



**EastArk Secondary Career Center  
Student Handbook  
2021-2022**



**“We provide affordable, accessible learning opportunities to promote student success and strengthen our community.”**

**-Mission Statement**

## **EastArk Secondary Career Center Student Handbook 2021-2022**

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## **EastArk Secondary Career Center Program Information**

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming. – *EACC Vision Statement*

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 (EACC) 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 campus, and receive both high school and college credits.

Students have the opportunity to earn a Certificate of Proficiency and/or professional industry recognized certification(s).

### **ESCC Primary Goals:**

- To assist students in making more informed career choices. Students select a technical program of study based on their aptitude and interest. The knowledge and experience gained through ESCC will enable students to make more intelligent career choices.
- To prepare students for the "World of Work" upon high school graduation. The programs of study at ESCC teach students marketable skills and lead to professional certifications, certificates of proficiency, or technical certificates from EACC.
- To encourage students to continue their education after high school. ESCC classes are credited at both the high school and college level. Students can acquire college credits while in high school which will count toward a degree, certificate, or advanced certification program.

## PARTICIPATION REQUIREMENTS

Acceptance into an ESCC program is considered using a multiple measures approach, taking into account the student's ability to benefit and recommendations by high school administration and counselors. Measures considered include attendance & disciplinary records. Grade point averages should be at a 2.0 minimum.

### ENROLLMENT PROCESS

1. First-time students participating in the program must complete an EACC Admissions Application online ([www.eacc.edu](http://www.eacc.edu)). Students will complete the [HIGH SCHOOL/CONCURRENT APPLICATION](#).
2. Students must complete a [High School ESCC Application](#) and [Release of Information Form](#) that may be obtained from the high school counselor or by visiting [www.eacc.edu/eastark](http://www.eacc.edu/eastark). This will need to be signed by the student, parent or guardian, and the principal.
3. ESCC students should provide copy of high school transcript & proof of immunization against measles, rubella, and mumps at the time of application. State law mandates that proof of immunization be submitted within 30 days of enrollment.

\*All documents should be submitted to:

**Gayla Stidham**  
East Arkansas Community College Technology Center  
3600 Hwy 1 North Washington  
Forrest City, AR 72335  
Phone: 633-4480 ext. 365  
Email: [gstidham@eacc.edu](mailto:gstidham@eacc.edu)

## COST TO STUDENTS

Services are provided at **NO COST** to students enrolled in the ESCC. Books, tuition, and fees are provided through ESCC and funded by a training fee paid by the local school districts and by funds provided through the Department of Workforce Education.

### PROGRAM SCHEDULE

Automotive Service Technology Program			Diesel Technology Program		
Course Code	Course Name	Course Term	Course Code	Course Name	Course Term
AST 1103	Auto Engine Repair	FA Yr.1	DST 1004	Into to Diesel Engines	FA Yr. 1
AST 1102 AST 1201	Engine Performance/Lab	SP Yr. 1	DST 1012 DST 1102	Brakes / Trailer Suspension	SP Yr. 1
AST 1203 AST 1211	Auto Brake Systems/Lab	FA Yr.2	DST 1023	Service Maintenance	FA Yr. 2
AST 2402	Automatic Transmissions	SP Yr. 2	DST 2004	Diesel Engine Diag/Repair	SP Yr. 2
ENG 1033	Communication Skills	SP Yr. 2			

Industrial Equipment Technology Program			Medical Professions Program		
Course Code	Course Name	Course Term	Course Code	Course Name	Course Term
IET 1102 SFT 1081	Blueprint IET/ Intro & Safety	FA Yr.1	HSC 1303 HSC 1313	Intro Medical Professions I Intro Medical Professions II	FA Yr1
IET 1502 IET 1201	Fundamentals of Mechanics / Lab	SP Yr. 1	BIO 2114	Anatomy Physiology	SP Yr1
IET 1402 IET 1211	Basic Electricity IET / Lab	FA Yr.2	HSC 1223 HSC 1003	Human Diseases OR Medical Terminology	SP Yr1
IET 1302	Fundamentals of Small Gas Engines	SP Yr 2	HSC 1323	Medical Procedures	FA Yr2
ENG 1033	Communication Skills	SP Yr 2	HSC 1333	Medical Procedures II	SP Yr2

