



North Arkansas College



SPRING 2012
Class Schedule



North Arkansas College

Dear Students,

Let me begin by welcoming you to North Arkansas College and your college experience. This catalog is a valuable tool that will advance your knowledge to the array of opportunities available to you as a student.

North Arkansas College is truly a remarkable college known for excellence in university transfer, workforce development, information technology, health care education, cultural focus, and sense of community. We believe our educational institution signifies choice and value and this is why students "Think Northark First." It is people gathering to investigate, discover, seek solutions, and embark upon opportunities for betterment.



Dr. Jackie Elliott

Our investment in teaching creates an educational experience that is intellectually challenging and has a practical value far beyond the classroom. Our students are taught by award winning faculty who invest their time and energy to provide inventive methods and educational technology to engage learners and enhance the learning experience. Small class sizes and a variety of class schedules afford students the ability to create their own learning experiences. Our students are served by student-centered staff who are dedicated to student success and who provide a supportive environment for personal growth and development.

At North Arkansas College, partnerships with business and industry provide expanded learning opportunities that lead to career entry and advancement. Multiple programs bring the learning laboratory to you, the student. Training programs that reach into the workplace provide students with opportunities to transition from the classroom to a career. With partnerships with area universities, students are able to attain a bachelor's degree without having to leave North Arkansas College's campus.

Our commitment to you is to provide comprehensive, high quality, career, developmental, transfer, and continuing education programs and support services that meet your educational and career goals for success.

Whether you are a senior in high school seeking dual credit, a recent high school graduate, or a returning college student seeking advancement, you will find that North Arkansas College offers a world of potential. Please utilize this catalog as guide to the services, academic programs, courses, activities, and resources available to you.

I wish you the best of luck, and I am confident that you will achieve your goals at North Arkansas College.

Sincerely,

Dr. Jackie Elliott, President

2012 SPRING REGISTRATION & CHANGE OF SCHEDULE DATES

Pre-Advising

October 31-Nov 9, 2011	8:40 AM - 4:40 PM	2011 Fall Currently Enrolled -
November 2-3 & 7-8, 2011	8:40 AM - 5:40 PM	Weekdays By Appointment
November 14-15, 2011	8:30 AM - 12 NOON	North Campus - Currently Enrolled

Campus Connect Open For Registration or Add/Drops

November 10, 2011 thru January 12, 2012	7:30 AM	2011 Fall Currently Enrolled
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Walk-In Advising

November 14-17, 2011	8:30 AM - 4:30 PM	2011 Fall Currently Enrolled
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Early Open Registration

November 29, 2011	8:30 AM - 4:30 PM	Returning & Pre-Admitted Students Only
November 30-Dec 2, 2011	8:30 AM - 4:30 PM	All Students

Open Registration

January 4-5, 2012	8:30 AM - 6:00 PM
January 6, 2012	8:30 AM - 4:30 PM

THERE IS NO LATE REGISTRATION. YOU MUST BE REGISTERED BY 4:30 PM JANUARY 6, 2012

CLASSES BEGIN MONDAY, JANUARY 9, 2012

SATURDAY CLASSES START JANUARY 14, 2012

Call (870) 391-3222 for more information

Extended registration including online web courses ends at 6:00 p.m., Thursday, January 12, 2011.

Any student registering for an online course will be required to register and complete ORT 0010, Orientation for Online Learners, by 6:00 p.m. Thursday, January 12, 2011 to remain in the course.

Note: Any student registering for course(s) in which pre-requisites have not been met can be administratively dropped.

Students are expected to be in attendance on the first day of class. If circumstances prevent this you should make contact with the instructor or you possibly will be dropped as a "No Show" which could adversely affect financial aid and scholarships.

Admission to the College

Before any individual will be permitted to register/enroll in any course(s), he/she must apply for admission to the institution. The admission process should be completed prior to actual registration in order to avoid delays in registration. Students wishing to enroll will be required to complete all of the following steps prior to acceptance to the college:

New or Transfer Students

1. Complete application for admission.
2. Complete appropriate placement test (ACT, ASSET or COMPASS).
3. Submit high school or GED scores and/or transfer transcripts.
4. Submit measles, mumps, and rubella immunization records (2 doses).

