



# **Directory of College Facilities**

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

# Arkansas Northeastern College - Main Campus

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

# **ANC Leachville Center**

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

# **ANC Osceola Center**

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

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## Welcome from the President



Dear Student,

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

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

in 1/m

Dr. Chris Heigle President

# **Mission Statement**

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

# Philosophy

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

Arkansas Northeastern College is committed to these purposes:

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



Scan the QR Code or click <u>here</u> for a map of the Arkansas Northeastern College main campus.

#### Equal Opportunity/Affirmative Action Statement

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

#### Publication Statement

This publication should not be regarded as a contract between the student and Arkansas Northeastern College. Although effort has been made to ensure accuracy at the time of printing, ANC reserves the right to change any policies without notification when such action will serve the interest of the College or its students. Policies and procedures set forth by this catalog pertain to all ANC students. Students are advised to visit the ANC website regularly for additional and the most up-to-date information.

#### **Notice of Availability**

#### Institutional and Financial Aid Consumer Information

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

As a student, you may have questions concerning this information and enrollment, financial aid, grading, withdrawing, tutoring services, etc. Answers to these questions can be found in the <u>ANC Student Handbook</u> or the <u>Financial Aid Handbook</u>. The table of contents of each will assist you in locating the appropriate page to answer your questions.

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

Sincerely,

Metrene Jone

KeTierra Jones Director of Financial Aid

#### **Accreditation**

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

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

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

Other Accreditations Include – but are not limited to: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

Arkansas State Board of Nursing University Tower Building 1123 South University, Suite 800 Little Rock, AR 72204 (501) 686-2700

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

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

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

# 2024-2025 Academic Calendar

# Fall 2024

Reconvening	Monday, August 12, 2024
Registration Closes	Wednesday, August 14, 2024
First Day of Class	Monday, August 19, 2024
No Show Rosters Due Payment Deadline Last Day to Declare Audit Status	Friday, August 23, 2024
Early College Classes Begin	Monday, August 26, 2024
Early College No Show Rosters Due	Wednesday, August 28, 2024
Last Day for 100% Refund Last Day to Charge Books on deferment	Friday, August 30, 2024
Labor Day (College Closed)	Monday, September 2, 2024
Census Date (11 <sup>th</sup> day enrollment)	Tuesday, September 3, 2024
Mid-term Grades Due	Friday, October 11, 2024
Second 8 Weeks Begins	Monday, October 14, 2024
Second 8 weeks No Show Rosters Due	Friday, October 18, 2024
Spring 2025 Registration Opens	Monday, November 4, 2024
Last Day to Withdraw	Friday, November 22, 2024
Fall Break (Faculty & Students)	Monday-Friday, November 25-29
Thanksgiving Holiday (College Closed)	Thursday-Friday, November 28-29, 2024
Last Day of Tuesday-Thursday Classes	Thursday, December 5, 2024
Last Day of Monday-Wednesday Classes	Monday, December 9, 2024
Final Exams	Tuesday-Friday, Dec. 10-13, 2024
Grades Due at Noon	Friday, Dec. 13, 2024

# Spring 2025

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New Year's Day Holiday (College Closed)	Wednesday, January 1, 2025
Reconvening	Monday, January 6, 2025
Registration Closes	Wednesday, January 8, 2025
First Day of Class Early College Classes Begin	Monday, January 13, 2025
No Show Rosters Due Payment Deadline Last Day to Declare Audit Status	Friday, January 17, 2025
Martin Luther King Holiday (College Closed)	Monday, January 20, 2025
Last Day for 100% Refund Last Day to charge books on deferment	Friday, January 24, 2025
Census Date (11 <sup>th</sup> day enrollment)	Tuesday, January 28, 2025
Graduation Applications Due	Friday, February 14, 2025
President's Day (College Closed)	Monday, February 17, 2025
Mid-term Grades Due	Friday, March 7, 2025
Second 8 weeks begins	Monday, March 10, 2025
Second 8 Weeks No Show Rosters Due	Friday, March 14, 2025
Spring Break (Students & Faculty)	Monday-Friday, March 17-21, 2025
Spring Break (College Closed)	Friday, March, 21, 2025
Summer and Fall 2025 Registration Opens	Monday, April 14, 2025
Good Friday (College Closed)	Friday, April 18, 2025
Last Day to Withdraw	Friday, April 25, 2025
Early College Final Exams	Monday-Tuesday, May 5-6, 2025
Last Day of Tuesday-Thursday Classes	Tuesday, May 6, 2025
Last Day of Monday-Wednesday Classes	Wednesday, May 7, 2025
Early College Final Grades Due	Wednesday, May 7, 2025
Final Exams	Thursday, May 8 Monday-Wednesday, May 12-14, 2025
Grades Due at noon	Thursday, May 15, 2025
Nucor Diploma <sup>2</sup> Commencement	Thursday, May 15, 2025
Commencement	Friday, May 16, 2025 6

# Summer 2025

Summer and Fall 2025 Registration Opens	Monday, April 14, 2025
Memorial Day (College Closed)	Monday, May 26, 2025
Registration Closes for Summer 2025	Thursday, May 29, 2025
First Day of Classes Summer Day, Evening and INET	Monday, June 2, 2025
No Show Rosters Due Payment Deadline Last Day to Declare Audit Status	Wednesday, June 4, 2025
Last Day for 100% Refund Last Day to charge books on deferment	Friday, June 6, 2025
Census Day (5 <sup>th</sup> day enrollment)	Monday, June 9, 2025
Juneteenth (College Closed)	Thursday, June 19, 2025
Last day to Withdraw from Summer I Day	Friday, June 20, 2025
Last day for Summer I Day Classes (Mon-Thurs)	Wednesday, June 25, 2025
Final Exams for Day Classes Grades Due at 4:00 p.m.	Thursday, June 26 2025
Independence Day (College Closed)	Friday, July 4, 2025
Last Day for Monday-Wednesday Classes	Monday, July 21, 2025
Last Day for Tuesday-Thursday Classes	Tuesday, July 22, 2025
Final Exams – Monday/Wednesday Classes	Wednesday, July 23, 2025
Final Exams - Tuesday/Thursday Classes	Thursday, July 24, 2025
Final Grades Due at noon for MW, TR, INET and Science Classes	Friday, July 25, 2025

# **Academic Advising**

The Advising Center provides students with academic and career counseling. Designed to provide professional guidance throughout the enrollment process, from placement testing to career and goal setting, this format offers students a hands-on approach to decision-making on the front end. All entering students must communicate with an advisor to determine their course of study, obtain a class schedule, and obtain student orientation and Title IX information.

Tutorial services are available through the Advising Center on an individual basis for those who have difficulty with instructional materials. The staff in the Advising Center work with individuals needing help, both on a drop-in and appointment basis. The Advising Center staff can provide materials addressing specific problems, such as procedures for writing essays and term papers, punctuation reviews, and other useful resources. Additional college navigation tools and appropriate resources will also be discussed. All students must communicate with an institutional advisor before their first semester. After the first semester, if the student has met the requirements of 12 credit hours (does not include college prep or repeated courses) and has a 2.0 GPA, the student is assigned a faculty advisor depending upon the selected program of study or progress through college readiness. All degree-seeking students are required to communicate with an advisor each semester to schedule courses. Students cannot register for courses and change their schedule without advisor assistance. Click https://www.anc.edu/advising/bios.htm to make your initial appointment with an ANC Advisor in the Advising Center.

# Academic Assessment

### Academic Assessment for Placement

ANC employs a comprehensive assessment and course placement program to assist each individual in realizing his or her potential as a student. To provide the best possible guidance to students in selecting programs and courses, the College encourages all entering students to take an assessment exam.

 All students who intend to pursue any associate degree or technical certificate require an Assessment based on the American College Test (ACT), the Scholastic Aptitude Test (SAT), or ACCUPLACER. Exceptions may be made for non-degree-seeking students. Students assessed as deficient in math, reading, or

writing will be required to undergo basic skills improvement according to the guidelines developed by the Arkansas Department of Higher Education for all public colleges in Arkansas.

### Academic Assessment of Student Learning

Arkansas Northeastern College is a student-centered institution. To appraise the success of our students, the College actively assesses student learning at the course, program, and institutional levels. The College also assesses its co-curricular offerings. The primary purpose of the College's assessment activities is to measure and improve student learning. To obtain the data necessary to make evidence-based decisions, ANC collects periodic measurements of student academic achievement, attitudes, perceptions, and satisfaction, as well as professional and career development.

Throughout their course of study, ANC students participate in various assessments that help determine the nature and extent of their learning. Assessment activities include, but are not limited to the following:

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

Assessments of student learning conducted by the college are used to guide the continuous improvement of its academic offerings and create a quality learning environment. The student's conscientious contribution to this process is essential. To ensure the validity of the assessment data, it is important that each student do their

best on examinations and assignments and answer survey questions with thoughtfulness and candor. Candidates for any associate degree or certificate awarded by ANC are required, as a condition of graduation, to participate in the outcomes assessments conducted by the academic units of the College, including general education.

# Academic Clemency

Academic clemency provides a second chance for those undergraduate students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. This policy allows students to petition to have previously earned credits removed from the calculations of their cumulative grade point average. The policy is provided for students who have gained maturity through extended experience outside higher education institutions and have demonstrated acceptable academic performance following their return. This is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after an extended separation from college.

The student will be granted or denied clemency by the Chief Academic Officer. If the petition for clemency is approved, the student's transcript will contain a record of all work; however, the grade point average will not reflect the credits for which the student is granted clemency and those credits will not count toward graduation.

