Welcome to the University of Arkansas - Fort Smith! We are pleased that you have made the decision to attend our university. We are proud of our reputation for quality education and the many academic and social opportunities that are available to our students.

The Advising Guide is your guide to the many available resources that will help you take the first steps in reaching your educational goals. We hope that with the information and tools provided in this guide, you will have a better understanding of your responsibilities as a student and the many services available to assist you.

Our advisors are committed to providing you with quality advising that guides you toward graduation. We encourage you to establish relationships with your advisor and faculty members early. These relationships will play an important role in your college experience and ultimate success.

Our faculty and staff are committed to assisting you in reaching your personal and educational goals. We encourage you to take advantage of the information provided in this guide and every learning opportunity available to you on our campus. Your success is our success!

Sincerely,

[Signature]

Julie Mosley

Director of Advising and Career Services
Vision
UAFS aspires to be recognized for its excellent academic advising through initiatives to meet the changing needs of a growing and diverse community.

Mission
The advising mission is to empower students to develop and achieve educational plans consistent with their academic, personal and professional goals in order to succeed in an ever-changing world.

Values
• Personal responsibility
• Continuous improvement
• Collaboration
• Integrity
• Inclusiveness
• Transparency
• Persistence
• Efficiency
• Diversity
• Accessibility
• Accountability
• Reflection

Stop by the Advising and Career Services office located on the upper level of the Smith-Pendergraft Campus Center or call 479-788-7400 to schedule an appointment.

advise@uafs.edu
479-788-7400
Smith-Pendergraft Campus Center, Second Floor

Hours
Monday-Thursday
8 a.m.-6 p.m.
Friday
9 a.m.-5 p.m.
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FALL SEMESTER – 2015
University Days ........................................ (R-F) August 13-14
Classes Begin .......................................... (M) August 17
ADHE Census Date ................................. (M) August 31
Holiday (Labor Day) ............................... (M) September 7
Midterm Grades Due ............................... (W) October 14
Fall Break (no classes–offices open) .... (W) November 25
Last Day of Classes ............................... (T) December 1
Reading Day .......................................... (W) December 2
Final Exam Week ................................. (R-W) December 3-9
Commencement ................................. (R) December 10
Final Grades Due Noon ..................... (M) December 14
(73 Class Days)

WINTER INTERSESSION
Classes Begin .......................................... (R) December 10
Last Day of Term ................................. (F) January 8
Final Grades Due ............................. (T) January 12
(15 Class Days)

SPRING SEMESTER – 2016
University Day ......................................... (F) January 15
Holiday (Martin Luther King Day) ......(M) January 18
Classes Begin .......................................... (T) January 19
ADHE Census Date ............................... (T) February 2
Midterm Grades Due ............................. (W) March 16
Spring Break 2016 ............................(M-U) March 21-27
Faculty Appreciation Ceremony/Undergraduate Research Symposium ..........................(F) April 15
Last Day of Classes ............................... (F) May 6
Final Exam Week ...........................(S-F) May 7-13
Commencement ............................. (S) May 14
Final Grades Due Noon .................. (T) May 17
(73 Class Days)
What is academic advising?
Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

Visit us online!

Required materials:
Students are responsible for familiarizing themselves with the following required materials:
• University Username and Password
• Academic Catalog
• Student Handbook & Code of Conduct
Students are responsible for bringing the following required materials to their advising appointments or sessions:
• Lions ID card
• Proposed class schedule, including:
  • CRNs (Course Reference Numbers)
  • Course titles
  • Days and times of course
Each of these items can be found at uafs.edu under the Academics tab.

What you are expected to do:
• Become knowledgeable about UAFS’s curriculum requirements, policies, and procedures
• Work with your advisor to clarify your academic and career goals
• Provide your advisor with accurate information about your interests and abilities
• Be proactive in your learning process
• Be proactive in your academic and career decision making process
• Ask questions about issues or concerns you have
• Follow through on suggested resources, referrals, assignments, and/or actions your advisor provides
• Keep records of your meetings and official documents
• Come prepared to your appointments with class schedule
• Read your My.UAFS email daily which can be accessed at my.uafs.edu by clicking on the Students tab
• Accept responsibility for your decisions and your actions, both positive and negative, that affect your academic and career goals and/or progress toward those goals

What you can expect from your advisor:
• Communicate effectively UAFS’s curriculum requirements, policies, and procedures
• Encourage students to develop realistic academic and career goals
• Encourage students to take responsibility for academic and career plans
• Monitor and accurately document student progress toward academic and career goals
• Monitor and accurately document student progress toward graduation
• Encourage students to take responsibility for their actions
• Listen carefully to questions and concerns
• Provide accurate and timely referrals to on-campus and off-campus resources
• Maintain confidentiality, adhering to FERPA guidelines and UAFS policies

When should you meet with your advisor?
If you have a how, who, what, when, where and/or why question, it is a perfect time to meet with your advisor. Advisors are here to help navigate you through your college experience.

Continued …
ACADEMIC ADVISING SYLLABUS

Checklist:
Prior to the Start of my First Semester...
1. I have activated my My.UAFS account and changed my password
2. I have registered for classes and printed my class schedule for the upcoming semester.
3. I have completed the Free Application for Federal Student Aid (FAFSA) at fafsa.gov.
4. I have logged into My.UAFS and reviewed the information under Student Services and Financial Aid link.
5. I have reviewed the sections in the academic catalog, located on the UAFS website, that describe academic assistance and support, academic and college policies and procedures.
6. I have reviewed the Student Handbook & Code of Conduct.
7. I have accessed the “Student & Campus Life” tab on the UAFS homepage to investigate how I might become involved on campus.
8. I have received my Lions ID card from the Records Office.

Each Semester...
9. I have reviewed my address, phone number, and major in My.UAFS, and the information is correct.
10. I have reviewed the requirements for my major as outlined in the Academic Catalog.
11. I have developed my academic long-term plan, and I will update it each semester.
12. I have checked my financial aid status in My.UAFS to make sure I have completed all my requirements.
13. I have met with my advisor.
14. I have checked my registration status in My.UAFS to ensure no holds exist which may prevent me from web registering, i.e. Library fines or Business Office.
15. I completed a degree evaluation within My.UAFS.

Ongoing...
16. I check my My.UAFS email daily.
17. I routinely check My.UAFS and review bulletin boards for information about campus events and student clubs and organizations.

Yearly...
18. I have reviewed and completed all financial aid requirements if applicable.
19. I have completed the Free Application for Federal Student Aid (FAFSA) at fafsa.gov.

One Year Prior to Graduation...
20. I have completed a degree evaluation in My.UAFS and submitted an application for graduation to my advisor.

Revised and approved November 20, 2014.

Use AdvisorTrac to schedule appointments with your advisor.
What Majors Do They Advise?

- All associate degrees: Associate of Applied Science, Associate of General Studies, Associate of Arts (including undecided majors)
- Non-degree seeking
- Lifelong learners
-Transient student
- Students taking developmental courses

Professional Advisors

Julie Mosley, Director
Julie.Mosley@uafs.edu
479-788-7404

Cathy Cesar Cosner
Cathy.Cesar@uafs.edu
479-788-7130

Molly Patterson
Molly.Patterson@uafs.edu
479-788-7416

Student ADA Office
Roger Young - Coordinator
Roger.Young@uafs.edu
479-788-7577
College of Applied Science and Technology

What Majors Do They Advise?
• Bachelor of Applied Science (BAS)*
• Bachelor of Science in Organizational Leadership (BSOL)*
• Bachelor of Science in Animation Technology (BSAT)*

*These degrees require that students first complete an associate degree that meets the program’s requirements. For example, the BAS degree requires completion of an Associate of Applied Science (AAS) degree.

How Do I Know If I Am Advised Here?
You are advised in the College of Applied Science & Technology if you meet the following requirements:
• Have completed an associate degree (Associate of Applied Science, Associate of General Studies, Associate of Arts) that meets the requirements of their program
• Are not taking any developmental courses

Who Is My Contact?
BSOL majors should make an appointment by contacting:

Dr. L. VanOsdol  
L.VanOsdol@uafs.edu  
479-788-7296  
Baldor 204

Ms. Andrea Thomas  
Andrea.Thomas@uafs.edu  
870-733-6876  
West Memphis, Ar.

Earlene Washburn  
Earlene.Washburn@uafs.edu  
479-788-7770  
Baldor 142A

BAS majors should make an appointment by contacting:

Dr. Leroy Cox  
Leroy.Cox@uafs.edu  
479-788-7768  
Baldor 119B

Dr. Kerrie Tabor  
Kerrie.Tabor@uafs.edu  
479-788-7707  
Baldor 119A

BSAT majors should make an appointment by contacting:

Dr. Argie Nichols  
Argie.Nichols@uafs.edu  
479-788-7705  
Baldor 203

If these faculty members are not available, contact the advising coordinator for an appointment:
Diana Hall  
Diana.Hall@uafs.edu  
479-788-7785  
Baldor 219
What Majors Do They Advise?
Bachelor of Business Administration (BBA)
• Accounting
• Business Administration
• Marketing
• Finance
• International Business

How Do I Know If I Am Advised Here?
You are advised in the College of Business if you meet the following requirements:
• Have a declared major in one of the mentioned programs
• Are not taking any student success courses

Who Is My Contact?
College of Business Majors contact:

Student Services Coordinator
COBadvise@uafs.edu
479-788-7800
Business and Industrial Institute 105

Students are only seen by appointment. Walk-ins are seen if advisors are available. Students are advised by the Student Services Coordinator until the College of Business admission requirements have been met.
A student must be admitted to the College of Business before enrolling in any upper-level business courses. There is not an official application. Your advisor will work with you to ensure requirements are being met.

What Are the College of Business Admission Requirements?
• Complete a minimum of 45 credit hours
• Earn a GPA of 2.50 or better overall – not including transfer credits
• Earn a grade of C or better in all COB courses
  • ACCT 2803 Principles of Financial Accounting
  • ECON 2803 Principles of Macroeconomics
  • ECON 2813 Principles of Microeconomics
  • LAW 2003 Legal Environment of Business
  • MATH 2403 Survey of Calculus
  • MGMT 1203 Foundations of Business
  • MGMT 2203 Introduction to International Business
  • MGMT 2863 Business Communications
  • MGMT 2963 Business Statistics
College of Health Sciences

What Majors Do They Advise?
Bachelor of Science (BS)
• Dental Hygiene
• Imaging Sciences
  • Diagnostic Medical Sonography
  • Leadership
• Nursing (BSN)
• RN to BSN Online Completion

Associate of Applied Science (AAS)
• Surgical Technology*
• Radiography*

Technical Certificate
• Practical Nursing (PN)

* Students are advised in Advising and Career Services until they are admitted into the program. Once admitted, students are advised in the College of Health Sciences.

