



UNIVERSITY OF ARKANSAS AT PINE BLUFF

# PARENT HANDBOOK



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## ABOUT THIS GUIDE

The time has come. You've planned for this day, and now it's here. Your students are coming to college for the first time and are on their way to becoming independent adults. But this doesn't mean that they don't need you anymore! Parents play a very important role in the successful transition of students from high school to college. This transitional period is key and sets the stage for the next four years and ultimately the successful graduation of your students. As parents, you want to make sure your students are taken care of. You will have many questions at the beginning, and will continue to have questions and concerns throughout the next four years of their time at UAPB. There is a lot to absorb and a lot to learn, and as parents, you need to be armed with as much information as possible. This handbook is meant to serve as an easy reference for you as you guide your students through one of the most important journeys of their lives.

## **INTRODUCTION TO THE UNIVERSITY OF ARKANSAS AT PINE BLUFF**

The University of Arkansas at Pine Bluff is a state supported land grant institution. It was created in 1873 by an act of the Legislature as a branch of the Arkansas Industrial University (now the University of Arkansas). Originally known as Branch Normal College, the school opened on September 27, 1875, in a rented frame building on the corner of Sevier and Lindsey Streets in the city of Pine Bluff. With Professor J. C. Corbin in charge, seven students enrolled, three from Jefferson County and four from Drew County.

In 1882 the school moved to a two-story brick structure, erected by state funds on a fifty-acre plot in the suburbs of Pine Bluff. Between 1881 and 1894, the school conferred ten B.A. degrees. Then, from 1894 to 1929, the school operated as a junior college. In 1929 the school expanded into a standard four-year degree-granting institution and in 1933 was certified as a standard four-year college. Two years later, in 1935, a building program provided eight residences for instructors and a gymnasium, and in 1938 another building program afforded two more dormitories and a library.

In 1942, as a result of the sudden and untimely death of John Brown Watson, Lawrence A. Davis, Sr. was named acting president. However, in 1943 the Board of Trustees of the College named Davis president of the institution. Toward the end of the 1940's an extensive building program began that eventually doubled the college's facilities. On July 1, 1972, a merger rejoined the two oldest public higher educational institutions in the state: Arkansas Agricultural, Mechanical and Normal College were merged into the University of Arkansas System. Arkansas AM&N was renamed the University of Arkansas at Pine Bluff.

The University of Arkansas at Pine Bluff is fully accredited by the Higher Learning Commission, North Central Association of Colleges and Schools. It has program accreditation by the National Association of Schools of Music, American Association of Family and Consumer Sciences Management and Applied Engineering, International Association of Counseling Services, the National Council for the Accreditation of Teacher Education, and the National Association of Industrial Technology. The institution is a member of the American Association of Colleges for Teacher Education, National Association of State Universities and Land Grant Colleges, Association of American Colleges, and the National Collegiate Honors Council.

The University of Arkansas at Pine Bluff is located in the northern part of the city of Pine Bluff in South Central Arkansas. The city has a population of 49,000 and is the county seat of Jefferson County. It is accessible by land via State Highways 65 and 79, Intersection 530 and by air via the Bill and Hillary Clinton airport in Little Rock. Cultural and recreational facilities include the Southeast Arkansas Arts and Science Center, movie theaters, libraries, bowling alleys, roller skating rinks, golf courses, swimming pools, Saracen Landing on Lake Pine Bluff, the Governor Mike Huckabee Nature Center, riverside sporting and recreation activities, at the Pine Bluff/Jefferson County Regional Park, and a convention center that houses a seat auditorium and an 8,000 seat Basketball arena. Pine Bluff has several chain motels and a variety of local restaurants. Just 38 miles to the north is the state capitol, Little Rock. Approximately 142 miles northeast of Pine Bluff is Memphis, TN.



WebAdvisor gives Students, Faculty, Staff & the community access to important UAPB information.

**All Students** (including Admitted-Never Attended), **Faculty & Staff** have an assigned WebAdvisor Login Id and password.

Log In \* to enter through your own menus.

Guests have no login Id/password - enter as Prospective Students.

To discover your UAPB WebAdvisor User Id

If you don't know your WebAdvisor Password

Change your WebAdvisor Password

Log In\* and/or Select from the menus to the right.

\* (requires that you know your User Id and current password)

Access UAPB e-mail from off-campus via myUAPB

# STUDENT PRIVACY

## STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### Procedure For Disseminating Student Information

"Family Educational Rights and Privacy Act of 1974 (FERPA) - A federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings."

In accordance with the Family Educational Rights and Privacy Act of 1974, certain information pertaining to students may not be released to a third party without the written consent of the student. Therefore, the University of Arkansas at Pine Bluff hereby designates the following categories of student information as public or "Directory Information".

Such information may be disclosed by the institution for any purpose, at its discretion:

### CATEGORY I

Name, address, telephone number, dates of attendance, and classification

### CATEGORY II

Previous institution(s) attended, major field of study, awards, and honors (includes Dean's list), degree(s) conferred (including dates)

### CATEGORY III

Past and present participation in officially recognized sports and activities, physical factors (height/weight of athletes), date and place of birth

**NOTE:** Information pertaining to the students' academic status is CONFIDENTIAL, and should not be released without the written consent of the student (Example: transcripts, grade reports, grade point average, ACT scores, class rank and academic status).

Currently enrolled students may withhold disclosure of any category of information under the Family Educational rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of Academic Records/Registrar's Office prior to the last day to complete registration. Forms requesting the withholding of "Directory Information" are available in the Office of Academic Records/Registrar's Office located in the Administration Building. The University of Arkansas at Pine Bluff assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

The University of Arkansas at Pine Bluff may disclose educational records without written consent of students to the following groups who have a "legitimate educational interest":

- Employees within the University of Arkansas at Pine Bluff who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies, and employees designated by them to assist in these tasks.;
- Any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;
- Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
- Organizations conducting studies approved by the University having educational value or concerning financial aid.
- Accrediting organizations approved by the University carrying out their accrediting functions;
- Parents who submit to the Registrar a copy of the first page of their most recent federal income tax form, indicating that their child/student is a dependent as defined by the internal revenue service.;
- Persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;
- Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
- In addition, the University would release education records if ordered by a subpoena.
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported educational programs or enforcing Federal laws which relate to those programs;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;

The information disclosed has been appropriately designated as directory information by the school.

### **Disciplinary Records**

Provisions of the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, govern access to a student's disciplinary file. The student and/or those College officials who demonstrate a legitimate educational need for disciplinary information may have access to the student's disciplinary file. Parent, who provides proof that a student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954, can have access to the student's disciplinary file without written consent of the student. An example of such proof would be a copy of the last federal income tax return listing the student as a dependent. In this case, parents may also have access to a disciplinary file, even if the student has requested otherwise.

In addition, parent(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol and drugs.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder, robbery, aggravated assault, burglary, motor vehicle theft) the results of the conduct proceedings conducted by the institution against an alleged perpetrator with respect to such crime. The Campus Security Act also requires that both accused and the accuser must be informed of campus conduct proceedings involving a sexual assault.

Additionally, the Higher Education Amendments of 1998 permit disclosure of the final results of disciplinary cases in which a student has been found responsible for a violation involving violence or for a sex offense.

University-wide Administrative Memorandum 515.1 is available on request in the main library on campus.

## **Parental Access to Children's Education Records**

At the post-secondary level, parents have a right to inspect their dependent child's education records. However, the University cannot assume the dependency status of all of our students and thus requires one of the following to release records to a student's parents:

- Written consent of the student; and/or

Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).

