



ARKANSAS NORTHEASTERN COLLEGE



2023-2024

STUDENT

HANDBOOK

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President's Welcome

Dear Student,

It gives me great pleasure to welcome you to Arkansas Northeastern College. The College faculty and staff are prepared to do everything possible toward making your education a successful and satisfying experience. We look forward to our partnership with you in accomplishing your education goals.

Thank you for choosing Arkansas Northeastern College and best wishes for a rewarding year.

Dr. Christopher Heigle
President

Mission Statement

Arkansas Northeastern College is committed to providing accessible, quality educational programs, services, and lifelong learning opportunities.

Philosophy

Because Arkansas Northeastern College is committed to the ideal of the worth and dignity of individuals, its philosophy is to provide opportunities to youth and adults for development of purposeful, gratifying, and useful lives in a democratic society. These opportunities are provided through programs of study designed to fit the needs of students of varying educational and career goals and those which provide co-curricular activities and community services consistent with the concept of the community college.

Arkansas Northeastern College is committed to these purposes:

1. To provide an access to quality higher education opportunity for all individuals regardless of age, sex, race, or ancestry; economic, cultural or physical condition or previous educational attainment, within the provisions of law and resources available.
2. To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
3. To provide career and technical programs and curricula leading to immediate employment and to offer programs for students who wish to upgrade their skills for current, or future, employment.
4. To offer programs in general education and facilitate access to baccalaureate and masters programs.
5. To offer credit/non-credit courses which meet community needs.
6. To offer developmental programs to improve basic skills.
7. To offer academic and career counseling and support services.
8. To promote the civic and cultural activities of the community and provide for the avocational needs of the students and the service community.
9. To provide a positive and constructive experience for new students enhancing their educational growth, aspirations, and abilities to continue their education at this institution and beyond.

Equal Opportunity/Affirmative Action Statement

Arkansas Northeastern College does not discriminate against any individual on the basis of race, color, sex, religion, ethnic origin, or disability in any of its programs or activities. Arkansas Northeastern College does not discriminate on the basis of handicap in admission, access to treatment or employment in its programs and activities.

Publication Statement

This handbook is published for informational purposes only. Every effort has been made to insure accuracy at the time of printing. Arkansas Northeastern College reserves the right to change policies herein without notification. Students are advised to visit the ANC website regularly for additional information.

Notice of Availability

Institutional and Financial Aid Consumer Information

We are excited you are attending Arkansas Northeastern College. Federal and state laws require colleges to provide current and prospective students with detailed information about various issues which affect them, including student rights regarding their education records, graduation and transfer rates, financial aid regulations, campus crime statistics and security procedures, college policies on alcohol and drug use, and college policies on harassment and sexual assault.

As a student, you may have questions concerning this information and enrollment, financial aid, grading, withdrawing, tutoring services, etc. Answers to these types of questions can be found in the ANC Student Handbooks available online at www.anc.edu/admissions. Select either the Financial Aid Handbook or the Student Handbook links on the left hand side of the screen. The table of contents will assist you in locating the appropriate page to answer your questions.

Although the handbooks are an excellent information tool, please contact Student Services at any time at (870) 838-2955 with additional questions and we will be happy to assist you.

Sincerely,

KeTierra Jones
Director of Financial Aid

Directory of College Facilities

In keeping with its philosophy of offering educational opportunities to all citizens of the area, the College offers courses and services at several locations throughout the service area, including: Blytheville, Leachville, and Osceola

Arkansas Northeastern College

Main Campus

2501 South Division, PO Box 1109
Blytheville, AR 72316-1109
(870) 762-1020

ANC Leachville Center

105 North Main Street
Leachville, AR 72438
(870) 539-2393

ANC Osceola Center

2868 West Semmes Avenue
Osceola, AR 72370
(870) 563-3236

Accreditation

Arkansas Northeastern College is accredited by the Higher Learning Commission and a member of the North Central Association. Arkansas Northeastern College is officially approved by the U.S. Department of Education, the State Department of Higher Education, and the Veterans Administration. In addition, the College holds memberships in various professional organizations, including the American Association of Community Colleges, and is listed among the Service members Opportunity Colleges.

Students may request, from each respective division head, copies of all documents describing the institution's accreditation, approval, or licensing.

The Higher Learning Commission/The North Central Association
30 N. LaSalle St. Suite 2400
Chicago, IL 60602-2504
(312) 263-0456

Other Accreditations Include – but are not limited to:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

Arkansas State Board of Nursing

University Tower Building
1123 South University, Suite 800
Little Rock, AR 72204
(501) 686-2700

The Commission on Dental Accreditation
211 East Chicago Ave.
Chicago, IL 60611
(312) 440-2500

Commission on Accreditation of Allied Health Education Programs
9355 113th Street N., #7709
Seminole, FL 33775
(727) 210-2350

Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway, Suite 111-132
Rowlett, TX 75088
(214) 703-8445

Academic Programs

Associate Degrees

Students at ANC may earn the Associate of Arts (AA), the Associate of Science (AS), Associate of General Studies (AGS), Associate Arts in Teaching (AAT) or the Associate of Applied Science (AAS) degree. These are called two-year degrees because it is possible for a student attending full-time to complete degree requirements in two years, if college preparatory or repeat courses are not needed.

Associate of Arts (AA, AS, AGS, AAT)

The AA and AS degree programs are designed for students who plan to complete their freshman and sophomore years of a baccalaureate degree at ANC and then transfer to a four-year college to complete junior and senior-level courses. Each degree requires the completion of 60-67 credit hours with a minimum cumulative 2.0 grade point average.

Associate of Arts

Associate of Science – Business

Associate of Science – Childhood Education

Associate of General Studies

Associate of Arts in Teaching

Associate of Applied Science (AAS)

The AAS degree program is designed to prepare students for specific occupational areas. Persons receiving this two-year degree usually enter directly into the workforce in the area of specialization. The AAS degree is not designed to transfer to a four-year institution. Students seeking an AAS degree must complete degree requirements (a minimum of 60 credit hours) with a minimum cumulative 2.0 grade point average or higher and make a “C” or better in English Composition I, English Composition II, and Required math courses as specified in each program.

Advanced Manufacturing

Air Conditioning & Refrigeration

Aviation Maintenance

Computer Information Systems

Criminal Justice

Early Childhood Education

Nursing (RN)

Office Management

Steel Technology

Welding

Paramedic

Certificate of General Studies

The Certificate of General Studies is designed to recognize the successful completion of 31-32 hours of specified general education core courses. Students pursuing the Certificate of General Studies must satisfy all assessment, remediation, and prerequisite course requirements. Developmental coursework must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Technical Certificates (TC)

Certification of this type is completed through a planned and coherent program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The program of study may be part of an Associate of Applied Science curriculum or a stand-alone program. Each certificate requires the completion of at least 30-75 credit hours with a 2.0 grade point average.

Administrative Support

Air Conditioning & Refrigeration

Aviation Maintenance

Child Development

Computer Information Systems

Dental Assisting

License Practical Nursing (LPN)

Paramedic

Teaching

Welding

Certificate of Proficiency (CP)

Certification of this type is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Each certificate requires the completion of at least 7-18 credit hours with a 2.0 grade point average.

Advanced Manufacturing

Air Conditioning & Refrigeration

Clerical Support

Computer Coding

Computer Ethics & Security

Computer Fundamentals

Computer Information Systems

Construction Technology

Contact Center

Criminal Justice

Early Childhood Education

Emergency Medical Technician (EMT)

Entrepreneurship

General Aviation

General Industry Technology

Industrial Electrical Systems

Medication Assistant

Nursing Assistant (CNA)

Phlebotomy Technician

Teaching

Welding

See the current ANC catalog for specific degree and certificate requirements.

Institutional Information

Academic Regulations

See the current catalog for academic regulations.

Academic and Career Enrichment (ACE) Advising Center

The Academic and Career Enrichment (ACE) Advising Center is provided to allow more intensive academic and career counseling to students. Designed to provide professional guidance in the whole process of enrollment, from placement testing to career and goal setting, this format offers students a very hands-on approach in their decision-making on the front end.

Tutorial services are available through the ACE Advising Center on an individual basis for those who have difficulty with instructional materials. The staff in the ACE Advising Center, success coaches, and volunteers work with individuals needing help, both on a drop-in and appointment basis. The staff also maintains a shelf of free materials addressing specific problems, such as procedures for writing essays and term papers, punctuation reviews, and other useful materials.

Access to College Facilities

Campus facilities are available to employees, students, and visitors during normal business hours and for designated periods during special events. Normal business hours are 8:00 a.m. to 4:30 p.m. The facilities are open during each semester from 7:30 a.m. to 9:30 p.m. Monday - Thursday and 7:30 a.m. to 4:30 p.m. on Friday. Classes are scheduled on the weekend and computer labs and the library have weekend hours as well. Buildings may close earlier when classes are not in session, during holidays, between semesters, and on weekends.

Gates located at the North and South entrances to the main campus will be opened by the following schedule:

Monday – Friday: gates open at 5:45 a.m. and will close at 10:30 p.m.

Saturday: Gates open at 6:30 a.m. and close at 1:30 p.m.

Saturday evening, Sundays and holidays: Gates will remain closed unless a scheduled event is taking place.

Adult Education/General Education Development (GED)

Generally, individuals who are not currently enrolled in high school and have never graduated are eligible to take the GED test. ANC offers adult education programs that assist in preparation for the GED tests. Most libraries and bookstores have GED study books – and in some places there is a GED on TV series. An adult education counselor or a GED instructor at the ANC GED Center can help you decide whether you need to study for all the tests or just brush up on your skills.

Assessment and Placement in College Courses

ANC employs a comprehensive assessment and course placement program to assist each individual in realizing his or her potential as a student. To provide the best possible guidance to students in selecting programs and courses, the College encourages all entering students to take an assessment exam. Assessment based upon the American College Test (ACT), the Scholastic Aptitude Test (SAT), or ACCUPLACER is required of all students who intend to pursue any associate degree or technical certificate. Exceptions may be made for non-degree seeking students. Students assessed as deficient in math, reading, or writing will be required to undergo basic skills improvement according to the

guidelines developed by the Arkansas Department of Higher Education for all public colleges in Arkansas.

Assessment of Student Learning

Arkansas Northeastern College is a student-centered institution. To appraise the success of our students, the College actively engages in the assessment of student learning at the course, program and institutional levels. The College also assesses its co-curricular offerings. The primary purpose of the College's assessment activities is to measure and improve student learning. To obtain the data necessary to make evidenced-based decisions, ANC collects periodic measurements of student academic achievement, attitudes, perceptions, satisfaction, as well as professional and career development. Throughout their course of study, ANC students participate in a variety of assessments that help determine the nature and extent of their learning. Assessment activities include, but are not limited to the following:

- Evaluation of scores on placement testing exams
- Course-level assessments of learning outcomes
- General education and discipline specific proficiency exams prior to graduation
- Internship experiences
- Licensing exams
- Polls/surveys following co-curricular learning activities

Assessments of student learning conducted by the college are used to guide the continuous improvement of its academic offerings, and create a quality learning environment. The student's conscientious contribution to this process is essential. To ensure the validity of the assessment data, it is important that each student do their best on examinations and assignments and answer survey questions with thoughtfulness and candor. Candidates for any associate degree or certificate awarded by ANC are required, as a condition of graduation, to participate in the outcomes assessments conducted by the academic units of the College, including general education.

Brightspace

Brightspace is a digital learning platform that is used to modernize an instructors approach to classroom instruction. Most courses will deliver their online materials through this platform.