How Do I Know If I Am Advised Here?
You are advised in the College of Health Sciences if you meet the following requirements:
• Have a declared major in one of the mentioned programs
• Are not taking any developmental courses

Who Is My Contact?
Health Sciences majors should make an appointment by contacting:

Lori Jones, Advising Coordinator
Lori.Jones@uafs.edu
479-788-7841
Pendergraft Health Sciences Building, 109

If Lori is unavailable, contact:
479-788-7283
Health Science 104
What Majors Do They Advise?

Bachelor of Arts (BA)
• History
• Political Science
• Psychology
• Music
• Studio Art
• Theatre
• English
• Media Communication
• Rhetoric and Writing
• Spanish
• General Studies

Bachelor of Music Education (BME)
• Music Education – Instrumental Music P-8 and 7-12
• Music Education – Vocal Music P-8 and 7-12

Bachelor of Science (BS)
• Criminal Justice
• History Teacher Licensure 7-12
• Graphic Design
• English with Teacher Licensure 7-12
• Spanish with Teacher Licensure 7-12

Certificate of Proficiency in Teaching English as a Second Language

How Do I Know If I Am Advised Here?
You are advised in the College of Communication, Languages, Arts & Social Sciences if you meet the following requirements:
• Have a declared major in one of the mentioned majors
• Are not taking any developmental courses
• Have auditioned and been admitted to the Music or Music Education program

Who Is My Contact?
College of Communication, Languages, Arts & Social Sciences majors should make an appointment by contacting:

Debbie Findlay, Advising Coordinator
Debbie.Findlay@uafs.edu
479-788-7433
Vines 121

Susan Whitlow, Advising Coordinator
Susan.Whitlow@uafs.edu
479-788-7564
Vines 115

If Debbie or Susan is unavailable, contact:
Kara Smith, Administrative Assistant to the Dean
479-788-7290 to schedule an advising appointment.
What Majors Do They Advise?
Bachelor of Science (BS)
• Biology
• Chemistry, Chemistry with concentration in Biochemistry
• Engineering (Electrical and Mechanical)
• Information Technology
  • Programming
  • Networking
  • Database
  • Web Design
  • Security
  • Game Design
  • General
• Math, Math with Teacher Licensure 7-12

How Do I Know If I Am Advised Here?
You are advised in the College of Science, Technology, Engineering & Mathematics if you meet the following requirements:
• Have a declared major in one of the mentioned programs
• Are not taking any developmental courses

Who Is My Contact?
College of Science, Technology, Engineering & Mathematics majors should make an appointment by contacting:

JoAnn Chandler, Advising Coordinator
Joann.Chandler@uafs.edu
479-788-7129
Math-Science 108
School of Education

What Majors Do They Advise?
Bachelor of Science (BS)
• Elementary Education
• Middle Childhood Education

Secondary Education majors are advised in the college that houses their degree:
• Math majors are advised in the College of Science, Technology, Engineering & Mathematics
• History and Music with Teacher Licensure (7-12) majors are advised in the College of Humanities and Social Sciences
• Spanish and English with Teacher Licensure (7-12) majors are advised in the College of Languages and Communications

How Do I Know If I Am Advised Here?
You are advised in the School of Education if you meet the following requirements:
• Have a declared major in one of the mentioned programs
• Are not taking any developmental courses

Who Is My Contact?
If you know who your assigned faculty advisor is, you can meet with him or her by scheduling an appointment at least 24 hours in advance. Sign-up sheets are usually posted outside their offices.
If you do not know who your advisor in the School of Education is, or if he or she is not available, please contact:

Kim Tomlinson
Kim.Tomlinson@uafs.edu
479-788-7942
Appointments are highly recommended.

If Kim is unavailable, contact:
Lisa Beshears
Administrative Assistant
Lisa.Beshears@uafs.edu
479-788-7900
1. Go to My.UAFS.edu, enter your login information, then select the **Students** tab from the homepage.

2. Select **View my Student Services and Financial Aid (BSS)** from the left sidebar.

3. Select the **Student Services & Financial Aid** tab.

4. On the Student Services and Financial Aid page, select **Student Records**.

5. On the Student Records page, select **Major, Advisor Information**.

6. Select a term from the drop-down menu and click **Submit**.
WHAT IS ADVISOR TRAC?

AdvisorTrac is the scheduling assistant that you can use to make appointments with your advisor.

1. Go to My.UAFS.edu, enter your login information, then select the Students tab from the homepage.

2. In the Online Services column, click AdvisorTrac.

3. Log in to AdvisorTrac.

4. Click Search Availability.

5. Select YOUR Advising Center and YOUR Advisor.*

6. Schedule your appointment by clicking on a time.

7. Choose the appropriate reason(s) for the appointment. Add notes if necessary and click save to schedule your appointment.

Don’t forget to opt-in to receive text message reminders!

* Students advised in Advising and Career Services should always choose Advisement.
What Are Core (General Education) Requirements?

Core, or General Education, courses are the basic courses every student must take to receive a bachelor's (and in most cases, an associate) degree from UAFS.

These courses are designed to give students a broad set of critical and analytical skills as well as general exposure to a variety of academic fields.

Here is a sample* of the core requirements for a degree plan:

**English Composition (6 credit hours, both classes)**
- ENGL 1203 Composition I and
- ENGL 1213 Composition II
  or
- ENGL 1233 Honors Composition and
- RHET 2863 Advanced Composition

**Math (3 credit hours, 1 class)**
- MATH 1303 College Math or MATH 1403 College Algebra or Math courses with MATH 1403 as a prerequisite.

**Speech (3 credit hours, 1 class)**
- SPCH 1203 Introduction to Speech Communication

**Sciences** (8 credit hours, 2 classes with labs)
- BIOL 1153/1151 Biological Science/Lab
- BIOL 1523/1521 Anatomy & Physiology I/Lab
- BIOL 1533/1531 Anatomy & Physiology II/Lab
- BIOL 2203/2201 Human Anatomy/Lab
- BIOL 2213/2211 Human Physiology/Lab
- BIOL 2303/2301 General Botany/Lab
- BIOL 2503/2501 General Microbiology/Lab
- BIOL 2703/2701 General Zoology/Lab
- CHEM 1303/1301 Chemical Principles/Lab
- CHEM 1403/1401 College Chemistry I/Lab
- CHEM 1413/1411 College Chemistry II/Lab
- GEOG 1253/1251 Physical Geology/Lab
- PHSC 2503/2501 Fundamentals of Astronomy/Lab
- PHSC 2653/2651 Earth Science/Lab
- PHSC 2713/2711 Physical Science/Lab
- PHYS 2803/2811 College Physics I/Lab
- PHYS 2823/2831 College Physics II/Lab
- PHYS 2903/2911 University Phys. I/Lab
- PHYS 2923/2931 University Phys. II/Lab

**Fine Arts (3 credit hours, 1 class)**
- ART 2863** Survey of Art History I
- ART 2873** Survey of Art History II
- HUMN 2563 Humanities through the Arts
- HUMN 2663 Introduction to Film
- MUSI 2763 Music Appreciation

**Humanities (3 credit hours, 1 class)**
- ENGL 2013 Introduction to Global Literature
- ENGL 20203 Introduction to American Literature
- PHIL 2753 Introduction to Philosophy
- RELI 2303 World Religions

**History/Government (3 credit hours, 1 class)**
- HIST 2753 U.S. History I
- HIST 2763 U.S. History II
- POLS 2753 American National Government

**Social Sciences** (6 credit hours, 2 classes from 2 different areas of study)
- ANTH 2803** Cultural Anthropology
- ECON 2803** Principles of Macroeconomics or ECON 2813** Principles of Microeconomics
- GEOG 2753 World Regional Geography
- GEOG 2773 Human Geography
- HIST 1123 Civilizations of the World to 1500
- HIST 1133 Civilizations of the World since 1500
- HIST 2753 U.S. History I***
- HIST 2763 U.S. History II***
- POLS 2753 American National Government***
- PSYC 1163 General Psychology
- SOCI 2753 Introduction to Sociology

*The specific courses that meet the General Education requirements for each major differ. For example, psychology majors must take two social science courses from the list above in addition to PSYC 1163 General Psychology. See your signed degree plan or Academic Catalog for specific information.

**See most recent Academic Catalog for the current prerequisites for courses in these subject areas.

***If not used to meet History/Government requirement

Some majors also require lower-level coursework in a world language.
1. Go to My.UAFS.edu, enter your login information, then select the Students tab from the homepage. Navigate to the View my Student Services & Financial Aid page as before.

2. Select the Student Services & Financial Aid tab ...

3. Select Register or Add/Drop Classes, then select a Term from the drop-down.

4. You should now see your online registration form. Please make sure the information listed is correct.  
   **TIP:** You can correct your address online. You must meet with an advisor to correct your major and visit the Records Office to correct your name. If you indicate that any information is incorrect, you will still be able to web register.

5. Once you have submitted your information, you will be asked to accept or decline registration. Once you have accepted, you will be able to register. Enter the CRN(s) and click Submit Changes.

6. Once you have submitted your CRN(s), you will return to the Add/Drop Classes screen. Your classes and registration status are displayed as you scroll down. A status of “Web Registered” indicates successful registration.  
   **TIP:** A red stop sign indicates an error. Please see an advisor if you have questions.

**TIP:** To view your Tuition and Fees, click on Tuition & Fees at the bottom of your schedule page.

**UAFS Registration Calendar**

**UAFS Class Schedules**

**Printing your schedule**
View or print a copy of your schedule by returning to the registration menu and selecting Student Detail Schedule. Select term and Submit. Then select print from the toolbar at the top of your browser or from the File menu, and your schedule will print.