Refrigeration & Heat Exchange Technology			Welding Technology Program		
Course Code	Course Name	Course Term	Course Code	Course Name	Course Term
ELE 1014	Basic Electricity	FA Yr.1	SFT 1081 MCH 1112	Ind. Safety / Blueprints / Schematic	FA Yr.1
RHA 1103	Intro Air Conditioning	SP Yr.1	MCH 1063	Welding Principles	SP Yr.1
RHA 2202 RHA 1202	Electric Components Motors / Lab	FA Yr. 2	MCH 1072 MCH1082	Weld Ops / Purge Pipe Safety	FA Yr 2
			MCH 2064	Advanced Welding Principles	SP Yr.2
ENG 1033	Communications Skills I	SP Yr. 2			

### DAILY CLASS TIMES

**1<sup>st</sup> Year Students                      12:45pm – 2:10pm    Monday – Friday**

**2<sup>nd</sup> Year Students                      8:45am – 10:10am    Monday – Friday**

## **EACC Academic Calendar – 2021-2022**

### **FALL 2021**

New Student Orientation .....	August 10 (T)
Faculty Report to Campus .....	August 16 (M)
Advising/Registration Continues .....	August 16–20 (M – F)
Classes Begin .....	August 23 (M)
Late Registration for on Campus Classes .....	August 23–27 (M – F)
Late Registration for Online Classes .....	August 23 - September 3 (M – F)
Labor Day Holiday (College Closed) .....	September 6 (M)
Census Day (11 <sup>th</sup> Class Day) .....	September 7 (T)
ACC Break (No Classes) .....	October 11, 12 (M – T)
Mid-Term Grades Submission Deadline.....	October 18 (M)
Last Day to Drop with an Automatic “W” .....	November 1 (M)
Priority Registration for Spring 2022 Begins .....	November 8 (M)
Last Day to Drop .....	November 22 (M)
Thanksgiving Break for Classes .....	November 24 – 26 (W – F)
Thanksgiving Holiday (College Closed).....	November 25 - 26 (R – F)
Last Day of Regular Classes (Day & Evening) .....	December 6 (M)
Final Exams .....	December 7-13 (T- M)
Grades Due by 12:00 p.m.....	December 14 (T)
College Closed .....	December 23 – December 31 (R-F)

### **SPRING 2022**

Staff Report to Campus .....	January 3 (M)
Faculty Report to Campus .....	January 10 (M)
Advising/Registration Continues .....	January 10 – 14 (M – F)
Dr. Martin Luther King, Jr. Holiday (College Closed) .....	January 17 (M)
Classes Begin .....	January 18 (T)
Late Registration for on Campus Classes .....	January 18 - 21 (T – F)
Late Registration for Online Classes .....	January 18 - 28 (M – F)
Census Day (11 <sup>th</sup> Class Day) .....	February 1 (T)
Deadline for Spring 2022 Commencement .....	March 7 (M)
Mid-Term Grades Submission Deadline.....	March 15 (T)
Spring Break (No Classes) .....	March 21 - 25 (M – F)
Last Day to Drop with an Automatic “W” .....	March 28 (M)
Summer & Fall 2022 Registration Begins .....	April 11(M)
Last Day to Drop a Class .....	April 18 (M)
Last Day of Regular Classes (Day & Evening) .....	May 2 (M)
Final Exams .....	May 3-9 (T-M)
Grades Due by 12:00 p.m.....	May 10 (T)
Commencement .....	May 13 (F)

**Academic Calendar may be subject to change.**

## Academic Records and 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 date 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 Admissions and Records. All communications and submissions concerning admissions should be directed to:

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

**EastArk Secondary Career Center Students:** *A Release of Information Form* is provided in the ESCC Enrollment paperwork packet. This form gives the ESCC Coordinator permission to discuss attendance, performance, class activities and/or other information with the following individuals at the student's high school: Guidance Counselor, Principal and Records Keeper/Registrar. Students may also list other individuals such as Parents, Grandparents and or Guardians with whom they give the same permission. **A copy of the form is found in Appendix of this handbook with all other required documents.**

## 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. Students will be given a lanyard to wear their ID's. **STUDENT IDs ARE REQUIRED AT ALL TIMES ON CAMPUS & DURING ANY FIELD TRIPS / CLINICALS / JOB SHADOWS.**

*Students should report lost IDs to the ESCC Coordinator to set up replacement.*

## CHANGE IN PROGRAM

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.

ESCC Students who wish to change their program can request a form from the ESCC Coordinator, located in the Learning Resource Center B-122 or email [cdwilliams@eacc.edu](mailto:cdwilliams@eacc.edu). Students will be permitted to change schedules / programs through the "Late Registration for Online Classes" listed on the EACC Academic Calendar.

## DROP OR WITHDRAW FROM PROGRAM

To drop a course OR withdraw from the program, 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 and of the instructor.
3. Return the signed form to the ESCC Office at EACC. An ESCC student dropping a course will have a grade recorded on the student's permanent record as "W" (withdrawal).

## ACADEMIC STANDARDS

***\* 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 Vice President for Vocational, Occupational, & Technical Education. 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 Dean of Student Services for possible disciplinary action. Policy can be found in the [EACC Catalog](#).

## 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 60% 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. 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 Coordinator who will seek approval from the Vice President for Vocational, Occupational, & Technical Education.

## **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. Students can view these grades through their [myEACC account](#).

## **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 your grade point average, check with your instructor.

## **COURSE SYLLABUS**

A course syllabus is available for all ESCC Courses. Syllabi must be distributed the first day of class. If the course is conducted online, the syllabus will be uploaded to Blackboard before the start of classes. Syllabi will be prepared using the syllabus template that has been approved by the Academic Leadership Council. Syllabi must be the same for online, concurrent, or an on campus course. A copy of each course syllabi is on file in the office of the ESCC Coordinator.

## **LEARNING CENTER**

As an 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.

## **ACCOMMODATIONS 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 Disabilities Coordinator in Betty Jo Hodges Building. (Contact [ejames@eacc.edu](mailto:ejames@eacc.edu))

The following procedures are as follows:

1. Student must provide the Disabilities Coordinator with appropriate documentation giving evidence of a documented 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 for disabled student services.
4. The Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Disabilities Coordinator will inform instructors, Student Support Services, or other college personnel as appropriate for necessary accommodations.

*\*Note: School District Special Education Departments should send all 504 or IEP requests to the ESCC Coordinator at beginning of each semester.*

## 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 office of their location (ex. ESCC office in Learning Resource Center B-122 on campus, TIC, or TTC).**

## **TRANSPORTATION**

Transportation for ESCC Students is provided by school districts. Rules and regulations regarding transportation vary from each district, but students are encouraged to contact their high school counselor, principal or ESCC Director/Coordinator for more information.

## **PARKING ON EACC CAMPUS**

East Arkansas Community College provides free parking to all faculty, staff, students and visitors. Visitors are ALWAYS welcome on campus and may park in any non-restricted area. However, students who have permission to drive must have a parking sticker in accordance with the Arkansas Law. Parking Stickers are available in the Learning Resource Center (Library). If you have any questions, please contact Campus Security.

## **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.

## **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.

## **CLASSROOM EXPECTATIONS**

Students are expected to come to class prepared to work, pay attention, follow directions, and preserve a positive learning environment. Due to the nature of the labs in each program, students will receive safety training and are expected to practice these protocols at all times. Books and supplies are provided for students in all programs; the student is responsible for proper care of these materials. Students will receive lockers & locks and they are expected to keep all non-program related items in their lockers during class/lab time.

