Arkansas Northeastern
COLLEGE

Student Guide
Early College Program
2023-2024

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I. ANC EARLY COLLEGE PROGRAM OVERVIEW

The Arkansas Northeastern College (ANC) Early College Program (ECP) offers eligible high school students the opportunity to earn college credit while attending their local high school. The program is a partnership between ANC and participating school districts. Benefits of participating in the ANC Early College Program include helping high school students:

- become familiar with college requirements
- form realistic expectations of college-level work
- learn what it takes to achieve success in college
- get a jump start on college possibly being able to finish college earlier
- save money by reducing future total college cost

This ANC Early College Program Student Guide is designed to provide students information on applying, registering, and paying for courses as well as provide program information.

A. ANC's Early College Program Offerings:

1. **Concurrent Enrollment**: Concurrent enrollment is the enrollment of a high school student in a college course for both high school and college credit. It may be taught at a high school, on a college campus, or online. Courses may include general education or career and technical education courses.

2. **Career and Technical Education (CTE) Concurrent Credit**: CTE credit is a concurrent credit option that allows enrollment of a high school student to enroll in a career or technical course that carries both high school and college credit. These courses are typically taught at the ANC Secondary Center and courses such as welding, automotive service, advanced manufacturing, education, criminal justice, or nursing assistant.

3. **Dual Enrollment:** Dual enrollment is the enrollment of a high school student in a college course for college credit only. High school credit may or may not be awarded. This is a decision made by the high school. These courses may be general education courses or career and technical education course.

The following chart provides a summary of ANC's Early College Program:

	Concurrent Credit Courses	Career & Technical Credit Concurrent Courses	Dual Credit Courses
Taught by	College or High School Instructor	High school Instructor	College Instructor
Course is held on	ANC or High School campus	ANC's Secondary Technical Center campus	ANC campus
Credit is awarded upon completion and appears on:	*College transcript *High school transcript	*College transcript *High school transcript	*College transcript
High School Graduation Requirements	High school decides which courses meet high school graduation requirements	Typically satisfies High School career focus credit	High school decides which courses meet high school graduation requirements
Course Examples	Core academic courses like English, History, Math, Government	welding, automotive Svc., advanced manuf., education, criminal justice,& nursing asst.	Any course if student meets college prerequisites

B. Course Delivery

The ANC Early College Program (ECP) courses may be delivered face-to-face, online, hybrid, or by blended instruction. The courses may meet on the high school campus, college campus, at the ANC Secondary Technical Center, or be delivered totally online. The method of delivery may vary by course and by high school. The following chart compares the different delivery methods.

	Face-to-Face	Hybrid	Blended AP/Concurrent	Online
Meets	100% face-to-face	*50% face-to-face at a set time each week plus *50% online	*Content 100% online *Daily face-to-face *Supplemental instruction in high school with facilitator	100% online

C. <u>Program Eligibility</u>

It is important to note that high school students enrolling in a college course:

- Are creating a permanent college transcript that becomes a part of the student's permanent academic and financial aid record which could affect future college admission and financial aid eligibility at any college/university.
- Must have a high level of personal responsibility and maturity expected of a college student.
- Are expected to follow all policies and procedures outlined in the ANC Student Handbook, Financial Aid Handbook, and college catalog.

Therefore, students must meet the following requirements to be eligible to participate in the ANC Early College Program. High school students must have:

- Completed the eighth (8th) grade
- Demonstrated readiness to take a college level course
- Be recommended by a high school Principal or designee
- Met minimum placement scores as demonstrated through an approved placement test such as ACT or Accuplacer
- Completed pre-requisite courses (if required)
- Submitted required ANC forms including the:
    - [ANC Early College Program Admission Application](#)
    - [ANC Early College Program Registration Form and Student/Parent Agreement](#)

ANC's Registrar's Office will review concurrent student records to ensure compliance with admission placement score(s), completion of applicable pre-requisite courses, and then register the student in courses listed on the ANC ECP Registration Form. High school students are admitted to the College as non-degree seeking students.

D. <u>Minimum Admission Placement Scores</u>

To enroll in any general education course, high school students must meet ANC's minimum placement scores as follows:

Subject	Test Scores Req.	ACT Sub-Test	ACT	Accuplacer
Non-Math, Non-English General Education Course	Reading only	Reading	19	252
English	English and Reading	English	19	252
Math	Math and Reading	Math	19	260Q

E. Cost of Attendance

1. Tuition & Fees/Scholarships

Sample In-County Current Tuition and Mandatory Fee Calculation

Hours Enrolled	Tuition per Credit Hour	Registration Fee	Technology Fees per Credit Hour	Total Tuition/Fee Cost
3	$75.00	$25.00	$15.00	(3 hrs x $75.00) + $25.00 + (3 hrs x $15.00) = $295.00
6	$75.00	$25.00	$15.00	(6 hrs x $75.00) + $25.00 + (6 hrs x $15.00) = $565.00

Early College Scholarship

ANC's Early College Scholarship is offered to students enrolled in all Mississippi, Greene, and Craighead County high schools, as well as East Poinsett County High School in Arkansas. The scholarship is also offered to students enrolled in all Pemiscot, Dunklin and New Madrid County high schools in Missouri. It provides a net tuition/fee cost of $25 per credit hour for up to six hours of concurrent credit per semester for students. The Early College Scholarship applies to all ANC course offerings, including online or live courses taken independently by designated high school students while enrolled in high school.

