

2011
2012

SAUTTECH
We put YOU first!



CONCURRENT & DUAL ENROLLMENT
Adjunct Faculty Handbook



Southern Arkansas University Tech
Camden, AR - www.sautech.edu - 870.574.4500

TABLE OF CONTENTS

Mission Statements	3
SAU Tech Mission Statement	
Department of Secondary and Community Educational Services Mission Statement	
Assessment of Student Learning Outcomes	4
SAU Tech Assessment Philosophy	
Instructional Procedures	5
Employment Procedures	7
Qualifications/Credentials	
Hiring	
Employment Policies	
Placement Testing Requirements	9
Admissions Checklist	10
Social Security Registration	10
Change of Name or Address	10
Concurrent Credit Enrollment	11
Mission Statement	
Guidelines	
Registration Process	
Roster Procedures	
Drop Process	
Drop Form	
Dual Credit Enrollment	19
Mission Statement	
Guidelines	
Registration Process	
Grading	21
Unsatisfactory Process	
Grading System	
Grading Symbols	
Incomplete Grades	
Electronic Grades	
Grade Change Form	
Incomplete Grade Change Form	
Student Services	27
Transcript Request	
Other Documents	
Official & Unofficial Transcript	
Other Suggestions	
Transfer of Credit	
Student IDs	
College Bookstore	
Scholarships	
College Calendar	29

MISSION STATEMENTS

SAU Tech Mission Statement

Southern Arkansas University Tech is a two-year, comprehensive college emphasizing technical programs and is committed to providing quality educational programs delivered through various technologies and methodologies to meet the need of its service areas. Within its resources, SAU Tech accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, developmental education, and administrative, student, and community services.

Department of Secondary and Community Educational Services Mission Statement

The Secondary and Community Educational Services department functions to coordinate comprehensive programs of educational activities for high school students, adult citizens of the community, and special programs for the general public.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

SAU Tech Assessment Philosophy

Southern Arkansas University Tech has developed a program to assess the learning outcomes of its students to assure that the college is achieving its mission. The assessment program is designed to measure the level of skills and competencies gained by students at the program and course levels as well as within the General Education curriculum for all Associate Degree students. Assessment activities are performed in a number of ways including placement exams prior to enrollment, program level goals and objectives, and classroom assessment techniques. Classroom Faculty identifies desired student learning outcomes on the program and classroom level and then assesses through various methodologies how well those outcomes have been achieved. SAU Tech uses the data obtained from assessment measures to improve student academic achievement and the instructional methodologies used to deliver classroom instruction.

INSTRUCTIONAL PROCEDURES

- A. Course Syllabus: An up-to-date course syllabus for each dual/concurrent credit course offered is on file in the Office of Secondary and Community Educational Services. The syllabus and textbook will be provided to the adjunct faculty teaching technical courses. Adjunct faculty members are expected to meet the course goals and objectives as stated on the course syllabus while teaching the class. Adjunct faculty members are allowed to make certain changes to the syllabus to meet their instructional needs such as types of measures taken for grades and course policies and procedures. Any changes to the syllabus must be approved by the College's curriculum committee and a copy of an updated syllabus provided to the Office of Secondary and Community Educational Services.
- B. Course Materials: Adjunct faculty will use the following procedure to obtain course materials:
1. Call or visit the Office of Secondary and Community Educational Services prior to the first day of class. If it is the first time a faculty member has taught a particular class, it is recommended that faculty members obtain the course materials at least two weeks in advance.
 2. All unused classroom materials (textbooks) must be accounted for before the end of the semester. Faculty members must submit a book distribution form to the Office of Secondary and Community Educational Services.
- C. Class Meeting Policy: Adjunct instructors are expected to abide by the meeting schedule of classes. Night classes are expected to meet for the full length of time. If classes are cancelled for any reason, faculty members are to inform the Secondary and Community Educational Services Office.
- D. Faculty Mentoring/Academic Alerts: SAU Tech faculty is expected to take a proactive role in helping students to succeed in the classroom. When a student falls into academic distress due to excessive absences or poor grades, faculty members are to make contact with the student in an attempt to discover and correct the problem. If the student does not respond in a satisfactory manner, faculty will complete the Drop Form and return it to the Office of Secondary and Community Educational Services. This form is forwarded to the Registrar's Office.
- E. Faculty Checklist: All faculty members must submit the following:
1. Copy of credentials(transcripts)for general education/liberal arts instructors only; due prior to the first day of class
 2. Course information; due prior to registration
 3. Instructor card; due by the end of the week that follows registration
 4. Course Assessment Form; due by the end of each semester (see Academic Calendar on page 26)

Faculty Responsibilities

Faculty members are expected to know and to foster the purpose and objectives of the College by carrying out the following responsibilities:

1. Participate in activities such as orientation, workshops, and meetings.
2. New instructors must participate in orientation the preceding semester before they teach a concurrent course.
3. Keep students informed as to their progress.
4. Encourage student use of support services.
5. Counsel with students with regard to frequent absences, failures, or necessary make-up work. Intervene early.
6. Cooperate with evaluation procedures.

