals of MM 1153 into a further course of study in cross-browser compatible development, design and style. Students will apply the fundamentals of project management through the entire project cycle. Designed from a client/development and design agency perspective, the student will negotiate, analyze, conceptualize, code, design and deliver professional-quality websites over the term of this course. Prerequisite: MM 1153.

MM 2053. Typography. Typography informs the student in basic page layout and typography using Adobe InDesign. Students are taught the basics of page layout and are involved in several projects relating to those skills. Prerequisite: MM 1213 and MM 1233.

MM 2093. Gripology. This class provides students the essential knowledge necessary to obtain work as a grip in the film and/or television industry. Prerequisite: MM 1303.

MM 2123. Web Graphics. This course of study will extend fundamental digital imaging concepts into the wide world of web graphics. Software used will include various web browsers and Adobe Photoshop. The principal focus will be on creating fast-loading, sharp and meaningful imagery for use on the web.

MM 2133. Advanced Digital Image Making. This course will expose students to advanced methods of creating and optimizing graphics for print, web, and video. Prerequisite: MM 1133 or permission of instructor.

MM 2173. 3D Modeling III. Using industry-standard programs like Maya students will learn advanced modeling and texturing techniques. This course will also require students to develop an understanding of body mechanics and characterization in order to produce realistic animated characters. Prerequisite: MM-1173.

MM 2183. Introduction to Game Mechanics. This course will introduce the critical concept of gameplay mechanics. Students will analyze a variety of games and study their mechanics. Students will then be required to conceptualize a game on paper and develop its gameplay mechanics.

MM 2193. Game Engine Development. Students will learn and utilize a popular game engine to create their own games/scenarios.

MM 2203. Story Writing for Games. This course will examine the both the positive and negative aspects of story writing for games. It will also compare and contrast this process with standard creative writing. Students will be required to produce a full game story by the end of term.

MM 2213. Video Game & Animation Career Prep. Students will use their previous skills and work and produce both a working game and an animation reel. Prerequisite: All Game/Animation classes.

MM 2413. Graphic Design III. Students will be involved in several real world projects using advanced methods of typography and design. Students should expect to work in groups and on their own. Prerequisite: MM 1213 and MM 1233.

MM 2423. Digital Editing. This class will focus on advanced techniques in Final Cut Pro. Students need to have a working knowledge of FCP in order to be successful in this class. Prerequisite: MM 1133 and MM 1203.

MM 2513. Digital Photography. Students will learn the basics of Digital Photography. Through a series of tutorial projects, students will learn the importance of good composition and digital enhancing in photography. Prerequisite: MM 1133 or permission of instructor.

MM 2613. After Effects. This is an advanced course in video editing with an emphasis in Adobe After Effects. After Effects will be taught with emphasis in professional quality and speed. After Effects integration with Final Cut Pro and Adobe Photoshop will enhance the student's overall video production experience. Prerequisite: MM 1133 and MM 1203.

MM 2803. Multimedia Internship I. Students will receive internship credit that is relevant to their degree plan. This class credit will be at the instructor's discretion and can be substituted for other classes within the Multimedia Degree Plan.

MM 2813. Multimedia Internship II. Students will receive internship credit that is relevant to their degree plan. This class credit will be at the instructor's discretion and can be substituted for other classes within the Multimedia Degree Plan.

MM 2913. Film & Video Career Preparation. This class prepares Film & Video students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience.

MM 2923. Graphic Design Career Preparation. This class prepares Graphic Design students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advance level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience. Prerequisite: MM 1213, MM 1233 and MM 2413.

OFFICE MANAGEMENT & MEDICAL OFFICE ADMINISTRATION

OS 1013. Essentials of Anatomy & Physiology. This course deals with the basic structures and functions of the human body. Beginning with the cell, study continues to the actions of each body system and the interrelation of all body systems. Effort is made to guide the student through an internal awareness of the unceasing chemical activity that occurs in all living cells.

OS 1113. Records & Database Management. This course is designed to teach the use and functionality of a database management program. Students will create tables, queries, forms, and reports using Access. Internet students must have access to the Internet, a browser, and Microsoft Access software. Prerequisite: OS 2283 or permission of instructor.

OS 1123. Keyboarding. [ACTS Course BUS 1103]. Mastery of the keyboard (letters, numbers, and symbols) using the touch system. Students will also learn how to format letters, reports, memos, and tables using Microsoft Word. Minimum speed at the end of the course is 25 wpm. Internet students must have access to the Internet, a browser and Microsoft Word software.

