

EAST ARKANSAS COMMUNITY COLLEGE

2008-2009 CATALOG



SERVING THE ARKANSAS DELTA SINCE 1974

WWW.EACC.EDU

EAST ARKANSAS COMMUNITY COLLEGE

1700 Newcastle Road
Forrest City, AR 72335-2204
870-633-4480 or toll-free 877-797-EACC
FAX- 870-633-7222
www.eacc.edu



General Catalog and Student Handbook 2008-2009 Volume XXVIII

Accreditation and Affiliations

East Arkansas Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago IL 60602-2504, 1-800-621-7440.

EACC's Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York NY 10006, 800-669-1656, and approved by the Arkansas State Board of Nursing, 1123 South University, Suite 800, Little Rock, AR 72204, 501-686-2700.

East Arkansas Community College's EMT-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354, Email: mail@caahep.org

East Arkansas Community College is approved by the Arkansas Department of Higher Education, and the institution is also a member of the American Association of Community and Junior Colleges. Transfer of credit courses or programs is generally acceptable at most other colleges and universities in the state and nation.

The College is also approved by the State Approving Agency for Veterans for persons eligible for educational benefits under the G.I. Bill.

Policy Statement

The information and policies contained in this bulletin are subject to change at any time without published notice. Such changes may result from action by the Federal and State governments, the Board of Trustees of East Arkansas Community College, or the College administration.

Equal Opportunity, Affirmative Action, Non-discrimination

East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs and services it offers to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, color, national origin, age, sex or disability of qualified handicapped persons. Inquiries regarding provisions for students with disabilities should be addressed to the American Disabilities Act Coordinator, Office Building 1, 633-4480, ext. 304.

Message From the President:

Welcome to East Arkansas Community College. The anticipation of beginning classes and participating in programs provides a very exciting time not only for our students, but for EACC's faculty and staff.

Your college is a learning-centered community committed to providing quality lifelong education opportunities for the diverse citizenry of the Arkansas Delta

This is an exciting era for East Arkansas Community College. We are creating educational opportunities with a focus on the future. Our students are being enriched by new perspectives, new programs, and by a sense of community that encourages and inspires.

EACC is an increasingly dynamic resource for the Arkansas Delta: cultivating partnerships and contributing to cultural, environmental, and economic vitality. The faculty, administration and staff at EACC are dedicated to the success of our students.

The College will provide you with the academic, technical, and personal skills that will prepare you for a successful career or for transfer to a four-year college. But it also means that you will learn from the social, academic, creative, cultural, and leadership opportunities available to you.

Whether you are a work-study student, a member of a club or organization, a part-time or a full-time student, you will enjoy the collaboration with fellow students, instructors and staff.

Take advantage of every experience and know that the satisfaction you receive will be the greatest reward of all - as you become a true lifelong learner.



Dr. Coy Grace, EACC President



East Arkansas Community College Board of Trustees

Ann Hudson, Chair

Charles Jones, Vice Chair

Brent Howton, Secretary

Marsha Cohn, Treasurer

Steve Hollowell

Oral Edwards

John R. Stipe

Rick McCollum

Collie Walker



ACADEMIC CALENDAR 2008-2009

FALL 2008

| | |
|--|----------------------------------|
| April 14..... | Early Registration Begins |
| New Student Orientation..... | August 11 – 12 (M – T) |
| Advising/Registration..... | August 18 – 22 (M – F) |
| Faculty Report to Campus..... | August 18 (M) |
| Classes Begin..... | August 25 (M) |
| Drop/Add & Late Registration..... | August 25 – 29 (M – F) |
| Labor Day Holiday..... | September 1 (M) |
| Last Day to Register for On-Line Classes..... | September 4 (Th) |
| Census Day (11 th Class Day)..... | September 9 (T) |
| Deadline for Fall 2008 Graduation..... | October 10 (F) |
| AATYC Break..... | October 13 – 14 (M – T) |
| Last Day to Drop with a “W”..... | October 31 (F) |
| Spring 2009 Registration Begins..... | November 3 (M) |
| Thanksgiving Break..... | November 26 – 28 (W – F) |
| Last Day to Drop..... | December 4 (Th) |
| Last Day of Regular Classes (Day & Evening)..... | December 8 (M) |
| Final Exams..... | December 9 – 12 (T – F) |
| Grades Due..... | December 15 (M) |
| College Closed..... | December 24 – January 2 (TH – F) |