EMPLOYMENT PROCEDURES

Qualifications/Credentials

Qualifications for Adjunct faculty are as follows:

1. An application for employment must be on file in the Human Resources office and the Secondary and Community Educational Services office. (This only applies to Adjunct faculty paid through SAU Tech.)
2. Copies of transcripts from all colleges attended must be on file.
3. An up-to-date resume must be provided to the Secondary and Community Educational Services office. (This only applies to Adjunct faculty paid through SAU Tech.)
4. Instructors that are teaching Liberal Arts courses must have a Master's Degree with a minimum of 18 hours in the area of instruction on file in the Office of Secondary & Community Educational Services.

Hiring

(This only applies to Adjunct faculty paid through SAU Tech.)

Formal search procedures are not typically followed for Adjunct positions and there is no guarantee of continued employment beyond the current work assignment.

Adjunct faculty is employed under the Adjunct Faculty Work Agreement with a specific beginning and ending date. Salary is based on a per credit hour load. Internet adjunct faculty is paid under a different formula.

The Vice Chancellor for Extended Education, based upon recommendation of the Director of Secondary and Community Educational Services, makes final approval of hiring.

Once approval for hiring has been made, the work agreement contract will be issued when classes begin. The contract must be signed and returned to the Human Resources Office. Adjunct faculty is paid on the 15th of the month, in four equal increments during a semester.

SAU Tech does not discriminate on the basis of sex, race, color, creed, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Employment Policies

Adjunct faculty is governed by the same employment policies regarding sexual harassment and the drug-free workplace policy.

The Arkansas Clean Indoor Air Act was approved on April 6, 2006. The new law makes workplaces smoke-free and protects employees and customers from the serious health hazards of secondhand smoke. **The intent of the act is to protect workers and the public from the health hazards of secondhand smoke.** The effective date for the law was on Friday, July 21, 2006.

SAU Tech is a smoke-free campus. Smoking is prohibited in all buildings owned or leased by SAU Tech, in all SAU Tech vehicles, and on **all SAU Tech grounds**. This prohibition applies to all off-campus locations such as Arkansas Fire Academy and its off-site facilities at Conway, Jonesboro and Lincoln, Arkansas Fire Academy dormitory, Camden and Texarkana aviation hangers, and the Charles O. Ross Center.

Individuals who observe violations of SAU Tech's smoke-free campus may file a complaint as follows:

- Employee Violation – Gaye Manning, Vice Chancellor of Finance & Administration, 574.4509 or gmanning@sautech.edu.
- Student Violation – Reginald Cooper, Vice Chancellor of Student Services, 574.4504 or rcooper@sautech.edu.

Violations will be subject to progressive discipline including employee termination or student dismissal. In addition, some violations could be subject to civil and/or criminal penalties.

PLACEMENT TESTING REQUIREMENTS

SAU Tech does not require an admissions test; however, Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing and mathematics. Prior to enrollment in a math, English or a college-level reading course, students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses. Students who have not taken a placement test within the last five (5) years are encouraged to take the ASSET or COMPASS test before they register. Academic counselors and advisors use the test results for course placement. There are only a **limited** number of courses that students may enroll in without the necessary test scores or prerequisite courses.

The ASSET (Assessment for Successful Entry and Transfer) or COMPASS (Computerized Placement Exam) is offered on a regular basis through the Testing Center. To schedule a time to take the ASSET or COMPASS or to obtain more information about the test, students may come by Room 200 in the Administration Building or call 1.870.574.4486 or 1.870.574.4492.

Students who do not achieve designated scores on the reading, writing and mathematics component of ASSET, COMPASS, ACT or SAT tests will be required to successfully complete basic skills courses. Students who enroll in basic skills courses may not be allowed to register for classes that require college-level competency in English, reading and mathematics. All test scores must be available at registration for verification.

The following table provides placement information based on required test scores:

Subject Area	ACT	ASSET	COMPASS	Comparable SAT Scores	EXPLORE	PLAN
Intermediate Algebra	16-18	47 - Elem. Algebra Exam 33-42 -Int. Algebra Exam	45- 65 – Gen. Algebra Exam	N/A		
College Algebra	19+	43+ - Int. Algebra Exam	66+ - Gen. Algebra Exam 0-100-Col. Algebra Exam	460 or Above	15	17
Composition I	19+ - English & Reading	45 + (Grammar) 43+ (Reading)	75+ (Writing) 82+ (Reading)	40 (TSWE)	14 (English & Reading)	16 (English) 15 (Reading)
All Gen Ed courses (excluding Comp and Math)	19 (Reading)	43 (Reading)	82 (Reading)		14 (Reading)	15 (Reading)

AMERICAN COLLEGE TESTING/COLLEGE BOARD TESTING

SAU Tech is a national test center for ACT and SAT. The ACT code number for SAU Tech is 6031. The SAT code number for SAU Tech is 04112. For additional information call 1.870.574.4530 or 1.870.574.4492.

