

# Southeast Arkansas College

## 2021-2022



# Catalog & Student Handbook

# President's Message

Greetings:

On behalf of our students, faculty, and staff welcome to Southeast Arkansas College! You are now part of a college whose focus and purpose are to assist in meeting your educational goals. Whether you are just embarking on your educational journey, completing your education, or brushing up on your skills, SEARK College offers an educational experience tailored to give you the confidence needed for success.

Our service to you is embodied in SEARK's Vision Statement: *"Empowering Students and Changing Lives"*. As an educational institution invested in the success of our students, we recognize our responsibility in fostering positive change not just on our campus, but throughout our entire community.

Changing lives is at the center of our educational philosophy and is more than just a slogan. It is a challenge to all our students to examine, explore, and realize the incredible power of possibility and how it can change their lives. We are not simply an institution who provides knowledge; we also offer students a means to develop their vision of the future and the tools to make that vision a reality.

With small class sizes and caring faculty and staff, SEARK College offers support both inside and outside the classroom you need to realize success. For example, we have recently opened a new health and wellness center, SEARK@Seabrook, that offers intramurals, wellness programs, and space just to hang out with friends.

SEARK College shares a partnership with you in your aspiration for an education and plans for the future. We are here for you...let us know how we can best serve you. Your commitment to your education can turn your dreams into reality.

Welcome to Southeast Arkansas College!

Steven Bloomberg, President  
Southeast Arkansas College

## Student Handbook

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# **Career Pathways and Workforce Development Center**

## **Career Pathways**

### **Arkansas Career Pathways Initiative**

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students at two-year colleges with:

- Book Loan Program, Childcare, Transportation and/or Tuition and Fees.

Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of SNAP (formally known as Food Stamp Program), ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

The Arkansas Career Pathways Initiative is made possible through the cooperation of Arkansas Department of Higher Education and Arkansas Department of Workforce Services.

**Lisa Gober**, Director

(870) 543-5969

**Tami Watts**, Community Outreach Coordinator

(870) 850-4823

## **Workforce Development Center (WDC)**

(Business, Industry and Government Training and Assistance Center)

### **Workforce Development Center Mission**

It is the mission of Southeast Arkansas College Workforce Development Center to compile and translate the needs of employers and students into affordable training programs. This will be accomplished by developing and implementing a process which will provide continuous improvement in the development, delivery, and affordability of customized training and services to business, industry, and government organizations within the SEARK College service area.

### **Workforce Development Center Staff**

The professional staff of the Workforce Development Center is composed of a Director of Workforce Development and a Business & Community Coordinator. The regular academic and technical education faculty are also utilized in providing Center Services, as well as a number of adjunct instructors, consultants, and specialized trainers. For information, contact:

WDC Office

Phone (870) 543-5947 or Fax (870) 543-5951

Wanda C. Lindsey, Director

(870) 543-5950

Jeffrey Pulliam, Business and Community Coordinator

(870) 543-5948

## Workforce Development Center Services

Southeast Arkansas College Workforce Development Center (WDC) offers consulting, referral, or training in such areas as: entrepreneurship, government contracting, hazardous materials, safety/OSHA, and state-sponsored industry training programs.

**Computer Software Training** -The WDC offers a wide range of training in the latest software and techniques. Most courses range from three hours to one day.

**Customized Business and Industry Training** - Courses and programs assist in updating, upgrading, and cross-training current employees.

**Quality and Workforce Leadership Training** - Courses and programs related to total quality management and continuous improvement, including Quality Management and Improvement, Statistical Process Control, Quality Team Leadership and Facilitation, Human Relations and Interpersonal Development, and World Class Manufacturing.

**Online Training** - Online courses can be taken from the comfort of your home or office at times that are most convenient to you. A new section of each course starts monthly. Courses run for six to eight weeks and are composed of 12 lessons representing 24 or more hours of instruction. You can ask questions and give or receive comments from the instructor at any time during the course. Visit [www.ed2go.com/seark-pro](http://www.ed2go.com/seark-pro) for additional information. Forty-four (44) courses have been approved by the Arkansas Department of Education for teachers to receive professional development credit upon successful completion.

**Certified Testing Center** - Certified Testing Center - Southeast Arkansas College Workforce Development Center (WDC) is a certified testing center for Arkansas Career Readiness Certificate (CRC) exams and several Microsoft applications, including the Microsoft Office Specialist (MOS), PC Pro, Network Pro, and Security Pro. WDC provides PowerSafe safety training for certification through the Alliance Safety Council.

Southeast Arkansas College Workforce Development Center (WDC) is an approved Pearson VUE® testing site to proctor Paramedic and EMT exams through the National Registry Emergency Medical Technicians (NREMT), and GED series assessments.

**Arkansas Career Readiness Certificate (CRC)** - An Arkansas CRC is a portable credential based upon completion of pre-assessments and lessons in the Career Ready 101® instruction system, followed by the WorkKeys® job skills assessment. The CRC credential demonstrates to employers that an individual possesses the basic workplace skills required for 21st-century jobs. The Arkansas CRC program uses results from the WorkKeys® assessments to award certificates in four categories: Platinum, Gold, Silver, and Bronze.

## Technical Career Programs - Drug Policy

The Student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of Nursing and Allied Health (NAH) and Technical Studies Programs to require drug-testing for admission to the program and conduct random drug testing while enrolled.

The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiologic Technology.

The drug policy applies to the following Technical Studies programs: Air Conditioning and Refrigeration, Early Childhood Paraprofessional Technology, Electrical Mechanical Systems Technology, and Welding.

All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college.

Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy. Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Technical Studies programs require drug testing prior to registration of any technical course listed in the degree plans mentioned above. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

## **Educational Programs**

Arkansas Course Transfer Systems (ACTS) Courses

Associate of Arts Degree

State Minimum Core Curriculum

General Studies, Certificate

General Studies, A.G.S.

## **Degree Programs**

\*Degrees & Certificates

AA Associates of Arts Degree (14 Months-2 years)

AAS Associates of Applied Science Degree (2 Years)

AAT Associate of Arts in Teaching Degree (2 Years)

AGS Associates of General Studies Degree (2 Years)

TC Technical Certificate (1 Year)

CP Certificate of Proficiency (1 semester or less)

## **Associate of Applied Science**

The Associate of Applied Science (A.A.S.) Degree is a planned, integrated sequence of technical classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare students for a wide range of job opportunities in well-identified fields of technology.

### **Associate of Applied Science Transfer Disclaimer**

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an Associate of Applied Science Degree (A.A.S.) Degree to print the following general disclaimer:

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree could be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degrees are not

accepted in transfer toward a bachelor's degree. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.

## **Business Analytics, AAS**

## **Computer Information Systems Technology, A.A.S.**

### **Suggested Program of Study**

The Computer Information Systems Technology program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design.

The student will learn programming languages, scripting languages, markup languages, and related technologies.

Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

### **1st Year - 2nd Semester**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**

### **Completion Award: Technical Certificate 30**

### **2nd Year - 1st Semester**

- ENGL 1323 - English Composition II **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- INET 2123 - Advanced Web Programming **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**
- INET 2183 - Advanced Database Concepts **Credit Hours: 3**

## 2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- INFO 2493 - Capstone **Credit Hours: 3**
- INET 2103 - Mobile Apps Programming **Credit Hours: 3**
- INFO 2133 - Computer Programming II **Credit Hours: 3**
- Behavioral/Social Science Elective **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## Computer Network Technology, A.A.S.

### Suggested Program of Study

The Computer Network Technology program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

NOTE: Students requiring developmental courses based on their ACT, or ACCUPLACER NG scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

\*\*Students may choose any course with a designator of CNET, INFO, or INET that is not listed as a required course for this degree. The student must have the approval of the program advisor before enrolling in any course to be used as a Technical Specialty Elective for the CNET degree.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- CNET 2413 - Network Management **Credit Hours: 3**
- CNET 2233 - Network Technical Support **Credit Hours: 2**
- CNET 1213 - Windows Operating Systems **Credit Hours: 3**

Behavioral/Social Science Elective

Must be one of the following:

- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**

## 2nd Year - 2nd Semester

- CNET 2223 - Network Engineering **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**
- CNET 2443 - CNET Capstone **Credit Hours: 3**
- CNET 1223 - Advanced Network Concepts **Credit Hours: 3**
- CNET 2213 - Network Security **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## **Criminal Justice Technology, A.A.S.**

### Suggested Program of Study

The Criminal Justice Technology program is designed to give the student a variety of skills related to the field of Criminal Justice. Students can concentrate on courses relating to Law Enforcement, Corrections, or any combination of electives to fit that student's career needs.

This program does not replace the Law Enforcement or Corrections academies but is designed to enhance the skills of individuals in criminal justice fields or provide academic instruction to those interested in criminal justice.

Prerequisites for Online or INET delivery: Introduction to Computers grade of "C" or better and either Development Reading grade of "C" or better, an ACT Reading Score of 19 or higher, or an ACCUPLACER NG Reading Score of 263+.

## 1st Year-1st Semester

### Required Courses

- ENGL 1313 - English Composition I **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- CRIM 1213 - Juvenile Delinquency and Justice **Credit Hours: 3**
- CRIM 1313 - Introduction to Criminal Justice **Credit Hours: 3**

Choose ONE of the following courses



- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

## 1st Year-2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- CRIM 2333 - Introduction to Corrections **Credit Hours: 3**
- CRIM 2313 - The Judicial Process **Credit Hours: 3**

## 2nd Year-1st Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- CRIM 2343 - Constitutional Law **Credit Hours: 3**
- Technical Specialty Electives (See choices below.) **Credit Hours: 6**

## 2nd Year-2nd Semester

- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**
- CRIM 2383 - Criminal Law **Credit Hours: 3**
- Technical Specialty Electives (See choices below.) **Credit Hours: 6**

## Technical Specialty Electives

**Choose 12 credit hours from the following courses:**

- BUSI 1243 - Legal Environment of Business **Credit Hours: 3**
- CRIM 1323 - Arkansas Juvenile Law and Procedures **Credit Hours: 3**
- CRIM 2323 - Probation and Parole **Credit Hours: 3** (Corrections related)
- CRIM 2373 - Criminal Investigation I **Credit Hours: 3** (Law Enforcement related)
- CRIM 2463 - Private Security and Investigation **Credit Hours: 3**
- EMER 1007 - EMT-Basic **Credit Hours: 7**
- LANG 2424 - Elementary Spanish II **Credit Hours: 4**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- TECH 2013 - Internship Work Experience I **Credit Hours: 3**

**Completion Award: Associate of Applied Science 60**

## Cybersecurity Management Technology - AAS

The AAS in Cybersecurity Management Technology will be a 60 credit-hour program which will prepare student for positions in business and industry to prevent the threat from attacks on information systems. Students will focus on the methods used to attack computer information systems and learn the skills to protect and counter such attacks. The

degree will include courses in computer programming, criminal justice and forensic investigation methods of approaching cybersecurity and networking. There will be an embedded TC in Computer Programming and CP in Security/Forensics that can be stop-out or stackable credentials.

## 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**  
Social Science Elective

## 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CYSC 2003 - Introduction to Cybercrime **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**

## 3rd Semester

- CNET 1213 - Windows Operating Systems **Credit Hours: 3**
- CYSC 2013 - Principles of Cyber Security **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**
- CYSC 2023 - Ethics in Information Technology **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**

## 4th semester

- CNET 2213 - Network Security **Credit Hours: 3**
- CYSC 2033 - Digital Forensics **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours: 3**
- CYSC 2123 - Security Auditing **Credit Hours: 3**

## Drafting and Computer Aided Design Technology, A.A.S.

### Suggested Program of Study

The Drafting and Computer Aided Design Technology program prepares drafting and computer aided design technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest version of Computed Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

## 1st Year-1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- DRAF 1114 - Engineering Graphics I **Credit Hours: 4**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**

## 1st Year-2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- DRAF 1214 - Engineering Graphics II **Credit Hours: 4**
- DRAF 2324 - Advanced Computer Aided Design **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

## Completion Award: Technical Certificate 32

## 2nd Year-1st Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- DRAF 2423 - 3-D Studio **Credit Hours: 3**
- ELEC 2014 - Wiring Principles & Codes **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

## 2nd Year-2nd Semester

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**

Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**

- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## Early Childhood Paraprofessional Technology, A.A.S.

### Suggested Program of Study

The Early Childhood Paraprofessional Technology program is a two-semester program that fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry Check and a Criminal Background Check through the Arkansas Department of Human Services, drug testing, and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of "C" or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.

### 1st Year - 1st Semester

+ Current Child Development Associate (CDA) credential satisfies the requirements of these courses.

- ENGL 1313 - English Composition I **Credit Hours: 3**
- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours: 3 +**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- ECDT 1113 - Essential Elements of Child Care **Credit Hours: 3 +**

### 1st Year - 2nd Semester

Choose ONE Of the following courses

- MATH 1123 - Business Mathematics **Credit Hours: 3**

- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

### Required Courses

- ENGL 1323 - English Composition II **Credit Hours: 3**
- EDUC 1113 - Early Childhood Field Experience **Credit Hours: 2**
- ECDT 1323 - Language Arts for Preschool Children **Credit Hours: 3**
- ECDT 1413 - Music for Preschool Children **Credit Hours: 3**

### 2nd Year - 1st Semester

#### Required Courses

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ECDT 1513 - Child Nutrition and Health Care **Credit Hours: 3**
- ECDT 2243 - Social and Emotional Development in an Inclusive Classroom **Credit Hours: 3**
- ECDT 2713 - Social Studies, Math, and Science for Preschool Children **Credit Hours: 3**

#### Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**

### 2nd Year - 2nd Semester

- EDUC 2313 - Computers in Education **Credit Hours: 3**
- ECDT 2813 - Administration of Preschool Programs **Credit Hours: 3**
- ECDT 2613 - Curriculum Methods and Materials **Credit Hours: 3**
- ECDT 2916 - Early Childhood Education Practicum **Credit Hours: 6**

Completion Award: Associate of Applied Science Degree 60

## **Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.**

### 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**
- ELEC 1024 - Electronics and Digital Devices **Credit Hours: 4**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ELEC 1003 - Instrumentation & Control I **Credit Hours: 3**
- ELEC 1034 - Industrial Motor Controls **Credit Hours: 4**
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours: 4**

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- ELEC 2003 - Instrumentation & Control II **Credit Hours: 3**
- ELEC 2004 - Programmable Logic Controllers **Credit Hours: 4**
- ELEC 2014 - Wiring Principles & Codes **Credit Hours: 4**

## 2nd Year - 2nd Semester

- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours: 4**
- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours: 4**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**

## Behavioral/Social Science Elective - Choose One of the following

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

## Emergency Medical Sciences - Paramedic, A.A.S.

### Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion

of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 250+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. A copy of current EMT - A Certification Card; and
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

- a. Current CPR Certification (American Heart Association Health Care Provider);
- b. Functional Ability Acknowledgement Form;
- c. P.P.D. Skin Test or Chest X-Ray;
- d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
- e. Criminal background check and drug screen.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours: 9**

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours: 4**
- EMER 1111 - Basic EKG Interpretation **Credit Hours: 1**
- EMER 1112 - Clinical **Credit Hours: 2**
- EMER 1134 - Clinical Practicum I **Credit Hours: 4**
- EMER 1222 - Acute Cardiac Care **Credit Hours: 2**

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours: 4**
- EMER 1213 - Management of the Trauma Patient **Credit Hours: 3**
- EMER 1242 - Management of the Critical Care Patient **Credit Hours: 2**
- EMER 1244 - Clinical Practicum II **Credit Hours: 4**

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours: 3**
- EMER 1411 - Paramedic Competencies **Credit Hours: 1**
- EMER 1424 - Clinical Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 34

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**



## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- BIOL 2474 - Microbiology **Credit Hours: 4**

Completion Award: Associate of Applied Science Degree 61

## General Technology, Individualized Technical Option, A.A.S.

### Required Courses

The General Technology Individualized Technical Option program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College.

This is accomplished by soliciting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective.

### General Education Core

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

### Choose ONE of the following courses

- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

### Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**

- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

## Technology Specialty - Major 24

## Technology Specialty - Minor 15

## Related Electives

- Electives **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## Radiologic Technology, A.A.S.

## Suggested Program of Study

The Radiologic Technology program provides the didactic and clinical content required to prepare graduates to apply to write the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. The curriculum includes instruction in the art and science of using radiation to provide images of tissues, bones, and blood vessels of the human body.

Upon successful completion of the examination, graduates are certified as a Registered Radiographic Technologist, RT (R).

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, Illinois 60606-3182; (312) 704-5300; [www.jrcert.org](http://www.jrcert.org)

### ADMISSION REQUIREMENTS

1. Completion of all general admissions procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. Completion the required general education courses from an accredited college or university with a grade of "C" or above;
4. An ACT Score of 19 in each section, ACCUPLACER NG score of 250+; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion or test score validated exemption of all required developmental studies courses in English, Mathematics, and Reading;
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses);
7. Completion of a professional observation.; and
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:

Southeast Arkansas College  
 Radiography Technology Program  
 Nursing & Allied Health Technologies Division  
 1900 Hazel Street  
 Pine Bluff, AR 71603

## APPLICATION PROCEDURE DEADLINE

**Application deadline: 2<sup>nd</sup> Friday in April.** Classes are admitted annually in August. Class size is limited; all applicants are not accepted for participation.

Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

## ACCEPTANCE PROCEDURE

ACT or ACCUPLACER NG scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

After acceptance into the Radiologic Technology program, the student must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray;
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
3. Functional Acknowledgment Form; and
4. Criminal Background Check and drug screen.

Random drug screening may be utilized at any time during the course of the program at the student's expense. Individuals convicted of certain crimes may not be eligible to sit for the ARRT certification exam.

## Pre-Admission Requirements

\*Course must have been completed in the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

## 1st Year - 1st Semester

- RAD1 1103 - Introduction to Radiologic Technology **Credit Hours: 3**
- RAD1 1173 - Radiographic Procedures I **Credit Hours: 3**
- RAD1 1223 - Radiographic Practicum I **Credit Hours: 3**
- RAD1 1233 - Radiographic Physics **Credit Hours: 3**

## 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- RAD1 1243 - Radiographic Procedures II **Credit Hours: 3**
- RAD1 1333 - Radiographic Practicum II **Credit Hours: 3**
- RAD1 1253 - Digital Imaging **Credit Hours: 3**
- RAD1 1443 - Principles of Exposure & Image Production **Credit Hours: 3**

## Extended Summer Term

### 8 Weeks

- **RADI 1434 - Radiographic Practicum III Credit Hours: 4**

## 2nd Year - 1st Semester

- **PSYC 2303 - General Psychology Credit Hours: 3**
- **RADI 1343 - Radiographic Procedures III Credit Hours: 3**
- **RADI 1444 - Radiographic Practicum IV Credit Hours: 4**
- **RADI 1442 - Imaging Equipment Credit Hours: 2**
- **RADI 2233 - Radiographic Pathology Credit Hours: 3**

## 2nd Year - 2nd Semester

- **ENGL 1323 - English Composition II Credit Hours: 3**
- **RADI 1353 - Radiation Biology Credit Hours: 3**
- **RADI 2223 - Radiographic Evaluation Credit Hours: 3**
- **RADI 2444 - Radiographic Practicum V Credit Hours: 4**
- **RADI 2442 - Radiographic Total Quality Management Credit Hours: 2**

## Extended Summer Term

### 8 Weeks

- **RADI 2454 - Radiographic Practicum VI Credit Hours: 4**

Completion Award: Associate of Applied Science Degree 79

## **Registered Nursing, Generic Option (Level 1), A.A.S.**

### Suggested Program of Study

The Registered Nursing Program, Generic Option, is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a Registered Nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. The Generic option requires students to complete coursework in fundamental skills already attained by the LPN/Paramedic.

The Generic RN Program Option is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Rd. NE, Ste. 850; Atlanta, GA, 30326. (404) 975-5000; [www.ACENursing.org](http://www.ACENursing.org), and is approved by the Arkansas State Board of Nursing (ASBN) 1123 S University Ave., #800, Little Rock Ar 72204.

**APPLICATION PROCEDURES & DEADLINE:** The application deadline is the 2<sup>nd</sup> (second) Friday in March. Classes are admitted in August. Class size is limited, and all applicants are not accepted for participation.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:

1. Documentation of current American Heart Association (AHA) CPR certification (Level C);
2. Acknowledgment of Functional Abilities Requirements;
3. Documentation of P.P.D. Skin Test or Chest X-Ray;
4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form;
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check;
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification; and
7. Criminal background check and drug screen.

A student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

#### **ADMISSION REQUIREMENTS:**

1. High School Diploma (or GED Equivalency)
2. Complete all SEARK College Admission Requirements.
3. Hold a current unencumbered Arkansas Certified Nursing Assistant (CNA) License
4. Current American Heart Association (AHA) CPR Certification (Level C).
5. Accuplacer Reading Score 75; Next Generation Accuplacer scores of Reading 250 or Reading score on the ACT of a 19, or Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all pre-admission requirements courses.
7. Possess a 2.5 Grade Point Average. (Total quality points in the required general education courses are calculated determining admission status)
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Complete a Nursing and Allied Health Application form and submit to the Division of Nursing and Allied Health prior to the application deadline date.
11. Completion of the required nursing program TEAS entrance exam with a composite score of at least 50%

## **Pre-Admission Requirements**

**CNA Certification required for admission.**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- or
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \*\*\***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \*\*\***
- BIOL 2474 - Microbiology **Credit Hours: 4 \*\*\***

*Optional*

- CHEM 1434 - General Chemistry I **Credit Hours: 4 \*\*\***

\*\*\*Course must be completed within the past 5 years or less as a requirement for a completed degree.

## Fall 1st Year (Program Acceptance)

- NURS 1704 - Fundamentals of Nursing **Credit Hours: 4**
- NURS 1713 - Clinical Practicum: Fundamentals of Nursing **Credit Hours:**
- HOME 1323 - Basic Nutrition **Credit Hours: 3** (optional)
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## Spring 1st Year

- NURS 1724 - Medical Surgical Nursing I **Credit Hours: 4**
- NURS 1733 - Clinical Practicum -Medical Surg Nurs **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3** (optional)

## Summer 1st Year

- NURS 2514 - Medical Surgical Nursing II **Credit Hours: 4**
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours: 2**

## Fall 2nd Year

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours: 3**
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours: 2**
- NURS 2713 - Pediatric Nursing **Credit Hours: 3**
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours: 2**

## Spring 2nd Year

- NURS 2813 - Mental Health Nursing **Credit Hours: 3**
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours: 2**
- NURS 2914 - Complex Health Disorders **Credit Hours: 4**
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours: 2**
- NURS 2901 - NCLEX Prep **Credit Hours: 1**

## **Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.**

### Suggested Program of Study

This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ADMISSION REQUIREMENTS:

1. Complete all SEARK College admission requirements.
2. Graduate from a state board approved practical nursing or paramedic program.
3. Hold a current unencumbered Arkansas LPN or Paramedic License.
4. Current American Heart Association (AHA) CPR certification
5. Provide Accuplacer Reading Score of 75, Next Generation Accuplacer score of 250 or ACT Reading score of 19 OR Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all per-admission requirement courses.
7. Possess a 2.5 GGrade POInt Average
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Completion of the required nursing program TEAS Entrance exam with a composit score of at least 50%
11. Provide Evidence of recent sarisfactory work experience

The above information must be submitted to:

Southeast Arkansas College  
 Attn: Nursing & Allied Health Technologies Division  
 1900 Hazel Street  
 Pine Bluff, AR 71603

**APPLICATION PROCEDURE DEADLINE:** Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by: 2nd Friday in March.**

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Criminal background check and drug screen Arkansas State Police and FBI Criminal background check.\*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The LPN/LPTN to RN Transition program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Ste. 850; Atlanta, GA 30326, (404) 975-5000; [www.ACENursing.org](http://www.ACENursing.org) and approved by the Arkansas State Board of Nursing (ASBN) 1123 S. University #800, Little Rock, AR 72504.

## Pre-Admission Course Requirements

### LPN/Paramedic Licensure required for Admission

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \*\*\***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \*\*\***
- BIOL 2474 - Microbiology **Credit Hours: 4 \*\*\***

Optional

- CHEM 1434 - General Chemistry I **Credit Hours: 4 \*\*\***
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- HOME 1323 - Basic Nutrition **Credit Hours: 3**

\*\*\*Course must be completed within the previous 5 years or less as a requirement for a completed degree

## Nursing Course Requirements

### Summer (Entry)

- NURS 2514 - Medical Surgical Nursing II **Credit Hours: 4**
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours: 2**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

### Fall

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours: 3**
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours: 2**
- NURS 2713 - Pediatric Nursing **Credit Hours: 3**
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours: 2**

### Spring

- NURS 2813 - Mental Health Nursing **Credit Hours: 3**
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours: 2**
- NURS 2914 - Complex Health Disorders **Credit Hours: 4**
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours: 2**
- NURS 2901 - NCLEX Prep **Credit Hours: 1**

## Respiratory Therapist (RRT), A.A.S.

### Suggested Program of Study

This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in several clinical settings. The program incorporates the general education courses with the professional courses to prepare graduates for the expanded roles required for the respiratory care practitioner. Graduates are employed primarily in hospitals, but employment opportunities are also available with home



health, skilled nursing facilities, physicians' offices, DME and home medical equipment sales. Graduates are eligible to apply for the practitioner exam offered by National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

*Commission on Accreditation for Respiratory Care*  
264 Precision Blvd.  
Telford, TN 37690  
Office: (817) 283-2835 ext 107  
Fax: (817) 354-8519

Graduates are eligible to sit for the entry-level NBRC exam (CRT), the written advanced-practitioner NBRC exam, and the clinical simulation NBRC exam.

### **ADMISSION REQUIREMENTS**

1. Completion of all general admissions procedures of the College;
2. Completion of the Nursing and Allied Health Technologies - Respiratory Care Application for Admission form;
3. Complete the required general education courses from an accredited college or university with a grade of "C" or above;
4. Reading Placement test scores of ACCUPLACER NG 250+ or ACT Reading Score of 19 or completion of course in developmental reading with a grade of "C" or better; or ACCUPLACER NG Writing 263+ and Math 256+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion of an observation through a respiratory care department; and
6. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.

The above information must be submitted to:

Southeast Arkansas College  
Nursing and Allied Health Technologies Division  
Respiratory Care Department  
1900 Hazel Street  
Pine Bluff, AR 71603

### **APPLICATION PROCEDURE DEADLINE**

Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation. Application deadline: 3rd Friday in March.

Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

### **ACCEPTANCE PROCEDURE**

ACT or ACCUPLACER NG scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Applicants that are selected for admission will be notified by letter. Upon acceptance into the Respiratory Care program students must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-ray;

2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
3. Functional Ability Acknowledgement Form; and
4. Submit to a criminal background check and drug screen as covered in the NAH Department Policies.\*  
Random drug screening may be utilized at any time during the course of the program at the student's expense.

\*NOTE: THE ASMB AND MOST OTHER STATES REQUIRE THAT ALL APPLICANTS FOR LICENSURE SUBMIT TO A CRIMINAL BACKGROUND CHECK PRIOR TO APPLYING FOR A LICENSE TO PRACTICE RESPIRATORY THERAPY. STUDENTS ACCEPTED INTO THE RESPIRATORY CARE PROGRAM WILL BE REQUIRED TO HAVE THIS BACKGROUND CHECK AND WILL BE REQUIRED TO PAY ALL ASSOCIATED FEES. THIS IS ADDITION TO THE CLINICAL PLACEMENT BACKGROUND CHECK

\*Individuals convicted of certain crimes may not be eligible to sit for the National Board for Respiratory Care (NBRC) exams.

It is the student's responsibility to submit all documents required for clinical through the College's Clinical Requirements database Verified Credentials. The cost of the subscription Drug Screen and criminal Background check is the student's expense.

Program application can be found at

[http://seark.edu/sites/default/files/documents/nah/RRT\\_APPLICATION\\_201322.pdf](http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf)

## Pre-Admission Requirements

\*Course must have been completed in the past five (5) years or receive special permission for acceptance.

\*\*\*This course is for students who plan to enter the Respiratory Care program. To be considered for acceptance to the Program a passing grade of "C" or better must be achieved. Transferability of the course will be determined by the transferring institution. (College Algebra, College Chemistry I, College Physics I and Microbiology should be taken if planning to transfer to a 4-year institution.)

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3 or Higher Math**
  
- PSYC 2303 - General Psychology **Credit Hours: 3**  
or
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
  
- RESP 2414 - Respiratory Care Sciences **Credit Hours: 4 \*\*\***

## 1st Year - 1st Semester

(Fall)

- RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I **Credit Hours: 2**
- RESP 1423 - Respiratory Pharmacology **Credit Hours: 3**
- RESP 1335 - Equipment and Techniques I **Credit Hours: 5**
- RESP 1224 - Basic Assessment and Diagnostics (4 hour) **Credit Hours: 4**

## 1st Year - 2nd Semester

**(Spring)**

- RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II **Credit Hours: 2**
- RESP 1243 - Pulmonary Disease I **Credit Hours: 2**
- RESP 2213 - Equipment and Techniques II **Credit Hours:**
- RESP 2212 - Mechanical Ventilation **Credit Hours:**

## **Extended Summer Term**

**8 Weeks**

- RESP 2451 - Clinical Practicum II **Credit Hours: 1**
- RESP 2323 - Equipment and Techniques III **Credit Hours:**
- RESP 2322 - Advanced Monitoring Procedures Technique **Credit Hours:**

## **2nd Year - 4th Semester**

**(Fall)**

- RESP 2343 - Neonatal & Pediatrics **Credit Hours: 3**
- RESP 2312 - Advanced Pharmacology **Credit Hours: 2**
- RESP 2462 - Clinical Practicum III **Credit Hours: 2**
- RESP 2363 - Critical Care **Credit Hours:**
- RESP 2253 - Pulmonary Disease II **Credit Hours:**
- RESP 2311 - Integration of Respiratory Theory/Practice **Credit Hours:**

## **2nd Year - 5th Semester**

**(Spring)**

- RESP 2502 - Professional Development **Credit Hours: 2**
- RESP 2473 - Clinical Practicum IV **Credit Hours: 3**
- RESP 2353 - Advanced Cardiopulmonary Care **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

**Completion Award: AAS Respiratory Care 81**

## **Surgical Technology, A.A.S.**

### **Suggested Program of Study**

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

## **APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

### **Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

## **ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Technologies Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

## **Pre-Admission Requirements**

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## 1st Year - 1st Semester

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- BIOL 2474 - Microbiology **Credit Hours: 4 \***
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

### 8 Weeks

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 48

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**

## Completion Award: Associate of Applied Science Degree 63

## Associate of Arts

The Associate of Arts (AA) Degree is a two-year program of study designed for students interested in transferring to a four-year college or university in pursuit of a bachelor's degree.

## Associate of Arts Degree

## Suggested Program of Study

The Associate of Arts Degree is awarded to individuals who successfully complete a program of collegiate level work, which is transferable toward a baccalaureate degree. The state minimum general education core of 35 semester credit hours including courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences are a part of this degree program. AA Degree graduates are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting "Students" and then the "Arkansas Course Transfer System. Check the ACTS website at: <http://adhe.edu>. This degree is also available as an online degree.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

### 1st Year - 1st Semester

#### Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

#### Choose ONE of the following courses

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**

#### Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**

#### Choose ONE of the following courses

- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Total Credit Hours 15

### 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- Social Science Requirement **Credit Hours: 3**
- Fine Arts/Humanities Requirement **Credit Hours: 3**
- Directed Elective **Credit Hours: 3**

Total Credit Hours 15

## 2nd Year - 1st Semester

Choose ONE of the following courses

- ENGL 2313 - English Literature I **Credit Hours: 3**
- ENGL 2363 - World Literature I **Credit Hours: 3**
- ENGL 2323 - English Literature II **Credit Hours: 3**
- ENGL 2373 - World Literature II **Credit Hours: 3**

Choose ONE of the following courses

- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**

## Required Electives

- Directed Electives XXXX - Directed Electives - 6 Hours **Credit Hours: 6**
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours: 4**

Total Credit Hours 16

## 2nd Year - 2nd Semester

Choose ONE of the following courses

- HPER 1313 - Personal Health and Safety **Credit Hours: 3**
- ACCO 2313 - Principles of Accounting I **Credit Hours: 3**
- ACCO 2323 - Principles of Accounting II **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**

## Required Electives

- Directed Electives xxxx - Directed Electives - 7 Hours **Credit Hours: 7**
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours: 4**

Total Credit Hours 14

Completion Award: Associate of Arts Degree 60

## Notes

1. Elective courses listed within the AA Degree curriculum and not chosen to meet specific degree requirements may be used for general education or directed (advisor approved) electives as appropriate.
2. Electives must be approved by the student's academic advisor.

## Associate of General Studies

The Associate of General Studies (AGS) Degree program is designed to allow flexibility for students whose needs are not met by other degree programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. Fifteen hours must meet general education requirements. The 45 remaining hours are selected from both academic transfer and technical career course offerings.

## General Studies, A.G.S.

The Associate of General Studies program is a flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of General Studies (AGS) Degree may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The student must obtain written approval from the Dean of General Studies and assigned faculty advisor for their intended course of study. Students seeking the AGS degree for transfer to a four-year institution must consult with the receiving institution concerning the transferability of individual courses.

## Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**
- or
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

## Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours: 3 or higher**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**

## Choose ONE of the following courses

### (Social Sciences)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**



- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

## General and Technical Studies Electives - 42 Hours

Courses to meet this requirement can be from any college level credit course (developmental level course will not count). Must be approved by the Dean of General Studies.

## Certificate of General Studies

The Certificate of General Studies (CGS) is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

## General Studies, Certificate

The Certificate of General Studies is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate will serve as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution.

The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

## Required Courses

### English/Communication

**9 Credit Hours required.**

- ENGL 1313 - English Composition I **Credit Hours: 3**  
or
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**

### Science, Math, and Technology

**14 Credit Hours required.**

Including Eight (8) Hours of Lab Science from SEARK College Core Curriculum.

- BIOL 1464 - Principles of Biology **Credit Hours: 4**
- BIOL 1474 - General Zoology **Credit Hours: 4**
- BIOL 1484 - General Botany **Credit Hours: 4**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**

- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- BIOL 2474 - Microbiology **Credit Hours: 4**
- CHEM 1434 - General Chemistry I **Credit Hours: 4**
- CHEM 1444 - General Chemistry II **Credit Hours:**
- PHYS 1404 - Physical Science **Credit Hours: 4**
- PHYS 2414 - General Physics I **Credit Hours: 4**
- PHYS 2424 - General Physics II **Credit Hours: 4**
  
- MATH 1333 - College Algebra **Credit Hours: 3**  
or
- higher-level mathematics course **Credit Hours: 3**
  
- COMP 1123 - Introduction to Computers **Credit Hours: 3** (Institutional Requirement)

## Social Sciences

**9 Credit Hours Required.**

Choose One (1) Course listed below from SEARK College Core Curriculum

(Remaining Courses in Group May Be Selected as Social Science Electives.)

- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Choose One (1) Course listed below from the SEARK College Core Curriculum

- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**

Choose One (1) Social Science Elective from the SEARK College Core Curriculum

(Social Science Elective may also include any HIST, POLI, PSYC, or SOCI course not previously chosen.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

## Fine Arts/Humanities

### **6 Credit Hours required.**

Choose One (1) Fine Arts/Humanities Electives from SEARK College Core Curriculum.

- ART 2343 - Art History and Appreciation **Credit Hours: 3**
- MUSI 2333 - Music History and Appreciation **Credit Hours: 3**
- ENGL 2313 - English Literature I **Credit Hours: 3**
- ENGL 2323 - English Literature II **Credit Hours: 3**
- ENGL 2363 - World Literature I **Credit Hours: 3**
- ENGL 2373 - World Literature II **Credit Hours: 3**
- HUMA 2313 - Humanities **Credit Hours: 3**
- PHIL 2313 - History of Philosophy **Credit Hours: 3**
- PHIL 2323 - Ethics **Credit Hours: 3**
- LANG 2414 - Elementary Spanish I **Credit Hours: 4 \*\***
- LANG 2424 - Elementary Spanish II **Credit Hours: 4 \*\***

## Institutional Requirement

### **3 Credit Hours Required.**

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**

## Completion Award: Certificate of General Studies 38

\*\* If LANG 2414 or LANG 2424 is selected - the hours will increase to seven (7) for Fine Arts.

## Certificate of Proficiency

The Certificate of Proficiency (CP) is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards as defined by the College. The award is granted for programs of one semester or less.

## Business Analytics, Certificate of Proficiency

### Program of Study

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**
- EDUC 1312 - Academic Success **Credit Hours: 2**
- MATH 1123 - Business Mathematics **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**

**Completion Award: Certificate of Proficiency - Business Analytics**

## **Business Technology Management - Retail Certificate of Proficiency**

This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management. This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees

### **Required Courses**

- MATH 1123 - Business Mathematics **Credit Hours: 3**
- BUSI 2353 - Principles of Marketing **Credit Hours: 3**
- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**
- SPEE 2313 - Business and Professional Speaking **Credit Hours: 3**

## **Commercial Driving License**

### **Suggested Program of Study**

- LOGM 1203 - Intro to Logistics **Credit Hours: 3**
  - CDL 1113 - Truck Maintenance and Road Safety **Credit Hours: 3**
  - CDL 1213 - Road Regulations and Rules **Credit Hours: 3**
  - CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours: 6**
- Completion Award: Certificate of Proficiency - Commercial Driving License**

## **Communications, Certificate of Proficiency**

### **Suggested Program of Study**

- ENGL 1313 - English Composition I **Credit Hours: 3**
  - ENGL 1323 - English Composition II **Credit Hours: 3**
  - SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- Completion Award: Certificate of Proficiency - Communications**

## **Early Childhood Paraprofessional Technology, Certificate of Proficiency**

### **Required Courses**

This two-semester program in Early Childhood Paraprofessional Technology fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services, drug testing, and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of "C" or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.

- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours: 3**
- EDUC 1113 - Early Childhood Field Experience **Credit Hours: 2**
- ECDT 1113 - Essential Elements of Child Care **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

Completion Award: Certificate of Proficiency 12

## Emergency Medical Responder (EMR), Certificate of Proficiency

### Required Courses

The Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS) system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care.

The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain and minimize the consequences of injury or sudden illness while awaiting or alongside advanced medical help.

This course will consist of lecture hours (4 per week to online) and laboratory hours (2 per week in class). There will also be clinical hours assigned with a minimum of 24 clinical hours mandatory.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Emergency Medical Responder Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Semester (8 weeks)

- EMER 1006 - Emergency Medical Responder **Credit Hours:** 6

Completion Award: Certificate of Proficiency 6

## Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency

### Required Courses

Emergency Medical Sciences EMT - Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects of patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, intravenous (IV) access, drug administration, advanced treatment of medical and trauma patients and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an AEMT.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Applicants must possess an unencumbered EMT license to practice in the state of Arkansas. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better;
3. Unencumbered EMT license to practice in the state of Arkansas; and
4. Completion of the EMT Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

**NOTE: This is a one-semester (16 weeks) course of study.**

- EMER 1019 - EMT - Advanced **Credit Hours:** 9

Completion Award: Certificate of Proficiency 9

## Emergency Medical Sciences EMT-Basic, Certificate of Proficiency

### Required Courses

Emergency Medical Sciences EMT-Basic is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an EMT-B.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited; and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION DEADLINE:** Classes are held each semester. The selection process for admission is open through general registration and is based on first-come, first enrolled basis until class capacity is reached.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading Scores: ACT 19; ACCUPLACER NG 263+, or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to begin classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Semester (16 Weeks)

- EMER 1009 - EMT Basic **Credit Hours: 9**

Completion Award: Certificate of Proficiency 9

## Leadership Certificate of Proficiency

This certificate is a credential for employees to show leadership skill development. The program serves both entry level job candidates and incumbent employees.

## Required Courses

- EDUC 1323 - Service Learning **Credit Hours: 3**
- LEAD 1313 - President's Leadership Class **Credit Hours: 3**
- LEAD 1311 - Introduction to Servant Leadership **Credit Hours: 1**
- LEAD 1323 - Introduction to Critical Thinking **Credit Hours: 3**



# Medical Coding, Certificate of Proficiency

## Suggested Program of Study

The Medical Coding program is designed to prepare students with the knowledge and skills required for basic medical coding. Students receive an in-depth introduction and practice in procedural coding using the ICD 10-CM/PCS and CPT-4 classification systems. Emphasis is placed on the purpose of coding, definitions of key terms, accurate application of coding principles, and an overview of the impact of prospective reimbursement on the function of coding, principles of classification systems, nomenclatures, indexes, and registers. Students develop coding competency in both hospital and physician practice settings.

Upon completion, students are eligible to sit for the Certified Coding Associate (CCA) exam offered by the American Health Information Association (AHIMA).

\*Certificate of Proficiency

### 1st Year - 1st Semester

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- HEAL 1413 - Basic Coding and Classification Systems **Credit Hours: 3**
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

### 1st Year -2nd Semester

- HEAL 1343 - Disease Processes **Credit Hours: 3**
- HEAL 1513 - Intermediate Medical Coding Principles **Credit Hours: 3**

Completion Award: Certificate of Proficiency

# Nursing Assistant, Certificate of Proficiency

## Required Courses

The Nursing Assistant/Home Care Aide program focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed on assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control.