SPRING 2009

| | |
|--|--------------------------------|
| Staff Report to Campus..... | January 5 (M) |
| Advising/Registration..... | January 5 – January 13 (M – F) |
| Faculty Report to Campus..... | January 7 (W) |
| Classes Begin..... | January 14 (W) |
| Drop/Add & Late Registration..... | January 14 – 16 (W – F) |
| Dr. Martin Luther King, Jr. Holiday..... | January 19 (M) |
| Last Day to Register for On-Line Classes..... | January 21 (W) |
| Census Day (11 th Class Day)..... | January 29 (Th) |
| Deadline for Spring 2009 Graduation..... | February 13 (F) |
| Spring Break..... | March 23 – March 27 (M – F) |
| Last Day to Drop With a “W”..... | March 30 (M) |
| Summer & Fall Registration Begins..... | April 6 (M) |
| Last Day to Drop..... | April 23 (Th) |
| Last Day of Regular Classes (Day & Evening)..... | April 29 (W) |
| Final Exams..... | April 30 – May 5 (Th – T) |
| Grades Due..... | 10:00AM on May 6 (W) |
| Commencement..... | May 8 (F) |

SUMMER I 2009 (5 WEEKS)

| | |
|---|------------------------|
| Advising & Registration..... | May 18 – 22 (M – F) |
| Memorial Day Holiday..... | May 25 (M) |
| Classes Begin..... | May 26 (T) |
| Drop/Add & Late Registration..... | May 26 – 27 (T-W) |
| Census Day (11 th Day Equivalent)..... | May 29 (F) |
| Last Day to Drop with a “W”..... | June 11 (Th) |
| Last Day to Drop a Class..... | June 24 (W) |
| Last Day of Regular Classes..... | June 26 (F) |
| Final Exams..... | June 29 (M) |
| Grades Due..... | 10:00AM on June 30 (T) |

SUMMER SESSION 2009 (10 WEEKS)

| | |
|---|-------------------------|
| Advising & Registration..... | May 18 – 22 (M – F) |
| Memorial Day Holiday..... | May 25 (M) |
| Classes Begin..... | May 26 (T) |
| Drop/Add & Late Registration..... | May 26 – 27 (T-W) |
| Census Day (11 th Day Equivalent)..... | May 29 (F) |
| Independence Day Holiday..... | July 3 (F) |
| Last Day to Drop with a “W”..... | July 20 (M) |
| Last Day to Drop a Class..... | July 30 (Th) |
| Last Day of Classes (Day & Evening)..... | August 5 (W) |
| Final Exams (Day & Evening)..... | August 6 (Th) |
| Grades Due..... | 10:00AM on August 7 (F) |

SUMMER SESSION II (5 WEEKS)

| | |
|---|---------------------------|
| Advising & Registration..... | June 22 – June 30 (M – T) |
| Classes Begin..... | July 1 (W) |
| Drop/Add & Late Registration..... | July 1 – 2 (W – Th) |
| Independence Day Holiday..... | July 3 (F) |
| Census Day (11 th Day Equivalent)..... | July 7 (T) |
| Last Day to Drop with a “W”..... | July 20 (M) |
| Last Day to Drop a Class..... | July 30 (Th) |
| Last Day of Classes (Day & Evening)..... | August 5 (W) |
| Final Exams (Day & Evening)..... | August 6 (Th) |
| Grades Due..... | 10:00AM on August 7 (F) |

Academic Calendar may be subject to change.

Where To Go For Assistance

ACADEMIC AFFAIRS

Administration Building

- To discuss academic matters
- To request schedule overload or override
- To reserve space for organizational meetings

ACADEMIC ADVISORS' OFFICES

Faculty Office Buildings 2, 4, 5, 6, 7

- To plan schedule and register for next term
- To drop or add classes
- To receive major/degree information
- To discuss graduation requirements and/or degree audit
- To receive info about credit by examination/ experience

ADMISSIONS, REGISTRATION, AND RECORDS

Hodges Student Services Complex

- To inquire about admission
- To receive a current catalog or class schedule
- To obtain a transcript or view grades
- To make address or name changes
- To obtain transcript evaluation
- To obtain a drop, add or withdrawal form