ADMISSIONS CHECKLIST

1. Application for Admission
 - i. All admissions information must be complete before any information leaves the school.
2. ACT, SAT, ASSET, or COMPASS test scores (for Math, English, History, or Science courses)
3. High School Transcript (for new students only)

SOCIAL SECURITY REGISTRATION

Students who enroll at SAU Tech are required to have a social security number. International students who do not have social security numbers when enrolling will be assigned a temporary I.D. number.

CHANGE OF NAME OR ADDRESS

The Registrar's Office should be informed of all changes in the student's legal name, mailing address, and/or telephone number. SAU Tech is not responsible for a student's failure to receive official information due to failure to notify SAU Tech of any changes. A copy of court documents should be submitted for a legal name change other than a change due to marriage or divorce.

CONCURRENT CREDIT ENROLLMENT

Mission Statement

The mission of the Concurrent Credit Enrollment program is to give students the opportunity to take college courses while still in high school. Classes are taught by approved high school teachers during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular SAU Tech courses.

Guidelines

ACT 1097 of the General Assembly provided for students who are enrolled in an accredited high school and meet admission standards of SAU Tech to concurrently enroll for academic courses. High School students who meet the following criteria and procedures may enroll in college classes concurrently with their high school classes:

1. Only those students who have the ability to benefit from college-level classes will be enrolled.
2. All high school students must have successfully completed the eighth grade.
3. High school students are subject to all other college regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in the college catalog and student handbook.
4. All arrangements for receiving concurrent high school/college credit and/or arrangements for third party payment of tuition and fees are the responsibility of the student.
5. Prior to enrollment in a math, English, or a college level reading course, students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses.
6. All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

Registration Process

After being admitted to the college, each student must register for courses at the time designated at their high school and/or career-vocational center.

It is the student's responsibility, having consulted with the Office of Secondary and Community Educational Services, to complete the prerequisites for every credit course before enrolling in it.

A student's registration is incomplete until all admission requirements are met. Students who do not attend a class without an excused absence during the census period (the first eleven days during the semester) each semester are subject to having that class registration canceled.

A registration date and time will be scheduled.

- A.) A registration location needs to be determined prior to the registration date. The students will need an area where they are able to write on a hard surface. Forms need to be filled out in a black or blue ink pen.
- B.) A second registration session ***will not*** be provided. It will be the responsibilities of the Coordinator/Counselor/Instructor to have students fill out additional information.
- C.) A student will not receive college credit for a course he/she is not eligible for. A student who does not register by the deadline or does not have all information submitted will not receive college credit for that course(s).
- D.) A student's registration is incomplete until all admissions requirements are met and eligibility is verified

E-mail or call in registrations will not be accepted.

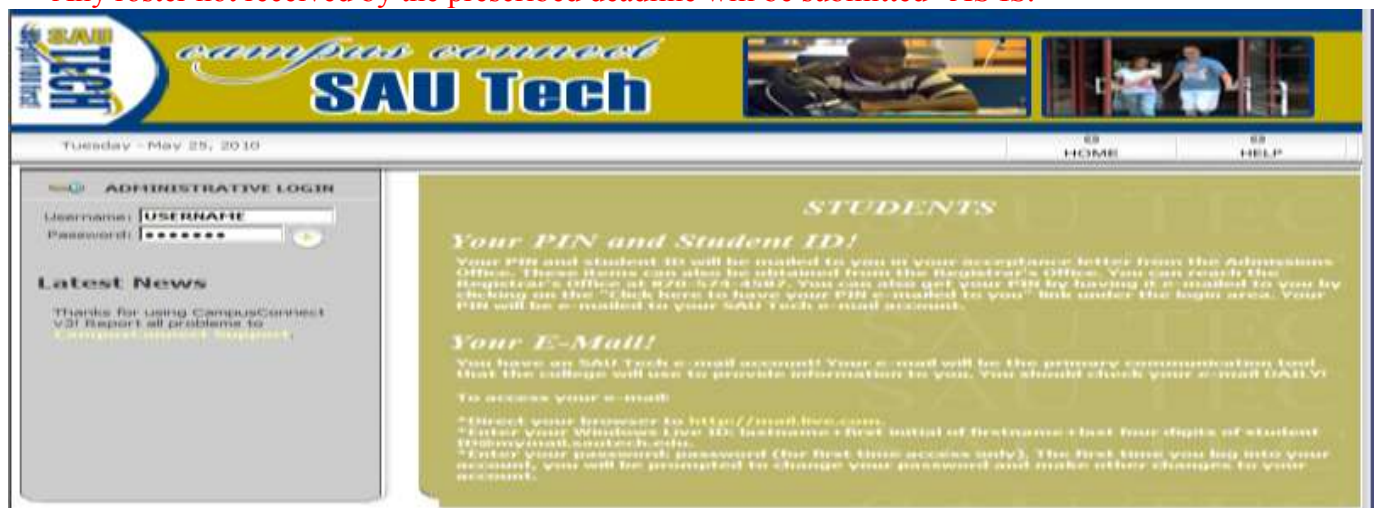
- A.) Test scores and a transcript (for every new student) must be received to determine eligibility for General Education courses. Only new students taking technical education courses need a transcript.
- B.) Incomplete applications will be left at the high school.