Career and Job Placement Services

Career planning is one of the most important needs of the community college student. To assist students in career planning, ANC provides a career information system. The ACE Advising Center offers specific information about a wide range of careers, as well as individual and career assessment services to assist students in defining their career and educational goals. The ACE Advising Center is located in Statehouse Hall.

College Publications

Connections Magazine: This magazine, is published and distributed to the service area as a Fall/Winter and Spring/Summer edition. Copies are available at the College.

Energy: This is a creative magazine with published content by part-time and full-time ANC students. Any ANC student can submit work such as: Poetry, fiction, drama, non-fiction, photos, snapshots, paintings/drawings, or any other form of “art.” Each person can submit up to five articles for consideration. Any item you submit will be considered for the next edition of the magazine, which won’t be published until the following spring. After the spring deadline, we will select the best of the best to be published in a bound copy. For more information, contact Mallory Burnett, Editor in Chief, at 762-1020, ext. 1172.

Spark: This annual ANC publication showcases art, writing, and photography from elementary school students in Mississippi County and the surrounding areas. Editor-in-Chief, Ryan Perkins, collects the work from elementary schools throughout the school year, and the chosen works are published in the spring. In addition, winners are chosen to receive the annual Spark award. The objective of the publication is to engage students and encourage creativity.

Community Education

Arkansas Northeastern College's Continuing and Community Education brings exciting life-long learning opportunities through non-credit courses for children and adults. Educational travel opportunities are available to adults as well. Adult courses are taught in a relaxed, friendly atmosphere. The teachers take great satisfaction in passing on knowledge of their subjects to the students. In these courses, you take no tests, receive no grades, and no degrees -- only the satisfaction of pursuing a hobby, developing a skill, or becoming more knowledgeable of a subject.

Completion and Graduation Rates

Only about half of the students at ANC enroll with the intent to complete a degree. Many students enroll for the purpose of completing specific courses either to transfer to a four-year institution or to improve/enhance their employability. Although ANC serves a large population of students who do not seek a degree, the College must comply with reporting requirements under “Student Right to Know” legislation. ANC is required to publish graduation and transfer-out rates for a particular cohort of students as defined by the U.S. Department of Education after a three-year period of time. The status of the 260 students who entered ANC in the fall of 2020 are: 42% graduated, 10% transferred out, and an additional 8% are still enrolled at ANC.

Computer Laboratories

In addition to general-purpose classrooms, a number of computer laboratories are provided for instructional and student use. These networked laboratories are state-of-the-art and fully equipped with modern computers (with internet connections), printers, scanners, and the latest software. The labs are open to students enrolled in one or more credit hours at the College.

Disability Services

An important feature of the campus involves the provision of facilities and services to disabled students. The campus, in its design, includes many features that provide ease of access to the various areas. The following features were designed for persons who use wheelchairs or have mobility impairments: alternate lowered water fountains, elevators to all second floor areas, ramps, reserved parking,

restrooms with wide door toilet entrance and side rails, and wide door openings to all other rooms. In addition, the College provides some basic hardware for blind or sight-impaired students and deaf or hearing-impaired students. Students with disabilities are encouraged to contact Damon Richardson, Assistant Registrar. Students should provide sufficient notification, at least two weeks, of any anticipated needs to the Admissions Office prior to the semester in which they plan to enroll.

Educational Opportunity Center

The Educational Opportunity Center Program (EOC) is designed to assist adults 19 and older with admissions, registration, and financial aid planning for enrollment at a college, vocational/technical school, or GED program. Other services include career testing and workshops designed to ease the transition into college. All services are free. Potential adult students are encouraged to participate prior to their admission into college. The EOC Centers are located at the ANC main campus and Osceola Center. The EOC Program is a TRIO Program funded by the U.S. Department of Education.

Educational Talent Search

The Educational Talent Search Program (ETS) is designed for local area public school students in grades 6 through 12. ETS promotes a rigorous curriculum for approximately 1,000 students each year to prepare them academically for college-level study. The ETS personnel provide a variety of services, including financial aid assistance, postsecondary enrollment guidance, scholarship application assistance, and career counseling. The ETS program is a TRIO Program funded by the U.S. Department of Education.

Electronic Message/Entrance Sign

ANC's electronic message board/entrance sign is viewed by both the campus community and the general public. Messages displayed include College-sponsored art, music, theatre events, and sports activities; important academic calendar dates (such as registration deadlines); holidays and campus closings; and announcements of community interest that comply with the Electronic Message Board policy as approved by the ANC Board of Trustees. For more information regarding ANC campus activities, visit www.myanc.anc.edu.

Food Services

Food services on campus are available in the Student Center, commonly referred to as "The Sunshine Grille". Students may purchase hot entrees, salads, sandwiches, drinks, and snack items. The snack bar is open Monday through Thursday while classes are in session. Packaged foods, soft drinks, and other such items are available throughout the different campus sites both day and evening.

Kids Kollege

Mississippi County Headstart has entered into a venture with Arkansas Northeastern College called "Kids Kollege", which is located on the ANC Campus. This program was developed to assist college students who have preschool children and need assistance with child-care. The program operates while classes are in session at ANC. Parents of the infants, toddlers, and preschoolers are encouraged to apply early. You may check with the "Kids Kollege" on the ANC campus or call the Program Director at 870-776-1054. The "Kids Kollege" is housed in the NIBCO Children Care Center.

Library Services

The Adams/Vines Library was opened in 1993 and supports the instructional programs of the college. It provides learning resources for students, faculty, and staff. It is open five days a week and is staffed with personnel trained to help students access materials housed in the library.

Adams/Vines Library hours: Monday – Friday 8 AM – 4:30 PM

- Automated Card Catalog - The Adams/Vines Library is fully automated with an online card catalog and circulation system. Students use the OPAC to access the library's collections
- Electronic Databases - The library subscribes to 4 electronic databases: EBSCO, ProQuest, Credo Reference Online, and Gale Health and Wellness.
- Internet Access - The Library provides access to the Internet for students. These computers also provide word processing capabilities for students.
- On-line Computer Library Center - As a member of OCLC, the library has access to over 15 million books and periodicals housed in libraries across the nation. The library staff will borrow books or other materials on interlibrary loan for students, faculty and staff.
- Study Rooms - Private study rooms are provided within the library for students.
- Copy Machine - Regular copies are provided for 10 cents each.
- Private study pods with charging stations are available
- Flipster – online magazines

Lost and Found

Misplaced articles are held in the Campus Security Office located in the Security Center. Positive identification is necessary for claiming an item. Unclaimed articles are normally discarded at the end of each semester. Evening students may contact the Public Safety Officer at (870) 762-1020, ext. 1190.

Medical Services

ANC does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics, and hospitals. Physical examinations are required for some courses or activities, and must be verified in writing by the examining physician.

myANC Portal Login

This guide helps registered students get started with the Arkansas Northeastern College student portal. You are able to access your grade report, unofficial transcript, accounting statement, and financial aid status and several other options on the myANC Portal website.

If you have any type of hold on your account, you will see a message describing the hold. If you have questions about a hold, please call the appropriate office. Now that we know about myANC, let's work on understanding how to log in.

Step One

Log in by entering <http://myanc.anc.edu> into your browser address bar.

Step Two

Log in using these two spaces: your User Name and Password

The image shows a login form for the myANC Portal. At the top, there is a blue banner with the Arkansas Northeastern College logo and name. Below the banner, there are two input fields: 'User Name:' and 'Password:'. A 'Login' button is located to the right of the password field. Two red arrows point from the top of the page down to the input fields, indicating where to enter the credentials.

Your User Name is your Student ID – it is **NOT** your Social Security Number. Your Student ID can be found on your registration paperwork. It is a 9 digit number that usually has one hyphen in it, ex. 1234-09876. When you use your Student ID to sign into myANC you will not use the hyphen, just all 9 digits run together, ex 123409876. Your Student ID is also listed on your billing statement.

Your password is the last four (4) digits of your social security number. If the last four digits of your SSN begin with a zero, do not use the leading zero in your password, ex. the last four digits of your SSN are 0873, you would use only the 873 as your password.

If you have trouble logging in to myANC, contact the ANC Helpdesk at (870) 780-1262 or send an email to the ANC Helpdesk at anchelp@anc.edu.

Net Price Calculator

Net Price is defined as the cost of attendance (COA) minus the average yearly grant and scholarship aid. ANC's Net Price Calculator is available at <http://www.anc.edu/netprice/index.html>. For more information see the Student Financial Aid Handbook available at <http://www.anc.edu/admissions>.

New Student Orientation

The purpose of New Student Orientation is to aid all new students in their transition to College, expose new students to broad educational opportunities offered, and to integrate new students into college life. New Student Orientation is coordinated through the Student Services Department and is offered the week before Fall and Spring classes begin.

Planning Your Course Load

- a. Estimate the number of hours you will be working or will be busy outside of school.
- b. Compute the number of hours you will be in class each week.
Formula: _____ x 3 hours per week
(number of classes)
- c. Compute the number of hours you will need to study outside of class each week.
Formula: _____ x 2 study hours
(hours per week from step b)
- d. Add together the number of hours you have estimated in steps a, b, and c. This total is a rough estimate of the number of hours you will have committed each week for the semester.

To help you judge how busy you will be during the semester, you may wish to:

- ✓ Compare your total hours with the standard work week of 40 hours.
- ✓ Adjust your estimates for hours working, number of courses you will take, and number of hours needed for studying.
- ✓ Use the following chart as another guide.

Work Hours	Academic Hours	# of Classes
40	6	2
30	9	3
20	12	4
0	15-18	5-6

Scholarship Information

ANC has several private scholarships available to students through the ANC Foundation. The ANC Foundation Inc. is a private non-profit corporation that provides scholarships to ANC students. Awards of various amounts are made to students who have demonstrated high academic performance and/or financial aid need. A standard application for the ANC Foundation Scholarship is available in the Student Services Office, on the ANC website, and at each off campus location. A complete list of scholarships and descriptions are available in the ANC Catalog and website.

George Moore Trimue and Nancy McCauley Trimue Board of Trustees Academic Scholarship is available to students who graduate from an accredited public high school in Arkansas or Dunklin, Pemiscot, or New Madrid counties in Missouri, and rank in the top ten percent of their high school graduating class or achieve a composite score of 24 or above on the ACT. High School Counselors must submit a list of eligible students with the student's high school transcript stating rank in the graduating class and a copy of ACT scores to ANC.

George Moore Trimue and Nancy McCauley Trimue Board of Trustees Technical Scholarship is available to students who graduate from an accredited public high school in Arkansas or Dunklin, Pemiscot, or New Madrid counties in Missouri, and are recommended by the high school counselor or vocational/occupational instructor in recognition of performance in a technical or vocational field while in high school. High School Counselors must submit a list of eligible students with the student's high school transcript and a copy of ACT scores to ANC.

ANC also offers a number of scholarships and tuition grants recognizing special abilities of students. Among these are technical scholarships and performing arts scholarships in the areas of music and art.

Science Laboratories

The College provides specialty laboratories for both life and physical sciences courses. Four separate fully equipped labs are available for students enrolled in biology, microbiology/chemistry, physical science/geology, and anatomy/physiology. A classroom across from the science labs was converted into a computer lab to provide additional space for students and lab demonstrations. This computer lab is equipped with software that allows for lab data collection for most sciences and is used as a supplemental teaching lab for mathematics. Instructors have the equipment and ability to incorporate multimedia into presentations to help students understand lab topics. All of this works together to give each student an appreciation for the sciences.