The Office of Academic Records/Registrar's Office has been designated as the official office to verify enrollment, release transcripts and grade reports, and to certify any information pertaining to the student's academic record.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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



**PARENT/GUARDIAN AUTHORIZATION FORM**

# UNIVERSITY OF ARKANSAS AT PINE BLUFF



## AUTHORIZATION FORM

### PARENT/GUARDIAN ACCESS TO STUDENT UNIVERSITY RECORDS

PLEASE PRINT ALL INFORMATION



I understand that under the provisions of the Family Educational Rights and Privacy Act (FERPA), my University records will not be released without my approval. I hereby authorize the release to the person (s) named below a copy of my Academic Records, Financial Records, Disciplinary Records and Medical Records; only if requested:

This consent remains in effect until graduation or when rescinded.

#### STUDENT INFORMATION

_____	_____	_____	_____	_____
First Name	MI	Last Name	Suffix	Maiden
_____	_____	_____	_____	_____
Home Mailing Address	City	State	Zip	
_____	_____	_____	_____	_____
Cell Phone #	Student ID or Social Security Number			
_____	_____			
Signature	Date			

#### PARENT/GUARDIAN INFORMATION

_____	_____		
Full Name	Email:		
_____	_____		
Home Mailing Address	City	State	Zip
_____	_____	_____	_____
Phone #	Fax #	_____	_____

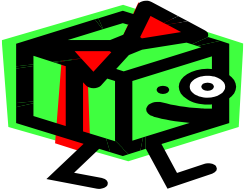
#### ADDITIONAL PARENT/GUARDIAN INFORMATION

_____	_____		
Full Name	Email:		
_____	_____		
Home Mailing Address	City	State	Zip
_____	_____	_____	_____
Phone #	Fax #	_____	_____

#### ADDITIONAL PARENT/GUARDIAN INFORMATION

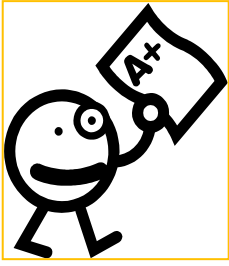
_____	_____		
Full Name	Email:		
_____	_____		
Home Mailing Address	City	State	Zip
_____	_____	_____	_____
Phone #	Fax #	_____	_____

Revised: May 2008



## TOP THIRTEEN DEPARTING GIFTS TO GIVE YOUR COLLEGE STUDENT

- ⇒ A large laundry bag (so they will have something to carry their dirty clothes when they bring them home for mom to wash)
- ⇒ Care package (cookies, school supplies and clean underwear with name written on the label)
- ⇒ A card once a week to let them know how things are at home
- ⇒ Cleaning supplies (with a manual on how to use them)
- ⇒ *Where's Mom When I Need Her* (a great book explaining everything from simple cleaning tips to sewing on a button)
- ⇒ Teach them how to read clothing labels, and what happens to white socks laundered with a red shirt
- ⇒ Always forward your student's mail without reading it.
- ⇒ Trust your student.
- ⇒ Don't compare your student to others (friends, siblings, etc.).
- ⇒ If your student is not in or writing back, send them the check list below:
  - \_\_\_ Everything is great
  - \_\_\_ Everything is awful
  - \_\_\_ I got an A on my test (worth 10 points)
  - \_\_\_ I got a F on my test (worth no allowance)
  - \_\_\_ The food is great
  - \_\_\_ The food is terrible
  - \_\_\_ I miss you!
  - \_\_\_ Times are tough
  - \_\_\_ Everything is cool
  - \_\_\_ I need money
  - \_\_\_ Leave me alone
- ⇒ Your love and support
- ⇒ Listen, listen, listen



## TEN QUESTIONS PARENTS SHOULD ASK THEIR COLLEGE FRESHMAN

In most cases, freshmen students are not open in communicating their college experience to their parent/s. However, parents can gain assurance that their college student is adjusting well to college life if their student responds positively to the following questions by the time they come home for Thanksgiving break during the fall semester or Spring break during the spring semester.

1. Do you know the name and location of the Director of Basic Academic Services?
2. Can you name four people that you have made friends with since your enrollment at the University?
3. Is there at least one activity (outside of classes) that you are actively participating in at the University?
4. Have you set a grade point average goal which you plan to accomplish at the end of your first semester?
5. Do you know your academic advisor's name and the location of his/her office?
6. Do you know the dates and time, that you can pre-register for the following semester?
7. Aside from another student, do you have a faculty, staff or administrative person who has attempted to understand you as a whole person?
8. Do you know the locations, office hours and phone number, of the writing, mathematics and computer labs?
9. Do you know how grades are determined in each of your courses?
10. How well do you like the University? And do you feel that you are going to be successful?

## QUESTIONS ASKED MOST FREQUENTLY

### **Will my relationship change with my son/daughter after they go off to college?**

You shouldn't expect your relationship with your child to be frozen in time from when they leave for college to when they come home to visit. They will probably change and become more independent in their first few months of school, and they expect to be treated differently. They may want to test parental reaction to their growing sense of independence.

This doesn't mean you need to accept all of these changes without batting an eye. However, it is doubtful whether laying down the law will do much to help the parent-child relationship. You will have to decide how important the differences are. Listening patiently to their ideas will help. Feel free to disagree, but do so in a way that acknowledges that you take their viewpoint seriously.

### **What can I do to help my student deal with the transition to college?**

Be aware of difficult times of the year, and tune in during mid-term exam week, vacations, final exam week, etc.; this is when a little extra support and attention is beneficial.

Encourage your student to set personal goals and to address problems. For example, if your student is having a difficult time meeting people, suggest initiating plans to eat meals with others as a start for social activity.

### **What advice can you give me about my commuter student?**

Encourage your son/daughter to get involved on campus whether it is in student government, fraternities or sororities, intramural sports, or organizations specifically for their majors.

College students have many different needs from that of high school students. Since college students keep varied schedules, it is not unusual for a study group to meet at 10:00 p.m. College students do not have normal schedules; they may not always come home for dinner on time because they are trying to get research done in the library or finish up a project that is due the next day.

Remember that college is the time in life when a person goes through many changes, and most students need time to clarify their life and career goals. Don't pressure them into selecting a major immediately; some students may need to complete a few courses before they decide their area of interest. Many students change their major one or more times before they confirm their career choice. Encourage your child to work closely with his/her advisor and the Office of Career Services to determine their career interests.

It is important to support your son or daughter in decisions. It is also important to let him or her learn to grow from mistakes.

# ACADEMICS

## Answers to the Most Frequently Asked Questions

### How does the University report grades?

Delinquent grades (D and F) grades are reported at mid-term and all grades at the conclusion of each semester. Mid-term grades are intended to provide the student with notification of delinquent performance. Grade reports are no longer mailed. All grades are accessible through WebAdvisor. Because of federal law, the University cannot provide parents with information on grades without the expressed written permission (Student Authorization Form) of the student. If a student has authorized parties permission to receive grades, a grade report will be mailed to the address of the authorized individual.

### Is class attendance and participation important?

Class attendance and participation are essential to successful completion of any course. Students are encouraged to pursue the full academic experience which can best be achieved by attending classes on a regular basis. Failure to become fully engaged in the instructional experience via regular class attendance diminishes the learning outcomes and the student's chances for success. Students are expected to be diligent in the pursuit of their education and are responsible for all materials covered or homework assignments given during the semester. The Arkansas Department of Higher Education defined an enrollment verification census period. This period begins on the first day of class and extends for a minimum of five class periods during the summer term and eleven class periods during the Fall and Spring terms. Students who are cited for non-attendance during the enrollment verification period may be administratively dropped from the course and not allowed re-enrollment.

