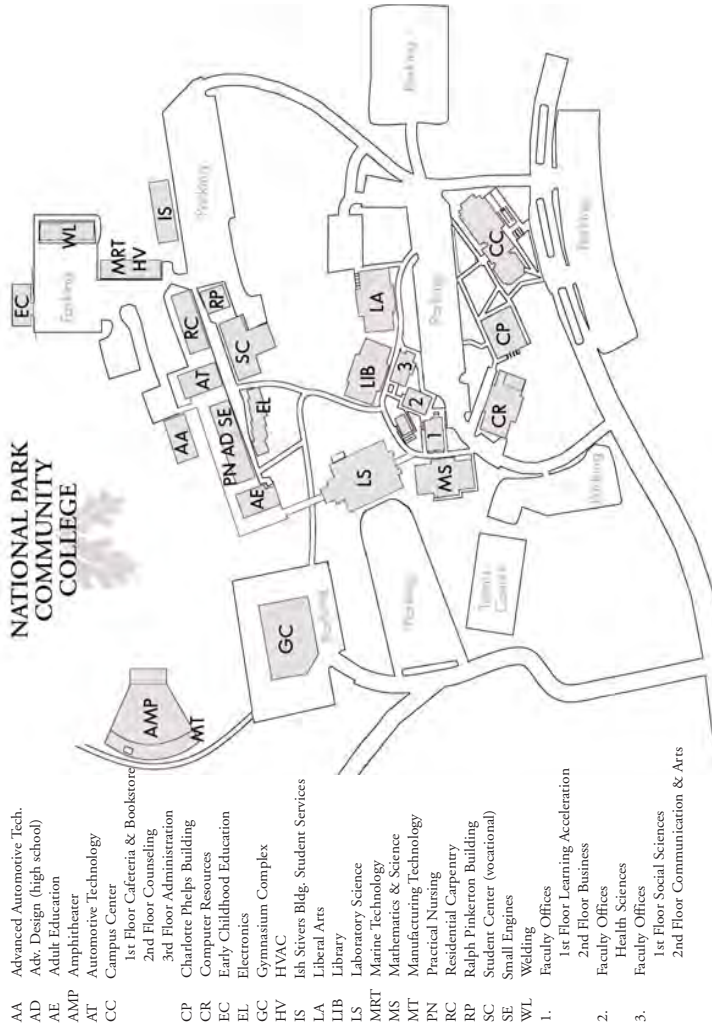


Campus Map



Spring 2011

January 3 (M)	College Reopens
January 10 (M)	Workshop Day (COLLEGE CLOSED)
January 11 (T)	Instructor Preparation
January 12 (W)	Classes Begin
January 12-18 (W-T) and Monday, January 24	Registration for Evening Classes Only No Day Class Registration
January 17 (M)	MLK, Jr. Day (COLLEGE CLOSED)
March 11 (F)	Last Day to Apply For May 2011 Graduation
March 16 (W)	Mid-Semester Grade Reports Due (Noon)
March 21-22 (M-T)	Spring Vacation (Adm. Office, Etc Open 8:00-4:30)
March 23-26 (W-S)	COLLEGE CLOSED
March 28 (M)	Classes Resume
March 28 (M)	Last Day to Drop/Withdraw Priority Registration Begins For Currently Enrolled Students
April 11 (M)	Public Registration
April 18 (M)	Last Day of Classes
May 9 (M)	Final Exams for Wednesday Evening Classes
May 11 (W)	Final Exams
May 9 (R)-May 11 (T)	Final Exams
May 16 (W)	Final Grades Due (Noon)
May 14 (S)	Graduation – Summit Arena 10:30 a.m.

Summer 2011

Session 1

May 23 (M)	Classes Begin
May 23-25 (M-W)	Last Days To Drop/Add Courses
May 30 (M)	Memorial Day – College Closed
June 9 (R)	Last Day to Withdraw
June 27 (M)	Last Day of Classes
June 28 (T)	Final Exams
June 30 (R)	Final Grades Due (Noon)
July 4 (M)	Independence Day observed (COLLEGE CLOSED)

Session 2

July 5 (T)	Classes Begin
July 5-July 6 (T-W)	Last Days to Drop/Add Courses
July 28 (R)	Last Day to Withdraw
August 8 (M)	Last Day of Classes
August 9 (T)	Final Exams
August 10 (W)	Final Grades Due (5:30 p.m.)

Welcome to Your New Beginnings at National Park Community College!

On behalf of the faculty and staff, I would like to take this opportunity to thank you for choosing NPCC where your journey of learning through student success is about to begin! At NPCC, you will experience a “family friendly” atmosphere where you will be addressed by your first name and feel comfortable asking for help as needed.

On your journey, you will sense NPCC’s family touch by learning within a small, personalized classroom setting. You will sense the genuine care and concern of the staff and administration when you take advantage of free tutoring services, improve your technical skills in the computer lab, engage in on-line searches through the resource center, and/or secure financial aid and scholarships. You can also individualize your major by choosing from a variety of degree offerings, preparing you for employment or four-year university transfer. If you are undecided about your career choice, a counselor can assist you one-on-one in narrowing down your options and in choosing the career that is a good fit for you.

During this journey, YOU will be challenged to work hard and become an active participant in this experience. In terms of learning, you will be prodded to go above and beyond, to “think out of the box”, and to reach higher than you ever thought possible.

NPCC’s mission is simple...Student learning is our focus; student success is our goal. YOUR Success is our Success!!! We look forward to beginning this journey of learning with you!

TELEPHONE NUMBERS WHEN YOU NEED INFORMATION

(501) 760-4222 or 1-800-760-1825

Admissions	760-4363
Adult Education	760-4335
Assessment	760-4247
Bookstore	760-4117
Buildings and Grounds/Maintenance	760-4197
Business Office	760-4125
Business/Computer Information Division	760-4258
Campus Tours	760-4264
Career Center	760-4243
Child Care	760-4306
Communications & Arts Division	760-4148
Community Services/Continuing Education/ Workforce Development	760-4156
Computer Lab	760-4171
Director of Development	760-4129
Financial Aid	760-4237
Health Sciences Division	760-4386
Instructional Matters	760-4202
Learning Acceleration Division	760-4139
Library	760-4110
Mathematics/Sciences Division	760-4148
Nursing Division	760-4290
Nursing Skills Lab	760-4292
Refunds	760-4218

Registration	760-4232
Scholarships	760-4275
Social Sciences Division	760-4258
Student Billing/Business Office	760-4125
Student Concerns	760-4203
Student Nurse/Immunization Records	760-4131
Student Services	760-4232
Technical/Professional Division	760-4320
Testing	760-4376
Transcripts/Academic Records	760-4210
Tours	760-4264
Tutoring Lab	760-4228
Veterans Affairs	760-4234

President's Office

President of the College	760-4200
Assistant to the President	760-4204

Vice Presidents' Offices

Executive Vice President	760-4202
Vice President for Financial Affairs	760-4215
Vice President for Student Services	760-4203

Associate Vice Presidents

Associate VP for Recruiting	760-4364
Associate VP for Student Services	760-4364
Associate VP for Technical Education	760-4311

Administrative Staff

Dr. Sally Carder, President of the College	760-4200
Dr. Gordon Watts, Executive Vice President	760-4202
Maggie Picking, Vice President for Student Services	760-4203
Janis Sawyer, Vice President for Financial Affairs	760-4215
Dr. Susan Aldridge, Assistant to the President	760-4204
David Hughes, Associate Vice President for Technical Education	760-4311
Nancy Happy, Associate Vice President for Student Services	760-4364
Janet Brewer, Director of Human Resources	760-4221
Dr. Brad Moody, Director of Institutional Services/Registrar	760-4213
Lisa Carey, Director of Development	760-4129
Janetta Ritter, Assessment Coordinator	760-4247
Marilyn Lambert, Assistant Registrar	760-4207
Mary Everett, Campus Health Nurse	760-4131
Director of the Library	760-4101
Blake Butler, Director of Computing Services	760-4120
Jill Johnson, Coordinator of Community Projects	760-4324