In order to petition for academic clemency, the student must have:

- Been separated from all academic institutions for a period of at least 5 consecutive years
- Met all assessment/placement requirements for entering freshman at ANC at the time of reentry
- Re-enrolled at ANC and demonstrated acceptable academic performance by completing at least 12 degree credit hours with a grade point average of 2.00, or above; (hours earned in remedial courses are not counted)
- Upon completion of the above validation period, filed a Petition for Academic Clemency with the Chief Academic Officer.

Transfer students who have received clemency at another institution will be allowed to petition for clemency at ANC under the above policy. The date of clemency will coincide with the date of reentry following the prolonged separation. The permanent student record (transcript) will note "Academic Clemency Granted" and the effective date.

### **Academic Honors**

- President's List Students are named to the President's List when they earn a grade point average of 4.00 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.
- Dean's List Students are named to the Dean's List when they earn a grade point average of 3.50 to 3.99 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.

# Academic Integrity Policy

ANC promotes academic integrity as the only fair and ethical way to achieve your educational goals. Cheating, plagiarism, collusion, giving or receiving test questions, use of annotated texts or teacher's editions are all violations of this code. Ultimately, you are held responsible for all college work that you do - inside and outside of class. To help you keep to the level of integrity ANC requires, the College provides the following definitions:

Integrity: firm adherence to a code (<u>http://www.merriam-webster.com/dictionary/integrity</u>).

*Cheating*: to practice fraud or trickery: to violate rules dishonestly (<u>http://www.merriam-webster.com/dictionary/cheat</u>)

Examples: giving or receiving test questions/answers; copying computer files from another student;

submitting another's work as your own; using any method to retrieve information in violation of the instructor's guidelines. *Plagiarism*: to steal and pass off (the ideas or words of another) as one's own, use (another's production) without crediting the source, to commit literary theft, present as new and original an idea or product derived from an existing source (<u>http://www.merriam-webster.com/dictionary/plagiarize</u>).

Examples: using the exact wording of another without the proper use of quotation marks and citations; paraphrasing another's ideas without giving credit to the producers or writers of the source

# *Collusion*: secret agreement or cooperation especially for an illegal or deceitful purpose (<u>http://www.merriam-webster.com/dictionary/collusion</u>)

Examples: assisting another in an act of academic dishonesty; providing/accepting papers, projects, computer files or test answers to/from another student; allowing another student to copy one's work, including, but not limited to, essays, term papers, homework assignments, math problems, lab exercises and science lab manuals; working together on an assignment or take-home exam when instructed not to do so; removing tests or answer sheets from a test site; copying test questions, in any form, from the computer screen in an Internet course; allowing another student to view test/quiz items in an Internet course, whether purposefully or negligently (not logging out of myANC in a public area).

Academic dishonesty is a serious offense and will not be tolerated at ANC. The following consequences are in effect for all ANC courses:

- 1st Offense: The instructor will determine the consequences of the academic dishonesty based on his/her policy in the Course Syllabi for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.
- 2nd Offense: The student will be required to meet with the Division Dean/Chair and/or Chief Academic Officer. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in internet courses, then that student will be banned from enrolling in future internet courses at ANC. The second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

Instructors have additional policies in effect for their particular courses, and these are clearly stated in the Course Syllabus. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

# **Academic Probation**

All students, regardless of admission category, are subject to the college's academic probation and suspension policies. Students whose cumulative grade point average (G.P.A.) is less than the level stated below will be placed on academic probation.

Attempted	<b>Cumulative GPA</b>
6-20 semester hours	1.50
21-40 semester hours	1.75
41+ semester hours	2.00

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester hours). They must consult an advisor and develop a plan of courses prior to enrollment for the next term. At this time, the students' aptitudes and interests will be reevaluated with respect to future educational plans. In addition to being placed on academic probation, students with grades of 'F' or 'W' for all classes in any semester will be required to meet with an assigned advisor in order to re-enroll. These students are subject to a severely reduced course load and may be required to attend tutoring sessions or participate in other support service activities.

Continued on Academic Probation

Students who are on academic probation may be continued on probation as long as they maintain a semester grade point average of 2.00 or above for each term of enrollment. The probationary status will be removed when the cumulative grade point average is above the level shown in the table above.

#### **Removed from Academic Probation**

A student previously on probation who raises his cumulative grade point average above the level stated, in the table above, will be removed from academic probation and reinstated in good standing.

#### Academic Suspension

A student who is on academic probation and does not earn at least a 2.00 G.P.A. in the next semester of enrollment will be academically suspended and must remain out of school for one regular semester. Students who return to ANC after an academic suspension are continued on probation and must make a semester grade point average of at least 2.00 for each semester until the probationary status is removed; failure to do so will result in academic suspension. Courses taken at another college or university during any suspension period may not be transferred to ANC for degree credit.

### **Good Standing**

A "C" average (2.0 GPA) is considered good standing and is required for the successful completion of all degree and certificate programs. This level is considered satisfactory progress in all academic programs.

# Academic Programs

#### Associate Degrees

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

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

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

Associate of Arts Associate of Science – Business Associate of Science – Childhood Education Associate of General Studies Associate of Arts in Teaching

### Associate of Applied Science (AAS)

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

Advanced Manufacturing
Air Conditioning & Refrigeration
Aviation Maintenance Computer
Information Systems Criminal Justice
Early Childhood Education

Nursing (RN) Office Management Steel Technology Welding Paramedic

# Certificate of General Studies

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

# Technical Certificates (TC)

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

Administrative Support Air Conditioning & Refrigeration Aviation Maintenance Child Development Computer Information Systems Dental Assisting Licensed Practical Nursing (LPN) Paramedic Teaching Welding

### Certificate of Proficiency (CP)

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

Advanced Manufacturing Air Conditioning & Refrigeration Clerical Support Computer Coding Computer Ethics & Security Computer Fundamentals Computer Information Systems Construction Technology Contact Center Criminal Justice Early Childhood Education Emergency Medical Technician (EMT) Entrepreneurship General Aviation General Industry Technology Industrial Electrical Systems Medication Assistant Nursing Assistant (CNA) Phlebotomy Technician Teaching Welding

Click <u>here</u> for the current ANC catalog for specific degree and certificate requirements.

# **Academic Regulations**

See the current catalog for academic regulations. <u>https://www.anc.edu/catalog/index.htm</u>

### **Access to College Facilities**

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

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

- Monday Friday: gates open at 5:45 a.m. and will close at 10:30 p.m.
- Saturday: Gates open at 6:30 a.m. and close at 1:30 p.m.

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

# Administrative Drop by Census Reporting Date - (No-Show Policy)

In order to maintain Arkansas Northeastern Arkansas compliance with federal and state regulations and to report correct data to the state, the College will process administrative drops for students who have not attended by the 4th day of a fall or spring semester or by the 2nd day of a summer term. Per the No-Show Policy, these students will be reported by the instructor to the Registrar's Office as a "No Show" and will be administratively dropped from the class. Students who are dropped as a "No Show" will receive a 100% refund of tuition and fees. Students will only be dropped from the classes in which they are reported as having never attended. Students who attend ONE class meeting will NOT be considered a "No Show" for that class and will be responsible for all tuition and fees.

NOTE: Financial aid funds will be calculated based upon the student's official 11<sup>th</sup>-day enrollment status for the fall and spring semesters and 5<sup>th</sup>-day for the summer semesters.

# Adult Education/General Education Development (GED)

Generally, Arkansas residents who are not currently enrolled in high school and have never graduated are eligible to take the GED test. ANC Adult Education is committed to empowering adult learners by improving their educational skills to achieve skills and credentials to enter or advance in the workforce. Adult education provides instruction in basic skills, preparation for the G.E.D., high school credit recovery, English as a second language, Accuplacer test preparation, computer literacy, and digital literacy. Adult Education instruction is provided at Blytheville, Leachville, and Osceola in Mississippi County with Blytheville and Leachville as official G.E.D. testing sites. For more information visit <a href="https://www.anc.edu/adulted/index.htm">https://www.anc.edu/adulted/index.htm</a>

# **Alcohol and Drug Policy**

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

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

Illicit drug and alcohol abuse and use in schools or at the workplace are subjects of immediate concern in our society. These problems are extremely complex and offer no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the well-being of all students, employees, and the public at large. Such substance use may also result in damage to college property. Therefore, to comply with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 et seq., and the State of Arkansas \*E0-89-2, it is the policy of Arkansas Northeastern College that the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the College premises or at any college function is prohibited. The ANC Alcohol and Drug Policy is consistent with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Any student or employee violating this policy will be subject to discipline up to and including termination. The specifics of this policy are:

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

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

### **College Sanctions**

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

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

### State criminal penalties include:

• Manufacture or Delivery of a Controlled Substance - It is unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance. Penalties for

the manufacture or delivery of a controlled substance can range from three (3) years to life and fines of up to \$250,000.

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

Penalties for such an offense may include:

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

#### FEDERAL TRAFFICKING PENALTIES -

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES		
Cocaine (Schedule II)	500-4999 grams mixture	First Offense:	5 kgs or more mixture	First Offense: Not less than		
Cocaine Base (Schedule II)	28–279 grams mixture	Not less than 5 yrs, and not more than 40 yrs, If death or	and not more than	280 grams or more mixture	10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life.	
Fentanyl (Schedule II)	40–399 grams mixture	serious injury, not less than 20 or more	400 grams or more mixture	Fine of not more than \$10 mil- lion if an individual, \$50 million		
Fentanyl Analogue (Schedule I)	10–99 grams mixture	than life. Fine of not more than \$5 million if an individual, \$25	100 grams or more mixture	if not an individual. Second Offense: Not less		
Heroin (Schedule I)	100–999 grams mixture	million if not an	1 kg or more mixture	than 20 yrs, and not more than life. If death or serious injury,		
LSD (Schedule I)	1–9 grams mixture	Individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment.	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life	Second Offense:	Second Offense: 10 grams or more life impris mixture Fine of no	life imprisonment. Fine of not more than \$20
Methamphetamine	5-49 grams pure or			50 grams or more pure or	million if an individual, \$75 million if not an individual.	
(Schedule II)	50–499 grams mixture			serious injury, life imprisonment.	500 grams or more mixture	2 or More Prior Offenses: Life imprisonment, Fine of
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture	Fine of not more than \$8 million if an individual, \$50 million if not an individual.	100 gm or more pure or 1 kg or more mixture	not more than \$20 million if an individual, \$75 million if not an individual.		