BOOKSTORE

Student Center

- To purchase books, computer disks, supplies, clothing items

BUSINESS OFFICE

Office Building 1

- To request refunds
- To receive financial aid disbursements
- To make arrangements for payment plans

CAREER PATHWAYS PROGRAM

Office Building 3

CASHIER

Student Center

- To pay tuition and fees
- To pay for a transcript
- To pay graduation fee
- To pay for dropping or adding a class

FINANCIAL AID OFFICE

Hodges Student Services Complex

- To inquire about financial assistance (loans, grants, scholarships, work-study and/or tuition waivers)

STUDENT GOVERNMENT ASSOC. (SGA)

Student Center

- To ask about and sign up for activities
- To sign up for intramural sports
- To become a member of SGA
- To become an EACC Ambassador
- To become a Peer Mentor
- To become a member of the M-MAP Program

COUNSELING CENTER

Hodges Student Services Complex

- To inquire about ACT, CLEP, NTE, PRAXIS and AAGE/CAAP tests
- To take the ASSET or COMPASS placement exams
- To register for first semester at EACC
- To discuss career opportunities
- To decide on college major
- To receive advisor assignment
- To receive information about transfer colleges
- To inquire about veterans benefits
- To discuss ANY problem
- To receive information about accommodation for students with disabilities

STUDENT AFFAIRS

Administration Building

- To discuss any problems
- To place organizational events on activity calendar
- To place posters on bulletin boards
- To inquire about organizations or clubs
- To report any student misconduct or emergency
- To request student insurance

STUDENT SUPPORT SERVICES

Hodges Student Services Complex

- To receive tutorial assistance
- To obtain assistance with academic courses
- To work with a mentor
- To arrange for a visit to a four-year school

TRAINING FOR BUSINESS/INDUSTRY & COMMUNITY EDUCATION

Learning Resource Center

- To receive information on customized training and Community Education
- To receive information on starting/maintaining a small business

THE LEARNING CENTER

Hodges Student Services Complex

- To receive free tutorial assistance
- To receive individualized assistance using PLATO computer-based software
- To attend English Assistance Lab course, if required

LIBRARY

Learning Resource Center

- To utilize the multimedia lab
- To obtain resources and do research
- To obtain student ID's
- To access the Internet
- To make copies

EASTERN ARKANSAS LITERACY PROJECT

- Office Building 3

East Arkansas Community College

Mission Statement

The mission of East Arkansas Community College is to enhance the quality of life for everyone within the EACC service community by providing opportunities for educational excellence, economic stimulation, and cultural enrichment.

Vision Statement

As an open-door, two-year institution of higher education, East Arkansas Community College's primary focus is a commitment to learning by educating and preparing students to become responsible citizens and contributing members of society. In addition, the College realizes the importance of serving other clients, including area businesses, industries, and educational institutions. In order to actualize its mission, the college is committed to promoting the intellectual and cultural advancement of the community, fostering diversity, tolerance, and mutual respect among its constituents by offering the human and physical resources of the college, and continued improvement through professional development of its faculty and staff.

Through these efforts and through its cooperation with other educational institutions, the College is an active partner in the economic and social progress of eastern Arkansas.

The specific objectives used to fulfill the vision of EACC are to offer:

1. Correlated programs of study that will transfer to four-year institutions.
2. Occupational degrees and certificate programs consistent with the needs of our students and service area.
3. Lifelong learning and industrial training programs to meet the needs of the community.
4. Qualified high school students the option to earn college credit through articulation agreements.
5. A broad range of educational opportunities by providing access to other institutions through cooperative agreements, joint programs, and distance learning.
6. Developmental education that assists individuals in improving learning skills and overcoming educational deficiencies.
7. Personalized guidance and counseling services which promote the proper placement of students in all courses and programs of study.
8. Opportunities for faculty and staff development.

Role and Scope

East Arkansas Community College (EACC) is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social and economic improvement and continued growth of our community, region, and state.

East Arkansas Community College offers an education program including, but not limited to, technical occupation-

al programs, freshman and sophomore general education transfer programs, specialty courses, continuing education courses, and workforce development to meet the needs of the emerging and existing industries. EACC offers both certificate and associate degree programs as well as non-credit training to accomplish this purpose and to support state and regional economic development goals.

