



2019-2019 STUDENT HANDBOOK

Student Resources, Policies and Procedures

STUDENT LIFE

Accidents & Incidents Procedure

When an accident or an incident involving a student or students or visitors occurs, immediately contact the Campus Nurse at 760-4131, Campus Security at 760-4293, the Dean of Students at 760-4229, or the Switchboard at 760-4222.

Alcohol & Drug Policy

It is NPC's policy that illegal drug and alcohol use, including the manufacture, sale, distribution, dispensation, possession, or use of illegal drugs and/or alcohol is prohibited. The illegal use of drugs and alcohol is inconsistent with the behavior expected of members of the College community. The College is committed to the development and maintenance of an environment free of alcohol and drug abuse and in compliance with the Drug Free Workplace ACT of 1988 and the Drug Free Schools and Communities Act of 1989. These laws and their accompanying regulations provide a proper framework for the anti-drug and anti-alcohol policies of the College.

Campus Recreation

The National Park Wellness Center is focused on helping students, faculty and staff achieve healthy lifestyles. This is done through a variety of avenues:

- NPC Wellness Center
- Intramural Sports
 - Sports include: basketball, flag football, volleyball, softball, and soccer

NPC also offers competitive team sports which offers an opportunity to compete against other colleges and/or universities. Competitive team sports include men's and women's basketball.

Campus Store

The NPC Campus Store, located on the first floor of the Gerald R. Fisher Building, stocks textbooks, general supplies, art supplies, and medical supplies needed for NPC classes. There is also a reference corner and a wide variety of technology supplies. In addition, there are health and beauty supplies, food items, and college apparel.

Career Services

The Career Center is located on the second floor of the Gerald R. Fisher Campus Center.

NPC Career Services:

- Coordinates the Career Ready Internship Grant - this grant provides the opportunity for students with financial need to gain valuable employment experience.
- Links employment opportunities for our students and alumni through CareerLink
- Uses Interest Inventories to assist undecided students with career choices
- Mentors ESL, dislocated workers and non-traditional students as referred
- Serves as a location for employer visits and information
- Conducts job search activities for students, alumni, and the community
- Coordinates the campus volunteer information and service learning activities
- Administers the campus Perkins Grant for Career and Technical Education
- Is a member of NACE (National Association of Colleges and Employers)

Computer Services

The NPC Computer Services Department provides information services and information technology needs to faculty, staff, and students to enhance and promote the educational experience at NPC.

Computer Acceptable Use Policy

Introduction

National Park College 's computing and telecommunications networks, computing equipment and computing resources are owned by the College and are provided primarily to support the academic and administrative functions of the College. Federal and state laws, and College policies and procedures govern the use of these resources. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

Regulatory Limitations

The College may monitor access to the equipment and networking structures and systems for the following purposes:

- To ensure the security and operating performance of its systems and networks.
- To enforce College policies.

The College reserves the right to limit access when federal or state laws or College policies are violated or where College contractual obligations or College operations may be impeded.

The College may authorize confidential passwords or other secure entry identification; however, students have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

All material posted to or sent over College computing and other telecommunications equipment, systems or networks must be accurate and must correctly identify the creator (E-mail, etc. account owners must be identifiable).

User Rights

Access to computing supported by NPC is granted contingent on that access not be misused. If that access is misused, it can be withdrawn at any time. Further action may be taken as a result of serious offenses.

Privacy and Privilege

All Users must respect the privacy and usage privileges of others, both on the NPC campus and at all sites reachable by NPC's external network connections. Users will not intentionally seek information on account passwords. Nor will they obtain copies of other User's passwords. Users will not modify files, data, or passwords belonging to other Users. Users will not develop, download, or execute programs for these purposes. Users must preserve and protect the privacy, dignity, well-being, and informed consent of all participants.

Security and Related Matters

No one shall:

- Attempt to circumvent data protection schemes, unknowingly endanger or compromise the security of any College computer, network facility, other computer resources, or willingly interfere with others' authorized computer usage
- Modify, reconfigure, or attempt to modify or reconfigure any software or hardware of any College computer or network facility, in any way, unless specific authorization has been obtained; or
- Use College computer resources and communication facilities to attempt unauthorized access to any computer or network facility, no matter where located, or to interfere with others' legitimate use of any such computing resource
- Attempt to access, copy, or destroy programs or files that belong to other users or to the College without prior authorization, nor shall anyone use College computing resources for unauthorized monitoring of electronic communications
- Create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any College computer or network facility, regardless of whether demonstrable harm results
- Place confidential information in computers without protecting it appropriately. The College cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the College may access such information in accordance with the Regulatory Limitations section of this document.
- Knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources

Accounts

- Users shall use their accounts for the purposes for which they are established, as well as personal communications.
- Accounts and other College computer resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the College.
- No one shall give any password for any College computer or network to any unauthorized person, including their children, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing of passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
- A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

Enforcement and Sanctions

System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrators may:

- Formally or informally discuss the matter with the offending party
- Temporarily revoke or modify access privileges, or
- Refer the matter to the appropriate disciplinary authority

Any violation of this policy will result in a disciplinary note being placed in the student's academic file and may result in the revocation or suspension of access privileges by the Department of Computer Services with review by the appropriate academic or administrative unit and/or law enforcement agencies if local, state, or federal laws have been violated. NPC reserves the right to amend this policy at any time.

