



2025-2026 ADVISOR HANDBOOK

U^A*of* PHILLIPS



Table of Contents

VISION AND MISSION	5
<i>Academic Advising Vision</i>	5
<i>Academic Advising Mission</i>	5
<i>NACADA Preamble</i>	5
<i>The Curriculum of Academic Advising</i>	5
<i>The Pedagogy of Academic Advising</i>	5
Student Learning Outcomes of Academic Advising	6
Advisor Responsibilities	6
<i>Advisor Training and Development</i>	6
<i>Assignment of Advisors</i>	6
Admissions Requirements	7
<i>Registration Steps – NEW Students</i>	7
<i>Registration Steps – Returning Students</i>	8
<i>Registration Steps – Transfer Students</i>	9
<i>Transfer of Credit from other Colleges/Universities</i>	9
Conditional Admission	10
<i>Conditional Admission</i>	10
<i>PCCUA PREP Plan</i>	10
Financial Aid	11
<i>FSA ID</i>	11
<i>FAFSA: Application for Federal Aid Programs such as Federal Pell Grant, Federal Work-Study, Federal Supplemental Education Opportunities Grant, Federal Student Loans</i>	11
<i>ADHE Scholarships: Application for State Aid programs, such as Academic Challenge Scholarship, Governor’s Distinguished Scholarship, AR Future, AR Workforce Challenge</i>	11
<i>Financial Aid Probation</i>	12
<i>Termination of Aid</i>	12
<i>Refund Policy</i>	12
Advanced Placement (AP) Credit	13
<i>High School Concurrent Student Test Score Requirements</i>	13
<i>Scheduling and Registration</i>	14
<i>Advisor Agreement</i>	14
<i>Legal and Ethical Issues in Academic Advising</i>	14
<i>PCCUA Policies</i>	15
<i>Family Educational Rights and Privacy Act (FERPA)</i>	15

Confidentiality of Student Records	15
Student's Rights and Responsibilities	15
Grading	16
Grading System	16
Class Attendance & W Grades	16
Steps to Withdraw from a Class and Receive a W	16
Repeating Classes	17
Auditing Courses	17
Incomplete (I) Grades	17
Academic Clemency	17
Prior Learning Assessment	18
Military Training Credit	18
Transfer Transcript Evaluation	18
Academic Misconduct	18
Student Conduct	19
Graduation	20
Requirements	20
Graduation Application Submission	20
Graduation Application Deadlines	20
Student Services	21
Rowdy Rentals/Bookstore	21
PCCUA Campus Action Referral and Evaluation System C.A.R.E.S.	21
Student Support Services (SSS)	21
Arkansas Career Pathways	22
Veterans	22
Computer/Study Labs and Tutoring	22
STAR, Students Taking Action with Resources, Center	22
Students with Disabilities	22
Transportation	23
Student Services Contact	23
Student ID's	23
Transcript	23
Parking and Driving Safety	23
Emergency Response System	24
Ridge Runner Alert	24
Emergency After Hours Numbers	24

PCCUA 2025-2026 Academic Calendar	25
Appendix A – Advisors List.....	28
Appendix B – Placement Chart	29
Appendix C – Advising Checklist	30
Appendix D – Registration Student Confirmation Form	31
Appendix E – Changing Majors.....	32
Appendix F – Board and Administrative Policies	33
Appendix G – Program Check Sheets.....	48

VISION AND MISSION

Academic Advising Vision

Phillips Community College of the University of Arkansas (PCCUA) is committed to a strong, effective academic advisement system, a system in which advisement goes beyond mere schedule building to assist students in exploring their potential, clarifying their goals, and discovering the best means of achieving those goals.

Academic Advising Mission

The advisement function at PCCUA serves to assist and often initiate this process of self-exploration with trained advisors who provide general information and expertise in their fields.

NACADA Preamble

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the cultural competency of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

The Curriculum of Academic Advising

Academic advising draws primarily from theories in the social sciences, humanities, and education. The curriculum of academic advising ranges from the ideals of higher education to the pragmatics of enrollment. This curriculum includes, but is not limited to, the institution's mission, culture, and expectations; the meaning, value, and interrelationship of the institution's curriculum and co-curriculum; modes of thinking, learning, and decision-making; the selection of academic programs and courses; the development of life and career goals; campus/community resources, policies, and procedures; and the transferability of skills and knowledge.

The Pedagogy of Academic Advising

Academic advising, as a teaching and learning process, requires a pedagogy that incorporates the preparation, facilitation, documentation, and assessment of advising interactions. Although the specific methods, strategies, and techniques may vary, the relationship between advisors and students is fundamental and is characterized by mutual respect, trust, and ethical behavior.

Student Learning Outcomes of Academic Advising

The student learning outcomes of academic advising are guided by an institution's mission, goals, curriculum and co-curriculum. Outcomes include:

- craft a coherent educational plan based on assessment of abilities, aspirations, interests, and values;
 - use complex information from various sources to set goals, reach decisions, and achieve those goals;
 - assume responsibility for meeting academic program requirements;
 - articulate the meaning of higher education and the intent of the institution's curriculum;
 - cultivate the intellectual habits that lead to a lifetime of learning;
 - behave as citizens who engage in the wider world around them.
-

Advisor Responsibilities

- To clarify college policies and procedures about which students may have questions.
 - To keep regular office hours and be available to meet with students each semester.
 - To offer advice on course selection and to assist in the development of academic plans.
 - To be an active listener and to refer students to appropriate support services when needed.
 - To discuss academic performance and the implications of such performance on academic standing.
 - To help students explore their interests and evaluate their abilities for goal setting.
 - To be knowledgeable about career opportunities.
 - To help students explore their interests, abilities, and goals and to relate them to academic programs of study.
-

Advisor Training and Development

Advisors are expected to participate in all advisor meetings and training. Meetings will provide key updates, offer a valuable opportunity to collaborate, and stay aligned on strategic goals for student success.

Assignment of Advisors

All students are assigned an academic advisor upon admission to PCCUA. Students are assigned to advisors based on their academic program of study. Students who express a high degree of uncertainty about career goals and their choice of program of study will be assigned to the professional advisor on each campus. Once undecided students have become more definite about their career plans, they will be re-assigned to the appropriate program of study advisor. (**Note:** Although students are assigned to an advisor based on their program of study, students may be advised by any academic advisor.)

Admissions Requirements

Registration Steps – NEW Students

Step 1: Application

- Complete an [Application for Admission](#)
- Submit an **OFFICIAL** high school transcript with graduation date and GPA (if you are still attending high school, you may submit an in-progress transcript) or GED.
- Provide proof of two MMR vaccines. This requirement is mandatory for those students born after January 1, 1957, who plan to enroll for full-time course work.
- Submit **ALL** college transcripts for **ANY** college you have attended even if you did not earn any credit from that institution.

Step 2: Scores/Placement Test

Students enrolling must submit **OFFICIAL** placement scores. NG Accuplacer, ACT, SAT, or GED scores can be used for placement. In addition, as a multiple measure, PCCUA uses a high school GPA within 5 years (1825 days), in combination with official test scores, to place students into gateway courses in English, Math, and Reading. *See Appendix B for the 2025-26 placement chart.* Students who do not have a placement score within the past 5 years (1825 days) will schedule an appointment to take the NG Accuplacer for free, one time per semester. Test center coordinators may allow students to test more than once per semester based on test results. Appointments may be made with the test center coordinator on the student's respective campus:

DeWitt	(870) 946-3506, ext. 1602
Helena-West Helena	(870) 338-6474, ext. 1134
Stuttgart	(870) 673-4201, ext. 1828

Step 3: Financial Aid

Students applying for financial aid will apply online at www.fafsa.ed.gov/ or by contacting a campus financial aid specialist.

DeWitt	(870) 946-3506, ext. 1607
Helena-West Helena	(870) 338-6474, ext. 1160
Stuttgart	(870) 673-4201, ext. 1822

Step 4: Advisor

Meet with an advisor in the appropriate program of study to register for classes. The advisor list for each program of study is listed at <https://www.pccua.edu/advisors/>

Step 5: Student ID/Parking Pass

Stop by any campus Office of Admissions and Records to obtain a student ID and parking pass.

Step 6: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.** The business office will clear the student's schedule.

Step 7: Books/Library

Take a cleared course schedule for the semester to the library to receive books.

Registration Steps – Returning Students

Step 1: Financial Holds

Check with the business office to ensure that you do not have a balance (**FINANCIAL HOLD**) from a previous semester. Students must pay all balances before registering for classes.

Step 2: Advisor

Meet with an advisor to create a new schedule for the upcoming semester.

Step 3: Student ID/Parking Pass

Stop by any campus admissions office to receive an updated sticker for your student ID. Parking passes are issued each fall semester and are valid for one year. Additional parking passes may be issued at the cost of \$10 each.

Step 4: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.**

Step 5: Books/Library

Take a cleared course schedule for the semester to the library to receive books.

Registration Steps – Transfer Students

Step 1: Financial Holds

Check with the business office to ensure that you do not have a balance (**FINANCIAL HOLD**) from a previous semester. Students must pay all balances before registering for classes.

Step 2: Advisor

Meet with an advisor to create a new schedule for the upcoming semester.

Step 3: Transcripts

Official transcripts must be received in the Admissions Office. Once received, the transcripts will be evaluated, and any transfer classes will be added to the student academic history in Workday.

Step 3: Student ID/Parking Pass

Stop by any campus admissions office to receive an updated sticker for your student ID. Parking passes are issued each fall semester and are valid for one year. Additional parking passes may be issued at the cost of \$10 each.

Step 4: Business Office

Stop by any campus business office to set up payment arrangements. **Students must complete this step to get books for their classes.**

Step 5: Books/Library

Take a cleared course schedule for the semester to the library to receive books.

Transfer of Credit from other Colleges/Universities

PCCUA accepts the transfer-in of college credits when the following conditions are satisfied:

1. The credits were earned at a regionally accredited postsecondary institution;
2. The credits being transferred are applicable for satisfying requirements in the PCCUA program of study being pursued by the student;
3. The grade earned is a C or higher. PCCUA will transfer in one D letter grade as long as it is not in a course requiring a C to advance to a higher course in the sequence (ex. Composition I).

For more information regarding transfer of credit, contact Admissions/Records via email admissions@pccua.edu.

Conditional Admission

All students graduating after May 1, 2002, from Arkansas high schools, out-of-state schools, home schooling, or private high schools and GED recipients shall be evaluated for the purpose of determining conditional, unconditional, conditional-prep admissions status. Act 1290 of 1997 (A.C.A. § 6-60-208) requires students to have completed the core curriculum or an equivalent standard for unconditional admission to a college.

Conditional Admission

A student admitted conditionally is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

1. A student seeking an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete twelve (12) hours of core academic courses and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours
2. A student seeking an Associate of Applied Science degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete six (6) hours of core academic courses, and six (6) hours of technical courses required for the Associate of Applied Science degree and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours.

PCCUA PREP Plan

Associate degree seeking students with ACT scores at or below 14 (or equivalent alternative placement exam score) in math or reading must successfully complete the PCCUA PREP Plan. All students registered in the PCCUA PREP Plan will be enrolled in specific courses during their first 2 semesters and must maintain a 2.0 cumulative GPA. Students will receive comprehensive advising as well as additional student support services such as tutoring, mandatory orientation, supplemental instruction, mandatory student success courses, financial, career and life coaching.

Financial Aid

FSA ID

- Student and Parent need an FSA ID.
 - Student and Parent will need to access email & phone number to confirm the FSA ID
 - Student and Parent email can NOT be the same.
 - Complete provided worksheet to be referenced in the future as needed. Complete one for the parent and one for the student.
 - FSA ID Help Line: 800-433-3242
-

FAFSA: Application for Federal Aid Programs such as Federal Pell Grant, Federal Work-Study, Federal Supplemental Education Opportunities Grant, Federal Student Loans

- Complete the latest FAFSA. PCCUA school code is 001104
 - Make sure social security number and name entry is identical to what is on the social security card for both parent and student.
 - Use prior year's Federal Tax information.
 - Use the IRS Data Retrieval Tool. Name and address used in the process must match what was reported on the prior year's Tax Return.
 - After submitting, monitor email regularly. FAFSA and selected schools will email you for additional information that may be required before awards can be made.
 - Respond to information requests promptly.
-

ADHE Scholarships: Application for State Aid programs, such as Academic Challenge Scholarship, Governor's Distinguished Scholarship, AR Future, AR Workforce Challenge

- Create username and password. This is different than the FSA ID.
 - When you graduate, your high school will provide ADHE with your final transcript.
 - If your school choice changes, update your information with ADHE.
-

****NOTE – Changes in Financial Situation**

Changes to your Family's Financial Situation: If you or your family's financial situation has changed significantly from what is reflected in your federal income tax return (lost a job and show recent unemployment of a family member, or experienced a drop in income), you may be eligible to have your financial aid adjusted. Complete the FAFSA questions as instructed on the application (including the tax return and income information), submit your FAFSA form, then contact the school you plan to attend to discuss how your current financial situation has changed. The school's decision is final and cannot be appealed to the U.S. Department of Education.

Additional information on financial aid may be found at <https://www.pccua.edu/financial-aid/>

Financial Aid Probation

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Termination of Aid

A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to the individual's academic problem and be prepared to provide supporting documentation.

Refund Policy

When a student withdraws from PCCUA, a determination will be made regarding repayments and refunds. "Repayment" is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back.

Any student who drops one or more courses and continues to be enrolled during a fall or spring semester shall be entitled to individual course refunds as follows:

Registration, Tuition and Fees:

100%:	Up to & including 5 class days
50%:	6 th – 10 th class days
No Refund:	11 th class day or after

Any student who drops a course or officially withdraws from PCCUA during a summer session is entitled to an adjustment as follows:

100%:	Up to & including 2 class days
50%:	3 rd – 5 th class days
No Refund:	6 th class day or after

Advanced Placement (AP) Credit

PCCUA will award credit based upon Advanced Placement test results. No grade will be assigned. Official copies of the examination scores must be submitted by the testing agency to Admissions/Records. The tests and scores accepted by PCCUA are:

Subject	Score	Credits	Related Course ID	Related Course Name
Art History	3	3	ARHS 10003	Fine Arts
Biology	3	4	BIOL 10004	General Biology
English Language & Composition	3	3	ENGL 10103	Composition I
	5	6	ENGL 10103 and ENGL 10203	Composition I and Composition II
French	3	3	FH 113	
	4	6	FH 113 and FH 123	
Government and Politics	3	3	PLSC 20003	American Federal Government
United States History	3	3	HIST 21103	U.S. History to 1877
	4	6	HIST 21103 and HIST 21203	U.S. History to 1877 and U. S. History since 1877
World History	3	3	HIST 11103	World Civilizations I
	4	6	HIST 11103 and HIST 11203	World Civilizations I and World Civilizations II
Calculus (AB) or (BC)	3	5	MATH 24005	Calculus I
Physics	3	5	PHYS 20105	General Physics I
Psychology	3	3	PSYC 11003	General Psychology

High School Concurrent Student Test Score Requirements

All high school students must submit **OFFICIAL** placement scores. NG Accuplacer, ACT, SAT scores can be used for placement. In addition, as a multiple measure, PCCUA uses a high school GPA within 5 years (1825 days), in combination with official test scores, to place students into gateway courses in English, Math, and Reading. High school concurrent students in grades 9-12 may be enrolled in remediation courses when necessary based on placement. See *Appendix B for the 2025-26 placement chart*.

Scheduling and Registration

It is important to note that academic advising is a shared responsibility between student and advisor, which includes continued communication, clarification, and the evaluation of personal, professional, and academic goals. Students will meet with their advisor to discuss and develop a course schedule. Upon the completion of advisement each semester, both the advisor and advisee will agree on courses and credits. The advisor will register the student for course sections based on section availability and a printed course schedule will be provided to the student. Should a course section not be available, the student may be placed on a course “waitlist”, or the advisor may discuss course alternatives.

Advisor Agreement

Advisors will have advisee sign an electronic registration confirmation form each semester. The advisor will then load the electronic form in the student account in WorkDay.

Legal and Ethical Issues in Academic Advising

Legal issues involved in academic advising fall under the following four categories:

- The contractual relationship between students and the institution.
- Guidelines governing privacy and student records.
- The concept of privileged communications.
- Academic due process and the need for grievance procedures.

College publications (catalog, departmental materials, etc.) establish contractual obligations between the college and students. It is the student’s personal responsibility to be knowledgeable for knowing degree or certificate requirements. However, it behooves advisors to have this information available when meeting with students.

PCCUA Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of educational records; to establish the rights of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to any individual who is or has attended an institution and regarding whom the institution maintains educational records. Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in any post-secondary institution, whichever happens first. As far as FERPA is concerned, a student's spouse is an "unrelated third party" and therefore has no rights under FERPA.

Confidentiality of Student Records

Except under special circumstances, student records should not be released without the written consent of the student. Before releasing records, check with the Office of Admissions and Records to determine whether the student authorized release. Any questions about student records and privacy should be referred to the Office of Admissions and Records.

Student's Rights and Responsibilities

- To expect an education of the highest quality.
- To develop potential to the best of his/her ability.
- To inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
- To expect a campus environment characterized by safety and order.
- To have a fair hearing and appeal when disciplinary action is applied to a student as an individual or as a group member.
- To be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- To know that personal conduct reflects not only upon the student but also upon the institution and its citizenry and is judged in this manner.
- To follow the beliefs of common decency and acceptable behavior with the aspirations implied by a college education.
- To respect the rights and property of others.

Grading

Grading System

Each student will receive at midterm an evaluation of progress in each course. Midterm grades are for student information only and are not placed on the permanent record. At the end of the semester, the student will receive final grades based upon the following system:

A	4 value points
B	3 value points
C	2 value points
D	1 value point
F	0 value point
W	Withdrawal
I	Incomplete work to be made up within sixty (60) days following close of current semester
S	Students working up to potential in individualized (self-pacing) courses may receive a grade of "S" for satisfactory progress
AU	Audit (must be filed in Admissions before the 11 th class day during fall/spring and 6 th class day in the summer terms)
S/U	Non-credit courses will be given a grade of "S" for satisfactory, or a grade of "U" for unsatisfactory
CR	Credit - no grade point value, only credit unit value

Class Attendance & W Grades

Students are expected to attend all classes regularly and punctually. At the beginning of each semester, instructors will provide students with written statements of the specific attendance policies for each of their courses.

If students are absent more times than allowed by an instructor's policy, the instructor may, but is not required to, drop the student from the class with a grade of W by notifying Admissions/Records in writing. Instructors should perform due diligence to notify students of the risk of being withdrawn prior to submitting a W grade.

Institutional Withdrawal

A student who withdraws from the College during the regular semester or summer term must do so officially at the Office of Admissions and Records. Official withdrawal must be made in person or by written statement from the student. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

Steps to Withdraw from a Class and Receive a W

1. Student will meet with their advisor and discuss how course withdrawal will affect student financial aid, scholarships, and billing;
2. The assigned advisor will fill out the withdrawal request and electronically notify instructor of withdrawal;
3. Advisor submits the withdrawal request electronically to the Office of Admissions and

Records;

4. Students MUST continue to attend class until the withdrawal is completed;
 5. Advisor, student, and instructor will receive electronic confirmation of completed withdrawal request from the Office of Admissions and Records.
-

Repeating Classes

Any student may repeat a course to improve the student's grade point average. When the course is completed, the higher grade will be noted with a "R" and retained for credit hours and grade point calculations on the student's transcript. A student will receive credit for only one course, however, both courses and grades will appear on the transcript. An asterisk "*" will indicate credit hours not calculated in the student's GPA. Students must check with their advisor to verify repetitions allowed.

Auditing Courses

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit (or vice-versa) with the instructor's approval through the 11th class day of the fall or spring semester (5th class day for summer semesters). Those who audit courses receive a grade of AU.

Students must complete the Request to Audit form (with instructor's signature) and submit the form to the Office of Admissions and Records before the dates listed above.

Incomplete (I) Grades

At the end of any semester, an instructor may assign a grade of "I" if extenuating circumstances have prevented a student from completing all course requirements. An "I" grade is appropriate only in situations where a student has completed most of the course requirements based on professional judgment of the instructor. If a grade of "I" is assigned, the instructor and student will complete an Incomplete Contract form. The form will be filed with the Office of Admissions and Records.

When the remaining course requirements are completed, the instructor will complete a Grade Change form and submit it to the Office of Admissions and Records. If the work is not completed within sixty (60) days from the end of the semester or term, the grade of "I" will be changed to a grade of "F".

Academic Clemency

Any undergraduate student who has previously attended PCCUA and whose attendance has been interrupted for a period of at least three years may qualify to request academic clemency. A student may apply to have grades and credits earned for one or more consecutive terms or semesters at PCCUA, prior to the separation, removed from the grade point average. Clemency shall cover all credits earned during the term or terms for which clemency is requested and approved. The student's complete record will remain on the transcript with the added notation of "academic clemency received" and the effective date but the courses for which the student is given academic clemency will not be used to calculate the student's cumulative grade point average (GPA). No credits earned during the semester for which clemency is granted will count toward

graduation requirements.

A student may request academic clemency at the Office of Admissions and Records and that request shall be forwarded to the Vice Chancellor for Instruction for approval. A student may be granted Academic Clemency only once. Academic clemency does not restore eligibility for student financial aid, scholarships, or athletic eligibility.

Prior Learning Assessment

Only students officially enrolled at PCCUA may be awarded credit by prior learning assessment. The maximum number of credit hours a student can receive in this program is fifteen (15) semester credit hours toward a certificate and thirty (30) semester credit hours toward a degree. No letter grades will be assigned on the transcript.

One or more of the following methods can be used to measure and evaluate prior learning experiences:

- Observation of demonstrated competencies
- Product evaluation – portfolio, oral interview, written exams (standard or departmental)
- Performance tests (standard or departmental)

For information on Prior Learning Assessment, contact the appropriate dean or department director, or the Office of Admissions and Records.