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours, students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program, students will receive a Nursing Certificate of Proficiency and are eligible

to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines.

A grade of "C" is required for passing.

## Admission Process

**COURSE OPTIONS:** Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements. General and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook;
2. Completion of the ACT exam with a Reading score of 19, or ACCUPLACER NG score of 250+, or Accuplacer classic score of 75 or completion of a course in developmental reading with a grade of "C" or better;
3. Approval of a Nursing & Allied Health faculty advisor; and
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

**APPLICATION PROCESS:** Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ACCEPTANCE PROCEDURE:** Upon acceptance to the program, individuals are required to submit the following health information as evidence of being free of any communicable disease prior to beginning classes.

1. Functional Ability Acknowledgment Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
4. Criminal background check.
5. Flu Shot
6. Drivers License

Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Office of Long-Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view [www.seark.edu](http://www.seark.edu) - Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours: 7**

**Completion Award: Certificate of Proficiency: Nursing Assistant**

# Phlebotomy Technology, Certificate of Proficiency

## Required Courses

The Phlebotomy Technology program is a one-semester program that introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from an adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content.

Phlebotomists may seek employment in inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Program graduates may apply to seek certification through the American Society for Clinical Pathology (ASCP) or the National Health Career Association (NHA).

The Phlebotomy Technology program is Approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; (773)714-8880; [www.naacls.org](http://www.naacls.org).

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements.

### ACCEPTANCE PROCEDURE:

1. Completion of all general admission procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum acceptable scores: ACT Reading 19; ACCUPLACER NG Reading 263+, or completion of a course in Developmental Reading;
3. Completion of the Nursing and Allied Health Application for Admission form;
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission);
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification; and
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student's expense.

**This is a one-semester course of study.**

- HEAL 1113 - Medical Terminology **Credit Hours: 3**
- HEAL 1216 - Introduction to Phlebotomy **Credit Hours: 6**

Completion Award: Certificate of Proficiency 9

## Security/Forensics - Certificate of Proficiency

### Program of Study

- CYSC 2013 - Principles of Cyber Security **Credit Hours: 3**
- CYSC 2033 - Digital Forensics **Credit Hours: 3**
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours: 3**
- CYSC 2123 - Security Auditing **Credit Hours: 3**
- CNET 2213 - Network Security **Credit Hours: 3**

## Sterile Processing, Certificate of Proficiency

## Course Requirements

The Sterile Processing program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization and packaging techniques. The sterile processing technician perform essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile Processing Distribution (CBSPD) certification exam.

- SURG 1014 - Sterile Processing **Credit Hours: 4**

Completion Award: Certificate of Proficiency 4

## Video Game Design and Development, Certificate of Proficiency

### Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INFO 2133 - Computer Programming II **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**

## Welding-Metal Inert Gas (MIG), Certificate of Proficiency

### Required Courses

The Welding-Metal Inert Gas (MIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours: 6**

Completion Award: Certificate of Proficiency 12

## Welding-Shielded Metal ARC Welding (SMAW), Certificate of Proficiency

### Required Courses

The Welding-Shielded Metal ARC Welding (SMAW) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Shielded Metal ARC (SMAW) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1216 - Arc Welding **Credit Hours: 6**

Completion Award: Certificate of Proficiency 12

## **Welding-Tungsten Inert Gas (TIG), Certificate of Proficiency**

### **Required Courses**

The Welding-Tungsten Inert Gas (TIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours: 6**

Completion Award: Certificate of Proficiency 12

## **Technical Certificate**

The Technical Certificate (TC) is awarded to individuals who successfully complete a one-year planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Acceptable ACT or ACCUPLACER scores may waive the English and math course requirements for some one-year technical certificate programs.

## **Air Conditioning and Refrigeration Technology, Technical Certificate**

### **Suggested Program of Study**

To prepare Air Conditioning and Refrigeration Mechanics and Apprentices for entry-level employment in a wide range of construction, maintenance and service positions in business and industry. Graduates are eligible to take the test offered by the Air Conditioning and Refrigeration Institute to be certified as an Entry-Level HVAC(R) Technician. Safety is stressed in all aspects of this program.

Students enrolling in Air Conditioning & Refrigeration Technology may wish to pursue an A.A.S. Degree in General Technology.

### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- AIRC 1116 - Basic Refrigeration **Credit Hours: 6**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- READ 1213 - Developmental Reading **Credit Hours: 3**
- AIRC 1126 - Electricity for Air Conditioning/Refrigeration **Credit Hours: 6**

## 1st Year - 2nd Semester

- AIRC 1136 - Commercial Refrigeration **Credit Hours: 6**
- AIRC 1146 - Residential Systems **Credit Hours: 6**
- AIRC 1163 - Controls for Air Conditioning/Refrigeration **Credit Hours: 3**
- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**

## Choose ONE of the following Technical Specialty Electives

- WELD 1116 - Basic Welding **Credit Hours: 6**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**
- ELEC 1004 - Principles of Technology **Credit Hours: 4**

## Completion Award: Technical Certificate 46 or 48

## Note

Acceptable ACT or ACCUPLACER NG scores may waive the reading, English and Math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other courses that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

# Computer Information Systems Technology, Technical Certificate

## Suggested Program of Study

The Computer Information Systems Technology program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design.

The student will learn programming languages, scripting languages, markup languages, and related technologies.

Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**

- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**

Completion Award: Technical Certificate 30

# Computer Network Technology, Technical Certificate

## Suggested Program of Study

The Computer Network Technology program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

NOTE: Students requiring developmental courses based on their ACT, or ACCUPLACER NG scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**

- CNET 1123 - Network Concepts **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

Completion Award: Technical Certificate 30

## **Computer Programming - Technical Certificate**

### **Program of Study**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- CNET 1213 - Windows Operating Systems **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**
- CNET 2213 - Network Security **Credit Hours: 3**
- CYSC 2023 - Ethics in Information Technology **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**

## **Construction Management Technology**

The TC in Construction Management Technology is a 29 credit-hour program which provides instruction in construction safety, blueprint reading, carpentry, basic electrical, plumbing, welding and HVAC. It will prepare students for careers in construction, or it will be a stackable certificate as part of the AAS in Industrial Maintenance.

### **1st Semester**

- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**
- ELEC 1004 - Principles of Technology **Credit Hours: 4**

### **2nd Semester**

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**
- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- CNST 1233 - Surveying and Elevations **Credit Hours:**

## **Drafting and Computer Aided Design Technology, Technical Certificate**



## Suggested Program of Study

The Drafting and Computer Aided Design Technology program prepares drafting and computer aided design technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest version of Computed Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

### 1st Year-1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- DRAF 1114 - Engineering Graphics I **Credit Hours: 4**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**

### 1st Year-2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- DRAF 1214 - Engineering Graphics II **Credit Hours: 4**
- DRAF 2324 - Advanced Computer Aided Design **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

Completion Award: Technical Certificate 32

## Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate

### 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**
- ELEC 1024 - Electronics and Digital Devices **Credit Hours: 4**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

### 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ELEC 1003 - Instrumentation & Control I **Credit Hours: 3**

- ELEC 1034 - Industrial Motor Controls **Credit Hours: 4**
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours: 4**

## Emergency Medical Sciences - Paramedic, Technical Certificate

### Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 263+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher. A copy of current EMT - A Certification Card; and
4. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division

1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

- a. Current CPR Certification (American Heart Association Health Care Provider);
- b. Functional Ability Acknowledgement Form;
- c. P.P.D. Skin Test or Chest X-Ray;
- d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
- e. Criminal background check and drug screen.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours: 9**

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours: 4**
- EMER 1111 - Basic EKG Interpretation **Credit Hours: 1**
- EMER 1112 - Clinical **Credit Hours: 2**
- EMER 1134 - Clinical Practicum I **Credit Hours: 4**
- EMER 1222 - Acute Cardiac Care **Credit Hours: 2**

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours: 4**
- EMER 1213 - Management of the Trauma Patient **Credit Hours: 3**
- EMER 1242 - Management of the Critical Care Patient **Credit Hours: 2**
- EMER 1244 - Clinical Practicum II **Credit Hours: 4**

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours: 3**
- EMER 1411 - Paramedic Competencies **Credit Hours: 1**
- EMER 1424 - Clinical Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 34

### Health Sciences, Technical Certificate

#### Suggested Program of Study

The Health Sciences technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are a prerequisite for acceptance into nursing and other health science majors.

The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula.

Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19; or **ACCUPLACER** NG Scores: Reading 263+, Writing 263+, and Math 256+; and
3. Approval of a Nursing & Allied Health faculty advisor.

#### 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**

#### Choose ONE of the following courses

\* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2226 - Anatomy and Physiology for Health Professions **Credit Hours: 6 \***
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**

#### 2nd Semester

##### Required Courses

- ENGL 1323 - English Composition II **Credit Hours: 3**
- BIOL 2474 - Microbiology **Credit Hours: 4**

#### Choose ONE of the following courses

\* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2232 - Anatomy & Physiology Lab for Health Professions **Credit Hours: 2 \***

- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**

Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**

Choose ONE of the following courses

- HEAL 1113 - Medical Terminology **Credit Hours: 3**
- An Approved General or Technical Studies Elective **Credit Hours: 3**

Completion Award: Technical Certificate 30

## **PC Maintenance and Repair Technology, Technical Certificate**

### **Suggested Program of Study**

This Technical Certificate is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs. Safety is emphasized during all aspects of the training including the electrical systems associated with computers.

### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 2331 - Technical Math **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

**Total Credit Hours 15**

### **1st Year - 2nd Semester**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- Behavioral Social Science Elective **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**

**Total Credit Hours 15**

## Completion Award: Technical Certificate 30

# Practical Nursing, Technical Certificate

## Suggested Program of Study

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted in August and January. Class size is limited, and all applicants are not accepted for participation.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

Application Deadline: August Admission - 2nd Friday in March

January Admission - 1st Friday in October

ADMISSION REQUIREMENTS: General and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Placement test scores: Reading, ACCUPLACER 78, ACT 19; or completion of a developmental reading course with a grade of "C" or better; ACCUPLACER Writing 83 and Math 70, completion of required developmental courses based on placement scores, or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
5. Current state certification as a Certified Nursing Assistant (CNA).
6. Nursing entrance test scores on file.

The above information must be submitted to:

Southeast Arkansas College  
Attention: Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or ACCUPLACER scores are reviewed to determine acceptance into the program. Students who have successfully completed remedial courses in math, reading or English will also be considered. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Practical Nursing program, the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for an entire period of enrollment.
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Criminal background check and drug screen results on file.
5. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have state and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Practical Nursing program is an interdisciplinary practical nursing program is designed to provide a beginning point for individuals seeking upward mobility in the nursing profession. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN), and/or physicians in the cooperating clinical facilities.

Certified Nursing Assistants (CNA) are eligible for acceptance into the Practical Nursing program. The CNA who possesses current State of Arkansas Certification receives direct articulated credit in lieu of repeating the course.

The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician's offices, and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field.

Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

## Summer Session

\*Courses must be completed within the past 5 years or receive special permission for acceptance

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours: 7**

## 1st Year - 1st Semester

### MODULE I (1st 8-Weeks)

- PNUR 1138 - Fundamental Nursing Concepts and Skills I **Credit Hours: 8**
- PNUR 1111 - Vocational Legal and Ethical Concepts **Credit Hours: 1**
- PNUR 1161 - Nursing Care of the Geriatric Client **Credit Hours: 1**

### Module II (2nd 8-Weeks)

- PNUR 1245 - Fundamental Nursing Concepts and Skills II **Credit Hours: 5**
- PNUR 1211 - Pharmacology Concepts & Applications **Credit Hours: 1**

## 1st Year - 2nd Semester

### MODULE III

- PNUR 1317 - Medical Surgical Nursing & Clinical I **Credit Hours: 7**
- PNUR 1232 - Nursing Care of Mothers and Infants **Credit Hours: 2**
- PNUR 1242 - Nursing Care of Children **Credit Hours: 2**

- PNUR 1321 - Nursing Care of the Mentally Ill **Credit Hours: 1**

## Summer Session

### MODULE IV (8-Weeks)

- PNUR 1417 - Medical and Surgical Nursing & Clinical II **Credit Hours: 7**

Completion Award: Technical Certificate (Nursing Course Requirements)  
50

## Surgical Technology, Technical Certificate

### Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

### APPLICATION PROCEDURE AND DEADLINE

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

#### **Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

### ADMISSION REQUIREMENTS

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;



3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. of 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. of 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Technologies Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

## Pre-Admission Requirements

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## 1st Year - 1st Semester

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**
- BIOL 2474 - Microbiology **Credit Hours: 4 \***

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

### 8 Weeks

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 48

# **Welding Technology, Technical Certificate**

## **Suggested Program of Study**

The Welding Technology program prepares welders for entry-level employment in a wide range of industrial and manufacturing firms. Courses in basic welding, Arc welding, MIG, TIG, Maintenance Welding and Pipe Welding help to create a well-rounded welder. AWS welding certification opportunities make the graduate more marketable in business and industry. Safety is emphasized in all aspects of the welding program.

### **1st Year- 1st Semester**

- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- READ 1213 - Developmental Reading **Credit Hours: 3**
- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1216 - Arc Welding **Credit Hours: 6**

### **1st Year- 2nd Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours: 6**
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours: 6**
- ENGL 1013 - Basic English **Credit Hours: 3**

Choose ONE of the following courses

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- WELD 1516 - Pipe Welding **Credit Hours: 6**

**Completion Award: Technical Certificate 43-45**

## **Note**

Acceptable ACT, COMPASS or ACCUPLACER NG scores may waive the reading, English, and math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

## **Programs by Division**

### **Division of General Studies**

#### **Programs**

### **Associate of Arts**

- • Associate of Arts Degree

### **Associate of General Studies**

- • General Studies, A.G.S.

### **Certificate of General Studies**

- • General Studies, Certificate

### **Certificate of Proficiency**

- • Communications, Certificate of Proficiency
- • Leadership Certificate of Proficiency

## **Division of Technical Studies**

**The College Drug Policy applies to these programs of study.**

## **Programs**

### **Associate of Applied Science**

- • Business Analytics, AAS
- • Computer Information Systems Technology, A.A.S.
- • Computer Network Technology, A.A.S.
- • Criminal Justice Technology, A.A.S.
- • Cybersecurity Management Technology - AAS
- • Drafting and Computer Aided Design Technology, A.A.S.
- • Early Childhood Paraprofessional Technology, A.A.S.
- • Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.
- • General Technology, Individualized Technical Option, A.A.S.

### **Certificate of Proficiency**

- • Business Analytics, Certificate of Proficiency
- • Business Technology Management - Retail Certificate of Proficiency
- • Commercial Driving License
- • Early Childhood Paraprofessional Technology, Certificate of Proficiency
- • Security/Forensics - Certificate of Proficiency
- • Video Game Design and Development, Certificate of Proficiency
- • Welding-Metal Inert Gas (MIG), Certificate of Proficiency
- • Welding-Shielded Metal ARC Welding (SMAW), Certificate of Proficiency
- • Welding-Tungsten Inert Gas (TIG), Certificate of Proficiency

### **Technical Certificate**

- • Air Conditioning and Refrigeration Technology, Technical Certificate
- • Computer Information Systems Technology, Technical Certificate
- • Computer Network Technology, Technical Certificate
- • Computer Programming - Technical Certificate
- • Construction Management Technology

- • Drafting and Computer Aided Design Technology, Technical Certificate
- • Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate
- • PC Maintenance and Repair Technology, Technical Certificate
- • Welding Technology, Technical Certificate

## Divisions of Nursing and Allied Health Technologies

The College Drug Policy applies to these programs of study.

### Program Acceptance

Acceptance into nursing and allied health (NAH) technology programs is competitive, and all students who apply for acceptance may not be admitted in the semester of application. NAH students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Placement is given to those candidates who, in the opinion of program faculty, best meet the published requirements for acceptance into the programs. Students who are accepted for a specific program will be notified by the NAH Division.

### Functional Ability Requirements

Due to the nature of health care professions, there are functional ability requirements for acceptance and progression. Applicants with special needs due to a disability must make this fact known and request accommodations prior to being accepted into the program. Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The National Council of State Boards of Nursing (NCSBN) has identified Uniform Core Licensure Requirements for nurses and professionals. <https://www.ncsbn.org/667.htm>. The Nursing & Allied Health Division has adopted basic functional standards as requirements for all Nursing & Allied Health students. Included in the functional ability category requirements are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents ([www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf](http://www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf)):

- "Functional Ability Requirements for Nursing and Allied Health Students" and
- "Common Activities Required of Nursing and Allied Health Professionals,"

For acceptance and progression in the curriculum, students must be able to perform all of the functional activities, either with or without accommodations. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. A physician's statement will be required.

### Student Conduct

Students enrolled in NAH programs are preparing to become professionals. Each student's personal conduct must reflect behavior appropriate to the profession. Unsatisfactory conduct in the classroom or clinical setting may result in probation and/or dismissal from the program according to Progressive Discipline Policies of the division. Students are expected to follow the policies of the NAH Division, clinical agencies, and the College as outlined in the College Catalog and Student Handbook.

## Grades

NAH programs use a grading scale that differs from the College's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

90 - 100	A
80 - 89	B
*75 - 79	C
74 - Below	Failing

\* Less than a "C" constitutes failure in all NAH courses.

Evaluation: In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi and is graded according to the above scale. Students taking a course for audit must also perform satisfactorily. Unsatisfactory clinical performance during an audited course may result in non-progression.

## Health Insurance Portability & Accountability ACT (HIPAA) Statement

Students enrolled in Nursing and Allied Health Technology programs will be privy to confidential information. In accordance with the HIPAA, the students are not to disclose Protected Health Information (PHI) that is obtained while in the clinical setting to anyone who does not have a legal need to know. Information that cannot be disclosed under HIPAA guidelines includes the patient's PHI, name, social security number, address, and insurance information. PHI should only be used for the student's learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution. Individual programs will cover the issue of confidentiality in more detail.

## Criminal Background Checks

17-87-312. Criminal background checks.

- (a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (1)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:
  - (1) Capital murder as prohibited in § 5-10-101;

- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
  - (3) Manslaughter as prohibited in § 5-10-104;
  - (4) Negligent homicide as prohibited in § 5-10-105;
  - (5) Kidnapping as prohibited in § 5-11-102;
  - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
  - (7) Permanent detention or restraint as prohibited in § 5-11-106;
  - (8) Robbery as prohibited in § 5-12-102;
  - (9) Aggravated robbery as prohibited in § 5-12-103;
  - (10) Battery in the first degree as prohibited in § 5-13-201;
  - (11) Aggravated assault as prohibited in § 5-13-204;
  - (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
  - (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
  - (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
  - (15) Rape as prohibited in § 5-14-103;
- NURSE PRACTICE ACT
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
  - (17) Sexual extortion, § 5-14-113;
  - (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;
  - (19) Incest as prohibited in § 5-26-202;
  - (20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;
  - (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
  - (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
  - (23) Permitting abuse of a minor as prohibited in § 5-27-221(a);
  - (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
  - (25) Computer child pornography as prohibited in § 5-27-603;
  - (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
  - (27) Felony adult abuse as prohibited in § 5-28-103;
  - (28) Felony theft of property as prohibited in § 5-36-103;
  - (29) Felony theft by receiving as prohibited in § 5-36-106;
  - (30) Arson as prohibited in § 5-38-301;
  - (31) Burglary as prohibited in § 5-39-201;
  - (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;
  - (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (34) Stalking as prohibited in § 5-71-229; and
  - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.
- (f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
  - (B) The permit shall be valid for no more than six (6) months.
  - (2) Except as provided in subdivision (1)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.
- NURSE PRACTICE ACT

(g) (1) The provisions of subsection (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

#### NURSE PRACTICE ACT

(E) Rape as prohibited in § 5-14-103;

(F) Sexual extortion, § 5-14-113;

(G) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(H) Incest as prohibited in § 5-26-202;

(I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

(L) Arson as prohibited in § 5-38-301.

#### History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1;

2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No.

367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12.

# Drug Testing Policy

The Student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of Nursing and Allied Health (NAH) to require drug-testing for admission to the program and conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, Sterile Processing, Phlebotomy and Radiologic Technology. All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs may be conducted during the academic year at the students expense. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19 or **ACCUPLACER NG** Scores: Reading 250+; and
3. Approval of a Nursing & Allied Health faculty advisor.

## Programs

### Associate of Applied Science

- • Emergency Medical Sciences - Paramedic, A.A.S.
- • Radiologic Technology, A.A.S.
- • Registered Nursing, Generic Option (Level 1), A.A.S.
- • Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.
- • Respiratory Therapist (RRT), A.A.S.
- • Surgical Technology, A.A.S.

### Certificate of Proficiency

- • Emergency Medical Responder (EMR), Certificate of Proficiency
- • Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency
- • Emergency Medical Sciences EMT-Basic, Certificate of Proficiency
- • Medical Coding, Certificate of Proficiency
- • Nursing Assistant, Certificate of Proficiency
- • Phlebotomy Technology, Certificate of Proficiency
- • Sterile Processing, Certificate of Proficiency

### Technical Certificate

- • Emergency Medical Sciences - Paramedic, Technical Certificate
- • Health Sciences, Technical Certificate
- • Practical Nursing, Technical Certificate
- • Surgical Technology, Technical Certificate



# **Course Descriptions**

## **Accounting**

**ACCO 2313 - Principles of Accounting I**

**ACCO 2323 - Principles of Accounting II**

**ACCO 2333 - Computerized Accounting**

**ACCO 2343 - Intermediate Accounting I**

**ACCO 2373 - Managerial Accounting**

**ACCO 2513 - Income Taxation**

## **Air Conditioning and Refrigeration Technology**

*The College Drug Policy applies to this program of study.*

**AIRC 1116 - Basic Refrigeration**

**AIRC 1126 - Electricity for Air Conditioning/Refrigeration**

**AIRC 1136 - Commercial Refrigeration**

**AIRC 1146 - Residential Systems**

**AIRC 1163 - Controls for Air Conditioning/Refrigeration**

## **Allied Health & Nursing**

**All NAH program courses must be completed with a grade of "C" or better.**

**ALLI 1117 - Nursing Assistant / Home Care Aide**

**ALLI 1135 - Medication Assisting Technology**

**ALLI 1411 - Nursing Skills Audit**

**ALLI 2503 - Cardio-Pulmonary Anatomy and Physiology**

## **Anthropology**

**ANTH 2333 - Introduction to Anthropology**

## **Art**

**ART 2343 - Art History and Appreciation**

## **Biology**

**BIOL 1461 - Principles of Biology Lab**

**BIOL 1463 - Principles of Biology**

**BIOL 1464 - Principles of Biology**

**BIOL 1471 - General Zoology Lab**

**BIOL 1473 - General Zoology**

**BIOL 1474 - General Zoology**

**BIOL 1481 - General Botany Lab**

**BIOL 1483 - General Botany**

**BIOL 1484 - General Botany**

**BIOL 2226 - Anatomy and Physiology for Health Professions**

**BIOL 2232 - Anatomy & Physiology Lab for Health Professions**

**BIOL 2451 - Human Anatomy and Physiology I Lab**

**BIOL 2453 - Human Anatomy and Physiology I**

**BIOL 2454 - Human Anatomy and Physiology I**

**BIOL 2461 - Human Anatomy and Physiology II Lab**

**BIOL 2463 - Human Anatomy and Physiology II**

**BIOL 2464 - Human Anatomy and Physiology II**

**BIOL 2471 - Microbiology Lab**

**BIOL 2473 - Microbiology**

**BIOL 2474 - Microbiology**

**Lab Science Elective XXXX - Lab Science Elective - 4 hours**

## **Business Technology**

**BUSI 1003 - Keyboarding**

**BUSI 1033 - Introduction to Business**

**BUSI 1053 - Word Processing**

**BUSI 1063 - Electronic Spreadsheet**

**BUSI 1123 - Office Procedures**

**BUSI 1243 - Legal Environment of Business**

**BUSI 1283 - Business Management**

**BUSI 1323 - Basic Elements of Supervision**

**BUSI 2163 - Database Management**

**BUSI 2273 - Business Statistics**

**BUSI 2303 - Entrepreneurship**

**BUSI 2313 - Business Finance**

**BUSI 2333 - Personnel Management**

**BUSI 2343 - Managerial Communications**

**BUSI 2353 - Principles of Marketing**

## **Chemistry**

**CHEM 1204 - Chemistry for Allied Health**

**CHEM 1431 - General Chemistry I Lab**

**CHEM 1433 - General Chemistry I**

**CHEM 1434 - General Chemistry I**

**CHEM 1441 - General Chemistry II Lab**

**CHEM 1443 - General Chemistry II**

**CHEM 1444 - General Chemistry II**

## **Computer Network Technology**

**CNET 1113 - Introduction to Computer Networking**

**CNET 1123 - Network Concepts**

**CNET 1133 - Introduction to Linux**

**CNET 1143 - PC Maintenance and Repair**

**CNET 1213 - Windows Operating Systems**

**CNET 1223 - Advanced Network Concepts**

**CNET 2183 - UNIX-Based Operating Systems**

**CNET 2213 - Network Security**

**CNET 2223 - Network Engineering**

**CNET 2233 - Network Technical Support**

**CNET 2313 - Help Desk Technology**

**CNET 2413 - Network Management**

**CNET 2443 - CNET Capstone**

## **Computer Science**

**COMP 1123 - Introduction to Computers**

## **Computer Training**

#### **Non-Credit (CEU) Classes**

**WFE 1000 - Computer Fundamentals I**

**WFE 1100 - Microsoft Word Level 1 of 3**

**WFE 1110 - Microsoft Word Level 2 of 3**

**WFE 1120 - Microsoft Excel Level 1 of 3**

**WFE 1130 - Microsoft Excel Level 2 of 3**

**WFE 1200 - Microsoft Outlook**

**WFE 1220 - Introduction to the Internet**

**WFE 1270 - E-Mail**

**WFE 1290 - Microsoft Access Level 1 of 3**

**WFE 1300 - Microsoft Access Level 2 of 3**

**WFE 1390 - Microsoft Access Level 3 of 3**

**WFE 1430 - PC Pro**

**WFE 1450 - Microsoft PowerPoint Level 1 of 3**

**WFE 1460 - Microsoft PowerPoint Level 2 of 3**

**WFE 1470 - QuickBooks**

**WFE 1480 - Adobe Acrobat**

**WFE 5050 - Microsoft Word 2010 Level 3 of 3**

**WFE 5070 - Microsoft Excel Level 3 of 3**

**WFE 6520 - Microsoft PowerPoint Level 3 of 3**

## **Community Education**

#### **Non-Credit (CEU) Classes**

Continuing and community education classes are offered throughout the year. These classes serve the comprehensive educational needs of the community. Recognizing that the educational needs of an individual are not only academic and

career oriented, but also cultural and a vocational; the staff designs and arranges non-credit and credit courses, workshops, seminars, and activities which offer opportunities to meet these needs. SEARK College Workforce Development Center welcomes community input for future community and continuing education courses.

### **WFE 1400 - Customized Spanish Courses**

### **WFE 1440 - ACT Prep Test Strategies**

### **WFE 1760 - Women's Personal Safety**

### **WFE 2040 - School District Personnel In-Service Training**

## **Criminal Justice Technology**

### **CRIM 1213 - Juvenile Delinquency and Justice**

### **CRIM 1313 - Introduction to Criminal Justice**

### **CRIM 1323 - Arkansas Juvenile Law and Procedures**

### **CRIM 2313 - The Judicial Process**

### **CRIM 2323 - Probation and Parole**

### **CRIM 2333 - Introduction to Corrections**

### **CRIM 2343 - Constitutional Law**

### **CRIM 2373 - Criminal Investigation I**

### **CRIM 2383 - Criminal Law**

### **CRIM 2453 - Issues in Criminal Justice**

### **CRIM 2463 - Private Security and Investigation**

## **Drafting and Computer Aided Design Technology**

### **DRAF 1114 - Engineering Graphics I**

### **DRAF 1124 - Introduction to Computer Aided Design**

### **DRAF 1214 - Engineering Graphics II**

### **DRAF 2314 - Architectural Drawing and Design**

**DRAF 2324 - Advanced Computer Aided Design**

**DRAF 2414 - Machine Drawing and Design**

**DRAF 2423 - 3-D Studio**

## **Early Childhood**

**Non-Credit (CEU) Classes**

**WFE 1560 - Child Development Associate (CDA)**

**WFE 1600 - Pediatric Heartsaver CPR/First Aid**

## **Early Childhood Paraprofessional Technology**

The College Drug Policy applies to this program of study.

**ECDT 1113 - Essential Elements of Child Care**

**ECDT 1323 - Language Arts for Preschool Children**

**ECDT 1413 - Music for Preschool Children**

**ECDT 1513 - Child Nutrition and Health Care**

**ECDT 2243 - Social and Emotional Development in an Inclusive Classroom**

**ECDT 2613 - Curriculum Methods and Materials**

**ECDT 2713 - Social Studies, Math, and Science for Preschool Children**

**ECDT 2813 - Administration of Preschool Programs**

**ECDT 2916 - Early Childhood Education Practicum**

## **Economics**

**ECON 2313 - Principles of Economics I (Macroeconomics)**

**ECON 2323 - Principles of Economics II (Microeconomics)**

## **Education**

**EDUC 1013 - Introduction to Early Childhood Education**

**EDUC 1113 - Early Childhood Field Experience**

**EDUC 1312 - Academic Success**

**EDUC 1313 - Strategies for College Success**

**EDUC 1323 - Service Learning**

**EDUC 2313 - Computers in Education**

**EDUC 2333 - Child Growth and Development**

## **Electrical Mechanical Systems Technology**

*The College Drug Policy applies to this program of study.*

**ELEC 1003 - Instrumentation & Control I**

**ELEC 1004 - Principles of Technology**

**ELEC 1014 - AC-DC Fundamentals of Electricity**

**ELEC 1024 - Electronics and Digital Devices**

**ELEC 1034 - Industrial Motor Controls**

**ELEC 2003 - Instrumentation & Control II**

**ELEC 2004 - Programmable Logic Controllers**

**ELEC 2014 - Wiring Principles & Codes**

**ELEC 2024 - Commercial & Industrial Wiring**

**ELEC 2034 - Troubleshooting Electromechanical Systems**

## **Emergency Medical Sciences**

*All NAH Courses must be completed with a grade of "C" or better.*

*The College Drug Policy applies to this program of study.*

**EMER 1006 - Emergency Medical Responder**



**EMER 1009 - EMT Basic**

**EMER 1016 - Community Paramedic**

**EMER 1019 - EMT - Advanced**

**EMER 1111 - Basic EKG Interpretation**

**EMER 1112 - Clinical**

**EMER 1114 - Foundations of Emergency Medical Sciences**

**EMER 1134 - Clinical Practicum I**

**EMER 1213 - Management of the Trauma Patient**

**EMER 1222 - Acute Cardiac Care**

**EMER 1234 - Pathophysiology for EMS Providers**

**EMER 1242 - Management of the Critical Care Patient**

**EMER 1244 - Clinical Practicum II**

**EMER 1411 - Paramedic Competencies**

**EMER 1413 - Management of Medical Emergencies**

**EMER 1424 - Clinical Practicum III**

## **English**

**NOTE:** Students who score below 19 on the English Section of the ACT must take the ACCUPLACER Placement Test for course placement.

**ENGL 1013 - Basic English**

**ENGL 1113 - Fundamentals of Writing**

**ENGL 1193 - ALP Fundamentals of Writing**

**ENGL 1213 - Writing for the Workplace**

**ENGL 1313 - English Composition I**

**ENGL 1323 - English Composition II**

**ENGL 1393 - ALP English Composition I**

**ENGL 2313 - English Literature I**

**ENGL 2323 - English Literature II**

**ENGL 2363 - World Literature I**

**ENGL 2373 - World Literature II**

## **Geography**

**GEOG 2313 - General Geography**

## **Health Information Management**

*All NAH Program courses must be completed with a grade of "C"*

**HEAL 1113 - Medical Terminology**

**HEAL 1216 - Introduction to Phlebotomy**

**HEAL 1343 - Disease Processes**

**HEAL 1413 - Basic Coding and Classification Systems**

**HEAL 1513 - Intermediate Medical Coding Principles**

## **Health, Physical Education/Recreation**

**HPER 1111 - Introduction to Ballroom and Social Dance**

**HPER 1122 - Fit and Well**

**HPER 1313 - Personal Health and Safety**

## **History**

**HIST 1333 - World Civilization I**

**HIST 1343 - World Civilization II**

**HIST 2313 - U.S. History to 1877**

**HIST 2323 - U.S. History Since 1877**

**HIST 2333 - Arkansas History**

## **Home Economics**

**HOME 1323 - Basic Nutrition**

## **Humanities**

**Directed Electives XXXX - Directed Electives - 6 Hours**

**Directed Electives xxxx - Directed Electives - 7 Hours**

**HUMA 2303 - International Travel Studies**

**HUMA 2313 - Humanities**

**LEAD 1313 - President's Leadership Class**

## **Industrial**

**Non-Credit (CEU) Classes**

**WFE 1840 - Technical Writing Workshop**

**WFE 2070 - Blood Borne Pathogens**

**WFE 2080 - Personal Protective Equipment**

**WFE 2090 - Forklift Training and Certification**

**WFE 2100 - Confined Space**

**WFE 2110 - Rope Rescue**

**WFE 2120 - Fractions and Decimals**

**WFE 2130 - Metric and English Conversions**

**WFE 2150 - Print and Schematic Reading**

**WFE 4030 - Hazcom**

**WFE 4090 - Hazmat**

**WFE 4140 - Hazwoper Refresher**

**WFE 4150 - Hazwoper**

**WFE 4200 - Quality Assurance**

**WFE 4240 - Electrical Systems Troubleshooting**

**WFE 4640 - Process Hazard Analysis**

**WFE 6340 - Programmable Logic Controller (PLC)**

**WFE 6620 - OSHA 30**

**WFE 6630 - Computer Aided Drafting (CAD)**

**WFE 6640 - OSHA 10**

## **Information Systems Technology**

(Some of the INFO courses are part of the Computer Information Systems Technology degree plan.)

**INFO 1133 - Introduction to Computer Programming**

**INFO 1153 - Computer Programming I**

**INFO 2103 - Game Design/Development**

**INFO 2133 - Computer Programming II**

**INFO 2153 - Java Programming**

**INFO 2173 - Visual Basic Programming**

**INFO 2243 - Advanced Programming Concepts**

**INFO 2273 - Advanced Visual Basic Programming**

**INFO 2293 - Advanced Java Programming**

**INFO 2493 - Capstone**

## **Internet & Web Technology**

(Some of the INET courses are part of the Computer Information Systems Technology degree plan.)

**INET 1113 - Introduction to the Internet**

**INET 1133 - Introduction to Database Programming**

**INET 1143 - Intro To Web Programming**

**INET 2103 - Mobile Apps Programming**

**INET 2123 - Advanced Web Programming**

**INET 2153 - Web Server Administration**

**INET 2183 - Advanced Database Concepts**

## **Languages**

**LANG 2414 - Elementary Spanish I**

**LANG 2424 - Elementary Spanish II**

**LANG 2434 - Intermediate Spanish I**

**LANG 2444 - Intermediate Spanish II**

## **Management**

**Non-Credit (CEU) Classes**

**WFE 1150 - Time Management**

**WFE 1160 - Stress Management**

**WFE 1170 - Working Together**

**WFE 1180 - Team Building**

**WFE 1920 - Customer Service I**

**WFE 1930 - Customer Service II**

**WFE 2160 - Conducting Effective Meetings**

**WFE 2180 - Confidence and a Positive Attitude**

**WFE 2190 - Effective Interpersonal Communication**

**WFE 3030 - Empowerment Through Delegation**

**WFE 3040 - Establishing Relationships and Trust**

**WFE 3060 - Facilitating Conflict Resolution in Teams**

**WFE 3070 - Increasing Motivation and Commitment**

**WFE 3080 - Making the Transition to Management**

**WFE 3090 - Resolving Conflicts and Disagreements**

**WFE 4020 - Working with Challenging People**

**WFE 4470 - Business Etiquette**

**WFE 6080 - Business Speech**

## **Mathematics**

**NOTE: Students who score below 19 on the Mathematics Section of the ACT must take ACCUPLACER Placement Test for course placement.**

**MATH 1053 - Foundations of Quantitative Literacy**

**MATH 1063 - Foundations of College Algebra**

**MATH 1123 - Business Mathematics**

**MATH 1233 - Technical Mathematics**

**MATH 1323 - Quantitative Literacy and Reasoning**

**MATH 1323 - Quantitative Mathematical Reasoning**

**MATH 1333 - College Algebra**

**MATH 1343 - College Trigonometry**

**MATH 1355 - Pre-Calculus Functions and Graphs**

**MATH 2303 - Business Calculus**

**MATH 2335 - Calculus I**

**MATH 2345 - Calculus II**

**MATH 2373 - Introduction to Statistics**

## **Mechanical Systems Technology**

**MECH 1044 - Fluid Power (Hydraulics & Pneumatics)**

**MECH 1054 - Electro-Mechanical Device Systems**

**MECH 1813 - Blueprint Reading & Measurements**

## **Medical**

**Non-Credit (CEU) Classes**

**WFE 1350 - Healthcare Provider CPR**

**WFE 1600 - Heartsaver CPR/First Aid**

**WFE 2060 - Paramedic Refresher Training**

**WFE 4100 - Basic EMT Refresher**

**WFE 4120 - EMS First Responder**

**WFE 5080 - Personal Care Aide**

## **Music**

**MUSI 2333 - Music History and Appreciation**

## **Registered Nursing (Generic and LPN/Paramedic to RN Transition Option)**

*All NAH program courses must be completed with a grade of "C" or better.  
The College Drug Policy applies to this program of study.*

**NURS 1604 - Core Nursing Concepts I**

**NURS 1613 - Core Nursing Skills Concepts I**

**NURS 1624 - Core Nursing Concepts II**

**NURS 1633 - Core Nursing Skills Concepts II**

**NURS 1704 - Fundamentals of Nursing**

**NURS 1713 - Clinical Practicum: Fundamentals of Nursing**

**NURS 1724 - Medical Surgical Nursing I**

**NURS 1733 - Clinical Practicum -Medical Surg Nurs**

**NURS 2114 - Nursing Process I**

**NURS 2122 - Nursing Practicum I**

**NURS 2217 - Nursing Process II**

**NURS 2224 - Nursing Practicum II**

**NURS 2317 - Nursing Process III**

**NURS 2324 - Nursing Practicum III**

**NURS 2501 - NCLEX-RN Prep**

**NURS 2502 - Clinical Practicum-Med Surgical II**

**NURS 2514 - Medical Surgical Nursing II**

**NURS 2602 - Clinical Practicum-Maternal Newborn Nursing**

**NURS 2613 - Maternal-Newborn Nursing**

**NURS 2702 - Clinical Practicum-Pediatric Nursing**

**NURS 2713 - Pediatric Nursing**

**NURS 2802 - Clinical Practicum-Mental Health Nursing**

**NURS 2813 - Mental Health Nursing**

**NURS 2901 - NCLEX Prep**



**NURS 2902 - Clinical Practicum- Complex Health Disorders**

**NURS 2914 - Complex Health Disorders**

## **Practical Nursing**

All NAH program courses must be completed with a grade of "C" or better.

**PNUR 1111 - Vocational Legal and Ethical Concepts**

**PNUR 1138 - Fundamental Nursing Concepts and Skills I**

**PNUR 1161 - Nursing Care of the Geriatric Client**

**PNUR 1211 - Pharmacology Concepts & Applications**

**PNUR 1232 - Nursing Care of Mothers and Infants**

**PNUR 1242 - Nursing Care of Children**

**PNUR 1245 - Fundamental Nursing Concepts and Skills II**

**PNUR 1317 - Medical Surgical Nursing & Clinical I**

**PNUR 1321 - Nursing Care of the Mentally III**

**PNUR 1417 - Medical and Surgical Nursing & Clinical II**

## **Philosophy**

**PHIL 2313 - History of Philosophy**

**PHIL 2323 - Ethics**

**PHIL 2333 - Introduction to Philosophy**

## **Physics**

**PHYS 1401 - Physical Science Lab**

**PHYS 1403 - Physical Science**

**PHYS 1404 - Physical Science**

**PHYS 2214 - Physics for Allied Health Professions**

**PHYS 2411 - General Physics I Lab**

**PHYS 2413 - General Physics I**

**PHYS 2414 - General Physics I**

**PHYS 2421 - General Physics II Lab**

**PHYS 2423 - General Physics II**

**PHYS 2424 - General Physics II**

## **Political Science**

**POLI 2313 - American Government**

**POLI 2323 - State and Local Governments**

**POLI 2333 - The Politics of Race**

## **Psychology**

**PSYC 2303 - General Psychology**

**PSYC 2313 - Abnormal Psychology**

**PSYC 2323 - Developmental Psychology**

## **Quality Management**

**QUAL 1113 - Intro to Quality Management**

## **Radiographic Technology (Radiologic Technology)**

*All NAH program courses must be completed with a grade of "C" or better.*

*The College Drug Policy applies to this program of study.*

**RADI 1103 - Introduction to Radiologic Technology**

**RADI 1173 - Radiographic Procedures I**

**RADI 1223 - Radiographic Practicum I**

**RADI 1233 - Radiographic Physics**

**RADI 1243 - Radiographic Procedures II**

**RADI 1253 - Digital Imaging**

**RADI 1323 - Radiographic Exposure I**

**RADI 1333 - Radiographic Practicum II**

**RADI 1343 - Radiographic Procedures III**

**RADI 1353 - Radiation Biology**

**RADI 1434 - Radiographic Practicum III**

**RADI 1442 - Imaging Equipment**

**RADI 1443 - Principles of Exposure & Image Production**

**RADI 1444 - Radiographic Practicum IV**

**RADI 2222 - Radiographic Evaluation**

**RADI 2233 - Radiographic Pathology**

**RADI 2442 - Radiographic Total Quality Management**

**RADI 2445 - Radiographic Practicum V**

**RADI 2454 - Radiographic Practicum VI**

**RADI 2956 - Radiography Technology Program**

## **Reading**

**READ 1213 - Developmental Reading**

**READ 1213 - MOD Developmental Reading**

**READ 1393 - IRW Integrated Developmental Reading and Writing**

## **Respiratory Care**

All NAH program courses must be completed with a grade of "C" or better.  
The College Drug Policy applies to this program of study.