Counseling and Psychological Services

The Professional Counseling Services available at National Park College are located in the Social Sciences division, room 105. It is the purpose of these services to support student success and personal growth in a warm and safe environment. There will also be effort made to ensure that you are referred to community resources when indicated to be appropriate.

- Individual Counseling
- Referral Services
- Crisis intervention
- Collateral Consultation

How can we help?

It is common to need support beyond what family and friends can offer at some point in a college career. Are you...

- Worried about balancing relationships, work, and school?
- Feeling more blue than normal?
- Having trouble concentrating?
- Feeling anxious and nervous?
- Upset about a relationship?
- Trying to overcome your past?

- Hearing from family and friends that they are worried about you?
- Concerned about a friend or family member?
- Looking for a new mental health provider?

SERVICES PROVIDED ARE CONFIDENTIAL AND FREE

Criminal Violations Reporting

Upon receiving a signed allegation of a criminal violation, the President or a designee will notify the proper law enforcement officials. Any student, faculty, or staff wishing to report a criminal violation that they feel has occurred on the NPC campus or at an NPC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Campus Security Office on the third floor of the Fisher Campus Center or the Vice President for Student Affairs' Office on the second floor of the Fisher Campus Center. In case of an emergency, verbal notification to Security at 760-4293 or the Vice President for Student Affairs at 760-4212.

Policy Number: 7.600

Date Adopted: May 26, 1993

Dining Services

Student Center located in the Gerald Fisher Campus Center

Vending machines and a full service deli are available with a variety of drinks and hot/cold meals and desserts. The deli is open for breakfast and lunch.

Southside Student Center

Vending machines stock snack foods and drinks.

Disciplinary Proceedings

The Disciplinary Authority

The National Park College (NPC) Board of Trustees charges the President with the responsibility of maintaining appropriate standards for student conduct.

The President of National Park College has delegated the disciplinary function to the Vice President for Student Affairs and the Dean of Students.

The Dean of Students has the responsibility to initiate, implement, and supervise the disciplinary process for students. In the event of a conflict of interest, the Vice President for Student Affairs may assign these duties to another individual as designated by the College President.

The Board of Trustees authorizes the President, the Vice President for Student Affairs, the Dean of Students, and the members of the Student Discipline Committee to expel, dismiss, suspend, place limitations on continued attendance and/or levy other penalties in order to maintain appropriate standards of student conduct. This policy does not include academic sanctions defined in Policy Number 6.300.

Discipline Committee Assignment

At the beginning of each Spring Semester, the Dean of Students shall submit for the approval of the President nominees for the Student Discipline Committee.

The Student Discipline Committee shall be composed of twelve people: six faculty members and six students. A quorum will consist of a minimum of four students and four faculty.

Purpose of the Discipline Committee

The primary aim of the student disciplinary procedures is to redirect student behavior toward the achievement of academic goals or the adjudication of possible disciplinary sanctions.

Possible disciplinary sanctions may be necessary as defined in the later section of this document.

Disciplinary Procedure and Due Process

Procedural due process does not provide for legal representation, a public hearing, confrontation, cross-examination of witnesses, self-incrimination, or any of the remaining features of federal criminal jurisprudence. The following procedural guidelines are established for the handling of disciplinary matters:

The student shall be notified by the Dean of Students that he/she is charged with violating a regulation, that there is an initial five day fact finding process, and that he/she may be sanctioned until further action is taken to dispose the charge. This informal process will be held in the office of the Dean of Students or the Vice President for Student Affairs and will include the student, the Dean, and the Vice President. Other college personnel, with knowledge of the matter, may be requested to attend the hearing.

Upon completion of the fact finding process, an administrative decision will be made. The student will be notified in writing of the decision of the Dean of Students and/or a designate, within five (5) school days.

The student may appeal this decision to the Student Discipline Committee, in writing, within thirty (30) days of the notice of the decision. If the student does not appeal within 30 days, the administrative decision is rendered final.

If the student requests a Student Discipline Committee hearing, the student will receive, in writing, the time and place of the appeal hearing. The student will receive this information at least thirty-six hours before a Student Discipline Committee hearing.