Sample Early College Program Scholarship Net Tuition and Fee Calculation

ECP Credit Hours Enrolled	Net Tuition per Credit Hour	Total Tuition/Fee Cost
3	$25.00	(3 hours x $25.00) = $75.00
6	$25.00	(6 hours x $25.00) = $150.00

The scholarship provides a net tuition/fee cost of $25.00 per credit hour ($75.00 per 3 credit hour course) for up to 6 hours of concurrent credit per term. High school students not receiving an Early College Scholarship or taking more than 6 credit hours each fall or spring semester, will pay the current tuition and fee rate.

Nucor Diploma² Scholarship

The Nucor Diploma² Scholarship is a scholarship program geared toward concurrent high school students in Mississippi County in Arkansas (including Buffalo Island Central High School), and Dunklin, New Madrid, and Pemiscot Counties in Missouri. This scholarship requires that students be capable of completing the Certificate of General Studies, or beyond, by the final term of their high school senior year. The Nucor Diploma² Scholarship reduces tuition to a cost of only $10 per credit hour for up to 15 credit hours per semester. In addition to the reduced tuition rate, participants will receive up to $100 per course for books/mandatory supplies (limited to actual cost) purchased through the ANC Bookstore.

Participating students and their parents must agree to participate in two Nucor/ANC events hosted at ANC occurring (1) near the end of the student's first year in the program, and (2) near the end of the student's senior year.

The Nucor Diploma² Scholarship is available on a first come, first served basis with priority given to students already in the Nucor Diploma² Scholarship Program. For more information and guidelines, please contact an ANC Career Coach, high school counselor, or other ANC Early College staff member at 870-780-1201.

Sample Nucor Diploma² Scholarship Net Tuition and Fee Calculation

ECP Credit Hours Enrolled	Net Tuition per Credit Hour	Total Tuition/Fee Cost
3	$10.00	(3 hours x $10.00) = $30.00
6	$10.00	(6 hours x $10.00) = $60.00

2. **Textbooks and Supplies:** High school students are responsible for ensuring they have the required textbook(s) and/or learning supplies needed for the course. There may be a cost for textbooks and/or access codes for online materials used in a college course. This amount will vary per course. Required materials are noted on the course syllabi. Many books may be rented or purchased from the campus bookstore. Purchased books may be bought back by the Bookstore at the end of the course. Textbook(s) and supply payment guidelines will be determined by your high school. Students should be certain they have the correct version or edition of the required textbooks.

II. REGISTERING FOR COLLEGE

A. Course Availability

1. General Education and Career and Technical Courses - Students should see their High School Counselor, Career Coach or other ANC Early College Staff to review the list of available courses at your school.

2. Remedial/Developmental Education Courses – A high school senior who has earned at least an ACT sub-test score of 17 in English, reading or mathematics (or comparable score) may enroll in a remedial/developmental course. It is important to note that completion of a remedial/developmental course in English, reading, or mathematics does not guarantee college-level placement at another Arkansas college/university. See your High School Counselor, Career Coach or other ANC Early College Staff for details.

B. Registration

Each high school student must meet with their High School Counselor, Career Coach or other ANC Early College Staff to review ANC's Early College Program eligibility. Eligible high school students must complete and submit all required paperwork prior to the registration deadlines including:
- ANC Early College Program Admission Application
- ANC Early College Program Registration Form and Student/Parent Agreement

Upon receipt, ANC's Registrar's Office will review student records prior to registering the student in the courses listed on the ANC Early College Program Registration Form.

C. Accessing the ANC Portal and Brightspace

High school students should complete the Online Orientation through Brightspace prior to the beginning of an online course. The Online Orientation tutorial assists students in learning how to (see guide in attachment B):

1. Set up and access your ANC email account (attachment C)
2. Login to [Brightspace](#) to access course information including syllabus, assignments, deadlines, etc.
3. Use Campus Connect to access student information database including your schedule, grades, transcripts, business office information, student holds, etc. (attachment D)
4. Use proper "Netiquette" – a set of rules for proper online behavior (email and online posts)

D. <u>Registration/Payment Deadlines</u>

Registration and payment deadlines are noted in the ANC Academic Calendar. At the time of registration, students will submit a payment equal to one-third of the total cost due. The remaining balance due will be paid in two equal installments.

ANC Academic Calendar

Fall 2023		*Spring 2024*	
April 17	**Fall Registration Opens**	Oct. 30	**Spring Registration Opens**
Aug. 18	**Early College Registration Closes**	Jan. 3	**Spring Registration Closes**
Aug. 21	**Early College Classes Begin**	Jan. 8	**Early College Classes Begin**
Aug. 25	**Last Day to Drop with a Refund**	Jan. 19	**Last Day to Drop with a Refund**
Sept. 9	**Payment 1 Deadline**	Jan. 20	**Payment 1 Deadline**
Sept. 30	**Payment 2 Deadline**	Feb. 24	**Payment 2 Deadline**
Oct. 21	**Payment 3 Deadline**	March 17	**Payment 3 Deadline**
Oct. 30	**Spring Registration Opens**	Apr. 12	**Last Day to Withdraw – grade of "W"**
Nov. 17	**Last Day to Withdraw – grade of "W"**	Apr. 17	**Summer & Fall Registration Opens**

E. <u>Dropping and Withdrawing from Courses</u>

1. **Definitions of Drop/Withdraw:**

*Dropping is the formal removal from a course. It is done prior to the term's "census" date, the course does not appear on the college transcript, and tuition/and fee charges are reversed.

* Withdrawing is a formal withdrawal from a course. It must be completed by the withdrawal date and will appear as a "W" on the student's transcript. This shows the course was attempted, but it does not factor into the student's grade point average.

2. **Steps to Drop/Withdraw from a Course:**

 To drop or withdraw from a class, the student must:

  *meet with the High School Counselor or Career Coach

  [*complete an ANC Early College Program Drop/Withdrawal Form](#)

  *submit form to Early College Staff by the deadline, with all signatures, to be officially withdrawn.