OS 1133. Skill Building. Individual progression on speed/accuracy drills. Skill building is designed to increase a student's speed and accuracy in keyboarding using the touch system. Advanced formatting of letters, reports, tables, and desktop publishing documents using Microsoft Word. Minimum speed at the end of the course is 45 wpm. Internet students must have access to the Internet, a browser and Microsoft Word software. Prerequisite: Ability to type at 25 wpm.

OS 1143. Speed Building. Continued focus on individual speed/accuracy ability. Prerequisite: OS 1133 and ability to type 45 wpm.

OS 1163. Medical Office Administration. This course introduces the student to technology, medical/legal responsibilities, ethics, medical records, confidentiality, and other day-to-day medical office procedures.

OS 2003. Medical Transcription I. A course designed to prepare the student for actual service as a medical transcriptionist. This course teaches the basic concepts of medical transcription using medical terminology, communication skills, and computer applications in the preparation of medical documents. Students learn how to transcribe medical terms and procedures via dictation of medical cases. Prerequisite: OS 1123 or evidence of ability to type 25 wpm.

OS 2013. Medical Transcription II. This course is a continuation of Medical Transcription I. Students continue transcription of medical documents. Speed and accuracy are emphasized. Prerequisite: OS 2003.

OS 2023. Basic Pharmacology. This course provides a study of the principles and language of pharmacology and laboratory medicine. Basic information on sources of drugs, drug standards, drug references, and drug classifications are studied. Emphasis is placed on the most commonly prescribed drugs. Students learn commonly used pharmacological abbreviations. Commonly used diagnostic tests are studied including indications for testing, techniques in testing, the expression of test values, as well as, the significance of the test results.

OS 2043. 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. Prerequisite: Medical Terminology

OS 2063. Medical Assisting. This course provides information and skills necessary to assist physicians in basic medical procedures. Students successfully completing the course earn CPR and First Aid certifications. Lecture three hours, laboratory two hours. Students are required to take the Registered Medical Assistant (RMA) and the Certified Medical Administrative Specialist (CMAS) national exams at the completion of the course.

OS 2103. 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.

OS 2113. Capstone Project. A capstone course that emphasizes the integration of the student's knowledge and application of office skills. Topics include office-related assignments using word processing, database, spreadsheet, e-mail, desktop publishing, and presentation software, as well as appropriate office procedures. This course should be taken during the last semester before graduation. Prerequisite: OS 2283, CS 2223, OS 1113 and MIS 2053.

OS 2123 Medical Billing. This course trains the student in the procedures of billing and how to handle a patient from the initial appointment through the collection process. Students learn how to submit claims to insurance carriers, review medical records, verify patients' benefits, submit secondary claims, post payments, and appeal insurance carriers' decisions. Students are required to take the Certified Medical Billing Specialist national certification exam at the completion of the course.

OS 2143 Medical Coding II. This course is a continuation of Medical Coding I. This course continues to refine the skill of assigning ICD-10 codes for medical diagnoses and CPT codes for medical procedures and billing purposes. Students are required to take the Certified Professional Coders national certification exam at the completion of the course. Prerequisites: Medical Coding I and Basic Pharmacology. Prerequisite: OS2043.

OS 2153. Transcription. This course is designed to develop entry level transcription skills using transcription equipment, word processing and personal computers. Document formatting, editing, proofreading and basic English and language skills required for machine transcription in today's office will be reviewed and reinforced through realistic transcribing exercises. Prerequisite: OS 1143 or permission of instructor.

OS 2233. Office Procedures. A course designed to prepare the student for actual service as an office professional or supervisor including a study of the duties, responsibilities, and personal qualifications of an office professional and the most efficient methods of performing office duties. Internet students must have access to the Internet, a browser and Microsoft Office software. Prerequisite: Completed CO 1103 and OS 1123 or evidence of ability to type 25 wpm.

OS 2283. MS Word. This course is designed to teach the word processing skills required to create and enhance business documents. Students keyboard, edit, store, retrieve and print business letters, tables, and manuscripts. Formatting, software use and speed are emphasized. Internet students must have access to the Internet, a browser and Microsoft Word software. Prerequisite: Eligible for ENGL 1113. OS 1123 or Keyboarding speed of 40 wpm.

