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# Student Handbook

For General Education and  
Technical Center Concurrent Students

**2015–2016**



ARKANSAS STATE UNIVERSITY  
**MID-SOUTH**

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# **Common Information for General Education and Technical Center Students**

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# Academic Calendar

## Fall Semester 2015

Ten-Month faculty report.....	Aug. 3
Priority Registration Deadline for Fall 2015 .....	Aug. 4
Priority Registration Payment Deadline for Fall '15.....	Aug. 4
New Student Orientation for Fall 2015 .....	Aug. 6
Open Registration for Fall 2015 .....	Aug. 10-18
Concurrent Student Orientation for Fall '15 .....	Aug. 10-13
Regular Registration for Fall 2015 .....	Aug. 17-18
Payment/Approved Financial Aid Deadline*.....	Aug. 18
Open Registration Payment Deadline for Fall '15.....	Aug. 18
Financial Aid Bookstore Charges Available .....	Aug. 19
First day of classes .....	Aug. 24
Late Registration (\$100 late fee applies on/after this date).....	Aug. 24
Last day for schedule changes .....	Aug. 28
Labor Day (College is closed) .....	Sept. 7
Last day to drop with 80% refund** .....	Sept. 8
Official enrollment report day .....	Sept. 8
Mid-term examination week .....	Oct. 5-10
Mid-term grades posted.....	Oct. 14
Priority Deadline for Spring 2016 Financial Aid.....	Oct. 30
Last day to drop class/withdraw.....	Nov. 2
Priority Registration for Spring 2016.....	Nov. 16-Dec. 10
Deadline to apply for Spring 2016 Capstone/Internship Courses .....	Nov. 20
Fall Break (no classes).....	Nov. 23-28
Intent to Graduate/Degree Audit Deadline for Spring 2016 graduates*** .....	Dec. 1
Last day of classes .....	Dec. 7
Study Day .....	Dec. 8
Final examinations .....	Dec. 9-15
Last day to apply for Spring 2016 Scholarships .....	Dec. 10
Priority Registration Payment Deadline for Spring '16 .....	Dec. 10
Open Registration for Spring 2016 .....	Dec. 14-Jan. 5
Grades due in Registrar's Office.....	Dec. 17
Last day for Ten-Month Faculty .....	Dec. 18
Christmas break (College is closed) .....	Dec. 21-Jan. 3

\* Payment is due upon enrollment on or after this date. Payment after the deadline carries a \$100 penalty.

\*\* The 80% refund date for dropped courses that begin after the official 5th day of classes is five (5) days after the first class meeting for that particular course.

\*\*\* Students planning to graduate in spring 2016 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

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# Spring Semester 2016

Open Registration for Spring 2016 .....	Dec. 14-Jan. 5
All employees report.....	Jan. 4
Payment Deadline for Open Registration for Spring 2016 .....	Jan. 5
New Student Orientation for Spring 2016 .....	Jan. 7
Regular Registration for Spring 2016 .....	Jan. 11
Payment/Approved Financial Aid Deadline*.....	Jan. 11
Financial Aid Bookstore Charges Available.....	Jan. 13
Dr. Martin Luther King Jr. Holiday .....	Jan. 18
First day of classes .....	Jan. 19
Late registration (\$100 late fee applies on/after this date) .....	Jan. 19
Last day for schedule changes .....	Jan. 25
2Last day to drop a class with 80% refund** .....	Feb. 2
Official enrollment report day .....	Feb. 2
Mid-term examination week .....	Feb. 29-March 5
Mid-term grades posted.....	March 7
Spring Break (college is open).....	March 21-26
Last day to drop/withdraw from College .....	March 31
Graduates' End of Program Assessments.....	Apr. 6, 7, 9
Priority Registration Begins for Summer 2016/Fall 2016.....	Apr. 18
Last Day to apply for Fall 2016 Scholarships.....	Apr. 29
Deadline to apply for Fall 2016 Capstone/Internship Courses.....	Apr. 29
Last day of classes .....	May 2
Study Day .....	May 3
Final examinations .....	May 4-10
Priority Deadline for Summer '16 Financial Aid.....	May 10
Grades due in Registrar's Office.....	May 11 (2 p.m.)
Graduation.....	May 12
Priority Registration Deadline for Summer '16.....	May 18
Priority Registration Payment Deadline For Summer 2016 .....	May 18 (4:30 p.m.)
Registration for Summer 2016 Classes .....	May 24
Financial Aid Bookstore Charges Available.....	May 25
Last day for ten-month faculty .....	May 27
Memorial Day Holiday (College is closed) .....	May 30

\* Payment is due upon enrollment on or after this date. Payment after the deadline carries a \$100 penalty.

\*\* The 80% refund date for dropped courses that begin after the official 5th day of classes is five (5) days after the first class meeting for that particular course.

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# Arkansas State University

## Mid-South Concurrent Student Policies & Expectations

General Arkansas State University Mid-South policies are recorded in the ASU Mid-South Catalog available on the college website, and all students are encouraged to become familiar with them and are expected to adhere to them. However, due to the age of concurrent students and the attending legal responsibilities held by both the college and the sending high schools, concurrent students will be held to the more specific expectations of behavior outlined in the following section while they are on the ASU Mid-South campus. Any policy for which a more specific set of expectations does not exist will be listed with a reference to its location in the catalog.

### Attendance

(See Catalog, Chapter 8, Academic Policies & Procedures)

ASU Mid-South considers good attendance a required work ethic component and will alert the local school and the parents or guardians following the third and fifth absences. After five (5) absences, students may be removed from extracurricular activities offered through the college. After ten (10) absences, a student may be dismissed to his/her home high school for the remainder of the semester. Students are allowed five (5) absences per semester for illness, doctor appointments, family emergencies, etc. Additional days will be allowed for state-mandated testing and school competitive events where student representation is a requirement. Examples include sports and band competitions, Knowledge Bowl, and Quiz Bowl. Proper documentation from the home high school prior to the expected date of the absence (i.e. date of competition) must be provided, and students must be participants in the competition. Students who miss classes for varsity sports or club competitions should be especially conscientious about attending classes all other days during the semester, and they should talk with their instructors about assignments well in advance of a trip. Court appearances will be excused with proper documentation. Regardless of the reason for an absence, students must take responsibility for contacting their instructor and for making arrangements for make-up work according to the course attendance policy. Three tardies or early departures are equivalent to one absence.