Adult Education		Chasity Hutchingson	4226
Joe Colvis	4350		
Beth Correll	4373	Financial Aid	4235
Becky Linsky	4339	Lisa Hopper	4241
Claudia Lippold	4156		
		Health Sciences	4290
Business	4258	Valerie Bond	4294
Tena Brown	4380	John Dodd	4158
Debbie Burks	4251	Carla Kelley	4286
Sue Burris	4361	La Juana Mooney	4159
Susan Gaither	4257	Dawn Poe	4281
Rob Hillard	4136	John Rima	4298
Jackie Holloway	4256	Carol Spargo	4130
Allan Mesko	4262	Jay Wilborn	4278
Ralph Ramsey	4255	Debra Wilson	4285
Linda Reis	4254		
Linda Stanley	4322	Learning Acceleration	4290
Michelle Thomson	4356	Mark Chapel	4240
		George Corley	4374
Communication/Arts	4148	Linda Franklin	4132
Barbara Briscoe	4274	Mary Jane Robins	4162
Richard Browne	4266	Dana Murphy	4139
Jim Castaldi	4273	Karla Williams	4133
Anzolette Cheatham	4266		
Dr. Ken Cook	4267	Library	4110
Denise Edds	4165	Rita Evans	4108
Thad Flenniken	4271	Kristin Liles	4104
Roger Fox	4270	Chet Morpew	4103
Joan Henry	4265	Brenda Van Dusen	4105
Kim McIntyre	4272		
		Math/Science	4148
Community Services/Continuing Education/ Workforce Development		Dr. Ed Bennett	4143
Jill Johnson	4324	Ann Bragg	4146
Dick Howk	4349	Darlene Gentles	4144
		Donald Mori	4149
Computer Services	4171	Nursing	4290
Eric Boardway	4167	Tamara Abernathy	4352
Blake Butler	4176	Linda Castaldi	4288
Jennifer Evans	4164	Arlene Cevela	4279
Eric Jones	4122	Denice Davis	4280
Ed Kostelaz	4393	Suzan Davis	4284
Rick Lee	4362	Diane Fergadis	4287
Caroline Mitchell	4341	Debbie Freyman	4295
William Picking	4121	Janice Ivers	4289
		Marlene Stafford	4304
Director of Career Services		Becky White	4289
Mary Kay Wurm	4246	Mary Zody	4291
Margaret Hutchins	4243		
		Pathways	4238
Educational Talent Search	4245	Diana Fieselman	4384
Terry Bayes	4245	Erin Buffington	4238
Sarita Etter	4245	Ruben Flores	4238
Holly Garrett Miller	4113	LaTaschya Harris	4379

Secondary Programs

Kay Anthony	4336
Laryssa Blunt	4371
Devron Dever	4333
Don Foshee	4333
Pam Herrington	4343
David Hughes	4311
David Reagan	4326
Shelly Tankersley	4371

Scholarships

Sara Brown	4275
Becky Fugate	4264

Social Sciences

4258	
Dr. Van Davis	4250
Stephanie Coke	4252
Dawn Marshall	4297
Carol Stonecipher	4137
Martin White	4157

Student Services

4232	
Phyllis Brooks	4234
Pam Buneau	4113
Ron Chesser	4230
Cathy Wells	4231

Student Support Services

4397	
Greg Fulton	4228
Suzanne Hendrix	4302
John Tucker	4229
Audrey Smelser	4227

Technical Programs

Jason Armitage	4346
Mark Bradely	4334
Tim Hutchins	4309
Dennis Jester	4332
Bob Kissire	4320
Karla Nardi	4277
Cindy Kirk	4353
Paul Scrivner	4328

Testing Center**4376****Campus Fax Numbers**

Administration	760-4100
Admissions/Recruiting	760-4399
Bookstore	760-4319
Business Division	760-4261
Communication & Arts	760-4114
Computer Services	760-4178
Counseling/Financial Aid	760-4236
Health Science	760-4141
Library	760-4106
Math/Science	760-4214
Nursing/RN	760-4183
Nursing PN	760-4392
Purchasing	760-4220
TRIO	760-4127
TECHNICAL EDUCATION	
Adult Education	760-4360
Childcare	760-4378
Ralph Pinkerton Building	760-4398
Student Services	760-4399
Workforce Training	760-4399

Board of Trustees

Jim Hale, Chairperson	
Mahlon Grigsby, Vice Chairperson	
Gail Ezelle, Secretary-Treasurer	
Larry Bailey	Mike Bush
Joyce Craft	Ray Donathan
Don Harris	Roy Murphy
Gene Parker	Patricia Smith

Getting Started

ADMISSIONS POLICY

As a comprehensive community college, National Park Community College seeks to serve all who wish to avail themselves of its various courses, services, and facilities.

The college admits applicants:

- (1) by a certificate of graduation (transcript) from accredited secondary schools;
- (2) by transfer from other accredited colleges and universities;
- (3) by presentation of a General Education Development Certificate (G.E.D.), if under age 23;
- (4) by special permission if the applicant wishes to attend as a part-time or unclassified student;
- (5) by evaluation of the applicant's background of education and experience to determine probable success in an appropriate program; and,
- (6) to adult and continuing education non-credit courses open to all members of the community.

REGISTRATION

Students should register for courses during the official registration periods prior to the beginning of every semester. Students must complete an admission data form prior to beginning the registration procedure and enrollment is complete after all required admission credentials are received and approved.

ORIENTATION

Short sessions that will acquaint you with our campus and procedures are available to new students. You will be advised of dates and times. Call 760-4232 for more information.



Affordable Costs

TUITION AND FEES* 2008-2009	Garland County	Out-of- County	Out-of- State	International
Semester Costs				
Per Semester Credit Hour	\$ 60	\$ 70	\$134	\$198
Registration Fee	30	30	30	30
Maximum Cost Per Semester, (excluding fees)	\$1080	\$1260	\$2412	\$3564

Technology fee - \$3 per credit hour to a maximum of \$45 each semester.

Telecourse capitation fee - \$20 per course

Infrastructure fee - \$50 per semester

Lab fees listed with each class

* Tuition rates are set by National Park Community College Board of Trustees and are subject to change.

NOTICE: Course withdrawal may affect your financial aid status. Please check with the Financial Aid Office prior to dropping or withdrawing from classes.

NELNET PAYMENT PLAN

Connect to the Nelnet e-cashier web site through www.npcc.edu. Sign up for our interest free payment plan allowing students to make monthly or full payments of tuition and fees.

FINANCIAL ASSISTANCE

NPCC's Financial Aid Office will make every effort to meet the college related costs of each qualified student based on eligibility criteria, satisfactory academic progress, and availability of funds. For more information about the various types of financial aid available, refer to the College catalog.

RESIDENCY DETERMINATION FOR BILLING PURPOSES

For the purpose of assessing tuition payment based on legal residency, students are identified as in-district, out-of-district, or out-of-state. Residency is determined by Arkansas Law. For more information refer to the college catalog.

SPECIAL FEES

Some courses have special fees and these must be paid during registration. Fees, supplies and materials may be an additional cost for courses such as computer labs and science laboratories or specialized art courses, such as pottery or photography. Other courses, such as music classes, which require individual instruction also have fees. Any special fees are indicated on the official class schedule of courses.

Understanding Degree Options

Degree options available at NPCC include: College certificate, Associate of Applied Science (A.A.S.), Associate of Arts in Teaching (A.A.T.), Associate of Arts (A.A.), Associate of Liberal Studies (A.L.S.), Associate of Science (A.S.), Associate of Science Degree in Medical Laboratory Technology, Associate of Science Degree in Nursing, Technical Certificate and Certificate of Achievement.