OS 2303. Electronic Health Records. This course provides a comprehensive understanding of the theory and functional benefits of Electronic Health Records (EHR) using EHR software. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Topics include legal/ethical principles inherent to healthcare information, patient flow, data entry, scheduling, call processing and tasking. Skills acquired in this course are relevant and can be applied in today's medical office, clinic, or medical records division of a hospital.

PHYSICS & PHYSICAL SCIENCE

PHSC 2021. The Physical Sciences Lab. [ACTS Course PHSC 1004]. To accompany PHSC2023.

PHSC 2023. The Physical Sciences. [ACTS Course PHSC 1004]. A course in the principles of physical science designed for general education. Internet students must have access to the Internet, a browser and Microsoft Word. Prerequisite: Appropriate ACT or equivalent score on alternate test, MATH 0133. Co-requisite: PHSC2021.

PHYS 2001. College Physics I Lab. To accompany PHYS 2003.

PHYS 2003. College Physics I. A study of natural laws governing the physical world and the application to practical situations, including a study of the principles of vectors, statics, motion, impulse, momentum, properties of materials, temperature and matter, and thermodynamics. Prerequisite: MATH 1023, appropriate ACT or equivalent score on alternate test and eligible for COMP I. Co-requisite: PHYS 2001.

PRODUCTION TECHNICIAN

CPT 1003. Production Safety. This course curriculum is based on federally endorsed national standards for production workers. The course will introduce OSHA standards relating to personal protective equipment, HAZMAT communication, tool safety, confined spaces, electrical safety, emergency response, lockout/tagout and others.

CPT 1023. Manufacturing Processes and Production. Designed to prepare students for the Manufacturing Skill Standard Council's (MSSC) manufacturing processes and production certification assessment. This course curriculum is based on federally endorsed national standards for production workers. This course emphasizes Just-in-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

CPT 1043. Quality Practices and Measurement. Designed to prepare students for the Manufacturing Skill Standard Council's (MSSC) quality certification assessment. This course curriculum is based on federally endorsed national standards for production workers. Emphasis is on continuous improvement concepts and how they relate to quality management system. Students will be introduced to quality management system and its components. These include corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes, and control of non-conforming product.

CPT 1063. Maintenance Awareness. Designed to prepare students for the Manufacturing Skill Standard Council's (MSSC) quality certification assessment. This course curriculum is based on federally endorsed national standards for production workers. This course introduces the concepts of Total Productive Maintenance (TPM) and preventative maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

SOCIAL SCIENCE

GEOG 2003. Introduction to Geography. [ACTS Course GEOG 1103]. An introductory course in the basic concepts of geography that emphasizes regional, cultural, and environmental issues. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

HIST 1003. World History I. [ACTS Course HIST 1113]. A study of world civilizations to the early modern period. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

HIST 1013. World History II. [ACTS Course HIST 1123]. A study of world civilizations since the early modern period. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

HIST 2013. United States History I. [ACTS Course HIST 2113]. A general survey of the history of the United States through the Civil War era. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

HIST 2023. United States History II. [ACTS Course HIST 2123]. A general survey of the history of the United States from the Civil War era to the present. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

HIST 2083. History of Arkansas. A survey of the history of Arkansas from pre-Columbian times to the present. For teacher education students only. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

PSCI 2003. American Government: National. [ACTS Course PLSC 2003]. A survey of the American National Government including the Constitution; structure and operation of the Presidency, Congress and Judiciary; federalism, civil liberties, and politics in action. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

PSYC 2003. General Psychology. [ACTS Course PSYC 1103]. An examination of human thought and behavior from a scientific point of view. The course provides a survey of the field, looks at current research, and emphasizes critical thinking. Relates the academics of the subject to subject's everyday lives, thus bridging the gap between psychological theory and practical application. Prerequisite: Appropriate ACT or equivalent score on alternate test.

PSYC 2103. Developmental Psychology. [ACTS Course PSYC 2103]. This course presents a comprehensive overview of contemporary developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan, from conception to death. The course will cover the relevant history, theories, research, and methods of developmental psychology as well as examine the areas of physical-motor, cognitive, social, and personality development. Designed for Health Sciences and Pre-Nursing CP students.

SOC 2003. Introduction to Sociology. [ACTS Course SOCI 1013]. A study of the cultural basis of human life and social origins with concepts requisite to an understanding of the process of social institutions and the nature of social change. Prerequisite: Appropriate ACT or equivalent score on alternate test.