Returning Students (Not Enrolled Fall 2011)

1. Complete readmission application.
2. Complete appropriate placement tests (ACT, ASSET or COMPASS) if not already on file.
3. Submit measles, mumps, and rubella immunization records (2 doses) if not already on file.

Testing Schedule

The Certification Center at North Arkansas College offers COMPASS Testing all year long. COMPASS results are available immediately upon completion of testing. Charge for the test will be \$6.00. Call 870-391-3533 or 1-800-679-6622 to schedule an appointment.

PAYMENT INFORMATION

When registering for the Spring 2012 Semester as a returning student in the Pre-Enrollment period of November 10, 2011 until January 2, 2012, all tuition and fees must be paid in full or covered by allowable payment arrangements by 5:00 p.m. on January 2, 2012, or the tentative enrollment will be voided.

When registering for the Spring 2012 semester during the Regular Enrollment period (January 4-6, 2012) or the Extended Registration period (January 9-12, 2012), all tuition and fees must be paid in full or covered by allowable payments at the point of registration or the tentative enrollment will be voided.

Regular cash, check, or credit card payments may be transacted in person at:

South Campus	North Campus	Center Campus
Student Accounts	Front Office (N100)	1st Floor (DC01)
1515 Pioneer Drive	1320 N. Spring Rd.	303 N. Main St.
Harrison, AR	Harrison, AR	Harrison, AR

****Office Hours 8 a.m. to 5 p.m. Monday - Friday ****

● Additionally, valid credit card payments may be made via **e-Cashier** or by phone @ (870) 391-3292 or (870) 391-3219.

● **Regular check payments may be mailed to:**
● **North Arkansas College**
● **ATTN: Student Accounts**
● **1515 Pioneer Drive**
● **Harrison, AR 72601**

<u>e-Cashier Payment Option Deadlines:</u>	5 Payments	0% down payment option ends Dec. 1, 2011.
	4 Payments	0% down payment option ends Jan. 3, 2012.
	3 Payments	25% down payment option ends Jan. 12, 2012.

Online account payment capabilities and certain payment options are available using the e-Cashier/Campus Connect link from the web page of North Arkansas College (www.northark.edu). Use of this service requires a valid Discover, Mastercard or Visa credit card, or a checking or savings account; and certain application and transaction fees may apply.

Payment arrangements with e-Cashier will be available from October 28, 2011 through the last day of registration.

CREDIT & PAYMENT POLICY

Students who register for classes at North Arkansas College are required to pay all related tuition and fees, or have made allowable payment arrangements by the posted deadline. Any tentative enrollment will be voided if payment arrangements are not made by this deadline. Payment arrangements include awarded financial aid, written, non-revocable payment commitments from approved third-party entities, or certain timed installment payment agreements via **e-Cashier**.

Changes to awarded financial aid require that (1) the application has been filed, (2) eligibility has been determined, (3) any selected data has been verified, and (4) the actual award has been processed. Any awarded financial aid will be used to first satisfy any account balance before the residual, if any, is remitted to the student.

The following procedure will be applied to students who are awarded financial aid (Institutional awards and scholarships) and also have written non-revocable payment commitments from an approved third-party entity (State, Federal, or other approved entity), or certain timed payment agreements (**e-Cashier**):

- Financial aid will be processed in the order and by designated commitment of aid received.
- Financial aid will be used as designated to first satisfy any account balance before the residual, if any, is remitted to the student.
- As payment commitments from third-party entities are received, the funds will be applied to account balances as designated, with the residual, if any, reimbursed to the student.

Any timed installment payment arrangement (online e-Cashier feature) will require full payment within **Ninety (90)** days from the start of the Fall and Spring semesters and prior to the start of classes of the Summer I, Summer II, or any offered mini terms. Timed installment payment arrangements will include an application fee, possible processing fees, potential delinquent payment fees, and acceptance of possible collection costs.

Students electing any qualified payment arrangement agree to the stipulation that upon any arrangement default or delinquent account status, North Arkansas College may deny future enrollment and/or refuse to release any transcripts and records until the debt is satisfied.

Course textbooks and supplies obtained from the North Arkansas College Bookstore may only be charged to awarded financial aid with adequate remaining coverage after any tuition and fee charges or to written, non-revocable payment commitments from approved third-party entities. Bookstore purchases will not be eligible for any timed installment payment arrangement.