The A.A., A.S., and A.A.T. degrees are designed to transfer to four-year colleges and universities. National Park Community College is fully accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440, www.ncacihe.org and as such, general education courses usually transfer to four-year colleges and universities. Students should check with the college to which they plan to transfer for questions regarding specific courses and their transferability. The requirements for attaining the A.L.S. degrees are more flexible than requirements for the A.A. or A.S. degrees. Although many courses leading to the Associate of Liberal Studies degree may be transferable on an individual basis, the combined courses do not always fulfill all requirements suitable to transfer in specific majors. The Associate of Applied Science (A.A.S.) degree is designed for students who seek occupation, technical and vocational skills primarily for employment advancement.

The Technical Certificate is a planned program of classroom and laboratory, shop work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The program of study may be part of an Associate of Applied Science curriculum or a stand-alone program.

The Certificate of Achievement is awarded to students who have demonstrated the attainment of basic skills in one of five areas: Accounting Clerk, Clerical Assistant, Computer Apprentice, Emergency Medical Technician-Basic, and Hospitality Administration. The program of study is normally not part of other programs leading to the awarding of a Technical Certificate or Associate Degree. Under Department of Higher Education guidelines, only one certificate of achievement can be awarded prior to completion of a related Technical Certificate or Associate Degree.

For complete information regarding NPCC degree options, refer to the college catalog.

Understanding Policies

ACADEMIC CLEMENCY

Act 1000 of 1991 describes academic clemency as a second opportunity for undergraduate students who performed poorly at some point in their studies and who wish to return to college after having gained a new appreciation of the benefits of higher education. Academic clemency may be granted by the Registrar to returning students who have not been enrolled in any college or university for two calendar years, and who now demonstrate the commitment to succeed academically. For information on Academic Clemency, set up an appointment with the Registrar, 3rd Floor, Fisher Campus Center or refer to the College catalog.

ACADEMIC HONESTY

Academic integrity is a vital element of any learning community. NPCC faculty hold themselves to the highest standards in this regard, and expect their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the college. A violation of academic honesty may include (but is not limited to) the following:

- ❖ Cheating on written examinations, quizzes or other written work
- ❖ Plagiarism--the use of another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased
- ❖ Giving or receiving unauthorized assistance during a test
- ❖ Falsification, forgery, or alteration of academic records
- ❖ Obtaining or attempting to obtain copies of a non-circulating examination

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the college.

ACADEMIC HONORS

The college provides four opportunities for honoring student academic achievement: 1) ***The Dean's List***, 2) ***The President's List***, 3) ***Who's Who in American Junior Colleges***, and 4) ***Induction into Phi Theta Kappa Honor Society***. Eligibility for these excludes the use of pre-college courses. For more information, refer to the college catalog.

ACADEMIC PROBATION AND SUSPENSION

A 2.00 cumulative grade-point average is required for successful completion of all degree and certificate programs. Any student who falls below a 2.00 cumulative grade-point average after the first semester will be placed on academic probation by the Vice President for Student Services for the next semester. Students must regain a 2.00 NPCC grade-point average to be removed from probation. At the end of the probationary status, if improvement has not been shown, students will automatically be restricted to two semester courses.

ADDING A COURSE

There are certain dates within a semester in which you can add classes to your schedule. Official paperwork must be completed in order to drop and add a class from your transcript. For more information, set up an appointment with a counselor on the 2nd floor of the Fisher Campus Center.

APPEAL PROCEDURE FOR CHANGE OF GRADE

If you wish to appeal a certain grade, first speak to the instructor. If the situation cannot be resolved, see the Vice President for Student Services for further steps in the appeal procedure.

AUDIT A CLASS

You may change from a credit to an audit status at time indicated on the published schedule of classes each semester. An audit status, though not accepted by universities, gives you the right to benefit from all instructional privileges associated with a course, but does not impose any attendance, homework or testing responsibility.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) permits students to earn college credit by examination. Successful completion of CLEP tests and scores which meet the College CLEP policy will result in records of the credit earned being placed on the student's transcript. For more information refer to the College catalog.

DEGREE CHECKS AND EVALUATION OF CREDITS

See the Registrar's Office located in the Campus Center, 3rd Floor, Room 336 to stay on track.

DROPPING A COURSE

Students are expected to successfully complete the courses for which they register. If a class change becomes necessary, the student must file an official drop form with the Counseling Center. The date this form is approved by the Registrar's Office is the date used to determine eligibility for a refund or financial aid. Those who qualify for a tuition waiver (see Admissions Section or Financial Assistance Section) are not eligible for a refund at any time. A class may be dropped up to the deadline specified in the official College calendar each semester. Whenever a student stops attending class or is absent excessively and does not complete the necessary paperwork to drop the class officially, an "F" (failing) grade may be recorded by the instructor.

GENERAL EDUCATION OBJECTIVES

The College recognizes the importance of general education and related studies as integral components of technical education. In addition to acquiring discipline specific skills, the College will strive through general education to lead the student to attain the following general education objectives: Develop critical thinking skills, written and oral communication skills and problem solving abilities as well as exhibit college-level demeanor and sensitivity in everyday relationships.

GRADING SYSTEM

The College adheres to the following system of course grades:

GRADE	INTERPRETATION	GRADE-POINT VALUE
A	Excellent	4-
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
*X	Incomplete	0
*W	Withdrawal	0
*P	Passing	0

GRADE-POINT AVERAGE

Each letter grade awarded to a student for a course is assigned a point value as noted above. A student may determine the grade points for each course by multiplying the number of points the grade is worth times the number of credit hours the course carries.

Thus a "B" letter grade (worth 3 points) in a three-credit hour course is worth 9 points, and an "A" (worth 4- points) in the same three-credit hour course is worth 12 points.

The grade-point average is found by adding the total point values for all courses and dividing by the total number of credit hours attempted during the same period of time.

EXAMPLE:			
Course	Semester Hours	Grade	Points
ENG 1113	3	B	3 hrs. x 3 pts. = 9
HIST 2203	3	F	3 hrs. x 0 pts. = 0
PE 1101	1	A	1 hr. x 4 pts = 4
OFAD 2022	2	C	2 hrs. x 2 pts = 4
CHEM 1104	4	D	4 hrs. x 1 pt. = 4
SPCH 1133	3	A	3 hrs. x 4- pts. = 12
TOTALS	16		33

33 divided by 16 = 2.062 Grade-Point Average
Students must earn a cumulative grade-point average of 2.00 or higher for graduation.



HONORS STUDY PROGRAM

The Honors Study Program allows academically outstanding students to pursue specialized areas of study beyond the general course offerings. To participate, you must have completed at least 30 college-level credits of course work, 12 of which must be completed at National Park Community College with a cumulative grade-point average of at least 3.5. For more information about the Honors Study Program, refer to the college catalog.

INCOMPLETE GRADES

1. An incomplete "X" grade may be requested by a student and given by an instructor **only** if a minimum of 75 percent of all semester class work, especially where laboratory work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Consequently, an "X" grade may not be assigned at mid-semester.
2. The student must have a passing grade in the judgment of the instructor when the request is made and before approval can be given.
3. In requesting an "X" grade, a student automatically waives the right to request or to receive a withdrawal "W" grade or an "AU" audit grade at a later date.
4. A student should not register again for the same course.
5. To complete the necessary class work, the student and instructor must sign a written contract defining the work that must be completed to finish the course. Both the student and instructor will retain a copy of the signed contract.
6. The resolution of incomplete academic work is to be negotiated with the instructor but may not exceed a time limit of the mid-semester date the following semester. At the end of this deadline, based on the judgment of the instructor whose decision is final, a change of grade will be issued by the instructor to the Registrar's Office.
7. The same instructor who assigned the "X" must contract with the student to affect a grade change.
8. It is the student's responsibility to arrange with the instructor for completion of all unfinished work, once an instructor has agreed to assign an "X" grade at the end of the semester.

MAKE-UP HOMEWORK

It is your responsibility to contact your instructor at his or her office. Office locations and telephone numbers are listed at the front of this book.