**TIP:** To view your Tuition and Fees, click on Tuition & Fees at the bottom of your schedule page.
How do I get my login/password for UAFS?
User ID’s for new students will be included with the UAFS acceptance letter. If you are working with an advisor and you have not received your acceptance letter, your Student Login Information sheet will be printed for you by your advisor when you register for classes.

If you need to pick up your default password, visit the Admissions Office, Academic Success Center, or Library with your Lions ID card. Your password will expire every 90 days. You will be notified through your UAFS email account before it expires. Please change your password before it expires.

What should I do if I forget my password for My.UAFS?
If you forget your password for My.UAFS, visit uafs.edu/about/technology-services for help and instructions on resetting your password.

How do I find the date I can register through My.UAFS?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid in the left-hand navigation menu.
4. Click Registration.
5. Click Check Your Registration Status.
6. Select Term (i.e., Fall 2015). *Do NOT select a term that says “Non-Credit.”
7. Click Submit.
Note: You may need to go back and select a new term if your My.UAFS is set for the current term. If you cannot find your registration date, contact your advising coordinator or professional advisor.

How do I view my midterm/final grades through My.UAFS?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid in the left-hand navigation menu.
4. Select Student Records.
5. Select either Midterm or Final Grades.
6. Select Term (i.e., Fall 2015). *Do NOT select a term that says “Non-Credit.”
7. Click Submit.
Note: Midterm grades will be available when they are posted by your instructor. Final grades are available according to the date on the academic calendar. For your most recent grade in a current class, your instructor is the best source of information.

How do I view my transcript through My.UAFS?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid in the left-hand navigation menu.
4. Select Student Records.
5. Select Academic Transcript.
6. Select appropriate Level.
Note: “Type” can only be unofficial. If you need an official transcript, you will need to request one from the Records Office.
7. Click Submit.

Continued …
How do I verify (for insurance, financial aid, etc.) that I am enrolled through My.UAFS?
The Records Office has authorized the National Student Clearinghouse to provide enrollment verifications at any time for a scholarship, student loan, or insurance purposes. Students may access this service through My.UAFS.
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid in the left-hand navigation menu.
4. Click Student Records.
5. Click Enrollment Verification 24/7.

How do I check my financial aid status through My.UAFS?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid in the left-hand navigation menu.
4. Click Financial Aid.
5. Click on information you wish to see.

How do I view/print a degree evaluation through My.UAFS?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid from the left-hand navigation menu.
4. Click Student Records.
5. Select Degree Evaluation.
6. Click the highlighted or underlined program to view degree evaluation.

What should I do when My.UAFS is giving me an Access Denied message when I try to access Student Services or Register?
If you can log in to My.UAFS but are denied access to Student Services (Registration, Grades, Financial Aid, etc.), please send an email to the Technology Service Desk at uafs@service-now.com with your Lions ID number, My.UAFS user ID, a screen shot of the error, and a brief explanation of the problem.

How do I buy my books?
1. Click on My.UAFS from the main website: uafs.edu and log in with your username and password.
2. Click View my Student Services and Financial Aid from the left-hand navigation menu.
4. Click Registration.
5. Click Buy Books.

For more help with My.UAFS, visit the Student Advisement webpage at uafs.edu/advising.
Many students do well in online courses while others learn better in the traditional classroom. Taking online courses has many benefits but may also present many challenges. To be successful in online courses, you should have the following:

- Self-discipline
- Good time-management skills
- Basic computer skills
- A solid command of reading and writing in English
- Ability to handle frustration caused by computer or other technical problems

Be honest with yourself. If you have had difficulties in school in the past, or if you are not a self-directed learner, you should enroll in traditional classes in the first year to ensure success in your coursework. Once you have strengthened your skills and study habits, you can try online courses. More information about online classes can be found on our website: uafs.edu/distancelearning/student-resources.

**Am I eligible to enroll in an online course?**

The University has implemented the following guidelines restricting the following students from enrolling in online or hybrid courses: those who are registered in ENGL 0263 and those who are on academic warning, academic probation, or suspension. Students may enroll in online or hybrid courses once they are in good academic standing and have a cumulative GPA of 2.0 or better or have successfully completed ENGL 0263.

**Online Courses and Technical Issues**

If you have problems with the tests, assignments, or other content-related issues in your online courses, you should contact your instructor(s). First-time web students are required to complete the mandatory online orientation at: uafs.edu/Online/OrientationInfoForWebBasedClasses.

If you have problems with your computer, internet, or network connection when trying to work in your online courses, you should contact UAFS Technology Support at 479-788-7460 or email uafs@service-now.com.

**What are the different types of online courses?**

**Full Online Course**

The full online course (also called web class) has all course materials, class assignments, discussions, projects, and quizzes online. The final examination (and some major examinations) must be completed in a proctored environment. If you plan to take the examinations at a location other than the UAFS campus, you must complete the proctor form and obtain your instructor's approval. A fee will be charged for full online courses. (Contact the Records Office for details.)

*These classes are noted with an “E” in the section number.*

**Hybrid Course**

The hybrid course has the majority of course materials available online. The instructor reduces the normal class meeting time by at least one-third. Most or all class assignments, discussions, projects, and quizzes are available online. You must take the final and any major examinations in the classroom. A fee is charged for hybrid courses. (Contact the Records Office for details.)

*These classes are noted with a “Y” in the section number.*

**Web-Enhanced Course**

The web-enhanced course may not be listed as an online course in the course catalog. Some course materials are available online, such as the syllabus, calendar, announcements, contact information, PowerPoint lectures, teaching notes, and some lessons. Faculty members may also create assignments and quizzes to be taken and submitted online. You must attend every class. You must take the final and major examinations in the classroom. No fee will be charged for web-enhanced courses.

*These classes are noted with a “D” in the section number.*
### HOW TO READ MY SCHEDULE

**UAFS**  
Student Schedule/Bill  
Fall 2014

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>SUBJ</td>
<td>CRSE</td>
<td>SEC</td>
<td>COURSE TITLE</td>
<td>CREDS</td>
<td>LV</td>
<td>ST</td>
<td>BEGIN</td>
<td>END</td>
<td>DAYS</td>
<td>TIME</td>
<td>BUILD</td>
<td>ROOM</td>
<td>INSTRUCTOR</td>
</tr>
<tr>
<td>1067</td>
<td>POLS</td>
<td>2753</td>
<td>002</td>
<td>American National Government</td>
<td>3.00</td>
<td>10</td>
<td>RE</td>
<td>8/19/14</td>
<td>12/10/14</td>
<td>TR</td>
<td>1100-1215 pm</td>
<td>GARDNR</td>
<td>138</td>
<td>Waller, T.</td>
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<tr>
<td>1318</td>
<td>PHSC</td>
<td>2653</td>
<td>002</td>
<td>Earth Science</td>
<td>3.00</td>
<td>10</td>
<td>WR</td>
<td>8/19/14</td>
<td>12/10/14</td>
<td>MWF</td>
<td>1000-1050 am</td>
<td>MS-UC</td>
<td>101</td>
<td>Boyd, A.</td>
</tr>
<tr>
<td>1336</td>
<td>PHSC</td>
<td>2651</td>
<td>006</td>
<td>Earth Science Laboratory</td>
<td>1.00</td>
<td>10</td>
<td>T</td>
<td>0100-0250 pm</td>
<td>MS-UC</td>
<td>344</td>
<td>Knubley, C.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>255</td>
<td>ENGL</td>
<td>1203</td>
<td>013</td>
<td>Freshman English I</td>
<td>3.00</td>
<td>10</td>
<td>RE</td>
<td>8/19/14</td>
<td>12/10/14</td>
<td>MWF</td>
<td>1100-1150 am</td>
<td>HOLT</td>
<td>102</td>
<td>Jennings, K.</td>
</tr>
<tr>
<td>596</td>
<td>MATH</td>
<td>1403</td>
<td>012</td>
<td>College Algebra</td>
<td>3.00</td>
<td>10</td>
<td>TR</td>
<td>0930-1045 am</td>
<td>MS-UC</td>
<td>206</td>
<td>STAFF</td>
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<td></td>
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<tr>
<td>687</td>
<td>MGMT</td>
<td>1203</td>
<td>002</td>
<td>Foundations of Business</td>
<td>3.00</td>
<td>10</td>
<td>WR</td>
<td>8/19/14</td>
<td>12/10/14</td>
<td>MWF</td>
<td>0900-0950 am</td>
<td>FL</td>
<td>219</td>
<td>Peerbolte, G.</td>
</tr>
<tr>
<td>798</td>
<td>MGMT</td>
<td>1201</td>
<td>004</td>
<td>Planning for Success</td>
<td>1.00</td>
<td>10</td>
<td>RE</td>
<td>8/19/14</td>
<td>12/10/14</td>
<td>TR</td>
<td>0800-0850 am</td>
<td>FL</td>
<td>108</td>
<td>Swoffard, T.</td>
</tr>
</tbody>
</table>

Course Credits: 17.00

1. **CRN** (Course Reference Number): This is a unique identifier for each course per semester.
2. **SUBJ** (Subject): This is the department offering the course (e.g., PSYC for Psychology).
3. **CRSE** (Course Number): This is a four-digit number for the course name (e.g., MATH 1403 is College Algebra).
4. **SEC** (Section): This alphanumeric item is used to specify the course times and instructors (e.g., MATH 1403 001).
5. **COURSE TITLE**: This is the name for the course (e.g., College Algebra).
6. **CREDS** (Credits): This number will show you the number of credits you are earning with the successful completion of the course.
7. **LV** (Level): This two-digit number is a standard unit for the location of the course, with 10 as the number for UAFS.
8. **ST** (Status): This shows the method of registration: RE=Manually Registered, WR=Web Registered, WL=Wait-Listed.
9. **BEGIN**: This is the official beginning date for the course.
10. **END**: This is the official ending date for the course.
11. **DAYS**: These are the days the course will meet: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.
12. **TIME**: This is the time the course will meet.
13. **BUILD**: This is the building where the course will meet.
14. **ROOM**: This is the room where the course will meet.
15. **INSTRUCTOR**: This is the lead instructor for the course.
The Gordon Kelley Academic Success Center helps students become independent and efficient learners so they are better equipped to meet the University’s academic standards and successfully attain their own educational goals.