Delinquent Accounts and Collection Policy

North Arkansas College may deny future enrollment and/or refuse to release any transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collection costs and attorney fees.

Additionally, North Arkansas College may pursue delinquent account collection through in-house efforts, public collection agencies and/or garnishment of an individual's Arkansas State Income Tax Refund, as allowed by Arkansas statute 26-36-301.

REFUND SCHEDULE

Upon official withdrawal from class(es), North Arkansas College will refund according to the following schedule:

100% refund ends
at 5:00 p.m. on
January 12, 2012

75% refund ends
at 5:00 p.m. on
January 21, 2012

50% refund ends
at 5:00 p.m. on
January 27, 2012

NO REFUND
after 5:00 p.m. on
January 27, 2012

NOTE: Refund/Credit is based upon the total cost of classes to the extent of amount paid. Refund checks, excluding financial aid refunds, will be mailed beginning February 13, 2012. Financial aid refunds will be available beginning February 13, 2012 in the Student Accounts office (see refund/award schedule on pg. 7). The refund schedule for classes that have a term start date that is different from the regular semester schedule will be adjusted proportionally.

Caution: Financial aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due, or, if financial aid residual has already been received, you may be responsible for some repayment.



SCHEDULE OF TUITION AND FEES

Semester Hours	In-County (Boone)	In-State Out of County	Out-of-State Residents
1	\$66	\$90	\$161
2	132	180	322
3	198	270	483
4	264	360	644
5	330	450	805
6	396	540	966
7	462	630	1127
8	528	720	1288
9	594	810	1449
10	660	900	1610
11	726	990	1771
12*	792	1080	1932
13	858	1170	2093
14	924	1260	2254
15 or more	990	1350	2415

*12 hours is considered full-time enrollment during fall or spring semester

CAMPUS CONNECT KEY

Regr/Add/Drop Courses - Allows students to enroll from Northark's website

Class Schedule - Students can view their schedule for a particular term

Grade Report - Students can produce their grade report for a particular term

Course Availability - Students have the ability to view course enrollment status

Unofficial Transcript - Students may view or print an unofficial transcript online

Account Status - Allows students to enroll from Northark's website

Class Schedule - Students can view their schedule for a particular term

Grade Report - Students can produce their grade report for a particular term

Course Availability - Students have the ability to view course enrollment status

Unofficial Transcript - Students may view or print an unofficial transcript online

COURSE INFORMATION KEY

DEPT	SEC	COURSE TITLE	CR	DAY	TIME	END	INSTRUCTOR	ROOM	CAMPUS	
OA	-1013	01	KEYBOARDING 1	3.00	TR	11:00AM	12:20PM	GEREN	B106	SOUTH
ET	-2042	61	SERVICE LAB 1	2.00	MWF	01:00PM	02:50PM	CHARTER	N115	NORTH
(BIOL)	(-1004)	(01)	GENERAL BIOLOGY	(4.00)	(MWF)	03:00PM	03:50PM	GIBBANY	(L112)	SOUTH

Dept. Code Dept. No. Section Numbers*

CR= Credit Hours

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday
TBA = To Be Arranged

Room Codes
N = North Campus
L = Library
M = South Main
B = JPH Business Building
CCC = Carroll County Center
Arena = Round Up Arena
A = South Allied Health Addition

*SECTION NUMBERS =

Day Sections - South Campus	01-15
In-District Concurrent	17-19
Night Sections - South Campus	20-24
Saturday Courses - South Campus	30-32
Learning Community	39
Honors Courses	40-44
Blended Courses	48-49
WEB Courses	50-52, 55
Day Sections - North Campus	60-65
Night Sections - North Campus	66-67
Truck Driving Program Courses	70-73
Out-of-District Vicinity Courses	81-84
Out-of-District Concurrent	88-89

PHILOSOPHY AND MISSION

The faculty, administration and staff of North Arkansas College, a comprehensive community college, share a commitment to the people we serve, to the academic community we foster, and to the quality of the service and instruction we provide. North Arkansas College's mission is to provide high quality, affordable, convenient opportunities for learning and cultural enrichment in response to community needs.