**RESP 1224 - Basic Assessment and Diagnostics (4 hour)**

**RESP 1225 - Basic Assessment and Diagnostics**

**RESP 1243 - Pulmonary Disease I**

**RESP 1335 - Equipment and Techniques I**

**RESP 1423 - Respiratory Pharmacology**

**RESP 1442 - Clinical Practicum I**

**RESP 2212 - Mechanical Ventilation**

**RESP 2213 - Equipment and Techniques II**

**RESP 2214 - Respiratory Care Sciences**

**RESP 2242 - Pulmonary Diseases II**

**RESP 2245 - Equipment and Techniques II**

**RESP 2253 - Pulmonary Disease II**

**RESP 2311 - Integration of Respiratory Theory/Practice**

**RESP 2312 - Advanced Pharmacology**

**RESP 2322 - Advanced Monitoring Procedures Technique**

**RESP 2323 - Equipment and Techniques III**

**RESP 2343 - Neonatal & Pediatrics**

**RESP 2353 - Advanced Cardiopulmonary Care**

**RESP 2354 - Equipment and Techniques III**

**RESP 2363 - Critical Care**

**RESP 2365 - Critical Care**

**RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I**

**RESP 2451 - Clinical Practicum II**

**RESP 2462 - Clinical Practicum III**

**RESP 2473 - Clinical Practicum IV**

**RESP 2502 - Professional Development**

**RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II**

**RESP 2930 - Respiratory Program Completion**

## **Sociology**

**SOCI 2313 - Introduction to Sociology**

## **Speech and Drama**

**SPEE 2313 - Business and Professional Speaking**

**SPEE 2393 - Oral Communication for Public Address**

## **Surgical Technology**

*All NAH program courses must be completed with a grade of "C" or better.*

*The College Drug Policy applies to this program of study.*

**SURG 1014 - Sterile Processing**

**SURG 1528 - Surgical Technology Procedures**

**SURG 1536 - Surgical Technology Practicum I**

**SURG 1548 - Surgical Technology Procedures II**

**SURG 1557 - Surgical Technology Practicum II**

**SURG 1614 - Surgical Technology Practicum III**

## **Technical Related Studies**

**TECH 2011 - Portfolio Development & Experience Evaluation**

**TECH 2013 - Internship Work Experience I**

**TECH 2016 - Internship Work Experience I**

**TECH 2023 - Internship Work Experience II**

**TECH 2024 - Internship Work Experience II**

**TECH 2034 - Internship Work Experience III**

**TECH 2211-2219 - Customized Training**

**TECH 2313 - Process/Project Management**

**TECH 2326 - Manufacturing Practicum**

## **Welding Studies**

The College Drug Policy applies to this program of study.

**WELD 1116 - Basic Welding**

**WELD 1216 - Arc Welding**

**WELD 1316 - Tungsten Inert Gas (TIG) Welding**

**WELD 1416 - Metal Inert Gas (MIG) Welding**

**WELD 1516 - Pipe Welding**

**WELD 1713 - Maintenance Welding**

## **Leadership**

**LEAD 1311 - Introduction to Servant Leadership**

## **Logistics**

**LOGM 1203 - Intro to Logistics**

## **Commercial Driving License**

**CDL 1113 - Truck Maintenance and Road Safety**

**CDL 1213 - Road Regulations and Rules**

**CDL 1316 - Commercial Driver Vehicle Operations**

## **Other Courses**

**CNST 1213 - Introduction to Construction**

**CNST 1233 - Surveying and Elevations**

**CYSC 2003 - Introduction to Cybercrime**

**CYSC 2013 - Principles of Cyber Security**

**CYSC 2023 - Ethics in Information Technology**

**CYSC 2033 - Digital Forensics**

**CYSC 2113 - Cryptography and Trusted Systems**

**CYSC 2123 - Security Auditing**

**LEAD 1323 - Introduction to Critical Thinking**

## **Catalog Home**

## **Accreditation**

Southeast Arkansas College is accredited by the Higher Learning Commission. Southeast Arkansas College is also an AQIP participant. AQIP allows participating institutions to meet accreditation standards by developing and using processes, which lead to continuous improvement. More information can be found at [www.hlcommission.org](http://www.hlcommission.org) or by calling (312) 263-0456

## **Institutional Memberships**

Accreditation Commission for Education in Nursing  
Accreditation Review Council on Education in Surgical Technology/ Surgical Assisting  
Alliance for Community College Innovation  
American Association of Community Colleges  
American Association of Collegiate Registrars & Admissions Officers  
American Technical Education Association  
Arkansas Association of Student Financial Aid Administrators  
Arkansas Community Colleges  
Arkansas Association of Women in Two-Year Colleges  
Arkansas Council on Student Services

Arkansas College and University Professional Association for Human Resources  
Arkansas Distance Learning Association  
Arkansas Higher Education Council  
Arkansas State Board of Nursing  
Arkansas State Chamber of Commerce  
ARKLink Library Consortium, Inc.  
Associated Industries of Arkansas  
Association of Community College Trustees  
College and University Personnel Association  
Commission on Accreditation of Allied Health Education Programs  
Commission on Accreditation for Respiratory Care  
Committee on Accreditation of Educational Programs for the EMS Professions  
Council for Opportunity in Education  
Greater Pine Bluff Chamber of Commerce  
Joint Review Committee on Education in Radiologic Technology  
Online Learning Consortium  
Moodle by eThink  
National Association of College and University Business Officers  
National Association of Student Financial Aid Administrators  
National Council of Instructional Administrators  
National Association for the Education of Young Children  
National Council for Occupational Education  
National Council for Marketing and Public Relations  
National Council on Student Development  
National League for Nursing  
National Organization for Associate Degree Nursing  
Southwest Association of Student Financial Aid Administrators

## **For Information Contact:**

Southeast Arkansas College  
Office of Admissions  
1900 Hazel Street  
Pine Bluff, AR 71603

Phone: (870) 543-5900 or  
1-888-SEARKTC Toll Free  
(1-888-732-7582)  
FAX: (870) 543-5956  
E-mail: [main@seark.edu](mailto:main@seark.edu)  
Home Page: [www.seark.edu](http://www.seark.edu)

## **Disclaimer**

The course offerings, regulations, and fees appearing in this catalog are announcements. They are not to be construed as representing contractual obligations of Southeast Arkansas College, which reserves the right to change its courses of instruction, fees, and its general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be offered every year. An official list of courses to be offered will be published before the beginning of each term. The current version of the College catalog may be found at [www.seark.edu](http://www.seark.edu).



# 150% Rule-Maximum Time Limit To Receive Federal Aid

The maximum time limit for completion of a degree or certificate may not exceed 150% of the published length of the program. For example, an associate degree that requires 60 credit hours must be completed within 90 attempted credit hours. (60 hours X 150% = 90 hours) Similarly, an approved technical certificate program that requires 30 hours must be completed within 45 attempted credit hours. In other words, a student may only work on a degree for a certain period of time and receive student aid funds.

A student's eligibility for aid will be terminated at the point when the maximum credit hours attempted reaches 150% of the total hours required for the program. If at any point it is clear the student will not be able to complete the program within the 150% time limit, the student becomes ineligible for federal student aid. For maximum time limit requirements, remedial and/or developmental coursework is counted.

## Academic Advisors

During the admission process, each student will be assigned an Academic Advisor. New Students entering SEARK College will be advised for their first-semester coursework in the Student Advising and Retention Center. Beginning with their second semester, students should confer with faculty advisors concerning academic affairs, including courses, schedules, majors, and degree/certificate programs. The Advisor will be a faculty member in the area most closely related to the student's proposed major field of study. Students who do not know who their advisor is should check his/her Student Planning account or contact the Student Advising and Retention Center in the Student Services Building. The ultimate responsibility for knowing degree/program requirements rests with the student.

## Academic Appeals (Grade Petitioning)

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Dean and then the Vice President for Academic Affairs. The decision of the appeals committee is final. Students have 45 days from the end of the semester to appeal.

### Initiation of Grade/Academic Appeal

**Step One (Instructor-Oral):** any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

**Step Two (Dean-Written):** The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's Dean. The Dean and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic/allied health).

**Step Three (Vice President Academic Affairs-Written):** The Vice President of Academic Affairs shall respond within five (5) business days after receipt of the written appeal. The Vice President shall form an impartial ad hoc committee of two instructors, and two staff members to hear and read the appeal and to advise the Vice President on a resolution. The Vice President shall have ten (10) business days from receipt of the appeal, to provide the appealing student with a decision. The decision of the Vice President is final. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for academic appeals in the Allied Health Programs.

# Academic Calendar

## Registration Periods

SEARK College requires all students to see an advisor prior to registering for class each semester. Most students will see a faculty advisor familiar with their career choice. These advisors will review the student's progress in the previous semester and help the student select classes for the coming semester. New students will be assisted in the Advisement Center, located in the Student Services Building.

The College's registration system requires each student see an advisor before the system will allow you to register for a class. The advisor will approve your planned courses after you have visited with the advisor and planned your classes for the upcoming semester. When your advisor approves your planned courses, you can register for classes.

Students are expected to have payment arrangements in place prior to registering for classes. If financial arrangements are not in place, the class registrations may be deleted, and you will be dropped from your classes. Please consult the calendar below for the dates when we drop for non-payment. If you are dropped for non-payment, you may register again, but fewer classes may be available, because classes fill as the start of the semester approaches.

SEARK has partnered with NELNET's MyPaymentPlan, an online system which allows students to set up a payment plan for their classes. Using MyPaymentPlan, you can set up installment payments for your tuition and fees online from any Internet-connected computer, using only a web browser. Please note that if you add or delete classes, your payment plan may need to be adjusted to accommodate the changes. Students are responsible for contacting NELNET to make changes when they add or drop classes, or when they need to cancel their payment plan once financial aid is approved.

Remember: Students who see their advisors early, register early, and pay early, are the most likely to get and keep their best and most convenient class schedule. With time, class seats fill up and fewer choices are available. Faculty advisors have their greatest availability during the semester when classes are in session, so schedule a time to see your advisor as soon as possible to avoid a delay in getting an appointment.

**For specific dates please visit the colleges academic calendar at <https://www.seark.edu/academic-calendar>**

## Academic Clemency

Academic Clemency allows students with poor academic records to erase all previous academic credit and start over. Academic Clemency has strict rules and regulations. Students wishing to apply for Academic Clemency should first discuss the program with the Vice President for Student Affairs Office. This process is not intended for students struggling to stay in school due to poor academic performance but rather for students who have achieved acceptable academic performance following a break in enrollment in higher education. Academic Clemency is primarily designed to assist students in earning a certificate or degree, which without clemency would be unlikely to complete a program of study. It cannot be used to assist students in achieving graduation honors. Students in the program are advised that some undergraduate, graduate and professional schools compute undergraduate GPA based on all hours completed and do not recognize Academic Clemency.

Criteria:

1. At least two years must have elapsed from the end of the semester in which the student was last enrolled for credit
2. Academic Clemency is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Those demonstrating sufficient maturity and aptitude are chosen for Academic Clemency.

3. An interested student must submit a letter requesting Academic Clemency to the Vice President for Student Affairs Office. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
4. The Vice President for Student Affairs Office evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for Academic Amnesty does not guarantee a student's approval for entry into the program and does not apply to Financial Aid requirements.
5. Academic credit earned prior to declaring Academic Clemency is included as part of a degree program. However, the previous record remains part of the student's overall academic record.

Conditions and requirements:

- a. Academic Clemency may be granted only once.
- b. Course work to be excluded must be contiguous and at least two years old.
- c. Students must not have been enrolled in higher education for at least two years.
- d. Students must have completed at least 15 semester hours applicable to their GPA with a 2.00 or higher.
- e. Selected courses within a semester may not be excluded.
- f. Students must submit a written request to the Vice President for Student Affairs.

If granted, Academic Clemency will apply to all coursework within a semester or a contiguous block of semesters. All grades and credits successfully completed during the semester(s) for which clemency is requested will be forfeited. All grades and courses will remain on the student's transcript; however, the grades will not be calculated in the student's overall grade point average. The student's transcript will carry the permanent notation, "Academic Clemency granted for \_\_\_\_\_ semester(s)."

This policy does not apply to eligibility for financial aid and may not be accepted by other colleges and universities for students who transfer. For further information on the financial aid implications, contact the Financial Aid Office.

## Academic Policies

Incomplete Grade Policy

Course Approval Procedure

Assignment of Online Credit Policy

Credit Hour Assignment Policy and Procedure

Grading Scale for All Developmental Courses

Fresh Start Option--Petition for Removal of Unearned F's

Instructor (Administrative) Drop

## Academic Probation And Suspension

Understanding two concepts are vital in considering the requirements for Satisfactory Academic Progress: academic probation and suspension.

The two concepts are:

1. Overall GPA, which is the GPA of a student's total course hours, and
2. Semester GPA, which is the GPA of a student's courses taken during a given semester.

**SEARK students must maintain an overall GPA of 2.00 or above to be considered "in good academic standing."**

**When a student falls below good academic standing, the following occurs:**

- A student who has attempted 24 hours or more with an overall GPA below 2.00 is placed on academic probation for the following semester(s) to improve their overall GPA to the required 2.00.
- Students on probation must earn a minimum semester-GPA of 2.00 each semester until their overall GPA also reaches 2.00.
- A student on probation who fails to earn a minimum semester-GPA of 2.00 during any semester will be suspended for one semester.

**Students may appeal suspensions to the Vice President for Student Affairs Office.**

- A student who has been suspended may be readmitted to the College, after the suspension period, on probationary status. Readmitted, previously suspended students must earn a minimum 2.00 semester-GPA and maintain a minimum semester-GPA of 2.00 until their overall GPA reaches 2.00 or higher.
- A student who receives a second academic suspension is suspended for one full academic year (fall and spring).
- A student who has been suspended may attend summer sessions however, they must earn a 2.00 GPA or higher for that session. Failure to earn a 2.00 GPA for the session will cause them to receive a second academic suspension. If the student earns a minimum 2.00 GPA for the summer session, they can re-enter SEARK in the fall semester on academic probation (even if their overall GPA is still below a 2.00).
- A student who receives two consecutive academic suspensions for failing to earn a semester-GPA of 2.00 is not eligible to appeal his/her suspension.

A fourth academic suspension results in "expulsion" from the college and the student may not return.

## Academic Progress

Students using VA educational benefits will be required to follow Southeast Arkansas College's GPA requirements in accordance with the Satisfactory Academic Progress outlined in the catalog. Each student applying for VA educational benefits will receive a copy of the Standards of Academic Progress for Using VA Benefits at the time of initial certification. These standards apply to all eligible persons using educational benefits administered by the VA.

## Academic Year

The academic year consists of two traditional semesters that are 16 weeks long each. The semesters are identified as fall and spring. Enrollment is measured in semester credit hours with 12 semester credit hours defined as full-time each semester. A week of instructional time is any week in which at least one day of regularly scheduled instruction or examinations occurs, or, after the last scheduled day of classes for a term or payment period, at least one day of study for final exams occurs.

## Accidents

If an accident occurs on the campus the following procedures should be followed:

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). Automatic External Defibrillators (AED) are available in all buildings for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (**9-911** from a campus phone)
3. Report accident to Campus Security Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs.
4. Call for an ambulance if the victim cannot respond.
5. Complete accident report form. The form may be secured in the Campus Security Office. Refer to the Emergency Response Plan.

# Accreditations And Approval

Southeast Arkansas College is accredited by The Higher Learning Commission. In 2007 SEARK was accepted into the Higher Learning Commission's Academic Quality Improvement Program (AQIP). AQIP is a voluntary alternative process for maintaining accreditation through incorporating the principles and practices of continuous improvement. The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing; the Registered Nursing LPN/Paramedic Transition and Generic Option programs are accredited by the National League for Nursing Accrediting Commission (NLNAC); the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Emergency Medical Technology (EMT) Programs are approved by the Arkansas Office of Emergency Medical Services; the EMT Paramedic and the Surgical Technology Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); Phlebotomy Technical Program is in "serious applicant status" with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

## Adding/Dropping Of Classes

The deadline for registration is published in the Academic Calendar by the term. Students can add or drop classes through the first week of classes online electronically through WebAdvisor. **Official Add/Drop/Withdraw Forms are available in the Registrar's Office after the first week of classes.** Changes are made and recorded as follows:

- During Fall and Spring 16-week terms:  
See Calendar in College Catalog and Student Handbook for exact dates located at <http://seark.edu/academics/academic-calendar>
  - a. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
  - b. After the 11th class day, students must withdraw from classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- During 8-week terms:  
See Calendar in College Catalog and Student Handbook for exact dates located at <http://seark.edu/academics/academic-calendar>
  - a. After the 3rd class day, students must drop classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- During 4-week terms:  
See Calendar in College Catalog and Student Handbook for exact dates located at <http://seark.edu/academics/academic-calendar>
  - a. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
  - b. After the 1st day of class, students must drop classes through the Registrar's Office using an "Add/Drop" form. Students will receive a "W" and be assessed 100% of the tuition/fees.
- Last Date to Withdraw and Still Receive a "W"  
See Calendar in College Catalog and Student Handbook for exact dates located at <http://seark.edu/academics/academic-calendar>
  - a. The last day to withdraw (with a "W") from a class is approximately two weeks prior to the end of the regular semester or the final week of the 8 and 4-week terms.

A student is not considered to be withdrawn from classes unless proper withdrawal procedures are followed. The Official Add/Drop/Withdrawal Form is available in the Registrar's Office. (The College will mail the form to a student upon request.) **The form must be completed and returned to the Registrar's Office by the published deadline to constitute a valid withdrawal.** Failure to attend class for a prolonged period of time does NOT constitute a withdrawal. If a student stops attending a class and fails to drop or withdraw from the course through the Registrar's Office, a grade of "F" will be recorded for the course on the student's transcript.

# Additional Rules Of Conduct

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.
3. The use of tobacco/tobacco products, including e-cigarettes, is prohibited anywhere on the SEARK campus.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books during classes.

# Administrative Staff

Steven Bloomberg, President

B.A. - University of LaVerne  
M.Ed. - West Texas A&M University

Scott Kuttenkuler, Vice-President for Student Affairs

B.S. - University of Central Missouri  
M.A. - University of Central Missouri

Gina Teel, Acting Vice-President for Academic Affairs

B.A. - Oklahoma City University  
M.Div. - Southern Methodist University  
M.A. - University of Arkansas at Little Rock

Debbie Wallace, Vice-President for Fiscal Affairs

B.S. - University of Arkansas at Monticello

# Admissions

Admissions Procedures

Academic Clemency

Credit For Previous Training Or Experience

Credit By Articulation

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## Admissions Procedures

Southeast Arkansas College is interested in your success. Anyone who has the ability to benefit from classes offered and who has a minimum ACT Reading Score of 11, ACCUPLACER NG Reading Score of 220, or equivalent is welcome to enroll at SEARK College. Please note that at the present time, Federal financial aid is not available for individuals without a high school diploma or GED.

Traditional Student Admission Process

Provisional Admissions

Conditional- Prep Admission

International Student Admission

Transfer Students

Transient (Temporary) Student

High School Student Enrollment

Readmission

## Advisement And Retention Center

The Advisement and Retention Center, located in the Student Services Building, brings together access to a full range of economic resources to help students address their needs and concerns. Referrals are made on campus and off campus accordingly. New students entering SEARK College will be advised for their first-semester coursework in the center. Assistance with enrolling through WebAdvisor will also be administered. The Center provides students with career planning assistance and job referrals when available. Utilizing various computerized career planning systems, guidance and information on selecting careers, related occupations, educational opportunities, and job-seeking skills are provided in the center.

Books, pamphlets, individual assistance, and Lecture Series are available to strengthen the students' employability skills in the areas of interview preparation, resume' development, and job search skills.

The Student Advising and Retention Office located in the Student Services Building, Room 160 assists students in applying for part-time and career positions. Also, full-time and part-time job openings are posted in the Center. Students interested in employment should contact the Center or review the job vacancies listed on the bulletin board. In addition, the Internet may be accessed to check career-related websites for job placement assistance.

Advisors are trained to provide academic and career counseling services. Personal counseling referrals are available to students in need. Students often seek counseling services for the following reasons:

- Academic degree and transfer planning
- Academic Probation and Suspension
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety, and depression
- Crisis intervention
- Community referrals
- Career planning and exploration

Except for the designated holidays, Student Advising and Retention Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; 8:00 a.m. - 6:00 p.m. on Tuesdays.

## **After Drop Period**

The VA allows a student to withdraw up to six credits one time only after the fourth week of the term and assumes that there are mitigating circumstances; hence, benefits will be paid at the previous rate until the date the course(s) is dropped. Outside of this one-time, six-credit exclusion to the "mitigating circumstances" rule, unless mitigating circumstances are submitted and accepted by the VA, any reduction in credit load after the fourth week of the term will result in an overpayment retroactive back to the first day of the term. If there are "mitigating circumstances" involved in the reduction of credits, documentation and a statement by the student must be submitted to the State Veterans Office in Muskogee, Oklahoma.

## **ALPNA Student Division**

SEARK College's Arkansas Licensed Practical Nursing Association (ALPNA) Student Division's goal is to promote a strong, positive image of the practical nurse while advancing the technical skill level of the profession. The Student Division of ALPNA promotes technical skill development through competitive activities at the state level. All students accepted in the SEARK College Practical Nursing program are eligible and strongly encouraged to join ALPNA.

## **Alternative Course Delivery**



In addition to traditional instructor-led classes, SEARK College offers a variety of courses through alternative delivery systems. As other methods and technologies are developed, the College will endeavor to expand its access to alternative course delivery. Students interested in alternative course delivery should consult with their academic adviser. Prerequisites and additional fees may apply.

## Alternative Delivery Methods For Developmental English, Math, And Reading

SEARK College offers alternate delivery methods of Developmental English, math, and reading courses to give students the opportunity to take developmental courses based on concurrent enrollment (taking two courses): Developmental Education course and an upper-level academic course in the same semester; modular; or fast-track. The courses included in these alternate methods of delivery include:

- Alternative Delivery Method Courses

## Appeal And Reinstatement Of Denied Aid:

Probationary aid may be awarded when extenuating circumstances exist. Examples of extenuating circumstances include prolonged illness under a doctor's care, the death of an immediate family member, or other extenuating circumstances.

To apply for probationary aid due to extenuating circumstances, the student must write a letter of appeal explaining why he or she failed to make SAP and what has changed in the student's situation to allow him or her to show satisfactory progress. The appeal letter and all supporting documentation should be submitted to the Financial Aid Office. If the appeal is approved, one semester of probationary aid may be awarded. Generally, only one appeal for a semester of probationary aid is approved per student. Students should allow a minimum of seven business days for the appeal to be processed. Processing an appeal may take longer during peak periods.

The deadline to file an appeal for reinstatement of financial aid is as follows:

Fall semester	August 1
Spring Semester	December 1
Summer	April 1

Students receiving probationary aid through the granting of an appeal will be asked to fulfill certain terms and conditions, such as taking a reduced course load or enrolling in specific classes. This is called an **academic plan**. At the end of the probationary semester, the student must meet the standards for satisfactory academic progress or satisfy the minimum requirements of the academic plan developed for the student by the Financial Aid Office. Otherwise, aid will be denied until the student is again in compliance with the satisfactory academic progress policy.

## Appeals Procedure For Students

Students may appeal academic (other than grade petitioning) and financial matters. All appeals must be submitted in writing per the Appeals Letter Instruction document obtained from the Student Advising and Retention Office located in the Student Services Building, Room 160. The Appeals Committee meets on an as-needed basis.

1. Prepare a typed personal letter detailing the following:
  - Current address

- Telephone number(s)
- E-mail address
- Specific courses involved (include course numbers)
- The reasons for the appeal and any efforts you have made to resolve the issue
- Attach all relevant supporting documentation: physician's statement on letterhead (not a bill), accident report, obituary from the newspaper with your name and relationship, death certificate, letter from the court, etc.
- Specifically, state what you are wanting to be accomplished through the appeal process
- Submit the appeal letter, along with all documentation, in an envelope to the Student Advising and Retention Office located in the Student Services Building, Room 160.

## Applying For Federal Student Aid

The first step in applying for federal financial aid is to complete the **Free Application for Federal Student Aid**, commonly known as the **FAFSA**. Be sure to put SEARK College's school code, **014893**, on the FAFSA so that the College will get the FAFSA report.

*Students must reapply/renew the FAFSA for each school year. The application is available online each October 1 at **www.FAFSA.ED.GOV**. The 2018-2019 FAFSA will be available October 1, 2017, and will use information from the 2016 Federal Tax Return. Apply early because some grants and scholarships have limited funding and awarded on a first come, first served basis.*

The **priority deadline** for the FAFSA is April 15 for the fall and October 15 for spring.

## Applying For State Grants And Scholarships

All students are encouraged to complete the application for state scholarships and grants. The application for state student aid is available beginning January 1 and ends on June 1 each year. The application is online at <http://scholarships.adhe.edu>

## Arkansas Career Pathways Initiative

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students with transportation, childcare, and/or tuition and fees. Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of Food Stamps, ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

## Arkansas Course Transfer Systems (ACTS) Courses

Updated ACTS Listing to comply with ACT 747 of 2011 for Implementation of the Common Course Numbering System-February 2013

<b>Southeast Arkansas College Course</b>	<b>ACTS Equivalent Course Number</b>
ANTH 2333 - Introduction to Anthropology	ANTH 1013
ART 2343 - Art History and Appreciation	ARTA 1003
BIOL 1464 - Principles of Biology	BIOL 1014
BIOL 1484 - General Botany	BIOL 1034
BIOL 1474 - General Zoology	BIOL 1054
BIOL 2454 - Human Anatomy and Physiology I *	BIOL 2404
BIOL 2464 - Human Anatomy and Physiology II *	BIOL 2414
*Human Anatomy & Physiology I and II must be taken at the same institution to be transferable.	
BIOL 2474 - Microbiology	BIOL 2004
CHEM 1204 - Chemistry for Allied Health	CHEM 1214
CHEM 1434 - General Chemistry I	CHEM 1414
CHEM 1444 - General Chemistry II	CHEM 1424
COMP 1123 - Introduction to Computers	CPSI 1003
CRIM 1313 - Introduction to Criminal Justice	CRJU 1023
ECON 2313 - Principles of Economics I (Macroeconomics)	ECON 2103
ECON 2323 - Principles of Economics II (Microeconomics)	ECON 2203
ENGL 1313 - English Composition I	ENGL 1013
ENGL 1323 - English Composition II	ENGL 1023
ENGL 2313 - English Literature I	ENGL 2673
ENGL 2323 - English Literature II	ENGL 2683
ENGL 2363 - World Literature I	ENGL 2113
ENGL 2373 - World Literature II	ENGL 2123
ENGL 2383 - Technical Writing	ENGL 2023
ENGL 2413 - American Literature	ENGL 2423
American Literature II	ENGL 2663

GEOG 2313 - General Geography	GEOG 1103
HIST 1333 - World Civilization I	HIST 1213
HIST 1343 - World Civilization II	HIST 1223
HIST 2313 - U.S. History to 1877	HIST 2113
HIST 2323 - U.S. History Since 1877	HIST 2123
HPER 1313 - Personal Health and Safety	HEAL 1003
LANG 2414 - Elementary Spanish I	SPAN 1013
LANG 2424 - Elementary Spanish II	SPAN 1023
LANG 2434 - Intermediate Spanish I	SPAN 2013
LANG 2444 - Intermediate Spanish II	SPAN 2023
MATH 1333 - College Algebra	MATH 1103
MATH 1343 - College Trigonometry	MATH 1203
MATH 1355 - Pre-Calculus Functions and Graphs	MATH 1305
MATH 2335 - Calculus I	MATH 2405
MATH 2345 - Calculus II	MATH 2505
MATH 2373 - Introduction to Statistics	MATH 2103
MUSI 2333 - Music History and Appreciation	MUSC 1003
PHIL 2333 - Introduction to Philosophy	PHIL 1103
PHYS 1404 - Physical Science	PHSC 1004
PHYS 2414 - General Physics I	PHYS 2014
PHYS 2424 - General Physics II	PHYS 2024
POLI 2313 - American Government	PLSC 2003
POLI 2323 - State and Local Governments	PLSC 2103
PSYC 2303 - General Psychology	PSYC 1103
PSYC 2323 - Developmental Psychology	PSYC 2103
SOCI 2313 - Introduction to Sociology	SOCI 1013

SPEE 2393 - Oral Communication for Public Address	SPCH 1003
ACCO 2313 - Principles of Accounting I **	ACCT 2003
ACCO 2323 - Principles of Accounting II **	ACCT 2013
BUSI 1003 - Keyboarding **	BUSI 1103
BUSI 1033 - Introduction to Business **	BUSI 1013
BUSI 1233 - Business Communications **	BUSI 2013
BUSI 1243 - Legal Environment of Business **	BLAW 2003
BUSI 2273 - Business Statistics **	BUSI 2103
BUSI 2353 - Principles of Marketing **	MKTG 2003

\*\*Note: Accounting and Business courses are not General Education core courses.

Go to the Arkansas Department of Higher Education website to view ACTS Information:  
<http://acts.adhe.edu/studenttransfer.aspx>

## Arkansas Freedom Of Information Act

The electronic files, including e-mail files, of College employees and students, are potentially subject to public inspection and copying under the state Freedom of Information Act (AFOIA), Ark. Code Ann.§25-19-101 et seq.

## Arkansas Student Nurses Association (ASNA)

The Arkansas Student Nurses Association (ASNA) is a chapter of the National Student Nurses Association (NSNA). Membership in the Southeast Arkansas College ASNA is open to students who have declared nursing (LPN/Paramedic to RN) as a major.

## Assessment Of Student Academic Achievement

Southeast Arkansas College has implemented a program to assess the academic growth of its students. The purpose of the assessment program is to measure the level of skills and knowledge gained by students as a result of their completion of a certificate or degree program. The College uses the results of these measures to make improvements in the courses of study and instructional methods. On-going assessment activities take place at the course level within the classroom and are conducted by the instructor. The Assessment Coordinator conducts end-of-program assessments near the end of each fall and spring semester. Students approaching graduation will be contacted by the Dean's Office to schedule an exam tailored to their course of study and degree plan. The results of these assessment activities will in no way prevent or delay a student's anticipated graduation. These assessments are conducted for the purpose of program improvement.

## Associate Of Applied Science Degree

The Associate of Applied Science (A.A.S.) Degree is a planned, integrated sequence of technical classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare students for a wide range of job opportunities in well-identified fields of technology.

## **Associate of Applied Science Transfer Disclaimer**

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an Associate of Applied Science Degree (A.A.S.) Degree to print the following general disclaimer:

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

## **Associate Of Arts Degree**

The Associate of Arts (AA) Degree is a two-year program of study designed for students interested in transferring to a four-year college or university in pursuit of a bachelor's degree.

## **Associate Of General Studies Degree**

The Associate of General Studies (AGS) Degree program is designed to allow flexibility for students whose needs are not met by other degree programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. Fifteen hours must meet general education requirements. The 45 remaining hours are selected from both academic transfer and technical career course offerings.

## **Association Of Surgical Technologists**

Students at SEARK College are encouraged to hold membership in the Association of Surgical Technologists (AST). The primary purpose of (AST) is ensuring that surgical technologist has the knowledge and skills to administer patient care of the highest quality. This is accomplished through accreditation: there are nearly 150 accredited programs to educate the surgical technologists by providing the skills and knowledge necessary to perform duties as a scrub technician in the surgical suite, certification: demonstrates that the Surgical Technologist has a broad general knowledge of the field and can perform the required duties in virtually any surgical suite in the nation, and education: requirements of the surgical technologist are designed to ensure a high standard of continued professional competence and quality patient care.

## **Attempted Hours**

Attempted hours include any course that appears on the transcript.

## **Attendance**

Students are expected to attend all classes. Students are responsible for contacting instructors to make up work after an unavoidable absence because of illness or an emergency. Some courses have special attendance requirements and it is

the student's responsibility to know class policies and comply. Students should consult the course syllabus for attendance expectations.

If absences exceed the number allowed, the instructor has the authority to give the student a grade of "F" at the end of the semester. Excessive is defined as follows:

Courses meeting once per week	2 absences
Courses meeting twice per week	3 absences
Courses meeting three times per week	4 absences
Courses meeting four times per week	5 absences
Summer Term Courses	2 absences

## Auditing

Students who audit courses must be officially admitted to the College and pay the regular tuition and fees for the course. Also, each student must get permission to audit from the Vice President for Academic Affairs and the Instructor involved. The **audit course will be on a space-available basis**. Those who audit courses will receive a grade of AU.

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit-to-credit status or credit-to-audit status without permission through the 11th class day of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period.

With Advisor and/or Instructor approval and permission from the Vice President for Academic Affairs, a student may change from credit-to-audit status during the withdrawal period, which goes through the fourteenth week of the Fall or Spring Semesters by completing a Add/Drop/Withdrawal Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period. No change will be allowed after the 14th week of the semester. Individual instructors will determine the degree of participation of a student auditing a course.

## Basic Skills Requirements For Colleges & Universities

Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing, and mathematics. Students who fail to achieve designated scores on the various components of the ACCUPLACER or ACT test will be required to successfully complete developmental education courses. Developmental courses are not counted toward degree requirements or calculated in the grade point average.

Students whose test scores do not exempt them from basic studies are required to enroll in developmental coursework each enrollment period until the above requirements have been met. Enrollment in and satisfactory completion of required developmental courses is a condition of admission to the college in accordance with state regulations.

First-time entering undergraduate students must meet the following placement standards prior to enrollment in mathematics or English composition courses:

**Mathematics:** Students scoring 19 or above on the mathematics section of the ACT, or math score of 256 or above on the ACCUPLACER NG test, may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course or courses.

**English Composition:** Students scoring 19 or above on the English section of the ACT, 263 or above on the ACCUPLACER NG test, may enroll in college-level English courses. Students not meeting these standards must successfully complete a developmental course in English grammar and/or a writing fundamentals course before being enrolled in English Comp I.

**Reading:** Students scoring 19 or above on the Reading Section of the ACT, Reading Score of 263 or above on the ACCUPLACER NG test will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental program in reading during their first semester in college and each subsequent semester (if necessary) until the course is successfully completed. English Comp I may be taken concurrent with or subsequent to any required developmental reading course. Appropriate tests for placement must be completed by students prior to entering a degree, diploma, or technical certificate program or prior to enrolling in mathematics or English course.

**NOTE:** All first-time entering students who are seeking a degree at SEARK College or any other State college or university may be admitted as "Conditional Prep" students under the following conditions: ACT Composite Score below 11; ACCUPLACER NG Reading Score below 220-236. Each Conditional Prep student will be entered in a Student Success Plan to ensure that the student has the Ability to Benefit in college.

## Bicycles, Hoverboards, Motorcycles, In-Line Skates And Skateboards

Hoverboards, motorcycles, and mopeds may not be stored in College buildings due to fire safety regulations. They should be parked in designated areas of the campus. Bicycles, hoverboards, motorcycles, in-line skates or skateboards are not to be ridden or used on sidewalks, grassy areas, or in the College's buildings. All motorcycles, mopeds, and bicycles should have a valid parking permit. Bicycles must be secured to bicycle racks outside of the designated buildings.

## Board Of Trustees

Kenneth Johnson, Chair  
Albert Lowery, Jr., Secretary  
Paul Bennett  
Rob Cheatwood  
Randall Lively  
Marc Oudin  
Rebecca Pittillo

## Bomb Threats

The College telephone system and Buildings and Grounds personnel will be used to alert students and staff of a bomb threat. Movement to a safe area should be in a quick, orderly manner at the direction of your instructor. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies.

## Bookstore



Barnes & Noble operates the bookstore on the campus of Southeast Arkansas College. The bookstore sells new and used textbooks, paper, pens, pencils, food, clothing, and other supplies, as well as college logo items. The bookstore buys back textbooks daily. Barnes & Noble bookstore is open from 7:30 a.m. until 6:00 p.m. Monday-Thursday during the first week of classes each fall and spring semester and from 8:00 a.m. until 5:00 p.m. the first week of each summer term. Normal business hours are from 8:00 a.m. until 4:00 p.m. Monday-Thursday and 8:00 a.m. until 2 p.m. on Friday. All major credit cards are accepted. You may access the Barnes & Noble website via the college website.

## Bulletin Boards & Notices On Campus

Specific bulletin boards for posting signs and notices are available for use by students and campus organizations. Recognized student groups may post signs, fliers, etc.; with approval from the Vice President for Student Affairs Office. Unauthorized notices will be removed and unauthorized solicitors will be asked to leave campus.

Students, faculty, and administrators are responsible for the removal of outdated signs and posters. All notices should be removed two weeks after they have been dated or 24 hours after the advertised event has taken place.

## Calculating The Grade-Point Average

The grade-point average at Southeast Arkansas College is calculated as outlined below:

1. Allow four points for each hour of A, three points for each hour of B, two points for each hour of C, and one point for each hour of D. S, U, AU, W, and I are disregarded in calculating the grade-point average. F's are calculated in the GPA as zero points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
2. Add these grade points to arrive at the total grade points earned during a semester or term.
3. Divide this grade point total by the total number of credit hours pursued that term.

NOTE: Grades and credit hours earned in developmental courses are not considered as college-level work and are not calculated in the student's official college Grade Point Average (GPA). The cumulative grade-point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account. SEE SAMPLE BELOW.

<u>Course</u>	<u>Grade</u>	<u>Hours Enrolled</u>		<u>Quality Points</u>		<u>Grade Points</u>
English Comp I	B	3	x	3	=	9
College Algebra	A	3	x	4	=	12
Spreadsheet App	C	3	x	2	=	6
Basic Electricity	D	<u>3</u>	x	1	=	<u>3</u>
		12			=	30

**30 (Grade Points) divided by 12 (Hours Enrolled) = 2.50 GPA**

NOTE: No grade other than "I" (Incomplete) may be changed after it is recorded unless an instructor finds that a grade has been erroneously calculated and/or recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Dean and/or Vice President for Academic Affairs signatures.

## Cellular Telephones

Cellular telephones are not allowed in classrooms or the College Library and Center for e-Learning on the Southeast Arkansas College campus unless they are placed on vibrate or silent mode, or are turned off during class. Texting is not permitted in class. Lock your phone in your vehicle or leave it at work/home. This also includes Bluetooth headsets and any other form of telephone systems or electronic devices.

## **Certificate Of General Studies**

The Certificate of General Studies (CGS) is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

## **Certificate Of Proficiency**

The Certificate of Proficiency (CP) is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards as defined by the College. The award is granted for programs of one semester or less.

## **Change Of Address Or Name**

Each student is expected to keep the Registrar's Office informed of his or her current residence, mailing address, and telephone number.

A student whose name is legally changed because of marriage or other reasons should so notify the office to prevent possible errors.

Legal documentation of a name or social security number change is required. Failure to notify the College of changes in information may result in undelivered grades, registration notices, invitations, and official correspondence.

## **Cheating And Plagiarism**

Academic dishonesty as defined in the SEARK Student Conduct Policies, includes, but is not limited to: 1. Submitting the programs/program documentation of another as one's own work, 2. Obtaining or attempting to obtain unauthorized access to information stored in electronic form, and, 3. Submitting false results of a program's output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade.

Cheating in any form (including using unauthorized materials, information, or study aid in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of F for the course and having the student suspended from the class. A description of the incident and the action taken will be reported to the Vice President for Student Affairs. If contested, this matter will be referred to the Student Disciplinary Committee.

## **Children On Campus**

Students are discouraged from bringing their children to the SEARK College campus. Children are not permitted in classrooms, labs, or other specialized seminars while classes are in session. Children are only permitted in the Library with direct adult supervision.

## Class Standing

Students with fewer than 30 semester credit hours are classified as freshmen, and students with 30 through 59 semester credit hours are classified as sophomores.

## Classroom And Department Guidelines

Food and drinks are not allowed in the classroom, laboratory areas, or the Library. Students are expected to follow the Classroom Guidelines issued by individual instructors and/or Departments. These guidelines will include first-day handouts, course syllabi (outlines), classroom/laboratory behavior, safety procedures, homework, make-up work, etc.

## College Directory

Board Of Trustees

Foundation Board Of Directors

Administrative Staff

Professional Staff

Support Staff

Faculty

## College Hours And Course Load

A semester credit hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses, it is necessary to spend more time for each semester hour of credit. EXAMPLE: For a three-semester credit hour course, the student will attend class a minimum of three hours per week.