REPEATING A COURSE

If a student chooses to repeat a course, both grades earned for the course will be reported on the student's transcript. Only the repeat grade shall be used in determining the grade-point average. Students who fail and/or drop a course may repeat the course up to three times. If a fourth attempt is necessary, the student has two options: 1) Complete the course at another accredited college or university; or 2) Sit out one calendar year and then seek permission from the Vice President for Instruction before re-enrolling in the course. Students who plan to transfer to a four year university should be aware that some institutions may average both the original and the subsequent grades for determining transfer eligibility. The Veterans Administration will pay for a specific course only once. Repeating and accepting benefits for a course already passed and for which benefits have already been received will result in an over payment and may be considered by the VA to be a deliberate attempt to defraud the Federal Government. Repayment in such instance may be required. The Division of Health Sciences has a policy that if a student is required to withdraw from a course due to unsafe clinical behavior, he or she may not reapply to repeat the course.

TRANSCRIPTS AND RECORDS

Forms to obtain official copies of your transcript and/or records are available at the switchboard located on the 3rd floor of the Campus Center.

REFUNDS

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws from classes. Stopping class attendance or failure to attend classes does not constitute an official drop/withdrawal. ALL refunds are calculated from the start date of the semester, not the start date of the class, and are based on week days excluding holidays-not class days.

Refund Schedule Fall or Spring:

1. Prior to First Day of Semester: 100% of tuition and all fees, excluding registration fee.
2. Days One to Five of Semester: 100% of tuition, technology, and infrastructure fees only.
3. Days Six to Ten of Semester: 50% of tuition, technology, and infrastructure fees only.
4. No refunds after day ten of the semester.

Refund Schedule Summer I or Summer II:

1. Prior to First Day of Semester: 100% of tuition and all fees, excluding registration fee.
2. Days One and Two of Semester: 100% of tuition, technology, and infrastructure fees only.

3. Days Three and Four of Semester: 50% of tuition, technology, and infrastructure fees only.
4. No refunds after day four of the semester.

Exceptional circumstances by which a refund may be calculated after the refund period are limited to: death of a student, death of immediate family member with documentation, unanticipated serious illness of the student with documentation, or institutional error.

Withdrawal from College

Prior to making a decision to withdraw from classes, talk to your instructors and/or a counselor to explore other options. We do understand that there are times you may see class withdrawal as your best or only option. In those cases, you must file an official withdrawal form with the Counseling Center.

Failure to officially withdraw can result in failing grades in all courses and possible loss of tuition refund. Withdrawal from classes prior to completion to 60 percent of the semester or dropping credit hours below full time (12 credit hours) may result in financial liability to the US Department of Education or NPCC for repayment of Title IV funds. In cases where the student drops courses and has already received full payment of financial aid awards from Federal sources, the student must repay any cash disbursement which is determined by the school to be an overpayment.



NPCC Survival Tips

ATTENDANCE

Attendance and participation are extremely important components in class success. In fact, research shows that students who attend class regularly perform better on exams. If you must be absent from class, it is your responsibility to contact your instructor and to make up the missed work.

COMMUNICATE, COMMUNICATE, COMMUNICATE

It is vitally important for you to maintain contact with your instructors. When unusual circumstances arise or when you simply do not understand an assignment, let your instructor know! Also, it is a great idea to exchange contact information with a couple of your classmates in case questions arise after your instructor's office hours.

HEALTH SERVICES

NPCC has a part-time nurse to serve all members of the campus community, with primary interest on students. The nurse treats minor ailments, gives general health advice, administers prescribed doctor's care, assists in emergencies, and acts as a referral agent. The Health Services Office is located on the First Floor of the Fisher Building maintains all student health records, including immunization records. The nurse may be reached at 760-4131.

STUDY SKILLS

There are thousands of great study tips! Here are a few: 1) Make a list of what you have to do; 2) Organize the material by writing outlines; 3) Don't cram for an exam...study some each day; 4-) Sit in a chair or at a desk to study; 5) Take frequent breaks; 6) Avoid caffeine and alcohol; 7) Do your homework; 8) Arrive to class on time; 9) Ask questions; and 10) Write down EVERY assignment and ask questions if it is unclear.

TUTORING

Tutoring is available in Math and Science at NPCC. This service is free to all currently enrolled students and is funded jointly by NPCC, The Carl Perkins Grant, and Student Support Services. For general assistance, tutoring in Basic Math and Beginning Algebra, contact the Tutoring Lab in CC 211 at 4228. Always talk with your instructor when you need assistance in a subject. Several departments have special tutoring in their subjects. Contact each division chairperson (listed in the phone section of this handbook) for information.

Understanding Your Rights & Responsibilities

Academic Appeals

The College maintains an Academic Appeals Committee, appointed each year by the President. Committee membership includes both faculty and students. The committee reviews cases that cannot be satisfactorily resolved in the normal student-instructor classroom relationship, as well as cases in which College policy or procedure creates conflicts which cannot be resolved through informal means.

Students are entitled to full due process before this committee, and a student who feels that there are circumstances in a situation which warrant an academic appeals hearing may petition the Academic Appeals Committee to review the facts pertaining to the situation.

Students should contact the Vice President for Student Services for an explanation of the process and/or forms to begin the appeal.

Academic Records Privacy Rights - NPCC complies fully with the Family Educational rights and Privacy Act of 1974 which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data. As a general rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. Directory type information is considered public information and may be made available upon inquiry unless the student requests nondisclosure for the enrollment period. For a complete listing, refer to College catalog.

Accidents - When an accident of any kind involving students or visitors occurs on campus, immediately contact the switchboard, College nurse at 760-131 or the Vice President for Student Services.

Administrative Withdrawal/Drop Policy - The College administration and faculty reserve the right to drop a student from a course or program for sufficient cause, including, but not limited to flagrant disruptiveness, excessive absences, unsafe practice in clinical/lab assignments, documented plagiarism.

Americans with Disabilities Act of 1990 - It is the intent of NPCC to work toward full compliance with the Americans with Disabilities Act by providing accessible facilities to students, staff and visitors and by equipping the instructional programs with reasonable accommodations.

Computing and Telecommunications - Introduction

National Park Community College's computing and telecommunications networks, computing equipment and computing resources are owned by the College and are provided primarily to support the academic and administrative functions of the College. Federal and state laws, and College policies and procedures govern the use of these resources. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

To assure that everyone uses these facilities in an ethical and professional manner, students must abide by the Student Computer/Network Acceptable Use policy. A copy of this policy in its entirety is available via the College's web site, or at the Help Desk in the Computer Resource Center. Any violation of this policy may result in the revocation or suspension of access privileges by the Department of Computer Services with review by the appropriate academic or administrative authority.

Regulatory Limitations

The College may monitor access to the equipment and networking structures and systems for the following purposes:

1. To ensure the security and operating performance of its systems and networks.
2. To enforce College policies.

The College reserves the right to limit access when federal or state laws or College policies are violated or where College contractual obligations or College operations may be impeded.

The College may authorize confidential passwords or other secure entry identification; however, students have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

All material posted to or sent over College computing and other telecommunications equipment, systems or networks must be accurate and must correctly identify the creator (E-mail, etc. account owners must be identifiable).

User Rights

Access to computing supported by NPCC is granted contingent on that access not be misused. If that access is misused, it can be withdrawn at any time. Further action may be taken as a result of serious offenses.

Privacy and Privilege

All users must respect the privacy and usage privileges of others, both on the NPCC campus and at all sites reachable by NPCC's external network connections. Users will not intentionally seek information on account passwords. Nor will they obtain copies of other user's passwords. Users will not modify files, data, or passwords belonging to other users. Users will not develop, download, or execute programs for these purposes. Users must preserve and protect the privacy, dignity, well-being, and informed consent of all participants.

Security and Related Matters

No one shall

1. Attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data.
2. Knowingly endanger or compromise the security of any College computer, network facility, other computer resources, or willing interfere with others' authorized computer usage.
3. Modify, reconfigure, or attempt to modify or reconfigure any software or hardware of any College computer or network facility, in any way, unless specific authorization has been obtained; or

4. Use College computer resources and communication facilities to attempt unauthorized access to any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource.
5. Attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use College computing resources for unauthorized monitoring of electronic communications.
6. Create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any College computer or network facility, regardless of whether demonstrable harm results.
7. Place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with the Regulatory Limitations section of this document.
8. Knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

Accounts

Users shall use their accounts for the purposes for which they are established, as well as personal communications.