The Academic Success Center maintains a program of support services to address the educational needs of all students. The staff considers not only the student’s academic background, preparation, and study habits, but also the specific challenges of the course content and the student’s overall college experience. Services offered include drop-in tutoring in math and writing, scheduled tutoring in other content areas, study strategies, and other helpful resources. Guided study, assessment tools, tutoring, and course-specific resources are available to students and are listed in further detail below.

**Group Tutoring**
Groups consisting of two to eight students in the same course with the same instructor will meet twice per week. Any student can request group tutoring in Vines 202 and must submit a tutoring request form.

**Drop-In Labs**
Several areas of coursework have drop-in labs where you can find additional help in your classes. Math, science, information technology and Spanish all have specific drop-in times.

**Math Resources**
Students needing additional help in their math courses can utilize DVDs and online resources available in the Academic Success Center. These resources can pinpoint the exact topic in which you need help and can also provide alternate explanations of mathematical processes.

**Writing Center**
If you’re looking for some writing help, stop by the Drop-In Writing Center. With resources and staff available, students can improve their writing at any stage of the writing process.

**Supplemental Instruction**
Supplemental Instruction (SI) is offered in certain courses each semester. The SI Leader will attend all class sessions, and then conduct two or three weekly SI sessions in which key concepts are reinforced through active participation in the learning process. Check with the Academic Success Center to see if Supplemental Instruction is available for your course.

**Student Success Mini-Workshops**
Special workshops are offered throughout the semester to help with topics such as note taking, time management, and goal setting. These workshops are offered on campus and are coordinated by the Academic Success Center. Notification of upcoming workshops will be announced by email and will be listed on the “Campus Announcements” section of the UAFS homepage.

**The Virtual Academic Success Center**
The Virtual Academic Success Center is designed to meet the needs of students taking online courses at UAFS. The Virtual ASC will provide you with access to many of the services offered by the ASC, including guided study materials and online versions of some of the mini-workshops offered by the ASC.

**Hours**

<table>
<thead>
<tr>
<th>DAY</th>
<th>Spring and Fall Semesters</th>
<th>Summer Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:45 a.m.-9 p.m.</td>
<td>7:45 a.m.-8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m.-5 p.m.</td>
<td>7:45 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m.-1 p.m.</td>
<td>9 a.m.-1 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1-6 p.m.</td>
<td>2-8 p.m.</td>
</tr>
</tbody>
</table>
Listed are some of the skills discussed in a guided study session to encourage your success in college. If you are interested in managing your time more effectively and studying smarter, not longer, please call the Academic Success Center and schedule a guided study appointment.

**Study Behavior Inventory**
This inventory targets your strengths and weaknesses as a student.

**Learning Style Inventory**
Study suggestions based on your preferred learning style, plus strategies to strengthen weaker ones. The result is more effective learning, regardless of the professor's teaching style.

**Math Study Skills Inventory**
Many students experience difficulty in math. You are not alone! This self assessment rates your study skills in math and suggests strategies that will improve those skills.

**Time Management**
Poor time management is possibly the number one reason for failure in college. Finding time for study while balancing school, job, and family is challenging! Organization is essential. Let's develop a plan that works for you.

**Note Taking**
Good note taking is not writing down everything the professor says.

**One Hour of Successful Study**
Cramming is not effective study.

**Five-Day Study Plan**
The key to performing well on tests is starting early and using short, frequent study sessions. This is one of the most effective plans for good test performance.

**Test Taking Strategies**
Are you easily distracted when you take a test? Try earplugs to filter out distractions. This is one of many tips that may improve your test performance.

**Reducing Test Anxiety**
Do you go blank when you take a test? Do you recall information after you turn in the test? Test preparation is directly related to retention of information and managing anxiety. We have a plan.
Academic Probation (AP)
Students are placed on academic probation when their cumulative GPA falls below 2.00 at the end of the fall, spring or combined summer terms. They remain on probation as long as the cumulative GPA is below 2.00 while the semester GPA remains 2.00 or higher. Students on academic probation must meet with their advisor to review probation and suspension policies. They are restricted from web registration and from taking any full online or hybrid courses.

Academic Probation Transfer (AT)
New or returning students who have transferred from another institution and have a cumulative GPA below 2.00 must appeal for admission. If admitted, they enter on Academic Probation Transfer, and they may have specific enrollment requirements. They must earn a 2.00 GPA their first semester or be moved to AB suspension (see below). They are restricted from web registration and from taking any full online or hybrid courses.

Academic Suspension
Students are placed on academic suspension if, while on academic probation, they do not earn both semester and cumulative GPAs of 2.00 at the close of the fall, spring or combined summer terms. The following guidelines apply:

First Suspension (A1)
Option 1 – Students may sit out one major term, fall or spring, and then return without appeal.
Option 2 – Students may register in the next major term for up to 13 credit hours to include SAS 0201 Bridge to Success Seminar, or in the next summer term for up to 4 credit hours to include SAS 0201 Bridge to Success Seminar.

(AB Suspension)
If a student does not make a semester GPA of 2.00 and pass the SAS 0201 with a grade of C or better, the student will be suspended for one major term and cannot appeal. Students entering on Academic Probation Transfer who do not make a semester GPA of 2.00 will also be suspended for one major term and cannot appeal.

Second Suspension (A2)
Students must sit out two major terms – fall and spring semesters.

Third Suspension (A3)
Students are placed on academic dismissal. Academic dismissal is permanent unless re-admission is granted by the Admission Appeals Committee. Appeals will only be reviewed for extreme medical or life crisis situations if documented and past academic history is supportive.

The policies related to academic probation and suspension are separate and distinct from those related to financial aid probation and suspension. Students with a semester or cumulative GPA below 2.00 who intend to use financial aid should visit with a Financial Aid Officer.
1. To find your GPA (grade point average) in a given semester, first add up the number of credit hours in which you are enrolled.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>TOTAL CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1153</td>
<td>3</td>
<td>3 + 1 = 4</td>
</tr>
<tr>
<td>BIOL 1151</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

2. Next, find your quality points. To do this, multiply the value* of your grade in each class by the number of credit hours each class is worth.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>TOTAL QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1153</td>
<td>C (2.0)</td>
<td>2.0 x 3 hrs. = 6</td>
<td>6 + 3 = 9</td>
</tr>
<tr>
<td>BIOL 1151</td>
<td>B (3.0)</td>
<td>3.0 x 1 hr. = 3</td>
<td></td>
</tr>
</tbody>
</table>

3. Finally, divide the total quality points by the total credit hours.

<table>
<thead>
<tr>
<th>TOTAL QUALITY POINTS</th>
<th>TOTAL CREDIT HOURS</th>
<th>CALCULATION</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>4</td>
<td>9 ÷ 4 = 2.25</td>
<td>2.25</td>
</tr>
</tbody>
</table>

* Each letter grade is worth a specific value as shown here:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Student Support Services is a TRIO program that is 100 percent federally funded through the U.S. Department of Education. Funded to serve 140 students, SSS provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education. The goal of the program is to increase college retention and graduation rates of participants.

SSS provides academic tutoring, advice and assistance in course selection, information on financial aid availability (including grants, loans, and scholarships), and assistance in completing financial aid applications. Participants also receive information to improve financial and economic literacy and assistance in applying to graduate and professional programs.

Eligibility
Students must meet the following to qualify for the program:

- Be committed to your education
- Show a willingness to be successful
- Be a first generation college student (i.e., parents have not completed a bachelor’s degree prior to student turning 18)
- and/or
- Meet certain income requirements or
- Be registered with ADA services

How to Join SSS
All participants must complete an application and meet the program eligibility requirements listed above. Applications may be obtained from the SSS office in Boreham Library 233-237 or from the website at uafs.edu/success/student-support-services. All participants must be planning to complete a bachelor’s degree and have a strong dedication to their education.

Program Services
Once accepted into the program, participants can expect to obtain the following:

- Individualized academic and career advising
- Tutoring/group study sessions
- Learn how to communicate with instructors
- Learn to utilize campus resources
- Study skills/time management
- Presentation skills
- Calculator workshops
- Computer skills
- Budgeting/financial aid skills
- Learning communities
- Financial aid assistance
- Graduate school assistance

Participant Requirements

- Meet with assigned SSS staff three times a semester (once a month)
- Attend two hours of group study or tutoring a week (freshman and students with a GPA below 2.50)
- Attend at least three workshops a semester
- Maintain good academic standing while in the program
The Boreham Library continues a long tradition of excellent service to the university campus. In addition to over 64,000 book volumes, the library provides 24/7 access to over 120,000 electronic books and over 35,000 full-text periodicals available through library database subscriptions. The library also offers over 5,000 audiovisual titles and 60,000 microforms. Your Lions ID serves as your library card and is also used for printing services in the library.

**Borrowing**
Your Lions ID card allows you to check out books, DVDs, CDs and other resources from the Boreham Library. You may also use your Lions ID card to borrow from the Fort Smith Public Library regardless of where you live.

**Computer Labs and Laptops**
The library maintains 210 computer workstations for student use in clusters throughout the building. Fourteen laptops are also available to check out for use in the library.

**Connect from Home**
Students can access e-books and full-text periodicals through the Boreham Library homepage from any internet connection at any time. A current, valid student ID number is required to move from the homepage and catalog to e-books and periodical databases.

**Copying and Printing**
The library has several printers (one for color printing) and two photocopiers available. Use your Lions ID card to pay for print services.

**Course Reserves**
The library maintains additional course materials placed on reserve by instructors and makes them available online or for use in the library.

**Databases**
Over 75 databases in a variety of subject areas are available to support all areas of undergraduate research.

**Group Study Rooms**
Several group study areas are available, including eight enclosed study rooms.

**Interlibrary Loan**
This service provides access to materials from libraries nationwide. The library will locate and borrow books and articles for you from another library if it is not available here.

**Reference and Research Assistance**
Get assistance from our librarians in person, by email, or by phone.

**Pebley Center**
Find books, microfilm archives, photographs, and other materials on local and regional Arkansas history in the library’s Pebley Center.

**24-Hour Study Area**
This area, complete with computers, wireless access, and comfortable furniture, is available in the Boreham Library by scanning the user’s campus ID card.