Students in career programs are held to high standards and expected to follow the rules set in their school district's and EACC's Student Handbooks. The process for ESCC is as follows:

Discipline Process:

1. Verbal Warning (Instructor will note this warning in attendance report)
2. Written Warning (Incident documented in folder, school notified, early alert activated)
3. Meeting with ESCC Coordinator (notify school & parents of discipline issues and a Plan of Action [POA] Agreement will be set in place to outline all actions and resolutions)
4. Final Notice (School & Vice President of VOTE notified) for program suspension or dismissal

## **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 Dean of Student Services.

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.

## **DRUG FREE POLICY**

East Arkansas Community College will not condone the unlawful manufacture, distribution, dispensations, possessions or use of any controlled substance. Any employee or student violating this policy will be subject to discipline up to and including termination-expulsion. This college is committed to maintaining a drug/alcohol free workplace.

## **FIREARMS/WEAPONS**

East Arkansas Community College prohibits the use or possession of firearms, explosives, weapons or toy weapons of any kind on EACC property. This is prohibited by state statute and will result in immediate dismissal of East Arkansas Secondary Career Center.

## **SMOKING POLICY**

Smoking or the use of tobacco products, including smokeless tobacco, is prohibited by ESCC students at all times. Students who are in violation of this policy are subject to disciplinary action.

## **INTERNET AND PHOTOGRAPHIC PUBLICATIONS**

EastArk Secondary Career Center (ESCC) maintains websites which may contain photographic images of students. Although no student is identified on these websites, the photographs will be considered public or directory information. ESCC will use video and pictures of students for present and future use. Any parent who does not want his/her child shown on TV programs or other forms of media should notify the ESCC Coordinator's office by the first Tuesday after Labor Day of each school year.

## **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.

## **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.

## INCLEMENT WEATHER CONDITIONS

ESCC classes will adhere to EACC closing decisions. Local high schools may, at their discretion, opt not to send their students to ESCC in the event of inclement weather.

## EACC EARLY ALERT

East Arkansas Community College offers an emergency alert text messaging service to students, faculty and staff. This optional service will only be used in the event of an on-campus emergency, an unscheduled College closing, or a delay or cancellation of classes due to, for instance, inclement weather. There is no charge for signing up; however, standard text messaging rates apply. Follow the prompts at <https://eacc.omnilert.net/subscriber.php> to complete your registration.

The eaccAlert text messaging service is just one of the methods the College will use to communicate emergency information to students, faculty and staff. When appropriate, a variety of methods including email, telephone, and posting to the EACC website will be used.

## TEXTBOOKS

Textbooks will be issued to all students at the beginning of each school term. These books are only on loan and must be kept in good condition. They are the property of East Arkansas Community College – EastArk Secondary Career Center.

- Books should be left in the students lockers when not being used in the classroom.
- All books **MUST** be returned at the end of each year and each student will be held responsible for damaged or lost books.
- Should a student quit or move, all books issued to him must be turned in to the proper person **BEFORE** the student leaves.

Failure to return OR severely damaged books will result in the student's school being sent a bill and the school will charge students accordingly.

## HAND TOOL SAFETY

EastArk Secondary Career Center is committed to providing a safe learning environment to all of the students, instructors, administrators, and visitors. Each instructor will educate students in proper safety within their professions. The following are requirements for basic safety across all programs:

## Hand Tool Safety

### Requirements:

Proper eye protection must be worn—operate only with instructor's permission and after proper instructions have been received.