The normal class load for students at Southeast Arkansas College is defined as 16 credit hours with 18 hours as a maximum load for the average student during the Fall or Spring Semesters. Maximum course load during Summer 8-week Term is 10 semester credit hours. The maximum load for the 4-week Summer Terms is 6 hours per term. The Vice President for Academic Affairs or Dean must approve any deviation from these requirements.

**NOTE:** Based on test results, students who are required to take the complete developmental studies program of nine semester credit hours (English, math, and reading) may not carry more than 12 semester credit hours without special approval of the Vice President for Academic Affairs or Dean. Upon full-time enrollment, students required by test score to take READ 1213 - Developmental Reading must register in this course along with their other program courses. Students requiring the complete developmental studies program should also take EDUC 1313 - Strategies for College Success if they take 12 semester credit hours. Approved technical specialty courses may be taken concurrently with developmental courses.

## College Office (Business) Hours

College (or business) regular hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. SEARK College may have adjusted hours for the summer and the first two weeks of the semester. Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Summer hours may vary. Extended day and evening class hours and days vary according to the course(s) taken.

## Common Exams

Certain courses will have a Common Final Exam. The weight of the Common Final Exam is determined by the department administering the exam and will be announced by the instructor on the first day of class will be included in the instructor's first day handouts.

## Complete Withdrawal

Federal regulations require that a recalculation of federal student aid be completed for a student receiving federal student aid that does not complete any coursework during a period of enrollment. The last date of attendance is used to determine how much of the financial aid received was actually earned. The results of the calculation may require the institution to return a portion of the funds received for a student's institutional fees (tuition, fees, and/or books). The student will be responsible for repaying these funds to the College.

## Completed Hours

Completed hours include any course with a final grade of A, B, C or D.

## Computing Services Helpdesk

Assistance with college technology is available through the Computing Services Helpdesk. Helpdesk hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday; 8:00 a.m. - 6:00 p.m. on Tuesdays. (SEARK College may have adjusted hours for the summer.) The Technology Services Helpdesk is also available through email at [helpdesk@seark.edu](mailto:helpdesk@seark.edu), and walk-up service is located in the Computing Services Building, located next to the Business Services Building.

## Conditional- Prep Admission

### Conditional - Prep Admission Status

1. A first-time entering student with a high school diploma (showing non-completion of the core curriculum) or with a GED who scores below 15 composite on the ACT or comparable exam will be reassessed. If the score is between 220-236 on the ACCUPLACER NG Reading test, they will be admitted as a conditional-prep student.
2. First-time entering out-of-state high school graduates will be admitted on Conditional - Prep Status if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum and test scores above have not been met.

## Restrictions for those with Conditional-Prep Admission Status

1. Student Advising and Retention Center counselor must sign an enrollment and degree plan form that outlines requirements for academic progress and expectations.
2. The College Strategies Success Course must be taken the first semester as part of the degree plan.
3. Student must agree to participate in comprehensive advising and an early alert plan.
4. Student will be limited to twelve (12) semester credit hours per semester and a maximum of six (6) semester credit hours during the eight (8) week summer term. At least half (6 hours) of the 12 credit hours must be taken in developmental (remedial) courses, if required.
5. All prescribed remedial\developmental course work must be completed within the first 30 hours of enrollment.
6. Student will meet with the Advisement Center and enrolled in courses to be taken. A "hold" will be placed on the final enrollment schedule of classes. Schedule changes must be approved through the Advisement Center each semester until completion of required classes.

Developmental courses must be completed within 30 hours. A minimum grade of 2.00 ("C") is required in all developmental courses before advancing to the next course level. Developmental courses do NOT count toward degree requirements EXCEPT in those technical certificate programs where such a course is defined as a requirement.

## Required SEARK College Technical Courses

The student's Faculty Advisor and/or the Division Chair will determine the program-specific technical course(s) to be completed according to the student's A.A.S. Degree or Technical Certificate program requirements published in the SEARK College Catalog.

## Copyright Policy

Article 1, Section 8, of the United States Constitution, gives to Congress the power to "Promote the Progress of Science and useful Arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." The Copyright Law of the United States of American is contained in Title 17 of the *United States Code*.

Copyright protection is available for published and unpublished works of authorship that are "fixed in a tangible form of expression." This tangible form of expression may require the aid of a machine or device, thus extending copyright protection to works published on the Internet or World Wide Web.

Copyrightable works include the following categories:

1. Literary works,
2. Musical works, including any accompanying words,
3. Dramatic works, including any accompanying music,
4. Pantomimes and choreographic works,
5. Pictorial, graphic, and sculptural works,
6. Motion pictures and other audiovisual works,
7. Sound recordings,
8. Architectural works.

"Copyright is secured automatically when the work is created and a work is considered 'created' when it is fixed in a copy or photo for the first time." It is no longer necessary for a copyrighted work to be registered or to carry a notice of copyright for it to be protected under the Copyright Law.

Included in the U.S. Copyright Law are several provisions for 'Limitations on exclusive rights' which allow the reproduction of copyrighted works in certain situations and under certain conditions. Section 107, Chapter 1, Title 17 provides that the 'fair use' of copyrighted material for purposes such as "criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright."

Certain factors must be considered in determining fair use including:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The Southeast Arkansas College Library makes every effort to comply with the Copyright Law of the United States of America. The Library's responsibility for compliance with the Copyright Law is noted in its Interlibrary Loan Policy. The following warning notice has also been posted on all equipment in the Southeast Arkansas College Library can be used to copy copyrighted materials:

**NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES**

(TITLE 17, U.S. CODE) LAW GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY *INFRINGEMENT*.

*All quoted material is from publications of the U.S. Copyright Office, Circular 1, Copyright Basics or Circular 92, Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code as located at <http://www.loc.gov/copyright>.*

## Cost Of Attendance

The tuition rate is \$96 per semester credit hour for Arkansas residents. Out-of-state residents pay a tuition rate of \$192 per semester credit hour. Fees include a \$5 Arkansas Assessment Fee, a \$10 per semester credit hour Technology Fee, an \$8 per semester credit hour College Services Fee, a \$6 per semester credit hour Infrastructure Fee, a \$4 Security Fee, and a \$4 per semester credit hour Student Activity Fee. Other fees may be incurred in conjunction with specific courses, such as science courses, technical courses (to include computer courses), Nursing and Allied Health, Early Childhood Development, and/or courses delivered by alternative methods, such as via the Internet.

## Cost Of Materials

Books, tools, uniforms, supplies, etc., are required in most courses. Instructors will give students a list of needed items on the first day of class. The total cost of materials for a full-time student will depend upon the program of study.

## Course Approval Procedure

Southeast Arkansas College

Course Approval Procedure

Adding new courses or requesting major changes to existing courses are all actions which require the full set of college-level approval steps.

Major changes would include the following:

- Course title or course description

- Major content changes
- Number of credit hours assigned to a course
- Changes to course numbering that affect course level or number of credit hours
- Adding or removing a course from a program

Before a course will be considered for approval, it is expected that thorough research is done to support the request and evidence be submitted i.e., course equivalents, accreditation requirements, licensure requirements.

The following chart lists the procedure and approval steps associated with new courses and major changes:

1. Course description created and supportive evidence gathered.
2. Department Chair will review and approve description and evidence.
3. Standard syllabus created or edited. Must include course objectives, learning outcomes, unit objectives, and activities and assignments both in-class and out-of-class.
4. Division Dean review and approval
5. Vice President of Academic Affairs review and approval
6. Instructional Affairs Committee (IAC) review and approval
7. Registrar review and approval
8. Arkansas Division of Higher Education

For ADHE approved courses to be adopted from the Arkansas Course Transfer system, Southeast Arkansas College will follow the Guidelines for Course Approval policy as stated in Arkansas Higher Education Coordinating Board Policy.

## Credit Balance Policy

A credit balance occurs whenever the amount of funding applied to a student's account exceeds the student's charges in a semester. To ensure consistent and accurate financial records, SEARK College reconciles all credit balances on an account within 21 business days following the beginning of a semester. A Title IV credit balance occurs when the total amount of Title IV funding (Direct Subsidized and Unsubsidized Loans, Plus Loans, Perkins Loans, Pell and SEOG Grants) applied to a student's account exceeds tuition and fees in a given term/semester. Federal regulations require all Title IV credit balances to be resolved within 14 calendar days of the date the credit is created. Federal regulations require SEARK College to obtain written authorization from students (and parents in the case of Parent PLUS loans) to retain Title IV funding for future charges (additional semesters in same academic year).

## Credit By Articulation

Southeast Arkansas College has articulation agreements in place with area high schools and vocational centers which allow a student to enroll and complete high school technical career education courses that qualify for college credit at Southeast Arkansas College. Articulation is the process of awarding college credit for high school students for the mastery of competencies in a high school technical career education course that is equivalent to a college course. College credit will be awarded to the student after the student completes high school, enrolls at Southeast Arkansas College, and earns a minimum of 12 student semester credit hours.

Following high school graduation, those students who wish to continue their education at SEARK College and be eligible for the articulated credit must request that a transcript and a skills profile folder from the high school or vocational center be sent to the SEARK College Admissions Office. The skills profile will document the measurement of each competency utilizing the assessment instrument developed by the combined resources of the high school and SEARK College. It is the student's responsibility to request the SEARK College Admissions Office to process the high school articulated hours upon completion of the required 12 student semester credit hours on the SEARK College campus. This process will be facilitated by the Dean of Technical Studies & Workforce Development and the appropriate SEARK College faculty.

# Credit By College Level Examination Program (CLEP)

The College Level Examination program (CLEP) consists of general examinations and subject examinations. There are five general examinations-English Composition with Essay, Humanities, Mathematics, Natural Sciences, and Social Sciences/History. If a student achieves a test score within a range of 20-80 on the CLEP in mathematics, English, natural sciences and/or social sciences/history, SEARK College will grant six (6) hours of credit in each of these general areas: English, natural science and social science/history; and three hours credit in mathematics. SEARK College does not administer the CLEP exam.

## Credit By Examination

Students may make application to challenge some courses by taking an exam prior to the beginning of the semester or no later than the second-class meeting. Challenge exams will be for a pass/fail evaluation; no letter grade will be given for the course. "S" for Credit will be recorded on the Southeast Arkansas College Official Transcript. Challenge Examination requests should be made to the department responsible for the course. The cost is the same as current tuition rates for that term. Please note that expenses related to the Challenge Exams may not be reimbursed by Federal or other financial aid. Contact the Financial Aid Office for a determination of eligibility.

## Credit For Previous Training Or Experience

Students may be granted college credit for previous training in their technical program area if approved by the instructor in their program area, the Dean of Technical Studies & Workforce Development, and the Vice President for Academic Affairs. Validated non-traditional education experiences (i.e., work experience, industry training) may be recognized by Southeast Arkansas College if a student enrolls in Portfolio Development and Experience Evaluation (TECH 2011). Military training experience is evaluated for equivalent college credit through the use of a nationally standardized system. Credit is awarded for technical courses only and can be used to fulfill requirements toward an Associate of Applied Science degree, Technical Certificate or Certificate of Proficiency. The SEARK College transcript will record an "S" for credit earned in this manner and is NOT considered transferable. Up to 15 credit hours may be awarded if the portfolio meets the same level of learning that would have occurred had the student taken the same courses at Southeast Arkansas College. Credit is awarded upon approval of the Vice President for Academic Affairs. Credit will be applied to the student's transcript once they have earned fifteen semester credit hours through traditional classes.

## Credit Hour Assignment Policy and Procedure

Credit Hour Assignment Policy and Procedure

### POLICY

Southeast Arkansas College uses the Federal definition (34CFR 600.2) of a credit hour, which states:

1. *One hour\* of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or*
2. *At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.*



\*A class hour is defined as a minimum of 50 minutes per week.

Southeast Arkansas College has adopted Arkansas Higher Education Coordinating Board Policy 5.11 in defining traditional instruction which states:

The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction;
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and
- Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

Consistent with the federal definition of a credit hour, it is acceptable to replace sessions of equivalent instruction and/or examinations with alternative forms of coursework (e.g., laboratory work, practicums, out-of-class assignments and projects, assigned readings, problem sets, discussion questions, service learning experiences, a "capstone" project, etc.). Southeast Arkansas College also allows credit to be awarded for non-traditional instruction (self-paced, distance technology) by demonstrating evidence of achievement, represented in intended learning outcomes, that is equal to the amount of work that is equivalent to traditional instruction-based courses. Courses delivered by traditional methods, non-traditional methods, a combination of methods, or on a shortened term shall all have the same objectives, requirements, and quality of instruction.

The normal class load for students at Southeast Arkansas College is defined as 15 credit hours. Students may carry up to 18 credit hours as a maximum load in the Fall or Spring semesters without special permission. No more than 6 credit hours for Summer 4-week terms or 10 credit hours for the Summer 8-week term can be taken. Any deviation from these requirements will require approval from the Vice President of Academic Affairs or Dean.

#### PROCEDURE

When assigning credit hours to a new or revised course, the college expectation is that for each hour of classroom or direct faculty instruction, a minimum of two (2) hours of out-of-class work will be expected for a minimum of sixteen (16) weeks for one semester of credit, or the equivalent amount of work over a different amount of time.

Each course offered at Southeast Arkansas College shall have a standard syllabus, created and maintained by the course Department Faculty and reviewed by the Department Chair and Dean. Each standard syllabus will contain course expectations, both in-class and out-of-class.

All new or revised courses must adhere to the Course Approval Procedure.

## Credit Policy For Advanced Placement (AP) Program

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit upon entering college.

SEARK College complies with policies outlined by the Arkansas Department of Higher Education (ADHE) that can be located at <https://www.adhe.edu/institutions/academic-affairs/advanced-placement>.

## Deadlines For Selected Financial Aid Applications

The Southeast Arkansas College **priority** deadline for receipt of the Institutional Student Information Record and all supporting documents is April 15 for fall registration. All applications are processed on a first come, first served basis. Funds may not be awarded for applications received after July 15 for fall classes and students may need to set up a tuition payment plan in order to avoid being dropped from classes. Applications for Federal Pell Grant are accepted on a rolling basis while a student is enrolled and considered eligible. Applications and supporting documents must be submitted to and received by the Financial Aid Office on or before the last day of final exams of the semester of enrollment to be considered.

Other forms of financial aid, including scholarships, have specific and unique deadlines. Refer to scholarship applications or contact individual agencies for deadlines. Some of the most common scholarships, other sources of aid, and their deadlines are listed below:

Arkansas Academic Challenge (Lottery) Scholarship	June 1
Arkansas Governor's Scholars/Distinguished Scholars	February 1
AR Futures Grant	June 1
Free Application for Federal Student Aid (FAFSA)	April 15 (Fall priority) October 15 (Spring Priority)
Rehabilitation Services	Before Registering
SEARK Arkansas Scholars Scholarship	April 30
SEARK Leadership Scholarship	April 30
SEARK College Non-Traditional Student Scholarship	April 30
SEARK College Trustee Scholarship	April 30
Workforce Investment Act (WIA) Certification	Before Registration

## Degree Types

Associate Of Applied Science Degree

Associate of Applied Science Transfer Disclaimer

Associate Of Arts Degree

Associate of Arts in Teaching

Associate Of General Studies Degree

Certificate Of General Studies

Technical Certificate

Certificate Of Proficiency

## Developmental Studies Program Description

Developmental courses are offered for those students whose placement test scores indicate a need for additional college-preparatory coursework. Southeast Arkansas College requires a student to make a grade of C or better in all developmental courses before progressing to the next course level. **Developmental courses do NOT count toward degree requirements and are not calculated in the student's college grade point average EXCEPT in those technical certificate programs where such a course is defined as a requirement.** SEARK College highly recommends EDUC 1313 - Strategies for College Success, an institutional requirement, for students needing to establish full-time status (12 hours).

- Developmental Courses

## Disabled Student Services And Facilities

Facilities and services are available to students with disabilities. If additional services are needed, you are encouraged to visit with one of our counselors or your instructors to discuss your individual needs. The Disability Counselors are located in the Student Advising and Retention Center in the Student Services Building, Room 160. Handicapped parking is designated on the North, South, East and West parking lots and in lots for adjacent campus buildings.

The College is committed to providing support to students in need of special accommodations, in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans Disability Act, to the extent that is reasonable and possible. Forms to request special accommodations may be picked up in the Disability Counselor's Office located in the Student Advising and Retention Center in the Student Services Building. College Policy requires that a qualified professional provide current and comprehensive documentation. In order to be considered current, the qualified professional's statement must be within 6 months of the most recent request from ODS. Accommodation requests should be made prior to the start of the semester.

## Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Student Advocate Appeals Office. These include:

1. An oral admonition/statement.
2. An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
4. Disciplinary probation/exclusion or restrictions from privileges and extracurricular activities.
5. Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Requiring a release from a mental health or medical professional.
8. Suspension/exclusion from classes and privileges for a defined period of time.
9. Expulsion/termination of the club/organizations/student(s).
10. Sanctions as deemed necessary by the Student Advocate Appeals Office.

All disciplinary actions are reviewed by the Student Advocate Appeals Office.

Unusual circumstances (i.e., the threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions decided on through informal hearings. Such dispositions may result in suspension, exclusion from classes, or expulsion/termination of the student's status at SEARK.

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from

the Student Advocate Appeals Office. These include suspension pending the final disposition of the case or temporary suspensions imposed in order to maintain the orderly operation of the college.

## Disclaimer

The course offerings, regulations, and fees appearing in this catalog are announcements. They are not to be construed as representing contractual obligations of Southeast Arkansas College, which reserves the right to change its courses of instruction, fees, and its general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be offered every year. An official list of courses to be offered will be published before the beginning of each term. The current version of the College catalog may be found at [www.seark.edu](http://www.seark.edu).

## Display Of Non-College Publications

SEARK is a "free marketplace of ideas" that guarantees the display of non-college publications on campus. SEARK does not approve, disapprove, support, or fail to support the content of the publications. This policy assists SEARK in managing the display and distribution of non-college publications.

### Procedure for Posting Non-College Publications

1. An *Agreement for Display of Non-college Publications* must be completed and filed in the Student Affairs Office. Agreements are renewed annually; however, SEARK can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. Student Affairs Office assigns display locations, and assignments are made solely at the discretion of SEARK.
3. Display racks must be provided and used by the vendor to display publications.
4. Publications that are primarily used for advertisement are subject to the *SEARK Sales and Solicitation Policy*. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is canceled.
5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
6. SEARK display racks are for College registration information, college forms, etc., and are not to be used for any other purpose.
7. SEARK retains the right to modify these regulations, particularly with regard to:
  - Removing outdated issues of a publication
  - Changing display locations
  - Canceling agreements
8. Postings that violate the *Display of Non-college Publications* policy are discarded.

## Distance Learning

The Distance Learning Division office is located in the College's Library. Credit courses in a variety of subject areas are offered using the Moodle Learning Management System and the Internet.

- **Internet Courses** - Internet courses are delivered through the Internet on the Moodle course management platform. A link to Moodle is located on the College's homepage.
- **<http://www.seark.edu>**. Internet courses require regular access to a computer with a reliable Internet connection, a DVD-ROM drive, and permission to change some of the computer's settings and to download software. Slower Internet connections may make on-line courses frustrating and taking exams difficult. Internet students must be self-disciplined and self-motivated. Some Internet courses have set deadlines for

course work while others allow students to work at their own pace. Internet courses generally require more reading than a traditional class, so adequate reading comprehension is necessary for success. Orientation for students enrolled in distance learning courses will be provided in a format appropriate to the delivery method of the course. Orientation for students enrolled in Internet courses will be "on-line" and will be available the week before the first day of each semester. Access information will be available the Library and Center for E-Learning. Students must successfully complete orientation by the first day of instruction.

The Distance Learning Coordinator is available to provide assistance and technical support to students enrolled in distance learning courses. The Coordinator is also available to work with SEARK College faculty in developing new distance learning courses.

Campus and community representatives who wish to schedule events using the Compressed Interactive Video equipment should contact the Distance Learning Coordinator. Charges for the use of equipment may apply.

## **Division of General Studies**

### **Division of General Studies**

#### **Associate of Arts**

#### **Associate of Arts Degree**

#### **Suggested Program of Study**

The Associate of Arts Degree is awarded to individuals who successfully complete a program of collegiate level work, which is transferable toward a baccalaureate degree. The state minimum general education core of 35 semester credit hours including courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences are a part of this degree program. AA Degree graduates are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting "Students" and then the "Arkansas Course Transfer System. Check the ACTS website at: <http://adhe.edu>. This degree is also available as an online degree.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

#### **1st Year - 1st Semester**

#### **Required Courses**

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

#### **Choose ONE of the following courses**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**

Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**

Choose ONE of the following courses

- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Total Credit Hours 15

1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- Social Science Requirement **Credit Hours: 3**
- Fine Arts/Humanities Requirement **Credit Hours: 3**
- Directed Elective **Credit Hours: 3**

Total Credit Hours 15

2nd Year - 1st Semester

Choose ONE of the following courses

- ENGL 2313 - English Literature I **Credit Hours: 3**
- ENGL 2363 - World Literature I **Credit Hours: 3**
- ENGL 2323 - English Literature II **Credit Hours: 3**
- ENGL 2373 - World Literature II **Credit Hours: 3**

Choose ONE of the following courses

- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**

Required Electives

- Directed Electives XXXX - Directed Electives - 6 Hours **Credit Hours: 6**
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours: 4**

Total Credit Hours 16

2nd Year - 2nd Semester

Choose ONE of the following courses

- HPER 1313 - Personal Health and Safety **Credit Hours: 3**
- ACCO 2313 - Principles of Accounting I **Credit Hours: 3**
- ACCO 2323 - Principles of Accounting II **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**

Required Electives

- Directed Electives xxxx - Directed Electives - 7 Hours **Credit Hours: 7**
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours: 4**

Total Credit Hours 14

Completion Award: Associate of Arts Degree 60

Notes

1. Elective courses listed within the AA Degree curriculum and not chosen to meet specific degree requirements may be used for general education or directed (advisor approved) electives as appropriate.
2. Electives must be approved by the student's academic advisor.

## Associate of General Studies

### General Studies, A.G.S.

The Associate of General Studies program is a flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of General Studies (AGS) Degree may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The student must obtain written approval from the Dean of General Studies and assigned faculty advisor for their intended course of study. Students seeking the AGS degree for transfer to a four-year institution must consult with the receiving institution concerning the transferability of individual courses.

Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**  
or
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours: 3 or higher**

- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**

Choose ONE of the following courses

(Social Sciences)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

## General and Technical Studies Electives - 42 Hours

Courses to meet this requirement can be from any college level credit course (developmental level course will not count). Must be approved by the Dean of General Studies.

## Certificate of General Studies

### General Studies, Certificate

The Certificate of General Studies is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate will serve as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution.

The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world.

## Required Courses

### English/Communication

**9 Credit Hours required.**

- ENGL 1313 - English Composition I **Credit Hours: 3**  
or
- ENGL 1393 - ALP English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**



- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**

## Science, Math, and Technology

### **14 Credit Hours required.**

Including Eight (8) Hours of Lab Science from SEARK College Core Curriculum.

- BIOL 1464 - Principles of Biology **Credit Hours: 4**
- BIOL 1474 - General Zoology **Credit Hours: 4**
- BIOL 1484 - General Botany **Credit Hours: 4**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- BIOL 2474 - Microbiology **Credit Hours: 4**
- CHEM 1434 - General Chemistry I **Credit Hours: 4**
- CHEM 1444 - General Chemistry II **Credit Hours: 4**
- PHYS 1404 - Physical Science **Credit Hours: 4**
- PHYS 2414 - General Physics I **Credit Hours: 4**
- PHYS 2424 - General Physics II **Credit Hours: 4**
- MATH 1333 - College Algebra **Credit Hours: 3**  
or
- higher-level mathematics course **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3** (Institutional Requirement)

## Social Sciences

### **9 Credit Hours Required.**

Choose One (1) Course listed below from SEARK College Core Curriculum

(Remaining Courses in Group May Be Selected as Social Science Electives.)

- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Choose One (1) Course listed below from the SEARK College Core Curriculum

- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**

Choose One (1) Social Science Elective from the SEARK College Core Curriculum

(Social Science Elective may also include any HIST, POLI, PSYC, or SOCI course not previously chosen.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**

- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

## Fine Arts/Humanities

### **6 Credit Hours required.**

Choose One (1) Fine Arts/Humanities Electives from SEARK College Core Curriculum.

- ART 2343 - Art History and Appreciation **Credit Hours: 3**
- MUSI 2333 - Music History and Appreciation **Credit Hours: 3**
- ENGL 2313 - English Literature I **Credit Hours: 3**
- ENGL 2323 - English Literature II **Credit Hours: 3**
- ENGL 2363 - World Literature I **Credit Hours: 3**
- ENGL 2373 - World Literature II **Credit Hours: 3**
- HUMA 2313 - Humanities **Credit Hours: 3**
- PHIL 2313 - History of Philosophy **Credit Hours: 3**
- PHIL 2323 - Ethics **Credit Hours: 3**
- LANG 2414 - Elementary Spanish I **Credit Hours: 4 \*\***
- LANG 2424 - Elementary Spanish II **Credit Hours: 4 \*\***

## Institutional Requirement

### **3 Credit Hours Required.**

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**

## Completion Award: Certificate of General Studies 38

\*\* If LANG 2414 or LANG 2424 is selected - the hours will increase to seven (7) for Fine Arts.

## Certificate of Proficiency

## Communications, Certificate of Proficiency

## Suggested Program of Study

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**

**Completion Award: Certificate of Proficiency - Communications**

## **Leadership Certificate of Proficiency**

This certificate is a credential for employees to show leadership skill development. The program serves both entry level job candidates and incumbent employees.

### **Required Courses**

- EDUC 1323 - Service Learning **Credit Hours: 3**
- LEAD 1313 - President's Leadership Class **Credit Hours: 3**
- LEAD 1311 - Introduction to Servant Leadership **Credit Hours: 1**
- LEAD 1323 - Introduction to Critical Thinking **Credit Hours: 3**

## **Division of Technical Studies**

### **Division of Technical Studies**

The College Drug Policy applies to these programs of study.

### **Associate of Applied Science**

#### **Business Analytics, AAS**

#### **Computer Information Systems Technology, A.A.S.**

### **Suggested Program of Study**

The Computer Information Systems Technology program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design.

The student will learn programming languages, scripting languages, markup languages, and related technologies.

Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**

## Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- INET 2123 - Advanced Web Programming **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**
- INET 2183 - Advanced Database Concepts **Credit Hours: 3**

## 2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- INFO 2493 - Capstone **Credit Hours: 3**
- INET 2103 - Mobile Apps Programming **Credit Hours: 3**
- INFO 2133 - Computer Programming II **Credit Hours: 3**
- Behavioral/Social Science Elective **Credit Hours: 3**

## Completion Award: Associate of Applied Science Degree 60

## Computer Network Technology, A.A.S.

### Suggested Program of Study

The Computer Network Technology program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

NOTE: Students requiring developmental courses based on their ACT, or ACCUPLACER NG scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

\*\*Students may choose any course with a designator of CNET, INFO, or INET that is not listed as a required course for this degree. The student must have the approval of the program advisor before enrolling in any course to be used as a Technical Specialty Elective for the CNET degree.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- CNET 2413 - Network Management **Credit Hours: 3**
- CNET 2233 - Network Technical Support **Credit Hours: 2**
- CNET 1213 - Windows Operating Systems **Credit Hours: 3**

Behavioral/Social Science Elective

Must be one of the following:

- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**

## 2nd Year - 2nd Semester

- CNET 2223 - Network Engineering **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**
- CNET 2443 - CNET Capstone **Credit Hours: 3**
- CNET 1223 - Advanced Network Concepts **Credit Hours: 3**
- CNET 2213 - Network Security **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

**Criminal Justice Technology, A.A.S.**

## Suggested Program of Study

The Criminal Justice Technology program is designed to give the student a variety of skills related to the field of Criminal Justice. Students can concentrate on courses relating to Law Enforcement, Corrections, or any combination of electives to fit that student's career needs.

This program does not replace the Law Enforcement or Corrections academies but is designed to enhance the skills of individuals in criminal justice fields or provide academic instruction to those interested in criminal justice.

Prerequisites for Online or INET delivery: Introduction to Computers grade of "C" or better and either Development Reading grade of "C" or better, an ACT Reading Score of 19 or higher, or an ACCUPLACER NG Reading Score of 263+.

### 1st Year-1st Semester

#### Required Courses

- ENGL 1313 - English Composition I **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- CRIM 1213 - Juvenile Delinquency and Justice **Credit Hours: 3**
- CRIM 1313 - Introduction to Criminal Justice **Credit Hours: 3**

#### Choose ONE of the following courses

- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

### 1st Year-2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- CRIM 2333 - Introduction to Corrections **Credit Hours: 3**
- CRIM 2313 - The Judicial Process **Credit Hours: 3**

### 2nd Year-1st Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- CRIM 2343 - Constitutional Law **Credit Hours: 3**
- Technical Specialty Electives (See choices below.) **Credit Hours: 6**

### 2nd Year-2nd Semester

- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**
- CRIM 2383 - Criminal Law **Credit Hours: 3**

- Technical Specialty Electives (See choices below.) **Credit Hours: 6**

## Technical Specialty Electives

Choose 12 credit hours from the following courses:

- BUSI 1243 - Legal Environment of Business **Credit Hours: 3**
- CRIM 1323 - Arkansas Juvenile Law and Procedures **Credit Hours: 3**
- CRIM 2323 - Probation and Parole **Credit Hours: 3** (Corrections related)
- CRIM 2373 - Criminal Investigation I **Credit Hours: 3** (Law Enforcement related)
- CRIM 2463 - Private Security and Investigation **Credit Hours: 3**
- EMER 1007 - EMT-Basic **Credit Hours: 7**
- LANG 2424 - Elementary Spanish II **Credit Hours: 4**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- TECH 2013 - Internship Work Experience I **Credit Hours: 3**

Completion Award: Associate of Applied Science 60

## Cybersecurity Management Technology - AAS

The AAS in Cybersecurity Management Technology will be a 60 credit-hour program which will prepare student for positions in business and industry to prevent the threat from attacks on information systems. Students will focus on the methods used to attack computer information systems and learn the skills to protect and counter such attacks. The degree will include courses in computer programming, criminal justice and forensic investigation methods of approaching cybersecurity and networking. There will be an embedded TC in Computer Programming and CP in Security/Forensics that can be stop-out or stackable credentials.

### 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**  
Social Science Elective

### 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CYSC 2003 - Introduction to Cybercrime **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**

### 3rd Semester

- CNET 1213 - Windows Operating Systems **Credit Hours: 3**

- CYSC 2013 - Principles of Cyber Security **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**
- CYSC 2023 - Ethics in Information Technology **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**

## 4th semester

- CNET 2213 - Network Security **Credit Hours: 3**
- CYSC 2033 - Digital Forensics **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours: 3**
- CYSC 2123 - Security Auditing **Credit Hours: 3**

## Drafting and Computer Aided Design Technology, A.A.S.

### Suggested Program of Study

The Drafting and Computer Aided Design Technology program prepares drafting and computer aided design technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest version of Computed Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

### 1st Year-1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- DRAF 1114 - Engineering Graphics I **Credit Hours: 4**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**

### 1st Year-2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- DRAF 1214 - Engineering Graphics II **Credit Hours: 4**
- DRAF 2324 - Advanced Computer Aided Design **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

Completion Award: Technical Certificate 32

### 2nd Year-1st Semester



- ENGL 1323 - English Composition II **Credit Hours: 3**
- DRAF 2423 - 3-D Studio **Credit Hours: 3**
- ELEC 2014 - Wiring Principles & Codes **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

## 2nd Year-2nd Semester

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**

Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## Early Childhood Paraprofessional Technology, A.A.S.

### Suggested Program of Study

The Early Childhood Paraprofessional Technology program is a two-semester program that fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry Check and a Criminal Background Check through the Arkansas Department of Human Services, drug testing,

and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of "C" or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.

## 1st Year - 1st Semester

+ Current Child Development Associate (CDA) credential satisfies the requirements of these courses.

- ENGL 1313 - English Composition I **Credit Hours: 3**
- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours: 3 +**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- ECDD 1113 - Essential Elements of Child Care **Credit Hours: 3 +**

## 1st Year - 2nd Semester

Choose ONE Of the following courses

- MATH 1123 - Business Mathematics **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

## Required Courses

- ENGL 1323 - English Composition II **Credit Hours: 3**
- EDUC 1113 - Early Childhood Field Experience **Credit Hours: 2**
- ECDD 1323 - Language Arts for Preschool Children **Credit Hours: 3**
- ECDD 1413 - Music for Preschool Children **Credit Hours: 3**

## 2nd Year - 1st Semester

## Required Courses

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ECDD 1513 - Child Nutrition and Health Care **Credit Hours: 3**
- ECDD 2243 - Social and Emotional Development in an Inclusive Classroom **Credit Hours: 3**
- ECDD 2713 - Social Studies, Math, and Science for Preschool Children **Credit Hours: 3**

Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**

## 2nd Year - 2nd Semester

- EDUC 2313 - Computers in Education **Credit Hours: 3**
- ECDT 2813 - Administration of Preschool Programs **Credit Hours: 3**
- ECDT 2613 - Curriculum Methods and Materials **Credit Hours: 3**
- ECDT 2916 - Early Childhood Education Practicum **Credit Hours: 6**

Completion Award: Associate of Applied Science Degree 60

## **Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.**

### **1st Year - 1st Semester**

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**
- ELEC 1024 - Electronics and Digital Devices **Credit Hours: 4**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

### **1st Year - 2nd Semester**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ELEC 1003 - Instrumentation & Control I **Credit Hours: 3**
- ELEC 1034 - Industrial Motor Controls **Credit Hours: 4**
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours: 4**

### **2nd Year - 1st Semester**

- ENGL 1323 - English Composition II **Credit Hours: 3**
- ELEC 2003 - Instrumentation & Control II **Credit Hours: 3**
- ELEC 2004 - Programmable Logic Controllers **Credit Hours: 4**
- ELEC 2014 - Wiring Principles & Codes **Credit Hours: 4**

### **2nd Year - 2nd Semester**

- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours: 4**
- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours: 4**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**

### **Behavioral/Social Science Elective - Choose One of the following**

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**

- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**
- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

## General Technology, Individualized Technical Option, A.A.S.

### Required Courses

The General Technology Individualized Technical Option program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College.

This is accomplished by soliciting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective.

### General Education Core

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

### Choose ONE of the following courses

- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

### Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours: 3**
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours: 3**
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours: 3**
- GEOG 2313 - General Geography **Credit Hours: 3**
- HIST 1333 - World Civilization I **Credit Hours: 3**
- HIST 1343 - World Civilization II **Credit Hours: 3**
- HIST 2313 - U.S. History to 1877 **Credit Hours: 3**
- HIST 2323 - U.S. History Since 1877 **Credit Hours: 3**

- HIST 2333 - Arkansas History **Credit Hours: 3**
- POLI 2323 - State and Local Governments **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- POLI 2313 - American Government **Credit Hours: 3**

Technology Specialty - Major 24

Technology Specialty - Minor 15

Related Electives

- Electives **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 60

## **Certificate of Proficiency**

### **Business Analytics, Certificate of Proficiency**

Program of Study

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**
- EDUC 1312 - Academic Success **Credit Hours: 2**
- MATH 1123 - Business Mathematics **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**

**Completion Award: Certificate of Proficiency - Business Analytics**

### **Business Technology Management - Retail Certificate of Proficiency**

This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management. This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees

Required Courses

- MATH 1123 - Business Mathematics **Credit Hours: 3**
- BUSI 2353 - Principles of Marketing **Credit Hours: 3**

- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**
- SPEE 2313 - Business and Professional Speaking **Credit Hours: 3**

## **Commercial Driving License**

### **Suggested Program of Study**

- LOGM 1203 - Intro to Logistics **Credit Hours: 3**
  - CDL 1113 - Truck Maintenance and Road Safety **Credit Hours: 3**
  - CDL 1213 - Road Regulations and Rules **Credit Hours: 3**
  - CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours: 6**
- Completion Award: Certificate of Proficiency - Commercial Driving License**

## **Early Childhood Paraprofessional Technology, Certificate of Proficiency**

### **Required Courses**

This two-semester program in Early Childhood Paraprofessional Technology fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services, drug testing, and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

In order to graduate, a grade of "C" or better is required for all Early Childhood Paraprofessional major courses with an overall 2.00 or higher GPA.

- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours: 3**
- EDUC 1113 - Early Childhood Field Experience **Credit Hours: 2**
- ECDT 1113 - Essential Elements of Child Care **Credit Hours: 3**
- EDUC 2333 - Child Growth and Development **Credit Hours: 3**

**Completion Award: Certificate of Proficiency 12**

## **Security/Forensics - Certificate of Proficiency**

### **Program of Study**

- CYSC 2013 - Principles of Cyber Security **Credit Hours: 3**
- CYSC 2033 - Digital Forensics **Credit Hours: 3**
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours: 3**
- CYSC 2123 - Security Auditing **Credit Hours: 3**

- CNET 2213 - Network Security **Credit Hours: 3**

## **Video Game Design and Development, Certificate of Proficiency**

### **Required Courses**

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INFO 2133 - Computer Programming II **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**

## **Welding-Metal Inert Gas (MIG), Certificate of Proficiency**

### **Required Courses**

The Welding-Metal Inert Gas (MIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours: 6**

Completion Award: Certificate of Proficiency 12

## **Welding-Shielded Metal ARC Welding (SMAW), Certificate of Proficiency**

### **Required Courses**

The Welding-Shielded Metal ARC Welding (SMAW) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Shielded Metal ARC (SMAW) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1216 - Arc Welding **Credit Hours: 6**

Completion Award: Certificate of Proficiency 12

## **Welding-Tungsten Inert Gas (TIG), Certificate of Proficiency**

### **Required Courses**

The Welding-Tungsten Inert Gas (TIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours: 6**

**Completion Award: Certificate of Proficiency 12**

## **Technical Certificate**

### **Air Conditioning and Refrigeration Technology, Technical Certificate**

#### **Suggested Program of Study**

To prepare Air Conditioning and Refrigeration Mechanics and Apprentices for entry-level employment in a wide range of construction, maintenance and service positions in business and industry. Graduates are eligible to take the test offered by the Air Conditioning and Refrigeration Institute to be certified as an Entry-Level HVAC(R) Technician. Safety is stressed in all aspects of this program.

Students enrolling in Air Conditioning & Refrigeration Technology may wish to pursue an A.A.S. Degree in General Technology.

#### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- AIRC 1116 - Basic Refrigeration **Credit Hours: 6**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- READ 1213 - Developmental Reading **Credit Hours: 3**
- AIRC 1126 - Electricity for Air Conditioning/Refrigeration **Credit Hours: 6**

#### **1st Year - 2nd Semester**

- AIRC 1136 - Commercial Refrigeration **Credit Hours: 6**
- AIRC 1146 - Residential Systems **Credit Hours: 6**
- AIRC 1163 - Controls for Air Conditioning/Refrigeration **Credit Hours: 3**
- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**

**Choose ONE of the following Technical Specialty Electives**

- WELD 1116 - Basic Welding **Credit Hours: 6**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**



- ELEC 1004 - Principles of Technology **Credit Hours: 4**

Completion Award: Technical Certificate 46 or 48

## Note

Acceptable ACT or ACCUPLACER NG scores may waive the reading, English and Math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other courses that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

## Computer Information Systems Technology, Technical Certificate

### Suggested Program of Study

The Computer Information Systems Technology program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design.

The student will learn programming languages, scripting languages, markup languages, and related technologies.

Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

### 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- INET 1143 - Intro To Web Programming **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

### 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- INFO 2243 - Advanced Programming Concepts **Credit Hours: 3**
- INFO 2103 - Game Design/Development **Credit Hours: 3**
- INET 1133 - Introduction to Database Programming **Credit Hours: 3**

Completion Award: Technical Certificate 30

# Computer Network Technology, Technical Certificate

## Suggested Program of Study

The Computer Network Technology program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

NOTE: Students requiring developmental courses based on their ACT, or ACCUPLACER NG scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

### 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- INFO 1153 - Computer Programming I **Credit Hours: 3**

### 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**  
or
- MATH 1333 - College Algebra **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

Completion Award: Technical Certificate 30

# Computer Programming - Technical Certificate

## Program of Study

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- MATH 1323 - Quantitative Literacy and Reasoning **Credit Hours: 3**
- CNET 1123 - Network Concepts **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**
- CNET 1213 - Windows Operating Systems **Credit Hours: 3**
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours: 3**

- CNET 2213 - Network Security **Credit Hours: 3**
- CYSC 2023 - Ethics in Information Technology **Credit Hours: 3**
- INFO 2153 - Java Programming **Credit Hours: 3**

## **Construction Management Technology**

The TC in Construction Management Technology is a 29 credit-hour program which provides instruction in construction safety, blueprint reading, carpentry, basic electrical, plumbing, welding and HVAC. It will prepare students for careers in construction, or it will be a stackable certificate as part of the AAS in Industrial Maintenance.