### Where does a student go for advice on academic questions?

Each student is assigned a faculty advisor. For freshmen, the advisor will be a faculty member in the Department of Basic Academic Services. Advisors there after are assigned according to major.

### How can a student get help with tutoring?

The Student Success Center in the Office of Enrollment Management and Student Success can identify and schedule tutoring for students needing assistance. Students seeking help for academic challenges are encouraged to visit the Student Success Center located in Caldwell Hall, Suite 206. The center also provides programming assistance for study and testing skills.



### How well must a student do academically to stay in school?

To remain in good academic standing, students must maintain a 2.00 cumulative grade point average. Students are in **academic jeopardy** when their cumulative grade point average falls below 2.00, **but above** the average commensurate with the ‘hours attempted range’ as specified in **Table 1**.

The University places students on **academic probation** when their cumulative grade point average falls **below** the average commensurate with the ‘hours attempted range’ as specified in **Table 2**. The course load for students on academic probation may not exceed 13 credit hours.

The University places students on **academic suspension** when their cumulative grade point average falls below the average commensurate with the ‘hours attempted range’ as specified in **Table 2 for two consecutive semesters**. The period of academic suspension is one semester. Students are not eligible to transfer credits taken during a Fall or Spring term at another institution back to UAPB while on academic suspension.

<b>Hours Attempted</b>	<b>Cumulative GPA</b>
<b>0 – 16</b>	<b>1.50</b>
<b>17 – 32</b>	<b>1.65</b>
<b>33 – 48</b>	<b>1.75</b>
<b>49 – 64</b>	<b>1.83</b>
<b>65 – 80</b>	<b>1.90</b>

<b>Hours Attempted</b>	<b>Cumulative GPA</b>	<b>Maximum Hours</b>
<b>0 – 16</b>	<b>1.50 – 2.00</b>	<b>13.00</b>
<b>17 – 32</b>	<b>1.60 – 2.00</b>	<b>13.00</b>
<b>33 – 48</b>	<b>1.70 – 2.00</b>	<b>13.00</b>
<b>49 – 64</b>	<b>1.80 – 2.00</b>	<b>13.00</b>
<b>65 – 80</b>	<b>1.90 – 2.00</b>	<b>13.00</b>
<b>81 – 96</b>	<b>1.90 – 2.00</b>	<b>13.00</b>
<b>97 and above</b>	<b>2.00</b>	<b>13.00</b>

Students appealing academic suspension must meet with the Student Academic Appeals Committee for review and reconsideration of enrollment. Students placed on academic suspension are informed of appeal dates and location prior to registration. If denied by the committee, students may petition to the Vice Chancellor for Academic Affairs for final disposition.

Students, who have finished their first period of academic suspension, will be required to report to the Student Success Center prior to registering. These students will be on academic probation and limited to a maximum academic load of 13 credit hours.

Students must earn a minimum **term GPA of 2.00** during the readmitted semester. If the minimum term GPA is not achieved, they are subject to a second academic suspension for one year.

## GRADING SCALE

Grade	Grade Points per Hour
A (90-100) ..(Excellent)	4
B (80-89) ....(Good)	3
C (70-79) ....(Fair)	2
D (60-69)....(Poor but Passing)	1
I.....(Incomplete)	
W .....(Withdrawal)	
F.....(Failure)	
X.....(Audit, carries no credit)	
R.....(Repeated, carries no credit)	
UF.....(Unofficial Withdrawal/Failure)	

### Grade Point Averages

1. Term: To compute term grade point average, divide the total term points by the total credits **attempted** for the term. Do not include “W” (withdrawn) grades.
2. Cumulative: To compute the cumulative grade point average; divide the total overall points by the total credits **attempted overall**. Do not include “W” (withdrawn) grades.
3. For the purposes of ranking, and to determine the student’s cumulative grade point average, the University computes all transfer credits (pass or fail).

### Where and when can a student purchase textbooks and supplies?

A student may purchase new or used textbooks and their school supplies at the University Bookstore located on the first floor of the L. A. Davis Student Union Building. Students should purchase textbooks after verification by the instructor of the required texts and supplies during the first class meeting. Students are encouraged to purchase their textbooks at the earliest possible date to avoid the book rush at the beginning of the semester. Books and supplies must be paid for at the time of purchase.



## Academic Calendar for 2015 - 2016

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### Fall Semester - 2015

Faculty Report for Duty	August 17, 2015
Dormitories Open for New Freshmen	August 17, 2015
New Freshmen Welcome Activities Begin (Evening)	August 17, 2015
New Freshmen Orientation and Registration Begins (By Alphabetized Schedule)	August 18, 2015
Dormitories Open for Upperclassmen	August 19, 2015
Upperclassmen and Graduate Students Registration Begins	August 20, 2015
Returning/Advanced Freshmen Registration Begins	August 20, 2015
First Day of Instruction	August 24, 2015
Late Registration Begins	August 25, 2015
Drop/Add Fees Assessed/Late Registration Continues	August 26, 2015
Last Day to Register/Drop/Add Schedule Change	August 28, 2015
Last Day for Course Cancellation Adjustments	September 1, 2015
Labor Day (No Classes/Administrative Offices Closed)	September 7, 2015
Non-Attendance Census Report Due in Registrar's Office	September 10, 2015
May 2016 Graduation Application Due in Registrar's Office	September 11, 2015
Mid-Term Examination Week	October 12 - 16, 2015
Delinquent Mid-Term Grades Due	October 19, 2015
Delinquent Mid-Term Grades Distribution to Departments	October 26, 2015
Last Day to Drop a Class(s)/Grade of "W" Awarded	November 2, 2015
Spring 2016 Pre-Registration/Financial & Academic Advisement Week	November 16 - 20, 2015
Final Examinations for December 2015 Graduates	November 23 - 30, 2015
Thanksgiving Holiday Break (No Classes/Administrative Offices Closed)	November 26 - 27, 2015
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	November 30, 2015
Grades Due for December 2014 Graduates in Registrar's Office	December 2, 2015
Last Day of Instruction	December 3, 2015
Day of Study	December 4, 2015
Final Examinations	December 7 - 10, 2015
Fall Commencement	December 11, 2015
Grades Due in Registrar's Office	December 15, 2015



## Academic Calendar for 2015 - 2016

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### Spring Semester - 2016

Faculty Report for Duty**	January 4, 2016
Academic Appeals and Financial Aid Verification (Resolve Pending Issues)	January 5 - 6, 2016
Registration Begins	January 7, 2016
First Day of Instruction	January 11, 2016
Late Registration Begins	January 12, 2016
Drop/Add Fees Assessed/Late Registration Continues	January 13, 2016
Last Day to Register/Drop/Add Schedule Change	January 15, 2016
Martin Luther King, Jr. Holiday Observed (No Classes/Offices Closed)	January 18, 2016
Last Day for Course Cancellation Adjustments	January 20, 2016
Non-Attendance Census Report Due in Registrar's Office	January 28, 2016
Mid-Term Examination Week	March 14 - 18, 2016
Delinquent Mid-Term Grades Due	March 21, 2016
Spring Break Week	March 21 - 25, 2016
Delinquent Mid-Term Grades/Summaries Distributed to Departments	March 29, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	April 5, 2016
Summer and Fall 2016 Pre-Registration/Financial & Academic Advisement Week	April 11 - 15, 2016
Final Examinations for May 2015 Graduates	April 21 - 26, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	April 26, 2016
Grades Due for May 2016 Graduates in Registrar's Office	April 28, 2016
Last Day of Instruction	April 29, 2016
December 2016 Graduation Application Due in Registrar's Office	April 29, 2016
Day of Study	May 2, 2016
Final Examinations	May 3 - 6, 2016
Spring Commencement	May 7, 2016
Grades Due in Registrar's Office	May 10, 2016