Occasionally throughout the year, sending high schools may be closed for teacher in-service or holidays for which ASU Mid-South does not cancel classes. On those occasions, concurrent students are expected to attend class, even if they have to arrange for their own transportation.

Students who need to “check-out” from an ASU Mid-South class early must follow the appropriate process of obtaining an official release form from their home high school and present it to their ASU Mid-South instructor prior to leaving the campus. Parents will not be allowed to remove a student from ASU Mid-South without this official release form.

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During the regular school day, students are required to be physically present on the college campus for the entirety of their scheduled class(es). ASU Mid-South assumes no liability for students when they are not present on the ASU Mid-South campus.

## **Transportation**

School districts are responsible for providing and/or regulating transportation for their students who attend ASU Mid-South. For information regarding availability of bus transportation, students should contact their local high school counselor or principal.

## **Parking and Traffic Regulations**

(See Catalog, Chapter 6, College Policies)

## **Rights of Others**

The rights of students, faculty, staff and any other person on campus must be honored. Participation in acts which are degrading or injurious or which hold another against his or her will are specifically prohibited, as are written or verbal threats and the physical and verbal abuse of another person. Individuals who intentionally and significantly interfere with the teaching/learning process will be disciplined.

Instructors have the right to set classroom behavior. Students who interfere with the teaching/learning process may be asked to leave the class and report to the appropriate ASU Mid-South official.

When a high school student is referred for disciplinary matters, the local school and parents will be contacted. Action will be taken according to the seriousness of the unacceptable behavior. Students who do not comply with ASU Mid-South behavior guidelines will be dismissed from the program.

## **Property**

(See Catalog, Student Conduct, Chapter 6, College Policies)

Destruction, damage, unauthorized possession, or misuse of ASU Mid-South property including, but not limited to, keys, library materials, computers, computer systems, and laboratory supplies, is prohibited. This regulation covers the unauthorized appropriation or “borrowing” of common property for personal use.

## **Discrimination & Harassment**

(See Catalog, Chapter 6, College Policies)

## **Statement of Nondiscrimination**

ASU Mid-South is committed to equal access to education and employment for all qualified persons regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or veteran status. No students of ASU Mid-South shall, on the basis of race, color, religion, gender, sexual orientation,

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national origin, age, disability, genetic information, or veteran status, be subjected to any discrimination prohibited by law. The individual responsible for application of the above federal requirements regarding students at ASU Mid-South is the Vice Chancellor for Student Affairs.

## **Firearms/Weapons**

(See Catalog, Chapter 6, College Policies)

## **Substance Abuse**

(See Catalog, Chapter 6, College Policies)

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on campus. Students found in violation of this prohibition will be subject to immediate disciplinary action which may include dismissal from ASU Mid-South. Students are responsible for all acts committed under the influence of intoxicants, drugs, or alcohol, and any such unbecoming behavior is dealt with severely.

## **Tobacco Use**

Smoking or use of any tobacco products, including smokeless tobacco, is prohibited at all times on campus and during concurrent student activities. Students found in violation of this policy are subject to disciplinary action.

## **Telephone Messages for Students**

Emergency calls for concurrent students will be referred to the Associate Vice Chancellor for Student Life who will evaluate the nature of the call and respond accordingly. Non-emergency calls will not be referred to students.

## **Inclement Weather Policy**

(See Catalog, Chapter 6, College Policies)

## **Cell Phone Policy for Concurrent Students**

The ASU Mid-South staff understand that nearly all students have a cell phone, so possession of one is not a disciplinary issue. The policy that shall be enforced will be consistent with the goals of the college and the program in which the student is enrolled, which is to support learning with the fewest interruptions. Since the complete focus of the student is expected to be on classroom activities that directly support the objective of the lesson, there is no place for cell phone interruptions or distractions. Students are expected to turn off cell phones, and any other electronic devices, upon entering the building. The cell phones shall remain secured in the student's pocket, purse or book bag throughout the class period. At no time during the class shall the student use the cell phone, to either check for messages, place a call, listen to messages, or text a message. The instructor will address the violation of this policy immediately upon becoming aware. Students who are guilty of cell phone violations may be removed from class and will face disciplinary actions, including possible suspension. Chronic violations may result in removal from the program.



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Should the student face an emergency situation where immediate contact with family is important, he/she must inform the instructor of this need prior to the start of class. Failure to request permission to monitor the cell phone prior to any violation during class will exclude the possibility of using the emergency as an excuse to avoid consequences. The instructor will make the determination of allowing the student to monitor calls or refer the decision to the administration.

## **Student Dress**

ASU Mid-South students are expected to dress in a manner appropriate for an educational setting and to wear required safety gear while in shop areas. Any style of dress that is distracting, disruptive, vulgar, or obscene will not be allowed. Students without the proper safety gear will not be allowed to participate in shop activities.

## **Emergency Procedures**

(See Catalog, Chapter 6, College Policies)

## **Student Conduct**

(See Catalog, Chapter 6, College Policies, for detailed information)

Students who do not follow the rules and regulations included in this handbook are subject to disciplinary action. The disciplinary consequences range from counseling/warning to suspension to dismissal of the student from the program back to his or her home campus with a grade of “F” recorded for both college and high school work.

Students who interfere with the teaching/learning process may be asked to leave the class and report to the Associate Vice Chancellor for Student Life. A student who is sent to an administrator’s office will be counted absent from class. Disciplinary action will be determined according to the seriousness of the offense. The student’s parent or guardian and high school officials will be notified of problem behavior. Severe or persistent disciplinary problems will result in the student’s dismissal from the program.

## **Grounds for Suspension/Dismissal**

A student may be suspended or dismissed for conduct that is not in the best interests of himself or herself, of fellow students, or of the college. Continued enrollment in concurrent programs after a suspension or dismissal for either academic or discipline violations will be handled on an individual basis and by agreement of the high school counselor, principal, Associate Vice Chancellor for Student Life, and Vice Chancellor for Student Affairs.

Reasons for dismissal include but are not limited to:

- Negligent damage, destruction, loss, or disposal of ASU Mid-South property. Students will be charged for the full damage or loss and will be subject to prosecution under state laws.
- Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons.