Disciplinary hearings are of a private and confidential nature and are closed to the public. The disciplinary hearing process is as follows:

- a. The presiding officer of the hearing is the chairperson of the Student Discipline Committee or his/her designee as appointed by the Dean of Students.
- b. The student shall be entitled to appear in person to present his/her case before the Student Discipline Committee. The student may elect not to appear, in which case the hearing shall proceed. The failure of the student to appear should not be taken as indicative of guilt and shall be noted without prejudice.
- c. Neither the student nor NPC shall be represented by legal counsel. The student may be accompanied to the Student Discipline Committee hearing by a witness such as a member of the College faculty, staff, student body or by a parent or guardian.

d. The format of the hearings will follow this sequence:

i. Presentation of the charge(s).

ii. A call for the accused student to respond to the charge(s).

iii. NPC's supporting testimony and documentation regarding the charge(s).

iv. Presentation of the testimony, witnesses and information supporting the accused student.

v. Examination and questioning by members of the Student Discipline Committee will follow both presentation of the charges and the defense of the accused student.

vi. The student shall be permitted to question witnesses in accordance with established guidelines.

vii. The student shall be entitled to hear all testimony (not deliberations) given before the Student Discipline Committee.

The Student Discipline Committee will advise the accused student of its decision, sanction (if applicable) and of his/her right to appeal at the conclusion of the deliberations.

The finding of the Student Discipline Committee is summarized in a certified letter addressed and hand delivered or mailed to the student. In this letter, the student shall be entitled to an explanation of the reasons for the decision, an explanation of any penalty, an explanation of the right to appeal to NPC's President within five (5) days.

The official transcripts and audio tapes of the hearing will be filed in the Office of the Vice President for Student Affairs.

To the extent that a disciplinary hearing involves disclosure of educational records or personally identifiable information derived from educational records, the Federal Educational Rights Privacy Act (FERPA) compels the College to close the proceedings. Thus, testimony, deliberation and committee decision are covered under FERPA and are not available for public access.

Appeal to NPC's President

If the student does not accept the decision of the Student Discipline Committee, he/she may appeal to NPC's President. The appeal must be in writing and must be in the President's office within ten (10) school days after the student receives the decision of the Student Discipline Committee.

After receiving the appeal request, NPC's President will respond in writing within ten (10) school days and will schedule a time to meet with the student. The meeting will occur within thirty (30) days of the President receiving the appeal request. The President will meet separately with the student who may bring a witness such as a member of the faculty, staff, student body or parent/guardian; then meet with the Chair of the Student Discipline Committee and the Dean of Students. Written minutes of these meetings will be taken and maintained by the President's Administrative Assistant.

The decision of the President will be summarized in a certified letter addressed and mailed to the student within ten (10) school days of the meeting with the President. The decision of the President is final on behalf of National Park College.

Possible Disciplinary Sanctions

Interim Suspension - is a suspension that may be imposed based upon fact finding that shows the student's continued presence within the campus environment constitutes a danger to property, to himself/herself, or to others. The student will be given notice of the reason for the interim suspension and will be given the opportunity to request, in writing, a Student Discipline Committee Hearing at which time he/she shall be afforded an opportunity to show why his/her continued presence on campus will not constitute a danger to property, himself/herself or others.

Educational Sanctions - papers, counseling, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.

Reprimand -

- a. Oral Reprimand - an oral disapproval issued to the student by a person designated;
- b. Written Reprimand - a written statement of disapproval prepared by a designated person

Restitution - Compensation for loss or damage incurred to NPC or a member/guest of the College community.

Disciplinary Probation (with or without sanctions) - Notice that further breach of conduct, as specified, may result in suspension or loss of privileges as may be consistent with the offense committed. The period of probation shall be specified in the decision.

Probated Suspension - Notice that further convictions of major offenses, as specified, may result in suspension. The period of probation shall be specified in the decision.

Suspension - Temporary severance of the student's relationship with NPC for a specified period of time. The period of time is to be specified in the decision.

Probated Expulsion - Notice that further convictions of major offenses, as specified in the decision, may result in expulsion.

Expulsion - Permanent severance of the student's relationship with NPC.

NPC Board Policy Number: 6.310

Emergency Procedures

An emergency response and recovery program has been developed to ensure response to and recovery from emergencies of all types and magnitudes and the continuation of College operations following an emergency. The plan is carried out by the NPC Crisis Team.

NPC's first priority when an emergency occurs is employee, student and guest safety and emergency response, and their second priority is disaster recovery and business continuity. This plan encourages the development of high levels of resilience where required and the wise use of resources to assure that when an emergency occurs, NPC's normal functions continue and, in the case of a major emergency, its missions essential functions are restored as soon as possible followed by the restoration of all College functions.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Security Authority, NPC College Administrators, the Garland County Sheriff's Department, and the State Police. These departments typically work together to manage the incident. Depending on the nature of the incident, other NPC departments and other local agencies could also be involved.