1. Accounts and other College computer resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the College.
2. No one shall give any password for any College computer or network to any unauthorized person, including their children, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing of passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
3. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

Enforcement and Sanctions

System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrators may:

1. Formally or informally discuss the matter with the offending party.
2. Temporarily revoke or modify access privileges, or
3. Refer the matter to the appropriate disciplinary authority.

Any violation of this policy will result in a disciplinary note being placed in the student's academic file and may result in the revocation or suspension of access privileges by the Department of Computer Services with review by the appropriate academic or administrative unit and/or law enforcement agencies if local, state, or federal laws have been violated. NPCC reserves the right to amend this policy at any time.

Criminal Violations Reporting - Upon receiving a signed allegation of a criminal violation, the President or a designee will notify the proper law enforcement officials. Students, faculty, or staff members wishing to report a criminal violation that has occurred or they suspect has occurred on the NPCC campus or a NPCC sponsored activity shall put the allegation in writing, sign the statement and present this statement

to the Office of the President or the Vice President for Student Services. In cases of emergency, verbal notification to one of these two parties is requested.

Drug Free Campus - National Park Community College is committed to maintaining a drug-free campus environment for students and employees. Under the direction of the Board of Trustees, the College opposes the unlawful manufacture, distribution, possession or use of a controlled substance by any employee or student. The Vice President for Student Services is in charge of drug-free awareness programs to inform students and employees of the dangers of drug abuse, the availability of drug counseling, rehabilitation and penalties for drug abuse violations. For more information on the College's Drug Free Campus policy, please contact the Vice President for Student Services, 3rd Floor of Fisher Campus Center.

Financial Aid - NPCC's Financial Aid Office will make every effort to meet the College related costs of each qualified student based on eligibility criteria, satisfactory academic progress and availability of funds. The Federal Financial Aid programs offered through NPCC include Pell grants, educational opportunity grants, work study and loans. In addition, NPCC offers financial aid program through the state of Arkansas, institutional work-study.

In addition to the institutional refund policy, students who have been awarded federal financial aid funds are required to make satisfactory academic progress (SAP). If a student does not meet the SAP requirement, he/she must attend one or more semesters without financial aid until the required standard is met. To review the complete SAP policy, refer to the College catalog.

Fire - In the event of fire any person may sound the fire alarm. Everyone should evacuate the building and move to safety. The person reporting the fire should be available to give the location to the proper authority and explain any necessary details.

Holds on Records - Records may be placed on hold for several reasons including, but not limited to non-submitted official transcript(s) from another institution, a financial obligation to the College, an outstanding library book, or non-submittal of immunization records. Students will not be allowed to do the following until the hold is removed:

1) Drop or add a course, 2) Enroll in courses for subsequent semesters, 3) Obtain a transcript, or 4) Receive a diploma or certificate.

Lab Safety

The health and safety of NPCC students is of primary concern whether on campus or attending high school sponsored activities. Policies, procedures, and guidelines pertaining to health and safety must be followed for the protection of all. Students are required to adhere to all safety procedures and utilize safety and protective equipment in all lab settings. Eye protection will be worn while operating machinery. Appropriate attire is required in shop areas.

Scholarships

NPCC offers a variety of institutional scholarships, as well as Foundation Scholarships, transfer scholarships, and a multitude of scholarships from outside benefactors. You may come by the Ish Stivers Building.

Severe Weather

National Park Community College will continue to address inclement weather situations similarly to past practices and consistent with the Governor's Policy Directive and

the NPCC Board policy. The general policy is that NPCC does not close due to inclement weather if at all avoidable. However, the obligation to provide services to the citizens of the area must be balanced with the risk of danger to students and employees.

The President or the Vice President for Instruction will determine when the inclement weather policy is implemented based on area weather conditions. Local media, listed below, will be used to notify students and employees of policy implementation. The state policy provisions regarding late arrival and leave time will apply to NPCC employees.

In the event of early morning severe inclement weather conditions in the NPCC area, the President or Vice President for Instruction will determine whether to place the inclement weather policy in effect and will publicly announce its implementation between 6:00 a.m. and 6:30 a.m. if possible. The decision to implement the inclement weather policy for evening classes will be made by mid-afternoon and announced between 3:00 p.m. and 3:30 p.m. if possible. Announcements affecting Saturday classes will be made between 7:00 a.m. and 7:30 a.m. when possible. In an effort to inform students, staff, and faculty of any College closing due to inclement weather, the following stations will be notified:

Radio

Hot Springs	KLAZ 105.9 FM and KXOW 1420 AM KQUS 97.5 FM,
Hot Springs Village	KVRE 92.9 FM

Television

Little Rock	KARK Channel 4 KATV Channel 7 KTHV Channel 11
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Sexual Harassment

Sexual harassment of students is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/ Secondary Act of 1972.

The College is committed to providing an environment of study and work free from sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

Unwelcome sexual advances toward any student should be reported to the Vice President for Student Services. Counselors, instructors, and any other employees who know of such situations are instructed to help students get such complaints to the Human Relations Coordinator, if assistance is needed. The student should follow the procedural guidelines established in the NPCC Sexual Harassment Policy.

Sexual Offender Registration

As of November 2002, anyone who wishes to inquire about a registered sex offender in Garland County may come by the Vice President for Student Services' office on the third floor of the Gerald Fisher Campus Center (Room 327) between the hours of 8:00 a.m. and 4:30 p.m. Your request will be reviewed, and if necessary referred to the appropriate agency.

Stalking

The State of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993, (available in the Vice President for Student Services' Office). The law against stalking encompasses such courses of conduct as harassment (physical, written, telephone, telegraph, or any other form of written communication), terroristic threatening, following a person, insults, taunts, or challenging a person in a manner likely to provoke a violent or disorderly response.

Violations of the law will be reported immediately to law enforcement agencies.

Student Right to Know

A prospective or currently enrolled student has the right to request graduation or completion rates of National Park Community College students as well as the annual Campus Security Report. These documents are available in the Registrar's Office, located on the 3rd floor of the Fisher Campus Center.

Title IX Compliance

Students, their parents, and employees of NPCC are hereby notified that the College does not discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning NPCC compliance with Title IX is directed to contact the Vice President for Student Services Office on the third floor of the Gerald Fisher Campus Center or by telephoning (501) 760-4203.

Tobacco-Free Campus

Effective January 2, 2008, National Park Community College is entirely smoke free and tobacco free. The Smoke Free Tobacco Free Policy applies to all National Park Community College facilities and vehicles, owned or leased, regardless of location. Smoking or tobacco use shall not be permitted on the NPCC campus or any off-campus sites. The policy applies to all students, faculty, staff and visitors. As with any NPCC policy, violation can result in dismissal.

Tornado Alert

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass exposure to the outside, or in space on the southwest side of a building below ground level. The following suggested areas of cover are recommended:

Fisher Campus Center - First Floor - Bookstore supply room and rooms along the south wall of the student center.

Math and Science Building - Lower level Art Department

Computer Building - Lower level south side

Library - Rest rooms and viewing room

Liberal Arts Building - Rooms 4 and 8

Faculty Office Buildings - Rest rooms

Charlotte Phelps Building - Lower level, south side

Gymnasium - Hallways, away from the windows

On the south side of the campus, follow the tornado instructions in each building.

All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris. If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground such as a gully, culvert, or deep ditch is better protection than nothing at all. If caught outside during a storm, lie flat on the ground to reduce the hazard of being hit by flying objects.

Getting Involved!

WHAT CAN YOU DO IN THE CAMPUS CENTER?

Adaptive Equipment

NPCC has special adaptive equipment available. This includes two print enlargement systems, a computerized voice synthesizer system, and a Braille printer. It is located on the second floor. For more information, call SSS at 760-4227.