The college offers a variety of courses and services to support business and industry and economic needs of our state and region. EACC is a student-centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the Governor from among the citizens of the taxing district.

Location

The 88-acre campus of East Arkansas Community College is located atop Crowley's Ridge just off Highway 284 (also known as Crowley's Ridge Road and Newcastle Road). The campus lies within the city limits of Forrest City, which is considered a business and transportation hub of the east-central portion of the state. Arkansas Highway 1, U.S. Highway 70, and U.S. Interstate 40 provide easy access to the town, which boasts a population of about 14,000. EACC's land adjoins the campus of Crowley's Ridge Technical Institute and is a half-mile north of Interstate 40 (exit 242).

History

St. Francis County residents planted the seeds for a local institution of higher learning in 1968 with the formation of a community college committee. In June of 1969, the Crowley Ridge Community College Corporation received its charter. In April of 1971, Mrs. Ed (Betty Jo) Hodges donated \$25,000 to the organization. The generous grant allowed the group to purchase 40 acres of land located on Crowley's Ridge.

In August of 1973, the Arkansas Board of Higher Education announced that St. Francis County had met all the requirements and criteria for the formation of a Community College District and authorized the county to call for an election on the issue. On November 8, voters approved the proposal, which included a 4-mill tax to finance construction of the College.

Gov. Dale Bumpers appointed nine members to the Board of Trustees, and the college representatives officially took office on Dec. 13, 1973. On February 7, 1974, the trustees selected Horace E. Hartsell as first President of East Arkansas Community College. Dr. Hartsell began his duties on March 15, 1974. An administrative team and faculty were assembled, and on August 26, 1974, classes opened in a temporary, renovated facility at the corner of Court and Izard Streets in downtown Forrest City. In the first term, 684 students enrolled for credit courses.

In December 1974, the board authorized construction of 11 buildings at a cost of \$1.5 million on the Crowley's Ridge site. Classes began at the new campus in August of 1975. In 1986, the Board approved a \$1.5 million expansion and improvement project that increased the physical plant by 50 percent without any additional tax. In addition to energy-saving measures, renovation and improvements to existing buildings, the College added 23,000 square feet of new facilities including a fourth classroom building, a music building, a lecture hall and expansion of the physical education building.

In 1991, EACC purchased land from the Becker family to continue its expansion program. Following relocation of Newcastle Road, the school erected a million-dollar Computer Education Center and two new office buildings. An overall land-use plan has also been developed to lead the college into the 21st century.

The 15,000 square ft. EACC Learning Resource Center opened in December of 2000. The building houses the EACC Library, the Continuing Education and Workforce Development offices, and the Distance Learning classroom. The Betty Jo Hodges Student Services Complex opened in the spring of 2002 and offers EACC students a wide range of counseling, registration, and academic services. Classroom Buildings 1, 3, and 4 have been completely renovated and plans to renovate Classroom Building 2 are underway. The EACC Technology Center opened in 2007 and houses programs in support of emerging industries in the College service area.

Service Area

The EACC service area includes St. Francis, Lee, Monroe, Cross, Woodruff Counties and a portion of Poinsett County, but the College's educational influence does not end there. Students from Crittenden, Lonoke, Prairie, Phillips, Pulaski, Arkansas, Craighead, White, Faulkner, and Mississippi counties have also attended EACC in recent semesters. Students attend classes either at the main campus in Forrest City or at numerous off-campus sites located in the EACC service area. In 2005, EACC opened the Wynne-Site with multiple classrooms and offices in the Bill Thomas Building located in Wynne, Arkansas. The Site has been instrumental in offering students a wide variety of classes and Continuing Education opportunities.

Continuing Education and Workforce Development

The Continuing Education and Workforce Development Office at EACC is a non-credit, lifelong learning program. Its mission is to improve the quality of life and stimulate the economy by providing cultural and educational opportunities for the community and quality workforce training opportunities for area businesses.

