



**University of Arkansas
Community College at Morrilton**

Concurrent Enrollment Program

**Student Handbook
2014-2015**

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WELCOME

It is a pleasure to welcome you to the University of Arkansas Community College at Morrilton! The UACCM Concurrent Enrollment Program is a partnership between UACCM and area school districts. This program gives you the opportunity to enhance or complement your high school or home school program while preparing you for the academic challenges of college before you begin your full-time college studies.

This publication serves as a guide to your concurrent enrollment at UACCM. As an official registered non-degree seeking UACCM student, you need to become familiar with the information and reference it during your concurrent enrollment studies.

If you have a question or need assistance in anyway, please contact us.

I wish you the best with your studies, this year and in the years to come.

Ms. Diana Arn

Vice Chancellor for Academic Services

CONCURRENT ENROLLMENT

UACCM Concurrent Enrollment Webpage:

http://www.uaccm.edu/Future_Student/Admissions/High_School.htm

Concurrent Enrollment

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of the University of Arkansas Community College at Morrilton to concurrently enroll for academic courses.

The UACCM Concurrent Enrollment Program is a joint effort between UACCM and the area high schools. Upon approval of the students' high school and UACCM, a student may take college courses on the UACCM campus, and receive both high school and college credits. The rules and regulations adopted by the students' high school govern any high school academic credit/grades that may be awarded for course(s) taken at UACCM.

UACCM Concurrent Admission Policy

The UACCM High School and Home School Concurrent Enrollment Program is an opportunity for high school and home school students to enroll in college courses to enhance or complement their high school or home school programs. High school students that have completed the 8th grade may concurrently enroll in credit courses by meeting the following criteria:

- The student must have completed the 8th grade and be enrolled in an accredited high school or have met the Arkansas Department of Education regulations for Home School enrollment. Each

semester, the student must complete a High School Permit- To- Register- Form and obtain the approval of the high school principal, counselor, or superintendent or, for home school students, the parent/guardian/teacher.

- Students must be between 16 and 19 years of age to participate in the concurrent enrollment program.
- Students must complete all of the admission requirements for the College.
- The UACCM High School and Home School Concurrent Enrollment Program is not an open admission program. Students must meet each of the following admission criteria:
 - Achieve a minimum reading and English score as determined by current placement scores.
 - Before enrolling in other courses, students must satisfactorily complete any prerequisites as defined in the College Catalog.
 - Have a cumulative high school grade point average of 2.50 or higher and approval of the high school principal or counselor.
 - The Vice Chancellor for Academic Services reserves the right to waive any of the above requirements and allow the student to enroll concurrently.
- To continue participating in the UACCM High School and Home School Concurrent Enrollment Program, the student must achieve at least a 2.00 semester grade point average at UACCM. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for a period of one year while in high school, unless otherwise approved by the Vice Chancellor for Academic Services.
- Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for federal financial aid. (This will not prevent concurrent students from completing a Certificate of Proficiency).
- Students enrolled concurrently may not enroll for more than six (6) hours during any semester unless approved by the Vice Chancellor for Academic Services.
- Students enrolled concurrently will be required to comply with the College policies and procedures.
- Students enrolled concurrently will be responsible for payment of tuition and fees. All arrangements for receiving concurrent high school credit are the responsibility of the student and the high school.

High School or Home School students interested in enrolling as full-time students should contact the Admissions Office and ask about the Early Admission Policy. Concurrently enrolled students will be required to attend a mandatory orientation with a parent or guardian.

ACADEMIC INFORMATION

Academic Advisors

Upon acceptance to the University of Arkansas Community College at Morrilton, an academic advisor will be assigned based on the major area you have indicated on your application. The academic advisor for High School concurrent students is Bobbi Yarbrough. Ms. Yarbrough is located in BTC 203.

After a student completes high school, Bobbi Yarbrough, Academic Advisor, will assign the student an advisor based on the student's declared major.

