



SOUTH ARKANSAS COLLEGE

**ACADEMIC AND CAREER ACHIEVEMENT
PROGRAM (ACAP)**

STUDENT HANDBOOK

2023-2024

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About ACAP

The Academic and Career Achievement Program is a custom-tailored learning program that offers students with intellectual and other neuro disabilities a unique post-secondary opportunity to further their formal education.

Contact Information

If at any time you need to contact your instructor, please reach out to Marian Jones (mdjones@southark.edu) or call (870) 864-7194. The Executive Director for the Career Accelerator is Jennifer Schroeder (jschroeder@southark.edu) or call (870) 864-7193.

Academic Calendar

The ACAP program abides by the South Arkansas College academic calendar, which can be found at <https://southark.edu/images/2023-2024/Academic%20Calendar%202023-24.pdf>.

SouthArk Student Handbook

This handbook serves as additional information specifically for the ACAP program. The South Arkansas College - Student Handbook supersedes this document; however, the ACAP Student Handbook provides supplemental information specific to the program.

Admissions Information

Admissions Requirements

- Age 18 to 29 prior to the first day of class
- Completed a high school or GED program
- Seeks to continue academic, career development, social, and independent living instruction
- Desires to obtain gainful employment upon graduation.
- Have a documented cognitive and/or developmental disability that interferes with their academic performance and social development
- Have sufficient emotional, behavioral, and independent living skills necessary to participate in coursework and campus life
- Able to work independently for most of the day.
- Demonstrate the ability to accept responsibility for his/her actions and maintain respect for him/her and others and have no history of disruptive or challenging behaviors.
- Be independent in handling his/her own medication, specialized dietary, and/or medical needs. Staff is not available to manage/administer medications. The ACAP program does not take responsibility for specialized diets or medical needs.
- Participate in an interview, if selected, with and without support from family/support person to include a reading and writing sample.
- Attend all classes, tutoring, and mentoring sessions, etc., once accepted into the program.

Application Procedures

To be accepted to the college, applicants must provide the following information to the ACAP director.

- Complete an application for admission via this link:
https://southarkansascommunitycolle.formstack.com/forms/acap_application
- Either an official high school transcript and/or General Education Development (GED) scores
- A copy of your drivers' license or government-issued photo ID

Next, the applicant will schedule an interview with the Director of ACAP. During the interview, the director will determine the student's desire to attend college and get to know the student to confirm ACAP is the best fit for the applicant.

When to Apply

ACAP semesters start in August and January. Applications may be taken at any time.

Campus Information

Campus Facilities

Most campus facilities are available to employees and students during normal business hours and for designated periods during special events. Restrictions apply to classrooms that are not open to unsupervised usage. While waiting for classes to begin, students are encouraged to wait in the student activities area in the McGehee Building. When waiting for classes to begin, students should be respectful of other students and keep the volume of conversations at a respectable level.

Computer Usage

During some classes, students will use the computer lab for assignments. All usage must follow the Acceptable Use Policy for Computer Technology. Please consult the [SouthArk Administrative Procedures Manual](#) for the SouthArk Computers and Acceptable Use – Personnel policy, located in Chapter 2.21. If an ACAP student chooses to use a computer lab outside of class hours, please contact the ACAP instructor to ensure it's available at the requested time.

Parking

The "Visitor" parking areas in front of the McGehee building are for visitors and student drop off only. Please do not park in that location for longer than 10 minutes. Students who drive to campus should park in unmarked spaces in front of the building or in the parking lot to the right.

Attendance

Class Attendance

All students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is their responsibility to contact the instructor regarding missed work. No make-up work will be allowed unless the instructor approves. Three absences for classes meeting twice per week and five absences for classes meeting four days per week are defined as excessive.

Illness

If a student's illness or attendance could jeopardize the health of other students, he or she should not attend class.

Electronic Devices

To attend class, students must be engaged and present. Therefore, the use of electronic devices during the class session is prohibited without instructor approval. If the instructor requests the use of an electronic device as a learning tool, the student must complete the assignment as requested and not use the device for other purposes. Breaks are provided when students may use their devices for other reasons.