Eastern Arkansas Literacy Project

The Eastern Arkansas Literacy Project, headquartered in Office Building 3, serves all low-level readers as well

as non-English speaking students interested in attending classes for English as a Second Language in the counties of Cross, St. Francis, and Lee. Volunteer literacy councils have been established in Cross and St. Francis to recruit students and train volunteer tutors. For additional information in becoming a volunteer tutor or if you would like assistance in reading or English as a Second Language, please call 633-4480 ext. 250.

Distance Learning Options at EACC

The mission of East Arkansas Community College's Distance Learning program is to provide college-level courses that reach beyond the boundaries of traditional classroom instruction to accommodate students who require a more flexible schedule. EACC offers a wide variety of general education courses through NET courses and compressed video courses.

EACC's NET courses utilize Internet-based technologies such as e-mail, web pages, bulletin boards, and other online collaboration tools. NET courses provide flexibility for students who may not be able to come to campus. Students can assess course materials online, take specific quizzes, and communicate with the instructor via the Internet.

With compressed video courses, distance is no longer a barrier to classroom learning. Cameras, microphones and video monitors make it possible for a teacher in another location to 'step into' multiple classrooms and provide first-hand course instruction to students who can see, hear and speak to the instructor and members of classes located at other sites. For additional information regarding EACC Distance Learning courses, call 870-633-4480 or e-mail distancelearning@eacc.edu

Off-Campus Program and Weather Policy

EACC offers academic credit courses at several other locations throughout the EACC service area, including Brinkley, Cherry Valley, Hughes, Marianna, McCrory, Wynne, and Harrisburg. For further information about courses offered at off-campus sites, contact the Coordinators of Off-Campus Programs at (870) 633-4480.

Weather conditions may cause the off-campus sites to be closed at various times during the year. As a rule, EACC off-campus classes follow the same schedule as the respective local school systems. Should a situation arise during the normal work day, the decision to cancel classes at each off-campus site will be made at the earliest possible time. The decision will be communicated to area radio and television stations.

The Eastark Secondary Career Center (ESCC) is located on the East Arkansas Community College Campus. The Center was created in 2004 through a collaborative effort by EACC, area school districts, and the Arkansas Department of Workforce Education. The Center provides area high school students with unique opportunities to pursue career programs, receive high school credit and possibly college credit. The Eastark Secondary Career

Center enables students to gain hands-on training in a variety of technical fields. The ESCC provides students with quality career oriented programs of study, assists them in making wise career choices, and prepares them for the work day world.

Arkansas Career Pathways Program

The Arkansas Career Pathways Program at East Arkansas Community College is an educational and financial assistance program that offers students support services and financial assistance for career training. This federally and state funded program offers college classes to parents who meet established eligibility guidelines.

Career Pathways may be able to help eligible students overcome barriers that have kept them from getting the training and education needed for employment. Program benefits include: educational assistance, academic employability training, transportation assistance, daycare assistance, tuition assistance, academic and career counseling. Students receive a wide range of support services including program orientation, academic and technical classes, and assistance with job placement and retention. For more information about the Arkansas Career Pathways Program call 870-633 4480 ext. 358.

Adventure Training Center

The Adventure Training Center at East Arkansas Community College features a state of the art, outdoor challenge course that provides the ultimate training experience for teambuilding and leadership development. Participants strengthen their communication and problem solving skills while developing their leadership potential through adventure-based experiential programming. Training sessions are tailored to meet the specific needs, desires and physical abilities of any group. Contact Tiffany Billingsley at 870-633-4480 ext. 289 or Lindsay Huett at ext. 347.

Admission Registration and Records

East Arkansas Community College has an open door policy for general admission and offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or disability. Inquiries regarding admission should be submitted to the Office of Admission and Registration. This office receives and processes all applications for admission, evaluates transcripts and other credentials, and issues notices of acceptance to qualified applicants.

Applications must be processed and accepted before a student registers for classes. It is highly recommended that students submit an application and placement test scores before the registration period begins. Applications not submitted in a timely manner may delay a student's registration.

Admission to the college does not ensure admission to any particular program of study. Students who wish to enter any of the Associate of Applied Science programs should check with the appropriate department offering the program in order to be familiar with any special admission requirements. In particular, the Nursing program, EMT/Paramedic program and Radiologic Technology program have additional requirements.

Admission Categories

1. First College Admission

Any applicant who has no previous college enrollment and who is a graduate of an accredited high school or who has a GED equivalency certificate may be admitted as a freshman. An official transcript showing the date of graduation of all high school work completed or a copy of the GED certificate must be submitted to the Admission office at EACC.