Courses

Courses offered through the UACCM Concurrent Enrollment Program are college-cataloged courses with the same departmental designations, course descriptions, course numbers, titles, and credits. Students must meet all course prerequisites as stated in the UACCM College Catalog. The UACCM College Catalog, can be found at: <http://www.uaccm.edu/Academics/Academics.htm>

Credit Courses

Credit courses are those courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a certificate or associate degree granted by UACCM. Additional courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and remedial courses for which credit equivalency is granted are also considered credit courses. All credit courses are assigned a course number.

Class Schedule Online

A full list of classes scheduled for the following semester is posted before each semester and is maintained until registration is concluded. UACCM reserves the right to cancel any course.

Tuition and Fees

Students are required to pay tuition and fees prior to established deadlines. Balances must be paid in full or have a tuition payment plan established (Nelnet – see Payment Plan on the college website). If one of these has not occurred, the students' registration may be cancelled.

If a student has outstanding balances after the semester begins, they must begin making payments. If the account is more than six months delinquent, it is then included in the Department of Finance and Administration Set Aside Program, and the College will seek to collect funds from the individual's state income tax refund. Students may not be allowed to re-enroll if their account is delinquent. The student's file may also be sealed during this time. For more information, please contact the UACCM Accounts Receivable department at (501) 977-2023.

Tuition and Fee Web Site

The following link provides information on tuition and fees.
http://www.uaccm.edu/Future_Student/tuition_fees_estimator.htm

Syllabus

The syllabus is the student's contract for a particular course. The syllabus will provide information as to the course competencies, the instructor's name, instructor's office hours, office location, grading and evaluation process, and the ACTS equivalent course number. The syllabus is required to be posted on eLearning.

Attendance Policy/Administrative Drop Policy

Class attendance is a critical element for student learning. Prompt and regular attendance is expected of all students enrolled at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. All instructors will explain the administrative drop policy at the beginning of each semester. Instructors establish the makeup policy for coursework for individual classes.

The administrative drop policy and class makeup policy will be included in the course syllabus. In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his/her instructor(s) regarding the absence and must follow the instructor's policy for completing missed assignments. Attendance in class sessions is expected of all students and is considered a course requirement. All absences are considered unexcused, except absences approved by the vice chancellor for school travel. A student with a grade of "F" in a class will be dropped from the course when the absences for that class exceed twice the number of lectures, labs, and/or other regularly scheduled class meetings during a week. (For example, a student will be dropped from a course upon the seventh absence in a three-hour class meeting three times a week, upon the fifth absence for a three-hour class meeting twice a week, or upon the third absence for a three-hour class meeting once a week.) The instructor will initiate the administrative drop process for students with excessive absences by completing an Administrative Drop Form and submitting the completed form to the Registrar's Office. Students who are dropped administratively will receive an "AW" on their transcript for that class. Administrative drops will not be processed after the last day to withdraw as published by the Registrar's Office. An official drop notice will be mailed to the student by the Registrar's Office.

Students may appeal the administrative drop by submitting a written statement detailing the nature of the absences to the Vice Chancellor for Academic Services. The Vice Chancellor for Academic Services will consider the request and, after discussion with the instructor, may excuse absences they deem to be extenuating and beyond the control of the student.

Dropping a Class or Withdrawing From Class

After registration has ended, all drops or withdrawals from classes must be made in the Registrar's Office. Student drops (deleted from the course) or withdrawals (assigned a grade of "W") from registered courses are subject to the following guidelines:

- Students who have not made cash/credit payment or payment arrangements, or do not have their financial aid awarded by the published payment deadline each semester or term, will be dropped for non-payment from their course(s). This course(s) will not appear on the student's transcript.
- Students who initiate the drop process for a course(s) prior to the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be dropped from the course(s). This course(s) will not appear on the student's transcript.
- Students who initiate the drop process for a course(s) after the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be withdrawn from the course(s) and assigned a letter grade of "W." This course(s), along with the "W" grade will appear on the student's transcript.
- Each semester there is a deadline as to when students may drop a class and receive a "W" on

their transcript. Consult the Academic Calendar in the current catalog for the last day to drop with a "W."

