To complete graduation requirements for your plan of study, you must refer to the curriculum from the Catalog that was current for the year you enrolled or declared your major. Previous catalogs may be downloaded from UACCM's Web site.
A MESSAGE FROM
CHANCELLOR CROOK

Dear Student:

This publication will serve as your guide to programs of study, course descriptions, and student services that are available to assist you, and policies and procedures that are designed to make your educational experience more productive. I encourage you to take advantage of some or all of the many services that are available to you-financial aid, career counseling, faculty advising, disability support services counseling, child care, the Gordon Library, study lounges, the Student Government Association and other student clubs and organizations, as well as tutoring services provided through the Writing Center, the Math Lab, and the Business Technology Center Computer Lab. We truly understand that we are successful only when our students are successful.

If you are not already one of our students, I encourage you to contact our Admissions Office today. If you are enrolled at UACCM and have a question or need assistance in any way, please contact any member of the UACCM faculty or staff. The Information Desk in the lobby of the University Center is always a good place to start. On behalf of the faculty, staff, Board of Visitors, and Board of Trustees, it is a pleasure for me to welcome you to the University of Arkansas Community College at Morrilton.

Sincerely,

C. Nathan Crook
Chancellor

ACADEMIC CALENDAR

2007 FALL TERM

Thursday—Tuesday, August 9—14
Faculty In-Service

Wednesday—Friday, August 15—17
Fall Registration

Friday, August 17
Last Day to Drop with a 100%
Refund (excluding non-refundable
document fee)

Monday, August 20
Classes Begin

Tuesday, August 21
Last Day to Register (3:00 p.m.)

Friday, August 31
Last Day to Drop with a 50%
Refund

Monday, September 3
Labor Day Holiday

Friday, September 28
Last Day to Submit Application for
Graduation in December

Monday—Tuesday, October 15—16
Faculty Workdays—No Classes
[AATYC]

Friday, November 9
Last Day to Drop Classes with a “W”

Wednesday—Friday, November 21—23
Thanksgiving Break

Friday, December 7
Last Day of Classes

Monday—Thursday, December 10—13
Final Exams

Friday, December 14
Commencement - 7:00 p.m.

Tuesday, December 18
Pre-registration for Spring

2008 SPRING TERM

Monday—Tuesday, January 7—8
Faculty In-Service

Wednesday—Friday, January 9—11
Spring Registration

Friday, January 11
Last Day to Drop with a 100%
Refund (excluding non-refundable
document fee)

Monday, January 14
Classes Begin

Tuesday, January 15
Last Day to Register (3:00 p.m.)

Monday, January 21
Dr. Martin Luther King, Jr
Holiday—No Classes

Monday, January 28
Last Day to Drop with a 50%
Refund

Friday, February 29
Last Day to Submit Application for
Graduation in May

Monday—Friday, March 24—28
Spring Break/No Classes (Tentative)

Friday, April 11
Last Day to Drop Classes with a “W”

Wednesday, May 7
Last Day of Classes

Thursday—Tuesday, May 8—13
Final Exams

Friday, May 16
Pre-registration for Summer and
Fall

Saturday, May 17
Commencement - 10:00 a.m.

2008 MAY INTERSESSION

Monday, May 19
Classes Begin

Friday, May 30
Intersession Ends/Final Exams

2008 FIRST SUMMER

Thursday—Friday, May 29—30
Registration/Last Day to Drop with a
100% Refund (excluding non-
refundable document fee)

Monday, June 2
Classes Begin/Last Day to Register

Wednesday, June 4
Last Day to Drop with a 50% Refund

Friday, June 20
Last Day to Drop Classes with a “W”

Friday, June 27
First Summer Term Ends/Final Exams

2008 SECOND SUMMER

Wednesday, July 2
Registration/Last Day to Drop with a
100% Refund (excluding non-
refundable document fee)

Friday, July 4
July 4th Holiday

Monday, July 7
Classes Begin/Last Day to Register

Wednesday, July 9
Last Day to Drop with a 50% Refund

Friday, July 25
Last Day to Drop Classes with a “W”

Friday, August 1
Second Summer Term Ends/Final Exams
CONTACTS

IF YOU HAVE QUESTIONS:

<table>
<thead>
<tr>
<th>Toll Free</th>
<th>(501) 977-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information, Catalogs, Schedules</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>(501) 977-2053</td>
<td>(501) 977-2055</td>
</tr>
<tr>
<td>Registrar (Student Records)</td>
<td>Academic Programs</td>
</tr>
<tr>
<td>(501) 977-2052</td>
<td>(501) 977-2007</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>University Bookstore</td>
</tr>
<tr>
<td>(501) 977-2023</td>
<td>(501) 977-2010</td>
</tr>
<tr>
<td>Career Pathways</td>
<td>Counseling</td>
</tr>
<tr>
<td>(501) 977-2186</td>
<td>(501) 977-2012</td>
</tr>
<tr>
<td>Counseling-Transitional Services</td>
<td>Community Education</td>
</tr>
<tr>
<td>(501) 977-2087</td>
<td>(501) 977-2029</td>
</tr>
<tr>
<td>Web site</td>
<td><a href="http://www.uaccm.edu">www.uaccm.edu</a></td>
</tr>
</tbody>
</table>

VISIT THE CAMPUS

Plan to visit the campus and discuss our programs and services with an admissions counselor. You can also visit classrooms and labs and talk with instructors and students. Tours of the campus are available by appointment. Call the Admissions Office at (501) 977-2053 or 1-800-264-1094 to schedule your personal, guided tour. Feel free to bring a friend or family member!

DEGREE OPTIONS

The Associate of Arts (A.A.) and Associate of Science degrees (A.S.) allow students to attend UACCM and complete the general education requirements of a baccalaureate degree program before transferring to a four-year institution. The courses required for the Associate of Arts and Associate of Science degrees meet the general education requirements of most senior institutions in the state and may give students more opportunity for full transferability of credits.

The Associate of Arts in Teaching degree (A.A.T.), with an emphasis in middle level math/science or language arts/social studies, is a two-year transfer degree designed to introduce students to the teaching profession and help address the teacher shortage in Arkansas. The degree is in alignment with state licensure in middle school teaching in these emphasis areas and maximizes the hours that students can take before transferring to a four-year university to complete their bachelor’s degree in education. The Associate of Arts in Teaching degree, with an emphasis in early childhood education (P-4), is designed for individuals who wish to obtain a bachelor’s degree in education in order to teach preschool through 4th grade.

The Certificate of General Studies consists of 35-37 credit hours and contains general education core courses. The Certificate of General Studies is designed for those students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree at UACCM.

The Associate of Applied Science degrees (A.A.S.) combine classroom instruction with “hands-on” training in a variety of technical, business, health, and service-related career fields. These programs are designed to prepare individuals to enter the job market in just 24 months. Program completion time is based on full-time enrollment of 15 credit hours or more during the semester. The Associate of Applied Science degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor’s degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

The Associate of General Studies degree (A.G.S.) is designed to give students cross-training in a variety of fields. The degree requires a minimum of 32-34 hours of general education courses and 30 hours of occupational/technical courses and allows students to develop a specialized, customized degree. The general education courses within the A.G.S. degree are usually transferable; however, technical courses are usually not transferable.

Technical Certificates are typically 12 to 18 months in length and provide entry-level skills in specific technical, business, health, and service-oriented career fields.

Certificates of Proficiency are 8 to 17 credit hour awards. The Certificate of Proficiency in dietary management follows the curriculum prescribed by the Dietary Managers Association. The Certificate of Proficiency in emergency medical technology follows the curriculum prescribed by the Emergency Medical Services Institute. The Certificate of Proficiency in computer information systems follows the curriculum prescribed by the Center for Excellence in Information Technology. The Certificate of Proficiency in welding technology follows the curriculum prescribed by the Arkansas Council of Technology.

Certificates of Proficiency in computer information systems are offered in the areas of computer maintenance and networking technology. Certificates of Proficiency in welding technology are offered in the areas of structural welding and pipe welding. A Certificate of Proficiency is also offered in petroleum technology.
COLLEGE HISTORY

The 1961 Arkansas General Assembly established Petit Jean Vo-Tech as the state’s second adult vocational-technical school. The first building was completed in July 1963 and classes began in September. The school initially awarded diplomas in occupational-specific areas.

In 1991, the General Assembly converted Petit Jean Vo-Tech to a degree-granting, two-year college, Petit Jean Technical College. The conversion permitted expansion of the curriculum to include technical, academic & workforce education; community education; and adult education. This created a comprehensive curriculum to serve the varied needs of students. In 1997, the College again made a name change to Petit Jean College. Finally, in 2001, Petit Jean College merged with the University of Arkansas System and became the University of Arkansas Community College at Morrilton. Through all of its growth and change, the University of Arkansas Community College at Morrilton has worked to maintain its focus on student learning.

UACCM’s conversion to a college and its affiliation with the University of Arkansas System has stimulated a continuous expansion of UACCM’s programs and the growth of its campus. UACCM currently consists of 69.7 acres, ten educational buildings, and various support facilities. The College annually serves approximately 4,100 students in technical, occupational, academic, adult education, and non-credit community education courses.

From its inception, the University of Arkansas Community College at Morrilton has served west central Arkansas by providing quality educational programs at an affordable cost. UACCM’s academic program makes it possible for students to complete an Associate of Arts degree while meeting the general education requirements for transfer into a baccalaureate program at state universities.

The University of Arkansas Community College at Morrilton is accredited by The Higher Learning Commission of the North Central Association (www.ncahlc.org). This accreditation is emblematic of UACCM’s commitment to providing a quality education for its students.

COLLEGE MISSION

The University of Arkansas Community College at Morrilton (UACCM) is a two-year, public-supported, open-admissions commuter college, primarily serving students and communities in west central Arkansas. The College accepts the proposition that the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth and dignity of the individual, the College is committed to serving multidimensional needs of its constituencies.

As a comprehensive institution, UACCM provides technical, occupational, academic, and avocational opportunities enabling its students to achieve professional, occupational, and personal goals and to make significant contributions to the economic, civic, and social development of society.

Through dedication to the efficient management of available resources and excellence in faculty, staff, and programs, the College has formulated the following purposes:

1. To offer Associate of Applied Science degrees, the Associate of General Studies degree, technical certificates, certificates of proficiency, and occupational education for students who wish to gain competence or upgrade existing levels of competence.
2. To offer associate degrees and courses which will transfer to four-year institutions.
3. To provide training in the technical and occupational fields.
4. To provide a general education foundation across the curriculum that will enhance the students’ personal development, skills, and knowledge.
5. To provide developmental education courses for students who must improve basic academic skills in reading, English/writing, and mathematics.
6. To provide admissions advising and testing; academic, career, and personal guidance and counseling; financial aid counseling; maintenance of accurate student records; job placement assistance; and other student support services.
7. To provide adult basic educational programs that allow enhancement of skills for self-improvement, completion of a General Education Development (GED) diploma, or preparation for higher education endeavors.
8. To offer non-credit community service courses and workforce development courses designed to meet a variety of occupational needs and personal interests.
9. To provide a comprehensive assessment program for the purpose of improving instruction and enhancing student learning.
10. To offer the facilities of the College and the talents of its staff in order to promote educational, civic, and cultural endeavors within the community.
ACCREDITATION

ACCREDITATION & APPROVAL

- Accredited-The Higher Learning Commission, Member-North Central Association (www.ncahlc.org)
- Arkansas Department of Higher Education
- United States Department of Education
- Arkansas State Board of Nursing
- State Approving Agency for Veterans Training

CERTIFICATION STATEMENT

The University of Arkansas Community College at Morrilton and its Board of Trustees reserve the right to restrict or limit the enrollment of any course and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this Catalog when such action is deemed to be in the best interest of the student or College. The provisions of this Catalog do not represent in any way a contract between a student, prospective or otherwise, and the Board or University of Arkansas Community College at Morrilton. This Catalog replaces all Catalogs previously in print.

STATEMENT OF ASSURANCE

The University of Arkansas Community College at Morrilton, in making decisions regarding employment, student admissions, and other functions and operations, adheres to a policy of non-discrimination and complies with federal regulations as set forth in Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and PL 101-336 (Americans with Disabilities Act). Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact: Vice Chancellor for Student Services, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, AR 72110.

ADMISSION

ADMISSION

The University of Arkansas Community College at Morrilton (UACCM) is an “Open Admissions Institution” providing educational opportunities for individuals who are high school graduates, GED recipients and concurrently enrolled high school students. Non-high school graduates who are 18 years of age or older may be admitted under “ability to benefit” conditions specified by the U.S. Department of Education. Admission to the University of Arkansas Community College at Morrilton does not insure admission to a particular course or program of study. Students, in some instances, may be required to remove deficiencies before enrolling in certain courses or programs. All admissions policies and requirements exist to enhance the student’s ability to learn at UACCM.

GENERAL ADMISSION REQUIREMENTS

The following requirements apply to all students seeking a technical certificate or degree. All required documents should be submitted to the Admissions Office prior to enrolling in classes.

1. Submit a signed Application for Admission.
2. Submit ACT, COMPASS, or SAT test results to the Admissions Office. The COMPASS test is administered at the University of Arkansas Community College at Morrilton every Thursday at 1:00 p.m. and 4:30 p.m. Applicants who wish to use ACT or SAT scores should have official copies of their test results forwarded to the College.
3. Show evidence of completion of high school graduation requirements with an official high school transcript, General Education Development (GED) scores, or submission of evidence of ability to benefit. For students seeking admission under “ability to benefit” conditions, information about test locations will be provided upon request.
4. Submit official copies of transcripts from all institutions of higher education attended since high school. Note: students who have successfully completed 15 college-level credit hours are not required to submit a high school transcript.
5. Provide proof of date of birth: Driver’s License or Birth Certificate.
6. Provide proof of immunization for measles and rubella for all students born on or after January 1, 1957 (Two measles immunizations and one rubella immunization).

Faxed Documents

The Admissions/Registrar’s Offices will accept facsimile (FAX) copies of transcripts for advising purposes only. Original, official transcripts will be required to meet admission requirements or for official student records. Faxed transcripts will be considered unofficial.

The Admissions/Registrar’s Office /Financial Aid Office will not fax documents to individuals/institutions unless a written request/fax request has been received that contains the signature of the requesting party. Documents faxed to UACCM will not be considered official documents.

ADMISSIONS TESTING

The ACT COMPASS test is given every Thursday at 1:00 p.m. and 4:30 p.m. through the Admissions Office. For more information, individuals should contact the Admissions Office, (501) 977-2053.

Placement Standards for Math, Reading and English Courses

The mathematics, English composition, and reading placement standards were implemented by Section 23 of ACT 1101 of 1991. These standards apply to all first-time entering undergraduate students who enroll in associate or baccalaureate
degree transfer programs at state colleges and universities as defined by the Arkansas State Coordinating Board of Higher Education.

Math Placement

Upon entering the college, students less sophisticated than College Algebra may be placed in a pre-college level course. Students scoring below 47 on the ACT or 26 on the COMPASS Algebra test may enroll in developmental mathematics courses. Students interested in enrolling in a developmental algebra course should contact the Academic Testing and Counseling Center.

English Placement

Conditional students enrolling in college-level English courses. Students not meeting this standard shall successfully complete a developmental program in English composition before being placed in college-level English courses.

Reading Placement

Conditional students enrolling in college-level reading courses. Students not meeting this standard shall successfully complete a developmental program in reading during their first or second semester in college and each subsequent semester, if necessary, until the program is successfully completed.

CONDITIONAL ADMISSION

Students graduating high school after May 1, 2002, who did not complete the state established minimum course requirements during high school or who have a composite score of 15 or less on the ACT (COMPASS: 48-Writing, 70-Reading, 32-Pre-algebra), will be admitted conditionally. Conditional students seeking an A.A. degree must complete the following conditions in addition to the standard admission requirements before an I-20 (Immigration and Naturalization Service Form) may be issued:

1. Submit an official, original copy of the high school transcript with an official English translation. Original copies of other academic records, such as college transcripts, must be provided with English translations.

2. Achieve the following minimum scores

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 19</td>
<td>Writing 77</td>
</tr>
<tr>
<td>Reading 19</td>
<td>Reading 83</td>
</tr>
<tr>
<td>Math 19</td>
<td>Algebra 66</td>
</tr>
</tbody>
</table>

3. Have a cumulative high school grade point of 2.75 or higher and approval of the high school principal or counselor. (Home school students must qualify under A or C).

4. Achieve a composite score of 460 or above on the quantitative portion of the recentered SAT, 43 or above on the ASSET Intermediate Algebra math test, or 66 or above on the COMPASS Algebra test.

5. Achieve a composite score of 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of the recentered SAT, or 66 or above on the COMPASS Intermediate Algebra test.

6. Achieve a composite score of 77 or higher on the English section of the ACT, 470 or above on the verbal portion of the recentered SAT, or 83 or above on the COMPASS Reading Skills test.

7. Provide evidence of sufficient financial support. Approximately $11,766 is needed for one full year of study and living expenses while attending UACCM. Students must provide evidence (or financial institution documentation) of the source and amount of financial support for the prospective student.

8. International students must provide proof of health insurance coverage to the Admissions Office prior to enrollment.

INTERNATIONAL STUDENT ADMISSION

All foreign born students must comply with state of Arkansas tuberculosis screening regulations. International students may not officially register for classes until all admission requirements have been fulfilled. International students must meet the following requirements in addition to the standard admission requirements before an I-20 (Immigration and Naturalization Service Form) may be issued:

1. Submit official, original copy of the high school transcript with an official English translation. Original copies of other academic records, such as college transcripts, must be provided with English translations.

2. Submit official results of the TOEFL. A minimum score of 500 is required (190 on the computerized TOEFL). Students who do not score at least 500 on the TOEFL must complete an Intensive English Program at an accredited college or university in the United States.

3. Provide evidence of sufficient financial support. Approximately $11,766 is needed for one full year of study and living expenses while attending UACCM. Students must provide certified evidence (or financial institution documentation) of the source and amount of financial support for the prospective student.

4. International students must provide proof of health insurance coverage to the Admissions Office prior to enrollment.
Admission into the UACCM nursing program is a competitive process. There are a number of requirements which must be completed before a student can be considered for the nursing program. For a detailed description of the practical nursing selection process and criteria, see pages 73-74.

Admission Continued

PRACTICAL NURSING ADMISSION
Admission into the UACCM nursing program is a competitive process. There are a number of requirements which must be completed before a student can be considered for the nursing program. For a detailed description of the practical nursing selection process and criteria, see pages 73-74.

Practical Nursing Re-Admission Policy
Students who fail to satisfactorily complete the requirements for progression from one semester to the next in the nursing program must apply for re-admission to the program with the UACCM Admissions Office by completing an application for admission and submitting a written request to the Academic Standards Committee requesting re-admission. The following situations will result in a student’s failure to progress from one level to the next in the nursing program:

• Failure to attain at least a “C” in every required program course
• Withdrawal from one or more required program courses within a semester
• Failing the same course more than once

Failure to satisfactorily complete the requirements for progression within the program may result in the denial of re-admission of the student to the UACCM Nursing program.

Students who have been out of the nursing program for three years or more will be required to go through the same selection process as all prospective students. If re-admitted, they will be required to start at the first semester level. If a student has been out of a clinical area for one or more semesters, the student will demonstrate clinical competency at the level of his/her last clinical course successfully completed. Students who have failed or withdrawn from the Nursing Program will re-enter under the current curriculum. If the current curriculum is different from the student’s entering curriculum, the student may be required to take additional course work in order to progress. Students may be allowed to repeat a course, but being able to progress to the next level will be dependent on the number of clinical spaces available. Applications for re-admission and written requests for the re-admission will be referred to the Academic Standards Committee for consideration. The decision of the Academic Standards Committee will be final.

PROVISIONAL STUDENT ADMISSION

Individuals desiring to take a credit course or a limited number of courses, but who do not wish to enroll in mathematics or English or to pursue a degree or certificate, may enroll on a limited basis by simply completing an Application for Admission Form. These individuals will be enrolled as “Provisional Students” and are not considered admitted to the College. Provisional students are not eligible for financial aid and will not be assigned an academic advisor. A Provisional Student may not enroll in more than 10 credit hours within a semester or 6 credit hours during a summer session. When a Provisional Student has completed a total of 11 credit hours or wishes to enroll in courses which will cause him/her to exceed 11 credit hours, he/she is no longer eligible to enroll in a Provisional status. Prior to enrolling in courses which will cause him/her to exceed 11 credit hours, the student must complete all of the General Admission Requirements and be admitted by the College (see Admission Requirements). After being admitted to the College, these students will be assigned an academic advisor and may continue to take courses without pursuing an award.

Students enrolling in 11 credit hours or more within a semester, six hours during a summer term, International Students, and concurrently enrolled high school students may not enroll as Provisional Students.

REGISTERED NURSING ADMISSION
UACCM offers an innovative Associate of Applied Science in Nursing degree which enables individuals with a practical nursing license to move toward a registered nurse license. Admission into this program is competitive. Individuals interested in the program should consult pages 76-78 to see specifics of the application and admission process.

TRANSFER STUDENT ADMISSION

Transfer students making application for admission to the University of Arkansas Community College at Morrilton must submit an official transcript from all colleges and universities where previously enrolled. Students who have successfully completed college-level English and Intermediate Algebra or college-level math may be admitted without the ACT or COMPASS scores. Transcripts will be evaluated to determine what credit may be transferred.

Transfer Credit Policy
The University of Arkansas Community College at Morrilton accepts transfer credit from accredited two-year and four-year colleges. Substitutions of transfer courses for specific requirements within a department are at the discretion of the student’s advisor and must be approved by the Vice Chancellor for Instruction or Division Chair.

Students desiring to transfer from other institutions should submit an official transcript to the UACCM Admissions Office.

The Registrar’s Office will then review the transcript in consultation with the student’s advisor to determine which courses are acceptable for transfer to UACCM.

Transfer credit is not used in calculating the cumulative grade point average. Transfer courses will be noted on the UACCM transcript with the grade earned and will calculate in hours earned. Courses must have a grade of “C” or higher to be eligible to be accepted as transfer credit at UACCM.

College-level credits transferred from other colleges or universities may comprise up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 30 hours of an associate degree conferred by UACCM.

Transfer Student Academic Standards of Progress
Students who transfer from another college or university with a cumulative grade point average below a 2.00 will be admitted to University of Arkansas Community College at Morrilton on academic probation. Transfer students will be required to achieve a 2.00 grade point average during their first semester at UACCM to be removed from academic probation.

REGISTRATION

REGISTRATION POLICIES
Registration is held prior to the beginning of each semester and summer terms. In addition, students who have been accepted and assigned an advisor may schedule an appointment with their advisor and register at one of the scheduled pre-registration dates. Returning students typically pre-register near the end of each semester for the following semester.

ADDING A CLASS (During the registration period)
Classes may be added during the regularly scheduled registration times as announced by the College (refer to the College calendar for specific dates). Students desiring to add classes should obtain the approval of their advisor.
ADMINISTRATIVE DROP
Students who complete the registration process by charging tuition to an applicable financial aid program will be administratively dropped on the fifth day of the semester, or on the third day of the summer term, if the student does not attend any classes.

AUDITING A COURSE
A student may audit a course with the permission of the advisor and the Registrar. Such enrollment must be indicated at the time of registration. Changes from “Credit” to “Audit,” or vice versa, may be made only within the registration period. As an auditor, the student does not take examinations or receive credit. An auditor must comply with the instructor’s attendance requirements. Students are charged for audited courses at the same rate as credit courses.

COURSE LOAD
Students may register during a scheduled late registration period. A $25 late registration fee will be charged to students registering at this time.

LATE REGISTRATION
Students may drop classes according to the calendar published by the College and as scheduled by the Registrar’s Office.

RECORDS
Students requesting copies of information from their records will complete a records request form in the Registrar’s Office for requested information. These requests will not be filled on a “while-you-wait” basis. Students requesting copies of information from their records will complete a records request form in the Registrar’s Office. Students requesting copies of information from their records will complete a records request form in the Registrar’s Office. Students requesting copies of information from their records will complete a records request form in the Registrar’s Office.

REGISTRATION FOR CLASSES
Students wishing to enroll in more than 16 credit hours must have the approval of their advisor and the Vice Chancellor for Instruction or Division Chair before they will be permitted to register. Students must have a 3.00 grade point average the preceding semester to be approved for more than 16 hours. Nursing students are exempt from this load limit. Students enrolling in six hours of developmental/foundational courses for remediation purposes will not be permitted to enroll in more than 15 total hours per semester.

DRIVING A CLASS
Students who complete the registration process by charging tuition to an applicable financial aid program will be administratively dropped on the fifth day of the semester, or on the third day of the summer term, if the student does not attend any classes.

TRANSCRIPTS
Official transcripts of a student’s work may be obtained from the Registrar’s Office by submitting a Transcript Request form, available from the Registrar’s Office or the Registrar section of the UACCM Web site. Requests for transcripts by mail should include the name of the student (maiden name, if applicable), social security number or college identification number, dates of attendance, and the name and address of the person or institution to whom the transcript is to be mailed. The University of Arkansas Community College at Morrilton reserves the right to deny transcripts or copies of records (not required to be made available by FERPA) in the following situations:

a. The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt. The respective office shall submit a request to the Vice Chancellor for Finance to “seal” the student’s records.

b. There is an unresolved disciplinary action against the student.

c. The student is in default on a student loan obtained during a period of enrollment at UACCM. The academic transcript/record will be sealed until the College is officially notified that the student’s loan has been rehabilitated or until the student is in “Good Standing” with the United States Department of Education.

WITHDRAWING FROM CLASSES
After registration has ended, all withdrawals from class must be made in the Registrar’s Office. Students wishing to drop a class or to change classes are governed by the following policy:

Withdraus prior to the first day of class are not recorded on the student’s permanent records.

Withdrawals on and after the first day of class are conducted in the following manner:

a. Students withdrawing from a credit course prior to the deadline published in UACCM’s Academic Calendar will receive a grade of “W” (Withdrawn) on their permanent records.

b. Students may not drop courses after the last day to drop courses published for each semester/term. This date is scheduled by the Vice Chancellor for Instruction.

TUITION AND FEES

ACCOUNTS RECEIVABLE POLICY
Students are required to pay tuition & fees prior to established deadlines. Balances must be paid in full, charged to a financial aid program or have a tuition payment plan established (NetUnet – see E-cashier on the college website). If one of these has not occurred, the student’s registration may be cancelled. If a student has outstanding balances after the semester begins, they must begin making payments. If the account is more than six months delinquent, it is then included in the D F & A Set Aside Program and the College will seek to collect funds. 

The University of Arkansas Community College at Morrilton reserves the right to deny transcripts or copies of records (not required to be made available by FERPA) in the following situations:

a. The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt. The respective office shall submit a request to the Vice Chancellor for Finance to “seal” the student’s records.

b. There is an unresolved disciplinary action against the student.

c. The student is in default on a student loan obtained during a period of enrollment at UACCM. The academic transcript/record will be sealed until the College is officially notified that the student’s loan has been rehabilitated or until the student is in “Good Standing” with the United States Department of Education.
Tuition and Fees Continued

SPECIAL TUITION RATE FOR SENIOR CITIZENS
Eligible Army and National Guard members will receive a 25 percent tuition waiver.

Persons 60 years of age or older meeting UACCM admission requirements may enroll in for-credit courses at the college fee of charge (tuition waived). Related fees will not be reduced. Seniors are responsible for purchasing books and supplies required for the course(s). Charges for non-credit community education courses vary by length and type of course. Most non-credit community education courses are offered to persons 60 years of age or older at a reduced rate. All community education students are responsible for the purchase of books and supplies required for the course(s).

SPECIAL TUITION RATE FOR HIGH SCHOOL JUNIORS AND SENIORS
Eligible high school juniors and seniors shall be permitted to enroll in UACCM courses at a tuition rate 50 percent less than the regular per credit hour tuition rate of the College.

Eligibility:
1. Must be a high school junior or senior who is currently enrolled in an accredited public or private high school in Arkansas, or have equivalent status in home schooling.
2. Applicants must meet all UACCM admission requirements.
3. In-district and in-state tuition rates will apply based upon the residence of the student.
4. Charges for related fees will not be reduced.
5. The special rate applies only to those courses taught on the UACCM campus in Morrilton and does not include internet-based or web-based courses.
6. Students may not receive the Special Tuition Rate for more than six credit hours during a semester or summer session.
7. Developmental/foundational courses are ineligible for a tuition reduction under this policy. Full tuition (100 percent) will be charged for enrollment in developmental/remedial courses.

SPECIAL TUITION RATE FOR SENIOR CITIZENS
Persons 60 years of age or older meeting UACCM admission requirements may enroll in for-credit courses at the college fee of charge (tuition waived). Related fees will not be reduced. Seniors are responsible for purchasing books and supplies required for the course(s). Charges for non-credit community education courses vary by length and type of course. Most non-credit community education courses are offered to persons 60 years of age or older at a reduced rate. All community education students are responsible for the purchase of books and supplies required for the course(s).

ARKANSAS NATIONAL GUARD
Eligible Army and National Guard members will receive a 25 percent tuition waiver.

Tuition

Conway County Residents ............................................................. $64 per credit hour
In-State, Non-Conway County Residents .................................. $70 per credit hour
Out-of-State Students ....................................................................... $102 per credit hour
International Students .................................................................... $234 per credit hour
Online Tuition Rate ........................................................................ $85 per credit hour
RN Nursing Consortium .................................................................. $70 per credit hour

SPECIAL TUITION RATE FOR HIGH SCHOOL JUNIORS AND SENIORS
Eligible high school juniors and seniors shall be permitted to enroll in UACCM courses at a tuition rate 50 percent less than the regular per credit hour tuition rate of the College.

Eligibility:
- Must be a high school senior or junior who is currently enrolled in an accredited public or private high school in Arkansas, or have equivalent status in home schooling.
- Applicants must meet all UACCM admission requirements.
- In-district and in-state tuition rates will apply based upon the residence of the student.
- Charges for related fees will not be reduced.
- The special rate applies only to those courses taught on the UACCM campus in Morrilton and does not include internet-based or web-based courses.
- Students may not receive the Special Tuition Rate for more than six credit hours during a semester or summer session.
- Developmental/foundational courses are ineligible for a tuition reduction under this policy. Full tuition (100 percent) will be charged for enrollment in developmental/remedial courses.

Special Tuition Rate for Senior Citizens
Persons 60 years of age or older meeting UACCM admission requirements may enroll in for-credit courses at the college fee of charge (tuition waived). Related fees will not be reduced. Seniors are responsible for purchasing books and supplies required for the course(s).

Charges for non-credit community education courses vary by length and type of course. Most non-credit community education courses are offered to persons 60 years of age or older at a reduced rate. All community education students are responsible for the purchase of books and supplies required for the course(s).

Arkansas National Guard
Eligible Army and National Guard members will receive a 25 percent tuition waiver.
FINANCIAL AID SATISFACTORY PROGRESS POLICY

Federal regulations require a student to be making satisfactory academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to all Federal Title IV programs. These standards will be applied automatically to all students. Academic progress, for financial aid eligibility, will be determined at the end of each semester for the following semester. Students who fail to maintain satisfactory academic progress will be ineligible to receive federally funded student financial aid. This policy applies to all Federal Title IV programs. These standards will be applied automatically to all students. Academic progress, for financial aid eligibility, will be determined at the end of each semester for the following semester. Students who fail to maintain satisfactory academic progress will be ineligible to receive federally funded student financial aid. This policy applies to all Federal Title IV programs.

The following criteria for satisfactory progress shall be used to determine financial aid eligibility for students:

1. After a student has attempted 24 semester hours, the student must satisfactorily complete one-half of the hours in which the student has been enrolled. The number of hours enrolled, used to figure satisfactory completion, will be counted as of the last date to enroll for the semester. Courses counted as transfer work will not be used to calculate satisfactory progress for financial aid eligibility. Courses taken at UACCM will be counted in the determination of satisfactory progress whether or not the student received financial aid. (e.g., students enrolled for 24 hours must satisfactorily complete 12 hours; students enrolled for 30 hours must satisfactorily complete 15 hours, etc.).
2. Repeat courses will count toward enrollment status.
3. A student will not be eligible for financial aid the semester in which the student re-enters following academic suspension.
4. Any student placed on academic suspension will not be eligible to receive financial aid even if he/she does re-enroll under some dispensation approved by the Academic Standards Committee. Successful completion of at least 12 hours during summer school may remove the student from academic suspension. The student must petition the Director of Financial Aid to be reinstated to financial aid eligibility upon being removed from academic suspension by successfully completing 12 hours during the summer.
5. A student may completely withdraw one semester and return the next semester and maintain eligibility for Pell Grant, FSEOG, or Federal Work Study.
6. A full-time student who completely withdraws one semester will not be eligible to receive a Stafford Loan the next semester.
7. Federal student aid will be provided for a maximum of 90 semester hours for students pursuing their first associate degree. An additional 30 semester hours will be granted to students pursuing a second associate degree or additional coursework. Remedial or developmental course hours will not be used in calculating the total hours for cumulative credit in meeting satisfactory progress standards. Remedial or developmental course hours will be used in determining students' eligibility under Section 3 of this policy.
8. Students applying for Stafford Loans will be limited to a maximum of three semesters of eligibility per grade level (i.e. freshman and sophomore levels).
9. Students who have been determined ineligible for financial aid may appeal that determination, in writing, to the Director of Financial Aid. Such appeal shall be heard by the Financial Aid Appeals Committee who shall make a determination as to the student’s eligibility/continued eligibility for participation in the financial aid program(s). The Financial Aid Appeals Committee shall be appointed by the Vice Chancellor for Student Services.

SCHOLARSHIPS, GRANTS, AND LOANS

Academic and privately sponsored scholarships are available to students at the University of Arkansas Community College at Morrilton. Scholarship applications are available in either the Admissions Office or the Financial Aid Office and should be returned to the Financial Aid Office when completed. Specific information concerning application deadlines, minimum eligibility requirements, and scholarship amounts may be obtained by calling the Financial Aid Office at (501) 977-2055. A scholarship committee selects the recipients.

Students who have attended another college or university prior to enrolling at UACCM may be eligible for academic scholarships if they meet the prerequisite requirements specified in the scholarship policy and have not attempted more than 15 credit hours with no less than a minimum grade point average of 3.00. Tuition scholarships are awarded based on class rank as certified by the high school principal/counselor of the school the student attended. Students who rank in the top ten percent of their graduating class are eligible for academic scholarships. The scholarship is renewable for three additional semesters if the student maintains a 3.00 semester grade point average on 12 hours each semester.

UACCM offers a variety of aid programs for students. Students are encouraged to contact the Financial Aid Office (501) 977-2055 for specific information on these programs.
Academic Competitiveness Grant (ACG)

This is a grant program for full-time undergraduate students enrolled in an eligible program who receive Federal Pell Grants and are U.S. citizens. Students must have also completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor’s degree or enrolled in a graduate degree program that includes three academic years of undergraduate education.

Academic Excellence Scholarship

Full tuition scholarship awarded to UACCM students who have completed 24 or more semester hours excluding developmental courses and have maintained a cumulative 4.0 grade point average.

Academic Incentive Scholarship

A $500 tuition waiver scholarship is awarded to UACCM students who have a composite score of 21 to 23 on the ACT with no subtest score below a 19 or COMPASS scores no lower than 87 in Writing, 87 in Reading, 73 in Pre-Algebra and 51 in Algebra. Students must enroll at UACCM within 5 years following graduation. The scholarship is renewable for three additional semesters if the student maintains a 3.00 semester grade point average on at least 12 credit hours.

Academic Scholarship

A limited number of tuition scholarships are awarded based on the student’s score on the ACT or COMPASS Test. To be eligible, students must have a composite score of 24 on the ACT, or have COMPASS scores of 94 on Writing, 92 on Reading, and 85 or above on Pre-Algebra or 66 or above in Algebra. The scholarship is renewable for three additional semesters if the student maintains a 3.00 semester grade point average on 12 hours each semester.