Roster Procedures

11th Day (Certification) Roster- This roster provides instructors with the final registration list of students in their classes. Each roster must be carefully checked for accuracy. The prime concern of certification rosters is making sure every *student eligible and attending* a particular course is listed.

Roster Certifications are now done electronically. The steps for verifying your roster are as follows:

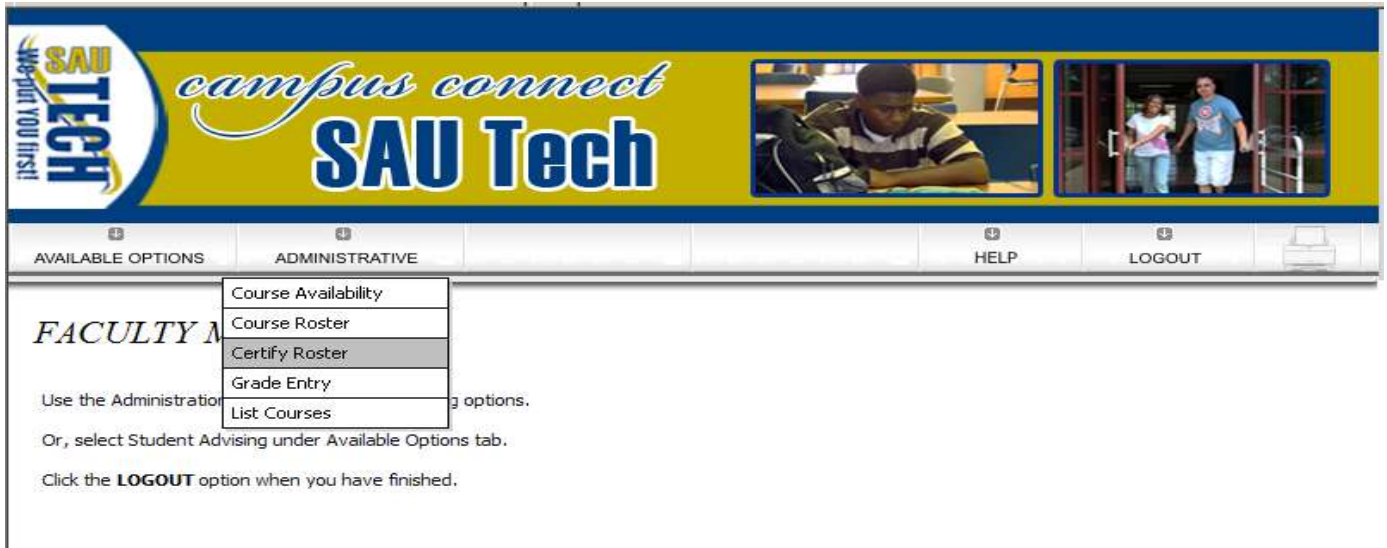
Any roster not received by the prescribed deadline will be submitted “AS IS.”