Campus Bookstore

The Campus Bookstore is on the first floor. The Bookstore is open Monday through Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 4:00 p.m. Summer hours vary. You can visit the Campus Bookstore for textbooks, reference materials, supplies, apparel and gift item.

Career Center

Assessment, employability services, and job referrals are provided through the Career Center on the second floor, Room 252. Career Center services are open to all students at no cost. Materials to assist with job search activities, including Internet access, are available. Job referrals are listed weekly! The annual Job Fair is held in the Spring and Career Day is in the Fall.

Class Schedules

Class schedules are published for the Fall, Spring, and Summer semesters. Class Schedules are available online at www.npcc.edu. Printed schedules are available in the Student Services offices, the switchboard, Ish Stivers Building, and other department faculty office buildings throughout the campus.

Counseling/Academic Advising

Need someone to talk to about college? About work? About yourself? About your courses? An objective listener can help. Our professional counselors can help you find the information you need to help you relax, enjoy your studies, and gain a better understanding of yourself. Special tests are available to help you assess your goals, needs, and wants. Stop by Student Services on the second floor or call 4232.

Financial Aid

NPCC maintains a financial aid program to help students meet the expenses of going to college. Funds are available from the federal and state governments, the College, individual donors, and organizations. Types of assistance include grants, loans, and work-study. Stop by the Financial Aid Office on the second floor or call 760-4237.

Student Center

Come watch television, play pool or ping-pong, or grab a snack in the Student Center on the first floor. The Center is open from 7:00 a.m. until 9:00 p.m. on class days. The Snack Bar has varying hours when students are on campus.

Student Support Services

SSS is a federally funded TRIO program designed to provide services to approximately 200 students. These services include personal counseling, tutoring, cultural enrichment, and transfer services for students wishing to transfer to four-year institutions. The SSS Program also assists students with disabilities in making arrangements for academic, classroom, and testing assistance. The SSS office is on the second floor

and the phone number is 4227. Call or come by to see if you are eligible for the program.

Testing Center

NPCC's Testing Center is located in the Fisher Building, room CC217 and is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. Our Testing Services are targeted to admissions, certifications, evaluations, ADA/special needs, on-line classes, distance learning, and make-up tests when justified and approved.

The Testing Center's purpose is to provide a secure, quiet, comfortable and capable facility with minimal distractions so we have policies of no food, beverage, children, weapons or visitors in the testing area. Cell phones must be turned off and no listening or photo devices are allowed.

Fees are charged for special exams only such as CLEP and tests proctored for non students.

For more information, contact: Nathan Sheffield, Coordinator of Testing Services, nsheffield@npcc.edu, 501-760-4376.

Workforce Investment Act

If you qualify, Workforce Investment Act (WIA) will pay tuition, fees, and books. Please contact the Career Center Office on the second floor of the Fisher Center.

Veteran Information

We welcome veterans and offer information, guidance, and counseling to those eligible for educational benefits under applicable public laws. Contact the Veterans Counselor in Students Services on the second floor of the Fisher Building or call 760-4234. Other information is available from the US Department of Veteran's Affairs, P.O. Box 8888, Muskogee, OK 74402-8888. Phone number 1-888-442-4551.

WHAT CAN YOU DO IN THE LIBRARY?

Library

The Library plays a vital role in the instructional programs of the College. As the information center for the College, it provides books, periodicals, microforms, audio and videotapes, and computer access to specialized databases as well as to the Internet. The Library is also a service center providing assistance in reference and research and in the use of audio-visual materials and equipment.

It contains 23,500 books, more than 300 periodicals, a 25,000 unit microfilm library, and over 2,000 videotapes. The Library also provides video broadcast services to the campus-wide closed circuit TV system as well as maintaining programming on cable Ch. 14 for College sponsored telecourses. It also maintains a rotating art exhibit featuring notable Arkansas artists.

The facilities and services of the Library are available free of charge to all members of the community, as well as college students. During Spring and Fall Semesters, library hours are 7:00 a.m.-9:00 p.m., Monday-Thursday and 7:00 a.m.-4:30 p.m., Friday. Summers and intersessions, hours are concurrent with other campus offices.

Circulation, reference and a copy machine (10 cents per page) are located near the entrance of the library. Books circulate for three weeks. A book return is located near the east end of the main parking lot for books returned after hours.

WHAT CLUBS AND ORGANIZATIONS ARE AVAILABLE?

CLUBS AND ORGANIZATIONS

Advocates for Barrier Awareness

The Advocates for Barrier Awareness Organization promotes the needs of students with disabilities. For more information concerning the organization, please contact Student Support Services at 760-4227.

Arkansas Early Childhood Association (AECA)

Arkansas Early Childhood Association is the organization for students enrolled in the Child Care Guidance and Management Program. In addition, our students participate locally in HSECA (Hot Springs Early Childhood Association). The fourteen (14) southern regional states invite state and local chapters to participate in SECA (Southern Early Childhood Association).

SECA, AECA and HSECA chapters conduct training sessions throughout the year for teachers and caregivers. They collaborate with other advocacy and professional organizations devoted to the interest of young children. SECA publishes a journal, *Dimensions of Early Childhood*, which our students receive as part of their membership, and through which they are informed of child care concerns. Other publications and training are available. Students are invited and encouraged to participate in local and state projects. On campus, the student chapter, Child Care Student Organization, elects officers, conducts workshops, and, in general, supports the child care program.

Cultural Diversity Awareness Club

The purpose is to provide members and students of NPCC with a better knowledge of the many cultures and heritages of our students and to make NPCC aware of the needs of those students. For more information, contact Linda Franklin at 760-4132.

Intramurals

Students are encouraged to participate in the intramural athletic program. The intramural program is designed to attempt to meet the needs of all students by giving them the privilege of participating in a wide range of activities. The program is varied enough to meet the needs of most individuals.

National Park Community College Singers/Soundwaves

NPCC currently offers two choral groups for student participation, the NPCC Singers and the NPCC "Soundwaves".

The "Singers" is an auditioned chorus of NPCC students. This group performs a concert each Fall and Spring semester. They also sing for community functions.

The "Soundwaves" is the newest performing group at NPCC and is a select ensemble that performs mostly jazz/pop arrangements. The members of the "Soundwaves" are also in the NPCC Singers. This group performs frequently throughout the year for area schools, charity benefits, and conferences. Members of these groups who are on scholarship must maintain a 2.25 GPA.

NPCC Recreation Association

This is a student organization for students interested in the field of recreation. This organization is open to students who want to increase their knowledge in this area. Students will have the opportunity to participate in activities that will increase your awareness of the positive benefits of recreation and the benefits it can provide for NPCC and the community.

National Technical Honor Society (NTHS)

The National Technical Honor Society is a national organization with state and local affiliation. Membership in this organization is available to students enrolled in secondary career education courses. Individuals are selected based upon the following criteria which have been observed by his/her instructor: a desire to pursue a career in his/her course of study, scholastic achievement, honesty, dependability, responsibility, high quality task performance and pride in work performed, cooperation and ability to work well with others, interest in learning, initiative, leadership, and citizenship.

The purpose of the NTHS is to promote the ideals of honesty, service, leadership, and skill development among America's future workforce, to reward scholastic achievement in occupational, vocational and/or technical education; to assist society members in their pursuit of career and educational goals; to help build and maintain a stronger, more positive image for career and technical education in the local community and throughout the nation.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of the two-year college. The local chapter is Alpha Beta Psi. A student must have completed 12 or more semester hours of coursework at NPCC, leading to an associate degree, and must have a cumulative grade point average of 3.5 or higher. A student must be of good moral character, possess recognized qualities of leadership, and have established academic excellence as judged by the faculty. Contact the Vice President for Student Services for more information.