Academic Integrity

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Violation Process listed below:

- An instructor who suspects a student is guilty of cheating or plagiarism within the instructor's class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.
- An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the test or paper; 3) require the student to retake the test or rewrite the paper; 4) award no credit for the paper or test; 5) award the student a failing grade for the course; or 6) other action specified in the course syllabus.
- A student who receives any of the above actions who feels the action is unjust may appeal the instructor's decision to the Vice Chancellor for Academic Services. The student must present a written appeal to the Vice Chancellor for Academic Services within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Academic Services will hold, within 10 class days of his/her receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Academic Services will notify the student of his/her decision within three class days of the conclusion of the hearing.

Student Evaluations of Faculty

Each semester, students will be given an opportunity to evaluate their faculty members. The students' evaluations of the faculty members will be orchestrated by the Administrative Assistant for the Vice Chancellor for Academic Services after the mid-point of the semester. When it is time to complete the evaluation, the evaluation will be administered using an online assessment tool through a link on the learning management portal. The evaluation consists of 22 questions with a comment box following each question. The evaluations will remain available to the students for approximately 6 weeks. Once the opportunity for evaluation is closed, the administrative assistant prepares the results and releases them to the faculty members after the final grades for the semester have been posted. The results are also released to the immediate supervisors of faculty members and the Vice Chancellor for Academic Services.

Final Exams

Final exam schedules are posted at the beginning of each term. Students whose class schedule results in three or more final exams on the same day may petition the Vice Chancellor for Academic Services to have one of the examinations moved to a different day.

Grading System

The following grading system is utilized to evaluate students:

A 90%—100%	4 quality points
B 80%—89%	3 quality points
C 70%—79%	2 quality points
D 60%—69%	1 quality points
F Below 60 %	0 quality points
W Withdrawn	0 quality points
AW Administrative Withdrawal	0 quality points
I In-Progress.....	0 quality points
CR Credit.....	0 quality points
NC No Credit	0 quality points
AU Audit	0 quality points
P Pass.....	0 quality points

In-Progress Grade (Incomplete Grade)

Students who receive a grade of “I” must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the “I” to an “F.” Completed work receives the appropriate letter grade. In-Progress grades not completed within one semester automatically become an “F.”

Academic Probation and Suspension

Each student is expected to make satisfactory progress in all courses taken. High school concurrent students must achieve a 2.00 grade point average (GPA) to continue concurrent enrollment status.

Probation

A student will be placed on Academic Probation at the close of any enrollment period (fall, spring, or summer) in which the student’s term and cumulative GPA falls below 2.00. The notation ACADEMIC PROBATION will appear on the student’s transcript.

Continued Probation

A student will remain on probation if the term GPA is 2.00 or above, but the cumulative GPA is still below 2.00 at the end of any enrollment period (fall, spring, or summer). The notation ACADEMIC CONTINUED PROBATION will appear on the student’s transcript.

Suspension

Students currently on Academic Probation that have a term and cumulative GPA below 2.00 at the end of the following enrollment period (fall, spring, or summer) will be placed on Academic Suspension. The notation ACADEMIC SUSPENSION will appear on the student’s transcript. Students placed on Academic Suspension are not allowed to enroll the following semester (this includes summer and fall for students

placed on suspension following the spring semester). If after the student returns from Academic Suspension, the term GPA is 2.00 or above but the cumulative GPA is still below 2.00, the student will be placed on ACADEMIC CONTINUED PROBATION.

The Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar's Office a written request that identifies the record(s) they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Student may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. [A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks.]

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College may disclose education records without consent to the official of another school in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

University of Arkansas Community College at Morrilton designates the following items as directory information: student name, address, major, dates of enrollment, certificates, and/or degrees received and most previous school attended. UACCM may disclose any of these items without prior written consent, unless notified in writing to the contrary prior to disclosure.

STUDENT AND SUPPORT SERVICES INFO

Website

The UACCM website is the easiest and best resource to keep you connected to the information you want to know. A special “Current Student” page on the site is designed to feature information of special interest to currently enrolled students. In addition to general registration information, financial information, news, calendars, and other helpful links, the Website has the following tools to help you manage your college life. The UACCM Web site is www.uaccm.edu.