GRADUATION

Students who expect to complete requirements for a certificate or degree during the 2011-2012 semesters must complete an application for graduation (available in the Registrar's Office, online or North Campus) and complete all degree or certification requirements in order to receive a diploma.

Application deadlines are:

Spring (May) March 1

Summer graduates participating in Spring ceremony - April 1

Summer (July) June 1

Fall (December) November 1

TOURS

Prospective students are invited to visit the campus; a tour may be arranged by calling **(870) 391-3222**.

FREQUENTLY CALLED CAMPUS EXTENSIONS

South Campus

Admissions..... 391-3505
Bookstore 391-3220
Student Accounts ... 391-3292
Advising Center..... 391-3204
Career Pathways..... 391-3153
Financial Aid 391-3266
Learning Lab..... 391-3336
Library 391-3357
Registrar 391-3241

North Campus

Receptionist..... 391-3385
Library 391-3368
Veterans Coordinator 391-3188

Center Campus

Finance & Admin 391-3353

Carroll County Center

Receptionist..... 870-423-4455
Student Navigator/
COMPASS Testing..870-423-7401

SCHOLARSHIPS

North Arkansas College offers a number of institutional and private scholarships based on academic performance, financial need, or both. In order to apply, complete a Northark Scholarship Application form. **These forms are available online at www.northark.edu.** The application deadline for most scholarships at North Arkansas College is June 15. However, some scholarships have earlier application deadlines.

For more information, contact the Financial Aid office at (870) 391-3332.

FINANCIAL AID

APPLY EARLY!

If you are planning to attend North Arkansas College and need financial aid, visit the Financial Aid Office so we may assist you in your financial planning. We encourage you to apply early to avoid a payment option fee or possible delay in registering for classes.

WHAT IS FINANCIAL AID?

Financial aid is money that helps students pay their educational costs. Aid may be in the form of grants, scholarships, loans, work study, or a combination of these. Grants and scholarships do not have to be repaid. Loans have to be repaid after you graduate, leave school, or drop below half time.

AM I ELIGIBLE?

Approximately 70% of Northark students are eligible for some type of financial aid. Many families think they will be ineligible for financial aid and make the mistake of not applying. However, some forms of financial aid are not based solely on financial need. There is no cost to apply. If you need help paying college costs, we urge you to complete the FAFSA now to receive an award notification letter as soon as possible. If all documentation for financial aid is received by **December 1** and you are eligible, an award letter will be mailed to you by January 2.

WHAT IS FAFSA?

FAFSA is the Free Application for Federal Student Aid. Students should list Northark on the FAFSA as one of the schools to receive their information (Title IV code 012261). You can get a FAFSA worksheet from the Northark Financial Aid Office, your high school guidance counselor, or by calling 1-800-4-FED-AID. If you need to request a paper application, you can call 1-800-4-FED-AID. The online version is available at www.fafsa.gov.

HOW DO I APPLY?

- Complete the Free Application for Federal Student Aid (FAFSA)
- Complete a Student Data Form (available at Northark website)
- Submit a scholarship application (available at Northark website)
- Have all official transfer transcripts on file in registrar's office
- In some cases other documents are required, such as a verification worksheet, a copy of signed federal tax return(s), proof of selective service registration, copy of social security card, copy of birth certificate, copy of driver's license, and/or signed statement of income.

Electronic Application

Electronic submission will result in a Student Aid Report within 3 to 5 days, compared to four to six weeks if mailed. The Student Aid Report may indicate a potential dollar amount, this is the first step of the application process. You must reapply for federal student aid every academic year. Students may apply online at: www.fafsa.gov

For More Information & Forms:

- Contact the Financial Aid Office at 870-391-3266
- Visit our web page at www.northark.edu

GOLDEN AGES WAIVER

Students age 60 and over may be eligible to receive a tuition waiver when enrolling in credit courses as space is available. Required books and supplies must be purchased.

GRANT AID/SCHOLARSHIP AWARD SCHEDULE

Students who have completed and submitted all necessary grant/scholarship documents and have received some notice of award should expect their residual net award checks (award less any account charges) according to the following schedule:

Document completed/ Awarded before:	Net award check available on:
January 20, 2012	February 13, 2012
February 13, 2012	February 27, 2012
February 27, 2012	March 12, 2012
March 12, 2012	March 26, 2012
March 26, 2012	April 9, 2012
April 9, 2012	April 23, 2012
April 23, 2012	May 7, 2012

Net award checks will be issued from the Business Office-South Campus and the Front Office-North Campus. Students will be required to present photo identification.