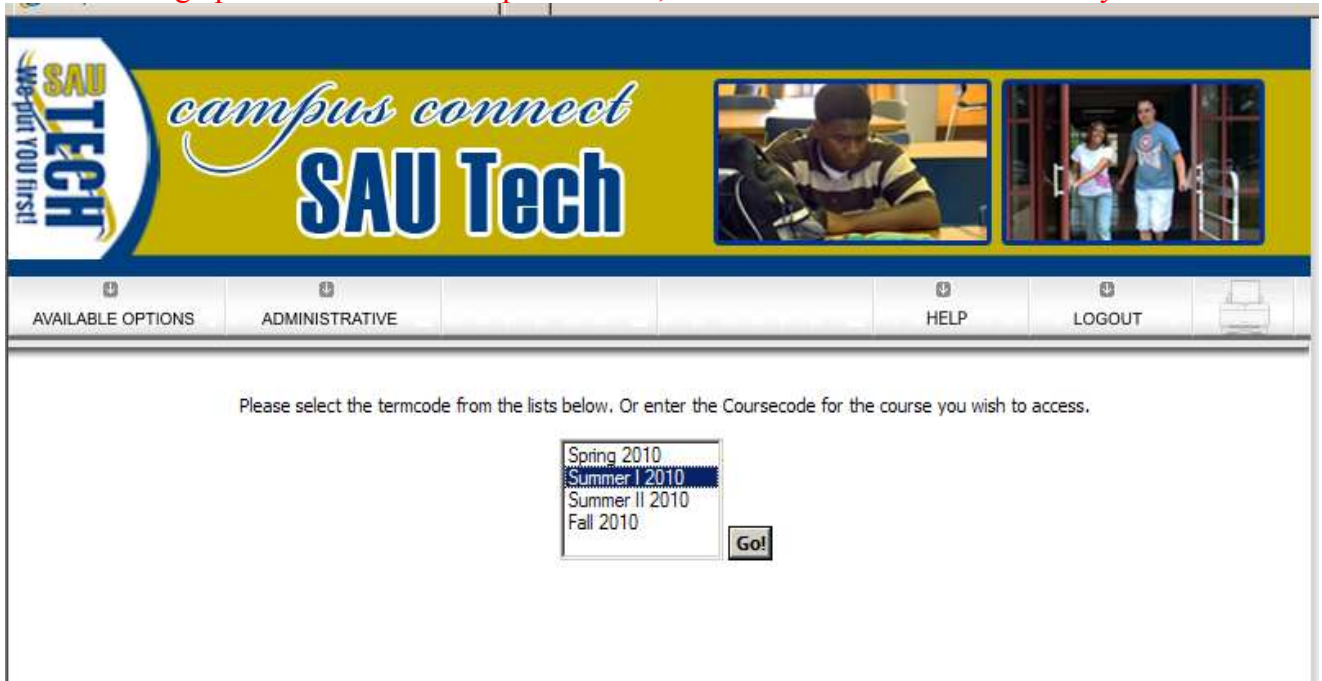
Enter your faculty username and password at the administrative login.



Click on “Faculty Menu” under the available options button.



This will bring up the Administrative option button, under that button click on “Certify Roster”.



Next, highlight the term that you want and click the “Go!” button.

AVAILABLE OPTIONS ADMINISTRATIVE HELP LOGOUT

Please select from the following list of available courses:

BIOL-2061 01 09/3S - Ins: Camp Laura (Limit:40 Enr:40)	Go!
BIOL-2061 01 09/3S - Ins: Camp Laura (Limit:40 Enr:40)	
BIOL-2063 01 09/3S - Ins: Camp Laura (Limit:40 Enr:40)	
BIOL-2071 01 09/3S - Ins: Camp Laura (Limit:40 Enr:17)	
BIOL-2073 01 09/3S - Ins: Camp Laura (Limit:40 Enr:21)	
BSCI-1011 01 09/3S - Ins: Camp Laura (Limit:40 Enr:35)	
BSCI-1013 01 09/3S - Ins: Camp Laura (Limit:40 Enr:43)	

You should now see the list of your classes! Highlight the one you want to certify first and click the “Go!” button. You should now see your certification roster for the class. If a student has attended your class at least once...you do nothing on the roster for that student. If a student has never attended your class for the semester, then you check the “Never Attended” box. After you have looked over all the students and the certification roster is a true picture of your class...read the statement at the bottom of the page. If this is true then click the “Submit Certification Roster” button. You are now finished with this roster and can go to your next one! You might want to print out a copy of each roster for your records!

Attendance Certification Roster
FIN 2003 01093S
Intro to Finance
IC
John Doe

	StudentID	Fullname	Never Attended
1.	9999-99999	Banks Wayne Lee	<input type="checkbox"/>
2.	9999-99999	Barns Wayne John	<input checked="" type="checkbox"/>
3.	9999-99999	Black Wayne	<input type="checkbox"/>
4.	9999-99999	Carter Wayne	<input type="checkbox"/>
5.	9999-99999	Davis Wayne	<input checked="" type="checkbox"/>
6.	9999-99999	Ellis Wayne	<input type="checkbox"/>
7.	9999-99999	Gilmore Wayne	<input type="checkbox"/>
8.	9999-99999	Grant Wayne	<input checked="" type="checkbox"/>
9.	9999-99999	Hinson Wayne	<input type="checkbox"/>
10.	9999-99999	Hinton Wayne	<input checked="" type="checkbox"/>
11.	9999-99999	Johnson Wayne	<input type="checkbox"/>
12.	9999-99999	Jones Wayne	<input checked="" type="checkbox"/>
13.	9999-99999	Lewis Wayne	<input type="checkbox"/>
14.	9999-99999	Mason Wayne	<input checked="" type="checkbox"/>
15.	9999-99999	Peters Wayne	<input type="checkbox"/>
16.	39999-99999	Peterson Wayne	<input type="checkbox"/>
17.	9999-99999	Smith Wayne	<input checked="" type="checkbox"/>

I certify that the above reflects the actual enrollment in this class as of the official census day of this semester and that I am the qualified instructor providing instruction in this class.