UACCM Portal

The UACCM Portal is a one-stop access point for campus information such as CampusConnect and eLearning.

- **CampusConnect**
CampusConnect provides each student with access to personal demographic information, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.
- **eLearning**
The learning management system utilized by UACCM is eLearning. Instructors are required to post the course syllabus, grades, and attendance in eLearning. Instructors may also post class announcements, notes, assignments, and due dates on eLearning. Check eLearning daily.

Student E-mail

The College will communicate with you through your UACCM e-mail account. Check your UACCM e-mail account frequently. Instructors will only respond to e-mails from students who use the UACCM e-mail account.

Computing Usage

As a UACCM student, you will have access to numerous computer labs on campus. To use the computers on campus, students must complete a Computer Account Form. The Computer Account Form can be obtained from the Information Desk in the University Center. Students completing the Computer

Account Form agree to the UACCM Computer Usage Policy. In the event you suspect someone is abusing your account, it is your responsibility to contact Computer Services.

UACCM computer accounts are allocated a limited amount of space on the network server. If this space is filled, users will no longer be able to save files or send and receive mail. Individual users must delete their mail periodically. UACCM representatives reserve the right to periodically delete mail and files.

The following actions are not permitted at UACCM:

- Permitting another person to use your account, sharing your password, accessing another person's account, or attempting to access another user's account.
- Using UACCM's computers to impersonate, deceive, or defraud another user.
- To view, transmit, execute, or store messages, images, or material that is threatening, abusive, profane, malicious, pornographic, obscene, racist, discriminatory, sexually explicit, harassing, slanderous, or of a stalking nature.
- Using, pirating, or copying computer software, music, images, or other copyrighted material in a manner, which violates U.S. copyright laws or software vendor licenses.
- Using computer resources to transmit solutions or answers to class assignments other than to the instructor.
- Any activity, which would cause another user to lose their computer privileges.
- Using computer facilities for personal profit, commercial business, or for political purposes.
- Any attempt to compromise the security at UACCM or any other site.
- Any activity, which would negatively affect the performance of the network.
- Chatting, gambling, pornography, and playing games on the Internet is prohibited.
- Installing software or copying files to any of UACCM's computers without being instructed by an instructor to do so. This includes installing programs that come with your textbooks, games, computer browsers, and messenger services.
- Unsolicited e-mail (SPAM) sent to all students or a large group of individuals is not permitted unless it is being sent by college approved clubs or the administration. All mass mailing to the students by clubs must be approved by the faculty sponsor or Computer Services.
- Obscuring the true identity of the sender of any e-mail message.
- Changing the settings on any computer equipment, electronic equipment, or software applications.
- Advertising items for sale for personal profit.
- Any attempt to intercept or decode passwords; attempt to damage files, software, or equipment; using or installing hacker programs or files such as crackers, monitors, sniffers, or any other hacking tool is prohibited.
- Any activity that violates federal, state, or local laws.

Violation of this policy may be grounds for permanent loss of the privilege to use UACCM's computer resources, and additional disciplinary action when appropriate. Since owners of computer accounts are responsible for all activities, which take place in their accounts, account holders are discouraged from sharing network passwords with others. If it is suspected that someone other than oneself has accessed a personal account, it is the account holder's responsibility to notify Computer Services. Students enrolled in certain computer courses will be assigned a folder on the UACCM network where homework

can be stored. Instructors have access rights to these files for grading purposes. All files saved on the network should be for class work only. The use of the computer resources on campus is a privilege. E-mail and Internet usage is for educational interchange, research, or campus business only. All messages are available for review by authorized institutional representatives, and UACCM reserves the right to disclose messages to law enforcement or other third parties without notifying any of the parties responsible for the messages.

Photo Identification

Students are required to obtain a photo identification card for **free** from the Admissions Office in the University Center. The photo ID is required for library access and local business discounts. The photo ID card is to be carried at all times when on campus.

Parking/Registering Vehicles

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper. Permits can be obtained **free** at the Information Desk located in the University Center.

Everyone parking on the UACCM campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed, and/or revocation of parking privileges.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCM campus.