### First Summer Session - 2016

Registration for First and Second Term Begins	May 26, 2016
Memorial Day Observed	May 30, 2016
First Day of Instruction	May 31, 2016
Late Registration/Last Day to Drop/Add/Register	June 1, 2016
Last Day for Course Cancellation Adjustments	June 2, 2016
Non-Attendance Census Report Due in Registrar's Office	June 9, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	June 13, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	June 23, 2016
Last Day of Instruction/Final Examinations	June 30 - July 1, 2016
Grades Due in Registrar's Office	July 5, 2016

### Second Summer Session - 2016

Registration for Second Term Continues	July 5, 2016
First Day of Instruction	July 5, 2016
Late Registration/Last Day to Drop/Add/Register	July 6, 2016
Last Day for Course Cancellation Adjustments	July 7, 2016
Non-Attendance Census Report Due in Registrar's Office	July 14, 2016
Last Day to Drop a Class(s)/Grade of "W" Awarded	July 18, 2016
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	July 28, 2016
Last Day of Instruction/Final Examinations	August 4 - 5, 2016
Grades Due in Registrar's Office	August 9, 2016

\*\*Date to be confirmed.

# FINANCES

## **When is the student required to pay the University for services?**

The University expects the students to pay tuition, room and board, and other fees no later than the date listed on the Academic calendar as the last day for course cancellations and adjustments unless noted otherwise through University communications. Students without financial aid must make satisfactory financial arrangements and be in good standing in order to receive grades, transcripts and re-enroll the following semester. Satisfactory financial arrangements include payments in full via cash, credit card, scholarships, student loans and other financial aid, or installment payments through the university's third-party administered payment plan.

All student tuition assistance billings such as loans, aid and/or scholarships usually require a waiting period of thirty, sixty and sometimes ninety days before the University receives reimbursement; this causes the student's expected monies to be delayed. The University stresses prompt payment of accounts. It is the student's primary responsibility to pay all fees.

## **When will financial refunds aid be given?**

Whenever a school credits Federal Student Aid (FSA) program funds and/or non-FSA program funds to a student's account, and those funds exceed the student's allowable charges, a credit balance occurs. UAPB pays the excess FSA program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after the later of:

- the date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or
- After the first refund date of each semester, refunds will be processed on a weekly basis and available by Friday of each week during the semester of enrollment. Funds will be deposited in a bank account designated by the student or applied to the student's MyUAPB card upon consent by the student.

## **Will book money be given to my son/daughter?**

Financial aid must first be applied toward tuition, fees, and room and board. The student may use any remaining credit balance for the purchase of books and supplies during the first few weeks of the semester with funds made available on the student's MyUAPB card. Deadline dates for use of the card are posted in the bookstore each semester.

## **Is it too late to apply for financial aid?**

A FAFSA may be completed as early as January 1st each year. Students may not get all financial aid for which he/she may be eligible if the FAFSA is not completely processed with a valid EFC before the student ceases enrollment during any payment period (semester). To receive priority consideration for financial aid, applicants are encouraged to have completed FAFSA information on file by April 15th. To electronically complete the FAFSA, go online to [www.fafsa.gov](http://www.fafsa.gov). Parents and students are required to electronically "sign" their FAFSA using their FSA ID, formally known as the FAFSA PIN, that is obtained by applying at the following website: [www.fsaid.ed.gov](http://www.fsaid.ed.gov).

## **What does “satisfactory academic progress” mean in regards to financial aid?**

Academic success is important and necessary for students to receive federal Title IV financial aid. At the end of each semester (fall, spring and summer), a student’s academic record will be reviewed to verify satisfactory academic progress has been made toward earning a degree.

Satisfactory academic progress requires a student to pass a required number of hours with a minimum cumulative grade point average in a maximum timeframe. The policy applies to all students—continuing, transfer, and re-entry. The Satisfactory Academic Progress Policy is provided below:

### **Minimum Grade Point Average**

Students must maintain the following minimum cumulative grade point (GPA) averages:

Undergraduate Students: The minimum GPA requirement is based on the number of attempted hours.

<b>Hours Attempted</b>	<b><u>1 – 29</u></b>	<b><u>30 – 59</u></b>	<b><u>60 and above</u></b>
<b>Minimum Cumulative GPA</b>	<b>1.50</b>	<b>1.75</b>	<b>2.00</b>

Graduate Students: All Graduate students must maintain a minimum cumulative GPA of 3.00

### **Pace or Successful Completion of Course Work Attempted**

To be considered as progressing successfully, students must complete at least 67% of all attempted credit hours. Successful completion of a course is defined as a passing grade. Grades of W (withdrawn), F (failed), UF (unofficial withdrawal) or I (incomplete) are not considered successful completion. Pace is calculated using the following formula:

Cumulative number of hours student successfully completed

Cumulative number of hours student attempted

### **Maximum Time Frame**

The following is the maximum number of hours a student may attempt in completion of his/her degree and remain eligible for federal Title IV financial aid:

Undergraduate Students -- 186 hours

Graduate Students -- 45 hours

All coursework attempted including periods when student do not receive federal Title IV aid will be considered in determining the maximum time frame students have to complete a degree and in the calculations of the cumulative grade point average and pace.

- **Transfer Hours:** All transfer work transcript by the UAPB Registrar will be counted in determination of the cumulative grade point average, in the ratio to determine the successful completion of course work, and in the determination of the maximum time frame.

- **Repeated Coursework:** If a student repeats a course, the highest grade earned will be used to calculate his/her grade point average. All hours attempted including repeated course will be used to determine the student's pace and maximum time frame. Only one repeat per course will be eligible for financial aid.
- **Academic Clemency:** The Office of Student Financial Services must count all prior work attempted in determining eligibility for federal financial aid including hours forfeited through the Academic Clemency Policy.
- **Grade Changes:** Once a grade change occurs, it is the responsibility of the student to contact the Office of Student Financial Services if they wish to have their eligibility for financial aid recalculated based on the grade change.

### **Financial Aid Warning**

If a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid warning status and be permitted to receive federal financial aid for one additional semester. Students are strongly encouraged to take advantage of all academic services available to improve their academic progress during this semester. If satisfactory progress standards are not met at the end of the warning semester, the student will NOT be eligible to receive federal financial aid for the next semester.

### **Financial Aid Termination**

If a student fails to meet satisfactory academic progress standards after the warning semester, federal financial aid eligibility will be terminated. Students will be responsible for all charges during semesters for which he/she registers for classes and does not receive federal financial aid.

### **Financial Aid Appeal**

Students who have extenuating circumstances may appeal the termination of federal financial aid. Examples of extenuating or mitigating circumstances include illness under a doctor's care, illness or accidents requiring hospitalization or the prolonged illness of a dependent, death of an immediate family member, or other life altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements.

The appeal must be submitted in writing and include why the student failed to meet the standards with an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

The deadline for submitting an appeal is no later than the fifth (5th) day of class of the term for which the appeal is requested. The decision of the Financial Aid Appeal Committee is final; there is no further avenue of appeal. An appeal will either be:

- **Denied:** Students who are denied will not be eligible to receive federal financial aid.
- **Probation:** The appeal is approved and the student is eligible to receive federal financial aid for one additional semester. The student must meet the satisfactory academic progress standards at the end of the semester or financial aid eligibility will be terminated.
- **Academic Plan:** The appeal is approved and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for federal financial aid.