Other Schedule I & II

product containing Gamma Hydroxybutyric Acid)

Other Schedule III drugs

All Schedule V drugs

Flunitrazepam (Schedule IV) 1 gram

drugs (and any drug

Any amount

Any amount

#### FEDERAL TRAFFICKING PENALTIES-MARIJUANA-

s		DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
ess than than life. jury, not than life. n \$10 mil-		Marijuana (Schedule I)	1,000 lig or more marijaana mõdure; or 1,000 or more marijaana plants	Not less than 10 yrs. or more than He. If death or serious bodily injury, not less than 20 yrs., or more than He. Fine not more than He. Fine not more than 310 million if an individual, 550 million if other than an individual.	Not loss than 20 yrs, or more than its: If death or serious bodily injury. Ifs implicement: Fine not more than \$20 mollion if an individual, \$75 million if other than an individual
iso million lot less more than us injury,		Marijuana (Schedule I)	100 kg to 599 kg marijaana misture; or 100 ko 999 marijaana plants	Not less than 5 yrs, or more than 40 yrs, If dearth or serious bodly lejuy, not less than 20 yrs, or more than 36: Frie not more than 16: Frie not more than 80 million if an individual, 520 million if other than an individual.	Not less than 10 yrs or more than life. If death or serious bodily injury, Ife monsomment, Fine not more than \$20 moliton if an individual, \$75 million if other than an individual.
n \$20 I, \$75 idual.		Marijuana (Scheckle I)	Moree Hear 10 kgs herdrads, 50 to 98 kg manijoana miatune More than 1 kg of hashish oli; 50 to 99 manijoana plants	Nut less than 20 yes. If death or serious body injury, ant less than 20 yes, or more than the firm \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If cleath in serious hotily injury, like imprisimenter. Fine \$7 million if an individual, \$10 million if other than an individual
illion if an iff not an		Marijaana (Schedale I)	I see than 50 kingness marjaans (but does not induct 50 or some marjaans photo regentiess of assight) marjaans photo 1 to 40 marjaans plants;	Nullieocthan S yn: Fine not monchan \$250,000, \$1 milion if other fran an individud	Not less Para 10 yrs Fine \$500,000 if, as individual, \$2 million if other than individual
		Hanhish (Scheckale I)	10 kg or less		
		Hashish Oll (Schedule I)	1 kg or less		
PENA	LTIES				
			ath or serious injury, not less th an individual, \$5 million if not a		
			f death or serious bodily injury, dual, \$10 million if not an indiv		
			f death or serious injury, not n individual \$2.5 million if not a		

#### First Offense: No 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an ind Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individ-All other Schedule IV drugs Any amount ual, \$1 million if not an individual. Flunitrazepam (Schedule IV) Other than 1 gram or Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individ-

#### First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, Any amount \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individ-ual, \$500,000 if not an individual.

#### Health Risks of Alcohol and Drugs

As required with the Drug-Free Schools and Communities Act (Public Law 101-226), ANC provides this description of the health risks associated with the use of illicit drugs and alcohol. One of the important cornerstones in creating a drug-free community is education. By becoming familiar with drugs' specific effects and dangers, individuals can better make informed, responsible decisions.

The brief summaries below are an overview of the major health risks associated with the use of illicit drugs and alcohol. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

#### ALCOHOL

- Alcohol is a depressant that decreases the responses of the central nervous system. •
- Excessive drinking can cause liver damage and psychotic behavior. •
- As little as two beers or drinks can impair coordination and thinking.
- Alcohol is often used by substance abusers to enhance the effects of other drugs. •
- Alcohol continues to be the most frequently abused substance among young adults.

What are the Dangers of Alcohol Abuse? Risk of injury or death as a result of accident or violence, impaired vision, impaired motor coordination, memory defects, hallucinations, blackouts, and seizures. Long-term use can result in permanent damage to the brain, elevated blood pressure and heart rate, risk of stroke, heart failure, respiratory depression and failure, pneumonia, tuberculosis, lung abscesses, increased risk of mouth and throat cancer, alcoholic fatty liver, hepatitis, and cirrhosis, duodenal ulcers, reflux, diarrhea, impaired judgment and verbal ability, apathy, introversion, antisocial behavior, inability to concentrate, and deterioration of relationships with family, friends, and co-workers. Alcohol is an especially dangerous drug for pregnant women. Drinking during pregnancy raises the risk of low-birth

weight babies and intrauterine growth retardation, increasing the danger of infection, feeding difficulties, and long-term developmental problems.

# MARIJUANA

Also known as: Pot, Grass, Joints, Roaches, Reefer, Weed, Mary Jane

- Marijuana may cause impaired short-term memory, a shortened attention span and delayed reflexes.
- During pregnancy, marijuana may cause birth defects.
- Marijuana may cause a fast heart rate and pulse.
- Repeated use of marijuana may cause breathing problems.
- Possession of marijuana is illegal in all fifty states.
- Marijuana may cause relaxed inhibitions, disoriented behavior.
- All forms of marijuana are mind-altering. In other words, they change how the brainworks.
  - Contains THC (delta-9-tetrahydrocannabinol), the main active chemical in marijuana.
  - Contain more than 400 other chemicals.
  - Effects on the user depend on its strength or potency, which is related to the amount of THC it contains.
  - THC content of marijuana has been increasing since the 1970s.

Marijuana Risks: Impaired perception, Diminished short-term memory, loss of concentration and coordination, impaired judgment, increased risk of accidents, loss of motivation, diminished inhibitions, risk of AIDS and other STDs, increased heart rate, anxiety, panic attacks, and paranoia, hallucinations, damage to the respiratory, reproductive, and immune systems, increased risk of cancer, psychological

# COCAINE

Also known as: Coke, Dust, Snow, Flake, Blow, Girl

- Cocaine "high" lasts only about 5 to 20 minutes.
- Cocaine use may cause severe "mood swings" and irritability.
- You need more and more cocaine each time you want a "high."
- Cocaine increases your blood pressure and heart rate particularly dangerous if you have a heart condition.
- One use can cause death!
- Possession and use are illegal and can result in fines and arrest.

Risks: Dependence and addiction, irregular heartbeat, heart attack, heart failure, strokes, seizures, fungal brain infections, and hemorrhaging in the tissue surrounding the brain, pulmonary effects, such as fluid in the lungs, aggravation of asthma and other lung disorders, and respiratory failure psychosis, paranoia, depression, anxiety disorders, and delusions, increased risk of traumatic injury from accidents and aggressive, violent, or criminal behavior, sleeplessness, sexual dysfunction, diminished sense of smell, perforated nasal septum, nausea, and headaches. Crack users often singe eyebrows or eyelashes with the flame of matches or lighters. They also burn fingertips and other body parts from contact with superheated vessels (e.g., glass pipes). Fetal cocaine effects include premature separation of the placenta, spontaneous abortion, premature labor, low birth weight and head circumference at birth, greater chance of visual impairment, mental retardation, genitourinary malformations, and greater chance of developmental problems. For intravenous (IV) cocaine users, there is increased risk of hepatitis, HIV infection, and endocarditis. For addicts, whether they smoke, inject, or snort, promiscuous sexual activity can increase the risk of HIV infection.

CRACK, "CRACK COCAINE", Freebase Rocks, Rock

- Crack is almost instantly addictive.
- One use could cause a fatal heart attack.
- Repeated use may cause insomnia, hallucinations, seizures, paranoia.

- The euphoric effects of crack last only a few minutes.
- Crack possession and use are illegal in all fifty states.
- There are more hospitalizations per year resulting from crack and cocaine use than any other illicit substance.

## BARBITURATES

Health Risks: In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death.

Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, and inattentive or have slowed reactions.

### ICE

Also known as: Meth, Crystal, Crank, Methamphetamine

- Ice is extremely addictive sometimes with just one use!
- Ice can cause convulsions, heart irregularities, high blood pressure, depression, restlessness, tremors, and severe fatigue.
- An overdose can cause coma and death
- When you stop using ice, you may experience a deepdepression.

Ice causes a very jittery high, along with anxiety, insomnia, and sometimes paranoia.
Dangers and consequences of meth use: sleeplessness, loss of appetite and weight loss, nausea, vomiting, diarrhea, elevated body temperature, skin ulceration and infection, the result of picking at imaginary bugs, paranoia, depression, irritability, anxiety, increased blood pressure, due to the constriction of blood vessels, that may produce headaches, chest pain, or irregular heartbeat and lead to stroke or heart attack, seizures, permanent damage to brain cells caused by injury to small blood vessels serving the brain. For pregnant women - premature labor, detachment of the placenta, and low birth weight babies with possible neurological damage, poor feeding, and lethargy. For intravenous (IV) users - AIDS, hepatitis, infections and sores at the injection site, and infection of the heart lining and valves (endocarditis).

### HALLUCINOGENS

Types Including: PCP, LSD, Mescaline, Peyote, Psilocybin

- One use of LSD or PCP can cause multiple and dramatic behavioral changes.
- Large doses of hallucinogens may cause convulsions, ruptured blood vessels in the brain and irreversible brain damage.
- Many hallucinogens cause unpleasant and potentially dangerous "flashbacks," long after the drug was used.