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- Failure to observe ASU Mid-South policies and regulations or the directives of ASU Mid-South faculty and staff.
  - Smoking.
  - Use of alcohol or illegal drugs.
  - Possession of pornographic material.
  - Formal charges of a felony or misdemeanor involving ASU Mid-South, staff, and/or fellow students.
  - Terroristic threats including the threat of physical violence on staff or fellow students.
  - Use of vulgar language and/or profanity, including obscene gestures.
  - Continuous interruption, disturbance, or other misconduct that interferes with normal concurrent program operations.
  - Academic dishonesty (see Catalog, Chapter 8, Academic Misconduct)

## **Student Non-Academic Grievance Procedure**

(See Catalog, Chapter 6, College Policies)

## **Support Services for Student Learning**

(See Catalog, Chapter 9, Support Services for Student Learning)

### **Advisement**

ASU Mid-South concurrent students are advised on academic and career matters individually and in groups during recruitment, admissions, and registration processes. Students may also access individual advisement with their high school counselors or ASU Mid-South faculty and staff by request. ASU Mid-South office hours are 8:00 a.m. through 4:30 p.m. Monday through Friday except on designated holidays or breaks.

## **Barbara C. Baxter Learning Success Center**

### **Career Services**

#### **Janice Coleman**

Coordinator of Career Services

Marion Berry Renewable Energy Center, Room 135

Phone: 870.733.6702

Fax: 870.733.6702

Email: [jdc Coleman@midsouthcc.edu](mailto:jdc Coleman@midsouthcc.edu)

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## Disability Services

ASU Mid-South fully recognizes all provisions of the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 and prohibits discrimination based upon disabilities. No otherwise qualified disabled individual, solely by reason of such disability, is excluded from participation in, denied the benefits of, or is subjected to discrimination in, programs sponsored by ASU Mid-South.

To ensure timely accommodations, students should complete a Disability Services Request form at least two weeks prior to the start of classes for any semester for which accommodations are needed so that instructors and/or maintenance personnel are able to make the appropriate adjustments. Recent supporting documentation from a qualified professional which identifies the accommodations needed is required. For assistance, students should contact the Learning Success Center, 870 733-6790.

Students receiving accommodations should reconfirm the need for their continuance for each subsequent semester of enrollment by completing and submitting an updated disability services application two weeks prior to the start of classes.

Student and employee complaints related to the denial or neglect of disability accommodations should be addressed to the Vice Chancellor for Finance and Administration, who is the college's compliance officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The vice president's office is located in the Reynolds Center on the South Campus, telephone (870) 733-6716.

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 and Section 504 may be addressed through the college's internal grievance procedures outlined in the college Policies section.

### **Erin Schlauch**

Coordinator of Disability Services

Barbara C. Baxter Learning Success Center

Phone: 870.733.6790

Fax: 870.733.6790

Email: [egschlauch@midsouthcc.edu](mailto:egschlauch@midsouthcc.edu)

## Email Accounts

Concurrent students will automatically be issued an ASU Mid-South Campus Cruiser email account, including a username and password, which they can access through the ASU Mid-South website. Through this service, students have access to class information such as the course syllabus, assignments, and grades, as well as a means to communicate with their instructors.

## New Student Orientation

Concurrent students and their parent(s)/guardian(s) will be invited to attend a special orientation prior to the start of the school year. Preferred placement in programs

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with limited enrollment may be given to students who attend the orientation with their parents. Letters of invitation will be sent from the college indicating the day and time of this special event. The orientation is an overview preparing new students for concurrent college classes and will include the following:

- Campus resources and services available to students
- Concurrent student regulations and procedures
- How to access ASU Mid-South information online
- Meeting the administrative and instructional staff

## **Sandra C. Goldsby Library Media Center**

### **Student Organizations and Activities**

- BEST Robotics
- Business Opportunity for Student Success (BOSS)
- National Technical Honor Society
- Phi Theta Kappa
- SkillsUSA

## **Academic Policies**

### **Classroom Expectations**

ASU Mid-South concurrent students are enrolled in college courses and are required to meet the same standards as traditional college students in their coursework. Each instructor is in charge of class activity, course requirements, and grading procedures within the context of the classes he or she is assigned to teach.

### **Concurrent Credit**

Classes taken through the concurrent programs are ASU Mid-South courses; grades and credit hours are recorded on an ASU Mid-South transcript. The local high schools grant equivalent credit on the high school transcript, so students receive concurrent credit for classes. Local high school counselors can provide details concerning the high school credit awarded for each ASU Mid-South class.

### **Schedule Changes**

Students receive schedule assignments at the beginning of each semester. A student may make a written request for a change of schedule before the last day for schedule change as shown on the ASU Mid-South Academic Calendar. The request must explain the reason(s) for the request and be signed by a parent or guardian, the local high school counselor or principal, and the student. Only requests made for legitimate reasons will be approved.

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## Grade Reports

Interim progress reports and mid-term grades are issued to the student's local high school. Final grades are reported in the same manner at the end of the semester and are available to the student through the MyCruiser link on the ASU Mid-South website.

## Grades and Grade Points

ASU Mid-South uses the following system of grading:

100-90	A	Excellent	4 Quality Points
89-80	B	Good	3 Quality Points
79-70	C	Average	2 Quality Points
69-60	D	Passing	1 Quality Point
59-0	F	Failing	0 Quality Points

All quality points earned, including 0 quality points for a failing grade, are calculated in a student's GPA.

## GPA Calculation

(See Catalog, Chapter 8, Grading Scale & Grade Point Averages)

## Prerequisite Requirements

Students who earn less than a "C" on a prerequisite are not allowed to enroll in the class that requires the prerequisite for college credit. The prerequisite can be repeated for college credit if scheduling allows.

## Academic Misconduct

(See Catalog, Chapter 8, Academic Policies & Procedures)

When a concurrent student is found to have engaged in academic dishonesty, his or her home high school will be informed of the occurrence, including any decisions and/or penalties imposed as a result.

## Withdrawal

Withdrawal from the ASU Mid-South concurrent program is allowed only with the consent of the student's parent or guardian, the local high school principal and counselor, and the ASU Mid-South Vice Chancellor responsible for your concurrent program. All withdrawals must be processed through the appropriate ASU Mid-South concurrent program administrative office.

Failure to attend class does not constitute withdrawal. The following policies apply to withdrawal:

1. Withdrawals through the last day for schedule change as identified on the ASU Mid-South Academic Calendar are not recorded on the student's transcript.

2. Withdrawals on or before the last day to drop a class as identified on the ASU Mid-South Academic Calendar receive a “W” on the transcript.
3. No withdrawals can be made after the last day to drop a class or withdraw date, unless an appeal is filed with the Registrar’s Office and approved by the appeals committee.