Arkansas Air National Guard Tuition Assistance Waiver

UACCM will waive 25 percent of the tuition costs for members of the Arkansas Air National Guard attending UACCM who are approved to receive assistance by the Base Education Office. The Arkansas Air National Guard will cover 75 percent of the tuition costs for these students. The Base Education Office will provide each eligible airman with a letter of eligibility and instruct them to notify UACCM of their eligibility.

Arkansas Scholars” Scholarship

A $250 per semester tuition or fee waiver will be awarded to full-time UACCM students who have been officially recognized as an Arkansas Scholar. The student’s high school transcript must reflect the Arkansas Scholars designation. The scholarship is renewable for three additional semesters provided the student completes at least 12 credit hours per semester with a 2.50 semester grade point average.

Career Center Scholarship

The Career Center Scholarship is a tuition waiver that is awarded to high school students who have successfully completed a minimum of four semesters of coursework offered by an Arkansas secondary career center. Students must maintain a minimum high school grade point average of 2.25 and provide a letter of recommendation from a career center director, counselor, or instructor. The scholarship is renewable for up to three semesters provided the student maintains a 2.50 semester grade point average and enrolls in at least 12 credit hours each semester.

Chancellor’s Ambassadors Scholarship

UACCM selects up to seven Chancellor’s Ambassadors annually who receive full tuition waivers. Recipients of these scholarships shall agree to perform 128 hours of service to the College per semester. This service may be in the form of conducting campus tours, representing the College at recruitment activities, or assisting the Admissions Office with its daily operations. The scholarship is renewable for three additional semesters provided the student maintains a semester grade point average of 2.50 or above.

Chancellor’s Scholar Scholarship

A $500 tuition waiver scholarship is awarded to UACCM students who earned a 4.0 grade point average on 12 or more college-level credit hours the previous semester.

Clarence Cecil Janes Scholarship

The Clarence Cecil Janes Scholarship is a $250 scholarship award annually to a student majoring in Welding Technology. Selection is based on need and is made upon the recommendation of the provider of the scholarship and the UACCM Scholarship Committee.

Conway County Legal Beverage Association Scholarship

The Conway County Legal Beverage Association provides a $2,000 scholarship for a Conway County student enrolled at UACCM. The scholarship is disbursed as a $1,000 per semester award and is renewable for one semester.

Dr. Ernest P. Griffin, Jr. Endowment Scholarship

This scholarship is awarded to a full-time UACCM student who is working toward an Associate of Arts or Associate of Science degree with the intent of pursuing a four-year degree. Applicants must have a high school or college grade point average of 2.50 or above and require no developmental courses based on ACT or COMPASS test scores. The UACCM Scholarship Committee awards the scholarship based on the student’s financial need and recommendation from a former instructor or counselor.

Early Childhood Development Student Organization Scholarship

An Early Childhood Development scholarship of $100 per semester is awarded to an Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Student must have a minimum 3.00 grade point average to be considered for the award and to maintain the scholarship for the following semester.

Faculty Association Merit Scholarship

The Faculty Association Merit Scholarship is a $750 award provided by the UACCM Faculty Association to one outstanding student each spring. Eligibility requirements include completion of 24 credit hours with a 3.25 or higher grade point average, three letters of reference from faculty members, and full-time enrollment during the semester the eligibility is determined.

Fayetteville Shale Scholarship Fund, Inc.

The Fayetteville Shale Scholarship is a $500 per semester award that must pay tuition, fees, or book charges. Established in 2006, the Fayetteville Shale Scholarship Fund is a 501(c) 3 organization with members representing companies working in the Fayetteville Shale Play. The organization’s primary focus is fundraising activities that give scholarship support to assist Arkansas residents enrolled in the University of Arkansas Community College at Morrilton’s Petroleum Technology program. Funds raised are donated to the UACCM Scholarship Committee, which awards scholarships based on financial need. Recipients must be a Petroleum Technology major at UACCM, have financial need, and be enrolled in at least six hours of credit classes. The scholarship is renewable for the following semester, as long as a 2.50 semester grade point average is maintained.

Federal Pell Grant

The Federal Pell Grant is a student financial aid program designed to assist students in their postsecondary education. Its purposes are to help all eligible students with a “need” of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants. The formula is developed by the U. S. Department of Education and Congress. Students may receive a Pell Grant until they have completed their first undergraduate program of study. These grants are to be used for educational purposes.

Federal Parent Loan for Undergraduate Students (PLUS) Loan

The Federal Parent Loan for Undergraduate Students (PLUS) is a low-interest loan to help parents, step-parents, or legal guardians pay for their dependent student’s educational expenses. Students must complete the Free Application for Federal Student Aid (FAFSA) before a PLUS loan can be certified. The parent is the borrower for the PLUS loan program. Generally, repayment begins within 60 days after the final loan disbursement is made to the borrower.
A Federal Stafford Loan is a low-interest loan available from lenders such as banks, credit unions, or savings and loan associations to help students with educational expenses. There are two types of Federal Stafford Loans, subsidized and unsubsidized. The federal government pays the interest for subsidized loans. The student is responsible for paying the interest on an unsubsidized loan. All Federal Stafford Loan funds must be repaid according to the terms specified in the promissory note. Loan repayment begins six months after the student graduates or ceases to be enrolled at least half-time or 24 hours. All borrowers are expected to take part in loan counseling. Any student on probation or accepted to the College on probation will not be certified for a loan for the period of probation. All new students will be required to wait to receive the mid-term point in the semester before receiving any loan proceeds, at which time mid-term grades will be calculated for a 2.0 grade point average. Students who completely withdraw from classes in the previous semester will be ineligible to receive a loan.

A Federal Stafford Loan is a low-interest loan available from lenders such as banks, credit unions, or savings and loan associations to help students with educational expenses. There are two types of Federal Stafford Loans, subsidized and unsubsidized. The federal government pays the interest for subsidized loans. The student is responsible for paying the interest on an unsubsidized loan. All Federal Stafford Loan funds must be repaid according to the terms specified in the promissory note. Loan repayment begins six months after the student graduates or ceases to be enrolled at least half-time or 24 hours. All borrowers are expected to take part in loan counseling. Any student on probation or accepted to the College on probation will not be certified for a loan for the period of probation. All new students will be required to wait to receive the mid-term point in the semester before receiving any loan proceeds, at which time mid-term grades will be calculated for a 2.0 grade point average. Students who completely withdraw from classes in the previous semester will be ineligible to receive a loan.

The Kevin Majors Memorial Scholarship is a $300 award to a student enrolled in an applied technology program at UACCM. Eligibility requirements include completion of one semester at UACCM with a minimum 2.25 grade point average on at least 12 credit hours each semester. Failure to maintain the minimum grade point average required will cause the student to forfeit the scholarship.

The Lance Cunningham Memorial Scholarship is a $100 award to each student majoring in Air Conditioning and Refrigeration. Selection is made upon the recommendation of the Air Conditioning instructor with final approval of the Scholarship Committee. Students must have a high school grade point average of 2.25 or better and a minimum composite ACT score of 17 or minimum COMPASS scores of 63 on Writing, 76 on Reading, and 44 on Pre-Algebra or 28 on Algebra. Technology scholarships are renewable for three additional semesters provided the student maintains a 2.50 semester grade point average on at least 12 credit hours each semester. Students must enroll at UACCM the semester following the awarding of the scholarship. Students must be enrolled in courses applicable to a technical certificate or technical degree to maintain eligibility for the scholarship.

VETERANS AFFAIRS (VA)

Veterans may be eligible for vocational rehabilitation if they suffered a service-connected disability in active service, and if the VA determines that they need vocational rehabilitation to overcome the disability. Veterans who entered the military on or after July 1, 1977, may receive benefits under the contributory plan. Complete details should be obtained from a VA counselor. Generally, survivor’s benefits and disability benefits are available to survivors of deceased veterans, spouses, spouses of living veterans, and children between the ages of 18 and 26, when death or permanent and total disability has occurred.
SECTION B

degree requirements
COURSE PLACEMENT

ENGLISH COMPOSITION:

ENG 1013 Composition I
45 ASSET Writing Skills, 19 ACT English, 77 COMPASS Writing Skills
ENG 0303 Foundations of Grammar
37 or below ASSET Writing Skills, 13 or below ACT English, 32 or below COMPASS Writing Skills

MATHEMATICS (A.A. & A.S.):

MATH 1103 Algebra for General Education
43 ASSET Intermediate Algebra, 19 ACT Mathematics, 66 COMPASS Algebra
MATH 1203 College Algebra
43 ASSET Intermediate Algebra, 19 ACT Mathematics, 66 COMPASS Algebra
MATH 0903 Intermediate Algebra
42 ASSET Intermediate Algebra, 18 ACT Math Section, 46-65 COMPASS Algebra
MATH 0803 Basic Algebra
43 ASSET Pre-Algebra*, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 26-45 COMPASS Algebra
MATH 0203 Developmental Math I
40 or below ASSET Pre-Algebra, 40 ASSET Intermediate Algebra, 15 or below ACT Math Section, 33 or below COMPASS Pre-Algebra
MATH 0103 Developmental Math II
40 or below ASSET Pre-Algebra, 39 or below ASSET Intermediate Algebra, 15 or below ACT Math Section, 33 or below COMPASS Pre-Algebra

READING:

READ 0203 College Reading Skills I
36-42 ASSET Reading, 14-18 ACT Reading, 61-82 COMPASS Reading Skills
READ 003 College Reading Skills II
35 or below on ASSET Reading, 13 or below on ACT Reading, 60 or below on COMPASS Reading

*Highest math placement with numerical or Pre-Algebra scores

ELECTIVES FOR TECHNICAL PROGRAMS

Below is a list of electives that have been approved for Air Conditioning and Refrigeration (ACR), Automotive Collision Repair (AUB), Automotive Technology (AST), Drafting (DRT), and Surveying (SUR).

ACR 2003 Principles of Accounting
3 x x x x
ACR 1104 Refrigeration Systems and Components
4 x
ACR 1303 Schematics
3 x x x
ACR 1404 Introduction to Air Conditioning and Refrigeration
4 x x x
ACR 1603 Piping and Load Calculations
4 x x x
ACR 1704 Commercial Refrigeration
4 x x
ACR 1903 Heating Technology
3 x x x
ART 1103 Drawing I Studio
3 x
ART 1113 Beginning Painting Studio
3 x x
ART 1123 Beginning Watercolor Studio
3 x x
ART 1203 2-D Design
3 x
ART 2003 Art Appreciation
3 x
ART 2103 Art History I
3 x
ART 2113 Art History II
3 x
AST 1005 Electrical/Electronic Systems
5 x x
AST 1105 Brakes
5 x
AST 1205 Engine Repair
5 x x
AST 1305 Power Trains
5 x x
AST 2005 Climate Control
5 x x
AST 2105 Automotive Transmissions
5 x x
AST 2115 Engine Performance
5 x x
AST 2205 Chassis and Steering
5 x x
AUB 1003 Auto Body Electrical and Mechanical Systems
5 x
AUB 1005 Auto Body Fundamentals
5 x x
AUB 1103 Materials and Processes
3 x x
AUB 1205 Non-Structural Analysis and Repair I
5 x x
AUB 1305 Refinishing Procedures and Applications
5 x
AUB 1405 Non-Structural Analysis and Repair II
5 x x
AUB 1503 Refinishing Products
3 x x
AUB 2205 Advanced Auto Refinishing
3 x x x
AUB 2205 Structural Analysis and Repair
5 x x
AUB 2303 Color Theory
3 x x
AUB 2403 Auto Body Shop Management
3 x x
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>ACR</th>
<th>AUB</th>
<th>AST</th>
<th>DRT</th>
<th>SUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1003</td>
<td>Business English</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1011</td>
<td>Keyboarding Skills I</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1013</td>
<td>Bookkeeping</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1021</td>
<td>Internet</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1022</td>
<td>Windows</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1031</td>
<td>Electronic Calculators</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1041</td>
<td>Microsoft Office</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1051</td>
<td>Introduction to Business Graphics</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1061</td>
<td>Introduction to Database Management</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1071</td>
<td>Introduction to Electronic Spreadsheet</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1081</td>
<td>Introduction to Word Processing</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1101</td>
<td>Keyboarding II</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1223</td>
<td>Electronic Spreadsheet</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1233</td>
<td>Database Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1253</td>
<td>Word Processing I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Selling</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1363</td>
<td>Marketing Principles</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1413</td>
<td>Visual Merchandising</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2213</td>
<td>Advanced Computer Applications</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2313</td>
<td>Professional Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2343</td>
<td>Advertising</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2383</td>
<td>Retailing</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Business Law</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 2403</td>
<td>Entrepreneurship</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 1004</td>
<td>Introduction to Chemistry</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1003</td>
<td>Introduction to Computer Systems</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Hardware and Software I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1113</td>
<td>Networking Essentials</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Introduction to Computer Programming</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 2103</td>
<td>Computer Hardware and Software II</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 1204</td>
<td>Parametric Drafting</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 1304</td>
<td>Residential Drafting I</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 1504</td>
<td>Advanced Drafting</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 2304</td>
<td>Residential Drafting II</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 2314</td>
<td>Machine Drafting</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 2413</td>
<td>Structural Drafting</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRT 2423</td>
<td>Specialty Drafting</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECD 1101</td>
<td>CPR and First Aid</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2433</td>
<td>Macroeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2463</td>
<td>Microeconomics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC 2104</td>
<td>Introduction to Digital Systems</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC 2133</td>
<td>Motors and System Controls</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 2023</td>
<td>Technical Communications</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 2113</td>
<td>Personal Finance</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDT 1113</td>
<td>Introduction to Typography</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GD T 1203</td>
<td>2D Design</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GD T 2403</td>
<td>Graphic Design I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS 2203</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INT 2003</td>
<td>Internship</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2013</td>
<td>Discrete Mathematics</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2015</td>
<td>Calculus I</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 2023</td>
<td>Calculus for Business</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 2004</td>
<td>Physical Science</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 1011</td>
<td>First Aid/First Aid</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 1033</td>
<td>Introduction to Petroleum Industry</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 1113</td>
<td>Drilling Operations</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 1123</td>
<td>Rigging and Load Handling</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 2213</td>
<td>Petroleum Regulations and Safety</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT RT 2203</td>
<td>Gas Management</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI 2014</td>
<td>Earth Science</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 1013</td>
<td>Elementary Spanish</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPH 2003</td>
<td>Public Speaking</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 1204</td>
<td>Plane Surveying</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 1213</td>
<td>Introduction to CAD and Surveying Software</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECH 2004</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 1003</td>
<td>Basic Welding</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 1102</td>
<td>Arc Welding I</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 1105</td>
<td>Arc Welding I Lab</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 1303</td>
<td>Blueprint Reading</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>ENGL 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Algebra for General Education</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

Technical Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1104</td>
<td>Refrigeration Systems and Components</td>
</tr>
<tr>
<td>ACR 1303</td>
<td>Schematics</td>
</tr>
<tr>
<td>ACR 1404</td>
<td>Introduction to Air Conditioning and Refrigeration</td>
</tr>
<tr>
<td>ACR 1603</td>
<td>Piping and Load Calculations</td>
</tr>
<tr>
<td>ACR 1704</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>ACR 1903</td>
<td>Heating Technology</td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>Fundamentals of Electricity</td>
</tr>
</tbody>
</table>

Business Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
</tr>
</tbody>
</table>

Technical Electives:

- 12-14 hours

Social Science Electives:

- 3 hours

### Associate of Applied Science

General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>ENGL 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Algebra for General Education</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

Business Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
</tr>
</tbody>
</table>

Technical Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1104</td>
<td>Refrigeration Systems and Components</td>
</tr>
<tr>
<td>ACR 1303</td>
<td>Schematics</td>
</tr>
<tr>
<td>ACR 1404</td>
<td>Introduction to Air Conditioning and Refrigeration</td>
</tr>
<tr>
<td>ACR 1603</td>
<td>Piping and Load Calculations</td>
</tr>
<tr>
<td>ACR 1704</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>ACR 1903</td>
<td>Heating Technology</td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>Fundamentals of Electricity</td>
</tr>
</tbody>
</table>

### Technical Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>ENGL 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Algebra for General Education</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

Technical Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1104</td>
<td>Refrigeration Systems and Components</td>
</tr>
<tr>
<td>ACR 1303</td>
<td>Schematics</td>
</tr>
<tr>
<td>ACR 1404</td>
<td>Introduction to Air Conditioning and Refrigeration</td>
</tr>
<tr>
<td>ACR 1603</td>
<td>Piping and Load Calculations</td>
</tr>
<tr>
<td>ACR 1704</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>ACR 1903</td>
<td>Heating Technology</td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>Fundamentals of Electricity</td>
</tr>
</tbody>
</table>

### Social Science Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2303</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>CRIM 2303</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECON 2463</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>GEOG 2303</td>
<td>Regional Geography/World Issues</td>
</tr>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>HIST 1004</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>HIST 1005</td>
<td>United States History I</td>
</tr>
<tr>
<td>HIST 1006</td>
<td>United States History II</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOC 2003</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 2033</td>
<td>Marriage and the Family</td>
</tr>
</tbody>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>ELEC 2104</td>
<td>Introduction to Digital Systems</td>
</tr>
<tr>
<td>ELEC 2113</td>
<td>Motors and System Controls</td>
</tr>
</tbody>
</table>

Graduates are employed as:

- Residential repair technicians
- Refrigeration and maintenance technicians in manufacturing or industrial plants and hospitals
- Commercial refrigeration
After UACCM

Students completing this degree will know:

• various fundamentals of the collision repair industry
• how to evaluate vehicles and produce estimates
• structural and non-structural analysis of automobiles
• auto body shop management
• how to further their career in the industry by either owning their own business or working for other companies

UACCM has articulation agreements with River Valley Career Center in Morrilton and the Conway Career Center, as well as the local high schools and technical schools, which means some credits can be transferred to this program.

ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 1201</td>
<td>Auto Body Principles</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1202</td>
<td>Auto Body Refinishing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1203</td>
<td>Auto Body Repairing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1204</td>
<td>Auto Body Self-straightening</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are required to take English Composition I, II, and III. Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students completing this degree will know:

• how to further their career in the industry by either owning their own business or working for other companies

UACCM has articulation agreements with River Valley Career Center in Morrilton and the Conway Career Center, as well as the local high schools and technical schools, which means some credits may be transferred to this program.

ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 1201</td>
<td>Auto Body Principles</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1202</td>
<td>Auto Body Refinishing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1203</td>
<td>Auto Body Repairing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1204</td>
<td>Auto Body Self-straightening</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are required to take English Composition I, II, and III. Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students completing this degree will know:

• how to further their career in the industry by either owning their own business or working for other companies

UACCM has articulation agreements with River Valley Career Center in Morrilton and the Conway Career Center, as well as the local high schools and technical schools, which means some credits may be transferred to this program.

ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 1201</td>
<td>Auto Body Principles</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1202</td>
<td>Auto Body Refinishing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1203</td>
<td>Auto Body Repairing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1204</td>
<td>Auto Body Self-straightening</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are required to take English Composition I, II, and III. Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students completing this degree will know:

• how to further their career in the industry by either owning their own business or working for other companies

UACCM has articulation agreements with River Valley Career Center in Morrilton and the Conway Career Center, as well as the local high schools and technical schools, which means some credits may be transferred to this program.

ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 1201</td>
<td>Auto Body Principles</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1202</td>
<td>Auto Body Refinishing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1203</td>
<td>Auto Body Repairing Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TEC 1204</td>
<td>Auto Body Self-straightening</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are required to take English Composition I, II, and III. Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Automotive Technology Career Program

- Plan electives early to insure completion of courses within the desired time frame.
- Students can take courses at any time. Each is a stand alone course.
- Students take a minimum of 20 credit hours in technical courses.
- Students can take courses at any time. Each is a stand alone course.
- Students are required to take Freshman Seminar if they score below a 19 on the COMPASS test.

**TECHNICAL CERTIFICATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
<td>6-8 hours</td>
</tr>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECHNICAL COURSES:</strong></td>
<td>20 hours</td>
</tr>
<tr>
<td>AST 1005 Electrical/Electronic Systems</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1105 Brakes</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1205 Engine Repair</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1305 Power Trains</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2005 Climate Control</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2105 Automatic Transmissions</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2115 Engine Performance</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2205 Chassis &amp; Steering</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

**UACCM has articulation agreements with Conway, Monrovia, and Russellville Career Centers, which allow high school students to receive some transfer credit.**

**ASSOCIATE OF APPLIED SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
<td>9-11 hours</td>
</tr>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS COURSES:</strong></td>
<td>3 hours</td>
</tr>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECHNICAL COURSES:</strong></td>
<td>20 hours</td>
</tr>
<tr>
<td>AST 1005 Electrical/Electronic Systems</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1105 Brakes</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1205 Engine Repair</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 1305 Power Trains</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2005 Climate Control</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2105 Automatic Transmissions</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2115 Engine Performance</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AST 2205 Chassis &amp; Steering</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE ELECTIVE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANTH 2333 Introduction to Anthropology</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>CRIM 2003 Introduction to Criminal Justice</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>ECON 2453 Macroeconomics</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>ECON 2463 Microeconomics</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>GEOG 2003 Regional Geography/World</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST 1013 Western Civilization I</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST 1014 Western Civilization II</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST 2003 United States History I</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST 2013 United States History II</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>PSCI 2003 American Government</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>PSY 2003 General Psychology</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>SOC 2033 Introduction to Sociology</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>SOC 2023 Social Problems</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>SOC 2013 Marriage and the Family</strong></td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

**RELATED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTIVE</strong> (Elective taken from list on pages 29-31)</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>ELECTIVE</strong> (Elective taken from list on pages 29-31)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**AFTER UACCM**

Graduates are employed as:
- Independent shop owners/ operators
- Shop managers in auto dealerships
- Parts store managers
- Managers of nationwide trucking companies
- Owners of trucking companies and truck shops
- Line mechanics

**NOTE**

UACCM teaches the eight ASE (Automotive Service Excellence) test areas. The courses cover the auto from the front bumper to the rear bumper. Students spend an hour each day in the classroom and the remainder of time in the lab working on automobiles in the well-equipped shop.
Recommended course order:

1st Semester:
- Business English
- Business Math
- Computer Applications
- Freshman Seminar
- Document Formatting
- Keyboarding Skills II
- Windows or Electronic Calculators

2nd Semester:
- Bookkeeping
- Business Communications I
- Business Procedures
- Electronic Spreadsheet
- Word Processing I

Summer:
- 3 credit hours of business elective

BUSINESS ELECITIVE: 3 hours

These hours of business electives must be selected from the following list:

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to take the COMPASS test. Students should take the required courses when they are offered since many courses are offered on a rotating basis. Students should plan to spend six hours per week studying for each class.

After UACCM

Graduates are employed as:
- Accounting assistants
- Payroll clerks
- Bank employees
- Accounts receivable clerks
- Accounts payable clerks

HINT

ACCOUNTING

Degree requirements

- 3 credit hours of business elective

BUSINESS COURSES: 20-21 hours

ACCT 2003 Principles of Accounting I
OR BUS 1013 Bookkeeping
BUS 1003 Business English
BUS 1022 Windows
OR BUS 1051 Electronic Calculators
BUS 1101 Keyboarding Skills II
BUS 1113 Document Formatting
BUS 1223 Electronic Spreadsheet
BUS 1253 Word Processing I
BUS 2323 Business Procedures

Three hours of business electives must be selected from the following list:

ACCT 2203 Computerized Accounting
BUS 1022 Windows
BUS 1051 Electronic Calculators
BUS 1233 Database Management
BUS 2113 Business Communications II
BUS 2253 Word Processing II
BUS 2303 Proofreading and Transcription Skills

ECON 2463 Microeconomics

Business Elective: 3 credit hours

NOTE

Students must take Keyboarding Skills II the first semester in attendance.

ECON 2453 Macroeconomics

FIN 2013 Personal Finance

Twelve hours of elecives must be selected from the following list:

Students are required to take the COMPASS test. Students should take the required courses when they are offered since many courses are offered on a rotating basis. Students should plan to spend six hours per week studying for each class.

ACCT 2213 Cost Accounting
BUS 1022 Windows
BUS 1233 Database Management
BUS 2243 Business Graphics
BUS 2323 Business Procedures
BUS 2373 Supervisory Management
BUS 2403 Entrepreneurship
ECON 2453 Macroeconomics
OR ECON 2463 Microeconomics
ENG 1023 Composition II
OR SPH 2303 Public Speaking
FIN 2013 Personal Finance
ASSOCIATE OF APPLIED SCIENCE  
65-67 Semester Hours

GENERAL EDUCATION COURSES:  
12-14 hours
- BUS 1213 Computer Applications  
- BUS 1333 Business Math  
- BUS 2013 Business Communications I  
- ENG 1013 Composition I  
- UACC 1002 Freshman Seminar (if required)  

BUSINESS COURSES:  
38 hours
- ACCT 2003 Principles of Accounting I  
- BUS 1013 Bookkeeping  
- BUS 1003 Business English  
- BUS 1022 Windows  
- BUS 1031 Electronic Calculators  
- BUS 1041 Microsoft Outlook  
- BUS 1011 Keyboarding Skills II  
- BUS 1113 Document Formatting  
- BUS 1222 Electronic Spreadsheet  
- BUS 1233 Database Management  
- BUS 1253 Word Processing I  
- BUS 2113 Business Communications II  
- BUS 2253 Word Processing II  
- BUS 2303 Proofreading and Transcription Skills  
- BUS 2313 Professional Development  
- BUS 2323 Business Procedures  
- BUS 2323 Bookkeeping  

Social science electives must be selected from the following list:
- ANTH 2333 Introduction to Anthropology  
- CRIM 2003 Introduction to Criminal Justice  
- ECON 2453 Macroeconomics  
- ECON 2463 Microeconomics  
- GEOG 2013 Regional Geography /World Cultures  
- HIST 1003 Western Civilization I  
- HIST 1013 Western Civilization II  
- HIST 2003 United States History I  
- HIST 2013 United States History II  
- HIST 2023 United States History III  
- PS 2013 American Government  
- PSCI 2003 United States History I  
- SOC 2013 Introduction to Sociology  
- SOC 2023 Social Problems  
- SOC 2043 Marriage and the Family  

Twelve hours of electives must be selected from the following list:
- ACCT 2003 Principles of Accounting I  
- ACCT 2103 Payroll Accounting  
- ACCT 2203 Computerized Accounting  
- BUS 2243 Business Graphics  
- ENG 1023 Composition II  
- OR SPH 2303 Public Speaking  
- OR GDT 2503 Web Page Design  
- INT 2003 Internship  

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading or writing or comparable scores on the COMPASS test.
ASSOCIATE OF APPLIED SCIENCE  
64-66 Semester Hours

GENERAL EDUCATION COURSES: .......................... 12-14 hours
- BUS 1213 Computer Applications .......................... 3 credit hours
- BUS 1333 Business Math .................................. 3 credit hours
- BUS 2013 Business Communications I ................... 3 credit hours
- ENG 1013 Composition I .................................. 3 credit hours
- UACC 1002 Freshman Seminar (if required) .............. 2 credit hours

BUSINESS COURSES: ................................. 37 hours
- ACCT 2003 Principles of Accounting I ................. 3 credit hours
  OR
- BUS 1013 Bookkeeping .................................. 3 credit hours
- BUS 1003 Business English ............................... 3 credit hours
- BUS 1081 Introduction to Word Processing .............. 3 credit hours
- BUS 1353 Selling ......................................... 3 credit hours
- BUS 1363 Marketing Principles .......................... 3 credit hours
- BUS 1413 Visual Merchandising ......................... 3 credit hours
- BUS 2243 Business Graphics ............................ 3 credit hours
- BUS 2313 Professional Development ..................... 3 credit hours
- BUS 2323 Business Procedures ........................ 3 credit hours
- BUS 2343 Advertising .................................. 3 credit hours
- BUS 2373 Supervisoriy Management .................... 3 credit hours
- BUS 2363 Retailing ..................................... 3 credit hours
- BUS 2393 Business Law .................................. 3 credit hours

SOCIAL SCIENCE ELECTIVE: ........................... 3 hours
Three hours of electives must be selected from the following list:
- ANTH 2333 Introduction to Anthropology ............... 3 credit hours
- CRIM 2003 Introduction to Criminal Justice .......... 3 credit hours
- ECON 2453 Macroeconomics ............................ 3 credit hours
- ECON 2463 Microeconomics ............................ 3 credit hours
- GEOG 2013 Regional Geography/World ................ 3 credit hours
- HIST 1003 Western Civilization I ....................... 3 credit hours
- HIST 1013 Western Civilization II ....................... 3 credit hours
- HIST 2003 United States History I ...................... 3 credit hours
- HIST 2013 United States History II ...................... 3 credit hours
- PSCI 2003 American Government ...................... 3 credit hours
- PSY 2003 General Psychology .......................... 3 credit hours
- SOC 2013 Introduction to Sociology ...................... 3 credit hours
- SOC 2023 Social Problems ................................ 3 credit hours
- SOC 2043 Marriage and the Family ...................... 3 credit hours

RELATED ELECTIVES: .................................. 12 hours
Twelve hours of electives must be selected from the following list. A minimum of six hours must come from courses with a BUS, FIN, or GDT prefix:
- BUS 1041 Microsoft Outlook ................................ 1 credit hour
- BUS 1223 Electronic Spreadsheets ........................ 3 credit hours
- BUS 1233 Database Management ........................ 3 credit hours
- BUS 2403 Entrepreneurship ................................ 3 credit hours
- FIN 2013 Personal Finance ................................ 3 credit hours
- GDT 2503 Web Page Design .............................. 3 credit hours
- ECON 2463 Microeconomics ............................ 3 credit hours
- GDT 1023 Composition II .................................. 2 credit hours
- OR
- SPH 2303 Public Speaking .................................. 3 credit hours
- PSY 2003 General Psychology ............................ 3 credit hours
- OR
- SOC 2013 Introduction to Sociology ...................... 3 credit hours
- SPAN 1013 Elementary Spanish I ....................... 3 credit hours

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Graduates are employed as:
- Sales representatives
- Department managers
- Owners/managers of small businesses
- Visual merchandisers
- Advertising sales agents

NOTE: Students should always check course prerequisites when planning their schedules.
ASSOCIATE OF ARTS 65-67 Semester Hours

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0.5 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 2023 Calculus for Business</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2024 General Botany</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2054 Principles of Zoology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR CHEM 1004 Fundamentals of Chemistry</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR PHY 2044 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS REQUIREMENTS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2223 World Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ART 2003 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MUS 2003 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS ELECTIVES:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include three hours of humanities/fine arts electives selected from the list below:</td>
<td></td>
</tr>
<tr>
<td>ART 2103 Art History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ART 2113 Art History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2003 Creative Writing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2103 Introduction to Fiction</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENGL 2113 American Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENGL 2123 American Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2203 Introduction to Poetry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2313 British Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2323 British Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPAN 1013 Elementary Spanish I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPAN 1023 Elementary Spanish II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PHIL 2103 Introduction to Philosophy</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

SOCIAL SCIENCE REQUIREMENTS: 12 hours

| HIST 1003 Western Civilization I | 3 credit hours |
| OR HIST 1013 Western Civilization II | 3 credit hours |
| OR HIST 2003 U. S. History I | 3 credit hours |
| OR HIST 2013 U. S. History II | 3 credit hours |
| OR PSCI 2003 American Government | 3 credit hours |
| ECON 2413 Macroeconomics | 3 credit hours |
| ECON 2463 Microeconomics | 3 credit hours |

SOCIAL SCIENCE ELECTIVES: 3 hours

Must include six hours of social science electives selected from the list below:

| ANTH 2333 Introduction to Anthropology | 3 credit hours |
| CRIM 2003 Introduction to Criminal Justice | 3 credit hours |
| GEOG 2013 Regional Geography/World | 3 credit hours |
| HIST 2003 Arkansas History | 3 credit hours |
| PSY 2003 General Psychology | 3 credit hours |
| PSY 2013 Abnormal Psychology | 3 credit hours |
| PSY 2023 Psychology of Human Development | 3 credit hours |
| PSY 2113 Sensation and Perception | 3 credit hours |
| SOC 2013 Introduction to Sociology | 3 credit hours |
| SOC 2023 Social Problems | 3 credit hours |
| SOC 2043 Marriage and the Family | 3 credit hours |

HEALTH/PHYSICAL EDUCATION: 3 hours

| PED 1003 Personal Health | 3 credit hours |

BUSINESS REQUIREMENTS: 6 hours

| ACCT 2003 Principles of Accounting I | 3 credit hours |
| ACCT 2023 Principles of Accounting II | 3 credit hours |

BUSINESS ELECTIVES: 9 hours

Must include three hours of business electives.

| BUS 1213 Computer Applications | 3 credit hours |
| BUS 2013 Business Communications I | 3 credit hours |
| BUS 2733 Supervisory Management | 3 credit hours |
| BUS 2303 Business Law | 3 credit hours |
| BUS 2413 Business Statistics | 3 credit hours |
| FIN 2013 Personal Finance | 3 credit hours |

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
ASSOCIATE OF SCIENCE

UACCM has articulated the Associate of Science degree with an emphasis in Computer Science with Arkansas Tech University’s Information Science and Computer Science programs and the University of Arkansas at Little Rock’s Information Science program. Specific requirements for each program are indicated by the following superscript notations:

\[ A \] UACCM Information Science, 
\[ ATU \] ATU Computer Science, and 
\[ UACCM \] UACCM Information Science or Business.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

FINE ARTS/HUMANITIES:  
\[ ART \] 2003 Art Appreciation  
\[ OR \] 2003 Music Appreciation  
\[ OR \] 2003 Theatre Appreciation  
\[ ENG \] 2213 World Literature I  
\[ OR \] 2223 World Literature II  
\[ CIS \] 1133 Introduction to Computer Programming  
\[ LOGIC \] 2103 Computer Hardware & Software II  
\[ CIS \] 2103 Computer Hardware & Software II  
\[ CIS \] 2203 Internet Technologies  
\[ CIS \] 2433 Java Programming  
\[ CIS \] 2433 Java Programming  
\[ CIS \] 2433 Java Programming  

TECHNICAL COURSES:  
\[ FRESHMAN SEMINAR \] 1 hour 
\[ CIS 2433 Java Programming \] 3 credit hours 
\[ CIS 2423 Visual Basic \] 3 credit hours 
\[ CIS 2433 Visual Basic \] 3 credit hours 
\[ CIS 2433 Visual Basic \] 3 credit hours 
\[ CIS 2433 Visual Basic \] 3 credit hours 
\[ CIS 2433 Visual Basic \] 3 credit hours 
\[ CIS 2433 Visual Basic \] 3 credit hours 

NOTE

This program enables students to complete the first two years of a bachelor’s degree in Computer Science or Information Science. Students may then transfer to the four-year institution of their choice to complete their degree.

HINT

- Students should own or information Science.
- Students may then transfer to a four-year institution to earn a bachelor’s degree in a computer-related field. The transferability of CIS and business courses vary by institution; therefore, it is very important for students to consult with their CIS academic advisor for further information on requirements at specific institutions.