Student Financial Aid Programs

The cost of higher education is indeed significant, but a college education represents a viable avenue which enables a student to pursue careers that will benefit both the student and society. The student financial aid programs at Arkansas Northeastern College are intended to assist qualified students in obtaining a college education when they might otherwise lack the necessary financial resources. Additional information regarding the various types of financial aid available, application procedures, and eligibility requirements may be found in the ANC Financial Aid Handbook. The financial aid staff is available to answer questions and assist students in completing the application process.

Student Housing Referral

ANC is a commuter college and, therefore, residential facilities for students are not available on campus. Students desiring house accommodations are encouraged to inquire through local housing sources.

Student Organizations and Activities

ANC recognizes that student organizations provide an avenue for College students to develop their own unique talents and interests. Student organizations foster educational, social, and/or personal development and provide for profitable use of leisure time. The College encourages students to create new organizations to meet the changing needs and interests of the student body.

If a student group wishes to use College facilities on a regular basis or conduct programs on campus, it must request to become an approved student organization. Any group of six or more students may petition for recognition and funding as a new organization by submitting a constitution and by-laws for approval by Student Services staff and by securing a faculty/staff advisor to work with the group. Complete guidelines for approval are available in the office of the Associate Vice President for Student Services. Student organizations are subject to change each academic year.

CLUBS:

ACE

ACE Club Students are peer mentors who help ANC students prepare and enhance their academic and social skills for college success. The ACE Club program encourages students to strengthen their ability to succeed in an educational environment that is geared toward being college and career-ready.

Dental Assisting Club

The purpose of the Dental Assisting Student Club is to develop leadership that is competent and self-reliant, improve scholarship, and develop skills that will enable young men and women to participate effectively in the occupation of Dental Assisting as well as our local communities, to engage in individual and group projects which will promote education, character, and citizenship, create school loyalty and help preserve the principles of democracy. Membership is for students accepted into the Dental Assisting Program.

Females & Males Mentoring Club:

This organization is designed to train students on how to become a peer mentor while preparing and enhancing their social and career skills for future success. This organization encourages and facilitates training through relational workshops by incorporating techniques such as role playing, trust and rapport building, and the development of team-building skills. Ultimately, participation, training, and membership are designed for students who are interested in becoming a member of the ANC community mentor program under the direction of Dr. Blanche Hunt.

Gamma Beta Phi:

Gamma Beta Phi is a scholastic, honor, educational, service-oriented national honor society for students in accredited two- and four-year colleges and universities that was established to recognize those students who have excelled academically and have demonstrated high personal characteristics in leadership and service. Membership in Gamma Beta Phi is by invitation,

extended at the beginning of each semester. Students are invited to join GBP if they have completed 12 credit hours, are degree-seeking, and have a minimum 3.4 GPA. The objectives of the Gamma Beta Phi Society are to recognize and encourage excellence in education, to promote the development of leadership ability and character in its members, and to foster disseminate and improve education through appropriate service projects. These school and community service projects add to the success of this organization which receives regional and national attention for its quality. The Arkansas Northeastern College chapter of Gamma Beta Phi is one of the three chapters within the society to have received the National Gamma Beta Phi Distinguished Chapter

Lifeline Student Outreach:

Lifeline Student Outreach is a service and awareness group. The main purpose is to identify and serve students with a specific need, whether academic, physical, medical, financial or individual and work, toward total awareness on the part of others. Projects in the past have included installation of an automatic door, collection of food for the needy, assistance with transportation for visually impaired students, compiling a resource manual of various services offered in Arkansas and Missouri.

LifeSavers (LS):

The purpose of LifeSavers is to promote abstinence from all drugs. The members must be drug free as an example to other students. LS will provide the facts about drugs by sponsoring educational lectures; discussion groups and free literature to ANC students and the area schools. We will invite students to join LS every semester and strive to create a positive environment for ANC students.

Practical Nurse Association (LPN):

The purpose of PNA is to promote the licensed practical nurse as an important member of the health team and is concerned with the health standards for all people. Activities for PNA provide leadership skills and involve the members in community oriented and career related development activities. All affiliated state associations conduct state leadership training and chapter management workshops.

Student Nurses Association (RN):

The purpose of the Associate Degree Student Nurse Club (AD-SNC) is to provide peer support and promote professionalism in nursing through involvement in the community. Members develop leadership and professional skills by participating in volunteer activities with local organizations promoting physical and psychosocial health. Membership is extended to students admitted to the Associate Degree Nursing program.

Student Ambassador Program:

Student Ambassadors are a select group of students who shall effectively and responsibly represent the college to student inquiries, applicants, and incoming freshmen. Students selected for the program will work on a part-time basis with Admissions Counselors. Some of their duties will include traveling with Admissions Counselors to area high schools, providing student prospects with a "friend on campus", and conducting campus tours. For more information about the program, contact the Admissions Office.

Student Practical Nurse (SPS Club):

These organizations promote and encourage student participation in community activities, especially those directed toward preventative healthcare and the resolution of social issues. Members are encouraged to be members of the Arkansas Licensed Practical Nurses Association, in which they participate in Fall and Spring Skills Competitions and conferences. The club is open to ANC Practical Nursing students.

Student Placement and Employment Service

Placement services are provided for students to help them find employment in business, industry, government, and education. These services are available to the student seeking part-time or full-time employment, as well as the graduate seeking full-time employment. Effort is made by the staff to assist students in obtaining permanent employment upon completion of their program; however, the College does not guarantee employment. All students are urged to establish confidential placement papers, i.e., resumes and letters of recommendation, with the Coordinator of Placement Services. Students and alumni who wish to seek employment are invited to use these services.

Student Support Services

The ANC Student Support Services (SSS) program provides a comprehensive set of academic support services, including assessment of skills, developing Educational Action Plans and monitoring those frequently, early warning monitoring, tutoring and study skills assistance, peer mentoring, career exploration and decision making, academic advising and course selection, financial aid and admissions assistance with applications, transfer services, and personal, career, and financial counseling. The goal of SSS is to increase the College retention rate and graduation rate as well as to facilitate the process of transferring from one level of higher education to the next. Student Support Services is located on the 2nd floor of the Briggs/Sebaugh Wellness Center. The SSS program is a TRIO Program funded by the U.S. Department of Education.

Telephone Services

Students are not normally permitted to use college telephones except for emergencies. ANC will not accept telephone messages or requests to call students to the telephone except in case of serious illness or death in the student's immediate family.

Textbook Information

Required and recommended textbooks and supplemental materials for each course on the college schedule are provided on the ANC website. This information includes the ISBN, retail price, rental price, publisher, copyright date, title, and author to the maximum extent available. To access this information online, go to www.anc.edu, choose myANC portal, click the Schedules-Textbooks tab, and on the left, choose Textbook Information.

University Center

Students at Arkansas Northeastern College can continue their education and pursue a bachelor's degree through ANC's University Center. ANC has partnered with the following colleges and universities to develop seamless transfer agreements:

- University of Arkansas Fort Smith
- Arkansas State University
- University of Central Arkansas
- Crowley's Ridge College
- Franklin University

- Western Governors University

To learn more about transfer opportunities, please contact the University Center at 870-762-3146, or email the University Center Coordinator at rperkins@smail.anc.edu.

Voter Registration

ANC recognizes the importance of their students being active participants in activities that serve their city, state, and nation. One of those significant activities is your right to vote. We encourage you to register by visiting the following websites: <http://www.votenaturally.org/registration.html> or <http://www.sos.mo.gov/elections/Register2Vote/>. You can also find these links under Useful Links at www.anc.edu/admissions.

Institutional Policies & Procedures

Academic Integrity Policy

ANC promotes academic integrity as the fair and ethical way to achieve educational goals. Violations of the Academic Integrity Policy would include but are not limited to: cheating, plagiarism, collusion, giving or receiving test questions, and use of annotated or teacher's editions texts. Academic dishonesty is considered a serious offense and will not be tolerated at Arkansas Northeastern College. Should a student violate the Academic Integrity Policy, he/she would be subject to the following:

1. First Offense:

The instructor will determine the consequences of the academic dishonesty based upon his/her policy as stated in the First Day Handout for the respective course. The student's name and documentation of the offense will be submitted to the office of the appropriate Dean/Chairperson/Director/Coordinator.

2. Second Offense:

The student will be required to meet with the Dean/Chairperson/Director/Coordinator and/or Chief Academic Officer. At that time the Dean/Chairperson/Director/Coordinator will determine the appropriate consequences of the academic dishonesty, which can include a failing grade in the course. If the first and second offenses occurred in an internet course, the student will be banned from enrolling in future internet courses at ANC. The second offense does not have to occur in the same class or within the same division as the first offense to be considered as the second offense. Any offense, in any ANC course, will be counted in the number of offenses.

Computer Use Policy

Arkansas Northeastern College owns and operates a substantial number of computers which are provided for the use of ANC students, faculty, and staff in support of the programs of the College and are to be used for education, research, academic development, and public service only. All users are responsible for using the computing facilities and machines in an effective, efficient, ethical and lawful manner. Unacceptable use is prohibited, and is grounds for discipline or legal sanctions under federal, state, local laws and college regulations.

All users must read, understand, and comply with the guidelines established by the College. By using any of these systems, users agree that they have read, understand, and will comply with these guidelines. Arkansas Northeastern College reserves all rights, including termination of service, to the computing resources to which it provided access. Users of ANC computing systems are responsible for maintaining the following:

1. An environment in which access to all ANC computing resources are shared equitably among users.
2. An environment conducive to teaching, learning, and conducting business. A user who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that Arkansas Northeastern College's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by Arkansas Northeastern College. When accessing the Internet, users are advised that they may encounter material which may be considered offensive or objectionable in nature

or content. Users are further advised that Arkansas Northeastern College does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with the acceptable use guidelines for whichever outside networks or service they may access through ANC systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit, or causes to be transmitted, any message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not Arkansas Northeastern College, which is acting solely as the information carrier.

3. An environment free of illegal or malicious acts. The user agrees never to use the system to perform an illegal or malicious act. Any attempt to increase the level of access to which he or she is authorized, or any attempt to deprive other authorized users of resources or access to any Arkansas Northeastern College computer system shall be regarded as malicious and may be treated as an illegal act.
4. A secure environment. Any user who finds a possible security lapse on the system is obliged to report it to the appropriate faculty or staff. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
5. Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College community will be regarded as unethical, and may lead to disciplinary action under standard College rules for misconduct. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:
 - *Creating
 - *Displaying
 - *Downloading
 - *Printing
 - *Transmitting

This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexual harassing images or text, and any information which violates the College's sexual harassment policy.

6. Installation and/or use of any software that maintains a permanent Internet connection. This includes Weatherbug, Weathercast, streaming audio, radio stations, music netcast channels, time synchronization programs, stock tickers, news tickers, etc.
7. Installation and/or use of any peer-to-peer file sharing application that infringes on copyrighted material including; Kazaa, Bearshare, Swapper, Napster, Limewire, Audiogalaxy, Xolox, or any Point-to-Point based sharing software.
8. Chat room and messengers. The resources are not available for users to socialize. This includes, but is not limited to, any World Wide Web site designed as a chat room or any IRC site, unless the use of the chat room has been approved by the MITS department as a legitimate business or academic use.

9. Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized person of computer access.
10. Using a user-id or account belonging to another individual, or allowing your account to be used by another individual.
11. Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission. Deliberately wasting/overloading computer resources. This includes, but is not limited to, printing out multiple copies of a document or printing out large documents that may be available on-line and that might impact significantly on other user's printing resources.
12. Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending mail that is known to be unwanted. (SPAM) This also applies to material originating from this campus but sent to other sites or persons on the Internet.
13. Violation of software copyrights and usage licensing agreements.
14. Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
15. Illegally providing, receiving, or distributing any copyrighted material or intellectual property without express consent of the owner of the copyright. This includes, but is not limited to, music, videos, documents, or articles.
16. Use of computing facilities for financial gain or commercial purposes.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be reported to the Vice President for Student Affairs.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges. Violations of some of the above policies may constitute a criminal offense and subject the student to civil or criminal liability.

Copyright Infringement – Policies & Sanctions

It is the intent of Arkansas Northeastern College that all members of the College community adhere to the provisions of the United States Copyright Law (Title, United States Code, Sect. 101, et seq.).

General Information

Copyright is legal protection for authors of original works to five rights: reproduction, distribution, derivative works, public performance, and public display. Although the copyright owner retains these rights, the rights are subject to "Fair Use" limitations.

Section 107 of the Copyright Act of 1976 addresses the doctrine of fair use. There are four factors to consider when applying fair use guidelines to the use of copyrighted material.

1. The purpose and character of use.
2. The nature of the copyrighted work.
3. The amount of the work used in relation to the copyrighted work as a whole.
4. The effect of the use on the potential market of the copyrighted work.

Revisions to Section 110 of the Copyright Act of 1976 address additional rights for distance learning classes, commonly referred to as the TEACH Act of 2002. Under the TEACH Act, works used under the supervision of an instructor directly relating to a regularly taught class and limited through technology to the students in the class may be allowed providing the institution has policies and information concerning copyright available, has reasonably prevented students from keeping works and redistributing them after the class session and has not interfered with any technological controls placed on the work by the copyright owner. (Rule 3.25, ANC Policy Manual)

Intellectual Property Rights for Faculty, Staff, and Students

Arkansas Northeastern College maintains rights to intellectual property created at college expense. The College reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, webpages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment or while working during time that is compensated by the college.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of ANC personnel, material, or facilities, shall be the exclusive property of the individual. If College resources are used during personal time to create intellectual property, the creator should consult the Vice President of Finance to determine a reasonable compensation of the use of college resources. Any unresolved disputes regarding this policy shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A.C.A. § 19-10-201 et seq.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by the College, own the copyrights of their works and are free to register the copyright and receive any revenues which may result. (Rule 7.3, ANC Policy Manual)

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less the \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. Criminal penalties include imprisonment and up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Dropping from a Course(s)

Courses dropped during the first ten days of classes of a Fall/Spring semester **or** the first five days of classes of a Summer term will not appear on the student’s academic record. Courses dropped after the

first ten days of classes will carry a grade of “W” and will appear on the student’s academic record. Students who wish to drop a course or who are unable to continue attending a course must initiate the drop procedure with their faculty advisor so that the Registrar, the Student Financial Aid Office, the Business Office, and the Veteran’s Aid Assistant (if applicable) are notified. Students who stop attending a class and do not complete the proper procedure will be assigned a grade of “F” in the class, and their grade point average will be affected. Classes may be dropped through the deadline date specified in the official college calendar for the semester.

Electronic Mail

Electronic mail (email) is a tool provided by the College to complement traditional methods of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource for the above stated purposes and in an efficient, effective, ethical, and lawful manner. A user indicates agreement to be bound by this policy by using the College email system. Violations of the policy may result in restriction of access to all College information technology resources, including the email system and may result in other appropriate disciplinary action, up to and including dismissal to the extent appropriate under other College policies. The college owns all email accounts and data transmitted using email capabilities. While incidental personal use of email is acceptable, conducting business for profit using College resources is forbidden. While the College attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the College email system. Under certain circumstances, it may be necessary for the information technology staff or other appropriate College officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other College policies. Such access will be disclosed only to those individuals with a “need-to-know” or as required by law. All emails, accounts, and data transmitted using the College email systems are subject to Freedom of Information (FOI) requests at any time.

Financial Obligations

Students are expected to promptly pay all college financial obligations when due. If for good reasons a student cannot pay on time, he or she is responsible for calling the ANC Business Office and attempting to arrange for an extension. Failure to meet college financial obligations and deadlines may result in, but not be limited to, not being allowed to register, graduate, or receive a transcript of credits until all accounts are settled. Students who complete the registration process have accepted responsibility for the payment of tuition and fees. All students must pay or arrange to pay tuition and fees by the 4th day of a Fall/Spring semester or by the 2nd day of a summer term. Students who have not made financial arrangements within this time frame will be dropped from classes.

Firearms

Act 226 of 2013 provides for the governing board of a community college to adopt a policy to disallow the carrying of a handgun. The policy, pursuant to Act 226, expressly prohibits the carrying of weapons or firearms on one’s person on college property notwithstanding any license to the contrary that an individual may hold. No individual other than a certified law enforcement officer may carry a firearm or other weapon on campus. For the purpose of this policy, the term weapons includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers or any device or instrument that may be used to discharge a bullet or other projectile. The term “campus” includes, but is not limited to, college buildings, grounds, parking areas, or any other facility owned, leased or operated by the College. The term “carrying” includes, but is not limited to, possession of a firearm or other weapon on one’s person. Any device or instrument deemed by college safety officers to be a

weapon that may be used to inflict bodily harm or damage to property may be confiscated. Violators may be subject to criminal prosecution and/or referral for college disciplinary action.

Immunization Policy

Arkansas law requires all full-time students born on or after January 1, 1957, to provide proof of immunization against measles, mumps and rubella (MMR) or present an authorized waiver for the Exemption Application (religion or health reasons only) signed by the appropriate official. The immunization must be given in two doses. The first dose must be given before the first birthday and after 1/1/1968. The second dose must be given at least 28 days after the first. Immunization records may be obtained from family physicians, public school records, or the County Health Department.

An Authorized Waiver for the Exemption Application must be obtained by sending an email to immunization.section@arkansas.gov to request instructions and the waiver.

Inclement Weather

When the Chief Academic Officer, or designated official, determines, based on available data, that the weather or other conditions have made roads impassable, the news media will be notified that the College is closed. Closings will be effective for all College operations, on and off campus, including the University Center.

In the event of inclement weather, please tune to ANC's various social media accounts or one of the radio/TV stations listed for information concerning the College closing. For those who signed up for text messaging on the portal, you will receive a text message on the status of the closing. In addition, we will provide information on our website.

Television/Radio Stations:

KAIT TV Channel 8	Jonesboro
KLCN Radio Station (910AM)	Blytheville
KHLS Radio Station (96.3FM)	Blytheville
KOSE Radio Station (86.0FM)	Osceola

Misrepresentation

Arkansas Northeastern College prohibits the misrepresentation or substantial misrepresentation of its education programs, financial charges, or the employability of its graduates by any one of its representatives. Misrepresentation verbally or in written materials is strictly prohibited.

Motor Vehicles and Parking

Any motor vehicle operated or parked at the main campus by faculty, staff, College students, or visitor, in violation of Arkansas motor vehicle statutes or ANC regulations is subject to being referred to the appropriate authorities, ticketed, and/or towed at the owner's expense without College liability for any resulting damages. All students are cautioned concerning the College's policy regarding the towing of vehicles. Any vehicle parked in driveways, against yellow curbs, on the grass, or in any manner that disrupts the normal flow of campus traffic or is otherwise detrimental to campus facilities or property is subject to removal at the owner's expense. Any unauthorized parking in handicapped parking areas will be reported to the local police for ticketing.

Parking Areas

Lots A, B, C, D, F, G, and J are open parking for all except for those spaces reserved (designated) for the handicapped, non-parking, traffic control spaces, that are so marked. Vehicles may not park within spaces designated for College vehicles or for visitors. Unauthorized vehicles in these spaces will be issued tickets and/or removed at owner’s expense.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

The College complies with the Family Educational Rights and Privacy Act of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student education records. For specific policies and procedures contact the Registrar’s Office. No individual shall have access to, nor will the institution disclose any information from, a student’s educational record without the written consent of the student or as otherwise authorized by FERPA.

Student Rights – FERPA affords students the following certain rights with respect to the student’s education records:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

Procedure to Inspect Educational Records – Students may inspect and review their education records upon request to the appropriate record custodian as follows:

Type of Record	Custodian of Record
Admissions	Registrar
Academic	Chief Academic Officer
Discipline	Vice President of Student Affairs
Placement	Registrar
Financial Aid	Director of Financial Aid

Directory Information – Under the Family and Educational Rights and Privacy Act (FERPA), the College may make public information designated as “directory information.” The College has designated the following as directory information: (1) student’s name, (2) address, (3) telephone number, (4) date of birth, (5) major fields of study, (6) classification by year, (7) number of hours enrolled and completed, (8) dates of attendance including matriculation and withdrawal dates, (9) degrees, honors, and awards received - including type and date granted and (10) ANC email address.

Disclosure of Education Records – Arkansas Northeastern College will disclose information from a student's education records only with the written consent of the student, except to:

1. To school officials who have a legitimate educational interest in the records. A school official is defined as follows:
 - A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.A school official has a legitimate educational interest if he or she is:
 - Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To the National Student Clearinghouse
4. To certain officials of the U.S. Department of Education, The Controller General, and state and local educational authorities, in connection with certain state or federally-supported education programs.
5. In connection with a student's request of or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the College.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Can I limit disclosures of directory information? – FERPA gives students the right to limit disclosures of directory information. Requests to have directory information considered confidential should be made in writing to the appropriate record custodian each semester at the time of registration as noted above.

Residency Regulations for Fee Assessment Purposes

Students are classified for fee assessment purposes based on their legal domicile (or that of their parents, if they are minors). No student shall be classified as an "in-county" (or "in-state") student for fee purposes unless he or she is a bona fide resident of Arkansas and has resided in this county (or state) in that status for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.

Residents of Dunklin, New Madrid, and Pemiscot Counties in Missouri and residents of Obion, Dyer, Lauderdale, Tipton, and Shelby Counties in Tennessee will be charged out-of-county rates.

All residency determinations are made in the Registrar's Office and are based on the regulations and guidelines of the Arkansas Department of Higher Education. Complete guidelines concerning residency determination are on file in the Registrar's Office and are available for review upon request. Active duty military personnel stationed in Arkansas and their dependents are classified as "in-county" residents for fee payment purposes.

Service Animal Responsibilities

Service animals as defined by the Americans with Disabilities Act (ADA); service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; and working dogs used by a law enforcement agency for law enforcement purposes are permitted on campus. Animals-in-training must be clearly identified (i.e., wearing a vest) and prior permission of the college's administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.

Service animals and animals-in-training shall be **leashed and remain under the owner's or caretaker's control at all times**. The ADA defines service animals as those that are individually trained to provide assistance to any individual with a disability. If animals meet this definition, they are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

These animals shall be handled in such a way that does not pose a danger to any person on campus. Any injuries resulting from interaction with these animals shall be reported immediately to Campus Security for documentation. Injuries may also be subject to reporting with the Department of Public Health and Animal Care and Control.

Smoking

Smoking is not permitted in any College building, including off-campus facilities. The Arkansas Clean Air on Campus Act of 2009 prohibits smoking on all campuses of state-supported institutions of higher education, effective 8/1/2010.

Student Identification

All students are issued an identification card at the point of registration. The ID card should be visible whenever the student is on the campus or at one of the College's off-campus sites. Any student may be asked to show the proper ID upon request from a College Official. Student ID cards will be required to access the Briggs/Sebaugh Wellness Center. Student ID cards are obtained through the Security Office located in the Student Center. Student ID cards are available two weeks prior to the start of the semester (the same day that book deferments are available.)