Military Training Credit

Military Training Credit is evaluated by the Office of Admissions and Records on the Helena campus. Students can submit transcripts and/or DD Form 214 for evaluation. The Assistant Registrar may also contact deans/department directors for prior learning credit.

Transfer Transcript Evaluation

When an official transcript is received, it is reviewed and evaluated by the Office of Admissions and Records. If the student has registered for classes, any transfer credit accepted will be entered into the student's Workday account.

If the student has not registered, advisors can check for transferability using an unofficial transcript by visiting the ACTS website at <https://adhe.edu/students-parents/transfer-info-for-students>

For questions about courses not listed on ACTS, contact the Office of Admissions and Records.

Academic Misconduct

Academic Dishonesty means an action that violates a rule regarding academic work required to obtain an academic degree or certificate and are regarded as offenses requiring disciplinary action. Examples include, but are not limited to, using unauthorized materials, information, or study aids using artificial-intelligence programs in a manner that is inconsistent with College policy, a course syllabus, or an instructor's directives; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.

Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Instruction, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Instruction. Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:

An instructor may take appropriate action, such as assigning a student a grade of “F” for the course and suspending the student from the class. The “F” will be the final grade and the student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student’s file in the Registrar’s office.

Within 3 business days of notification, the student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Instruction or a person or panel designated to hear such appeals. The student will be allowed to continue in class until the appeal is adjudicated.

Student Conduct

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the Phillips Community College of the University of Arkansas (“the College”). The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness. For more information on the Student Code of Conduct, visit <https://www.pccua.edu/student-discipline-policy/>

Graduation

Requirements

An Associate degree or Technical Certificate will be awarded to students who satisfy the following specified requirements:

- 1) Students enrolled in an associate degree program complete a minimum of sixty (60) semester hours of approved credit toward the desired degree. Students enrolled in a technical certificate program complete a minimum of twenty-four (24) semester hours of approved credit toward the desired certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. Half the degree requirements, or the last fifteen (15) hours, toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward a technical certificate must be earned from PCCUA.
- 2) Earn a grade point average (GPA) of 2.0 or above on all college-level work completed.
- 3) Meet with advisor and submit application for graduation.
- 4) Fulfill financial obligations to the College.

PCCUA provides a commencement ceremony each May to recognize December and May graduates.

Graduation Application Submission

Upon successful completion of all course requirements for a CP, TC, or two-year degree, the advisor will submit a graduation application on behalf of the student. At no time should an advisor hold an application expecting the student to sign it. Each advisor is expected to maintain an up-to-date advising record on each student to ensure applications are submitted once the student has met all requirements.

Advisors will need to write in any substitutions on the degree audit, and make sure the degree audit matches the catalog year for the student (or is the current catalog year).

Graduation Application Deadlines

Phillips County: Advisors will submit all graduation applications directly to Linda Miller. December applications are due by November 14, 2025, and May applications are due by March 14, 2026.

Arkansas County: Advisors will submit all graduation applications directly to Charlotte Purdy. December applications are due by October 31, 2025, and May applications are due by February 28, 2026.

Student Services

Phillips Community College utilizes a holistic student developmental approach to ensure a successful and supportive learning environment for all students. Services that assist students in navigating the community college experience and that offer support include Admissions, Financial Aid, Testing and Placement, Academic Advising, Disability Services, Academic and Social Student Support Services, and Student Activities and Organizations. These services offer students the opportunity to create wonderful learning experiences that will broaden their personal perspectives through self-assessment, social experimentation, and examination.

Rowdy Rentals/Bookstore

ROWDY-RENTS rental textbooks will be available for pickup in the library on all three campuses. Rental return dates for books are the week of final exams during the fall, spring and extended summer terms. If textbooks are not returned by the posted due dates, a non-refundable late charge will be applied to the student account. Hours of operation vary among campuses. Please refer to <https://www.pccua.edu/library/> for more information.

PCCUA Campus Action Referral and Evaluation System C.A.R.E.S.

PCCUA C.A.R.E.S. is a student support service designed to respond to reports of concern regarding students' academic progress and well-being. Individual counseling sessions are available to help students make choices about the future by providing occupational information to students who are undecided about their career goals. Faculty, staff and students can submit a campus action referral program request through My Ridgenet.

Student Support Services (SSS)

The goal of the SSS program is to raise the academic progress and performance levels of low income, disabled, and first-generation college students, as well as to retain and successfully complete their educational programs for transference into four-year institutions. Eligibility for the program include being a first-generation college student, meet the federal low-income guidelines as noted by the Department of Education, have a documented disability, being homeless, and exiting the foster care system. Services that are provided to students through the SSS program include:

- Advising & Course Selection
- Peer/Computer-Assisted Tutoring
- Financial Aid Counseling/Assistance
- Peer Mentoring
- Transfer Information/Assistance
- Advocacy with Staff and Faculty
- Career Exploration

Applications may be obtained in room C302 in the Arts and Sciences building on the Helena-West Helena campus, room A106 on the DeWitt campus, and room B123 on the Stuttgart campus. For more information regarding SSS on all campuses, contact Von Daniels, ext. 1110.

Arkansas Career Pathways

A support service and direct assistance to parents who want to increase their education and employability, Arkansas Career Pathways was developed through the efforts of Southern Good Faith Fund, Arkansas Association of Two-Year Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, childcare vouchers and transportation assistance, aid in finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, and access to computer labs for doing homework and improving computer skills. To be eligible, parents must meet certain income requirements and have at least one child under the age of 21 who is living at home. Offices are located in DeWitt, N101; Helena-West Helena, Bonner Center; Stuttgart, B101.

Veterans

PCCUA maintains the assistance of veterans and eligible veterans' dependents in the pursuit of educational programs at the institution. Students needing assistance in applying for educational benefits and payments should contact the Registrar's office in Helena-West Helena.

Computer/Study Labs and Tutoring

Each campus has a computer lab for studying, tutoring, testing, and other Student Support Services resources and activities. The Individual Academic Enhancement (IAE) Center on the DeWitt campus is located in room A110. The Academic Skills Department is located in the Library building, room L301, on the Helena-West Helena campus. The Learning Lab is located in room B105 on the Stuttgart campus. Student support staff is available in each lab for assistance. Lab hours are posted on each campus.

STAR, Students Taking Action with Resources, Center

The STAR Center located in room C202 on the Helena-West Helena campus offers a welcoming environment which provides individual and small group tutoring with emphasis in the developmental areas where many students struggle. Students using the center's computer lab have the opportunity to work on papers and class assignments while taking advantage of additional support from the tutor and/or center coordinator. Students also benefit from individual career counseling and career planning software.

Students with Disabilities

PCCUA accommodates students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). Students enrolled with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services. The PCCUA Disability Coordinators are: Shawanna

Wansley, ext. 1628 - DeWitt campus; Deborah Gentry, ext. 1214 - Helena-West Helena campus; Valerie Colvin, ext. 1809 - Stuttgart campus.

Transportation

The PCCUA Rowdy Ride will transport enrolled students on the Helena-West Helena campus to and from the college for free. Students needing transportation should call (870) 714-9694 (cell) or email Kimberly Johnson at kjohnson@pccua.edu.

Student Services Contact

Departments	DeWitt (870) 946-3506	HWH (870) 338-6474	Stuttgart (870) 673-4201
Admissions	1602	1337	1806
Advising	1628	1214	1809
Bookstore	1145	1145	1145
Business Office	1602	1325	1803
Career Pathways	1690	1116	1886
Disability Services	1628	1214	1809
Financial Aid	1607	1258	1822
Library	1621	1246	1819
Scholarships	1607	1240	1822
Testing Center	1602	1134	1828

Student ID's

Student identification cards are issued to students upon registration. If a student's ID card is lost or stolen, a new one can be obtained in the Office of Admissions and Records at a replacement cost of \$10. Students must carry ID daily for identification purposes. IDs are updated with current term identification each semester.

Transcript

To request an official copy of a PCCUA transcript, the transcript request form shall be completed at the Office of Admissions and Records or online at <https://www.pccua.edu/transcript-request>. Once the form is submitted, it will automatically be forwarded to the Office of Admissions and Records and processed within one to three business days. Students may request to have one official transcript per semester mailed or faxed at no charge; subsequent requests will incur a \$5 charge. Students may request an electronic copy of an official transcript be sent by National Student Clearinghouse and will incur a \$3 charge per request. Enrolled students have access to unofficial transcripts in WorkDay.

Parking and Driving Safety

PCCUA's campus-wide speed limit is 20 mph and parking is permitted in the college's many

designated lots. Parking over the line, on the grass, or in reserved areas will result in a citation. In Helena-West Helena, an appeal of a citation can be made to the Vice Chancellor for College Advancement and Resource Development. In Arkansas County, appeals can be made to the Vice Chancellor for Arkansas County.

Emergency Response System

Ridge Runner Alert

The Ridge Runner Alert is a notification system used by the College to quickly and reliably send messages to faculty, staff and students when college administration deems it necessary. To enroll in Ridge Runner Alert, students will text PCCCUASTUDENT to 67283.

Emergency After Hours Numbers

DeWitt Campus	(870) 816-7033
Helena Campus	(870) 816-0377
Stuttgart Campus	(501) 526-7191



PCCUA 2025-2026 Academic Calendar

Fall Semester 2025

August 18 (M)	Reporting Day for Faculty/Staff: Awards/In-Service (offices closed)
August 19 (T)	Registration (8:00 am - 6:00 pm)
August 20 (W)	Orientation for all new and returning students (Helena-West Helena) Nursing Orientation in Helena (All students admitted to the ADN Program.) Nursing Orientation in DeWitt (All students admitted to the PN Program.)
August 21 (TH)	Orientation for all new and returning students (DeWitt and Stuttgart)
August 22 (F)	Last day for Course Registration
August 25 (M)	Classes begin (Fast Track 2 begins October 20)
September 1 (M)	Labor Day Holiday (no classes, offices closed)
September 2 (T)	Last day for 100% refund
September 10 (W)	Last day to complete application file for current semester/Last day for 50% refund
October 15 & 16 (W & TH)	Online Midterm Proctored Exams & Fast Track 1 Final Exams
October 17 (F)	Midterm Advisory Grades Due (4:00 pm)
October 20 (M)	Fast Track 2 Begins
October 24 (F)	Faculty/Staff In-Service (offices closed)
November 3 (M)	Last day to drop and receive a "W"
November 10 (M)	Spring registration begins
November 24-26 (M-W)	Fall Break (no classes, offices open)
November 27-28 (TH & F)	Thanksgiving Holiday (no classes, offices closed)
December 1 (M)	Classes resume (8:00 am)
December 5 (F)	Priority Registration Day
December 10 & 11 (W & TH)	Online Proctored Final Exams
December 11 (TH)	Last day to receive an instructor "W"
December 11 (TH)	Last day for classes
December 12 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
December 15-18 (M-TH)	Final Exams
December 19 (F)	Final Grades are due (12:00 noon)
December 22 (M)	December Graduation (no commencement)
December 23 (T)	Offices close from 4:30 pm until 8:00 am on 1/5/26 (M)

Spring Semester 2026

January 5 (M)	Offices open
January 7 (W)	Reporting Day for Faculty; Faculty/Staff In-Service
January 8 (TH)	Registration (8:00 am - 6:00 pm)
January 9 (F)	Last day for Course Registration
January 12 (M)	Classes begin (Fast Track 2 begins March 11)
January 19 (M)	Martin Luther King Holiday (no classes, offices closed)
January 20 (T)	Last day for 100% refund
January 28 (W)	Last day to complete application file for current semester/Last day for 50% refund
February 20 (F)	Faculty/Staff In-Service (offices closed)
March 3 & 4 (T&W)	Online Midterm Proctored Exams & Fast Track 1 Final Exam
March 10 (T)	Midterm Advisory Grades Due (4:00 pm)
March 11 (W)	Fast Track 2 begins
March 23-27 (M-F)	Spring Break
March 27 (F)	Spring Break Friday (no classes, offices closed)
March 30 (M)	Classes resume (8:00 am)
April 6 (M)	Last day to drop and receive a "W"
April 6 (M)	Summer & Fall registration begins
April 29-30 (W & TH)	Online Proctored Final Exams
April 30 (TH)	Last day to receive an instructor "W"
April 30 (TH)	Last day for classes
May 1 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
May 1 (F)	Priority Registration Day
May 4-7 (M-TH)	Final Exams
May 8 (F)	Final Grades Due (12:00 noon)
May 14 (TH)	Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 15 (F)	Graduation Phillips County at the Hendrix Fine Arts Center Lily Peter Auditorium (7:00 pm)
May 25 (M)	Memorial Day Holiday (offices closed)

Summer I 2026

June 1 (M)	Last Day for Course Registration
June 1 (M)	Summer I Classes Begin
June 2 (T)	Last day for 100% refund
June 8 (M)	Last day to receive a 50% refund
June 23 (T)	Last day to drop and receive a "W"
July 4 (S)	July 4 Holiday
July 7 (T)	Last day to receive an instructor "W"
July 7 (T)	Last Day of Classes for Summer I
July 8 (W)	Summer I Final Grades Due (4:00 pm)

Summer I Extended and Online 2026

June 1 (M)	Summer I Extended and Online Classes begin
June 2 (T)	Last day for 100% refund
June 8 (M)	Last day for a 50% refund
June 23 (T)	Last day to drop and receive a "W"
July 4 (S)	July 4th Holiday
July 20 (M)	Last day to receive an instructor "W"
July 20 (M)	Last Day of Classes for Summer II Extended and Online
July 21- 22 (T & W)	Summer I Extended and Online Final Proctored Exams
July 23 (TH)	Summer I Extended and Online Final Grades Due (12:00 noon)

Summer II 2026

July 8 (W)	Summer II begins
July 9 (TH)	Last day for 100% refund
July 15 (W)	Last day for a 50% refund
July 28 (T)	Last day to drop and receive a "W"
July 29 (W)	Last day to receive an instructor "W"
August 6 (TH)	Summer II Final Grades Due (12:00 noon)

Appendix A – Advisors List

ADVISORS			
MAJOR	HELENA ADVISOR (870) 338-6474	DEWITT ADVISOR (870) 946-3506	STUTTGART ADVISOR (870) 673-4201
Advanced Manufacturing	Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Associate Degree Nursing (students who have been admitted to the ADN program)	Shanna Pryor, ext. 1371 Shelby Gentry, ext. 1384 Valerie Bloesch, ext. 1305	Kelly Roberts, ext. 1838	Kelly Roberts, ext. 1838
Basic Skills, Adult Education	Adult Ed Ctr, ext.1104 Christina Sanderlin, ext. 1394		
Behavioral Health Technology	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Carriell Brown, ext. 1883
Biology, Chem, Engineering, Math, Physics, Pre Med	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Business Administration	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Tracie Karkur, 1834
Business Management	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
CDL/Truck Driving	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114		Charlotte Purdy, ext. 1846
Construction Technology	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114		Charlotte Purdy, ext. 1846
Cosmetology & Manicuring	Karen Jones, ext. 1215		
Criminal Justice	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Drama, English, Speech	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Early Childhood Education	Yvette Robertson, ext. 1307	Christi Freeman, ext. 1840	Christi Freeman, ext. 1840
Education	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Emergency Medical Technician	Shanna Pryor, ext. 1371 Valerie Bloesch, ext. 1305	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
General Education	Carol Birth, ext. 1314 Deborah Gentry, ext.1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
General Technology	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
Graphic Communication	Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
High School Relations	Kevin Martin, ext. 1363	Savanna Bronson, ext. 1608	Michelle Blasengame, ext.1816
HVAC	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114		Charlotte Purdy, ext.1846
Information Systems Tech	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846
Medical Coding	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Medical Laboratory Technology/Phlebotomy	Julie Pittman, ext. 1109 Christina Garner, ext. 1079		Julie Pittman, ext. 1109 Christina Garner, ext. 1079
Nursing Assistant	Shanna Pryor, ext. 1371	Leslie Webster, ext. 1306	Leslie Webster, ext. 1306
Medical Office Tech	Kayla Holland, ext. 1397	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Physical Education	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Practical Nursing (students who have been admitted to the LPN program)	Leslie Webster, ext. 1306	Leslie Webster, ext. 1306	
Pre-Law, Social Science	Deborah Gentry, ext. 1241 Cathy Fullilove, ext. 1395	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Pre-Nursing (ADN & PN)	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Welding	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
Undecided	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809

Appendix B – Placement Chart

PCCUA Course Placement for Math, English, and Reading				
Course Placement		ACT	NG Accuplacer	Multiple Measure
College Algebra MATH 11003 (MS 123)		19 or above	249 or above QAS	
		17 – 18	237 – 248 QAS	Cumulative HS GPA 3.25 or higher or completed Elementary Algebra MATH 10373 with a B or higher
College Algebra MATH 11003 (MS 123)	College Algebra Support Lab MATH 11271 (MS 1121)	17 – 18	237 – 248 QAS	Cumulative HS GPA below 3.25
Elementary Algebra MATH 10373 (MS 1023)		15 – 16	228 – 236 QAS	
Elementary Algebra MATH 10373 (MS 1023)	Elementary Algebra Support Lab MATH 10072 (MS 1002)	14 or below	227 or below QAS	
Technical Math MATH 10133 (MS 143)		16 or above	237 or above QAS	Completed Elementary Algebra MATH 10373 (MS 1023) with a C or higher
Quantitative Literacy MATH 11103 (MS 193)		19 or above	249 or above QAS	
		17 – 18	237 – 248 QAS	Cumulative HS GPA 3.25 or higher or completed Elementary Algebra MATH 10373 with a B or higher
Quantitative Literacy MATH 11103 (MS 193)	Quantitative Literacy Support Lab MATH 11971 (MS 1191)	17 – 18	237 – 248 QAS	Cumulative HS GPA below 3.25
Composition I ENGL 10103 (EH 113)		19 or above	251 or above Writing	
		14 – 18	226 – 250 Writing	Cumulative HS GPA 3.25 or higher
Composition I ENGL 10103 (EH 113)	Composition I Lab ENGL 11301 (EH 1131)	14 – 18	226 – 250 Writing	Cumulative HS GPA below 3.25
Basic Writing I ENGL 10383 (EH 1013)	Basic Writing I Lab ENGL 10181 (EH 1011)	13 or below	225 or below Writing	
Reading – Not Required		19 or above	251 or above Reading	
		14 – 18	232 – 250 Reading	Cumulative HS GPA 3.25 or higher
College Reading Strategies READ 02343 (DS 123)	Reading Lab II READ 02441 (DS 1231)	14 – 18	232 – 250 Reading	Cumulative HS GPA below 3.25
Intro to College Reading READ 00343 (DS 103)	Reading Lab I READ 00441 (DS 1031)	13 or below	231 or below Reading	

- ❖ A GED College Ready Placement score of 165 or higher in Math, Language Arts Reading, and/or Language Arts Writing can be used with testing scores for placement in college courses.

Appendix C – Advising Checklist

Advisors should print and use this checklist to assist them in properly advising students and preparing to enroll them in courses. Advisement of students should be performed in a timely manner to ensure student success.

- ☐ Application submitted
- ☐ Financial Aid application submitted
- ☐ Official HS Transcript OR GED with scores
- ☐ College Transcripts
- ☐ ACT or Accuplacer Test Scores
- ☐ Shot Record with two MMR shots
- ☐ Verify that all documents and test scores have been uploaded in Workday and that the student does not have any active holds.

Appendix D – Registration Student Confirmation Form

Registration Student Confirmation Form

Student Printed Name: _____

Student ID: _____

Registration Date: _____

I confirm that the schedule developed between me and my academic advisor was completed with my approval and consent.

Student Signature: _____

Advisor Signature: _____

This copy should be placed in the student's advising file with a copy of the prepared schedule.

If the student registered electronically (via telephone or email), a copy of the schedule should be emailed to the student. The student should give approval in the email and a copy of that email should be attached to this document.

Appendix E – Changing Majors

Advisors should ONLY change a program of study before the semester begins or after final grades or posted. If a student wishes to change their program of study during the semester, they must contact the Office of Admissions and Records.

1. Student will visit with their current advisor to discuss their decision to change academic and career goals. If students would like to pursue another degree path, advisors will change the student's program of study in Workday.
2. Log in to Workday and navigate to the student's profile.
3. Under academics, select the Overview tab.
4. On the Overview tab, select the "Request" button of the program of study that the student is currently enrolled in and then select "Change Program of Study Record"
5. The page that pulls up will give you the option to remove the current program of study and add the new program of study the student is changing their major to.
6. Here, you also need to verify that the student is enrolled in the correct program of study and any CP's or TC's that are associated with it.
7. If "Undecided" shows, you will remove that. No student should be enrolled in "Undecided"
8. Once you have added the new major, check the Primary check box and add the program completion date.
9. When all changes have been updated, select Submit at the bottom of the page.

Appendix F – Board and Administrative Policies

Certain PCCUA Board and Administrative Policies are important for students enrolled at the College to know and understand. This abbreviated version of policies and procedures is provided to you for easy access.

For the most up to date policies, please refer to the Policy Manual.

https://pccuaedu.sharepoint.com/:w:/r/sites/FormsManuals/_layouts/15/Doc.aspx?sourcedoc=%7B9FB34671-0456-4BF2-B66A-A486D142ED89%7D&file=Policy%20Manual%20as%20of%20July%2015%2C%202025.docx&action=default&mobileredirect=true&DefaultItemOpen=1%3Fweb%3D1

BP 402: Scholastic Standards Policy

Phillips Community College supports the establishment and maintenance of scholastic standards which:

1. Recognize these students who excel in the educational process as evidenced by exceptionally high grade point averages; and
2. Identify those students whose academic progress is substandard so that additional assistance can be provided to enhance their success.

The college Chancellor shall publish administrative procedures, standards, and guidelines to implement this policy.

AP 402.01: High Scholastic Status

A student whose name appears on the Dean's List is recognized for high scholastic achievement. The Dean's List is composed of full-time college students who have completed twelve (12) or more credit hours of collegiate coursework and who earn at least a 3.5 grade point average (GPA) in collegiate coursework for the semester.