**Phone Numbers**
Book/AV Acquisitions: 479-788-7206
Circulation Desk: 479-788-7200
Interlibrary Loan: 479-788-7201
Periodicals/Databases: 479-788-7208
Reference Desk: 479-788-7204
Toll-free: 800-935-9341

**Hours (excluding holidays)**

<table>
<thead>
<tr>
<th>DAY</th>
<th>Spring and Fall Semesters</th>
<th>Summer Terms</th>
<th>Between Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7 a.m.-10 p.m.</td>
<td>7 a.m.-8 p.m.</td>
<td>8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7 a.m.-5 p.m.</td>
<td>7 a.m.-5 p.m.</td>
<td>8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11 a.m.-5 p.m.</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>2-10 p.m.</td>
<td>2-8 p.m.</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>
Acceptance of Transfer Credits

The amount of credit granted for transfer courses depends upon the nature and quality of the applicant’s previous work evaluated according to the academic requirements for the university.

I took a class at another college or university. Will it count towards my degree?

First, the Records Office will complete an initial evaluation of the transfer credits for the institution. Second, the department responsible for the program of study will evaluate the transfer credits that will satisfy degree program requirements. Credits found to be eligible for general transfer may not always apply to a specific degree program. See your advisor if you have questions.

I took a course and it did not count toward my degree program but I think it should have.

What can I do?

Make an appointment with your advisor about the course. Students should be prepared to submit course syllabi and course descriptions as they may be required for transfer work to be articulated. Your advisor can complete a Course Substitution Form for the class and attach the course syllabi and course description. The department responsible for the program of study will evaluate the transfer credits that will satisfy degree program requirements. Credits found to be eligible for general transfer may not always apply to a specific degree program.

What does 1xxx, 2xxx, 3xxx, 4xxx on my transcript mean?

UAFS does not have an equivalent course, but the course could possibly be used as an elective or substituted for certain requirements. See your advisor if you have questions.

Not all of my coursework transferred in. Why?

Transfer credit is awarded for courses in which a grade of C or higher has been earned; grades of D or F do not transfer. Also, the maximum number of hours transferable to a bachelor degree is 68 semester hours of lower-level (1000-2000) coursework. The only exceptions to this are the Bachelor of Applied Science (BAS) degree, to which 75 hours of lower-level coursework may transfer, and the Bachelor of Science in Organizational Leadership (BSOL), to which 75 hours of lower-level coursework may transfer. The number of upper division transferable coursework will vary by department and program.

I’m a current student and want to take a class during the summer at another college or university. Will it count here for my degree?

Make an appointment to see your advisor. Students should be prepared to submit course syllabi and course descriptions as it may be required for transfer work to be articulated. Students can also look at the Transfer Credit Guide: uafs.edu/records/transfer-credit-guide.

Articulation may not apply to every student in every situation and a Course Substitution Form may need to be submitted. More information on course transfer can be found at:

• acts.adhe.edu The Arkansas Course Transfer System contains information about transferability of courses within Arkansas public colleges and universities.
• uafs.edu/records/transferring-coursework-uafs UAFS course equivalencies of general education or more for all Arkansas public colleges/universities and Carl Albert State College.
**Bachelor Degrees**

- Accounting
- Animation Technology (BSAT) ++
- Applied Science (BAS) ++
- Biology
- Business Administration
- Chemistry
- Chemistry with Biochemistry Option
- Criminal Justice
- Dental Hygiene
- Elementary Education *
- Electrical Engineering
- English
- English with Grades 7-12 Teacher Licensure
- Finance
- General Studies +
- Geoscience *
- Graphic Design
- History
- History with Grades 7-12 Teacher Licensure
- International Business
- Imaging Sciences - Diagnostic Medical Sonography ++
- Imaging Sciences – Leadership ++
- Information Technology
- Marketing
- Mathematics
- Mathematics with Grades 7-12 Teacher Licensure
- Mechanical Engineering
- Media Communication
- Middle Childhood Education *
- Music
- Music Education with Grades P-8 and 7-12 Teacher Licensure with Vocal Specialization
- Music Education with Grades P-8 and 7-12 Teacher Licensure with Instrumental Specialization
- Nursing (BSN)
- Nursing—RN to BSN Online Completion Program
- Organizational Leadership (BSOL) ++
- Political Science
- Psychology
- Rhetoric and Writing
- Social Work *
- Spanish
- Spanish with Grades 7-12 Teacher Licensure
- Studio Art
- Theatre
- Applied Statistics *
- Art History *
- Biology
- Business Administration
- Chemistry
- Creative Writing
- Criminal Justice
- English
- Geography
- Geoscience
- History
- Mathematics
- Media Communication
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Resources Interpretation
- Rhetoric and Writing
- Social Work *
- Sociology
- Spanish
- Speech
- Studio Art
- Theatre
- Associate of Arts
- Associate of General Studies
- Computer Graphic Technology – Mechanical
- Computer Graphic Technology – Survey Technology
- Computer Graphic Technology – Office Management
- Computer Graphic Technology – Medical Office Professional
- Criminal Justice
- Early Childhood Education
- Electronics Technology
- General Technology – General
- General Technology – Automotive
- General Technology – Welding
- Office Management Technology
- Paralegal Studies
- Radiography
- Surgical Technology
- Workforce Leadership

**Certificate Programs Available.**

A variety of certificate programs are available. See an advisor for more information.

* Pending approval of the University of Arkansas System and the Arkansas Higher Education Coordinating Board.
+ First class admitted fall 2015
++ Not available for incoming freshmen. See an advisor for details.
Many students starting college are undecided about their major and may change majors several times. Using a combination of self-assessment tools offered through Advising and Career Services, we can assist you in your decision and help you determine what career would be best for you and how to set goals. Students wanting to talk about majors and goal setting should make an appointment with a professional advisor at Advising and Career Services, located in the Smith-Pendergraft Campus Center, by calling 479-788-7400 or emailing advise@uafs.edu.

Explore Majors and Career Options
Advising and Career Services is available to help you explore your interests, values, and skills in finding the major and career that are most suited for you. In order to determine the best fit for each student, professional advisors assist with finding the right resources to learn about different career fields and majors within these career fields. They will help you find where you are in the career decision-making process and suggest appropriate self-assessment tools that relate to your specific needs.

Focus 2 is an online self-assessment that will help you discover your individualized career and educational path. This unique planning tool will guide you through an interactive process exploring your career readiness, work interests, values, skills, and personality strengths. In order to gain access, follow the link above, click on new user, and use access code: numa.

Career Interviews
You may consider going straight to the source for career information. Choose your favorite career and locate someone in the community who has that career. You can contact that individual and explain that you are a college student interested in going into that occupation. Request an appointment to meet with the career professional to further discuss the career.

You will want to prepare a few questions in advance and may want to consider listing characteristics of the career that are important to you, for instance:

- What are the job title and responsibilities?
- What are the educational and other requirements for the job?
- How many hours worked per week or weekend are required?
- Is there room for advancement?
- What do you like most and least about your job?
- What does your average day look like?

You can write your answers and your overall impression of the career down to review at a later time. It is important to be polite and thank the career professional for his or her time and assistance. This person may be a contact when you are looking for employment.
Goal Setting
Goal setting is one of the first steps in career planning. Long-term goals usually have a deadline as far into the future as one year, five years, and even 10 years. Short term goals have a deadline of less than a year. Once you have defined your goals – both long-term and short-term – your next step is to develop a career plan. A career plan lists all your goals and the steps needed to reach them.

The simple act of writing down your goal is so important because it moves it out of your thoughts and into your reality. SMART is an acronym used to describe the essential elements of a goal:

- **Specific** – A goal is a well-defined target that gives you direction. If the goal is vague it will be difficult to achieve.
- **Measurable** – The goal needs to be measurable so you have a way to track progress.
- **Action-oriented** – You need to develop a strategy for how you will achieve your goal.
- **Reasoned and realistic** – The goal needs to be realistic and relevant to your life.
- **Time** – Goals should have a deadline. Goals without a deadline tend to be put off until another day.

How do I change my major or declare my minor?

**Change Your Major**
1. Meet with your CURRENT advisor to begin the Change of Major form
2. Take Change of Major form to Advising Coordinator or Advising Services
3. Sign NEW degree plan

Once all signatures have been obtained, the Change of Major form must be processed through the Records Office before the change is official. Students receiving financial aid must notify the Financial Aid Office of their change.

**Declaration of Minor**
Minors are required for students seeking a Bachelor of Arts degree or a Bachelor of Science in mathematics. Students pursuing other bachelor’s degrees are not required to complete a minor but may choose to do so.

Students wishing to pursue a minor must declare their intent after consultation with their advisor. The student must deliver the declaration of minor form, with required signatures, to the Records Office before completion of 75 hours. Students who are seeking an associate degree are not eligible to declare a minor.
Freshman Year
• Meet with an advisor to discuss career and academic planning
• Examine career interests, values, and skills by completing the Career Planning Toolbox
• Attend a career planning workshop
• Get to know faculty, advisors, and administrators
• Explore and join clubs, organizations, and extracurricular activities
• Create your initial résumé with Career Services and register for CareerLink
• Maintain a high GPA
• Attend the Majors Expo

Summer: Get a job. Gain experience.

Sophomore Year
• Identify specific career interests and research required qualifications
• Investigate the employment outlook for your options
• Examine your major and how it relates to your desired career
• Discuss your academic plan and career questions with your advisor
• Look for jobs, internships, and volunteer opportunities that will enhance your career research
• Continue to participate in campus activities and organizations
• Make your final decision regarding major selection
• Attend the fall and spring career fairs or other major-specific events
• Attend the Majors Expo

Summer: Find a job or internship.

Junior Year
• Meet with your advisor early to review academic progress and projected graduation date
• Meet with Career Services
• Develop your interviewing skills
• Network with professors, employers, alumni, and friends regarding professional career advice
• Conduct informational interviews for insight about your career choice
• Continue to seek advice from faculty and professional advisors
• Make career choices involving employment or graduate school
• Research graduate schools
• Update résumé and apply for career-related internships, co-ops, and summer jobs
• Attend the fall and spring career fairs
• Build a professional wardrobe

Summer: Get career-related job or internship.