• Most hallucinogens cause "hallucinations," i.e., changes in perception of time, smell, touch, etc. How does LSD Affect You? Dilated pupils, high temperature, rapid heartbeat, increased blood pressure, sleeplessness, appetite loss, and tremors. Acute anxiety, depression, panic, paranoia, or psychotic behavior may accompany a bad trip or may occur after most other effects of the drug have worn off. An overdose can result in a longer, more intense and more frightening trip, and the spontaneous, recurring hallucinations known as flashbacks can occur days, weeks, or more than a year after LSD use.

### ECSTASY

Called MDMA (3-4-Methylenedioxymethamphetamine) by scientists, it is a synthetic chemical that can be derived from an essential oil of the sassafras tree. One of the most dangerous drugs threatening young people today. MDMA is also one of the easiest illegal drugs to obtain.

- Effects similar to those of amphetamines and hallucinogens.
- Distributed almost anywhere, it has become very popular at social events like raves, hip-hop

parties, concerts, etc., frequented by both adults and youth. While not all "event" attendees use Ecstasy, the drug often makes the circuit of these parties and can set up dangerous circumstances that can affect everyone there.

- Short-term effects include psychological difficulties (confusion, depression, sleep problems, craving, severe anxiety, and paranoia). These effects occur during use and can continue even weeks after use.
- Physical problems that can occur are muscle tension, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, fever, chills or sweating.

Long-Term Effects- Recent findings connect the use of Ecstasy to memory loss. Use of Ecstasy depletes serotonin, a very important chemical in the brain that regulates mood, sleeping, and eating habits, as well as the thinking and behavior process, sexual function, and sensitivity to pain.

# NARCOTICS

Including Heroin, Codeine, Morphine, Opium, Precedent

Paying the Price of Heroin Use: range from mild distress to life-threatening dangers and include: dry, itchy skin and skin infections, constricted pupils and reduced night vision, nausea and vomiting (following early use or high doses), constipation and loss of appetite, menstrual irregularity, reduced sex drive, scarring ("tracks") along veins and collapsed veins from repeated injections, irregular blood pressure, slow and irregular heartbeat (arrhythmia), fatigue, breathlessness, and labored, noisy breathing due to excessive fluid in the lungs ("the rattles"), injuries that result from engaging in any activity (such as working, driving, or operating machinery) when incapacitated by heroin use, dependence, addiction, hepatitis, AIDS, and other infections from an unsanitary injection, stroke or heart attack caused by blood clots resulting from insoluble additives, respiratory paralysis, heart arrest, coma, and death from an accidental overdose

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

Several groups, organizations, agencies, and hospitals in the Blytheville, Osceola, Jonesboro, Paragould, and Memphis areas offer drug and alcohol abuse treatment, rehabilitation services, and programs. The costs associated with these services and programs vary widely and are the patient's responsibility. Listed below are some of the services available. Students, faculty, and staff who believe that they or anyone with whom they come in contact needs such services are encouraged to contact one of these organizations.

For more information, please contact Kaci Bell, Coordinator for Retention and Student Engagement in Student Services, Statehouse Hall, at 870-762-3101 or at kbell@smail.anc.edu.

**SAMHSA's National Helpline** is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.

#### 1-800-662-HELP (4357)

### Life Strategies Counseling Inc

http://www.lscihelp.com/ 514 Chickasawba Street Blytheville, AR 72315 870-824-2268 1487 West Keiser Avenue, Suite I Osceola, AR 72370 870-563-4500

#### Arisa Health

http://www.mshs.org 209 South Lockard Street Blytheville, AR 72315 870-972-4000

#### **Great River Medical Center**

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

SMC Regional Medical Center 611 West Lee Avenue Osceola, AR 72370 (870) 563-7000

#### FCC Behavioral Health Pemiscot Behavioral Health Clinic

http://www.fccinc.org/ 915 U.S. Highway 84 Caruthersville, MO 63830 573-333-5875

#### Lakeside Behavioral Health System

2911 Brunswick Road Memphis, Tennessee 38133 901-499-4733

# Saint Francis Behavioral Health

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

#### St. Bernard's Behavioral Health

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

#### **Alcoholics Anonymous**

http://www.memphis-aa.org Memphis Area Intergroup Memphis, Tennessee Phone: (901) 454-1414 Answering Service: (901) 454-1414

## **Animals on Campus**

Service animals as defined by the Americans with Disabilities Act (ADA); service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; and working dogs used by a law enforcement agency for law enforcement purposes are permitted on campus. Animals-in-training must be clearly identified (i.e., wearing a vest), and prior permission of the college's administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on-site per employee or student. Service animals and animals in training shall be **leashed and remain under the owner's or caretaker's control at all times.** The ADA defines service animals as those that are individually trained to provide assistance to any individual with a disability. If animals meet this definition, they are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. These animals shall be handled in a way that does not pose a danger to anyone on campus. Any injuries resulting from interaction with these animals shall be reported immediately to Campus Security for documentation. Injuries may also be subject to reporting to the Department of Public Health and Animal Care and Control.

### Arkansas Career Pathways Initiative

The Career Pathways Initiative (CPI) provides low to moderate-income students with the higher education credentials and workforce skills they need to gain immediate entry into targeted occupations - ultimately leading these students to economic self-sufficiency. CPI offers financial support and counseling to custodial and non-custodial students with dependent children under the age of 21. Services provided may include paid tuition, books and fees, childcare assistance, transportation assistance, career counseling, resume assistance, and job placement. For more information, visit Adams/Vines Building, L49, call 870-780-1256 or visit <a href="https://www.anc.edu/pathways/index.htm">https://www.anc.edu/pathways/index.htm</a>.

#### **Brightspace**

Brightspace is a digital learning platform that is used to modernize an instructor's approach to classroom instruction. Most courses will deliver their online materials through this platform. See "Logging into Brightspace" for details on how to log in to see your courses.

### **Bulletin Boards**

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

### **Campus Security**

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

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

Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well-lighted. Exterior doors on campus are locked and

secured each evening by security personnel. The building and grounds, both on campus and at the offcampus centers, are maintained in such a way as to provide maximum security for individuals and college property.

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

#### **Campus Security Authority**

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

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

#### **Campus Security Report**

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

Arkansas Northeastern College	A	۱nnu	al Crin	ne Rep	ort	2024			
Frequency of Criminal Offenses Campus Centers:		ythe		0	sceo	ola	Le	achv	ille
Months Jan. 1 – Dec. 31	2021	2022	2023	2021	202	2 2023	2021	2022	2023
Murder/Manslaughter	0	0	0	0	0	0	0	0	0
Sexually Offenses, Forcible									
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Carnal Abuse	0	0	0	0	0	0	0	0	0
Violation of a Minor	0	0	0	0	0	0	0	0	0
Sexual Abuse	0	0	0	0	0	0	0	0	0
Sexually Offenses, Non Forcible	0	0	0	0	0	0	0	0	0
Carnal Abuse									
Violation of a Minor	0	0	0	0	0	0	0	0	0
Assault									
Aggravated	0	0	0	0	0	0	0	0	0
Non-Aggravated	0	0	0	0	0	0	0	0	0
Robbery Aggravated	0	0	0	0	0	0	0	0	0
Non-Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Theft	7	6	11	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
ANC Campus Disciplinary Action	1	0	0	0	0	0	0	0	0

ANC has no student residencies and no public property that is reasonably contiguous to any of its buildings or property. \* Should a hate crime occur, it will be marked with an asterisk, and the specific prejudice would benoted.

#### **Campus Security - Facilities**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key. Arkansas Northeastern College does not have campus residences. General campus security services and watchman functions are provided by the College. Campus security personnel patrol parking lots and other areas of the campus. Motor vehicle parking lots, pedestrian walkways, and building exteriors are well-lighted.

Exterior doors on campus are locked and secured each evening by security personnel. The building and grounds, both on campus and at the off-campus centers, are maintained in such a way as to provide maximum security for individuals and college property.

## **Career and Job Placement Services**

The Career and Job Placement Services, located in the Center for Allied Technologies, offers specific information about a wide range of careers and individual and career assessment services to assist students in defining their career and educational goals. Placement services are provided for students to help them find employment in business, industry, government, and education. These services are available to ANC students seeking part-time or full-time employment and graduates seeking permanent employment upon completion of their program; however, the College does not guarantee employment. All students are urged to establish confidential placement papers, i.e., resumes and letters of recommendation, with the Coordinator of Placement Services. For more information, visit T109 or by phone at 870-762-3197. Visit <u>https://www.anc.edu/areajobs/index.htm</u> for more information on area job opportunities.

# **Career Closet**

ANC Community Relations provides ANC students in need of FREE professional dress items for interviews, career fairs, and work. This service is available to all ANC students, including those engaged in non-credit workforce training and adult education programs and provides up to five outfits per semester. For more information or to set up an appointment, call Community Relations at 870-762-3178.

### **Classroom and Lab Safety**

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

# **College Publications**

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

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

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

# **Community Education**

Arkansas Northeastern College's Community Education brings exciting life-long learning opportunities through non-credit courses for children and adults. Educational travel opportunities are available to

adults as well. Adult courses are taught in a relaxed, friendly atmosphere. The teachers take great satisfaction in passing on knowledge of their subjects to the students. In these courses, you take no tests, receive no grades, and no degrees -- only the satisfaction of pursuing a hobby, developing a skill, or becoming more knowledgeable of a subject.

# **Community Relations**

The mission of the Office of Community Relations is to cultivate, maintain and enhance innovative community-based programs, networks, and partnerships that are mutually beneficial, collaborative and accessible to the diverse communities that Arkansas Northeastern College serves. The ANC Office of Community Relations works successfully within communities and on the ANC campus to support lifelong learning and a better quality of life. Community Relations offers ANC students the following:

• Transportation Mentoring

Hunt at 870-838-2920.