CHANGE OF SCHEDULE

(Add/Drop)

Students officially enrolled may drop courses through the extended registration deadline; however, students may only register/add courses that have not yet officially begun. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result. The deadline for adding courses or changing courses or sections is given in the Academic Calendar.

A student may drop a higher level course and add a lower level course in the same division or vice versa through the fourth week of classes provided permission is granted by the appropriate Dean.

Caution: Financial Aid recipients should take note that dropping some/all classes may partially reduce or revoke financial aid and could result in a significant account balance due or, if financial aid residual has already been received, some repayment may be required.

WITHDRAWING FROM CLASS

Students who wish to withdraw from a class or classes must complete the following steps:

South Campus:

1. Obtain drop form from an academic counselor.
2. Obtain signature of instructor.
3. Return completed form to the Enrollment Services, Room M185.

North Campus:

1. Obtain drop form in Room 15 or 14.
2. Obtain signature of instructor.
3. Return completed form to Room 15 or 14.

Official withdrawal from any class is not complete until the student has completed the steps above.

Withdraw by end of registration period:

- No grade recorded on transcript.

Withdraw by the end of the 14th week of regular fifteen-week semester:

- Receive W on transcript.

Students withdrawing from a class that differs from the fifteen-week regular semester will have the same percentage of time to withdraw with a grade of "W".

ARKANSAS CAREER PATHWAYS INITIATIVE

Arkansas Career Pathways Initiative is a grant funded program for low income parents who desire to improve their employment opportunities through education and/or training. Students who have a child under the age of 21 living in the home with them and are TEA recipients, or are receiving benefits from DHS such as Medicaid/ARKids or food stamps, or are at or below 250% of the Federal Poverty Level should qualify for Career Pathways.

Career Pathways is designed to assist with financial barriers such as tuition, childcare, and transportation. CPI will also provide academic and personal counseling, remediation in preparation for college entrance exams, tutoring, referrals to outside assistance agencies, and coordination with other Northark assistance programs, job readiness skills training, and placement. We believe in wrapping our students with total support utilizing all the resources at hand both on campus and in the communities we serve.

Call or come by and let us help you remove barriers to your educational goals for a better, brighter future. Our offices are located in suite 201, 2nd floor of the Northark Center Campus at 303 N. Main St. Harrison, AR 72601. We can be reached by phone at 870-391-3153. We look forward to assisting you.

LEARNING ASSISTANCE CENTER

The Learning Assistance Center (Room M154) is a free resource for any Northark student who wants extra assistance with his or her coursework. The center provides tutoring in Math and English and houses the College Preparatory Department lab classes, and the Writing Center.

Learning Assistance Center:

South Campus-Room M154

Monday through Thursday: 8:00 a.m. - 7:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Testing Center:

South Campus-Room M186

Monday: 8:00 a.m. - 7:00 p.m.

Tuesday, Wednesday, Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

In order to allow plenty of time to finish a test, a student should arrive at the Testing Center no later than 1 hour before closing.

ADULT EDUCATION CENTER

North Arkansas College operates adult education centers in Berryville, Harrison, Jasper, Yellville, and Huntsville. Basic skills classes in reading, writing and math are offered, as well as English as a Second Language and General Education Development (GED) preparation classes and testing. GED Online is now available to students that meet the guidelines. All services are free of charge. For more information, call **(870) 391-3198**.

CARROLL COUNTY CENTER

North Arkansas College is dedicated to anticipating and eliminating the barriers that stand between students and a successful higher education experience. Northark has proudly served the citizens of Carroll County since the college opened its doors in 1974, and now the Carroll County Center offers a limited number of classes in Berryville. Since opening in 2008, the CCC has continued to broaden the range of classes offered based on student need. The Center offers morning, afternoon and evening classes. The CCC is located in the Bobcat Plaza at 804 West Freeman Street, Suite 5, Berryville.

ADVISING CENTER

Students are invited to visit the Advising Center for assistance with career exploration and academic advising. Advising Center is located on South Campus in room M184.