A student whose name appears on the Chancellor's List is recognized for high scholastic achievement. The Chancellor's List is composed of full-time college students who have completed 12 or more credit hours of collegiate coursework and who earn a 4.0 grade point average (GPA) in the collegiate coursework for the semester.

A student completing all graduation course requirements for a Technical Certificate, Associate of Applied Science, Associate of Arts or Associate of Science degree whose cumulative grade point average for all college course work is a 3.5 or higher is recognized as a PCCUA Honor Graduate. This recognition is documented on the student's transcript. In addition, this recognition is noted at graduation in the commencement program.

AP 402.02: Standards and Procedures for Satisfactory Academic Progress

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward degree or certificate completion is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation.

Academic Probation and Suspension

The cumulative GPA will be used in all probation and suspension determinations. The GPA is

AP 402.02 (continued)

computed each semester for full-time students and each block of ten (10) or more semester hours for part-time students. When the cumulative GPA falls below the level specified in the table shown below, the student shall be placed on academic probation.

<u>Credit Hour Completed</u>	<u>GPA</u>
0-10	none
11-16	1.25
17-32	1.50
33-48	1.75
49-over	2.00

Students on Probation

Students placed on probation will be required to:

1. Accept enrollment in an advisor-directed studies program,
2. Meet with their advisor at least three times during the semester (during the 4th or 5th week of the semester, at midterm, and during the 11th or 12th week of the semester), enroll in appropriate developmental courses and meet with a tutor as recommended by their advisor, and
3. Take no more than 12 hours a semester unless the advisor approves additional hours.

(Note: the above is not the entirety of AP 402.02, only a condensed version.)

BP 404: Grading Policy

It is the intent of the Board that grades assigned at Phillips Community College be accurate, reflect graduation of each student's performance, and be fully and fairly reported.

Instructors will assign mid-semester advisory grades, final grades, and student progress or class standing when requested by the administration. Grades may be kept in a grade book filled out in ink or kept in an electronic grade book. Instructors will record all grades and attendance in the grade book in a timely manner. Instructors are to retain grade books for a period of three (3) years, after which time the grade books should be shredded, electronically deleted, or destroyed. In the event of the termination of an instructor's employment with Phillips Community College, the instructor should turn in all grade books to the Office of Admissions and Records.

The Grading Scale

The following grading scale will be used at Phillips Community College:

A	Excellent
B	Good
C	Average
D	Passing
F	Failing
AU	Audit
I	In Progress (Incomplete if the course work is not completed within the designated time the "I" grade will automatically become an "F")
W	Withdrawal
R	Repeated
S	Students working up to potential in individualized or self-pacing courses
S/U	Non-credit courses will be given a grade of "S" for satisfactory or a grade of "U" for unsatisfactory
WC	Withdrawal Crisis
CR	Credit – no grade point value, only credit unit value

AP 404.01: Withdrawals from Class

Official Enrollment Date

The official enrollment date for a regular fall or spring semester course which follows the standard semester pattern is the 11th class day. In other courses which do not follow the traditional semester pattern, the official enrollment date shall be established on a proportionate basis or as off schedule courses.

“W” Day Initiated by the Student

“W” day is the last day within a course when the student may withdraw and receive a “W” in lieu of an instructor assigned grade. “W” day will be published each year in the academic calendar in the College catalog.

Students withdrawing from a credit course between the “official enrollment date” and the designated “W” day for the course will receive the notation of “W” on their official permanent record or transcript.

When a withdrawal is for administrative reasons such as to permit a student to enroll in a different section or as a result of placement testing, no grade will be recorded for the course.

The administration shall determine and publish the official enrollment date and “W” day for each class of the various fall, spring, and summer terms in order to implement the spirit and intent of this procedure.

“W” Grade Initiated by Instructor

A withdrawal due to excessive absences must be initiated by the instructor. The grade given will be “W”. The last day for the instructor to submit a W for excessive absence will be published each year in the academic calendar in the College catalog.

AP 404.02: Grade Assignment and Change Procedures

These procedures shall be followed regarding the assignment and change of grades.

Grade Assignment

Assigning grades for college courses is the responsibility of each individual instructor. Instructors are expected to use good judgment and fair methods in determining grades and to orient their classes during the first week of instruction as to the basis for grading, standards of attendance, and nature of assignments. The definition of letter grades granted by the College is given in the College catalog. It is always a good practice to retain student examinations and other documentation when assigning grades.

Instructors are responsible for filing grades twice during each semester. These periods are mid-term and after final examinations. Grades are posted with the Office of Admissions and Records and the due dates are published in the academic calendar of the Catalog.

Grade Change Options and Procedures

Incomplete (I) Grades

At the end of any semester, an instructor may assign a grade of “I” if extenuating circumstances have prevented the student from completing all course requirements. An “I” grade is appropriate only in situations where the student has completed the vast majority of the course requirements based on professional judgment of the instructor. The instructor shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an “I” grade. If a grade of “I” is assigned, the instructor will use the Incomplete Grade Contract. This contract shall be signed by the instructor and the student, list work to be completed, and provide a specific date for completion of the course work. The instructor will file the contract with the Office of Admissions and Records.

If the remaining course requirements, as defined in the contract, are not completed within the designated time frame not to exceed 60 days from the end of the semester or summer term in which the grade was received, the grade of “I” may be changed to an “F”. The contract cannot be extended without permission of the Vice

AP 404.02 (continued)

Chancellor for Instruction.

Instructor Clerical Error

An instructor may change any recorded grade, as necessary. Instructor grade changes caused by instructor clerical error will be corrected by memo to the Office of Admissions and Records.

Administrative Clerical Error

The Office of Admissions and Records will correct any clerical errors that may be made while entering grades.

AP 404.03: Grade Reports

At the close of registration each semester, a student schedule is prepared and accessible in the Office of Admissions and Records so that withdrawals and drops reported by the instructor can be recorded throughout the semester. Shortly before mid-term and at the end of the semester, grade report rosters are available to instructors so that they can record mid-semester advisory and final grades. Grades must be filed with the Office of Admissions and Records. Midterm and final grades are posted for students.

Student transcripts are maintained in the Office of Admissions and Records permanently.

AP 404.04: Auditing Courses

Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status with the instructor's permission through the eleventh (11th) class day of the fall or spring semester. Credit courses which do not fit into the normal semester pattern follow a prorated time period. Those who audit courses receive a grade of "AU".

Any student or faculty wishing to deviate from state policy must acquire permission from the Vice Chancellor for Instruction who may request a recommendation from the Instruction and Curriculum Team. An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures any time during the withdrawal period and receive a grade of "W".

AP 404.05: Cheating

Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and assisting others in any such act) is forbidden. A faculty with proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean/chair to the Vice Chancellor for Instruction and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative

AP 404.05 (continued)

Procedure No. 404.06, Academic Appeal Procedure.

Upon appeal, a student will be allowed to continue in the class until appeal is adjudicated. Forms for this may be obtained from the Office of Admissions and Records.

The Academic Standards Committee acts as arbitrator in such situations, presenting its findings and recommendations to the Vice Chancellor for Instruction and the Chancellor for review. In cases of repeated offenses, the Vice Chancellor for Instruction may take appropriate action up to and including permanent suspension from the College. The report of the recommendations will be placed in the student's file in the Office of Admissions and Records.

Suspension and dismissal for academic reasons are not governed by the due process requirements of the Fourteenth Amendment and, therefore, disciplinary procedures outlined in the PCCUA Student Handbook do not apply. See Administrative Procedure 405.01.

AP 404.06: Appealing a Grade or Other Matters of an Academic Nature

Questions related to grading or other matters of an academic nature should be presented to the student's instructor, if not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the College.

Steps	Procedure	Time Frame
1	Student initiates contact with instructor. If no resolution, proceed to Step 2.	Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor
2	Student submits copy of completed grade appeal form with instructor's "action taken" to the division dean or director, and the Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.	Within 5 working days of Step 1
3	Student submits copy of completed grade appeal form with signatures of instructor, division dean/director, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.	Within 5 working days of Step 2
4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3
5	If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 days the time and location of the hearing.	Within 5 working days of Step 4
6	Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final.	Within 5 working days of Step 5

The Vice Chancellor for Instruction notifies the student, instructor, and the Vice Chancellor for Admissions and Records of the hearing outcome. If the question is an academic matter other than grades, the same appeal process as above will be followed.

In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

Although the primary responsibility of the Academic Standards Committee is to review appeals, the committee will report a written decision of the final solution to the complaint which will be kept in the student's file in the Office of Admissions and Records.

Because of the time needed to resolve a possible grievance, all instructors must retain appropriate tests for at least one semester following the semester just ended.

Instructors will keep their grade books on file for at least three (3) years. In the event of the termination of an instructor from Phillips Community College, the instructor will turn in all grade books to the Office of Admissions and Records.

BP 405: Classroom Discipline and Student Conduct

The Board recognizes the importance of maintaining a classroom environment that is highly conducive to learning. The Board authorizes the College Chancellor to establish disciplinary procedures that will effectively maintain required conditions for instruction and academic inquiry at Phillips Community College.

BP 406: Attendance Policy

Class Attendance

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements.

The Board authorizes the Chancellor to establish procedures for monitoring student attendance and maintaining attendance standards set by various state and federal agencies.

AP 406.01: Attendance Procedures

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student at the beginning of the semester a written statement of the attendance policy for the course. Regular attendance is expected in all courses with the exception of non-traditional and online courses which do not meet at a fixed time and place. Instructors of such non-traditional courses will explain what measures instead of classroom attendance will be used to monitor continued participation in the course. In all courses, it is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the assigned advisor, so that the student can be contacted by an advisor either by phone, writing, email, or text. If the student is absent more times than allowed by the instructor, the instructor will drop the student from the class roll with a grade of "W" by notifying the Office of Admissions and Records in writing within one week after the student has become excessively absent. Such written notification must include the student's last date of attendance.

BP 408: College Credit and Student Course Load Policy

Phillips Community College endorses the traditional axiom of time requirements for granting college credit which are as follows:

One lecture hour per week for 16 weeks = 1 college credit

One, two, or three laboratory, studio, or activity hours per week for 16 weeks = 1 college credit.

These time requirements generally translate to 800 lecture minutes per semester. Laboratory, activity, or studio

BP 408 (continued)

minutes per semester range from 800 minutes to 2,400 minutes. All Arkansas Course Transfer lab courses and specific lab courses required for an Associate of Arts or Associate of Science degree meet three (3) hours per week (2,400) minutes.

Online Course Credit

Online course credit directly correlates with face-to-face courses in terms of time spent completing lessons or modules, time spent completing readings, assignments and assessments, and rigor. Students enrolled in online courses are expected to spend 800 minutes of instructional time per credit hour. In addition to the 800 minutes per instructional hour, online students are expected to engage in 1600 minutes of out of class student work per lecture hour. If a student is enrolled in a laboratory, activity, or studio, the minimum required time is 1600 per credit hour.

The definition of a credit hour for both direct and online instruction complies with the federal definition of a credit hour with *requires one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out of class student work each week for approximately 16 weeks for one (1) semester or the equivalent amount of work over a different amount of time*. PCCUA has a 16-week semester.

Student Course Load

The typical student course load for a semester is 15 credit hours. Students may carry up to 18 hours in fall or spring semesters without special permission; however, the average is 15. No more than seven (7) hours will be allowed in a single summer school term or more than 18 hours in fall or spring semesters without permission.

Students desiring to take additional hours must obtain permission from a dean/chair and the Vice Chancellor for Instruction.

BP 410: Textbook Cost Controls

It is the intent of the Board to provide quality education at affordable costs. Cost controls will be maintained to keep tuition and fees as low as possible. It is recommended that college textbooks be adopted for three years when feasible.

Arkansas Act 175 legislates and regulates textbook adoption practices. Two posting deadlines have been established for book adoptions. April 1 for the fall, November 1 for the spring. For each textbook or course material on the list provided to the bookstore, the faculty member must include the following: a brief description of the textbook or course material; the author or authors; the title and edition; and any special instructions or circumstances for the purchase or use of the textbook or course material.

In one-teacher disciplines, a new instructor may adopt a new text only after using the present text for one (1) year.

In divisions, the same textbook should be used by all faculty teaching the same course unless permission is granted by the Vice Chancellor for Instruction to use a different text.

The Board of Trustees further authorizes the Chancellor to develop other administrative procedures to help make textbooks and other instructional supplies less costly for students.

BP 412: Policy on Acceptance of Transfer from Colleges and Universities

Phillips Community College accepts the transfer-in of college credits when all of the following conditions are satisfied:

1. The credits were earned at a postsecondary institution having regional accreditation and authorized to award the associate degree.
2. The course credits being transferred are applicable for satisfying a requirement in the PCCUA program of

BP 412 (continued)

- study being pursued by the student.
3. The grade earned is a "C" or higher. PCCUA will transfer in one "D" letter grade, as long as it is not a course requiring a "C" to advance to a higher course in the sequence. Example Composition I.

In some cases credits may be accepted from institutions having special professional accreditation. Such special accreditation must be at a level which is commonly recognized as setting the professional standards for certification or licensing in the profession.

In those cases where there is a question about the acceptability of credits earned at any other institution, PCCUA will follow the policy of other UA colleges and universities. If a UA college or university would accept the credits in question, as a general rule, so will PCCUA. Generally colleges and universities which are regionally, nationally, or have specialized accreditation meet the transfer of credits standard.

BP 414: College Credit by Non-traditional Sources

Phillips Community College will recognize competencies however they are acquired. Many people have learning experiences outside of PCCUA which are similar or equivalent to those provided by the College. The competence, not the experience, is applicable to potential academic credit. Only competencies which relate directly to specific course contents will be evaluated for academic credit.

If the learning experiences are not academically related, there is no adequate framework for evaluation. If what was learned cannot be communicated or demonstrated to others, then evaluation is impossible. If verification and documentation are not presented, there is no basis for evaluation.

To have learning experiences evaluated for academic credit, two criteria must be satisfied: (1) What was learned must be related to course content. (2) What was learned must be documented or certified.

The Board of Trustees authorizes the College Chancellor to establish criteria for evaluating and awarding college credit by non-traditional sources.

BP 500: Student Development Policy

The Board recognizes that an active, comprehensive student development program is essential for: (1) providing student advocacy in support of the instructional program and (2) providing social and extracurricular activities for students. Student Services provides supports, those additional elements which treat the “whole student” in a way which complements and enriches the educational experience.

Based upon these precepts, the Board prefers and expects an active, comprehensive student services program which has as a minimum the following components:

1. Recruitment, admissions and records
2. Testing and placement
3. Advising, academic and career counseling, and educational planning
4. Financial aid
5. Learning assessment
6. Disability services
7. Student support services including Student Support Services (SSS) and Career Pathways (CP)
8. Students supports such as orientation, tutoring, food pantries, and career closets
9. Student activities, organizations, and intramural sports

The Chancellor shall establish regulations and procedures for implementation of this policy.

AP 500.02: Admissions Procedures

Phillips Community College, like other community colleges, admits students with various levels of academic preparation and background. In order to make the instructional process as effective as possible, it is necessary to establish enrollment categories designed to optimize the educational experiences of each student.

The enrollment category of each student will be established initially on the best information available and will be reevaluated during each registration period based upon the student's goals, test scores, past performance, and academic progress. As prescribed in Board Policy 160, the following enrollment categories are established.

UNCONDITIONAL

Students seeking a degree or certificate will be enrolled in this category. These students must furnish transcripts from all previous institutions. They are required to take the ACT/SAT exam or the Next Generation (NG) ACCUPLACER evaluation for placement. Students who fail to provide documentation and/or have academic deficiencies will be enrolled as "conditional" until the appropriate deficiencies are corrected.

CONDITIONAL

Students who are seeking a degree or certificate but have not furnished documentation of previous academic work and students who have academic deficiencies may be admitted under this designation. Students will be required to participate in NG ACCUPLACER testing and will receive direction in identifying which courses will be taken for the semester. Students scoring below 19 on the ACT or a 250 on the NG ACCUPLACER will be assigned a focused academic advisor and provided with an individual learning plan. PCCUA PREP Plan enrolls students in specific courses based on their performance on the NG ACCUPLACER. Participation in the individual course plan will continue for two semesters. Participating students will sign the individual career plan (ICP), a listing of required preparation courses needed to advance to college curriculum. They are expected to maintain a minimum GPA of 2.0 while completing that work. Participation in the PCCUA PREP Plan requires that the student sign an ICP.

1. Each student in the PCCUA Prep Plan will enroll in the degree program and will be registered in specific Semester 1 and Semester 2 courses. Each student will be placed in an individualized degree pathway and provided with comprehensive advising and supported by the College early alert system. All developmental classes (reading, English, and math) have mandatory supplemental lab corequisites. All students will receive the following interventions:
 - Tutoring
 - Mandatory Orientation
 - Mandatory Supplemental Instruction
 - Focused Advising
 - Mandatory Student Success Courses (Basic Writing II and Student Success I, EH 1023/SS 101 & Composition I and Student Success II, EH 113/SS 111)
 - Student Success Learning Lab access
 - Financial, Career, and Life Coaching
2. All students in the PCCUA Prep Plan will be enrolled in the specific courses.
3. Students who successfully complete semester 1 and 2 maintaining a minimum GPA of 2.0 each semester will exit the Prep Program.
4. A student may require continued enrollment in math remediation after two semesters. The math remediation may be completed in a third semester of enrollment as long as the student has not exceeded 29 hours of credit after completing the curriculum assigned in Semester 1 and 2. PCCUA has two courses to prepare students for Technical Math, MS 143 which is suggested for an AAS degree (Fundamental Math-MS 1013, Elementary Algebra-MS 1023). PCCUA has three courses to prepare students for College Algebra, MS 123 which is required for an AA degree (Fundamental Math-MS 1013, Elementary Algebra-MS 1023, and Intermediate Algebra-MS 1123).

AP 500.02 (continued)

NONCREDIT

This category will include those students enrolling in only noncredit continuing education and community services classes.

DETERMINING ADMISSIONS STATUS

Students who score below an appropriate score in three areas of the NG ACCUPLACER test may be referred to the Adult Basic Education Program. Each student will remain in the Adult Basic Education Program until the student's skill level has improved as indicated by retesting.

Student Appeal Process

A complete denial of enrollment will occur only in those rare instances when a student clearly cannot benefit from courses offered at the College. The advisor should consider the student's educational goals, test scores, past academic performance, and personal interview.

If a student is denied enrollment and believes the decision is unfair, the student may petition, in writing, to the Vice Chancellor for Admissions and Records who will review the merits of the situation and respond, in writing, to the student within three (3) days. Such student petitions must be submitted prior to the first day of classes.

Classification of Students

Freshman – one who is enrolled in collegiate work but has not completed 30 semester hours.

Sophomore – one who has successfully completed 30 semester hours or more of college work.

Part-time – one who is enrolled for less than 12 semester hours of college work.

Vocational – one who, regardless of academic level, is enrolled in one of the full-time vocational programs.

GAE (General Adult Education) – one who is enrolled in any course for the purpose of literacy, basic skills, broadening interests, or working toward a general education diploma.

Special – unclassified.

AP 500.03: Advisement, Counseling, and Educational Planning

Perhaps the most important component of successful student services is that of educational planning for the individual student. The student's opportunity for success can be greatly enhanced by rational, reliable educational planning and academic advising. This process is typically preceded by academic assessment, career counseling, determination of a career objective, and personal counseling as it relates to the educational goal.

Current, well-conceived career information containing career and educational resources will be maintained within the advisement system. Career counseling will be made available to those students who lack the necessary career information upon which to make a career decision. The selection of a career objective is necessary before a specific educational goal can be determined.

Students should be encouraged to set a specific educational goal. Once a goal has been established, the academic advisement process can begin. After review of transcripts and ACT/NG ACCUPLACER scores, the advisor and the student, in a personal interview, should mutually agree upon an individual education/career plan (ICP) for achieving the student's educational goal. If the student's career objective is thoughtfully conceived and

AP 500.03 (continued)

the related educational goal well defined, then an ICP can be developed which maps a specific sequence of course work to be completed at Phillips Community College. Most students benefit significantly by having such a guided pathway to their future.

The Office of Instruction will maintain transfer agreements with four-year institutions in the region so that individual education plans will be based upon the current and future requirements of those colleges and universities.

The Vice Chancellor for Admissions and Records will have the responsibility for carrying out the intent of these

guidelines.

BP 502: Admission of High School Students for Concurrent Enrollment in College Classes

ACT 1091 (1991) of the Arkansas Legislature amended previous code to clarify that a young student demonstrating extraordinarily high levels of academic performances is eligible for college credit courses.

Arkansas Code 6-18-223 is hereby amended to read as follows:

- 1) A public school student who is enrolled in a public school in Arkansas and has successfully completed the eighth (8th) grade, will be eligible to enroll in a publicly supported community college or four-year college or university in accordance with rules and regulations adopted by each institution in consultation with the State Board of Higher Education.
- 2) A student who enrolls in and successfully completes a course or courses offered by an institution of higher education will be entitled to receive appropriate academic credit in both the institution of higher education and the public school in which such student is enrolled, which credit shall be application to graduation requirements.

The Board endorses the spirit and intent of Act 1097. The Chancellor will publish procedures and guidelines for the administration of this program.

AP 502.01: Criteria and Procedures for Admitting Qualified High School Students for Concurrent Enrollment on a Part-Time Basis

PCCUA High School Enrollment Programs

Concurrent enrollment allows high school students the opportunity to enroll in college level courses while continuing high school courses and activities. Many options are open to high school students:

1. **Concurrent Enrollment**
Students take classes for college and high school credit. These classes are taught on the high school campus, by a high school instructor, for college credit OR these classes are taught on the College campus, by a college instructor, for college and high school credit. Faculty teaching concurrent courses must be master's prepared with a minimum of 18 graduate credit hours in the discipline.
2. **Secondary Area Career and Technical Center**
These courses are taught on the PCCUA campus and supplement career and technical course options which are unavailable on the high school campus.
3. **Dual Enrollment**
Students enroll independently in college classes and may or may not receive concurrent credit.
4. **Combinations**
Students may register for a combination of two or three types of enrollment: concurrent, Secondary Area Career and Technical Center, and dual enrollment status.