## **Student ID Cards**

(See Catalog, Chapter 6, College Policies)

A lost ID card should be reported immediately to your instructor, a career coach, and/or a support staff member, who are noted at the end of both the General Education and Technical Center sections of this handbook. A replacement card may be obtained by paying the required fee at the cashier’s window in the Reynolds Center and requesting the new card from the Registrar’s Office in the Reynolds Center.

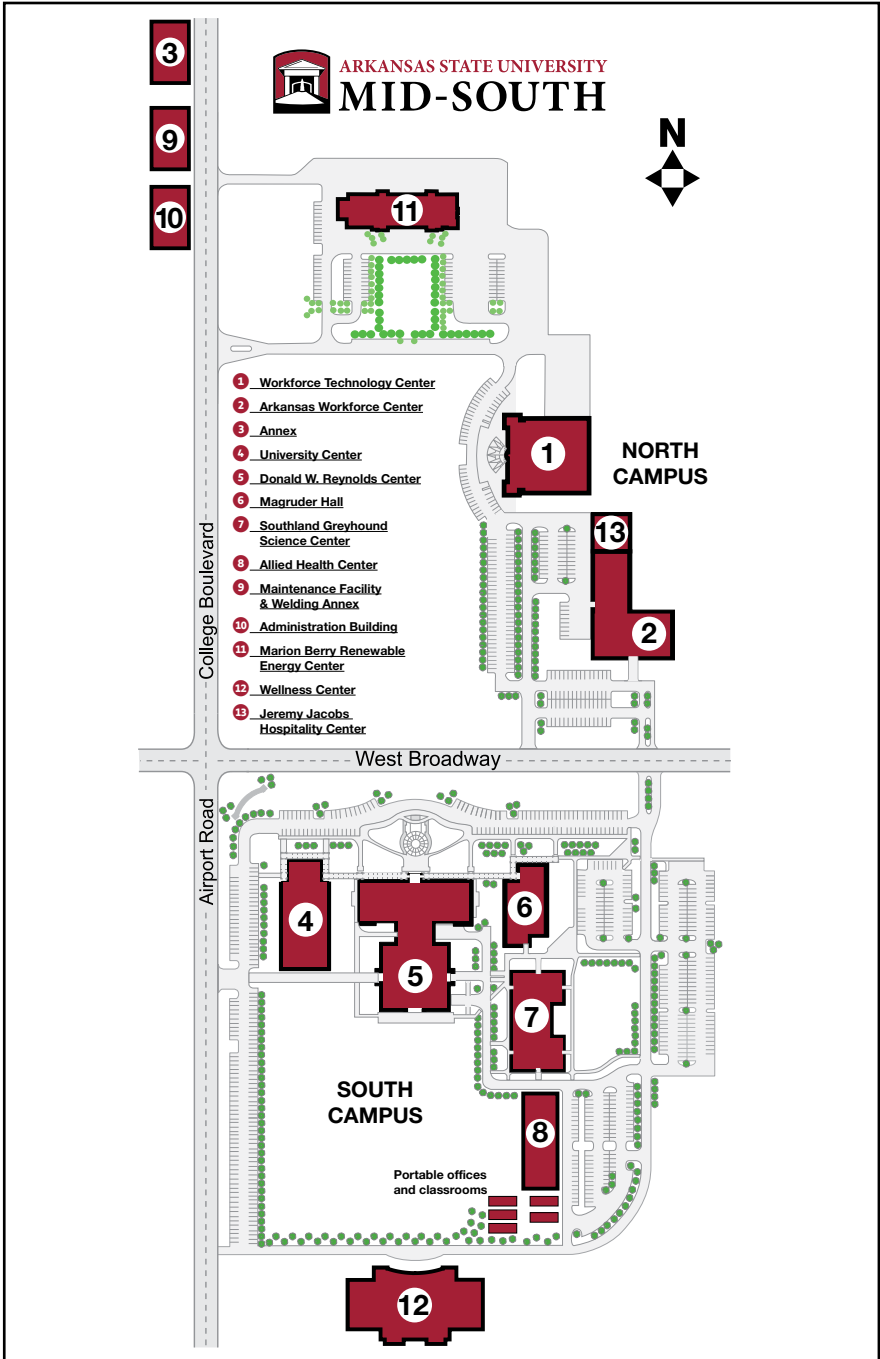
## **Computer Usage**

(See Catalog, Chapter 6, College Policies)

## **Important Numbers**

Admissions/Registrar’s Office.....	870.733.6728
Secondary Technical Center .....	870.733.6852
Goldsby Scholarship.....	870.733.6775
Financial Aid.....	870.733.6729
Learning Success Center.....	870.733.6766
Library Media Center.....	870.733.6768
Tutorial Program.....	870.733.6790
Testing Services .....	870.733.6775

# Campus Map





# **Information for General Education Students**



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## Purpose

The ASU Mid-South general education concurrent enrollment program is an academic program designed for accelerated students who have completed the eighth grade or its equivalent and are either enrolled in a local public or private high school or a home-school program. The courses offered through the general education concurrent enrollment program are designed to challenge students and prepare them for a rigorous post-secondary education. This concurrent enrollment program is specifically designed for students who plan to continue their education beyond high school in the pursuit of a bachelor's degree or higher.

General education concurrent enrollment students have all of the privileges and expectations of college students. They are expected to comply with all ASU Mid-South regulations and standards of conduct governing their enrollment as college students. General education concurrent enrollment students are also expected to attend class and produce college-level coursework.

## Frequently Asked Questions

Included in this section are answers to some of the most frequently asked questions about concurrent credit, including transferability of coursework, eligibility for scholarships as a college freshman, and the number of classes a concurrent student can take.

### **What is concurrent credit?**

The State of Arkansas allows qualified high school students to take college courses and receive both college and high school credit. For example, a student may enroll in English Composition I and English Composition II, and upon successful completion of the courses, receive two English credits toward high school graduation and six hours of college English credit on a college transcript at ASU Mid-South. ASU Mid-South is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; therefore, general education courses such as English Composition, College Algebra, and U.S. History are transferable to other accredited colleges and universities in the United States.

### **1. What is dual credit?**

Dual credit allows qualified high school students to take college courses while still enrolled in high school; however, dual credit students receive credit on a college transcript only. Students enrolled as dual credit student do not receive credit at their high school. In order to complete courses as a dual credit student, the appropriate paperwork must be filed with the Vice Chancellor for Student Affairs before the beginning of the semester in which the student plans to dually enroll.