Monday through Thursday: 7:30 a.m. - 5:30 p.m. Friday: 7:30 a.m. - 5:00 p.m.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center assists people 19 years of age and older with their educational needs. The EOC staff can assist potential students with admissions to the college of their choice, financial aid application and scholarship searches. Career and interest assessments are available to help participants identify a course of study. The office is located on the Center Campus of North Arkansas College.

All EOC services are FREE!! Call today at (870) 391-3524 or toll free 800-257-8690.

EOC Office: Center Campus, C207 Monday through Friday 8:00 a.m. - 5:00 p.m.

CAMPUS BOOKSTORE

The North Arkansas College Bookstore on the South Campus offers textbooks, study aids, paper supplies, art materials, clothing and miscellaneous personal items for sale on a cash basis.

Bookstore Hours:

Monday - Thursday: 7:30 a.m. - 5:30 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

During registration and final exams, the Bookstore will remain open evenings to accommodate students.

Course textbooks and course supplies obtained from the Bookstore may only be charged to awarded financial aid with adequate remaining coverage after any tuition and fee charges or to written, non-revocable payment commitments from approved third-party entities. Students will be required to present Northark photo identification. Bookstore purchases will not be eligible for any timed installment payment arrangement.

The Bookstore will only issue a refund for a returned textbook during the semester upon class cancellation by the college or official class withdrawal by the student (a copy of the "drop slip" will be required). Any textbook refund during the semester will be subject to the exact same published refund schedule for tuition and fees.

The college and/or an external book dealer may offer to buy-back a particular course textbook for a slightly discounted price at the end of a semester. However, this buy-back opportunity is subject to selected book editions and determined book quantities for future academic semesters and is in no way a guarantee by the college to repurchase any course textbook.

LIBRARIES

Northark offers two libraries open to all students, faculty and local citizens within the area served by the college. Both libraries provide a comfortable, quiet place for study, research, recreational reading, a variety of print and electronic resources, and a friendly, helpful staff.

South Campus Library:

(Academic Library)

Mon.-Thurs. 7:30 a.m.-9:00 p.m.

Friday 7:30 a.m.-5:00 p.m.

Saturday 8:00 a.m.-5:00 p.m.

North Campus Library:

(Technical Library)

Mon.-Fri. 7:30 a.m.- 4:30 p.m.

CONTINUING AND COMMUNITY EDUCATION COURSES

North Arkansas College offers a variety of non-credit courses each semester. These courses are designed for personal enrichment, skills improvement, and fun. Courses range in length from one day to 16 weeks. Many of these courses are offered in the evening. Persons 60 years and older may take non-credit courses at a 30% discount. Customized classes for business and industry are also available.

For a complete schedule of non-credit courses, contact the Continuing and Community Education Offices at the Center Campus, log onto www.northark.edu/ce, or call (870) 391-3100.

INFORMATION TECHNOLOGY SERVICES COMPUTER LABS

The IT Services Department at Northark maintains several computer labs that are available for student use. On the South Campus, there are five labs with 24 student stations each in the John Paul Hammer-schmidt Business and Conference Center. There are also two labs on the North Campus with a combined total of 49 computers. All of the computers in these labs are equipped with some of the latest hardware and a wide variety of current software titles. These titles include the latest releases of Microsoft software and programming applications. Other labs may contain popular titles such as the latest software applica-tions from Adobe and a host of other educational software titles.

INTERNET ACCESS

All computer labs offer full access to the internet with several Wi-Fi hotspots located on each campus. However, access to the internet is monitored and privileges could be revoked if the Northark Computer Use Policy is violated. Please review this policy at <http://www.northark.edu/computing/computer-policy.aspx>.

Please contact a member of the IT Services Department for more information regarding the computing services or facilities at Northark. Department personnel can be found at the following locations: South Campus, on the second floor of the JPH building in room B202 and the third floor of the JPH building in room B301; Center Campus, on the fifth floor in room 503; North Campus, in room N22.

STUDENT MESSAGES

The college does not provide a message service for students. Messages or telephone calls will not be re-ported to students except in the case of extreme emergency. Callers will be required to state the nature of the emergency.