Emergency Evacuation Procedures

Students, faculty, staff, and guests are expected to evacuate campus buildings if they hear a fire alarm, if the campus administration determines that an evacuation is necessary. All persons will receive information about evacuation via the ALL CALL System, and/or verbally by college personnel in person or by phone.

Shelter-in-Place

What it Means to Shelter-in-Place

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to "shelter-in-place" means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, NPC ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from the ALL CALL System.

How to "Shelter-in-Place"

No matter where you are, the basic steps of "shelter-in-place" will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency "shelter-in-place" supplies and a telephone to be used in case of emergency. If you are outdoors, proceed inside the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - an interior room
 - above ground level
 - without windows or with the least number of windows
 - If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.

6. Make a list of the people with you and ask someone to call the list in to the College operator at (501) 760-4222. In the event that the operator station cannot be manned, calls will be forwarded to an appropriate location.
7. Turn on a radio or TV and listen for further instructions.
8. Turn on a radio or TV and listen for further instructions.
9. Remain calm and make yourself comfortable.

Lockdown

A "Lockdown" is the temporary sheltering technique utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded.

Notice that a "Lockdown" has been issued will be broadcast over the ALL CALL SYSTEM and by other appropriate means.

How to Lockdown

The basic steps for how to lockdown will be the same regardless of your location. Follow these steps, unless instructed otherwise by local emergency personnel:

- Try to remain calm.
- Remain indoors, e.g. your office or classroom. Once in "Lockdown" you would be allowed to move about to facilitate certain needs, e.g. bathroom, water; but you should not leave the building unless an all clear has been sounded.
- If not in your typical surroundings, proceed to a room that can be locked.
- Close and lock all doors.
- Turn off all lights.
- Occupants should be seated below window level, toward the middle of a room away from windows and doors.
- Remain silent.
- Turn off all radios or other devices that emit sound.
- Silence cell phones.
- If gunshots are heard, lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter.
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to emergency responders.
- Do not shelter in open areas such as hallways or corridors. Go to the nearest office, classroom, lecture hall or auditorium that can be locked.

A message will be broadcast giving specific locations and directions for entering certain shelter sites.

Do not unlock doors or attempt to leave until instructed to do so by emergency responders. The "All-clear" will be announced over the ALL CALL System or other appropriate system when it is considered safe.

Fire

In the event of fire any person may sound the fire alarm. A student should notify the nearest faculty or staff member to ensure that 911 may be called promptly.

Staff members and students should review the Emergency Maps located in each building prior to an emergency. The Emergency Map indicates the location of fire extinguishers, fire alarm pull stations, exit routes, and Safe Assembly Areas. Staff members and students are asked to use fire extinguishers if safe.

Everyone should evacuate the building and immediate area to the designated Safe Assembly Area. Remain in the Safe Assembly Area until the designated Building Captain performs a head count to ensure everyone has been safely evacuated. The person reporting the fire should remain available to give the location to the proper authority and explain any necessary details.

Policy Number: 7.300

Date Adopted: January 1, 1991

Firearms Policy

In accordance with Act 226 of 2013 and Arkansas Code § 5-73-306(14), the possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the NPC campus, (b) in any building owned or controlled by the College, and (c) at any College event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the NPC website and in the Faculty Handbook and Staff Handbook, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other College regulations.

These provisions shall not apply to any campus security personnel employed by the College or any other certified law enforcement officer.

This policy will be reviewed annually in compliance with Arkansas Code § 5-73-322.

NPC Board Policy Number: 8.120

Freedom of Expression

Expressions of views and freedom of discussion should be encouraged and protected. The instructor has the responsibility and authority to maintain order and appropriate academic environment, but his/her authority must not be used to suppress the expression of views related to the subject which are contrary to his/her own. Students are responsible for learning the content of any course for which they are enrolled. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

Academic evaluation by instructors of student performance shall be neither prejudicial nor capricious.

Information about student views, beliefs, and associations acquired by College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an

official capacity, except with the consent, either expressed or implied, of the student or under legal compulsion.

Reference

Statement of Student Rights and Responsibilities: Sections 4-6

Health Services

NPC has a nurse on duty to serve the primary medical care needs of our campus community. The nurse performs first aid assistance, gives general health advice, administers prescribed doctor's care advice, assists in emergencies, and acts as a referral agent. In addition, the Student Health Nurse maintains all student health records that are required by state law. The Student Health Services Office is located on the 1st floor of the Fisher Building. The Student Nurse may be reached at 760-4131.