**2. Do students need to maintain a certain GPA to continue as general education concurrent enrollment student?**

Yes. ASU Mid-South requires that an overall 3.0 GPA in both high school and college courses be maintained for continued participation. For questions regarding this policy, please see the Vice Chancellor for Student Affairs.

**3. Will students with concurrent/dual college credit still be eligible for freshman college scholarships?**

Yes. According to various colleges and universities in which ASU Mid-South high school students enroll, students who earn college credit hours while in high school are viewed as entering freshmen for admission, registration, and scholarship purposes. Students are encouraged to contact their potential baccalaureate institution for their specific policy.

## Requirements for Participation

To participate in the general education concurrent enrollment program, students must meet the following criteria:

- Have an overall high school grade point average (GPA) of 3.0 or better. Students who have previously completed college courses must have both a high school GPA and a college GPA of 3.0 or better.
- Have ACT scores of 19 or better on the appropriate subtests. Students enrolled in English or mathematics should have a grade point average of 3.0 or better in the subject area as well.
- Students who have not taken the ACT or whose ACT scores are below 19 on a specific subtest must take the COMPASS or ASSET placement test and score appropriately prior to enrolling in college courses. Required scores are listed below.

	ACT	COMPASS	ASSET	SAT
Reading	19+	83+	43+	470+
English	19+	80+	45+	470+
Math (Algebra)	19+	41+	39+	460+

- Have the written approval of their parent/legal guardian, high school guidance counselor, and high school principal.

## Goldsby Scholarship for Concurrent High School Students

Qualified students have the opportunity to participate in an innovative educational program thanks to the generosity of West Memphis community leader, Thomas B. Goldsby, Jr. The Goldsby Scholarship provides funding for high school students to enroll in concurrent classes at ASU Mid-South.

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Students participating through the Goldsby Scholarship who succeed in ASU Mid-South classes during each semester of their junior and senior years of high school can complete more than 24 college-level hours before graduation from high school.

The scholarship may be applied to two courses each fall and spring semester for high school juniors and seniors. Students may choose from ASU Mid-South courses approved by their high school principal that will count toward high school graduation requirements.

The Goldsby Scholarship is available to students concurrently-enrolled in high school and college courses, which will count towards both high school and college graduation requirements. To be entitled to this scholarship, students must meet the college admission requirements for concurrently-enrolled high school students and receive appropriate authorization from their high school principal and parent/ legal guardian.

## **Scholarship Value**

The Goldsby Scholarship covers the tuition and fees for two college-level courses each semester of the junior and senior year of high school. Students or their high schools are responsible for transportation to and from the College and for the cost of textbooks and other materials required for college courses.

## **Additional Requirements**

Additional requirements for the Goldsby Scholarship include:

1. Students must be in the 11th or 12th grade, or its equivalent, and attend a public or private high school in Crittenden or surrounding Arkansas counties or home- schooled.
2. Students must maintain a cumulative 3.0 GPA at their high school and at ASU Mid-South on any previous college coursework completed.
3. Students must reapply each semester.
4. Students must sign the media release.
5. Students must write a thank you note to Mr. Goldsby for each semester the scholarship is awarded.

## **Withdrawal Policy**

For an academic withdrawal from a class, students will follow the ASU Mid-South withdrawal policy as stated in the ASU Mid-South Catalog; however, to remain in good standing in the Goldsby Scholarship program, any student who has attended class at least once and who wishes to withdraw after classes have begun must go through an appeal process. The appeal process will require the student to present evidence or supporting documentation as to why the withdrawal is necessary. Examples of approved withdrawals include, but are not limited to, reasons relating to medical, family, or transportation issues. Students whose withdrawals are not approved face the possibility of being ineligible for Goldsby funds in subsequent semesters.

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# Course Descriptions

For current course descriptions, please use the following link to access Chapter 10 of the ASU Mid-South Catalog, Course Descriptions.

Course descriptions for all courses offered at ASU Mid-South can be found here. Courses are grouped by program area and course identification number.

## ***Contact Information***

### **Jeremy Reece**

Vice Chancellor for Student Affairs

Learning Success Center, Reynolds Center—South Campus

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# **Information for Technical Center Students**

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The ASU Mid-South Technical Center is a workforce education center that offers college credit in technical programs to sophomores, juniors and seniors in high schools in the Crittenden County area. The Center's curriculum serves as an enhancement to high school curricular offerings by providing students with hands-on training in technical fields which earns them credits toward a college certificate and/or degree. Services are offered at no cost to the students. Books, tuition, and fees are provided through the Center and funded by the local school districts and the Arkansas Department of Career Education.

Technical Center concurrent enrollment students have all of the privileges and expectations of college students. They are expected to comply with all ASU Mid-South regulations and standards of conduct governing their enrollment as college students. Technical Center concurrent enrollment students are also expected to attend class as scheduled and produce college-level coursework.

## Purpose

- **To provide quality technical education programs to area high school sophomores, juniors and seniors**

ASU Mid-South Technical Center policies and programs of study are developed with the guidance and approval of area industry representatives, college faculty, and high school administrators and meet the quality standards of the Arkansas Department of Education, the Arkansas Department of Career Education, the Arkansas Department of Higher Education, and appropriate accrediting agencies.

- **To help students make informed career choices and to provide relevant and supportive learning experiences**

Students select a career pathway based on their interests and aptitudes, receiving career and counseling support to help attain educational goals.

- **To prepare students to enter the workforce upon high school graduation**

Technical Center programs assist students in developing marketable job skills, leading to certificates of proficiency, technical certificates, or associate degrees from ASU Mid-South.

- **To encourage students to continue their education after high school**

Technical Center courses are credited for the student at both the high school and college levels. Students can complete their technical program with as many as 36 hours toward a certificate and/or degree program.

# Requirements for Participation

## Admissions Policy

(See Catalog, Chapter 7, Academic Programs, for Secondary Technical Center)

1. Students must meet minimum indicator grade point average criteria and minimum ACT/PLAN, COMPASS, or ASSET scores as identified in the Ability to Benefit admissions criteria for unconditional admission into their chosen program of study. Admission for students who do not meet minimum GPA criteria will be subject to conditional approval by their local high school counselor, principal, and ASU Mid-South Technical Center director based upon admission indicators listed below.

