

# **ANC Technical Center**

## **2022-2023 Student Handbook**

### **Who Are We**

The Arkansas Northeastern College Technical Center is a workforce education center that offers both high school and college credit in career and technical programs. The Technical Center is located in the ANC Center for Allied Technologies in Blytheville, and provides students with hands-on training in career and technical fields. Technical Center programs of study teach marketable job skills and offer industry certifications, as well as college credit towards certificate and degree programs at Arkansas Northeastern College. Services are offered at **NO COST** to the students. Books, tuition, and fees are provided through the Center and funded by the local school districts and the Arkansas Department of Career Education.

### **Our Vision**

To encourage, empower and educate students for future success.

### **Our Mission**

To teach our students the skills needed to succeed in their chosen career pathway through hands-on learning, honest and respectful classroom discussion, and work-based learning opportunities.

### **Admission**

Prospective students in grades 10-12 are eligible to enroll at the Technical Center through their high school counselor or principal. All students are required to complete an admissions application and must submit a Student Contract with all required signatures.

### **Calendar and Class Times**

Students should follow their home school calendar, including holidays and breaks unless otherwise indicated by the Technical Center director. Classes at the Technical Center are offered during the morning. Class times are as follows:

First Block	8:20 – 9:55 1-3 Periods
Second Block	10:05 – 11:40 3-5 Periods

### **Inclement Weather Policy**

In the event of inclement weather, students will follow the direction of their home school district. If the home school cancels classes due to inclement weather, the student will be excused from his/her class at the center and allowed to make-up work missed.

### **Transfers**

A student may request to transfer from one program to another with approval from the program instructor(s), center Director, and the home school counselor. The request must explain the reasons for the transfer. Transfers will be limited to one per student and will not be allowed after the first 5 days of instruction.

## Attendance Policy

To maintain acceptable progress, students are expected to attend classes regularly, arrive to class on time, be prepared to work, and remain the entire class time. Attendance is recorded daily by the program instructor and reported to the high school attendance office. Students who are absent on the day of an exam will be expected to make-up the exam as soon as their Tech Center instructor thinks is appropriate. Students who have more than 15 unexcused absences may not receive credit for their coursework.

## Leaving Class Early

If a student needs to leave class early, they must have consent from the home school and a parent/guardian. Before leaving the center, a parent/guardian must sign the student out in the front office. If there is a scheduled event at the home school in which students need to leave the center early, a representative from the home school must contact the Technical Center in order for the students to be released.

## Grading System

The following grading system will be used to evaluate students at the Technical Center:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Students' records are maintained by the instructor and are supplied to the home school counselor every quarter for the student's permanent record. Student grades are also available online for students and parents to review on the ANC Portal at [myanc.anc.edu](http://myanc.anc.edu).

## College Credit

The Technical Center **requires** that students enrolling in courses approved for concurrent credit return the following paperwork to enroll for concurrent credit:

- ANC Early College Application
- ANC Registration Form

The number of credit hours may vary within each program. Grades and credit hours will be enrolled on an ANC college transcript, and the tuition and fee charges will be paid for by the Technical Center. Exceptions to the concurrent credit enrollment requirement will be made based on counselor recommendation and may be subject to course concurrent credit availability.

Credit earned through Tech Center courses will be posted to a college transcript and will become a part of the student's permanent academic and financial aid record. The grades earned as well as credit attempted and earned will be included in all grade point averages and completion rates to determine satisfactory progress for both academic and financial aid calculations.

Please see the section titled **MEDICAL PROFESSIONS** below for specific details on concurrent credit enrollment in the Certified Nursing Assistant and Emergency Medical Technician Certificate of Proficiency programs.

### **Textbooks and Supplies**

Textbooks and required classroom supplies are provided to students by the center. Unless the books and supplies are consumables, they are to be returned by the students at the end of the semester. Students are responsible for the replacement cost of lost or damaged books and materials.