Senior Year
• Complete course requirements for major
• Discuss career choice
• Maintain contacts with faculty, advisors, and administrators
• Continue relevant work experience
• Join professional organizations
• Schedule a mock interview
• Research employer information
• Review and update résumé
• Participate in on-campus and off-campus interviews
• Follow up on job vacancy announcements
• Send résumés and inquiry letters to target employers
• Evaluate career employment options
• Make career decisions and prepare for employment
• Attend fall and spring career fairs or other major-specific events
• Register for LinkedIn

Apply for jobs, graduate school or professional school.
Career Services is dedicated to providing guidance and services to currently enrolled students and alumni. The following services are free for currently enrolled students and alumni:

- Job Search Guide
- Internship Guide
- Résumé/Cover Letter
- Events and Workshops
- 4 Year Plan
- CareerLink
- Center for Professional Development
- Graduate School Guidance
- Interviews
- Clothing Closet

A detailed list of our services as well as career development information can be found on our website at uafs.edu/careerservices. Call, email, or stop by to set an appointment to visit with our staff regarding these services.

What Is CareerLink?
CareerLink is an online service that provides students a one-stop shop for employment opportunities and career development. Our office provides résumé and cover letter assistance, as well as long-term storage for these documents without having to worry about your password expiring. The CareerLink database provides two different job boards: one for job openings that have been sent directly to our office and another national job board that searches from some of the top job databases, including JobCentral and SimplyHired. Students will have access to receive other communications pertinent to employment and career development, such as job openings, event dates, and workshop opportunities.

How to Register for CareerLink
1. Go to our website at uafs.edu/careerservices/
2. Click on “CareerLink”
3. New user: Click “Register,” enter required data and click “Submit”
4. Current members: Enter your username and password and click “Go”

Connect With Us!  

MEET OUR STAFF!

Julie Mosley, Director  
Julie.Mosley@uafs.edu  
479-788-7404

Danielle Jolie, Assistant Director  
Danielle.Jolie@uafs.edu  
479-788-7795

Jan Martinez  
Jan.Martinez@uafs.edu  
479-788-7017  
CC232

Babb Center for Student Professional Development  
Ron Orick  
Ron.Orick@uafs.edu  
479-788-7019  
Boreham Library, Room 212
Where do I go if I need help connecting to the UAFS wireless network?
If you need assistance connecting your laptop to the UAFS wireless network, or if you would like to access your student email account on your cell phone or other smart device, please visit the Technology Service Desk in Gardner 102.

Where do I go if I am having issues with my login, My.UAFS, Blackboard Learn, etc.?
If you are unable to login, or if you have issues with My.UAFS, LionsPass, Blackboard Learn, etc., stop by the Technology Service Desk in Gardner 102, email uafs@service-now.com, or call 479-788-7460. If you send an email, please be sure to include what browser you are using, the version of the browser, what application you are using, where you are in that application, a screenshot of the error (if you are receiving one), your user ID, and your student ID number.

What do I do if I need to print a document on campus?
Printers are available in the library and computer labs on campus. You will be required to swipe your Lions ID card to print your document. Each semester students are given a $10 credit to be used only for printing. Additional money can be added to your Lions Cash account.

What can the Technology Service Desk do for me?
We do:
• Provide students with information to setup their personal computers (Windows/Mac) on the campus network
• Assist students with accessing their email on their cell phone or other smart device
• Assist students with login issues to campus resources
• Phone support

We do not:
• Repair student computers or other hardware not mentioned above
• Clean student machines if they become infected by viruses
• Supply cleaning software for infected computers
• Set up computers for other local networks.
• Provide operating systems (Windows, Mac OS, Linux) or software (Microsoft Office, Adobe, etc.) for student use

Hours (excluding holidays)
Monday-Friday
7 a.m.-9 p.m.
What Is Financial Aid?
Financial Aid includes grants, scholarships, loans, and student employment. Funding comes from the federal and state governments, the University, and private sources. Financial Aid can be used for costs related to your education, including:
• Tuition and fees
• Books and required supplies
• Meals
• On-campus housing
• Study abroad
• Gas for getting to and from school
TIP: Make sure to apply well before deadlines so you know the full amount of your financial aid package.

Payment plans for tuition expenses not covered by financial aid packages may be arranged at the Cashier’s Office or by going online to your My.UAFS account. Educational funding may also be available through the U.S. Department of Veterans Affairs, the Bureau of Indian Education, Arkansas Rehabilitation Services, and Western Arkansas Employment Development Program.

Applying for Financial Aid
Complete the FAFSA
• fafsa.gov
• Priority Deadline: June 1
• School Code: 001110
Apply for state scholarships and grants (Arkansas residents)
• adhe.edu
• Deadline: June 1
Seek scholarship opportunities
• uafs.edu/financialaid/scholarships
Accept aid once approved
• Failure to accept awards may lead to a balance on student accounts

Keeping Financial Aid
• Maintain the required number of credit hours each term
• Maintain the required GPA for the scholarship
• Maintain any other requirements for the scholarship
• Read your mail and email from the Financial Aid Office
• Take initiative to be knowledgeable about your individual requirements and standing

Financial Aid Warning and Suspension Policy
Students are required to successfully:
• Complete 67 percent of classes they enroll in
• Maintain a 2.0 GPA
• Complete a program of study within a maximum timeframe

Failure to meet these minimum requirements may result in the following:
Financial Aid Warning
Students not achieving the required GPA or 67 percent completion rate will be placed on warning. Students will remain on warning for one term only and must make Satisfactory Academic Progress* by the end of the term. Students may receive Title IV Student Aid while on warning. If a student fails to make Satisfactory Academic Progress at the end of the term they will be placed on Financial Aid Suspension.

Financial Aid Suspension
Students who fail to make Satisfactory Academic Progress while on warning OR have failed to adhere to their academic plan OR make all F’s or W’s or any combination of all F’s and W’s will be placed on suspension and will not be eligible to receive Title IV Student Aid.

Appeals Process
Students have the right to appeal Financial Aid Suspension. Appeal forms are available in the Financial Aid Office or online. If an appeal is approved, a student must complete an Academic Plan and adhere to it.

Maximum Time Frame
Students who are placed on Financial Aid Suspension for exceeding the number of hours allowed for their program (150 percent of required hours) will not automatically receive a warning term. These students will immediately be placed on Financial Aid Suspension. A student may appeal for an extension of hours by completing a Request for an Extension of Maximum Hours form. These forms are available in the Financial Aid Office.**

Attempted Hour Limits
• 1 Year Certificate – 45 credit hours
• 1 Year LPN – 87 credit hours
• First associate degree – 98 credit hours
• AAS Nursing/Radiography – 115 credit hours
• AAS Dental Hygiene – 125 credit hours
• Second associate degree – 138 credit hours
• First bachelor’s degree – 180 credit hours
• Second bachelor’s degree – 232 credit hours

* The full version of the Satisfactory Academic Progress Policy is available in the Financial Aid Office and online.
** Please note that repeated requests for appeals will not be considered.
1. Go to My.UAFS.edu, enter your login information, then select the Students tab from the homepage.

2. Select View my Student Services and Financial Aid (BSS) from the left sidebar.

3. Select the Student Services & Financial Aid tab.


5. On the Financial Aid page, select My Overall Status of Financial Aid. Here you can:
   - View financial aid awards
   - View requirements and important messages
   - Print an award letter
   - View financial aid holds
   - View financial aid academic progress
   - View your estimated cost of attendance
   - Accept your Federal Student Loans
     1. Select an aid year
     2. Click on the word “Awarded” in the third sentence from the bottom of the page
     3. Click “Accept Award Offer” on the far right tab
Online Payment Instructions
1. Log in to My.UAFS and click Students tab
2. Click View my Student Services & Financial Aid (BSS), located on the left, and log in
3. Click Online Business Center then click Online Business Center a second time
4. Click Add to the right of Account Payment
5. If you are not paying your total balance, change the “Amount To Pay” column for the term you are paying, which will automatically adjust the Total
6. Click Pay Now, verify payment amount (bottom right of page); click Pay
7. Choose payment type, enter information, click Submit, click I Accept
8. You will receive a receipt if your online payment was successfully completed
9. Print receipt and maintain for your records

Direct Deposit Instructions
1. Log in to My.UAFS and click Students tab
2. Click View my Student Services & Financial Aid (BSS), located on the left and log in
3. Click Online Business Center then click Online Business Center a second time
4. Click Add to the right of Set Up Refund Direct Deposit
5. Enter bank account information; click Continue
6. You will receive a receipt if direct deposit was successfully completed
7. Print receipt and maintain for your records
8. To disable your direct deposit, follow the instructions on the right side of the screen after clicking on Set Up Refund Direct Deposit

Installment Setup Instructions
1. Log in to My.UAFS and click Students tab
2. Click View my Student Services & Financial Aid (BSS), located on the left and log in
3. Click Online Business Center then click Online Business Center a second time
4. Click Add to the right of Installment Plan Set Up
5. Click the checkbox of the plan to set up; click Continue
6. Please note when the installment payments are due
7. At set up, you are required to pay: Installment plan fee ($20, $30, or $40) The first installment payment
8. Click I Accept, verify payment amount (bottom right of page), Click Pay
9. Choose payment type, enter information, click Submit, click I Accept
10. You will receive a receipt if your installment plan was successfully completed
11. Print receipt and maintain for your records

Housing Deposit Instructions
Please do not pay a housing deposit until you have received your housing assignment letter.
1. Log in to My.UAFS and click Students tab
2. Click View my Student Services & Financial Aid (BSS), located on the left and log in
3. Click Online Business Center then click Online Business Center a second time
4. Click Add to the right of Housing Deposit, select deposit (housing choice), click Pay Now
5. Click Pay (bottom right of page)
6. Choose payment type, enter information, click Submit, click I Accept
7. You will receive a receipt if your housing deposit was successfully completed
8. Print receipt and maintain for your records

Installment plans are available for fall and spring terms.
The Lions ID card is the official identification card for the University of Arkansas – Fort Smith. You will need to keep this card on your person at all times. Your Lions ID card proclaims you are a fully privileged member of the UAFS community.

Where and when can I get my Lions ID Card?
On the UAFS campus, the Lions ID card is issued at the Records Office in the Smith-Pendergraft Campus Center. For more information call 479-788-7230.

Hours (all university holidays are observed)
Monday – Thursday
8 a.m.-6 p.m.
Friday
9 a.m.-5 p.m.