SOC 2013. Social Problems. [ACTS Course SOCI 2013]. This course is an overview of the social theory and related policies influencing social problems. The course will also review social problems from political and social work perspectives. It is designed to give the student a method of analyzing current social problems and to see the connection to social policy and intervention as it related to social solutions. Designed for Health Sciences and Pre-Nursing CP students.

SUPPLY CHAIN MANAGEMENT

MO 1003. Principles of Inventory Management. This course introduces the essential vocabulary and skills in identifying and applying the basic principles of inventory management. Basic methods of planning and controlling inventory in manufacturing, institutional, distribution, and retail environments are covered. The questions of what to stock are addressed through an examination of the current and evolving technologies of inventory management.

MO 1013. Operations Planning. This course sets the stage for all P&M planning activities by introducing participants to the principles of demand management and forecasting as an input to the planning process. Different types and levels of planning relevant to materials management are examined, from long range strategic planning to shorter-term production plans and master production schedules.

MO 1023. Manufacturing Management. This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CPR), production activity control (PAC), and Just-In-Time. This course studies the execution of the production plan and master production schedule, reactions to capacity constraints, and maintenance of individual order control.

MO 1033. Managing Operations. This course is concerned with the design of systems to produce goods and services and the operation of those systems. It discusses relationships within the company environment particularly with marketing and product design. Topics to be covered include facilities planning; TQM; cost analysis; project planning and operations resource management, etc.

MO 1043. Distribution & Logistics. Participants are introduced to the fundamental vocabulary and skills required for working in today's modern warehouse environment. The basic methods of managing and controlling these work environments are examined. All key functional aspects of warehouse management, from receiving goods, stocking product, through to shipping to the customer are covered.

OM 2003. Enterprise Software Management. Enterprise systems are a category of information systems that drive cross-functional integration and require organization-wide resources for their implementation. This course focuses on the packaged software products of enterprise systems. Specifically, the enterprise software (SAP) used in the majority of Highland Industrial Park companies is learned.

OM 2013. Capstone/Internship. This course is the capstone of curricular requirements for students in the Supply Chain Management/Operations Management program. Students will demonstrate their cumulative knowledge of skills and proficiencies learned in the degree program through a capstone project or serving in an internship capacity with a local industry.

OM 2033. Quality Assurance. This course centers on the methods used to ensure quality production through the measurement and maintenance of desired product characteristics in manufacturing processes.

SCM 2003. Supply Chain Management. This course provides an overview of supply chain management and its role in the success of business and industry. Students will be exposed to topics related to design and management of supply chains, from incoming raw material to final product delivery. Course topics include supply, operations, distribution, and integration.

SCM 2013. Logistics in Manufacturing. This course allows students to use strategic, tactical, and operational concepts to improve the distribution of goods and services by an industry. Emphasis on understanding when and how these concepts are applied, as well as on using optimal methods for adequate implementation, is made. This course is considered the capstone for the supply chain management degree emphasis. Prerequisite: All MO and SCM courses or permission of instructor.

WELDING ACADEMY

WA 1005. Welding Processes. This course will provide welding safety skills and cover the NCCER Core curriculum. Further, students will become proficient in the MIG and FLUXCORE wire welding processes in the position of 1F, 2F, 3F and 4F per American Welding Society specification.

WA 1015. Structural Welding. This course will provide students the skills necessary for structural welding on flat plate steel structures. Training includes fillet welds and groove welds using the SMAW (stick), and GTAW (tig) processes. Positions include 1G, 2G, 3G, and 4G, per American Welding Society specification.

WA 1025. Pipe Welding I. This course will provide instruction that gives students opportunity to advance skills previously attained with flat plate to the pipe welding skill sets. The process for welding will include SMAW (stick) on mild steel pipe. Positions will include 2G, 5G, and 6G per American Welding Society specification.

WA 2005. Pipe Welding II. This course advances pipe welding skills into the materials of stainless and includes the process of TIG in the positions of 2G, 5G, and 6G.

WA 2015. Hi Freq TIG & Pipeline Welding. This course focuses on key information and skills for welding with Aluminum materials using the Hi Frequency TIG method. Positions will include fillet welds in positions of 1F, 2F, and 3F per American Welding Society specification. Further, this course will give students training in the specialized process of pipeline welding (typically downhill travel). Position for this method of pipeline welding will include 5G only, per American Welding Society.