## **Reinstatement of Financial Aid**

After federal financial aid termination, students may be eligible for reinstatement of financial aid after the student enrolls in courses at his/her own expense and meets the terms of the satisfactory academic progress policy.

## **Notifications**

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their UAPB e-mail address.

Students who do not regain eligibility for financial aid through the appeal process will be notified of the decision and reason(s) for the decision in a letter sent to their UAPB e-mail address.

## **What purpose does the Cashier's Office serve?**

The cashier's office is responsible for the collection, receipt and deposit of monies received as collected for tuition, fees, gifts and other types of payments to the University. The office hours are 8:15 a.m. – 4:00 p.m. Monday thru Friday.

## **How can I make payment toward my student's account?**

Payment can be made by cash, check and all major credit cards including VISA, MasterCard, America Express and Discover card. Debit Cards are accepted as long as they are VISA and MasterCard. Payments by telephone authorizations (870-575-8274/8276/8279), as well as web payments are welcomed.

## **UAPB/Cashier's Office**

**1200 North University, Mail Slot 4984**

**Pine Bluff, AR 71601**

Payments made by personal checks must include the driver's license of the check writer, a physical address must be included if a PO Box is listed, and a telephone number. All checks should be made payable to the University of Arkansas at Pine Bluff.

## **What is the process for scholarship money that was awarded to my son/daughter?**

Scholarship checks from private sources may be payable to the University and/or the student. Checks payable to the students must be endorsed prior to or at the time the check is presented for payment. The Student Financial Services office must receive notification that the student will receive the scholarship because the award must be included as part of the student's total financial aid award package. These funds will be credited to the student's account. The student will be notified if the scholarship award results in any adjustment to the financial aid package.

## **How are bank returned checks handled?**

A service charge of twenty-five dollars (\$25.00) will be assessed on all returned checks. All returned items that are not picked-up by the check writer or redeposit by the University will be submitted to Telecheck for collection. The check writer is responsible for all additional fees and charges that are assessed by this company.

**Will my son/daughter be able to cash personal checks on campus?**

Personal checks are **not** cashed for students; however, postal or bank money orders or cashier's checks are cashed up to \$50.00. All students presenting these items for cash must have a valid University identification card.

**What are the names, addresses and telephone numbers of Pine Bluff's local bank?**

**Bank of America**

Main Office	120 West 5 <sup>th</sup> Ave	(870) 541-8141
Oak Park Branch	2219 West 28 <sup>th</sup>	541-8276

**Bank of Star City**

2315 East Harding	(870) 535-7020
3100 Camden Road	879-2953
7101 Dollarway Rd	267-1880

**Relyance Bank**

912 Poplar	(870) 535-7222
1501 East Harding	535-7262
2920 Hazel Street	535-5019
5530 Olive Street	850-7667
7907 Dollarway Rd	247-3400
804 Sheridan Rd	397-6500
102 S. Lincoln	628-6600

**Simmons First National Bank**

Main Office	501 South Main	(870) 541-1000
Broadmoor Branch	1809 East Harding	541-1360
Dollarway Branch	4420 Dollarway Road	541-1364
Downtown Motor	6 <sup>th</sup> & State	541-1369
Jefferson Square	2711 Olive	541-1382
Oak Park Branch	2628 West 28 <sup>th</sup>	541-1388
* University Branch	1704 University Drive	541-1377
Watson Chapel Branch	Watson Chapel	541-1281
White Hall Branch	8107 Dollarway Road	541-1358
Jefferson Regional		ATM
Medical Center ATM	1600 West 40th	

# UNIVERSITY POLICE AND PUBLIC SAFETY- SECURITY

## **Do you have a campus police department? Yes!**

University Police and Public Safety operates 24 hours a day, seven days a week. The agency is dedicated to protecting the people and the property of the University of Arkansas at Pine Bluff. Among the services provided by the department in addition to crime response are foot patrol, bicycle patrol and mobile patrol of the University Community. UAPB officers are Certified Law Enforcement Officers that have met all state-mandated training requirements of the Basic Law Enforcement Training Academy. University Police enforce all Traffic and Criminal Laws as well as Parking Regulations and University Ordinances. University Police can be contacted by dialing (870)575-8102.

## **Reporting Crimes and Emergencies**

All students and employees of the University of Arkansas at Pine Bluff are strongly encouraged to report any crime, suspicious activity or emergency occurring on campus by calling the University Police and Public Safety at (870) 575-8102 or by coming to the Department of Public Safety Office located at 1900 Reeker Street. Law Enforcement Officers are available 24 hours a day to handle your calls.

## **UAPB Police Sub-Station**

The University Police Sub-Station is located at 1709 North L.A. "Prexy" Davis Drive, which is conveniently located in the immediate proximity of the Delta and JBJ Dormitories. The Police Sub-Station offers the same police services and investigative environment as the main Public Safety Office. In addition, it creates a friendlier environment for student-officer contact and offers the benefit of discretion.

## **Troy & Gladys Alley Information and Public Safety Center**

The Troy & Gladys Alley Information and Public Safety Center is located at 1020 North University Drive at the corner of Reeker and University Street, southeast of the Fine Arts Complex. The Information and Public Safety Center serves as an informational resource for the University Community and surrounding Pine Bluff area. Visitors can pick up brochures containing Campus Parking and Traffic Regulations and also Educational Information. Also available is the Pine Bluff Official Guide for New Comers, Visitors and Explores, Arkansas Tour Guide Land of Legend and the All New Arkansas Fishing and Outdoors Guide. The Facility is equipped with an Interactive Map Kiosk with a touch screen monitor that provides a web tour of the University Campus and assistance in locating specific point of interests. The Information and Public Safety Center can be contacted by dialing (870)575-8801.

## **Security Alerts**

Security Alerts and Mass Notifications are issued to inform the University community of campus emergencies regarding crimes in progress, severe weather, armed disturbances, and other activities, which create the risk of imminent danger to the safety of the community. Alerts are delivered to all UAPB recipients via text messages to cell phones, voice mail to cell, landline phones, and emails alerts, provided the recipient has registered in the Alert UAPB Emergency Notification database.



## **Vehicle Registration**

Every student who owns or operates a motorized vehicle on the University campus must register their vehicle with the University Police and Public Safety Center at 1900 Reeker Street. **Parking decals are required...**Each vehicle driven on campus must be registered and an official permit must be properly displayed. Vehicles parked on the campus without a decal will be ticketed. The minimum cost of a parking decal is \$30.00 for the school year. The use of a vehicle on campus is a privilege, which may be restricted. Traffic regulations are enforced by Campus Police, who are empowered to issue traffic tickets. Fines are payable at the Cashier's Office. Restricted parking areas are marked with signs and/or painted curbs. Speed limits are posted on all campus streets. Pedestrians shall at all times have the right of way. All tickets and notices are official notices of the University and must be presented for payment to the Cashier's Office when received. Additional tickets may be issued each day until the situation is corrected and each ticket constitutes a separate offense. The owner or registrant of the vehicle is liable for any violation of regulations, regardless of who is driving. Fines not paid will be considered a financial obligation to the University and will be placed against your student's account and treated as any other obligation.

# RESIDENTIAL LIFE



## **What staff is available in the residence halls to assist my son/daughter?**

Each residence hall has at least one professional live in residential hall specialist on site. There is also a professional residential hall specialist on duty twenty-four (24) hours a day, seven days a week, to assist students with their needs and concerns.

## **How secure are the residence halls?**

In general, we believe the residential halls to be quite secure; however, security is only as good as the actions of the residents themselves. All visitors must check in through the front desk leaving some form of identification. Loitering in the residence hall area, including parking lots, between the hours of 12:00 midnight and 6:00 a.m. is prohibited. Violators will be subject to disciplinary action and/or assessment charges.