 Because dropping/withdrawing from a course may impact high school graduation, future college admission, and/or financial aid eligibility, ANC requires Principal/Counselor, Advisor's (ECP Staff or Career Coach), and Parent signature on the Drop/Withdrawal Form. This ensures students have discussed the results of not completing a course.

3. **Results of Not Dropping a Course:**

 If a student does not drop or withdraw from a course, they will receive a final grade.

F. <u>Registration Process Following High School Graduation</u>

Students enrolled in the ANC Early College Program are officially admitted as non-degree-seeking students. To enroll at ANC following high school graduation, a student must:

- apply for **regular admission** by completing an [ANC Admission Application](#) (preferably before the April 15 scholarship deadline of their senior year),
- submit an official high school transcript (including graduation date and final GPA),
- submit an immunization record - two doses of Measles, Mumps, and Rubella (MMR),
- Submit additional ACT test scores if the student has new scores not previously submitted to ANC.
- submit official college transcripts from colleges attended other than ANC

Students attending college after high school graduation will be considered a first-time freshman, may be degree seeking, and will be assigned an ANC advisor based on their program of study.

III. Course Syllabus/Grades/Attendance

A. Course Syllabus

Students enrolling in an ANC Early College Program course will receive a course syllabus. This document provides a student an overview of the course content as well as a detailed roadmap outlining deadlines, assignments, and the requirements to successfully complete a course. The syllabus includes:

- *Course Title	*End of Course Objectives
- *Course Number	*Unit/Topic Outlines with Objectives
- *Prerequisite and/or co-requisites	*Assessment
- *Course Description	*Grading Scale
- *Recommended Text	*Rationale for the Course
- *Course Requirements/policies	

B. Grades

High school students who register with ANC for an Early College Program **Concurrent, Blended AP/Concurrent, or Career and Technical** course can receive both high school and college credit, however, this is at the discretion of each individual school district. The college instructor will submit grades for the high school and college transcripts. The grade of A is the highest possible grade and a grade of F is assigned to students who fail to complete course requirements. The letter grades that the traditional ANC college course:

A highest possible grade

B

C

D

F assigned to students who fail to complete course requirements

W assigned to students who officially withdraw. An instructor cannot assign another grade

I assigned to students only when an emergency or other reason (beyond his/her control) prevents completion of a course near the end of an academic term. Students must request a grade of incomplete from the instructor prior to final grades being submitted. Coursework must be completed within a specific timeframe. If coursework is not completed/submitted within the timeframe, a grade of "F" will be assigned to the course on the student's permanent ANC college transcript.

Note:
- Grades of "C" or higher are not eligible to be repeated.
- Grades of "D'' or "F" may be repeated. The most recent grade earned, in a repeated course, will be included in the final GPA. (The previous course and grade will still appear on the transcript, but will not be calculated in the grade point average.)
- Grades of "I" will change to a grade of "F" if coursework is not submitted within the specific timeframe

Dually enrolled students will need to submit an Official College Transcript to the High School Counselor for determination of high school credit.

1. **Mid-Term and Final Grades:** The instructor's evaluation of the student's work is expressed by assigning a letter grade. Mid-term grades are assigned halfway through the semester. This midterm grade (progress report) gives students the opportunity to evaluate their own level of work and determine how to improve performance if necessary. Final grades are reported at the end of the semester. Students can review their grades in the ANC Portal. Posting of final grades may take up to 1 week after the course has ended. Questions about final grades should be resolved as soon as possible by students checking with their <u>instructor</u> regarding grades.

2. **Grade Change Policy:** Grades can be changed only by the instructor who assigned them and must be approved by the Dean and the Chief Academic Officer. Grade changes must occur within one year from the time the original grade was assigned. Grade changes should be submitted on the Grade Change Form with the required signatures to the Registrar's Office.

3. **Grade Challenge Policy:** Students who wish to challenge a grade must do so within one calendar year after the grade was assigned.

4. **Academic Due Process:** A student may appeal a grade, in writing, within one year following the end of the course in which the grade was assigned only after the following process has been followed:
   1) First state the concern to the staff member involved in attempt to resolve the problem,
   2) If the problem remains unsolved, the student should contact the High School Counselor or Career Coach.

If the problem remains unsolved after following steps 1 and 2, a student may submit a written appeal to the Academic Petitions Committee.

The Academic Petitions Committee reviews student academic appeals. Students may make an appeal to the Committee by completing an Academic Petition Form (available from the Registrar's Office). Petitions must be reviewed and discussed with a High School Counselor or Career Coach prior to submission. The decision of the Petitions Committee is considered final.

C. Attendance

All College Instructors will have clearly outlined attendance policies for all live courses. Live course attendance will be reported back to each individual high school.

D. Academic Standards

Good Standing: A 2.00 overall grade point average is considered good standing and is required for continued enrollment in the Early College Program without restrictions.

Academic Probation: Early College Program students whose cumulative grade point average is less than the level stated below will be placed on academic probation.

Attempted Semester Hours	Cumulative GPA
6-20 semester hours	1.50
21-40 semester hours	1.75
41 or more semester	2.00

Early College Program students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 3 hours). They must consult their college advisor and the high school counselor to develop a plan of coursework prior to the next semester. In addition to being placed on 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.

Continued on Academic Probation: Early College Program 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 probation status will be removed when the cumulative grade point average is at the level shown in the table above.

Removed from Probation: A student previously on probation who raises his or her cumulative grade point average to the level stated above, will be removed from probation and reinstated in good standing.