All high school enrollment classes are college courses available to high school students. Students may receive high school and college credit simultaneously.

AP 502.01 (continued)

All high school enrollment instructors must be approved by PCCUA. Instructors are qualified to teach college level courses and use the College curriculum. All of the high school enrollment classes parallel the College courses sharing a common syllabus, textbook, assignments, tests, and grading process.

The following criteria and procedures are established to regulate the concurrent enrollment of high school students and college audit classes.

1. The student must have completed the 8th grade.

2. The student may be admitted to PCCUA one of three ways:
 - a. Provide a letter from the principal or counselor stating that the student has permission to enroll in traditional college classes.
 - b. Participate as part of a select group of students which are identified through a Memorandum of Understanding with the high school. General concurrent enrollment can be taught at the high school or at PCCUA.
 - c. Participate in the Secondary Area Career and Technical Center.
3. High school students are subject to all other college regulations including those related to academic progress, financial responsibility, conduct, and others as described in the college catalog.
4. All arrangements for receiving dual high school/college credit and/or arrangements for third party payment of tuition and fees are defined by the Memorandum of Understanding specifying payment arrangements between the College and the high school.

BP 503: Student Disability Service

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). A Disability coordinator is available on each campus to assist students in obtaining reasonable accommodations for self-disclosed disabilities in order to allow students with disabilities participation in all college programs and services. Disability Coordinators are identified in the PCCUA College Catalog and Student Handbook. It is the student's responsibility to self-disclose the disability to the Disability Coordinator.

All students enrolled in the College with medically documented disabilities will be provided with appropriate and reasonable accommodation when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; and assistance through the use of auxiliary aids and services. Please refer to Administrative Policy 363.07 for Faculty responsibilities.

BP 510: Student Financial Aid Policy

It is the policy of the Board to provide a financial aid program for eligible students who need financial assistance to continue their education.

All financial aid shall be administered in strict compliance with state and federal laws and regulations. The Chancellor publishes standards of satisfactory progress for students receiving financial aid benefits.

Phillips Community College was founded on the belief in equal opportunity and the ideal of making the benefit of a college education available to all, regardless of financial needs.

The function of the Office of Financial Aid is to provide assistance in the formulation of realistic student financial plans. A number of scholarships, loans, and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need. Part-time employment opportunities are open to all students but are dependent upon the availability of jobs and skills of the students.

AP 510.01: Standards of Satisfactory Progress for Students Receiving Federal (Title IV) Financial Aid

Federal Requirements

Federal regulations governing the Title IV Student Assistance Program, Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work-Study Program, State Student Assistance Grant Program, and Federal Stafford Student Loan Program require the institution to determine the student's ability to benefit from the programs offered by the College and to measure a student's progress toward a degree or certificate program.

Students must complete requirements for a degree or certificate program within a reasonable length of time and maintain a minimum cumulative 2.0 grade point average, as defined by the institution.

Total Credit Hours

Students may attempt up to a maximum of 100 credit hours while pursuing their two-year degree. All courses attempted at Phillips Community College, including repeated courses with a grade of "F", "W", "EW", and "I", and all hours pursued at any other institution will be counted in the determination of hours attempted.

Students who are required to enroll for remedial course work will be allowed to attempt up to 30 hours of remedial work, which will be counted toward the maximum 100 credit hour limit. Students must successfully complete at least 67 percent of all credit hours attempted each semester, including remedial courses, with a grade of "A", "B", "C", or "D". An evaluation will be made each semester to determine an individual student's progress.

Cumulative Grade Point Average

Students (including those enrolled for remedial coursework) must maintain a minimum cumulative grade point average of 2.0. An evaluation will be made at the end of each semester to determine the student's progress for cumulative grade point average requirements.

Probation

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Repeating Classes

Students will be allowed to repeat a class one time to improve their cumulative grade point average. Any class being attempted for the third or fourth time will not be included in the calculation of hours. However, a student may receive Federal Financial Aid (Title IV Funds) for a repeated class only once if the course was previously passed with a grade of "D" or better and credit was received. However, if a student takes a course and does not pass the course, the student can continue to repeat the course as long as the student never passed it.

Termination of Aid

A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any mitigating circumstances related to the student's academic problem and be prepared to provide supporting documentation.

Policies and Practices Governing Student Financial Assistance

1. The Financial Aid Office reserves the right on behalf of the College to review and cancel an award anytime because of changes in financial or academic status, or because of the recipient's failure to observe reasonable standards of citizenship or other criteria.
2. Recipients of financial assistance from PCCUA are to notify the Office of Financial Aid of any

AP 510.01 (continued)

other scholarship or loans extended to them from sources outside the College prior to acceptance of the outside aid.

3. If an offer of financial assistance included employment under the Federal Work-Study Program (FWSP), it must be understood that the amount shown for the category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work. Students must report to the Office of Financial Aid upon arrival on campus for job assignment and approval.

4. Financial need will be re-evaluated each year and appropriate increases or decreases in the amount of the assistance offered will be made. For the purpose of the re-evaluation, a new Free Application for Federal Student Aid (FAFSA) must be completed and must be submitted to the Office of Financial Aid. It is the student's responsibility to secure the necessary applications and apply for aid according to announced deadlines.

5. Students receiving financial aid, who find it necessary to withdraw from PCCUA, must notify the Office of Financial Aid of this action. Any change in name, address, or student status must be reported immediately.

6. In any payment of the Federal Pell Grant Award for each semester, the amount of tuition, books, or other charges will be applied to the student's account and an official receipt issued for such amount. The balance of the Federal Pell Grant, if any, for a given semester will be paid to the student by check. Two payments are made during each regular semester. The first payment is made each semester as soon as information on book charges has been transmitted to the Business Office and enrollment and credit hours have been verified. Each second payment is made about the 12th week of the semester.

7. The Federal Supplemental Educational Opportunity Grant funds will be paid once a semester, as soon as the student's enrollment can be verified.

8. Students on the Federal Work-Study Program will be paid semi-monthly for work performed the previous month. The rate of pay per hour will not be less than the approved Federal minimum wage rate.

9. All students are expected to make satisfactory progress toward a degree or certificate program as defined by the institution, or students' eligibility for financial aid will be terminated.

BP 511: Scholarships

Phillips Community College is committed to academic excellence. The College regularly updates its educational curriculum to ensure that quality programs are being provided that will meet the needs of both students and employers. The College recognizes academic achievement by awarding academic scholarships.

Other types of assistance are available. These include performing arts and foundation sponsored scholarships.

AP 511.01: Scholarship Criteria

Criteria for Academic Scholarships

Chancellor Scholarships

Minimum qualifications include an American College Test (ACT) composite score of 25. Applicants must be entering Phillips Community College for their first time as full-time students. Recipients of this scholarship will receive full tuition and mandatory fees each fall, spring, and summer sessions for two consecutive years. Students must maintain a 3.0 cumulative GPA and be enrolled as a full-time student each fall and spring semester. A student may receive the scholarship during the summer term by taking six (6) or more hours and six of these scholarships are awarded annually.

Academic Excellence Scholarships

Minimum qualifications include an ACT composite score of 23 or 3.0 GPA. Recipients of Academic Excellence Scholarships will receive full tuition for a maximum of two consecutive years provided that they maintain a 2.5 grade point average and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six (6) or more hours. Students who choose not to

AP 511.01 (continued)

attend summer school will maintain their eligibility for the fall and spring semesters for two consecutive years.

Technical Achievement Awards

Minimum qualifications include a 3.0 GPA in the applicant's technical or occupational curriculum in high school. A score of 23 on the ACT may substitute for the GPA requirement. Applicants must be entering PCCUA for their first time as full-time students. Recipients of Achievement Awards will receive full tuition each semester for a maximum of two consecutive years provided that they maintain a 2.5 GPA and be enrolled as a full-time student for each fall and spring semester. A student may receive the scholarship during the summer term by taking six or more hours. Students who choose not to attend summer school will still keep their eligibility for the fall and spring semesters for two consecutive years. These scholarships are for Occupational/Technical (AAS major) students only.

AP 511.02: Scholarship Application Procedures

The following must be completed before a student will be considered for a scholarship:

1. Complete Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st each year for the upcoming year. Please contact the PCCUA financial aid office for assistance in completing the FAFSA. Attach verification worksheet completed by the PCCUA financial aid office or a copy of the Student Aid Report (SAR).
2. Students who reside in the State of Arkansas must apply for the Academic Challenge (Lottery) Scholarship. Must provide copy of eligibility/non-eligibility.
3. If you have not been admitted or accepted to PCCUA, please provide a copy of your high school or college transcript or GED certificate.
4. Provide a summary of why you should be considered for a scholarship (to include any financial need).

Selection

The selection of scholarship recipients will be based upon an evaluation of the completed application, high school or college transcript (or GED certificate), and test scores. Recipients will be notified of selection decisions as soon as they are made. The earlier an application is submitted, the sooner an award decision will be announced.

Performing Arts Scholarships

In addition to college academic scholarships, performing arts scholarships are also awarded to talented students on the Helena-West Helena Campus. Criteria and selection procedures are set by the specific departments making the awards. For additional information, contact the Director of Performing Arts.

Foundation Scholarships

Other Foundation Scholarships, including memorial scholarships, are made available to students by community based organizations or groups. Criteria for these awards may differ from those required for college scholarships. Contact the College Advancement Office for additional information.

BP 530: Student Handbook

The Board recognizes that students need to be informed about academic regulations, extracurricular opportunities, and other student oriented policies. The Board authorizes the College Chancellor, or designee, to publish and distribute a student handbook to students enrolled at Phillips Community College.

The Student Handbook is an authorized extension of the Board Policies and College Procedure Manual. As such, all rules, regulations, policies, and procedures published in the Student Handbook are considered supplements of this policy manual.

During the mandatory orientation process, handbooks are distributed. The Student Handbook also is available online. A condensed version of policies and procedures is included in the Student Handbook.

Appendix G – Program Check Sheets

Purpose

The remainder of this handbook contains program-specific check sheets for all PCCUA majors. These documents serve as critical tools for academic advisors to ensure students complete all requirements associated with their chosen field of study.

Advisor Use Protocol

- Retrieve Check Sheets Properly: As soon as a student indicates their intended program, access the corresponding check sheet and use it diligently throughout the advising session(s).
- Follow Recommendations Precisely: Adhere closely to each item on the check sheet to guide students accurately toward degree fulfillment.

Staying Current

- Curriculum Updates: Program requirements may be updated throughout the academic year. Always consult the college's official website for the most up-to-date check sheets and program details.

Additional Recommendations for Advising Excellence

1. Leverage Transfer Guides and Agreements

- Many programs have 2+2 articulation agreements with four-year institutions – this includes streamlined pathways for students pursuing degrees in areas such as Business, Education, and more
- Utilize ACTS (Arkansas Course Transfer System) to confirm course equivalencies and guarantee seamless credit transfer across Arkansas public institutions

2. Understand the Advisement Framework

- PCCUA's advisement structure is tailored by major – students unsure of their career direction are initially assigned to professional advisors and later transitioned to subject-matter advisors once their focus clarifies

3. Maintain Communication with Leadership

- Identify and stay connected with campus advisors and program leaders to support students effectively. This helps in troubleshooting scenarios such as curriculum revisions or transfer articulation updates.

Quick Reference Table

Checklist Item	Action
Student program and advisor	Confirm assigned advisor and check any transitions from professional advising
Check sheet version	Download latest from official website
Placement	Review test scores and remediation paths
Disability Support	Introduce students to coordinators for accommodations
Session Documentation	Keep concise advising notes in writing or digital form
Student Follow-Up	Follow up with students throughout the academic year



Associate of Arts: Business Administration (BUSAD.AA D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts–18 hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math–Cont.	Sem	Grade
	12 hrs. from below				4 hrs. from below		
ENGL 10103 (ENGL 1013)	Composition I			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14204 (CHEM 1424)	General Chemistry II		
SPCH 24353 (SPCH 1003)	Fund of Speech			PHSC 10004 (PHSC 1004)	Physical Science I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			ASTR 12034 (PHSC 1204)	Intro to Astronomy		
	6 hrs. from below			PHYS 20105 (PHYS 2014)	General Physics I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20205 (PHYS 2024)	General Physics II		
ENGL 26603 (ENGL 2663)	African-American Lit				3 hrs. from below		
ARHS 10003 (ARTA 1003)	Fine Arts			MATH 11003 (MATH 1103)	College Algebra		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 12003 (MATH 1203)	Trigonometry		
THTR 10003 (DRAM 1003)	Intro to Theatre			MATH 11103 (MATH 1113)	Quantitative Reasoning		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			MATH 24005 (MATH 2405)	Calculus I		
	Foreign Language Elective			MATH 25005 (MATH 2505)	Calculus II		
Group II (ACTS)	Social Science–9 hrs.	Sem	Grade	MATH 26003 (MATH 2603)	Calculus III		
	3 hrs. from below			MATH 22003 (MATH 2203)	Survey of Calculus		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			Group IV (ACTS)	Physical Education–1 hr.	Sem	Grade
	3 hrs. from below			PEAC			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group V (ACTS)	Computer Tech.–3 hrs.	Sem	Grade
	3 hrs. from below			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
PSYC 11003 (PSYC 1103)	General Psychology			Group VI (ACTS)	Required Courses–18 hrs.	Sem	Grade
	Fund of Sociology			ACCT 20003 (ACCT 2003)	Principles of Accounting I		
ECON 22003 (ECON 2203)	Microeconomics			ACCT 20103 (ACCT 2013)	Principles of Accounting II		
Group III (ACTS)	Sciences / Math–11 hrs.	Sem	Grade	BLAW 20303 (BLAW 2003)	Legal Environ. of Business		
	4 hrs. from below			BUSI 20103 (BUSI 2013)	Business Communication		
BIOL 10004 (BIOL 1014)	General Biology			BUSI 21003 (BUSI 2103)	Business Statistics		
BIOL 10204 (BIOL 1024)	Botany for Non-Majors			ECON 21003 (ECON 2103)	Macroeconomics		
BIOL 10504 (BIOL 1054)	General Zoology						
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)

(ACTS#)



Associate of Applied Science: Business Management (BUSMG.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade		
ENGL 10103 (ENGL 1013)	Composition I				
ENGL 10203 (ENGL 1023)	Composition II				
Group II (ACTS)	Social Sciences – 6 Hours	Semester	Grade		
ECON 21003 (ECON 2103)	Macroeconomics				
ECON 22003 (ECON 2203)	Microeconomics				
Group III (ACTS)	Science / Mathematics – 3 Hours	Semester	Grade		
MATH 11003 (MATH 1103)	College Algebra				
MATH 10133	Technical Math				
MATH 11103 (MATH 1113)	Quantitative Reasoning				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade		
CPSI 10103 (CPSI 1003)	Computer Information Systems				
Group VI (ACTS)	Required Courses – 42 Hours	Semester	Grade		
BUSI 10103 (BUSI 1013)	Introduction to Business				
ACCT 20003 (ACCT 2003)	Principles of Accounting I				
ACCT 20103 (ACCT 2013)	Principles of Accounting II				
BLAW 20303 (BLAW 2003)	Legal Environment of Business				
BUSI 20103 (BUSI 2013)	Business Communication				
ACCT 28333	Computerized Accounting				
BUSI 23333	Principles of Management				
BUSI 27353	Business Management Internship				
BUSI 21003 (BUSI 2103)	Business Statistics				
BUSI 12353	Advanced MS Office Applications				
BUSI 12853	Integrated Office Projects				
CPSI 13343	Programming/Coding for Web Design				
CPSI 27343	Relational Database				
BUSI 11003 (BUSI 1103)	Keyboarding/Document Processing				
Program/Graduation Requirements					
Total Program Hours	60 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Associate of Science: Business (BUS.AS D-H-S)

Name				Student ID				Phone			
Address				Major				Email			

Group I (ACTS)	English / Fine Arts – 12 hrs.	Sem	Grade	Group III (ACTS) continued	Sciences and Math–14 hrs.	Sem	Grade
	9 hrs. from below:				4 hrs. from below:		
ENGL 10103 (ENGL 1013)	Composition I			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14204 (CHEM 1424)	General Chemistry II		
SPCH 24353 (SPCH 1003)	Fund of Speech			PHSC 10004 (PHSC 1004)	Physical Science I		
	3 hrs. from below:			ASTR 12034 (PHSC 1204)	Astronomy		
ENGL 21103 (ENGL 2113) OR ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20105 (PHYS 2014)	General Physics I		
ENGL 26603 (ENGL 2663)	African-American Lit			PHYS 20205 (PHYS 2024)	General Physics II		
ARHS 10003 (ARTA 1003)	Fine Arts				6 hrs. from below:		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 11003 (MATH 1103)	College Algebra		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			MATH 11103 (MATH 1113) OR MATH 22003	Quantitative Reasoning or Survey of Calculus		
Group II (ACTS)	Social Science – 9 hrs.	Sem	Grade	Group IV (ACTS)	Physical Education – 1 hr.	Sem	Grade
	3 hrs. from below:			PEAC			
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			Group V (ACTS)	Computer Tech. – 3 hrs.	Sem	Grade
	3 hrs. from below:			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			CT			
	3 hrs. from below:			Group VI (ACTS)	Required Courses – 21 hrs.	Sem	Grade
ECON 22003 (ECON 2203)	Microeconomics			ACCT 20003 (ACCT 2003)	Principles of Accounting I		
PSCY 11003 (PSYC 1103)	General Psychology			ACCT 20103 (ACCT 2013)	Principles of Accounting II		
SOCI 21363 (SOCI 1013)	Fund of Sociology			BLAW 20303 (BLAW 2003)	Legal Environ. of Business		
Group III (ACTS)	Sciences and Math–14 hrs.	Sem	Grade	BUSI 20103 (BUSI 2013)	Business Communication		
	4 hours from below:			BUSI 21003 (BUSI 2103)	Business Statistics		
BIOL 10004 (BIOL 1014)	General Biology			ECON 21003 (ECON 2103)	Macroeconomics		
BIOL 10204 (BIOL 1024)	Botany for Non-Majors			Approved 3 hour Business Elective			
BIOL 10504 (BIOL 1054)	General Zoology						
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)

(ACTS#)



Certificate of Proficiency: Business (BUS.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 15 Hours			Semester	Grade
BUSI 10353	Introduction to Accounting				
BUSI 10103 (BUSI 1013)	Introduction to Business				
CPSI 10103 (CPSI 1003)	Computer Information Systems				
BUSI 11003 (BUSI 1103)	Keyboarding/Document Processing				
	Business Elective - 3 Hours				
Program/Graduation Requirements					
Total Program Hours		15 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Accounting (ACCT.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 12 Hours			Semester	Grade
BUSI 10353	Intro to Accounting				
ACCT 20003 (ACCT 2003)	Accounting I				
ACCT 20103 (ACCT 2013)	Accounting II				
ACCT 28333	Computerized Accounting				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Associate of Applied Science: Information Systems Technology (IS.AAS D-H-S)

Name			Student ID			Phone		
Address			Major			Email		
Group I (ACTS)			English / Fine Arts – 6 Hours				Semester	Grade
ENGL 10103 (ENGL 1013)			Composition I					
ENGL 10203 (ENGL 1023)			Composition II					
Group II (ACTS)			Social Sciences – 3 Hours				Semester	Grade
ECON 21003 (ECON 2103)			Macroeconomics					
PSYC 11003 (PSYC 1103)			General Psychology					
SOCI 21363 (SOCI 1013)			Fundamentals of Sociology					
Group III (ACTS)			Science / Mathematics – 3 Hours				Semester	Grade
MATH 11003 (MATH 1103)			College Algebra					
MATH 10133			Technical Math					
MATH 11103 (MATH 1113)			Quantitative Reasoning					
Group IV			Physical Education – None Required					
Group V (ACTS)			Computer Technology – 3 Hours				Semester	Grade
CPSI 10103 (CPSI 1003)			Computer Information Systems					
Group VI (ACTS)			Required Courses – 30 Hours				Semester	Grade
BUSI 20103 (BUSI 2013)			Business Communication					
CPSI 16343			Introduction to Programming/Coding in Visual Basic					
ISYS 17303			Network Administration					
ISYS 12333			MS Networking Essentials					
ISYS 13333			Help Desk Support					
ISYS 14333			Linux Operating Systems					
ISYS 16303			Introduction to Cloud Computing					
ISYS 17333			Introduction to Virtualization					
ISYS 19303			Maintaining & Managing Personal Computers					
ISYS 21303			Information Security Essentials: Introduction to Cyber Security					
Select From Information Systems Technology Degree Options								
PCCUA (ACTS)	Programming/Coding Option 15 Hours	Sem	Grade	PCCUA (ACTS)	Cyber Security Option 15 Hours	Sem	Grade	
CPSI 13343	Programming/Coding for Web Design			ISYS 10303	Scripting Fundamentals			
CPSI 26343	Coding in Java/Java Script			ISYS 11303	Advanced Linux Operating System			
CPSI 27343	Relational Database Apps			ISYS 12303	Intrusion Detection/ Prevention			
CPSI 19343	Programming/Coding in C#			ISYS 13303	Network Security Fundamentals			
CPSI 12443	Web Applications Coding			ISYS 14303	Ethical Hacking/Networking Defense			
Program/Graduation Requirements								
Total Program Hours		60 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)					

(ACTS #)