UACCM does not currently offer a Physics course. Students may take an applicable Physics course at a four-year institution and transfer the credits back to UACCM to meet graduation requirements.
### Technical Certificate

#### Technical Certificate Courses:
- **Computer Maintenance**: 9 hours
  - CIS 1103 Computer Hardware and Software I (3 credit hours)
  - CIS 1113 Networking Essentials (3 credit hours)
  - CIS 2103 Computer Hardware and Software II (3 credit hours)

#### Technical Certificate Courses:
- **Networking Technology**: 9 hours
  - CIS 1203 Introduction to Network Administration (3 credit hours)
  - CIS 2123 Local Area Networking I (3 credit hours)

### Associate of Applied Science

#### Associate of Applied Science Courses:
- **General Education Courses**: 6-8 hours
  - ENG 1003 Basic Technical Communications
  - OR ENG 1013 Composition I (3 credit hours)
  - OR MATH 0903 Intermediate Algebra (3 credit hours)
  - OR MATH 1203 College Algebra (3 credit hours)
  - UACC 1002 Freshman Seminar (if required) (2 credit hours)

#### Technical Courses:
- **Computer Maintenance**: 15 hours
  - BCS 1213 Computer Applications (3 credit hours)
  - CIS 1103 Computer Hardware and Software I (3 credit hours)
  - CIS 1113 Networking Essentials (3 credit hours)
  - CIS 1133 Introduction to Computer Programming: Logic and Language (3 credit hours)
  - CIS 2103 Computer Hardware and Software II (3 credit hours)

#### Related Electives: 9 hours
- **Nine hours of electives must be selected from the following list**:
  - CIS 1203 Introduction to Network Administration (3 credit hours)
  - CIS 2023 Internet Technologies (3 credit hours)
  - CIS 2033 Local Area Networking II (3 credit hours)
  - CIS 2133 Local Area Networking II (3 credit hours)
  - CIS 2143 Local Area Networking III (3 credit hours)
  - CIS 2203 Introduction to Wireless Technology (3 credit hours)
  - CIS 2303 Network Security (3 credit hours)

### Graduates are employed as:
- Network administrators
- Help desk specialists
- Service technicians

This program is designed to allow students to enter the workforce quickly. Students are provided the technical skills required to install, maintain, and troubleshoot PCs. Hands-on training with industry-standard equipment enhances the educational experience for students. Students completing the certificate may take exams leading to an A+ Certificate.
Graduates are employed as:
- Network administrators
- Help desk specialists
- Service technicians

The Computer Information Systems program is designed to provide students with computer programming skills and a knowledge of computer operating systems that will prepare them for careers in today's emerging information technology field.

HINT
- Students should take all developmental courses early in order to focus on career courses in later semesters.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to insure completion of courses within the desired time frame.

Social Science Electives: 
Three hours of social science electives must be selected from the following list:

- ANTH 2333 Introduction to Anthropology
- ECON 2453 Macroeconomics
- GEOG 2013 Regional Geography/World
- HIST 1003 Western Civilization I
- HIST 1013 Western Civilization II
- HIST 2003 United States History I
- HIST 2013 United States History II
- HIST 2013 United States History III
- PSY 2003 American Government
- PSCI 2003 General Psychology
- SOC 2013 Introduction to Sociology
- SOC 2023 Social Problems
- SOC 2043 Marriage and the Family

Related Electives: 
Nine hours of electives must be selected from the following list:

- CIS 2253 Introduction to LINUX
- CIS 2433 Java Programming
- MATH 1213 Plane Trigonometry
- MATH 1233 Calculus for Business

Certificate of Proficiency: 
16 Semester Hours

Technical Courses: 
16 hours

- DIET 1011 Field Experience I
- DIET 1002 Food Safety and Sanitation
- DIET 1013 Managing Food Service Programs
- DIET 1021 Field Experience II
- DIET 1023 Diet Therapy
- DIET 1031 Field Experience III
- DIET 1112 Food Services Administration
- NUTR 1903 Nutrition

Field Experience I consists of 50 hours of supervised, hands-on experience in commercial food service operations. Field Experience II consists of 50 hours of supervised, hands-on experience in food service department management. Field Experience III consists of 50 hours of supervised, hands-on experience in patient care.
TECHNICAL CERTIFICATE
31-33 Semester Hours

GENERAL EDUCATION COURSES: 9-11 hours
- BUS 1233 Computer Applications 3 credit hours
- ENG 1013 Composition I 3 credit hours
- OR ENG 1003 Basic Technical Communications 3 credit hours
- MATH 1253 Applied Technical Math 3 credit hours
- OR MATH 1203 College Algebra 3 credit hours
- UACC 1002 Freshman Seminar (if required) 2 credit hours

TECHNICAL COURSES: 8 hours
- DRT 1004 Computer Aided Drafting 4 credit hours
- DRT 1204 Parametric Drafting 4 credit hours

RELATED ELECTIVES: 14 hours
Fourteen hours of electives must be selected from the following list:
- DRT 1304 Residential Drafting I 4 credit hours
- DRT 1504 Advanced Drafting 4 credit hours
- DRT 2304 Residential Drafting II 4 credit hours
- DRT 2314 Machine Drafting 4 credit hours
- DRT 2413 Structural Drafting 3 credit hours
- DRT 2423 Specialty Drafting 3 credit hours

ASSOCIATE OF APPLIED SCIENCE 60-62 Semester Hours

GENERAL EDUCATION COURSES: 12-14 hours
- ENG 1013 Composition I 3 credit hours
- ENG 1003 Basic Technical Communications 3 credit hours
- OR ENG 1023 Composition II 3 credit hours
- MATH 1253 Applied Technical Math 3 credit hours
- AND ELECTIVE Technical Elective (choose from list on pages 29-31) 3 credit hours
- OR MATH 1203 College Algebra 3 credit hours
- AND MATH 1213 Plane Trigonometry 3 credit hours
- UACC 1002 Freshman Seminar (if required) 2 credit hours

BUSINESS COURSES: 3 hours
- BUS 1213 Computer Applications 3 credit hours

TECHNICAL COURSES: 30 hours
- DRT 1004 Computer Aided Drafting 4 credit hours
- DRT 1204 Parametric Drafting 4 credit hours
- DRT 1304 Residential Drafting I 4 credit hours
- DRT 1504 Advanced Drafting 4 credit hours
- DRT 2304 Residential Drafting II 4 credit hours
- DRT 2314 Machine Drafting 4 credit hours
- DRT 2413 Structural Drafting 3 credit hours
- DRT 2423 Specialty Drafting 3 credit hours

SOCIAL SCIENCE ELECTIVE: 3 hours
Three hours of social science electives must be selected from the following list:
- ANTH 2333 Introduction to Anthropology 3 credit hours
- CRIM 2003 Introduction to Criminal Justice 3 credit hours
- ECON 2453 Macroeconomics 3 credit hours
- ECON 2463 Microeconomics 3 credit hours
- GEOG 2013 Regional Geography/World 3 credit hours
- HIST 1033 Western Civilization I 3 credit hours
- HIST 1023 Western Civilization II 3 credit hours
- HIST 2003 United States History I 3 credit hours
- HIST 2013 United States History II 3 credit hours
- PSCI 2003 American Government 3 credit hours
- PSY 2003 General Psychology 3 credit hours
- SOC 1013 Introduction to Sociology 3 credit hours
- SOC 2003 Social Problems 3 credit hours
- SOC 2043 Marriage and the Family 3 credit hours

RELATED ELECTIVES: 12 hours
Twelve hours of electives must be selected from the list on pages 29-31:
- ELECTIVE (Elective taken from list on pages 29-31) 3 credit hours
- ELECTIVE (Elective taken from list on pages 29-31) 3 credit hours
- ELECTIVE (Elective taken from list on pages 29-31) 3 credit hours
- ELECTIVE (Elective taken from list on pages 29-31) 3 credit hours

This program is broad-based and covers a wide range of drafting experiences including basic drafting fundamentals; computer-aided 2D and 3D techniques; residential and structural drafting; machine drafting; and experiences with pipe, electrical, sheet metal, and welding drafting techniques.
CERTIFICATE OF PROFICIENCY

6-9 Semester Hours

REQUIREMENTS:
- 2 credit hours
- 1 credit hour
- 3 credit hours
- 2 credit hours

The certificate of proficiency provides students with the educational component for the Child Development Associate (CDA) credential through the Council for Early Childhood Professional Recognition direct assessment system.

TECHNICAL CERTIFICATE

33-36 Semester Hours

GENERAL EDUCATION COURSES: 6-8 hours
- 3 credit hours
- 3 credit hours
- 2 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours

TECHNICAL COURSES: 27-28 hours
- 2 credit hours
- 1 credit hour
- 3 credit hours
- 2 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 2 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours

RELATED ELECTIVES: 3 hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours
- 3 credit hours

Students must pass the equivalent COMPASS test scores in reading, math or writing or comparable scores on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
ASSOCIATE OF ARTS IN TEACHING 62-64 Semester Hours

ENGLISH/COMMUNICATIONS: 8 hours
- ENG 1013 Composition I 3 credit hours
- ENG 1023 Composition II 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

FRESHMAN SEMINAR: 2 hours
- UACC 1002 Freshman Seminar (if required)

MATH: 3 hours
- MATH 1203 College Algebra 3 credit hours

SCIENCE: 12 hours
- BIOL 1004 Fundamentals of Biology 4 credit hours
- PHY 2004 Physical Science 4 credit hours
- SCI 2014 Earth Science 4 credit hours

HEALTH/PHYSICAL EDUCATION: 5 hours
- PED 1003 Personal Health 3 credit hours
- PED 1004 Fundamentals of Biology 4 credit hours

And Two hours of Physical Education activity courses from the following list:
- PED 1001 Swimming 1 credit hour
- PED 1021 Aerobics 1 credit hour
- PED 1031 Bowling 1 credit hour
- PED 1041 Badminton 1 credit hour
- PED 1051 Principles of Lifetime Fitness 2 credit hours
- PED 1071 Swimming 1 credit hour
- PED 1601 Aerobics 1 credit hour

HUMANITIES/FINE ARTS: 8 hours
- ART 2003 Art Appreciation 3 credit hours
- OR MUS 2003 Music Appreciation 3 credit hours
- OR THEA 2003 Theatre Appreciation 3 credit hours
- OR ENG 2213 World Literature I 3 credit hours
- OR ENG 2223 World Literature II 3 credit hours

SOCIAL SCIENCE: 18 hours
- GEOG 2013 Regional Geography of the World 3 credit hours
- HIST 1003 Western Civilization I 3 credit hours
- OR HIST 1013 Western Civilization II 3 credit hours
- OR HIST 2003 U.S. History I 3 credit hours
- OR HIST 2013 U.S. History II 3 credit hours
- OR PSCI 2003 American Government 3 credit hours
- OR PSY 2003 General Psychology 3 credit hours
- OR SOC 2013 Introduction to Sociology 3 credit hours

EDUCATION: 9 hours
- EDUC 1203 Introduction to Education 3 credit hours
- EDUC 1303 Educational Technology 3 credit hours
- EDUC 2013 Child Development and Developmental Theories 3 credit hours

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Pre-school - 4) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

HINT
- Students must have a 2.65 cumulative grade point average and pass the Praxis I to graduate with the Associate of Arts in Teaching.

After UACCM

Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to take Freshman Seminar if they score below a 20 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

ASSOCIATE OF ARTS IN TEACHING 62-64 Semester Hours

ENGLISH/COMMUNICATIONS: 8 hours
- ENG 1013 Composition I 3 credit hours
- ENG 1023 Composition II 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

FRESHMAN SEMINAR: 2 hours
- UACC 1002 Freshman Seminar (if required)

MATH: 3 hours
- MATH 1203 College Algebra 3 credit hours

SCIENCE: 12 hours
- BIOL 1004 Fundamentals of Biology 4 credit hours
- PHY 2004 Physical Science 4 credit hours
- SCI 2014 Earth Science 4 credit hours

HEALTH/PHYSICAL EDUCATION: 5 hours
- PED 1003 Personal Health 3 credit hours
- PED 1004 Fundamentals of Biology 4 credit hours

And Two hours of Physical Education activity courses from the following list:
- PED 1001 Swimming 1 credit hour
- PED 1021 Aerobics 1 credit hour
- PED 1031 Bowling 1 credit hour
- PED 1041 Badminton 1 credit hour
- PED 1051 Principles of Lifetime Fitness 2 credit hours
- PED 1071 Swimming 1 credit hour
- PED 1601 Aerobics 1 credit hour

HUMANITIES/FINE ARTS: 8 hours
- ART 2003 Art Appreciation 3 credit hours
- OR MUS 2003 Music Appreciation 3 credit hours
- OR THEA 2003 Theatre Appreciation 3 credit hours
- OR ENG 2213 World Literature I 3 credit hours
- OR ENG 2223 World Literature II 3 credit hours

SOCIAL SCIENCE: 12 hours
- GEOG 2013 Regional Geography of the World 3 credit hours
- HIST 1003 Western Civilization I 3 credit hours
- OR HIST 1013 Western Civilization II 3 credit hours
- OR HIST 2003 U.S. History I 3 credit hours
- OR HIST 2013 U.S. History II 3 credit hours
- OR PSCI 2003 American Government 3 credit hours
- OR PSY 2003 General Psychology 3 credit hours
- OR SOC 2013 Introduction to Sociology 3 credit hours

EDUCATION: 9 hours
- EDUC 1203 Introduction to Education 3 credit hours
- EDUC 1303 Educational Technology 3 credit hours
- EDUC 2013 Child Development and Developmental Theories 3 credit hours

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Pre-school - 4) degree at UACCM and transfer to the University of Central Arkansas to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

HINT
- Students must have a 2.65 cumulative grade point average and pass the Praxis I to graduate with the Associate of Arts in Teaching.

After UACCM

Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
### ASSOCIATE OF ARTS IN TEACHING

#### 66-68 Semester Hours

**ENGLISH/COMMUNICATIONS:**
- ENG 1013 Composition I . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 1023 Composition II . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- SPH 2303 Public Speaking . . . . . . . . . . . . . . . . . . . . . . . . . . .4 credit hours

**FRESHMAN SEMINAR:**
- UACC 1002 Freshman Seminar (if required) . . . . . . . . . . . . . .2 credit hours

**MATHEMATICS:**
- MATH 1203 College Algebra . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**SCIENCE:**
- BIOL 1004 Fundamentals of Biology . . . . . . . . . . . . . . . . . . . . .4 credit hours
- PHY 2004 Physical Science . . . . . . . . . . . . . . . . . . . . . . . . . . .4 credit hours
- SCI 2014 Earth Science . . . . . . . . . . . . . . . . . . . . . . . . . . . . .4 credit hours

**HUMANITIES/FINE ARTS:**
- ART 2003 Art Appreciation . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- MUS 2003 Music Appreciation . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- THEA 2003 Theatre Appreciation . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2003 Creative Writing . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2123 American Literature II . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2213 World Literature I . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2223 World Literature II . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**EDUCATION:**
- EDUC 1203 Introduction to Education . . . . . . . . . . . . . . . . . . . .3 credit hours
- EDUC 1303 Educational Technology . . . . . . . . . . . . . . . . . . . . .3 credit hours

**HEALTH/PHYSICAL EDUCATION:**
- PED 1003 Personal Health . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**Social Science:**
- ECON 2453 Macroeconomics . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- GEOG 2013 Regional Geography of the World . . . . . . . . . . . . . .3 credit hours
- HIST 1003 Western Civilization I . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- HIST 1013 Western Civilization II . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- HIST 2003 U. S. History I . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- HIST 2013 U. S. History II . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- HIST 2003 U. S. History II . . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- HIST 2003 American Government . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**ASSOCIATE OF ARTS IN TEACHING**

#### 62-64 Semester Hours

**ENGLISH/COMMUNICATIONS:**
- ENG 1013 Composition I . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 1023 Composition II . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- SPH 2303 Public Speaking . . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**FRESHMAN SEMINAR:**
- UACC 1002 Freshman Seminar (if required) . . . . . . . . . . . . . .2 credit hours

**MATHEMATICS:**
- MATH 1203 College Algebra . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**SCIENCE:**
- BIOL 1004 Fundamentals of Biology . . . . . . . . . . . . . . . . . . . . .4 credit hours
- PHY 2004 Physical Science . . . . . . . . . . . . . . . . . . . . . . . . . . .4 credit hours
- SCI 2014 Earth Science . . . . . . . . . . . . . . . . . . . . . . . . . . . . .4 credit hours

**HUMANITIES/FINE ARTS:**
- ART 2003 Art Appreciation . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- MUS 2003 Music Appreciation . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- THEA 2003 Theatre Appreciation . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2003 Creative Writing . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2123 American Literature II . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- ENG 2213 World Literature I . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours
- OR ENG 2223 World Literature II . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

**EDUCATION:**
- EDUC 1203 Introduction to Education . . . . . . . . . . . . . . . . . . . .3 credit hours
- EDUC 1303 Educational Technology . . . . . . . . . . . . . . . . . . . . .3 credit hours

**HEALTH/PHYSICAL EDUCATION:**
- PED 1003 Personal Health . . . . . . . . . . . . . . . . . . . . . . . . . . .3 credit hours

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program. **HINT**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

#### MIDDLE LEVEL LANGUAGE ARTS AND SOCIAL STUDIES

Arkansas Tech University Transfer Program

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### Degree Requirements

**Education • MIDDLE LEVEL LANGUAGE ARTS AND SOCIAL STUDIES**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program. **HINT**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program. **HINT**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program. **HINT**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
HINT

• Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.T.T. degree.

After UACCM

Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

This degree is designed for persons who plan to obtain an Associate of Arts in Teaching degree at UACCM and transfer to pursue a bachelor's degree in education. This plan is not a guarantee that the student will be admitted into a Teacher Education program.

ASSOCIATE OF ARTS IN TEACHING

60-67 Semester Hours

ENGLISH/COMMUNICATIONS: 9 hours

- ENG 1013 Composition I 3 credit hours
- ENG 1023 Composition II 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

FRESHMAN SEMINAR: 0-2 hours

- UAC 1002 Freshman Seminar (if required) 2 credit hours

MATHEMATICS: 12-14 hours

- MATH 1203 College Algebra 3 credit hours
- MATH 1213 Plane Trigonometry 3 credit hours
- MATH 2003 Introduction to Statistics 3 credit hours
- MATH 2015 Calculus I 3 credit hours
- OR MATH 2023 Calculus for Business 3-5 credit hrs

SCIENCE: 12 hours

- BOL 1004 Fundamentals of Biology 4 credit hours
- CHEM 1004 Fundamentals of Chemistry 4 credit hours
- SCI 2014 Earth Science 4 credit hours

HUMANITIES/FINE ARTS: 6 hours

- ENG 2213 World Literature I 3 credit hours
- OR ENG 2223 World Literature II 3 credit hours
- OR ART 2003 Art Appreciation 3 credit hours
- OR MUS 2003 Music Appreciation 3 credit hours
- OR THEA 2003 Theatre Appreciation 3 credit hours

SOCIAL SCIENCE: 15 hours

- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2003 U.S. History I 3 credit hours
- OR HIST 2013 U.S. History II 3 credit hours
- HIST 2203 Arkansas History 3 credit hours
- OR SCI 2003 American Government 3 credit hours

EDUCATION: 6 hours

- EDUC 1203 Introduction to Education 3 credit hours
- EDUC 1303 Educational Technology 3 credit hours

HEALTH/PHYSICAL EDUCATION: 3 hours

- PED 1001 Racquetball 1 credit hour
- PED 1021 Swimming 1 credit hour
- PED 1031 Country/Western Dance 1 credit hour
- PED 1041 Badminton 1 credit hour
- PED 1051 Principles of Lifetime Fitness 1 credit hour
- PED 1071 Bowling 1 credit hour
- PED 1601 Aerobics 1 credit hour

ASSOCIATE OF ARTS IN TEACHING

61-63 Semester Hours

ENGLISH/COMMUNICATIONS: 9 hours

- ENG 1013 Composition I 3 credit hours
- ENG 1023 Composition II 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

FRESHMAN SEMINAR: 0-2 hours

- UAC 1002 Freshman Seminar (if required) 2 credit hours

MATHEMATICS: 6 hours

- MATH 1203 College Algebra 3 credit hours
- MATH 1213 Plane Trigonometry 3 credit hours

SCIENCE: 16 hours

- BOL 1004 Fundamentals of Biology 4 credit hours
- CHEM 1004 Fundamentals of Chemistry 4 credit hours
- PHY 2004 Physical Science 4 credit hours
- SCI 2014 Earth Science 4 credit hours

HUMANITIES/FINE ARTS: 9 hours

- ENG 2213 World Literature I 3 credit hours
- OR ENG 2223 World Literature II 3 credit hours
- OR ART 2003 Art Appreciation 3 credit hours
- OR MUS 2003 Music Appreciation 3 credit hours
- OR THEA 2003 Theatre Appreciation 3 credit hours
- OR ENG 2013 Introduction to Poetry 3 credit hours

SOCIAL SCIENCE: 15 hours

- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2003 U.S. History I 3 credit hours
- OR HIST 2013 U.S. History II 3 credit hours
- HIST 2203 Arkansas History 3 credit hours
- OR SCI 2003 American Government 3 credit hours

EDUCATION: 6 hours

- EDUC 1203 Introduction to Education 3 credit hours
- EDUC 1303 Educational Technology 3 credit hours

HEALTH/PHYSICAL EDUCATION: 3 hours

- PED 1001 Racquetball 1 credit hour
- PED 1021 Swimming 1 credit hour
- PED 1031 Country/Western Dance 1 credit hour
- PED 1041 Badminton 1 credit hour
- PED 1051 Principles of Lifetime Fitness 1 credit hour
- PED 1071 Bowling 1 credit hour
- PED 1601 Aerobics 1 credit hour

Students are required to take freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Emergency Medical Technology – Basic

The Certificate of Proficiency in Emergency Medical Technology – Basic program is an introduction to the study of emergency medical services and basic principles, procedures, and techniques of pre-hospital emergency care. Content includes medical/legal/ethical topics, patient assessment, medical and traumatic injuries and emergencies with emphasis on life-threatening conditions, airway and ventilation skills, cardiopulmonary resuscitation, and spinal immobilization and splinting. Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice, which includes 24 hours of clinical in an emergency room setting and a minimum of six emergency calls with an ambulance service. The course is based on the national Standard Curriculum Guidelines as developed by the Department of Transportation.

The course content includes:
- An introduction to the emergency medical care services system and roles/responsibilities of the emergency medical technician-basic.
- Overview of the safety precautions to be taken by the EMT-Basic and introduction to scene safety and personal protection equipment.
- Assessment and recording of a patient’s vital signs and history.
- Overview of the body systems, anatomy, and physiology.
- Principles of lifting and moving patients.
- Overview of airway management, ventilation, and oxygen therapy.
- Overview of patient assessment including initial assessment, focused history, and physical exam (for trauma patients and medical patients).
- Introduction to basic pharmacology providing a foundation for the administration of medications given by the EMT-Basic including the following: respiratory emergencies, cardiovascular emergencies, diabetes/altered status, allergies, poisoning/overdose, and environmental emergencies.
- Introduction to trauma skills including an overview of the following: bleeding and shock, soft tissues injuries, management of burns, musculoskeletal care, and injuries to head and spine.
- Introduction to common medical and trauma situations in infants and children.
- Overview of ambulance operations including the emergency ambulance call and overview of rescue operations including responsibilities at crash scenes, patient extrication, hazardous materials incidences, mass casualty situations, and basic triage.
- Introduction to advanced airway skills and techniques for EMT-Basics as approved by the Arkansas Office of Emergency Medical Services.
- Principles of lifting and moving patients.
- Overview of the safety precautions to be taken by the EMT-Basic and introduction to scene safety and personal protection equipment.
- Assessment and recording of a patient’s vital signs and history.
- Overview of the body systems, anatomy, and physiology.
- Principles of lifting and moving patients.
- Overview of airway management, ventilation, and oxygen therapy.
- Overview of patient assessment including initial assessment, focused history, and physical exam (for trauma patients and medical patients).

**CERTIFICATE OF PROFICIENCY**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__EMT 1008 Emergency Medical Technology-Basic</td>
<td>8 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED COURSES:</th>
<th>4-6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR BIOL 2004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>__ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED ELECTIVES:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ HLSC 1003 Medical Terminology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>__ OR NUTR 1303 Nutrition</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

*This course is taught at an off-campus site, typically an area ambulance service location. The class usually meets two nights per week.

**NOTE**
- Practical Skills Labs include:
  - Vital signs and patient history lab and personal protective equipment
  - Lifting and moving patients lab (gurney operations, Scoop stretcher, flat emergency moves, and backboard/log roll)
  - Airway and ventilation skills lab
  - Patient assessment lab for medical and trauma patients and Patient Care Report
  - Medical skills lab
  - Trauma skills lab (bandaging, splinting, and spinal immobilization, assessment and management of patients with traumatic injuries)
  - Pediatrics skills lab

**AFTER UACCM**

**Graduates are employed as:**
- Emergency Medical Technicians

---

**REQUIREMENTS**

- Students must complete admission requirements of the college.
- Applicants must be 18 years old.
- Current AHA Healthcare Providers CPR certification is required. Students enrolled in the program will be required to have malpractice insurance.
- TB Skin Test Clearance

---

**RELATED ELECTIVES:**

- OR BIOL 1004 Human Anatomy & Physiology I
- OR UACC 1002 Freshman Seminar (If required)
- OR HLSC 1003 Medical Terminology
- OR NUTR 1303 Nutrition

**RELATED COURSES:**

- OR BIOL 2004 Fundamentals of Biology
- OR UACC 1002 Freshman Seminar (If required)
- OR HLSC 1003 Medical Terminology

---

**CERTIFICATE OF PROFICIENCY**

15-17 Semester Hours
ASSOCIATE OF ARTS 62-64 Semester Hours

ENGLISH/COMMUNICATIONS: .......................... 9 hours
- ENG 1013 Composition I .................................. 3 credit hours
- ENG 1023 Composition II .................................. 3 credit hours
- SPH 2303 Public Speaking .................................. 3 credit hours

FRESHMAN SEMINAR: .................................. 0-2 hours
- UACC 1002 Freshman Seminar (if required) .................. 2 credit hours

MATHEMATICS: ........................................... 3 hours
- MATH 1103 Algebra for General Education ......... 3 credit hours
- MATH 1203 College Algebra .............................. 3 credit hours

SCIENCE: .................................................. 8 hours
- BIOL 1004 Fundamentals of Biology .................. 3 credit hours
- BIOL 2024 General Botany ................................ 3 credit hours
- BIOL 2004 Human Anatomy and Physiology I .... 3 credit hours
- BIOL 2054 Principles of Zoology ....................... 4 credit hours
- CHEM 1004 Fundamentals of Chemistry ............. 4 credit hours
- CHEM 2123 General College Chemistry I Lab ... 4 credit hours
- PHY 2004 Physical Science .............................. 3 credit hours
- SCI 2014 Earth Science .................................. 4 credit hours

HUMANITIES/FINE ARTS: ............................. 6 hours
- ENG 2213 World Literature I .............................. 3 credit hours
- ENG 2223 World Literature II ............................. 3 credit hours
- OR 2003 Art Appreciation ................................ 3 credit hours
- OR 2003 Music Appreciation ............................. 3 credit hours
- OR 2003 Theatre Appreciation ........................... 3 credit hours

HUMANITIES/FINE ARTS ELECTIVES: ........... 3 hours
Three hours of humanities/ fine arts electives must be selected from the list below:
- ART 2103 Art History I .................................. 3 credit hours
- ART 2113 Art History II .................................. 3 credit hours
- ENG 2003 Creative Writing ................................ 3 credit hours
- ENG 2103 Introduction to Fiction ........................ 3 credit hours
- ENG 2123 American Literature .......................... 3 credit hours
- ENG 2203 Introduction to Poetry ........................ 3 credit hours
- ENG 2303 Introduction to Drama ........................ 3 credit hours
- ENG 2313 British Literature I ............................. 3 credit hours
- ENG 2323 British Literature II ............................. 3 credit hours
- PHI 2103 Introduction to Philosophy ................... 3 credit hours
- SPAN 1013 Elementary Spanish I ....................... 3 credit hours
- SPAN 1023 Elementary Spanish II ...................... 3 credit hours

SOCIAL SCIENCE REQUIREMENTS: .............. 15 hours
- HIST 1003 Western Civilization I ....................... 3 credit hours
- OR 1013 Western Civilization II ......................... 3 credit hours

SOCIAL SCIENCE ELECTIVES: ........................ 9 hours
Nine hours of electives must be selected from the following list:

- ANTH 2333 Introduction to Anthropology ............ 3 credit hours
- BM 2403 Criminal Justice ................................ 3 credit hours
- ECON 2453 Macroeconomics ............................. 3 credit hours
- ECON 2463 Microeconomics ............................. 3 credit hours
- GEOG 2003 Regional Geography/World ............... 3 credit hours
- HIST 1003 Western Civilization I ....................... 3 credit hours
- HIST 1013 Western Civilization II ....................... 3 credit hours
- HIST 2003 United States History I ...................... 3 credit hours
- HIST 2013 United States History II ..................... 3 credit hours
- HIST 2023 African-American History I ............... 3 credit hours
- HIST 2123 American South since 1865 ................. 3 credit hours
- HIST 2133 American South Since 1865 ................. 3 credit hours
- HIST 2203 Arkansas History II .......................... 3 credit hours
- HIST 2223 Research in the Social Sciences .......... 3 credit hours
- PSY 2003 General Psychology ........................... 3 credit hours
- PSY 2013 Abnormal Psychology ........................ 3 credit hours
- PSY 2023 Psychology of Human Development ...... 3 credit hours
- SOC 2013 Social Psychology ............................. 3 credit hours
- SOC 2023 Theatre Appreciation .......................... 3 credit hours
- SOC 2013 Marriage and the Family ...................... 3 credit hours

HEALTH/PHYSICAL EDUCATION: .................. 3 hours
Three hours of Health/Physical Education must be selected from the following list:
- PED 1003 Personal Health ................................ 3 credit hours
- PED 1001 Racquetball .................................... 1 credit hour
- PED 1021 Swimming ...................................... 1 credit hour
- PED 1013 Country/Western Dance ...................... 1 credit hour
- PED 1041 Badminton ..................................... 1 credit hour
- PED 1051 Principles of Lifetime Fitness ............... 1 credit hour
- PED 1071 Bowling ........................................ 1 credit hour
- PED 1061 Aerobics ........................................ 1 credit hour

GENERAL EDUCATION ELECTIVES: .............. 15 hours
Fifteen hours of general education electives are required. General education courses are indicated by a "(GE)" in the Course Description section of the catalog and should be chosen with the transfer degree in mind.
- ELECTIVE General Education .......................... 3 credit hours
- ELECTIVE General Education .......................... 3 credit hours
- ELECTIVE General Education .......................... 3 credit hours
- ELECTIVE General Education .......................... 3 credit hours
- ELECTIVE General Education .......................... 3 credit hours

This degree is designed for students to develop a course of study to meet the program requirements at a four-year institution.

HINT
- Students should take all developmental courses early in order to focus on degree-required courses in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.
- General education electives should be chosen with the transfer degree and college in mind.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

The Associate of Arts in General Education is the most versatile transfer degree.

The Arkansas Course Transfer System (ACTS) guarantees the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
This degree is designed for students to develop a course of study to meet the program requirements at a four-year institution.

### HINT
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.
- General education electives should be chosen with the transfer degree and college in mind.

### ASSOCIATE OF SCIENCE

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>62-64 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH/COMMUNICATIONS</td>
<td>9 hours</td>
</tr>
<tr>
<td>MATH</td>
<td>1203 College Algebra</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>8 hours</td>
</tr>
<tr>
<td>SPH 2300 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOCIAL SCIENCE REQUIREMENTS</td>
<td>6 hours</td>
</tr>
<tr>
<td>FRESHMAN SEMINAR</td>
<td>0-2 hours</td>
</tr>
<tr>
<td>MUS 2003 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>TRA 203 Critical Thinking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HUMANITIES/FINE ARTS</td>
<td>6 hours</td>
</tr>
<tr>
<td>ENGLISH/COMMUNICATIONS</td>
<td>9 hours</td>
</tr>
<tr>
<td>Engineering Electives</td>
<td>27 hours</td>
</tr>
<tr>
<td>ECON 2453 Macroeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2463 Microeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HISTORY/SOCIAL SCIENCE REQUIREMENTS</td>
<td>6 hours</td>
</tr>
<tr>
<td>HISTORY/SOCIAL SCIENCE ELECTIVES</td>
<td>3 hours</td>
</tr>
<tr>
<td>HISTORY</td>
<td>203 U. S. History I</td>
</tr>
<tr>
<td>PSY 2013 Abnormal Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2003 General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2013 Abnormal Psychology</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

The Arkansas Course Transfer System (ACTS) guarantees the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements.

*Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.*
The Certificate of General Studies is designed for students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree.

<table>
<thead>
<tr>
<th>English/Communications</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1103 Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological Science:</th>
<th>4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1004 Fundamentals of Biology</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2024 General Botany</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2054 Principles of Zoology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Science:</th>
<th>4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1004 Fundamentals of Chemistry</td>
<td></td>
</tr>
<tr>
<td>OR CHEM 2121 General College Chemistry I Lab</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>AND CHEM 2121 General College Chemistry I Lab</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>OR PHYS 2044 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fine Arts/Humanities:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 2033 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MUS 2033 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences Electives:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2333 Introduction to Anthropology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRIM 2003 Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2433 Macroeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2463 Microeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>GEOG 2013 Regional Geography/World</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 1003 Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 1013 Western Civilization II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2003 United States History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2013 United States History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2023 African-American History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2123 American South Since 1865</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2203 Arkansas History</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2223 Research in the Social Sciences</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological or Physical Sciences:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2123 General College Chemistry I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR CHEM 2104 General College Chemistry I Lab</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PHYS 2024 Principles of Physics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SCI 2013 Earth Science</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2003 General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSY 2023 Psychology of Human Development</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SOC 2013 Introduction to Sociology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AND SOC 2023 Social Problems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SOC 2033 Marriage and the Family</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION ELECTIVES:** | 3 hours |
---|---------|
| Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test. |

**NOTE:**
- The health, physical education, or nutrition requirement may include two hours of physical education activity courses.
- Students receive cross-training in a variety of fields while pursuing this specialized, customized degree.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

---

**ASSOCIATE OF GENERAL STUDIES: 60-62 Semester Hours**

<table>
<thead>
<tr>
<th>English/Communications:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2023 Composition II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1203 College Algebra</td>
<td></td>
</tr>
<tr>
<td>OR BUS 1333 Business Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td></td>
</tr>
<tr>
<td>OR NSG 1213 Math for Nurses</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological or Physical Sciences:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2003 General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSY 2023 Psychology of Human Development</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SOC 2013 Introduction to Sociology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AND SOC 2023 Social Problems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AND SOC 2033 Marriage and the Family</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Electives:</th>
<th>30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education</th>
<th>3 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION ELECTIVES:</td>
<td>3 hours</td>
</tr>
<tr>
<td>Three hours of general education electives are required. General education courses are indicated by &quot;GE&quot; in the Course Description section of the catalog and should be chosen with the transfer degree in mind.</td>
<td></td>
</tr>
<tr>
<td>ELECTIVE General Education</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

---

**NOTE:**
- The Associate of General Studies degree is designed to place students in a job after only two years. It is not intended to transfer to four-year colleges or universities.

---

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
ASSOCIATE OF APPLIED SCIENCE  

GENERAL EDUCATION COURSES:  ..........  9-11 hours

- BUS 1333 Business Math
- OR MATH 1253 Applied Technical Math
- OR MATH 1103 Algebra for General Education
- OR MATH 1203 College Algebra
- ENG 1013 Composition I
- ENG 1003 Basic Technical Communications
- OR ENG 1023 Composition II
- UACC 1002 Freshman Seminar (if required)

BUSINESS COURSES:  ..........  12-13 hours

- BUS 1011 Keyboarding Skills I (if required) 1 credit hour
- BUS 1213 Computer Applications 3 credit hours
- BUS 2513 Professional Development 3 credit hours
- BUS 2543 Advertising 3 credit hours
- BUS 2733 Supervisory Management 3 credit hours

TECHNICAL COURSES:  ..........  27 hours

- ART 1103 Drawing I Studio 3 credit hours
- GDT 1203 2-D Design 3 credit hours
- GDT 1113 Introduction to Photography 3 credit hours
- GDT 2403 Graphic Design I 3 credit hours
- GDT 2413 Graphic Design II 3 credit hours
- GDT 2513 Digital Illustrations 3 credit hours
- GDT 2523 Electronic Page Layout and Prepress 3 credit hours
- GDT 2533 Digital Imaging 3 credit hours
- GDT 2543 Advanced Electronic Page Layout and Prepress 3 credit hours

SOCIAL SCIENCE ELECTIVES:  ..........  3 hours

- ANTH 2333 Introduction to Anthropology 3 credit hours
- CRIM 2003 Introduction to Criminal Justice 3 credit hours
- ECON 2453 Macroeconomics 3 credit hours
- ECON 2463 Microeconomics 3 credit hours
- GEOG 2013 Regional Geography/World 3 credit hours
- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2013 United States History I 3 credit hours
- HIST 2013 United States History II 3 credit hours
- PSCI 2003 American Government 3 credit hours
- PSY 2003 General Psychology 3 credit hours
- SOC 1013 Introduction to Sociology 3 credit hours
- SOC 2023 Social Problems 3 credit hours
- SOC 2043 Marriage and the Family 3 credit hours

NOTE
The Graphic Design program prepares students for entry-level positions with skills that have been identified as necessary for employment in newspapers, print shops, advertising firms, and related areas.