WA 2025. Capstone. This course addresses the overall skill sets acquired throughout the training, allowing a collective review of GTAW and SMAW weld processes in the 2G, 5G, and 6G positions per American Welding Society specification. Students will

also be provided training in proper resume writing and interview processes with staged interviews with prospective employers. Certification is required for stick, TIG, and MIG welding as a requirement using AWS standards for this course.

WILDLIFE & FISHERIES

WF1003. Standards, Policies, & Procedures. An overview of the law enforcement standards, policies, and procedures for game and fish enforcement officers.

WF1012. GPS, GIS & Navigation. Global positioning and geographic information systems and navigation with maps and compass.

WF1013. Firearms. Instruction in the function, safety, marksmanship, and working mechanisms of various types of firearms.

WF1033. Criminal Code & Procedures. Application of Arkansas state criminal code to the field of wildlife and fisheries enforcement.

WF1043. Domestic Violence & Diversity. A study of Arkansas code related to domestic violence, child abuse, racial profiling, and cultural diversity guidelines.

WF1053. Boating & Hunter Awareness. Study of Arkansas and U.S. code related to boating and hunting including boating theft and accident investigation, boating operations, and wildlife forensics.

WF1063. Patrol & Observation. Patrol techniques including observation, perception, protection, prevention, repression, identification, and apprehension.

WF1073. Vehicle Operations & Procedures. Vehicle operations, defensive and offensive driving, and search of vehicles and persons.

WF1093. Physical Training. Conditioning and physical activities to aid officers in the performance of their duties.

WF 2213. Technical Writing. [ACTS Course ENGL 2023]. A study of the functional aspects of technical communication guided by correctness, clarity, and conciseness as well as by audience, purpose, layout and design; emphasis on technical instruction, process, description, definition, analysis, and research. Additional focus on collaborative writing, problem solving, oral business communication and the use of visuals in computer assisted writing. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

COLLEGE FACULTY & STAFF

SAU SYSTEM BOARD OF TRUSTEES

Lawrence Bearden..... Term Expires 2016	Smackover
Mr. Therral Story, Chair Term Expires 2017	Magnolia
W. Steve Keith, Vice Chair..... Term Expires 2018	Magnolia
Edgar O. Lee, Secretary..... Term Expires 2019	Chidester
David Nelson..... Term Expires 2020	Magnolia

SAU SYSTEM PRESIDENT

Trey Berry (2011)..... B.A., Ouachita Baptist University • M.A., University of Mississippi • Ph.D., University of Mississippi	President
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SAU TECH EXECUTIVE OFFICERS

Jason Morrison (2017)..... B.A., Henderson State University • M.A., Arkansas State University • Ed.D., Arkansas State University	Chancellor
Valerie Wilson (1994)..... A.S., Southern Arkansas University Tech • B.S., Southern Illinois University • M.B.A., Henderson State University • Ed.D., Capella University	Vice Chancellor for Academics & Planning
Gaye Manning (1984)..... B.B.A., Southern Arkansas University • M.B.A., Henderson State University	Vice Chancellor for Finance & Administration
David McLeane (2004)..... B.S., Louisiana Tech University • M.A., Louisiana Tech University	Vice Chancellor for Student Services

SAU TECH FACULTY

Phillip Allison (2015)..... B.A., Southern Arkansas University • M.A., Louisiana Tech University	Social Sciences Instructor
Richard Ball (2017)..... A.A.S., Southern Arkansas University Tech	Graphic Design/Computer Graphic Instructor
Charles Barnes (2006)..... B.S.E., University of Central Arkansas • M.S.E., University of Central Arkansas	Mathematics Instructor
Katherine Beckham (2015)..... A.A.S., Southern Arkansas University Tech	Aviation Instructor
James Brown (2010)..... B.S., University of Arkansas at Monticello • M.B.A., Louisiana Tech University	Business Administration Instructor
Robert Brown (2005)..... B.S., Colorado Technical University • M.S.M., Colorado Technical University	Computer Technology Instructor
Casey Burns (2010)..... A.A.S., Southern Arkansas University Tech	Industrial Technology Instructor
Laura Camp (2006)..... B.S., Oklahoma State University • M.S., Louisiana State University	Biology, Anatomy & Physiology Instructor

Leland Chapman (2014)Aviation Instructor
A.A.S.G.T., Rich Mountain Community College

Stephen Clark (2012)..... Instructor, AFTA
A.A.S., Southeast Arkansas College • A.A.S., Southern Arkansas University Tech