1. Wear eye protection. Always wear safety glasses, goggles, or a face shield when you work in the laboratory.
2. Always use the right type of tool for the job. Use the tool designed for the work you want to do.
3. Use the right **size** tool. Don't try to do heavy work with a small, light tool; don't try to do fine work with large, heavy-duty tools. Use the tool that suits the work.
4. Before you use a tool, check it to be sure it's clean and in good condition.
5. Never use your hands or fingers to test whether or not a tool is sharp. If the tool is as sharp as it should be, you'll cut yourself.
6. Be sure the tool handle is fitted tightly and securely.
7. Don't use a dull, broken, or defective tool. Report defective or damaged equipment to the instructor.
8. Always carry tools by the handle.
9. When you carry a tool, hold it so the point or sharp edge is aimed down toward the floor.
10. Avoid holding the work with one hand while you use the tool with the other hand. Fasten the work down so you'll have both hands to use the tools.
11. Plan the work so you can keep your balance. Always keep your weight on both feet, and don't over-reach.
12. Don't lay tools down near the edge of the bench. Don't lay tools down where they could roll off, where someone could bump into them or where someone could trip over them.
13. Never aim a cutting tool toward your hands, arms, or body. Aim the tool away from you and away from others, whether you are working with it or just holding it.
14. Always keep your hands and arms out of the path of a cutting tool. Keep hands and arms behind the cutting edge.
15. When you are finished with a tool, return it to its assigned storage area. Don't leave tools lying around.
16. Use the tools **only** if you understand how to use them correctly and safely. If you're not sure, check with the instructor.



**CONTACT INFORMATION FOR EASTARK SECONDARY CAREER CENTER:**

**Christine D. Williams – Coordinator**

East Arkansas Community College  
1700 Newcastle Road  
Learning Resource Center – B122  
Forrest City, AR 72335  
[cdwilliams@eacc.edu](mailto:cdwilliams@eacc.edu)  
(870)633-4480 ext. 284

**Gayla Stidham, Administrative Specialist**

*East Arkansas Community College Technology Center  
3600 Hwy 1 North Washington  
Forrest City, AR 72335  
Phone: 633-4480 ext. 365  
Email. [gstidham@eacc.edu](mailto:gstidham@eacc.edu)*

EACC Disability Services – Errin James  
(870)633-4480 ext. 252  
[ejames@eacc.edu](mailto:ejames@eacc.edu)

Email or myEACC issues – Bob Fowler  
(870)633-4480 ext. 400  
[bfowler@eacc.edu](mailto:bfowler@eacc.edu)

# APPENDICES

**Program Information – Quick Facts**

**ESCC Enrollment Form**

**ESCC Release of Information**

**Remind (1<sup>st</sup> Year)**

**Remind (2<sup>nd</sup> Year)**

**Request for Change of Program of Study**

**Withdrawal Form**

**Drop Form**

**Request for Transcript**

**Discipline Notice**

# PROGRAM INFORMATION

## Quick Facts

### AUTOMOTIVE SERVICE TECHNOLOGY

Day-to-Day Tasks might include:

- Test driving vehicles
- Using infrared engine analyzers
- Repairing, relining, replacing and adjusting Brakes
- Examining vehicles to determine extent of damage or malfunctions

Arkansas Median Salary: \$34,240

National Median Salary: \$39,550

10 Year Projected Employment Demand: 8% Increase

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-3023.01>

### DIESEL TECHNOLOGY

Day-to-Day Tasks might include:

- Inspect brake systems, steering mechanisms, wheel bearings & other parts
- Align wheels, reassemble equipment, adjust / reline brakes
- Perform routine maintenance such as changing oil, battery checks, lubricating equipment/machinery

Arkansas Median Salary: \$38,250

National Median Salary: \$46,360

10 Year Projected Employment Demand: 12% Increase

\* Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-3031.00>

### INDUSTRIAL EQUIPMENT TECHNOLOGY

Day-to-Day Tasks might include:

- Starting machines & observing mechanical operation to determine efficiency/detect problems
- Reassembling machines after the completion of repair / maintenance work
- Using hand tools, chain falls, jacks, cranes, or hoists

Arkansas Median Salary: \$45,190

National Median Salary: \$54,280

10 Year Projected Employment Demand: 6% Increase

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/17-3026.00>

### **MEDICAL PROFESSIONS (CNA Option)**

Day-to-Day Tasks might include:

- Turn / reposition bedridden patients
- Answer patient call signals, signal bells, or intercom systems to determine patients' needs
- Feed patients or assist patients to eat / drink
- Measure and record food / liquid intake, report changes to nursing/medical staff
- Provide assistance with bathing, dressing, standing, walking, getting out of bed