•

- **Career Closet** • Food Pantry
- For more information about the Community Relations Department and its offerings, contact Dr. Blanche

# **Completion and Graduation Rates**

Only about half of the students at ANC enroll with the intent to complete a degree. Many students enroll for the purpose of completing specific courses either to transfer to a four-year institution or to improve/enhance their employability. Although ANC serves a large population of students who do not seek a degree, the College must comply with reporting requirements under "Student Right to Know" legislation. ANC is required to publish graduation and transfer-out rates for a particular cohort of students as defined by the U.S. Department of Education after a three-year period of time. The status of the 193 students who entered ANC in the fall of 2021 are: 20.7% graduated, 18.7% transferred out, and an additional 10.4% are still enrolled at ANC.

# **Computer Labs**

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

### **Computer Use Policy**

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

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

- 1. An environment in which access to all ANC computing resources are shared equitably amongusers.
- 2. An environment conducive to teaching, learning, and conducting business. A user who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that Arkansas Northeastern College's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by Arkansas Northeastern College. When accessing the Internet, users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that Arkansas Northeastern College does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with the acceptable use guidelines for whicheveroutside

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

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

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

- 6. Installation and/or use of any software that maintains a permanent Internet connection. This includes Weatherbug, Weathercast, streaming audio, radio stations, music netcast channels, time synchronization programs, stock tickers, news tickers, etc.
- 7. Installation and/or use of any peer-to-peer file-sharing application that infringes on copyrighted material, including Kazaa, Bearshare, Swapper, Napster, Limewire, Audiogalaxy, Xolox, or any Point-to-Point based sharing software.
- 8. Chat room and messengers. The resources are not available for users to socialize. This includes, but is not limited to, any World Wide Web site designed as a chat room or any IRC site, unless the use of the chat room has been approved by the MITS department as a legitimate business or academic use.
- 9. Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive the authorized person of computeraccess.
- 10. Using a user ID or account belonging to another individual or allowing another individual to use your account.
- 11. Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission. Deliberately wasting/overloading computer resources. This includes but is not limited to printing out multiple copies of a document or large documents that may be available online, which might impact significantly other users' printing resources.
- 12. Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for

example, by broadcasting unsolicited messages or sending mail that is known to be unwanted. (SPAM) This also applies to material originating from this campus but sent to other sites or persons online.

- 13. Violation of software copyrights and usage licensing agreements.
- 14. Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
- 15. Illegally providing, receiving, or distributing any copyrighted material or intellectual property without the express consent of the copyright owner. This includes, but is not limited to, music, videos, documents, or articles.
- 16. Use of computing facilities for financial gain or commercial purposes.

An individual's computer use privileges may be suspended immediately upon discovering a possible violation of these policies. The Vice President for Student Affairs will be informed of suspected violations.

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

# Copyright Infringement – Policies & Sanctions

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

Copyright is legal protection for authors of original works to five rights: reproduction, distribution, derivative works, public performance, and public display. Although the copyright owner retains these rights, the rights are subject to "Fair Use" limitations. Section 107 of the Copyright Act of 1976 addresses the doctrine of fair use. There are four factors to consider when applying fair use guidelines to the use of copyrighted material.

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

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

### Intellectual Property Rights for Faculty, Staff, and Students

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

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of ANC personnel, material, or facilities, shall be the exclusive property of the individual. If College resources are used during personal time to create intellectual property, the creator should consult the Vice President of Finance to determine a reasonable compensation of the use of college

resources. Any unresolved disputes regarding this policy shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A.C.A. § 19-10-201 et seq.

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Criminal penalties include imprisonment and up to five years and fines of up to

\$250,000 per offense. For more information, please see the U.S. Copyright Office website at <u>www.copyright.gov</u>.

### **Crime Prevention**

During orientation each semester, students are informed of services offered by ANC security. Similar information is provided to new employees. The security/watchman services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. Students and employees are encouraged to be aware of their responsibility for their own security and the security and the security of others. When time is important, information is released to students through security alerts posted prominently on campus, through email, voice mail, text, or website/portal.

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

# **Disability Services**

Recognizing its responsibilities regarding Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act, ANC is committed to providing all students equal access to its educational opportunities. If you have a disability, contact the Assistant Registrar for assistance with class scheduling, parking, transportation, study aids, etc. To allow us to anticipate your special needs, contact us prior to arrival. The campus, in its design, includes many features that provide ease of access to the various areas. The following features were designed for persons who use wheelchairs or have mobility impairments: alternate lowered water stations, elevators to all second-floor areas, ramps, reserved parking, restrooms with wide doors and side rails, and wide door openings to all other rooms. Automated doors are provided throughout the ANC campus. In addition, the College provides some basic hardware for blind or sight-impaired students and deaf or hearing-impaired students. Students with disabilities are encouraged to contact Damon Richardson, Admissions Analyst/Assistant Registrar in Statehouse Hall, Office S116, or 870-762-3180. Students should provide sufficient notification, at least two weeks, of any anticipated needs to the Admissions Office before the semester in which they plan to enroll.

# Dropping a Course(s)

Courses dropped during the first ten days of classes of a Fall/Spring semester or the first five days of classes of a Summer term will not appear on the student's academic record. Courses dropped after the first ten days of classes will carry a grade of "W" and will appear on the student's academic record. Students who wish to drop a course or cannot continue attending a course must initiate the drop procedure with their faculty advisor so that the Registrar, the Student Financial Aid Office, the Business Office, and the Veteran's Aid Assistant (if applicable) are notified. Students who stop attending a class and do not complete

the proper procedure will be assigned a grade of "F" in the class, and their grade point average will be affected. Classes may be dropped by the deadline specified in the official college calendar for the semester.

# Electronic Message/Entrance Sign

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

## <u>Email</u>

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

# Email Set-Up

Arkansas Northeastern College creates a College email account for each student after they have been admitted. Student email login username is:

- first initial, followed by your last name, followed by the last four digits of your Student ID Student email password is:
  - Student ID
    - Do not use hyphens; use only all 9 digits of your Student ID.

Example: a student named Mary Jane Smith, student ID of 1234-56789 would have the following email address: <u>msmith6789@smail.anc.edu</u>. Her initial password would be 123456789.

\*Once you have logged in for the first time, you will be prompted to change your password.

# **Emergency Alerts**

ANC will text students and staff about college emergencies, closings, and important announcements. To receive mobile alerts, your cell phone must be able to accept text messages. If your phone does not accept text messages, you can still receive the alerts via e-mail. Announcements may also be made through the ANC App and ANC's social media accounts, so it is important for students and staff to have their notifications turned on. In addition, we will provide information on our website.

### **Emergency Notifications**

In the event of a weather emergency or natural disaster, messages will be placed on the college website, the ANC APP, the ANC Portal, and social media pages, and they will be sent through the optional text messaging system. It is important for students and staff to opt in to receive text messages and to turn their notifications on.

# **Emergency - Fire**

In the event of a fire, alarms will activate throughout the facilities. Students should follow evacuation routes that are posted in each classroom and lab throughout the buildings.

# Emergency – Severe Weather/Tornado

Upon notification of weather severe enough to indicate moving to sheltered areas by the Mississippi County Office of Emergency Services, designated personnel will manually sound the fire alarm horn/buzzers as follows: three short blasts, pause, three short blasts, pause, and three short blasts. All persons occupying the buildings should immediately move to safe areas within the campus as outlined in the tornado shelter plan.

# **Emergency Procedures**

Fire extinguishers and warning alarms are located throughout the facilities. In case of fire or tornado alert, all persons should respond to instructions and move to a safe location. To ensure an orderly evacuation, students should follow evacuation routes posted in each classroom and lab throughout the buildings. Upon notification of weather severe enough to indicate moving to sheltered areas by the Mississippi County Office of Emergency Services, designated personnel will manually sound the fire alarm horn/buzzers as follows: three short blasts, pause, three short blasts, pause, and three short blasts. All persons occupying the buildings should immediately move to safe areas within the campus as outlined in the tornado shelter plan.

Arkansas Northeastern College (ANC) has placed AED machines throughout campus in the event of a medical emergency.

Additionally, due to the Opioid overdose crisis, ANC has installed 29 opioid overdose rescue kits/pouches across campus. These kits provide Naloxone, also known as Narcan, an opioid overdose reversal medication. These will improve the capacity of bystander rescuers to save the lives of victims of an opioid overdose. For more information on the location and instructions of these lifesaving tools, visit https://www.anc.edu/health/index.htm.

A campus emergency procedure handbook has been developed to respond to emergency situations effectively and timely and ensure the safety of individuals and property at the college as much as possible. The Handbook for Emergency Procedures is distributed to all employees and reviewed annually at faculty/staff reconvening.

# **FERPA/Privacy of Student Records**

# Family Educational Rights and Privacy Act (FERPA)

Arkansas Northeastern College complies with the Family Educational Rights and Privacy Act of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student education records. For specific policies and procedures, contact the Coordinator of Retention and Student Engagement at 870-762-3101. No individual shall have access to, nor will the institution disclose any information from a student's educational record without the student's written consent or as otherwise authorized by FERPA.

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

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

**U.S.** Department of Education **Student Privacy Policy Office** 400 Maryland Ave, SW

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

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

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

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

- 1. To school officials who have a legitimate educational interest in the records. A school official is defined as follows:
  - A person employed by the College in an administrative, supervisory, academic research, or support staff position.
  - A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if he or she is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- 2. To officials of another school, upon request, in which a student seeks or intends to enroll.
- 3. To the National Student Clearinghouse
- 4. To certain officials of the U.S. Department of Education, The Controller General, and state and local educational authorities in connection with certain state or federally-supported education programs.
- 5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
- 6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- 7. To organizations conducting certain studies for or on behalf of the College.
- 8. To accrediting organizations to carry out their functions.
- 9. To comply with a judicial order or a lawfully issued subpoena.
- 10. To appropriate parties in a health or safety emergency.

