



# Parent Handbook





# STUDENT AFFAIRS PARENT HANDBOOK

## ABOUT THIS GUIDE

The time has come and 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 the key and it sets the stage for the next four years and ultimately for a 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 so much to absorb and learn, and as parents, you need to be provided 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.

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## **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. It moved to the current location with the construction of the Administration Building and classrooms, two dorms, a multipurpose laundry, and a dining hall. In 1929 the school expanded into a standard four-year degree-granting institution and in 1933 it 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 was 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. It has program accreditation by the National Association of Schools of Music; the American Association of Family and Consumer Sciences; International Association of Counseling Services; the National Council for the Accreditation of Teacher Education; and the Association of Technology, Management and Applied Engineering. The institution is a member of the American Association of Colleges for Teacher Education, Association of Public 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 US Highways 65 and 79 and Interstate 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, libraries, bowling alley, roller skating rink, golf courses, 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 motels and 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.

Click here to discover your UAPB WebAdvisor User Id  
Click here if you don't know your WebAdvisor Password

Click here\* to 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 RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

## **STUDENT PRIVACY**

### **Procedure For Disseminating Student**

#### **Information**

"Family Educational Rights and Privacy Act of 1974 (FERPA) is 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 documents."

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), and 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 will 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; and
- 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. Access is limited to the student and/or those College officials who demonstrate a legitimate educational need for disciplinary information a 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 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) and 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 the accused and the accuser 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 John Brown Watson Memorial library.

### **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 is the official office to verify enrollment, release transcripts and grade reports, and to certify and release any information pertaining to the student's academic record.

Parents have a 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  
1873

## 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			
Home Mailing Address		City	State Zip
Phone #		Fax #	

### ADDITIONAL PARENT/GUARDIAN INFORMATION

Full Name			
Home Mailing Address		City	State Zip
Phone #		Fax #	

### ADDITIONAL PARENT/GUARDIAN INFORMATION

Full Name			
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 in which 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, when you try to contact them, use the check list of response 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
- ⇒ Continually give the student your love and support.
- ⇒ Listen, listen, listen.



## **TEN QUESTIONS PARENTS SHOULD ASK THEIR COLLEGE FRESHMAN**

In most cases freshman 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?

## RESPONSES TO MOST FREQUENTLY ASKED QUESTIONS

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

You shouldn't expect your relationship with your child to remain the same when they leave for college. They probably will change and become more independent in their first few months of school and 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 on mid-term exam week, vacations, final exam week, etc. This is when a little extra support, encouragement, and attention are 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 or by joining an organization.

### **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 Planning 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

*Note: Additional academic regulations and guidelines can be found in the Undergraduate Catalog.*

### **How does the University report grades?**

Grades are reported at mid-term and at the conclusion of each semester. Mid-term grades are intended to provide the student with notification of performance challenges. 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.

### **Are 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 any absence. The Arkansas Department of Higher Education requires an enrollment verification census period which begins on the first day of class and extends for a minimum of five class periods. Students who are cited for non-attendance during the enrollment verification period will be administratively dropped from the course and may not be allowed to re-enroll.

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

Each student is assigned a faculty advisor. For freshmen, the advisor is a faculty member in the Department of Basic Academic Services. Advisors are assigned according to major, or according to last name if the student has not declared a major.

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

The Office of Enrollment Management and Student Success can identify and schedule tutoring for students living in the residence halls, as well as off-campus students. The students can report to the Office of Enrollment Management and Student Success located in Caldwell Hall Suite 206. The office also provides programming assistance for study and testing skills.

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

The minimum grade point average (GPA) required to continue in the University varies in relation to how long a student has been in school. Students are expected to maintain a grade point average of no less than 2.00 each semester to successfully progress through the University. The University's eight-semester plan requires students to complete a minimum of 15 hours of classes in the students' degree plans to complete their chosen degrees in four years.

Students are in academic jeopardy when their cumulative grade point average (GPA) fall below 2.00 but above the averages specified for probation (see Table 2). The University places a student on academic probation when his/her cumulative grade point average falls below those corresponding to the particular semester hour credit range as stipulated in Table II. The load for students on academic probation may not exceed twelve (12) hours.

The University places a student on the academic drop list when his/her grade point average falls below those corresponding to the particular semester hour credit range given in Table II for two consecutive

semesters.

Academic Jeopardy, Probation, Suspension, and Readmission Policy

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.

Table 1.

Hours Attempted	Cumulative GPA
0 – 16	1.50
17 – 32	1.65
33 – 48	1.75
49 – 64	1.83
65 – 80	1.90
81 – 96	1.96
97 and above	2.00

Table 2.

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

Students, placed on academic probation for the prior term (regardless of the **recalculated GPA** illustrated on the transcript due to **repeated failure to pass the courses**), that earned less than a **term GPA of 1.50** in the subsequent term will be placed on academic suspension.