### **Computer and Internet Use Policy**

Students are expected to bring their laptops for daily use at the Tech Center. Wi-Fi access will be provided.

In the event that students use the Tech Center computer lab, responsible use of the Technical Center's technology is expected of all students. Students will adhere to the ANC Computer Use Policy as stated on pages 16-17 of the ANC Student Handbook: <http://www.anc.edu/docs/student-handbook.pdf>. Any violation of these policies by a Tech Center student may result in loss of computer privileges.

### **Student Organizations**

Through the career and technical student organizations, students are provided with opportunities for leadership and skills training, competition, networking with business and industry, and contact with other career and technical students across the state. Students may apply to join the Technical Center Student Leadership Team, which meets monthly on campus. Students wishing to compete at the SkillsUSA State Competition must join SkillsUSA on the state and national levels.

### **Transportation**

Each sending school will provide all students with transportation to and from their campus to the ANC Center for Allied Technologies. Students are expected to follow all safety and behavior regulations to maintain eligibility to ride the bus.

Students who want approval to drive to campus will be required to complete a Permission to Drive Form. The form must be signed by the student, the student's parent and the home school principal and must be on file at the center **BEFORE** the student is allowed to drive. Driving privileges can be suspended at any time during the year by the Technical Center director or the sending school principal.

### **Cell Phones and Electronic Devices**

The staff at the Technical Center understands that nearly all students have a cell phone. Students will be allowed to use their phone before entering the class and upon exiting the class. Unless otherwise stated by an instructor, all cell phones and other electronic devices are to be put away during instructional time to avoid classroom distractions. If a

student is asked to put away their cell phone or electronic device by any Technical Center staff member and they refuse to do so, the item may be confiscated and taken to the office for the remainder of the day.

### **Disciplinary Policies and Procedures**

The Technical Center's disciplinary policy is to treat students with respect and to provide students with an opportunity to grow from their experiences, even when they have made mistakes. All administrators, faculty and staff members, and students share responsibility for maintaining a constructive and positive learning environment.

The Technical Center's disciplinary procedure holds that students should be given two opportunities to correct their behavior within the classroom before being sent to the front office. Students will not be sent to the office without being given prior warning regarding their behavior, with exceptions being behavior that compromises the safety of others, clearly destructive behavior, and profane or blatant disrespect to the instructor, other Technical Center staff or faculty, or other students. Except in extenuating circumstances, Tech Center staff will request discipline as follows:

**1<sup>st</sup> offense** – handled by Instructor in the classroom with Director support if needed.

**2<sup>nd</sup> offense** – handled by Instructor in the classroom with Director support if needed.

**3<sup>rd</sup> offense** – student will be sent to Director's office, discussion about behavior, identify alternative desirable behaviors. A disciplinary request to the district may occur.

**4<sup>th</sup> offense** – student will be sent to Director's office. Discipline will be requested. Student will be placed on probation.

**5<sup>th</sup> offense** – Director will request the student's removal from the Tech Center.

The student's parent or guardian and home high school officials will be notified of each incident. Severe or persistent disciplinary issues will result in the student's dismissal from the program. Because it is the responsibility of all adults on the Technical Center campus to ensure the safety of our students, students should respect all staff, and can expect to be referred for discipline by any Technical Center staff or faculty member who deems it to be necessary.

Generally, the Technical Center will follow the sending school's disciplinary policy in regard to rules infractions, and any student suspended from their home school is also considered to be suspended from classes at the Technical Center.

### ***Reasons for severe disciplinary action, including ISS, OSS, and/or dismissal from the program, include but are not limited to:***

- Negligent damage, destruction, loss, or disposal of ANC Property. Students will be charged for the full damage or loss and are subject to prosecution under state laws.
- Stealing, gambling, verbal or physical abuse, fighting, possession of firearms, or other dangerous weapons.
- Failure to observe policies and regulations or the directives of faculty and staff.
- Lack of participation in classroom activities that results in a failing grade.
- Cheating or other academic misconduct, including plagiarism.