	ACT/PLAN	ASSET	COMPASS
English/Writing	14	35	32
Reading	14	35	62
Numerical	15	33	25

Career Pathway	Unconditional Admission GPA	Conditional Admission GPA	Unconditional Admission to Senior Specialty
A/V Tech and Film	2.5	2.25	N/A
Aviation Maintenance Technology	2.5	2.25	N/A
Computer Engineering	2.5	2.25	N/A
Diesel Technology	2.5	2.25	N/A
Food Service Management	2.5	2.25	N/A
Health Science Technology** (Medical Professions)	2.5 <sup>1</sup>	N/A	Certified Nursing Assistant (CNA) – 2.75 <sup>1</sup> Medical Assisting – 3.00 <sup>1</sup> Intro to Respiratory – 3.00 <sup>1</sup> Emergency Medical Technician (EMT) – 2.75 <sup>1,2</sup> Phlebotomy – 2.75 <sup>1,2</sup>
Machining Technology	2.5	2.25	N/A
Mechatronics	2.5	2.25	N/A
Process Technology	2.5	2.25	N/A
Welding Technology	2.5	2.25	N/A

<sup>1</sup> Students with GPAs below the conditional admission threshold can request an interview with the department chair/lead instructor to petition for conditional admission.

<sup>2</sup> EMT and Phlebotomy certification exams require testers to be at least 18 years old and have a high school diploma or GED.

\*\* Because employers in the healthcare field require all applicants to pass a criminal background check and drug test as a condition of employment, ASU Mid-South requires students in the Health Science Technology pathway to undergo a criminal background check and drug screening prior to enrollment in any of the senior specialty courses. Students under the age of 18 will be required to obtain written parental consent for these screenings. Students in the Health Science Technology pathway should also be aware that some employers will not hire applicants under the age of 18, applicants who do not have a high school diploma or GED and/or applicants who have not passed State Certification/Licensure Exams. Students should contact lead faculty in the ASU Mid-South Health Science Technology department for information about the requirements for specific areas of specialization.

## Conditional Admission

Students who meet the Ability to Benefit criteria and have a GPA between 2.25 and 2.49 may be admitted conditionally at the mutual discretion of the high school counselor, principal, Associate Vice Chancellor for Student Life and Vice Chancellor for Workforce Education based on admission indicators listed below.

Students who are conditionally admitted must earn at least a 2.5 in their first semester at ASU Mid-South Technical Center and demonstrate a continued interest and growth in college- and career-readiness in order to remain in the program.

Admission Indicators
1. Grade Point Average (GPA) as listed above
2. Career Portfolio (developed during Career Orientation class)
3. Kuder Career Interest Indicator for Program of Study (POS)
4. PLAN test score
5. School Attendance
6. Work Ethics
7. Teacher recommendation
8. Principal recommendation
9. Counselor recommendation
10. MSCC Lead Instructor Interview

## Returning Required Signed Forms

Students are expected to be prompt when returning required signed forms. These forms are important records that the college must maintain. Failure to return the forms may be grounds for dismissal from the program. The forms must be completed and signed by student and parent to be accepted. The required forms include, but may not be limited to the following:

- ASU Mid-South Student/Parent Agreement
- ASU Mid-South Technical Center Attendance Policy
- ASU Mid-South Technical Center Student Information Verification form
- As appropriate, ASU Mid-South Technical Center Notice of Academic Probation



- Instructors may have individual classroom policy forms that must be returned for their records.

## Disciplinary Steps for Secondary Technical Center Students

Instructors will use their judgment as to the severity of a disciplinary incident. Obviously, if a student is posing an urgent threat, then that must be reported to the Associate Vice Chancellor for Student Life immediately. Severe incidents may result in immediate dismissal. However, if a student engages in a standard misbehavior or disciplinary issue, this procedure is to be followed:

Discipline Occurrence	Contact Order
<p><b>First occurrence:</b></p> <ul style="list-style-type: none"> <li>• The student will be warned verbally one time, with an explanation of the behavior and why it is not appropriate.</li> <li>• The instructor will notify via email the Coordinator for Workforce Education Counseling (Career Coach) for student intervention.</li> <li>• The Career Coach will complete a Disciplinary Warning Form and forward to the AVC for Student Life and high school administrator for discipline. (Disciplinary form will be filed in KIVA)</li> <li>• The student will be informed that another occurrence will result in a written warning and potential expulsion from the program.</li> </ul>	<ol style="list-style-type: none"> <li>1. Instructor</li> <li>2. Career Coach</li> <li>3. AVC for Student Life</li> </ol>

<p><b>Second occurrence:</b></p> <ul style="list-style-type: none"> <li>• The instructor will document the verbal warning by sending a second email to the Coordinator for Workforce Counseling (Career Coach).</li> <li>• The Career Coach will complete a second Disciplinary Warning Form and forward to the AVC for Student Life and high school administrator for discipline.</li> <li>• The AVC for Student Life will request a hearing, on the high school campus, through the high school administration that will include a high school administrator, the parent(s)/guardian, and the student.</li> <li>• This hearing committee will review all documented disciplinary occurrences and determine the appropriate “plan of action” for the student. <ul style="list-style-type: none"> <li>◦ As a minimum consequence, the student will be counted absent and will not be eligible to make up any work missed during the remainder of the class period.</li> <li>◦ A maximum consequence could result in removal from the ASU Mid-South Secondary Technical Center.</li> </ul> </li> <li>• A copy of the disciplinary referral form will be provided to the parent(s)/guardian and a copy will be kept on file in the Office of the AVC for Student Life. (Disciplinary forms are filed in KIVA)</li> </ul>	<ol style="list-style-type: none"> <li>1. Instructor</li> <li>2. Career Coach</li> <li>3. AVC for Student Life</li> <li>4. H.S. administrator</li> <li>5. Parent(s)/Guardian</li> </ol>
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<p><b>Third occurrence:</b></p> <p>The instructor will document the verbal warning by sending a third email to the Coordinator for Workforce Counseling (Career Coach).</p> <ul style="list-style-type: none"> <li>• The Career Coach will complete a second Disciplinary Warning Form and forward to the AVC for Student Life and high school administrator for discipline.</li> <li>• The Career Coach will complete a third Disciplinary Warning Form and send the student to the AVC for Student Life.</li> <li>• The AVC for Student Life will request a student exit conference, on the high school campus, through the high school administration that will include a high school administrator, the parent(s)/guardian, and student.</li> <li>• The student will be returned to the high school.</li> <li>• A copy of the disciplinary referral form(s) will be provided to the parent(s)/guardian and a copy will be kept on file in the Office of the AVC for Student Life. (Disciplinary forms are filed in KIVA)</li> </ul>	<ol style="list-style-type: none"> <li>1. Instructor</li> <li>2. Career Coach</li> <li>3. AVC for Student Life</li> <li>4. H.S. administrator</li> <li>5. Parent(s)/Guardian</li> </ol>
<p>The Vice Chancellor for Workforce Education reserves the right to consider any violation or series of rules infractions as grounds for suspension or dismissal. This may result in skipping steps in this procedure and going directly to suspension or dismissal.</p>	<ol style="list-style-type: none"> <li>1. Vice Chancellor for Workforce Education</li> </ol>

## Separating Policies on Discipline

Disciplinary policies vary from school to school. Violations of policies at local school districts generally will not affect attendance at ASU Mid-South Technical Center programs. However, each incident will be evaluated on a case-by-case basis. Students suspended from a local high school will not necessarily be considered suspended from ASU Mid-South classes. However, students suspended for incidents such as weapons, drugs, or acts of violence toward high school faculty or staff would be suspended from the ASU Mid-South campus and likely removed from the program.