Arkansas Median Salary: \$25,570

National Median Salary: \$30,850

10 Year Projected Employment Demand: 8%

\* Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/31-1131.00>  
and <https://www.bls.gov/ooh/Healthcare/Nursing-assistants.htm>

### **REFRIGERATION AND HEAT EXCHANGE TECHNOLOGY**

Day-to-Day Tasks might include:

- Testing pipe or tubing joints for leaks using a pressure gauge or soap-water solution
- Testing electrical circuits or continuity
- Repairing / replacing defective equipment, components, or wiring
- Refill non-toxic refrigerants, repairing or servicing heating, ventilation, and air conditioning (HVAC) systems

Arkansas Median Salary: \$39,300

National Median Salary: \$47,610

10 Year Projected Employment Demand: 18%

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-9021.01>

# Remind (1<sup>st</sup> Year)

Get information for ESCC 1st Year right on your phone—not on handouts.

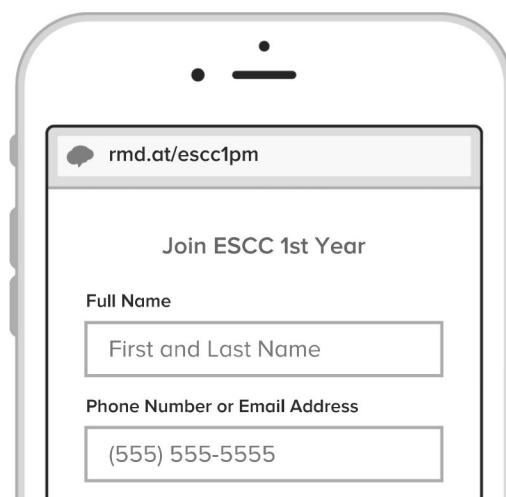
Pick a way to receive messages for **ESCC 1st Year**:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

**rmd.at/escclpm**

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @escclpm to the number 81010.

If you're having trouble with 81010, try texting @escclpm to (870) 498-8622.

*\* Standard text message rates apply.*



Don't have a mobile phone? Go to [rmd.at/escclpm](https://rmd.at/escclpm) on a desktop computer to sign up for email notifications.

# Remind (2<sup>nd</sup> Year)

## Sign up for important updates from Mrs. Williams

Get information for ESCC 2nd Year right on your phone—not on handouts.

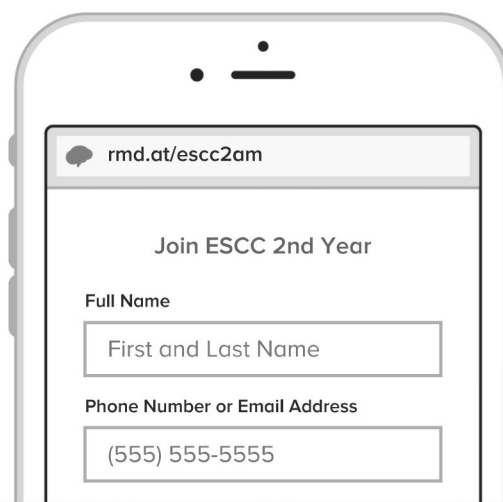
Pick a way to receive messages for **ESCC 2nd Year**:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

**rmd.at/esc2am**

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @esc2am to the number 81010.

If you're having trouble with 81010, try texting @esc2am to (870) 498-8622.

*\* Standard text message rates apply.*



Don't have a mobile phone? Go to [rmd.at/esc2am](https://rmd.at/esc2am) on a desktop computer to sign up for email notifications.