Financial Aid

Students enrolled in secondary schools are not eligible to receive financial aid from Federal Student Aid programs, even if the student is simultaneously enrolled in an eligible postsecondary program. A student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma (34CFR 668.32 (b)).

e-Cashier/Payment Plan

To help our students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit check. The only cost to sign up for monthly tuition payments through e-Cashier is \$35 per semester. Using e-Cashier is simple; apply online at www.uaccm.edu after you have registered.

Full payments can be made online with e-Cashier Tuition Management for a \$2 fee. Full payments can be made by using the pay bill in CampusConnect free of charge.

Academic Commons

Academic Commons houses both the Tutoring Center and the Gordon Library. The Gordon Library provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library along with private study rooms, tables, and copying services. Computer and Internet access is also available in the Library Complex. The hours for Academic Commons are found on the UACCM website.

Tutoring is Free

Tutors are also available for students to receive tutoring in writing, math, science, and computer skills. The primary goal of tutoring services is to help UACCM students learn critical skills that can help them achieve success in the classroom. Tutoring Services is designed to provide assistance to students in various courses based on need and demand. Tutoring Services is funded by UACCM and **free** to all currently enrolled UACCM students.

Tutoring is not meant to replace classroom instruction. Instead, tutoring is intended to help UACCM students succeed in the classroom by learning critical skills. This may include providing assistance to a student that is beyond the scope of a course. Tutors operate by drop-in and appointment depending on the tutor.

Tutoring services strives to maintain a welcoming, confidential environment that is conducive to learning.

Library Web Page

The UACCM Library page allows users to search for material in the library by Classic Search or AquaBrowser. Both enable the user to search by keyword, author, subject, title, or series and return a list of books, their location, and availability.

Student Study Lounges

Student study lounges are located on the second floor of the University Center, and the first floor of the Library Complex. The Kirk Building houses Union Station, a multi-purpose student center/TV lounge. An adjacent convenience store, TRAXX, carries a variety of snacks, drinks, consumable supplies, and personal care needs.

College Dining Services

During the fall, spring, and summer semesters, The Plaza is open Monday through Friday, 7:00 a.m. – 2:00 p.m. Daily offerings include continental breakfast items from 7:00 a.m.–11:00 a.m. and daily lunch specials, salads, and soups served from 11:00 a.m.–2:00 p.m. Menu items are reasonably priced and dine-in drink refills are free. The Plaza is located on the west end of campus and offers ample parking and a casual atmosphere.

Emergency Alert System

The UACCM Emergency Alert System allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial or other purposes than this notification system.

To sign up for the Emergency Alert System, please log into the UACCM Portal using your USERID and password. Select the Emergency Alert tab and follow the instructions for submitting your emergency contact information.

Please contact the Vice Chancellor for Student Services for questions about the UACCM Emergency Alert System.

Severe Weather Policy

In the event that the weather is so severe that the College administrative officers close the campus, the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM) and a notification message will be sent to Emergency Alert System (EAS) registered users. Information about closing will also be posted, as soon as possible, on the Campus Link Blog and UACCM Facebook page. Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College's service area.

Counseling Services

The Department of Counseling and Disabilities Services makes available educational and personal counseling to UACCM students and prospective students. Counseling and Disabilities Services offers a wide variety of services designed to enhance student learning and overall wellbeing. Professional therapy is provided (free of charge) to UACCM students and prospective students. Counseling may help students cope more effectively with many problems that arise in daily life, including some that may interfere with academic progress. Students bring a wide range of issues to counseling, and anything, which is a concern to a student, is important. Some experiences frequently brought to counseling include stress, relationship problems, anxiety, grief, depression, coping with transitions, and other mental health challenges. The counseling process involves a relationship between you and a licensed counselor who will help you clarify your feelings, make your own decisions, and resolve your concerns based upon your personal values. Appointments may be arranged by calling or visiting Counseling and Disabilities Services; if you have a crisis, no appointment is necessary.

Disability Services

Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating, extended time, or alternative testing arrangements) should request the accommodation at the beginning of the semester or term. The Counseling and Disabilities staff will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Counseling and Disabilities staff. It is UACCM's policy that when UACCM sponsors events and locations

outside of the UACCM campus, the locations to be used will be accessible to and usable by persons with disabilities.