The ID cards will be bar-coded by the library staff and will serve as the student's library card to be used whenever books are checked out. The ID cards may also be presented at certain businesses to obtain student discounts or receive student rates.

Replacement student ID cards are available for \$5.

Traffic Regulations

All motor vehicles are to be operated in a safe, courteous manner at all times. The campus speed must not exceed 15 mph and pedestrians have the right-of-way at all crosswalks. Signage will be either in the form of raised signs on metal standards or painted signs on the campus pavement.

The College assumes no responsibility or liability for loss of or damage to private property. Vehicles should have valuables removed and be locked. Any theft or damage should be reported to the security officer on duty for assistance in filing a report.

Transfer of Credit Policy

Students Transferring to Arkansas Northeastern College from another college or university must request that official transcripts of their academic records be sent to the Registrar at the College. All transcripts should be received and evaluated prior to admission. Individual's transcript records at Arkansas Northeastern College will be withheld if transcripts are not received by the Registrar's Office by the end of the term. Additional information concerning the transfer of credit policy can be found in the college catalog or by contacting the Registrar's Office.

Use of Bulletin Boards

Bulletin boards are placed throughout the ANC buildings. Anyone wishing to post material on bulletin boards or walls should first obtain approval from the Associate Vice President for Student Affairs or the AVP's designee. Items posted in ANC buildings without authorization are subject to removal. Individuals are responsible for removing outdated materials. (Note: No materials may be posted on windows or doors due to safety concerns.)

Weapons

To the fullest extent allowed by law, the use, unlawful possession, or storage of weapons is prohibited. Weapons include but are not limited to, firearms, explosive devices, hazardous chemicals, knives with blades, numb chucks, brass knuckles, tasers or other electrical stun devices, bows or crossbows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

Withdrawing from College

If a student finds it necessary to withdraw from any or all courses, it is important that the proper procedures be followed by first visiting with their academic advisor, then notifying the Registrar's Office, the Student Financial Aid Office, the Business Office, and the Veteran's Aid Assistant (if applicable). Failure to complete the withdrawal procedure will result in failing grades being placed on the student's permanent academic record. A student may withdraw from college through the deadline date specified in the official college calendar for the semester.

Alcohol and Drug Policy

Alcohol and Drug Education/Prevention/Referral Programs

ANC recognizes the responsibility to provide a healthy environment where students may learn and prepare themselves as fully functioning individuals. Substance abuse threatens the College mission as an institution of higher education, and interferes with the learning process. Therefore, ANC includes alcohol and drug education units in the course content of several classes offered throughout the College and maintains alcohol and drug education materials in Statehouse Hall for all students, staff and faculty, distributes information to students on an annual basis. Advisors make appropriate referrals to community service providers on a case-by-case basis, and an annual observance of drug/alcohol awareness week is sponsored each year.

Alcohol and Drug Prevention Policy

Illicit drug and alcohol abuse and use in the schools or at the workplace are subjects of immediate concern in our society. These problems are extremely complex and offer no easy solutions. From a

safety perspective, the users of drugs and alcohol may impair the well-being of all students, employees, and the public at large. Such substance use may also result in damage to college property. Therefore to comply with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 et seq., and the State of Arkansas *E0-89-2, it is the policy of Arkansas Northeastern College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on College premises or at any college function is prohibited. The ANC Alcohol and Drug Policy are consistent with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). Any student or employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are:

1. Arkansas Northeastern College will not differentiate between drug users and drug pushers or sellers. Any student or employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician.
3. Each employee is required by law to inform Arkansas Northeastern College within five days after he or she is convicted for a violation of any federal or state criminal drug statute where such violation occurred on the College’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. Arkansas Northeastern College will notify any U.S. government agency with which a contract has been made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee or student is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution and at no cost to the College.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.
7. The College establishes through the Vice President of Administration a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace
 - b. the College’s policy of maintaining a drug-free workplace;
 - c. any available drug counseling, rehabilitation, and employee assistance program; and
 - d. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The above is applicable to all College facilities and sites, permanent or temporary, on or off its main campus in Blytheville and including College or officially authorized vehicles when participating in transition to or from facilities or sites.

College Sanctions

Students who violate the drug and alcohol policy will have sanctions imposed in accordance with the Judicial Process outlined in the Student Handbook. These sanctions range from "educative sanctions" which are restrictions of privileges to "expulsion" which separates the offender from the college.

Employees who violate the policy will have sanctions imposed in accordance with the procedures outlined in either the classified employee handbook or the faculty handbook. These sanctions range from reprimands to termination. In addition to sanctions and/or disciplinary action, the college may refer violations to the appropriate legal authorities for criminal prosecution.

State criminal penalties include:

- **Manufacture or Delivery of a Controlled Substance** - It is unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life, and fines of up to \$250,000.
- **Manufacture of Delivery of a Counterfeit Substance** - It is unlawful for any person to create, deliver, or possess with the intent to deliver a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can extend to twenty (20) years in prison, and fines of up to \$15,000.
- **Possession of a Controlled or Counterfeit Substance** - It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can extend to ten (10) years in prison, and fines of up to \$10,000.
- **Public Intoxication** - A person commits the offense of "Public Intoxication" if (1) he or she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he or she is likely to endanger himself/herself to other persons or property, or that he or she unreasonably annoys persons in his or her vicinity or (2) he or she consumes an alcoholic beverage in a public place. Penalties may include a fine up to \$100 and/or imprisonment for up to 30 days.
- **Drinking in Public** - A person commits the offense of drinking in public when he or she consumes alcohol in any public place. This includes consumption while in a vehicle, on a street, or highway. Penalties include a fine up to \$100 and/or imprisonment for up to 30 days.
- **Driving While Intoxicated/Driving Under the Influence** - A person who drives a motorized vehicle when in an impaired mental state which represents a clear and substantial danger of physical injury to himself/herself or others commits the offense of driving while intoxicated. Intoxication can occur from the ingestion of a controlled substance or alcohol. If a person's blood alcohol content exceeds .10 percent, that person is guilty whether they feel "intoxicated".

Penalties for such an offense may include:

- Suspension of driver's license for 90 to 120 days for the first offense (and additional days for subsequent offenses (four years for fourth offense));
- Imprisonment for no less than 24 hours and no more than one year for the first offense (with additional imprisonment for subsequent offenses (minimum of one year and maximum of six years for fourth offense));
- Fines ranging from a minimum of \$150 to a maximum of \$1,000 on the first offense (fourth offense \$900 to \$5,000));
- Payment of an additional court costs up to \$300 (varies by location);
- As an alternative to jail time, the court may order the offender to perform public service work; and,
- Complete an alcohol education program or alcoholism treatment program.
- Possession of Alcohol by a "Minor" - It is illegal for a person under the age of 21 to possess alcohol. Penalties include a fine up to \$500 and probation under the direction of the court.
- Contribution to the Delinquency of a Minor - A person commits the offense of "Contributing to the Delinquency of a Minor" if, being an adult, he or she knowingly purchases or provides an alcoholic beverage for a minor. Penalties include a fine of up to \$1,000 and imprisonment for up to one year.
- Possession of Alcohol in a "Dry" County - It is illegal for persons over the age of 21 to possess, for their own use, one case of beer and one gallon of liquor in a "dry" county. (NOTE: Possession of any alcoholic beverages in educational facilities, vehicles, or recreational facilities is prohibited.) Penalties for possession above these amounts include confiscation and a fine ranging from \$50 to \$500.

Health Risks of Alcohol and Drugs

One of the important cornerstones in creating a drug-free community is education. By becoming familiar with the specific effects and dangers of drugs, each individual is better able to make informed responsible decisions.

Alcohol

1. How taken: orally.
2. Effects: initially stimulating behavior becomes progressively sedated: impedes memory and coordination.
3. Dangers: physical and psychological dependency; impaired coordination and judgment; fatal respiratory or heart failure from consuming large quantities in a short time period; damage to liver, heart, pancreas, brain and nervous system by excessive and continuous consumption; increased likelihood of injury from car or equipment accidents.

Amphetamines

1. Appearance: capsules, pills and tablets
2. How taken: orally, injected or inhaled.
3. Effects: increases blood pressure, heart, and respiratory rates; dilate pupils; decreases appetite and blurs vision.
4. Dangers: dizziness, insomnia; high doses cause loss of coordination, tremors and physical collapse; injection causes sudden increase in blood pressure that can result in stroke, fever or heart failure; false sense of indestructibility, hallucinations and acute anxiety, heart palpitations and/or respiratory failure.

Barbiturates

1. Appearance: red, yellow, blue or red and blue capsules.
2. How taken: orally
3. Effects: small doses relax muscles; larger doses slurs speech, impairs judgment and coordination, and alters perception; even larger doses lead to respiratory repression, coma and death.
4. Dangers: highly addictive, withdrawal symptoms include restlessness, insomnia, anxiety, convulsions and death; increased accident risk due to impaired judgment and motor skills.

Cocaine

1. Appearance: white crystalline powder
2. How taken: inhaled through nasal passages, injected or smoked.
3. Effects: elevates blood pressure, heart and respiratory rates and temperature; dilates pupils.
4. Dangers: psychological and physical dependency; death caused by heart or respiratory failure, paranoid psychosis; ulceration of nasal passages; injection of drug with unsterile equipment may lead to onset of AIDS or hepatitis.

Crack Cocaine

1. Appearance: light brown or beige pellets or crystalline rocks resembling coagulated soap.
2. How taken: smoked
3. Effects: dilates pupils; increases pulse rate; elevates blood pressure; leads to insomnia, loss of appetite, paranoia, tactile hallucinations and seizures.
4. Dangers: extremely addictive; death caused by disruption of brain's control of heart and respiratory functions.

Marijuana

1. Appearance: resembles dried chopped parsley leaves, stems and seeds.
2. How taken: smoked in hand-rolled cigarettes or water pipes.
3. Effects: increases heart rate; causes bloodshot eyes, dry mouth and dry throat; increases appetite.
4. Dangers: impaired coordination, concentration and memory; paranoia and psychosis; damaged lungs and pulmonary systems; brain damage; judgment and motor skills; depression, self-absorption and confusion.

Phencyclidine

1. Commonly called: PCP, angel dust
2. Appearance: capsules, pills and tablets
3. How taken: swallowed, injected or smoked
4. Effects: impairs coordination and sensory perception as well as memory and speech.
5. Dangers: depression, anxiety; large doses may produce convulsions, coma, heart and lung failure, paranoia, violent behavior, hallucinations and psychotic episodes leading to injury or death.

Drug or Alcohol Counseling, Treatment, Rehabilitation and Re-entry Programs

There are a number of groups, organizations, agencies and hospitals in the Blytheville, Osceola, Jonesboro, Paragould and Memphis areas which offer drug and alcohol abuse treatment and rehabilitation services and programs. The costs associated with these services and programs vary widely and are the responsibility of the patient. Listed below are some of the services which are available. Students, faculty and staff who believe that they or anyone with whom they come in contact need such services are encouraged to contact one of these organizations. For on campus referral or information please contact the Counseling Office.