TOBACCO FREE POLICY

North Arkansas College is committed to providing its students and employees a safe and healthy environ-ment. Because of this commitment, all college campuses are tobacco free. Therefore, the use or consump-tion of tobacco and tobacco products is not permitted on or in any college property.

Act 734- The Clean Air on Campus Act of 2009 prohibits all forms of tobacco use on campus. Violations are subject to a fine of not less than \$100 and no more than \$500.

CLOSING DUE TO WEATHER CONDITIONS

In the event of inclement weather, students, faculty and staff may also call (870) 743-SNOW (7669) to find out the status of college classes. Should inclement weather make it necessary to cancel classes, the following radio stations will be notified:

KCWD 96.1 FM Harrison
KHOZ 102.9 FM Harrison

An announcement will only be made if classes are canceled. Every effort will be made to notify the stations by 6:30 a.m. Cancellations concerning day or evening courses will be announced as soon as a decision is made.

The Carroll County Center follows the Berryville Public School System weather closings. Every effort will be made to notify KTBS 107.1 FM Berryville by 6:30 a.m.

TIMELY WARNINGS POLICY

In the event that a situation arises, either on or off campus, that, in the judgment of the Crisis Management Team, constitutes an ongoing or continuing threat, the Crisis Management Team will issue a campus-wide "Timely Warning," which will be distributed through campus e-mail to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Crisis Management Team may also issue a PA system announcement and/or post a notice on the college's website at www.northark.edu in the Announcements column on the home page and on the electronic message boards located at entrances at all three campuses, providing the college community with more immediate notification. Additionally, students may register at their individualized college home portal site to receive certain college alert and informational messages via text messaging.

PARKING CAUTION

Vehicles parked in restricted or reserved areas, in fire lanes, in handicapped spaces without a valid permit or outside of clearly marked parking spaces causing general roadways to be blocked or partially obstructed will be subject to significant parking fines, vehicle towing expense and/or vehicle storage/impoundment fees. Please refer to the Student Handbook or area signage for authorized student parking areas.

NOTICE

This bulletin does NOT create a contract with the college. This schedule of courses is published early for the convenience of prospective students. North Arkansas College reserves the right to substitute courses and personnel or to delete course offerings entirely. The college reserves the right to close courses with insufficient enrollment. Students/prospective students should check with the Registrar's Office prior to actual registration for the latest information on course closings and offerings. Policies, procedures, or tuition rates are subject to change without notice.

EQUAL EDUCATIONAL OPPORTUNITY

North Arkansas College is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of race, color, sex, creed, or handicap.

STUDENT RIGHT TO KNOW

North Arkansas College is pleased to provide the following information regarding our institution. The information is provided in compliance with the Higher Education Act of 1965, as amended. The college will provide to you upon request the following information as a part of the Student-Right-to-Know compliance:

Rights under Family Education Rights and Privacy Act (FERPA) - lists rights to and procedures for inspecting, reviewing, and restricting educational records and how to file complaints. (Contact the Registrar's Office.)

Completion/graduation rate and if applicable, transfer-out-rate - includes completion or graduation rate of a cohort of certificate - or degree-seeking, full-time under graduates who graduated or completed their program within 150% of the normal time for graduation or completion. (Contact the Registrar's Office.)

Available financial assistance - includes information on federal, state and local financial aid programs, application procedures and eligibility requirements. Also, FFEL/Direct Loan deferments for Peace Corps or volunteer service - includes all of the terms and conditions for these deferments. (Contact the Financial Aid Office.)

Institutional Information - includes information such as cost of attendance, refund policies, withdrawal procedures, academic programs, accreditation and services for students with disabilities. (Contact Financial Aid/Registrar's Office.)

Campus Crime Information - includes statistics on crimes committed on-campus against persons or property and arrests made. (Contact the office of the Vice President of Learning or check the Northark website.)

Equity in Athletics - includes reports on athletic program participation rates and financial support data. (Contact the Athletic Office.)

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 assures confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni.

The institution, according to the Act, may make public directory information about a student including the following: The student's name, address, telephone number, date and place of birth and enrolled and/or completed, degrees and awards, parents' or spouse's name and address, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (including matriculation and withdrawal date), the most recent previous education agency or institution attended, and photograph.