Testing Services

Testing Services is available to students as a confidential and secure location to provide a wide-range of testing services. Tests such as CLEP, COMPASS, TEAS, and GED are administered through the Office of Testing Services. Proctoring services for make-up exams and online course exams will be scheduled through Testing Services, which is located in the Business Technology Center Room 207.

Student Code of Conduct

Students of the University of Arkansas Community College at Morrilton (UACCM) are expected to conduct themselves in a manner that respects the rights of other members of the UACCM community and conforms to the rules and regulations of the College and the laws of the state of Arkansas and the United States of America. The UACCM Student Code of Conduct can be found in the UACCM College Catalog at <http://www.uaccm.edu/Academics/Academics.htm>.

Public Safety Department/Campus Police

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a campus police officer, contact Public Safety at (501) 208-7377.

Security/Safety

The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the campus police officers. The College publishes an annual Campus Safety Report by September 1 of each year, which contains statistics, and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff online at www.uaccm.edu or from the Vice Chancellor for Student Services.

Security Awareness & Crime Prevention Programs

The Department of Public Safety compiles campus crime statistics and these statistics are distributed electronically annually to students and staff. Should potentially dangerous situations occur, they will be communicated to students through an emergency alert system. Campus crime statistics are available online at www.uaccm.edu or from the Vice Chancellor for Student Services. Federal law requires that colleges maintain a list of any sex offenders employed by the College or attending the College and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Student Services' Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

Illness or Accident

UACCM reserves the right to call for ambulance service, if in the judgment of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

University Bookstore

The University Bookstore, located at the intersection of Highway 9B and University Boulevard, offers textbooks, paper, supplies, clothing, and miscellaneous gift and personal items. The University Bookstore accepts checks for purchases; however, it does not cash personal checks.

American Express, Discover, MasterCard, and Visa are accepted for purchases. A complete listing of book prices may be viewed at www.efollett.com. When you have reached the home page, select Arkansas, then UA Community College at Morrilton. Pricing for both new and used books is available; however, availability is not guaranteed. Online orders will be confirmed by e-mail and may usually be obtained at the bookstore in two to three days.

The bookstore will accept returns and exchanges until the end of the second week of classes during fall and spring semesters and until the end of the first week of classes during summer terms. The books/supplies must be in "like new" condition and must be accompanied by a cash register receipt. Contact the University Bookstore at (501) 977-2127.

TRANSITIONING AND TRANSFERRING CREDIT TO COLLEGE

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the home page of the Arkansas Department of Higher Education. The web address is <https://acts.adhe.edu>. This is the best source of information on course equivalencies for students. Students may click on the "Course Transfer (ACTS)" link and the "Student" link to compare courses from any two public institutions in the state. Students should select their institution using the "From Institution" window and compare the courses at that institution with the courses at the transferring institution by using the "To Institution." Even though courses may be listed as comparable, some transfer policies apply. For example, courses with a grade of "D" are not guaranteed to transfer. Students should contact the receiving institution to see if courses with grades of "D" may be accepted for transfer. Courses taken at the lower division level (i.e., freshman and sophomore level) are not usually counted as upper division credit; consequently, some courses may not satisfy degree requirements at four-year institutions. Specific questions should be referred to the receiving institution.

It is the University of Arkansas Community College at Morrilton's goal to provide students with the best advising possible. Students should consult their assigned advisor, division chair, or the Registrar's Office when they have questions about transfer credit. Students who plan to transfer should review the degree requirements at the institution to which they plan to transfer and use that information in the selection

of courses and electives to be taken at UACCM. The ACTS system provides students and institutions with current information on comparable courses between institutions in the state.

Transfer Services

Students planning to transfer to a four-year institution are provided with a transfer coordinator to help match students to the correct institution. Students will be directed to a transfer representative at local institutions of higher learning. Students will receive assistance with transferring credits and developing a program of study while attending UACCM.