Certificate of Proficiency: Cyber Security (CYS.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 18 Hours			Semester	Grade
ISYS 12333	MS Network Essentials				
ISYS 14333	Linux Operating Systems				
ISYS 21303	Information Security Essentials: Intro. to Cyber Security				
ISYS 10303	Scripting Fundamentals				
ISYS 11303	Advanced Linux Operating Systems				
ISYS 12303	Intrusion Detection/Prevention				
Program/Graduation Requirements					
Total Program Hours		18 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Programming/Coding (PROG.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 18 Hours			Semester	Grade
PSI 10303 (CPSI 1003)	Computer Information Systems				
CPSI 16343	Introduction to Programming/Coding in Visual Basic				
CPSI 13343	Programming/Coding for Web Design				
CPSI 26343	Coding in Java/Java Script				
CPSI 19343	Programming/Coding in C#				
CPSI 12443	Web Applications Coding				
Program/Graduation Requirements					
Total Program Hours	18 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)


Certificate of Proficiency: MS Operating Systems Desktop Support (MSOPSYS.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Course Number (ACTS)	Required Courses – 12 Hours			Semester	Grade
CPSI 10303 (CPSI 1003) or CPSI 15343	Computer Information Systems or Computer Operating Systems				
ISYS 17303	Network Administration				
ISYS 13333	Help Desk Support				
ISYS 16303	Introduction to Cloud Computing				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)


Certificate of Proficiency: Maintaining & Managing Personal Computers (MANPC.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 12 Hours				Semester
					Grade
CPSI 10103 (CPSI 1003) or CPSI 15343	Computer Information Systems or Computer Operating Systems				
ISYS 12333	MS Network Essentials				
ISYS 19303	Maintaining & Managing Personal Computers				
ISYS 21303	Information Security Essentials: Introduction to Cyber Security				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Associate of Applied Science: Medical Office Technology (OT.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English and Fine Arts – 6 Hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I		
ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Sciences – 3 Hours	Semester	Grade
ECON 21003 (ECON 2103)	Macroeconomics		
PSYC 11003 (PSYC 1103)	General Psychology		
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology		
Group III (ACTS)	Science and Mathematics – 3 Hours	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra		
MATH 10133	Technical Math		
MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group IV	Physical Education – None Required		
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems		
Group VI	Required Courses – 39 Hours	Semester	Grade
ACCT 20003 (ACCT 2003)	Principles of Accounting I		
BUSI 20103 (BUSI 2013)	Business Communication		
ACCT 28333	Computerized Accounting		
BIOL 10363	Intro to Anatomy		
BUSI 12353	Advanced MS Office Applications		
BUSI 12853	Integrated Office Projects		
HIMT 11303	Medical Terminology I		
HIMT 12303	Medical Terminology II		
BUSI 11003 (BUSI 1103)	Keyboarding/Document Processing		
HIMT 15303	Intro to Medical Coding		
HIMT 20303	Electronic Health Records		
HIMT 26303	Intermediate Medical Coding		
HIMT 12103	Medical Office Internship		
	Approved Electives – 6 Hours	Semester	Grade
BUSI 10103 (BUSI 1013)	Intro to Business		
ACCT 20103 (ACCT 2013)	Principles of Accounting II		
BUSI 23333	Principles of Management		
CPSI 13343	Programming/Coding for Web Design		
CPSI 27343	Relational Database		
ISYS 13333	Help Desk Support		
ISYS 19303	Maintaining and Managing PCs		

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)

(ACTS #)



Certificate of Proficiency: Medical Coding (MEDCO.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 17 Hours			Semester	Grade
BIOL 10363	Introduction to Anatomy				
HIMT 11303	Medical Terminology I				
HIMT 12303	Medical Terminology II				
HIMT 15303	Introduction to Medical Coding				
HIMT 26303	Intermediate Medical Coding				
HIMT 29202	Medical Coding Certification Prep				
Program/Graduation Requirements					
Total Program Hours		17 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Technical Certificate: Cosmetology (COSMO.TC H)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Fall or Spring Enrollment: Required Courses – 45 Hours		Semester	Grade	
	Required Courses: 15 Hours				
COSM 10555	Cosmetology Science and Theory I				
COSM 10444	Cosmetology Practical Applications I				
COSM 10646	Cosmetology Clinical Experience I				
	Required Courses: 15 Hours		Semester	Grade	
COSM 20555	Cosmetology Science and Theory II				
COSM 10454	Cosmetology Practical Applications II				
COSM 10656	Cosmetology Clinical Experience II				
	Required Courses: 15 Hours		Semester	Grade	
COSM 20305	Cosmetology Science and Theory III				
COSM 20444	Cosmetology Practical Applications III				
COSM 20656	Cosmetology Clinical Experience III				
Summer Elective	Summer Enrollment – 6 Hours		Semester	Grade	
COSM 20646**	Cosmetology Theory and Practical Application				
Fall or Spring Electives	Electives		Semester	Grade	
COSM 19353**	Special Problems				
COSM 20746**	Cosmetology Clinical Experience IV				
Program/Graduation Requirements					
Total Program Hours	45 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)

**These courses are used to meet State clock-hour requirements.



Certificate of Proficiency: Cosmetology Manicuring (COSMN.CP H)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 18 Hours			Semester	Grade
COSM 15545	Cosmetology Manicuring Theory				
COSM 15110	Cosmetology Manicuring Lab				
COSM 15343	Nail Technology				
Program/Graduation Requirements					
Total Program Hours		18 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Associate of Arts: Education (EDU.AA D-H-S)

Name			Student ID		Phone			
Address			Major		Email			
Group I (ACTS)		English / Fine Arts-18 Hrs	Sem	Grade	Group III (ACTS) continued		Sciences / Math – 11 Hrs.	Sem
		12 hrs. from below					4 hrs. from below	Grade
ENGL 10103 (ENGL 1013)		Composition I			CHEM 14104 (CHEM 1414)		General Chemistry I	
ENGL 10203 (ENGL 1023)		Composition II			CHEM 14204 (CHEM 1424)		General Chemistry II	
ENGL 21103 (ENGL 2113) OR ENGL 21203 (ENGL 2123)		World Literature I OR World Literature II			PHSC 10004 (PHSC 1004)		Physical Science I	
SPCH 24353 (SPCH 1003)		Fund of Speech			ASTR 12034 (PHSC 1204)		Intro to Astronomy	
		6 hrs. from below	Sem	Grade	PHYS 20105 (PHYS 2014)		General Physics I	
ENGL 21103 (ENGL 2113) OR ENGL 21203 (ENGL 2123)		World Literature I OR World Literature II			PHYS 20205 (PHYS 2024)		General Physics II	
ENGL 26603 (ENGL 2663)		African-American Lit					3 hrs. from below	Sem
ARHS 10003 (ARTA 1003)		Fine Arts			MATH 11003 (MATH 1103)		College Algebra	Grade
MSC 223 / MUSC 20003 (MUSC 1003)		Music Appreciation			MATH 12003 (MATH 1203)		Trigonometry	
PHIL 153 / PHIL 11003 (PHIL 1103)		Intro to Philosophy			MATH 11103 (MATH 1113)		Quantitative Reasoning	
SPAN 20103 (SPAN 2023) OR SPAN 20203 (SPAN 2023)		Intermediate Spanish I OR Intermediate Spanish II			MATH 24005 (MATH 2405)		Calculus I	
Group II (ACTS)		Social Science – 15 Hrs.	Sem	Grade	MATH 25005 (MATH 2505)		Calculus II	
		3 hrs. from below			MATH 26003 (MATH 2603)		Calculus III	
HIST 11103 (HIST 1113) OR HIST 11203 (HIST 1123)		World Civilizations I OR World Civilizations II			Group IV (ACTS)		Physical Education – 1 Hr.	Sem
		3 hrs. from below	Sem	Grade	PEAC		Any Selected PEAC Course	Grade
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)		U.S. History I or U.S. History II			HEAL 10003 (HEAL 1003)		Health & Safety	
		9 hrs. from below	Sem	Grade	Group V (ACTS)		Computer Technology – 3 Hrs.	Sem
ECON 21003 (ECON 2103) OR ECON 22003 (ECON 2203)		Macroeconomics OR Microeconomics			EDHP 21373 OR CPSI 10103 (CPSI 1003)		Computers in Education OR Computer Info. Systems	Grade
GEOG 21343 (GEOG 1103)		Intro to Geography			BUSI 11363		Microcomputer Bus. Apps	
HIST 11103 (HIST 1113) OR HIST 11203 (HIST 1123)		World Civilizations I OR World Civilizations II			Group VI (ACTS)		Education Core – 6 hours	Sem
HIST 10293		Arkansas History			EDHP 11373		Intro to Education	Grade
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)		U.S. History I OR U.S. History II					3 Hours from the following	
PLSC 20003 (PLSC 2003)		Amer. Federal Government			ECED 14033		Child Development	
PSYC 11003 (PSYC 1103)		General Psychology			MATH 22173		Math Structures I	
SOCI 21363 (SOCI 1013)		Fund of Sociology			MATH 22273		Math Structures II	
Group III (ACTS)		Sciences / Math – 11 Hrs.	Sem	Grade	Electives		Approved Electives – 12 Hrs.	Sem
		4 hrs. from below			Electives from any of the above Groups to total 60 hours			Grade
BIOL 10043 (BIOL 1014)		General Biology					May also include:	
BIOL 10204 (BIOL 1024)		Botany for Non-Majors			MATH 16373		Finite Math	
BIOL 10504 (BIOL 1054)		General Zoology						
BIOL 14444 (BIOL 1034)		General Botany						
BIOL 24004 (BIOL 2404)		Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)		Anatomy/Physiology II						
Program/Graduation Requirements								
Total Program Hours		60 Hours		Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)				

(ACTS#)



Associate of Arts: General Education (GENED.AA D-H-S)

Name				Student ID				Phone			
Address				Major				Email			
Group I (ACTS)	English / Fine Arts-18 Hrs	Sem	Grade	Group III (ACTS)			Sciences / Math – 11 Hrs.	Sem	Grade		
	12 hrs. from below						4 hrs. from below				
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)			General Biology				
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)			Botany for Non-Majors				
ENGL 21103 (ENGL 2113) OR ENGL 21203 (ENGL 2123)	World Literature I OR World Literature II			BIOL 10504 (BIOL 1054)			General Zoology				
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)			General Botany				
	6 hrs. from below	Sem	Grade	BIOL 24004 (BIOL 2404)			Anatomy/Physiology I				
ENGL 21103 (ENGL 2113) OR ENGL 21203 (ENGL 2123)	World Literature I OR World Literature II			BIOL 24104 (BIOL 2414)			Anatomy/Physiology II				
ENGL 26383 (ENGL 2663)	African-American Lit						4 hrs. from below	Sem	Grade		
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 14104 (CHEM 1414)			General Chemistry I				
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14204 (CHEM 1424)			General Chemistry II				
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHSC 10004 (PHSC 1004)			Physical Science I				
THTR 10003 (DRAM 1003)	Intro to Theatre			ASTR 12031 (PHSC 1204)			Intro to Astronomy				
	Foreign Language Elective			PHYS 20104 (PHYS 2014)			General Physics I				
Group II (ACTS)	Social Science – 15 Hrs.	Sem	Grade	PHYS 20204 (PHYS 2024)			General Physics II				
	3 Hrs. from below						3 hrs. from below	Sem	Grade		
HIST 11103 (HIST 1113) OR HIST 11203 (HIST 1123)	World Civilizations I OR World Civilizations II			MATH 11003 (MATH 1103)			College Algebra				
	3 Hrs. from below	Sem	Grade	MATH 12003 (MATH 1203)			Trigonometry				
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11103 (MATH 1113)			Quantitative Reasoning				
	9 Hrs. from below	Sem	Grade	MATH 24005 (MATH 2405)			Calculus I				
ECON 21003 (ECON 2103) OR ECON 22003 (ECON 2203)	Macroeconomics OR Microeconomics			MATH 25005 (MATH 2505)			Calculus II				
GEOG 11003 (GEOG 1103)	Intro to Geography			MATH 26003 (MATH 2603)			Calculus III				
HIST 11103 (HIST 1113) OR HIST 11203 (HIST 1123)	World Civilizations I OR World Civilizations II			Group IV (ACTS)			Physical Education – 1 Hr.	Sem	Grade		
HIST 10293	Arkansas History			PEAC			Any Selected PEAC Course				
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)	U.S. History I OR U.S. History II			ECED 11053 (HEAL 1003)			Health & Safety				
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group V (ACTS)			Computer Technology – 3 Hrs.	Sem	Grade		
PLSC 21003 (PLSC 2103)	State & Local Gov.			CPSI 10103 (CPSI 1003)			Computer Info. Systems				
PSYC 11003 (PSYC 1103)	General Psychology			BUSI 11363			Microcomputer Bus. Apps				
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			Electives			Approved Electives – 12 Hrs.	Sem	Grade		
SOCI 21363 (SOCI 1013)	Fund of Sociology			Electives from any of the above Groups to total 60 hours							
Program/Graduation Requirements											
Total Program Hours		60 Hours		Deficiencies:							
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point Average (GPA)											
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)							

(ACTS#)



Certificate in General Studies (CGS)

Name				Student ID				Phone			
Address				Major				Email			
Group I (ACTS)	English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math – 7 Hrs	Sem	Grade				
	9 Hours from below				4 Hours from below						
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology I						
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for Non-Majors						
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 10504 (BIOL 1054)	General Zoology						
	3 Hours from below	Sem	Grade	BIOL 14444 (BIOL 1034)	General Botany						
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
ENGL 26383 (ENGL 2663)	African American Lit.			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						
ARHS 10003 (ARTA 1003)	Fine Arts I			CHEM 14104 (CHEM 1414)	General Chemistry I						
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14204 (CHEM 1424)	General Chemistry II						
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHSC 10004 (PHSC 1004)	Physical Science I						
Group II (ACTS)	Social Science–9 Hrs	Sem	Grade	ASTR 12031 (PHSC 1204)	Intro to Astronomy						
	9 Hours from below			PHYS 20104 (PHYS 2014)	General Physics I						
ECON 21003 (ECON 2103) or ECON 20203 (ECON 2203)	Macroeconomics or Microeconomics			PHYS 20204 (PHYS 2024)	General Physics II						
GEOG 11003 (GEOG 1103)	Intro to Geography				3 Hours from below	Sem	Grade				
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 11003 (MATH 1103)	College Algebra						
HIST 10293	Arkansas History			MATH 12003 (MATH 1203)	Trigonometry						
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11103 (MATH 1113)	Quantitative Reasoning						
PLSC 20003 (PLSC 2003)	Am Fed Government			MATH 24005 (MATH 2405)	Calculus I						
PLSC 21003 (PLSC 2103)	State & Local Gov.			MATH 25005 (MATH 2505)	Calculus II						
PSYC 11003 (PSYC 1103)	General Psychology			MATH 26003 (MATH 2603)	Calculus III						
PSYC 21003 (PSYC 2103)	Human Growth & Development			Group IV	Physical Ed. – None Required	Sem	Grade				
SOCI 21363 (SOCI 1013)	Fund of Sociology			Group V (ACTS)	Computer Tech. – 3 Hrs	Sem	Grade				
				CPSI 10103 (CPSI 1003)	Computer Info. Systems						
Program/Graduation Requirements											
Total Program Hours	31 Hours	Deficiencies:									
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point Average (GPA)											
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)							

(ACTS#)



Associate of Science: Biology (BIO.AS D-H-S)

Name					Student ID			Phone		
Address					Major			Email		
Group I (ACTS)	English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math–30 Hrs	Sem	Grade			
	9 Hours from below				16 hours from below					
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology I					
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology					
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany					
	3 Hours from below	Sem	Grade	BIOL 24004 (BIOL 2404)	Anatomy/Physiology I					
ENGL 21103 (ENGL 2113)	World Literature I			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II					
ENGL 21203 (ENGL 2123)	World Literature II				8 Hours from below	Sem	Grade			
ENGL 26383 (ENGL 2663)	African American Lit.			CHEM 14104 (CHEM 1414)	General Chemistry I					
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 14204 (CHEM 1424)	General Chemistry II					
MUSCH 20003 (MUSC 1003)	Music Appreciation			PHSC 10004 (PHSC 1004)	Physical Science I					
PHIL 11003 (PHIL 1103)	Intro. To Philosophy			PHUS 20104 (PHYS 2014)	General Physics I					
THTR 10003 (DRAM 1003)	Intro to Theatre			PHYS 20204 (PHYS 2024)	General Physics II					
Group II (ACTS)	Social Science – 9 Hrs	Sem	Grade		6 Hours from below	Sem	Grade			
	3 Hours from below			MATH 11003 (MATH 1103)	College Algebra					
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 12003 (MATH 1203)	Trigonometry					
	3 Hours from below			MATH 24005 (MATH 2405)	Calculus I					
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 25005 (MATH 2505)	Calculus II					
	3 Hours from below	Sem	Grade	MATH 26003 (MATH 2603)	Calculus III					
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			Group IV (ACTS)	Physical Education-1 Hr	Sem	Grade			
GEOG 11003 (GEOG 1103)	Intro to Geography			PEAC	Any Selected PEAC Course					
HIST 11203 (HIST 1123)	World Civilizations II			HEAL 10003 (HEAL 1003)	Health & Safety					
PLSC 20003 (PLSC 2003)	Amer. Fed Government			Group V (ACTS)	Computer Tech.- 3 Hrs	Sem	Grade			
PLSC 21003 (PLSC 2103)	State & Local Government			CPSI 10103 (CPSI 1003)	Computer Infor. Systems					
PSYC 11003 (PSYC 1103)	General Psychology			Electives	Approved Electives – 5 Hrs	Sem	Grade			
SOCI 21363 (SOCI 1013)	Fund of Sociology			Electives from any of the above Groups (Group III preferably)						
					May Also Include					
				MATH 21373	Applied Math for Science					
				BIOL 10204 (BIOL 1024)	Botany for Non-Majors					
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)						

(ACTS#)



Associate of Science: Chemistry/Pre-Medicine (CHEM.AS, MED.AS D-H-S)

Name				Student ID				Phone			
Address				Major				Email			
Group I (ACTS)	English / Fine Arts–9 Hrs	Sem	Grade	Group III (ACTS) cont.	16 Hours from below	Sem	Grade				
ENGL 10103 (ENGL 1013)	Composition I			CHEM 14104 (CHEM 1414)	General Chemistry I						
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14204 (CHEM 1424)	General Chemistry II						
SPCH 24353 (SPCH 1003)	Fund of Speech			CHEM 21454	Organic Chemistry I						
Group II (ACTS)	Social Science–9 Hrs	Sem	Grade	CHEM 22454	Organic Chemistry II						
	3 Hours from below				9 Hours from below	Sem	Grade				
HIST 11103 (HIST 1113) or HIST 1120E (HIST 1123)	World Civilizations I or World Civilizations II			MATH 11003 (MATH 1103)	College Algebra						
	3 Hours from below	Sem	Grade	MATH 12003 (MATH 1203)	Trigonometry						
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 24005 (MATH 2405)	*Calculus I						
	3 Hours from below	Sem	Grade	MATH 25005 (MATH 2505)	*Calculus II						
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			MATH 26003 (MATH 2603)	*Calculus III						
GEOG 11003 (GEOG 1103)	Intro to Geography			Group IV ACTS)	Physical Education-1 Hr	Sem	Grade				
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			PEAC	Any Approved PEAC Course						
21103 (HIST 2113) or 21203 (HIST 2123)	U.S. History I OR U.S. History II			HEAL 10003 (HEAL 1003)	Health & Safety						
11003 (PHIL 1103)	Intro to Philosophy			Group V (ACTS)	Computer Tech.–3 Hrs	Sem	Grade				
PLS 213 PLSC 20003 (PLSC 2003)	Am Federal Government			CPSI 10103 (CPSI 1003)	Computer Info. Systems						
PLSC 21003 (PLSC 2103)	State & Local Gov.			Electives	Approved Electives–5 Hrs	Sem	Grade				
PSYC 21003 (PSYC 1103)	General Psychology			BIOL 10204 (BIOL 1024)	Botany for Non-Majors						
SOCI 21363 (SOCI 1013)	Fund. of Sociology			MATH 24005 (MATH 2405)	*Calculus I						
Group III (ACTS)	Sciences / Math-33 Hrs	Sem	Grade	MATH 25005 (MATH 2505)	*Calculus II						
	8 Hours from below			MATH 26003 (MATH 2603)	*Calculus III						
BIOL 10043 (BIOL 1014)	General Biology I			MATH 21373	Applied Math for Science						
BIOL 10504 (BIOL 1054)	General Zoology			PHYS 20104 (PHYS 2014)	General Physics I						
BIOL 14444 (BIOL 1034)	General Botany			PHYS 20204 (PHYS 2024)	General Physics II						
Program/Graduation Requirements											
Total Program Hours	60 Hours	Deficiencies:									
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point Average (GPA)											
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)							

(ACTS#)