HINT
• Student should have good computer skills.
• Students should be self-starters and like creative projects.
• Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
• Students should take classes when offered as some classes are only offered certain semesters.
• Students should plan electives early to ensure completion of courses within the desired time frame.
• Student should enjoy exploring creative ideas.

Students are required to take Freshman Seminar if they score below a 19 on the COMPASS test.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

10-63 Semester Hours

NOTE
The Graphic Design program prepares students for entry-level positions with skills that have been identified as necessary for employment in newspapers, print shops, advertising firms, and related areas.

HINT
• Student should have good computer skills.
• Students should be self-starters and like creative projects.
• Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
• Students should take classes when offered as some classes are only offered certain semesters.
• Students should plan electives early to ensure completion of courses within the desired time frame.
• Student should enjoy exploring creative ideas.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to take Freshman Seminar if they score below a 19 on the COMPASS test in reading, math or writing or comparable scores on the COMPASS test.

RELATED ELECTIVES:  ..........  9 hours

Nine hours of electives must be selected from the following list:

- ART 2003 Art Appreciation 3 credit hours
- ART 2103 Drawing II Studio 3 credit hours
- BUS 1363 Marketing Principles 3 credit hours
- BUS 2243 Business Graphics 3 credit hours
- BUS 2403 Entrepreneurship 3 credit hours
- BUS 2404 Computer Aided Drafting 4 credit hours
- ENG 2003 Creative Writing 3 credit hours
- GDT 2503 Web Page Design 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

After UACCM
Graduates are employed as:
- Graphic design assistants
- Graphic designers - silkscreen company
- In-house graphic designers
- Web page designers
- Photographers
- Graphic designers - newspapers and magazines
PRACTICAL NURSING

The practical nursing program prepares students for the national licensure exam for practical nurses. Students spend time in the classroom and in clinical experiences. Instruction consists of theory and supervised practice in areas required by the State Board of Nursing. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Morrilton, Clinton, Conway, or Russellville. Students who complete the program will be eligible to apply for the National Licensure Exam for Practical Nursing.

A “C” is required to pass each of the practical nursing courses. Students who do not meet this requirement for lecture courses must apply for re-admission to the Academic Standards Committee before being permitted to continue in the program. Students should consult the Admissions Office for specific selection criteria for admission to the nursing program. Admission to the College does not necessarily qualify a student for admission to the Practical Nursing program. Students earn a technical certificate upon completion of the program requirements.

PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

Admission into the UACCM Practical Nursing (PN) program is a competitive process. A new beginning class of 20 students is started each January and August. There are a number of steps which must be completed before you can be considered for the PN program.

1. Students attempting to enter a class must be admitted to the college by June 1 for the Fall semester and October 1 for the Spring semester.

2. Placement test scores must be submitted to the Admissions Office with the Practical Nursing Application Packet.
   CT, COMPASS, and ASSET scores may be used. Students may take the placement test (COMPASS, ACT, or ASSET) and NET test as many times as they wish. Placement and NET test scores must be from within the past 5 years of the application due date to be considered.

a. BIOL 2004 Human Anatomy and Physiology I, BUS 1213 Computer Applications, NUR 1001 Professional/Ethical Issues in Nursing, and NUTR 1503 Nutrition are prerequisites for all PN program applicants. Biology courses MUST have been completed within the last three years of admission to the program.

b. Students who score below these placement levels must complete developmental courses prior to entering the nursing program:

   - 19 – ACT English
   - 77 – COMPASS Writing
   - 83 – COMPASS Reading
   - 45 – ASSET Writing
   - 43 – ASSET Reading
   - 43 – ASSET Numerical
   - 41 – ASSET Inter. Alg.

   Developmental classes that may be required are:

   - ENG 003 Foundations of Grammar
   - ENG 003 Foundational Composition
   - READ 0103 College Reading Skills I
   - READ 0203 College Reading Skills II
   - MATH 0103 Developmental Math I
   - MATH 0203 Developmental Math II

   Any student scoring below a 19 on any portion of the ACT exam or the equivalent on the COMPASS or ASSET will be required to take UACC 1002 Freshman Seminar.
All applicants are required to take the Educational Resources, Inc., Nurse Entrance Exam Test (NET) to be eligible for consideration.

Practical Nursing prerequisite courses must be completed prior to the program starting date. Students may be enrolled in their final prerequisite classes at the time of selection.

Students must submit a Practical Nursing Program Application with copies of all test scores they wish to be considered by June 1 for Fall semester or October 1 for Spring semester.

Students in the Practical Nursing program must obtain a current American Heart Association Health Care Provider CPR card and TB skin test prior to beginning the first semester of the nursing program. For specific certification requirements, students should consult the Nursing Department at (501) 977-2179.

The Practical Nursing Selection Committee is responsible for selecting the best-qualified applicants for admission to the PN program. The Committee awards points to each applicant based on scores on each item listed on the PN Student Selection Rating Form. Applicants are ranked from highest to lowest number of points. Applicants are selected based on the total number of points earned.

UACCM is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or handicap. The College seeks to comply with all federal, state, and local statutes and regulations, including those that promote equal protection and equal opportunities for students, employees, and applicants.

**This course may be taken prior to entrance in the practical nursing program.**

* These courses MUST be taken prior to entrance in the practical nursing program.

Students are required to take Freshman Seminar if two or more developmental classes are needed.

Students completing the Practical Nursing program are qualified to take the National Council Licensure Exam for Practical Nurses (NCLEX). After passing this exam, students may enroll in their final prerequisite classes at the time of selection.

**This course may be taken prior to entrance in the practical nursing program.**

Students are required to take Freshman Seminar if they are below a 28 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Students are required to be finger printed and have a criminal background check before being allowed to sit for NCLEX, the nursing exam.
ENTRANCE REQUIREMENTS

Applicants must show proof of:

• Completion of an ARNEC program application packet
• Graduation from a State Board approved technical/practical nursing program
• Possess a valid, unencumbered LPN/LPTN/LVN license
• Completion of the required general education courses from an accredited college or university with a grade of “C” or better
• A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall required general education courses.
• An official high school transcript (or GED completion transcript)
• Official transcripts from all colleges attended
• All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
• Taking the LPN GAP (General Achievement Profile) exam
• Drug screen (per admitting institution protocol) Students will be ranked and selected based required general education course GPA and LPN GAP (comprehensive exam) scores. Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.

ACCEPTANCE

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

• Current American Heart Association: Healthcare Provider CPR course (AHA/IBLS-HCP)
• Current PPD Skin Test or Chest X-Ray
• Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed
• Applicants applying for the 2008 class must have completed all but one of the required general education courses by August 31, 2007. All required general education courses must be completed by the time nursing courses begin in January of 2008. No additional classes may be taken concurrently with nursing classes.
• Applicants applying for the 2009 and subsequent classes must have completed all of the required general education courses by the application deadline (August 31st)

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

ACADEMIC PROGRESSION

In order to progress in the nursing curriculum, the student must meet the following criteria:

• The student must maintain a 2.0 “C” grade point average (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 76% (lowest “C” grade) to progress.
• The student is advised to make a passing score on the Education Resources, Inc.’s (ERI) scheduled tests. If the student fails a test, then the student should remediate and take the test until a successful average is passed. See Graduation Policy below to review the ERI test that must be passed for program completion.

Transfer Policies

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

ADVANCED PLACEMENT OF STUDENTS

Refer to the Advanced Placement of Students policy in the admitting college’s catalog.
NOTE TO ALL APPLICANTS

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

GRADUATION POLICY

Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

To complete graduation requirements, the student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam to complete the requirements for RNSG 2318: Nursing Process III. The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be allowed to sit for the NCLEX-RN. The student will be given an “F” for an incomplete grade while they remediate the following spring semester. The student will be given three more opportunities to pass a final comprehensive ERI exam. Should the student not pass after all six attempts, the student will be given a failing grade and will not be allowed to sit for the NCLEX-RN.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN-to-RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS: 33-35 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2004</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2014</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NSG 1213</td>
<td>Math for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 1903</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
</tbody>
</table>

NURSING COURSES: 33 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 2119</td>
<td>Nursing Process I</td>
<td>9</td>
</tr>
<tr>
<td>NSG 2213</td>
<td>Nursing Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2216</td>
<td>Nursing Process II</td>
<td>6</td>
</tr>
<tr>
<td>NSG 2223</td>
<td>Nursing Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2311</td>
<td>NCLEX-RN Preparation</td>
<td>1</td>
</tr>
<tr>
<td>NSG 2318</td>
<td>Nursing Process III</td>
<td>8</td>
</tr>
<tr>
<td>NSG 2323</td>
<td>Nursing Practicum III</td>
<td>3</td>
</tr>
</tbody>
</table>

AFTER UACCM

Upon successful completion of the registered nursing program, students may petition the Arkansas State Board of Nursing to sit for the NCLEX-RN exam.

NOTE

• Admission to the registered nursing program is a competitive process. Applicants should refer to pages 76-78 for a complete description of the admissions and selection policy.

• The registered nursing program admits students in the spring semester each year.

• UACCM offers the RN program through the Arkansas Rural Nursing Education Consortium (ARNEC), which includes six community colleges.

Students are required to take freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Petroleum Technology Career Programs

The Petroleum Technology program will prepare students with a general education foundation and technical competencies for employment opportunities in the emerging and expanding natural gas, drilling, gathering, and field operations industry.

CERTIFICATE OF PROFICIENCY

10 Semester Hours

REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTTR 1003 First Aid/HSE</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTTR 1113 Introduction to the Petroleum Industry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTTR 1113 Drilling Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTTR 1123 Rigging and Handling</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

TECHNICAL CERTIFICATE

29-31 Semester Hours

GENERAL EDUCATION COURSES:

- 6-8 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SCHE 1014 Earth Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>COMPASS test</td>
<td></td>
</tr>
<tr>
<td>related electives</td>
<td></td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

BUSINESS COURSES:

- 3 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

REQUIREMENTS:

- 10 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRR 1003 First Aid/HSE</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 1113 Introduction to the Petroleum Industry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 1113 Drilling Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 1123 Rigging and Handling</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>TECH 2004 Hydraulics and Pneumatics</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

RELATED ELECTIVES:

- 6 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 2113 Introduction to Digital Systems</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>PTRR 2013 Production Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2113 Petroleum Regulations and Safety</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>INT 2003 Internship</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

ASSOCIATE OF APPLIED SCIENCE

61-63 Semester Hours

GENERAL EDUCATION COURSES:

- 13-15 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENGR 1023 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253 Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CHEM 1004 Chemistry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2463 Physical Geology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SCIE 2104 Earth Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

BUSINESS COURSES:

- 6 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 2373 Supervisory Management</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

SOCIAL SCIENCE ELECTIVES:

- 3 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 2113 Regional Geography of the World</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2453 Microeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2463 Macroeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 Introduction to Sociology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2003 Psychology</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES:

- 30 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRR 2103 Production Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2013 Completion Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2113 Petroleum Regulations and Safety</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>TECH 2004 Hydraulics and Pneumatics</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

RELATED ELECTIVES:

- 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1103 Schematics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AST 1205 Engine Applications, Maintenance, and Repair</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>CIS 1003 Introduction to Computer Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELEC 2104 Fundamentals of Electricity</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>INT 2003 Internship</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2103 Production Surface Equipment</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2213 Artificial Lift</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2223 Introductory Well Control</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRR 2303 Drilling Technology</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

Note:
The department has an industry-supported scholarship program available for qualifying students. This program was established to encourage and enable individuals to pursue educational opportunities that will prepare them for jobs in Arkansas' petroleum industry.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Note:
The department has an industry-supported scholarship program available for qualifying students. This program was established to encourage and enable individuals to pursue educational opportunities that will prepare them for jobs in Arkansas' petroleum industry.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
### Technical Certificate

#### General Education Courses:
- ENG 1013 Composition I: 3 credit hours
- ENG 1003 Basic Technical Communications: 3 credit hours
- MATH 1203 College Algebra: 3 credit hours
- MATH 1203 Applied Technical Math: 3 credit hours
- UACC 1002 Freshman Seminar (if required): 2 credit hours

#### Technical Courses:
- SUR 2223 Survey Plats and Deeds: 3 credit hours
- SUR 2213 Topographic and Civil Mapping: 3 credit hours
- SUR 2211 Plane Surveying: 4 credit hours
- SUR 2203 Legal Principles and Boundaries: 3 credit hours

Students receiving a technical certificate in Surveying Technology are prepared for entry-level positions in surveying and civil engineering companies.

### Associate of Applied Science

#### General Education Courses:
- ENG 1013 Composition I: 3 credit hours
- ENG 1003 Basic Technical Communications: 3 credit hours
- MATH 1203 College Algebra: 3 credit hours
- MATH 1213 Plane Trigonometry: 3 credit hours
- UACC 1002 Freshman Seminar (if required): 2 credit hours

#### Business Courses:
- BUS 2213 Computer Applications: 3 credit hours

#### Technical Courses:
- GIS 2203 Introduction to Geographic Information Systems: 3 credit hours
- SUR 2203 Introduction to CAD and Surveying Software: 3 credit hours
- SUR 2211 Plane Surveying: 4 credit hours
- SUR 2213 Topographic and Civil Mapping: 3 credit hours
- SUR 2221 Survey Plats and Deeds: 3 credit hours
- SUR 2003 Legal Principles and Boundaries: 3 credit hours

### Degree Requirements

- **General Education Courses:**
  - 36-38 semester hours

#### Technical Courses:
- SUR 2013 Boundary Evidence and Procedures: 3 credit hours
- SUR 2103 Global Positioning Systems: 3 credit hours
- SUR 2213 Topographic and Civil Mapping: 3 credit hours
- SUR 2221 Survey Plats and Deeds: 3 credit hours

#### Business Courses:
- BUS 2213 Computer Applications: 3 credit hours

### Social Science Elective:
- 3 credit hours

### Technical Courses:
- SUR 2223 Survey Plats and Deeds: 3 credit hours
- SUR 2213 Topographic and Civil Mapping: 3 credit hours
- SUR 2013 Boundary Evidence and Procedures: 3 credit hours

### General Education Courses:
- 22-24 hours

### Business Courses:
- 3 hours

### Technical Courses:
- GIS 2203 Introduction to Geographic Information Systems: 3 credit hours
- SUR 2213 Introduction to CAD and Surveying Software: 3 credit hours
- SUR 2214 Construction and Route Surveying: 4 credit hours

### After UACCM

Many graduates are employed as surveyors with the Arkansas Highway and Transportation Department, U.S. Corps of Engineers, or private companies. After gaining surveying experience and passing the Principles and Practice of Surveying Exam, some graduates start their own surveying businesses.

### Related Electives:
- 9 hours

### Social Science Elective:
- Three hours of social science electives must be selected from the following list:
  - ANTH 2333 Introduction to Anthropology: 3 credit hours
  - CRIM 2003 Introduction to Criminal Justice: 3 credit hours
  - ECON 2463 Microeconomics: 3 credit hours
  - GEOG 2013 Regional Geography/World: 3 credit hours
  - HIST 1003 Western Civilization I: 3 credit hours
  - HIST 1013 Western Civilization II: 3 credit hours
  - HIST 2003 United States History I: 3 credit hours
  - HIST 2013 United States History II: 3 credit hours
  - PSY 2003 General Psychology: 3 credit hours
  - SOC 2013 Introduction to Sociology: 3 credit hours
  - SOC 2023 Social Problems: 3 credit hours
  - SOC 2031 Marriage and the Family: 3 credit hours

The career prospects for qualified surveying technicians are very good at this time. In addition, graduates with the A.A.S. degree are on a professional track. They are allowed to take the Fundamentals of Surveying (FS) Exam during their last semester at UACCM. Passage of the FS exam and completion of the degree earns license as a Surveyor Intern. After two years of board approved experience, graduates are allowed to take the Principles and Practice of Surveying Exam. Passage of the Principles and Practice of Surveying (PPS) exam is the final step in the process of becoming a Professional Surveyor.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### ASSOCIATE OF SCIENCE

#### 65-67 Semester Hours

<table>
<thead>
<tr>
<th>BUSINESS:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2023 Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2213 *World Literature I OR ENG 2223 *World Literature II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1213 Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SCI 2014 Earth Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES/HISTORY:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 2013 Regional Geography of the World</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 1003 *Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR HIST 2003 U. S. History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR HIST 2013 U. S. History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSCI 2003 American Government</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSY 2003 General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SOC 2013 Introduction to Sociology</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

*Students must complete either World Literature I and Western Civilization I or World Literature II and Western Civilization II.

### SURVEYING REQUIREMENTS: 24 hours

- SUR 1204 Plane Surveying | 4 credit hours
- SUR 1213 Introduction to CAD and Surveying Software | 3 credit hours
- SUR 1214 Construction and Route Surveying | 4 credit hours
- SUR 1224 Boundary Surveying | 4 credit hours
- SUR 2103 Global Positioning Systems | 3 credit hours
- SUR 2213 Topographic and Civil Mapping | 3 credit hours
- SUR 2223 Survey Plats and Deeds | 3 credit hours

Students who complete this degree are advised to take GIS 2203 Introduction to Geographic Information Systems, SUR 2003 Legal Principles and Boundaries, and SUR 2013 Boundary Evidence and Procedures before registering to take the Fundamentals of Surveying (FS) Exam.

**NOTE**
Students should complete the following required courses first:
- Developmental courses
- Freshman Seminar (if needed)
- Plane Surveying
- Introduction to CAD and Surveying Software
- Computer Applications

**HINT**
- Students should take all developmental courses early in order to focus on degree-required courses in later semesters.
- Students should take courses when offered as some courses are only offered certain semesters.

**AFTER UACCM**

This degree is designed for those students who plan to transfer to the University of Arkansas-Monticello to earn a Bachelor of Science in Spatial Information Systems with an emphasis in Surveying.

Community college transfer scholarships are available to students with the A.S. degree in Surveying Technology and a 3.00 cumulative GPA.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Welding Technology program provides instruction in arc welding, mig and tig welding, as well as blueprint reading and layout techniques. Students may complete requirements for a certificate of proficiency in structural welding or pipe welding or a technical certificate in welding technology.

**HINT**

- Students should be advised that welding may ruin outer garments. Students should plan on purchasing several sets of long sleeve shirts and jeans.
- Welding is one of the more physically demanding programs at UACCM.
- Manual dexterity, good eyesight, and good eye-hand coordination are assets. Welders should be able to concentrate on detailed work for long periods.

**CERTIFICATE OF PROFICIENCY**

<table>
<thead>
<tr>
<th>Structural Welding</th>
<th>14 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL COURSES:</td>
<td></td>
</tr>
<tr>
<td>WLD 1102 Arc Welding I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 2102 Arc Welding II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 2505 Arc Welding II Lab</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pipe Welding</th>
<th>8 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECHNICAL COURSES:</td>
<td></td>
</tr>
<tr>
<td>WLD 3305 Pipe Welding and Fabrication</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>WLD 3505 Pipe Welding Lab</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

**WELDING TECHNOLOGY**

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>6-8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003 Basic Technical Communications OR ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253 Applied Technical Math OR UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>31 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 1102 Arc Welding I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 1303 Blueprint Reading</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>WLD 1905 Arc Welding I Lab</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>WLD 2102 Arc Welding II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 2201 Mig Welding</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>WLD 2202 Mig Welding Lab</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 2505 Arc Welding II Lab</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>WLD 3101 Tig Welding</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>WLD 3102 Tig Welding Lab</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>WLD 3303 Pipe Welding and Fabrication</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>WLD 3505 Pipe Welding Lab</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>
COOPERATIVE PROGRAMS

The University of Arkansas Community College at Morrilton has cooperative degree agreements with several institutions: University of Arkansas Criminal Justice Institute and the University of Arkansas for Medical Sciences. These cooperative programs vary in structure.

- The University of Arkansas Criminal Justice Institute cooperative programs involve students taking their law enforcement classes at the Criminal Justice Institute and finishing their general education hours at UACCM.
- The University of Arkansas for Medical Sciences cooperative courses allow students to take prerequisite classes which qualify to apply for admission into the UAMS College of Health-Related Professions programs. (Students should be aware that completion of the prerequisite classes does not guarantee admission into the UAMS programs.)

SECTION REFERENCE

Cooperative Programs

- General Electives for CJI ................................................................. 90-91
- University of Arkansas Criminal Justice Institute ........................................... 92-95
- University of Arkansas for Medical Science .................................................. 96-99
GENERAL ELECTIVES FOR CJI

Below are the general education electives that can be taken for the Criminal Justice Institute degree program:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2013</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ART 1103</td>
<td>Drawing I Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1113</td>
<td>Beginning Painting Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1123</td>
<td>Beginning Watercolor Studio</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 2003</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 2103</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2113</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 2203</td>
<td>Drawing II Studio</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1004</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2024</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2014</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2034</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2413</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2121</td>
<td>General College Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 2123</td>
<td>General College Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 2131</td>
<td>General College Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 2133</td>
<td>General College Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 2201</td>
<td>Organic Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 2203</td>
<td>Organic Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2463</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1303</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2003</td>
<td>Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2023</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2103</td>
<td>Introduction to Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2113</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2123</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2203</td>
<td>Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2213</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2223</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2303</td>
<td>Introduction to Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2313</td>
<td>British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2323</td>
<td>British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2503</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography of the World</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2003</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2013</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2023</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2123</td>
<td>American South to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2133</td>
<td>American South since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2203</td>
<td>Arkansas History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2233</td>
<td>Research in the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>Algebra for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1213</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1215</td>
<td>Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2013</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2023</td>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2103</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2113</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2123</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2003</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PED 1001</td>
<td>Racquetball</td>
<td>1</td>
</tr>
<tr>
<td>PED 1003</td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>PED 1021</td>
<td>Swimming</td>
<td>1</td>
</tr>
<tr>
<td>PED 1031</td>
<td>Country / Western Dance</td>
<td>1</td>
</tr>
<tr>
<td>PED 1041</td>
<td>Badminton</td>
<td>1</td>
</tr>
<tr>
<td>PED 1051</td>
<td>Principles of Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PED 1071</td>
<td>Bowling</td>
<td>1</td>
</tr>
<tr>
<td>PED 1601</td>
<td>Aesthetics</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 2103</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2113</td>
<td>Introduction to Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2123</td>
<td>Survey of World Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2004</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2013</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2113</td>
<td>Sensation and Perception</td>
<td>3</td>
</tr>
<tr>
<td>SCI 2103</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2103</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2123</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2143</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1013</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1023</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2013</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2123</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2003</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2003</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist law enforcement officers in Arkansas in enhancing their professional knowledge and skills to better serve their communities. The Criminal Justice Institute has been providing the professional training and has entered into agreement with participating two-year and four-year institutions to award Certificates of Proficiency, Technical Certificates, and Associate of Applied Science degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

### Certificates of Proficiency

**18-20 Semester Hours**

#### General Education Requirements: 3 hours
- **ENG 1013** Composition I
- **ENG 1003** Basic Technical Communications

#### Freshman Seminar: 0.2 hours
- UACC 1002 Freshman Seminar (if required)

#### Technical Courses: 15 hours
- Crime Scene Technician Certificate Program
- Law Enforcement Electives 6 credit hours

(7) **Arkansas Law Enforcement Training Academy Certificate**

#### Technical Certificate

**36-38 Semester Hours**

#### General Education Requirements: 9 hours
- **BUS 1213** *Computer Applications*
- **ENG 1013** Composition I
- **ENG 1003** Basic Technical Communications
- **MATH 1203** College Algebra
- **MATH 1253** Applied Technical Math

#### Freshman Seminar: 0.2 hours
- UACC 1002 *Freshman Seminar (if required)*

#### Technical Courses: 27 hours
- Crime Scene Technician Certificate Program
- Special Topics I
- Law Enforcement Electives 6 credit hours

(4) **Arkansas Law Enforcement Training Academy Certificate**

**NOTE**

- **Survival Spanish for law enforcement**
- **Crime scene interpretation and reconstruction**
- **Property documentation**
- **Photography and imaging**
- **Recovery of human remains**

Special Topics I is a 194 contact hour course that consists of:

- Recovery of human remains
- Bloodstain pattern analysis
- Management of evidence and recovered property
- Computer crime
- Crime scene digital photography and imaging
- Fingerprint comparison and identification
- Using forensic light source
- Crime scene courtroom testimony

**Special Topics II is an 84 contact hour course that consists of:**

- Advanced management of evidence and recovered property
- Bloodstain pattern documentation
- Crime scene interpretation and reconstruction
- Survival Spanish for law enforcement

---

### Associate of Applied Science

**62-65 Semester Hours**

#### General Education Requirements: 18-19 hours
- **Biol 2004** Human Anatomy and Physiology I
- **ENG 1013** Composition I
- **ENG 1023** Composition II
- **ENG 1003** Basic Technical Communications
- **MATH 1203** College Algebra
- **MATH 1253** Applied Technical Math
- **SPH 2303** Public Speaking

**FRESHMAN SEMINAR:** 0.2 hours
- UACC 1002 Freshman Seminar (if required)

#### Social Science: 9 hours
- **PSY 2003** General Psychology
- **CRIM 2003** Introduction to Criminal Justice
- **MATH 1253** Applied Technical Math
- **ENG 1013** Composition I
- **ENG 1023** Composition II
- **MATH 1203** College Algebra
- **MATH 1253** Applied Technical Math
- Special Topics II

#### Technical Courses: 35 hours
- Crime Scene Technician Certificate Program
- Law Enforcement Electives
- Advanced Crime Scene Technician Certificate Program
- Law Enforcement Electives 6 credit hours

(4) **Arkansas Law Enforcement Training Academy Certificate**

#### General Electives: 3 hours

Three hours of electives must be selected from the list on pages 90-91:
- **ELECTIVE** (Elective taken from list on pages 90-91)

(3) **Computer Applications may be taken at the Criminal Justice Institute**

---

*(Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.)*

*(Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.)*
Cooperative Program | UNIVERSITY OF ARKANSAS CRIMINAL JUSTICE INSTITUTE

- Take classes when offered as
- Students should complete

Investigation and Law
in the areas of Crime Scene
of Applied Science degrees
Certificates, and Associate
Proficiency, Technical
to award Certificates of
with participating two-year
has entered into agreement
professional training and
has been providing the
Criminal Justice Institute
their communities. The
professional knowledge
skills to better serve
students.

CERTIFICATE OF PROFICIENCY 18-20 Semester Hours

GENERAL EDUCATION REQUIREMENTS: 3 hours
- ENGL 1013 Composition I
- ENG 1003 Basic Technical Communications
- OR ENG 1003 Basic Technical Communications

FRESHMAN SEMINAR: 0-2 hours
- UACC 1002 Freshman Seminar (if required)

TECHNICAL COURSES: 45 hours
- School of Law Enforcement Supervision
- Law Enforcement Electives
- (Arkansas Law Enforcement Training Academy Certificate)

TECHNICAL CERTIFICATE 36-38 Semester Hours

GENERAL EDUCATION REQUIREMENTS: 15 hours
- BUS 1213 Computer Applications
- CRIM 2003 Introduction to Criminal Justice
- OR ENG 1003 Basic Technical Communications
- MATH 1203 College Algebra
- OR MATH 1253 Applied Technical Math

FRESHMAN SEMINAR: 0-2 hours
- UACC 1002 Freshman Seminar (if required)

TECHNICAL COURSES: 21 hours
- School of Law Enforcement Supervision
- Law Enforcement Administration and Management
- Integrity in Law Enforcement
- Law Enforcement Electives
- (Arkansas Law Enforcement Training Academy Certificate)

ASSOCIATE OF APPLIED SCIENCE 63-65 Semester Hours

GENERAL EDUCATION REQUIREMENTS: 15 hours
- BUS 1213 Computer Applications
- CRIM 2003 Introduction to Criminal Justice
- OR ENG 1003 Basic Technical Communications
- MATH 1203 College Algebra
- OR MATH 1253 Applied Technical Math

FRESHMAN SEMINAR: 0-2 hours
- UACC 1002 Freshman Seminar (if required)

SOCIAL SCIENCE: 9 hours
- CRIM 2003 Introduction to Criminal Justice
- PSCI 2003 American Government
- PSY 2003 General Psychology
- OR SOC 2013 Introduction to Sociology

TECHNICAL COURSES: 36 hours
- School of Law Enforcement Supervision
- Law Enforcement Administration and Management
- Integrity in Law Enforcement
- Legal Aspects of Law Enforcement
- Principles of Law Enforcement
- OR DWI Detection and Field Tests
- Law Enforcement Communications
- Crisis Negotiations
- Law Enforcement Electives
- (Arkansas Law Enforcement Training Academy Certificate)

GENERAL ELECTIVES: 3 hours
Three hours of electives must be selected from the list on pages 90-91:
- ELECTIVE (Elective taken from list on pages 90-91)

Note: Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

The Criminal Justice Institute will provide the technical training for the certificates and degrees and document the credit on its transcript. Participating colleges and universities will provide the general education component and award the certificates and degrees.
Generic Cooperative Program

ASSOCIATE OF SCIENCE

<table>
<thead>
<tr>
<th>32-40 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION:</td>
</tr>
<tr>
<td>____ BUS 1213 Computer Applications 3 hours</td>
</tr>
<tr>
<td>ENGLISH/COMMUNICATIONS:</td>
</tr>
<tr>
<td>____ ENG 1013 Composition I 3 credit hours</td>
</tr>
<tr>
<td>____ ENG 1023 Composition II 3 credit hours</td>
</tr>
<tr>
<td>____ SPH 2303 Public Speaking 3 credit hours</td>
</tr>
<tr>
<td>FRESHMAN SEMINAR:</td>
</tr>
<tr>
<td>____ UACC 1002 Freshman Seminar (if required) 2 credit hours</td>
</tr>
<tr>
<td>MATHEMATICS:</td>
</tr>
<tr>
<td>____ MATH 1203 College Algebra 3 credit hours</td>
</tr>
<tr>
<td><strong>SCIENCE:</strong></td>
</tr>
<tr>
<td>Must include eight to twelve hours of biological science 8-16 hours</td>
</tr>
<tr>
<td>____ SCI (Biological Science) 8-12 credit hrs</td>
</tr>
<tr>
<td>Must include four hours of physical science 8-16 hours</td>
</tr>
<tr>
<td>____ SCI (Physical Science) 0-4 credit hrs</td>
</tr>
<tr>
<td>SOCIAL SCIENCE:</td>
</tr>
<tr>
<td>____ HIST 203 U.S. History I 3 credit hours</td>
</tr>
<tr>
<td>____ HIST 203 U.S. History II 3 credit hours</td>
</tr>
<tr>
<td>____ PSY 2003 General Psychology 3 credit hours</td>
</tr>
<tr>
<td>____ SOC 203 Introduction to Sociology 3 credit hours</td>
</tr>
</tbody>
</table>

** Students interested in transferring to an associate degree program at UAMS should consult specific degree requirements for appropriate prerequisite science courses.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

UACCM, in cooperation with UAMS, offers general education courses that may be used to meet the general education requirements of specific courses at UAMS. The completion of the general education courses at UACCM does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more admission requirements.

**HINT**
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.

UAMS GENERIC COOPERATIVE PROGRAM

The University of Arkansas Community College at Morrilton, in cooperation with the University of Arkansas for Medical Sciences College of Health Related Professions, offers prerequisite courses that may be transferred into specific health care majors at the UAMS College of Health Related Professions (CHRP). The UAMS programs may be found on the university website at http://www.uams.edu.chrp. Users should use the “Catalog” or “Academic Programs” link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program.

The completion of the general education courses does not guarantee admission to UAMS or acceptance in the professional program at UAMS. The professional curriculum is offered at various UAMS campuses and off-site locations around Arkansas.

Students should take all developmental courses early in order to focus on degree-required classes in later semesters. Some classes when offered as some classes are only offered certain semesters.

Students interested in transferring to an associate degree program at UAMS should consult specific degree requirements for appropriate prerequisite science courses.

Students may apply for admission to the following associate degree programs at UAMS:
- Dental Hygiene
- Medical Record Technology
- Radiologic Therapy
- Respiratory Therapy

Students can reduce transition and transfer problems by making early contact with the college that is their transfer target. The more communication a student has with the target institution, the smoother the transfer will be.

After UACCM

Students can reduce transition and transfer problems by making early contact with the college that is their transfer target. The more communication a student has with the target institution, the smoother the transfer will be.
UAMS, in cooperation with UAMS, offers general education courses that may be used to meet the general education requirements of specific courses at UAMS. The completion of the general education courses at UACCM does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more admission requirements.

### UAMS GENERIC COOPERATIVE PROGRAM

The University of Arkansas Community College at Morrilton, in cooperation with the University of Arkansas for Medical Sciences College of Health Related Professions, offers prerequisite courses that may be transferred into specific health care majors at the UAMS College of Health Related Professions (CHRP). The UAMS programs may be found on the university website at http://www.uams.edu.chrp. Users should use the "Catalog" or "Academic Programs" link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program. The completion of the general education courses does not guarantee admission to UAMS or acceptance in the professional program at UAMS. The professional curriculum is offered at various UAMS campuses and off-site locations around Arkansas.

#### HINT
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.

#### BACHELOR OF SCIENCE 44-58 SEMESTER HOURS

**GENERAL EDUCATION:**

- BUS 1213 Computer Applications 3 credit hours
- ENGL 1013 Composition I 3 credit hours
- ENGL 1023 Composition II 3 credit hours
- SPH 2303 Public Speaking 3 credit hours

**ENGLISH/COMMUNICATIONS:**

- UACC 1002 Freshman Seminar (if required) 2 credit hours

**FINE ARTS/HUMANITIES:**

- ART 2003 Art Appreciation
- MUS 2003 Music Appreciation
- THEA 2003 Theatre Appreciation 3 credit hours
- ENG 2213 World Literature I
- ENG 2223 World Literature II
- PHIL 2103 Introduction to Philosophy 3 credit hours

**MATHEMATICS:**

- MATH 1203 College Algebra 3 credit hours

**SCIENCE:**

- SCI 2203 (Biological Science) 8-20 credit hrs
- SCI 2213 (Physical Science, if required) 8-20 credit hrs

* Students should consult the UAMS degree plan for each program to determine the science requirements.

**SOCIAL SCIENCE:**

- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2003 U.S. History I
- OR HIST 2013 U.S. History II
- OR FSCI 2003 American Government 3 credit hours
- ELECTIVE (Social Science Elective) 3 credit hours
- ELECTIVE (Social Science Elective) 3 credit hours

** Students should consult the UAMS degree plan for each program to determine the social science requirements.

**HINT**

Students can reduce transfer problems by making early contact with admissions officials at UAMS. The more communication a student has with the target institution, the smoother the transfer will be.

Students may apply for admission to the following baccalaureate degree programs at UAMS:

- Cytotherapy
- Dental Hygiene
- Diagnostic Medical Sonography
- Medical Dosimetry
- Medical Technology
- Nuclear Medicine Technology
- Ophthalmic Medical Technology
- Radiation Therapy
- Radiologic Technology
- Cardio Respiratory Care

**NOTE**

Some degrees require additional electives.