All Grades Received For College Courses Will Be Posted On The Student's Official UACCM Transcript

Transcripts

A copy of the students' final grade report will be provided to their high school at the conclusion of each semester. Educational records maintained by UACCM may be released to the high school official or mailed to the address on file if the student is home schooled as indicated on the Permit-To-Register Form.

Official transcripts of a student's work may be obtained from the Registrar's Office by submitting a Transcript Request form, available from the Registrar's Office or the Registrar section of the UACCM Web site. Requests for transcripts by mail should include the name of the student (maiden name, if applicable), social security number or college identification number, dates of attendance, and the name and address of the person or institution to whom the transcript is to be mailed.

The University of Arkansas Community College at Morrilton reserves the right to deny transcripts or copies of records (*not required to be made available by FERPA*) in the following situations:

- The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt. The respective office shall submit a request to the Vice Chancellor for Finance to "seal" the student's records.
- The office requesting the sealing of the file shall document, in writing, to the Vice Chancellor for Finance, all efforts to recover the debt. The Vice Chancellor for Finance shall request the Registrar to seal the records until the debt has been resolved. There is an unresolved disciplinary action against the student.

GUIDELINES FOR ENTERING FULL-TIME FRESHMEN

Admissions

The University of Arkansas Community College at Morrilton (UACCM) provides educational opportunities for individuals who are high school graduates, GED recipients and concurrently enrolled high school students. Non-high school graduates may be admitted under "ability to benefit" conditions specified by

the U.S. Department of Education. Admission to the University of Arkansas Community College at Morrilton does not insure admission to a particular course or program of study. Students, in some instances, may be required to remove deficiencies before enrolling in certain courses or programs. All admissions policies and requirements exist to enhance the students' ability to learn at UACCM.

General Admission Requirements

The following requirements apply to all students seeking a certificate or degree. All required documents should be submitted to the Admissions Office prior to enrolling in classes.

1. Submit a signed Application for Admission or complete the online Application for Admission.
2. Submit ACT, COMPASS, or SAT test results to the Admissions Office. The COMPASS test is administered at the University of Arkansas Community College at Morrilton through Testing Services. Applicants who wish to use ACT or SAT scores should have official copies of their test results forwarded to the College. Scores are only valid for five (5) years.
3. Show evidence of completion of high school graduation requirements with an official high school transcript, General Education Development (GED) scores, or submission of evidence of ability to benefit.
4. Submit official copies of transcripts from **ALL** institutions of higher education where previously or currently enrolled. Note: students who have successfully completed 15 college-level credit hours are not required to submit a high school transcript or GED.
5. Provide proof of immunization for measles, mumps, and rubella for all students. (Two measles immunizations, one mumps immunization, and one rubella immunization; MMR).

Contact Information
Important Telephone Numbers
University of Arkansas Community College at Morrilton
501-977-2000

Name/Title	Phone Numbers	Email Address
Diana Arn Vice Chancellor for Academic Services	501-977-2001	arn@uaccm.edu
Darren Jones Vice Chancellor for Student Services	501-977-2191	jones@uaccm.edu
Garth Johnson Division Chair for Fine Arts and Professional Studies	501-977-2040	johnson@uaccm.edu
Robert Keeton Division Chair for Technical Studies	501-977-2008	keeton@uaccm.edu
Rachel Mullins Coordinator of Student Recruitment	501-977-2174	mullins@uaccm.edu
Deborah Rodgers Division Chair for Health Professions and Natural Sciences	501-977-2152	rodgers@uaccm.edu
Marilyn Thomas Division Chair for General Education	501-977-2070	thomas@uaccm.edu
Bobbi Yarbrough Academic Advisor, Concurrent High School	501-208-5303	yarbrough@uaccm.edu
Campus Police	501-208-7377	ates@uaccm.edu
Staci Duvall, LAC Director of Counseling and Disability Services	501-977-2095	duvalls@uaccm.edu
Aaron Spivey Director of Testing Services	501-977-2060	spivey@uaccm.edu
Marilyn Swope Accounting Technician Payment Plan	501-977-2066	swope@uaccm.edu

*University of Arkansas Community College at Morrilton
is committed to excellence in learning and personal enrichment.*