## **What if my son/daughter does not like his/her assigned room or roommate?**

Residents are encouraged to first discuss room changes with their roommates. If room assignment problems continue, the student seeking the room change should contact his/her residential hall specialist who will initiate the room change process. Room change requests will be made on the basis of availability and will not be accepted before the 2nd week of the first day of class for the fall or the spring semester. Room change requests based on discrimination by age, ancestry, color, creed, sexual preference, handicap, race or religion will not be granted.

## **May my son/daughter sign up for a private room?**

Yes, however most rooms are designed for double occupancy and room consolidation is part of the housing policy. Students are allowed to occupy double rooms as singles if space is available and they must pay the higher single rate. When only one student occupies a double room and does not wish to pay the private room rate, the housing department may move the student to another room or assign him/her a roommate.

## **What if my son/daughter loses his/her room key or locks himself/herself out of the room?**

Residents are responsible for their room keys. Lost keys can be replaced by reporting the loss to the front desk of the residence hall. A key request form will be completed at that time. Room keys are replaced at a cost of \$100.00 per key for all halls. This cost includes keys and replacing the lock. Lock changes are preformed as a safety precaution to prevent unauthorized entry into a student's room. However, the ultimate responsibility for the safety and security of a student's room rests with the student. Students are responsible for carrying their room keys at all times. In the event a resident is locked out of his/her room, the resident may ask the residential hall specialist to let his/her in there room. The resident should be prepared to present proper identification to the person on duty. In some cases, hall governments assess charges for this privileges.

## **Is my son/daughter permitted to have a microwave oven in his/her room?**

Only permitted at the Delta Housing Complex and the Johnny B Johnson Complex. For fire safety reasons and to minimize the electrical load, cooking appliances such as microwaves are not permitted in students' rooms for all other residential halls. Kitchens are available in the Harrold Complex and Hunt Hall. Kitchens are equipped with a stove, oven, microwave and sink. The kitchen is kept locked when not in use but the key may be checked-out at the reception desk by leaving the student's ID with the person on duty. Failure to return the key or damage to equipment may result in loss of kitchen privileges and/or assessment of charges.

**Will my son/daughter have a cable connection in his/her room?**

All residence halls have cable connection hookups for each room. There is no additional charge for connection. Residents should bring their own televisions.

**What kind of telephone service is available in the residence halls?**

The University provides local telephone service to all residence hall rooms. Telephone are provided for all residents. Phones are located at the end of each hall. Long distance calls may be made through 0 + dialing or with credit or calling cards. No long-distance charges are billed to residents' rooms. Problems should be reported to the Residential Life Office (870)575-7256.

**Where does my son/daughter get mail?**

All University-housed students are required to rent a campus Post Office Box. Students are assigned post office mailboxes at the campus postal station, which is located behind the Student Union Building. Students can purchase stamps, mail letters and packages at the campus Post Office.

For mail slot rentals the address will be:

**Student Name**

**1301 North L.A. "Prexy" Davis Drive**

Mail Slot \_\_\_\_\_ (include assigned mail slot number here)

**Pine Bluff, AR 71601**

**Are students required to do their own cleaning in the residence hall?**

Students are responsible for cleaning their own rooms (and bathroom if in a suite arrangement). University custodians are available in each hall to clean public areas, including hallways, lounges, common bathrooms, and stairwells. We also ask students to please help keep public areas clean to assist the custodians in maintaining a clean and comfortable living environment.

**Where should maintenance problems be reported?**

The University employs a maintenance and custodial staff to keep the halls in good physical condition. Requests for maintenance should be taken to the Residential Hall Specialist at the front desk.

**What should my son/daughter do in case of an emergency illness or injury?**

If a student becomes ill or injured and is in need of immediate attention, the Residential Hall Specialist on duty should be notified.

**What can my son/daughter do if he/she needs more quiet in the residence hall?**

Quiet hours are maintained to provide an atmosphere and environment in which individuals are able to learn from the experience of group living. The enforcement of quiet hours is the responsibility of each resident, with assistance from the dormitory's staff as needed. Each residence hall will observe quiet hours from 8:00 p.m. - 8:00 a.m. seven days a week. Any infractions should be reported to the residential hall staff.

**Where does my son/daughter do laundry?**

Our residence halls are equipped with coin-operated washers and dryers for the exclusive use of residents.

**If my son/daughter leaves the residence hall before the end of the academic year, will he/she get room and board money and housing deposit back?**

The housing contract is for the entire academic year. The academic year for the residence halls begins one day preceding the start of orientation in the fall semester through and including the end of the day following the last final examination at the end of spring semester.

**Once a student is assigned housing, the contract becomes binding for the full academic year except under the following conditions:**

1. Student becomes physically/mentally incapacitated and must separate from the University
2. Student receives a directed teaching assignment that prevents residing on campus
3. Student is called to active military duty
4. Student marries and presents the marriage certificate as proof
5. Student fails to enroll at the University

The University may terminate a housing contract by (1) giving the student 48 to 72 hours written notice. Termination by the University may occur as a result of conduct on the part of the student that (1) violates the provisions of the agreement, (2) violates the Residential Life Handbook or University's rules and regulations including those contained in THE ROAR (UAPB's Student Handbook) or (3) which threatens life or property (resulting in immediate termination).

**What about insurance coverage while living in the dormitory?**

The University cannot be responsible for any damage or loss of property due to fire, facility failure, severe weather or theft. Students are therefore encouraged to carry their own personal property insurance. Renters' insurance may be purchased or you may see if it can be added to your homeowner's insurance.

**What should we do for a homesick child?**

Listen carefully and be supportive. Encourage him/her to remain on campus during some weekends so they can participate in activities and spend time with potential friends. Making friends, joining a study group, becoming involved in his/her living unit or joining a student organization are just a few ways to help the student feel connected to University.

Talking through his/her feelings with someone at the university can hasten the cure. They could talk with a member of the Residential Hall Staff or the Student Counseling, Assessment and Development Center. There is no sickness like homesickness. Some students are homesick before they leave home. Others do not become homesick until after they have had a chance to settle down from the activities and newness of being away. Be aware that homesickness is different for each person.

**University of Arkansas at Pine Bluff**

Residential Life

Mail Slot 4933

Pine Bluff, Arkansas 71611

870-575-7256



# HEALTH SERVICES

## What about Health Services?

The Student Health Services Office is located in the Browne Infirmary on the north end of the campus between the Research Center and Adair-Greenhouse Human Sciences Building. The hours for service are 8:00 a.m. – 12:00 p.m. Monday, Wednesday, Thursday, and Friday during the Fall and Spring semesters. We have doctors and nurse practitioners on staff.

## The new schedule for the Medical Doctors/ Advance Practice Nurse is:

### Summer Sessions:

Wednesday 8:30 a.m. to 11:30 a.m.

### Fall and Spring Semesters:

Advance Practice Nurse Schedule: Monday, Wednesday, and Friday - 8:00 a.m. to 12:00 pm; Medical Doctor Schedule Thursday: 8:00 am until 12:00 p.m. (Except Holidays and School Breaks)

## The Reproductive Health Registered Nurse Practitioner is on campus every fourth Tuesday except holidays.

All in-house episodic services are covered by the student's health service fee. It is the student's responsibility for payment and transportation if the physician/ Advance Practice Nurse writes a prescription or refers a student to an outside agency for specialized services such as X-ray, laboratory, psychiatric care, dental, or major eye problems.

