STUDENT ORIENTATION INFORMATION

ADMISSIONS & ACADEMIC ADVISING:
The Academic Advisors are Ms. Mary Anderson and Ms. Bridget Guess. They are located in the Student Affairs area of the Administration Building.

Provides the following services to students:

- Counsels students concerning academic and career needs
- Assists students in assessing their career needs via interviews and career interest inventories
- Plans, schedules, administers and scores self-assessment and academic tests

Ms. Guess is the ADA Coordinator. She determines eligibility for, and provides accommodations for ADA candidates based upon review of appropriate documentation.

REGISTRAR:

Classes begin	Aug 18 (M)
Last Day to Add a Class(es)	Aug 20 (W)
Labor Day Holiday *(Campus Closed)*	Sept 1 (M)
Mid Term Exams	Oct 6 – 11 (M-S)
Intent to Graduate Form Due	Oct 13 (M)
Fall Break for Students (faculty workdays)	Oct 13-14 (M-T)
Last Day to Drop a Class(es)	Oct 17 (F)
Spring Registration for Returning Students	Nov 3 – Jan 7
Campus Connect Opens	Nov 3 (M)
Thanksgiving Holiday *(Campus Closed)*	Nov 27 – 28 (R-F) (*No classes on Wed 11/26*)
Spring Registration (first-time & transfer students)	Nov 10 – Jan 7
Final Exams	Dec 3 – 9 (W-T)
Graduation	Dec 11 (R)
Christmas & New Year's Holidays *(Campus Closed)*	Dec 24 – Jan 2

FINANCIAL AID:
If you have not yet applied for financial aid, please contact Brandi Chester at 870-248-4020, or Misty Bradley at 870-248-4021.

**** Return of Title IV Funds***

It is imperative for students to regularly attend all classes in which they enroll. In order to "earn" the disbursement of the Federal Title IV financial aid funds (Pell Grant and Stafford Loan), a student must remain enrolled in and regularly attend all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time during the first 60 percent of the enrollment period will be required by Federal regulation to return a portion of the "unearned" Federal Title IV Financial Aid Funds. The calculation of the return of these funds may result in the student owing a balance to BRTC and /or the federal government. The BRTC Financial Aid Office can answer questions about this return of Title IV Funds Policy.

STUDENT ID CARDS:
ALL students are required to have ID cards. Without this ID card you will not have access to the Library, Physical Training Facility, to pick up Financial Aid Checks, etc. Your Student ID card can also be used for discounts at various local businesses. See Student Services for a complete list of these merchants.

RAVE ALERT:
This system allows you to receive email, text and voice alerts from BRTC in case of emergencies and to inform you of class cancellations. To register login in to http://www.getrave.com/login/blackrivertech. More information is available on the BRTC website. Students are encourage to register for this service.

RESOURCE ASSISTANT FOR PROGRAM COMPLETION

Mylea White is the Resource Assistant for Program Completion. Her job is to help students in the Technical Programs. She will assist with issues and provide access to support systems to help you complete your chosen course of study in the technical programs. You may contact her at 870-248-4000 extension 4179; or email: mylea.white@blackrivertech.edu

BOOKSTORE:

The college bookstore stocks all required textbooks and most required supplies. With the recent expansion, the bookstore now carries many new items including: Burt's Bee's health and beauty aids, various "fun" supplies, BRTC items including collegiate apparel such as watches, hats, shirts, cups, etc. New items arrive frequently.

Normal book buy-back days are scheduled at the end of finals for both the Fall and Spring Semesters. Schedules will be posted. This is the only time this service is available.

CAFETERIA:

The college has a cafeteria located on the Pocahontas Campus in the Randolph County Development Center. Breakfast and lunch are served daily. Weekly menus are posted on the automated message boards.

LIBRARY:

Library Card: Your Picture ID that was made in Student Services is also your library card.

Library hours:

7:30 a.m. - 8:00 p.m. Monday through Thursday

7:30 a.m. - 4:30 p.m. (sometimes earlier) on Friday

7:00 a.m. – 5:00 p.m. Monday through Thursday during Summer sessions

The library's webpage address is http://library.blackrivertech.edu. From the webpage, the online catalog (for books) and online databases (for magazine and newspaper articles) can be accessed. Some databases require passwords for use off-campus; pick up a password sheet in the library.The library has several computers available for student use.

Student Evaluation of Course/Instructor

Prior to the end of each semester students will receive an email with instructions on completing an evaluation of their current courses/instructors. Completion of these evaluations is imperative as information collected is used as an assessment tool for the college. Results of this data are not shared with instructors until final grades are submitted. Student names are not included on in the final results.

INCLEMENT WEATHER POLICY

The president may cancel classes in the event of severe weather. Announcements of cancellations will be aired on radio stations KPOC, Pocahontas; KFIN, Jonesboro; KTMO, Kennett, MO; and on the television staton KAIT, Channel 8, Jonesboro. The RaveAlert system will also be utilized.

PARKING:

- Don't leave your vehicle unlocked with personal items inside.
- Don't leave your keys inside your vehicle.
- Get a parking permit and display it appropriately.
- Park inside the **yellow** lines, (*Not the white; white is for faculty/staff only*)
- Don't park in the visitor parking. (Tickets will be written even if you park to "go pay a bill, talk to someone, etc....")
- If you drive another vehicle to school it's your responsibility to have your parking decal displayed in that vehicle.
- If you lock your keys inside your vehicle, have an accident, or have any incident to report contact Officer Tony Saylors (on the Pocahontas campus).
- **This is not a complete list, read your parking violation list carefully.**

STUDENT AGREEMENT AND INFORMATION FORM

NAME: _____

ADDRESS: _____

_____

EMAIL: _____

PHONE: _____

Please list the name and number of someone who will always know how to reach you:

Name: _____ **Phone:** _____

MAJOR: _____

AGREEMENT

I have read and understand the terms and conditions of syllabus for this course, as well as the student orientation sheet, and agree to abide by this instructor's course objectives and conditions.

_____
Signature

_____
Date

Revised 7/2/14