When do I have my Lions ID card made?
New students have their Lions ID card made during New Student Orientation. If you do not attend the NSO program, you can get your Lions ID at the Records Office on the upper-level of the Campus Center. Once you are officially enrolled and financially cleared, your Lions ID card is ready to use.

What do I do if my Lions ID card is lost or stolen?
Immediately report your card lost or stolen so the card can be inactivated. Report your card lost or stolen by logging in to your Lions ID card Account and clicking on “Report Lost or Stolen Card.” Follow the instructions provided. You may also contact the Records Office regarding your missing card. The cardholder is responsible for paying any applicable replacement fee prior to or concurrent with the reissuance of his or her Lions ID card.

How do I get a replacement Lions ID card?
Replacement Lions ID cards are available during regular business hours at the Records Office. A fee must be paid at the Cashier’s Office and the receipt brought to Records.

Why have a Lions ID card?
Lions Cash is the safe, efficient, and practical way to pay for the things you need on campus and off!

As a member of the UAFS community, you may also use your Lions ID card to access your Lions Cash accounts. No more late night stops at the ATM or charging up credit cards — Lions Cash is a declining balance account tied to your Lions ID card.

With prepaid deposits of money in this account, you will enjoy the convenience of being able to make purchases at participating locations without having cash in your pocket. As a member of the UAFS community, adding money to your Lions Cash account is simple. Lions Cash gives you the freedom and flexibility of buying power at locations on and off campus.

Money can be added to your account via cash, debit, credit, check, or money order by visiting the UAFS Cashier’s Office located on the upper level of the Smith-Pendergraft Campus Center or online by going to My UAFS from the main website, then selecting Lions Cash, or by visiting the PHIL machine in the Library.

Parents and family can also add money to your Lions Cash account. All they need to know is your first and last name as it appears on your Lions ID card and your university email address.

Lions ID Card Questions?
Records Office
Smith-Pendergraft Campus Center, Room 222
479-788-7230

Lions Cash Questions?
Cashier’s Office
Smith-Pendergraft Campus Center, Room 202
479-788-7060
STUDENT SERVICES

Powell Student Health Clinic
Pendergraft Health Sciences Center, Second Floor
479-788-7444
studenthealth@uafs.edu

UAFS students have access to free, quality, convenient primary health care at the Powell Student Health Clinic. Any enrolled student in good standing (excluding WATC students or University faculty or staff enrolled in credit courses) is eligible. Students must bring a Lions ID card at the time of service.

Health professionals at the medical doctor or nurse practitioner level are always present at the clinic. The clinic offers lab services, acute care management, treatments for common illnesses and minor injuries, and prescriptions, which can be phoned to a local pharmacy.

The clinic is operated and staffed by IMWell Health.

Hours (subject to change at any time)

<table>
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<tr>
<th>DAY</th>
<th>Hours</th>
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<tr>
<td>Monday</td>
<td>8 a.m.-Noon • 1-5 p.m.</td>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
<td>8 a.m.-Noon</td>
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<td>Thursday</td>
<td>8 a.m.-Noon • 1-5 p.m.</td>
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<tr>
<td>Friday</td>
<td>8 a.m.-Noon</td>
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No appointment necessary. The last patient will be seen at 11:30 a.m. or 4:30 p.m. respectively.

Dental Hygiene Clinic
At the Dental Hygiene Clinic, dental hygiene students provide services to students and the public under the direct supervision of dental hygienist faculty and a dentist. Students are evaluated at various steps throughout the appointment; therefore, appointments are scheduled in three hour blocks. More than one appointment may be necessary to complete all dental hygiene procedures. The number of appointments depends upon the need of the patient.

The Dental Hygiene Clinic is in Pendergraft Health Sciences Center, Room 136. The clinic offers dental radiographs (X-rays), dental prophylaxis (cleaning), topical fluoride treatment, oral hygiene instruction, dental sealants, and an examination by a dentist.

Hours

<table>
<thead>
<tr>
<th>DAY</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8 a.m.-5 p.m.</td>
<td>8:15 a.m.-11:15 a.m. • 1-4:30 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>Not Available</td>
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<tr>
<td>Wednesday</td>
<td>8 a.m.-5 p.m.</td>
<td>8:15 a.m.-11:15 a.m. • 1-4:30 p.m.</td>
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<tr>
<td>Thursday</td>
<td>Not Available</td>
<td>Not Available</td>
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<tr>
<td>Friday</td>
<td>Not Available</td>
<td>8 a.m.-11:15 a.m.</td>
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</table>

For appointments, call 479-788-7270. You will be assigned to student hygienists who will contact you to schedule your appointment. There is a nominal fee for the dental hygiene services provided.

UAFS Counseling Clinic
Call 479-788-7398 to make an appointment.
In the event of an emergency, call 800-542-1031.

There may be times when you need someone to help navigate the challenges in your life. The Counseling Clinic helps students maximize their educational experience through counseling and psychotherapy.

If you or a friend is experiencing anxiety, substance abuse, depression, eating disorders, or suicidal thoughts, call or visit the Counseling Clinic in Pendergraft Health Sciences Center, Room 312, for a free and confidential appointment.

Hours
Monday-Friday
8:30 a.m.-Noon • 1-5 p.m.
Lions Alert Emergency Notification System
Lions Alert is a rapid notification system used for sending alerts to UAFS students, faculty and staff. When activated, Lions Alert sends a brief notice about the situation and instructions on what to do. The alert is sent via text message, phone call and email. You can register by clicking “Go to Lions Alert” on the My.UAFS student homepage.

Tobacco Policy
The use of any tobacco product is prohibited on the grounds of UAFS in accordance with Arkansas State Law (A.C.A.6-60-701 to 6-60-705). This prohibition includes electronic cigarettes. The tobacco-free environment includes all University property, which according to State Statute 25-17-301, “includes all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution.

Service Center for Students with Disabilities
UAFS makes every effort to offer equal educational opportunities for all students. To ensure a total university experience for students with disabilities, we seek to provide reasonable accommodations and services for students who have a physical, emotional, or learning disability.

Working in partnership with the student, the Student ADA Coordinator will develop an individualized plan for services that may include academic advising and accommodations in testing and instruction. A student with disabilities may present validation of his or her disability and request services by contacting the Student ADA Coordinator:

Roger Young
ada@uafs.edu
479-788-7577
Fax: 479-788-7161
Vines 210

Non-Traditional Student Support
ntsupport@uafs.edu
479-788-7319
Smith-Pendergraft Campus Center, Room 111A

Non-Traditional students typically fall into one or more of the following categories: returning to or starting college after an interruption; age 25 or older; working 30 or more hours a week; married; a parent; or a Veteran.

The mission of the Office of Non-Traditional Student Support is to connect students with campus resources, recognize academic achievement, advocate for non-traditional student concerns, and provide leadership opportunities through student organizations.

Programs include:
Lion Launch
An intensive one-day success workshop that is free for new and returning non-traditional students.

Peer Ambassadors
Experienced non-traditional students who connect with new students and help them adjust to campus life.

Non-Traditional Student Organization (NTS)
The Non-Traditional Student Organization connects non-traditional students and their families to the UAFS community.

Pinnacle Honor Society
A national honor society specifically for non-traditional students seeking a bachelor’s degree.

Spire Honor Society
A national honor society specifically for non-traditional students seeking an associate degree.

Continued …
University Police Department
Emergency: 479-788-7911
Non-emergency: 479-788-7140
Business: 479-788-7141
All phone numbers are accessible on campus by dialing the last four digits.
51st Street Annex

Safety is a major priority at UAFS. The University Police Department, located at 425 North 51st Annex, protects your safety with patrols of the campus community 24 hours a day including weekends and holidays.

The department also provides, upon request, security escorts for students, faculty, and staff walking alone on campus at night. Other services available to the campus community include jumpstarting vehicles, helping those who may have locked their keys in their vehicles, fingerprinting, and engraving personal electronics. All services are available free of charge.

Campus Recreation and Wellness
Fitness Center
479-788-7600
The UAFS Fitness Center is located in the Gymnasium. It houses Nautilus Nitro selectorized equipment, a full line of cardio equipment, circuit training, and free-weight equipment. The center provides facility and equipment orientations, personal body assessments, personal exercise prescriptions, and non-credit group exercise classes. All students currently enrolled in UAFS classes are admitted to the center with a valid Lions ID.

Intramural Sports
479-788-7222
Intramural sports complement the program of intercollegiate athletics. Students with a 2.00 semester GPA who are enrolled in at least six credit hours are welcome to participate. Sports are offered each semester and include flag football, basketball, Ultimate Frisbee, soccer, softball and volleyball. Various tournaments are also held.

Outdoor Adventure
479-788-7596
The Outdoor Adventure program provides opportunities for a fun, exciting, adventure-based education. The philosophy of the program is to provide for the cultural and physical development of students in a wide range of outdoor pursuits and environmental settings.

Sport Clubs
479-788-7222
Sport Clubs are registered student organizations that are formed by students for the purpose of competing in particular sports. All Sport Clubs are initiated, led and managed by students. Sport Clubs also provide opportunities for competition against teams from other universities.