Skills USA

SkillsUSA is a national organization with state and local affiliation. SkillsUSA membership is available to students enrolled in post-secondary or secondary technical and professional programs. SkillsUSA assists students in developing social and leadership skills. Skill enhancing activities are conducted by the club's members and advisors. The activities include events among students of a school or among schools at the local, state and national levels. Contact the Associate Vice President for Technical & Professional Instruction for more information.

Student Health Information Management Association

Students may enhance their educational experience of Health Information Technology through membership in this organization. Membership is open to students enrolled at NPCC, but not yet enrolled in the Health Information Technology program, honorary membership, and alumni.

Student Nurses Association

All students enrolled in the NPCC nursing program and pre-nursing students enrolled at NPCC in preparation for entrance into the associate degree nursing program are eligible for membership. Their membership is extended until eligibility in the professional nurses association is attained. This is a progressive organization, very active in promoting NPCC and community projects. They are one of the most active student organizations in the state.

Student Radiography Association

All students enrolled in the radiography program at NPCC are eligible for membership in the Student Radiography Association. Members will have the opportunity to participate in numerous service projects at NPCC and in the community. Members will also participate in fund-raising activities which fund scholarships and allows members to attend conventions.

How to Establish a Student Organization

See the "Policies" section of the student handbook for this information.

Preparing for Graduation

Congratulations!!! It's time to Celebrate!!!!!!

You've completed all your academic requirements and your graduation ceremony is right around the corner. Here are some helpful hints for a smooth transition through the graduation line.....

Application for Degree - Just to make sure there are no glitches in your degree plan, application for graduation should be made by the deadline date in the semester preceding your graduation. The NPCC Application for a Degree can be picked up and completed on the 2nd Floor of the Gerald Fisher Campus Center in Student Services.

Graduation/Degree Requirements - To be eligible for any associate degree at NPCC, a student must successfully complete at least 18 semester hours with the College as well as satisfactory completion of all required courses. Students must have a cumulative grade point average of a 2.0. For information on additional requirements, refer to the college catalog.

CAP and GOWN - After your application for graduation has been submitted and approved, you will receive information regarding commencement. If your goal is to participate in the ceremony, you may order your cap and gown through the College bookstore located on the first floor of the Fisher Campus Center.

Diploma - Your diploma will be mailed to you four to six weeks after the end of the semester.



Moving on to a Four-Year University

Academic Honors - Students who have received specific academic honors will be recognized for such during the graduation ceremony.

Planning to make a move? If you are looking forward to the day you pack your bags for a stint at a 4--year university, you need to plan ahead. Knowing the requirements now can save you time, money and headaches.

Transfer on . . . Many services and resources are available at NPCC to help you plan for the future. If you are heading for a senior college when you finish at NPCC, you need to enroll in courses here that are appropriate for your major as well as courses that will transfer to the 4--year university of your choice. Transfer services including degree checks, transfer equivalency information, catalogs and program brochures, 4--year visit scheduling, and scholarship information are available through Student Services and the Student Support Services program, both located on the 2nd Floor of the Fisher Campus Center.

Four-Year Colleges on Campus and Transfer Day - The Colleges and Universities in the surrounding area routinely have representatives visit NPCC. Representatives from these colleges and universities are here to answer your questions regarding programs and services, tuition costs and scholarships, as well as to arrange campus visits and explain transfer processes. Transfer Day is held in the Spring and this is an opportunity for you to meet with representatives from most of the 4--year Arkansas colleges and universities. The date of Transfer Day is noted on the calendar in the back of this handbook.

Requirements - Most 4--year colleges and universities accept a maximum of 64 transferable credit hours from NPCC toward a Bachelor (4-year) degree at their institution. For more information, meet with one of the advisors in Student Services on the 2nd Floor of the Fisher Campus Center.

Moving on to a Career

Keep The Lines of Communication with Your Program Director Open- If you chose a program of study that leads to employment upon graduation from NPCC, then we have services that can help prepare you for applying and securing your dream job. Many of the job leads in your chosen field of study will be forwarded to you by your academic program director. Employers tend to contact their counterparts at NPCC and inquire as to which students would be a "good fit" for their company. So, the first rule of thumb is to keep the line of communication with your program director open. Let them know the aspects of your career you enjoy the most, where you plan to locate after graduation, and type of work environment you desire.

Then your program director can share with you job leads as he/she receives them.

The Career Center Services and Spring Job Fair - Service learning, career assessment, job referrals, resume writing and job interview services are available through the Career Center, located on the 2nd Floor of the Fisher Campus Center, Room 252. These services are available to all NPCC students at no cost. Services available assist you with job search activities, including Internet access. Job referrals are listed weekly. The annual Job Fair held during the Spring semester provides you with the opportunity to meet and interview with representatives from more than 60 area businesses.

The Spring Job Fair is held in April. Career and life planning seminars are also available for you if you are first-time entering or reentering the job market. For more information about these services, contact the Director of Career Services, located in Room 228 on the 2nd Floor of the Fisher Campus Center or call (501) 760-4246.

Contact the Director of Career Services for information about job placement statistics of NPCC graduates.



Know the Legalities

STUDENT RIGHTS AND RESPONSIBILITIES

Section 1

This document shall be known as the Statement of Student Rights and Responsibilities (and conduct) for **National Park Community College**. It is designed to help foster and preserve a free, enlightened, just and academic community. **National Park Community College** shall recognize, and guarantee, the rights of students.

Term Definitions

Section 2

When used in this statement:

The terms "College" or "institution" mean **National Park Community College** and, collectively, those responsible for its control and operation.

The term "student" includes all persons taking courses at the institution including full-time, part-time, community service, and off-campus.

The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." His status in a particular situation shall be determined by surrounding facts.

The term "legal compulsion" means a judicial or legislative order, which requires some action by the person to whom it is directed.

The term "organization" means a number of students who have complied with the formal requirements for becoming an organization.

The term "group" means a number of students who have not complied with the requirements for becoming an organization.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The term "disruptive to College" means limiting or denying ingress from College-owned or controlled buildings or facilities; causing or threatening harm to the security and well-being of members or guests of the College community; damage to the property of the College or individual members of the College community; disrupting classes or recognized College functions or gatherings or impeding the flow of vehicular or pedestrian traffic.

The term "confidential" shall mean information communicated in confidence or entrusted to the confidence of the institution or personnel of the institution and shall be limited by the following principles. Information will not be confidential when:

- (1) It is already public knowledge.
- (2) The information is harmless.
- (3) Secrecy may result in injury to an innocent third party or the individual involved.

College Commitments and Access to Higher Education

Section 3

The College shall be open to all applicants who are qualified according to its admission requirements, including the payment of established fees. Under no circumstances shall an applicant be denied admission because of race, sex, religion, national origin, or disability.

Classroom Expression

Section 4

Expressions of views and freedom of discussion should be encouraged and protected. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but his authority must not be used to suppress the expression of views related to the subject which are contrary to his own. Students are

responsible for learning the content of any course for which they are enrolled. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

Section 5

Academic evaluation by instructors of student performance shall be neither prejudicial nor capricious.

Section 6

Information about student views, beliefs, and associations acquired by College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent, either expressed or implied, of the student or under legal compulsion.

Campus Commitments and Organizations

Section 7

Discussion and expression of all views are permitted with the College subject only to requirements for maintenance of order. Support of any cause by orderly means, which does not disrupt the operation of the College, is permitted.

Section 8

Students shall have the right to freely and peaceably assemble so long as such gatherings do not disrupt other College operations.

Section 9

Every student has the right to be interviewed on campus by any recognized, lawful or approved agency desiring to recruit at the College. Any student group or organization may protest against any other organization, provided that such protest is not disruptive to College operations or to personnel recruiting on campus.

Section 10

The President of the College may authorize recognized organizations to invite and hear any person of their choice. The College may require that the activity be registered at least forty-eight hours in advance. Such registration may include the name of the speaker and time and location of the activity.

Section 11

Organizations may be established within the College for any lawful purpose upon submission of a constitution to the Vice President for Student Services. The constitution must be approved by the President and the Vice President for Student Services. Affiliation with an extramural organization shall not in itself disqualify the College branch or chapter from College recognition.