Academic Suspension: A student who is on academic probation and does not earn at least a 2.00 grade point average for the next semester of enrollment will be academically suspended and must remain out of concurrent classes for one regular semester. ECP students who re-enroll at ANC after an academic suspension are continued on probation and must make a semester grade point average of 2.00 or above for each semester until the probationary status is removed. Failure to do so will result in a second academic suspension and the student will lose eligibility to participate in the Early College Program.

IV. RELEASE OF STUDENT INFORMATION

A. Family Education Rights and Privacy Act (FERPA)

ANC complies with the Family Educational Rights and Privacy Act of 1974. In compliance with this federal law, ANC has adopted policies and procedures regarding the release of student education records. The College has designated certain student education record information as directory information. Under FERPA, the college may make public information which has been designated "directory information." The following is considered directory information:

*Student Name	*Major Fields of Study
*Address	*Classification by Year
*Telephone Number	*Number of Hours Enrolled & Completed
*Dates of Attendance	*Financial Aid Awards Received, type/date
*Date of Birth	*Dates of attendance, including
*Degrees, honors, and awards received	matriculation and withdrawal dates

1. **Student Rights:** FERPA grants specific privacy rights to any student enrolled in a college-level course even if they are **_NOT_** yet eighteen years old. Students have the right to:

      a) Review educational records
      b) Seek to amend education records
      c) Have some control over disclosure of records

A student may request that directory information be withheld from the public (which includes parents/legal guardians) by completing a Non-Disclosure Declaration Form which becomes effective on the date of receipt in the ANC Registrar's Office and is not retroactive.

2. **Parent/Legal Guardian Rights/Requests:** While FERPA gives parents certain rights with respect to their children's educational records, these **rights transfer to the student when the student:**

      * reaches the age of 18
      * registers for an ANC course

Parents can obtain directory information without written consent of the student. Only under limited circumstances can non-directory information be released to the parents without written consent of the student.

Because parents/guardians are an important support system for student success in college courses, ANC obtains written student consent, each semester, to release specific information to the parents/guardians and appropriate high school personnel. This release appears on the ANC Early College Program Registration Form that is completed each semester and signed by both the student and parent. The information to be released upon request includes:

      *Final Grades
      *Official College Transcript each term

Parental requests, beyond grades and official transcripts require a student release.

V. TRANSFER CREDIT

A. <u>Transfer Between High Schools</u>: Should a high school student transfer mid-semester from high school "A" to high school "B" and is enrolled in an ANC Early College Program course, the student must contact the High School Counselor, Career Coach or other Early College Staff to discuss transferability.

B. <u>Transfer between Colleges/Universities</u>: Every college/university has its own policies governing transfer credit. Arkansas Colleges and Universities are required, by law, to accept general education courses listed as an Arkansas Course Transfer System (ACTS) course. To view a list of guaranteed transferable courses between Arkansas colleges, you may access ACTS at https://www.anc.edu/admissions/acts.htm. Choose – "Access ACTS here: Arkansas Course Transfer System in the middle of the page.

The Arkansas Course Transfer System (ACTS) contains information about transferable courses between Arkansas public colleges and universities. On this website, you can view ANC's course number/name and the comparable course number/name at the college you may transfer to. It is important to note that course transferability is not guaranteed for courses listed in ACTS as **"No Comparable Course."** Additionally, courses with a "D" frequently do not transfer and institutional policies may vary.
The college a student attends makes the final decision about acceptance of transfer courses. Acceptance of some or all courses can vary and may be dependent upon the grade earned and transfer policy of the institution. Transfer credit may be recognized in a number of ways. Based on the student's transcript, institutions may:

- transfer credit hours into a student's program of study (reducing the number of courses the student has to complete to graduate)
- Allow the credit to fulfill prerequisite course requirements.

Students should become familiar with transfer policies of the colleges they are considering attending. In addition, students should retain their course syllabus (with course description) and major class assignments in case the transfer college requests additional information relating to the course under consideration for transfer.

C. Transcript Requests:

1. **High School Transcript Requests:** Students need to contact their high school to submit an official high school transcript request to be sent to a college including college name, address, and to the attention of a specific department or person.

2. **ANC College Transcript Requests:** Student transcript requests, both official and unofficial may only be requested, in writing, by the ANC college student. Federal law prohibits the release of student information to anyone other than the student. College students may request a transcript by any of the methods below.

By Email: Complete and email the ANC College Transcript Request Form to:
transcripts@smail.anc.edu

By Mail: Complete and mail the ANC College Transcript Request Form to:
Arkansas Northeastern College
ATTN: Transcripts
P.O. Box 1109
Blytheville, AR 72316

By FAX: Complete and fax the ANC College Transcript Request Form to:
870-763-1654
(Note fax transcript requests can only be sent to another institution)

In Person: Complete and submit the ANC College Transcript Request Form to:
Arkansas Northeastern College
Statehouse Hall, Registrar's Office
Blytheville, AR 72315

Transcript requests will be processed as quickly as possible based on the date the request is received. Students can expect some delay during peak periods (i.e. registration, end of semester, and graduation).

Third party pickup: If the student wants another person to pick up a transcript, a written request from the student must be presented by that person. The written request must include the:

- Student name as it appears on the transcript,
- Student ID,
- Student signature,
- Name of the individual who is to pick-up the transcript

The person presenting the request must supply ID before the transcript will be released. The student's signature will be verified with the signature in his/her file.

Note: If a student requests a transcript mid-semester, grades will not appear for the current term if enrolled. Also, if this is the student's first semester, a transcript will not be created until the end of the semester.

VI. ACADEMICS

Official ANC policies are outlined in detail in the ANC College Catalog, Student Handbook, and Financial Aid Handbook. High school students are expected to read and adhere to all ANC policies.