Drop Process

When a student is no longer in attendance in a given class, the student must officially drop the class within the prescribed time allowed for dropping. Students who stop attending a class and fail to follow the procedures listed below will receive an “F” as their final grade in the course. It is the student’s responsibility to drop; however, upon persistent nonattendance, the instructor may administratively drop the student from that class. A drop form must be submitted for any student whose schedule changes or who moves.

- A.) All drop forms must be submitted by the drop date.
- B.) A drop request will not be processed if proper procedures are not followed.
- C.) A drop may be done one of the following ways:
 - a. Fill out the carbon copied drop form (all signatures must be listed in order to process the drop).
 - b. Fax a copy of the completed drop form to (870) 574-4538 (Attn: LaClaire Brocks).
 - c. Mail a letter from either the student or instructor stating the student’s name, course to be dropped, mailing address, birth date, social security number, reason for dropping, and a signature from either the student or the instructor to:
SAU Tech
Attn: LaClaire Brocks
P.O. Box 3499
Camden, AR 71711
 - d. Fax the above information (line c) to (870) 574-4538.
- D.) Any student who is not listed on the instructor’s roll sheet, but whose name is on any SAU Tech roster must be dropped.
- E.) Students will receive a drop confirmation once a drop request has been processed.
- F.) Students who are not making satisfactory progress at the end of the semester may be administratively dropped.

DUAL CREDIT ENROLLMENT

Mission Statement

The Dual Credit Enrollment program functions to enhance the academic skills of area high school juniors and seniors by allowing them to enroll in college courses and provide them with an opportunity to experience college life.

Guidelines

Dual Credit Enrollment is a scholarship program designed to help high school students get a jump-start on their college credits while still attending high school. Dual Credit Enrollment provides courses for students enrolled in high school to receive college credit only; however, the high school principal can also award high school credit. Dual Enrollment Credit is only offered to high school juniors and seniors and only during the Fall and Spring semesters. The Dual Credit Enrollment Scholarship provides academic and technical education for the students provided they meet all qualifications.

Criteria of eligibility for a Dual Credit Enrollment Scholarship

1. Must not have been enrolled in college as a full-time student (12 + hours) for a previous semester;
2. Must be an Arkansas resident;
3. Must have successfully completed the 8th grade;
4. Must be enrolled in high school;
5. Must have a composite ACT score of 19 or higher, or an ASSET total score (Math + Reading + Writing) of 120 or higher with no area lower than 35;
6. Must earn at least a “C” to be eligible for subsequent scholarships;
7. Student is limited to a maximum of eleven (11) hours per semester; and
8. An unofficial high school transcript and appropriate test scores must be submitted with the application. The most recently completed semester must be included on the transcript.
9. Students with an ACT score of 19 or ASSET of 120 or better may be eligible for a high school scholarship.
10. All high school students receiving college credit will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.

Note: Scholarship cannot be used for developmental courses. The value of the scholarship is the cost of tuition for the classes in which the recipient is enrolled; it does not cover fees, books, supplies, or other costs and has no refundable cash value. Before enrollment, all high school students will need approval from the Director of Secondary and Community Educational Services or their designee. *(For the purpose of this scholarship, students are exempt from paying fees.)*

Registration Process

Students taking online courses are responsible for paying tuition cost; however, there are a limited amount of Dual Credit Enrollment Scholarships that are available to students who take courses on SAU Tech's campus.

Students who will enroll in internet courses must do so before the deadline (deadlines vary each semester). Students who have never taken an online course through SAU Tech must complete Learning Strategies, which is a tutorial to Blackboard, by the deadline or the student will not be able to access the course and will be dropped.

Students may register on SAU Tech's campus, fax to (870) 574-4538, or e-mail (lbrocks@sautech.edu) the information to the Office of Secondary and Community Educational Services by the time designated in the class schedule. Students will fill out an Application for Admission and submit it along with a copy of their test scores, and a high school transcript.

GRADING

Unsatisfactory Progress

Courses in which high school students are enrolled for concurrent enrollment purposes will adhere to the College's or University's academic policies. A student will be notified when he/she enters unsatisfactory progress status and will be advised to drop that class. The student and parent will need to sign a letter agreeing that they are aware of the student's unsatisfactory progress if the student refuses to drop after being advised.

Grading System

Grades are reported at the completion of each semester/summer terms. Midterm progress grade reports are mailed out during the fall and spring semesters. Students receiving less than average midterm grades will be sent notification letters by the counseling staff. Final grades are mailed to the student's permanent mailing address for students that are taking internet courses or on campus courses. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of five years is final.