### **1st Semester**

- ENGL 1213 - Writing for the Workplace **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BUSI 1033 - Introduction to Business **Credit Hours: 3**
- ELEC 1004 - Principles of Technology **Credit Hours: 4**

### **2nd Semester**

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**
- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- CNST 1233 - Surveying and Elevations **Credit Hours:**

## **Drafting and Computer Aided Design Technology, Technical Certificate**

### **Suggested Program of Study**

The Drafting and Computer Aided Design Technology program prepares drafting and computer aided design technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest version of Computer Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

### **1st Year-1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- DRAF 1114 - Engineering Graphics I **Credit Hours: 4**
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours: 4**

### **1st Year-2nd Semester**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- DRAF 1214 - Engineering Graphics II **Credit Hours: 4**
- DRAF 2324 - Advanced Computer Aided Design **Credit Hours: 4**

Choose ONE of the following courses

- DRAF 2314 - Architectural Drawing and Design **Credit Hours: 4**
- DRAF 2414 - Machine Drawing and Design **Credit Hours: 4**

Completion Award: Technical Certificate 32

## **Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate**

### **1st Year - 1st Semester**

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours: 4**
- ELEC 1024 - Electronics and Digital Devices **Credit Hours: 4**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

### **1st Year - 2nd Semester**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ELEC 1003 - Instrumentation & Control I **Credit Hours: 3**
- ELEC 1034 - Industrial Motor Controls **Credit Hours: 4**
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours: 4**

## **PC Maintenance and Repair Technology, Technical Certificate**

### **Suggested Program of Study**

This Technical Certificate is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs. Safety is emphasized during all aspects of the training including the electrical systems associated with computers.

### **1st Year - 1st Semester**

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
  - MATH 2331 - Technical Math **Credit Hours: 3**
- or

- MATH 1333 - College Algebra **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**
- CNET 1143 - PC Maintenance and Repair **Credit Hours: 3**

Total Credit Hours 15

### 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- Behavioral Social Science Elective **Credit Hours: 3**
- SPEE 2393 - Oral Communication for Public Address **Credit Hours: 3**
- CNET 1113 - Introduction to Computer Networking **Credit Hours: 3**
- CNET 1133 - Introduction to Linux **Credit Hours: 3**

Total Credit Hours 15

Completion Award: Technical Certificate 30

## Welding Technology, Technical Certificate

### Suggested Program of Study

The Welding Technology program prepares welders for entry-level employment in a wide range of industrial and manufacturing firms. Courses in basic welding, Arc welding, MIG, TIG, Maintenance Welding and Pipe Welding help to create a well-rounded welder. AWS welding certification opportunities make the graduate more marketable in business and industry. Safety is emphasized in all aspects of the welding program.

### 1st Year- 1st Semester

- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours: 3**
- READ 1213 - Developmental Reading **Credit Hours: 3**
- WELD 1116 - Basic Welding **Credit Hours: 6**
- WELD 1216 - Arc Welding **Credit Hours: 6**

### 1st Year- 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours: 6**
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours: 6**
- ENGL 1013 - Basic English **Credit Hours: 3**

Choose ONE of the following courses

- ELEC 1004 - Principles of Technology **Credit Hours: 4**
- WELD 1516 - Pipe Welding **Credit Hours: 6**

## Completion Award: Technical Certificate 43-45

### Note

Acceptable ACT, COMPASS or ACCUPLACER NG scores may waive the reading, English, and math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)

## Divisions of Nursing and Allied Health Technologies

## Divisions of Nursing and Allied Health Technologies

The College Drug Policy applies to these programs of study.

### Program Acceptance

Acceptance into nursing and allied health (NAH) technology programs is competitive, and all students who apply for acceptance may not be admitted in the semester of application. NAH students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Placement is given to those candidates who, in the opinion of program faculty, best meet the published requirements for acceptance into the programs. Students who are accepted for a specific program will be notified by the NAH Division.

### Functional Ability Requirements

Due to the nature of health care professions, there are functional ability requirements for acceptance and progression. Applicants with special needs due to a disability must make this fact known and request accommodations prior to being accepted into the program. Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The National Council of State Boards of Nursing (NCSBN) has identified Uniform Core Licensure Requirements for nurses and professionals. <https://www.ncsbn.org/667.htm>. The Nursing & Allied Health Division has adopted basic functional standards as requirements for all Nursing & Allied Health students. Included in the functional ability category requirements are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents ([www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf](http://www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf)):

- "Functional Ability Requirements for Nursing and Allied Health Students" and
- "Common Activities Required of Nursing and Allied Health Professionals,"

For acceptance and progression in the curriculum, students must be able to perform all of the functional activities, either with or without accommodations. The College will provide reasonable accommodations, but is not required to

make modifications that would substantially alter the nature or requirements of the program. A physician's statement will be required.

## Student Conduct

Students enrolled in NAH programs are preparing to become professionals. Each student's personal conduct must reflect behavior appropriate to the profession. Unsatisfactory conduct in the classroom or clinical setting may result in probation and/or dismissal from the program according to Progressive Discipline Policies of the division. Students are expected to follow the policies of the NAH Division, clinical agencies, and the College as outlined in the College Catalog and Student Handbook.

## Grades

NAH programs use a grading scale that differs from the College's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

90 - 100	A
80 - 89	B
*75 - 79	C
74 - Below	Failing

\* Less than a "C" constitutes failure in all NAH courses.

Evaluation: In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi and is graded according to the above scale. Students taking a course for audit must also perform satisfactorily. Unsatisfactory clinical performance during an audited course may result in non-progression.

## Health Insurance Portability & Accountability ACT (HIPAA) Statement

Students enrolled in Nursing and Allied Health Technology programs will be privy to confidential information. In accordance with the HIPAA, the students are not to disclose Protected Health Information (PHI) that is obtained while in the clinical setting to anyone who does not have a legal need to know. Information that cannot be disclosed under HIPAA guidelines includes the patient's PHI, name, social security number, address, and insurance information. PHI should only be used for the student's learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution. Individual programs will cover the issue of confidentiality in more detail.

## Criminal Background Checks

17-87-312. Criminal background checks.

- (a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the

applicant in writing of the provisions and requirements of this section.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (1)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

#### NURSE PRACTICE ACT

(16) Sexual indecency with a child as prohibited in § 5-14-110;

(17) Sexual extortion, § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124

-- 5-14-127;

(19) Incest as prohibited in § 5-26-202;

(20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;

(21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

(23) Permitting abuse of a minor as prohibited in § 5-27-221(a);

(24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;

(25) Computer child pornography as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;

(27) Felony adult abuse as prohibited in § 5-28-103;

(28) Felony theft of property as prohibited in § 5-36-103;

(29) Felony theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;



- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229; and
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

(f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (1)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

#### NURSE PRACTICE ACT

(g) (1) The provisions of subsection (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

#### NURSE PRACTICE ACT

(E) Rape as prohibited in § 5-14-103;

(F) Sexual extortion, § 5-14-113;

(G) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

- (H) Incest as prohibited in § 5-26-202;
- (I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
- (L) Arson as prohibited in § 5-38-301.

#### History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12.

## Drug Testing Policy

The Student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of Nursing and Allied Health (NAH) to require drug-testing for admission to the program and conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, Sterile Processing, Phlebotomy and Radiologic Technology. All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs may be conducted during the academic year at the students expense. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19 or **ACCUPLACER** NG Scores: Reading 250+; and
3. Approval of a Nursing & Allied Health faculty advisor.

## Associate of Applied Science

### Emergency Medical Sciences - Paramedic, A.A.S.

#### Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 250+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. A copy of current EMT - A Certification Card; and
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

- a. Current CPR Certification (American Heart Association Health Care Provider);
- b. Functional Ability Acknowledgement Form;
- c. P.P.D. Skin Test or Chest X-Ray;
- d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
- e. Criminal background check and drug screen.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours: 9**

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours: 4**
- EMER 1111 - Basic EKG Interpretation **Credit Hours: 1**
- EMER 1112 - Clinical **Credit Hours: 2**
- EMER 1134 - Clinical Practicum I **Credit Hours: 4**
- EMER 1222 - Acute Cardiac Care **Credit Hours: 2**

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours: 4**
- EMER 1213 - Management of the Trauma Patient **Credit Hours: 3**
- EMER 1242 - Management of the Critical Care Patient **Credit Hours: 2**
- EMER 1244 - Clinical Practicum II **Credit Hours: 4**

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours: 3**
- EMER 1411 - Paramedic Competencies **Credit Hours: 1**
- EMER 1424 - Clinical Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 34

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- BIOL 2474 - Microbiology **Credit Hours: 4**

## Completion Award: Associate of Applied Science Degree 61

# Radiologic Technology, A.A.S.

## Suggested Program of Study

The Radiologic Technology program provides the didactic and clinical content required to prepare graduates to apply to write the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. The curriculum includes instruction in the art and science of using radiation to provide images of tissues, bones, and blood vessels of the human body.

Upon successful completion of the examination, graduates are certified as a Registered Radiographic Technologist, RT (R).

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, Illinois 60606-3182; (312) 704-5300; [www.jrcert.org](http://www.jrcert.org)

### ADMISSION REQUIREMENTS

1. Completion of all general admissions procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. Completion the required general education courses from an accredited college or university with a grade of "C" or above;
4. An ACT Score of 19 in each section, ACCUPLACER NG score of 250+; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion or test score validated exemption of all required developmental studies courses in English, Mathematics, and Reading;
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses);
7. Completion of a professional observation.; and
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:

Southeast Arkansas College  
Radiography Technology Program  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

### APPLICATION PROCEDURE DEADLINE

**Application deadline: 2<sup>nd</sup> Friday in April.** Classes are admitted annually in August. Class size is limited; all applicants are not accepted for participation.

Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

### ACCEPTANCE PROCEDURE

ACT or ACCUPLACER NG scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

After acceptance into the Radiologic Technology program, the student must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray;
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
3. Functional Acknowledgment Form; and
4. Criminal Background Check and drug screen.

Random drug screening may be utilized at any time during the course of the program at the student's expense. Individuals convicted of certain crimes may not be eligible to sit for the ARRT certification exam.

## Pre-Admission Requirements

\*Course must have been completed in the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**

## 1st Year - 1st Semester

- RAD1 1103 - Introduction to Radiologic Technology **Credit Hours: 3**
- RAD1 1173 - Radiographic Procedures I **Credit Hours: 3**
- RAD1 1223 - Radiographic Practicum I **Credit Hours: 3**
- RAD1 1233 - Radiographic Physics **Credit Hours: 3**

## 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- RAD1 1243 - Radiographic Procedures II **Credit Hours: 3**
- RAD1 1333 - Radiographic Practicum II **Credit Hours: 3**
- RAD1 1253 - Digital Imaging **Credit Hours: 3**
- RAD1 1443 - Principles of Exposure & Image Production **Credit Hours: 3**

## Extended Summer Term

### 8 Weeks

- RAD1 1434 - Radiographic Practicum III **Credit Hours: 4**

## 2nd Year - 1st Semester

- PSYC 2303 - General Psychology **Credit Hours: 3**
- RAD1 1343 - Radiographic Procedures III **Credit Hours: 3**
- RAD1 1444 - Radiographic Practicum IV **Credit Hours: 4**
- RAD1 1442 - Imaging Equipment **Credit Hours: 2**
- RAD1 2233 - Radiographic Pathology **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**
- RADI 1353 - Radiation Biology **Credit Hours: 3**
- RADI 2223 - Radiographic Evaluation **Credit Hours: 3**
- RADI 2444 - Radiographic Practicum V **Credit Hours: 4**
- RADI 2442 - Radiographic Total Quality Management **Credit Hours: 2**

## Extended Summer Term

### 8 Weeks

- RADI 2454 - Radiographic Practicum VI **Credit Hours: 4**

Completion Award: Associate of Applied Science Degree 79

## Registered Nursing, Generic Option (Level 1), A.A.S.

### Suggested Program of Study

The Registered Nursing Program, Generic Option, is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a Registered Nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. The Generic option requires students to complete coursework in fundamental skills already attained by the LPN/Paramedic.

The Generic RN Program Option is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Rd. NE, Ste. 850; Atlanta, GA, 30326. (404) 975-5000; [www.ACENursing.org](http://www.ACENursing.org), and is approved by the Arkansas State Board of Nursing (ASBN) 1123 S University Ave., #800, Little Rock Ar 72204.

**APPLICATION PROCEDURES & DEADLINE:** The application deadline is the 2<sup>nd</sup> (second) Friday in March. Classes are admitted in August. Class size is limited, and all applicants are not accepted for participation.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:

1. Documentation of current American Heart Association (AHA) CPR certification (Level C);
2. Acknowledgment of Functional Abilities Requirements;
3. Documentation of P.P.D. Skin Test or Chest X-Ray;
4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form;
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check;
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification; and
7. Criminal background check and drug screen.

A student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

### ADMISSION REQUIREMENTS:

1. High School Diploma (or GED Equivalency)
2. Complete all SEARK College Admission Requirements.
3. Hold a current unencumbered Arkansas Certified Nursing Assistant (CNA) License
4. Current American Heart Association (AHA) CPR Certification (Level C).
5. Accuplacer Reading Score 75; Next Generation Accuplacer scores of Reading 250 or Reading score on the ACT of a 19, or Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all pre-admission requirements courses.
7. Possess a 2.5 Grade Point Average. (Total quality points in the required general education courses are calculated determining admission status)
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Complete a Nursing and Allied Health Application form and submit to the Division of Nursing and Allied Health prior to the application deadline date.
11. Completion of the required nursing program TEAS entrance exam with a composite score of at least 50%

## Pre-Admission Requirements

### CNA Certification required for admission.

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**  
or
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \*\*\***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \*\*\***
- BIOL 2474 - Microbiology **Credit Hours: 4 \*\*\***

#### *Optional*

- CHEM 1434 - General Chemistry I **Credit Hours: 4 \*\*\***

\*\*\*Course must be completed within the past 5 years or less as a requirement for a completed degree.

## Fall 1st Year (Program Acceptance)

- NURS 1704 - Fundamentals of Nursing **Credit Hours: 4**
- NURS 1713 - Clinical Practicum: Fundamentals of Nursing **Credit Hours:**
- HOME 1323 - Basic Nutrition **Credit Hours: 3** (optional)
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## Spring 1st Year

- NURS 1724 - Medical Surgical Nursing I **Credit Hours: 4**
- NURS 1733 - Clinical Practicum -Medical Surg Nurs **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3** (optional)

## Summer 1st Year



- NURS 2514 - Medical Surgical Nursing II **Credit Hours: 4**
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours: 2**

## Fall 2nd Year

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours: 3**
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours: 2**
- NURS 2713 - Pediatric Nursing **Credit Hours: 3**
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours: 2**

## Spring 2nd Year

- NURS 2813 - Mental Health Nursing **Credit Hours: 3**
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours: 2**
- NURS 2914 - Complex Health Disorders **Credit Hours: 4**
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours: 2**
- NURS 2901 - NCLEX Prep **Credit Hours: 1**

## **Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.**

### Suggested Program of Study

This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

#### ADMISSION REQUIREMENTS:

1. Complete all SEARK College admission requirements.
2. Graduate from a state board approved practical nursing or paramedic program.
3. Hold a current unencumbered Arkansas LPN or Paramedic License.
4. Current American Heart Association (AHA) CPR certification
5. Provide Accuplacer Reading Score of 75, Next Generation Accuplacer score of 250 or ACT Reading score of 19 OR Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all per-admission requirement courses.
7. Possess a 2.5 GGrade POInt Average
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Completion of the required nursing program TEAS Entrance exam with a composit score of at least 50%
11. Provide Evidence of recent satisfactory work experience

The above information must be submitted to:

Southeast Arkansas College  
Attn: Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**APPLICATION PROCEDURE DEADLINE:** Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by: 2nd Friday in March.**

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Criminal background check and drug screen Arkansas State Police and FBI Criminal background check.\*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The LPN/LPTN to RN Transition program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Ste. 850; Atlanta, GA 30326, (404) 975-5000; [www.ACENursing.org](http://www.ACENursing.org) and approved by the Arkansas State Board of Nursing (ASBN) 1123 S. University #800, Little Rock, AR 72504.

## Pre-Admission Course Requirements

### **LPN/Paramedic Licensure required for Admission**

- ENGL 1313 - English Composition I **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- MATH 1233 - Technical Mathematics **Credit Hours: 3**
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \*\*\***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \*\*\***
- BIOL 2474 - Microbiology **Credit Hours: 4 \*\*\***

### **Optional**

- CHEM 1434 - General Chemistry I **Credit Hours: 4 \*\*\***
- SOCI 2313 - Introduction to Sociology **Credit Hours: 3**
- HOME 1323 - Basic Nutrition **Credit Hours: 3**

\*\*\*Course must be completed within the previous 5 years or less as a requirement for a completed degree

## Nursing Course Requirements

### Summer (Entry)

- NURS 2514 - Medical Surgical Nursing II **Credit Hours: 4**
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours: 2**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## Fall

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours: 3**
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours: 2**
- NURS 2713 - Pediatric Nursing **Credit Hours: 3**
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours: 2**

## Spring

- NURS 2813 - Mental Health Nursing **Credit Hours: 3**
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours: 2**
- NURS 2914 - Complex Health Disorders **Credit Hours: 4**
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours: 2**
- NURS 2901 - NCLEX Prep **Credit Hours: 1**

# Respiratory Therapist (RRT), A.A.S.

## Suggested Program of Study

This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in several clinical settings. The program incorporates the general education courses with the professional courses to prepare graduates for the expanded roles required for the respiratory care practitioner. Graduates are employed primarily in hospitals, but employment opportunities are also available with home health, skilled nursing facilities, physicians' offices, DME and home medical equipment sales. Graduates are eligible to apply for the practitioner exam offered by National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

*Commission on Accreditation for Respiratory Care*  
 264 Precision Blvd.  
 Telford, TN 37690  
 Office: (817) 283-2835 ext 107  
 Fax: (817) 354-8519

Graduates are eligible to sit for the entry-level NBRC exam (CRT), the written advanced-practitioner NBRC exam, and the clinical simulation NBRC exam.

## ADMISSION REQUIREMENTS

1. Completion of all general admissions procedures of the College;

2. Completion of the Nursing and Allied Health Technologies - Respiratory Care Application for Admission form;
3. Complete the required general education courses from an accredited college or university with a grade of "C" or above;
4. Reading Placement test scores of ACCUPLACER NG 250+ or ACT Reading Score of 19 or completion of course in developmental reading with a grade of "C" or better; or ACCUPLACER NG Writing 263+ and Math 256+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion of an observation through a respiratory care department; and
6. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.

The above information must be submitted to:

Southeast Arkansas College  
Nursing and Allied Health Technologies Division  
Respiratory Care Department  
1900 Hazel Street  
Pine Bluff, AR 71603

### **APPLICATION PROCEDURE DEADLINE**

Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation. Application deadline: 3rd Friday in March.

Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

### **ACCEPTANCE PROCEDURE**

ACT or ACCUPLACER NG scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Applicants that are selected for admission will be notified by letter. Upon acceptance into the Respiratory Care program students must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-ray;
  2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
  3. Functional Ability Acknowledgement Form; and
  4. Submit to a criminal background check and drug screen as covered in the NAH Department Policies.\*
- Random drug screening may be utilized at any time during the course of the program at the student's expense.

**\*NOTE: THE ASMB AND MOST OTHER STATES REQUIRE THAT ALL APPLICANTS FOR LICENSURE SUBMIT TO A CRIMINAL BACKGROUND CHECK PRIOR TO APPLYING FOR A LICENSE TO PRACTICE RESPIRATORY THERAPY. STUDENTS ACCEPTED INTO THE RESPIRATORY CARE PROGRAM WILL BE REQUIRED TO HAVE THIS BACKGROUND CHECK AND WILL BE REQUIRED TO PAY ALL ASSOCIATED FEES. THIS IS ADDITION TO THE CLINICAL PLACEMENT BACKGROUND CHECK**

\*Individuals convicted of certain crimes may not be eligible to sit for the National Board for Respiratory Care (NBRC) exams.

It is the student's responsibility to submit all documents required for clinical through the College's Clinical Requirements database Verified Credentials. The cost of the subscription Drug Screen and criminal Background check is the student's expense.

Program application can be found at

[http://seark.edu/sites/default/files/documents/nah/RRT\\_APPLICATION\\_201322.pdf](http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf)

## Pre-Admission Requirements

\*Course must have been completed in the past five (5) years or receive special permission for acceptance.

\*\*\*This course is for students who plan to enter the Respiratory Care program. To be considered for acceptance to the Program a passing grade of "C" or better must be achieved. Transferability of the course will be determined by the transferring institution. (College Algebra, College Chemistry I, College Physics I and Microbiology should be taken if planning to transfer to a 4-year institution.)

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3** or Higher Math
  
- PSYC 2303 - General Psychology **Credit Hours: 3**  
or
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**
  
- RESP 2414 - Respiratory Care Sciences **Credit Hours: 4 \*\*\***

## 1st Year - 1st Semester

(Fall)

- RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I **Credit Hours: 2**
- RESP 1423 - Respiratory Pharmacology **Credit Hours: 3**
- RESP 1335 - Equipment and Techniques I **Credit Hours: 5**
- RESP 1224 - Basic Assessment and Diagnostics (4 hour) **Credit Hours: 4**

## 1st Year - 2nd Semester

(Spring)

- RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II **Credit Hours: 2**
- RESP 1243 - Pulmonary Disease I **Credit Hours: 2**
- RESP 2213 - Equipment and Techniques II **Credit Hours:**
- RESP 2212 - Mechanical Ventilation **Credit Hours:**

## Extended Summer Term

8 Weeks

- RESP 2451 - Clinical Practicum II **Credit Hours: 1**
- RESP 2323 - Equipment and Techniques III **Credit Hours:**
- RESP 2322 - Advanced Monitoring Procedures Technique **Credit Hours:**

## 2nd Year - 4th Semester

**(Fall)**

- RESP 2343 - Neonatal & Pediatrics **Credit Hours: 3**
- RESP 2312 - Advanced Pharmacology **Credit Hours: 2**
- RESP 2462 - Clinical Practicum III **Credit Hours: 2**
- RESP 2363 - Critical Care **Credit Hours:**
- RESP 2253 - Pulmonary Disease II **Credit Hours:**
- RESP 2311 - Integration of Respiratory Theory/Practice **Credit Hours:**

## **2nd Year - 5th Semester**

**(Spring)**

- RESP 2502 - Professional Development **Credit Hours: 2**
- RESP 2473 - Clinical Practicum IV **Credit Hours: 3**
- RESP 2353 - Advanced Cardiopulmonary Care **Credit Hours: 3**
- ENGL 1323 - English Composition II **Credit Hours: 3**

**Completion Award: AAS Respiratory Care 81**

## **Surgical Technology, A.A.S.**

### **Suggested Program of Study**

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

### **APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

## **ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Technologies Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

## **Pre-Admission Requirements**

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## **1st Year - 1st Semester**

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- BIOL 2474 - Microbiology **Credit Hours: 4 \***
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**

## **1st Year - 2nd Semester**

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

### 8 Weeks

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

Completion Award: Technical Certificate 48

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**

Completion Award: Associate of Applied Science Degree 63

## Certificate of Proficiency

## Emergency Medical Responder (EMR), Certificate of Proficiency

### Required Courses

The Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS) system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care.

The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain and minimize the consequences of injury or sudden illness while awaiting or alongside advanced medical help.

This course will consist of lecture hours (4 per week to online) and laboratory hours (2 per week in class). There will also be clinical hours assigned with a minimum of 24 clinical hours mandatory.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.



All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Emergency Medical Responder Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Semester (8 weeks)

- EMER 1006 - Emergency Medical Responder **Credit Hours:** 6

Completion Award: Certificate of Proficiency 6

## Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency

### Required Courses

Emergency Medical Sciences EMT - Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects of patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, intravenous (IV) access, drug administration, advanced treatment of medical and trauma patients and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an AEMT.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Applicants must possess an unencumbered EMT license to practice in the state of Arkansas. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better;
3. Unencumbered EMT license to practice in the state of Arkansas; and
4. Completion of the EMT Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

**NOTE: This is a one-semester (16 weeks) course of study.**

- EMER 1019 - EMT - Advanced **Credit Hours:** 9

Completion Award: Certificate of Proficiency 9

## **Emergency Medical Sciences EMT-Basic, Certificate of Proficiency**

### **Required Courses**

Emergency Medical Sciences EMT-Basic is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an EMT-B.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited; and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION DEADLINE:** Classes are held each semester. The selection process for admission is open through general registration and is based on first-come, first enrolled basis until class capacity is reached.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading Scores: ACT 19; ACCUPLACER NG 263+, or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to begin classes:

- a. Functional Ability Acknowledgement Form;
- b. P.P.D. Skin Test or Chest X-Ray;
- c. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
- d. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Semester (16 Weeks)

- EMER 1009 - EMT Basic **Credit Hours: 9**

Completion Award: Certificate of Proficiency 9

## Medical Coding, Certificate of Proficiency

## Suggested Program of Study

The Medical Coding program is designed to prepare students with the knowledge and skills required for basic medical coding. Students receive an in-depth introduction and practice in procedural coding using the ICD 10-CM/PCS and CPT-4 classification systems. Emphasis is placed on the purpose of coding, definitions of key terms, accurate application of coding principles, and an overview of the impact of prospective reimbursement on the function of coding, principles of classification systems, nomenclatures, indexes, and registers. Students develop coding competency in both hospital and physician practice settings.

Upon completion, students are eligible to sit for the Certified Coding Associate (CCA) exam offered by the American Health Information Association (AHIMA).

\*Certificate of Proficiency

### 1st Year - 1st Semester

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**
- HEAL 1413 - Basic Coding and Classification Systems **Credit Hours: 3**
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

### 1st Year -2nd Semester

- HEAL 1343 - Disease Processes **Credit Hours: 3**
- HEAL 1513 - Intermediate Medical Coding Principles **Credit Hours: 3**

Completion Award: Certificate of Proficiency

## Nursing Assistant, Certificate of Proficiency

### Required Courses

The Nursing Assistant/Home Care Aide program focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed on assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control.

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours, students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program, students will receive a Nursing Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines.

A grade of "C" is required for passing.

## Admission Process

**COURSE OPTIONS:** Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements. General and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook;
2. Completion of the ACT exam with a Reading score of 19, or ACCUPLACER NG score of 250+, or Accuplacer classic score of 75 or completion of a course in developmental reading with a grade of "C" or better;
3. Approval of a Nursing & Allied Health faculty advisor; and
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

**APPLICATION PROCESS:** Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ACCEPTANCE PROCEDURE:** Upon acceptance to the program, individuals are required to submit the following health information as evidence of being free of any communicable disease prior to beginning classes.

1. Functional Ability Acknowledgment Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
4. Criminal background check.
5. Flu Shot
6. Drivers License

Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Office of Long-Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view [www.seark.edu](http://www.seark.edu) - Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours: 7**

Completion Award: Certificate of Proficiency: Nursing Assistant

## Phlebotomy Technology, Certificate of Proficiency

## Required Courses

The Phlebotomy Technology program is a one-semester program that introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from an adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content.

Phlebotomists may seek employment in inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Program graduates may apply to seek certification through the American Society for Clinical Pathology (ASCP) or the National Health Career Association (NHA).

The Phlebotomy Technology program is Approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; (773)714-8880; [www.naacls.org](http://www.naacls.org).

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements.

### **ACCEPTANCE PROCEDURE:**

1. Completion of all general admission procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum acceptable scores: ACT Reading 19; ACCUPLACER NG Reading 263+, or completion of a course in Developmental Reading;
3. Completion of the Nursing and Allied Health Application for Admission form;
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission);
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification; and
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student's expense.

**This is a one-semester course of study.**

- HEAL 1113 - Medical Terminology **Credit Hours: 3**
- HEAL 1216 - Introduction to Phlebotomy **Credit Hours: 6**

Completion Award: Certificate of Proficiency 9

## Sterile Processing, Certificate of Proficiency

### Course Requirements

The Sterile Processing program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization and packaging techniques. The sterile processing technician perform essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile Processing Distribution (CBSPD) certification exam.

- SURG 1014 - Sterile Processing **Credit Hours: 4**

Completion Award: Certificate of Proficiency 4

## Technical Certificate

## Emergency Medical Sciences - Paramedic, Technical Certificate

### Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 263+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher. A copy of current EMT - A Certification Card; and
4. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Technologies Division

1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

- a. Current CPR Certification (American Heart Association Health Care Provider);
- b. Functional Ability Acknowledgement Form;
- c. P.P.D. Skin Test or Chest X-Ray;
- d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
- e. Criminal background check and drug screen.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours: 9**

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours: 4**
- EMER 1111 - Basic EKG Interpretation **Credit Hours: 1**
- EMER 1112 - Clinical **Credit Hours: 2**
- EMER 1134 - Clinical Practicum I **Credit Hours: 4**
- EMER 1222 - Acute Cardiac Care **Credit Hours: 2**

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours: 4**
- EMER 1213 - Management of the Trauma Patient **Credit Hours: 3**
- EMER 1242 - Management of the Critical Care Patient **Credit Hours: 2**
- EMER 1244 - Clinical Practicum II **Credit Hours: 4**

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours: 3**
- EMER 1411 - Paramedic Competencies **Credit Hours: 1**
- EMER 1424 - Clinical Practicum III **Credit Hours: 4**



## Completion Award: Technical Certificate 34

### Health Sciences, Technical Certificate

#### Suggested Program of Study

The Health Sciences technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are a prerequisite for acceptance into nursing and other health science majors.

The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula.

Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19; or **ACCUPLACER** NG Scores: Reading 263+, Writing 263+, and Math 256+; and
3. Approval of a Nursing & Allied Health faculty advisor.

#### 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**
- EDUC 1313 - Strategies for College Success **Credit Hours: 3**

#### Choose ONE of the following courses

\* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2226 - Anatomy and Physiology for Health Professions **Credit Hours: 6 \***
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4**

#### 2nd Semester

##### Required Courses

- ENGL 1323 - English Composition II **Credit Hours: 3**
- BIOL 2474 - Microbiology **Credit Hours: 4**

#### Choose ONE of the following courses

\* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2232 - Anatomy & Physiology Lab for Health Professions **Credit Hours: 2 \***

- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4**

Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours: 3**
- PSYC 2323 - Developmental Psychology **Credit Hours: 3**

Choose ONE of the following courses

- HEAL 1113 - Medical Terminology **Credit Hours: 3**
- An Approved General or Technical Studies Elective **Credit Hours: 3**

Completion Award: Technical Certificate 30

## Practical Nursing, Technical Certificate

### Suggested Program of Study

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted in August and January. Class size is limited, and all applicants are not accepted for participation.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

Application Deadline: August Admission - 2nd Friday in March

January Admission - 1st Friday in October

ADMISSION REQUIREMENTS: General and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Placement test scores: Reading, ACCUPLACER 78, ACT 19; or completion of a developmental reading course with a grade of "C" or better; ACCUPLACER Writing 83 and Math 70, completion of required developmental courses based on placement scores, or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
5. Current state certification as a Certified Nursing Assistant (CNA).
6. Nursing entrance test scores on file.

The above information must be submitted to:

Southeast Arkansas College  
Attention: Nursing & Allied Health Technologies Division  
1900 Hazel Street  
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or ACCUPLACER scores are reviewed to determine acceptance into the program. Students who have successfully completed remedial courses in math, reading or English will also be considered. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Practical Nursing program, the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for an entire period of enrollment.
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Criminal background check and drug screen results on file.
5. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have state and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Practical Nursing program is an interdisciplinary practical nursing program is designed to provide a beginning point for individuals seeking upward mobility in the nursing profession. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN), and/or physicians in the cooperating clinical facilities.

Certified Nursing Assistants (CNA) are eligible for acceptance into the Practical Nursing program. The CNA who possesses current State of Arkansas Certification receives direct articulated credit in lieu of repeating the course.

The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician's offices, and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field.

Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

## Summer Session

\*Courses must be completed within the past 5 years or receive special permission for acceptance

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours: 7**

## 1st Year - 1st Semester

### MODULE I (1st 8-Weeks)

- PNUR 1138 - Fundamental Nursing Concepts and Skills I **Credit Hours: 8**
- PNUR 1111 - Vocational Legal and Ethical Concepts **Credit Hours: 1**
- PNUR 1161 - Nursing Care of the Geriatric Client **Credit Hours: 1**

## Module II (2nd 8-Weeks)

- PNUR 1245 - Fundamental Nursing Concepts and Skills II **Credit Hours: 5**
- PNUR 1211 - Pharmacology Concepts & Applications **Credit Hours: 1**

## 1st Year - 2nd Semester

### MODULE III

- PNUR 1317 - Medical Surgical Nursing & Clinical I **Credit Hours: 7**
- PNUR 1232 - Nursing Care of Mothers and Infants **Credit Hours: 2**
- PNUR 1242 - Nursing Care of Children **Credit Hours: 2**
- PNUR 1321 - Nursing Care of the Mentally Ill **Credit Hours: 1**

## Summer Session

### MODULE IV (8-Weeks)

- PNUR 1417 - Medical and Surgical Nursing & Clinical II **Credit Hours: 7**

Completion Award: Technical Certificate (Nursing Course Requirements)  
50

## Surgical Technology, Technical Certificate

### Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

### APPLICATION PROCEDURE AND DEADLINE

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Technologies Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

## Pre-Admission Requirements

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4 \***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4 \***
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## 1st Year - 1st Semester

\*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**
- BIOL 2474 - Microbiology **Credit Hours: 4 \***

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

### 8 Weeks

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

Completion Award: Technical Certificate 48

## Drug Testing

The Student Drug Testing Administrative Rule of Southeast Arkansas College (SEARK) requires some programs in the Divisions of Nursing and Allied Health (NAH) and Technical Studies Programs to require drug testing for admission to the program and to conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiologic Technology. The drug policy applies to the following Technical Programs: Air Conditioning and Refrigeration Technology, Early Childhood Paraprofessional Technology, Electrical Mechanical Systems Technology, and Welding Technology. All applicants to these programs must complete a drug screen prior to entry/registration. Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the program. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Technical Studies programs require drug testing prior to registration of any Technical Course listed in the degree plans mentioned above. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

Students drug testing prior to program entry and random testing during the course of the programs will be at the student's expense.

## Drug-Free Campus And Workplace

Southeast Arkansas College is committed to providing a drug-free campus/workplace and will assist authorities in enforcing all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of drugs and alcohol. Offenders will be expelled from college and be subject to prosecution.

## Educational Records

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Arkansas Freedom of Information

Act, Ark. Code Ann. §25-19-105 (b) (2). No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

## Enrollment Status

Students may receive financial aid while enrolled full-time or for an approved part-time course of study. However, financial aid awards for less than full-time enrollment may be less than the full-time award. In general, all full-time students must be enrolled in at least twelve (12) semester credit hours each semester. Students enrolled in less than 12 semester credit hours will be evaluated as follows:

- 9 to 11 credit hours is three-quarter-time; 6 to 8 hours is half-time; and
- 3 to 5 hours is less-than-half-time.

Students receiving private or state financial assistance should refer to the specific program guidelines for enrollment definitions and requirements.

## Enrollment Status For Federal Student Aid

You must be enrolled as a regular student in order to receive financial aid. Federal programs use the following to determine enrollment status:

- 1 to 5 credit hours = less-than-half-time enrollment
- 6 to 8 credit hours = half-time enrollment
- 9 to 11 credit hours = three-quarter-time enrollment
- 12 or more credit hours = full-time enrollment

You are not required to be enrolled full-time to receive assistance under the federal programs. Federal aid may be prorated to fit the enrollment status above.

## Equal Opportunity/Affirmative Action Statement

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact:

Affirmative Action/Equal Opportunity Officer  
c/o President's Office  
Southeast Arkansas College  
1900 Hazel Street  
Pine Bluff, AR 71603  
(870) 543-5900 or 1-888-732-7582 Toll-Free

## Estimate Of Expenses

The following figures represent estimated costs that a full-time Arkansas resident student taking 15 hours will incur while attending SEARK College.

<b>Regular Term</b>	<b>Semester</b>	<b>Year</b>
Tuition	\$ 1,440	\$ 2,880
Assessment Fee	5	10
Technology Fee	150	300
College Services Fee	120	240
Infrastructure Fee	90	180
Security Fee	60	120
Student Activity Fee	60	120
Books and Supplies	650	1,300
Transportation	<u>1,500</u>	<u>3,000</u>
Total	\$4,075	\$8,150

Additional costs may include internet course fees, allied health professional fees, personal expenses such as Room and Board and other discretionary spending expenses.

## Evaluation Of Academic Progress

There will be a full review of academic progress at the end of each fall, spring, and summer semester and/or during the application process. At that time, a student will be in good standing, be placed on financial aid warning, or denied financial assistance. The student must meet all three satisfactory academic progress requirements (67% completion rate, 2.00 GPA, and maximum time frame) to be considered in good standing for financial aid. Students placed on financial aid warning or denial will be notified in writing.

