



**Administrative Services  
One-Year Certificate  
2012-2013**

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

Developmental Courses

Original placement in developmental education courses is determined by ACT, ASSET, Compass, or SAT test scores. I understand that if required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101 an additional semester may be required to complete my program of study.

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
ENG0004	English Essentials			ACT combined English/reading scores of 33 or below with at least one remedial score; COMPASS combined English/reading scores of 134 or below with at least one remedial score; ASSET combined English/reading scores of 79 or below with at least one remedial score; SAT combined English/reading scores of 659 or below with at least one remedial score.	None
ENG0023	Writing Fundamentals OR ALP			ACT combined English/reading scores of 34 or above with at least one remedial score; COMPASS combined English/reading scores of 135 or above with at least one remedial score; ASSET combined English/reading scores of 80 or above with at least one remedial score; SAT combined English/reading scores of 660 or above with at least one remedial score.	None
MATH0013	Pre-Algebra			ACT Math 0-16; ASSET Numeric 23-40; ASSET Intermediate 23-33; Compass Pre-Algebra 0-45; Compass Algebra 0-26; Pass with C or higher	None

First Semester

ACCT 1003	Accounting I OR				3 hours
ACCT 2003	Financial Accounting				
BSYS 1023	Business Office Machines (Fall Semester)			Prerequisite: Ability to keyboard	3 hours
BUAD 1013	Introduction to Business				3 hours
CA 1903	Introduction to Computer Concepts				3 hours
ENG 1003	Freshman English I			ACT English/reading both 19 or above; ASSET English 45 and reading 44/or above; reading of 80 or above with at least one remedial score; COMPASS writing 77 reading 85 or above; SAT English 470 reading 420 or above; or Pass ENG0023 with grade C or higher	3 hours

Second Semester

ADMS 1203	Legal Transcription (Spring Semester) OR				3 hours
ADMS 1213	Medical Transcription			Co or prerequisite: MEDL 1003	
ADMS 2073	Professional Development				3 hours
ADMS 2413	Word/Information Processing			Prerequisite: Ability to keyboard	3 hours
ADMS 2563	Business Communications			Prerequisite: Ability to keyboard; ENG1003	3 hours
MATH0023	Introductory Algebra			ACT Math 17-18; ASSET Numeric 41-55; ASSET Intermediate 34-37; Compass Pre- Algebra 46-100; Compass Algebra 27-36; Pass with C or higher.	3 hours

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)

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### 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)