Grading Symbols

- A** Excellent
- B** Good
- C** Average
- D** Lowest passing grade (some institutions may not accept as transfer credit)
- F** Failing
- W** Withdrawal (no credit)
- I** Incomplete
- AU** Audit (no credit)
- P** Passing
- NC** No Credit

Incomplete Grades

A grade of Incomplete, "I," will be issued only when a student has been unable, because of illness or other circumstances beyond his or her control, to finish assigned class work or papers or take the final examination. In order to receive a grade of "I," a student must make arrangements with the instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the appropriate division chair office along with a copy of the final grade roster. A grade of "I" not made up within eight weeks after the beginning of the following semester will automatically become an "F." Any additional extension of time requires approval by the Vice Chancellor for Instruction.

SAU Tech

Instructions for Electronic Grade Entry

1. Direct your browser to http://poise.sautech.edu/cc3/gui_fas.html. The CampusConnect Faculty Access login screen will appear.



2. Enter your username and password. (Note: Your username is provided by Information Technology Services. If this is your first time logging in, your password is “letmein.”)
3. Click the yellow arrow to the right of the “Password” box or press Enter.



4. If this is your first time logging in, a page will display prompting you to change your password.
5. Enter your OLD password (“letmein”) in the appropriate box and then enter your new password into the next two boxes. (Note: Your password must be at minimum of 6 characters in length and no more than 8 characters. One character must be a number.)
6. Click the “Change Password” button. You will receive a message that your password has been changed.



7. The main page will display. Choose “Faculty Menu” from the “Available Options” dropdown menu.



8. “Faculty Menu” page will display. Choose “Grade Entry” from the “Administrative” dropdown menu.



9. Choose the appropriate term from the list and click the “Go” button.



10. Choose the course for which you want to enter grades from the dropdown box and click the “Go” button.



11. A page will display that will allow you to enter your grades.
12. Choose the letter grade in the appropriate column. Once you have finished entering your grades and are ready to submit to the Registrar, click the radio button next to “Submit to Registrar” and then click the “Submit” button. If you are not finished entering grades and want to finish later, click the radio button next to “Save for Later” and click the “Submit” button. (Note: Once grades have been submitted to the Registrar, changes can only be made via a Grade Change Form.)



If you have questions or problems contact Laura Johnson at 870-574-4513 or via e-mail at ljohnson@sautech.edu or Valerie Wilson at 870-574-4514 or via e-mail at vwilson@sautech.edu.

Username: _____

Password: _____



GRADE CHANGE FORM

Today's Date: _____

Instructor: _____
(Print Name Legibly, Please)

The following student's grade needs to be changed:

Student Name: _____

Student ID: _____

Course Title: _____

Course # & Section: _____

Semester/Year Course Taken: _____

Grade now Submitted: _____

*** Explanation of Grade Change: _____

(Registrar's Use Only)

Date Entered into SAU Tech Computer System: _____
(Date)

Entered Officially By: _____
(Signature)

***** MUST BE COMPLETED FOR GRADE TO BE CHANGED**

SAU-Tech...We put YOU first!



INCOMPLETE GRADE CHANGE FORM

Today's Date: _____

Instructor: _____
(Print Name Legibly, Please)

The following student has now completed work for a grade that was previously submitted as **INCOMPLETE**:

Student Name: _____

Student ID: _____

Course Title: _____

Course # & Section: _____

Semester/Year Course Taken: _____

Grade now Submitted: _____

(Registrar's Use Only)

Date Entered into SAU Tech Computer System: _____
(Date)

Entered Officially By: _____
(Signature)

SAU-Tech...We put YOU first!

STUDENT SERVICES

Transcript Request

Students must request their own SAU Tech transcript. Counselors and instructors cannot request one for them. A transcript may be requested one of the following ways:

- A.) Fax a handwritten request with the student's signature. Students requesting transcripts must include their full name, social security number, dates of attendance, and the complete address (es) of where the transcript is to be mailed. The fax number is (870) 574-4478.
- B.) Write to: SAU Tech, Registrar's Office, P.O. Box 3499, Camden, AR 71711. Be sure to include the information above. (Line A.)
- C.) Students may pick up their transcripts from the Registrar's office the day after they request them.

Other Documents

SAU Tech does not re-release other college transcripts or photocopies to be mailed to other colleges or employees. The student will need to have those transcripts mailed directly from their original source. Transcript fees vary among colleges and universities. It is wise to telephone the Registrar's Office of the receiving institutions to verify their procedure and any cost involved.

Official and Unofficial Transcripts

SAU Tech's transcript policy does NOT accommodate for an unofficial copy – when a request is filled, it can only be printed on official safe-script transcript paper; therefore, SAU Tech cannot produce an unofficial copy to a student. An “official” transcript for admission to another college is typically accepted ONLY when the transcript is mailed directly from college to college. It is rare for a hand-carried transcript to be accepted.

