



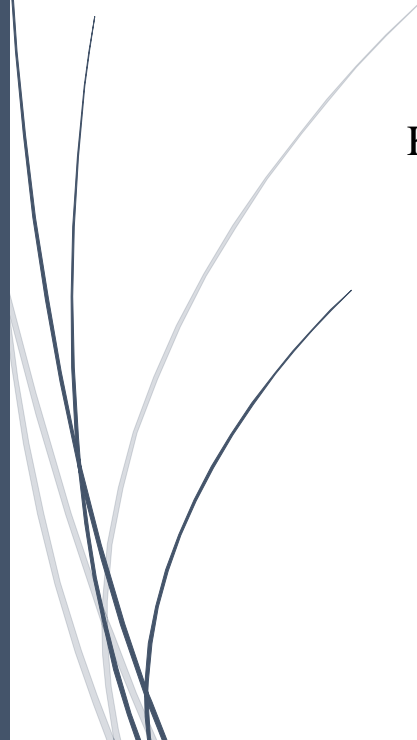
East Arkansas Secondary Career Center
Student Handbook
EastArk Secondary Career Center Enrollment

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of East Arkansas Community College to concurrently enroll for academic courses.

The EastArk Secondary Career Center (ESCC) Enrollment Program is a joint effort between EACC and area high schools. Upon approval of the students' high school and ESCC, a student may take college classes on EACC's campuses, and receive both high school and college credits.

Students have the opportunity to earn a Certificate of Proficiency and/or professional certification.

Contact Information:



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East Arkansas Community College

Serving the Arkansas Delta Since 1974

TO PARTICIPATE IN THE ESCC ENROLLMENT PROGRAM

The following requirements apply to all high school concurrently enrolled students:

1. The student must be in the eleventh through the twelfth grades and be enrolled in an accredited public or private secondary school or home school.
2. The student must complete an EACC Admissions Application and the High School ESCC Application through their high school counselors and submit any required documents.
3. The student must submit a copy of a current high school transcript.
4. The student's high school counselor, principal, or superintendent must approve the specific courses and the number of hours in which the student desires to enroll each semester.
5. The student must complete the High School ESCC Application for each semester/term of enrollment,

All GRADES RECEIVED FOR COLLEGE COURSES WILL BE POSTED ON THE STUDENT'S OFFICIAL EACC TRANSCRIPT

ESCC enrolled students are treated and held to the same standards as consistently as possible with the EACC practices for courses offered on-campus students.

Students are held to the same conduct policies such as academic integrity, consequences of plagiarism, and academic dishonesty. A description of these EACC policies can be found in the EACC Student Handbook.

Academic Integrity

Cheating in any form may result in the student being dropped from the class with an "F" and/or being suspended from the College. This includes, but is not limited to plagiarism, turning in assignments prepared by others, or unauthorized possession of exams. Students who feel they have been unfairly accused of cheating may appeal to the Assoc. Vice President and the Vice President for Academic Affairs. At the discretion of the Vice President, a description of the incident may be placed in the student's file in the Registrar's Office. Violators may be reported to the Vice President for Student Affairs for possible disciplinary action.

Enrollment Process

1. First-time students participating in the program must complete an EACC Admissions Application. (new student). Visit www.eacc.edu, Academics, EastArk Secondary Center, ESCC Enrollment, **Step 1**.
2. Students must complete a High School ESCC Application that may be obtained from the high school counselor or by visiting www.eacc.edu, Academics, EastArk Secondary Center, ESCC Enrollment .This will need to be signed by the student, parent or guardian, and the principal.

CHANGES IN SCHEDULE DROP OR WITHDRAW

Changes in an ESCC student's schedule will be made without charge if the announced schedule is altered, e.g., cancelled classes. Students will be permitted change schedules during the times listed on the EACC Academic Calendar.

DROP OR WITHDRAW

To drop a course, a student must complete the following steps:

1. Obtain a "Change of Schedule" Form from their high school counselor or the ESCC Office at EACC. This office is in the Learning Resource Center RM B122.
2. Obtain the signature of the counselor, if taking a course at the EACC campus the signature of the instructor.
3. Return the signed form to the ESCC Office (ESCC). An ESCC student dropping a course will have a grade recorded on the student's permanent record as "W" (withdrawal).

INCOMPLETE GRADE POLICY

An ESCC student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

1. The concurrent student must request, in advance, a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the ESCC student must have completed at least sixty percent of the academic semester.
3. Each instructor may set a higher completion level requirement for his/her individual course.
4. At the time of the incomplete request, the ESCC student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
5. At the time of the incomplete request, the ESCC student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
6. The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

An ESCC student may be required to submit documentation of the reasons the student is not able to complete the coursework. The student and instructor must complete a "Request to Complete Course" form outlining specific work required for course completion and expected Date of completion. This must be sent to the ESCC Office who will seek approval from the Associate Vice President and the President for Academic Affairs.

GRADING SYSTEM

Letter grades are used to indicate following levels of performance:

- A= Excellent
- B=Good
- C= Fair
- D=Poor
- F=Failure
- I= Incomplete
- W- Withdrawal
- AU=Audit
- NC=No Credit
- CR- Credit
- R= Re-enroll in developmental course grade points/credit hour

Midterm and final grades are made available to students at the end of each fall and spring semester.

GRADE POINTS AND GRADE POINT AVERAGES

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these by the total number of credit hours which the student has attempted. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average. To check you grade point average, check with your instructor.