Alcoholics Anonymous

218 N. 1st
Blytheville, AR 72315
(870) 763-2939

Great River Medical Center

1520 N. Division Street
Blytheville, AR 72315
(870) 838-7300

SMC Regional Medical Center

611 West Lee Avenue
Osceola, AR 72370
(870) 563-7000

St. Francis Behavioral Health

302 N. 6th Street
West Memphis, AR 72301

Charter Lakeside Behavioral

2911 Brunswick Road
Memphis, TN 38133
(800) 232-5253

St. Francis Hospital

5959 Park Avenue
Memphis, TN 38119
(901) 765-1000

St. Bernard's Behavioral Health

2712 E. Johnson Avenue
Jonesboro, AR 72401
(870) 932-2800

FEDERAL TRAFFICKING PENALTIES—

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	400 grams or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	50 grams or more pure or 500 grams or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA—

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

Campus Safety and Security

Campus Security

The provisions of a safe and healthy environment are a primary objective of the College. While the College has been fortunate in not experiencing excessive criminal activity, ANC shares many of the same crime and security challenges as the surrounding counties and cities. There is always the possibility of criminal act against a member of the ANC community despite the best efforts of the administrative and security staff. The safest environment can only be achieved through the cooperative efforts of staff, faculty, and students exercising reasonable care to avoid becoming the victim of crime. The Director of Physical Plant is authorized by the state and the College Board of Trustees as the Chief Security Officer for the College. The position reports to the Vice President for Administration.

General campus security services and watchman functions are provided by the College. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. All members of the College community are strongly encouraged to promptly report any crime, public safety concern, or other incident to the Chief Security Officer, ext. 1190, (870) 740-2156 or other ANC security personnel patrolling the campus.

Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Exterior doors on campus are locked and secured each evening by security personnel. The building and grounds, both on campus and at the off campus centers, are maintained in such a way as to provide maximum security for individuals and college property.

Local and state law enforcement personnel are responsible for enforcement of local and state laws on campus. Incidents involving local and state laws will be referred to the appropriate local authorities for disposition, as well as to the Chief Security Officer for statistical compilation.

Emergency Procedures

Fire extinguishers and warning alarms are located throughout the facilities. In case of fire or tornado alert, all persons should respond to instructions and move to a safe location. To ensure an orderly evacuation, students should follow evacuation routes that are posted in each classroom and lab throughout the buildings. Tornado alert information will be given to all classes if a tornado is reported in the area. Action will be taken at that time if tornado damage is imminent to the local area.

A campus emergency procedure handbook has been developed for response to emergency situations in an effective and timely manner to ensure as much as possible the safety of individuals and property at the College. Handbook for Emergency Procedures is distributed to all employees and reviewed annually at faculty/staff reconvening.

Reporting Criminal Activities

Any incidents involving campus security, including on-campus accidents or emergencies, which may or may not result in personal injury to person or property, shall be reported to the Chief Security Officer, ext. 1190. This is the acceptable method of reporting campus security incidents or accidents. If any of the following occur on campus - murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft - the institution will report to the College community in a timely manner regarding the occurrence of the crime for the purpose of aiding in the prevention of similar crimes.

Safety

Students are required to adhere to all safety procedures and to utilize safety and protective equipment while attending class. Safety eye protection will be worn while operating machinery. Proper clothing and shoes will be required in shops when appropriate.

Sexual Harassment Policy

Arkansas Northeastern College is committed to providing an environment that is free from any sexual harassment. It is the policy of the College to maintain the College community as a place of work and study for staff, faculty, and students free of sexual and gender harassment. Sexual harassment of employees is prohibited under Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972 as amended. Harassment may otherwise be defined under the Equal Employment Opportunity Commission guidelines. Individuals who are subjected to sexual or gender harassment are encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

Sexual Harassment / Assault

Arkansas Northeastern College is committed to maintaining an environment that is safe and supports educational and career advancement on the basis of job and academic performance. Sexual assault, relationship violence, and stalking subvert the mission of the College and offend the integrity of the College community. Sexual assault is not only an act of physical violence but an attack on one's sense of safety, well-being, and dignity. Sexual assault is a form of sexual harassment. The ANC Sexual Harassment policy prohibits all forms of sexual harassment, including sexual assault. The ANC Sexual Harassment Policy applies to all members of the College community -- faculty, staff, and students.

What Is Sexual Assault?

Actual, attempted, or threatened sexual contact with another person without that person's consent.

What Is Sexual Harassment?

Unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, activity, or
- Submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, activity, or
- Such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
 - a.) alters the terms or conditions of a person's employment or educational experience, or
 - b.) unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

How to Report Sexual Harassment / Assault:

Complaints of sexual harassment/assault are investigated and handled pursuant to the College's Sexual Harassment Policy.

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's respective Academic Dean or to the College's Title IX Coordinator.

- If the alleged harasser is an administrator, the complaint should be made, orally or in writing, to the respective Vice-President or to the College's Title IX Coordinator.
- If the alleged harasser is a student, the complaint should be made to:
Tabatha Hampton, Director of Human Resources/Title IX Coordinator

ANC Campus Security Report

The ANC Security Department prepares the annual ANC Campus Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to the ANC Security Department and local law enforcement agencies. Each year, an email notification (after the 11th/5th day certification date) is made to all enrolled students that provides a brief statement of what the report details and provides the website address or steps to access this report. ANC faculty and staff receive a similar notification (email or paycheck stub) by October 1st and with each employment application thereafter. A paper copy of the report may be requested from Human Resources or Student Services.

How to Report Criminal Actions or Emergencies

All members of the College community are strongly encouraged to promptly report any crime, public safety concern, or other incident to the Chief Security Officer, (870) 740-2156, or ext. 1190, or other ANC security personnel patrolling the campus. In the event that a situation arises either on or an off-campus facility, that, in the judgment of the Chief Security Officer, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the College email system, and/or College website/portal, and/or text message, and/or telephones located in each classroom to students, faculty, and staff, providing immediate and timely notification.

Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the Chief Security Officer. If you are a victim of a crime and do not want to pursue action, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crime statistics report.

Security of Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key. Arkansas Northeastern College does not have campus residences. General campus security services and watchman functions are provided by the College. Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well-lighted. Exterior doors on campus are locked and secured each evening by security personnel. The building and grounds, both on campus and at the off-campus centers, are maintained in such a way as to provide maximum security for individuals and college property.

Crime Prevention

During orientation each semester, students are informed of services offered by ANC security. Similar information is provided to new employees. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. Students and employees are encouraged to be aware of their responsibility for their own security and the security of others.

When time is important, information is released to students through security alerts posted prominently on campus, through email, voice mail, text, or website/portal.

A campus emergency procedure handbook has been developed for response to emergency situations in an effective and timely manner to ensure, as much as possible, the safety of individuals and property at the College. Handbook for Emergency Procedures is distributed to all employees and reviewed annually at faculty/staff reconvening.

Campus Security Authority

Arkansas Northeastern College campus security has the authority to ask persons for identification and to determine whether individuals have lawful business at ANC. Campus security officers do not possess arrest power. Criminal incidents are referred to the local police, who have jurisdiction on the campus. Criminal incidents are referred to the local police, who have jurisdiction on the campus. The Director of Physical Plant and Grounds is authorized by the state and the College Board of Trustees as the Chief Security Officer for the College. The position reports to the President. The Security Office maintains a highly professional working relationship with local and state law enforcement personnel. There are no written agreements. In addition, ANC does not have procedures encouraging pastoral and/or professional counselors to inform those they counsel how to report crimes voluntarily or confidentially for inclusion in the campus security report. ANC does not have any officially recognized student organizations with off-campus locations.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security and the appropriate agency, assuring timely warning notices on-campus and timely disclosures of crime statistics.

Alcohol and Drugs

Arkansas Northeastern College prohibits the possession, sale, or furnishing of alcohol on the College campus. The Campus has been designated "Drug-Free," and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to College disciplinary action, criminal prosecution, fine, and/or imprisonment. It is unlawful to furnish or provide alcohol to a person under the age of 21. ANC disseminates informational materials regarding the prevention of illicit use of drugs and alcohol by students and employees.

Sex Offenses

ANC is committed to providing an environment that is free from sexual assault by providing, in cooperation with faculty and outside organizations, programs to promote the awareness of rape, acquaintance rape, and other sex offenses during orientation. If requested, rape information and risk reduction tips literature will be provided.

A student who feels that he or she has been the victim of a sexual assault should first get to a place of safety. The student should then seek necessary medical treatment. It is then strongly encouraged for the victim to report the incident in a timely manner. Time is critical for evidence collection and preservation. An assault should be reported immediately to the Vice President for Student Affairs or the Chief Security Officer. The student will then be informed of his/her right to notify or have the College notify proper law enforcement authorities. The student will also be provided with the list of counseling and mental health facilities in the community listed in the Student Handbook. At the student's request, any reasonable change in academic situations will be considered.

The accused, if found guilty of the offense, will be subject to disciplinary actions by the College as listed in the Student Conduct section of the handbook. Both the accused and the victim will be allowed to choose one person with no formal legal training to accompany them throughout the hearing. Both the accused and the accuser are entitled to a review of the incident by the Student Appeals committee. The decision of the Student Appeals Committee will be forwarded to both the accused and the accuser.

Sex Offender Information

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, ANC is providing a link to the Arkansas State Police Sex Offender Registry. This act requires higher education institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Sex offenders are required to register in Arkansas. Details on the Sex Offender Registration Act of 1997 can be found in Arkansas Code Annotated §12-12-901 -- 12-12-920. The Arkansas Crime Information Center (ACIC) provides the Sex Offender Registry Search for the citizens of Arkansas at <https://www.ark.org/offender-search/index.php>

Unlawful use of the information for purposes of intimidating or harassing another is prohibited, and willful violation shall be punishable as a Class 1 misdemeanor.

Arkansas Northeastern College		Annual Crime Report 2022								
<u>Frequency of Criminal Offenses</u>		Blytheville			Osceola			Leachville		
<i>Campus Centers:</i>		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Months Jan. 1 – Dec. 31										
Murder/Manslaughter		0	0	0	0	0	0	0	0	0
Sexually Offenses, Forcible										
Rape		0	0	0	0	0	0	0	0	0
Sodomy		0	0	0	0	0	0	0	0	0
Carnal Abuse		0	0	0	0	0	0	0	0	0
Violation of a Minor		0	0	0	0	0	0	0	0	0
Sexual Abuse		0	0	0	0	0	0	0	0	0
Sexually Offenses, Non Forcible		0	0	0	0	0	0	0	0	0
Carnal Abuse										
Violation of a Minor		0	0	0	0	0	0	0	0	0
Assault										
Aggravated		0	0	0	0	0	0	0	0	0
Non-Aggravated		0	0	0	0	0	0	0	0	0
Robbery Aggravated		0	0	0	0	0	0	0	0	0
Non-Aggravated		0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0
Theft		0	7	6	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0
Liquor Law Violations		0	0	0	0	0	0	0	0	0
Drug Violations		0	0	0	0	0	0	0	0	0
Weapons Violations		1	0	0	0	0	0	0	0	0
ANC Campus Disciplinary Action		3	1	0	0	0	0	0	0	0

ANC has no student residencies and no public property that is reasonably contiguous to any of its buildings or property.

* Should a hate crime occur, it will be marked with an asterisk and the specific prejudice would be noted.

Student Conduct and Disciplinary Sanctions

Student's Rights and Responsibilities

The primary purpose of a college community is the exchange of knowledge, ideally conducted in an environment which encourages reasoned discourse, intellectual development, openness to constructive change, and respect for the rights of all individuals. By accepting membership in this community, an individual neither surrenders his rights nor escapes his fundamental responsibilities as a citizen, but acquires rights as well as responsibilities to the whole college community. Attendance at a tax-supported educational institution is not compulsory. The individual who enters this community voluntarily assumes obligations of performance and behavior reasonably imposed by the institution and relevant to its mission. These obligations are generally higher than those imposed on all citizens by civil laws. Students who do not accept these obligations may be dismissed from the institution.