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 allowed to re-enroll by appeal, students must earn a **2.00 term GPA**. 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 for subsequent term**. These students will be on academic probation and limited to a maximum academic load of 13 credit hours.

**(Students should refer grievances relating to the academic probation and suspension for academic reasons to the Student Academic Appeals Committee for review and consideration. This committee forwards its recommendations to the Vice-Chancellor for Academic Affairs for final disposition.)**

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

A student can purchase new or used textbooks and school supplies at the University Bookstore located on the first floor of the L. A. Davis Student Union Building. Books can be purchased after the student registers for his/her courses. Books and supplies must be paid for at the time of purchase. Students are encouraged to purchase textbooks at the earliest possible date to avoid the book rush at the beginning of the semester.

## Academic Calendar for 2018 - 2019

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### Fall Semester - 2018

New Student Orientation and Pre-Registration (S.O.A.R.) Begins	June 11, 2018
Faculty Report for Duty/School and Departmental Meetings Convened	August 16, 2018
Dormitories Open for New Freshmen	August 19, 2018
New Student Orientation (Freshmen and Transfer) Begins	August 20, 2018
New Student Welcome Week Activities Begin (Evening)	August 21, 2018
Dormitories Open for Upperclassmen	August 22, 2018
Upperclassmen and Graduate Students Registration Begins	August 22, 2018
Returning/Advanced Freshmen Registration Begins	August 22, 2018
First Day of Instruction	August 27, 2018
Late Registration Begins	August 28, 2018
Drop/Add Fees Assessed/Late Registration Continues	August 29, 2018
Last Day to Register/Drop/Add/Schedule Change	August 31, 2018
Satisfactory Payment Arrangements Deadline	August 31, 2018
Labor Day (No Classes/Administrative Offices Closed)	September 3, 2018
Last Day for Course Cancellation Adjustments	September 5, 2018
Enrollment Census (9/11/18) Report Due in Registrar's Office (By 12:00 Noon)	September 13, 2018
May 2019 Graduation Application Due in Registrar's Office	September 14, 2018
Mid-Term Examination Week	October 15 - 19, 2018
Mid-Term Grades Due (Report: A, B, C, D, F, or P (P is for Pass/Fail courses only))	October 22, 2018
Last Day to Drop a Class(s)/Grade of "W" Awarded	November 5, 2018
Spring 2019 Pre-Registration/Financial and Academic Advisement Week	November 12 - 16, 2018
Thanksgiving Holiday Break (No Classes/Administrative Offices Closed)	November 22 - 23, 2018
Final Examinations for December 2018 Graduates	November 26 - 30, 2018
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	December 3, 2018
Grades Due for December 2018 Graduates in Registrar's Office (By 12:00 Noon)	December 4, 2018
Last Day of Instruction	December 6, 2018
Day of Study	December 7, 2018
Final Examinations	December 10 - 13, 2018
Fall Commencement (10:00 AM/Processional: 9:45 AM)	December 14, 2018
Grades Due in Registrar's Office (By 5:00 PM)	December 17, 2018





## Academic Calendar for 2018 - 2019

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### Spring Semester - 2019

Faculty Report for Duty**	January 2, 2019
Academic Appeals and Financial Aid Verification (Resolve Pending Issues)	January 7 - 8, 2019
Registration Begins	January 9, 2019
First Day of Instruction	January 14, 2019
Late Registration Begins	January 15, 2019
Drop/Add Fees Assessed/Late Registration Continues	January 16, 2019
Last Day to Register/Drop/Add Schedule Change	January 18, 2019
Satisfactory Payment Arrangements Deadline	January 18, 2019
Dr. Martin Luther King, Jr. Holiday Observed (No Classes/Offices Closed)	January 21, 2019
Last Day for Course Cancellation Adjustments	January 23, 2019
Enrollment Census (1/29/19) Report Due in Registrar's Office (By 12:00 Noon)	January 31, 2019
Mid-Term Examination Week	March 11 - 15, 2019
Mid-Term Grades Due (Report: A, B, C, D, F, or P (P is for Pass/Fail courses only))	March 18, 2019
Spring Break Week	March 18 - 22, 2019
Last Day to Drop a Class(s)/Grade of "W" Awarded	April 1, 2019
Summer and Fall 2019 Pre-Registration/Financial & Academic Advisement Week	April 15 - 19, 2019
Final Examinations for May 2019 Graduates	April 22 - 26, 2019
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	April 29, 2019
Grades Due for May 2019 Graduates in Registrar's Office (By 12:00 Noon)	May 1, 2019
December 2019 Graduation Application Due in Registrar's Office	May 3, 2019
Last Day of Instruction	May 3, 2019
Day of Study	May 6, 2019
Final Examinations	May 7 - 10, 2019
Spring Commencement (3:00 PM; Processional 2:45 PM)	May 11, 2019
Grades Due in Registrar's Office (By 5:00 PM)	May 14, 2019