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

# **Financial Aid**

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

# **Financial Obligations**

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

# **Firearms**

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

# Food Services

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

# Food Pantry

The ANC Food Pantry provides a variety of nonperishable, and in some cases perishable foods, to its students who are enrolled in at least one of our specified programs and those participating in the SNAP & SNAP E&T benefits. For Full Stomachs & Alert Minds, contact Community Relations at 870-762-3178.

# <u>Grades</u>

The instructor's evaluation of the student's work is expressed by the following letter grades which are converted to grade points for the purpose of obtaining a grade point average (G.P.A.).

Letter Grade	Grade Interpretation	Grade Point Value (per semester hour)
A	Excellent	4
В	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0 (figures into GPA)
I	Incomplete	0 (figures into GPA)
Р	Pass	0
W	Withdrawal	0

AU	Audit	0

\* Grades of W, AU and P are not included in the computation of the grade point average. Grades in college preparatory courses are calculated as hours earned, but do not accrue grade points and are graded A^, B^, C^, D^, or F^. Credit hours earned in these courses will not be applied toward graduation.

The "F" grade is recorded when:

(1) student has failed on the combined evaluation of work through the semester and the final examination;

(2) student stopped attending the course without completing the proper drop/withdraw procedure as outlined in the catalog;

(3) student has a grade of "I" which has not been converted to a passing grade by mid-term of the next semester after it was assigned.

A student who earns a "D" or "F" on the first semester of a continuous two semester course is not allowed to continue in that course until the "D" or "F" has been repeated for a grade of "C" or above. Grades of A^, B^, C^, and D^, will not be used in the calculation of the GPA, while a grade of F in a college preparatory course will be used to calculate the GPA.

# **Grade Changes**

Grades can be changed only by the instructor who assigned them and must be approved by the Dean. Grade changes MUST occur within one calendar year from the time the original grade was assigned. Students who wish to challenge assigned grades must do so by petition within one calendar year after the grade was assigned.

# **Graduation**

ANC awards certificates of proficiency, technical certificates and associate degrees.

# **Graduation Requirements**

To receive an associate's degree, students must earn a grade of "C" or above in English Composition I, English Composition II, and the required math course as stated in the degree plan (either Mathematical Applications, College Algebra or Quantitative Reasoning). Students must maintain a cumulative grade point average of 2.0 or above. To receive a technical certificate or certificate of proficiency, students must earn a grade of "C" or above in each required course. Continuously enrolled students may graduate under the catalog in effect at the time of their admission or the one in effect at the time they graduate. Students who have a break in enrollment of consecutive fall-spring or spring-fall semesters must meet catalog requirements in effect at the time of their readmission or the one in effect at the time they graduate. Applying for Graduation Students planning to complete program requirements at the end of the semester for which they are registering should make an appointment with an advisor prior to registration to make sure that all program requirements will be met. An Application for Graduation should be filed with the Registrar's Office no later than the end of the fourth week of the spring semester. In order to graduate, a student must have a minimum G.P.A. of 2.00 and meet all the program requirements as outlined by the catalog which may require a higher G.P.A. Transfer students graduating from ANC must complete the last 15 semester hours in residence at ANC. ANC students who transfer to other colleges prior to graduation may petition to graduate from the College, provided they have earned 30 or more hours at the College and complete the additional requirements at the transfer institution. The 15 hour residency requirement must be met when a student works toward subsequent degrees from ANC.

# Immunization Policy

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

An Authorized Waiver for the Exemption Application must be obtained by emailing <u>immunization.section@arkansas.gov</u> to request instructions and the waiver.

## **Inclement Weather**

When the designated college official determines, based on available data, that the weather or other conditions have made roads impassable due to inclement weather, the news media will be notified that the College is closed. Closings will be effective for all College operations, on and off campus.

In the event of inclement weather, ANC students will be notified of any closures through the ANC app, ANC website, social media outlets, or one of the radio/TV stations listed below. In addition, those who opt-in for text messaging will receive a text message with the status of the closing.

Television/Radio Stations:

KAIT TV Channel 8JonesboroKLCN Radio Station (910AM)BlythevilleKHLS Radio Station (96.3FM)BlythevilleKOSE Radio Station (86.0FM)Osceola

# Kids Kollege

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

## **Library Services**

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

Adams/Vines Library hours: Monday – Friday 8:00 AM – 4:30 PM

- Automated Card Catalog—The Adams/Vines Library is fully automated and has an online card catalog (OPAC). Students use OPAC to access the library'scollections.
- Electronic Databases—The library subscribes to four electronic databases: EBSCO, ProQuest, Credo Reference Online, and Gale Health and Wellness.
- Computer and Internet Access—The library provides students with access to the Internet. These computers also provide students with Microsoft Office Professional Plus. Student computers are also linked to black-and-white printers.
- Online Computer Library Center—As a member of OCLC, the library has access to over 15 million books and periodicals in libraries nationwide. The library staff is able to borrow books or other materials on interlibrary loan for students, faculty, and staff.
- Study Rooms Private study rooms are provided within the library forstudents.
- Copy Machine Black & white copies are provided for 10 cents each.
- Private study pods with charging stations are available
- Flipster online magazines

# Logging into Brightspace

While logged into your ANC email account, click the waffle icon (9 blocks circled) and scroll down to navigate to Brightspace. New students should automatically be placed in an orientation course. It is highly recommended that you complete this short informational course.

### Lost and Found

Misplaced articles are held in the Campus Security Office located in the Security



Center. Positive identification is necessary when claiming an item. Unclaimed items are normally discarded at the end of each semester. Evening students may contact the Public Safety Officer at (870) 740-2156.

# **Medical Services**

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

# Mentoring

ANC Community Relations offers male and female mentoring by qualified community volunteers and "Empowering Workshops" promoting personal and professional growth, emphasizing 5 Key Pillars of Success:

- Employability

Health and Wellness

- Financial Literacy
- Goal Setting and Study Skills

• Grit

For more information, contact Community Relations at 870-762-3178

# **Misrepresentation**

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

# **Motor Vehicles and Parking**

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

# myANC Portal

This guide helps registered students start with the Arkansas Northeastern College student portal. On the myANC Portal website, you can access your grade report, unofficial transcript, accounting statement, financial aid status, and several other options.

If you have any type of hold on your account, you will see a message describing the hold. If you have questions about a hold, please call the appropriate office.

# Logging into myANC (Portal)

• To log into myANC, also known as the portal, after you have logged into your email, click the waffle icon (9 blocks) in the top right corner of your email and navigate to the Portal, as shown to the right.

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

# Net Price Calculator

Net Price is defined as the cost of attendance (COA) minus the average yearly grant and scholarship aid. ANC's Net Price Calculator is available at http://www.anc.edu/netprice/index.html.

For more information, see the Student Financial Aid Handbook available on ANC's website or by clicking here: <u>https://www.anc.edu/docs/fin-aid/financial-aid-handbook.pdf.</u>



## **New Student Orientation**

New Student Orientation aims to assist new students as they transition to college, expose them to educational opportunities and resources, and integrate them into college life. It is coordinated through the Student Services Department and offered the week before classes begin for the fall semester.

## **Opportunity Bus**

The Opportunity Bus offers transportation to and from Arkansas Northeastern College for ANC students. FREE bus passes are required to ride the bus. Interested students should contact the Office of Community Relations to sign up. This service is available to all ANC students, including those engaged in non-credit workforce training and adult education programs. SNAP recipients receive first priority to comply with the Arkansas Department for Human Services matching grant that began to support the program. You will need to contact the Office of Community Relations at 870-762-3178. You can also reach the ANC Success Navigator at 870-623-5521.

## **Parking Areas**

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

## Planning Your Course Load

a. Estimate the number of hours you will be working or will be busy outside of school.

b. Compute the number of hours you will be in class eachweek.

Formula: \_\_\_\_\_x 3 hours per week (number of classes)

c. Compute the number of hours you will need to study outside of class eachweek.

Formula: \_\_\_\_\_\_x 2 study hours (hours per week from step b)

d. Add together the number of hours you have estimated in steps a, b, and c. This total is a rough estimate of the number of hours you will have committed each week for the semester.

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

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

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

## **Reporting Criminal Actions, Activities, or Emergencies**

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

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

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

### **Residency Regulations for Fee Assessment Purposes**

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

Residents of Dunklin, New Madrid, and Pemiscot Counties in Missouri and residents of Obion, Dyer, Lauderdale, Tipton, and Shelby Counties in Tennessee will be charged out-of-county rates. All residency determinations are made in the Registrar's Office and are based on the regulations and guidelines of the Arkansas Department of Higher Education. Complete guidelines concerning residency determination are on file in the Registrar's Office and are available for review upon request. Active duty military personnel stationed in Arkansas and their dependents are classified as "in-county" residents for fee payment purposes.

### **Scholarship Information**

ANC has several private scholarships available to students through the ANC Foundation. The ANC Foundation Inc. is a private non-profit corporation that provides scholarships to ANC students. Awards of various amounts are made to students who have demonstrated high academic performance and/or financial aid need. A standard application for the ANC Foundation Scholarship is available in the Student Services Office and on the ANC website here: <u>https://www.anc.edu/foundation/scholarships.htm.</u>

A complete list of scholarships and descriptions is available in the ANC Catalog and on the ANC website. Students should file their FAFSA each year to be eligible for these scholarships.