Student Conduct

Arkansas Northeastern College is a tax-supported educational institution whose mission is to provide educational opportunities to all who enroll. Enrollment as a student at ANC is a voluntary entrance into the academic community through which the student voluntarily assumes obligations of performance and behavior which are imposed by the College relevant to its lawful missions, processes, and functions. The College reserves the right to discipline students to secure compliance with its missions, processes, and functions. The College may ask the student to leave the academic community.

Although it is impossible for a regulation to cover every possible act of misconduct, the principle areas of misconduct which may subject a student to disciplinary actions are as follows:

1. Possession, use, and/or distribution of alcoholic beverages, in any form, in or upon College grounds. Use, distribution, or possession of drugs, narcotics and/or chemicals without medical prescription under medical supervision.
2. Gambling on or about College property.
3. Disorderly or disruptive conduct which substantially threatens, harms, or interferes with College classes, personnel, students or visitors, or orderly College processes and functions, including but not limited to (a) fighting, (b) public intoxication, or lewd, indecent, obscene conduct, or expression on College property or at any College sponsored function. Disorderly/disruptive conduct within a classroom may result in immediate dismissal from the class. The student may make an appointment with the Vice President for Student Affairs, with one of two options possible: administrative withdrawal from the class or probation and return to the class, with the understanding that another incident will result in administrative withdrawal from the class or suspension from the College.
4. Entering a locked area or vehicle of another student or other unauthorized use of College property.
5. Dishonesty, such as cheating, plagiarism, sale or purchase or exchange of term papers or research papers, or knowingly furnishing false or misleading information written, orally, or electronically, including forgery, alteration, or misuse of College documents, or identification.

6. Physical assault or abuse or attempted physical assault or abuse, or conveyance of threats of physical assault or abuse, of any person on College-owned or controlled property or at College-sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
7. Throwing/shoving objects or causing an object to fall from buildings or other elevated areas when such throwing/shoving or dropping creates a risk of personal injury or property damage.
8. Violation of College policies or regulations concerning approval of student organizations, the use of College personnel acting in the performance of their duties.
9. Failure to comply or willful obstruction with the legitimate oral or written directives of College personnel acting in the performance of their duties.
10. Legal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
11. Theft, attempted theft, possession, sale or barter, destruction, vandalism, misuse, or threats to destroy any property of the College or of a member of the College community or campus visitor.
12. Abide by the state rules of the College regarding the operation and parking of vehicles.
13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment is prohibited. Radios (including automobile radios) are not allowed to be played within the buildings or on the grounds unless earphones are used or unless the radio is played in an appropriate area of the grounds and at a volume not disturbing to others. Cellular phones must be turned off while in class.
14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
15. Engaging in hazing such as any action taken intentionally to produce mental/physical discomfort, embarrassment, ridicule, or possibly cause mental/physical harm or injury to any person.
16. Violation of the College Computer Use Policy.
17. Each student is held responsible for information published through notices and announcements placed on bulletin boards and in the catalog, general brochures, handbook, or read by the instructor.
18. Students are responsible for the conduct of their guests (someone who reasonably appears to be with a student) on or in College property and at functions sponsored by the College or any recognized College organization.

The above is applicable to all College facilities and sites, permanent or temporary, on or off its main campus in Blytheville and including College or officially authorized vehicles when participating in the transition to or from facilities or sites. These policies also apply to any student participating in a college-sponsored activity.

Disciplinary Procedures and Judicial Process

Just as the College maintains high standards of academic performance, the members of the College community support high standards of individual conduct and human relations. The responsibility for one's own conduct and respect for the rights of others are essential for the academic and personal freedom within the academic community.

Self-discipline and regard for the rights of others are the main elements of College discipline. The College reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the academic community or impair the welfare or freedom of other members of the academic community.

Disciplinary procedures are followed when a student fails to exercise his responsibility in an acceptable manner or commits an offense as outlined in the section entitled "Student Conduct." The College disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf and to appeal.

The following penalties may be affected for the student adjudged guilty:

1. **Disciplinary Reprimand**-The student is formally notified in writing that his or her behavior has been in violation of College regulations as charged.
2. **Interim Suspension**-The Associate Vice President for Student Affairs or designee may impose an Interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of any other student, College personnel, College property, or to the welfare of the College. The interim suspension shall remain in effect until the hearing on the charges served upon the student, by the Student Disciplinary Committee, pursuant to this Rule, is completed and a decision is rendered by the Student Disciplinary Committee.
3. **Disciplinary Probation**-The student is informed in writing that he or she is being placed on disciplinary probation for specific period of time. This action is a period of official censure. The probation action may specify any conditions with which the student must comply or any privileges which may be withheld. It may include a written agreement between the student and the College, which is in effect for a specific period of time. Probation may include, but is not limited to, the loss of privilege to represent the College in an official capacity, including holding of office in student organizations. If the student is found in violation of the probation by subsequent violation(s) prior to the completion of the probationary period, he may receive expulsion or any lesser penalty. The duration of the probation period and conditions imposed shall be in proportion to the seriousness of the misconduct.
4. **Suspension**-The student is informed in writing that he or she is being involuntarily suspended from the College community for a designated period of time. The student may not attend classes, take exams, receive grades, or be on College property except for authorized College business during the suspension period. Authorized College business must be approved in advance by the Associate Vice President for Student Affairs or designee. After the period of suspension, the student must seek written approval by the Associate Vice President for Student Affairs to return to the College. The student will not be entitled to any refund of previously paid tuition or fees.

5. Expulsion-The student is informed in writing that he or she is being expelled from the College. This action is one of involuntary separation from the College, and the relationship between the College and the student is permanently terminated. The student is not permitted on College property. The student will not be entitled to any refund of previously paid tuition or fees.
6. Payment of Damages/Restitution - In addition to the foregoing penalties, a student may be required to pay for damages or monetary loss to College property, provided that such compensation be limited to the actual cost of repair or replacement of such property. Restitution becomes a financial obligation to the College, and either full payment or a written agreement for partial payment according to a schedule agreed to by the Associate Vice President for Student Affairs is required before the student may register for classes, graduate, or receive transcripts or request that official transcripts be mailed by the College.

A student resisting authority upon being challenged regarding violating the rights of others and/or property damage shall be subject to arrest by civil authorities.

Student Disciplinary Procedure

The Student Disciplinary Committee exists to review and recommend action regarding matters of misconduct or student grievances. The Student Disciplinary Committee is advisory to the President and meets only when requested by the President. The members shall include five professional employees (total) from the divisions of Academic Affairs and Student Affairs. No more than one member may be from the Administration. Members of the Committee are appointed by the President for one year when the need arises.

Just as the College maintains high standards of academic performance, the members of the College community support high standards of individual conduct and human relations. The responsibility for one's own conduct and respect for the rights of others are essential for the academic and personal freedom within the academic community.

Self-discipline and regard for the rights of others are the main elements of College discipline. The College reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the academic community or impair the welfare or freedom of other members of the academic community.

Disciplinary procedures are followed when a student fails to exercise his responsibility in an acceptable manner or commits an offense, as outlined in the section titled "Student Conduct." The College disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information on one's own behalf and to appeal.

To protect students against arbitrary judgments or inappropriate effects of regulations, the College has established a Student Disciplinary Committee, which serves as a function of the Office of Student Services. Committee members include representatives of the faculty and staff which are appointed by the President.

- A. No member of the Student Disciplinary Committee who has an interest in the case may sit in judgment.

B. The jurisdiction and authority of the Student Disciplinary Committee shall be to hear evidence, to make findings of fact, and to make recommendations based upon these facts.

C. Written charges of alleged violations shall include the rule or rules allegedly violated, a statement of the facts to be presented, and a statement that a hearing will be held before the Committee of the charges, together with notice of the date, time, and place of the hearing.

D. Written charges shall be served by handing a copy to the student or by mailing via electronic mail to the student's e-mail account and a copy to the student. The hand delivery or the time of mailing shall not be less than five days before the date of the hearing specified. The student may waive in writing the five-day time period, and request an earlier hearing date. The student's written request must state the earliest date the student will be prepared to proceed with the appeal hearing. The chairperson of the Committee shall set a hearing date on or subsequent to the date requested by the student and shall seek to set the hearing date as early as practical; with due consideration to the availability of the members of the Student Disciplinary Committee, the availability of witnesses, and the gathering of evidence by College personnel.

E. A hearing shall be held at the date, time, and place specified in the written notice of charges or the earlier date as set by the chairperson upon the student's written request, unless the hearing is postponed by the chairperson of the Student Disciplinary Committee for good cause, or the affected student submits a written request for another hearing date to the chairperson, and the chairperson determines that a hearing at another time is in the best interest of the student and the College.

F. The student has a right to have an advisor/attorney with him or her.

G. All material evidence may be presented, subject to the right of cross-examination of witnesses.

H. There shall be a verbatim record of the hearing; e.g., tape recording or some other recording form.

I. The student shall be entitled to be present throughout the presentation of evidence; to know the identity of witnesses against him or her; to present evidence; and to receive a case summary of the hearing.

J. Evidence of prior violations shall not be introduced until after any adjudication of guilty; however, such information may be used to determine the appropriate penalty.

A student who needs to file a complaint with the Student Disciplinary Committee, may call Student Services at (870) 838-2955 or visit with the Associate Vice President for Student Affairs.

People to See

Task/Need	Person	Office Location	Ext.
Absences	Your Instructor	Various	Various
Adding or Dropping Courses	Advisor	Various	Various
Address Changes	Registrar's Office	Statehouse Hall	1105
Admission/Re-Admission	Front Desk Receptionist	Statehouse Hall	1103
Advising	ACE Advisor or Faculty	Various	Various
Bills and Fees	Business Office	A Wing	1135
Bookstore	Bookstore Clerk	D Wing	(870) 824-6102
Campus Security	Various	D Wing	(870) 740-2156
Changing a major	Advisor	Various	Various
Community Education	Ammi Tucker	Osceola Center	(870) 563-3236 or ext. 1301
Computer Lab	Danny Graham	B21	1164
Copies	Library Clerk	Adams/Vines Library	1230
Disability Services	Damon Richardson	Statehouse Hall	1246
Financial Aid	Financial Aid Staff	Statehouse Hall	1160
Food Services	Brandon Raines	The Sunshine Grille	1214
Graduation Applications	Advisor/Rosemary Lowe	Statehouse Hall	1105
Library	Karen Ellis	Adams/Vines Building	1234
Lost and Found	Campus Security	D Wing	1190
Meeting Rooms	Courtney Fisher	L 30	1193
Student Ambassador Program	Nikki Brown	Statehouse Hall	1008
Student Organizations	Kaci Bell	Statehouse Hall	1119
Testing Center	Randy Murray	S 146	1161

Student Affairs Staff

All students are encouraged to become acquainted with the Student Affairs personnel. Their offices are located in Statehouse Hall, and they may be contacted for assistance with any situation a student may be experiencing. Included in this division are:

Associate Vice President for Student Affairs

Mindy Walker

Student Services Department

Rosemary Lowe – Registrar
 Damon Richardson – Assistant Registrar
 Kaci Bell – Coord. for Retention and Student Engagement
 Candis Haddiex – Administrative Assistant II
 Justin Branch – Administrative Assistant

Financial Aid Department

KeTierra Jones – Director of Financial Aid
 Paige Crawford – Financial Aid Advisor
 Melissa Donner – Financial Aid Advisor
 Holly Harris – Financial Aid Advisor

Terms to Know

ACE Advising Tutoring Center:

The Tutoring Center will help you succeed in college with the development of basic skills, tutoring assistance, and supplementary materials to complement your classes. If you need support and motivation, talk with the instructors in the Tutoring Center. They offer individualized and small group instruction. See them for:

Reading Skills	Math Skills	Test Taking	Supplemental
Writing Skills	Free Tutoring	Note Taking	Materials

Add:

The process of enrolling in a course during registration.