(Student is required to take Freshman Seminar if they score below a 19 on the ACT Test in reading, math or writing or a comparable score on the COMPASS test.)
<table>
<thead>
<tr>
<th>SECTION D</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>102-103</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration</td>
<td>102-103</td>
</tr>
<tr>
<td>Anthropology</td>
<td>103</td>
</tr>
<tr>
<td>Art</td>
<td>103-104</td>
</tr>
<tr>
<td>Auto Collision Repair Technology</td>
<td>104-105</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>105-106</td>
</tr>
<tr>
<td>Biology</td>
<td>106-107</td>
</tr>
<tr>
<td>Business</td>
<td>107-111</td>
</tr>
<tr>
<td>Chemistry</td>
<td>111-112</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>112-114</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>115</td>
</tr>
<tr>
<td>Dental Management</td>
<td>115</td>
</tr>
<tr>
<td>Drafting Technology</td>
<td>116</td>
</tr>
<tr>
<td>Early Childhood Development</td>
<td>116-118</td>
</tr>
<tr>
<td>Economics</td>
<td>118</td>
</tr>
<tr>
<td>Education</td>
<td>118-119</td>
</tr>
<tr>
<td>Electronics</td>
<td>119</td>
</tr>
<tr>
<td>Emergency Medical Technology-Basic</td>
<td>119</td>
</tr>
<tr>
<td>English</td>
<td>120-121</td>
</tr>
<tr>
<td>Finance</td>
<td>121</td>
</tr>
<tr>
<td>Geography</td>
<td>121</td>
</tr>
<tr>
<td>Geology</td>
<td>122</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>122-123</td>
</tr>
<tr>
<td>Health</td>
<td>123-124</td>
</tr>
<tr>
<td>History</td>
<td>123-124</td>
</tr>
<tr>
<td>Internship</td>
<td>124-126</td>
</tr>
<tr>
<td>Mathematics</td>
<td>126</td>
</tr>
<tr>
<td>Music</td>
<td>126</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>126</td>
</tr>
<tr>
<td>Nursing-Practical Nursing</td>
<td>126-128</td>
</tr>
<tr>
<td>Nursing-Registered Nursing</td>
<td>128-130</td>
</tr>
<tr>
<td>Nutrition</td>
<td>130</td>
</tr>
<tr>
<td>Orientation/Career Development</td>
<td>130</td>
</tr>
<tr>
<td>Petroleum Technology</td>
<td>130-132</td>
</tr>
<tr>
<td>Philosophy</td>
<td>132</td>
</tr>
<tr>
<td>Physical Education</td>
<td>132</td>
</tr>
<tr>
<td>Physical Science/Earth Science</td>
<td>133</td>
</tr>
<tr>
<td>Political Science</td>
<td>133</td>
</tr>
<tr>
<td>Psychology</td>
<td>133</td>
</tr>
<tr>
<td>Reading</td>
<td>133</td>
</tr>
<tr>
<td>Sociology</td>
<td>134</td>
</tr>
<tr>
<td>Spanish</td>
<td>134</td>
</tr>
<tr>
<td>Speech</td>
<td>134</td>
</tr>
<tr>
<td>Surveying Technology</td>
<td>134-136</td>
</tr>
<tr>
<td>Theatre</td>
<td>136</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>136-137</td>
</tr>
</tbody>
</table>
ACCT 2013 | Principles of Accounting II 3 Cr. (3 Lec.)

ACCT 2113 | Tax Accounting 3 Cr (3 Lec.)

ACCT 2203 | Computerized Accounting 3 Cr. (3 Lec.)

ACR 1104 | Refrigeration Systems and Components 4 Cr. (3 Lec., 3 Lab)

ACR 1404 | Introduction to Air Conditioning and Refrigeration 4 Cr. (3 Lec., 3 Lab)

ART 1103 | Drawing I Studio  3 Cr. (2 Lec., 2 Lab)

ART 1113 | Beginning Painting Studio 3 Cr. (2 Lec., 2 Lab)

ART 1123 | Beginning Watercolor Studio 3 Cr. (2 Lec., 2 Lab)
ART 2113 | Art History II
Prerequisite: None. Offered in the fall and spring semesters. This course offers exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art (ACTS, GE).

ART 2103 | Art History I
Prerequisite: None. Offered in the fall of even years. This course offers exploration of painting, sculpture, architecture, and media from prehistoric to Renaissance periods. (ACTS, GE)

ART 2003 | Art Appreciation
Prerequisite: None. Offered in the fall of odd years. (Prerequisite: None. Offered in the fall of even years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

ART 2003 | Drawing II Studio
Prerequisite: None. Offered in a “C” or higher. Offered on demand. This course is designed to follow the basic introductory course. New techniques, materials, and styles of drawing are introduced in this course. Team work, “timed” work, and large works will also be introduced. Studio 4.5 hours. (GE)

AUTOMOTIVE TECHNOLOGY

AUB 1003 | Auto Body Electrical and Mechanical Systems
Prerequisite: None. Offered in the spring semester. This course includes discussion and demonstration of electrical and mechanical systems, electronics, circuitry, and components which control vehicle ignition, as well as lighting systems, emergency systems, and accessories.

AUB 1003 | Auto Body Fundamentals
Prerequisite: None. Offered in the fall semester. This course includes theory and application of fundamental auto body identification and repair methods. Emphasis is given to the proper use of hand tool, mig and oxyacetylene welding, and rigid and flexible plastic repair.

AUB 1103 | Materials and Processes
Prerequisite: None. Offered in the fall semester. This course includes theory and application of basic auto body materials and processes. Emphasis is given to metal and fiberglass repair techniques.

AUB 1205 | Non-Structural Analysis and Repair I
Prerequisite: None. Offered in the spring semester of odd years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AUB 1305 | Refinishing Procedures & Applications
Prerequisite: None. Offered in the spring semester of even years. This course includes theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated refinishing procedures. Lab is designed to allow all students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AUB 1405 | Non-Structural Analysis and Repair II
Prerequisite: None. Offered in the spring semester. This course includes theory and application of the analysis and repair of damaged non-structural components. Emphasis is given to collision estimating and repair of major collision related items. Safety is stressed.

AUB 1505 | Refinishing Products
Prerequisite: None. Offered in the fall semester of odd years. This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

AUB 2200 | Advanced Automotive Refinishing
Prerequisite: None. Offered in the spring semester of odd years. This course provides an opportunity for the student to complete advanced painting, projects and refinishing techniques.

AUB 2205 | Structural Analysis and Repair
Prerequisite: None. Offered in the spring semester of even years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AUB 2403 | Auto Body Shop Management
Prerequisite: None. Offered in the fall semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimation, repair of shop supplies, organization of work safety, shop design and layout, promotions, and rules and regulations.

AUB 2503 | Special Projects
Prerequisite: None. Offered in the fall semester. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

AUTOMOTIVE TECHNOLOGY

AST 1205 | Non-Structural Analysis and Repair I
Prerequisite: None. Offered in the spring semester of odd years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AST 1305 | Refinishing Procedures & Applications
Prerequisite: None. Offered in the spring semester of even years. This course includes theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated refinishing procedures. Lab is designed to allow all students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1505 | Refinishing Products
Prerequisite: None. Offered in the fall semester of odd years. This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

AST 2200 | Advanced Automotive Refinishing
Prerequisite: None. Offered in the spring semester of odd years. This course provides an opportunity for the student to complete advanced painting, projects and refinishing techniques.

AST 2205 | Structural Analysis and Repair
Prerequisite: None. Offered in the spring semester of even years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AST 2403 | Auto Body Shop Management
Prerequisite: None. Offered in the fall semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimation, repair of shop supplies, organization of work safety, shop design and layout, promotions, and rules and regulations.

AST 2503 | Special Projects
Prerequisite: None. Offered in the fall semester. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

AUTOMOTIVE TECHNOLOGY

AST 1205 | Non-Structural Analysis and Repair I
Prerequisite: None. Offered in the spring semester of odd years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AST 1305 | Refinishing Procedures & Applications
Prerequisite: None. Offered in the spring semester of even years. This course includes theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated refinishing procedures. Lab is designed to allow all students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1505 | Refinishing Products
Prerequisite: None. Offered in the fall semester of odd years. This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

AST 2200 | Advanced Automotive Refinishing
Prerequisite: None. Offered in the spring semester of odd years. This course provides an opportunity for the student to complete advanced painting, projects and refinishing techniques.

AST 2205 | Structural Analysis and Repair
Prerequisite: None. Offered in the spring semester of even years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AST 2403 | Auto Body Shop Management
Prerequisite: None. Offered in the fall semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimation, repair of shop supplies, organization of work safety, shop design and layout, promotions, and rules and regulations.

AST 2503 | Special Projects
Prerequisite: None. Offered in the fall semester. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

AUTOMOTIVE TECHNOLOGY

AST 1205 | Non-Structural Analysis and Repair I
Prerequisite: None. Offered in the spring semester of odd years. This course includes study of unibody and frame construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of interior and exterior trim.

AST 1305 | Refinishing Procedures & Applications
Prerequisite: None. Offered in the spring semester of even years. This course includes theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated refinishing procedures. Lab is designed to allow all students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.
BIOL 2004 | Human Anatomy & Physiology I
4 Cr. (3 Lec., 2 Lab)
Prerequisite: Grade of "C" or higher in BIOL 2004 Human Anatomy and Physiology I. Offered in fall and spring semesters. This course is the second half of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health professions programs. Lab required. (ACTS, GE)

BIOL 2104 | Human Anatomy & Physiology II
4 Cr. (3 Lec., 2 Lab)
Prerequisite: Grade of "C" or higher in BIOL 2004 Human Anatomy and Physiology I and II. Offered in fall and spring semesters. This course is a scientific study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 2034 | Principles of Zoology
4 Cr. (3 Lec., 2 Lab)
Prerequisite: Grade of "C" or higher in BIOL 2004 Fundamentals of Biology. Offered in the fall of even years. This is a scientific study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

AST 2005 | Climate Control
5 Cr. (2 Lec., 9 Lab)
Prerequisite: None. Offered in the fall and spring semesters. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOLOGY

AST 2105 | Automatic Transmissions
5 Cr. (2 Lec., 9 Lab)
Prerequisite: None. Offered in the fall semester of odd years. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

AST 2205 | Chassis and Steering
5 Cr. (2 Lec., 9 Lab)
Prerequisite: None. Offered in the spring semester of odd years. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 3004 | Fundamentals of Biology
4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. Offered in the fall and spring semesters. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 3004 | Human Anatomy & Physiology I
4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. Offered in the fall and spring semesters. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 3004 | Human Anatomy & Physiology II
4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. Offered in the fall and spring semesters. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of cell reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 3004 | Microbiology
4 Cr. (3 Lec., 2 Lab)
Prerequisite: Grade of "C" or higher in BIOL 2004 Fundamentals of Biology. Offered in the fall and spring semesters. This course is an introductory course in microbiology that includes microbiological concepts including the study of bacteria, viruses, fungi, and protozoa as they affect the human body. It is designed for majors in health professions programs. Lab required. (ACTS, GE)

BUSINESS

BUS 2034 | Developmental Business Math
3 Cr. (3 Lec.)
Prerequisite: Score of 15 on the Math portion of the ACT or a score of 34-48 on the Pre-Algebra portion of the COMPASS test, or a score of 19 or higher in MATH 1010 Developmental Math I. Offered in the fall and spring semesters. This course is designed to prepare students for BUS 1333 Business Math by introducing business terminology, practices, and business problems into the continued study of mathematics. Students must pass with a grade of "C" or higher to advance to BUS 1333 Business Math.

BUS 1003 | Business English
3 Cr. (3 Lec.)
Prerequisite: Score of 15 on the English portion of the ACT or a score of 45 or higher on the Writing Skills portion of the ASSET or a grade of "C" or higher in ENGL 1004 Composition I. Offered in the fall and spring semesters. This course offers an introduction to business English. It introduces the student to the language of business and the emphasis of business writing. Students will learn to distinguish between business writing and general writing, to structure business messages appropriately, and to understand the practices, conventions, and style of business writing. It also provides an introduction to the basic terms and concepts that are fundamental to the study of business writing.

BUS 1011 | Keyboarding Skills I
1 Cr. (1 Lec.)
Prerequisite: None. This course introduces the student to the standard keyboarding system and the basic concepts of computer operation. It provides an introduction to the keyboarding process and teaches students to use the computer keyboard in a one-on-one setting. Students will learn the abbreviated alphabet and numeric keys, parts of the keyboard, and the proper keyboarding technique. Students will be introduced to the use of the mouse, keyboarding techniques, and the use of standard business software. This course is offered on a credit/no-credit basis. This course does not apply toward a certificate or Associate degree in Business.

BUS 1012 | Keyboarding Skills II
1 Cr. (1 Lec.)
Prerequisite: None. This course is an introduction to the use of standard business software and introduces students to the use of word processing, spreadsheet, and presentation software. It also covers the use of the Internet and the World Wide Web. This course is offered on a credit/no-credit basis. This course does not apply toward a certificate or Associate degree in Business.
BUS 1081 | Introduction to Word Processing
1 Cr. (1 Lec.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. This course provides instruction in the basics of the Internet and helps students understand how the Internet can benefit them and improve their knowledge base. The students search the World Wide Web using a current browser and learn to refine their search skills.

BUS 1061 | Introduction to Database Management
1 Cr. (1 Lec.)
Prerequisite: BUS 1081. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1022 | Windows
2 Cr. (2 Lec.)
Prerequisite: BUS 1081. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1021 | Internet
1 Cr. (1 Lec.)
Prerequisite: BUS 1081. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1071 | Introduction to Electronic Spreadsheet
3 Cr. (3 Lec.)
Prerequisites: BUS 1071 Introduction to Electronic Spreadsheet or BUS 1213 Computer Applications, BUS 1333 Business Math or concurrently enrolled in BUS 1333, or consent of instructor. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1113 | Document Formatting
3 Cr. (3 Lec.)
Prerequisite: BUS 1101 Keyboarding Skills II or concurrently enrolled or ability to key 40 net words a minute on a five-minute timed writing. Offered in the fall and spring semesters. Document Formatting uses a business word processing software package to provide instruction in the formatting of letters, memorandums, tables, and reports from unarranged and rough draft sources.

BUS 1213 Computer Applications
3 Cr. (3 Lec.)
Prerequisite: BUS 1071 Introduction to Electronic Spreadsheet or BUS 1213 Computer Applications, BUS 1333 Business Math or concurrently enrolled in BUS 1333, or consent of instructor. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1220 | Electronic Spreadsheet
3 Cr. (3 Lec.)
Prerequisites: BUS 1071 Introduction to Electronic Spreadsheet or BUS 1213 Computer Applications, BUS 1333 Business Math or concurrently enrolled in BUS 1333, or consent of instructor. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1253 | Word Processing I
3 Cr. (3 Lec.)
Prerequisites: BUS 1021 Introduction to Internet or concurrently enrolled or ability to key 40 net words a minute on a five-minute timed writing. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1254 | Word Processing II
3 Cr. (3 Lec.)
Prerequisites: BUS 1081 Introduction to Word Processing or BUS 1113 Document Formatting. Offered in the fall and spring semesters. This course teaches the student the basic skills of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1333 | Business Math
3 Cr. (3 Lec.)
Prerequisites: BUS 1213 Computer Applications and BUS 1253 Word Processing or BUS 1101 Keyboarding Skills II or ability to key 25 net words a minute on a five-minute timed writing. Specific elements of visual merchandising such as color selection, design principles, lighting requirements, merchandise choice, signage, and fixtures will be explored by students enrolled in Visual Merchandising.
BUS 2303 | Business Communications I

Prerequisites: BUS 1213 Computer Applications, BUS 1003 Business English, and the following based upon student’s major: Business Office Technology or Business Certificate—BUS 1113 Document Formatting (or concurrently enrolled); Retail Marketing, Accounting, and Office Management and Supervision.

INTRODUCTION TO BUSINESS COMMUNICATIONS

Students review and apply the interpersonal skills that they have acquired. Students examine the 10 skills that are the foundation of effective business communication: writing, speaking, listening, presenting, negotiating, personal selling, telephone skills, time management and use, computer skills, and ethics. Opportunities for developing interpersonal skills in a business environment are also included. A 30-minute diagnostic test, a personal skills inventory, and a 30-page self-teaching workbook are included.

BUS 2313 | Business Communications II

Prerequisites: BUS 2303 Business Communications I with a grade of “C” or higher and BUS 2253 Word Processing I (or concurrently enrolled). This course introduces Business Communications II, including the process of communication; organizational communication; intercultural communication; electronic communication; writing and editing; gathering information; reports and decision-making process; reports and proposals; policy and procedure writing; using visual aids to communicate; oral presentations; legal and ethical aspects; and readings in business communication.

BUS 2323 | Advanced Computer Applications

Prerequisites: BUS 2313 Computer Applications with a grade of “C” or higher or pass placement test with a 70 percent. Offered on demand. This course continues the BUS 2313 Computer Applications. At the end of this course, students will have a thorough understanding of Microsoft Office components with an emphasis on integration. Mail merges, charts, diagrams, spreadsheet analysis, pivot tables, advanced database techniques, and advanced slide presentations will be covered.

BUS 2334 | Business Graphics

Prerequisites: BUS 1051 Introduction to Business Graphics or BUS 2313 Computer Applications.

Introduces basic and advanced concepts of desktop publishing and digital media. Covers such topics as symbols, drawings and annotating options to develop more complex charts. Students learn how to enhance presentations by adding special effects and creating computerized slide shows.

BUS 2344 | Word Processing II

Prerequisites: BUS 2313 Word Processing I with a grade of “C” or higher. Offered on demand. This course emphasizes the need for self-motivation while covering advanced topics using word processing software. Skills covered include complex formatting and printing, calculating, sorting, columns, tables, advanced merging, templates, and macros. The exchange of files with other software is introduced.

BUS 2353 | Proofreading and Transcription skills

Prerequisites: BUS 1003 Business English and BUS 3113 Document Formatting. Offered in the fall semester. This course will build on the skills presented in BUS 1003 Business English and BUS 3113 Document Formatting. Students will learn to proofread and edit drafts of written documents. Students will learn grammar, sentence structure, punctuation, and formatting. Students will learn to edit documents so that they are clear, concise, and complete. The course will also prepare students in the fundamental principles of operating transcription and word processing equipment.

BUS 2363 | Professional Development

Prerequisite: Final semester of enrollment or approval by the instructor. Offered in the fall and spring semesters. Personal appearance, attitude, interpersonal skills, stress control, job interviews and resume writing, motivation, time management, business ethics, and professional etiquette, growth, and advancement are topics studied in this course. Students prepare a typewritten summary report and deliver oral presentations.

BUS 2373 | Business Procedures

Prerequisites: BUS 2313 Computer Applications, BUS 2333 Document Formatting or BUS 2323 Business Applications. BUS 2313 Business Communications I (or concurrently enrolled). Offered in the fall and spring semesters. Business procedures emphasize administrative practices and procedures used in a business office. Topics include filing and records management, using the office telephone; handling incoming and outgoing mail; organizing meetings and conferences; scheduling appointments and receiving visitors; and making travel plans.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 2201</td>
<td>Networking Essentials</td>
<td>3 Cr. (3 Lec.)</td>
<td>Grade of &quot;C&quot; or higher in MATH 0203 Developmental Math II.</td>
<td></td>
<td>Offered in the fall and spring semesters.</td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Introduction to Computer Programming Logic and Language</td>
<td>3 Cr. (3 Lec.)</td>
<td></td>
<td></td>
<td>Offered in the spring semester.</td>
</tr>
<tr>
<td>CIS 2033</td>
<td>Network Operating Systems</td>
<td>3 Cr. (3 Lec.)</td>
<td></td>
<td></td>
<td>Offered in the fall semester.</td>
</tr>
<tr>
<td>CIS 2123</td>
<td>Local Area Networking I</td>
<td>3 Cr. (3 Lec.)</td>
<td></td>
<td></td>
<td>Offered in the spring semester.</td>
</tr>
<tr>
<td>CIS 2133</td>
<td>Local Area Networking II</td>
<td>3 Cr. (3 Lec.)</td>
<td></td>
<td></td>
<td>Offered in the spring semester.</td>
</tr>
</tbody>
</table>

### Course Description

**CHEM 2233 | General College Chemistry II**

- **Credits:** 3 Cr. (3 Lec.)
- **Prerequisites:** Completion of MATH 1203 College Algebra with a grade of "C" or higher or equivalent. Corequisite: CHEM 2232 General College Chemistry I Lab. Offered in the fall and spring semesters.
- This algebra-based chemistry course applicable for chemistry and pre-professional students. It is the second course in the General College Chemistry series. Major topics covered will include the fundamentals of chemical behavior, molecular structure, reaction mechanisms and reaction thermodynamics. Laboratory experiments will be used to examine, through hands-on learning, some of the fundamental laws and theories dealing with the solutions, kinetics, acid-base equilibrium, spectroscopy, chemical reactivity, and reaction thermodynamics. (ACTS: GE)

**CHEM 2201 | Organic Chemistry Lab**

- **Credits:** 1 Cr. (3 Lab)
- **Prerequisites:** Completion of CHEM 2203 General College Chemistry I with a grade of "C" or higher and CHEM 2213 General College Chemistry I Lab with a grade of "C" or higher. Corequisite: CHEM 2213 General College Chemistry II Lab. Offered in the fall semester.
- This course is designed for students currently enrolled in CHEM 2213 General College Chemistry II. Students enrolled in CHEM 2201 General College Chemistry Lab will supplement the topics presented in the lecture component. Laboratory experiments will allow students to examine, through hands-on learning, some of the fundamental laws and theories dealing with the solutions, kinetics, acid-base equilibrium, spectroscopy, chemical reactivity, and reaction thermodynamics. (ACTS: GE)

**CIS 1133 | Introduction to Computer Programming Logic and Language**

- **Credits:** 3 Cr. (3 Lec.)
- **Prerequisites:** None. This course is an introductory course for those students who want to know more about computer and programming languages. Updated annually, it will provide the student with the latest technological information.
- **Course Progression:** This course, in conjunction with CIS 1103, prepares the student for the A+ Certification exam. The basics of supporting Windows 9x, NT, 2000, and XP workstations are covered as well as various communication technologies such as dial-up, network and Internet connections. Advanced hardware support topics such as motherboard repair, RAM and ROM removal, hard drive replacement, and mother board recovery, routine data backups and the essentials of being a professional PC support technician round out the topics.

**CIS 2123 | Local Area Networking I**

- **Credits:** 3 Cr. (3 Lec.)
- **Prerequisites:** CIS 2133 Local Area Networking Essentials. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified Systems Engineer (MCSE). It includes more in-depth coverage of planning, installing, configuring, and maintaining network environments. It is an introduction to the Microsoft Certified Technology Specialist (MCTS) or a Microsoft Certified Professional (MCP). It covers the Windows Vista, Configuration exam (70-620). This exam measures the ability to implement, administer and troubleshoot Windows Vista in a network environment. Updated annually, it will provide the student with the latest technological information.

**CIS 2133 | Local Area Networking II**

- **Credits:** 3 Cr. (3 Lec.)
- **Prerequisites:** CIS 2133 Local Area Networking Essentials. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified Systems Engineer (MCSE), a Microsoft Certified Technology Specialist (MCTS), or a Microsoft Certified Professional (MCP). It covers the Managing and Maintaining a Windows Server 2003 Server.
**Environment exam (70-290). This certification exam measures the ability to manage and maintain a Microsoft Windows Server 2003 environment.**

**CIS 2143 | Local Area Networking III**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** CIS 2133 Local Area Networks II. Offered in the fall semester. This course is designed for students with the goal of becoming a MICROSOFT Certified Systems Engineer (MCSE), Microsoft Certified Systems Administrator (MCISA), or a Microsoft Certified Professional (MCP). It covers the implementing, managing, and maintaining a Microsoft Windows Server 2003 Network Infrastructure exam (70-291) and the implementing, administering, and maintaining Windows Server 2003 Network Infrastructure exam (70-292). Exam 70-291 measures the ability to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The second exam measures the ability to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 Public Key Infrastructure (PKI).

**CIS 2203 | Introduction to Wireless Technology**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** CIS 2133 Introduction to Wireless Essentials. Offered in the fall semester. The student will learn to define and apply the basic concepts of RF technology, including spread spectrum, and to install, configure and maintain wireless LANs, including access control systems, and antennas. The student will learn to use protocols such as WEP, WPA, and other security protocols, and to recognize and troubleshoot security vulnerabilities in a wireless environment. Students will also learn to manage and maintain a wireless network, and to identify the different types of attacks that can occur on a wireless network. This course is designed to provide students with an introduction to the LINUX environment, an understanding of the concepts of a multitasking, multi-user operating system, and an introduction to commonly used features and commands.

**CIS 2303 | Network Security**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** MATH 1203 College Algebra (or concurrently enrolled) and a "C" or better in CIS 1203 Introduction to Network Administration. Offered in the fall semester. This course covers the physical areas, logical aspects, goals and plans, and different standards for network security. The OSI model of networking will be used to study different types of secure protocols, accounts, and software packages. Policy, authentication, authorization, keying, hacking, encryption, wireless, disaster recovery, and application security will also be covered. The course is an introduction to network security and covers the objectives of the Security+ exam provided by CompTIA.

**CIS 2423 | Visual Basic Programming**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** Score of 19 on the Math portion of the ACT or a grade of "C" or better in MATH 0903 Intermediate Algebra, and CIS 1113 Introduction to Programming Logic and Language. Offered in the spring semester. This course provides an understanding of the Visual BASIC programming environment including variable types, logical operators, logic control structures, arrays, subroutines, and data access. Class project development, graphics, arrays, and data access. Emphasis will be placed on object-oriented, top-down program design.

**CIS 2433 | Java Programming**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** Score of 19 on the Math portion of the ACT or a grade of "C" or better in MATH 0903 Intermediate Algebra and CIS 1113 Introduction to Programming Logic and Language. Offered in the spring semester. This course is designed to provide students with an understanding of the Java programming environment including variable types, logical operators, logic control structures, controls, interface design, graphics, arrays, and data access. This course will use Java 2 to solve real-world problems by building Java 2 application programs and Java 2 network services operations. This course focuses on Java 2 multimedia, animation, and the network access object model (NAOM). This course promotes raising the software development and cyber security competency level of all food service professionals. Topics covered include causes and prevention of foodborne illness, safe food purchasing, receiving, storage, sanitizing equipment, HACCP, regulations, inspections, and crisis management. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course.

**DIET 1002 | Food Safety and Sanitation**
- **Credit:** 2 Cr. (2 Lec.)
- **Prerequisite:** None. Offered on demand. This course is designed to provide students with an understanding of the concepts of a multitasking, multi-user operating system, and an introduction to commonly used features and commands.

**DIET 1011 | Field Experience I**
- **Credit:** 1 Cr. (3 Lab)
- **Prerequisite:** None. Offered in the fall semester. This course consists of 50 hours of hands-on, supervised experience in the food services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1013 | Managing Food Service Programs**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** None. Offered in the fall semester. This course is designed to provide students with an understanding of the concepts of a multitasking, multi-user operating system, and an introduction to commonly used features and commands.

**DIET 1017 | Field Experience II**
- **Credit:** 1 Cr. (3 Lab)
- **Prerequisite:** Completed or concurrently enrolled in DIET 1112 Food Services Administration or consent of instructor. Offered in the fall semester. This course consists of 50 hours of hands-on, supervised experience in management of the food services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1023 | Diet Therapy**
- **Credit:** 3 Cr. (3 Lec.)
- **Prerequisite:** Completed or concurrently enrolled in DIET 1002 Food Safety and Sanitation or DIET 1013 Managing Food Service Programs or documented employment in food preparation in an institutional food service operation or consent of dietitian program director. Offered on demand. This course consists of 50 hours of hands-on, supervised experience in the food services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.
DRAFTING TECHNOLOGY

DRT 1004 | Computer Aided Drafting ................................. 4 Cr. (3 Lec., 1 Lab) Prerequisites: None. Provided in the fall and spring semesters. This course introduces students to computer-aided drafting. Emphasis is placed on the computer-aided drafting (CAD) system and applications. Students will also learn basic geometric concepts and tools used in CAD. This class is designed to prepare students to enter the CAD workforce or further study in the field of drafting. Students will be required to have a CAD system for the course.

DRT 1204 | Parametric Drafting ................................. 3 Cr. (3 Lec.) Prerequisites: DRT 1004 Computer Aided Drafting and concurrently enrolled. Offered in the fall and spring semesters. This course is designed to provide students with an introduction to the use of computer-aided design (CAD) software for architectural and engineering design. Students will learn the basic concepts of parametric design and how to use parametric modeling software to create detailed designs. Students will also be introduced to the use of CAD software for creating detailed drawings and 3D models. Students will be required to have a CAD system for the course.

DRT 1304 | Residential Drafting I ................................. 4 Cr. (3 Lec., 1 Lab) Prerequisite: None. Offered in the fall and spring semesters. This course introduces students to the fundamentals of residential drafting. The course covers the use of CAD software for creating residential drawings. Students will learn the basic concepts of residential design and how to use CAD software to create detailed residential designs. Students will also be introduced to the use of CAD software for creating floor plans and elevations. Students will be required to have a CAD system for the course.

DRT 1504 | Advanced Drafting ................................. 3 Cr. (3 Lec.) Prerequisite: DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course covers advanced topics in CAD, including the use of layers, hatch patterns, and text. Students will also learn how to use CAD software to create detailed drawings and 3D models. Students will be required to have a CAD system for the course.

EARLY CHILDHOOD DEVELOPMENT

ECD 1002 | Supervised Lab I ................................. 2 Cr. (2 Lec.) Prerequisite: None. Offered in the fall and spring semesters. This course provides supervised laboratory experience in the field of early childhood development. Students will work with children in a supervised laboratory setting, implementing developmentally appropriate activities and procedures. This course is designed to provide students with hands-on experience in working with young children.

ECD 1003 | Management and Administration of Early Childhood Programs ................................. 3 Cr. (3 Lec.) Prerequisite: Completion of ECD 1102 Supervised Lab I. Offered in the spring semester. This course covers general management competencies, regulations, legal concerns, personnel, finances, and policy. A project and manual for the course will be produced.

ECD 1004 | Practicum for Early Childhood Development ................................. 3 Cr. (3 Lec.) Prerequisite: Completion of ECD 1102 Supervised Lab I or equivalent. Offered in the fall semester. This practicum course provides hands-on experience in working with children in a supervised laboratory setting. Students will work with children in a supervised laboratory setting, implementing developmentally appropriate activities and procedures. This course is designed to provide students with hands-on experience in working with young children.

ECD 1102 | Supervised Lab I ................................. 2 Cr. (2 Lec.) Prerequisite: None. Offered in the fall and spring semesters. This course provides supervised laboratory experience in the field of early childhood development. Students will work with children in a supervised laboratory setting, implementing developmentally appropriate activities and procedures. This course is designed to provide students with hands-on experience in working with young children.

ECD 1103 | Management and Administration of Early Childhood Programs ................................. 3 Cr. (3 Lec.) Prerequisite: Completion of ECD 1102 Supervised Lab I or equivalent. Offered in the fall semester. This course covers general management competencies, regulations, legal concerns, personnel, finances, and policy. A project and manual for the course will be produced.

ECD 1104 | Practicum for Early Childhood Development ................................. 3 Cr. (3 Lec.) Prerequisite: Completion of ECD 1102 Supervised Lab I or equivalent. Offered in the fall semester. This practicum course provides hands-on experience in working with children in a supervised laboratory setting. Students will work with children in a supervised laboratory setting, implementing developmentally appropriate activities and procedures. This course is designed to provide students with hands-on experience in working with young children.
**Educational Technology**

This course provides students with practical experience in planning, production and distribution of goods and services. (ACTS)

**Macroeconomics**

This course covers theory and application of economics to behavior of economy as a whole. (ACTS, GE)

**Microeconomics**

This course covers theory and application of economic principles to the production, distribution and exchange of goods and services. (ACTS, GE)

**Child Development and Developmental Theories**

This course provides students with ways to observe and evaluate child development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. This course requires ten (10) hours of field experience. (GE)

**Introduction to Digital Systems**

This course is an introduction to basic concepts of circuits and systems. The course also covers truth tables, Boolean algebra, combinational and sequential logic, and timing. Students will be introduced to ways to observe and evaluate circuit behavior. (ACTS)

**Fundamentals of Electricity**

This course requires seven (7) hours of field experience. (GE)

**Motors and System Controls**

This course requires ten (10) hours of field experience. (GE)

**EMERGENCY MEDICAL TECHNOLOGY - BASIC**

This course is a study of the fundamentals of motors and motor control. This course provides the students with theory of sensors, transducers, and speed/position control of motors used in industry. The subject matter includes single-phase motors, three phase motors, and an introduction to programmable motor controllers. (ACTS)

**Electronics**

This is a study of the fundamentals of motors and motor control. This course provides the students with theory of sensors, transducers, and speed/position control of motors used in industry. The subject matter includes single-phase motors, three phase motors, and an introduction to programmable motor controllers. (ACTS)

**Child Development and Education**

Topics include philosophies of education, an overview of the history of education, public school organization, educator technology. Students will develop competencies in technology utilization. (ACTS)
ENG 1003 | Foundations of Grammar 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English portion of the ACT, or a score of 53-76 on the COMPASS test.
Offered in the fall and spring semesters. Foundations of Grammar is a basic course in grammar that utilizes a process approach to guide students through the study of basic grammar rules, sentence construction, and paragraph writing. Students will learn about grammar and evaluating skills to construct sentences that follow particular patterns and paragraphs that reflect various rhetorical modes.

ENG 0903 | Foundational Composition 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English portion of the ACT, or a score of 53-76 on the COMPASS test, or a grade of "C" or higher in ENG 0903 Foundations of Grammar. Offered in the fall and spring semesters. Foundational Composition is a writing course that prepares students for Composition I. The course focuses on components of composition and effective writing construction.

ENG 1003 | Basic Technical Communications 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English portion of the ACT or score of 77 or higher on the Writing Skills portion of the COMPASS test, or a grade of "C" or higher in ENG 1003 Foundational Composition and a score of 19 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading portion of the COMPASS, or a grade of "C" or higher in READ 0203 College Reading Skills II or concurrently enrolled in READ 0203 College Reading Skills II. Not open to anyone who has completed ENG 1023 Composition II or ENG 2023 Technical Communications. Offered in the fall and spring semesters. Basic Technical Communications introduces students to various aspects of writing for the working world. The course provides students with a solid foundation in technical communications and introduces them to the processes and the formats of technical writing. Students will learn about reasoning and evaluating skills to construct sentences that follow particular patterns and paragraphs that reflect various rhetorical modes.

ENG 1013 | Composition I 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher on the Writing Portion of the COMPASS Test, or a grade of "C" or higher in ENG 1003 Foundational Composition and a score of 19 or higher on the Reading Portion of the ACT, or a score of 83 or higher on the Reading Portion of the COMPASS, or a grade of "C" or higher in READ 0203 College Reading Skills II or concurrently enrolled in READ 0203 College Reading Skills II. Not open to anyone who has completed ENG 1023 Composition II or ENG 2023 Technical Communications. Offered in the fall and spring semesters. This course covers principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

ENG 1023 | Composition II 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 1013 Composition I. Offered in the fall and spring semesters. This course is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking.

ENG 2003 | Creative Writing 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 1023 Composition II. Offered on demand. This course offers practical experience in the techniques of writing fiction and poetry.