*Highly recommended courses

NOTE: Pre-Pharmacy Majors Use This Program of Study



Associate of Arts: English, Speech, Drama (ENGL.AA, Speech.AA, Drama.AA D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts-18 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs.	Sem	Grade
	12 hours from below:				4 hours from below:		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology		
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for Non-Majors		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)	General Zoology		
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	6 hours from below:	Sem	Grade	BIOL 24004 (BIOL 2404)	Anatomy/Physiology I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II		
ENGL 26603 (ENGL 2663)	African American Lit.				4 Hours from below:	Sem	Grade
ENGL 20203 (ENGL 2023)	Technical Writing			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 20103 (ENGL 2013)	Creative Writing			CHEM 14204 (CHEM 1424)	General Chemistry II		
ARHS 10003 (ARTA 1003)	Fine Arts			PHSC 10004 (PHSC 1004)	Physical Science I		
MUSC 20003 (MUSC 1003)	Music Appreciation			ASTR 12031 (PHSC 1204)	Intro to Astronomy		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHYS 20104 (PHYS 2014)	General Physics I		
SPAN 20103 (SPAN 2013) or SPAN 20203 (SPAN 2023)	Intermediate Spanish I or Intermediate Spanish II			PHYS 20204 (PHYS 2024)	General Physics II		
THTR 10003 (DRAM 1003)	Intro to Theatre				3 hours from below:	Sem	Grade
Group II (ACTS)	Social Science-18 Hrs.	Sem	Grade	MATH 11003 (MATH 1103)	College Algebra		
	3 Hours from below:			MATH 12003 (MATH 1203)	Trigonometry		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 11103 (MATH 1113)	Quantitative Reasoning		
	3 Hours from below:	Sem	Grade	MATH 24005 (MATH 2405)	Calculus I		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 25005 (MATH 2505)	Calculus II		
	12 Hours from below:	Sem	Grade	MATH 26003 (MATH 2603)	Calculus III		
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			Group IV (ACTS)	Physical Education – 1 Hr	Sem	Grade
GEOG 11003 (GEOG 1103)	Intro to Geography			PEAC	Any Selected PEAC Course		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			HEAL 10003 (HEAL 1003)	Health & Safety		
HIST 10293	Arkansas History			Group V (ACTS)	Computer Technology – 3 Hrs.	Sem	Grade
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
PLSC 20003 (PLSC 2003)	Amer. Federal Gov.			BUSI 11363	Microcomputer Bus. Apps		
PLSC 21003 (PLSC 2103)	State & Local Gov.			Electives	Approved Electives – 9 Hrs.	Sem	Grade
PSYC 11003 (PSYC 1103)	General Psychology			Electives from any of the above Groups (Group I preferably) to total 60 hours			
PSYC 21003 (PSYC 2103)	Human Growth & Dev.						
SOCI 21363 (SOCI 1013)	Fund. of Sociology						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)

(ACTS#)



Associate of Arts: Forestry/Wildlife Management (FORES.AA D-H-S)

Name				Student ID		Phone	
Address				Major		Email	
Group I PCCUA (ACTS)	English / Fine Arts-18 Hrs	Sem	Grade	Group III PCCUA (ACTS)	Sciences/Math--Continued	Sem	Grade
	15 hours from below				3 Hours from below		
ENGL 10103 (ENGL 1013)	Composition I			MATH 11003 (MATH 1103)	College Algebra		
ENGL 10203 (ENGL 1023)	Composition II			MATH 12003 (MATH 1203)	Trigonometry		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			MATH 11103 (MATH 1113)	Quantitative Reasoning		
SPCH 24353 (SPCH 1003)	Fund of Speech			MATH 24005 (MATH 2405)	Calculus I		
ENGL 20203 (ENGL 2023)	Technical Writing			MATH 25005 (MATH 2505)	Calculus II		
	3 hours from below	Sem	Grade	MATH 26003 (MATH 2603)	Calculus III		
ARHS 10003 (ARTA 1003)	Fine Arts I			Group IV PCCUA (ACTS)	Physical Education--1 Hr	Sem	Grade
MUSC 20003 (MUSC 1003)	Music Appreciation			PEAC	Any Selected PEAC Course		
Group II PCCUA (ACTS)	Social Science-15 Hrs	Sem	Grade	HEAL 10003 (HEAL 1003)	Health & Safety		
	3 Hours from below			Group V PCCUA (ACTS)	Computer Tech.-3 Hrs	Sem	Grade
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
	3 Hours from below	Sem	Grade	BUSI 11363	Microcomputer Business Apps		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I OR U.S. History II			Electives PCCUA (ACTS)	Approved Electives-12 Hrs	Sem	Grade
	6 Hours from below	Sem	Grade	BIOL 10204 (BIOL 1024)	Botany for non-Majors		
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics OR Microeconomics			CHEM 14104 (CHEM 1424)	General Chemistry II		
PSYC 11003 (PSYC 1103) or SOCI 21363 (SOCI 1013)	General Psychology OR Fund. of Sociology			ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics		
	3 Hours from below	Sem	Grade	GEOG 213 / GEOG 11003 (GEOG 1103)	Intro to Geography		
GEOG 11003 (GEOG 1103)	Intro to Geography			HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II		
HIST 10293	Arkansas History			HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II		
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 12003 (MATH 1203)	Trigonometry		
PLS 213 / PLSC 20003 (PLSC 2003)	Am Federal Government			MATH 21373	Applied Math for Science		
Group III PCCUA (ACTS)	Sciences & Math-11 Hrs	Sem	Grade	PLSC 20003 (PLSC 2003)	Am Federal Government		
	8 Hours from below			PSYC 11003 (PSYC 1103) or SOCI 21363 (SOCI 1013)	General Psychology or Fund. Sociology		
BIOL 14444 (BIOL 1034)	General Botany			PHSC 10004 (PHSC 1004)	Physical Science		
CHEM 14104 (CHEM 1414)	General Chemistry I			PHYS 20104 (PHYS 2014)	General Physics I		
				PHYS 20204 (PHYS 2024)	General Physics II		
Program/Graduation Requirements							
Total Program Hours	60 Hours	Deficiencies:					
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)			

(ACTS#)



Associate of Science: General Science (GENSCI.AS D-H-S)

Name					Student ID					Phone				
Address					Major					Email				
Group I (ACTS)		English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)		Sciences / Math – Cont.		Sem	Grade				
		9 Hours from below					12 Hours from below							
ENGL 10103 (ENGL 1013)		Composition I			CHEM 14104 (CHEM 1414)		General Chemistry I							
ENGL 10203 (ENGL 1023)		Composition II			CHEM 14204 (CHEM 1424)		General Chemistry II							
SPCH 24353 (SPCH 1003)		Fund of Speech			CHEM 21454		Organic Chemistry I							
		3 Hours from below	Sem	Grade	CHEM 22454		Organic Chemistry II							
ENGL 21103 (ENGL 2113)		World Literature I			PHSC 10004 (PHSC 1004)		Physical Science I							
ENGL 21203 (ENGL 2123)		World Literature II			ASTR 12031 (PHSC 1204)		Intro to Astronomy							
ENGL 26383 (ENGL 2663)		African American Lit.			PHYS 20104 (PHYS 2014)		General Physics I							
ARHS 10003 (ARTA 1003)		Fine Arts			PHYS 20204 (PHYS 2024)		General Physics II							
MUSC 20003 (MUSC 1003)		Music Appreciation					6 Hours from below		Sem	Grade				
PHIL 11003 (PHIL 1103)		Intro. To Philosophy			MATH 11003 (MATH 1103)		College Algebra							
THTR 10003 (DRAM 1003)		Intro to Theatre			MATH 12003 (MATH 1203)		Trigonometry							
3 Hours		Foreign Language Elect.			MATH 24005 (MATH 2405)		Calculus I							
Group II (ACTS)		Social Science – 9 Hrs	Sem	Grade	MATH 25005 (MATH 2505)		Calculus II							
		3 Hours from below			MATH 26003 (MATH 2603)		Calculus III							
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)		World Civilizations I or World Civilizations II			Group IV (ACTS)		Physical Education-1 Hr		Sem	Grade				
		3 Hours from below	Sem	Grade	PEAC		Any Approved PEAC Course							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II			HEAL 10003 (HEAL 1003)		Health & Safety							
		3 Hours from below	Sem	Grade	Group V (ACTS)		Computer Technology–3 Hrs		Sem	Grade				
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)		Macroeconomics or Microeconomics			CPSI 10103 (CPSI 1003) or EDHP 21373		Computer Info. Systems or Computers in Education							
GEOG 11003 (GEOG 1103)		Intro to Geography			Electives		Approved Electives - 5 Hrs		Sem	Grade				
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)		World Civilizations I or World Civilizations II					Electives from Group III							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II					May Also Include							
PLSC 20003 (PLSC 2003)		Amer. Fed Government			MATH 21373		Applied Math for Science							
PLSC 21003 (PLSC 2103)		State & Local Gov.			BIOL 10204 (BIOL 1024)		Botany for Non-Majors							
PSYC 11003 (PSYC 1103)		General Psychology												
SOCI 21363 (SOCI 1013)		Fund of Sociology												
Group II (ACTS)		Sciences / Math–30 Hrs	Sem	Grade										
		12 hours from below												
BIOL 10043 (BIOL 1014)		General Biology												
BIOL 10504 (BIOL 1054)		General Zoology												
BIOL 14444 (BIOL 1034)		General Botany												
BIOL 24004 (BIOL 2404)		Anatomy/Physiology I												
BIOL 24104 (BIOL 2414)		Anatomy/Physiology II												
Program/Graduation Requirements														
Total Program Hours		60 Hours	Deficiencies:											
Hours Completed at PCCUA														
Hours Transferred														
Total Hours														
Grade Point Average (GPA)														
Advisor (Signature)						Vice Chancellor/Dean/Chair (Signature)								



Associate of Science: Mathematics (MATH.AS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math-27 Hrs	Sem	Grade
	9 Hours from below				8 Hours from below		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology I		
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology		
SP 243 / SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	3 Hours from below	Sem	Grade		8 Hours from below	Sem	Grade
ENGL 21130 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 26383 (ENGL 2663)	African American Lit.			CHEM 14204 (CHEM 1424)	General Chemistry II		
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 21454	Organic Chemistry I		
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 22454	Organic Chemistry II		
PHIL 11003 (PHIL 1103)	Intro. To Philosophy			PHYS 20104 (PHYS 2014)	General Physics I		
THTR 10003 (DRAM 1003)	Intro to Theatre			PHYS 20204 (PHYS 2024)	General Physics II		
3 Hours	Foreign Language Elective				11 Hours from below	Sem	Grade
Group II (ACTS)	Social Science – 9 Hrs	Sem	Grade	MATH 11003 (MATH 1103)	College Algebra		
	3 Hours from below			MATH 12003 (MATH 1203)	Trigonometry		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 24005 (MATH 2405)	*Calculus I		
	3 Hours from below	Sem	Grade	MATH 25005 (MATH 2505)	*Calculus II		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 26003 (MATH 2603)	*Calculus III		
	3 Hours from below	Sem	Grade	Group IV (ACTS)	Physical Ed.-1 Hr	Sem	Grade
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			PEAC	Any Approved PEAC Course		
GEOG 11003 (GEOG 1103)	Intro to Geography			HEAL 10003 (HEAL 1003)	Health & Safety		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			Group V (ACTS)	Computer Tech.–3 Hrs	Sem	Grade
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
PLSC 20003 (PLSC 2003)	Amer. Federal Gov.			Electives	Approved Electives–8 Hrs	Sem	Grade
PLSC 21003 (PLSC 2103)	State & Local Gov.			BIOL 10204 (BIOL 1024)	Botany for non-Majors		
PSYC 11003 (PSYC 1103)	General Psychology			Electives from any of the above Groups to total 60 hours			
SOCI 21363 (SOCI 1013)	Fund. of Sociology						

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS#)

*Highly recommended courses



Revised July 2025

Associate of Arts: Physical Education (PHYED.AAD-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Arts – 18 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs
	12 Hours from below				4 Hours from below
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology I
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for Non-Majors
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)	General Zoology
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany
	6 Hours from below	Sem	Grade	BIOL 24004 (BIOL 2404)	Anatomy/Physiology I
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II
ENGL 26383	African Amer. Literature			BIOL 20004 (BIOL 2004)	Microbiology
ARHS 10003 (ARTA 1003)	Fine Arts I				4 Hours from below
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14104 (CHEM 1414)	General Chemistry I
PHIL 11003 (PHIL 1103)	Intro to Philosophy			CHEM 14204 (CHEM 1424)	General Chemistry II
3 Hours	Foreign Lang. Elective			PHSC 10004 (PHSC 1004)	Physical Science I
Group II (ACTS)	Social Science – 15 Hrs	Sem	Grade	ASTR 12031 (PHSC 1204)	Intro to Astronomy
	3 Hours from below			PHYS 20104 (PHYS 2014)	General Physics I
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			PHYS 20204 (PHYS 2024)	General Physics II
	3 Hours from below	Sem	Grade		3 Hours from below
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11003 (MATH 1103)	College Algebra
	9 Hours from below	Sem	Grade	MATH 12003 (MATH 1203)	Trigonometry
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			MATH 11103 (MATH 1113)	Quantitative Reasoning
GEOG 11003 (GEOG 1103)	Intro to Geography			MATH 24005 (MATH 2405)	Calculus I
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 25005 (MATH 2505)	Calculus II
HIST 10293	Arkansas History			MATH 26003 (MATH 2603)	Calculus III
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group IV (ACTS)	Physical Education - 13 Hrs
PLSC 20003 (PLSC 2003)	Amer. Federal Gov.			PEAC	Any Approved PEAC Course
PLSC 21003 (PLSC 2103)	State & Local Gov.			PEAC	Any Approved PEAC Course
PSYC 11003 (PSYC 1103)	General Psychology			PEAC	Any Approved PEAC Course
SOCI 21363 (SOCI 1013)	Fund of Sociology			PEAC 14242 or PEAC 14343	Fitness Concepts or Con. of Fitness & Wellness
				HEAL 10003 (HEAL 1003)	Health & Safety
				PEAC 23343	Prin. & Problems of Coaching
				PEAC 24343	First Aid
				Group V (ACTS)	Computer Tech. - 3 Hrs
				EDGO 21373 or CPSI 10103 (CPSI 1003)	Computers in Education or Computer Infor. Systems
				BUSI 11363	Microcomputer Bus. Apps
Program/Graduation Requirements					
Total Program Hours	60 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(Acts#)



Associate of Science: Physics (PHYSI.AS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math–27 Hrs	Sem	Grade
	9 Hours from below				8 Hours from below		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology I		
ENDL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology		
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	3 Hours of from below	Sem	Grade		5 Hours from below	Sem	Grade
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20104 (PHYS 2014)	General Physics		
ENGL 26383 (ENGL 2663)	African American Lit.				14 Hours from below	Sem	Grade
ARHS 10003 (ARTA 1003)	Fine Arts I			CHEM 14014 (CHEM 1414)	General Chemistry I		
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 10204 (CHEM 1424)	General Chemistry II		
PHIL 11003 (PHIL 1103)	Intro. To Philosophy			MATH 11003 (MATH 1103)	College Algebra (required)		
THTR 10003 (DRAM 1003)	Intro to Theatre			MATH 12003 (MATH 1203)	Trigonometry		
3 Hours	Foreign Language Elective			MATH 24005 (MATH 2405)	*Calculus I		
Group II (ACTS)	Social Science–9 Hrs	Sem	Grade	MATH 25005 (MATH 2505)	*Calculus II		
	3 Hours from below			MATH 26003 (MATH 2603)	*Calculus III		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			Group IV (ACTS)	Physical Ed.-1 Hr	Sem	Grade
	3 Hours from below	Sem	Grade	PEAC	Any Approved PEAC Course		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			HEAL 10003 (HEAL 1003)	Health & Safety		
	3 Hours from below	Sem	Grade	Group V (ACTS)	Computer Tech–3 Hrs	Sem	Grade
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)	Macroeconomics or Microeconomics			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
GEOG 11003 (GEOG 1103)	Intro to Geography			Electives	Approved Electives–8 Hrs	Sem	Grade
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II				Electives from Group III		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I OR U.S. History II				May Also Include	Sem	Grade
PLSC 20003 (PLSC 2003)	Amer. Fed Gov.			MATH 21373	Applied Math for Science		
PLSC 21003 (PLSC 2103)	State & Local Gov.			BIOL 10204 (BIOL 1024)	Botany for Non-Majors		
PSYC 11003 (PSYC 1103)	General Psychology						
SOCI 21363 (SOCI 1013)	Fund of Sociology						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		

Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	
--------------------------------	--	---	--

(ACTS#)

*Highly recommended courses



Certificate of Proficiency: Emergency Medical Technician (EMT.CP S)

Name		Student ID		Phone	
Address		Major		Email	
Group I		English / Fine Arts – None Required			
Group II		Social Sciences – None Required			
Group III		Science / Math – None Required			
Group IV		Physical Education – None Required			
Group V		Computer Technology – None Required			
Group VI		Required Courses- 16 credit hours		Semester	Grade
EMSC 10110 (10 hrs)		Emergency Medical Training			
HIMT 11303		Medical Terminology I			
HBHE 11003		Chronic and Infectious Diseases			
Program/Graduation Requirements					
Total Program Hours	16 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		



Associate of Applied Science: Health Sciences (HS.AAS H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts - 6 hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I		
ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Science - 3 hours	Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology		
Group III (ACTS)	Sciences / Math – 11 Hours	Semester	Grade
	8 hours of the following		
BIOL 24004 (BIOL 2404)	Anatomy and Physiology I		
BIOL 24104 (BIOL 2414)	Anatomy and Physiology II		
	3 hours of the following	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra		
Group VI	Physical Education – None Required	Semester	Grade
Group V (ACTS)	Computer Technology - 3 hours	Semester	Grade
CT	Any approved 3 credit hour course		
Group VI	Required Courses - 28 Hours	Semester	Grade
NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions		
NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions		
NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions		
Electives (ACTS)	Approved Electives – 9 Hours	Semester	Grade
NURS 12353	Normal Nutrition		
NURS 22353	Pharmacology for Nurses		
NURS 13353	Dosage Calculation for Nurses		
NURS 10151	Special Topics in Nursing I		
NURS 10251	Special Topics in Nursing II		
NURS 20351	Special Topics in Nursing III		
NURS 20451	Special Topics in Nursing IV		
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology		
BIOL 20005 (BIOL 2004)	Microbiology		
SPCH 24353 (SPCH 1003)	Speech		
PSYC 21003 (PSYC 2103)	Human Growth and Development		
PHIL 11003 (PHIL 1103)	Philosophy		
HIST 21103 (HIST 2113)	US History to 1877		
HIST 21203 (HIST 2123)	US History since 1877		
BUSI 28353 (BUSI 2103)	Business Statistics		

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point average (GPA)			

Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)
------------------------	--	---

(ACTS #)



Associate of Applied Science: Medical Laboratory Technology (MLT.AAS H)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts - 6 hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I	Level I	
ENGL 10203 (ENGL 1023)	Composition II	Level II	
Group II (ACTS)	Social Science - 3 hours	Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology	Summer after Level II	
SOCI 21363 (SOCI 1013)	Fund of Sociology		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I World Civilizations II		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II		
ECON 21003 (ECON 2103)	Macroeconomics		
ECON 22003 (ECON 2203)	Microeconomics		
PLSC 20003 (PLSC 2003)	American Federal Government		
Group III (ACTS)	Sciences / Math – 14 hours	Semester	Grade
	11 hours of the following		
BIOL 10353	Intro to Anatomy and Physiology	Level I	
CHEM 10454 (CHEM 1214)	Chemistry I for Health Sciences: An Introduction to Chemistry	Level I	
BIOL 2404 (BIOL 2404)	Anatomy & Physiology I	Level II	
	3 hours of the following	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra	Level I	
Group IV	Physical Education - None Required	Semester	Grade
Group V (ACTS)	Computer Technology – 3 hours	Semester	Grade
CPSO 10103 (CPSI 1003)	Computer Information Systems	Level III	
Group VI	Required Courses - 43 hours	Semester	Grade
MLSC 11404	MLS Fundamentals	Fall, Level I	
MLSC 12505	Hematology and Coagulation	Spring, Level II	
MLSC 13505	Immunology and Immunochemistry	Spring, Level II	
MLSC 20505	Clinical Chemistry	Fall, Level III	
MLSC 21505	Pathogenic Microbiology	Fall, Level III	
MLSC 20203	Phlebotomy	Fall, Level III	
MLSC 21101	Instrumentation	Fall, Level III	
MLSC 22303	Clinical Experience I	Spring, Level IV	
MLSC 24303	Clinical Experience II	Spring, Level IV	
MLSC 26303	Clinical Experience III	Spring, Level IV	
MLSC 28303	Clinical Experience IV	Spring, Level IV	
MLSC 21303	Selected Topics	Spring, Level IV	

- Courses with a MLS prefix must be taken in the sequence prescribed.
- General education courses may be taken earlier than prescribed or as a prescribed co-requisite.