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

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

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

# **Science Laboratories**

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

### **Sexual Harassment Policy**

Arkansas Northeastern College is committed to providing an environment free from sexual harassment. It is the policy of the College to maintain the College community as a place of work and study for staff, faculty, and students free of sexual and gender harassment. Sexual harassment of employees is prohibited under Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972 as amended.

Harassment may otherwise be defined under the Equal Employment Opportunity Commission guidelines. Individuals who are subjected to sexual or gender harassment are encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

# Sexual Harassment / Assault

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

### What Is Sexual Assault?

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

### What Is Sexual Harassment?

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

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, activity,or
- Submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program,

activity, or

- Such behavior is so severe, persistent, or pervasive that a reasonableperson would find that it: a.) alters the terms or conditions of a person's employment or educational experience, or
  - b.) unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

# How to Report Sexual Harassment / Assault

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

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's respective Academic Dean or to the College's Title IX Coordinator.
- If the alleged harasser is an administrator, the complaint should be made, orally or in writing, to the respective Vice-President or to the College's Title IXCoordinator.
- If the alleged harasser is a student, the complaint should be made to Tabatha Hampton, Director of Human Resources/Title IX Coordinator at 870-762-3121 or thampton@smail.anc.edu.

### Sex Offenses

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

A student who feels that he or she has been the victim of a sexual assault should first get to a place of safety. The student should then seek necessary medical treatment. It is then strongly encouraged for the victim to report the incident in a timely manner. Time is critical for evidence collection and preservation. An assault should be reported immediately to the Vice President for Student Affairs or the Chief Security Officer. The student will then be informed of his/her right to notify or have the College notify proper law enforcement authorities. The student will also be provided with the list of counseling and mental health facilities in the community listed in the Student Handbook. At the student's request, any reasonable change in academic situations will be considered. The accused, if found guilty of the offense, will be subject to disciplinary actions by the College as listed in the Student Conduct section of the handbook. Both the accused and the victim will be allowed to choose one person with no formal legal training to accompany them throughout the hearing. Both the accused and the accuser are entitled to a review of the incident by the Student Appeals Committee.

The decision of the Student Appeals Committee will be forwarded to both the accused and the accuser.

# Sex Offender Information

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

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

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

## **Smoking**

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

### **Student Clubs and Organizations**

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

If a student group wishes to use College facilities on a regular basis or conduct programs on campus, it must request to become an approved student organization. Any group of six or more students may petition for recognition and funding as a new organization by submitting a constitution and by-laws for approval by Student Services staff and by securing a faculty/staff advisor to work with the group.

Complete guidelines for approval are available in the office of the Vice President for Student Services. Student organizations are subject to change each academic year.

## CLUBS:

# <u>ACE</u>

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

### **Dental Assisting Club**

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

### Females & Males Mentoring Club:

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

### Gamma Beta Phi:

Gamma Beta Phi is a scholastic, honor, educational, service-oriented national honor society for students in accredited two- and four-year colleges and universities that was established to recognize those students who have excelled academically and have demonstrated high personal characteristics in leadership and service. Membership in Gamma Beta Phi is by invitation, extended at the beginning of each semester. Students are invited to join GBP if they have completed 12 credit hours, are degree-seeking, and have a minimum 3.4 GPA. The objectives of the Gamma Beta Phi Society are to recognize and encourage excellence in education, to promote the development of leadership ability and character in its members, and to foster, disseminate, and improve education through appropriate service projects. These school and community service projects add to the success of this organization,

which receives regional and national attention for its quality. The Arkansas Northeastern College chapter of Gamma Beta Phi

is one of the three chapters within the society to have received the National Gamma Beta Phi Distinguished Chapter.

#### Lifeline Student Outreach:

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

### LifeSavers (LS):

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

#### Practical Nurse Association(LPN):

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

#### Student Nurses Association (RN):

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

### Student Ambassador Program:

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

### Student Practical Nurse (SPS Club):

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

#### **Student Conduct**

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

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

- Possession, use, and/or distribution of alcoholic beverages, in any form, in or upon College grounds. Use, distribution, or possession of drugs, narcotics and/or chemicals without medical prescription under medical supervision.
- 2. Gambling on or about College property.
- 3. Disorderly or disruptive conduct which substantially threatens, harms, or interferes with College classes, personnel, students or visitors, or orderly College processes and functions, including but not limited to (a) fighting, (b) public intoxication, or lewd, indecent, obscene conduct, or expression on College property or at any College-sponsored function. Disorderly/disruptive conduct within a classroom may result in immediate dismissal from the class. The student may make an appointment with the Vice President for Student Affairs, with one of two options possible: administrative withdrawal from the class or probation and return to the class, with the understanding that another incident will result in administrative withdrawal from the class or suspension from theCollege.
- 4. Entering a locked area or vehicle of another student or other unauthorized use of College property.
- 5. Dishonesty, such as cheating, plagiarism, sale or purchase or exchange of term papers or research papers, or knowingly furnishing false or misleading information written, orally, or electronically, including forgery, alteration, or misuse of College documentsor identification.
- 6. Physical assault or abuse or attempted physical assault or abuse, or conveyance of threats of physical assault or abuse, of any person on College-owned or controlled property or at College-sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
- 7. Throwing/shoving objects or causing an object to fall from buildings or other elevated areas when such throwing/shoving or dropping creates a risk of personal injury or property damage.
- 8. Violation of College policies or regulations concerning approval of student organizations, the use of College personnel acting in the performance of their duties.
- 9. Failure to comply or willful obstruction with the legitimate oral or written directives of College personnel acting in the performance of theirduties.
- 10. Legal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
- 11. Theft, attempted theft, possession, sale or barter, destruction, vandalism, misuse, or threats to destroy any property of the College or a member of the College community or campus visitor.
- 12. Abide by the state rules of the College regarding the operation and parking of vehicles.
- 13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment is prohibited. Radios (including automobile radios) are not allowed to be played within the buildings or on the grounds unless earphones are used or unless the radio is played in an appropriate area of the grounds and at a volume not disturbing to others. Cellular phones must be turned off while inclass.
- 14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.

- 15. Engaging in hazing such as any action taken intentionally to produce mental/physical discomfort, embarrassment, ridicule, or possibly cause mental/physical harm or injury to any person.
- 16. Violation of the College Computer UsePolicy.
- 17. Each student is held responsible for information published through notices and announcements placed on bulletin boards and in the catalog, general brochures, handbook, or read by the instructor.
- 18. Students are responsible for the conduct of their guests (someone who reasonably appears to be with a student) on or in College property and at functions sponsored by the College or any recognized College organization.

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

# **Student Disciplinary Procedures and Judicial Process**

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

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

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

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

- 1. Disciplinary Reprimand The student is formally notified in writing that his/her behavior has been in violation of College regulations as charged.
- 2. Interim Suspension The President, Chief Student Affairs Officer or designee may impose an interim suspension and/or loss of privileges upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of any other student. College personnel, College property, or to the welfare of the College. The interim suspension shall remain in effect until the hearing on the charges served upon the student, by the Student Disciplinary Committee, pursuant to this Rule, is completed and a decision is rendered by the Student Disciplinary Committee.
- 3. Disciplinary Probation The student is informed in writing that he or she is being placed on disciplinary probation for a specific period of time. This action is a period of official censure. The probation action may specify any conditions with which the student must comply or any privileges which may be withheld. It may include a written agreement between the student and the College, which is in effect for a specific period of time. Probation may include, but is not limited to, the loss of privilege to represent the College in an official

capacity, including holding of office in student organizations. If the student is found in violation of the probation by subsequent violation(s) prior to the completion of the probationary period, he may receive expulsion or any lesser penalty. The duration of the probation period and conditions imposed shall be in proportion to the seriousness of the misconduct.

- 4. Suspension The student is informed in writing that he or she is being involuntarily suspended from the College community for a designated period of time. The student may not attend classes, take exams, receive grades, or be on College property except for authorized College business during the suspension period. Authorized College business must be approved in advance by the Chief Student Affairs Officer or designee. After the period of suspension, the student must seek written approval by the Chief Student Affairs Officer to return to the College. The student will not be entitled to any refund of previously paid tuition or fees.
- 5. Expulsion The student is informed in writing that he or she is being expelled from the College. This action is one of involuntary separation from the College and the relationship between the College and the student is permanently terminated. The student is not permitted on College property. The student will not be entitled to any refund of previously paid tuition or fees.
- 6. Payment of Damages/Restitution In addition to the foregoing penalties, a student may be required to pay for damages or monetary loss to College property, provided that such compensation is limited to the actual cost of repair or replacement of such property. Restitution becomes a financial obligation to the College and either full payment, or a written agreement for partial payment according to a schedule agreed to by the Chief Student Affairs Officer is required before the student may register for classes, graduate, receive transcripts or request that official transcripts be mailed by the College.

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

# **Student Disciplinary Procedure**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Student Hold List

A student hold list is maintained in the Registrar's Office. Students may be placed on this list for the following reasons:

- Failure to register with the Selective Service.
- Incomplete records, including high school transcripts, college transcripts from other institutions,
- and immunization records.
- Other obligations to the college such as library materials, equipment, and textbooks which have

not been returned.

- Proof of Good Standing.
- Unpaid financial obligations to the college.

The following restrictions apply to those students whose names are placed on the hold list:

- Enrollment may not be certified to the V.A., Social Security Administration, employers, or other outside agencies.
- Further enrollment at ANC will be denied.
- Graduation diploma will not be released.
- Records will not be released.
- Transcripts will not be released.

When the student's obligations to the institution have been resolved, his or her name will be removed from the hold list, and restrictions will be removed.

# **Student Housing Referral**

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

## **Student Identification**

All students should visit the Security Office after registering for classes to obtain an identification card. The ID card should be visible when the student is on the main or off campus sites. Any student may be asked to show the proper ID upon request from a College Official. Student ID cards will be required to access the Briggs/Sebaugh Wellness Center. The Security Office is located in the D wing. Student ID cards are available two weeks before the start of the semester (the same day that book deferments are available.)