2. Readmission

Former students not currently enrolled at EACC should file an application for readmission. Official transcripts must be provided for all institutions attended since the previous EACC enrollment.

3. Unconditional/Conditional Admission

A. Unconditional - Beginning in May 2002, high school graduates completing the core curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale will be admitted unconditionally.

B. Conditional - Students whose expected date of graduation falls on or after May 2002, and do not meet the criteria described above will be admitted conditionally.

4. Transfer Students

A. Permanent Transfer Status

Students previously enrolled in other post-secondary institutions must provide evidence of good standing at those institutions. An official transcript should be sent to the Office of Admission and Registration at EACC from each institution previously attended before or at the time of pre-registration for classes. Transcripts must be submitted before registration. New students who are not eligible to return to their previous institution will not be considered for admission to EACC until they have been out of school for at least one regular term (fall or spring), or are eligible to return to the previous institution. Non-attendance for the summer term will not fulfill this requirement. Grades of "D" or better will transfer to EACC; however "D" grades transferred into EACC will not apply toward an AA transfer degree, AAS-EMT/Paramedic degree, AAS-Nursing, or AAS Radiologic Technology degree.

B. Transient Transfer Status

Students maintaining primary enrollment at another institution must submit a letter of good standing to the Office of Admission and Registration before registration. A new application and letter of good standing must be submitted each term.

5. High School Student Enrollment

Students in grades 9 through 12 may enroll in 1000- or 2000-level courses with a written recommendation from their principal/designee. The recommendation must be submitted at the time of application. For subsequent semesters, the recommendation must be presented at the time of registration.

High school students must be tested (ACT, ASSET, or COMPASS) prior to enrollment in college English and/or mathematics courses; test scores for high school students must be reported prior to or at the time of enrollment in the appropriate disciplines. Students should submit a copy of their high school transcript at the time of registration.

A. Concurrent Enrollment/Credit

Concurrent enrollment is the enrollment of a high school student in post secondary education for high school credit and college-level credit.

B. Dual Enrollment

Dual Enrollment is the enrollment of a high school student in post secondary education for college-level credit exclusively.

C. Enrollment in Developmental Courses

Students in grades 9-12 may enroll in developmental (0000-level) courses with appropriate placement scores (ACT, ASSET or COMPASS) and a recommendation from the principal/designee.

6. Special Student Status

An application is required but no other documents must be submitted unless a student desires to take more than 12 hours of course work or take a mathematics or English course. Placement tests are required before enrolling in a college-level mathematics or English composition course.

After completing a total of 12 hours, the student's admission status will be reviewed. Special Students are not eligible for financial aid. The following are eligible for Special Student Status:

- A. Adults who have previously completed a college degree and do not wish to pursue a degree at EACC.
- B. Persons who wish to enroll for self-interest or skill improvement.

Ability to Benefit

In compliance with the Omnibus Budget Reconciliation Act of 1990 and amendment section 484(d) of the Higher Education Act of 1965, East Arkansas Community College will admit, in an eligible degree or certificate program, a student who does not have a high school diploma or its equivalent but who does have the ability to benefit from the education or training offered.

To be eligible for any grant, loan or work assistance offered under Title IV of the Higher Education Act, the student, prior to enrollment, is required to pass an independently administered examination approved by the Secretary of Education.

Immunization Requirements

Full-time students born on or after January 1, 1957, should provide proof of immunization against measles, rubella, and mumps at the time of application. The immunization record must be signed by a licensed medical doctor or authorized health official, and the month and year must be noted. The date must also be AFTER the student's first birthday and must be after 1-1-68. Records before 1-1-68 are not valid. State law mandates that proof of immunization be submitted within 30 days of enrollment.

Documents accepted in lieu of immunization include the following:

- A. a copy of a positive laboratory test for immunity to measles and rubella certified by a medical doctor.
- B. a certificate, approved by the Director of the Arkansas Department of Health, signed by a medical doctor licensed by the state of Arkansas, stating that the vaccine would be detrimental to the health of the student.
- C. a notarized form, approved by the Arkansas Department of Health, completed by an official of a recognized church or denomination, stating specifically that immunizations conflict with the tenets and practices of the church of which the student is a member.