ENG 2023 | Technical Communications 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2003 Technical Communications. Offered on demand. This course will introduce students to the art and relevance of fiction, generally short stories, drama, novellas and novels. Students will learn to read stories carefully and analytically to understand how fiction both reflects and enhances our understanding of life. In addition, students will complete an annotated bibliography and a literary research project of 8-10 pages. (GE)

FIN 2113 | American Literature I 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the fall semester. This course features selected works of American literature from 1865 to present. (ACTS, GE)

FIN 2213 | American Literature II 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the spring semester. This course features selected works of American literature from 1865 to present. (ACTS, GE)

FIN 2313 | Introduction to Poetry 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered on demand. This course is designed to acquaint students with a variety of poetic forms, including the sonnet, the villanelle, the haiku, and the free verse. Students have the opportunity to read and analyze a variety of poems and to attempt to generate poems in the variety of poetic forms studied. (ACTS, GE)

FIN 2413 | World Literature I 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the fall and spring semesters. This course contains selected significant works of world literature from Ancient, Medieval, and Renaissance Periods. It includes study of movements, schools, and periods. (ACTS, GE)

FIN 2513 | World Literature II 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the fall and spring semesters. This course covers selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. (ACTS, GE)

FIN 2613 | Introduction to Drama 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered on demand. This course will introduce students to the roots and relevance of drama, from classical to contemporary works. Students will read and/or watch a variety of dramatic forms from tragedy, comedy, social drama, epic theatre, absurdist theatre, and modern theatre. This course views drama as a genre: an evolving art form dependent on audience and social environment for interpretation. In addition to lecture, discussion, and writing, students will complete a research project with a minimum of six pages using at least six secondary sources following one of the critical approaches to literature. (GE)

FIN 2713 | British Literature I 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the fall semester. This course features selected works of British literature from its beginnings through the Renaissance. (ACTS, GE)

FIN 2813 | British Literature II 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in ENG 2023 Composition II. Offered in the spring semester. This course features selected works of British Literature from the Renaissance to present. (ACTS, GE)

FIN 3913 | Personal Finance 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. This course is designed to provide students with the fundamental concepts of personal financial planning and goal achievement. It emphasizes personal financial planning, credit and cash management, insurance coverage, investments, retirement, and estate planning. (GE)

GEOG 2103 | Regional Geography of the World 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is a survey of physical, cultural, and economic characteristics of world regions. (ACTS, GE)
GEOLOGY

GDL 1104 | General Physical Geology .......................... 4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. A study of the Earth and its natural and external processes. Topics include examination of the Earth’s interior, magnetism, minerals, rocks, landform development, structure, plate tectonics, and geological processes. Lab required.

GRAPHIC DESIGN

GDT 1111 | Introduction to Photography .......................... 3 Cr. (3 Lec)
Prerequisite: None. This course will introduce the skills necessary to understand camera basics with a focus on digital photography. In addition, composition and lighting is emphasized along with applications in the following: landscape photography, event photography, location photography, and people photography. Photographic methods (resolution/conversion) are emphasized for print and web design.

GDT 1121 | 2-D Design .................................................. 3 Cr. (3 Lec)
Prerequisite: None. Offered in fall and spring semester. This course is designed to introduce the basic design principles. The student will learn to plan and organize using the activities thinking, looking, and doing. The student learns to solve creative problems whether their future study involves painting, fashion design, interior design, industrial design, set design or graphic design.

GDT 2403 | Graphic Design I ........................................... 3 Cr. (3 Lec)
Prerequisite: None. Offered in spring semester. This course is designed to introduce layout and design basics used by the advertising and art design industry. Students study type styles, type selection, layout design and copyfitting. Students also learn the arrangement of elements (headline, photography, text, etc.) to meet professional standards. Students will produce a portfolio of their work.

GDT 2413 | Graphic Design II ......................................... 3 Cr. (3 Lec)
Prerequisite: GDT 2403 Graphic Design I. Offered in the spring semester. This course is a continuation of skills and concepts introduced in Graphic Design I. Students plan and develop brochures, newsletters, stationery, business cards, etc. Students will develop a corporate identity program, an advertising campaign, and a portfolio of their work.

GDT 2503 | Web Page Design ......................................... 3 Cr. (3 Lec)
Prerequisites: GDT 2533 Digital Imaging or consent of the instructor. Offered on demand. The course covers planning, designing, developing, testing, publishing, and maintaining a multi-page web site. Topics include imaging, typographic, color, animation, sound, and video issues as well as a study of HTML.

GDT 2513 | Digital Illustrations ........................................ 3 Cr. (3 Lec)
Prerequisite: BUS 1223 Computer Applications or consent of the instructor. Offered in the spring semester. This course is designed to introduce the basic knowledge and skills necessary to produce visual images using Adobe Illustrator. Students learn how to create full-color graphic images for a variety of visual communications. (Classes in 2D Design and Graphic Design I are helpful.)

GDT 2523 | Electronic Page Layout and Prepress .................. 3 Cr. (3 Lec)
Prerequisite: GDT 2533 Digital Illustrations or GDT 2533 Digital Imaging or BUS 2243 Business Graphics. Offered in the spring semester. This course is designed to teach students the basics of using PowerMac computers. Students learn to set up and create documents using QuarkXPress as the main application software.

GDT 2533 | Digital Imaging .......................................... 3 Cr. (3 Lec)
Prerequisite: BUS 1223 Computer Applications or consent of instructor. Offered in the fall semester. This course is designed to familiarize students with the fundamentals of Photoshop 7. Students learn the process of changing existing images and combining images to create a composite image or montage to which special effects may be added. Students create posters, billboards, and magazine ads. Students study the fundamentals of preparing files for output to lithography, newspapers, and magazines.

GDT 2543 | Advanced Electronic Page Layout and Prepress .......... 3 Cr. (3 Lec)
Prerequisite: GDT 2523 Electronic Page Layout and Prepress. GDT 2403 Graphic Design I, and (GDT 2513 Digital Illustration or GDT 2533 Digital Imaging). Offered in the fall and spring semesters. This course is advanced graphic design for students who have developed knowledge of graphic design through study and portfolio development. The students will continue to view the profession in a business setting. Client relations, concept designs, and production skills are incorporated along with field trips and guest speakers. The students work with minimal supervision from the instructor.

HEALTH SCIENCES

HSC 1003 | Medical Terminology .................................. 3 Cr. (3 Lec)
Prerequisite: This course is designed to assist students in developing the appropriate use of medical terminology in health related professions. Emphasis will be given to fundamental word structures, anatomical terminology, overview of health systems, and numerous pathological conditions associated with the body and its systems.

HISTORY

HST 1003 | Western Civilization I ................................ 3 Cr. (3 Lec)
Prerequisite: Score of 18 or higher on the English Portion of the ACT, or a score of 77 or higher on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0903 Foundational Composition and a score of 19 or higher on the Reading portion of the COMPASS Test, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of Western civilization to the early modern period. (ACTS, GE)

HST 1013 | Western Civilization II ................................ 3 Cr. (3 Lec)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0903 Foundational Composition and a score of 19 or higher on the Reading portion of the COMPASS Test, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of Western civilization from the early modern period. (ACTS, GE)

HST 2003 | U.S. History I ............................................. 3 Cr. (3 Lec)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0903 Foundational Composition and a score of 19 or higher on the Reading portion of the COMPASS Test, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of United States history through the Civil War era. (ACTS, GE)

HST 2013 | U.S. History II ............................................ 3 Cr. (3 Lec)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0903 Foundational Composition and a score of 19 or higher on the Reading portion of the COMPASS Test, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of United States history since the Civil War era. (ACTS, GE)

HST 2023 | African-American History ............................ 3 Cr. (3 Lec)
Prerequisite: HST 2003 U.S. History I. Offered on demand. This course offers a comprehensive study of the African-American experience through the end of Reconstruction including African origins, slavery, emancipation, and the rise of Jim Crow laws. (GE)
HIST 2123 | American South Since 1865. 3 Cr. (3 Lec.)
Prerequisite: HIST 2003 U.S. History I. Offered on demand. This course is a comprehensive study of the history of the state from prehistoric times to contemporary issues.

HIST 2233 | Research in the Social Sciences. 3 Cr. (3 Lec.)
Prerequisite: Completion of at least 30 hours of college coursework or consent of the instructor. Offered on demand. This course introduces the principles of research in the social sciences. Topics include construction and administration of surveys, proper citation of sources, and development of a detailed research project in consultation with the instructor (GE).

INTERNSHIP

INT 2003 | Internship. 3 Cr. (9 Lab)
Prerequisite: Approval by the advisor. Offered in the fall and spring semesters. Students may be required to complete this course or may use it as an elective. Students are placed by advisors in business or industry where the intern site will provide on-the-job training as an extension of the classroom. Internship is designed to permit students the experience of an actual or may use it as an elective. Students are placed by advisors in business or industry where the intern site will provide on-the-job training as an extension of the classroom. Internship is designed to permit students the experience of an actual environment; however, no department shall accept less than 150 contact hours for completion of the course. Procedures are at the discretion of the individual department. This course is only open to Business, CIS, Graphic Design, Surveying, Petroleum Technology, and Air Conditioning and Refrigeration students.

MATHEMATICS

MATH 0103 | Developmental Math I. 3 Cr. (3 Lec.)
Prerequisite: Score of 15 or below on the Math portion of the ACT, or a score of 33 or below on the Pre-Algebra portion of the COMPASS test. Offered in the fall and spring semesters. The content of this course includes basic operations on whole numbers, problem solving, introduction to algebra, proportions, solving equations, estimation, (GE).

MATH 0203 | Developmental Math II. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 0103 Developmental Math I. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes fundamental operations on whole numbers, signed numbers, problem solving, inequalities, graphing, slope, lines, applications, exponents, and polynomials.

MATH 0903 | Intermediate Algebra. 3 Cr. (3 Lec.)
Prerequisites: Score of 19 or above on the Math portion of the ACT, or a score of 94-99 on the Algebra section of the COMPASS test, or a Grade of "C" or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1003 | Introduction to General Education. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1013 | Discrete Mathematics. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1005 | Calculus I. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered on demand. This course provides a discrete introduction to "higher mathematics," i.e. arithmetic and geometrical sequences and series, mathematical induction, logic, Boolean algebra, combinatorics, set theory and number theory. (ACTS GE)

MATH 1203 | College Algebra. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1213 | Plane Trigonometry. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 1223 | Precalculus. 5 Cr. (5 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 1253 | Applied Technical Math. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2003 | Introduction to Statistics. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2013 | Discrete Mathematics. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2015 | Calculus I. 5 Cr. (5 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2053 | Calculus II. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 2013 Discrete Mathematics. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2083 | Calculus III. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 2013 Discrete Mathematics. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS GE)

MATH 2093 | Intermediate Algebra. 3 Cr. (3 Lec.)
Prerequisites: Score of 18 on the Math portion of the ACT, or a score of 46-65 on the Algebra section of the COMPASS test, or a Grade of "C" or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. The purpose of this course is to prepare students for college-level mathematics. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1005 | Calculus I. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1005 | Calculus I. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1005 | Calculus I. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)

MATH 1005 | Calculus I. 3 Cr. (3 Lec.)
Prerequisite: Grade of "C" or higher in MATH 1003 Intermediate Algebra. Offered in the fall and spring semesters. This course is designed for students who will not continue in higher-level mathematics courses. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing. (ACTS GE)
NUR 1002 | Clinical Competency I  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .2 Cr. (6 Lab)

NUR 1102 | Geriatrics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2 Cr. (3 Lec.)

NURSING—PRACTICAL NURSING

NUR 1003 | Nursing Assistant . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3 Cr. (3 Lec.)

NUR 1011 | Clinical Nursing Assistant Practicum  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 1 Cr. (3 Lab)

NUR 1203 | Maternal/Child Nursing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3 Cr. (3 Lec.)

NUR 1204 | Medical Surgical Nursing  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4 Cr. (4 Lec.)

NUR 1213 | Basic Nursing II . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3 Cr. (3 Lec.)

NUR 1104 | Basic Nursing I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4 Cr. (4 Lec.)

Prerequisite: Admission to the practical nursing program. This course provides the nurse student for the care of the adult patient, incorporating all phases of the nursing process for these topics.

Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares the nurse student for the care of the adult patient, incorporating all phases of the nursing process for these topics.

Prerequisite: Successful completion of the first semester practical nursing requirements. This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

Prerequisite: None. This vocal course which includes the study and performance of choral literature of different periods. The course meets two hours weekly. (GE)

NUR 1101 | Clinical Practical I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2 Cr. (6 Lab)

Prerequisite: Grade of “C” or higher in NUR 1104 Clinical Practicum I. This course consists of computer module assignments and a clinical component. The students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares the student to care for the pregnant woman from conception to delivery of the child and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive system, conception, fetal development, labor and delivery, emergency preparedness for natural and man-made disasters, laboratory and diagnostic tests for topics discussed in Med-Surg Nursing I.

This course consists of computer module assignments and an introduction to major musical instruments. (ACTS, GE)

This course provides the student with the opportunity to learn and practice skills in the laboratory and client care settings.

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course consists of computer module assignments and a clinical component. The students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course prepares the student to care for the pregnant woman from conception to delivery of the child and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive system, conception, fetal development, labor and delivery, emergency preparedness for natural and man-made disasters, laboratory and diagnostic tests for topics discussed in Med-Surg Nursing I.

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

Prerequisite: Grade of “C” or higher in NUR 1104 Clinical Practicum I. This course consists of computer module assignments and a clinical component. The students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares the student to care for the pregnant woman from conception to delivery of the child and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive system, conception, fetal development, labor and delivery, emergency preparedness for natural and man-made disasters, laboratory and diagnostic tests for topics discussed in Med-Surg Nursing I.

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

This course concentrates on the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2206</td>
<td>Clinical Practicum III</td>
<td>6 Cr. (18 Lab)</td>
<td>Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1106 Clinical Practicum I and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to function in the role of a nurse. The clinical rotation for this course is primarily in a hospital setting.</td>
<td>Grade of “C” or higher in NUR 2204 Med-Surg Nursing II. The student will also learn the diagnostic tests for the disorders. Topics include lab and diagnostic tests for the disorders covered in NUR 2204 Med-Surg Nursing II. Students will apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use their care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders, sexual disorders, suicide, and violence. The course emphasizes the nursing care of the mentally ill, interventions and treatments, and psychopharmacology.</td>
</tr>
<tr>
<td>NUR 2101</td>
<td>Pharmacology II</td>
<td>1 Cr. (1 Lec.)</td>
<td>Successful completion of the second semester practical nursing requirements. This course includes pharmacology II and concentrates on the medications used to treat a variety of conditions. It provides the student with the opportunity to continue clinical application of nursing theory and skills in a variety of community health care settings. It is a continuation of NUR 2204 Med-Surg Nursing II. The course prepares students to administer those medications. Topics include drugs affecting the cardiovascular, hematologic/lymphatic, neurologic, and endocrine systems, and drugs used in treating shock, emergencies, and sexuality.</td>
<td>Successful completion of NUR 2204 Med-Surg Nursing II. This course is a continuation of NUR 2102. It is a continuation of NUR 2101. Prerequisite: Successful completion of the second semester practical nursing requirements.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credits</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>NSG 2318</td>
<td>Nursing Process III</td>
<td>8 Cr.</td>
<td>Provides a review of material covered in NSG 2318, incorporating higher-level nursing care, critical thinking, and clinical decision making.</td>
<td></td>
</tr>
<tr>
<td>PTRT 1001</td>
<td>First Aid/HSE</td>
<td>1 Cr.</td>
<td>This course provides students with basic first aid and CPR training and awareness of important health, safety, and environment topics.</td>
<td></td>
</tr>
<tr>
<td>PTRT 1103</td>
<td>Introduction to the Petroleum Industry</td>
<td>3 Cr.</td>
<td>This course is an overview and history of the petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies.</td>
<td></td>
</tr>
<tr>
<td>PTRT 1113</td>
<td>Drilling Operations</td>
<td>3 Cr.</td>
<td>This course is focused on completing a drilled wellbore. Emphasis will be placed on completion techniques, methods of formation stimulation.</td>
<td></td>
</tr>
<tr>
<td>PTRT 1232</td>
<td>Rigging and Load Handling</td>
<td>3 Cr.</td>
<td>This course will provide the skills necessary to evaluate loads, select the appropriate hitch and hardware, and handle all categories of loads.</td>
<td></td>
</tr>
<tr>
<td>PTRT 2013</td>
<td>Completion Operations</td>
<td>3 Cr.</td>
<td>This course is designed to focus on completing a drilled wellbore. Emphasis will be placed on completion techniques.</td>
<td></td>
</tr>
<tr>
<td>PTRT 2103</td>
<td>Production Operations</td>
<td>3 Cr.</td>
<td>This course is an overview of the producing well from downhole to sales. The aspects of production including wellheads, separation, metering, fluid</td>
<td></td>
</tr>
<tr>
<td>NSG 2323</td>
<td>Nursing Practicum III</td>
<td>3 Cr.</td>
<td>This course builds on previous instruction and allows the student to deliver higher-level nursing care, perform higher level clinical decision making, and</td>
<td></td>
</tr>
<tr>
<td>NSG 2331</td>
<td>Introduction to the Petroleum Industry</td>
<td>3 Cr.</td>
<td>This course is focused on drilling equipment, downhole problems, drilling procedures, and directional drilling.</td>
<td></td>
</tr>
<tr>
<td>PTRT 2120</td>
<td>Petroleum Regulations and Safety</td>
<td>3 Cr.</td>
<td>This course is focused on regulating compliance issues.</td>
<td></td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar</td>
<td>2 Cr.</td>
<td>This course is for a review of material covered in NSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.</td>
<td></td>
</tr>
<tr>
<td>UACC 1311</td>
<td>Course descriptions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PHILO 2103 | Introduction to Philosophy .................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall semester. This is a philosophical exploration of topics that include human values, critical thinking, and nature of reality and knowledge. (ACTS, GE)

PHIL 2113 | Introduction to Critical Thinking ............................................ 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. Course content includes the study of applied reasoning, analysis of arguments, informal and formal fallacies, syntax, and construction of definitions, and scientific reasoning. (ACTS, GE)

PHIL 2123 | Survey of World Religions .......................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. This course seeks to provide the tools necessary to understand and appreciate the various religious traditions of the world. By understanding the religion of others, we can better learn to appreciate how and why they see the world as they do, and hopefully we can learn with them and from them. (GE)

PHYSICAL EDUCATION

PED 1001 | Racquetball ................................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered in the fall semester. The fundamentals and theory of racquetball will be taught in this class. Students will develop basic skills and learn the rules and regulations of the game. Students must furnish protective eyewear as prescribed by the instructor. (GE)

PED 1003 | Personal Health .............................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. Personal Health is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. (ACTS, GE)

PED 1021 | Swimming ................................................................. 3 Cr. (2 Lab)
Prerequisite: None. Offered in the fall semester. Students will learn basic swimming techniques such as treading water, swimming survival skills. (GE)

PED 1031 | Country/Western Dance ..................................................... 1 Cr. (2 Lab)
Prerequisite: None. Offered on demand. Students will learn basic steps in both couple and line dance. (GE)

PED 1041 | Badminton ................................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered in the spring semester. Students will learn the rules and theory of badminton and develop basic skills and strategies needed to play the sport. (GE)

PED 1051 | Principles of Lifetime Fitness .................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered in the spring semester. Students will learn basic fitness techniques such as flexibility, strength training, aerobic conditioning, anaerobic conditioning, and the importance of a safe, life-long fitness program. (GE)

PED 1071 | Bowling ................................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered on demand. Students will learn fundamental skills and general bowling knowledge and etiquette. Skills are practiced, developed, and evaluated in the bowling alley setting. This course is structured for the beginning bowler. (GE)

PED 1601 | Aerobics ................................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered in the fall semester. Aerobics is a conditioning course designed to acquaint students with basic fitness principles, while at the same time, offering students a variety of exercise forms to improve their level and understanding of fitness. Students are taught proper exercise form and fundamentals in aerobic dancing. (GE)

PSYCHOLOGY

PSY 2003 | General Psychology ......................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an overview of major topics in modern psychology, the scientific study of behavior, and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. (ACTS, GE)

PSY 2133 | Abnormal Psychology ......................................................... 3 Cr. (3 Lec.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. Offered on demand. This course is designed to survey the principal forms of abnormal behavior. Causes, symptoms, classification, treatment, and prevention will be addressed. (GE)

PSY 2523 | Psychology of Human Development ..................................... 3 Cr. (3 Lec.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. Offered in the fall and spring semesters. This course is a survey covering the processes and domains of human development from conception throughout the entire lifespan. (ACTS, GE)

PSY 2113 | Sensation and Perception ....................................................... 3 Cr. (3 Lec.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. Offered on demand. This course provides an introduction into how the brain makes sense of all the sensory inputs it receives. Students will learn how the anatomy and physiology of the eye, ear, and related parts of the brain allow humans to understand spoken language, perceive color, see motion and depth and recognize faces. (GE)

READING

READ 0103 | College Reading Skills I ...................................................... 3 Cr. (3 Lec.)
Prerequisite: Score of 60 or below on the COMPASS test. Offered in the fall and spring semesters. College Reading Skills I provides instruction and practice that help the student learn to identify comprehension problems, use a dictionary, distinguish between major and minor ideas, and develop other basic reading skills that will prepare them for READ 0203 College Reading Skills II. (GE)

READ 0103 | College Reading Skills II ...................................................... 3 Cr. (3 Lec.)
Prerequisite: Score of 14-18 on the Reading portion of the ACT or score of 61-82 on the Reading Skills portion of the COMPASS test. Offered in the fall and spring semesters. College Reading Skills II provides instruction and practice to develop vocabulary, comprehension, and critical thinking on a college level.
SOCIETY

SOC 2043 | Marriage and the Family
Prerequisite: None. Offered in the fall and spring semesters. This course covers the application of sociological principles to the investigation of major social problems currently faced by societies. (GE)

SPAN

SPAN 1023 | Elementary Spanish II
Prerequisite: Grade of "C" or higher in SPAN 1013 Elementary Spanish I. Offered on demand. This course seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, GE)

SPAN 2013 | Intermediate Spanish I
Prerequisite: Grade of "C" or higher in SPAN 1023 Elementary Spanish II. Offered on demand. This course is designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, GE)

SPAN 2023 | Intermediate Spanish II
Prerequisite: Grade of "C" or higher in SPAN 2013 Intermediate Spanish I. Offered on demand. This course will combine lecture, tutorials, discussions, and a project. This course is an introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. (ACTS, GE)

SURVEYING TECHNOLOGY

SUR 1204 | Plane Surveying
Prerequisite: Grade of "C" or higher in SUR 2103 Global Positioning Systems. Offered in the fall semester. This course is the study of rights and interest in land ownership and transfer of property, statute law, common law, libertarian and littoral rights, original surveys of sectionalized land, and resurveys of sectionalized land. (GE)

SUR 1213 | Introduction to CAD and Surveying Software
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to computer-aided drafting using Carlson Survey CAD software. This software is built on the AutoCAD engine but is specifically designed for use by surveyors and others preparing civil, topographic, and boundary drawings. The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SUR 1214 | Construction and Route Surveying
Prerequisite: SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2213 Topographic and Civil Mapping, or consent of instructor. Offered in the spring semester. This course is a study of the principles and operations involved in doing boundary surveys. The student will be instructed in civil drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SUR 1215 | Introduction to CAD and Surveying Software
Prerequisite: Grade of "C" or higher in SUR 1204 Plane Surveying. Offered in the fall semester. This course is the study of rights and interest in land ownership and transfer of property, statute law, common law, libertarian and littoral rights, original surveys of sectionalized land, and resurveys of sectionalized land. (GE)

SUR 1221 | Boundary Surveying
Prerequisite: SUR 1214 Construction and Route Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2213 Topographic and Civil Mapping, or consent of instructor. Offered in the fall semester. This course is a study of the principles and operations involved in doing boundary surveys. Field work and computations will include topographic surveying, horizontal and vertical curves, and computations of route surveying. Work will be processed using surveying software. (GE)

SUR 2103 | Global Positioning Systems
Prerequisite: SUR 1204 Plane Surveying. Offered in the fall semester. This course is an introduction to the theoretical background and the use of survey-grade GPS equipment and software. Mission planning, field work, data processing, maps, and computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SUR 2213 | Topographic and Civil Mapping
Prerequisite: SUR 1204 Plane Surveying. Offered in the fall semester. This course seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, GE)

SURVEY 1203 | Elementary Surveying I
Prerequisite: Grade of "C" or higher in SUR 1204 Plane Surveying. Offered in the fall semester. This course is an introduction to surveying equipment use and surveying computations. Field work includes taking survey field notes, leveling, using an automatic level, and traversing using Total Station instruments. The theory portion covers the history of surveying, the theory of measurement and errors, theory of leveling, angles, bearings, and azimuths, introduction to the measurement of distances, and coordinate geometry (COGO). The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SURVEY 1213 | Introduction to CAD and Surveying Software
Prerequisite: Grade of "C" or higher in SUR 1204 Plane Surveying. Offered in the fall semester. This course is an introduction to computer-aided drafting using Carlson Survey CAD software. This software is built on the AutoCAD engine but is specifically designed for use by surveyors and others preparing civil, topographic, and boundary drawings. The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SURVEY 1215 | Introduction to CAD and Surveying Software
Prerequisite: Grade of "C" or higher in SUR 1204 Plane Surveying. Offered in the fall semester. This course is an introduction to computer-aided drafting using Carlson Survey CAD software. This software is built on the AutoCAD engine but is specifically designed for use by surveyors and others preparing civil, topographic, and boundary drawings. The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

SURVEY 2103 | Global Positioning Systems
Prerequisite: SUR 1204 Plane Surveying. Offered in the fall semester. This course is an introduction to the theoretical background and the use of survey-grade GPS equipment and software. Mission planning, field work, data processing, maps, and computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and parceling surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office. (GE)

TEXTBOOKS

GIS 2203 | Introduction to Geographic Information Systems
Prerequisite: BUIS 1213 Computer Applications or BUIS 1022 Windows and consent of the instructor. Offered on demand. Geographic Information Systems (GIS) are used in a variety of venues to efficiently manage and analyze spatial information. This course introduces the student to the tools and techniques of GIS including hands-on experience using GIS software. The course will combine lecture, tutorials, discussions, and a project.
WLD 1003 | Basic Welding | 3 Cr. (2 Lec. 3 Lab)
Prerequisite: None. Offered on demand. This course is NOT for welding technology majors. This course provides training in the theory, manipulative skills, safety and related shop practices involving the use of oxyacetylene and electric arc stick welding. The student who successfully completes this course will be able to make quality welds in various positions.

WLD 1102 | Arc Welding I | 2 Cr. (2 Lec.)
Concurrent: Currently enrolled in WLD 1505 Arc Welding I Lab. Offered in the fall and spring semesters. This is an introductory course for shielded metal arc welding. Basic welding techniques will be used with stick electric arc processes, cutting with the oxygen acetylene torch, electrode classification, and testing of weldments using destructive and non-destructive methods.

WLD 1303 | Blueprint Reading | 3 Cr. (3 Lec.)
Prerequisite: None. Offered only in the spring semester. Topics include meaning of lines and views, size descriptions, print formats, fasteners, and types of fabrication blueprints. The course covers in detail the various welding symbols prescribed by the American Welding Society for all standard production type welds. The last half of the course consists of the practice of reading blueprints and weld symbols.

WLD 1505 | Arc Welding I Lab | 5 Cr. (15 Lab)
Concurrent: Currently enrolled in WLD 1102 Arc Welding I. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 2102 | Arc Welding II | 2 Cr. (2 Lec.)
Prerequisite: A grade of “C” or higher in WLD 1102 Arc Welding I and WLD 1505 Arc Welding I Lab. Corequisite: Currently enrolled in WLD 1505 Arc Welding I Lab. Offered in the fall and spring semesters. This course covers in detail the various welding symbols prescribed by the American Welding Society for all standard production type welds. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system.

WLD 2202 | Mig Welding III Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Arc Welding II Lab. Offered in the fall and spring semesters. This course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 2303 | Pipe Welding and Fabrication | 3 Cr. (3 Lec.)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Offered in the fall and spring semesters. This course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 2505 | Arc Welding II Lab | 5 Cr. (15 Lab)
Prerequisite: A grade of “C” or higher in WLD 1505 Arc Welding I. Corequisite: Currently enrolled in WLD 2102 Arc Welding II. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 3101 | Tig Welding I Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Tig Welding Lab. Offered in the fall and spring semesters. The Tig course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 3102 | Tig Welding II Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Tig Welding Lab. Offered in the fall and spring semesters. This course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 3303 | Pipe Welding and Fabrication | 3 Cr. (3 Lec.)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Offered in the fall and spring semesters. This course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 3505 | Pipe Welding Lab | 5 Cr. (15 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Offered in the fall and spring semesters. This course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

THEATRE

THEA 2003 | Theatre Appreciation | 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances (ACTS, GE).

WELDING TECHNOLOGY

WLD 1003 | Basic Welding | 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. This course is NOT for welding technology majors. This course provides training in the theory, manipulative skills, safety and related shop practices involving the use of oxyacetylene and electric arc stick welding. The student who successfully completes this course will be able to make quality welds in various positions. Techniques of fusion, brazing, soldering, and arc welding are covered.

WLD 1102 | Arc Welding I | 2 Cr. (2 Lec.)
Concurrent: Currently enrolled in WLD 1505 Arc Welding I Lab. Offered in the fall and spring semesters. This is an introductory course for shielded metal arc welding. Basic welding techniques will be used with stick electric arc processes, cutting with the oxygen acetylene torch, electrode classification, and testing of weldments using destructive and non-destructive methods.

WLD 1303 | Blueprint Reading | 3 Cr. (3 Lec.)
Prerequisite: None. Offered only in the spring semester. Topics include meaning of lines and views, size descriptions, print formats, fasteners, and types of fabrication blueprints. The course covers in detail the various welding symbols prescribed by the American Welding Society for all standard production type welds. The last half of the course consists of the practice of reading blueprints and weld symbols.

WLD 1505 | Arc Welding I Lab | 5 Cr. (15 Lab)
Concurrent: Currently enrolled in WLD 1102 Arc Welding I. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 2102 | Arc Welding II | 2 Cr. (2 Lec.)
Prerequisite: A grade of “C” or higher in WLD 1102 Arc Welding I. Corequisite: Currently enrolled in WLD 2102 Arc Welding II Lab. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 2202 | Mig Welding Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 1505 Arc Welding I Lab. Corequisite: Currently enrolled in WLD 2102 Mig Welding Lab. Offered in the fall and spring semesters. The Mig course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 2505 | Arc Welding II Lab | 5 Cr. (15 Lab)
Prerequisite: A grade of “C” or higher in WLD 1505 Arc Welding I. Corequisite: Currently enrolled in WLD 2102 Arc Welding II. Offered in the fall and spring semesters. Lab class provides opportunity for students to practice the following: short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding system in gas metal arc welding.

WLD 3101 | Tig Welding I Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 2102 Tig Welding Lab. Offered in the fall and spring semesters. The Tig course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 3102 | Tig Welding II Lab | 2 Cr. (6 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 3101 Tig Welding. Offered in the fall and spring semesters. Lab class provides the opportunity for students to practice the following: development of manipulative skills through the media of oxyacetylene welding, the prosthetics to similar applications with Tig welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel.

WLD 3303 | Pipe Welding and Fabrication | 3 Cr. (3 Lec.)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 3303 Pipe Welding Lab. Offered in the fall and spring semesters. This course uses the shielded metal arc welding (SMAW) process. This course provides instruction in welding pipe in the 2G, 5G, and 6G positions with mild steel and low alloy electrodes using API (American Petroleum Institute) code.

WLD 3505 | Pipe Welding Lab | 5 Cr. (15 Lab)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Corequisite: Currently enrolled in WLD 3303 Pipe Welding and Fabrication. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.
<table>
<thead>
<tr>
<th>Academic Information</th>
<th>140-145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisors</td>
<td>140</td>
</tr>
<tr>
<td>Academic Appeals</td>
<td>140</td>
</tr>
<tr>
<td>Academic Clemency/Forgiveness</td>
<td>140</td>
</tr>
<tr>
<td>Academic Conduct Code Violations</td>
<td>141</td>
</tr>
<tr>
<td>Academic Honors/Chancellor’s List</td>
<td>141</td>
</tr>
<tr>
<td>Arkansas Course Transfer System (ACTS)</td>
<td>141</td>
</tr>
<tr>
<td>Attendance Policy/Administrative Drop Policy</td>
<td>142</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>142-143</td>
</tr>
<tr>
<td>Credit Courses</td>
<td>143</td>
</tr>
<tr>
<td>Final Exams</td>
<td>143</td>
</tr>
<tr>
<td>Full-Time Students</td>
<td>143</td>
</tr>
<tr>
<td>Grading System</td>
<td>143</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>144</td>
</tr>
<tr>
<td>In-Progress Grade</td>
<td>144</td>
</tr>
<tr>
<td>Non-Credit Courses</td>
<td>144</td>
</tr>
<tr>
<td>Suspension and Probation</td>
<td>144</td>
</tr>
<tr>
<td>Selecting a Major</td>
<td>145</td>
</tr>
<tr>
<td>Undeclared Study</td>
<td>145</td>
</tr>
<tr>
<td>Student Records</td>
<td>145-147</td>
</tr>
<tr>
<td>Annual Notification</td>
<td>145</td>
</tr>
<tr>
<td>Educational Records</td>
<td>145</td>
</tr>
<tr>
<td>Correction of Educational Records</td>
<td>145-146</td>
</tr>
<tr>
<td>Directory Information</td>
<td>146</td>
</tr>
<tr>
<td>Disclosure of Student Records</td>
<td>146</td>
</tr>
<tr>
<td>Privacy Rights of Students</td>
<td>146-147</td>
</tr>
<tr>
<td>Inspection of Educational Records</td>
<td>147</td>
</tr>
<tr>
<td>Right of UACCM to Refuse Access</td>
<td>147</td>
</tr>
<tr>
<td>Record of Requests for Disclosure of Info</td>
<td>147</td>
</tr>
<tr>
<td>Transcripts</td>
<td>147</td>
</tr>
<tr>
<td>Student Services</td>
<td>148-152</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Information</th>
<th>152-157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory Committees</td>
<td>152</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>153-154</td>
</tr>
<tr>
<td>Handicap Parking</td>
<td>154</td>
</tr>
<tr>
<td>Illness or Accident</td>
<td>154</td>
</tr>
<tr>
<td>Message/Deliveries</td>
<td>154</td>
</tr>
<tr>
<td>Parking/Registered Vehicles</td>
<td>154</td>
</tr>
<tr>
<td>Pets</td>
<td>155</td>
</tr>
<tr>
<td>Property and Rights</td>
<td>155</td>
</tr>
<tr>
<td>Severe Weather Policy</td>
<td>155</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>155-156</td>
</tr>
<tr>
<td>Signs/Posters</td>
<td>156</td>
</tr>
<tr>
<td>Solicitation</td>
<td>156</td>
</tr>
<tr>
<td>Sound on the UACCM Campus</td>
<td>156</td>
</tr>
<tr>
<td>Tobacco Products</td>
<td>157</td>
</tr>
<tr>
<td>Visitors</td>
<td>157</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Conduct</th>
<th>157-158</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Agreement</td>
<td>157</td>
</tr>
<tr>
<td>Computer Viruses</td>
<td>157</td>
</tr>
<tr>
<td>Off-Campus Travel of Students</td>
<td>157-158</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Conduct Policies and Procedures</th>
<th>158-161</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Code of Conduct</td>
<td>158-159</td>
</tr>
<tr>
<td>Jurisdiction of the Student</td>
<td>159-160</td>
</tr>
<tr>
<td>Conduct Code Judicial Structure</td>
<td>160</td>
</tr>
<tr>
<td>Judicial Rights</td>
<td>160-161</td>
</tr>
<tr>
<td>Sanctions Resulting from Disciplinary Proceedings</td>
<td>161</td>
</tr>
<tr>
<td>Conduct Code Appeal Procedures</td>
<td>161</td>
</tr>
<tr>
<td>Interim Suspension</td>
<td>161</td>
</tr>
</tbody>
</table>
ACADEMIC INFORMATION

ACADEMIC ADVISORS

Upon acceptance to the University of Arkansas Community College at Morrilton, the Admissions Office will assign you an academic advisor from the major area you have indicated on your application. In consultation with your academic advisor, you will prepare a class schedule.