- Use or possession of vaping devices, alcohol or illegal drugs.
- Possession of pornographic material.
- Terroristic threats including the threat of physical violence on staff or fellow students.
- Use of vulgar language and/or profanity including obscene gestures.
- Being disrespectful or insubordinate to the instructor or administrator, especially with a show of uncontrolled anger.
- Continuous interruption, disturbance, or other misconduct that interferes with normal Center operations.
- Violations of computer or Internet Usage Policy.
- Failure to wear appropriate, required, issued, or assigned apparel or safety equipment.

The Technical Center will follow Arkansas Northeastern College's Institutional Policies with regard to Campus Safety and Security, Emergency Procedures, and Reporting Criminal Activities. Student conduct while on the Technical Center campus is expected to be consistent with that of the overall college.

## ANC Technical Center Program Descriptions

### AVIATION MAINTENANCE

The Aviation Maintenance program is designed for students who desire to work in aerospace or industrial maintenance. Coursework includes lecture and hands-on learning in the new Aviation Complex at the Center for Allied Technologies. College credit hours earned in this program transfer into the Aviation Maintenance Technical Certificate, or the Aviation Maintenance Associate's Degree program. These programs prepare students for the Federal Aviation Administration (FAA)'s certification exams for Airframe Mechanics or Powerplant Mechanics. ***Students who successfully complete 4 semesters will earn ANC's General Aviation Certificate of Proficiency program (17 College Credit Hours total).***

#### REQUIRED COURSES:

**Aviation Fundamentals** – (1 High School Credit, 3 College Credit Hours)

**Aviation Math & Physics** – (1 High School Credit, 4 College Credit Hours)

**Aircraft Electricity** – (1 High School Credit, 3 College Credit Hours)

**Aircraft Structures I** – (1 High School Credit, 4 College Credit Hours)

**Aircraft Drawing & Weighing** – (1 High School Credit, 3 College Credit Hours)

### Computer Science - Networking

The Networking program is designed for the student who is interested in a career in computer information systems. The program includes a broad background of courses in the area of computer information systems. It is designed to prepare students for employment opportunities in the IT and networking occupational field. Coursework will apply towards the Certificate of Proficiency or Technical Certificate in Computer Information Systems, as well as the Associate's Degree in CIS at Arkansas Northeastern College. ***Students who successfully complete CISCO classes can sit for the CCNA (Implementing and Administering CISCO solutions). Students earning a passing score on the CCNA exam will become CISCO certified. All courses count towards several Certificate of Proficiency programs within the CIS realm of study. (12 College Credit Hours total).***

#### REQUIRED COURSES:

**Introduction to Networks** – (1 High School Credit, 4 College Credit Hours)

**Switching, Routing, & Wireless Essentials** – (1 High School Credit, 4 College Credit Hours)

**Web Design** – (1 High School Credit, 3 College Credit Hours)

**Introduction to Cybersecurity** - (1 High School Credit, 3 College Credit Hours)

### CONSTRUCTION

The Construction Technology Program is designed to prepare students to be versatile members of a construction team. Students will learn the basics of construction safety, math, and power and hand tools, as well as develop skills in rigging techniques and the safe assembly and use of scaffolding. Advanced returning students will learn additional

skills including operation and maintenance of light construction equipment used on the construction site, site layout, form setting and placement, rebar layout and placement, and the pouring and finishing of concrete. ***Students who successfully complete 4 semesters will earn ANC's Construction Technology Certificate of Proficiency (16 College Credit Hours total).***