Inclement Weather

National Park College will address inclement weather situations consistent with the Governor's Policy Directive and the NPC Board policy. The general policy is that NPC does not close due to inclement weather if at all avoidable. However, the obligation to provide services to the citizens of the area must be balanced with the risk of danger to students and employees. Therefore, the following guidelines are established to govern operations during inclement weather and to address and protect the needs of the College's students.

The President or the Vice President for Academic Affairs will determine when the inclement weather policy is implemented based on area weather conditions. Local media will be used to notify students and employees of policy implementation. The state policy provisions regarding late arrival and leave time will apply to NPC employees.

In the event of early morning severe inclement weather conditions in the National Park College area, the President or Vice President for Academic Affairs will determine whether to place the inclement weather policy in effect and will publicly announce its implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to implement the inclement weather policy for evening classes will be made by mid-afternoon, and announced between 3:00 p.m. and 3:30 p.m., if possible. Announcements affecting Saturday classes will be made between 7:00 a.m. and 7:30 a.m. when possible.

NPC Board Policy Number: 7.200

Library

The NPC Library provides access to materials, information, and services that support students' educational needs. In addition, the Library has career exploration materials, general and technical periodicals, recreational reading, and audio-visual materials and equipment. In addition to print materials, the Library provides a variety of online databases, many of which are full-text, that are available to students.

Lost and Found

Students seeking lost items should check with the Student Center Manager located on the first floor in the Fisher Campus Center. Students who find items should turn them in to the same office.

OASIS

OASIS is NPC's online self-serve portal for students. You can use this system to register for courses, view your charges, financial aid award, class schedule, degree progress/mid-term grades, and transcript.

Click on the OASIS link from the top of any College web page.

Your username is the first initial of your first name and your full last name.

Example: John Smith Your username would be jsmith

(Common names will be assigned a number at the end of the name; call computer services at x4171 if you are not able to log on.)

Your password is the last four digits of your Social Security number and your birth month and day

Example: Social Security number = 123-45-6789 and birthday = February 9 Your password would be 67890209

For log in problems, email techsupport@npcc.edu or call 760-4171 and ask for your password to be reset.

Off-Campus Conduct

If a student violates any municipal ordinance, law of the State of Arkansas, or law of the United States by any offense, committed off the campus and which is not associated with a College-connected activity, the disciplinary authority of the College will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws. The College will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that, in the judgment of the Vice President for Student Affairs that:

- the continued presence of the student on campus is likely to create interference with the educational process and the orderly operation of the College, or;
- the continued presence of the student on campus is likely to endanger the health, safety or welfare of the members of the College community or their property or that of the College, or;
- the offense committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the student's suitability as a member of the academic community

Reference:

Statement of Student Rights and Responsibilities: Section 18

Parking

Traffic signs are posted throughout the campus and students are encouraged to familiarize themselves with the posted speed limits, directions and parking areas. These traffic regulations are established by the State of Arkansas, and failure to abide by these regulations constitutes a violation of state law. State and county

law enforcement officials do tow vehicles at the owner's expense if they are parked illegally or in an unauthorized area, including vehicles illegally parked in "Handicapped" and "No Parking" slots. In addition, according to state law, vehicles parked on Mid-America Boulevard must be at least 3 feet off the travel portion of the road or their owners will be subject to tickets and tows. Car decals are free and may be obtained in the Student Center during the enrollment process.

Posting Policy and Literature Distribution

All materials must be sponsored or cosponsored by a registered student organization or a college department or division.

All materials must be approved through the office of the Vice President of Student Affairs located on the 2nd floor of the Fisher Campus Center.

Distribution of materials must not be disruptive to College operations.

Printing & Copying

NPC recognizes students need to print in the course of doing academic work. The College also recognizes its responsibility to discourage waste and to recover some of the cost of printing on campus. Accordingly, all students will be given an allotment of \$50.00 free printing each semester and charged for printing above that amount. For further printing above the free allotment you will need to purchase a \$5.00 or \$10.00 ticket from the Library or the Bookstore.

- Unused print quotas do not carry over to the next semester.
- The cost of printing will vary based on whether it is a black and white print or a color print. The current cost for printing is \$0.10 per page for black and white prints and \$0.25 per page for color prints. All costs are subject to change as needed.
- There will be no refunds for print credits not used.
- **Any and all PowerPoint presentations MUST be printed in either "OUTLINE" mode or "HANDOUTS" (6 slides per page) mode**
- Users are not permitted to use the manual feed tray. Therefore you may not print labels, envelopes, or anything requiring special paper.

The printers are not a replacement for photocopy machines. Users who need multiple copies (more than 2) of a document should print a master copy and then photocopy it. The NPC Library offers photocopying services.

Sexual Discrimination/Harassment/Misconduct

No person at National Park College will on the basis of sex be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any education program or activity.

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place

in a school's facilities, in college transportation, at a class or at a training program sponsored by the school at another location.