A. Academic Dishonesty:

Academic Integrity - Arkansas Northeastern College promotes academic integrity as the only fair and ethical way to achieve your educational goals. High school students, enrolled in college courses, are held to the same standards as other ANC college students. Academic integrity is expected of all students and academic dishonesty, in any form, is unacceptable. To help students maintain the level of academic integrity ANC requires, the College provides the following definitions:

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

Examples of Cheating: 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; use of annotated texts or teacher's editions.

Plagiarism: to steal and pass off (the ideas or words of another) as one's own: use of another's production without crediting the source: to commit literary theft, present as new and original idea or product derived from an existing source - http://www.merriam-webster.com/dictionary/plagiarize

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 - http://www.merriam-webster.com/dictionary/collusion

Examples: assisting others 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 and result in serious consequences. Instructors have additional policies in effect for their particular courses, and these are clearly stated in the course syllabi. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

B. <u>Student Evaluation of Instruction</u>

All ANC students, including Early College Program (ECP) students, complete evaluations of their ANC courses each semester. ECP instructors will provide students class time to complete the evaluation or give it out as an assignment to be completed outside of class. Students are asked to complete a separate evaluation for each college course in which they are enrolled even if the instructor is the same. Students enrolled in online only courses will have access to an online version of the evaluation. The College encourages its students to take this process seriously and provide honest, thoughtful, and respectful evaluations.

The results of these evaluations are tabulated by the respective Dean with the compiled results forwarded to the ANC Office of Academic Affairs. The anonymous totals for each class will be shared with the ECP instructor, their respective Dean, and Chief Academic Officer.

VII. STUDENT RESOURCES AND CONTACTS

A. ANC Early College Program Contacts

For additional ANC Early College Program information, please contact the Career Coach, High School Counselor, or Early College Program Coordinator.

Early College Program Coordinator	High School(s) Served	
Austyn Turner 870-623-7577 aturner@smail.anc.edu	*Cooter High School *Home School *Portageville High School	*Senath High School *South Pemiscot High School *The Delta School
Early College Program Specialist	**High School(s) Served**	
Chelsey Ellis 870-278-6807 cellis@smail.anc.edu	*Buffalo Island Central High School *Campbell High School *East Poinsett County High School *KIPP High School	*Manila High School *North Pemiscot High School *Southland
Early College Program Specialist	**High School(s) Served**	
TBA 870-278-1083 @smail.anc.edu	*Caruthersville High School *Clarkton High School *Delta C-7	*Hayti High School *Holcomb High School *Kennett High School

Career Coach	High School(s) Served	Phone	Email
Kelsey Stallings	*Armorel High School	870-838-9904	kstallings@smail.anc.edu
Robilyn Key	*Blytheville High School	870-838-9901	rkey@smail.anc.edu
Blythe Mullins	*Gosnell High School	870-838-9902	bmullins@smail.anc.edu
Mary Gaston	*Osceola High School	870-838-9903	mgaston@smail.anc.edu
Sara Creecy Lead Career Coach	*Rivercrest High School	870-838-9905	sjcreecy@smail.anc.edu

1. ANC Resource Table: High school students enrolled in college courses are eligible to access college services/resources providing support to succeed academically.

Service	Location and Description	Contact Information	Phone
Academic Advising	Statehouse Hall Academic & Career Enrichment Center Room S145	www.anc.edu/advising/index.htm	870-762-3194
Adams/Vines Library	Blytheville Campus Access to on-site/online resources Call the library with ANC ID number to request a library card number.	www.anc.edu/library/	870-762-3189
Bookstore	Sullins Administration Building D wing	https://anc.textbooktech.com/	870-824-6102
ANC Help Desk	Sullins Administration Building Room B205	ANCHelp@smail.anc.edu	870-780-1262
ANC Student ID	Sullins Administration Building D wing Creates ANC Student ID card	https://www.anc.edu/facstaff/staff_publicsafety.htm	870-762-3158
Business Office	Sullins Administration Building A wing Tuition & Fee payments	https://www.anc.edu/facstaff/staff_busoffice.htm	870-762-3120
Career Services	Statehouse Hall Academic and Career Enrichment Center Room S145	www.anc.edu/advising/index.htm	870-762-3194
Computer Lab	Sullins Administration Building Room B202	www.anc.edu/computer_labs/index.htm	870-762-1020 Ext. 1164
Disability Services	Statehouse Hall Admissions	www.anc.edu/admissions/disabilities.htm	870-762-3180
myMath Lab	Adams/Vines Building Room L105/107	https://www.anc.edu/mathematics_science/index.htm	870-762-1020 Ext. 1935
Registrar's Office	Statehouse Hall Registration, Transcripts, Academic Policies Room S113	https://www.anc.edu/register/	870-762-3182
Testing Center	Statehouse Hall Placement Testing Services S146	http://www.anc.edu/testingcenter/	870-762-3104
Tutoring	Statehouse Hall Academic Success Center Room S144	https://www.anc.edu/sss/services_tutoring.htm	870-762-3104

2. Library Services: ANC's Adams/Vines Library is located on the main campus in Blytheville**.** It provides learning resources for students, faculty and staff. The library is open six days a week and is staffed with trained personnel to help student's access resources. The Library's card catalog is fully automated and may be viewed at https://anc.booksys.net/opac/anc/#menuHome **All electronic resources may be accessed from any computer with an internet connection**.

The library also provides computers with Internet access and word processing capabilities, private study rooms equipped to view videotapes, listen to music, or have study groups, and a copy machine for student use.