**REQUIRED COURSES:**

**Construction Craft Skills** – (1 High School Credit, 3 College Credit Hours)

**Construction Technology I** – (1 High School Credit, 4 College Credit Hours)

**Construction Technology II** – (1 High School Credit, 4 College Credit Hours)

**\*Project Management** – (1 High School Credit, 3 College Credit Hours)

**\*To Be Determined - 2 Credit Hours**

*\*Will be subject to approval as a substitution for Oxygen/Acetylene & Safety Orientation and SMAW Structural Welding by the Dean for Allied Technologies.*

**INDUSTRIAL TECHNOLOGY**

This program is designed for students who wish to pursue careers in industrial and advanced manufacturing environments. The coursework provides students with a comprehensive knowledge of Industrial Technologies, including electrical, hydraulic, pneumatic, mechanical, and robotics systems. This career field is both high-wage and high demand, particularly in Mississippi County. College credits earned in this program transfer into ANC's Advanced Manufacturing, General Industrial Technologies, and Industrial Electrical Systems Certificates of Proficiency, as well as the Associate's Degree in Steel Industry Technologies. ***Students who successfully complete all 4 semesters will earn ANC's Advanced Manufacturing Certificate of Proficiency (12 College Credit Hours total).***

**REQUIRED COURSES:**

**Introduction to Manufacturing** – (1 High School Credit, 3 College Credit Hours)

**Manufacturing Production Processes** – (1 High School Credit, 3 College Credit Hours)

**Manufacturing Power and Equipment Systems** – (1 High School Credit, 3 College Credit Hours)

**Basic Hydraulics/Pneumatics** – (1 High School Credit, 3 College Credit Hours)

**WELDING TECHNOLOGY**

Welding is designed for students wishing to secure marketable welding skills. Through an organized competency-based progression of steps, the student builds ability as they move through the multiple different welding processes offered. Students will achieve different levels of expertise, determined by their interest, aptitude, and participation in class. Coursework will apply toward a Technical Certificate or an Associate's Degree in Welding at Arkansas Northeastern College. ***Students who successfully complete 4 semesters will earn ANC's Welding Certificate of Proficiency (16 College Credit Hours total).***

**REQUIRED COURSES:**

**Oxygen/Acetylene and Safety Orientation** – (.5 High School Credit, 1 College Credit Hour)

**Shielded Metal Arc Welding Partial Joint Penetration** – (1 High School Credit, 4 College Credit Hours)

**Shielded Metal Arc Welding Complete Joint Penetration** – (1 High School Credit, 4 College Credit Hours)

**OPTIONAL COURSES OFFERED BY ROTATION:**

**Gas Metal Arc Welding** – (1 High School Credit, 4 College Credit Hours)

**Gas Tungsten Arc Welding** – (1 High School Credit, 4 College Credit Hours)

**Shielded Metal Arc Welding Pipe** – (1 High School Credit, 4 College Credit Hours)

**Gas Tungsten Arc Welding Pipe** – (1 High School Credit, 4 College Credit Hours)

**Flux Core Arc Welding** – (1 High School Credit, 4 College Credit Hours)

## **MEDICAL PROFESSIONS**

The Medical Professions program provides students with core skills and knowledge of medical professions, medical terminology, and common procedures used in multiple healthcare settings. Students in this program area will be better prepared to enter any of the ANC certificate or degree programs offered by the Allied Health Division, specifically Nursing or Emergency Medical Care.

**OFFERED COURSES:**

**Medical Terminology** – (1 High School Credit, 1 College Credit Hour)

**Introduction to Anatomy & Physiology** – (1 High School Credit)

**Foundations of Healthcare** – (1 High School Credit)

**First Responder** – (1 High School Credit)

Students who have successfully completed 3 of these 4 courses are eligible to apply for admission into ANC's Certified Nursing Assistant or Emergency Medical Technician program in the Spring semester of their senior year with their tuition and fees paid for by the Technical Center. Recommendation for this opportunity will be provided by the Technical Center instructor, with consideration given to grades of a "C" or better earned in prior Technical Center classes, attendance records reflective of no more than 8 non-school related absences in any prior semester attended, and strong behavior and self-management skills displayed during Technical Center classes.

