



**University of Arkansas
Community College at Morrilton**

Concurrent Enrollment Program

**Student Handbook
2019-20**

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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 may concurrently enroll for credit courses by meeting the following criteria:

1. 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.
2. Students must be between 16 and 19 years of age to participate in the concurrent enrollment program.
3. Students must complete all of the admission requirements for the College.
4. 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:
 - A. Achieve a minimum Reading and English score as determined by current placement scores.
 - B. Students wishing to enroll in Composition I or College Algebra must achieve a minimum English or Math score (ACT or COMPASS) as determined by current placement scores.
 - C. Before enrolling in other courses, students must satisfactorily complete any prerequisites as defined in the College Catalog.
 - D. Have a cumulative high school grade point average of 2.50 or higher and approval of the high school principal or counselor.
 - E. The Vice Chancellor for Academic Services reserves the right to waive any of the above requirements and allow the student to enroll concurrently.
5. 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, unless otherwise approved by the Vice Chancellor for Academic Services.
6. 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.)
7. Students enrolled concurrently may not enroll for more than twelve (12) hours during any semester unless approved by the Vice Chancellor for Academic Services.
8. Students enrolled concurrently will be required to comply with the College policies and procedures.
9. Students enrolled concurrently will have all Mandatory Fees waived by UACCM. Payment of tuition, course specific fees (if any), and books will be the responsibility of the student unless these costs are paid by the High School, a grant, a private foundation, or other external entity. All arrangements for receiving concurrent high school credit are the responsibility of the students and/or the high schools. *Note: Consistent with our current policies and practices, concurrent students that do not have legal status in the U.S. are not eligible for institutional scholarships (which include the mandatory fee waiver) and will be charged out-of-state tuition.*

Concurrently enrolled students will be required to attend a mandatory meeting with a parent or guardian. If the student and/or parent does not attend, the student will be dropped from all UACCM courses.

All concurrently enrolled students will also be required to take new student orientation prior to the start of their first semester. This orientation is for the student only and must be taken in addition to the high school concurrent orientation the parent and student attend together. If a student does not attend and complete new student orientation, the student will be enrolled in a one hour course and charged tuition.

ACADEMIC INFORMATION

Academic Advisors

Upon acceptance to the University of Arkansas Community College at Morrilton, high school concurrent students will be assigned to an academic advisor housed in the office of Academic Advising and Career Services, BTC 100. Specific questions pertaining to high school concurrent registration can be directed to Bobbi Yarbrough, Director of Academic Advising and Career Services.

After a student completes high school and enrolls at UACCM, the student will be assigned 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.

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 the Learning Management System.

Attendance Policy/Administrative Withdrawal Policy

Class attendance is a critical element for student learning. Prompt and regular attendance is expected of all students at the University of Arkansas Community College at Morrilton and is necessary in maintaining

acceptable grades. All instructors will explain the administrative withdrawal policy at the beginning of each semester. Instructors establish the makeup policy for coursework for their courses and will include the administrative withdrawal policy and class makeup policy in the course syllabus.

In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his or her instructor(s) regarding missed work and initiating arrangements for completing missed assignments.

Per Federal guidelines, institutions that require attendance are expected to monitor attendance records to determine in a timely manner if a student has withdrawn from a class due to nonattendance. If the student has not attended a class for 14 consecutive calendar days, the instructor will determine if the student still has a passing grade. If the student still has a passing grade, the student will not be considered withdrawn, but the instructor will continue to monitor if the student’s absences persist. Once a student has a grade of “F” in a class, they will be withdrawn from the course when he or she either has two consecutive weeks of absences, or two nonconsecutive weeks of lectures, labs, and/or other regularly scheduled class meetings.

Attendance in online and hybrid classes is determined by academic engagement. Academic engagement would include, but is not limited to, completing an academic assignment, taking an exam, participating in an interactive tutorial, participating in an instructor assignment study group, contributing to an academic online discussion, initiating contact with a faculty member to ask a question about the course, etc. Merely logging in to the electronic classroom does not constitute academic engagement. Instructors will record attendance once a week for online and hybrid classes on a day and time specified by the instructor in the syllabus.