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# Technical Center-Issued Tools, Equipment and Textbooks

During the course of a semester, concurrent students may be issued textbooks, tools and/or equipment, and lab jackets/coveralls necessary for the conduct of the class. The students in the Technical Center may also be issued a locker, where available. All issued items should be stored in the locker with the lock securely fastening the door shut. It is the responsibility of the student to return all ASU Mid-South property, in good condition, by the conclusion of each semester. Lost or damaged tools, equipment or textbooks must be paid for before the student will be able to graduate or receive any record of course completion. It must be remembered that replacement costs do not consider the normal wear and will be current market price.

## Care and Cleaning of Facilities, Tools, Machinery and Equipment

As part of the work ethic and understanding essential workplace responsibilities and practices, Technical Center students are expected to participate in the care and cleaning of Technical Center facilities, tools, machinery and equipment. The care and cleaning of the facility includes, but is not limited to, sweeping, mopping and vacuuming the shop, lab and classroom areas. The care and cleaning of tools will be completed before the tools are put away at the conclusion of the class period. The care and cleaning of machinery and equipment will include general preventive maintenance steps and cleanup after use of the machinery or equipment.

Students who refuse to participate in the care of facilities, tools machinery and equipment will face disciplinary action which may include suspension or dismissal from the program.

## Wear of appropriate apparel, to include items issued to Concurrent Students

Each Career Pathway has been assigned a colored lab coat for students to wear in the classroom. Additionally, those in pathways that traditionally do much work in the shop areas will be issued coveralls. On occasion, work gloves may be issued to students in certain pathways. All items issued at the beginning of each semester will be collected at the conclusion of the term. The following guidance is provided for the wear and care of issued items.

**Lab coats:** Lab coats should be worn with distinction while in the classroom, or, as appropriate, when on a field trip or otherwise representing the Technical Center. Coats should be clean and without excessive wrinkles and worn correctly. Students are authorized and encouraged to take the lab coats home to wash. Coats should not be left lying around the classroom or be left unattended. The lab coats may be stored in the lockers until needed. Students should not throw lab coats on the floor of the lockers but hang them on the hooks provided. Students are responsible for the replacement cost of lost or damaged lab coats; the cost is dependent upon the size.

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Students are eligible to wear the lab coats while at their home school, as it shows pride in their program membership. However, care should be taken so as not to act inappropriately while wearing the lab coat off campus as that would reflect negatively on the College and the program.

**Coveralls:** Those assigned coveralls should wear them to protect against soiling and for safety purposes around machine, tools, and heavy equipment. Coveralls should be worn correctly over the shoulder with the zipper at least halfway up the chest. An unzipped coverall gives a slovenly appearance. Coveralls should be kept reasonably clean and in good repair. Students are authorized and encouraged to take the coveralls home to launder. Students are responsible for the replacement cost of lost or damaged coveralls; the cost is dependent upon the size.

**Safety Glasses:** Safety glasses are issued to all students whose classroom/lab responsibilities or activities will place them in the shop area, around machines, tools, and heavy equipment. The safety glasses must be worn correctly while in the shop area. Students are to maintain these safety glasses in good working order by avoiding excessive dirt, grease or scratches on the lenses, Students should not leave them unattended where they may be damaged or broken. Safety glasses should be stored in the locker when not in use.

**Appropriate shoes or boots:** Safety and protection of the feet are an important part of wearing the appropriate shoes or boots. All shoes must have closed toes; no open-toed shoes or sandals are allowed in the shop area. In some areas of the shop, steel toed boots are strongly recommended. The instructor will make the determination of that expectation. Non-slip type soles are also strongly recommended for wear in the shop, as slips and falls can be very dangerous.

**Work gloves:** If work gloves are issued to the student, he/she will maintain and store them in the locker until required for class work. Replacement cost for lost/damaged gloves will be determined according to the type issued.

**Failure to wear appropriate apparel or safety items:** Students are expected to have (on hand) each issued item for wear in the classroom or in the shop area. Failure to have the appropriate item(s) will be grounds to remove the student from the classroom for that period of instruction. Items include, as required, correct footwear, lab coat, coveralls, and safety glasses. The absence will be considered unexcused and no make-up of work missed will be allowed.

Students who are removed from the class will not leave the campus, but will remain in the immediate vicinity of the classroom area. Their failure to wear appropriate apparel or safety items will be reported to the Associate Vice Chancellor for Student Life. Students are never to leave the instructional area during the class period without permission from the instructor, the director or designee.

## **Dress Code for Technical Center Students**

Technical Center students are expected to dress in a manner that conforms to safety, modesty and positive work ethic appearance when attending classes or representing the college at meetings, field trips or competition. Apparel must not

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create a safety hazard by being oversized or too loosely fitting to safely be around operating equipment, machinery or tools. Pants and shirts that are extreme in size are not acceptable wear. Modesty in clothing must also be considered, as immodest clothing can be distracting. Also, immodest clothing does not present a good work ethic with regards to appearance.

The following expectations will be in place for all Secondary Technical Center students:

- Pants will fit appropriately around the waist and will be secured with a belt. Pants that are extremely oversized or that sag will not be acceptable wear for the shop or classroom.
- Belts will be worn to secure the pants from falling below the waist line.
- Shirts will not be over-sized and will be tucked in at all times.
- Shirts that cause overexposure of the midriff are considered immodest and will not be considered acceptable classroom wear. Shirts must be long enough to tuck into pants.
- Acceptable shirts and/or blouses will have a close-fitting collar opening such as a crew neck or be similar in size and configuration to the crew neck. Button-up shirts will not have excessive buttons undone. The student will not have excessive or immodest exposure due to a lowered or larger collar opening.
- Students will not wear long necklaces or jewelry that can come in contact with equipment, machinery or tools.
- Lanyards with college or high school ID badges are not appropriate for the shop area. Students should use the clip-on attachment for wear in the shop area.
- Caps will not be worn in the classroom but may be worn in the shop area at the discretion of the instructor.
- No open-toed shoes or sandals are allowed in the shop area.