Students who do not declare a major at the time of acceptance will be assigned an academic advisor and will be considered "undeclared" concerning a major. The assigned advisor will advise the student until the student notifies the Admissions Office concerning his/her selection of a major field of study. At that time a new advisor will be assigned from the major field. A major should be selected by the middle of the freshman year. Provisional students will be assigned an advisor after completing eleven credit hours and meeting all requirements for admission to the College.

ACADEMIC APPEALS (CHANGING GRADES)

Students wishing to appeal a grade they have received must contact the Registrar within thirty days of the end of the term/semester in which the grade in question was recorded. The appeal must be submitted to the Registrar in writing, stating the nature of the complaint.

When the Registrar has verified that the grade was correctly reported by the instructor, the appeal will be referred to the Vice Chancellor for Instruction, who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Instruction will report the findings to the Registrar in writing. The Registrar will notify the student of the decision regarding the grade in question.

ACADEMIC CLEMENCY/FORGIVENESS

Academic clemency/forgiveness is a provision allowing the calculation of grade point average and credit hours to be based upon work done after a prolonged separation from college. This provision is available to students who demonstrate acceptable academic performance following their return.

The following conditions must be met for a student to receive academic clemency/forgiveness:

1. Completion of a minimum of twelve semester hours of graded courses from UACCM after re-entry with a 2.00 or better grade point average
2. Formal request should be submitted to the Registrar
3. Upon approval by the Registrar, the student will be granted academic clemency on credit earned as a UACCM student.

The student’s permanent record will retain a record of all work; however, the student will forfeit the use for certificate or degree purposes at the University of Arkansas Community College at Morrilton of all credit earned prior to the five years of separation indicated above.

The permanent record will note that academic clemency/forgiveness was granted and that the prior courses are not used for credit and the quality points are not used in calculating grade point average after the date academic clemency/forgiveness was granted.

ACADEMIC CONDUCT CODE VIOLATIONS

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Conduct Violation Process listed below:

1. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.
2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take the following actions: 1) issue a warning to the student, 2) lower the grade awarded to the student for the test or paper, 3) require the student to retake the test or rewrite the paper, 4) award no credit for the paper or test, 5) award the student a failing grade for the course, or 6) other action specified in the course syllabus.
3. A student who receives any of the above actions who feels the action is unjust may appeal the instructor’s decision to the Vice Chancellor for Instruction. The student must present a written appeal to the Vice Chancellor for Instruction within 10 days of the action by the instructor. The appeal document should contain the reasons for the appeal. The Vice Chancellor for Instruction will hold, within 10 class days of his/her receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Instruction will notify the student of his/her decision within three class days of the conclusion of the hearing.

ACADEMIC HONORS/CHANCELLOR’S SCHOLARS LIST

An honor roll consisting of a Chancellor’s Scholars List and an Academic Honors List is published at the end of the fall and spring semesters.

Full-time students who completed at least 12 college-level credit hours and earned a grade point average of 3.50 or higher will be designated for inclusion on the Academic Honors List.

Full-time students who have completed at least 12 college-level credit hours and earned a 4.00 grade point average on those 12 hours will be designated for inclusion as a Chancellor’s Scholar.

Students enrolled in developmental classes shall be eligible for consideration for the Chancellor’s Scholars and Academic Honors lists if they maintain the prerequisite grade point averages as specified in this policy, maintain at least an “A” or a “B” in the developmental course(s), and enroll in 12 credit hours in addition to the developmental course(s).

All students completing certificate or degree program requirements by the date of spring or fall graduation and having a 3.50 or better cumulative grade point average will be named as honor graduates and authorized to wear a gold honor cord during their graduation and have an honor seal affixed to their diplomas. Full-time students with 90 hours of UACCM coursework with a minimum cumulative grade point average of 3.50 to be designated an honor graduate.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the homepage of the Arkansas Department of Higher Education. The web address is acts.adhe.edu. This is the best source of information on course equivalencies for students.

Students may click on the “Course Transfer (ACTS)” link and the “Student” link to compare courses from any two public institutions in the state. Students should contact the receiving institution with the courses at that institution with the courses at the transferring institution by using the “To Institution.”

Even though courses may be listed as comparable, some transfer policies apply. For example, courses with a grade of “D” or not passing are not comparable. Students should contact the receiving institution with the courses at the transferring institution by using the “To Institution.”

Specific questions should be referred to the receiving institution. It is the University of Arkansas Community College at Morrilton’s goal to provide students with the best advising possible. Students should consult their assigned advisor, division chair, or the Registrar’s Office when they have questions about
transfer credit. Students who plan to transfer should review the degree requirements at the institution to which they plan to transfer and use that information in the selection of courses and electives to be taken at UACCM. The ACTS system provides students and institutions with current information on comparable courses between institutions in the state.

ATTENDANCE POLICY/ADMINISTRATIVE DROP POLICY

Class attendance is a critical element for student learning. Prompt and regular attendance is expected of all students enrolled at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. All instructors will explain the administrative drop policy at the beginning of each semester. Instructors establish the makeup policy for coursework for individual classes. The administrative drop policy and class makeup policy will be included in the course syllabus.

In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his/her instructor(s) regarding work missed and initiating arrangements for completing missed assignments. Attendance in class sessions is expected of all students and is considered a course requirement. A student with a grade of "F" in a class will be dropped from the course when the absences for that class exceed twice the number of lectures, labs, and/or other regularly scheduled class meetings during a week. (For example, a student will be dropped from a course upon the seventh absence in a three-hour class meeting three times a week, upon the fifth absence for a three-hour class meeting twice a week, or upon the third absence for a three-hour class meeting once a week.)

The instructor will initiate the administrative drop process for students with excessive absences by completing an Administrative Drop Form and submitting the completed form to the Registrar's Office. Students who are dropped administratively will receive a "W" on their transcript for that class. Administrative drops will not be processed after the last day to withdraw as published by the Registrar's Office. An official drop notice will be mailed to the student by the Registrar's Office.

Students may appeal the administrative drop by submitting a written statement detailing the nature of the absences to the Vice Chancellor for Instruction. The Vice Chancellor for Instruction will consider the request, and after discussion with the instructor(s), may approve the appeal or deny the appeal. In any case, a student's appeal must be resolved by the Vice Chancellor for Instruction and communicated in writing to the student.

CREDIT BY EXAMINATION

UACCM awards college credit through the Advanced Placement (AP) program, the College Level Examination Program (CLEP), and by departmental examinations.

Advanced Placement (AP) Program

High school students who participated in The College Board's AP program at their high school and achieved a qualifying score on the AP examination may petition the Vice Chancellor for Instruction to have AP credit awarded. Credit awarded is based on the UACCM's AP Qualifying Score. Credit earned through AP may satisfy general education requirements; however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM in the same general subject area as the AP course.

Credit for the AP examinations is based on the UACCM's AP Qualifying Score. Credit earned through AP may satisfy general education requirements; however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM in the same general subject area as the AP course.

Advanced Placement (AP) program at UACCM.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students to earn a maximum of 30 hours of college credit through examination. CLEP examinations are available in 33 subject areas, including general education courses. Credit earned through CLEP may satisfy general education requirements, however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM in the same general subject area as the CLEP course.

Credit earned through CLEP may satisfy general education requirements, however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM in the same general subject area as the CLEP course.

Credit for the CLEP examinations is based on the UACCM's CLEP Qualifying Score. Credit earned through CLEP may satisfy general education requirements, however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM in the same general subject area as the CLEP course.

Departmental Examinations for Credit

Students may receive credit for technical/occupational courses by successfully completing the department examination for the courses. The examinations are constructed and graded by the faculty of the respective department and are developed from the goals and objectives described in the course syllabus.

The passing levels for the examinations are established by the departmental faculty and approved by the Vice Chancellor for Instruction. Once students complete such course examinations, it is the responsibility of the departmental faculty to report the test score and course credit to the Vice Chancellor for Instruction for approval and then to the Registrar for the awarding of proper course credit.

Students are limited in the number of credit hours that may be awarded by subject/ general examination, departmental examination, or transfer. College-level credits transferred from other colleges or universities may count up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 30 hours of an associate degree conferred by UACCM. Credit earned through CLEP and AP may count up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 30 hours of an associate degree conferred by UACCM. Students taking departmental examinations will be assessed a $25 fee for each subject area attempted at UACCM. This fee must be paid at the Student Accounts Office before the test is administered. Students desiring to obtain credit by examination must make prior arrangements for testing with the Registrar's Office. Students should contact the Academic Services Office for a list of courses for which tests are available and for the testing dates. A student may only attempt a departmental test twice.

CREDIT COURSES

Credit courses are those courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a degree or associate degree granted by UACCM. Additional courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and developmental courses for which credit equivalency is granted are also considered credit courses. All credit courses are assigned a course number.

FINAL EXAMS

Final exam schedules are posted at the beginning of each term. Students whose course schedule results in three final exams on the same day may petition the Vice Chancellor for Instruction to have one of the examinations moved to a different day.

FULL-TIME STUDENTS

Students enrolled for 12 or more credit hours during the fall or spring term or 6 or more credit hours during the summer I or summer II terms are considered full-time students.

GRADING SYSTEM

The following grading system is utilized to evaluate students:

- A: 90%–100 percent . . . . 4 quality points
- B+: 86%–89 percent . . . . 3 quality points
- B: 80%–89 percent . . . . 3 quality points
- C+: 70%–79 percent . . . . 2 quality points
- C: 69%–69.9 percent . . . . 2 quality points
- D+: 60%–69.9 percent . . . . 1 quality points
- D: 50%–59.9 percent . . . 0 quality points
- F: Below 50 percent . . . . 0 quality points
- W: Withdrawn . . . . . . . . . . 0 quality points
- I: Incomplete . . . . . . . . . . . 0 quality points
- CR: Credit . . . . . . . . . . . . . 0 quality points
- NG: No Credit . . . . . . . . . . . 0 quality points
- AU: Audit . . . . . . . . . . . . . . 0 quality points
GRADUATION REQUIREMENTS

Students who complete a program of study as proscribed by the University of Arkansas Community College at Morrilton will receive a certificate or an associate degree. Graduates must have a passing grade in all required courses and a 2.0 cumulative grade point average. Non-credit courses are not recorded on the official transcript and do not count toward graduation.

Students have the option of retaking a course. When this occurs, the original grade is still used in calculating the semester grade point average; however, the second grade of the two is used in calculating the cumulative grade point average. The original grade remains a part of the student’s record.

Credit from developmental courses, which are below college level, does not count toward meeting the graduation degree requirements; however, the grades will be used in calculating the semester grade point average. The grades will not be used in calculating the minimum grade point average required for graduation.

IN-PROGRESS GRADE (INCOMPLETE GRADE)

Students who receive a grade of “I” must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the “I” to an “F.” Completed work receives the appropriate letter grade. In-Progress grades not completed within one semester automatically become an “F.”

NON-CREDIT COURSES

Non-credit courses are courses, seminars, workshops, and other institutional activities or experiences offered which will not be applied to meet requirements of the College’s formal certificate or associate degree programs.

SUSPENSION AND PROBATION, ACADEMIC (SATISFACTORY PROGRESS)

Each student is expected to make satisfactory progress in all courses taken. Grades will be reported at mid-semester and at the end of the term; a student will receive a grade report at midterm (except summer terms) and at the end of each summer term and semester.

A student with a cumulative grade point average below 2.0 at the end of a semester will be placed on Academic Probation for the next full semester. If the student fails to attain a cumulative 2.0 grade point average during the probationary period, the student will be placed on Academic Suspension for a minimum of one semester. If the student’s semester grade point average, at the end of the probationary semester, is at least a 2.0 GPA but the cumulative GPA is still below a 2.0, the student’s status will be Continued Academic Probation. In that case, the student will be permitted to re-enroll for the next semester.

Students may enroll in courses during the semester(s) and have their probation status removed if they attain a 2.0 cumulative grade point average at the end of the summer term(s). In such cases, it is the student’s responsibility to petition the Registrar to be removed from probationary status. Upon written request from the student, the Academic Standards Committee will review the circumstances of the suspension, written recommendation from the student’s advisor, and then may recommend alternatives to suspension. A student may re-enroll after the suspension period has lapsed. Students will not be reviewed for academic probation purposes until they have attempted 12 credit hours.

Students placed on academic suspension will be placed on academic probation during the semester in which they re-enroll. It should be understood that prompt and regular attendance is directly related to successful academic progress (see ATTENDANCE POLICY).

SELECTING A MAJOR

The University of Arkansas Community College at Morrilton encourages each student to give serious thought to the selection of a major. Each student should determine the academic and technical pursuits that lead to the careers most attractive not only in financial gain, but in personal interest as well. Students are encouraged to visit UACCM’s career counselors to explore and plan their future by completing the KUDER interest, skills, and values inventories, free of charge.

UNDECLARED STUDY

An individual who is experiencing difficulty in selecting a major field may enroll in general education courses which are required of all candidates seeking a degree or certificate. Students seeking a degree or certificate from UACCM should select a major no later than the beginning of the second semester of their freshman year or after completing twelve credit hours.

STUDENT RECORDS

ANNUAL NOTIFICATION

Students may obtain copies of the Family Educational Rights and Privacy Act (FERPA) or “Buckley Amendment” from the Registrar’s Office. This provides a copy of students’ rights under the act and the procedure for filing complaints.

TYPES AND LOCATIONS OF EDUCATIONAL RECORDS

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Records</td>
<td>Admissions Office</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Progress Records</td>
<td>Departments</td>
<td>Individual Instructor</td>
</tr>
</tbody>
</table>

CORRECTION OF EDUCATIONAL RECORDS

Students have a right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the University of Arkansas Community College at Morrilton to amend a record. In so doing, the student should identify, in writing, the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.

2. UACCM may comply with the request or it may decide not to comply. If it decides not to comply, the University of Arkansas Community College at Morrilton will notify the student and advise him/her of the decision and advise him/her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, UACCM will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
PRIVACY RIGHTS OF STUDENTS

For purposes of this policy, UACCM will use the following definitions of terms:

Student: any person who attends or has attended UACCM.

Educational records: any record maintained by UACCM which is directly related to a student, except:

1. A personal record kept by a faculty/staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
3. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are:
   a. Maintained separately from educational records
   b. Maintained solely for law enforcement purposes
   c. Disclosed only to law enforcement officials of the same jurisdiction.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate UACCM staff person the request which identifies as precisely as possible the record or records they wish to inspect. The records custodian or an appropriate staff will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record may be inspected. Access will be within 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

RIGHT OF UACCM TO REFUSE ACCESS

The University of Arkansas Community College at Morrilton reserves the right to refuse the student access to the following records:

1. The financial statement of the student’s parents
2. Letters and statements of recommendation for which the student has waived his or her right of access

RECORD OF REQUESTS FOR DISCLOSURE OF INFORMATION

The University of Arkansas Community College at Morrilton will maintain a record of requests for and/or disclosure of information from a student’s educational records. The record will indicate the name or the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interests the party had in requesting or obtaining the information. The record may be reviewed by eligible students or individuals designated in writing by the student.

TRANSCRIPTS

Official transcripts and personal records are confidential information which are maintained in the Registrar’s Office. Transcript information may be transmitted to another agency, school, college, or university upon the student’s signed request. Students on programs such as WIA or Rehabilitation must sign a release of information request in order for their academic records to be released to the respective funding agency.
STUDENT SERVICES

ALUMNI ASSOCIATION
Students who attended University of Arkansas Community College at Morrilton (UACCCM), Petit Jean College (PJTC), Petit Jean Technical College (PJTC), or Petit Jean Vocational-Technical School (PJVTS) are eligible to become members of the UACCM Alumni Association. Membership in the Alumni Association is free and open to all former students. For more information, contact Rhonda Cupp at (501) 977-2083 or submit an alumni application online at http://www.uaccm.edu.

UNIVERSITY BOOKSTORE
The Bookstore offers textbooks, paper, supplies, clothing, and miscellaneous personal items. The Bookstore accepts checks for purchases; however, it does not cash personal checks. American Express, Discover, Mastercard and Visa are accepted for purchases.
A complete listing of book prices may be viewed at www.efollett.com. On-line orders will be confirmed by e-mail and may usually be obtained at the bookstore in two to three days. When you have reached the home page, select Arkansas, then UA Community College at Morrilton. Pricing for both new and used books is available; however, availability is not guaranteed.

The bookstore will accept returns and exchanges until the end of the second week of classes during fall and spring semesters and until the end of the first week of classes during summer terms. The books/supplies must be in “like new” condition and must be accompanied by a cash register receipt.

CAREER PATHWAYS
Career Pathways offers certain individuals free career training and college classes. In addition, the Career Pathways program may be able to help students overcome barriers that have kept them from getting the training and education they need. Help with things like child care, career counseling, tutoring, tuition, books and supplies is available. To be eligible, parents must meet certain income requirements and have custody of at least one child under the age of nineteen living in their residence. If you are interested, please contact the Career Pathways Office at (501) 977-2186.

COLLEGE DINING SERVICES
During the fall and spring semesters, The Plaza is open Monday through Friday, 7:00 a.m. - 2:00 p.m. Daily offerings include continental breakfast items from 8:00 a.m.–11:00 a.m.; and daily plate lunch specials, salads, and soups served from 11:00 a.m.–2:00 p.m. Plate lunches are modestly priced and drink refills are free. The Plaza is located on the west campus and offers ample parking and a pleasant atmosphere. The Plaza is also available for special events outside of normal operating hours. For special arrangements call (501) 977-2186.

COUNSELING SERVICES
Academic and personal counseling services are available to UACCM students and prospective students through the Counseling and Career Development Center. The Counseling and Career Development Center offers a wide variety of services designed to enhance student learning. Appointments may be arranged by contacting a counselor. The counselor assists students with any questions or problems (personal, academic, study skills, etc.) they may have with the successful completion of their studies.

CHILD CARE SERVICES
UACCM provides child care services in the Earle Love Child Study Center. Students pay a weekly fee for enrollment from ages one through five. Children follow a prescribed curriculum which includes directed play.

DISABILITY SERVICES
Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating placement or arrangement for examinations) should request the accommodation at the beginning of the semester or term. The Disability Support Services Counselor will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Disability Support Services Office. It is UACCM’s policy that, when UACCM sponsors events and locations outside of the UACCM campus, the locations to be used will be accessible to and usable by persons with disabilities.

FINANCIAL AID COUNSELING
A large number of financial aid options are available through the UACCM Financial Aid Office. Students should contact the Financial Aid Office to see if they qualify for financial assistance.

FITNESS CENTER
The Fitness Center is located in Room 123 of the Thurston S. Kirk Building. This free service is available for use by employees and students enrolled in college classes on campus during posted hours Monday through Friday. Individuals must use all appropriate safety precautions and must abide by all of the guidelines established for use of the facility. Users should be aware that the College does not currently provide dressing rooms or showers in the area, so use of the equipment should be scheduled with this in mind.

INTRAMURAL SPORTS
The Intramural Sports Program at UACCM is designed to promote fun, fitness and friendship for current students and alumni. Intramural sports are sports held within the college where students form teams and compete against each other for the prized “Wolfie” trophy, which is provided by the Student Government Association (SGA) and is awarded to the team which accumulates the most points. Currently, tournaments are held in volleyball, 5K walk/run, table tennis, basketball (three-on-three), horseshoes and Ultimate Frisbee®. Tournament schedules in upcoming years are expected to include flag football and softball.

Students who wish to help organize and promote the Intramural Program at UACCM should consider joining the Intramural Council Organization (ICO). The ICO is a registered student organization whose mission is to promote student unity and socialization through intramural sports. If you are interested in sports, the ICO is a great way to get involved: Alumni can also participate in the Intramural Program. To be eligible, a former student must be a member of the UACCM Alumni Association and must participate on a team which consists of at least 50 percent current students.

The Intramural Sports Program is coordinated through the UACCM Admissions Office. For more information on how to get involved, call (501) 977-2173.

JOB PLACEMENT ASSISTANCE SERVICES
Job placement assistance services are available to students. The counselor maintains a list of inquiries concerning potential job opportunities, both part-time and full-time. In addition, students, graduates, and recent graduates may register before completing their last semester. For more information, contact the counselor
LABS, MATH /WRITING/COMPUTER

The Math Lab, Writing Center, and Computer Lab are available for students to prepare class assignments and/or to provide tutoring for these courses where students might need assistance. Staffed by full-time lab supervisors and student workers, the Math Lab, Writing Center, and Computer Lab are valuable resources for students. The Math Lab is located in the University Center; the Writing Center is located in the Kirk Building; and the Computer Lab is located in the Business Technology Center.

LIBRARY

The Gordon Library located in the west wing of the Kirk Building provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library, along with study carrels, tables, and copying services. Computer and Internet access are also available. During the fall and spring semesters, the library is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday. Hours are subject to change each semester and term. Variations from these hours will be posted at the library.

PUBLIC SAFETY DEPARTMENT/CAMPUS POLICE

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a campus police officer, contact the Admissions Office and the staff will relay your request to the officers by radio.

SECURITY/SAFETY

The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the campus police officers. The College publishes an annual Campus Safety Report by September 1 of each year which contains statistics and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff through the Admissions Office.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

The Department of Public Safety compiles campus crime statistics and these statistics are distributed annually to students and staff. Should potentially dangerous situations occur, they will be published on campus and posted through the E-mail. Campus crime statistics are available from the Vice Chancellor for Student Services.

Federal law requires that colleges maintain a list of any sex offenders employed by the college or attending the college and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Student Services’ Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

STUDENT STUDY LOUNGE

Room 109 of the Kirk Building houses vending machines and a study area. Study lounges with vending machines are also located on the upper levels of the University Center and the Business Technology Center.

STUDENT SERVICES

STUDENT STUDY LOUNGES

Located on the upper levels of the University Center and the Business Technology Center.

SECURITY/SAFETY

Located in the West Wing of the Kirk Building.

PUBLIC SAFETY DEPARTMENT/CAMPUS POLICE

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

The Department of Public Safety compiles campus crime statistics and these statistics are distributed annually to students and staff.

STUDENT STUDY LOUNGE

Room 109 of the Kirk Building.

STUDENT ORGANIZATIONS

The University of Arkansas Community College at Morrilton has a variety of organizations to enhance the academic and personal growth of its students. Students interested in membership in one or more of these organizations should contact the Admissions Office for additional information.

Fund Raising for Student Organizations

1. Student organizations approved to operate on the UACCM campus may charge membership dues and conduct fund raising projects on campus. These activities must support the program of the organization, the educational purposes of the College community, and/or philanthropic causes (see #3).

2. Fund-raising activities must comply with the policies and regulations of the College, and must not violate Arkansas law.

3. Fund-raising projects for philanthropic purposes must be directed to nonprofit, tax exempt organizations, and not made directly to an individual or individuals.

4. The Student Government Association shall rule on cases brought to their attention where there is some question as to whether the above conditions are met.

Student Organization Banking Arrangements

Student organizations must deposit their funds with the College. Exceptions to this may be requested from the Vice Chancellor for Finance. Approved student organizations may expend their funds for organizationally related activities. All expenditures are subject to review by the Vice Chancellor for Finance, who maintains the right to assure that such expenditures are in compliance with the policies and regulations of the College and the laws of the state of Arkansas. Unexpended fund balances of inactive student organizations shall be transferred to the Student Government Fee Account.

UACCM Student Organizations

- Air Conditioning Technology Club
- Automotive Collision Repair Technology Club
- Automotive Technology Student Organization
- Baptist Campus Ministry
- Catholic Campus Ministry
- Church of Christ Student Organization
- College Republicans Club
- Computer Information Systems Club
- Drama Club
- Early Childhood Student Organization
- Graphic Design Student Association
- Intramural Council
- Math Club
- Phi Beta Lambda
- Phi Theta Kappa
- Student Association of Surveyors
- Student Government Association
- Student Practical Nursing Association
- Welding Technology Club
- Young Democrats Club
ADVISORY COMMITTEES

The University of Arkansas Community College at Morrilton and business/industry have mutually benefited through an active advisory committee relationship. These committees, representing each major instructional area, are comprised of members from business and industry who provide a broad spectrum of technical expertise and management.

The University of Arkansas Community College at Morrilton and business/industry have mutually benefited through an active advisory committee relationship. These committees, representing each major instructional area, are comprised of members from business and industry who provide a broad spectrum of technical expertise and management.

WEB SITE

The UACCM Web site is the easiest and best resource to keep you connected to the information you want to know: A special “Current Student” page on the site is designed to feature information of special interest to currently enrolled students. In addition to general registration information, financial information, news, calendars, and other helpful links, the Web site also has the following tools to help you manage your college life: The UACCM Web site can be accessed by going to www.uaccm.edu.

CampusConnect

CampusConnect provides each student with access to personal demographic information, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.

Career Services Web Page

The Career Services Web page is designed to provide career interest inventories, sample employment documents, job postings, and other employment-related links.

Class Schedule Online

A full list of classes scheduled for the following semester is posted before each semester and is maintained until registration begins.

e-Cashier Payment Plan

To help our students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit check. The only cost to sign up for monthly tuition payments through e-Cashier is $25 per semester. Using e-Cashier is simple; apply online at www.uaccm.edu after you have registered for summer or fall terms.

Full payments can be made online with e-Cashier Tuition Management for a $35 fee.

Library Web Page

The UACCM Library page allows users to search for material in the library by Classic Search or AquaBrowser. Both enable the user to search by keyword, author, subject, title, or series and returns a list of books, their location, and availability.

Online Classes using WebCT

UACCM offers several courses online that are designed to give students the opportunity for quality education within a self-directed environment. WebCT Campus Edition is the course shell the professor uses to organize course material. WebCT allows access to class assignments, discussion groups, grades, online quizzes, etc. anytime – day, evening, or weekend.

Student E-mail

Students who elect to begin an account through the college may access it using UACCM’s Web page.

GENERAL INFORMATION

STUDENT GRIEVANCE PROCEDURES

The University of Arkansas Community College at Morrilton has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.”

Complaints should be addressed to: Vice Chancellor for Student Services, University of Arkansas Community College at Morrilton, 3577 University Blvd., Morrilton, Arkansas 72110, who has been designated to coordinate ADA compliance.

A complaint should be filed in writing, contain the name and address of the person filing the complaint, and briefly describe the alleged violation of the regulations.

A complaint should be filed within five working days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Vice Chancellor for Student Services. This process includes an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence related to a complaint.

A written description as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice Chancellor for Student Services and a copy mailed to the complainant no later than 10 days after its filing.

The ADA Coordinator shall maintain the files and records of UACCM relating to the complaints filed.

The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Chancellor, University of Arkansas Community College at Morrilton.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

GRIEVANCE PROCEDURES

ADA Grievance Procedures

The University of Arkansas Community College at Morrilton has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.”

Complaints should be addressed to: Vice Chancellor for Student Services, University of Arkansas Community College at Morrilton, 3577 University Blvd., Morrilton, Arkansas 72110, who has been designated to coordinate ADA compliance.

A complaint should be filed in writing, contain the name and address of the person filing the complaint, and briefly describe the alleged violation of the regulations.

A complaint should be filed within five working days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Vice Chancellor for Student Services. This process includes an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence related to a complaint.

A written description as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice Chancellor for Student Services and a copy mailed to the complainant no later than 10 days after its filing.

The ADA Coordinator shall maintain the files and records of UACCM relating to the complaints filed.

The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Chancellor, University of Arkansas Community College at Morrilton.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

STUDENT GRIEVANCE PROCEDURES

Any alleged grievance which a student may have regarding a College employee, an institutional regulation, and/or the interpretation and application of such regulation may be considered under this procedure.

Individuals wanting to resolve a grievance informally may contact the Vice Chancellor for Student Services before filing a formal grievance. The person should first discuss his/her grievance with the person responsible for the action, interpretation, or application of the regulations leading to the problem.

If the grievance remains unresolved by informal means, the complainant may initiate a formal grievance procedure in accordance with the following steps:

Step 1. The complainant must present in written form within five working days of the alleged grievable incident the complaint to the Vice Chancellor for Student Services, designated as the school grievance officer. The complaint must include specific grievance/complaint and specific remedies sought by the student. If the complaint involves the Vice Chancellor for Student Services, the individual would contact the Chancellor.

Step 2. The grievance officer has 10 days in which to investigate and respond in written form. If the complaint involves the Chancellor, the grievance would be appealed to the Chairman of the Board of Trustees.

Step 3. If not satisfied, the complainant may appeal to the Chancellor within 10 working days to investigate and respond in written form.
PARKING/REGISTERING VEHICLES

An individual displaying a handicap parking permit and parking in handicap parking spaces on the UACCM campus must be the person who was issued the permit by the revenue section of the Arkansas Department of Finance and Administration. To assure compliance with regulations governing handicap parking, individuals registering their vehicles and desiring handicap parking authorization must provide the Department of Public Safety with proof (authorization form furnished by DFA, and kept in the glove compartment) of issuance by DFA.

HANDICAP PARKING

An individual displaying a handicap parking permit and parking in handicap parking spaces on the UACCM campus must be the person who was issued the permit by the revenue section of the Arkansas Department of Finance and Administration. To assure compliance with regulations governing handicap parking, individuals registering their vehicles and desiring handicap parking authorization must provide the Department of Public Safety with proof (authorization form furnished by DFA, and kept in the glove compartment) of issuance by DFA.

ILLNESS OR ACCIDENT

UACCM reserves the right to call for ambulance service, if in the judgement of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

MESSAGES/DELIVERIES

Since UACCM students attend classes in various locations and departments, as well as varying times throughout the day and evening, the receptionist who receives all incoming calls cannot leave the information desk and telephone unattended to search for students. Therefore, it is not possible for the staff of the College to be responsible for delivering messages to students.

PARKING/REGISTERING VEHICLES

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper. Everyone parking on the UACCM campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed and/or revocation of parking privileges.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCM campus.

In the interest of promoting personal safety, a healthful environment, and maintenance of efficiency, pets are prohibited from the UACCM campus. Exceptions to this policy are limited to service dogs for the visually disabled, animals, fish, fowl, and reptiles under the control of and use by academic departments for approved teaching; and those animals, fish, fowl, or reptiles used in approved performances.

The University of Arkansas Community College at Morrilton is not liable for damage, theft, or personal loss of property. Students are advised to check their personal insurance for coverage.

In the event that the weather is so severe that the College administration feels that life and property may be in danger, the administration may cancel classes until weather conditions improve. After a decision is made, the administration will call and report the closing to KATV Channel 7, KTHV Channel 11, KARK Channel 4, and to radio station KVOM, Morrilton (dial 800 AM, 101.7 FM). Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College’s service area.

Any disciplinary action taken will depend upon the severity of the offense.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.

b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.

c. Any individual found to have violated the College’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion.

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint.
a. Informal Resolution

Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Student Services. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within 14 calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

b. Formal Complaint Resolution

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint. Students may file a complaint with the Vice Chancellor for Student Services. Employees should file the complaint with their supervising vice chancellor. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

SIGNS/POSTERS

All signs and posters not originating within a UACCM academic or administrative office must be approved by the Vice Chancellor for Student Services. Typically, all signs and posters should be placed on bulletin boards only. No signs or posters are permitted on painted surfaces.

If an individual or student organization wishes to place a poster or sign in any area not designated in this statement, the individual or organization must receive approval from the Vice Chancellor for Student Services. Such approval will be based upon assurances that the location and mounting of the sign or poster will not deface property of the College.

Placing handbills and flyers on automobiles parked on campus is prohibited. No handbills and flyers may be distributed on campus without approval of the Vice Chancellor for Student Services.

SOLICITATION

The buildings and grounds owned by the University of Arkansas Board of Trustees exist for, and are exclusively devoted to, the organized and approved UACCM programs of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the College. Therefore, private unsolicited business activities are not permitted on the College campuses. However, in certain limited areas, the College contracts with private firms to provide needed on-campus services for students, faculty, and staff when such a contract contributes to the accomplishment of the College’s educational purposes.

SOUND ON THE UACCM CAMPUS

It is important that individuals and groups within the College community respect others’ rights by not creating noise disturbances. The UACCM Police will respond to reports of excessive noise.

TOBACCO PRODUCTS

In an effort to promote a healthy and sanitary learning environment, use of tobacco products is prohibited within any UACCM building or vehicle, with the exception of the smoking shelter just west of the Kirk Building. Smoking is also prohibited within 20 feet of any building entrance or under entrance porticos.

VISITORS

Visitors seeking information about enrollment in UACCM are encouraged to visit the College campus. Visitors should contact the Admissions Office where College personnel can assist them. Visitors are welcome. UACCM facilities are designated for use by students officially enrolled, individuals who are on campus to gain enrollment information, invited guests with the College, and students or individuals otherwise conducting business with the College. Unauthorized children are not permitted use of the facilities, and individuals who are not enrolled in UACCM are not permitted to attend classes or labs without permission of the administration.

STUDENT CONDUCT

COMPUTING AGREEMENT

Students may be granted accounts for the purpose of using the College’s computer resources. Each user is expected to sign the College’s Agreement Form and to use these resources responsibly within the College-approved educational, research, and/or administrative purposes for which such privileges are granted. Activities beyond these stated purposes are prohibited. Disciplinary action will be taken whenever the user is found in violation of the agreement. Violations may result in loss of privileges, or dismissal from the College.

COMPUTER VIRUSES

The University of Arkansas Community College at Morrilton is not responsible for loss of student data, software, or hardware caused by computer viruses. Students are responsible for maintaining virus-free data disks before using College computer equipment.

OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE

Frequently, students travel off-campus to represent the College. Some trips are made in College vehicles, some in private vehicles, and others via commercial means. The College’s concern is that there be adequate protection for the student and the College concerning claims and liability which might arise from these occasions. In order to assure such protection, the following will be observed as policy and regulations:

Official Representation

UACCM recognizes that a student travels as its official representative when, and only when, the following facts exist:

1. An administrative official having authority to do so, authorizes a student or students to be “official College representatives” for purposes of attending an event related to accomplishment of UACCM educational purposes.

2. The College will benefit from the representation in a substantial manner.

3. The student or students travel by College vehicle or according to transportation selected for them and approved by the administrative official approving the trip.
Travel Regulations.

Before leaving the campus, the student or students, and their accompanying faculty or staff member, shall have registered with an administrative official approving the trip as outlined in these regulations. Students attending functions on their own initiative are not official representatives of the College.

In the event of an accident, full disclosure shall be made of the name, address, registration, driver’s license and College status of the individual involved. All laws of the state of Arkansas shall be obeyed. In privately owned vehicles, the owner should notify his/her insurance company immediately.

UACCM vehicles must be driven only by qualified employees of the College. All personnel who operate a College vehicle must have a photo copy of a current and official Arkansas driver’s license and a State Police report verifying a safe driving record on file in the Business Office prior to operating a College vehicle. All personnel who operate a van must have a “T” endorsement on their driver’s license.

Off-campus trips organized, conducted or sponsored by a student organization in its own interest, are not made on behalf of the College as official travel, and the College will accept no responsibility for liability incurred.

All students or groups of students on an off-campus trip will be accompanied by a sponsor who will assume responsibility for their conduct and behavior. The sponsor is authorized to maintain good order and good representation during the trip.

Students away from the campus as representatives of the College are subject to disciplinary action by the College for breaches of conduct.

Students are sometimes away from the College during regularly scheduled classes, as a college representative at professional meetings, workshops, field trips, competitions, fine arts events, etc. The College recognizes the value of these activities as educational opportunities and personal development. Instructors should communicate their makeup policy to every student within the first few days of each semester or summer term. Courteous and wisdom dictate that any student who plans to miss classes due to an official activity approved by the College should discuss that upcoming absence with the instructor of each class to be missed. Instructors are encouraged to assist students in making up class work missed because of these activities. However, the instructor has the final responsibility to determine if it is feasible to make up the missed work.

