



**Medical Transcription  
Certificate of Proficiency  
2012-2013**

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
ADMS 1213	Medical Transcription				3 hours
ADMS 2413	Introduction to Word Processing				3 hours
MEDL 1003	Medical Terminology				3 hours
CA 1903	Introduction to Computer Concepts				3 hours
MEDL 1033	Foundations of Human Anatomy & Physiology OR				3 hours or 8 hours
ZOOL 2004 & 2414	Human A & P I & II with labs				

This program is ineligible for financial aid.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website <http://acts.adhe.edu>

**Refunds**

**Tuition Refund**

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

**Refund for Credit Courses- Fall or Spring Semester**

Before semester begins .....100%  
 Second week of semester .....70%  
 Third week of semester .....50%

**Refund for Credit Courses - Summer Session**

Before semester begins .....100%  
 Fourth day of class .....50%  
 Fifth day of class .....0%

**Refund for Intersession and Accelerated Classes**

Before classes begin .....100%  
 Second day of class .....0%

**Refund for Short Duration Classes (1 to 7 days)**

Before classes begin .....100%  
 Start of class .....0%

**Refund for Non-Credit Courses**

Before first class meeting .....	100%
After first class meeting .....	0%

**Bookstore Refunds**

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

**New Books**

- Book has defect from publisher
- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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- Book has not been written/marked in and spine is not broken

**Used Books**

- Purchased for the wrong class

**SERVICES FOR THE DISABLED**

Black River Technical College’s coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinator, Shana Akers, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014.

**CALENDAR**

**Fall Semester 2012**

Faculty Report Back .....	August 13 (M)
Registration .....	thru August 15 (W)
Classes Begin .....	August 20 (M)
Last Day to Add a Class(es) .....	August 22 (W)
Labor Day Holiday (Campus Closed) .....	September 3 (M)
Mid-Term Exams .....	October 8-13 (M-S)
Intent to Graduate Form Due .....	October 15 (M)
Fall Break for Students .....	October 15-16 (M-T)
Spring Registration for Returning Students / Campus Connect Opens .....	Nov. 5 (M)-Jan. 2 (W)
Thanksgiving Holiday (Campus Closed) .....	November 21-23 (W-F)
Spring Registration Opens (First-Time and Transfer Students) .....	Nov. 19 (M)
Last Day to Drop a Class(es) .....	November 27 (T)
Final Exams .....	December 5-11 (W-T)
Graduation, 7:00 PM .....	December 13 (R)
Campus Closed for Holidays .....	Dec. 22 (S)-Jan. 1 (T)

**Spring Semester 2013**

Orientation for Spring Online (first-time & transfer students) .....	January 3-4 (R-F)
Faculty Report Back .....	January 3 (R)
Registration .....	thru January 2 (W)
Classes Begin .....	January 9 (W)
Last Day to Add a Class(es) .....	January 11 (F)
Martin Luther King Day (No classes; Adm. Offices Open) .....	January 21 (M)
Mid-Term Exams .....	March 1-7 (F-R)
Intent to Graduate Form Due .....	March 11 (M)
Spring Break .....	March 18-22 (M-F)
Registration Opens for Summer I, Summer II, and Fall (Returning Students) .....	
Campus Connect Opens .....	April 8 (M)
Intersession, Summer I, and Summer II Registration .....	
(First-Time and Transfer Students) .....	April 15 (M)
Last Day to Drop a Class(es) .....	April 23 (T)
Final Exams .....	May 1-7 (W-T)
Graduation, 7:00 PM .....	May 9 (R)

**Intersession 2013**

Registration .....	thru May 8 (W)
Last Day to Drop a Class(es) .....	May 13 (M)
Classes Begin .....	May 14 (M)
Final Exams .....	May 23 (R)

**Summer Session I 2013**

Registration (First-Time and Transfer Students) .....	May 22 (W)
Memorial Day Holiday (Campus Closed) .....	May 27 (M)
Classes Begin .....	May 28 (T)
Last Day to Add a Class(es) .....	May 28 (T)
Last Day to Drop a Class(es) .....	June 18 (T)
Final Exams .....	June 27 (R)

**Summer Session II 2013**

Registration (First-Time and Transfer Students) .....	June 26 (W)
Classes Begin .....	July 1 (M)
Last Day to Add a Class(es) .....	July 1 (M)
Independence Day Holiday (Campus Closed) .....	July 4 (R)
Fall Registration (First-Time and Transfer Students) .....	July 15 (M)-Aug. 14 (W)
Last Day to Drop a Class(es) .....	July 23 (T)
Final Exams .....	August 1 (R)