Mary Beth Collard (2014)..... Adult Education Instructor, Ouachita/Calhoun County Program
B.S., University of Louisiana at Lafayette • M.A.T., McNeese State University

Amy Diehl (2017) Teacher Education Instructor
B.A., Arkansas Tech University • M.A., Henderson State University

Brian Dixon (2011) Multimedia Simulation & Game Design Instructor
B.S., Memphis School of Preaching • A.A.S., Southern Arkansas University Tech

Blake Epperson (2016) Adult Education Special Project Instructor
B.M.E., Southern Arkansas University • M.Ed., Southern Arkansas University

Jodi Eppinette (1984)..... Business Administration & Office Management Instructor
B.S.E., Southern Arkansas University • M.Ed., Southern Arkansas University

Aaron Flowers (2009) Aviation Instructor/High School Coordinator
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Chris Franklin (2015) Radio & Television Instructor, Career Academy
Certificate of Proficiency, Southern Arkansas University Tech

Robert Gunnels (1996) Social Sciences Instructor
B.S., Southern Arkansas University • M.A., Auburn University

Johnie Hall (2002)..... Communication Arts Instructor
A.A.S., Southern Arkansas University Tech • B.A., Henderson State University • M.L.A., Henderson State University

Lonnie Harrell (2014) Instructor, AFTA
A.A.S., Southern Arkansas University Tech

Ken Harvey (2015)..... Wastewater Instructor & Program Coordinator, AETA

John Henderson (2015) Welding Instructor, Career Academy

Eddie Horton (2002).....Mechanical Maintenance Instructor
A.S., Southern Arkansas University Tech

Kay Hudman (2001)..... Computer Technology Instructor, Career Academy
B.S.E., Southern Arkansas University

Rebecca Hughes (2004).....Communication Arts Instructor
B.A., Southern Arkansas University • M.A., Wright State University

Phyllis Hutson (2007)..... Office Management Instructor
B.B.A., Southern Arkansas University • M.A.T., Southern Arkansas University • M.B.A., University of North Alabama

Terry Hutson (1991)..... Mathematics Instructor
B.S., University of Central Arkansas • M.S., University of Arkansas • Ed.D., University of Memphis

Sara Landaverde (2012)..... Communication Arts Instructor
B.A., Southern Arkansas University • B.A., Southern Arkansas University • M.A., University of Central Arkansas • M.A.T.,
Southern Arkansas University • M.Ed., Southern Arkansas University

Justin Lee (2014)Aviation Instructor
B.B.A., Texas A & M University-Texarkana

Martin Levinson (2017) Basketball Coach Instructor
B.A., University of Nebraska Kearney • M.A., University of Nebraska Kearney

Cheryl McKinnon (2014) Nursing Instructor
A.A.S., Southern Arkansas University • B.S., Arkansas Tech University

Teresa McLeane (2001)..... Mathematics Instructor
B.S., Louisiana Tech University • M.S.E., Southern Arkansas University

Gary Meadows (2006) Instructor & Conway Coordinator, AFTA
A.A.S., Black River Tech College

Alana Morlen (2017) Cosmetology Instructor

Sherri Niemeyer (2003)..... Cosmetology Instructor, Career Academy
A.A.S., Southern Arkansas University Tech

Ken Nutt (2010).....Solid Waste Instructor & Program Coordinator, AETA
A.P.S., Southern Arkansas University Tech

Ricky Purifoy (2005)..... Automotive Instructor, Career Academy
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Cody Ray (2017)..... Welding Instructor
T.C., Southern Arkansas University Tech

Mike Ray (2016)..... Certified Production Technician Instructor, Career Academy

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Kevin Sandy.....Backflow Prevention Coordinator, AETA
B.A., U of A Fort Smith • M.B.A., Webster University

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Hannah Thomas (2016)..... Communication Arts Instructor
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A.A.S., Community College of the Air Force • A.A.S., Community College of the Air Force

Danny Williford (2005) Instructor & Jonesboro Coordinator, AFTA
A.A.S., Garland County Community College

Tracy Woolfley (2012)..... Medical Professions Instructor, Career Academy
A.S., Southern Arkansas University • A.S., University of Arkansas Community College at Hope • B.S., Southern Arkansas
University

Kathy Wright (2011)Adult Education Instructor, Columbia County Program
B.S.E., Southern Arkansas University