## Faculty

### Adult Education Grants

Chaketa Alexander, Project/Program Specialist

B.A. - University of Arkansas at Pine Bluff  
M.A. - Webster University

Dr. Janice Cook, Acting Director

B.A. - University of Michigan  
M.B.A. - University of Phoenix  
Ph.D. - Wayne State University

Lashuna Davis, SNAP E&T Coordinator



B.S. - University of Arkansas at Pine Bluff

Fannie Jackson, Administrative Specialist II

B.S. - University of Arkansas at Pine Bluff

M.Ed. - Kaplan University

Deborah Lathan, Instructor

B.Ed. - Kansas State University

Kelly McGhee, Administrative Analyst

M.Ed. - Kaplan University

Brittany Neal, Project/Program Specialist

B.S. - University of Central Arkansas

John Pennington, WAGE Coordinator/Instructor

M.Ed. - University of Arkansas

LaRhonda Sullivan, Career Coach

M.Ed. - University of Arkansas at Little Rock

### **Early Headstart Grant**

Stephanie Gay, Assistant Teacher

A.A. - Southeast Arkansas College

Sarah Perry, Lead Teacher

B.S. - University of Arkansas at Pine Bluff

### **General Studies**

Dr. Mark Shanley, Dean

A.S. - San Antonio College

B.S. - Texas A&M University

Ph.D. - Texas A&M University

Karen Ford, Administrative Specialist II

A.A. - Southeast Arkansas College

Sonya Baker, Instructor - Biology

B.S. - Philander Smith College

M.A. - Central Christian University

M.A. - Arkansas State University

Nova Goosby, Instructor - Biology

B.S. - Philander Smith College  
M.S. - Arkansas State University

Dr. William Layher, Instructor - Biology

B.S.E. - Emporia State University  
M.S. - Emporia State University  
Ph.D. - Oklahoma State University

Beverly Montgomery, Instructor - English

B.A. - University of Arkansas at Pine Bluff  
M.A. - Ohio State University

Mary Treglown, Instructor - English

B.A. - University of Arkansas at Monticello  
M.S.E. - University of Arkansas at Pine Bluff

Dan Wessell, Instructor - General Studies

B.S. - Oral Roberts University  
M.Div. - Liberty University

Christopher Harrod, Instructor - History/Philosophy

B.A. - University of Arkansas at Monticello  
M.A. - University of Arkansas at Monticello

Tracy Harrell, Instructor - Mathematics

B.S. - University of Arkansas at Pine Bluff  
M.S. - University of Arkansas at Little Rock

Greg Madden, Instructor - Mathematics

B.S.E. - University of Central Arkansas  
M.S.E. - University of Central Arkansas

Rachel Scott, Instructor - Mathematics

B.S. - University of Arkansas at Pine Bluff  
M.S. - University of Arkansas at Pine Bluff

Jo Jackson, Instructor - Psychology/Sociology

B.S. - Troy University  
M.S. - Walden University

### **Nursing and Allied Health**

Joyce Scott, Dean

A.S. - Arkansas State University  
B.S.N. - University of Arkansas at Pine Bluff  
M.S.N. - University of Central Arkansas

Shannon Nolden, Administrative Specialist II

Scott Gann, EMT Coordinator/Instructor - EMT/EMS

A.A.S. - Arkansas State University

John Millwood, Instructor - EMT/EMS

EMT-B - Pines Vocational Technical School

EMT-P - Great Rivers Vocational Tech

A.A.S/A.A. - University of Arkansas at Monticello

Sheila Brown, Instructor - Nursing Assistant

T.C.P.N. - Phillips Community College

Stephanie Guy, Instructor - Nursing Assistant

R.N. - University of Arkansas at Pine Bluff

B.S.N. - University of Arkansas at Pine Bluff

Laurell Hall, Instructor - Practical Nursing

A.A.S. - Southeast Arkansas College

Tonya McBride, Instructor - Practical Nursing

T.C.P.N. - Southeast Arkansas College

A.A.S. - Southeast Arkansas College

B.S.N. - University of Arkansas at Little Rock

M.S.N. - University of Phoenix

Tasha Woods, Instructor - Practical Nursing

A.A.S. - Southeast Arkansas College

B.S.N. - University of Texas at Arlington

Tommy Nix, Instructor - Radiological Technology

B.S. RT(R) - University of Arkansas for Medical Sciences

Tina Pierce, Coordinator/Instructor - Radiological Technology

B.S. - University of Central Arkansas

R.T. - JPMC School of Radiological Technology

M.A. - University of Arkansas at Pine Bluff

Blake Barnes, Coordinator/Instructor - Respiratory Therapy

A.A.S. - Southeast Arkansas College

B.S. - University of Arkansas at Little Rock

Don Richter, Clinical Coordinator - Respiratory Therapy (*joint appointment with AHEC-PB*)

R.R.T. - Memorial Center School of Respiratory Therapy

B.S. - Illinois State University

Janelle Smith, Director - Respiratory Therapy

A.A. - Southeast Arkansas College  
B.S. - University of Arkansas for Medical Sciences

Mary Davis, Instructor - RN Programs

L.P.N. - Pines Vocational Technical College  
R.N. - University of Arkansas at Pine Bluff  
B.S.N. - University of Arkansas at Pine Bluff  
M.S.N. - University of Phoenix

Tamekia Allen, Instructor - Surgical Technology

A.A.S. - Southeast Arkansas College  
C.S.T. - Certified Surgical Technologist

Brynn Walker, Instructor - Surgical Technology

A.A.S. - Southeast Arkansas College

### **Technical Studies**

Lyric Seymore, Dean

B.S. - University of Arkansas at Pine Bluff

Jenny McVay, Administrative Specialist II

A.A.S. - Southeast Arkansas College

John Pyland, Instructor - Air Conditioning and Refrigeration Technology

Amanda Ginger, Instructor - Business Technology

B.S. - Arkansas State University  
M.B.A. - Arkansas State University

Cardell Meadows, Jr., Instructor - Business Technology

B.S. - University of Arkansas at Pine Bluff  
M.B.A. - University of Arkansas at Pine Bluff

Kumar Ray, Instructor - Business Technology

B.S. - University of Calcutta  
L.L.B. - University of Calcutta  
M.B.A. - East Texas State University

Rodney Ballard, Jr., Instructor - Computer Information Technology

B.S. - University of Arkansas at Pine Bluff  
M.S. - University of Arkansas at Pine Bluff

Scott Adams, Instructor - Computer Network Technology

A.A.S. - Louisiana Tech College  
B.S. - Louisiana Tech University

Greg Shapiro, Instructor - Criminal Justice Technology

B.A. - University of Arkansas at Little Rock

Leslie Shaw, Coordinator/Instructor - Early Childhood Development Technology

B.S. - University of Arkansas at Pine Bluff

M.S. - University of Arkansas

Dr. Faycal Znidi, Instructor - Electromechanical Systems Technology

B.S.E.E. - University of Tennessee-Chattanooga

M.E. - University of Tennessee-Chattanooga

M.M.E.E. - University of Tennessee - Chattanooga

D.E. - University of Arkansas at Little Rock

Iry Rice, Instructor - Welding, Mechanics and Electronics

B.A. - University of Phoenix

M.B.S. - University of Phoenix

Russell Carnes, Instructor/Math Specialist - TRIO Grant

B.S. - University of Arkansas at Pine Bluff

Terry Harden, Education Counselor - TRIO Grant

B.S. - Southern Arkansas University

M.Ed. - Southern Arkansas University

Nancy Pearce, Director - TRIO Grant

B.S. - University of Arkansas at Monticello

M.A. - University of West Florida

Katrina Tate, Instructor/Language Specialist - TRIO Grant

B.A. - University of Arkansas at Pine Bluff

Errica Williams, Administrative Specialist II - TRIO Grant

A.A.S. - Southeast Arkansas College

Alison Hunthorp, Administrative Specialist II - Workforce Development

B.A. - Florida Southern College

Wanda Lindsey, Director - Workforce Development

B.S. - Southern Illinois University

M.S. - University of Arkansas

Jeffrey Pulliam, Business and Community Coordinator - Workforce Development

B.S. - University of Arkansas at Monticello

## **Federal Student Aid Financial Aid Funds Disbursement Policy**

1. Federal financial aid is disbursed to the student one or more times throughout each semester starting four to six weeks after the beginning of classes. **Exception: First-time, first-year students will be subject to A 30 day delayed disbursement of student loan funds as per federal regulations requiring a 30-day delay.**
2. Before a payment is made to a student, that student's records are reviewed to determine that the student has been making satisfactory academic progress and is still eligible for the award. The Federal Pell Grant funds are then disbursed to the student on the scheduled disbursement date. Students are responsible for ensuring that the College has the correct mailing address so that correspondence and/or mailed disbursement checks are sent to the correct address.
3. A student must attend classes in order to be eligible for Federal Student Aid funds. If one or more instructors report that a student has not attended class, resulting in a change in the student's enrollment status, the Financial Aid Office must recalculate the student's aid based on the lesser enrollment status. If funds have already been disbursed, the student is responsible for repayment of the portion of the funds for which he/she was not eligible.
4. A separate disbursement of funds may be necessary for second eight-week enrollment when it affects the total enrollment status for the semester. Funds will be disbursed based on the coursework that starts at the beginning of the semester. A subsequent disbursement will be issued at a later date for coursework beginning at midterm.
5. For example, if a student enrolls in twelve credit hours, nine credit hours start at the beginning of the semester and three credit hours start at midterm, funds will be disbursed for nine credit hours on the regularly scheduled disbursement date. A separate disbursement will be processed for three credit hours, the second eight-week course, once attendance in that class has been verified.
6. In addition, no awards or disbursements of federal student aid funds will be made until a student's financial aid information file is complete, a valid FAFSA report is on file in the Financial Aid Office, and all conflicting information is resolved.
7. Southeast Arkansas College is on a semester basis and uses the semester as a payment period. An academic year is defined as two semesters, fall and spring. Semesters are 16 weeks long. Enrollment is measured in semester credit hours, with 12 hours considered full-time. Summer is called a trailer because it follows the fall and spring semesters and is a part of the preceding academic year.
8. Federal regulations require multiple disbursements of student loans. No installment amount may exceed one-half of the loan requested. The College disburses student loans in **two installments each semester**. The first disbursement occurs after attendance is verified and the second installment is the midway point of the semester.

## Federal Student Loans

Student loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent (PLUS) Loan.

To apply for a student loan, a student must first complete the FAFSA. The subsidized loan is considered first because the federal government pays the interest on the loan while the student is enrolled in school at least half-time and during the six-month grace period. The unsubsidized loan is considered next, and the borrower will be responsible for the interest on the loan. Parents wishing to borrow a PLUS Loan for their dependent child's educational costs may borrow up to the Cost of Attendance less any other anticipated financial aid awards.

Student loan interest rates are set each year by Congress. As of July 1, 2017, interest rates for both subsidized and unsubsidized loans is set at 4.45%. Another cost of borrowing under the Direct Loan programs is the origination fee, which is currently 1.066%, effective October 1, 2017. The Parent PLUS Loan has an origination fee of 4.264% for loans disbursed on or after October 1, 2017. The Financial Aid Office has many forms of printed information that may be used to make an informed decision about borrowing money for educational costs. A helpful internet website is <http://studentaid.ed.gov>. Interest rates for the upcoming year are announced on or before July 1 each year.

**Loan Limits:** The maximum subsidized loan allowable for the classification of freshman is \$3,500 per year, and the maximum subsidized loan allowable for the classification of sophomore is \$4,500 per year. In addition, dependent

students may borrow an additional \$2,000 in unsubsidized loan funds each year. For independent students and dependent students whose parents were denied a PLUS Loan (due to adverse credit or other documented exceptional circumstances), the annual loan limit for additional unsubsidized loan funds is \$6,000 a year.

1. In order to complete an application for a student loan, a borrower must have completed the FAFSA. Before completing the student loan application, a student must complete a Student Loan Entrance Interview. This interview is available online at <https://studentloans.gov> and explains all of the rights and responsibilities for a student loan.
2. Federal student loan requests are based on grade level, annual borrowing maximums, and total loan limits. Students are encouraged to borrow only what is needed to pay for educational expenses. Loans may be certified for less than the maximum amount for the grade level.
3. Federal student loan requests must be prorated if a student's academic program is shorter than an academic year or when a student is enrolled in a program that is one academic year or more in length but the remaining period of study is shorter than an academic year. No changes will be made after certification. Students enrolled less than half-time are not eligible to receive a student loan.
4. Loan maximums are for a calendar year. A student, if eligible, may borrow the applicable yearly maximum loan amount during a period between July 1 and June 30.
5. For loan-borrowing purposes, a freshman is considered to be anyone who has successfully completed up to 29 semester credit hours. A sophomore is anyone who has successfully completed 30 or more credit hours.
6. First-year, first-time borrowers may not collect the proceeds of their first loan disbursement until 30 days after the beginning class day for their first semester of enrollment.
7. Loan applications must be completed by the student and the Southeast Arkansas College Financial Aid Office before the last full week of the semester. After this time, the Financial Aid Office cannot guarantee that the loan certification or origination will take place within the required timeframe for an eligible late disbursement to be made.
  - Developmental coursework prepares a student for college-level work. If a student is enrolled solely in developmental courses, he/she is not considered to be enrolled in an eligible program for the receipt of FSA funds (including student loans). However, if the student is admitted into an eligible degree program and takes developmental coursework within that program, he/she is considered to be a regular student and may receive student loan funds, even if he/she is taking all developmental courses before enrolling in any regular classes.
  - Students with a prior student loan balance will be subject to the loan limits of the various loan programs for the current classification (freshman, sophomore). Transfer students must transfer a minimum of 30 credit hours toward their degree at Southeast Arkansas College in order to borrow at the sophomore level. Students with a loan balance above the maximum annual or aggregate loan limit may not apply for additional student loan funds.

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a type of campus-based aid which is awarded to students who are eligible to receive Federal Pell Grant and have "exceptional financial need." SEARK College awards FSEOG to its Pell recipients with the lowest Expected Family Contributions (EFCs) on a first-come, first-served basis. The maximum annual award is \$500.00 (or \$250.00/semester, fall & spring only) for students who are enrolled in at least six (6) credit hours. Priority is given to those students who have a zero EFC. If additional funds are available, they are awarded to the students who have the next-to-lowest EFCs, according to the date their FAFSAs were submitted. Seark College's priority deadline is April 15th each year and is advertised in the Student Handbook, on line at the College's website, and emphasized during the FAFSA renewal on-campus activities held in March of each year.

## **Federal Work Study Student Employment**

Southeast Arkansas College participates in the Federal Work-Study program. Federal Work-Study is a campus-based program that provides part-time, on-campus employment or off-campus employment in community service activities. Student workers may work a maximum of 20 hours per week. An institution of higher learning must pay students employed under the Federal Work-Study program at least the federal minimum wage or the state minimum wage, whichever is higher. Effective January 1, 2019, the Arkansas minimum wage is \$9.25 per hour.

Federal Work-Study is need-based and eligibility is determined using information from the FAFSA report. Students applying for Work-Study must be maintaining Satisfactory Academic Progress and must be enrolled a minimum of six semester credit hours.

Applications for Federal Work-Study jobs are available from the Financial Aid Office. The completed application should be presented to the Financial Aid Office for eligibility verification. The application will then be forwarded to the Federal Work-Study program administrator for consideration of employment.

## Financial Aid & Student Affairs

Financial aid is available to assist students who have a demonstrated financial need, or who can show an academic or special talent. Awards are available in various forms (grants, scholarships, or part--time employment) from federal, state, institutional, or private funds. To apply for financial assistance, contact the Office of Financial Aid and Scholarships.

*Students must reapply for financial aid each academic year.*

Financial aid helps students pay for their education. Financial aid is not limited to just one kind of financial aid. Students are encouraged to apply for all types of available financial aid. Many sources of financial aid may be added together as long as the total does not go over the **Cost of Attendance**. The Cost of Attendance includes tuition, fees, books, room and board, transportation and other miscellaneous personal expenses.

Students are not required to be enrolled full-time to receive Federal Pell Grant, FSEOG, and student loans. However, if you are enrolled less than full-time, your award(s) will be based on the number of hours of enrollment. All hours that are included in the calculation must lead directly to a Southeast Arkansas College technical certificate or associate degree. Some awards require a minimum of six (6) semester hours in order to be eligible for the funds.

Sources Of Financial Aid	Estimate Of Expenses
Applying For Federal Student Aid	Payment Of Tuition, Fees, And Books
Student Status -- Dependent Or Independent?	Credit Balance Policy
Verification Of Financial Information For FAFSA	Satisfactory Academic Progress Requirements
How Eligibility Is Determined	Policies For Satisfactory Progress (Special Conditions)
Federal Supplemental Educational Opportunity Grant (FSEOG)	Satisfactory Progress Appeal Procedures
Academic Year	Federal Student Aid Financial Aid Funds Disbursement Policy
Payment Period	Repayment Of Federal Student Aid Funds
Enrollment Status For Federal Student Aid	Student Rights For Financial Aid
Applying For State Grants And Scholarships	Student Responsibilities For Financial Aid



Transfer Students Applying For Financial Aid

Federal Work Study Student Employment

Notification Of Award

Federal Student Loans

Purchasing Books With Financial Aid

State Financial Aid Programs And Scholarships

Summer Aid

Seark College Institutional Scholarships

Deadlines For Selected Financial Aid Applications

Seark College Tuition Waivers

Cost Of Attendance

Other Scholarships For Seark Students

Other Financial Aid Resources

## Fire

In the case of a fire, a fire alarm will sound or your building will be notified through the College telephone system. Fire extinguishers are provided throughout campus buildings. When an extinguisher is used, the Building and Grounds Supervisor should be notified, and the extinguisher should not be replaced until it has been recharged.

## Food Court

The Shark Attack Food Court provides students with a fun, friendly atmosphere where they can relax between classes and catch a quick bite. It is located next to the College's Bookstore in the College Hall-Commons. The Food Court, open for breakfast and lunch, sells a wide variety of fast foods, pizza, salads, fruits, and desserts. The Shark Attack is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Students can purchase Meal Cards at the Barnes and Noble Bookstore using cash, student financial aid, or credit cards. The Meal Cards allow students to eat in The Shark Attack the entire semester and are sold at a reduced price, based on an average cost per meal for an entrée, side, and a drink.

## Foundation Board Of Directors

Rosalind M. Mouser, Chair  
Janice Acosta, Vice-Chair  
Jerlene L. Washington, Secretary  
David Smoke, Treasurer  
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Tavante Calhoun  
Joe Clement  
Nick Cox  
Tim DeJarnette  
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Annette Kline  
Rachel Miller  
Bruce Mitchell  
Floretta Scott  
M. Daryl Scott

# Free Expression Policy

SEARK supports free expression as denoted in the First Amendment to the United States Constitution. The College in no way supports, fails to support, agrees, or disagrees with ideas that are voiced in the Free Expression Area; but the college makes provisions for the expression of diverse viewpoints in an academic setting.

## Procedure

1. SEARK has arranged for an area on campus to be set aside as a Free Expression Area; Student Affairs Office has designated the location behind the Student Service building for this purpose.
2. The Free Expression Area can be used during the following times: Monday through Thursday 11:00 a.m. - 1:00 p.m. and 5:30 p.m. - 7:30 p.m. and Friday 11:00 a.m. - 1:00 p.m.
3. Student, academic, and administrative activities are given priority when scheduling events.
4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a *Free Expression Area Application* to Student Affairs Office at least three working days prior to using the area.
5. All applications/publicity must be approved by Student Advocate Appeals Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Vice President for Student Affairs, the Director of Physical Plant, and the applicant.
6. Individuals using the Free Expression Area should carry a copy of the approved *Free Expression Area Application* during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from the buildings on campus.
8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the *Free Expression Area Application* is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

# Fresh Start Option--Petition for Removal of Unearned F's

## Fresh Start Option--Petition for Removal of Unearned F's

The Fresh Start Option permits a one-time fresh start for students who received an Unearned F in more than one course during one semester. Students will submit a letter of petition to the Vice President for Academic Affairs and the Vice President for Student Affairs which enumerates the reasons the unearned F's for the semester in question should be removed from the calculation of GPA. The reasons must detail a legitimate reason for failing to withdraw from the courses in which the unearned F's were awarded.

If approved by both Vice Presidents, all courses and grades remain on the student's academic record with an additional notation of when the Fresh Start Option is in effect and which grades are not incorporated in the GPA.

- Fresh Start Option may be used only once.
- Fresh Start Option does not apply to any completed degree or certificates.
- A student must satisfactorily complete a minimum of 9 credits after being granted the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors.

# Gaming Club Of Seark College

The primary purpose of this organization is to provide a means for students passionate about gaming to meet and get to know each other as well. This organization will also host and plan gaming events/movie events for SEARK students. Membership is open to any current SEARK student. Must attend the College at least part-time for the current semester with a minimum of 2.0-grade point average (GPA).

## General Information

Privacy Rights Of Student	Bomb Threats
Substance And Drug Abuse Prevention Policy	Paging Devices (Beepers)
Smoke-Free Campus	Cellular Telephones
Student Commons	Telephone Calls And Messages
College Office (Business) Hours	Children On Campus
Computing Services Helpdesk	Litter-Free Campus
Student E-Mail	Lost And Found
Student Parking	Student Dress
SEARKalert System	Classroom And Department Guidelines
Timely Warning	Accidents
Inclement Weather Policy	Security
Tornado Alert	Video Surveillance
Fire	Technology Use Policy

## Grade Point Average Requirement

Students must maintain an overall minimum 2.00-grade point average (GPA) during all periods of enrollment. The financial aid GPA may be different from the academic GPA on grade reports and/or transcripts if developmental courses were taken. This is because financial aid includes developmental courses in the calculation of GPA and the College Registrar does not. For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's financial aid GPA.

## Grade Reports

Grades are available on WebAdvisor on the SEARK College website approximately (5) five business after the last day of finals.

## Grades

The VA pays for all the following grades: "A", "B", "C", "D" and "F". Grades not covered for VA payment are "Unsatisfactory" (U), and "Audit" (AU).

If you receive an Incomplete ("I") grade, and the "I" grade is not converted to a letter grade within 30 days from the last day of the term it was received in, your VA payment will be retroactively reduced back to the first day of the term it was received. You may not re-register for a course you received an "I" grade in for payment (unless a full year has gone by and the VA has already reduced your benefit payment). You must complete an "I" grade on your own.

## Grades And Grade Points

Southeast Arkansas College uses the following system of grading:

	Grade	Percent	Quality Points
A	90-100%	(Excellent)	4 quality points
B	80- 89%	(Good)	3 quality points
C	70- 79%	(Average)	2 quality points
D	60- 69%	(Passing)	1 quality points
F	59/below	(Failing)	0 quality points
AU	Audit		0 quality points
S	Satisfactory and Credit		0 quality points
U	Unsatisfactory		0 quality points
W	Withdrawal		0 quality points
I	Incomplete		0 quality points

**NOTE:** The S, U, AU, W, and I are disregarded in calculating grade-point averages except for certain financial aid purposes. For regulations concerning auditing a course, see the Auditing Section in this publication.

## Grading Scale for All Developmental Courses

### Grading Scale for All Developmental Courses

The grading scale for all developmental courses in English, reading and math will be Pass or No Pass (P or NP). Any score of 70% or better in the course will receive a grade of P and anything lower than 70% will receive the grade NP.

## Graduation Requirements

Prior to completion of an Associate Degree, Technical Certificate, or Certificate of Proficiency, each student must complete a Graduation Application Form in the Registrar's Office and receive a program evaluation to determine if all requirements have been met for graduation. Additionally, the student must complete the graduate survey, located on the SEARK website and register with the career services located in the Student Services Building. **Completing these steps is the responsibility of the candidate for graduation.** Diplomas and caps and gowns are not ordered until all

graduation requirements have been completed. **If a student will complete graduation requirements for an associate degree or technical certificate during a Summer Term by enrolling in no more than 6 hours and/or two (2) courses, he/she is eligible to participate in Spring Commencement.**

The deadline for completing the Graduation Application Form is printed in the College Calendar for both Fall Semester and Spring Semester completions. A student will receive only one cap and gown regardless of the number of certificates or degrees awarded. There is no fee required for graduation.

Students wishing to apply for more than one Associate Degree (A.A.S., A.G.S., A.S., or A.A.) must complete 15 additional student semester credit hours at Southeast Arkansas College. Multiple degrees will not be awarded without the additional hours stated above.

Students who have earned a Technical Certificate or an Associate Degree at Southeast Arkansas College and wish to earn another award may do so by meeting the following requirements (except as noted below): (1) completing all courses required for the first certificate or degree and then (2) completing at least 15 additional hours applicable toward a second award. At least 60% of the additional course work must be taken in residence at Southeast Arkansas College.

Students who have earned or who are eligible to earn an AA or AAS Degree may not receive an AGS Degree. However, if a student completes the AGS Degree first, and then meets the conditions outlined above; the AA or AAS Degree may be awarded. Students may only receive one AAS Degree or Technical Certificate in a specific area, e.g., business technology, electrical systems technology, etc.

In order to qualify for a Degree or Technical Certificate from Southeast Arkansas College, a student must complete all major course requirements, general education requirements, and all related requirements in the program of study as prescribed by the College. Degrees and Technical Certificates will not be awarded until all requirements are met and a cumulative GPA of 2.00 is achieved. **Note: A minimum grade of "C" is required in English Composition I and English Composition II in order to graduate.**

Students completing technical programs are required to take either the NOCTI (National Occupational Competency Institute) exam or a department generated end-of-program examination. The test results will not prevent a person from graduating. These tests allow the departments to assess their capabilities and are used to determine shortfalls in the curriculum.

A minimum of fifteen (15) semester credit hours of an Associate Degree must be in general education: Math (3 hours); Social Science (3 hours); Introduction to Computers (3 hours); and English or Writing (6 hours). Specific requirements are listed in the curriculum for each program area.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, if they have maintained continuous enrollment, or any subsequent issue while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

Transfer students are required to furnish official transcripts from all colleges or universities previously attended. Once the official transcript has been received by Southeast Arkansas College, the Admissions Office will evaluate in-state transcripts for ACTS courses. The remaining courses will be evaluated by the Dean of each department for additional courses that will be accepted by Southeast Arkansas Courses. Also, all out-of-state transcripts will be evaluated by the Dean of each department for transferable coursework.

There is no maximum number of hours that may be transferred and accepted by the College, however, there is an in-residence graduation requirement that must be met to earn a degree or certificate from Southeast Arkansas College. The last fifteen (15) semester credit hours of work for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution.

Prospective graduates must clear all charges (including Library fines) against their account before noon on the day of graduation. Graduates will be notified if an account is due. A Degree or Technical Certificate will not be issued until all charges are cleared.

## High School Student Enrollment

Office of Recruitment - Any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding developmental courses) as a part-time student subject to general institutional requirements. To qualify, each student must meet the following criteria:

**For college level courses, students must achieve college level placement scores in reading, English, and math as required by the State Assessment and Placement Law.**

## History Of Institution

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.

As contained in Act 1244, "The purpose of this Act is to serve as a legislative charter . . . for the establishment, organization and administration of a system of educational institutions throughout the state offering courses of instruction in technical, vocational and adult education programs, industry training and two-year college transfer programs. The system established under this Act shall provide educational programs which are easily accessible by all segments of the population to benefit from training, retraining or upgrade training for employment and which is highly responsive to individuals needing to achieve basic, general and specialized education to meet the needs of the workplace."

The Act further states that "technical college means an institution of higher education established under this Act dedicated primarily to the educational needs of the service area offering a comprehensive program including, but without limitation, vocational, trade and technical specialty courses and programs, courses in general adult education and courses comparable in content and quality to freshman and sophomore courses which may carry transfer credit to a four-year institution in a chosen course of study."

The above Act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education. The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

The predecessor of Southeast Arkansas College was Pines Vocational-Technical School, which began offering postsecondary vocational-technical programs as Arkansas Vocational-Technical School on September 21, 1959. With the enactment of Act 1244, on July 1, 1991, all land, buildings, equipment, and personnel associated with Pines Vocational-Technical School was transferred to Pines Technical College. In October of 1991, the Governor appointed the Charter members of the Pines Technical College Board of Trustees. The College's first president was appointed by the Board of Trustees effective December 1, 1992. In order to better reflect the College's service area, the College changed its name from Pines Technical College to Southeast Arkansas Technical College on July 1, 1996. The word "Technical" was removed from the College's name on July 8, 1998.

## Honor Graduates

Students graduating from Southeast Arkansas College with a grade point average of 4.00 are graduated with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 are graduated with "Special Honors." Students

graduating with a grade point average of 3.00 - 3.49 are graduated with "Honors." Students completing the Technical Certificates and/or Associate Degrees may be designated as honor graduates and will be recognized at commencement. Students completing the requirements for Technical Certificates and/or Associate Degrees during the summer term are not eligible for "Honors" designation.

## How Eligibility Is Determined

The Financial Aid Office will review the FAFSA report to determine the Expected Family Contribution (EFC). The EFC is then used to award the Federal Pell Grant, FSEOG, and student loans. The Federal Pell Grant is calculated first since it is the foundation of student assistance and does not have to be paid back if the student successfully completes the semester.

To be eligible for federal financial aid,

- A student must not be in default on a student loan
- A student must not owe a refund to any of the federal programs
- If male and born after December 31, 1959, must have registered with Selective Service
- Must be in good academic standing according to the College's Satisfactory Academic Progress Policy
- Must be enrolled in an approved degree or technical certificate program
- Must demonstrate financial need as determined by completing the FAFSA
- Must not be a member of a religious community, society, or order who is pursuing a course of study at the direction of that religious group or who is receiving assistance from that religious group.

## Illegal Drugs And Alcohol

SEARK College strictly prohibits the dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs on College owned/College controlled property or at any College sponsored event, including off campus College sponsored events. Students found to be in violation of the alcohol and illicit drug policies are subject to arrest, criminal prosecution, imprisonment, and/or fine according to state and federal law. In addition, students found in violation of this policy will face college sanctions ranging from probation to expulsion.

SEARK College may notify, in writing, a parent or legal guardian of a student who is under twenty-one (21) years of age if he/she violates any rule or policy of the college governing the use or possession of alcohol, controlled substances, or illicit drugs while on College controlled property or at a College sponsored or sanctioned event. Notification to the parent/legal guardian will be in addition to disciplinary action.

## Important Telephone Numbers

Information & Numbers Not Known or Listed 543-5900

Academic Records	543-5958
Admission	850-8605
Advisement and Retention Center	850-2182

Adult Education	543-5915
Bookstore	850-3140
Building and Grounds	850-4820
Business Office	543-5953
Career Pathways	543-5969
Cashier's Office	543-5953
Computing Services Help Desk	850-4900
Counseling	850-3120
Disability Services	850-2183
Distance Learning	850-3118
Faculty/Instruction	850-4822
Financial Aid	543-5909
Food Court	850-1906
General Studies	850-8415
Information Technology (IT)	850-4900
Library	543-5936
Nursing and Allied Health	543-5917
Public Relations	543-4836
Registrar's Office	543-5958
Recruitment	850-3074
Security	850-4911
Student Advocate	850-3062
Student Affairs	850-4822
Student Support Services	850-8582
Technical Studies	543-5931
Tutoring Services	850-4840
Veteran Affairs	850-2183



Vice President/Academic Affairs	850-5961
Vice President/Fiscal Affairs	850-4910
Vice President/Student Affairs	850-4822
Workforce Development Center	543-5947

## Inclement Weather Policy

The College will remain open as scheduled whenever possible. In the event that the weather is so severe that the Southeast Arkansas College administration feels that life and property may be in danger, the college president may cancel classes until weather conditions improve. Students should listen to local radio stations and watch KATV Channel 7, KARK Channel 4, and KTHV Channel 11 for college closing information and the Campus Alert System (e2Campus).

## Incomplete Coursework

Incomplete coursework will be evaluated as failing until the courses are satisfactorily completed. These classes will also be included in the student's total attempted hours.

## Incomplete Grade

A grade of "I" (incomplete) may be recorded when a student is unable to meet all course requirements for reasons beyond his/her control and meets the following conditions: (1) is passing the course, and (2) has less than 75% remaining of required work in the course. It also may be used for students who are covered under Title IX concerning students who are pregnant/parenting. A grade of "I" will not be computed in the grade point average for the semester recorded. If the work is not completed, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring). A modification may be made to the original contract by the instructor and student, if necessary, to grant additional time for completion. Modifications should be reported to the Dean, the VPAA and Registrar.

The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Registrar's office.

The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

## Incomplete Grade Policy

### Incomplete Grades

A grade of "I" (incomplete) may be recorded when a student is unable to meet all course requirements for reasons beyond his/her control and meets the following conditions: (1) is passing the course, and (2) has less than 75% remaining of required work in the course. It also may be used for students who are covered under Title IX concerning students who are pregnant/parenting. A grade of "I" will not be computed in the grade point average for the semester recorded. If the work is not completed, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end

of the next regular semester (fall or spring). A modification may be made to the original contract by the instructor and student, if necessary, to grant additional time for completion. Modifications should be reported to the Dean, the VPAA and Registrar.

The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Registrar's office.

The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

## **Independent Study**

Independent study will be utilized on a limited basis and will require the availability of a qualified instructor and the consent of both the Dean and the Vice President for Academic Affairs.

## **Instructor (Administrative) Drop**

No further instructor withdrawals will be allowed beginning in the Summer of 2019. All withdrawals must be student-initiated, except in an extenuating circumstance when a student is genuinely unable to complete the process in-person and requests the Office of Retention to complete the withdrawal process on his/her behalf. Faculty should use the services of Tutoring Central to assist students who are in danger of failing the course and the early alert system to report students who they identify as candidates for withdrawal due to non-attendance.

## **International Student Admission**

Office of Recruitment - An applicant from a foreign country must meet all requirements for general admission to SEARK College in addition to those required by federal law. No action will be taken regarding admission until all official credentials have been received. All material submitted for admission must be the original or a certified copy of the original document and must be translated into the English language.

Admission requirements for foreign students:

1. Submit all required documentation to the Admissions Office by June 1 for the Fall semester, November 1 for the Spring semester, and March 1 for the Summer Terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable \$100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.
4. Submit ACT scores.
5. Submit proof of immunization against measles and rubella.
6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.
7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
8. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.

9. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

International students transferring to Southeast Arkansas College from a college or university in the United States must be in good academic standing and provide proof that Immigration and Naturalization Service's transfer requirements have been met.

## Internet

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access to any Internet-connected system is prohibited, and unauthorized access will result in termination of Internet access privileges.

## Leaves Of Absence, Withdrawals, And Dismissals

Students may take a leave of absence or withdraw voluntarily from SEARK College at any time by meeting with a staff member in the Office of Retention and Advising. There are a variety of reasons why a student may choose to take a leave or to withdraw from the college. If you are considering one of these options, we encourage you to meet with staff in the Recruitment and Advising Center to begin a conversation regarding your options and to ensure you have ample time to plan accordingly.

Withdrawal Process

Instructor (Administrative) Drop

Personal Leave Of Absence

Attendance

## Library And Center For E-Learning

The Southeast Arkansas College Library and Center for E-Learning supports the instructional programs of the College and provides learning resources for students, faculty, and staff. The library's collection includes books, periodicals, videos and DVDs, and electronic information resources. Internet capable computers, TVs with VCRs or DVD players, audio players, and a pay-per-print photocopier are available for student use in the Library. Off-campus access to many of the Library's electronic information resources is available to enrolled students, faculty, and staff.

Library services include Library orientation and/or instruction for groups or individuals; reference and reader's advisory service; Interlibrary Loan to obtain material not available on campus; and a reserve collection where resources for specific courses are held for use in the Library upon the instructor's request. The Library also hosts traveling exhibits and displays of the works of local artists.

The Library's catalog is Internet-based and can be accessed from the College's website at <http://www.seark.edu> or at [www.youseemore.com/searkcollege](http://www.youseemore.com/searkcollege). The catalog provides information on the Library's collections and links to other information sources, as well as calendars with current and upcoming library and campus events. The Library's hours and contact information are also located on the website.

The Library complies with the Copyright Laws of the United States and honors all applicable usage and license agreements. The Library also supports the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Code of Ethics. The Library's collection development policy and procedure for responding to challenged material are included in the current Policy Manual for the Library and Distance Learning Division.

## **Litter-Free Campus**

Please help make the campus at Southeast Arkansas College as attractive as possible by using disposal containers on the campus and in the classrooms. Discarded food wrappers, cups, cans, gum wrappers, etc., belong in containers and not on the grounds of our campus.

## **Lost And Found**

The Lost and Found Department is located at the Admissions desk in the Welcome Center located in the Administration Building. The College does not assume liability for any lost item.

## **Minimum Class Size And Cancellation Of Classes**

The College reserves the right to cancel a class when: (a) fewer than 12 students enroll, (b) a qualified instructor is not available, (c) necessary facilities, equipment or materials are not available, or (d) for reasons which would otherwise make the teaching and learning in the class inefficient or ineffective.

## **Missing Person Policy**

In accordance with the Higher Education Opportunity Act, SEARK College has the following policy and procedure in place for reporting and investigating a report of a missing student:

If a SEARK student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Vice President for Student Affairs should be notified. If this report is made after typical business hours, community members should immediately notify Campus Security at 870-557-4211 and they will be able to contact the Vice President for Student Affairs, or their designee.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Office of Student Life. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feels that they may be in danger, they should immediately contact Campus Security, and/or the Pine Bluff Police Department, or 911 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

## **Notification Of Award**

After submitting all required documents to the Financial Aid Office, you will be able to track the progress of your application via WebAdvisor. Your award(s) may be viewed, accepted and rejected via WebAdvisor. Award letters may be printed from the student WebAdvisor account. The terms and conditions of each award and other important

information about the award is available through WebAdvisor. The Financial Aid Office will use e-mail as the first source of communication with the student.

## Open Computer Labs

There are multiple open computer labs on campus. They are located in the Library, General Studies - North, McGeorge Hall, Student Services and the Technology Building. A student may use the labs during listed times upon showing a Student ID and signing into the lab. Members of the community can use the computers in the Library without a Student ID. SEARK College students will be given first priority.

## Other College Services

Academic Advisors

Safe Walk

Arkansas Career Pathways Initiative

Bookstore

Bulletin Boards & Notices On Campus

Common Exams

Distance Learning

Food Court

Library And Center For E-Learning

Open Computer Labs

Parking Permit

Printing Process And Procedure

Student Identification (ID) Cards

Student Support Services

Tutoring Services

Webadvisor

Wireless Access Policy

## Other Financial Aid Resources

Listed below are some other scholarships you may apply for. Additional scholarship opportunities may be located by checking local newspapers, contacting your employer or your parent's employer, businesses, industries, libraries, and public agencies.

The Southeast Arkansas College Financial Aid Office will process any scholarship you receive once funds are received from the sponsoring organization.

**AASF AA Scholarship** - the Arkansas Association of Student Financial Aid Administrators (AASF AA) will award at least two non-renewable \$500 scholarships to Arkansas students planning to attend member institutions. Scholarship winners must be enrolled at least half-time in the upcoming fall semester in a program that leads to a college degree or certificate at an AASF AA member institution. Winners will be selected in a random drawing during the spring AASF AA Conference. All applications must be postmarked by April 1 of each year. Any application postmarked after April 1 will not be considered. **Limit one entry per person.** Applications are available in the Financial Aid Office.

**American Cancer Society's Mid-South Division Scholarship** - awarding college scholarships to young cancer survivors pursuing an undergraduate degree from an accredited university, community college or vocational/technical school. The application deadline is February 1, and packets are mailed to students upon request. For more information, contact the American Cancer Society at 1-800-ACS-2345 or visit [www.cancer.org](http://www.cancer.org).

**ARK-LSAMP Grant** - administered through the National Science Foundation (NSF). This grant is for minority students in Science, Technology, Engineering, and Mathematics (STEM) areas. The program consists of a summer academy, mentoring, and research internships for students. The Arkansas Louis Stokes Alliance for Minority Participation (ARK-LSAMP) is a collaborative alliance of eight Arkansas institutions, with the goal of increasing the pool of graduates in STEM disciplines. For more information, contact the Office of Academic Affairs in the Welcome Center. Applications are also available in the Financial Aid Office.

**Arkansas Community Foundation** - Arkansas Community Foundation manages more than 100 private scholarship funds created by individuals, families, and companies. You may search for scholarships by major and/or level of study. <http://arcf.org/Students/BrowseScholarships.aspx>

**Arkansas Governor's Commission on People with Disabilities** - This scholarship is offered to outstanding disabled Arkansans. Visit [www.ace.arkansas.gov](http://www.ace.arkansas.gov) for more information and application.

**Arkansas Rehabilitation Services**, 2703 W. 28th Ave, Pine Bluff, AR 71603 Phone: (870) 534-2404 Tuition and/or book assistance for students with disabilities. Apply early due to limited funding. For more information, view <http://ace.arkansas.gov/arRehabServices/aboutARS/Pages/default.aspx>

**Arkansas Workforce Center**, 1001 South Tennessee Street, Pine Bluff, AR 71601 Phone: (870) 534-1920. Offers various programs for retraining. For more information, view <http://dws.arkansas.gov/index.htm> There are two programs offered and include; the **Workforce Investment Act (WIA)** which provides assistance for retraining for degree programs that are in demand; and, **Dislocated Workers Program** - Provides training funds for tuition, fees, supplies and books to workers who have been laid-off or have been notified that they will be terminated or laid off.

**Arkansas Career Pathways**, 1900 Hazel Street, Pine Bluff, AR 71603 Phone: (870) 850-3061 or (870) 850-4823. This is a program designed to assist students with transportation, childcare, and/or tuition and fees. Students must have custody of a child under the age of 21, be a former/current recipient of TEA cash assistance: or a current recipient of Food Stamps, ARKids or Medicaid: or earnings are at the 250% Federal Poverty Level or less. For more information, view <http://www.seark.edu/academic-support/career-pathways>.

**Arkansas High-Tech Scholarship** - awarded to selected students enrolled in eligible postsecondary technical programs. Preference is given to graduating high school seniors that are Arkansas residents and US citizens. Applicants must have a minimum 2.5 GPA and ACT Composite Score of 19 or above. The application deadline is July 1. Additional information and application may be found at <http://ace.arkansas.gov/cte/pages/hightechscholarship.aspx>.

**Arkansas National Guard Tuition Incentive Program** - tuition assistance program for active members of the Arkansas Army/Air National Guard who are Arkansas residents. Soldiers may be awarded up to \$5,000 per academic year, depending on actual enrollment. Applications may be obtained from their unit commander's office or by logging onto <http://www.arguard.org/Education/ta.asp>.

**Miss Arkansas Pageant Scholarship** - available to the winner and first and second runners-up in the Miss Arkansas Pageant. The winner's scholarship is \$750 per semester for two years. The first and second runners-up to the crown will receive \$750 for two semesters. Visit <http://www.missarkansas.org/> for more information.

**National Merit Scholarship** - Students in 11th grade may be eligible for the National Merit Scholarship program and other programs that use PSAT/NMSQT (Preliminary **Scholastic Aptitude Test**/National Merit Scholarship Qualifying Test) **scores**. To determine eligibility, the PSAT/NMSQT test must be taken in October of your Junior year. If your school does not participate in giving the test, the student has to request to take the PSAT at a participating school. Eligibility for these awards are tuition/fees, and possibly room/board. More information, visit <https://www.collegeboard.org/psat-nmsqt>.

**Potlatch Undergraduate Scholarship Program** - available for students living within 30 miles of certain Potlatch facilities and pursuing a two-year or four-year program of study leading to a degree. Applications may be requested by e-mail at [foundation@potlatchcorp.com](mailto:foundation@potlatchcorp.com). The deadline for the scholarship is February 10.

**Single Parent Scholarship** - awarded to eligible single parents who have primary custodial care of at least one minor child, live in Arkansas and are current or future undergraduate students. Other criteria may apply and vary by county. More information can be found online at [www.aspsf.org](http://www.aspsf.org).

**Trade Adjustment Act (TAA)** - administered through the Department of Workforce Services. Assistance through this source is a benefit for workers who lose jobs or whose hours of work and wages are reduced as a result of increased imports. TAA includes a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Visit [www.dws.arkansas.gov](http://www.dws.arkansas.gov) for more information.

**Transfer Student Scholarships** - Most four-year Arkansas institutions offer a transfer scholarship to students who complete an associate degree. At the beginning of your sophomore year, start researching transfer scholarships for each four-year school you are interested in attending to review qualifications and the deadline date to apply. You should also make plans to attend the SEARK Transfer Day for more information. This event is held during the Spring semester by the Registrar's Office.

## Other Scholarships For Seark Students

**Abbott Scholarship** - authorized by the Pine Bluff Area Community Foundation. Students must be enrolled full-time with at least a 2.50 GPA. Preference is given to Pine Bluff residents or nearby communities. Application deadline is March 15. To apply, go to <http://arcf.org/Students/BrowseScholarships.aspx>.

**Daughters of the American Revolution (DAR) Scholarship** - offered by the Pine Bluff Chapter of the Daughters of the American Revolution, this scholarship is awarded to a female student who has successfully completed at least one semester at SEARK College, has a 2.5 GPA or better, is seeking an Associate of Arts degree, and meets certain other eligibility criteria. One scholarship will be awarded every spring. Applications are available in the Financial Aid Office and accepted January 1 - February 1.

**James & Maude Ryburn Memorial Scholarship** - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to non-traditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED, a cumulative grade point average of 3.00 or above, and an ACT score of 19 or ACCUPLACER score). Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30 or as funds are available.

**Joyce Ragland-Vance Scholarship** - This academic scholarship is valid for a full-time student enrolled in the LPN to RN (Generic) program at SEARK College. Recipients must be 25 years or older, who resides within the College's six-county services area. Application deadline is May 30 and November 30.