**Eastark Secondary Career Center  
East Arkansas Community College**

**Request for Change of Program of Study**

Student's Name: \_\_\_\_\_

(Last)

(First)

(Middle)

EACC ID#: \_\_\_\_\_

High School Attending: \_\_\_\_\_

Reason for Change of Program of Study: \_\_\_\_\_

**Old Program of Study:**

\_\_\_ Industrial Equipment Technology

\_\_\_ Welding Technology

\_\_\_ Automotive Service Technology

\_\_\_ Medical Professions

\_\_\_ Diesel Service Technology

\_\_\_ Refrigeration & Heat Exchange Technology

**New Program of Study:**

\_\_\_ Industrial Equipment Technology

\_\_\_ Welding Technology

\_\_\_ Automotive Service Technology

\_\_\_ Medical Professions

\_\_\_ Diesel Service Technology

\_\_\_ Refrigeration & Heat Exchange Technology

<b>Semester: Fall Year:</b>					
EACC Course#	EACC Course Title	Cr.	HS Course Code	HS Course Title	Cr.

<b>Semester: Spring Year:</b>					
EACC Course#	EACC Course Title	Cr.	HS Course Code	HS Course Title	Cr.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's/Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office of ESCC Coordinator Use: \_\_\_ Approved  
\_\_\_ Disapproved: Reason \_\_\_\_\_

**ENROLLMENT FORM**

Concurrent credit is subject to school district policy/approval.

For ESCC Office use only:  
Date Entered \_\_\_\_\_ Initials \_\_\_\_\_  
Slt



**EastArk Secondary Career Center Office**

**Release of Information Form**

Date: \_\_\_\_\_

I, \_\_\_\_\_, give my permission to the ESCC Office to discuss attendance, performance, class activities and / or other information with the following individuals at

\_\_\_\_\_ High School:

- Guidance Counselor
- Principal
- Records Keeper / Attendance Clerk

Please list any other individuals and their relationship to you below  
(Example – parents, guardian, grandparents):

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

Student Signature: \_\_\_\_\_

East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335  
(870) 633-4480 x 365

East Arkansas Community College  
EASTARK SECONDARY CAREER CENTER  
Drop Form

**Please complete the following in detail and submit to the Office of Admissions and Records.  
The drop is not official until the form has been returned to the Registrar's Office.**

Semester \_\_\_\_\_ Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

List all courses to be dropped with COURSE-ID and NOT title (ex: AST 1103 ).  
Instructors must sign and assign grades if courses are dropped after the 11th week  
of classes as published in the school calendar.

COURSE-ID	INSTRUCTOR'S SIGNATURE	DATE	GRADE
1			
2			
3			
4			
5			
6			
7			

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature Date

\_\_\_\_\_  
High School Counselor's Signature Date

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
EastArk Secondary Career Center Director's Signature Date

Registrar's Office \_\_\_\_\_ Business Office \_\_\_\_\_

Date Completed \_\_\_\_\_

White: Registrar Blue: Business Office Pink: Student Yellow: High School Counselor



# Student Login Instructions

**Important**

**Before logging in you will need your EACC Student ID Number. If you do not know your ID Number, check the following:**

**The first email you received from EACC. (Sent to the email address you initially provided.) Your Student ID Number is included.**

**Your EACC ID is also printed on your class schedule and on your Student ID Card.**

**If you need additional assistance, please contact the Admissions Office in the Betty Jo Hodges Building.**

**(870) 633-4480**

**or Toll Free:**

**(877) 797-3222**

**Computer Login**

**(For on-campus computers)**

**Your Username will be your last name and the last 4 digits of your Student ID (Example: doe1234)**

**Your Initial Password is EaccMMDDYY where “MM” is your birth month, “DD” is your birth date, and “YY” is the year of your birth. (Example: Eacc081198)**

**On your first login, you must enroll in the Self Service Password Management System by answering the security questions provided.**

- Passwords are case sensitive. Make sure the **E** in **Eacc** is uppercase.
- If you ever forget your password, click on “forgot my password,” answer the questions that have been selected.
- If questions cannot be answered, visit the Computer Education Center (CEC) for assistance.
- Your Username will always be your last name and the last 4 digits of your Student ID. Only your password will change.