Student Health Services strives to fulfill its Mission Statement by using a collaborative approach toward total student development that will ensure students who use this facility maintain an optimal level of health. The objectives of Student Health Services are:

1. To ensure optimal health by providing full-time and part-time students that uses the Health Center an individual plan of care
2. To emphasize prevention strategies to students on a level of his/her understanding to avoid recurring health problems.
3. To ensure that each primary and ancillary staff member receive ongoing education and training on current health trends in order to support Health Services' mission.

### **EMERGENCY NUMBERS:**

Student Health Services Center.....(870) 575-7106  
575-7107

### **For medical treatment after regular hours, contact:**

Public Safety.....(870) 575-8102  
Pine Bluff Police .....(870) 543-5100  
Jefferson Regional Medical Center (JRMC).....(870) 541-7100  
Emergency Medical Services (EMS).....911  
Physician Beeper on-call for Jefferson Comprehensive Care Systems, Inc. ....(870) 541-7100

# DISABILITY SERVICES/VETERAN AFFAIRS

**If my son/daughter has some disabilities, what services are available?**

## **DISABILITY SERVICES**

The University of Arkansas at Pine Bluff is in full accord with the spirit set forth in Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical or mental disability. All programs and activities are open to students with disabilities whose participants may be limited. Although UAPB does not offer a specialized curriculum for persons with disabilities or assume the role of a rehabilitation center, UAPB offers a variety of support services so that students with disabilities are admitted and integrated completely as possible into the university.

The student has an obligation to self-identify that he/she has a disability and needs accommodations. UAPB will require that the student provide appropriate documentation, at the student's expense, in order to establish the existence of the disability and the need for accommodations.

The student should have his/her documentation from a Clinical Psychologist, Physical/Vocational Evaluator, etc... for our records. The report should be no more than three years old. **IEP** is not an acceptable documentation, but can be used as a reference.

Services are based on the need presented by each individual student's disability or disabilities, and generally come in the form of reasonable accommodations. The term reasonable accommodations refers to a modification or adjustment made to a course, program, service, activity, or facility that enables a qualified student with a disability to have an equal opportunity to attain the same level of performance, or enjoy equal benefits and privileges, as are available to similarly situated student without disabilities.

Services can include, but are not necessarily limited to, classroom modifications such as preferential seating, the use of a tape recorder, testing adjustments such as extended time on exams or enlarged text and provided physical access to programs and services. These types of academic accommodations can vary from student to student and from class to class. For example, a student with a learning disability may wish to tape record a history class but not a math class.

Since services vary from class to class and from term to term, students are required to make service requests each semester that they are in school and require services. Services do not automatically carry over from semester to semester.

## **THE FOLLOWING SERVICES ARE AVAILABLE:**

(1) substitution of non-essential courses for degree requirements; (2) additional time to complete test, course work; (3) adaptation of course instruction; (4) tape recording of classes; (5) distraction free testing site; (6) priority seating, testing and classes; (7) priority registration forms for tests administered by the Educational Testing Services; (9) pre-admission/pre-enrollment planning; (10) disability aides; (11) liaison/advocacy with faculty, administration, and staff; (12) adaptation and /or proctorship of exams'; (13) institutional membership with Recording for the Blind which provides books on tape; (14) assisting in finding note taker; (15) tutor referral; (16) adaptive computer equipment (Braille); (17) tape recorders; (18) counseling referral; and (19) reader services.

## **VETERANS AFFAIRS**

The Office of Veteran Affairs serves as the Certifying Official for the University of Arkansas at Pine Bluff. Veteran students may qualify for the following benefits: Montgomery G.I. Bill – Active Duty or Selected Reserve, Veterans’ Educational Assistance Program, Survivors’ and Dependents’ Educational Assistance Program, Vocational Rehabilitation, and/or Tuition Assistance programs. All V.A. benefits are processed through the Department of Veterans Affairs, Muskogee, Oklahoma Regional Processing Office.

Class attendance is monitored and any change in student status must be reported which includes withdrawing from classes or changing to a different program of study. All incomplete grades must be changed within a semester after the incomplete was received. A limited number of work assignments are also available for placement through V.A. approved work sites.

Students are encouraged to stop by the Office of Veteran Affairs, located in Caldwell Hall, Suite 208, for assistance. V.A. Counselors are also available through the North Little Rock, Arkansas office and can be reached by dialing the toll free number: 1-800-827-1000. **The Office of Veterans Affairs can be reached by calling (870) 575-8089.**

## **VETERANS TUITION AND FEES PAYMENT REQUIREMENT**

The University of Arkansas at Pine Bluff is approved for veteran’s training and encourages service men and women to participate in the educational experience here. The University has an installment payment plan available through Tuition Management Systems (TMS). A small application fee is required at the time of sign up for the plan. Because training allowance checks usually begin thirty to sixty days after registration, this is a good way for veterans registering with VA authorizations to make payment arrangements to satisfy their charges for educational expenses. Interested veterans should contact the Office of Student Financial Services at (870) 575-8302 for assistance in establishing monthly payment due dates that can be coordinated with the receipt of their monthly VA checks.

# WHAT IS MEANT BY DISCIPLINARY SANCTIONS?

The intentions of disciplinary sanctions are to educate students about responsible behavior, to maintain social order, and to protect the rights of others. Sanctions may be imposed singularly or in combination for individuals or student organizations. The lists of sanctions are merely illustrative and should not be taken to be all-inclusive.

Because of federal law, the University cannot provide parents with information on discipline matters without the expressed written permission (Student Authorization Form) of the student.

- ⇒ **Counseling-** Establishes a series of private conferences with the student in an effort to assist them to better understand the importance of assuming the responsibilities of a mature citizen, being able to adjust to the behavioral standards of the University community of which they chose to be a member, being considerate of other people and their rights, etc. maybe used as a concurrent disciplinary sanction.
- ⇒ **Restitution-** Restitution may have to be paid by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- ⇒ **Restrictions-** Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time maybe used as a singular or concurrent disciplinary sanction. These restrictions may include, but are not limited to, access to facilities or individuals, and/or participation in extra-curricular activities.
- ⇒ **Community Service-** Service that may be assigned as a singular or concurrent disciplinary sanction.
- ⇒ **Warning or Reprimand-**A disciplinary warning or reprimand is an official statement of censure, warning the student of the unacceptable conduct in an incident considered to be of minor unintended consequences on the part of the student.
- ⇒ **Probation-**Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the period of probation, the student shall be denied participation in intramural and club sports. Such students may not hold office in a student organization, or be eligible to join a fraternity or sorority during their probation status.
- ⇒ **Suspension-**Suspension is used in cases of serious misconduct or in cases when the student has violated the condition of his/her probation. A student who is found guilty of a violation during the period in which he or she is on disciplinary probation, or who commits an offense serious enough to warrant suspension may be suspended from the University for the remainder of that semester or term or any portion thereof, for the next semester or term, and/or additional period.
- ⇒ **Immediate/Interim Suspension.** If in the reasonable belief of the Chancellor, Vice Chancellor for Student Affairs, or their designee, the presence of a student charged with violating a regulation presents a serious threat to peace, order and safety on the campus, he/she may immediately suspend the student pending adjudication of the case.
- ⇒ **Expulsion.** Expulsion is the most severe sanction that can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the University, and the student is subject to the conditions and restrictions cited under disciplinary suspension, except that the student is not eligible to apply for re-admission to the University.