The library subscribes to 6 online databases providing access to over 7500 current full-text journals and newspapers. They may be accessed as follows:

EBSCOhost & E Book Collection	*Credo Reference Online:*
Web address: http://search.ebscohost.com User ID: anclibrary *Password: researchanc21!*	400 online reference books Web address: http://www.credoreference.com User ID: anclibrary *Password: 72315*
Proquest Web address: http://search.proquest.com User ID: anclibrary *Password: 72315*	*Gale Health & Wellness Resource Center* Web address: http://infotrac.galegroup.com User ID: bly64983 *Password: bly64983*

3. **Disability Services:** Arkansas Northeastern College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments. Academic accommodations and related supports are available to ANC students with disabilities through Student Services located in Statehouse Hall.

Any student that has received special education services (IEP or 504 Plan) or has a disability or medical concern which may impact progress in the Early College Program and would like to request accommodations when attending ANC, please contact Student Services for more information.

It is important for a high school student to understand that access to ANC courses are subject to ANC student eligibility requirements, admissions requirements, and all processes. Any IEP or 504 Plan (already in existence with the high school) may or may not apply to your college course enrollment.

There are significant differences in the process of using academic accommodations in the college setting as compared to the high school. ANC works with students and faculty collaboratively to coordinate reasonable academic accommodations for students. However:

1) Students must contact Student Services to begin the process - self-identification is required

2) Students must also submit documentation in support of their request; the College does not conduct diagnostic assessment/evaluation services

3) Students are very actively involved in the accommodation process and parent(s) or legal guardian(s) are not typically directly involved. When parents/legal guardians are involved, it is at the invitation of the student.

4) Students must contact their instructors themselves to make their needs known. Student Services will provide materials, information, and guidance on this process.

Appendix A – General Education and CTE Course Tables

ANC Early College Program
General Education Course Table

(870) 780-1201
www.anc.edu
2501 South Division
P.O. Box 1109
Blytheville, AR 72316

High School Course Substitution	Semester Offered	ANC Course Name	Course Number	Unit College Credit	Pre-Req		Arkansas Course Transfer System Number (ACTS)
Beyond Algebra II	Fall/Spring	College Algebra	MA14043	3	*Reading Score: ACT – 19 ACCUPLACER – 252	*Math Score: ACT – 19 ACCUPLACER –Q260	MATH 1103
English 12	Fall/Spring	English Composition I	EN12003	3	*Reading Score: ACT – 19 ACCUPLACER – 252	*English Score: ACT – 19 ACCUPLACER – 252	ENGL 1013
English 12	Fall/Spring	English Composition II	EN12013	3	Complete EN12003 English Comp I with "C" or better		ENGL 1023
United States History	Fall	US History To 1876	HI23003	3	*Reading Score: ACT – 19 ACCUPLACER – 252	*English Score: ACT – 19 ACCUPLACER – 252	HIST 2113
United States History	Spring	US History Since 1876	HI23013	3			HIST 2123
World History	Fall	World Civilization to 1600	HI13003	3	*Reading Score: ACT – 19 ACCUPLACER – 252	*English Score: ACT – 19 ACCUPLACER – 252	HIST 1113
World History	Spring	World Civilization Since 1600	HI13013	3			HIST 1123
English 11	Fall	World Literature I	EN22003	3	*Reading Score: ACT – 19 ACCUPLACER – 252	*English Score: ACT - 19 ACCUPLACER – 252	ENGL 2113
English 11	Spring	World Literature II	EN22013	3			ENGL 2123
Fine Arts	Fall	Art Appreciation	AR22003	3	*Reading Score: ACT – 19		ARTA 1003

**ANC Early College Program
General Education Course Table**

High School Course Substitution	Semester Offered	ANC Course Name	Course Number	Unit College Credit	Pre-Req		Arkansas Course Transfer System Number (ACTS)
	Spring	Music Appreciation	MU22003	3	ACCUPLACER – 252		MUSC 1003
Sociology	Fall/Spring	Introduction to Sociology	SO23013	3	*Reading Score: ACT – 19 ACCUPLACER – 252		SOCI 1013
Psychology	Fall/Spring	General Psychology	PY23003	3	*Reading Score: ACT – 19 ACCUPLACER – 252		PSYC 1103
Physical Science	Fall	Physical Science AND Physical Science Lab	PS14003 PS14011	3 1	*Reading Score: ACT – 19 ACCUPLACER – 252	*Math Score: ACT – 19 ACCUPLACER – Q260	PHSC 1004 PHSC 1004
Biology	Spring	General Biology AND General Biology Lab	BI14033 BI14041	3 1	*Reading Score: ACT – 19 ACCUPLACER – 252	*English Score: ACT – 19 ACCUPLACER – 252	BIOL 1004 BIOL 1004
Computer Science	Fall/Spring	Computer Applications	CS11033	3	*Reading Score: ACT – 19 ACCUPLACER – 252		CPSI 1003
Speech	Fall/Spring	Introduction to Communication	SP12103	3	*Reading Score: ACT – 19 ACCUPLACER – 252		SPCH 1003

ANC Early College Program
Other Course Offerings

(870) 780-1201
www.anc.edu
2501 South Division
P.O. Box 1109
Blytheville, AR 72316

Semester Offered	ANC Course Name	Course Number	Unit College Credit	Pre-Req	

Fall	Intro to Teaching	EN12003	3	*Reading Score:
				  ACT – 19
				  ACCUPLACER – 252
					*English Score:
					  ACT – 19
					  ACCUPLACER – 252

Spring	Intro to Education Technology	EN12013	3	*Reading Score:
				  ACT – 19
				  ACCUPLACER – 252
					*English Score:
					  ACT – 19
					  ACCUPLACER – 252

*Note any general education courses that are in the Arkansas Course Transfer System are also eligible for the Early College Program. Students are guaranteed the transfer of applicable credits and the equitable treatment in the applications of credits for the admissions and degree requirements at any public college/university in Arkansas.