Other Suggestions

Students should request several copies of their SAU Tech transcript at a time to mail to prospective employers or other colleges/universities. Students may also access their grades online at www.sautech.edu. Click on CampusConnect.

Transfer of Credit

A transfer student must have transcripts and records evaluated by the appropriate academic advisor, in conjunction with a department administrator, during his/her initial registration and enrollment in classes at SAU Tech. The Registrar's Office will be notified of the approved transfer credits.

Only transfer credit with a grade of “C” or better is recognizable. Credits earned from other accredited institutions will not be calculated in the GPA at SAU Tech. Only applicable transfer credits toward the degree or certificate being awarded will be posted to the transcript.

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “NO

COMPARABLE COURSE.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website at <http://adhe.edu> and selecting COURSE TRANSFER.

Student IDs

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: library, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab. There is a \$5.00 replacement fee for IDs.

College Bookstore

Internet students, students taking classes on SAU Tech’s campus, and/or students taking classes at their high school after regular school hours are responsible for purchasing their own textbooks. They may purchase their textbooks, supplies, and other personal items in the bookstore. The bookstore is located in the basement in the Administration Building.

Full refunds for textbooks purchased at the bookstore will be given only when the college cancels a course. An 80% refund is given when a student drops a course within one week. Books must not be marked in and the student must present an official drop slip and the sales slip.

Scholarships

Graduating seniors may be eligible to apply for a Technology Scholarship. Contact the Financial Aid Office at (870) 574-4511.

SOUTHERN ARKANSAS UNIVERSITY TECH

Calendar of Activities

2011-2012

(Revised: 07/07/2011)

Fall Semester – 2011

Annual Staff Development	August 18
Advising/Registration	August 22-23
Fall Late Registration with Penalty	August 24-26 (All Classes)
	August 24-30 (Evening & Internet Classes)
Fall Classes Begin	August 24
Campus Closed (Labor Day Holiday)	September 5
Student Appreciation Day	September 7
11 th Day Lockdown	September 8
EXPO	October 5-6
Last Day to Complete “I” Grades	October 12
Mid-Term Grades Due To Registrar	October 12
Student Evaluations	October 24-November 4
Last Day for Instructors to Drop Students	November 21
Campus Closed (Thanksgiving Holiday)	November 24-25
Last Day to Drop with Grade of “W”	November 30
Fall Final Exams	December 6-8, 12-13
Final Grades Due to Registrar	December 14
Course Assessment forms due to PAD	December 14
Fall Semester Ends	December 15
Campus Closed (Christmas Holiday)	December 23-January 2

Spring Semester – 2012

Advising/Registration	January 9-10
Spring Classes Begin	January 11
Spring Late Registration with Penalty	January 11-13 (All Classes)
	January 11-17 (Evening & Internet Classes)
Martin Luther King, Jr. Holiday (No Classes)	January 16
11 th Day Lockdown	January 26
Black History Celebration	TBA
Showtime Auditions	TBA
Showtime at SAU Tech	TBA
Last Day to Complete “I” Grades	March 7
Mid-Term Grades Due to Registrar	March 7
Spring Break	March 19-23
Student Evaluations	March 26-April 6
Spring Fling/College Day	April 3
Last Day for Instructors to Drop Students	April 9
Miss Greater Camden Pageant	TBD
Last Day to Drop with Grade of “W”	April 18
Spring Final Exams	April 24-26, May 1
Final Grades Due to Registrar	May 2
Spring Semester Ends	May 3
Graduation/Honors Convocation	May 3
Course Assessments forms due to PAD	May 4
Employee Appreciation Day	May 4

Summer I – 2012

Summer I & Extended Term Advising/Registration	May 29
Summer I & Extended Term Begins	May 30
Late Registration Summer I & Extended Term with Penalty	May 30
Last Day for Instructors to Drop Students	June 14
New Student Orientation	June 18 & 19
	June 19 (Housing Students Only)
	July 16, 17, & 18
Final Grades Due To Registrar	June 28

Summer II – 2012

Summer II Advising/Registration	July 2
Summer II Begins	July 3
Late Registration for Summer II with Penalty	July 3
Campus Closed (Independence Day)	July 4
Last Day for Instructors to Drop Students (Extended Summer & Summer II)	July 19
Last Day to Drop with Grade of “W” (Summer II & Extended Term)	July 26
Final Grades Due To Registrar	August 2

SAU Tech does not discriminate on the basis of sex, race, color, creed, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

*Secondary & Community Educational Services
Southern Arkansas University Tech
P.O. Box 3499
Camden, AR 71711
Office: (870) 574-4476
Fax: (870) 574-4538
E-mail: lbrocks@sautech.edu
Website: www.sautech.edu*