# CODE OF CONDUCT

## **What are violations of the student conduct of code?**

Acts of misconduct for which students are subject to discipline include violation of University's policy and regulations, local ordinances, and state and federal laws, and include, but are not limited to:

1. Alcoholic Beverage
2. Lying/Cheating
3. Disorderly Conduct and Expression
4. Distribution of Printed Material
5. Moral or Decency Offenses
6. Obstruction or Disruption of University Activities
7. Gambling
8. Theft
9. Inappropriate or Unauthorized Gathering of Groups of Students
10. Failure to Comply
11. Attempted Offenses
12. Pets and Animals
13. Hazing
14. Physical Abuse
15. Verbal Abuse or Harassment
16. Misrepresentation
17. Unauthorized Use of University Facilities
18. Fire Setting and Arson
19. Solicitation
20. Firearms and Weapons
21. Loitering and Coed Visitation
22. Use of Motor Vehicles
23. Damage to or Defacing or Destruction of Property
24. Health and Safety Violations
25. Guest's Behavior
26. Laws of the Wider Community
27. Compute Ethics and Misuse of Computer System
28. Smoking on Campus

# Campus Shuttle

## Do you have on-campus transportation?

The campus shuttle is a fixed route shuttle service, that provide safe, convenient transit within the UAPB campus.

Hours of operation during the Fall and Spring semesters:

Monday-Friday: 7:30 a.m. — 10:30 p.m.

Hours of operation during the summer:

Monday-Friday: 7:30 a.m. — 5:30 p.m.

The campus shuttle does not run on Saturday and Sunday.

The campus shuttle is expected to make its loop every thirty-five minutes depending on traffic and weather conditions.



# DIRECTORY OF CORRESPONDENCE

The University of Arkansas at Pine Bluff is committed to helping students reach their educational and personal goals. Services are available to help your student meet the challenges and complexities of University life. We encourage students to make full use of these services. That's where you as a parent can help. If your student expresses some anxieties about school, adjusting to roommates, etc., encourage him/her to seek help from the student services programs. The University phone number is (870) 575-8000. University offices may be reached directly by dialing (870) plus the following numbers:

Academic Records (Registrar)	204 Administration Building	575-8492
Admission's Office	204 Administration Building	575-8203
Athletics Office	Lions Stadium	575-7182
Basic Academic Services	146 Corbin Hall	575-8341
Campus Activities Office	L. A. Davis Student Union	575-7061
Cashier's Office	Administration Building	575-8274
Chancellor's Office	Administration Building	575-8471
Dean of University College	100 Corbin Hall	575-8335
Department of Public Safety	1900 Reeker Street	575-8102
Department of Residential Life	1901 Fluker Street	575-8079
Disability Services/Veteran Affairs	208 Caldwell Hall	575-8089
Enrollment Management and Student Success	206 Caldwell Hall	575-8362
Financial Aid	102 Caldwell Hall	575-7421
Honors College	Dawson-Hicks Hall	575-8065
Student Support Services (Freshman Tutoring Program)	143 Corbin	575-8375
Intramural Sports	101 L. A. Davis Student Union	575-7064
KUAPB (Radio Station)	Fine Arts Building	575-4786
Library	John Brown Watson Building	575-8411
Office of Career Services	202 Caldwell Hall	575-8466
ROTC (Military Science)	ROTC Building	575-8446
Student Accounts	101 Caldwell Hall	575-8286
Student Government Association	205 L. A. Davis Student Union	575-8520

Student Health Center	Browne Infirmary	575-8508
Student Counseling, Assessment & Development	207 Caldwell Hall	575-8969
Vice Chancellor of Academic Affairs	Administration Building	575-8477
Vice Chancellor of Fiscal Affairs	Administration Building	575-8970
Vice Chancellor of Student Affairs	Administration Building	575-8503
Vice Chancellor of Research	Administration Building	575-8216
Vice Chancellor for Development/ Institutional Advancement	Childress Hall	575-8703

## **RESIDENTIAL HALLS**

Delta Housing Complex	Office	575-6301
Fisher/Stevens Hall	Office	575-5168
Douglas Hall	Office	575-5831
Harrold Complex Living & Learning Center	Office	575-4072
Hunt Hall	Office	575-8560
Johnny B. Johnson Hall	Office	575-8099
Johnson/Copeland Hall	Office	575-5588
Director, Residential Services	Office	575-7257

## HOW TO CONTACT YOUR STUDENT AT THE UNIVERSITY

**By Phone:** You may call directly to your student's room by dialing (870) 575-plus your student's extension.

**By E-mail:** Contact your student for his/her E-mail address.

**In an Emergency:** In the event you have an emergency and need to reach your son or daughter during class times, call the Office of Student Life and Enrollment Management at (870) 575-8361. The Dean's office will get your son's or daughter's class schedule and deliver the message at the earliest possible hour. In the evening or on weekends contact Public Safety (870) 575-8102 and request their assistance locating your son or daughter.

**Each student is personally responsible for knowing all requirements established for a degree and for adhering to all published regulations of the University. It is the student's responsibility to learn these regulations and to satisfy their degree requirements. Students' advisors or counselors do not assume that responsibility. Any substitution, waiver, or exemption from any established departmental or college requirement for academic standards may be accomplished only with the recommendation of the students' dean and approval of the Vice Chancellor for Academic Affairs.**

**It is each student's responsibility to pursue a chosen academic curriculum as it appears in the catalog.**

## NOTES

Campus Address \_\_\_\_\_

Campus Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Fax Number \_\_\_\_\_

Roommate's Name \_\_\_\_\_

**EMERGENCY (870) 575-8102**

Academic Advisor \_\_\_\_\_

Major Area of Interest \_\_\_\_\_

August 2015

Dear Parent:

We at the University of Arkansas at Pine Bluff (UAPB) are excited that you have chosen our university for the education of your child. We know that your child will grow over the next four years in UAPB's environment that promotes social and academic development needed for your child to attain the desired degree and career.

To assist with this, UAPB has partnered with [EverFi](#), a company used by colleges and universities nationwide, to deliver a comprehensive critical skills program to help our students make safe, healthy, and sound decisions. Everfi's mission is to help students address critical life skills in financial literacy and civic education as well as to help students prevent substance abuse, sexual assault and harassment. Courses called ALCOHOLEDU, HAVEN and TRANSIT have been designed to equip your child with these critical life skills. We will communicate directly with your child regarding the information and instructions he/she needs to complete the courses. To help ensure that your child meets these requirements, please remind your son or daughter that all *students* must complete this course.

## **Course Descriptions**

### **AlcoholEDU for College Students**

This course does not promote the use of alcohol by college age students. Rather, this course will explore the health risks of alcohol use and empower your child to make well-informed decisions about alcohol use and help him/her better cope with the drinking behavior of others. This 1-2 hour program uses the latest alcohol and drug prevention techniques and research to educate students about the impact of alcohol and drugs on the mind and body.

### **Haven**

In "Haven," students are encouraged to reflect on their personal values and expectations in relationships as a foundation for personal engagement. The program's primary focus is to promote healthy relationships based on positive communications and respect. "Haven" demonstrates for students the warning signs of abuse and other situations that may be challenging or confusing regarding consent in their own relationships and in those of others. Built in collaboration with leading researchers and practitioners, "Haven" is an interactive module designed to engage and empower students to develop within safe, healthy campus environments.

### **Transit**

Transit—Financial Wellness™ is a turnkey financial education platform designed to empower students with the skills to understand their finances and to successfully transition into and out of the college experience. Our goal is to maximize student retention and success from their first year to after graduation. As financial pressures are one of the top three reasons why students drop out of school, we believe it is of the utmost importance to provide education in financial literacy to our students.

We are confident that the above courses will help ensure your child's success at UAPB and beyond. If you have any questions on the programming that we at UAPB offer, please feel free to contact me at 870-575-8361.

Sincerely,

*Ralph Owens*

Ralph Owens  
Dean of Students/Deputy Title IX Coordinator

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