ARKANSAS NORTHEASTERN COLLEGE
TECH CENTER
LEA 4722000
Course Schedule for Fall 2023

Block	Course Name	High School Course Number	Concurrent Credit Course #	Available Workplace Certifications	Course Time	Instructor	High School Class Period
	Computer Information Systems						
1	Web Design	591950	CS21463		8:20 a.m.-9:55 a.m.	Dean, Richard	1,2,3
2	Web Design	591950	CS21463		10:05 a.m.-11:40 a.m.	Dean, Richard	3,4,5
	Construction						
1	Construction Craft Skills	590190	CT17003	NCCER	8:20 a.m.-9:55 a.m.	Davis, Robert	1,2,3
2	Construction Craft Skills	590190	CT17003	NCCER	10:05 a.m.-11:40 a.m.	Davis, Robert	3,4,5
	Industrial Technology						
1	Mfg Production Processes	590800	MT15023		8:20 a.m.-9:55 a.m.	Stegall, Floyd	1,2,3
2	Mfg Production Processes	590800	MT15023		10:05 a.m.-11:40 a.m.	Stegall, Floyd	3,4,5
	Medical Professions						
1	Medical Terminology	593260	AH16011		8:20 a.m.-9:55 a.m.	Adcock, Jennifer	1,2,3
2	Medical Terminology	593260	AH16011		10:05 a.m.-11:40 a.m.	Adcock, Jennifer	3,4,5
3	Medical Terminology (Seniors Only)	593260	AH16011		TBA	Adcock, Jennifer	6,7,8
	Steel Tech Academy						
2	Intro to Manufacturing (Selected Seniors Only)	590860	MT15003		10:05 a.m.-11:40 a.m.	Holmquist, Allen	1,2,3
2	Basic Electricity I (Selected Seniors Only)	593200	EL15003		10:05 a.m.-11:40 a.m.	Holmquist, Allen	3,4,5
	Welding						
1	Flux Core Arc Welding	592700	WE17001 WE17084	AWS	8:20 a.m.-9:55 a.m.	Coleman, Austin	1,2,3
1	Gas Metal Arc Welding *(2nd year students only)*	590880	WE17001 WE17064	AWS	8:20 a.m.-9:55 a.m.	Coleman, Austin	1,2,3
2	Flux Core Arc Welding	592700	WE17001 WE17084	AWS	10:05 a.m.-11:40 a.m.	Coleman, Austin	3,4,5
2	Gas Metal Arc Welding *(2nd year students only)*	590880	WE17001 WE17064	AWS	10:05 a.m.-11:40 a.m.	Coleman, Austin	3,4,5

ARKANSAS NORTHEASTERN COLLEGE
TECH CENTER
LEA 4722000
Course Schedule for Spring 2024

Block	Course Name	High School Course Number	Concurrent Credit Course #	Available Workplace Certifications	Course Time	High School Class Period
	Computer Information Systems					
1	Introduction to Cybersecurity	565930	CS 21473	CISCO	8:20 a.m.-9:55 a.m.	1,2,3
2	Introduction to Cybersecurity	565930	CS 21473	CISCO	10:05 a.m.-11:40 a.m.	3,4,5
	Construction					
1	Construction Technology II	590620	CT17024		8:20 a.m.-9:55 a.m.	1,2,3
2	Construction Technology II	590620	CT17024		10:05 a.m.-11:40 a.m.	3,4,5
	Industrial Technology					
1	Basic Hydraulics/Pnuematics	590820	ME15013		8:20 a.m.-9:55 a.m.	1,2,3
2	Basic Hydraulics/Pnuematics	590820	ME15013		10:05 a.m.-11:40 a.m.	3,4,5
	Medical Professions					
1	Foundations of Healthcare	495350	N/A		8:20 a.m.-9:55 a.m.	1,2,3
2	Foundations of Healthcare	495350	N/A		10:05 a.m.-11:40 a.m.	3,4,5
3	Certified Nursing Assistant (Seniors Only)	590720	AH16076		TBA	6,7,8
	Steel Tech Academy					
2	Industrial Safety Administration (Selected Seniors Only)	590830	ES15003		10:05 a.m.-11:40 a.m.	1,2,3
2	Basic Electricity II (Selected Seniors Only)	592630	EL15013		10:05 a.m.-11:40 a.m.	3,4,5
	Welding					
1	Shielded Metal Arc Welding PJP	590870	WE17094	AWS	8:20 a.m.-9:55 a.m.	1,2,3
1	Shielded Metal Arc Welding CJP *(2nd year students only)*	593200	WE17104	AWS	8:20 a.m.-9:55 a.m.	1,2,3
2	Shielded Metal Arc Welding PJP	590870	WE17094	AWS	10:05 a.m.-11:40 a.m.	3,4,5
2	Shielded Metal Arc Welding CJP *(2nd year students only)*	593200	WE17104	AWS	10:05 a.m.-11:40 a.m.	3,4,5

Updated 4/18/2023

Appendix B – Brightspace Orientation Guide

Arkansas Northeastern
COLLEGE

(870)-762-1020
www.anc.edu

New Student Orientation Guide

2501 South Division
P.O Box 1109
Blytheville, AR 72316

The New Student Orientation is a **recommended** step of the Admissions process. The orientation has a number of videos and exercises allowing you the opportunity to demonstrate the skills necessary to navigate and perform well in your courses. You are encouraged to complete the New Student Orientation on the computer you will be using.

Step 1 – Accessing your ANC Email

A. To set up your new school mail, go to http://mail.google.com/a/smail.anc.edu. Log in as follows:

Username:	first initial, last name, last 4 digits of your Student ID @smail.anc.edu
	(Example: msmith1234@smail.anc.edu.)
Password:	ANC Student ID Number (9 digits --- do not enter hyphens)

B. You will be asked to:
1. Create a **new** password (minimum 8 characters) by typing it in the box
2. Retype the new password in the "confirm password" box
3. Type the security word in the box below its image
4. Click on "I accept" at the bottom of the page

You are in! Be sure to remember the new password you created. A link to our email webpage is found on myANC on the lower left of your screen. You do not need to log in to myANC to click on the ANC Mail link.