The college may, at its discretion and with out a student's written request, release confidential information to the following:

1. College officials having a legitimate educational interest;
2. Officials from other institutions in which the student seeks enrollment;
3. Federal Agencies regarding application for or receipt of financial aid, including guaranteed student loans;
5. Organizations conducting studies for education agencies or institutions developing, validating, or administering tests, student aid programs, or educational improvement programs;
6. Accrediting organizations;
7. In compliance with a judicial order;
8. Emergencies affecting health or safety of the student or other persons.

Students may request to suppress from public disclosure directory information. To do so, a student must file a form with the Registrar's Office before the end of the first week of classes each semester. This request does not restrict the release of information to the individuals and agencies listed above.

SPRING 2012

January 2 (M)	Offices open, staff returns
January 4-6 (W-F)	Full-Time Faculty In-Service
January 9 (M)	Classes begin – 8:00 a.m. (or earlier as designated)
January 12 (R)	Last day to add classes or register 6:00 p.m.
January 16 (M)	No classes, offices closed (Martin Luther King Day)
January 18 (W)	Last day to change regular, semester long classes from audit to credit
January 20 (F)	No Classes, offices open, FBLA Conference
January 27 (F)	Last day to change 1st 5-week classes from credit to audit
February 8 (W)	Last day to drop 1st 5-week classes
February 10 (F)	1st 5-week classes end Deadline for Spring 2012 Independent Studies
February 13 (M)	Last day to change 1st 8-week classes from credit to audit 1st 5-week grades due on Faculty Access
February 17 (F)	2nd 5-week classes begin Last day to change 1st 9-week classes from credit to audit
February 24 (F)	1st 6-week classes end Last day to change 1st 10-week classes from credit to audit
February 29 (W)	Last day to drop 1st 8-week classes
February 27-March 2 (M-F)	Mid-term examinations
March 2 (F)	1st 8-week classes end
March 5 (M)	2nd 8-week classes begin Mid-term deficient grades due by 4:00 p.m. High School grades and 1st 8-week grades due on Faculty Access by 4:00 p.m.
March 7 (W)	Last day to drop 1st 9-week classes Assessment: CATs due
March 12 (M)	Last day to drop 2nd 5-week and 1st 10-week classes
March 14 (W)	Last day to change 2nd 5-week classes from credit to audit
March 16 (F)	Last day to change regular, semester long classes from credit to audit 2nd 5-week classes end 1st 10-week classes end
March 19-24 (M-S)	Spring Break, Offices open
March 26 (M)	Classes resume – 8:00 a.m. (or earlier as designated)
April 13 (F)	Last day to change 2nd 8-week classes from credit to audit
April 20 (F)	Last day to drop regular, semester long classes Last day to drop 2nd 8-week and last 10-week classes
April 28 (S)	Last day of regular and 2nd 8-week classes
April 30-May 5 (M-S)	Final Examinations
May 7 (M)	Grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00 a.m.
May 12 (S)	Graduation – 10:00 a.m.

SUMMER I 2012

May 21 (M)	Classes Begin – 8:00 am (or earlier as designated)
May 28 (M)	No Classes, Offices Closed (Memorial Day)
May 29 (T)	Deadline for Summer I 2012 Independent Studies
June 8 (F)	Last day to change Summer I classes from credit to audit
June 18 (M)	Last day to drop Summer I regular session classes by 5:00 p.m.
June 20 (W)	Last day of Summer I classes
June 21 (R)	Final Examinations
June 22 (F)	Summer I grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00am

SUMMER II 2012

June 25 (M)	Classes Begin – 8:00 a.m. (or earlier as designated)
July 2 (M).....	Deadline for Summer II 2012 Independent Studies
July 4 (W)	No Classes, Offices Closed (Fourth of July)
July 6 (F).....	Last day to change 10-week Summer I classes, from credit to audit
July 13 (F).....	Last day to change Summer II classes from credit to audit
July 20 (F).....	Last day to drop 10-week Summer I classes by 5:00 p.m. Last day to drop Summer II regular classes by 5:00 p.m.
July 25 (W)	Last day of Summer I 10-week classes Last day of Summer II regular session classes
July 26 (R)	Final Examinations
July 27 (F).....	Summer I 10-week classes and Summer II grades due on Faculty Access & hard copies of Grade Books due in the VP of Learning Office by 9:00 a.m.