Associate of Applied Science:

The Associate of Applied Science (AAS) degree provides the student a degree in a chosen area of study and is intended for students who plan to enter the workforce after a two-year degree and who do not plan to attend a four-year college.

Associate of Arts Degree:

The Associate of Arts (AA) degree provides the student the opportunity to obtain the first two years of a baccalaureate degree and then transfer to a 4-year institution.

Associate of Arts in Teaching Degree:

The Associate of Arts in Teaching (AAT) degree provides the student the opportunity to obtain the first two years of college credits toward a four-year or baccalaureate degree in education and then transfer to a 4-year institution.

Associate of Science:

The Associate of Science (AS) degree provides the student the opportunity to obtain the first two years of a baccalaureate degree and then transfer to a 4-year institution.

Audit:

To attend a class for information only with no credit given. Audit status must be declared in the Registrar's Office by the last day of registration. The tuition and fees for auditing a class are the same as if the class were taken for credit and are not financial aid eligible.

Certificate of Proficiency:

The Certificate of Proficiency is awarded to students who have a demonstrated mastery of skills and knowledge against specified performance standards in a specific area.

Co-requisite:

A requirement that must be taken concurrently with a given course.

Course Description:

A summary of course content. Course descriptions for every course taught at ANC can be found in the college catalog.

Course Load:

Number of credit hours in which student is enrolled in a semester.

Course Number:

Each course is identified with department letters and a course number. The letter prefix designates the subject area. For example, the BU in BU11013 Legal Environment of Business is for Business. The first digit indicates the course level (1-freshman, 2-sophomore). The second digit represents the academic division. The next two digits represent the numerical sequence of the course and the fifth digit indicates the credit hour value of the course. It should be emphasized that the change in course numbers will not affect the transferability of courses.

Credit Hour:

The standard unit of college work is called the credit hour. A credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time. Credit hours are not always equal to contact or class hours.

Likewise, a student taking 15 credit hours per semester will be working approximately 45 hours per week on those courses. In some courses, such as physical education, more hours of classroom attendance each week may be required for the one credit. In lab work, two classroom hours or more equals one credit. Allied Health clinicals usually require more contact hours per credit hour of load.

Cumulative Records:

The permanent and on-going record of a student's current enrollment in courses at ANC and all college credit a student has earned at ANC and other post-secondary institutions.

Curriculum:

A stated list of courses required to complete a major, certificate, diploma, or degree.

Dean's List:

A student whose name appears on the Dean's List is recognized for high scholarship status. Students are named to the Dean's List when they earn a grade point average of 3.50 to 3.99 for 12 or more semester hours of work completed in any semester. Developmental education courses are not included in the 12 hours.

Drop:

The process of withdrawing from one or more classes before the end of the 100% refund period after registration.

Elective:

A course that is chosen by the student and may be a required part of the curriculum.

Fees:

The charges assessed other than tuition cost, such as specific course fees or lab fees.

Freshman:

A student who has earned fewer than 30 credit hours.

Full-Time Student:

Student enrolled with a course load of 12 or more credit hours per semester.

Grade Point:

The number of points given in a course, depending on the quality of work done. Ex:

A = 4	B = 3	C = 2	D = 1
F = 0	W = 0	I = 0	

Grade Point Average (G.P.A.):

Total grade points earned divided by total semester hours attempted, regardless of whether passed or failed.

myANC:

The myANC portal is a secure web environment that provides a single access point for all of the information you need to make your ANC experience complete. Through this one website you can find information on academics, services, events and so much more!

No Show:

A student who does not begin attending class by the 10th day of a fall/spring semester or the 5th day of a summer term will be reported as a no show and administratively dropped from class.

Part-Time Student:

Student enrolled in less than 12 semester hours per semester.

Prerequisite:

A requirement you must meet before enrolling in a specific course. Ex: EN 12013 English Composition II has a prerequisite of EN 12003 English Composition I.

President's List:

A student whose name appears on the President's List is recognized for exceptional scholarship status. Students are named to the President's List when they earn a G.P.A. of 4.00 for 12 or more semester hours of work completed in any semester. Developmental education courses are not included in the 12 hours.

Probation (Academic):

Students whose cumulative G.P.A. is less than the level stated below will be placed on academic probation and will be limited to a reduced course load (not to exceed 12 semester hours).

<u>Attempted Semester Hours</u>	<u>Cumulative G.P.A.</u>
6 - 20	1.50
21 - 40	1.75
41 +	2.00

Probation (Financial Aid):

Any first semester student on financial aid who does not complete at least 67% of his/her courses will be placed on financial aid probation. A zero completion rate will result in Financial Aid Suspension. See the Financial Aid office for more information.

Program of Study:

A written degree plan which you and your advisor develop outlining all the courses you must take to achieve your educational goals.

Registration:

Final course selection, enrollment for classes, and payment of tuition fees.

Regular Grading System:

ANC uses these grades to indicate how well you achieved the educational objectives of a course:

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Poor	1 grade point
AU	Audited	0 grade points
W	Withdrawal	0 grade points
I	Incomplete	0 grade points (figures into G.P.A.)
F	Failing	0 grade points (figures into G.P.A.)
L	Learning in Progress	0 grade points
P	Passing or Proficiency	0 grade points
S	Satisfactory	0 grade points

Courses which carry a CP prefix are not applicable for transfer or graduation, and grades of P, A[^], B[^], C[^], or D[^] in these courses are not figured into the student's G.P.A. W's and AU's are disregarded in calculating grade point averages. However, I's and W's affect financial aid eligibility.

Schedule of Classes:

An outline of all courses with sections, credit hours, rooms, times, days, and instructors are published each semester and are available on the campus website at www.anc.edu or in Statehouse Hall.

Section:

If a course is offered more than once during a semester then each class is assigned a different section letter which identifies the time, place, and instructor.

Semester Hours:

The total number of credit hours taken in any one semester.

Sophomore:

A student who has earned 30 or more credit hours.

Student ID:

The student ID is a unique number assigned to each student at the time of registration and serves as their username for the myANC Portal.

Suspension (Academic):

A student who is on academic probation and does not earn at least a 2.00 G.P.A. the next semester of enrollment will be academically suspended and must remain out of school for one regular semester (fall or spring).

Suspension (Financial Aid):

Any student who totally withdraws or receives all failing grades during any term will be suspended from the financial aid program. After the 1st semester, any student who does not complete 75% of their enrolled courses

each term and whose cumulative completion rate is below 75% will be suspended from receiving financial aid. See the Financial Aid office or Financial Aid Handbook (www.anc.edu/admissions) for more information.

Technical Certificate:

Certification of this type is completed through a planned and coherent program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Transfer Program:

A program of study you take if you plan to continue your education at a four-year university. A transfer program is designed to meet the general education requirements of the university you plan to attend. For more information about the transferability of courses within Arkansas public colleges and universities, visit the ADHE Course Transfer website at <http://acts.adhe.edu/studenttransfer.aspx>.

Transfer Student:

A student who transfers from one institution of higher learning to another; for example, an ANC student who transfers to a four-year university.

Tuition and Fees:

The charges assessed for each credit hour taken at ANC. Tuition is subject to change by action of the Board of Trustees. The tuition charges and other fees are published with the schedule of courses each semester.

Withdraw:

Indicates complete withdrawal from a college course or courses after the drop period for the semester.

www.anc.edu:

Arkansas Northeastern College's website address. Visit the site regularly to keep abreast of activities, events, and the latest information.

Tuition and Fee Costs/Refunds for Credit Courses

A full refund of all tuition and fees for the fall or spring semester will be made for persons who officially withdraw from the course before the end of the second week of classes on the academic calendar. A full refund of all tuition and fees for a summer term or shorter courses will be made for persons who officially withdraw from the course by the end of the first week of classes.

Refunds will be made according to the following schedule (*upon completion of an official drop/withdrawal form through Faculty Advisors, Registrar's Office or Business Office.*) Refunds involving Title IV funds will be restored to the Title IV fund proportional to the amount received.

Refund Schedule

Fall or Spring Semester

1st-2nd weeks	100%
3rd week & thereafter	0%

Summer Term or Shorter

1st week	100%
2nd week	0%

Tuition and Fee Schedule

Audit and Credit Fees:

In County Resident.....	\$75 per credit hour
Out-of-County Residents	\$85 per credit hour
(Includes: Dunklin, Pemiscot, & New Madrid Counties in Missouri and Obion, Dyer, Lauderdale, Tipton & Shelby Counties in TN.)	
Out-of-State Residents	\$135 per credit hour
International Students	\$135 per credit hour

Additional Fees:

AC & Refrigeration Industry Exam	\$40
AC & Refrigeration EPA Exam	\$60
Air Conditioning/Refrigeration Course Fee.....	\$50 per course
Art Fees	\$40 per course
Aviation Maintenance Fee	\$55 per credit hour
College Prep Fee	\$30 per course
Commencement/Graduation Fee	\$40 (non-refundable)
Construction Course Fees.....	\$50 per course
Computer Lab Fees	\$50 per course
Dental Assisting Student Insurance Fee.....	\$25 per course
Dental Assisting ADAA Dues	\$45
Dental Assisting Course Fee.....	\$40 per course
Dental Assisting Cont. Ed. Fall.....	\$6
Dispatch Fee	\$5 per ID replacement
ECG/Rhythm Strip monitoring	\$35/lab
Electrical Course Fee.....	\$30/electrical course
Emergency Medical Technician	\$203 per basic course
Emergency Medical Technician/Paramedic.....	\$50 per course
Emergency Medical Technician Liability Insurance.....	\$66
IC3 Testing Fee.....	\$85 per Internet Applications II course
Internet Course Fee	\$20 per credit hour
Licensed Practical Nurse Fee.....	\$79 per course
Medication Assistant Liability Insurance/Review & Supplies Fee.....	\$50
Medication Assistant Certification Fee	\$110
Microsoft Access Testing Fee.....	\$100 per Database Mgt. course
Microsoft Excel Testing Fee.....	\$100 per Spreadsheet App course
Microsoft Word Testing Fee	\$100 per Word Processing course
Music	\$65 for each ½ hr lesson per wk / \$90 per 1 hr lesson
Networking Course Fee.....	\$10 per Networking course
Nursing Assistant Fee Liability Insurance/Supplies.....	\$147

Phlebotomy Fees	\$130 per course
Phlebotomy Liability Insurance Fee	\$86
PRAXIS Test Fee	\$130 Per PRAXIS Prep I course
Registration/Infrastructure Fee	\$25 per term
Return check Fee	\$30 per check
RN Nursing Fee	\$409 per Fundamentals & LPN/RN Transition Course; \$205 all others
RN and PN Nurse Soft Exam.....	\$90
RN and PN Student Malpractice Insurance Fee	\$25
RN DocuCare Fee	\$110 per three courses
Science Fees.....	\$40 per laboratory course
Technology Fee.....	\$15 per credit hour*
Welding Course Fee	\$75 per course
Welding-ARC Test Fee.....	\$150
Welding-MIG Test Fee	\$150
Welding-TIG Test Fee.....	\$150

*Tuition/Technology Fees are assessed to a maximum of 18 credit hours