**Kiwanis Club of Pine Bluff** - \$1,000 - Available for a Jefferson County high school graduate pursuing a Technical Certificate in Health Sciences at SEARK. Student must have (1) 3.00 GPA and ACT score of 18 or above; (2) have outstanding participation and leadership in school activities, (3) a one-page personal statement on Educational Plan and Professional Goals. Two letters of recommendations from math or science teachers, (professor, club sponsor, etc.) are required with the application. Applications are available in the Financial Aid Office. Mail application and all supporting documents to the address provided on the application before April 15th.

**W.E. & Diane Ayres Scholarship** - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to non-traditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 2.00 or above. Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30.

**William A. Strong, Sr. Scholarship** - Recipient must be a full-time student who has completed at least one semester at SEARK College with at least a "B" average. The student must be majoring in one of the following programs: Drafting

and Computer Aided Design Technology; Electro-Mechanical Systems Technology, or Welding Technology. The must be at least 18 years of age at the beginning of the fall semester and reside within the College's six-county service area. Application deadlines are May 30 and November 30.

**Linda Lewis Eubank Technical Studies Scholarship:** Students enrolled in a technical studies program at least half-time, are at least 25 years of age and reside in the College's six county service area may apply for this scholarship.

## Paging Devices (Beepers)

Paging devices ("beepers") are not allowed to go off in the Southeast Arkansas College classrooms.

## Parking Permit

Each student will be issued a Southeast Arkansas College Parking Permit at Registration in the Student Services building. There is no charge for the first Parking Permit, but there is a \$5.00 charge for replacement permits or additional permits. Permits may be purchased in the Business Office. Tickets will be issued for: Parking in a Handicapped/Disabled Space without Decal - \$50; Parking in a No Parking Area - \$10; Parking on grass - \$10; No Permit displayed-\$10; Reckless/unsafe driving- \$25; Double Parking-\$10; and Parking in Reserved Area for Faculty and Staff - \$10.

## Payment Of Tuition And Fees

All Tuition and Fees must be paid in full at the Cashier's Window in the Business Services Building or by setting up a payment plan with Nelnet Business Solutions (accessible through Student Planning). Personal checks are accepted for payment of accounts, **but a charge will be assessed by a check recovery service for returned checks**. Students whose tuition and/or fee checks are returned by the bank are subject to administrative withdrawal. VISA and MasterCard are accepted for payment of tuition.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collection agency for assistance in collecting. A collection cost will be added to the amount owed by the student to cover the collection agency cost. Unpaid account balances may also be sent to the state utilizing the Debt-Set Off program which deducts amounts due to the College from an individual's tax refund.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Officer in the Student Affairs Office. This applies to all students, including recipients of Pell, WIA, NAFTA/TAA, scholarships, Rehab, Veterans' benefits, and other types of aid.

A **Tuition Deferred Payment Agreement / Payment Plans** are available to students. Information about the payment plan can be found on the College's website.

NOTE: Before any financial aid funds from student loans, scholarships, and federal or state aid are released to a student, all charges or any monies owed to the College must be paid. All financial aid funds received will be credited to the student's account. After all charges to the student's account have been satisfied, remaining funds will be disbursed to the student in a timely manner.

## Payment Of Tuition, Fees, And Books



Fees owed to the College will be paid in full from a student's financial aid funds prior to the release of excess funds. Following the payment of tuition, fees, and books, remaining financial aid funds will be released to the student to assist in paying for other related educational expenses.

**Purchasing or Renting Books.** A student may be allowed to charge books in the Bookstore against certain approved financial aid funds. Approved aid programs include Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship, and approved student loans. (See the Financial Aid Office for procedures on purchasing books using financial aid funds.) However, a student is not required to charge books to the approved financial aid programs listed above. A student may purchase books with his or her own funds, with the proceeds from a financial aid refund check, or by other means.

## Payment Period

A payment period for Federal Student Aid is a semester. Typically, students are awarded for the entire academic year (fall and spring) with financial aid funds being disbursed by semester.

## Personal Leave Of Absence

In unusual circumstances, students may need to interrupt their studies for health or personal reasons. Accordingly, SEARK College permits students in good standing to apply for a personal leave of absence for one or two semesters. A leave-of-absence form must be completed by the student. Students must also meet with representatives from the Offices of the Registrar and Financial Aid. Students are advised that some education loan repayments may begin if a student takes personal leave. If a leave of absence is approved, SEARK College guarantees reinstatement to students after the first or second semester of leave. After two semesters, students are officially withdrawn unless they have confirmed their plan to return by registering for courses or have been granted an extension of leave through the Office of Retention and Advising.

## Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide an opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.

## Placement, Program Entrance, And Skills Assessment Testing

The ACCUPLACER NG placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The ACCUPLACER NG, an untimed computerized placement test, is available daily in the Intake Testing Center located in the Student Services Building, Room 142. An on-line orientation and tutorials to prepare for the ACCUPLACER NG test are available through the SEARK College home page.

Program entrance testing for the nursing program is the Kaplan RN Program entrance test which is scheduled through the Allied Health Department and administered through the Testing Center.

Skills assessment testing including the Keyboarding test are scheduled and administered through Testing Center. The WorkKeys test for the Arkansas Career Readiness Certificate (CRC), are scheduled and administered through the Southeast Arkansas College Workforce Development Center (WDC) office.

## Policies For Satisfactory Progress (Special Conditions)

1. **Developmental Courses** - Enrollment in developmental courses will be considered in the total number of hours for calculating financial aid awards. Developmental coursework is counted when determining maximum time limit. Loan applications will not be certified for students enrolled only in developmental courses unless those individuals have been accepted into an eligible technical certificate or associate degree program.
2. **"I" (Incomplete) Grades** - Incomplete grades will be calculated as failing grades until the course has been satisfactorily completed according to provisions in the College catalog. These classes will also be included in the student's total attempted hours. See the Satisfactory Progress Appeal Procedures for information on extenuating circumstances.
3. **"W" Withdrawals** - Students are responsible for completing all courses for which they are registered. Failure to complete courses is viewed as unsatisfactory progress. The hours associated with withdrawals will be included in the hours attempted but not completed. See the section on **150% Rule-Maximum Time Limit to Receive Federal Aid**.
4. **Repeating Courses** - The last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade-point average. Both courses will count towards the number of hours attempted. Grades of A, B, C and D will be counted in the number of hours completed. A student wishing to improve the grade of a previously passed course (received a letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed as long as Satisfactory Academic Progress criteria are being met.
5. **Transfer Students** - For the purpose of awarding financial aid, transfer students must submit a transcript from every college and university attended before the application of aid may be considered. Credit hours attempted at all institutions that apply to the current course of study will be counted in the hours attempted and toward the maximum hours allowed for financial aid eligibility at Southeast Arkansas College, including developmental coursework.
6. **Satisfactory Academic Progress** is required of all financial aid applicants at Southeast Arkansas College, including those applicants who have not previously participated in federal aid programs.

## Printing Process And Procedure

Students are issued \$5.00 worth of "free prints" each semester. Once the "free prints" are used up, the student may purchase additional copies at the Cashier's Office at a cost of 5 cents for black and white copies and 10 cents for color copies. There is a \$2.00 minimum amount that may be purchased at a time. Ex: (Black & White copies are 5 cents = 40 copies, Color copies are 10 cents = 20 copies).

## Privacy Rights Of Student

Under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), students may request to examine the institutional records pertaining to them. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Southeast Arkansas College keeps the following types of records or information on students:

1. Original application for enrollment.
2. Attendance.
3. Grades and progress reports.
4. Counseling notes.

These records are kept in the Registrar's Office. A written request to look at the records will be granted within a reasonable period of time that does not interrupt the normal work of the office.

If a student feels that a record is inaccurate or misleading, the student will be given an opportunity to discuss the matter with the Vice President for Student Affairs.

Data from any student record cannot be released without student consent in writing except:

- School personnel who need information.
- Other schools where a student may be seeking enrollment.
- Student's application for financial aid.
- Accrediting organization.
- Research studies for developing tests, administering student aid, improving instruction.
- Oral communications not based on educational records.
- Protection of health and safety to others.
- State and Federal educational authorities.
- Directory Information\*:
  - a. Name
  - b. Dates of attendance.
  - c. Major Field of study and official school activities.
  - d. Degrees and awards.
  - e. Most recent school attended.

If a student gives the name of an employee at Southeast Arkansas College as a reference for prospective employers or wants the College to release information other than directory information (**including an Official Student Transcript**), the student should complete a release form. Release forms are available in the Registrar's Office.

\*Southeast Arkansas College assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

## Procedures For Non-Students/Businesses

Persons who are not students/businesses can solicit for the sale of items/services on campus by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, etc.)

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to SEARK faculty, staff, or students without prior approval by Student Affairs Office.

## Procedures For Students/Student Organizations

Students can place notices of items for sale on the Campus Bulletin Boards. Posting of sales notices must first be approved by Student Affairs Office. Students can solicit business by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, vending, etc.)

3. Placement of literature or solicitations is regulated by the Student Affairs Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved through the Student Affairs Office.

## Professional Staff

Steven Ballard, Controller - Business Office

B.S. - University of Arkansas at Monticello

Karen Bogard, Executive Assistant - President's Office

A.A.S. - Southeast Arkansas College

Temeke Butler, Counselor - Retention and Advisement

A.A. - Southern Arkansas University Tech

B.S. - University of Arkansas at Pine Bluff

Lozanne Calhoun, Registrar and Director of Student Records

B.S. - University of Arkansas at Pine Bluff

M.S. - Arkansas Tech University

Jamiah Chatman, Career Coach McGehee High School - Career Coaches Grant

B.S. - University of Arkansas at Pine Bluff

Clayton Clay, Student Recruitment Specialist - Recruitment

B.S. - University of Arkansas at Pine Bluff

Nerva Copeland, Career Counselor - Retention and Advisement

B.S. - University of Arkansas at Pine Bluff

M.Ed. - University of Arkansas at Little Rock

Donna Cox, Director - Financial Aid

B.S. - University of Arkansas at Pine Bluff

M.S.E. - University of Arkansas at Little Rock

Barbara Dunn, Director - College Development

M.S. - University of Arkansas at Pine Bluff

M.A. - Webster University

JoAnn Dupra, Director - Technology Services

A.A.S. - Southeast Arkansas College

Lisa Gober, Coordinator - Career Pathways/TANF

B.A. - Henderson State University

Michelle Heard, Career Coach Pine Bluff High School - Career Coaches Grant

B.S. - University of Arkansas at Pine Bluff  
M.B.A. - University of Arkansas at Little Rock

Lindsay Henry, Career Coach Star City High School - Career Coaches Grant

B.S. - University of Arkansas at Monticello  
M.B.A. - University of Phoenix

Marla Irby-Jones, Career Coach Dollarway High School - Career Coaches Grant

B.S. - University of Arkansas at Pine Bluff

Dedric Jones, Career Coach Pine Bluff High School - Career Coaches Grant

B.A. - University of Arkansas at Pine Bluff  
M.P.A. - University of Arkansas at Little Rock

Tamera Lambert, Coordinator of Community Outreach - Career Pathways/TANF

B.A. - Henderson State University  
M.A. - Ashford University

Gail Nelson, Assistant Director - Financial Aid

B.S. - Arkansas State University

Dr. John Proctor, Coordinator of Student Recruitment - Recruitment

B.S. - University of Arkansas at Pine Bluff  
M.S. - University of Arkansas at Pine Bluff  
D.Th. - GMOR Theological Institute

Deborah Pyland, Director - Recruitment

B.S./B.A. - University of Arkansas at Monticello  
M.Ed. - University of Arkansas

Sherri Roberts, Acting Director - Retention and Advisement

A.A.S. - Southeast Arkansas College  
B.A.A.S. - Ashford University  
M.A. - Ashford University

Donjinna Stacey, Career Coach White Hall High School - Career Coaches Grant

B.S. - University of Arkansas

Carl Whimper, Career Coach Watson Chapel High School - Career Coaches Grant

B.A. - University of Arkansas at Pine Bluff

Gene White, Jr., Director - Distance Learning

A.A.S. - Southeast Arkansas College  
B.S. - Arkansas Tech

Kimberly Williams, Librarian - Library

A.A.S. - Southeast Arkansas College  
B.S. - University of Arkansas at Pine Bluff  
M.S. - Drexel University

Waylon Works, Director - Buildings and Grounds

## Program Of Study

Students using VA educational benefits must be enrolled in an approved degree or certificate program and only courses applicable toward the degree or certificate and their prerequisites can be certified for VA payment.

## Provisional Admissions

To complete your application to Southeast Arkansas College you must submit the following documents:

1. Application for Admission. (available online at [www.seark.edu](http://www.seark.edu))
2. Submit a copy of Immunization Record if born on or after January 1, 1957, as mandated by Act 141 of 1987. Incoming freshmen and foreign born, two doses of measles, mumps, and rubella vaccine. The Arkansas Department of Health must approve any exemptions based on Medical, religious, or Philosophical reasons.
3. **Submission of shot record must be made prior to enrollment.** Students who do not have proof of a previous vaccination may receive one dose of the required immunization and provide documentation of a scheduled appointment to receive the final dose. The student must provide proof of the subsequent dose prior to the start of the next term.
4. Official copy of high school transcript or GED test scores.
5. ACT, or ACCUPLACER test scores. Test scores must have been taken within 3 years of the date of admission
6. Official college/university transcript (all attended).

If you do not have the documents listed above at the time of your application, you can be admitted provisionally (temporarily) until you have submitted the documents. Provisional admission status gives you **until the 10th class day to submit the information (except in the case of the immunization record which must be submitted before being able to enroll in classes)**. If you do not provide your information by the 10th class day, a hold is placed on your account and you will be unable to enroll in future terms until the documentation has been submitted.

Provisional admission will allow you to complete the registration process including receiving your student ID number, make course selection via the Student Planning Module, gain advisor approval, make payment arrangements and receive your official SEARK email.

International students are not eligible for provisional admission. Students admitted provisionally are not eligible for federal financial aid until the required documents (listed above) are submitted. Any expenses (such as books, travel, miscellaneous expenses etc.) by a student admitted provisionally and who ultimately is unable to enroll for the term will be the responsibility of the student.

## Conditional-prep students are required to:

1. Sign an enrollment agreement that outlines the requirements of satisfactory progress and continued enrollment, including an individualized degree plan signed by the student and the student's academic advisor;
2. Enroll in our freshman seminar/orientation course, Strategies for College Success;
3. Participate in a comprehensive advising/early-alert system with a hold on registration; and
4. Complete any necessary remedial/developmental courses during the first 30 semester credit hours.

## Enrollment Consequences Conditional-Prep Admitted Students

Students must successfully complete, with a **2.0 cumulative grade point average**, the required hours of core academic courses *and* technical courses as specified heretofore *plus* any required developmental courses **within the first 30 semester credit hours of enrollment**.

## Minimum Standards

Evaluation will be made at the end of each semester to determine the student's progress for grade point average (GPA) requirements.

**Evaluation will also be made at the end of each semester to determine the student's progress toward completing the required core academic courses in addition to any necessary developmental courses. Required developmental courses must be completed within the 30 semester hours of enrollment at SEARK College.**

## Purchasing Books With Financial Aid

Books may be purchased or rented in the College's Bookstore by charging on account using approved funding as follows: Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship and approved student loans. Students are not required to charge books. Instead, they may purchase books with their own funds, by using their financial aid refunds, or with other means. Purchases charged to the student's account using approved funding must be reasonable and customary for enrollment. Purchases beyond the amount of aid received are the student's responsibility.

## Readmission

Students who have not attended Southeast Arkansas College for two or more semesters (exclusive of Summer Semester) must file an Application for Readmission with the Admissions Office prior to the beginning of the semester for which readmission is sought. Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at SEARK must submit an official transcript from each college or university attended to the Admissions Office before a readmission decision can be made. Readmission applications are available on the College's website (<http://www.seark.edu/admissions/apply-now>).

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment (if they have maintained continuous enrollment), or any subsequent catalog while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

## Recording Non-Residence Credit

Credit awarded by Challenge Examination, CLEP, Portfolio, AP, etc., will be posted to the transcript only after the student has earned fifteen (15) hours in residence at SEARK College.

## Refund Of Tuition

Exact dates will be communicated to students in advance through various means, including e-mail, signage, and the SEARK College website.

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on a prorated basis. For exact dates please visit <http://seark.edu/academics/academic-calendar>

Tuition for non-credit courses is not refundable after the first class meeting.

Failure to attend does not constitute official withdrawal. If a student withdraws from college after the outlined withdrawal dates, the student is still responsible for full payment of tuition and fees.

Refunds are originated on-campus and transmitted to a third-party vendor, Nelnet Business Solutions, for processing. Students are able to log into Nelnet and select their method of receiving their refund, including direct deposit and paper check. Paper checks are mailed to the student's address on file with the Registrar's Office. No student refund check will be generated or made available on-campus. Information to assist students with their direct deposit set up is available in the College's Financial Aid Office.

## Regaining Financial Aid Eligibility

After losing eligibility for financial aid, it is the student's responsibility to notify the Financial Aid Office when he/she has completed coursework bringing the student back into good standing for SAP.

## Remedial Or Developmental Coursework:

Remedial/Developmental coursework prepares the student for study at the college level. These courses may be considered for financial aid if the student is admitted into an eligible program. Because financial aid may be awarded for these courses, grades received for the courses will be counted in the calculation of GPA and required completion percentage for financial aid purposes (2.00 GPA and 67% completion). Federal Student Aid is not available to students enrolled solely in developmental courses unless they have been accepted into an eligible technical certificate or associate degree program.

## Repayment Of Federal Student Aid Funds

**Official Withdrawals.** When a student officially withdraws from credit courses, there must be a recalculation of the federal student aid received. The amount of federal student aid funds earned is based on the amount of time (days attended) the student spent in academic attendance. The recalculation will determine the amount of aid the student has earned and the amount of unearned institutional charges (tuition, fees, and books) that must be returned to Title IV federal programs.

The percentage of institutional charges that must be repaid to Title IV programs is determined by the length of time that a student attends classes and/or the date of complete withdrawal. A semester is 16 weeks. A Title IV recipient attending eight (8) weeks will have incurred an overpayment of 50%.

If a student does not attend class through the 60% point of the semester, the financial aid funds will be reduced to a prorated amount. This could cause the student to have to repay any funds in excess of the earned amount. The 60% point in the semester is usually on or about November 1 for the fall semester and April 1 for the spring semester.

Students who withdraw before receiving all their earned financial aid will have the funds disbursed to them (post-withdrawal disbursement), even if they are no longer attending or attending with a reduced number of hours. The student will receive a letter within 30 days notifying them of the disbursement and the disbursement will be received by the student within 120 days.



Students who officially withdraw from College and are receiving federal student aid must obtain the Financial Aid Advisor's signature before the College Registrar will process the withdrawal. At that time, the amount of aid earned will be determined so that the student will know the amount of funds he/she has earned and the amount that he/she is responsible for repaying.

Unearned aid is considered an overpayment of federal student aid funds. It is the student's responsibility to repay any overpayments.

**Unofficial Withdrawals.** Students who receive all Fs in their classes, and who stopped attending before the end of the semester, will be identified as having withdrawn without official notification. The student will be responsible for repaying any funds they have not earned.

Refunds and repayments to the Title IV programs on behalf of student financial aid recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. PLUS loan
4. Federal Pell Grant
5. FSEOG

Students will be notified within 30 days of the Financial Aid Office's determination of the unofficial withdrawal. Once the student is notified that he or she owes a repayment of federal funds, he or she must respond with payment within 45 days. After the 45 days, the student's portion of the repayment will be referred to the U. S. Department of Education as an overpayment. The student will then become ineligible for federal aid.

## Repeating Classes

For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade-point average. Both courses will count towards the number of hours attempted and will be counted in the 150% maximum time calculation. A student wishing to improve the grade of a previously passed course (received a letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed (normal SAP policy still applies).

## Repeating Courses

A student may repeat a course regardless of whether credit hours were previously earned. In every case no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, the repeated course will be identified on the transcript. Only the grade earned during the most recent enrollment is computed in the cumulative grade-point average.

## Respiratory Therapy Care Club

The purpose of the Respiratory Therapy Care Club is to unite the first and second-year students in the respiratory care program with a common interest in respiratory care. Membership is open to any student who has been accepted into the respiratory program and is in good standing with SEARK College.

## Rules & Regulations For Using VA Benefits

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fee purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9)) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. §3679 as amended.

## Safe Walk

Safe Walk is a campus service for anyone who feels unsafe walking alone on campus at night. Safe Walk escorts are provided by SEARK Security officers free of charge and are available to all members of the College community. Simply call SEARK Security at 870-557-4211 and a Security officer will meet and escort you to the desired campus location.

## Sales And Solicitation

SEARK does not permit the operation of private business enterprises on campus, unless the business is under contract with the College. As specified by related procedures, all private business interests on the SEARK campus are only operated as auxiliaries to the business and are under the direct management, control, and supervision of the college's chief fiscal officer.

## Satisfactory Academic Progress

The purpose of establishing standards for satisfactory academic progress is to identify students whose progress toward a Degree or Certificate from Southeast Arkansas College is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation. A 2.00 GPA is required for graduation with an Associate degree or Technical Certificate from Southeast Arkansas College. Students pursuing a Certificate of Proficiency (CP) may graduate with a minimum of 2.00 GPA in only the CP's program courses.

A student in academic difficulty has opportunities to seek counseling and academic support. The Tutoring Center and developmental education classes are available to assist the student, as are opportunities to meet with faculty during office hours.

# Satisfactory Academic Progress Requirements

The entire academic record for a student receiving federal student aid will be reviewed at the end of each semester. A student receiving federal funds must maintain Satisfactory Academic Progress (SAP). Failure to maintain SAP will result in the loss of eligibility to receive federal student aid funds. This does not prevent a student from attending using personal or private funding.

SAP means maintaining an overall 2.00-grade point average (GPA) and completing 67% of all the courses that a student enrolls in. A **completed** course is any course that a grade of A, B, C, or D is earned. An **attempted** course is a course that a grade of F, W, or I are earned.

Evaluation Of Academic Progress

Enrollment Status

Grade Point Average Requirement

Semester Completion Requirement

Attempted Hours

Completed Hours

150% Rule-Maximum Time Limit To Receive Federal Aid

Second Degree

Complete Withdrawal

Warning Status

Repeating Classes

Regaining Financial Aid Eligibility

Incomplete Coursework

Remedial Or Developmental Coursework:

Appeal And Reinstatement Of Denied Aid:

Transfer Students

## Satisfactory Progress Appeal Procedures

1. Only students with extenuating circumstances may appeal for a probationary semester of aid. Examples of extenuating circumstances are the death of an immediate family member or accidents/illnesses requiring extended doctor's care or hospitalization. Prolonged illness of a dependent may also be considered as grounds for an appeal. Official documentation must be presented with all appeals.
2. For financial aid purposes, an immediate family member is defined as father, mother, legal guardian, brother, sister, son, daughter, spouse, grandparent or grandchild.
3. Students should appeal no later than ten (10) days after the beginning of the semester. No appeals will be accepted after the tenth (10th) class day.

4. Appeals must be in writing and **must** be accompanied by official documentation supporting the claim of extenuating circumstances. Forms are available from the Financial Aid Office and the College's website to assist students with the appeal process. The appeal must state why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.
5. Students using summer grades and hours earned to appeal for aid reinstatement must submit a written appeal indicating a request that summer grades be checked for appeal processing.
6. Students should allow a minimum of seven working days for the appeal to be processed. Appeals submitted during peak periods may take longer to process.
7. Deadline to submit appeals is August 1 for fall, December 1 for Spring and April 1 for Summer terms.
8. The decision of the appeals committee is final.

## Scholar Awards

A President's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 4.00 for either the fall or spring semester.

A Dean's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 3.50 to 3.99 for either the fall or spring semester.

## SEARK College Criminal Justice Association (SCCJA)

The purpose and objective of this club are to generate interest in the Criminal Justice program by engaging students in tours, public service, SEARK College events and community volunteer programs. Membership shall be open to all declared Criminal Justice majors upon payment of the lifetime membership fee.

## Seark College Institutional Scholarships

Applications are available at <http://seark.edu/financial-aid/scholarships-and-web-resources> unless noted otherwise.

**SEARK Academic All-Star Scholarship** - Students may apply if you meet the minimum criteria: **1)** currently enrolled and expect to be enrolled through spring 2019, **2)** complete a minimum of 24 hours towards an associate degree by June 1, 2018, **3)** cumulative 3.25 GPA, **4)** will graduate with associate degree by summer 2019, **5)** plan to transfer to a four-year university within the state of Arkansas. Two letters of recommendations from college officials (professor, club sponsor, etc.) are required with the application. If chosen, you will receive \$500 at SEARK for 2018-2019. This scholarship is recognized by most four-year Arkansas universities and will enable you to receive transfer scholarships of varying amounts. Application deadline is April 30.

**SEARK College Arkansas Scholars Scholarship** - designed for graduating seniors who have completed the high school core curriculum in eight, consecutive semesters and meet certain eligibility requirements. This scholarship will provide \$750 per semester, for one school year (fall and spring). The scholarship is renewable with the completion of 12 hours and a 2.5 GPA per term. Interested applicants should inquire at the College's Admissions Office for more information.

**SEARK College Foundation Scholarship** - established six scholarships for students attending Southeast Arkansas College. This scholarship will be available each fall and spring semester. The scholarship requires a recommendation from a SEARK College instructor and a completed application by the student. Students must have at least a cumulative 2.0-grade point average, completed 12 credit hours and enrolled in at least 6 credit hours the subsequent semester. There are six \$300 scholarships available [2-Nursing and Allied Health, 2-Technical Studies and 2- General Studies (1-English and 1- Math/Science)] for each academic department at SEARK College. For more information, contact the

Office of Academic Affairs in the Welcome Center, room 749. Application deadline is May 30th for the fall term and November 30th for the Spring term.

**SEARK College High School AP Course Concurrent Enrollment Scholarship** - Concurrent Credit allows the college-ready high school student to attend class at a partner high school and earn BOTH COLLEGE and HIGH SCHOOL credit, *while still in high school*. Concurrent courses are offered at Dollarway, Watson Chapel, White Hall, and Pine Bluff high schools. Any Arkansas high school student who meets the regular admission standards for Southeast Arkansas College is eligible. SEARK offers a full scholarship for all tuition and fees, no charge for you to attend. Visit our website, <http://seark.edu/academics/concurrent-credit-3> AND speak to your high school counselor.

**SEARK College Leadership Scholarship** - intended for a graduating senior from one of the College's six-county service areas who has achieved academically throughout high school and has had outstanding participation and leadership in school activities. Application deadline is April 30.

**SEARK College Non-Traditional Student Scholarship** - available for students at least 25 years of age residing within the College's service area, including Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. The student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. Application deadline is April 30.

**SEARK College Trustee Scholarship** - available for High School graduates in the College's service area including, Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Applications may be obtained from the High School Counselor's Office or the Admissions Office at the College. The scholarship may be used a maximum of four consecutive regular semesters, not including summer. The student must maintain a 3.25 GPA and successfully complete 12 credit hours each semester. Application deadline is April 30.

## SEARK College Radiography Student Association

The purpose of this association is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care, and to further the welfare and socioeconomics of radiologic technologies. All SEARK Radiology students qualify for membership of this organization. Must attend the College at full-time for the current semester with a minimum of 2.5 GPA.

## SEARK College Student Ambassadors

The Student Ambassadors' mission is to conduct campus tours, assist Student Affairs, and assist the Office of the President in activities and campus events. As volunteers, the SEARK College Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection include online application, a personal interview and one letter of recommendation, 2.5 cumulative Grade Point Average, and enrollment as a student for at least one semester. The student must have earned at least 12 credits at Southeast Arkansas College.

## Seark College Tuition Waivers

- Tuition waivers are based on the in-state tuition rate per credit hour
- Status on the first day of class determines eligibility for waiver
- Apply early to help with registration expenses
- Waiver is for tuition only and does not apply to non-credit classes, assessment fees, books, or any other fee collected by the College, the student is responsible for these charges.

Applications are available on-line, <http://seark.edu/admissions/tuition-waivers>

**SEARK Age Exempt Tuition Waiver:** Upon review of admission to SEARK College, Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at SEARK College without a tuition charge.

**SEARK ADJUNCT Employee/Spouse/Dependent Tuition Waiver:** Upon admission to SEARK College, all SEARK College *ADJUNCT* employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College during the semester of employment.

**SEARK Employee, Spouse, Dependent Tuition Waiver:** Upon admission to SEARK College, all full-time SEARK College employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for Southeast Arkansas College credit courses.

**SEARK Adult Education Graduate Scholarship:** This scholarship covers the tuition and mandatory fees for one course for graduates of the SEARK Adult Education program. The scholarship must be used within one year of graduation.

**Jefferson County School District Employee Tuition Waiver:** Upon admission to SEARK College, all full-time public and private school district faculty and staff may qualify for a tuition waiver of up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

**Jefferson County Correctional Officer's Tuition Waiver:** Full-time officers of correctional institutions employed within Jefferson County may qualify for a tuition waiver of up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

**Public Safety Employee Tuition Waiver:** Upon admission to SEARK, all full-time municipal and county public safety officers and firefighters within our six county service area - Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties may qualify for a tuition waiver. Public Safety officers and firefighters include city fire department, city police department, county sheriff's office, and SEARK security. Does not include officers of correctional institutional or other educational institutions police department employees or security officers.

**US Veteran Tuition Waiver:** Upon admission to SEARK College, a certified US Veteran may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

## SEARK Crafting Guild

The SEARK Crafting Guild is a student organization that teaches do-it-yourself crafts. Classes will involve learning different crafting techniques. Membership is open to any SEARK student.

## SEARKAlert System

SEARK College provides the SEARKAlert emergency notification system. SEARKAlert can rapidly provide mass notifications during natural disasters or other emergencies taking place on campus. SEARKAlert uses an opt-out method of registration to provide faculty, staff and enrolled students with voice, text, and email notifications. All students and employees are automatically registered in SEARKAlert at the time of enrollment or employment. Individuals have the opportunity to opt-out of receiving text and/or voice alerts at any time. (Note: Cellular phone providers may charge a per-text message fee for the delivery of emergency notification.) SEARKAlert has been programmed by the SEARK College Information Technology Department to update and purge users every 24 hours. This automated programming ensures accuracy in the delivery of alerts to all currently enrolled students and employees. Face to face communication may be used if appropriate for the situation.

SEARKAlert may be activated in the event of an immediate threat to the College community. Authorized officials of SEARK College will determine if an emergency notification is necessary. The types of incidents that may cause an immediate threat to the community could include, but are not limited to, emergencies such as: inclement weather, an active shooter on campus, a hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, a suspicious death, structural damage to College owned or controlled facility, a biological threat (anthrax, etc.), significant flooding, a gas leak, a hazardous materials spill, etc.

In the event of an emergency, SEARK College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, or employees occurring on campus.

Upon confirmation that a significant emergency or dangerous situation exists, an authorized SEARK College official will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the SEARKAlert notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. These departments will also identify the appropriate segment of the community intended to receive the notification, if the threat is limited to a particular building or segment of the population.

NOTE: In the event of inclement weather conditions, students and non-essential employees are not expected to place class or work attendance above personal safety. It is ultimately the individual employee and student's responsibility to exercise judgment as to whether travel to or from work or school is appropriate for them at that time.

To assist in timely notification, pre-scripted emergency alerts have been developed and uploaded in SEARKAlert (e.g. Inclement Weather, Active Shooter, Active Shooter All Clear, Tornado Warning, and Tornado Warning All Clear). The College will post updates and follow-up information during a critical incident on the SEARK College website at: <http://www.seark.edu>

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the SEARK College homepage and/or social media.

SEARKAlert provides the capability to alert ALL USERS (which includes all employees and students on all campuses and Early College High School students).

Each month, each SEARKAlert administrator conducts a test of the system.

This practice is designed to ensure that each system administrator can successfully navigate the SEARKAlert dashboard in a timely manner to successfully initiate the alert during an actual emergency.

Each semester SEARKAlert administrators conducts an ALL USERS test of SEARKAlert. In the fall semester the test is announced in advance to the entire campus community and is **unannounced** in the spring semester. Both tests provide faculty, staff and students an opportunity to verify enrollment in SEARKAlert by receipt of a text, email and/or voice message.

A final feature of SEARKAlert, provides the capability for all members of the Executive Council to text message an alert to "ALL USERS" directly from his/her cell phone.

Information regarding the response and notification policies will be distributed to faculty and staff during annual meetings and to students during orientation sessions.

## Second Degree

In special circumstances, a student may request additional time for a second associate degree. For example, a student who has successfully earned an Associate of Applied Science degree and wishes to pursue a bachelor's degree may ask

for additional time to complete courses for the Associate of Arts Degree. Additionally, a student who needs retraining due to extenuating circumstances such as a disability or company closing/downsizing may petition for additional eligibility. Other situations may be considered on a case-by-case basis. All previous coursework applicable to the second degree must be counted in the maximum time limit for receiving aid, including developmental coursework.

## Security

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Vice President for Student Affairs Office so that the proper Administrator and the proper Security/Buildings & Grounds personnel can be notified. Employees of the College will be responsible for calling outside assistance if deemed necessary.

Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week. The Emergency phone number is 870-850-4911.

## Semester Completion Requirement

Students must successfully pass 67% of all hours attempted each semester and cumulatively for all periods of enrollment.

For example, a student enrolled in 15 hours must pass a minimum of 10 credit hours.

(15 hours times 67% = 10 hours.)

Successful completion is defined as earning a final grade of A, B, C, or D. Grades of I, W, F and AU are not considered as successful completion. However, the courses that correspond to these grades will still be counted in the student's total number of attempted hours.

## Sexual Harassment

The College community is considered to be a place of work and study free of harassment, which includes sexual harassment and all forms of sexual intimidation and exploitation. The determination of sexual harassment will vary with the particular circumstances but may be described generally as inappropriate or unwanted sexual behavior such as physical contact, verbal comments, or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to contact the Affirmative Action/Equal Opportunity Officer.

## Smoke-Free Campus

Smoking and tobacco, including e-cigarettes, use is prohibited in or on all facilities, areas, and equipment of the Southeast Arkansas College campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, hallways, college-owned or -leased vehicles, garages, restrooms, cafeteria or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, courtyards, entrance and exit ways, and any other areas of the College campus. This policy applies to all students, faculty, staff, consultants, contractors, and visitors



# Social Media Policy

Southeast Arkansas College recognizes the use of social media as a means of public communication and understands its use as a tool for students and faculty to communicate about academic life and assignments. Social media are encouraged at SEARK as long as they are used for positive legitimate communication and/or educational purposes.

SEARK also understands the potential for using blogs to compromise the academic integrity of a course and the institution by encouraging cheating on assignments, providing confidential information between students, and plagiarizing materials. Students who use social media in this manner will be disciplined according to the policies outlined in this handbook. Any individual using a social media for the specific purpose of cheating on an assignment, plagiarizing material, or providing information deemed confidential is in violation of the *Student Code of Conduct* and will be dealt with according to the disciplinary process defined in the *Code of Conduct* found in this handbook

## Sources Of Financial Aid

There are many sources of financial aid for which students may apply. A brief definition of these programs is included in this guide. Detailed information on these sources may be obtained from the Southeast Arkansas College Financial Aid Office. The primary sources of assistance may be categorized in these four areas: Federal, State, Institutional and Public/Private.

**Federal.** The federal government is the largest source of aid for Southeast Arkansas College students. The federal aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and the William D. Ford Direct Loan Program, including Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, and Parent (PLUS) Loans. A great source of information about federal student aid may be found online at <https://studentaid.ed.gov>.

**State.** The State of Arkansas provides grants and scholarships. State financial aid includes the Governor's Scholars programs, Arkansas Academic Challenge Scholarship, and others. Contact the Arkansas Department of Higher Education for more information at (501) 371-2000. Additional information about these scholarships may also be found at the Arkansas Department of Higher Education's website at <http://scholarships.adhe.edu>. Applications are available online between October 1 and June 1 each year.

**Institutional Aid.** Southeast Arkansas College offers many scholarships. Students must be enrolled full-time each semester to be eligible for the scholarships and must meet the prescribed criteria for scholarship renewal.

SEARK College Trustee Scholarship- awarded to at least one high school graduate from each high school in the College's service area. It is a merit-based scholarship of \$2000 per year.

SEARK Leadership Scholarship- is a merit-based of \$1,000 scholarship per year.

SEARK College Arkansas Scholars Scholarship--available to a limited number of graduating seniors from Dollarway High School, Pine Bluff High School, Watson Chapel High School, or White Hall High School meeting certain eligibility requirements. The scholarship is valued at \$1,500 per year.

SEARK College Non-Traditional Student Scholarship- is a merit-based and is for students that are 25 years of age and older, with preference given to those who are not eligible for federal student aid. Information on institutional aid programs is available from the Financial Aid Office. This scholarship is valued at \$800 per year.

Scholarship details may be obtained in the SEARK College Admissions Office, Financial Office or the College's Website.

**Public/Private.** Many civic and private organizations award funds based on academic achievement, a talent or skill, financial need, or a major course of study. These funds generally do not have to be repaid.

# Standards Of Conduct For Use Of Seark College Computers

Users of the SEARK computer system must adhere to state and federal laws which refer to computer fraud, software piracy, etc., and refrain from:

1. Dishonestly using SEARK computers or resources in activities such as but not limited to blogging, posting online, or participating in the unauthorized broadcast.
2. The disruption/destruction of computer facilities or equipment,
3. The violation of licenses and copyright agreements, SEARK policy and state/federal laws, and,
4. Visiting pornographic sites.

Academic dishonesty is defined in the SEARK Student Conduct Policies. Examples of academic dishonesty include, but are not limited to:

1. Submitting the programs/program documentation of another as one's own work,
2. Obtaining or attempting to obtain unauthorized access to information stored in electronic form, and,
3. Submitting false results of a program's output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer, computer systems, computer networks, or computer software/data. All SEARK computer users are subject to the terms of the law. Under these terms, academic computing, administrative computing, and network services departments are responsible for reporting violations to the proper authorities.

Disruptive/Destructive computer behavior includes:

1. Entering a pornographic site/display of pornographic material,
2. Damaging/stealing college-owned equipment or software,
3. The creation and/or display of false system messages,
4. Maliciously causing system slow-downs or rendering a system inoperable,
5. Gaining/attempting to gain access to accounts without proper authorization, and,
6. Introducing viruses/worms into a system.

SEARK adheres to EDUCOM copyright policies. Most software used on SEARK computers is covered by copyright, license, or non-disclosure agreements. For committing these violations SEARK and the offending student would be likely be assessed civil penalties. Violations include, but are not limited to:

1. Making copies of copyrighted/licensed software without first obtaining proper authorization,
2. Using software in violation of copyright, license or non-disclosure agreements,
3. Using college computers for unauthorized private or commercial purposes.

## State Financial Aid Programs And Scholarships

**ARKANSAS STATE AID, Arkansas Department of Higher Education (ADHE)** --Complete **one** application to determine eligibility for **ALL** ADHE scholarships listed below. Application deadline is June 1 unless noted otherwise. The application is available online at <http://scholarships.adhe.edu/>. Click Start. Students must also complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov).

**ADHE Academic Challenge Scholarship (Non-traditional)** - This scholarship is open to non-traditional students who are Arkansas residents. Students must have a 2.5 GPA and/or certain test scores to be eligible. This scholarship provides funds to full-time and part-time students enrolled in at least six (6) hours.

**ADHE Academic Challenge Scholarship (Traditional)** - This scholarship is open to graduating high school seniors demonstrating academic achievement (ACT score of 19 and/or a grade point average of 2.5). It provides funds for full-time students and has specific enrollment requirement for full-time students.

**ADHE AR Future Grant** - This scholarship is a last dollar scholarship for students enrolled in approved STEM and high demand programs. Students may qualify for tuition and fees not covered by any other grants or scholarships. The approved list of programs may be found at [www.scholarships.adhe.edu](http://www.scholarships.adhe.edu)

**ADHE Governor's Distinguished Scholarship** - This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or those who are named National Merit Finalists or National Achievement Scholar. It pays tuition, mandatory fees, room and board up to \$10,000 per year. **Applications must be submitted to ADHE by February 1.**

**ADHE Governor's Scholars** -This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. **Applications must be submitted to ADHE by February 1.**

**ADHE Law Enforcement Officers' Dependents Scholarship (LEO)** - This scholarship is a waiver of tuition, fees, and room/board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty

**ADHE Military Dependents Scholarship (MDS)** - This scholarship is a waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed, were missing in action, were prisoners of war, or who are totally and permanently disabled.

**ADHE State Teacher Education Program (STEP)** - This scholarship provides assistance for eligible teachers with repayment of outstanding federal student loans. The program is available to Arkansas educators who graduated after April 1, 2004, have unpaid federal student loan balances, and teach in a geographic and/or subject shortage area or are minorities. Assistance may be granted for up to three years.

**ADHE Teacher Opportunity Program (TOP)** - This award offers tuition reimbursement grants to Arkansas teachers and administrators. Teachers and administrators may apply for reimbursement of out-of-pocket expenses paid for up to six (6) college credit hours completed for each academic year, not to exceed \$3,000.

## Statement Of Compliance

Southeast Arkansas College is in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

## Statement Of Non-Discrimination

SEARK supports the Civil Rights Act of 1964, "Executive Order #11246, Title IX" of the Educational Amendments of 1972, "Section 504" of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall be excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Vice President for Student Affairs Office.