Advisement and Placement

The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program for all degree-seeking students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cutoff scores for student placement in college-level or preparatory-level courses in mathematics, English composition, and reading skills.

Placement is determined by scores earned on the ACT (American College Test), the ASSET (Assessment of Skills for Successful Entry), or the COMPASS (Computerized Placement Assessment and Support System).

New students should submit scores from one of the required placement tests at the time of application. New students who do not have test scores at the time of application will be scheduled to take either the ASSET or COMPASS test prior to registration. The ASSET test is timed and takes approximately two hours to complete. The COMPASS is computerized and un-timed, however, students should allow approximately two hours to complete the test.

There is no fee charged for either test. Prospective students must call the Student Services Department to schedule an appointment when application to the college has been made.

New students transferring to EACC from an accredited two or four year institution must submit an official transcript which shows successful completion of or official withdrawal from college level English and mathematics courses to be exempted from testing. **See chart on page 22 for Placement Test Score Recommendations.**

Admission of International Students

EACC is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas. Citizens of foreign countries who wish to attend EACC should request admission information from the Office of Admission and Registration. Appropriate forms and instructions will be mailed on request. The application for admission should be completed and returned at least six months prior to the beginning of the semester of enrollment. All supporting documentation must be received at least three months prior to the beginning of the semester of enrollment. The applicant will be mailed a notification of acceptance or rejection of the application.

International applicants must:

1. Submit a completed application for admission and pay \$25 application processing fee.
2. Certified copies of all the student's academic records, with English translation of these documents, must accompany the application. The applicant's academic background must be at least equivalent to U.S. high school graduation.
3. If the applicant's native language is other than English, an official transcript of the score for the Test of English as a Foreign Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey 08540. This test may be taken at various test centers throughout

the world, but it is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date which will ensure that the results are reported to EACC by the required deadlines. EACC requires a minimum score of 500 on the TOEFL (a minimum of 173 on the computerized TOEFL).

4. a. The applicant must submit a certified statement from a U.S. bank or other reliable certifying institution (acceptable to EACC), certifying that the applicant has on deposit a minimum of \$4,000 for each academic year of planned attendance. No EACC funds are available for financial aid to students who are not U.S. citizens.

b. In the event that the student is being sponsored by another person, institution or agency, the sponsor shall deposit funds in escrow with EACC sufficient to cover the costs of books, tuition, and fees for each year of attendance and provide certification as described in 4a for the remainder of the funds necessary for living expenses.

5. An international applicant must be in good physical health, as certified by a licensed physician. An international applicant must purchase health insurance and present evidence of this before enrollment. Such proof must be presented each semester.

6. EACC's academic requirements for admission must be met, and all documents related to academic records, financial ability, competency in the English language, and physical health must be received before eligibility for admission can be determined. Form 1-20A, "Certificate of Eligibility for Non-Immigrant F-1 Student Status" will be issued only after eligibility for admission has been established.

7. International applicants who are seeking admission as transfers from another college or university in the U.S. must also submit to EACC a Form I-20AB, or other appropriate form, which must be approved by the U.S. Department of Justice, Immigration, and Naturalization Service. Transfer students must be in good standing at the institution from which they are transferring, and must have a minimum grade point average of 2.00.

8. It is the responsibility of the international student to become familiar with the regulations of the immigration and Naturalization Service and to assume responsibility for complying with these regulations.

9. EACC does not provide:

- a. Student housing (dormitories are not available).
- b. Transportation to and from the college.

General Admission Procedures

1. Submit a formal Application for Admission.
2. Submit an official high school transcript or proof of GED certificate.
3. Comply with Assessment Testing and Placement requirements.
4. Submit proof of immunization.
5. If college transfer, submit official transcripts from each institution attended.

Social Security Number

Each student is required to have a Social Security number. It is the student's responsibility to submit the correct number on the application for admission and on all financial aid papers. To submit an incorrect number could delay financial aid awards or cause incorrect enrollment in classes.

Transfer Policy

Students transferring to EACC from another institution should request official transcripts of their academic records to be sent directly to the Office of Admission and Registration. The registration process cannot be completed without the official transcript(s).