Jessica Young (2008) Nursing Instructor
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SAU TECH ADMINISTRATIVE STAFF

Lisa Antoon (2017)	Director, Development and Alumni Relations
Wayne Banks (1997)	Registrar A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech • A.A.S., Kennedy-King College • B.S., Chicago State University • B.B.A., Southern Arkansas University • M.B.A., Southern Arkansas University
Haley Bird	Recruiter B.A., Southern Arkansas University
Patricia Burks (2015)	Career Coach, Workforce & Community Education B.S., University of Arkansas at Pine Bluff • B.S., University of Arkansas at Little Rock • M.S., Southern Arkansas University
Horace Charles (2017)	Career Coach, Workforce & Community Education B.A., Southern Arkansas University
Olivia Clack (2001)	Director, Human Resources A.A.S., Southern Arkansas University Tech
Kimberly Coker (2002)	Director, Communications & Public Relations B.S., Southern Arkansas University • M.S., Southern Arkansas University
Rickey Cole (2007)	Assistant Director, AETA B.S., University of Arkansas at Monticello • B.S., Northeast Louisiana University • M.S., Northeast Louisiana University
Marcus Copeland (2015)	Student Success, Retention, and Placement Coordinator B.S., University of Central Arkansas • M.S., Southern Arkansas University
Hannah Dixon (2017)	Advisor, Enrollment Services A.S., Southern Arkansas University Tech • B.A., Southern Arkansas University
Beverly Ellis (2005)	Advisor, Enrollment Services A.A., Southern Arkansas University Tech • B.S.E., University of Arkansas
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Barbara Hamilton (2003)	Director, Adult Education B.B.A., Southern Arkansas University • M.B.A., Texas A & M University-Texarkana • M.P.A., Southern Arkansas University • M.Ed., University of Arkansas at Little Rock
Randy Harper (1998)	Director, AETA A.A., Southern Arkansas University Tech • A.A.S., Southern Arkansas University • B.S.I.T., Southern Arkansas University
Courtney Haygood (2015)	Director, Recruiting & Student Life B.B.A., Southern Arkansas University • M.Ed., Southern Arkansas University
Lisa Holland (2006)	Assistant Controller B.S., University of Arkansas
Karmen House (2016)	Aerospace Defense Sector Partnership Planning Grant Coordinator A.A., Southern Arkansas University Tech • B.A., Henderson State University
Kyra Jerry (2016)	Director, Rocket Success Center B.S., U of A Monticello
Laura Johnson (1982)	Director, Information Technology & Communications Services B.S., Southern Arkansas University
Mike Larkins (2001)	Director, Physical Plant
Natalye Leake (2017)	Employment and Training Coordinator B.A., Southern Arkansas University
Taylor May (2017)	Media Production Specialist, Communications & Public Relations Department A.A.S., Southern Arkansas University Tech

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Lee Sanders (2003)..... Director, Institutional Research
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B.A., Ouachita Baptist University • M.B.A., Louisiana Tech University

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A.A., Southern Arkansas University Tech • A.A.S., Garland County Community College • B.P.S., University of Memphis •
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SAU TECH CLASSIFIED STAFF

Tammy Allen (2007)..... Institutional Services Assistant, Physical Plant

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Adele Bardella (2000)..... Institutional Services Assistant, Physical Plant
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Charles Beard (2009)..... Maintenance Assistant, Physical Plant

Debbie Beasley (2001)..... Payroll Services Coordinator, Business Office
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Robyn Binns (2010)..... Assistant Registrar, Registrar's Office
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Frances Bowen (1997)..... Computer Lab Technician, Information Technology Services
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Samuel Briggs (2015)..... Public Safety Officer, Campus Police

Veronica Bush (1985)..... Administrative Specialist II, Physical Plant
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Angela Fry (2008) Buyer & Purchasing Agent, Business Office

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Tech • B.B.A., Southern Arkansas University

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Ronnodo Grant (2017) Institutional Services Assistant

Terry Harcrow (1995) Administrative Specialist I, AFTA
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April McDonald (2016) Administrative Specialist I, AFTA

Jud Mitchell (2008) HE Public Safety Supervisor, Campus Police

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Macon Patton (2017)Institutional Services & Landscape Supervisor, Physical Plant

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Connie Riley (2010) Financial Aid Analyst, Financial Aid
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Keisha Robinson (2001).....Accountant II, Business Office
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Keturah Rumph (2015).....Accountant II, Business Office
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Letitia Rusch (1985)..... Administrative Specialist III, AETA
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Zoila Sabillon (2014) Institutional Services Assistant, Physical Plant