**Emergency Medical Technician** – (2 High School Credits, 8 College Credit Hours)

**Certified Nursing Assistant** – (2 High School Credits, 7 College Credit Hours)

## **Early College Program**

Arkansas Northeastern College's Early College Program offers qualified students the opportunity to earn college credit prior to high school graduation. The program, which is appropriate for a wide variety of high school students, allows for the acceleration of the high school experience while preparing for advanced educational opportunities or the workforce. Because high school students earn college credit, participation in this program can significantly reduce the overall time and expenses associated with a college education.

Students wishing to take concurrent credit courses through Arkansas Northeastern College must be registered with the College. Students must be admitted to ANC as an Early College Program (non-degree) student. The Early College Program has developed a registration process for students to be fully registered for concurrent credit courses.

### **What is Concurrent Enrollment?**

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers or college instructors. It is a low-cost model for bringing accelerated courses to students' high school. Students gain exposure to the academic challenges of college while in their supportive high school environment, earning college credit at the time they successfully pass the course.

### **Benefits of Concurrent Credit**

- Saves out-of-pocket costs on classes that go toward ANC degrees and certificates
- Increases academic opportunities
- Allows students to explore various career fields
- Allows students to develop job skills
- Ensures that students are better prepared for college when enrolled as a full-time student
- Seamless transfers to college

### **Enrollment Guidelines**

Students must meet all college placement score requirements for enrollment into college credit courses. Once accepted into a college course, students must complete the online orientation tutorial to learn how to use the ANC online student learning

management portal. College instructors will use this portal to communicate with students regarding class assignments and activities, as well as to post grades and announcements. Students will also have access to all ANC online library resources.

### **Enrollment Process**

Students will work with their ANC Advisor/Career Coach or high school counselor to complete an ANC application packet. This packet will include a College Admission Form, ACT or Accuplacer scores, and a Registration Form.

### **Early College Scholarship**

ANC's Early College Scholarship is offered to students enrolled in all Mississippi, Greene, and Craighead County high schools in Arkansas and Pemiscot, Dunklin and New Madrid

Course Requirements			
	Reading	English	Math
ACT	19	19	19
Accuplacer	252	252	Q260

Counties 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.

High school students taking more than six (6) hours each fall and/or spring semester will be assessed ANC regular tuition and fees for any hours above the six (6).

Additionally, there may be a cost for textbooks and/or access codes for online materials used in the college course. This amount can range from \$0 to \$400 per course. Many books are available for a rental fee, and purchased books can be bought back by the bookstore at the end of the course. Payment guidelines for all tuition, books, and fees will be determined by your high school, and are available from the counselor or ANC Advisor/Career Coach.

### **Nucor Diploma<sup>2</sup> Scholarship**

The Nucor Diploma<sup>2</sup> Scholarship is a scholarship program geared toward concurrent high school students in Mississippi County in Arkansas, and Dunklin, New Madrid, and Pemiscot Counties in Missouri. This scholarship is a unique opportunity for high school students who are both interested in and capable of completing the Certificate of General Studies, or beyond, by the final term of their high school senior year. The Nucor Diploma<sup>2</sup> Scholarship provides a net tuition/fee cost of \$10 per credit hour for up to 15 credit hours per semester. In addition to the reduced tuition/fee 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 feedback 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 Diploma<sup>2</sup> Scholarship is available on a first-come, first-served basis with priority given to students already in the Nucor Diploma<sup>2</sup> Scholarship Program. Please contact an ANC Career Coach or your high school counselor for more information and guidelines.

### **Academic and Financial Aid Policies**

Credit attempted and earned through this program will be posted to a college transcript and become a part of the student's permanent academic and financial aid record. The grades earned, as well as credit attempted and earned, will be included in all grade point averages and completion rates to determine satisfactory progress for both academic and financial aid calculations.