Program/Graduation Requirements		
Total Program Hours	69 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	
------------------------	--	---	--

(ACTS #)



Certificate of Proficiency: Medical Professions Education (MPE.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 12 Hours			Semester	Grade
BIOL 10363	Introduction to Anatomy and Physiology				
ISHP11003	Introduction to Medical Professions				
ISHP 12003	Introduction to Medical Procedures				
HIMT 11303	Medical Terminology I				
Electives	Non-Required Courses – 6 Hours				
ISHP 13303	Medical Apprenticeship I				
ISHP 14003	Medical Apprenticeship II				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		



Certificate of Proficiency: Nursing Assistant (NGAST.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I		English / Fine Arts – None Required			
Group II		Social Science – None Required			
Group III		Science / Math – None Required			
Group IV		Physical Education – None Required			
Group V		Computer Technology – None Required			
Group VI		Required Courses- 10 credit hours		Semester	Grade
ISHP 10303		Nursing Assistant Clinical			
ISHP 10707		Nursing Assistant Theory			
Program/Graduation Requirements					
Total Program Hours	10 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		



Associate of Applied Science: Nursing (NGR.AAS H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Arts - 6 hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I			Pre-requisite completed before program admission	
ENGL 10203 (ENGL 1023)	Composition II			Spring, Level II	
Group II (ACTS)	Social Science - 3 hours			Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology			Fall, Level I	
Group III (ACTS)	Sciences / Math – 11 Hours			Semester	Grade
	8 hours of the following				
BIOL 24004 (BIOL 2404)	Anatomy and Physiology I			Pre-requisite completed before program admission	
BIOL 24104 (BIOL 2414)	Anatomy and Physiology II			Fall, Level I	
	3 hours of the following			Semester	Grade
MATH 11003 (MATH 1103)	College Algebra			Pre-requisite completed before program admission	
Group IV	Physical Education – None Required			Semester	Grade
Group V	Computer Technology - 3 hours			Semester	Grade
CT	Any approved 3 credit hour course			Fall, Level III	
Group VI	Required Courses - 40 Hours			Semester	Grade
NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions			Fall, Level I	
NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions			Spring, Level II	
NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions			Fall, Level III	
NURS 21312	Concepts of Nursing Care for Patients with Complex Conditions			Spring, Level IV	
❑ Pre-requisites must be completed with a grade of "C" or better before making application to the ADN program. ❑ Science courses taken more than 5 years before admission to the ADN program must be repeated. ❑ General education courses may be taken earlier than prescribed or as prescribed co-requisites. ❑ Courses with a NG prefix must be taken in sequence prescribed. ❑ Nursing courses older than 3 years will not count toward meeting curricular requirements for graduation from the Associate Degree Nursing program.					
Program/Graduation Requirements					
Total Program Hours	63 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Technical Certificate: Phlebotomy (PHLE.TC H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Arts – 3 hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I			Level I	
Group II	Social Science – None Required			Semester	Grade
Group III	Sciences / Math – 3 hours of the following			Semester	Grade
BIOL 10363	Intro to Anatomy and Physiology			Level I	
	3 hours of the following			Semester	Grade
MATH 10373 with MAH 10072	Elementary Algebra or college level math			Level I	
Group IV	Physical Education – None Required			Semester	Grade
Group V (ACTS)	Computer Technology – 3 hours			Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems			Level I	
Group VI	Required Courses – 15 Hours			Semester	Grade
HIMT 11303	Medical Terminology I			Level I	
ALHE 11404	Phlebotomy Procedures			Level II	
ALHE 12404	Special Techniques			Level II	
ALHE 13404	Phlebotomy Skills			Level II	
Level I courses must be in progress or completed before making an application to the Phlebotomy Program.					
Program/Graduation Requirements					
Total Program Hours	27 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Technical Certificate: Practical Nursing (NGPN.TC D-H)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Art – 3 hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I			Pre-requisite completed before program admission	
Group II	Social Science – None Required			Semester	Grade
Group III	Sciences / Math – 3 hours of the following			Semester	Grade
MATH 10133 or MATH 11473	Technical Math or Intermediate Algebra or higher			Prerequisite completed before program admission	
Group IV	Physical Education – None Required			Semester	Grade
Group V	Computer Technology – None Required			Semester	Grade
Group VI	Required Courses – 36 Hours			Semester	Grade
PNUR 10969	Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions			Level I	
PNUR 10363	Human Structure and Function			Level I	
PNUR 11212	Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions			Level II	
PNUR 21212	Concepts of Practical Nursing in the Care of Patients with Complex Conditions			Level III	
- Prerequisites must be completed with a grade of "C" or better before making application to the PN program. - PNP courses must be taken in sequence prescribed above. - Once a student enrolls in the PN program, if the student is unsuccessful in any PNP course, the student does not have the option to use a general education course in lieu of a required PNP course to satisfy degree requirements. - BY 154 and BY 164 with a grade of C or better taken within the last five (5) years may be substituted for PNP 103 prior to admission to the PN program. - Students taking developmental level courses before enrolling in the PN program are strongly encouraged to take Intro to Anatomy and Physiology and Medical Terminology I and II.					
Program/Graduation Requirements					
Total Program Hours	42 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS#)



Associate of Applied Science: Behavioral Health Technology (BEHEA.AAS D-H-S)

Name					Student ID			Phone		
Address					Major			Email		
Group I (ACTS)	English / Fine Arts–9 Hrs	Sem	Grade	Group V (ACTS)	Computer Technology–3 Hrs	Sem	Grade			
ENGL 10103 (ENGL 1013)	Composition I			CPSI 10103 (CPSI 1003)	Computer Info. Systems or					
ENGL 10203 (ENGL 1023)	Composition II				3 Hours of Tech. Electives					
SPCH 24353 (SPCH 1003)	Fund of Speech			Specialized Course Requirements – 21 Hrs				Sem	Grade	
Group II (ACTS)	Social Science–12 Hrs	Sem	Grade	BIOL 10363	Health Care & Delivery (F)					
PSYC 11003 (PSYC 1103)	General Psychology			BIOL 10043	Chronic & Inf. Diseases (SP)					
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			SOCI 12363 (SOCI 2013)	Theories/Treatment of Social Problems (SP)					
SOCI 21363 (SOCI 1013)	Sociology			HBHE 13003	Behavioral Health Issues (F)					
SOCI 22363	The Family			HBHE 14003	Practicum in BH					
Group III (ACTS)	Science / Math–6 Hrs	Sem	Grade	HBHE 15003	Practicum Seminar					
	Science – 3 Hrs from below			HIMT 11303	Medical Terminology					
BY 10363	Intro to Anatomy & Physiology				(F) Fall					
	Math – 3 Hrs from below	Sem	Grade		(SP) Spring					
MATH 11003 (MATH 1103)	College Algebra			Electives	Approved Electives – 6 Hrs	Sem	Grade			
MATH 10133	Technical Math			Electives from any of the approved electives in the AA transfer program to total 60 hours						
MATH 11103 (MATH 1113)	Quantitative Reasoning									
Group IV (ACTS)	Physical Ed.-3 Hrs	Sem	Grade							
HEAL 10003 (HEAL 1003)	Health & Safety									
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)						

(ACTS #)



Technical Certificate: Behavioral Health Technology (BEHEA.TC D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 6 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
SPCH 24353 (SPCH 1003)		Fundamentals of Speech			
Group II (ACTS)		Social Science – 9 Hours from the following		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
PSYC 21003 (PSYC 2103)		Human Growth & Development			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
SOCI 22363		The Family			
Group III (ACTS)		Science / Math – 3 Hours		Semester	Grade
MATH 10373		Elementary Algebra or higher			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours from below		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
BUSI 11363		Microcomputer Business Applications			
EDHP 21373		Computers in Education or A combination of 1-hour workshops			
Group VI		Required Courses – 12 Hours		Semester	Grade
HBHE 10003		Health Care & Delivery (F)			
HBHE 11003		Chronic & Infectious Disease (S)			
HBHE 13003		Behavioral Health Issues (F)			
HIMT 11303 or ECED 11053		Medical Terminology I or Health and Safety			
		(F) Fall			
		(S) Spring			
Program/Graduation Requirements					
Total Program Hours		33 Hours		Deficiencies:	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Associate of Applied Science: Criminal Justice (CJI.AAS D-H-S)

Name			Student ID		Phone		
Address			Major		Email		
Group I (ACTS)	English / Fine Arts-9 Hrs	Sem	Grade	Group V (ACTS)	Computer Tech.-3 Hrs	Sem	Grade
	9 Hours from below			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
ENGL 10103 (ENGL 1013)	Composition I			CPSI 15343	Computer Operating Systems		
ENGL 10203 (ENGL 1023)	Composition II			Group VI	Criminal Justice-30 Hrs	Sem	Grade
SPCH 24353 (SPCH 1003)	Fund of Speech			CRJU 10303	Law Enforcement		
Group II (ACTS)	Social Science-12 Hrs	Sem	Grade	CRJU 10203	Introduction to Criminal Justice		
SOCI 12363 (SOCI 2013)	Theories and Treatments of Social Problems			CRJU 12303	Advanced Law Enforcement		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			CRJU 14303	Juvenile Justice		
PSYC 11003 (PSYC 1103)	General Psychology			CRJU 16303	Correction Systems and Practices		
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology			CRJU 24073	Legal Aspects of Law Enforcement		
Group III (ACTS)	Science / Math-3 Hrs	Sem	Grade	CRJU 20483	Criminal Procedures and Evidence		
MATH 10133	Technical Math			CRJU 26073	Investigation and Courtroom Protocols		
MATH 11003 (MATH 1103)	College Algebra			CRJU 26373	Criminology		
MATH 11103 (MATH 1113)	Quantitative Reasoning			CRJU 27373	Criminal Justice Internship		
Group IV (ACTS)	Physical Education-0 Hrs	Sem	Grade	Electives	Approved Electives-3 Hrs	Sem	Grade
				CRJU 11153	Foundations Criminal Justice		
				CRJU 11233	Special Topics in Advanced Law Enforcement		
					Other Approved Electives		
Program/Graduation Requirements							
Total Program Hours	60 Hours	Deficiencies:					
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Associate of Arts: Early Childhood Education (ECED.AA D-H-S)

Name				Student ID				Phone			
Address				Major				Email			

Group I (ACTS)	English / Fine Arts–18 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math (continued)	Sem	Grade
	12 hours from below				4 hours from below		
ENGL 10103 (ENGL 1013)	Composition I			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14204 (CHEM 1424)	General Chemistry II		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHSC 10004 (PHSC 1004)	Physical Science I		
SPCH 24353 (SPCH 1003)	Fund of Speech			ASTR 12034 (PHSC 1204)	Intro to Astronomy		
	6 hours from below:	Sem	Grade	HYS 20105 (PHYS 2014)	General Physics I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20205 (PHYS 2024)	General Physics II		
ARHS 10003 (ARTA 1003)	Fine Arts				3 hours from below	Sem	Grade
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 11003 (MATH 1103)	College Algebra		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			MATH 12003 (MATH 1203)	Trigonometry		
	Foreign Language Elective			MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group II (ACTS)	Social Science – 18 Hrs	Sem	Grade	MATH 24005 (MATH 2405)	Calculus I		
	3 Hours from below			MATH 25005 (MATH 2505)	Calculus II		
HIST 11103 (HIST 1213) or HIST 11203 (HIST 1223)	World Civilizations I or World Civilizations II			MATH 26003 (MATH 2603)	Calculus III		
	3 Hours from below	Sem	Grade	Group IV (ACTS)	Physical Education – 1 Hr	Sem	Grade
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			PEAC	Any Selected PEAC Course		
	12 Hours from the following	Sem	Grade	HEAL 10003 (HEAL 1003)	Health & Safety		
GEOG 21343 (GEOG 1103) or SOCI 21363 (SOCI 1013)	Intro to Geography or Fundamentals of Sociology			Group V (ACTS)	Computer Technology – 3 Hrs	Sem	Grade
HIST 10293	Arkansas History			CPSI 10103 (CPSI 1003)	Computer Information Systems		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group VI (ACTS)	Education Core Course – 9 Hours from below	Sem	Grade
PSYC 11003 (PSYC 1103)	General Psychology			EDHP 11373	Intro to Education		
Group III (ACTS)	Sciences / Math – 11 Hrs	Sem	Grade	ECED 14033	Child Development		
	4 hours from below			MATH 22173	Math Structures I		
BIOL 10043 (BIOL 1014)	General Biology			MATH 22273	Math Structures II		
BIOL 10204 (BIOL 1024)	Botany for Non-Majors				MAY ALSO INCLUDE	Sem	Grade
BIOL 10504 (BIOL 1054)	General Zoology			MATH 16373	Finite Math		
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)

(ACTS#)



Associate of Applied Science: Early Childhood Education (ECED.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I		
ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Science – 9 Hours	Semester	Grade
PSYC 11003 (PSYC 2003)	General Psychology		
SOCI 21363 (SOCI 1013)	Sociology		
SOCI 22363 (PSYC 2103)	The Family		
Group III (ACTS)	Science / Math – 3 Hours	Semester	Grade
MATH 11003 (MATH 1103) or	College Algebra or		
MATH 10133 or	Technical Mathematics or		
MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group IV (ACTS)	Physical Education – 3 Hours	Semester	Grade
ECED 11053	Health, Safety & Nutrition		
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade
EDHP 21373	Computers in Education OR		
	Three hours of CT electives		
Group VI (ACTS)	Required Courses – 35 Hours	Semester	Grade
ECED 20071	Field Experience I		
ECED 10143	Fundamentals of Childcare		
ECED 21061	Field Experience II		
ECED 14033	Child Development		
ECED 12003	Applications of Childcare		
ECED 10103	Foundations of ECE		
ECED 21053	Child Guidance		
ECED 22053	Math & Science/ECED		
ECED 24053	Infants/Toddlers Curriculum		
ECED 25053	Literacy & Language Arts		
ECED 26053	Preschool Curriculum		
ECED 28053	Future Perspectives		
ECED 29053	Practicum		
Electives	Approved Elective – 1 Hour	Semester	Grade
SS 111 – UNIV 11261	Student Success II OR		
	1-hour of advisor-approved electives		
EDHP 11373	Intro to Education		

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS#)



Associate of Applied Science: Early Childhood Education (ECED.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade
EH 113 / ENGL 10103 (ENGL 1013)	Composition I		
EH 123 / ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Science – 9 Hours	Semester	Grade
PSY 213 / PSYC 11003 (PSYC 2003)	General Psychology		
SY 213 / SOCI 21363 (SOCI 1013)	Sociology		
SY 223 / SOCI 22363 (PSYC 2103)	The Family		
Group III (ACTS)	Science / Math – 3 Hours	Semester	Grade
MS 123 / MATH 11003 (MATH 1103) or	College Algebra or		
MS 143 / MATH 10133 or	Technical Mathematics or		
MS 193 / MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group IV (ACTS)	Physical Education – 3 Hours	Semester	Grade
ECD 113 / ECED 11053	Health, Safety & Nutrition		
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade
EN 213 / EDHP 21373	Computers in Education OR		
	Three hours of CT electives		
Group VI (ACTS)	Required Courses – 35 Hours	Semester	Grade
ECD 103 / ECED 10103	Foundations of ECE		
ECD 1103 / ECED 14033	Child Development		
ECD 223 / ECED 22053	Math & Science/ECED		
ECD 213 / ECED 21053	Child Guidance		
ECD 243 / ECED 24053	Infants/Toddlers Curriculum		
ECD 253 / ECED 25053	Literacy & Language Arts		
ECD 263 / ECED 26053	Preschool Curriculum		
ECD 283 / ECED 28053	Future Perspectives		
ECD 293 / ECED 29053	Practicum		
EN 113 / EDHP 11373	Intro to Education		
Electives	Approved Elective – 6 Hours	Semester	Grade
SS 111 / UNIV 11261	Student Success II		
ECD 1203 / ECED 12003	Applications of Childcare		
ECD 1003 / EDED 10143	Fundamentals of Childcare		
	Or other advisor-approved electives		

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS#)



Technical Certificate: Early Childhood Education (ECED.TC D-H-S)

Name			Student ID			Phone		
Address			Major			Email		
Group I (ACTS)			English / Fine Arts – 3 Hours			Semester	Grade	
ENGL 10383			Basic Writing I or higher English					
Group II (ACTS)			Social Science – None required			Semester	Grade	
Group III (ACTS)			Science / Math – 3 Hours			Semester	Grade	
MS course			Any math course					
Group IV (ACTS)			Physical Education – 3 Hours			Semester	Grade	
ECED 11053			Health, Safety, and Nutrition					
Group V (ACTS)			Computer Technology – None required					
Group VI (ACTS)			Required Courses – 11 Hours			Semester	Grade	
ECED 20071			Field Experience I					
ECED 10143			Fundamentals of Childcare					
ECED 21061			Field Experience II					
ECED 14033			Child Development					
ECED 12003			Applications of Childcare					
Electives			Directed Electives – 10 Hours			Semester	Grade	
ECED 10103			Foundation of ECE					
ECED 21053			Child Guidance					
ECED 22053			Math & Science/ECED					
ECED 24053			Infants/Toddlers Curriculum					
ECED 25053			Literacy & Language Arts					
ECED 26053			Preschool Curriculum					
EDHP 21373			Computers in Education or Three (3) hours of CT electives					
SOCI 22363			The Family					
			Other advisor-approved ECD or EN electives					
This certificate has been developed for people interested in studying and working with young children in preschool and day care centers. The program is designed for full-time child care providers who have completed 480 hours of child care. Under certain conditions students who have not met this requirement may be accepted in the program; however, they will have to earn 480 hours of experience before program completion. PCCUA can place students in volunteer internships. Completion time is one year. Students enroll in 12+ credit hours per semester and 3-6 college credit hours in the summer.								
Program/Graduation Requirements								
Total Program Hours			30 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency: Child Development/Early Childhood Education (CDA.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Childcare Training & Observation – 17 Hours			Semester	Grade
ECED 20071	Field Experience I				
ECED 10143	Fundamentals of Childcare				
ECED 21061	Field Experience II				
ECED 14033	Child Development				
ECED 12003	Applications of Childcare				
ECED 11053	Health, Safety and Nutrition				
ECED 10103	Foundations of ECE				
	Or Approved Elective				
Group II					

DIRECT ASSESSMENT PROGRAM ENTRANCE REQUIREMENTS

1. 18 years or older
2. Hold high school diploma or equivalent
3. Be able to speak, read, and write well enough to fulfill responsibilities
4. Sign a statement of ethical conduct
5. Must be employed as a lead caregiver in a group of at least 8 children ages 3-5 (10 children must be enrolled in the total program)
6. 480 hours of experience working with children ages birth to five years (within the last five years)

TRAINING PROVIDED

1. Minimum of 120 clock hours of formal CDA training (minimum of 10 hours each area):
 - a. Safety health, and learning environment
 - b. Physical and intellectual development
 - c. Social and emotional development
 - d. Developing interpersonal relationships
 - e. Management of program operation
 - f. Commitment to teaching and professionalism
 - g. Observing and recording children's behavior
 - h. Child growth and development
2. Observations on teaching site
3. Writing resume, portfolio, competency statements
4. All training necessary to pass the CDA Assessment
5. CPR for infants and children

FEES

A fee of \$350 is assessed for Early Childhood Field Experience I (ECD 1001) and \$375 is assessed for Field Experience II (ECD 1101).

For information, call Christi Freeman, (870) 673-4201, ext. 1840, or Yvette Robertson Barnes at (870) 338-6474, ext. 1307.

Program/Graduation Requirements			
Total Program Hours	17 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS #)



Associate of Arts: Law, Social Science (LAW.AA, SOCSC.AA D-H-S)

Name				Student ID				Phone			
Address				Major				Email			
Group I (ACTS)	English / Fine Arts – 18 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs	Sem	Grade				
	12 hours from below				4 hours from below						
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)	General Biology						
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for Non-Majors						
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)	General Zoology						
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany						
	6 hours from below	Sem	Grade	BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						
ENGL 26383 (ENGL 2663)	African Amer. Literature				4 Hours from below	Sem	Grade				
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 14104 (CHEM 1414)	General Chemistry I						
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14204 (CHEM 1424)	General Chemistry II						
PHIL 11003 (PHIL 1103)	Intro to Philosophy			ASTR 12031 (PHSC 1204)	Intro to Astronomy						
SPAN 20103 (SPAN 2013) or SPAN 20203 (SPAN 2023)	Intermediate Spanish I or Intermediate Spanish II			PHSC 10004 (PHSC 1004)	Physical Science I						
Group II (ACTS)	Social Science – 21 Hrs	Sem	Grade	PHYS 20104 (PHYS 2014)	General Physics I						
	3 Hours from below			PHYS 20204 (PHYS 2024)	General Physics II						
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II				3 hours from below	Sem	Grade				
	3 Hours from below	Sem	Grade	MATH 11003 (MATH 1103)	College Algebra						
HIST 21103 (HIST 2113) OR HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 12003 (MATH 1203)	Trigonometry						
	15 Hours from below	Sem	Grade	MATH 11103 (MATH 1113)	Quantitative Reasoning						
GEOG 11003 (GEOG 1103)	Intro to Geography			MATH 24005 (MATH 2405)	Calculus I						
HIST 11103 (HIST 1113) or HIST 12103 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 25005 (MATH 2505)	Calculus II						
HIST 21003 (HIST 2113) or HIST 22003 (HIST 2123)	U.S. History I or U.S. History II			MATH 26003 (MATH 2603)	Calculus III						
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group IV (ACTS)	Physical Education-1 Hr	Sem	Grade				
PLSC 21003 (PLSC 2103)	State & Local Government			PEAC	Any PEAC Course						
PSYC 11003 (PSYC 1103)	General Psychology			HEAL 10003 (HEAL 1003)	Health & Safety						
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			Group V (ACTS)	Computer Tech.-3 Hrs	Sem	Grade				
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology			CSI 10103 (CPSI 1003)	Computer Info. Systems						
				Electives	Approved Electives-6 Hrs	Sem	Grade				
				Electives from any of the above groups to total 60 hours							
Program/Graduation Requirements											
Total Program Hours		60 Hours		Deficiencies:							
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point Average (GPA)											
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)							

(ACTS#)



Certificate of Proficiency: Law Enforcement (LAWENF.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Sciences – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 9 hours			Semester	Grade
CRJU 10303	Law Enforcement				
CRJU 10203	Introduction to Criminal Justice				
CRJU 14303	Juvenile Justice				
	3 Hours from below				
CRJU 12303	Advanced Law Enforcement				
CRJU 11033	Special Topics/Law Enforcement				
CRJU 11233	Special Topics/Advanced Law Enforcement				
Program/Graduation Requirements					
Total Program Hours		12 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Associate of Arts: Political Science/Public Administration (POLSC.AA D-H-S)