Step 2 – Accessing your Portal Account

A. Go to **www.anc.edu** and select myANC login. Log in as follows:

Username:	ANC Student ID Number (9 digits --- do not enter hyphens)
Password:	Last four digits of your social security number (If the last four digits of your ssn begin with a zero or zeros, do not enter the leading zeros)

Step 3 – Completing New Student Orientation

A. Go to **www.anc.edu**
B. Click "Brightspace Login" on the right hand side of the screen.
C. Select "Brightspace Orientation" under My courses
D. *Watch the videos and complete the assignments*

Brightspace Orientation
DS002001S

If you need help with your email account, accessing your myANC portal, or completing the new student orientation, you may call the helpdesk at 762-1020 ext. 1207 or email anchelp@smail.anc.edu

Appendix C – How to Access Your ANC Student Email Account after Initial Setup

Information About Your ANC Student Email Account

Arkansas Northeastern College creates a College email account for each enrolled student. These accounts are created approximately **24-72 hours** after you have registered.

| Email Address	Email Password	Example
Your student email login user name is your first initial followed by your last name followed by the last four digits of your Student ID	**Your student email password** is your Student ID. Do not use any hyphens, just all 9 digits that make up your Student ID.	As an example, a student with the name Mary Jane Smith and student ID of 1234-56789 would have an email address that of msmith6789@smail.anc.edu. Her initial password would be 123456789.

What if you use the above information and still can't access your new school email account?

1) First think about when your registration was completed. Be sure the setup period has passed before you try again. It can take 24 – 72 hours for email addresses to be completed and updated through all parts of the system.

2) Did you register a few years ago but never accessed your school email? If so, your email might be set up under the previous default style. The previous default username was first name followed by a period followed by your last name. The above user, Mary Jane Smith, would have had an initial setup of mary.smith@smail.anc.edu for her username and either the full Student ID as a password, 123456789, or only the last six digits of her student ID for her password – 456789.

3) If the setup period has passed and none of the above possibilities work for you, call the help desk at 870-762-1020 ext 1207 or the IT department at 870-762-1020 ext 1150 or send an email from a different email account to ANCHelp@smail.anc.edu. Be sure to include your full name and a method of contact so we can get your issue resolved quickly.

Attachment D – Campus Connect

Campus Connect

Campus Connect is your student information database. Find it by logging in to myANC and clicking the Campus Connect tab at the top of the screen

| Resources | Schedules-Textbooks | CampusConnect |
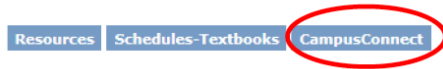
The first time you log in to Campus Connect in any academic year you may be presented with a mandatory survey. Complete it and then you'll see the dashboard.
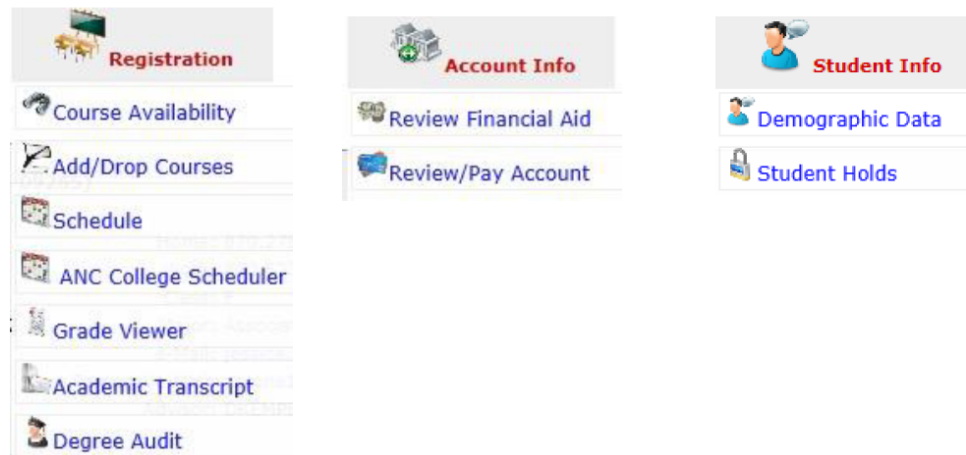
Student Dashboard – the default page

The first thing you will probably notice is your **Demographic Information**. Review and update this important contact information whenever your mailing address or phone number changes.

Other headings on this page by default include **Student Holds**, **Account Balance Information**, **Financial Aid Information**, **Degree Audit**, **Academic Transcript**, and the **Quick Links** section which provides easy access to items like your 1098-T information and the College Scheduler.

Along the top of the Campus Connect screen are three drop down menus that provide you the tools you need to be an informed ANC Student. Some of these menu items are also on the Student Dashboard. They are repeated here because the dashboard can be customized and you might accidentally remove a section you want to review at a later time. Your advisor will guide you through the registration process. Some of the registration selections are time-sensitive and will not always be available.

Each of the other main sections has a drop down menu

Registration	**Account Info**	**Student Info**
Course Availability	Review Financial Aid	Demographic Data
Add/Drop Courses	Review/Pay Account	Student Holds
Schedule		
ANC College Scheduler		
Grade Viewer		
Academic Transcript		
Degree Audit		

Don't overlook the tabs resting on top of the main dashboard screen. Review the test scores we have for you along with your cumulative grade point average using these tabs.

| Scores | GPA |