Online/Hybrid Course

| Number Class Meetings Per Week | Number of Absence Initiating Administrative Withdrawal | Number of Days to Appeal after Date of Official Withdraw Notice |
|--------------------------------|--|---|
| 1 | 2nd | 7 |

16/10/5-Week Courses

| Number Class Meetings Per Week | Number of Absence Initiating Administrative Withdrawal | Number of Days to Appeal after Date of Official Withdraw Notice |
|--------------------------------|--|---|
| 1 | 2 nd | 7 |
| 2 | 4 th | 7 |
| 3 | 6 th | 7 |
| 4 | 8 th | 7 |
| 5 | 10 th | 7 |

8-Week Courses

| Number Class Meetings Per Week | Number of Absence Initiating Administrative Withdrawal | Number of Days to Appeal after Date of Official Withdraw Notice |
|--------------------------------|--|---|
| 2 (1 hr class) | 2nd | 7 |
| 4 (4 hr class) | 4th | 7 |

4-Week Courses (Summer)

| Number Class Meetings Per Week | Number of Absence Initiating Administrative Withdrawal | Number of Days to Appeal after Date of Official Withdraw Notice |
|--------------------------------|--|---|
| 4 | 2nd | 1 |

Instructors will inform students of each absence via email and will record attendance in Blackboard. The instructor will initiate the administrative withdrawal process by completing an Administrative Withdrawal Form and submitting the form to the Registrar's Office. Students who are withdrawn administratively will receive an "AW" on their transcript for that class. Administrative withdrawals will be processed until two weeks before the last scheduled class meeting of the fall and spring semesters and one week before the last scheduled class meeting of the summer semester. The Registrar's Office will mail an official administrative withdrawal notice to the student. For summer courses, the Registrar's Office will send an administrative withdrawal notice via email.

Students may appeal the administrative withdrawal by completing the AW Appeal Form. Students must begin the appeal process within seven days from the date of the official drop withdrawal notice for a 16-week semester. The appeal process time limit will be adjusted according to length of course. The Vice Chancellor for Academic Services will consider the request, and after discussion with the instructor, may allow the student to reenter the class.

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 tuition payment deadline each semester or term may be dropped for non-payment from their course(s).
- 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.

- Tuition and fee refunds for concurrent students who drop courses will be consistent with the policy in the college catalog. Please refer to the college catalog for details regarding UACCM's refund policy.
- 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 Honor Code

UACCM acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and to recognize the importance of being accountable for one's academic behavior.

Cheating and plagiarism are considered academic honor code violations. These violations are handled through the following procedures:

1. 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 this accusation.
2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take the following actions:
 - a. Issue a warning to the student;
 - b. Lower the grade awarded to the student for the test or paper;
 - c. Require the student to retake the test or rewrite the paper;
 - d. Award no credit for the paper or test;
 - e. Award the student a failing grade for the course; or
 - f. Other action specified in the course syllabus
3. 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 receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Academic Services will notify the student of the decision within three workdays or class days of the conclusion of the hearing. The decision of the Vice Chancellor for Academic Services is final.

Cheating that occurs during an authorized test or assignment being administered in an alternate test location will be subject to the Academic Honor Code. The person responsible for monitoring the test or assignment will notify the instructor of the student accused of cheating who will then proceed with the Academic Honor Code procedures described above.

In extreme cases of cheating and/or plagiarism, the Vice Chancellor for Academic Services may bring the allegations to the attention of the Vice Chancellor for Student Services for possible Student Discipline and Misconduct violations. The Vice Chancellor for Student Services will determine if Student Judicial Procedures should be followed, in addition to any Academic Honor Code decisions already made.

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."

Good Standing

A student will be in Academic Good Standing after the completion of any enrollment period (fall, spring, or summer) in which the student's term and cumulative GPA is 2.00 or above. The notation ACADEMIC GOOD STANDING will appear on the student's transcript.

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. 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, unless otherwise approved by the Vice Chancellor for Academic Services.

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. This includes concurrent students.

Continued Probation

A student will remain on probation after re-enrolling at UACCM 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.

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. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The student has the right to:

- Inspect and review the student's education records within 45 days of the day the College receives a request for access.
- Request the amendment of the student's education records that the student believes is inaccurate.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the University of Arkansas Community College in Morrilton 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

The UACCM website, http://www.uaccm.edu/Current_Student/ferpa.htm, provides a copy of student's rights under the act and the procedure for filing complaints.

Arkansas Department of Higher Education Policy 6.02

Enrollment and attendance at a post-secondary institution by an eligible student for credit shall be counted by the high school at a ratio of three (3) hours of the required 30-hour week for every credit; e.g., two (2) credits shall be the equivalent of six (6) hours of the required 30-hour week; three (3) credits shall be the equivalent of nine (9) hours of the required 30-hour week; four (4) credits shall be the equivalent of twelve (12) hours of the required 30-hour week; five (5) credits shall be the equivalent of fifteen (15) hours of the required 30-hour week; six (6) credits shall be the equivalent of eighteen (18) hours of the required 30-hour week; seven (7) credits shall be the equivalent of twenty-one (21) hours of the required 30-hour week; eight (8) credits shall be the equivalent of twenty-four (24) hours of the required 30-hour week; nine (9) credits shall be the equivalent of twenty-seven (27) hours of the required 30-hour week; ten (10) credits shall be the equivalent of thirty (30) hours of the required 30-hour week.