## STEM Club

The Science Technology Engineering and Mathematics Club (STEM Club) mission is to encourage students to gain a strong interest in the areas of science, technology, engineering, and mathematics. In addition, the Science, Technology, Engineering and Mathematics Club shall create avenues for research, career advisement, and education; and promote academic and professional networking.

## Student Assemblies

Students, who need to utilize campus facilities for an event, must first reserve the facilities through Student Affairs Office. Whenever an activity, held in the name of the college, includes a speaker, the Vice President for Student Affairs Office must officially approve the speaker and coordinate the event with the SEARK Office of Physical Plant.

## Student Code Of Conduct

Students, as members of the SEARK College community, are afforded certain rights; but in turn, they are expected to meet certain responsibilities. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The College maintains an academic environment for all without denying opportunities to any. Being unfamiliar with SEARK policies and procedures does not excuse a student from acting responsibly.

### A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities.
2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a *Student Activity Request Form* and submit it to the Student Affairs Office least 72 hours prior to the event. The location must be approved by the Vice President for Student Affairs Office.
3. Individual students and student clubs/organizations can publish and distribute items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Affairs Office prior to distribution.
4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Affairs are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at SEARK in their names for use by outside groups/organizations.
5. Student clubs/organizations registered with the Student Affairs Office have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice President for Student Affairs has the right to cancel a speaker's invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.
6. Student academic records are confidential and subject to existing law. Official records kept at SEARK do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
7. Students are afforded due process when accused of any violation(s) of the regulations of the *SEARK Student Code of Conduct*. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
  - a. A notice in writing of any charges.

- b. Admit to the alleged violation, waive an appeal, and accept the college's action(s).
- c. Admit to the alleged violation and request an appeal.
- d. Deny that the alleged violation occurred and request an appeal.
- e. A fair appeal heard before an impartial committee.
- f. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
- g. Select an advisor who will attend the appeal along with the student.
- h. Call witnesses and present evidence.
- i. Receive a list of witnesses who are to testify against the accused student.
- j. Confront and cross-examine witnesses and/or accusers.
- k. Request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
- l. Appeal to the Student Advocate Appeals Office; and if no resolution occurs, directly to the President of the College.

#### **B. Student Regulations and Rules of Conduct**

It is the basic and fundamental responsibility of the college to maintain order using the defined policies and procedures. The filing of a SEARK Application for Admission is regarded as an applicant's intention to abide by the standards and regulations set forth by SEARK. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

- 1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events except when previously authorized.
- 2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on or near campus and at institutionally approved events on-campus/off-campus is strictly prohibited.
- 3. No person is allowed to physically abuse, verbally abuse, threaten, or intimidate any member of the faculty, staff, student body, or a visitor to the college. Including psychological abuse, social and sexual harassment or coercion.
- 4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a visitor to the College or a member of the college community is strictly prohibited.  
People are not allowed to assemble on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college. SEARK recognizes the right to peacefully assemble.
- 5. Gambling on campus is prohibited.
- 6. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a properly identified administrator, staff member, or security personnel while the employee is performing his/her duties.
- 7. Unauthorized entry into or damage to any college facility is prohibited.
- 8. Falsification, alteration, fabrication, or misuse of college forms, documents (written and electronic), records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
- 9. Clubs/organizations that are not properly registered with the Student Affairs Office are prohibited from meeting or conducting business anywhere on campus.
- 10. Publications that do not bear the name of the originator or do not adhere to SEARK publication standards cannot be distributed on the SEARK campus.
- 11. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
- 12. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that are to be inducted into a club/organization.
- 13. The unauthorized use of college property/services is strictly prohibited, including creating a fire
- 14. Disruptive behavior that interferes with learning on campus is not permitted.
- 15. The viewing or public display of pornography on campus or campus events is not permitted.

16. Acts of dishonesty, including but not limited to: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any college official or office, forgery, alteration and misuse of any college document, record or instrument of identification.
17. Making threats and/or threatening behavior. Including behavior threatening to property, others or to yourself

## Student Commons

The Student Commons, located in College Hall-Commons, is designed for student group meetings and free hours between classes. Food, beverages, snacks, clothing, school supplies, and textbooks are available in the Student Center.

## Student Dress

Southeast Arkansas College students are expected to dress in a manner appropriate for responsible adults in an educational and business setting.

## Student E-Mail

The primary means of communicating with students is through electronic mail (e-mail). Each student is assigned a student e-mail free of charge. Each student is encouraged to activate the student e-mail and check it regularly for important announcements from the College.

## Student Government Association

The SEARK College Student Government Association (SGA) works throughout the academic year to:

1. Serve as the representative body of students enrolled in the college with the primary purpose of providing an opportunity for the active participation of students in the affairs of the college.
2. Provide a forum for the continuous exchange of ideas and opinions among the students, faculty, and staff.
3. Discuss issues of concern to students and provide advice and recommendations to the Vice President for Student Affairs for consideration.

**Definition:** Students are defined as any person officially enrolled in one or more credit courses of the college.

**Membership:** The SGA is comprised of six (6) duly elected members of the student body. These six elected members will represent the technical and academic programs with representatives from each area. Additionally, the president, chairperson, or other duly elected representative of each officially recognized student club or organization of the college will serve on the SGA. The following eligibility criteria pertain to all students chosen by election or appointment from a student organization:

- a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
- b. Shall be in good standing academically and socially.
- c. Shall execute all duties of any position held within the SGA.
- d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

**Terms:** Members shall be elected for one-year terms commencing no later than September 15 of each year.

**Officers:** No later than October 1 of each year, the newly chosen members of the SGA shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

**Meetings:** The SGA will meet a minimum of twice per semester (September, November, February, and April). Additional meetings may be called by the chairperson, resource person, advisor, or college president.

**Operating Guidelines:** The General Guidelines for Council and Committee Operation will apply to the SGA.

**Advisor:** Counselor

**Resource Person:** Vice President for Student Affairs.

## Student Grievance and Appeals Policy

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Student Advising and Retention Office located in the Student Services Building, Room 160. When appropriate grievances will be directed to the appeals committee. The decision of the appeals committee is final. The Student Advising and Retention Office will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will investigate such claims consistent with Title IX policy.

## Student Identification (ID) Cards

Each student is required to have a Southeast Arkansas College Photo Identification Card with them while on campus. ID cards are issued for the academic year. There is no charge for the first ID card, but there is a \$5.00 charge for replacement cards. IDs are made in Student Affairs Building, Registrar's Office.

## Student Organizations

Student Government Association

ALPNA Student Division

Arkansas Student Nurses Association (ASNA)

Association Of Surgical Technologists

Gaming Club Of Seark College

Phi Theta Kappa

Respiratory Therapy Care Club

SEARK College Radiography Student Association

SEARK College Student Ambassadors

SEARK Crafting Guild

SEARK College Criminal Justice Association (SCCJA)

STEM Club

## Student Parking

Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. Handicapped parking spaces are available in front of each building on the College's campus. All vehicles should be locked. Current parking permits are required. **The campus speed limit is 15 mph.**

## Student Policies

Statement Of Non-Discrimination	Wireless Network Access Policy And Appropriate Use
Missing Person Policy	Social Media Policy
Student Code Of Conduct	Display Of Non-College Publications
Bicycles, Hoverboards, Motorcycles, In-Line Skates And Skateboards	Sales And Solicitation
Unmanned Aircraft Systems (UAS) Policy	Procedures For Students/Student Organizations
Additional Rules Of Conduct	Procedures For Non-Students/Businesses
Disciplinary Sanctions	Free Expression Policy
Cheating And Plagiarism	Student Assemblies
Standards Of Conduct For Use Of Seark College Computers	Visitors On Campus
Internet	Illegal Drugs And Alcohol

## Student Responsibilities For Financial Aid

**Cancellation of Aid.** Your student aid may be canceled and future applications refused consideration if you do any of the following:

1. Provide false data or falsify information
2. Fail to provide complete information/data
3. Enroll in fewer than the minimum hours required for your type of aid
4. Fail to report a change in financial resources
5. Fail to fulfill the satisfactory academic progress requirement
6. Use financial aid funds for expenses that are not related to education
7. Are terminated from a work-study position
8. Withdraw from the College

**Receipt of Additional Financial Aid Funds.** If you receive additional financial aid funds to assist with educational expenses, you must notify the Financial Aid Office immediately. This includes scholarships, private funds or other sources of assistance made available to you.

**Change in Financial Resources.** If your financial circumstances change after an award has been made, you must inform the Financial Aid Office immediately. Documented changes may produce changes in your eligibility status and the amount of financial aid you receive. Changes resulting in a larger income must be reported as well as those resulting in a lower income. A worksheet is available from the Financial Aid Office that will assist the College in determining what action should be taken.



**Change of Name or Address.** You must notify the College if your name or address changes while you are attending Southeast Arkansas College. If you are a loan recipient, it is your responsibility to notify the College and your lender of any name or address change while you are repaying the loan, even if you are no longer attending Southeast Arkansas College.

**Selective Service Certification.** You must certify that you have registered for the Selective Service if you are required to do so.

**Management of Funds.** Student financial aid is normally awarded for an academic year; therefore, you will receive your funds in one or more disbursements each semester. Disbursements will be made approximately four to six weeks after the beginning of classes. You will need to manage your financial aid funds carefully so they will last the entire semester; if you spend carelessly, you may find yourself without funds before the semester is over.

**Loan Repayment.** It is your responsibility to repay all loans made through the Southeast Arkansas College Financial Aid Office. You should carefully read the Master Promissory Note (MPN) before signing the promise to repay loan funds.

**Over-award.** If you receive more financial aid than is needed to cover your educational costs, this is called an over-award. Failure to tell the Financial Aid Office about outside financial resources or help may result in your receiving an over-award. If you receive an over-award, you may have to repay part or all of the financial aid received from the College. Be sure to include all of your financial resources on your aid application, and notify the Financial Aid Office of new financial resources after the award has been made so that you can avoid an over-award.

**Student Aid Program Requirements.** Each financial aid program has specific conditions, and it is your responsibility to carefully study and learn these conditions. Specific conditions for eligibility and receipt of each program are in this guide and your award letter.

**Withdrawal from the College.** You must complete an official withdrawal form if you withdraw from the College. This form must contain your signature, the Financial Aid Advisor's signature, and be turned into the Registrar's Office to be valid. Official withdrawal forms are available in the Registrar's Office. Failure to officially withdraw from a course or the College will cause a failing grade of "F" to appear on your transcript for the course.

## Student Rights For Financial Aid

**Equal Determination of Awards.** Student financial aid at Southeast Arkansas College is awarded on the basis of a uniform method of determining need and in accordance with various federal rules, regulations, and laws governing the various aid programs. Each student is given equal and individual treatment in determining eligibility. You are encouraged to contact the Financial Aid Office with any questions about eligibility determination.

**Appeal Procedure.** If you have questions about your financial aid or feel you have not been given adequate consideration, please come to the Financial Aid Office and discuss this with the Financial Aid Advisor. Appeals concerning Satisfactory Academic Progress must be submitted within ten (10) days of the beginning of each semester. The appeal will be presented to the Financial Aid Appeals Committee that will evaluate the request based on the student's written statement and supporting documentation. The Financial Aid Appeals Committee's decision is final.

## Student Services

Placement, Program Entrance, And Skills Assessment Testing

Change Of Address Or Name

Advisement And Retention Center

Veterans' Services

Disabled Student Services And Facilities

Substance Abuse Program

Student Organizations

## Student Status -- Dependent Or Independent?

Federal financial aid programs are based on the idea that parents have the primary responsibility for paying for their children's education.

The terms "dependent" and "independent" have specific definitions as used for federal financial aid. For the 2018-2019 academic school year, you are automatically considered an *independent* student if you meet one of the following criteria:

- You were born before January 1, 1995. (You are at least 24 years old.)
- You are married.
- You are working on a master's or doctorate program (already have a bachelor's degree).
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are a veteran of the U.S. Armed Forces or will be by June 30, 2019. A veteran is one who has engaged in active duty for purposes other than training or was a cadet or midshipman at one of the service academies and released under a condition other than dishonorable.
- You have legal dependents other than a spouse. Legal dependents are those who live with you, get more than half their support from you, and will continue to do so during the academic year. Also, your children who do not live with you can be legal dependents if you provide more than half their support. **NOTE:** If you know you will have a legal dependent (other than a spouse) during the academic year but not until after you apply for aid, you may include that person as a dependent. For example, if you or your spouse are pregnant and the child will be born by June 30, 2019, you may count that unborn child as your dependent.
- At any time since age 13, both of your parents were deceased, you were in foster care or you were a dependent or ward of the court.
- You are/were an emancipated minor as determined by a court in your state of legal residence.
- You are/were in legal guardianship as determined by a court in your state of legal residence.
- At any time on or after July 1, 2017, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2017, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.
- At any time on or after July 1, 2017, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

If you do not fit any of the above categories, you are classified as a dependent student. If you classify yourself as an independent student, Southeast Arkansas College is authorized to ask for proof of independent status before awarding your federal financial aid.

If you feel you have **unusual circumstances** that qualify you as an independent student, even though you do not fit any of these categories, talk to a Southeast Arkansas College Financial Aid Officer. You can be classified as an independent student if the Financial Aid Officer feels that your circumstances warrant the change. However, the Officer will not do this automatically; you must request it and be able to supply official documentation supporting your request. Also, the decision is based on the Officer's professional judgment and is final -- you cannot appeal it to the U.S. Department of Education. **Unusual circumstances** include an abusive family environment or abandonment by parents. The

circumstances must be documented by a third party that knows of the student's situation, such as a teacher or member of the clergy.

## **Student Support Services**

The TRiO Student Support Services (SSS) program is a federally-funded program dedicated to helping first-generation, low-income or disabled students with opportunities for academic development, assisting with basic college requirements, and motivating them toward the successful completion of their postsecondary education. The SSS program may also provide financial aid to participants who are receiving Federal Pell Grants. The goals of SSS are to increase the college retention and graduation rates of its participants, to facilitate the process of students' transitioning from one level of higher education to the next, and to foster an institutional climate supportive of their success. The SSS program is located in Suite 100 of the College Hall Building, across from the entrance to the Commons Building.

## **Student/Faculty Disputes**

If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Dean and then the Vice President for Academic Affairs. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the appeals committee is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer, in writing, of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for appeals in the Allied Health Programs.

## **Substance Abuse Program**

Southeast Arkansas College recognizes that drug and alcohol abuse can cause mental and physical health problems that can threaten lives, disrupt programs of study, and shatter families. Pamphlets are available on the many risks involved and the counseling, treatment, and rehabilitation programs that are available in this area. Additional information will be available in the form of videos and special program presentations throughout the year.

## **Substance And Drug Abuse Prevention Policy**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under a federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The policy of Southeast Arkansas College clearly establishes that use, possession or sale of illicit drugs and alcohol on college premises or at institutional functions will not be tolerated.

Therefore, SEARK College has implemented the following drug prevention steps:

1. An information center has been set up in the Student Advising and Retention Center in Room 160 of the Student Services building.
2. The Student Advising and Retention Center Office may be contacted for information, counseling or referral concerning substance abuse.
3. The Student Advising and Retention Center sponsors events that promote healthy, drug-free lifestyles.
4. Instructors will incorporate drug and alcohol prevention materials into their classes when appropriate.

# Summer Aid

Applications for financial aid for summer school must be completed by June 15. All of the summer mini-sessions are combined, and the total hours of enrollment from all summer sessions are used to calculate the student's enrollment status for summer aid. For example, enrollment of 3 credit hours in Summer Term I is combined with the enrollment of 6 credit hours in Summer Term II for a total of 9 credit hours and an enrollment status of three-quarter-time for the entire summer session.

Students enrolled at least half-time during summer (6 credit hours) may be eligible for Pell Grant even if he or she has been enrolled full-time during the preceeding fall and spring terms. See the Financial Aid Office for details.

## Supplemental Information

- Students may not repeat any classes previously passed.

Students will be paid for only those specific courses required in their declared major and any prerequisites.

## Support Staff

Connie Anderson, Administrative Specialist II - Admissions

Amanda Bailey, Financial Aid Specialist - Financial Aid

A.A. - Southeast Arkansas College

Mary Baker, Shipping and Receiving Clerk - Buildings and Grounds

LaShauna Battles, Payroll Technician - Business Office

Kelley Bohlmann, Administrative Specialist III - College Development

Christopher Brown, Institutional Services Assistant - Buildings and Grounds

Terry Clausen, Webmaster, Media and Lab Specialist - College Information

C.P.EMT-B - Department of Combat Medicine

TC-EMT-P - Southeast Arkansas College

A.A.S. - Southeast Arkansas College

Jerry Cobb, Computer Support Specialist - Technology Services

A.A.S. - Southeast Arkansas College

Phylesia Davis, Coordinator of Administrative Computing - Technology Services

B.A. - University of Arkansas at Little Rock

M.S. - University of Arkansas at Little Rock

M.B.A. - University of Arkansas at Little Rock

Sam Domineck, Financial Aid Specialist - Financial Aid

A.A.S. - Southeast Arkansas College

Elisha Downing, Fiscal Affairs Specialist - Accounts Payable - Business Office

Tony Duncan, Network Support Analyst - Technology Services

Jennifer Ford, Cashier - Business Office

Kizzy Gales, Administrative Specialist I - Admissions

B.S. - Southern Arkansas University

Antonio Givens, Institutional Services Assistant - Buildings and Grounds

Kellen Gray, Institutional Services Assistant - Buildings and Grounds

Christen Green, Administrative Specialist I - Admissions

B.A. - Mississippi Valley State University

Wanda Grimmatt, Administrative Analyst - Student Services

A.A.S. - Southeast Arkansas College

Ricketo Humphrey, Institutional Services Assistant - Buildings and Grounds

Renee Hunthorp, Administrative Specialist I - Retention and Advisement

Margaret Jackson, Purchasing Specialist - Business Office

Quintez Lee, Library Support Assistant - Library

Cindy McAninch, Food Court Manager - Food Court

Jerry Monk, Maintenance Supervisor - Buildings and Grounds

Rebecca Monk, Human Resources Specialist - Business Office

A.A. - Southeast Arkansas College

John Owasoyo, Institutional Services Assistant - Buildings and Grounds

Angela Parrish, Fiscal Support Analyst - Business Office

B.A. - University of Arkansas at Monticello

B.S. - University of Arkansas at Monticello

Jerry Pitts, Institutional Services Supervisor - Buildings and Grounds

Joseph Powell, Information Technology Manager - Technology Service

A.A.S. - Southeast Arkansas College

Stephanie Price, Institutional Services Assistant - Buildings and Grounds

Sterling Rancifer, Network Support Analyst - Technology Services

A.S. - Southeast Arkansas College

A.S. - Collins College

Christina Ritchey, Cashier - Business Office

Gene Sellers, Maintenance Assistant - Buildings and Grounds

LaWanda Smith, Fiscal Support Analyst - Business Office

B.S. - Arkansas Tech University

Tikeecha Spikes, Library Technician - Library

A.A.S. - Southeast Arkansas College

Hannah Stanford, Administrative Specialist I - Financial Aid

A.A. - Southeast Arkansas College

B.A. - University of Arkansas at Pine Bluff

Jabe Thrower, Maintenance Assistant - Buildings and Grounds

Angelia Williams, Accountant I - Business Office

A.A.S. - Southeast Arkansas College

B.S. - University of Arkansas at Pine Bluff

Shirley Williams, Institutional Services Assistant - Buildings and Grounds

Robert Young, Institutional Services Assistant - Buildings and Grounds

## Technical Certificate

The Technical Certificate (TC) is awarded to individuals who successfully complete a one-year planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Acceptable ACT or ACCUPLACER scores may waive the English and math course requirements for some one-year technical certificate programs.

## Technology Use Policy

Southeast Arkansas College has made a significant investment in computer and communications technology to promote and support the exchange of information both within the College and between the College and the world as a whole. The computer and communications technology available to the faculty, staff, and students at Southeast Arkansas College is provided to support the College's Mission and Goals. Use of these resources must be consistent with the College's Mission and Goals and applicable state and federal laws or regulations.

The following guidelines set forth the basic rules governing campus technology usage. Additional guidelines and/or rules of use may govern computer/network use in individual situations, i.e., departmental computer labs, the Library, various college offices, etc. The Computing Services Department is charged with the overall responsibility for the College's computer and communications technology and will engage in activities necessary to protect the system.

Computer and/or network use is generally restricted to activities that are directly related to the Mission and Goals of SEARK College by the faculty and staff to complete employment obligations and by students to complete course assignments. Students and members of the greater community may use certain College computers for personal research or projects under guidelines set by the applicable College department, or division, i.e. the Library.

All computer and/or network use must conform to federal copyright law (U. S. Code Title 17) and all software license agreements. Computer programs and application software may not be installed, removed, disabled, or altered on SEARK College equipment without authorization from an appropriate official (computer lab supervisor, department

head, college dean, vice president, or president) *and* the Computing Services Department. Programs may not be copied for unauthorized use on other computers.

All computer and/or network use must respect the rights and privacy of others. College equipment may not be used to threaten or harass others, to gain access or attempt to gain access to programs or files belonging to another, to deliberately access pornographic websites, to engage in illegal activities, to disrupt a computer network or system through the knowing distribution of computer viruses, or to conduct for-profit activity.

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services. See Standards Of Conduct For Use Of Seark College Computers.

**Please consult the SEARK College website for the full Technology Use Policy for specific policies and procedures at <http://seark.edu/technology-services/technology-services-policies>.**

Arkansas Freedom Of Information Act

Educational Records

Copyright Policy

## Telephone Calls And Messages

Use of cellular phones is not allowed in SEARK College classrooms. All electronic devices must be turned off and put away during class.

## Textbook And Bookstore Refunds

**Textbook refunds have the following requirements:** (1) price tags are to remain on the books, (2) new books must be returned in the same condition as purchased, and (3) new books in shrink wrap must be returned in the same condition and the shrink wrap must be unopened. No refunds on activated e-Books. Students have one week (5 days) from the first day of class of each semester to receive a full refund and 30 days to receive a partial refund. Proof of schedule change from the Registrar's Office will be required for any refunds. A receipt is required.

**General reading books and small electronics:** A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with original receipt. Items must be in the same condition as purchased and with original receipt.

**Food Refunds:** All food items are non-refundable.

**Purchases against financial aid or credit cards, etc.:** Refunds for all items purchased are credited back to the original source of payment and must accompany a receipt. Items must be in the same condition as purchased. No refunds for gift cards.

## Timely Warning

Timely warnings are triggered as soon as pertinent information is available about Clery Act crimes that have been committed and represent a serious or an ongoing threat. The decision to issue a timely warning shall be decided and initiated, on a case-by-case basis, by considering all available facts, by the Vice-President for Student Affairs.

Timely warnings alert the campus community regarding any Clery Act crime committed on the Clery geography that has been reported to SEARK Security, CSAs or local police agencies and is considered to represent a serious or

continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to SEARK Security, 870-557-4211 or 870-850-4899 or 4911

Timely warnings are typically issued for the following incidents when it is determined that the incident represents a serious or continuing threat to students and employees:

- Murder and non-negligent manslaughter
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known). In cases involving sexual assault are often reported long after the incident occurred, as such, there may be no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a timely warning notice.
- Robbery
- Aggravated assault (cases involving assaults among know parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger community.)
- Major incidents of Arson
- Domestic violence, dating violence, stalking
- Other crimes as determined necessary

A timely warning may be distributed to the campus using some or all of the following mechanisms:

- SEARK Alert System
- Flyers posted on bulletin boards, exterior doors in academic buildings, outdoor boards and administrative buildings.
- Campus meetings and/or announcements
- Posted on one or more campus websites: <https://www.seark.edu>

Information contained in each timely warning will include: 1) specific information about the crime that prompted the alert (date/time/location and nature of the crime); 2) information promoting safety (crime prevention and safety tips); and 3) information that will assist individuals in protecting themselves (what action to take or not take). The name(s) of alleged victim(s) will be withheld as confidential from all timely warnings.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

NOTE: FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA. [34 CFR.99.31(b) (6) and 99.36]

## **Tornado Alert**

The Campus Alert System (e2Campus), College telephone system, and Buildings and Grounds personnel will be used to alert students and staff of tornado warnings. Procedures to follow include:

At the direction of your instructor, go to an inside room or hall in a glass-free area. Movement to a safe area should be in a quick, orderly manner. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies. SEARK College is included in the Jefferson County Emergency Alert System. Refer to Emergency Response Plan.

## **Traditional Student Admission Process**



# Admissions Procedures for Degree/Certificate Students

1. **Admissions Office** - The Official College Application for Admission is found on the College website. Submit a copy of Immunization Record if born on or after January 1, 1957, as mandated by ACT 141 of 1987 showing proof of immunity by having two doses of measles vaccine, one dose of rubella, and one dose of mumps vaccine to the College. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit a copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Admissions. Provide driver's license or state-issued photo I.D. card.
2. **Visit the Registrar's Office**-Take required system photo. Students must provide a current photo ID such as a driver's license. The Registrar's Office is located in the Student Services Building, Room 145.
3. **Testing** - The ACCUPLACER placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The ACCUPLACER placement test is available Monday - Friday from 8:00 am - 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. On-line orientation and tutorials to prepare for the ACCUPLACER test are available through the Tutoring and Testing link on the SEARK College home page.
4. **Pay the ACCUPLACER test fee** of \$15.00 at cashier's window. Take receipt to the Testing Center for testing. Testing is NOT required if you hold an associate or bachelor's degree from a regionally accredited institution. In addition, mathematics testing is not required if the student has credit for College Algebra or equivalent; English testing is not required if the student has credit for English Composition I or equivalent.
5. **Advisement and Retention Center**- Prior to registering for classes, each student must see an advisor located in Room 160 in the Student Services Building. Students will be advised and registered for classes via WebAdvisor. If you are paying for the classes yourself, without financial aid, staff will assist in setting up a payment plan. Student email accounts will be activated at this time. Students receiving WIA/TAA/REHAB/VA will be assisted in this office.
6. **Return to Registrar's Office**- After registering for classes, pick up your Student ID and Parking Permit from the Registrar's Office. Student IDs must be worn while on campus. There is no charge for the first student ID or parking permit, but there is a \$5.00 charge for each replacement or additional permits. Tickets will be issued if parking on campus without displaying the parking permit.
7. **Verify Financial Aid**- Students who are receiving any type of financial assistance (or who have applied for financial aid) need to go to the Financial Aid Office for verification. Financial Aid is located in Room 152, in the Student Services Building. Students not receiving financial aid should create a payment plan via WebAdvisor or pay in full at the Cashier. Adhere to payment deadlines to avoid being dropped from your classes.
8. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
9. **Attend Orientation** - Information about new student orientation can be found in the Recruitment Office.
10. Attend all classes.

You are considered admitted to Southeast Arkansas College when the above documents have been received in the Office of Student Affairs and financial obligations have been met. The student will receive an acceptance letter. Nursing and Allied Health students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Students who are accepted for a specific program will be notified by the NAH Division. **Failure to pass drug tests, background checks or providing false information on documents can result in your suspension or expulsion from an academic program, non-credit program or the College.**

## Traditional Student Admission Process

1. **Admissions Office** - The Official College Application for Admission is found on the College website. Submit a copy of Immunization Record if born on or after January 1, 1957, as mandated by ACT 141 of 1987 showing proof of immunity by having two doses of measles vaccine, one dose of rubella, and one dose of mumps vaccine to the College. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit a copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Admissions. Provide driver's license or state-issued photo I.D. card.
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3. **Testing** - The ACCUPLACER placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The ACCUPLACER placement test is available Monday - Friday from 8:00 am - 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. On-line orientation and tutorials to prepare for the ACCUPLACER test are available through the Tutoring and Testing link on the SEARK College home page.
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8. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
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## Transcripts

Official transcripts of a student's work may be obtained from the Registrar's Office in accordance with federal guidelines under the **Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)**.

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D.

number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted.** A Release of Information Form may be requested or the student may write a letter containing the above information. There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.

2. Official transcripts of the student's complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.
3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Requests for official transcripts are normally filled within two working days. The College does not guarantee "over the counter same day service". Transcripts given to students will be stamped "Issued to Student" are not considered official transcripts.

## Facsimile (Fax) Transmissions

Since the original source of documents received through a facsimile (FAX) or e-mail, transmission cannot always be accurately determined, the Admission's Office will accept academic transcripts by FAX or e-mail transmission ONLY as working documents, pending the receipt of an official transcript from the sending institution. A request for academic information received by FAX or e-mail to be sent to an individual or private business will be treated as a telephone request, requiring the submission of a written request bearing the original signature of the student, Social Security number, and last date of attendance.

**Requests submitted to the Registrar's Office to have an academic record sent via a facsimile machine cannot be honored.**

## Transfer Students

Act 182 of 2009 created the Arkansas Transfer System to provide for the seamless transfer of academic credits required for the Associate of Arts, Associate of Science, Associate degrees approved for full transfer under Act 182 are listed on the Arkansas Department of Higher Education website ([www.adhe.edu](http://www.adhe.edu)).

Transfer students making application for admission to Southeast Arkansas College must submit an official transcript from all colleges/universities where they have been officially registered. Students who have successfully completed English Composition I and College Algebra or have proof that they have satisfactorily completed remediation may be admitted without ACT or ACCUPLACER scores. Meeting these requirements will enable them to enroll in college-level English and math courses. Satisfactory remediation is defined as a "C" or higher in any required developmental courses.

In the event that receipt of a student's transcript is unavoidably delayed, a transfer student may be admitted provisionally pending receipt of the official transcript. By presenting an unofficial transcript or grade report(s) from the transfer college. Transfer students must be eligible to re-enter their previous college or university. SEARK College reserves the right to require the transfer student's immediate withdrawal (with the loss of tuition and fees) if the student's previous record does not meet admission requirements. Only grades of "C" or better from institutions of higher education which are accredited or candidates for accreditation by a regional accrediting association will transfer as "credit".

## Transfer Students

For financial aid purposes, a transfer student is defined as a student who has attended any postsecondary institution previous to enrolling at SEARK College. All transfer students must submit official transcripts from all colleges and universities attended. The maximum time limit will be reevaluated based on the student's major and will include all attempted coursework that is shared between the student's previous and current course of study.

## Transfer Students Applying For Financial Aid

A transfer student must maintain Satisfactory Academic Progress (SAP) according to the College's policy to be considered in good standing for financial aid. Transfer students must submit official transcripts from each postsecondary institution attended to verify that they are in good standing.

Transfer students must request a transcript evaluation through the Admissions Office. The transcript evaluation will identify all coursework that applies to the major course of study. All attempted hours applicable to the major course of study must be counted for SAP, even periods in which the student did not receive federal student aid funds. Class status is defined below:

Freshman status = 0-29 semester credit hours completed

Sophomore status = 30 or more semester credit hours completed

## Transient (Temporary) Student

A student enrolled at another college or university may enroll as a "transient (temporary) student." Generally, such enrollment will apply only to summer terms. No transcript is required for admission; however, an Application for Admission should be completed and an unofficial transcript may be required for advisement purposes. These documents should be sent to the Admissions Office. **It is the student's responsibilities to complete a Transcript Request form at the end of the summer term(s) so that credits can be sent to his/her "home" college or university.**

Students should also secure permission from the "home" institution prior to enrolling at SEARK College to ensure that the earned credit from Southeast Arkansas College will be accepted.

EXCEPTION: Students who do not provide the Statement of Good Standing must submit official ACT or ACCUPLACER scores and a transcript of college work. Students who wish to take an English, math, or reading course must submit ACT or ACCUPLACER scores for placement purposes.

Transient students wishing to continue at SEARK College following the Summer Term should follow the procedures for Admission of Transfer Students.

## Tuition And Fees

All Tuition and Fees must be paid at the Cashier's Window in the Business Services Building or setup a payment plan with Nelnet prior to attending class. Tuition and fees are subject to change without notice.

**For the most current tuition and fee rates please visit <http://seark.edu/admissions/tuition-fees>**

Southeast Arkansas College has been authorized to make determinations for in-state/out-of-state classification for its individual students at the time of initial enrollment. Students who reside outside the state of Arkansas for six months or less will be required to pay out-of-state tuition. The student is responsible for submitting a Change of Address form and proof of residency after six months to the Office of Admissions. The Office of Admissions is designated to make these determinations for SEARK College. Contact the Office of Admissions, 1900 Hazel Street, Pine Bluff, AR 71603 or (870) 850-8605 concerning resident classification.

**Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collections agency for assistance in collecting. A collection fee will be added to the amount owed by the student to cover the collection agency costs.**

## **Tutoring Services**

Free tutoring is offered to all students enrolled in courses offered by the College. The Tutoring Center is located in the Library and Center for eLearning. The goal of tutoring is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis.

## **Unmanned Aircraft Systems (UAS) Policy**

SEARK College values the safety, security, and privacy of our community. The personal use of any unmanned aerial vehicle (i.e. drones) is prohibited on campus unless approved by the Vice President for Student Affairs (or his/her designee); commercial use by the Vice President for Academic Affairs (or his/her designee) for marketing and communication projects. Approval must be obtained two (2) weeks prior to the event in order to implement security measures. Any individual found in violation may be fined pursuant to Arkansas law, in addition to other sanctions deemed appropriate by proper authorities. Any operator of a UAS must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of UAS is available on the Federal Aviation Administration website at [www.faa.gov/uas/](http://www.faa.gov/uas/). Further, any operator of an unauthorized UAS will be held responsible for any injuries or damage caused by the UAS. Students accused of violating the Student Code of Conduct are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal meeting, or an appeal hearing conducted by an academic Dean or the Student Advocate Appeals Office. The college, through the Counseling Offices, may require a student to obtain a release to return to campus and classes from a mental health professional or a medical health professional.

An informal hearing is a meeting between the accuser, the accused and the Academic Dean or the Vice President for Student Affairs, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice President for Student Affairs, who makes a final determination.

This may include a directive from SEARK's Counseling Offices to obtain a return to campus and class release from a mental health professional

## **Verification Of Financial Information For FAFSA**

Verification is the process of comparing the data from the FAFSA report to the official supporting documents. The Financial Aid Office is required to verify all applications selected by the FAFSA processor. The Financial Aid Office may also select additional applications based on incomplete or conflicting information.

If your application is selected for verification, you must provide the official document(s) used to complete the FAFSA to the Southeast Arkansas College Financial Aid Office. Acceptable documents include Tax Return Transcripts faxed or mailed directly from the IRS, and other official documentation as designated by the US Department of Education.

You may be asked to verify such information as follows:

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions

- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Income earned from work (nontax filers)
- Number of household members
- Number in college half-time, excluding parents
- High school completion status
- Identity and Statement of Educational Purpose

Students selected for verification will have a maximum of 10 business days from the date you are notified to produce all requested documents. While the requested documents will still be accepted after this time, priority cannot be guaranteed.

Students and parents are encouraged to use the IRS Data Retrieval Tool (IRS DRT) to retrieve accurate information from the IRS into the FAFSA application. Successful retrieval may reduce the documentation requested.

In general, the student does not have to make any corrections during the verification process because the corrections are made by the Financial Aid Office once all verification documents have been submitted. If the student is required to make corrections by the Financial Aid Office, he/she will be instructed which items to change/update.

It is the College's policy to complete verification and submit all corrections to the FAFSA processor before awarding or disbursing any federal student aid funds.

## Veterans' Services

Military service veterans, spouses, dependents, and survivors of deceased or 100 percent disabled veterans should contact the School Certifying Official (SCO) / VA Counselor Office. Eligible Southeast Arkansas College students may qualify for "GI Bill," Vocational Rehabilitation, "War Orphans," and other types of VA assistance. The SCO / VA Counselor Office is located in the Student Advising and Retention Office in the Student Services Building.

Veterans using veterans' benefits should be aware of VA regulations governing academic standards and attendance. No payment of educational benefits will be made for auditing a course or for a course which is not used in completing graduation requirements. Students must complete the "request to be Certified" form and provide a copy of their schedule each semester to the SCO / VA Counselor. New Students must provide a Certificate of Eligibility from the VA in order to be certified through VA-ONCE.

Rules & Regulations For Using VA Benefits

Program Of Study

Academic Progress

Grades

After Drop Period

Supplemental Information

## Video Surveillance

Numerous video surveillance cameras are located in common areas throughout the College campus. These include cameras at entryways and parking lots of student complexes. The cameras are monitored and recorded digitally to help enhance safety for students, faculty, and staff while on our campus. The system is set up in common areas across the campus and has both indoor/outdoor cameras that are often vandal proof and infrared. The system is battery backed up and continues surveillance even if a campus wide power loss occurs.

The College considers a reasonable expectation of privacy at every camera location on campus. Typically, cameras are installed at building egresses and common meeting areas. Cameras are only installed where an individual's expectation of privacy is generally limited.

## Visitors On Campus

Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. Non-students, including children, are not permitted in classrooms.

## Warning Status

There will be a full review of academic progress at the end of each semester. A letter of warning will be mailed to students failing to meet SAP requirements. Warning status does not prevent the student from receiving aid but is meant to inform the student of potential academic problems and provide time for corrective action. Any student that is receiving aid on a warning basis is encouraged to meet with his or her academic advisor or a counselor to develop a plan to improve academic standing.

Students placed on warning will have until the end of the following semester of enrollment to meet all of the SAP requirements. If all SAP requirements are not met by the end of the term, federal student aid will be denied. The warning status is automatically assigned and no appeal is required. The duration of a warning is one semester only.

## Webadvisor

WebAdvisor is a portal to SEARK College's data system. Students, faculty, and staff can look up information and make transactions. Students can view grades, transcript history, register for courses, and make payments among many other functions. Capabilities for faculty members include viewing course rosters, inputting student grades, etc.

## Wireless Access Policy

### **Purpose and Scope**

The goal of this policy is to protect Southeast Arkansas College's technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, or damage to our public image. All users employing wireless methods of accessing SEARK technology resources must adhere to SEARK College defined processes for doing so, using the College approved access points. Unauthorized access to the wireless network is not allowed.

Wireless networks are not a replacement for a wired network. As the College's wireless network is an extension of the existing wired network, wireless access should not be used for work sessions that require the transfer of large amounts of data (e.g., backups or file downloads) or for access to sensitive organizational data.

The following policy is complementary to any previously implemented policies dealing specifically with network access and remote access to the enterprise network.

**Supported Technology**

Southeast Arkansas College uses the 802.11b/g/n protocols as its wireless network standard, transmitting at the 2.4 GHz radio frequency spectrum, with the intention of internet access only to mobile and wireless devices.

In order to provide wireless access to authorized users, Information Technology (IT) must install "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals.

The radio signals are sent to the network interface card (NIC) of the mobile device (e.g. PDA, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use.

"Rogue" access points are antennas that are installed without the knowledge or permission of Southeast Arkansas College, used by individuals to gain illegal access to the College's network.

Southeast Arkansas College supports the following devices and equipment for accessing our network and systems wirelessly:

- Access Points installed by the Information Technology (IT) department
- Laptop computers using Windows Vista/7/10, Linux or Mac OS X 10.4.11 and above
- Cellular phones, tablets, and other devices which support the ability to sign in on the device.

**Policy and Appropriate Use**

All wireless access points within the College's firewall must be approved and centrally managed by SEARK College Computing Services Department (Information Technology Division). The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment on campus premises, are strictly forbidden.

The IT department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.

The IT department reserves the right to turn off without notice any access point connected to the network that it feels puts the College's systems, data, and users at risk.

All wireless clients and devices shall be required to be fully patched and have installed the anti-virus software. The user shall update these applications as required and will not reconfigure them in any way. 802.11 access point broadcast frequencies and channels shall be set and maintained by the IT Department. Any device or equipment found to be interfering with access point signals may be subject to relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.

All computer equipment and devices used to connect to the College's network must display reasonable physical security measures. Users are expected to secure their College-connected devices when they are physically at their machines as well as when they step away.

Wireless access users agree to immediately report to the SEARK College IT department any incident or suspected incidents of unauthorized access point installation.

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy

Any questions relating to this policy should be directed to [epolicy@seark.edu](mailto:epolicy@seark.edu).

**Policy Non-Compliance**

Failure to comply with the Wireless Access Policy may result in the suspension of wireless access privileges and possible disciplinary action.



# Wireless Network Access Policy And Appropriate Use

All wireless access points within the College's firewall must be approved and centrally managed by SEARK College Computing Services Department (Information Technology Division). The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment on campus premises, are strictly forbidden.

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Wireless access users agree to immediately report to the SEARK College IT department any incident or suspected incidents of unauthorized access point installation.

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy. Please see the SEARK College website for the full and current Wireless Network Access Policy.

## Withdrawal Process

**The following signatures must be obtained prior to withdrawal (After add/drop periods):**

Withdrawal from a class:

- a. Faculty Advisor or Instructor
- b. Financial Aid Officer
- c. Veterans must visit the Veteran's Counselor located in the Advisement and Retention Center
- d. Registrar

Complete Withdrawal from College, students must visit the:

- a. Faculty Advisor or Instructor
- b. Financial Aid Office
- c. Advisement and Retention Center
- d. Veterans must visit the Veteran's Counselor located in the Advisement and Retention Center
- e. Registrar's Office

**NOTE:** Failure to complete all of the official withdrawal procedures will constitute improper withdrawal and will result in failing grades being placed on the student's permanent academic record.