PARKING ON EACC CAMPUS

Visitors are ALWAYS welcome on campus and may park in any non-restricted area. If you have any questions please contact Campus Security. Students who have permission to drive must have a parking sticker. Parking Stickers are available in the Learning Resource Center (Library). In accordance with the

LEARNING CENTER

As a ESCC enrolled student at EACC, you may visit the Learning Center for assistance with any course. The Learning Center is open Monday through Friday during the fall, spring, and summer semesters, with extended hours during the fall and spring.

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Accommodations provided in post-secondary (college) education are done in order to provide equal access and may differ from those provided in secondary education (high school), where accommodations and modifications are required to ensure success. Any student with a disability who is concurrently enrolled and who would like to request accommodations should contact the Office for Students with Disabilities Coordinator in Office Building I.

The following procedures are as follows:

1. Student must provide the Office for Students with Disabilities Coordinator with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application of disabled student services.
4. The Office for Students with Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors. Student Support Services or other College personnel as appropriate for necessary accommodations.

TRANSITIONING AND TRANSFERRING CREDIT TO COLLEGE

The Arkansas Course Transfer System (ACTS), students, parents, and school personnel may view how general education courses transfer among Arkansas' public colleges and universities by selecting the appropriate institutions from the list provided. The Arkansas Course Transfer System may be found at: <http://acts.adhe.edu/>. Please note that the ACTS program is designed to ensure the transfer of "core" courses. However, some majors have specific requirements. It is always important to consult the college to which you plan to transfer about these issues. Most institutions require a C or better for transfer.

REQUESTING A TRANSCRIPT

Transcript request forms are available in the Hodges Student Services Building and at the College's website: www.eacc.edu/informationforrns/forms.htm. There is no fee to obtain a transcript. Students may also obtain a transcript by mailing or faxing (870) 633-3480 a written request that contains the following:

- FULL NAME
- SOCIAL SECURITY NUMBER
- LAST TERM ATTENDED (approximate)
- MAILING ADDRESS
- RETURN ADDRESS
- PHONE NUMBER

After signing and dating your request, send it to:

Office of Admissions and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335-2204

STUDENT ID CARDS

EACC student ID cards will be made for all ESCC students during orientation and the beginning of classes. The ID's are made in the Learning Resource Center and are needed to check out books, attend campus events, and obtain parking permits.

CLASS PERIODS

ESCC classes are scheduled for two periods a day, Monday through Friday.

- 8:45am- 10:15am
- 12:45pm- 2:10pm

ATTENDANCE POLICY

To maximize learning opportunities, it is essential that students are punctual and attend classes regularly. Students are considered excessively absent when the number of absences exceeds seven (7) or more days. Attendance is recorded daily and ESCC reports this information to the local high schools. Athletes are required to bring documentation from coaches to verify participation in sports. All students are expected to adhere to the Attendance Policy, and it is the responsibility of the student to inquire and initiate a request for make-up assignments. However, it is at the discretion of the instructor to accept or deny a request,

EARLY DISMISSAL

For safety purposes, students are not allowed to leave campus during classes or breaks without approval from the ESCC Director. Prior to early dismissal, the school must be notified and an Early Dismissal Form must be signed by a parent, guardian or relative and given to ESCC Staff, All students are to be picked up in the ESCC Office.

CODE OF CONDUCT

East Arkansas Community College has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent, or obscene conduct on campus or any College-sponsored event. Misconduct is or may be subject to disciplinary action.

STUDENT ORGANIZATION

EastArk Secondary Career students are encouraged to participate in activities that promote leadership, skill enhancement, network, and competition. In efforts to foster these characteristics, students are enrolled in SkillsUSA, a professional organization that is designed to provide opportunities of professional development to those who are planning to pursue technical careers.

SEXUAL OFFENSE POLICY

Sexual offenses consist of unwanted verbal or physical behaviors related to person's gender and which create an intimidating, hostile or offensive environment. Sexual Harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. This may include student to student conduct, employee to student conduct, student to employee conduct, or employee to employee conduct. Students with a Sexual Harassment complaint should report this to the Vice President of Student Affairs.

East Arkansas Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual Harassment is a violation of Federal law as stated in Title VII of the Civil Rights Act of 1964 and the Title IX of the 1973 Education Amendments. A copy of these laws may be obtained in the Personnel Office. Students and employees of EACC who may be a victim of a sexual offense are urged to report the offense, using the complaint procedures in Section IV of this policy. Those with a complaint may also press charges with the legal system outside of the College. In an effort to provide a safe environment for the College community, EACC may file charges against an alleged offender.

COMPUTER USAGE POLICY

Usage of computers at East Arkansas Community College is a privilege and not a right. Anyone who abuses this policy may have privileges revoked.

1. Users cannot make any changes to Window settings unless it is a required component of the course.
2. Users cannot attempt to install any personal software on EACC computers.
3. Users are not to visit adult oriented websites or view material generally considered to be obscene or pornographic.
4. Program software cannot be downloaded on computers unless students are under the direct supervision of the course instructor.
5. Users are not allowed to download any music or video files from the internet for any reason. Any multimedia downloads for classroom presentations at EACC are to be made by course instructor or CEC staff.

6. Preference is given to students who are working on EACC assignments. Those who are not actively working on assignments may be asked to surrender computer station.

ELECTRONIC DEVICES

Students are prohibited from bringing electronic devices to classrooms and laboratories. Electronic devices included but are not limited to: MP3 Players, cell phones, IPODS, pagers, radios, text messaging, and laser pointers. Those in violation of this policy are subject to disciplinary action.

CHANGES IN PROGRAM OF STUDY

Students are assigned schedules at the beginning of the semester. Students who wish to change a program of study must contact their high school counselor within the first ten (10) days of the semester. A written request outlining reasons for withdrawal or changes must include: signatures from high school counselor or principal. All requests should be submitted to ESCC Director for final approval.