STUDENT AND SUPPORT SERVICES INFORMATION

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.
- **Blackboard Learn**
The learning management system utilized by UACCM is Blackboard Learn. Instructors are required to post the course syllabus, grades, and attendance in Blackboard Learn. Instructors may also post class announcements, notes, assignments, and due dates. Check Blackboard Learn 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.

Computer 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.

For technical assistance, students can contact the UACCM Help Center at 501-208-5312 or helpcenter@uaccm.edu.

Bring Your Own Device Recommendations

Students enrolled in courses at UACCM are encouraged to secure a laptop or tablet that would be suitable for use in scholastic activities such as note taking, document processing, email, and Internet research. While there are a wide range of choices available, students must acquire a device that meets or exceeds the following specifications to be compatible with the systems in use on our campus. Please note that the minimum configuration will operate properly, but performance will be compromised.

PROCESSOR MINIMUM REQUIREMENTS

Laptop: 1 gigahertz (GHz) Intel or AMD 64-bit processor (or better)

Tablet: 1 gigahertz (GHz) 32-bit or 64-bit processor (or better)

Mac: Intel processor

MEMORY MINIMUM REQUIREMENTS

Laptop/Tablet: 4 GB RAM (8 GB RAM or better recommended)

Mac: 4 GB RAM (8 GB RAM or better recommended)

HARD DISK MINIMUM REQUIREMENTS

Laptop: At least 50.0 GB of available disk space (or better)

Tablet: At least 6 GB of available space (or better)

Mac: 6 GB of available disk space, HFS+ hard disk format (or better)

DISPLAY MINIMUM REQUIREMENTS

Laptop: 1920 X 1080 screen resolution (or better)

Tablet: 9.7" display size (or larger)

Mac: 1280 x 800 screen resolution (or better)

GRAPHICS MINIMUM REQUIREMENTS

Laptop: High definition graphics capabilities

OPERATING SYSTEM MINIMUM REQUIREMENTS

Laptop: Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1
Tablet: Windows 10, Windows 8.1, Android 4.4 (KitKat or better)
Mac: Mac OS X 10.10 (or better)

NETWORKING REQUIREMENTS

Current virus protection is required for all device types
The current version of Chrome, Firefox, or Safari internet browsers

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. There is a charge for student ID card replacement.

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)). *Please be aware that college courses taken while enrolled in secondary school could affect financial aid for students when enrolling in college after high school graduation.*

Tuition and Fees

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

If a student has an outstanding balance after the semester begins, the student must begin making payments. If the account is delinquent at the end of the term, 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. Student account balances will also be turned over to First Collection Services for collections procedures. 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.

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

Online Payment Options

To help 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 direct draw tuition payments through Nelnet is \$35 per semester. Using Nelnet is simple; sign up online at www.uaccm.edu, under payment plan, after you have registered.

Full payments can be made by using the pay bill option in CampusConnect after a student has enrolled in classes.

Academic Commons

The Academic Commons provide three services for UACCM students: library services, tutoring services, and science study materials. 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 copier machine access. Computer and wireless internet access are also available in the Library Complex. The hours for Academic Commons are found on the UACCM website. Science study materials are available for use within the facility.

The Academic Commons website provides students with detailed, up-to-date information about Academic Commons services and access to instructional guides and electronic library databases. Students can search the library's catalog to discover items available in the library's collection. Operational hours and contact information are available on the website.

Tutors are also available for students in person and online. 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.

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

Student Study Lounges

Student study lounges are located on the second floor of the University Center, Kirk Building, and the first floor of the Library Complex. Student Union is a multi-purpose student center/TV lounge located on the west end of campus across from the Library Complex.

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.

Student Development

The transition to college is sometimes difficult and students are not always prepared for higher education. UACCM's office of Student Development is here to help students become successful in several aspects of their academic career.

The Student Development office promotes development and student success in a variety of ways.

- **Personal Counseling** is offered by licensed counselors to develop interpersonal skills necessary to handle the stressors inside and outside of the classroom.
- **Career Planning** is designed to help students develop a career plan by exploring their career core (Interests, Personality, Values, & Abilities) with guidance from a licensed counselor.
- **Student Readiness** is program that helps students identify and develop their strengths and weaknesses as a student so that they perform better within the classroom.

- **Accessibility & Accommodations** ensures who students that register for services with our office receive individualized accommodation and develop advocacy skills needed.

Students interested in these services can come by Room 204 in the Business Technology Center or can schedule an appointment via the Student Development portal tab, emailing studentdevelopment@uaccm.edu or calling 501-977-2095.

NOTE: Students under the age of 18 must have parental permission in writing and in person at our office in order to receive services.

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.