Credit accepted for transfer must have been earned at an accredited college or university. Transfer credit will be accepted for satisfactorily completed college-level courses for which EACC offers equivalent courses. Transfer courses for which EACC offers no equivalent courses will be evaluated for possible general elective credit. Transcripts from non-accredited colleges will be evaluated on the same basis as that employed by the state university of the state in which the transfer college is located. It is highly recommended that college catalogs with descriptions of courses being transferred from out-of-state schools or earlier than five previous years be submitted along with the transcript. This will allow a more knowledgeable evaluation of the courses.

Students must be in good academic standing at the last institution attended. Entering transfer students must have a cumulative grade point average, which falls within EACC's guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.

Transfer credit will only be evaluated and added to a permanent record for those students who are currently enrolled as a degree-seeking candidate at EACC. Grades earned in transfer courses are considered in calculating students' grade point averages at EACC. Grades of "D" or better will transfer to EACC; however "D" grades transferred into EACC will not apply toward an AA or AS transfer degree, AAS-EMT/Paramedic degree or AAS-Nursing degree.

Vocational or technically-oriented courses will be accepted when directly related to a particular Applied Science program at EACC and will be applicable only toward the appropriate Associate of Applied Science degree.

Transferability of Courses

Statewide Articulation Agreement

Arkansas Act 98 of 1989 provides that the State Board of Higher Education "shall establish in consultation with the colleges and universities a minimum core of courses which

shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions.”

The Arkansas Course Transfer System (ACTS)

contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a grade of “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (www.adhe.edu).

Requesting a Transcript

The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. You can assist us in giving speedy accurate service by providing complete information.

Transcript request forms are available in the Hodges Student Services Building and at the College’s website: www.eacc.edu/information/forms/forms.htm

Students may also obtain a transcript by mailing or faxing (870) 633-3840 a written request that contains the following:

- **FULL NAME** as it appears on your record. Please include your maiden name, if married, or any other name used while enrolled at the college.
- **SOCIAL SECURITY NUMBER**
- **LAST TERM ATTENDED (approximate)**
- **ADDRESS** to which the transcript is to be mailed.
- Your **RETURN ADDRESS** and **PHONE NUMBER**
After signing and dating your request, send it to:

Office of Admission and Registration

East Arkansas Community College

1700 Newcastle Road

Forrest City AR 72335-2204

The transcript-processing fee is \$2 per copy. Payment should accompany your request. In the case of faxed requests, the Cashier should be contacted at (870) 633-4480 x 202 to make credit card payment arrangements.

All copies issued are official. If copies are mailed to

students, the transcript will be stamped, “Issued to Student.” Students should note that most institutions prefer the copy be mailed directly to their office. You should check with the receiving institution before requesting a transcript. Transcripts are generally mailed within 36 hours of receipt.

College policy prohibits issuing transcripts to any student indebted to the college (including overdue books and unpaid library fees).

Residency Determination/Fee Assessment

Residency is determined at the time of application. Students are classified for fee assessment purposes on the basis of their legal residence (or that of their parents, if minor). No student shall be classified as an in-county or in-state student for fee purposes unless he or she is a bona fide legal resident of Arkansas and has resided in this county or state in that status for at least six consecutive months prior to the beginning of the term/semester for which the fees are to be paid.

All residency determinations are made by the Registrar and are based on regulations 6A-8.61 and guidelines of the Arkansas Department of Higher Education. Complete guidelines concerning residency determination are on file in the Office of Admission and Registration and are available for review upon request. Changes of residency or appeals should be requested before registration of a particular semester. After registration, residency status will be changed for a future semester only. A written request and official documents showing legal residency are required in order to change a residency status.

Academic Records Privacy Rights

A student’s academic record is confidential and will not be released to unauthorized persons without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests non-disclosure for the enrollment period: name, address, phone number, place and date of birth, academic major, full or part-time status, academic and non-academic honors, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance and other similar information.

Requests for non-disclosure are effective only for the enrollment period in which the request is submitted. Students must file a new request at the beginning of each enrollment period for which non-disclosure is desired.

EACC 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 through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act.

Questions concerning FERPA may be directed to the Office of Admission and Records.

All communications and submissions concerning admissions should be directed to:

**Office of Admission and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335-2204
(870) 633-4480**