Within the UACCM Student Code of Conduct, the following are prohibited:

1. Alcohol and Illicit Drugs–To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs
2. Cheating–To receive, use, solicit, or furnish unauthorized aid in an academic endeavor
3. Climbing on College Structures–To climb, rappel, or any similar action is prohibited on College structures
4. Damage to Property–To misuse or harm the property of others
5. Deception, Fraud, or Misuse of Documents–To forge, alter, or acquire College documents, records, or identification cards without authorization
6. Disruptive Behavior and Disorderly Conduct–To engage in behavior that disrupts the normal functions of the College, disturbs the peace, or violates the rights of others
7. Financial Obligations–To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)
8. False Alarms and Threats–To communicate by any means to the College or anyone affiliated with the College a false alarm or threat, inclusive of fire or other perils
9. Furnishing False Information–To provide information, which is false or misleading to the College for its official use
10. Gambling–To wager on the outcome of any activity or event
11. Harassment–To perform any action, verbal or non-verbal, that persistently annoys another
12. Lewd, Indecent, or Obscene Behavior–To behave in a manner that is offensive to established community standards of decency or modesty
13. Misuse of Internet Privileges–To violate the terms of the Computer Use Agreement with the College
14. Non-compliance with Directions of a College Official–To fail to comply with reasonable directions given by an employee of the College
15. Physical Abuse or Threat of Physical Abuse–To physically endanger or threaten to endanger the health or safety of another
16. Plagiarism–To appropriate ideas, which are not common knowledge, or writings of another and represent them as one’s own
17. Theft–To appropriate or possess the property of another without right or permission
18. Tobacco Products–To use tobacco products within any UACCM vehicle or building, or within 20 feet of any entrance/exit
19. Verbal Abuse–To use obscene, profane, or derogatory language, which insults, abuses, or defames another
20. Violation of College Policies or Regulations–To fail to comply with published or announced College policies or regulations
21. Violation of Local, State, or Federal Law–To violate local, state, or federal law
22. Weapons, Firearms, Explosives–To possess or use unauthorized firework, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type

JURISDICTION OF THE STUDENT CODE OF CONDUCT

The rules and regulations of the University of Arkansas Community College at Morrilton apply to all conduct on College owned, controlled, or operated property, and at College-sponsored activities other than on or away from campus. Charges or convictions of local, state, or federal law, which occur off campus will not result in disciplinary action by the College except in those cases where the action occurred at a College function or activity, or if it is determined that action by the College is necessary to protect the members of the College community, the College’s property, or its educational mission.
If the criminal authorities are considering a case, UACCM judicial procedures continue as usual, since criminal proceedings and UACCM procedures are unrelated activities. Similarly, judicial action by the College does not prohibit the filing of criminal charges.

CONDUCT CODE JUDICIAL STRUCTURE

All allegations of student misconduct may be brought to the attention of the Vice Chancellor for Student Services. Students charged with misconduct will be given the opportunity for a hearing with the Vice Chancellor for Student Services. Accused students will be notified of the charges against him or her and will be notified of the time and place of the hearing within 10 class days after the alleged violation has occurred or the individual has been identified as an alleged violator.

JUDICIAL RIGHTS

The University of Arkansas Community College at Morrilton chooses to adhere to the following procedural guidelines to insure fairness in judicial proceedings:

1. The right to be informed of one’s rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Student Services.
2. The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.
3. The right to face one’s accuser at the hearing. This right may be waived in writing by the accused.
4. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
5. The right to testify and present evidence and material witnesses.
6. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
7. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.
8. The right to an appeal.
9. The right, upon request, to a closed hearing. All judicial hearings are open unless the accused requests a closed hearing. If the spectators are disorderly or disrupt the hearing in any manner, the hearing officer may order all spectators to leave the hearing. Members of the immediate family, legal guardians, and attorneys of the accused or accuser may attend all hearings. Legal counsel may not participate in the hearing but may advise the accused or accuser.
10. The right to request the question of the Vice Chancellor for Student Services to render an impartial judgment and to request his/her removal from the case. If such a request is made, the Chancellor shall designate the hearing officer for the case.
11. The right, upon request, to a closed hearing. All judicial hearings are open unless the accused requests a closed hearing. If the spectators are disorderly or disrupt the hearing in any manner, the hearing officer may order all spectators to leave the hearing. Members of the immediate family, legal guardians, and attorneys of the accused or accuser may attend all hearings. Legal counsel may not participate in the hearing but may advise the accused or accuser. The accuser and the accused are entitled to the same opportunities to have others present during the hearing.
12. The right to be informed of the charges against a student within 10 class days after the alleged violation has occurred or the individual has been identified as the alleged violator. If it is necessary for the charges to be sent through the mail, the charge must be postmarked within this same 10 day period.
13. The right to be informed of any questions prior to the hearing.
14. The right of access, upon request prior to the hearing, to all physical evidence (i.e., tapes, photographs, printed documents, etc.) to be presented at the hearing.
15. The right to question the ability of the Vice Chancellor for Student Services to render an impartial judgment and to request his/her removal from the case. If such a request is made, the Chancellor shall designate the hearing officer for the case.
16. The right to petition the University of Arkansas Community College at Morrilton to modify the original action. Sanctions may not increase with the appeal process.

INTERIM SUSPENSION

A student may appeal decisions of the Vice Chancellor for Student Services. Appeals will be made to the Vice Chancellor for Finance. The accused must submit a written appeal to the Vice Chancellor for Finance within two workdays following the receipt of the hearing decision. The appeal must state the appeal intention and the rationale for the appeal. The Vice Chancellor for Finance may decide that there are not sufficient reasons to grant an appeal hearing and, thus, affirm the original action or decide there is sufficient reason to hold an appeal hearing. The appeal hearing will have the accused, Vice Chancellor for Student Services, and any other witnesses deemed necessary by the Vice Chancellor for Finance. At the appeal hearing, the Vice Chancellor for Finance may, after reviewing the case, take action, which will affirm, reverse, or modify the original action. Sanctions may not increase with the appeal process.

SANCTIONS RESULTING FROM DISCIPLINARY PROCEEDINGS

The following Sanctions may be used within the UACCM judicial system:

1. Counseling: establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.
2. Educational Task: a task that benefits the individual, campus, or community.
3. Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.
4. Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.
5. Disciplinary Probation: disciplinary action taken as a result of conduct conflicting with College regulations. Disciplinary Probation may include loss of privileges or use of College services. This probation is to be for a specific period of time.
6. Suspension: removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Student Services.
7. Expulsion: permanent removal from the college whereby the student may not return or re-enroll at any point in the future.

If the criminal authorities are considering a case, UACCM judicial procedures continue as usual, since criminal proceedings and UACCM procedures are unrelated activities. Similarly, judicial action by the College does not prohibit the filing of criminal charges.

CONDUCT CODE JUDICIAL STRUCTURE

All allegations of student misconduct may be brought to the attention of the Vice Chancellor for Student Services. Students charged with misconduct will be given the opportunity for a hearing with the Vice Chancellor for Student Services. Accused students will be notified of the charges against him or her and will be notified of the time and place of the hearing within 10 class days from the date of the alleged violation or when the individual is identified as an alleged violator.

JUDICIAL RIGHTS

The University of Arkansas Community College at Morrilton chooses to adhere to the following procedural guidelines to insure fairness in judicial proceedings:

1. The right to be informed of one’s rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Student Services.
2. The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.
3. The right to face one’s accuser at the hearing. This right may be waived in writing by the accused.
4. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
5. The right to testify and present evidence and material witnesses.
6. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
7. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.
8. The right to be judged solely on the evidence presented at the hearing and to an explanation of the reason(s) for the decision in the case. Both the accuser and the accused shall be informed of the outcome of any campus judicial hearing.
9. The right to an appeal.

SANCTIONS RESULTING FROM DISCIPLINARY PROCEEDINGS

The following Sanctions may be used within the UACCM judicial system:

1. Counseling: establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.
2. Educational Task: a task that benefits the individual, campus, or community.
3. Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.
4. Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.
5. Disciplinary Probation: disciplinary action taken as a result of conduct conflicting with College regulations. Disciplinary Probation may include loss of privileges or use of College services. This probation is to be for a specific period of time.
6. Suspension: removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Student Services.
7. Expulsion: permanent removal from the college whereby the student may not return or re-enroll at any point in the future.

CONDUCT CODE APPEAL PROCEDURES

A student may appeal decisions of the Vice Chancellor for Student Services. Appeals will be made to the Vice Chancellor for Finance. The accused must submit a written appeal to the Vice Chancellor for Finance within two workdays following the receipt of the hearing decision. The appeal must state the appeal intention and the rationale for the appeal. The Vice Chancellor for Finance may decide that there are not sufficient reasons to grant an appeal hearing and, thus, affirm the original action or decide there is sufficient reason to hold an appeal hearing. The appeal hearing will have the accused, Vice Chancellor for Student Services, and any other witnesses deemed necessary by the Vice Chancellor for Finance. At the appeal hearing, the Vice Chancellor for Finance may, after reviewing the case, take action, which will affirm, reverse, or modify the original action. Sanctions may not increase with the appeal process.

INTERIM SUSPENSION

Normally, no sanction shall result from the filing of a complaint or from the initiation of disciplinary action. However, pending a hearing or in extraordinary circumstances, the Vice Chancellor for Student Services may provisionally suspend a student where the presence on campus of the student constitutes a danger to others, himself/herself, or to College property. Such Interim Suspension shall not exceed beyond 72 hours without the student being given an opportunity to show cause why the suspension shall be discontinued. As with disciplinary suspension, a student under Interim Suspension may not enter the campus without the permission of the Vice Chancellor for Student Services.
UACCM FACULTY

BATTERSHELL, GARY (1994) History Instructor, Ph.D., University of Arkansas; M.A., University of Central Arkansas, B.A., University of Arkansas

BECK, VEBRICE (1996) Practial Nursing Instructor, M.Ed., Arkansas Tech University; B.S.N., Arkansas Tech University

BECKMAN, RON (1990) Business Instructor, M.B.A., B.B.A., University of Central Arkansas

BERRY, NANETTE (1999) Mathematics Instructor, M.Ed., B.S., University of Central Arkansas

BERRY, TERRY (1997) Mathematics Instructor, M.Ed., B.S., University of Central Arkansas


BRAUD, COLETTE (2004) Practical Nursing Instructor, Diploma, Baptist School of Nursing

CAIG, KAREN (1999) English Instructor, M.A., Stephen F. Austin State University; B.A., Southern Methodist University; A.A., Kilgore College

CALDWELL, TRACI (2005) English Instructor, M.A., B.A., University of Central Arkansas

CHIS, APRIL (1998) Sociology Instructor, M.S., B.S., University of Central Arkansas

CLEATER, TERRY (2003) Surveying Instructor, B.S.E., University of Arkansas, Fayetteville; B.A., Arkansas State University at Beebe, Registered Land Surveyor

CONY, JENNIFER (2005) Nutrition Instructor, R.D., M.S., University of Central Arkansas

CROOK, DANNY (2007) Reading Instructor, B.S., University of Central Arkansas

DANIEL, LYNDSEY (2005) English Instructor, M.A., B.A., University of Arkansas, Fayetteville

DUVALL, BOBBY (1976) Automotive Service Technology Instructor, A.A.S., University of Central Arkansas; ASE Certified

FILLINGER, MARGIE (2006) Early Childhood Development, B.S.E., University of Central Arkansas


GIFFORD, DANNY (1997) Air Conditioning & Refrigeration Instructor, A.S., University of Arkansas at Little Rock

GRUEN, CLEM (2001) Drafting Instructor, Ed.D., University of Northern Colorado; M.S., Southern Illinois University; B.S. Southeast Missouri State University

HARRELL, CHARLES (1990) Automotive Collision Repair Instructor, M.S.E., B.S.E., University of Central Arkansas; ASE Certified


HOGAN, JOHN (2007) Mathematics Instructor, M.Ed., Arkansas Tech University; B.S.C.E., University of Arkansas, Fayetteville

HOLT, ANTHONY (2007) Biology Instructor, Ed.D., M.S., B.S., Arkansas State University

HOLTZ, CHRISTOPHER (2005) Chemistry Instructor, M.M.E., University of Florida; M.A., San Diego State University; B.A., B.B.A., University of California at San Diego

HUNT, LEWIS (1997) Biology Instructor, M.S., B.S., Arkansas State University

JARAMILLO, LINDA (2005) Business Instructor, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas


KEETON, ROBERT (2003) Biology Instructor, M.S., B.S., University of Central Arkansas

LACHOWSKY, LARRY (1997) Drafting/Surveying Instructor, B.S., University of Central Arkansas; Registered Land Surveyor

LAKE, TINA (1999) Fine Arts Instructor, M.F.A., San Francisco Art Institute; M.B.A., Webster University; M.Ed., University of Arkansas at Little Rock; B.S., Northern Michigan University

LAMBERT, JEFF (2007) Petroleum Technology Instructor, B.S., University of Southern Mississippi


LEE, KENNETH (1993) Graphic Design Instructor, M.A., Webster University; B.F.A., University of Southern Mississippi

LEE, PEGGY (2006) Nursing Department Chair, M.S., University of Southern Mississippi; B.S.N., Mississippi College

LOYCE, CROL (1996) Personal Health Instructor, M.S.N., B.S.N., University of Central Arkansas


MCCOOL, TRAYE (1998) History Instructor, M.A., University of Missouri; B.A., Ozark Baptist University

MCNIGHT, JOHN (2002) Mathematics Instructor, B.S., University of Central Arkansas


PARDEE, SUSAN (1996) Mathematics Instructor, B.S., Louisiana Tech University

PATTERSON, NANCY (1988) Business Instructor, M.B.A., University of Central Arkansas; B.S.A., Arkansas Tech University

RODGERS, DEBORA (2006) Nursing Instructor, M.S.N, University of Central Arkansas; B.S.N., Arkansas Tech University


SOUTHERLAND, JOHN (2005) Welding Instructor, Certificate, University of Arkansas Community College at Morrilton


STRASSEL, DANA (2004) Physical Science/Biology Instructor, M.A., New Mexico State University, University of Central Arkansas, B.S., New Mexico State University

THOMPSON, CINDY (1986) Business Instructor, M.S.E., B.S.E., University of Central Arkansas; Office Occupations Diploma, Petit Jean Vocational Technical School

TOMLINSON, LINNE (1991) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas


WALLACE, STEPHEN (2000) Computer Information Systems Instructor, B.S., DeVry Institute of Technology, Columbus, Ohio

WATSON, DANIEL (2002) Mathematics Instructor, M.S., Oklahoma State University; B.S., University of Arkansas at Monticello

WHITE, DENNIS (1988) Freshman Seminar Instructor, A.A.S., University of Central Arkansas

WHITING, GENITA (1999) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

WILLIAMS, JIMMIE (2001) Speech Instructor, M.A., University of Mississippi; B.S., University of Central Arkansas

ZAMBRANGO, LINDA (1992) Business Instructor, M.S.E., University of Central Arkansas; B.S.ED., University of Missouri-Columbia; A.S., State Fair Community College

UACCM STAFF

ACKLEY, MERRY (1998) Custodian

ARN, DIANA (1987) Division Chair, Humanities, Social Sciences, and Mathematics, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University; Ed.B.

ATES, RICHARD (2007) Campus Police Officer, Certified as Law Enforcement Officer


BENEGAR, GREG (2006) Network Manager, A.A.S., Arkansas College of Technology


BIRKNER, LINDA (1985) Vice Chancellor for Finance, Ed.D., University of Arkansas at Little Rock; Ed.S., M.Ed., B.A., University of Arkansas at Fayetteville


BLOCKER, LAVERN (1991) Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton
ERHART, LEANNA
ELLIS, TAMMY
ELROD, DONNA
BURT, CAROL
CUPP, RHONDA
CROOK, NATHAN
CAPLETTE, AMANDA
CLARK, LISA
CHAPMAN, GREGORY
FITCH, DAWN
FIELDER, KAREN
Arkansas; B.B.A., University of Central Arkansas
Morrilton
A.A.S., University of Arkansas Community College at Morrilton
B.S.E., University of Central Arkansas
Arkansas Tech University
Manager
Ed.S., M.S., B.S.E., University of Central Arkansas
Instruction,
Food Service
Custodial Shift Supervisor
Manager
Vice Chancellor for Services and Applied Technology,
Arkansas; B.B.A., University of Central Arkansas
Morrilton
A.A.S., University of Arkansas Community College at Morrilton
B.S.E., University of Arkansas; A.A.S., A.A., University of Arkansas Community College at Morrilton
TIPTON, MELANIE (1999) Accounting Technician, A.A.S., University of Arkansas Community College at Morrilton
UCHPICH, CINDY (1998) University Bookstore Assistant Manager, A.A.S., University of Arkansas-Community College at Morrilton
WAGNER, JANE (2007) Community Outreach Secretary, A.A.S., University of Arkansas-Community College at Morrilton
WILSON, ELLEN (2002) Custodian
YARRBOUGH, RUPHIA (2007) Division of Humanities, Social Sciences, and Mathematics Secretary, A.A.S., University of Arkansas Community College at Morrilton
LONG, BECKY (2004) Custodian
MCCULLAH, SAMANTHA (2004) Admissions Secretary, B.A., University of Central Arkansas
MIZE, TREVOR (2003) Graphic Designer, A.A.S., University of Arkansas Community College at Morrilton
MOORE, REBECCA (1999) Custodian
MOSES, GAIL (2006) Toddler Classroom Teacher, A.A.S., University of Arkansas Community College at Morrilton
MULLINS, RACHEL (2003) Admissions Counselor, B.S.E., University of Arkansas; A.A.S., A.A., University of Arkansas Community College at Morrilton
NEWTON, ANDY (2005) Building/Grounds Maintenance
PAQUETTE, CLARA (1998) Assessment and Retention Coordinator, M.Ed., B.S.E., University of Arkansas; A.A., University of Arkansas-Community College at Morrilton; Diploma, Capital City Business College
PARKS, LESLIE (2006) Registrar's Secretary
PINSON, DAVE (2006) Admissions Counselor, M.S., B.A., Arkansas Tech University; A.A, Cosmopolitan College of the University of Arkansas
RACKLEY, HARLAN (2001) Custodian
RICHARDS, DIANA (2003) Academic Services Secretary
RICKENBACKER, PHILLY (2004) Custodian
RIOS-BLANCHARD, MARANDA (2007) Career Pathways Counselor/Student Advisor, M.Ed., Southeastern Louisiana University; B.G.S., University of Louisiana at Monroe
RODRIGUEZ, JOSE (1999) Director of Food Services, B.S., Metropolitan State College of Denver; A.S., Olney Central College
SEIFFERT, SHIRLEY (2004) Custodian
SHAMSE, JUDY (2003) Accounting Technician, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Hope
SMOMS, SHEILA (1998) Assistant Registrar, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton
SPIVEY, AARON (2007) Coordinator of Community Outreach, A.A.S.; University of Arkansas Community College at Morrilton
SPONER, SANDRA (2005) Registrar's Secretary, A.A.S., University of Arkansas Community College at Morrilton
STRACNER, STACY (1991) Financial Aid Accounting Technician, A.A.S., University of Arkansas Community College at Morrilton
THOMAS, MARYLHN (1987) Division Chair, Health, Sciences, and Adult Education, M.S., B.S.E., University of Central Arkansas
DONALD, DEBORAH (2004) Financial Aid Secretary, A.A.S., University of Arkansas-Community College at Morrilton
EDDY, JAMES (1991) Building/Grounds Maintenance
ELLIS, TAMMY (2006) Food Service
ELROD, DONNA (2006) Receptitional/Admissions Secretary
EVERHART, LEANNA (1999) Personnel Assistant, A.A.S., University of Arkansas Community College at Morrilton
FIELDER, KAREN (2006) Director/Teacher Earle Love Child Study Center, B.S. University of Arkansas, Fayetteville
DODGE, GARY (2007) Custodian
HENSLEY, WANDA (1975) Registrar, M.S., Arkansas State University; B.B.A., University of Central Arkansas
HERNING, RONI (2000) Career Pathways Intake/Data Entry Specialist, A.A.S., University of Arkansas Community College at Morrilton
HIGGS, LINDA (2006) Custodian
HOLLOWAY, ALLEN (1997) Director of Physical Plant
HOYT, THOMAS (2001) Custodian
HURST, BETTY (2002) Business Technology Center Lab Manager, A.A.S., University of Arkansas Community College at Morrilton
JONES, DARREN (2007) Vice Chancellor for Student Services, M.B.A., University of Central Arkansas; B.B.A., Southern Arkansas University-Magnolia; A.A., Texarkana College
KERSH, LILY (2003) Career Pathways Director, M.S.E.; B.B.A., Arkansas Tech University
LEE, VICKY (1999) Financial Aid Officer, B.B.A., University of Central Arkansas
BOARDS

UA SYSTEM BOARD OF TRUSTEES

Stanley E. Reed, Chair, Morrilton ........................................... Term expires 2008
James E. Lindsey, Vice Chair, Fayetteville ................................... Term expires 2009
Jane Rogers, Secretary, Little Rock ......................................... Term expires 2016
Dr. Carl L. Johnson, Assistant Secretary, Little Rock ....................... Term expires 2012
Mike Akin, Monticello ............................................................. Term expires 2013
John E. Anthony, Hot Springs ................................................. Term expires 2011
Sam Hilburn, North Little Rock ............................................... Term expires 2014
Dr. Tim E. Hunt, Paragould ...................................................... Term expires 2010
John Tyson, Springdale .......................................................... Term expires 2017
Jim von Gremp, Rogers .......................................................... Term expires 2015

UACCM BOARD OF VISITORS

Raye Pearce, Chair, Morrilton .................................................. Term expires 2009
A. O. Thompson, Vice Chair, Cleveland ..................................... Term expires 2008
Lee Gibbons, Secretary, Bigelow ............................................. Term expires 2010
Kathryn Amett, Conway .......................................................... Term expires 2008
Allen Gordan, Monlliton .......................................................... Term expires 2009
Dr. Alice Hines, Conway ........................................................ Term expires 2010
Bryce Mobley, Dover .............................................................. Term expires 2010
Charles Penick, Morrilton ....................................................... Term expires 2009
Frank Shaw, Conway ............................................................. Term expires 2008

UACCM FOUNDATION BOARD

Edward Lee Eddy, Chair, Morrilton ......................................... Term expires 2009
Doug Cahill, Vice Chair, Monlliton .......................................... Term expires 2009
Beverly Parks, Secretary, Monlliton ........................................ Term expires 2008
Diana Am, Treasurer, Conway .............................................. Term expires 2008
Doug Brandon, Perryville ....................................................... Term expires 2010
Mary Clark, Russellville ......................................................... Term expires 2010
Lee Gibbons, Bigelow ............................................................ Term expires 2009
Susan Gunderson, Monlliton ................................................... Term expires 2008
Banny McKean, Monlliton ...................................................... Term expires 2008
Les Miller, Monlliton ............................................................. Term expires 2010
Rich Moellers, Monlliton ....................................................... Term expires 2009
Raye Pearce, Monlliton .......................................................... Term expires 2009
Aaron Spivey, Monlliton ....................................................... Term expires 2008

CAMPUS MAP

1. University Center (UC)
2. Business Technology Center (BTC)
3. Fine Arts Auditorium (FA)
4. Fine Arts (FA)
5. The Plaza
6. Leadership Development Institute
7. Maintenance Building
8. Technology Building II (Tech II)
9. Technology Building III (Tech III)
10. Technology Building I (Tech I)
11. Public Safety Building
12. Science Building (SC)
13. Earle Love Child Study Center (ECD)
14. Kirk Building (KB)
15. University Bookstore
# CREDIT BY EXAMINATION

## ADVANCED PLACEMENT (AP) PROGRAM

The following are the AP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN HISTORY</td>
<td>3</td>
<td>HIST 2003 U.S. History I AND HIST 2013 U.S. History II</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>4</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>CALCULUS AB OR CALCULUS BC</td>
<td>3</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>3</td>
<td>CHEM 1004 Fundamentals of Chemistry OR CHEM 2123 General College Chemistry I AND CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>ENGLISH LANGUAGE/COMP</td>
<td>3</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>EUROPEAN HISTORY</td>
<td>3</td>
<td>HIST 1003 Western Civilization I AND HIST 1013 Western Civilization II</td>
</tr>
<tr>
<td>PHYSICS B OR PHYSICS C</td>
<td>3</td>
<td>Four Hours Lab Science Credit</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>3</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>SPANISH</td>
<td>4</td>
<td>SPAN 1013 Elementary Spanish I AND SPAN 1023 Elementary Spanish II</td>
</tr>
</tbody>
</table>

## CLEP GENERAL & SUBJECT EXAMINATION

The following are the CLEP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

### CLEP General Examination

<table>
<thead>
<tr>
<th>General Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH COMPOSITION</td>
<td>50</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>WITH ESSAY</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>COLLEGE MATHEMATICS</td>
<td>50</td>
<td>MATH 1103 Algebra for General Education</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>56</td>
<td>BIOL 1004 Fundamentals of Biology AND PHY 2004 Physical Science</td>
</tr>
</tbody>
</table>

### CLEP Subject Examination

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALGEBRA, COLLEGE</td>
<td>50</td>
<td>MATH 1203 College Algebra</td>
</tr>
<tr>
<td>ALGEBRA - TRIGONOMETRY, COLLEGE</td>
<td>50</td>
<td>MATH 1203 College Algebra AND MATH 1213 Plane Trigonometry</td>
</tr>
<tr>
<td>AMERICAN GOVERNMENT</td>
<td>50</td>
<td>PSCE 2003 American Government</td>
</tr>
<tr>
<td>AMERICAN LITERATURE</td>
<td>50</td>
<td>ENGL 2113 American Literature</td>
</tr>
<tr>
<td>BIOLOGY, GENERAL</td>
<td>50</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>CALCULUS WITH ELEMENTARY FUNCTIONS</td>
<td>50</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>CHEMISTRY, GENERAL</td>
<td>50</td>
<td>CHEM 2121 General College Chemistry I AND CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>COMPOSITION, FRESHMAN COLLEGE WITH ESSAY</td>
<td>50</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>ENGLISH LITERATURE</td>
<td>50</td>
<td>SPAN 1013 Elementary Spanish I SPAN 1023 Elementary Spanish II</td>
</tr>
<tr>
<td>HISTORY OF THE UNITED STATES I: EARLY COLONIZATIONS TO 1877</td>
<td>50</td>
<td>HIST 1003 U.S. History I</td>
</tr>
<tr>
<td>HISTORY OF THE UNITED STATES II: 1865 TO PRESENT</td>
<td>50</td>
<td>HIST 1013 U.S. History II</td>
</tr>
<tr>
<td>INFORMATION SYSTEMS &amp; COMPUTER APPLICATIONS</td>
<td>52</td>
<td>BUS 1213 Computer Applications</td>
</tr>
<tr>
<td>PSYCHOLOGY, INTRODUCTORY</td>
<td>50</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>SOCIOLOGY, INTRODUCTORY</td>
<td>50</td>
<td>SOC 2013 Introduction to Sociology</td>
</tr>
<tr>
<td>SPANISH LANGUAGE, COLLEGE LEVEL</td>
<td>50</td>
<td>SPAN 1013 Elementary Spanish I SPAN 1023 Elementary Spanish II</td>
</tr>
<tr>
<td>TRIGONOMETRY</td>
<td>50</td>
<td>MATH 1213 Plane Trigonometry</td>
</tr>
</tbody>
</table>
GENERAL INDEX

A

Academic Calendar .................................. 3
Academic Information ................................. 130
Academic Advising .................................. 140
Academic Appeals ................................... 140
Academic Clemency/Forbearance ................. 146
Academic Conduct Code Violations ............. 141
Academic Honors/Chancellor’s List ............. 141
Academic Honors .................................... 142
Attendance ............................................ 141
Credit by Examination .............................. 142
Credit Courses ...................................... 143
Final Exams ......................................... 143
Full-time Students .................................. 143
Grading System ...................................... 143
Graduation Requirements .......................... 144

B

Boards
UACCM Board of Trustees .......................... 146
UACCM Foundation Board ........................... 146
Bookstore ............................................. 148
Business ............................................... 44-45
Business Office Technology .......................... 40-41
Business Transfer Program ........................... 44-45

C

Calendar, Academic ................................ 3
Campus Map .......................................... 167
Campus Police ....................................... 150
Camper Pathways ................................... 148
Child Care Services .................................. 149
CLIP Generals/Subject Examination ............... 168-169
College Dining Services ............................. 148
Computer Information Science ..................... 46-47
Computer Information Systems ..................... 49-50
Computer Lab ........................................ 150
Computer Maintenance .............................. 48
Computer Viruses .................................... 157
Computing Agreement ............................... 157
Conditional Admission ............................... 12
Contacts .............................................. 6
Conway City Residents Tuition ....................... 18
Counseling Services .................................. 148
Course Descriptions .................................. 102-137
Course Load .......................................... 16
Crime Scene Investigation ........................... 92-93

D

Degree Options ....................................... 7
Dietary Management ................................... 51
Disability Services ................................... 149
Drafting Technology .................................. 52-53

E

Drop, Administrative ................................ 16
Dropping a Class ...................................... 16

F

Faculty ................................................. 162-163
Fees (see Tuition and Fees) ......................... 17-20
Financial Aid ........................................ 16-25
Fitness Center ........................................ 149

G

General Education .................................. 64-66
General Information ................................. 152-157
General Studies ...................................... 69
Generic Cooperative Program ....................... 97-99
Grants (see Scholarships, Grants, and Loans) .......................... 14

H

Handicap Parking ..................................... 154
High School Student Admission ..................... 12-13
History, UACCM ...................................... 8

I

Illness or Accident .................................. 154
International Student Admission ................. 13
International Sports ................................ 149

J

Job Placement Services ............................. 149

K

Library ................................................ 150
Loans (see Scholarships, Grants, and Loans) .... 150

L

Late Registration .................................... 17
Law Enforcement Administration .................. 94-95
Library ............................................... 150

M

Math Lab .............................................. 150
Military Leadership .................................. 154
Mission, UACCM ..................................... 9

N

Network Technology ................................ 48
Nursing Assistant .................................... 72

O

Off-Campus Travel of Students .................... 157-158
Online Tuition Rates .................................. 18
Out of State Students ............................... 18

P

Parking/Registering Vehicles ........................ 154
Pell Grant Refunds (see Title IV Refunds) ..... 19
Petroleum Technology ................................ 80-81
Pets .................................................... 155
Pipe Welding .......................................... 86
Policies, Registration ................................. 86
Posters (see Signs and Posters) .................... 156
Practical Nursing Admissions ....................... 14
Practical Nursing ..................................... 75
Practical Nursing Re-Admission Policy ......... 14
Property and Rights .................................. 125
Provisional Student Admission ..................... 14-15
Public Safety ......................................... 150

R

Records (see Student Records) ................. 145-147
Refunds .............................................. 19
Registered Nursing Admissions ................... 19
Registered Nursing .................................. 79

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>15-17</td>
</tr>
<tr>
<td>Registration Policies</td>
<td>15-16</td>
</tr>
<tr>
<td>Adding a Class</td>
<td>15</td>
</tr>
<tr>
<td>Administrative Drop</td>
<td>16</td>
</tr>
<tr>
<td>Auditing a Course</td>
<td>16</td>
</tr>
<tr>
<td>Dropping a Class</td>
<td>16</td>
</tr>
<tr>
<td>Late Registration</td>
<td>16</td>
</tr>
<tr>
<td>Registering for Classes</td>
<td>16</td>
</tr>
<tr>
<td>Transcripts</td>
<td>17</td>
</tr>
<tr>
<td>Withdrawing From Classes</td>
<td>17</td>
</tr>
<tr>
<td>Requirements, General Admission</td>
<td>11</td>
</tr>
<tr>
<td>Retail Marketing</td>
<td>42-43</td>
</tr>
<tr>
<td>Scholarships (see Scholarships, Grants, and Loans)</td>
<td>21-25</td>
</tr>
<tr>
<td>Security</td>
<td>150</td>
</tr>
<tr>
<td>Security Awareness &amp; Crime Prevention Program</td>
<td>150</td>
</tr>
<tr>
<td>Seniors Tuition Rate</td>
<td>18</td>
</tr>
<tr>
<td>Severe Weather Policy</td>
<td>155</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>155-156</td>
</tr>
<tr>
<td>Signs and Posters</td>
<td>156</td>
</tr>
<tr>
<td>Solicitation</td>
<td>156</td>
</tr>
<tr>
<td>Sound on the UACCM Campus</td>
<td>156</td>
</tr>
<tr>
<td>Staff</td>
<td>163-165</td>
</tr>
<tr>
<td>Stafford Load Refund (see Title IV Refunds)</td>
<td>19</td>
</tr>
<tr>
<td>State Grants Refund (see Title IV Refunds)</td>
<td>19</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>157-158</td>
</tr>
<tr>
<td>Student Handbook</td>
<td>138-161</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>151</td>
</tr>
<tr>
<td>Structural Welding</td>
<td>86</td>
</tr>
<tr>
<td>Student Records</td>
<td></td>
</tr>
<tr>
<td>Annual Notification</td>
<td>145</td>
</tr>
<tr>
<td>Educational Records</td>
<td>145</td>
</tr>
<tr>
<td>Correction of Educational Records</td>
<td>145</td>
</tr>
<tr>
<td>Directory Information</td>
<td>146</td>
</tr>
<tr>
<td>Disclosure of Student Records</td>
<td>146</td>
</tr>
<tr>
<td>Privacy Rights of Students</td>
<td>146</td>
</tr>
<tr>
<td>Inspection of Educational Records</td>
<td>147</td>
</tr>
<tr>
<td>Right of UACCM to Refuse Access</td>
<td>147</td>
</tr>
<tr>
<td>Record of Requests for Disclosure of Info</td>
<td>147</td>
</tr>
<tr>
<td>Transcripts</td>
<td>147</td>
</tr>
<tr>
<td>Student Services</td>
<td></td>
</tr>
<tr>
<td>Alumni Association</td>
<td>148</td>
</tr>
<tr>
<td>University Bookstore</td>
<td>148</td>
</tr>
<tr>
<td>Career Pathways</td>
<td>148</td>
</tr>
<tr>
<td>College Dining Services</td>
<td>148</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>148</td>
</tr>
<tr>
<td>Child Care Services</td>
<td>149</td>
</tr>
<tr>
<td>Disability Services</td>
<td>149</td>
</tr>
<tr>
<td>Financial Aid Counseling</td>
<td>149</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>149</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>149</td>
</tr>
<tr>
<td>Job Placement Services</td>
<td>149</td>
</tr>
<tr>
<td>Math/Writing/Computer Labs</td>
<td>150</td>
</tr>
<tr>
<td>Library</td>
<td>150</td>
</tr>
<tr>
<td>Public Safety/Campus Police</td>
<td>150</td>
</tr>
<tr>
<td>Security/Safety</td>
<td>150</td>
</tr>
<tr>
<td>Security Awareness &amp; Crime Prevention Program</td>
<td>150</td>
</tr>
<tr>
<td>Crime Prevention Program</td>
<td>150</td>
</tr>
<tr>
<td>Transfer Student Admission</td>
<td>15</td>
</tr>
<tr>
<td>Tobacco Products</td>
<td>157</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>17-20</td>
</tr>
<tr>
<td>UACCM Student Conduct Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>Student Code of Conduct and Judicial Procedures</td>
<td>158-159</td>
</tr>
<tr>
<td>Jurisdiction of the Student Code of Conduct</td>
<td>159-160</td>
</tr>
<tr>
<td>Conduct Code Judicial Structure</td>
<td>160</td>
</tr>
<tr>
<td>Judicial Rights</td>
<td>160-161</td>
</tr>
<tr>
<td>Sanctions Resulting from</td>
<td></td>
</tr>
<tr>
<td>Disciplinary Proceedings</td>
<td>161</td>
</tr>
<tr>
<td>Conduct Code Appeal Procedures</td>
<td>161</td>
</tr>
<tr>
<td>Interim Suspension</td>
<td>161</td>
</tr>
<tr>
<td>Visitors</td>
<td>157</td>
</tr>
<tr>
<td>Web site</td>
<td>152</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>86-87</td>
</tr>
<tr>
<td>Withdrawing from Classes</td>
<td>17</td>
</tr>
<tr>
<td>Writing Lab</td>
<td>150</td>
</tr>
</tbody>
</table>