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

Replacement student ID cards are available for \$5.

# **Student's Rights and Responsibilities**

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

# **Telephone Services**

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

# **Testing & Tutoring Center**

The Testing & Tutoring Center is dedicated to enhancing your success by providing comprehensive support in developing foundational skills, offering tutoring services, and supplementing your coursework with relevant materials. If you need support and motivation, our tutors at the Testing & Tutoring Center are ready to assist. They offer personalized one-on-one sessions and small-group instruction tailored to your needs. Contact the Testing & Tutoring Center for assistance with the following:

Reading Skills

• Math Skills

- Test Taking
- Supplemental
- Note Taking

- Materials
- Writing Skills
- Free Tutoring

# **Textbook Information**

Required and recommended textbooks and supplemental materials for each course on the college schedule are provided on the ANC website. This information includes the ISBN, retail price, rental price, publisher, copyright date, title, and author to the maximum extent available. To access this information online, go here: <u>https://anc.textbooktech.com/textbooks</u>

# **Traffic Regulations**

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

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

# **Transfer of Credit Policy**

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

# TRiO - Educational Opportunity Center

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

# **TRiO - Educational Talent Search**

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

# TRiO - Student Support Services

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

## **University Center**

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

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

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

### **Voter Registration**

ANC recognizes the importance of their students being active participants in activities that serve their city, state, and nation. One of those significant activities is your right to vote. We encourage all students to register to vote by visiting the following website: <u>https://vote.gov/</u>

### **Weapons**

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

### Withdrawing from College

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

#### Who to See?

Task/Need	Person	Office Location	Ext.
Absences	Your Instructor	Various	Various
Adding or Dropping Courses	Advisor	Various	Various
Address Changes	Registrar's Office	Statehouse Hall	1105
Admission/Re-Admission	Front Desk Receptionist	Statehouse Hall	1103
Advising	ACE Advisor or Faculty	Various	Various
Bills and Fees	Business Office	A Wing	1135
Bookstore	Bookstore Clerk	D Wing	(870) 824-6102
Campus Security	Various	D Wing	(870) 740-2156
Changing a major	Advisor	Various	Various
Community Education	Ammi Tucker	Osceola Center	(870) 563-3236 or ext. 1301
Computer Lab	Danny Graham	B21	1164
Copies	Library Clerk	Adams/Vines Library	1230
Disability Services	Damon Richardson	Statehouse Hall	1246
Financial Aid	Financial Aid Staff	Statehouse Hall	1160
Food Services	Princell Wimbley	The Sunshine Grille	1214
Graduation Applications	Advisor/Rosemary Lowe	Statehouse Hall	1105
Library	Karen Ellis	Adams/Vines Building	1234
Lost and Found	Campus Security	D Wing	1190
Meeting Rooms	Courtney Fisher	L30	1193
Student Ambassador Program	Nikki Brown	Statehouse Hall	1008
Student Organizations	Kaci Bell	Statehouse Hall	1119
Testing Center	Randy Murray	S146	(870) 762-3104 or ext. 1161
Title IX – Student	Tabatha Hampton	A111	(870) 762-3121

### Student Affairs and College and Career Readiness Staff

The Student Affairs and College and Career Readiness staff are in place to support students throughout their time at ANC. All students are encouraged to become acquainted with these offices. Their offices are located in Statehouse Hall, and they may be contacted for assistance with any situation a student may be experiencing. Included in this division are:

#### **Vice-President for Student Affairs**

Mindy Walker

<u>Student Services</u> Rosemary Lowe – Registrar Damon Richardson – Assistant Registrar Kaci Bell–Coord. forRetention & Student Engagement Candis Haddiex – Administrative Assistant II Justin Branch – Administrative Assistant

#### **Financial Aid Department**

KeTierra Jones – Director of Financial Aid Holly Harris – Financial Aid Advisor Nikki Kennon – Financial Aid Advisor Jessica Tippy – Financial Aid Advisor

#### Associate Vice-President for College and Career Readiness

Melissa Arledge

#### **Advising Center**

Emily Crosskno – Director for Advising & Internships Darrell Carr – Advising Specialist, Transfer Programs Jack Neil – Advising Specialist, Nursing & Allied Health Randy Murry – Testing & Academic Success Coord.

### **Recruitment & Student Activities**

Nikki Brown – Admissions Counselor/Recruiter Sonia Smith – Admissions Counselor/Recruiter

JAG College Success Kirsten Riley – College Success Coach

## Early College Program

Austyn Turner – Coordinator for Early College Melissa Donner – Early College Specialist Chelsey Ellis – Early College Specialist

#### **Career Coaches**

Sara Creecy – Rivercrest Mary Gaston – Osceola Robilyn Key – Blytheville Blythe Mullins – Gosnell Kelsey Stallings – Armorel

ANC Faculty and Staff Directory: <u>https://www.anc.edu/facstaff/index.htm</u> Campus Map: https://www.anc.edu/campusmap/index.htm

## **College Terms to Know**

### Associate of Applied Science:

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

#### Associate of Arts Degree:

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

#### Associate of Arts in Teaching Degree:

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

#### Associate of Science:

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

#### Audit:

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

#### Certificate of Proficiency:

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

### Co-requisite:

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

### Course Description:

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

#### Course Load:

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

### Course Number:

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

#### Credit Hour:

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

Likewise, a student taking 15 credit hours per semester will work approximately 45 hours per week on those courses. In some courses, such as physical education, more hours of classroom attendance each

week may be required for one credit. In lab work, two classroom hours or more equal one credit. Allied Health clinicals usually require more contact hours per credit hour of load.

### Cumulative Records:

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

#### Curriculum:

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

#### Dean's List:

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

#### Drop:

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

#### Elective:

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

Fees:

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

Freshman:

A student who has earned fewer than 30 credit hours.

#### Full-Time Student:

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

#### Grade Point:

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

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

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

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

#### myANC:

The myANC portal is a secure web environment that provides a single access point for all the information you need to assist you in your ANC experience. This website provides access to academics, services, events, and so much more!

### No Show:

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

#### Part-Time Student:

Students enrolled in less than 12 semester hours per semester.

## Prerequisite:

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

# President's List:

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

## Probation (Academic):

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

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

## Probation (Financial Aid):

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

## Program of Study:

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

### **Registration**:

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

### **Regular Grading System:**

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

Letter Grade	Grade Interpretation	Grade Point Value (per semester hour)
A	Excellent	4
В	Good	3
С	Satisfactory	2
D	Poor	1
F	Failure	0 (figures into GPA)
I	Incomplete	0 (figures into GPA)
Р	Pass	0
W	Withdrawal	0
AU	Audit	0

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

### Schedule of Classes:

An outline of all courses with sections, credit hours, rooms, times, days, and instructors are published

each semester and are available here: <u>https://www.anc.edu/schedule/index.htm</u>.

## Section:

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

## Semester Hours:

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

## Sophomore:

A student who has earned 30 or more credit hours.

### Student ID:

The student ID is a unique number assigned to each student at the time of registration.

## Suspension (Academic):

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

## Suspension (Financial Aid):

Any student who totally withdraws or receives all failing grades during any term will be suspended from the financial aid program. After the 1<sup>st</sup> semester, any student who does not complete 75% of their enrolled courses each term and whose cumulative completion rate is below 75% will be suspended from receiving financial aid. See the Financial Aid office or Financial Aid Handbook (www.anc.edu/admissions) for more information.

### Technical Certificate:

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

# Transfer Program:

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

# Transfer Student:

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

# Tuition and Fees:

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

### Withdraw:

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

# www.anc.edu:

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

#### **Tuition and Fee Costs/Refunds for Credit Courses**

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

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

#### **Refund Schedule**

Fall or Spring Semester	Summer Term or Shorter
1st-2nd weeks 100%	1st week 100%
3rd week & thereafter 0%	2nd week 0%
Tuition and Fee	
<u>Schedule</u> Audit and	
Credit Fees:	
	nties in Missouri and Obion, Dyer, Lauderdale, Tipton & Shelby
Counties in TN.)	······································
,	
	\$135 per credithour
Additional Fees:	
AC & Refrigeration Industry Competency Exam	\$40
Air Conditioning/Refrigeration Course Fee	
Aviation Maintenance Fee	
College Prep Fee	
Commencement/Graduation Fee	\$40(non-refundable)
Construction Course Fees	
Computer Lab Fees	
Dental Assisting Student Insurance Fee	
	\$45
	\$35/lab
	\$30/electrical course
	\$66
	\$85 per Internet Applications II course
	\$20 per credit hour
	\$79 per course
	plies Fee\$50
	\$110
-	\$100 per Database Mgt. course
	\$100 per Spreadsheet App course
0	
	\$65 for each ½ hr lesson per wk / \$90 per 1 hr lesson
	\$10 per Networking course \$147
-	
Nursing Leadership and NCLEX Review	

Phlebotomy Fees	\$130 per course
Phlebotomy Liability Insurance Fee	\$86
Registration/Infrastructure Fee	\$25 per term
	\$30 per check
RN Nursing Fee	\$400 per Fundamentals & LPN/RN Transition Course; \$200 all others
	\$95 Exam Soft
RN and Licensed Practical Nurse Student Malpractice Insurance Fee	
RN DocuCare Fee	\$110 per three courses
Science Fees	
Technology Fee	\$15 per credithour*
Welding Course Fee	\$75 per course
Welding-ARC Test Fee	
Welding-MIG Test Fee	
Welding-TIG Test Fee	
*Tuition/Technology East are assessed to a maximum of 18 credit hours	

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