UACCM Bookstore

The UACCM Bookstore, located in the Business Technology Center, offers textbooks, paper, supplies, and clothing.

American Express, Discover, MasterCard, and Visa are accepted for purchases. A complete listing of book prices may be viewed at <https://theuaccmbookstore.com/>. Pricing for new, used, and rental books are available; however, availability is not immediately guaranteed. Online orders will be confirmed by e-mail and may usually be obtained at the bookstore in twenty-four hours. Shipping options are also available.

The bookstore will accept returns on textbooks within seven calendar days of classes starting. Mid-semester starts can be returned within three calendar days of the start date. Books must be in original condition and must be accompanied by a cash register receipt. Any "new" condition textbook rental returned with a rental sticker will be subject to a 30% restocking fee. Non-textbook items in original, unopened packaging and unused condition may be refunded within ten days with original receipt. Contact The UACCM Bookstore at (501) 208-5325.

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 <http://acts.adhe.edu/studenttransfer.aspx>. 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. Students wishing to protest or appeal a grade must do so in writing to the Registrar within 30 days following the end of the semester.

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, the name and address of the person or institution to whom the transcript is to be mailed, and must be signed and dated by the student.

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. This also includes outstanding books or balances in the Library and outstanding tickets issued by Campus Police. 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 student is missing required documents for admission purposes such as an Immunization Records, or transcript.
- The student's signature does not match the signature in the official record. If no signature is on file for the student, the student may be asked to submit documentation such as a driver's license or photo ID.

- There is an unresolved disciplinary action against the student.

Grades received in college courses, including withdrawals, administrative withdrawals and failing grades, are part of your permanent college transcript. These grades cannot be expunged and will remain on your official record.

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 |
| Luke Kordsmeier Coordinator of Student Recruitment | 501- 354-7573 | kordsmeier@uaccm.edu |
| Robert Keeton Dean of Technical Studies | 501-977-2008 | keeton@uaccm.edu |
| Marilyn Thomas Dean of General Education | 501-977-2070 | thomas@uaccm.edu |
| Darrell Moore Dean of Health Professions and Natural Sciences | 501-977-2049 | mooredarrell@uaccm.edu |
| Bobbi Yarbrough Director Academic Advising And Career Services | 501-208-5303 | yarbrough@uaccm.edu |
| Sandra Sponer Academic Advisor | 501-354-7585 | sponer@uaccm.edu |
| Susan Pardee Academic Advisor | 501-208-5305 | pardee@uaccm.edu |
| Cody Davis Director of Student Development | 501-977-2095 | studentdevelopment@uaccm.edu |
| Aaron Spivey Coordinator of Testing Services | 501-977-2060 | spivey@uaccm.edu |
| Linda Holland Registrar | 501-354-7565 | holland@uaccm.edu |
| Kim Rathbun Fiscal Support Specialist Payment Plan | 501-977-2066 | rathbun@uaccm.edu |
| Campus Police | 501-208-7377 | hall@uaccm.edu |
| UACCM Help Center | 501-208-5312 | helpcenter@uaccm.edu |

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

IMPORTANT DATES FOR SCHOOL YEAR 2019-2020

| FALL 2019 | |
|--------------------|--|
| August 1 | New Student Orientation |
| August 8 | New Student Orientation |
| August 12 | Classes Begin/Tuition Due |
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| Sept 2 | Labor Day – Campus Closed |
| Sept 9 | Last Day to Withdraw 5 Week I |
| Sept 16 | 5 Week I Ends |
| Sept 20 | Last Day to Withdraw 8 Week I |
| | |
| October 4 | 8 Week I Ends |
| October 7 | 8 Week II Begins |
| October 14 - 15 | Fall Break – Campus Closed |
| October 29 - 30 | Advising – No Day Classes |
| | |
| November 20 | Last Day to Withdraw Full-Term Classes |
| November 27 - 29 | Thanksgiving Break – Campus Closed |
| | |
| December 4 | Last Day of Class |
| December 5 – 10 | Finals Week |
| SPRING 2020 | |
| January 1 | New Year’s Day – Campus Closed |
| January 9 | New Student Orientation |
| January 13 | Classes Begin/Tuition Due |
| January 20 | Martin Luther King Holiday – Campus Closed |
| | |
| February 10 | Last Day to Withdraw 5 Week I Classes |
| February 17 | 5 Week I Ends |
| February 21 | Last Day to Withdraw 8 Week I Classes |
| | |
| March 6 | 8 Week I Ends |
| March 9 | 8 Week II Begins |
| March 23 – 27 | Spring Break – Campus Closed |
| Mar 31 – April 1 | Advising – No Day Classes |
| | |
| April 27 | Last Day to Withdraw Full-Term Classes |
| | |
| May 6 | Last Day of Class |
| May 7 – 12 | Finals Week |