Section 12

Organizational membership lists are confidential and solely for the use of the organizations, except where such lists may be required by College academic requirements as a condition of access to College funds or by the use of the Vice President for Student Services.

Section 13

Campus facilities or campus-supervised facilities may be assigned to recognized or approved student groups or organizations for business meetings or for social programs open to the public, subject to availability. At the time of application for the use of a campus facility, the intended purpose of the meeting shall be stated to the assigning official.

The College will delegate the assignment function to administrative officials. Physical abuse of assigned facilities shall result in reasonable limitations on future allocations of space to offending parties, as well as restitution for damage.

Section 14

No individual, group or organization may use the College name without the express authorization of the College, except to identify the College affiliation. College approval or disapproval of any policy may not be stated or implied by an individual,

group or organization.

Section 15

A student, group or organization may publish and distribute written material on campus without prior approval if such distribution and the content of the material are not disruptive to College operations.

College Government

Section 16

On questions of College policy, students are entitled to a participatory function. Students shall be designated by appropriate student organizations as members of standing and special committees concerned with curriculum, discipline and all other matters of direct student concern.

Section 17

The administration should not institute separate proceedings against a student who violates misdemeanors, whether municipal ordinance or state or federal statute, when violation occurs off campus and is unrelated to College-sponsored activities. Separate disciplinary proceedings by the College are proper in any circumstance involving:

Off-campus activities sponsored or supervised by the institution.

Official functions of College-chartered organizations on or off campus.

Incidents involving the use of the name ***National Park Community College*** in any deceptive or fraudulent manner.

Off-Campus Conduct

Section 18

If a student violates any municipal ordinance, law of the State of Arkansas, or law of the United States by any offense, committed off the campus and which is not associated with a College-connected activity, the disciplinary authority of the College will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws. The College will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that, in the judgment of the Vice President for Student Services that:

The continued presence of the student or campus is likely to create interference with the educational process and the orderly operation of the College, or;

The continued presence of the student on campus is likely to endanger the health, safety or welfare of the members of the College community or their property or that of the College, or;

The offense committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the student's suitability as a member of the academic community.

College Computing Resources

Section 19

The college has policies regarding the use of computers, computer labs, and the Computer Resource Center which students must follow to be permitted to use those facilities. The enforcement of procedural standards regarding those policies shall be under the provision of Section 31 of these Student Rights and Responsibilities. The conduct regarding computing which may result in other disciplinary action is identified in Section 30 #17. The statement in Section 30 # 17 is applicable to all computing resources being used for NPCC purposes regardless of location or ownership. There are federal and state laws relating to the use of computing and computer resources, which may be enforced, separate from and in addition to the policies of the College.

Student Records

Section 20

The privacy and confidentiality of all student records, supporting documents, and other student files shall be maintained by full or part-time employees of the College employed for that purpose. Separate files shall be maintained for the following: Official academic records; Primary (and secondary) records of disciplinary proceedings; Medical and psychiatric records; and, Financial aid records

Section 21

No entry will be made on a student's academic transcript (except for course grades, test scores, academic probation or suspension and degree(s) or certificates awarded) or in his disciplinary file without written notice to the student. Any student challenging the accuracy of an entry or the presence of any item on his academic or social record has the right to a hearing before the appropriate College Committee.

Section 22

Access to academic records is guaranteed every student, subject only to reasonable regulation as to time, place and supervision.

Section 23

No record (or records) may be kept in relation to any political or social views held by a student, except with the written consent of the student.

Section 24

Information in a student's file is confidential and may be released only at the request of the student.

Section 25

Records on students will be preserved by the College unless the student requests that such records be destroyed upon graduation or when he permanently withdraws from the College. The following records, however, will be maintained for all students:

Academic transcripts

Financial records of continuing obligations or where such records must be maintained for auditing purposes.

Sanctions

Section 26

Definitions:

Admonition: An oral statement to a student that he is violating or has violated institution rules.

Reprimand: Written warning for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the findings of a violation of any institution regulation within a stated period of time.

Restriction: Of greater severity than reprimand. (This will be left up to the discretion of the Vice President for Student Services.)

Disciplinary Probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not to exceed one school year.

Restitutions: Reimbursements for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.

Expulsion: Termination of student status for an indefinite period. The condition of re-admission, if any, shall be stated in the order of expulsion.

Section 27

If the College Disciplinary Committee decides that the student should be separated from the College, as defined in Section 26 (F) or 26 (G), it recommends such action to the President. Approval of the President is required for all actions of separation.

Section 28

College disciplinary probation will not be entered on the student's official academic transcript in the Office of the Registrar.

Section 29

No sanction may be imposed for a violation of rules and regulations for which there is no actual or constructive notice. "Actual notice" is notice actually given to the party directly. "Constructive notice" is information or knowledge of a fact imputed by law to a person,

Prescribed Conduct

Section 30

Generally, College discipline shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives or which would jeopardize the health and safety of the College community.

- A. Expulsion, suspension or less severe sanction from the College may result from any of the following conduct where it occurs on campus or in the areas or situations listed in Section 17 or 18.
 1. Academic cheating or plagiarism.
 2. Furnishing false information to the College with intent to deceive.
 3. Forgery, alteration or misuse of College documents, records or identification cards.
 4. Assault and battery.
 5. Vandalism, malicious destruction, damage or misuse of public or private property, including library materials.
 6. Theft, embezzlement or temporary removal of the property from its assigned position.
 7. Failure to meet obligations related to the College.
 8. Rioting, inciting to riot, raiding, and inciting to raid College property.
 9. Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals.
 10. Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, incendiary devices, or chemicals.
 11. Gambling.
 12. Two or more like offenses for which the penalty of disciplinary probation may be imposed.
 13. An additional offense committed while the student is on disciplinary probation
 14. Possession or use of alcoholic beverages on College -owned or supervised property.
 15. Indecent or obscene conduct on College property or College-supervised property. This includes our conduct in cyberspace.
 16. Unauthorized solicitation in buildings or facilities owned or controlled by the institution.
 17. Abuse or misuse of computing resources to include any attempt to circumvent or compromise the security of any **NPCC** computing resource, any unauthorized access to or tampering with any data files belonging to **NPCC** or any other person or entity, any other similar misuse of or damage to **NPCC** computing resources, or the use of **NPCC** computing resources belonging to any other person or entity.
- B. College disciplinary probation or any lesser penalty may result from the following conduct when it occurs on College-owned property, College-supervised property or in the areas or situations listed in Section 16 and 17
 1. Intoxication or disorderly conduct.
 2. Failure to comply with official and proper regulations or order of a duly designated official acting within the scope of his authority, agency or agent.

Procedural Standards in Discipline Proceedings

Section 31

A student with a violation of Section 17 or 29 of this code shall have the right.

- To have a hearing before the College Disciplinary Committee.
- To be given notice in writing of the specific charge against him.
- To be given adequate time in which to answer or to prepare a defense to such charge.
- To appeal along or with any other person of his choice to advise him in a hearing before the Disciplinary Committee.
- To refuse to testify or to answer a question which would tend to incriminate him of a violation of this code.
- To be confronted with evidence against him.
- To present evidence in his own behalf.
- To question the evidence and witnesses appearing against him.
- To have a copy of the minutes provided at his own expense.
- To have penalties imposed that are commensurate with the violation charged.

Judicial Authority

Section 32

The College Disciplinary Committee and other appropriate judicial bodies in each instance consisting of an equal number of students and faculty may be formed to handle appeals from students relating to disciplinary actions taken.

Section 33

The College Disciplinary Committee and other judicial bodies may formulate procedural rules, which are not inconsistent with provisions of this Code.

Section 34

A student shall have the right to appeal any decision of the College Disciplinary Committee to the President.

Section 35

The charges may be disposed of informally by mutual consent of the student and the Vice President for Student Services without the initiation of disciplinary proceedings.

Section 36

There shall be no retroactive application of any adverse regulation (academic) or any charge in regulations governing student conduct (social).

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