**myEACC**

**Go to [www.eacc.edu](http://www.eacc.edu). At the top, left of the page, select the [myEACC](#) link.**

- Your User Name is your last name, followed by the last 4 digits of your Student ID. (If you have a hyphenated last name, just use the part to the right of the hyphen.)
- Your initial password will be **Eacc** followed by your six-digit birthday (MMDDYY).

Example: Suzie Doe is a new student, logging in to **myEACC** for the first time. Her Student ID number is 1234567. Her birthday is August 11th, 1998. She logs in like this:

**User Name: doe4567**

**Password: Eacc081198**

### Email Login

Once logged in to **myEACC**, in the Quick Links section on the left, select EACC Email.

Your Username and initial password will be the same as they are for **myEACC**, with a slight difference:

Before you type in your User Name, type **Eacc\** (notice the backslash)

**Example: Suzie Doe is a new student, logging in to EACC Email for the first time. Her Student ID number is 1234567. Her birthday is August 11th, 1998. She logs in like this:**



Domain\user name: Eacc\doe4567

Password:

Sign in

**Password: Eacc081198**

**If you have problems with your myEACC or Email login, contact Bob Fowler: [bfowler@eacc.edu](mailto:bfowler@eacc.edu)**

**Or feel free to visit with our IT staff in the Computer Education Center (CEC).**

## **Find Your Grades and Unofficial Transcript**

**Log in to your [myEACC](#) portal.**

**Click on the “Students” tab at the top of the page.**

### **COURSE SCHEDULE:**

**Most students find it helpful to know in advance when and where their classes meet. If you need to see or print another copy of your**

class schedule, find the link on the left side of the page labeled “My Course Schedule.”

#### **GRADES:**

On the right, click on “My Grade Report.” (You will receive grades for midterm and the end of the semester.)

#### **UNOFFICIAL TRANSCRIPT:**

If you want to view your unofficial transcript, on the right, you’ll see a link for “My Unofficial Transcript.” Follow this link to view an unofficial copy of your student transcript. This can help you better plan your degree, and keep track of your time to completion.

Click the “Students” tab at any point to return to the main student page.

You are encouraged to explore all of the tabs—Registration, Advising, Business Office, Financial Aid, and Student Life (vehicle information, etc.)

### **Blackboard**

You will need to have your EACC Student ID number handy; it will be your initial username and password. Once inside, be sure to change your password—your username will remain your ID number.

- From the menu at the top of the EACC website, select “STUDENTS”
- On the Students page, from the menu on the left, select “Blackboard”



- Click the Blackboard Logo:

Blackboard

If you have a **NINE** digit ID number, follow example 1:

Example 1:

Student Name: John Doe

EACC ID Number: 1234-

56789

Username: 1234-56789

Password: 1234-56789

(Note: nine digit ID numbers will have a hyphen between the fourth and fifth number, include the hyphen when logging in with your nine digit ID number)

If you have a **SEVEN** digit ID number, follow example 2:

Example 2:

Student Name: John Doe

EACC ID Number: 7654321

Username: 7654321

Password: 7654321

It is strongly recommended that you change your password after your initial login. To change your Blackboard password, following these steps:

### Step 1:

Click "Personal Information" in the "Tools" section of your Blackboard "My Institution" page

#### Change Password

*Choose a new password.*

#### Personalize My Settings

*Upload a personal avatar and set which links appear on your My Settings navigation menu.*

#### Change Personal Settings

*Set language, calendar, and help text options.*

#### Set Privacy Options

*Select which fields of your personal information can be seen by others.*



### Step 2:

Click "Change Password"

### Step 3:

Enter a password that is unique to you, and easy to remember. Passwords are case sensitive, so if you capitalize a word, it will become part of your new Blackboard password.

#### CHANGE PASSWORD

*Complete this form to change the password.*

* Password	<input type="password"/>
* Verify Password	<input type="password"/>

**Remember: Your Username will not change. It will always be your EACC Student ID number.**

**If you have trouble getting into Blackboard, email the Learning Management Administrator: [blackboard@eacc.edu](mailto:blackboard@eacc.edu).**