Failure to comply with the dress code will result in removal from the classroom or shop area to a designated space near the instructional area and a report made to the Associate Vice Chancellor for Student Life. Students removed from class are not to leave the vicinity of the instructional area but are to remain close by until released at the end of the period. Repeat offenders will be given a disciplinary referral and be subject to the disciplinary procedures protocol.

## **No Food or Drinks in the Classroom**

College policy specifies that food or drink is prohibited in most classrooms on campus. Exceptions include TC102 in the Workforce Technology Center and MB136 in the Marion Berry Renewable Energy Center.

Students have access to vending machines only before class starts and after class is dismissed. Students may not visit vending areas during class time.

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# Technical/Occupational Programs at ASU Mid-South

Courses successfully completed will apply toward high school graduation requirements and will also earn college credit at ASU Mid-South. ASU Mid-South offers technical/occupational programs which lead to associate of applied science (AAS) degrees, technical/occupational certificates, or certificates of proficiency.

An AAS Degree requires approximately 60 credit hours for completion and is intended for students who plan to enter the workforce immediately after program completion. AAS programs include on-the-job learning and/or special projects or capstone courses which combine knowledge and skills acquired in coursework with critical thinking and independent learning.

A technical certificate is a planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of core general education skills and a specified level of competency in an occupational field. The program, which contains approximately 35 credit hours, may also be part of or apply toward an associate degree program.

The certificate of proficiency includes 12–18 hours of technical/occupational courses that prepare students for a specified level of competency in a particular field. High school counselors can provide information regarding the application of ASU Mid-South Technical Center courses to the high school transcript.

Students who earn less than a “C” on a prerequisite are not allowed to enroll in the class that requires the prerequisite for college credit. The prerequisite can be repeated for college credit if scheduling allows.

## Technical Center Career Pathways and Courses

(See Catalog, Chapter 7, Academic Programs, for Secondary Technical Center Course Numbers and Sequences for Certificates of Proficiency)

(See Chapter 10 for Course Descriptions)

### A/V Tech and Film

The A/V Tech and Film Program provides students with the opportunity to study the craft of film and video production while preparing for entry-level positions in the industry. After successful completion of this program, students will have earned a Certificate of Proficiency in Film and Video Production. College credit earned in this program will also apply toward the Associate of Applied Science Degree in Digital Media.

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## **Aviation Maintenance Technology**

The Aviation Maintenance Technology Program addresses the general knowledge area required for FAA (Federal Aviation Administration) certification as an airframe and powerplant maintenance technician. After successful completion of this program, students will have earned a Certificate of Proficiency in General Aviation Maintenance Technology. In addition, college credit earned in this program will apply toward the Associate of Applied Science Degree in Airframe and/or Powerplant.

## **Computer Engineering**

The Computer Engineering Program prepares students for the A+ Certification examination, as well as entry-level positions as a computer technician in microcomputer repair. Upon successful completion of all program requirements, students will obtain a Certificate of Proficiency in Microcomputer Upgrade and Repair and a Certificate of Proficiency in Networking from ASU Mid-South. Certain courses will also apply toward completion of the AAS degree at ASU Mid-South.

## **Diesel Technology**

The Diesel Technology Program prepares students to apply technical knowledge and skills needed to execute comprehensive diesel technology principles and maintenance. Upon successful completion of all program requirements, students will have earned a Certificate of Proficiency in Heavy Truck Diesel Maintenance. In addition, college credit earned in this program will apply toward the Technical Certificate in Heavy Truck Diesel Maintenance and the AAS Degree in General Technology at ASU Mid-South.

## **Food Service Management (Hospitality)**

The Food Service Management Program addresses the core skills in hotel, lodging, housekeeping, and food services management. Students will successfully apply learned theory and principles in practical applications relevant to the hospitality industry. Upon successful completion of all program requirements, students will have earned a Certificate of Proficiency in Food Service Management. In addition, college credit earned in this program will apply toward the Associate of Applied Science in Hospitality Management.

## **Health Science Technology (Medical Professions)**

The Medical Professions Program provides students with core skills and knowledge of medical professions to prepare for a variety of medical careers, i.e., emergency medical technician, nursing assistant, and lab technician. Students successfully completing the program will have the opportunity to earn up to two separate Certificates of Proficiency in areas of specialization. (Enrollment in the Health Science Technology program requires substance abuse screening and a criminal background check prior to enrollment in medical specialization courses. Parent/Guardian must give written consent for students under the age of 18.)



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## **Machining Technology**

This program is designed to prepare the student for employment in the area of Machining Technology. Students will acquire basic skills in Computer Numerical Control (CNC), blueprint reading, computer-aided drafting, metallurgy and manual machining. Upon successful completion of all program requirements, students will obtain a Certificate of Proficiency in CNC Operations and Programming. In addition, certain courses will apply toward an AAS Degree in General Technology at ASU Mid-South.

## **Mechatronics**

The Mechatronics Program prepares individuals to enter the industrial maintenance field with a clear understanding of the principles of electricity/electronics, mechanical systems and fluid power, and the ability to apply them to the maintenance and troubleshooting of industrial machinery. Upon successful completion of all program requirements, students will obtain two Certificates of Proficiency in Mechatronics Level I and Mechatronics Level II.

## **Process Technology**

The Process Technology program prepares students for entry-level positions in a variety of industries dependent upon process technology. Process technology involves every aspect of chemical processing, including extracting and refining jet fuel, plastics, metals, oil and natural gas and carefully monitoring the extraction and refining processes. Relevant industries include, but are not limited to, power plants, waste and water treatment plants, pharmaceutical plants, and other human health and safety industries. Upon successful completion of all program requirements, students will obtain a Certificate of Proficiency in Process Technology I.

## **Welding Technology**

This program is focused on the skills and knowledge necessary to prepare a student for employment in industry as a welder. Upon successful completion of all program requirements, students will obtain four separate Certificates of Proficiency in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Students may also qualify for American Welding Society certification in each area. In addition, program courses will apply toward an AAS Degree in General Technology at ASU Mid-South.

### ***Contact Information:***

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