UAFS Cares
479-788-7596
UAFS Cares is an umbrella campus initiative focused on addressing common issues that affect students’ well-being on campus. Each semester, UAFS Cares presents programs about personal safety, alcohol and drug use and abuse, cyber bullying and harassment, eating disorders, effective communication, and more. Students and employees may attend these free events.
479-788-7663
Smith-Pendergraft Campus Center, CC115

Academic Organizations
American Society of Mechanical Engineers
Biology Club
Chemistry Club
Collegiate Middle Level Association
Criminal Justice Club
Future Educators Association
Geology Club
Graphic Design Association
History Club
Marketing Club
Math Club
National Broadcasting Society
Phi Beta Lambda
Psychology Club
Radiography Student Association
SkillsUSA
Society of Women Engineers
Spanish Club
Students Helping Students Succeed
Student Nurses Association
Student Pre-Medical Association
Surgical Technology Students Association

Arts Organizations
Applause
Astral Fantasy Ink Productions
Coalition of Studio Arts
Drama Club
Kappa Kappa Psi
Percussion Club

Cultural Organizations
African Student Association
American International Activities Council
Black Students Association
Cultural Net
GaNaDaLa Korean Association
Hmong Student Association

International Student Leadership Council
Japan Club
Native American Student Organization
PRIDE at UAFS
Vietnamese Student Association

Governance
Interfraternal Council
Panhellenic Council
Student Government Association

Honor Societies
Alpha Epsilon Delta
Alpha Lambda Delta
Beta Alpha Psi
Beta Gamma Sigma
Kappa Delta Pi
Pinnacle Honor Society
Sigma Tau Delta
Spire
Tri Beta

Political Organizations
College Republicans
Young Democrats

Religious Organizations
Baptist Collegiate Ministry
Catholic Campus Ministry
Chi Alpha
Christ on Campus
Elevation
Fellowship of Christian Nurses
Grand Avenue College Ministry
Hyphen CMI
Lions for Christ
Missionary Baptist Student Fellowship
Secular Student Alliance at UAFS
Sub30
UAFS Christian Students

Special Interest Organizations
Computer Club
ROTC
Student Animators

Sport Clubs
Lions Quidditch
The Lacrosse Club at UAFS
Mens Volleyball
Slacklining at UAFS
The Soccer Club at UAFS
The Tennis Club at UAFS
Ultimate Frisbee

University Outreach Organizations
Campus Activities Board
Chancellor’s Leadership Council
Cub Camp
Lions ROAR
Organization of Non-Traditional Students
Student Alumni Association
Student Athlete Advisory Committee
Transfer Student Organization
University Student Ambassadors

Don’t see one you like?
Start your own Registered Student Organization at UAFS. If you are interested in starting a new student organization on campus, you will need to begin by applying through the Student Activities Office. You will also need 10 students committed to joining your organization at UAFS as well as a full-time UAFS faculty or staff advisor to serve your organization. You can complete an online registration form in the Intranet Forms section of My.UAFS.
Greek Life at UAFS offers many ways for students to be involved on campus. There are currently four sororities and four fraternities at UAFS. In addition to the eight chapters, the university is host of two governing boards, honors societies, and a programming board. Greek Life allows students to develop a strong foundation for life beyond college focusing on leadership, scholarship, relationships, and civic engagement.

Fraternity and sorority students at UAFS share common interests and goals. Members volunteer numerous community service hours, raise thousands of philanthropic dollars, and provide endless leadership opportunities.

The following organizations are established at UAFS:

**Sororities**

**Alpha Omicron Pi**
Promotes the values of simplicity, integrity, circumspection, tolerance, generosity, personal dignity, and love. These values enable women to go into the world with character and confidence, offering friendships and opportunities throughout a lifetime.

**Delta Gamma**
Offers personal integrity, personal responsibility, and intellectual honesty. Its primary purpose is to foster high ideals of friendship, promote educational and cultural interests, create a true sense of social responsibility, and develop the finest qualities of character.

**Gamma Eta**
Promotes sisterhood, diversity, campus involvement, academic excellence, and community service in the university campus and the surrounding community, with the goal of helping develop members into better leaders.

**Gamma Phi Beta**
Offers a blend of opportunities to empower women from college onward. Women are equipped with the tools to help them excel in leadership, scholarship, philanthropic involvement, and personal development.

**Fraternities**

**Kappa Alpha Order**
The philosophy of the Order is that the acquisition of knowledge and the development of character are the great goals of life. Through fellowship and brotherhood, young men are taught leadership, bravery, self-reliance, and to continually strive to better themselves.

**Kappa Sigma**
Focuses on fellowship, leadership, scholarship, and service. As a values-based men’s fraternity, Kappa Sigma strictly forbids hazing and fosters meaningful college experiences by offering progressive membership development and pledge education.

**Pi Kappa Phi**
Creates leadership opportunities for members in the classroom, on the athletic field, in campus politics, and within the community. Leadership is the root of the organization and the concept that guides men into the future.

**Sigma Nu**
Develops ethical leaders inspired by the principles of love, honor, and truth. The organization seeks to foster personal growth of the mind, heart, and character, and to perpetuate lifelong friendships and commitment.
Academic Catalog (The Catalog)
Lists UAFS policies, procedures, and requirements for various degree programs and important information such as course prerequisites and descriptions.

Academic Standing
Students are in Good Academic Standing if they have a 2.0 cumulative GPA or higher. A student’s academic standing will roll to probation or suspension if they have below a 2.0 cumulative GPA. See the Academic Standing page for more details.

Academic Success Center (ASC)
Where students can find free tutoring and other academic assistance. Located in Vines 202.

Add and Dropping Classes
The process of adding or removing one or more classes after registering.

Advising Coordinator
Faculty member or professional advisor in each college that coordinates academic advising for that college.
- CAST
- COB
- SOE
- CHS
- CLASS
- STEM

Arkansas Academic Challenge Scholarship
Application for both the Arkansas Challenge (lottery funded) Scholarship and other lottery-funded state financial aid. More information is available at adhe.edu.

Auditing Courses
Students who audit courses must be officially admitted to the university and pay the regular fee for the course. Audited courses are not eligible for financial aid.

Campus Center (Smith-Pendergraft Campus Center)
Student services are located here.

First Floor:
- Armark (Food Court)
- Bookstore
- Reynolds Room
- Student Activities Office
- Welcome Center and Student Activities Office

Second Floor:
- Advising and Career Services
- Admissions
- Financial Aid
- Records
- Testing Center
- Vice Chancellor of Enrollment Management
- Vice Chancellor of Student Affairs

Class, Classification
A student’s class standing or classification is based on the total number of college-level hours earned at UAFS and accepted as transfer credit from other colleges. A student who has successfully completed 0-29 hours is a freshman, 30-59 hours is a sophomore, 60-89 hours is a junior, and 90 or more hours is a senior.

Class Schedule

CLEP (College-Level Examination Program)

College
UAFS has 5 academic Colleges within the University that include departments in which students can declare a major. For example: the College of Business houses majors in Accounting, Business Administration, Finance, International Business, and Marketing.

Concentration
An emphasis or specialization within a major. For example, the bachelor's degree in Information Technology offers several concentrations.

Conditional Enrollment
Convocation
A formal academic ceremony where new students are greeted and welcomed into the UAFS community.

Co-requisite
A class that must be taken with another course. May be taken before a course if it says “pre- or co-requisite.” For example, CHEM 1303 has a co-requisite of CHEM 1301, its accompanying lab.

Course Load
Number of credit hours in which a student has enrolled for the semester.

Credit Hour, Credit, Credits
The semester hour value of a course and the approximate number of classroom contact hours a class meets per week. This is the last digit of the course number; e.g., ENGL 1203 is a three-credit-hour course and meets three hours per week.

Degree Evaluation
Featured in BSS section of My.UAFS to help students track their progress towards graduation. Student should use these during their registration process or when applying for graduation.

Electives
Courses that are not major requirements and are not being used to satisfy general education requirements. Essentially these are courses a student may have transferred that only account for credit hour totals or courses that a student has elected to take to further their knowledge.

FAFSA
Free Application for Federal Student Aid. The FAFSA Code for UAFS is 001110. More information is available at fafsa.ed.gov.

FERPA
Family Education and Rights to Privacy Act. This act is a federal law that provides students the right to privacy in regard to their student records, grades, classes taken, etc. For more information contact the Records Office at 479-788-7230.

Full Online Course

Full-Time/Part-Time Student
For academic purposes, students are considered full-time if they enroll in at least 12 hours in a spring or fall semester. Students enrolled in fewer than 12 hours are considered part-time.

General Education Requirements
Core or basic courses required to earn most degrees. See page 9 for more information.

Grade Point Average (GPA)
Cumulative refers to ALL courses completed at UAFS. Semester refers to ONLY one term.

Hybrid Course

Maymester Course
A domestic or international course offered between the spring and summer terms.

MTWRFSU
Codes for the days of the week:
M-Monday • T-Tuesday • W-Wednesday • R-Thursday
F-Friday • S-Saturday • U-Sunday.

My.UAFS
UAFS’s on-campus network, including your email account (which you should use for official communication with university officials, instructors, advisors, etc.). Students should check this email account daily for important updates and information.

Numa
Mascot of UAFS. The name Numa has a rich history, both on this campus and beyond it. It comes from the Tarzan novels by Edgar Rice Burroughs, who was writing in the 1920s when Fort Smith Junior College was founded. In the language spoken by the great apes in the novels, Numa meant “male lion.” Numa is believed to be the largest bronze sculpture of a leaping lion in the world. It is located on the corner of Kinkead and Waldron.

Continued …
Plagiarism
Serious offense in which a student submits another person’s or entity’s words or ideas as his or her own. Committing such an offense may result in permanent suspension from the university. For policies concerning academic honesty and plagiarism, see the Course Catalog.

Pre-requisite
A class, test score and/or academic standing that must be met prior to taking a course. For example, ENGL 1213 has a pre-requisite of ENGL 1203 with a grade of C or higher.

Professional Advisor
Staff member whose profession is advising students in career and academic decisions and providing support and guidance throughout the college experience.

Registration
The process of selecting or adding one’s classes in advance. The registration period is always in the semester prior to the start of the next semester or term. For example, registration for spring and summer begins in the fall semester, and fall semester registration begins in the spring semester.

Satisfactory Academic Progress Policy (SAP)
Students who do not maintain a 2.00 GPA or 67 percent completion rate may be placed on Financial Aid Probation for a term, during which time the student must meet the necessary requirements to continue receiving financial aid. For more information, please contact the Financial Aid Office at 479-788-7090.

Student Handbook
The university has established careful and detailed procedures to ensure the rights of all members of the campus community. These procedures, as well as the student code, judicial process, and other university policies and regulations, are found in the Student Handbook.

Target Success
An academic program required for students who are retaking developmental classes.

Transcript
An official or unofficial document showing earned grades and courses taken. Students can print an unofficial transcript through My.UAFS or get an official transcript from the Records Office. For more information contact the Records Office at 479-788-7230.

Wait Listing

Web-Enhanced Course

Winter Intersession Course
A course that is offered between the fall and spring sessions.

Work Study
A federally funded program providing work opportunities on campus for students who demonstrate financial need. For more information, contact the Financial Aid Office at 479-788-7090.
# TIME MANAGEMENT WORKSHEET

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Schedule your class time and study time, then commit to it!
My declared major is __________ which is a two year associate or four year bachelor’s degree.

This degree requires ____ credit hours to graduate.

If I want to graduate in two or four years, I will need to average ____ credit hours per year.