Name					Student ID					Phone				
Address					Major					Email				
Group I (ACTS)		English / Fine Arts-18 Hrs	Sem	Grade	Group III (ACTS)		Sciences / Math – Cont.		Sem	Grade				
		12 Hours from below					4 Hours from below		Sem	Grade				
ENGL 10103 (ENGL 1013)		Composition I			CHEM 14104 (CHEM 1414)		General Chemistry I							
ENGL 10203 (ENGL 1023)		Composition II			CHEM 14204 (CHEM 1424)		General Chemistry II							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)		World Literature I or World Literature II			PHSC 10004 (PHSC 1004)		Physical Science I							
SPCH 24353 (SPCH 1003)		Fund of Speech			ASTR 12031 (PHSC 1204)		Intro to Astronomy							
		6 Hours from below	Sem	Grade	PHYS 20104 (PHYS 2014)		General Physics I							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)		World Literature I or World Literature II			PHYS 20204 (PHYS 2024)		General Physics II							
ENGL 26383 (ENGL 2663)		African American Lit.					3 Hours from below		Sem	Grade				
ARHS 10003 (ARTA 1003)		Fine Arts I			MATH 11003 (MATH 1103)		College Algebra							
MUSC 20003 (MUSC 1003)		Music Appreciation			MATH 12003 (MATH 1203)		Trigonometry							
PHIL 11003 (PHIL 1103)		Intro to Philosophy			MATH 11103 (MATH 1113)		Quantitative Reasoning							
THTR 10003 (DRAM 1003)		Intro to Theatre			MATH 24005 (MATH 2405)		Calculus I							
3 Hours		Foreign Lang. Elective			MATH 25005 (MATH 2505)		Calculus II							
Group II (ACTS)		Social Science-15 Hrs	Sem	Grade	MATH 25003 (MATH 2603)		Calculus III							
		3 Hours from below			Group IV (ACTS)		Physical Education-1 Hr		Sem	Grade				
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)		World Civilizations I or World Civilizations II			PEAC		Any Selected PEAC Course							
		3 Hours from below			HEAL 10003 (HEAL 1003)		Health & Safety							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II			PEAC		Any Selected PEAC Course							
		9 Hours from below	Sem	Grade	Group V (ACTS)		Computer Technology-3 Hrs		Sem	Grade				
ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)		Macroeconomics or Microeconomics			CPSI 10103 (CPSI 1003)		Computer Info. Systems Highly Recommended							
GEOG 11003 (GEOG 1103)		Intro to Geography			Group VI (ACTS)		Political Science Core Courses-12 Hrs		Sem	Grade				
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)		World Civilizations I or World Civilizations II			PLSC 20003 (PLSC 2003)		Am Federal Government							
HIST 10293		Arkansas History			PLSC 21003 (PLSC 2103)		State & Local Government							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II			ECON 21003 (ECON 2103) or ECON 22003 (ECON 2203)		Macroeconomics or Microeconomics							
PLSC 20003 (PLSC 2003)		Am Federal Government			HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)		World Civilizations I or World Civilizations II							
PSYC 21003 (PSYC 1103)		General Psychology			HIST 10293		Arkansas History							
SOCI 21363 (SOCI 1013)		Fund of Sociology			HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II							
Group III (ACTS)		Sciences & Math-11 Hrs	Sem	Grade	PSYC 21003 (PSYC 1103)		General Psychology							
		4 Hours from below			SOCI 21363 (SOCI 1013)		Fund of Sociology							
BIOL 10043 (BIOL 1014)		General Biology												
BIOL 10204 (BIOL 1024)		Botany for Non-Majors												
BIOL 10504 (BIOL 1054)		General Zoology												
BIOL 14444 (BIOL 1034)		General Botany												
BIOL 24004 (BIOL 2404)		Anatomy/Physiology I												
BIOL 24104 (BIOL 2414)		Anatomy/Physiology II												
Program/Graduation Requirements														
Total Program Hours		60 Hours	Deficiencies:											
Hours Completed at PCCUA														
Hours Transferred														
Total Hours														
Grade Point Average (GPA)														
Advisor (Signature)						Vice Chancellor/Dean/Chair (Signature)								

(ACTS #)



Associate of Arts in Teaching (AAT D-H-S)

Name		Student ID		Phone	
Address		Major		Email	

Group I (ACTS)	English / Fine Arts–15 Hrs	Sem	Grade	Group III (ACTS)	Sciences / Math (cont.)	Sem	Grade
	9 hours from below				3 hours from below		
ENGL 10103 (ENGL 1013)	Composition I			MATH 11003 (MATH 1103) or MATH 11103 (MATH 1113)	College Algebra or Quantitative Reasoning		
ENGL 10203 (ENGL 1023)	Composition II			MATH 22173	Math Structures I		
SPCH 24353 (SPCH 1003)	Fund of Speech			MATH 22273	Math Structures II		
	6 hours from below	Sem	Grade	Group IV	Physical Ed.–0 Hrs		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			Group V (ACTS)	Computer Tech.–3 Hrs	Sem	Grade
ARHS 10003 (ARTA 1003)	Fine Arts			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
Group II (ACTS)	Social Science–9 Hrs	Sem	Grade	EDHP 21373	Computers in Education		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			Group VI (ACTS)	Education Core Course- 6 Hours from below	Sem	Grade
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I OR U.S. History II			EDHP 11373	Intro to Education		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			ECED 14033	Child Development		
Group III (ACTS)	Sciences / Math–11 Hrs	Sem	Grade	MATH 22173	Math Structures I		
	8 hours from below			MATH 22273	Math Structures II		
BIOL 10043 (BIOL 1014)	General Biology				Electives – 10-14 Hrs	Sem	Grade
PHSC 10004 (PHSC 1004)	Physical Science I			HIST 10293	Arkansas History		
				GEOG 11003 (GEOG 1103)	Geography		
				PSYC 21003 (PSYC 1103)	Psychology		
				PHIL 11003 (PHIL 1103)	Intro to Philosophy		

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)	

(ACTS#)



Technical Certificate in Teaching (TEACH.TC D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)	English / Fine Arts – 9 Hours	Semester	Grade		
ENGL 10103 (ENGL 1013)	Composition I				
SPCH 24353 (SPCH 1003)	Fundamentals of Speech				
ARHS 10003 (ARTA 1003)	Fine Arts				
Group II	Social Science – None Required	Semester	Grade		
Group III (ACTS)	Science / Math – 13 Hours	Semester	Grade		
BIOL 10043 (BIOL 1014)	Biology				
MATH 11003 (MS 1103) OR MATH 11103 (MS 1113)	College Algebra OR Quantitative Reasoning				
MATH 22173	Math Structures I				
MATH 22273	Math Structures II				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Tech. – 3 Hours from below	Semester	Grade		
CPSI 10103 (CPSI 1003)	Computer Information Systems				
EDHP 21373	Computers in Education				
Group VI	Required Courses – 6 Hours	Semester	Grade		
EDHP 11373	Intro to Education				
ECED 14033	Child Development				
Program/Graduation Requirements					
Total Program Hours	31 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency in Teaching (TEACH.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required	Semester	Grade		
Group II	Social Science – None Required	Semester	Grade		
Group III (ACTS)	Science / Math – 3 Hours from below	Semester	Grade		
MATH 11003 (MS 1103)	College Algebra				
MATH 11103 (MS 1113)	Quantitative Reasoning				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Technology – 3 Hours from below	Semester	Grade		
CSI 10103 (CPSI 1003)	Computer Information Systems				
EDHP 21373	Computers in Education				
Group VI	Required Courses – 6 Hours from below	Semester	Grade		
EDHP 11373	Intro to Education				
ECED 14033	Child Development				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Technical Certificate: Advanced Manufacturing (ADMFG.TC D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 6 Hours		Semester	Grade
EH 113 (ENGL 1013)		Composition I			
SP 243 (SPCH 1003)		Fundamentals of Speech			
Group II		Social Science – None Required			
Group III		Science / Math – 3 Hours		Semester	Grade
MS 143		Technical Math or higher			
Group IV		Physical Education – None Required			
Group V		Computer Technology – None Required			
Group VI		Required Courses – 26 Hours		Semester	Grade
IGEN 10103		Industrial Safety and Sanitation			
AMST 13303		Industrial Electricity			
MSTE 10151		Industrial Electricity Lab			
AMST 17303		Principles of Industrial Machines			
AMST 12303		Intro to Manufacturing			
AMST 12133		Design for Manufacturing			
AMST 12203		Manufacturing Production Processes			
AMST 12333		Manufacturing Power & Equipment Systems			
AMST 12301		Manufacturing Power & Equipment Systems Lab			
AMST 12703		Manufacturing, Engineering, Design & Problem Solving			
Program/Graduation Requirements					
Total Program Hours		35 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Advanced Manufacturing (ADMFG.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 13 Hours			Semester	Grade
AMST 12303	Intro. To Manufacturing				
AMST 12133	Design for Manufacturing				
AMST 12203	Manufacturing Production Processes				
AMST 12333	Manufacturing Power & Equipment Systems				
AMST 12301	Manufacturing Power & Equipment Systems Lab				
Program/Graduation Requirements					
Total Program Hours		13 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)


Certificate of Proficiency: Agri Mechanics & Equipment/Machine Technology (AGMECH.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours		Semester	Grade	
AGRI 12003	Small Gas Engines				
AMST 13303	Industrial Electricity				
MSTE 10151	Industrial Electricity Lab				
ELTE 11404	Basic Electricity				
ELTE 14404	Industrial Mechanics				
Program/Graduation Requirements					
Total Program Hours	15 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency: CDL/Truck Driving (CDL.CP H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 17 Hours			Semester	Grade
TRDR 10404	Truck Driving I				
TRDR 10303	Truck Driving II				
TRDR 10202	Truck Maintenance and Road Safety				
TRDR 11202	Road Regulations and Rules				
TRDR 10606	Road Internship				
Program/Graduation Requirements					
Total Program Hours	17 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Associate of Applied Science: Construction Technology (CONTEC.AAS H)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 9 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
SPCH 24353 (SPCH 1003) or BUSI 16353 (BUSI 2013)		Fundamentals of Speech or Business Communication			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science / Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MS 1103)		College Algebra			
MATH 10133		Technical Mathematics			
MATH 11103 (MS 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
Group VI		Required Courses – 35 Hours		Semester	Grade
CTTE 10043		Construction I			
CTTE 11363		Construction II			
CTTE 10043		Construction Lab			
INEG 10103		Industrial Safety and Sanitation			
AMST 13303		Industrial Electricity			
MSTE 10151		Industrial Electricity Lab			
AMST 16303		Basics of Blueprints and Industrial Measurements			
AMST 12343		Principles of HVAC			
WELD 11595		Introduction to Welding			
WELD 12595		Arc Welding I			
WELD 14595		Inert Gas Welding I			
Electives		Electives – 7 Hours		Semester	Grade
WELD 13595		Arc Welding II			
WELD 16595		Inert Gas Welding II			
AMST 12303		Intro to Manufacturing			
PEAC 14242		Fitness Concepts			
Program/Graduation Requirements					
Total Program Hours		60 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Technical Certificate: Construction Technology (CONTEC.TC H)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts –4 Hours	Semester	Grade		
EH 1011	Basic Writing I/Lab or higher				
Group II	Social Science – None Required				
Group III	Science / Math – 3 Hours	Semester	Grade		
MS 143	Technical Math or higher				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 25 Hours	Semester	Grade		
CTTE 10043	Construction I				
CTTE 11363	Construction II				
CTE 10131	Construction Lab				
IGEN 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
MSTE 10151	Industrial Electricity Lab				
AMST 16303	Basics of Blueprints and Industrial Measurements				
AMST 12343	Principles of HVAC				
WELD 11595	Introduction to Welding				
Program/Graduation Requirements					
Total Program Hours	32 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency: Construction Technology (CONTEC.CP H)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 22 Hours			Semester	Grade
CTTE 10043	Construction I				
CTTE 10131	Construction Lab				
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
MSTE 10151	Industrial Electricity Lab				
AMST 16303	Basics of Blueprints and Industrial Measures				
AMST 12343	Principles of HVAC				
WELD 11595	Introduction to Welding				
Program/Graduation Requirements					
Total Program Hours		22 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Heavy Equipment Operations & Maintenance (D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Sciences – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 9 hours			Semester	Grade
AMST 16303	Blue Print Reading				
AMST 20803	Excavator Operations				
AMST 20903	Backhoe Operations				
AMST	Bulldozer Operations				
INEG 10103	Safety and Sanitation				
MSTE 10131	Forklift Certification				
Program/Graduation Requirements					
Total Program Hours	16 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Associate of Applied Science: General Technology (GENTEC.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 9 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
SPCH 24353 (SPCH 1003)		Fundamentals of Speech			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21353 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science / Mathematics – 3 Hours		Semester	Grade
MATH (MS 1103)		College Algebra			
MATH 10133		Technical Mathematics			
MATH 11103 (MS 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
Group VI		Required Courses – 35 Hours		Semester	Grade
INEG 10103		Industrial Safety and Sanitation			
AMST 13303		Industrial Electricity			
MSTE 10151		Industrial Electricity Lab			
AMST 16303		Basics of Blueprints & Industrial Measurements			
AMST 11404		Intro to PLC			
AMST 12343		Principles of HVAC			
AMST 14303		Industrial Fluid Mechanics			
AMST 17303		Principles of Industrial Machines			
AMST 12303		Intro to Manufacturing			
AMST 12133		Design for Manufacturing			
AMST 12203		Manufacturing Production Processes			
AMST 12333		Manufacturing Power & Equipment			
AMST 12301		Manufacturing Power & Equipment Lab			
AMST 12703		Engineering Design and Problem Solving			
Electives		Electives – 3 Hours		Semester	Grades
WELD 11595		Intro to Welding			
WELD 11793		Intro to Welding I			
HEAL 10003		Health and Safety			
PEAC 24343		First Aid			
PEAC 14343		Concepts of Fitness and Wellness			
Program/Graduation Requirements					
Total Program Hours		60 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Associate of Applied Science: Graphic Communications (GRCOM.AAS D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 9 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
SPCH 24353 (SPCH 1003)		Fundamentals of Speech			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science / Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MATH 1103)		College Algebra			
MATH 10133		Technical Math			
MATH 11003 (MATH 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
GDES 27404		Computer Graphics			
Group VI		Required Courses – 42 Hours		Semester	Grade
ARTS 10003 or GDES 13303		Freehand Drawing or Illustration I			
ARTS 14343 or GDES 14303		Drawing or Illustration II			
ARTS 26343		Art Seminar			
CPSI 13343		Programming/Coding for Web Design			
GDES 25303		Digital Imaging I			
GDES 27303		Digital Imaging II			
GDES 10303		Graphic Art & Design I			
GDES 11303		Graphic Art & Design II			
GDES 11404		Printmaking			
GDES 12303		Typography			
GDES 16404		Digital Photography			
GDES 22404		Two-Dimensional Design			
GDES 23303		Printing Layout & Design			
Program/Graduation Requirements					
Total Program Hours		60 Hours		Deficiencies:	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Technical Certificate: Graphic Communications (GRACO.TC D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I (ACTS)		English / Fine Arts – 3 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
Group II (ACTS)		Social Science – None Required			
Group III		Science / Math – 3 Hours		Semester	Grade
MATH 10133		Technical Math or higher			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
GDES 27404		Computer Graphics			
Group VI		Required Courses – 21 Hours		Semester	Grade
ARTS 10003 or GDES 13303		Freehand Drawing or Illustration I			
GDES 25303		Digital Image Production I			
GDES 27303		Digital Image Production II			
GDES 10303		Graphic Art & Design I			
GDES 11303		Graphic Art & Design II			
GDES 12303		Typography			
GDES 23303		Printing Layout & Design			
Program/Graduation Requirements					
Total Program Hours		30 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Graphic Communications (GRACO.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 13 Hours			Semester	Grade
ARTS 10003 or GDES 13303	Free Hand Drawing or Illustration I				
GDES 25303	Digital Image Production I				
GDES 10303	Graphic Art & Design I				
GDES 22404	Two-Dimensional Design				
Program/Graduation Requirements					
Total Program Hours	13 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Horticulture Operations (HORT.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 8 Hours			Semester	Grade
AFLS 10102	Careers in Agriculture				
AFLS 12003	Introduction to Plant Science				
AFLS 10000	Principles of Horticulture Lab				
AFLS 10103	Principles of Horticulture				
	OR Approved elective substitution in related field (1 course only)				
Program/Graduation Requirements					
Total Program Hours		8 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: HVAC (HVAC.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 13 Hours			Semester	Grade
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
MSTE 10151	Industrial Electricity Lab				
AMST 16303	Basics of Blueprints and Industrial Measurements				
AMST 12343	Principles of HVAC				
Program/Graduation Requirements					
Total Program Hours	13 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Technical Certificate: Welding Technology (WG.TC D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts –3 Hours	Semester	Grade		
ENGL 10383 and ENGL 10183	Basic Writing I/Lab (or higher)				
Group II	Social Science – None Required				
Group III	Science / Math – 3 Hours	Semester	Grade		
MATH 10133	Technical Math or higher				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 28 Hours	Semester	Grade		
WELD 11595	Introduction to Welding				
WELD 12595	Arc Welding I				
WELD 11073 or AMST 16303	Welding Blueprint Reading or Basics of Blueprints & Industrial Measurements				
WELD 13595	Arc Welding II				
WELD 14595	Inert Gas Welding I				
WELD 16595	Inert Gas Welding II				
Program/Graduation Requirements					
Total Program Hours	34 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency: General Welding Techniques (WG.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 12595	Arc Welding I				
WELD 14595	Inert Gas Welding I				
Program/Graduation Requirements					
Total Program Hours	15 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean/Chair (Signature)			

(ACTS #)



Certificate of Proficiency: Inert Gas Welding (WGIN.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 14595	Inert Gas Welding I				
WELD 16595	Inert Gas Welding II				
Program/Graduation Requirements					
Total Program Hours		15 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)



Certificate of Proficiency: Mild Steel Welding (WGST.CP D-H-S)

Name		Student ID		Phone	
Address		Major		Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 12595	Arc Welding I				
WELD 13595	Arc Welding II				
Program/Graduation Requirements					
Total Program Hours		15 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean/Chair (Signature)		

(ACTS #)

<i>Academic Clemency</i>	17
<i>Academic Misconduct</i>	18
<i>ADHE Scholarships</i>	11
<i>Advanced Placement (AP) Credit</i>	13
<i>Advisor Agreement</i>	14
<i>AP 402.01: High Scholastic Status</i>	33
<i>AP 402.02: Standards and Procedures for Satisfactory Academic Progress</i>	33
<i>AP 404.01: Withdrawals from Class</i>	35
<i>AP 404.02: Grade Assignment and Change Procedures</i>	35
<i>AP 404.03: Grade Reports</i>	36
<i>AP 404.04: Auditing Courses</i>	36
<i>AP 404.05: Cheating</i>	36
<i>AP 404.06: Appealing a Grade or Other Matters of an Academic Nature</i>	36
<i>AP 406.01: Attendance Procedures</i>	38
<i>AP 500.02: Admissions Procedures</i>	40
<i>AP 500.03: Advisement, Counseling, and Educational Planning</i>	42
<i>AP 502.01: Criteria and Procedures for Admitting Qualified High School Students for Concurrent Enrollment on a Part- Time Basis</i>	43
<i>AP 510.01: Standards of Satisfactory Progress for Students Receiving Federal (Title IV) Financial Aid</i>	45
<i>AP 511.01: Scholarship Criteria</i>	46
<i>AP 511.02: Scholarship Application Procedures</i>	47
<i>Appendix B – Placement Chart</i>	29
<i>Appendix E – Changing Majors</i>	32
<i>Appendix F -- Board and Administrative Policies</i>	33
<i>Arkansas Career Pathways</i>	22
<i>Associate of Arts: Business Administration</i>	49
<i>Associate of Science: Physics</i>	73
<i>Auditing Courses</i>	17
<i>BP 402: Scholastic Standards Policy</i>	33
<i>BP 404: Grading Policy</i>	34
<i>BP 405: Classroom Discipline and Student Conduct</i>	38
<i>BP 406: Attendance Policy</i>	38
<i>BP 408: College Credit and Student Course Load Policy</i>	38
<i>BP 410: Textbook Cost Controls</i>	39
<i>BP 412: Policy on Acceptance of Transfer from Colleges and Universities</i>	39
<i>BP 414: College Credit by Non-traditional Sources</i>	40
<i>BP 500: Student Development Policy</i>	40
<i>BP 502: Admission of High School Students for Concurrent Enrollment in College Classes</i>	43
<i>BP 503: Student Disability Service</i>	44
<i>BP 510: Student Financial Aid Policy</i>	44
<i>BP 511: Scholarships</i>	46
<i>BP 530: Student Handbook</i>	47
<i>Career Services</i>	21
<i>Certificate in General Studies</i>	65
<i>Certificate of Proficiency: Accounting</i>	53
<i>Certificate of Proficiency: Cosmetology Manicuring</i>	62
<i>Certificate of Proficiency: Emergency Medical Technician</i>	74
<i>Certificate of Proficiency: Maintaining & Managing Personal Computers</i>	58
<i>Certificate of Proficiency: Medical Coding</i>	60
<i>Certificate of Proficiency: MS Operating Systems Desktop Support</i>	57
<i>Certificate of Proficiency: Nursing Assistant</i>	78
<i>Certificate of Proficiency: Programming/Coding</i>	56
<i>Class Attendance & W Grades</i>	16
<i>Computer/Study Labs and Tutoring</i>	22
<i>Conditional Admission (Act 1184)</i>	10
<i>Confidentiality of Student Records</i>	15
<i>Emergency After Hours Numbers</i>	24
<i>Emergency Response System</i>	24
<i>FAFSA</i>	11
<i>Financial Aid</i>	11
<i>Financial Aid Probation</i>	12

FSA ID	11
Grading	16
Grading System	16
Graduation	20
Graduation Application Deadlines	20
Graduation Application Submission	20
Graduation Requirements	20
Incomplete (I) Grades	17
Legal and Ethical Issues in Academic Advising	14
Military Training Credit	18
Parking and Driving Safety	23
PCCUA Policies	15
Prior Learning Assessment	18
Program Check Sheets	48
Refund Policy	12
Registration Steps – Transfer Students	9
Repeating Classes	17
RidgeRunner Alert	24
Rowdy Rentals/Bookstore	21
Scheduling and Registration	14
STAR, Students Taking Action with Resources, Center	22
Student Conduct	19
Student ID's	23
Student Services	21
Student Services Contact	23
Student Support Services (SSS)	21
Student's Rights and Responsibilities	15
Students with Disabilities	22
Technical Certificate: Cosmetology	61
Termination of Aid	12
Transcript	23
Transfer of Credit from other Colleges/Universities	9
Transportation	23
Veterans	22
Withdrawal	16

Advisors,

Your work is truly impactful in the lives of students. Every day, you guide and inspire, helping to shape the future by offering students the support and direction they need to navigate their academic journeys.

As advisors, you play a pivotal role in ensuring that each student's experience is not just educational but transformational. You may not realize it, but you are making an impact on the students at Phillips Community College of the University of Arkansas.

Thank you for your commitment to the student's success!