Sexual Offender Registration

NPC reserves the right to deny admittance or re-admissions to a registered sex offender as deemed necessary for the safety and security of individual students and the campus community. The level of offense, specifics of the offense, and restrictions of the court placed on an individual sex offender's record will be taken into consideration when rendering this decision.

Inquiries should be directed to the office of the Dean of Students located on the second floor of the Gerald Fisher Campus Center. Requests will be reviewed, and if necessary, referred to the appropriate authority. If approved for enrollment, all enrollment activity will be processed through the Dean of Students' office.

Stalking

The state of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993. The law against stalking encompasses conduct such as harassment (including physical, written, telephone, telegraph, texting, e-mail, or any other form of written communication), terroristic threatening, following a person, or insulting, taunting, or challenging a person in a manner likely to provoke a violent or disorderly response. The Administration requests that students who have current court Orders of Protection or Restraining Orders hand carry a copy of these documents to the Campus Security Office (760-4293) on the third floor of the Fisher Campus Center or to the Office of the Vice President for Student Affairs (760-4210) on the second floor of the Fisher Campus Center.

Student Center

Student Center in the Gerald Fisher Campus Center

The Student Center in the Gerald Fisher Campus Center is located on the 1st floor. Between classes, students can engage in a game of pool or ping pong. A large screen TV and video games are also available for viewing during leisure times. This Student Center has wireless Internet access and a charging station for personal use. Vending machines and a full service deli are available with a variety of drinks and hot/cold meals and desserts.

Southside Student Center

The Student Center is located in close proximity to the technical classrooms. A large screen TV is available for viewing during leisure time. Vending machines stock snack foods and drinks; no full service food service is available.

Student Code of Conduct

Generally, College discipline shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives or which would jeopardize the health and safety of the College community.

Expulsion, suspension or less severe sanction from the College may result from any of the following conduct where it occurs on campus or in the areas or situations listed in Student Rights and Responsibilities Section 17 or 18.

- Academic cheating or plagiarism
- Student display of behavior that is deemed a safety risk to himself/herself or others within the campus community
- Furnishing false information to the College with intent to deceive
- Forgery, alteration or misuse of College documents, records or identification cards
- Assault and battery
- Vandalism, malicious destruction, damage or misuse of public or private property, including library materials
- Theft, embezzlement or temporary removal of the property from its assigned position
- Failure to meet obligations related to the College
- Rioting, inciting to riot, raiding, and inciting to raid College property
- Illegal manufacture, sale, possession or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or chemicals
- Possession of firearms, ammunition, explosives, fireworks, dangerous weapons, incendiary devices, or chemicals
- Gambling
- Two or more like offenses for which the penalty of disciplinary probation may be imposed
- An additional offense committed while the student is on disciplinary probation
- Possession or use of alcoholic beverages on College-owned or supervised property
- Indecent or obscene conduct on College property or College-supervised property, including cyberspace
- Unauthorized solicitation in buildings or facilities owned or controlled by the institution
- Abuse or misuse of computing resources to include any attempt to circumvent or compromise the security of any NPC computing resource, any unauthorized access to or tampering with any data files belonging to NPC or any other person or entity, any other similar misuse of or damage to NPC computing resources, or the use of NPC computing resources belonging to any other person or entity

College disciplinary probation or any lesser penalty may result from the following conduct when it occurs on College-owned property, College-supervised property or in the areas or situations listed in Student Rights and Responsibilities Section 16 and 17:

- Intoxication or disorderly conduct
- Failure to comply with official and proper regulations or order of a duly designated official acting within the scope of his/her authority, agency or agent

Student Government Association (SGA)

The NPC SGA is the chief voice representing the student body. The SGA's purpose is to serve as a vital link between students and NPC administration, faculty, and staff. The SGA works to improve the quality and value of the educational experience at NPC by acting as an advocate for student concerns. SGA members have an opportunity to develop new leadership skills, make their opinions heard, participate in representative government, meet a diversity of people, and add to their resume and portfolio.

Student ID Cards

Who needs an ID card?

All current students. **Only** current students will be issued an NPC ID

Why should I get an ID card?

Ad ID is needed for:

- Purchasing and returning items at the Campus Store
- Checking out books at Library
- Testing in the Testing Center
- Use of the NPC Wellness Center
- Discounts at area stores, bus passes, movie theaters, etc.

How do I get an ID card?

Bring your current schedule and a state issued photo ID to Room 139 on the first floor of the Fisher Campus Center. The first one is free!

What if I lose my ID card?

Replacement NPC Student ID cards cost \$10. To replace a lost or missing NPC ID Card, please pay the \$10 replacement fee at the NPC Business Office and bring your receipt to Room 139 on the first floor of the Fisher Campus Center.

Do I get a new student ID every semester?