Jerome Smith (2017)Maintenance Assistant, Physical Plant

Kevin Smith (2016) Maintenance Assistant, Physical Plant

Lisa Smith (2014)..... Admissions Analyst, Enrollment Services
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Jerry Spells (2011)..... Maintenance Assistant, Physical Plant

Landon Stewart (2017)Administrative Specialist III, Financial Aid

Kelli Tanner (2017) Administrative Specialist I, AFTA

Anthony Tuberville (2017).....Computer Operator Tech, Information Technology
A.A.S., Southern Arkansas University Tech

Debbie Tucker (2000) LMS Administrator, Center for Online Learning

Loretha Walker (2012) Administrative Specialist III, Academics & Planning
T.C. Southern Arkansas University Tech • A.S., Southern Arkansas University Tech

Shundrea Walker (2014).....Administrative Specialist II, Adult Education, Columbia County Program
A.A.S., South Arkansas Community College

Benny Ward (2003)..... Skilled Tradesman, Physical Plant
A.A.S., Southern Arkansas University Tech

Markita Wilkins (2002) Administrative Specialist II, Adult Education, Ouachita/Calhoun County Program
A.A.S., Southern Arkansas University Tech

Caine Winans (2017)Skilled Tradesman

SAU TECH FOUNDATION

The SAU Tech Foundation, a non-profit corporation organized under a tax exempt 501(c)(3) status, promotes and develops public gift support for SAU Tech through solicitation of private gift contributions and the prudent management and investment of such gifts for enhancement and advancement of the college. The Foundation provides funding for projects which may include, but are not limited to, student scholarships, faculty and staff development activities, cultural events, facility improvements, community outreach services, and academic enrichment. The Foundation is governed by a volunteer board comprised of members of the communities which SAU Tech serves.

Board Members: Paul Lindsey, Gene Hill, Jim Golden, Tessa Wilson, Mark Cayce, Ted Barnes, Linda Gaston, Delois Kitchens, Randy Graham, David Reynolds, John Dawson III, Troy Alphin, Krissy Bassetti, and Barbara Finley,

Executive Director: Lisa Antoon

COLLEGE TELEPHONE DIRECTORY

(Area Code – 870)

SAU Tech (main switchboard)	574.4500
Academics	574.4514
Activity Center	574.4543
Admissions.....	574.4558
Adult Education – Cleveland County Program.....	837.4001
Adult Education – Columbia County Program	234.6064
Adult Education – Dallas County Program.....	352.5061
Adult Education – Ouachita/Calhoun County Program.....	837.4001
Alumni Office.....	574.4560
Arkansas Environmental Training Academy	574.4550
Arkansas Fire Training Academy.....	574.1521
Aviation Maintenance – Camden	574.1019
Aviation Maintenance – Texarkana.....	772.0756
Bookstore.....	574.4510
Business Office	574.4461
Campus Police.....	574.4517
Career Academy – Camden	574.4487
Career Academy – Magnolia	234.2610
Career Pathways Initiative	574.4704 or 574.4707
Center for Online Learning.....	574.4453
Communications & Public Relations	574.4533
Community Education.....	574.4521
Concurrent/Dual High School Enrollment	574.4476
Counseling/Testing	574.4492
Dean of Instruction.....	574.4593
Disability Services.....	574.4492
Financial Aid	574.4511
Human Resources	574.4481
Information Technology & Communications Services	574.4513
Institutional Research	574.4455
Learning Resource Center.....	574.4518
Nursing.....	574.4585
Payroll & Employee Benefits.....	574.4507
Physical Plant	574.4547
Purchasing.....	574.4523
Registrar's Office	574.4493
SAU Tech Foundation.....	574.4560
Student Life.....	574.4519
Student Services.....	574.4529

Teacher Education Coordinator	574.4548
Tech Learning Center	574.4725
Testing Center	574.4486
Vice Chancellor for Academics	574.4541
Vice Chancellor for Finance & Administration.....	574.4509
Vice Chancellor for Planning & Information Technology Systems.....	574.4514
Vice Chancellor for Student Services	574.4504
Welding Academy	234.7234
Workforce & Community Education.....	574.4480

**SOUTHERN
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UNIVERSITY
TECH**

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Camden, Arkansas 71711
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