No, your NPC Student ID card is valid for two years.

Student Organizations

College is the perfect time to develop vital leadership, social and communication skills through club interactions. NPC clubs and organizations offer many opportunities for students to participate and join student leadership groups, find a like-minded community, or simply get to know fellow students.

Regarding Campus Clubs and Organizations

Per NPC Board Policy, student clubs and organizations are encouraged when duly organized, approved and operating within the guidelines of College policy. Procedures for establishment are available from the Vice President for Student Affairs. Faculty and administration support of duly recognized student organizations is expected since they such are an important part of a student's college experience. Board Policy includes information regarding the Student Government Association and Limited Charters for Student Organizations.

NPC Board Policy Number: 6.900

Student Support Services

Student Support Services (SSS) is a federally-funded program created to provide services to eligible students. The NPC SSS program serves approximately 200 eligible students each semester. These services include advising in academic, personal, career, and financial literacy areas; transfer and transitional services for those students wishing to transfer to four-year institutions; tutoring in most subject areas; disability services; small group non-credit math instruction; cultural enrichment activities; and financial literacy workshops.

Talent Search

Talent Search is an early intervention/educational opportunity program. Serving students in grades 7-12, the program promotes skills and disseminates information necessary for successfully entering college and completing a degree. Emphasizing personal/career development, financial literacy, academic skills, and ACT readiness through college preparatory workshops, students are better prepared for the rigors of higher education. Campus visits, academic monitoring, and guidance in the completion of college and financial aid applications serves the individual needs of participants and their families. Summer enrichment and campus-based events are hosted as funding permits and provide opportunities for institutional collaboration and faculty involvement.

Talent Search is a federal TRiO program funded by the U.S. Department of Education. Two-thirds of students served by the program are low-income and would be in the first generation of their family to attend college. For more information about the Talent Search program, contact Cathy High at 501-760-4397.

Telephone Numbers

WHEN YOU NEED INFORMATION (501) 760-4222

Academic Success Center (Tutoring)	501-760-4228
Adult Education	501-760-4335
Blackboard/Online Learning	501-760-4292
Bookstore	501-760-4117
Business Office	501-760-4125
Business Division	501-760-4314
Campus Tours	501-760-4232
Career Center	501-760-4243
Career Pathways	501-760-4238
Communication & Arts Division	501-760-4258
Community & Corporate Programs	501-760-4156
Computer Lab	501-760-4171
Concurrent Credit	501-760-4145
Continuing Education	501-760-4223
Director of Development	501-760-4129
Educational Talent Search	501-760-4397

Emergency Medical Services	501-760-4207
Enrollment/Education Verification	501-760-4159
Enrollment Services	501-760-4159
External Affairs	501-760-6410
Financial Aid	501-760-4159
Foundation/Development Office	501-760-4129
Health Sciences Division	501-760-4258
Human Resources	501-760-4388
Innovative Technology Center	501-760-1493
Learning Acceleration Division	501-760-4258
Library	501-760-4110
Maintenance/Buildings and Grounds	501-760-4161
Math/Sciences Division	501-760-4258
Nursing Division/PN	501-760-4160
Nursing Division/RN	501-760-4290
Nursing Skills Lab	501-760-4367
Refunds	501-760-4159
Scholarships	501-760-4357
Social Sciences Division	501-760-4258
Student Billing/Business Office	501-760-4125
Students Concerns	501-760-4210
Student ID Office	501-760-6365
Student Nurse/Immunization Records	501-760-4131
Student Support Services / TRIO	501-760-4397
Technical/Professional Division	501-760-4314
Testing	501-760-4321
Transcript Requests	501-760-4159
Tutoring Lab	501-760-4228
Veterans Affairs	501-760-4151
Wellness Center	501-760-4296
Workforce Training	501-760-4135

President's Office

President of the College

Dr. John Hogan 501-760-4200

Jill Houlihan, Exec. Assistant 501-760-4206

Vice Presidents' Offices

Vice President for Finance & Administration

Steve Trusty 501-760-4240

Toni Knapps, Support Staff 501-760-4310

Vice President for Academic Affairs

Dr. Wade Derden 501-760-4203
Amy Watson, Support Staff 501-760-4217

Vice President for Student Affairs & Enrollment Management

Dr. Jerry Thomas 501-760-4202
Tami Sheffield, Support Staff 501-760-4210

Administration**Vice President for External Affairs**

Darla Thurber 501-760-4113

Vice President for Workforce & Strategic Initiatives

Kelli Albrecht 501-760-4349

Associate Vice President for Human Resources

Janet Brewer 501-760-4221

Blake Butler

Chief Information Officer 501-760-4176

Registrar

Ana Hunt 501-760-4123

Assistant Registrar

Sharon Sinclair 501-760-4211

Dean of Enrollment Services

Jason Hudnell 501-760-4374

Dean of Students

John Tucker 501-760-4229

Institutional Research

Chris Coble 501-760-4177

Director of Career Services & Service Learning

Mary Kay Wurm 501-760-4246

Director of Library

Sara Seaman 501-760-4101

Director of Development

Sara Brown 501-760-4129

Consult the NPC Employee Directory for a complete listing of Faculty and Staff

Fax Numbers

Administration 501-760-4100
Admission/Recruiting 501-760-6585
Adult Education 501-760-4360
Bookstore 501-760-4319

Business Division	501-760-4261
Career Pathways	501-760-6411
Communication & Arts	501-760-4114
Community & Corp. Svcs.	501-760-4399
Computer Services	501-760-4178
Financial Aid	501-760-4354
Health Science	501-760-4141
Human Resources	501-760-4316
Library	501-760-4106
Maintenance	501-760-4359
Math Science	501-760-4214
Nursing	501-760-4183
President	501-760-4301
Purchasing	501-760-4220
Ralph Pinkerton Bldg.	501-760-4398
Registration	501-760-4354
Student Affairs	501-760-4100
Testing Center	501-760-6415
Transcripts	501-760-4268
TRiO	501-760-4127

Board of Trustees

Forrest Spicer, Chair

Gail Ezelle, Vice Chair

Joyce Littleton Craft, Secretary

Larry Bailey

Mike Bush

Jim Hale

Don Harris

Beverly Joe

Raymond Wright

Revised: Feb 13, 2017

Testing Center

The National Park College Testing Center is located in the Fisher Campus Center Building, second floor, Room 217. The mission of the Testing Center is to provide a professional, secure, quiet, and controlled testing environment for students, graduates, professionals and members of the surrounding community. The Testing Center aims to promote satisfaction and achievement in reaching academic and professional goals.

We also provide testing for students of other institutions, those who need a license or certification, or any other testing need of a member of the NPC community. Our Testing Services are targeted to admissions, certifications, evaluations, ADA/special needs, on-line classes, distance learning, and make-up tests when justified and approved.

An appointment is required for all tests except the Accuplacer.

An NPC photo ID is required for all NPC tests. Non-NPC students may use a driver's license or other photo I.D.

Tobacco Policy

National Park College is committed to providing a healthy, comfortable, and productive environment for the students, faculty, and staff of this campus; therefore, National Park College is entirely smoke free and tobacco free.

The Smoke Free Tobacco Free Policy applies to all National Park College facilities and vehicles, owned or leased, regardless of location. Smoking or tobacco use, including smokeless tobacco products, electronic cigarettes and electronic vaping devices shall not be permitted on the National Park College campus or NPC off-campus sites. The policy applies to all students, faculty, staff and visitors.

On-site smoking cessation programs shall be made available on a regular basis to assist and encourage individuals who wish to quit smoking.

As with any NPC policy, violation can result in dismissal.

NPC Board Policy Number: 8.100

Tornado Alert

In case of a tornado alert, students and staff should take cover in a lower level corridor, basement area free of glass and exposure to the outside, or in spaces on the southwest side of a building below ground level. The following suggested areas of cover are recommended:

- Fisher Campus Center - First Floor - Bookstore supply room and rooms along the south wall of the Student Center
- Legacy Hall - Lower level Art/Pottery Department
- Computer Resources Center - Lower level south side
- Library - Rest rooms and viewing room
- Liberal Arts Building - Rooms 4 and 8
- Faculty Office Buildings - Rest rooms
- Charlotte Phelps Building - Lower level, south side
- Gymnasium - Hallways, away from windows.

Some buildings not listed have emergency instructions posted.

All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris. If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground such as a gully, culvert, or deep ditch is better protection than nothing at all. If caught outside during a storm, lie flat on the ground to reduce the hazard of being hit by flying objects.

NPC Board Policy Number: 7.210

Transportation

Intracity Transit bus transportation is available from various areas of Hot Springs to NPC. Special access bus transportation is also provided by the Arkansas Career Training Institute (ACTI) for students who live at their facility in downtown Hot Springs.

For information on bus routes and times of Intracity Transit bus service to NPC, call 321-2020. For additional questions about transportation to and from NPC, contact the Gerald Fisher Campus Center Manager at 760-4131.

Verification of Enrollment

Enrollment Verifications serve as proof of your status as a student. Insurance companies, loan agencies and other organizations may require verification of enrollment in order for you to be eligible for certain benefits.

Unofficial enrollment verification can be obtained by students via OASIS self-service - go to: Self Service, Academic Records, Request Enrollment Verification.

For official enrollment verification, please complete the Enrollment Verification Request form and submit it to the Registrar's Office. Please allow up to three business days for processing. Verifications are tentative until the census date of each term.