### First Summer Session - 2019

Registration for First and Second Term Begins	May 30, 2019
First Day of Instruction	June 3, 2019
Late Registration/Last Day to Drop/Add/Register	June 4, 2019
Last Day for Course Cancellation Adjustments	June 5, 2019
Satisfactory Payment Arrangements Deadline	June 10, 2019
Enrollment Census (6/10/19) Report Due in Registrar's Office (By 12:00 Noon)	June 12, 2019
Last Day to Drop a Class(s)/Grade of "W" Awarded	June 14, 2019
Last Day to Withdraw From the University (All Courses)/Grade of "W" Awarded	June 26, 2019
Independence Day Observed (No Classes/Administrative Offices Closed)	July 4, 2019
Last Day of Instruction/Final Examinations	July 5, 2019
Grades Due in Registrar's Office	July 9, 2019

## DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

The Division of Enrollment Management and Student Success (EMSS) located in room 206 Caldwell Hall coordinates the recruitment, enrollment, and retention efforts for all students at UAPB. The Office provides orientation for new students, advising and referral for financial aid, academic and professional development, and academic tutoring in several locations on campus.

### Student Success Center

Located in Caldwell Hall Suite 209, the Student Success Center (SSC) is a comprehensive one-stop-shop for academic support services on campus. SSC programs and initiatives are open to all university students, living on and off campus. Students receive assistance to Center resources or through referrals to other support services. The Center assists students as they adapt to university life (social aspects), to complete a degree (academic aspects), and transition from high school to college to career (engaging in activities that develop professional skills).

#### Center programs and retention services include:

1. **Student Success Plans:** Success Plan contracts are required for freshmen scoring below 19 on ACT or equivalent SAT score and/or below a 2.0 GPA, transfer and returning students. The Plan includes required participation in proven activities and tutoring services that are used by students for success in the college environment.
2. **Living Learning Centers (LLC):** Located in the Harrold and Delta Housing Complexes the Centers address student educational, recreational, and social needs.
3. **Peer Tutoring:** Student peer tutors are available in the Harrold and Delta Complexes for math, English and science courses, in the Writing Lab in Corbin Hall 109, the Math Lab in Caine-Gilleland Hall Room 112 and at the John Watson Memorial Library.
4. **SSC Computer and Study Room:** The Center has two computers, a printer and a study room for student use from 8:00-6:00 p.m. Monday thru Thursday and 8:00-5:00 p.m. on Friday.
5. **“Navigating the Yard” Workshop Series:** The workshop and seminar series is tailored to students and covers topics that provide a successful transition to college life and achieving individual academic and professional goals.
6. **Textbook Scholarships:** Applications are accepted at the beginning of the fall and spring semesters for up to \$250 per semester. Minimum eligibility requirements are 1) a 2.5 cumulative GPA; 2) enrolled full- time; and 3) have exhausted all other financial aid options.
7. **Students Taking Academic Responsibility (STAR):** STAR is an academic recovery program for students admitted or returning to UAPB through an approved appeal process. Participants complete a Student Success Plan contract to support success in attaining a minimum 2.00 GPA and completing all credits attempted.
8. **Early Alert Program:** Faculty and staff inform the Center concerning students who are at-risk for success during the semester. The Center assists referred students through informal counseling, tutoring, by involving the academic advisor, and other student services.

9. **Destination Graduation:** The SSC senior completion program assists students near graduation with small balances that may prevent their persistence to graduation. In return, students agree to participate in professional and career development programs and services.
10. **Transfer Program:** The purpose of the transfer program is to assist students in their transition to the University. The program includes but is not limited to advising during the pre-transfer process, assisting in adapting to a new campus, and assisting in accessing student support services.
11. **Pride Assist:** The SSC emergency aid program provides help to students at risk of dropping out of college due to “unexpected financial emergencies” not related to enrollment at the University. Examples include childcare, gas, food, housing, medical bills, and utilities. This fund is aimed at helping students stay in college and meet their educational goals, ultimately, securing a better financial future for themselves.

**For more information contact the SSC:**

Center Director - 870-575-8368

Retention Coordinator - 870-575-8368

Living Learning Center Coordinator – 870-575-8875

Senior Completion Coach - 870-575-8370

Website: [www.uapb.edu/success](http://www.uapb.edu/success)

Email: [studentsuccess@uapb.edu](mailto:studentsuccess@uapb.edu)

Follow us on twitter: @UAPBssc

Student Success Center Location: Caldwell Hall - Suite 209

## FINANCES

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

Students must make satisfactory financial arrangements and be in good standing in order to successfully enroll. Payment for charges in full or satisfactory payment arrangements must be made each semester by the close of business on the 5<sup>th</sup> class day. A payment schedule may be found on the UAPB Financial Aid web page under Consumer Information. Satisfactory payment arrangements include payment in full via cash, check, credit card (can be made online), financial aid, or enrollment in an installment payment plan administered by Tuition Assistant (1-888-863-8840), an approved third-party or a combination of the above. The installment plan is only available fall and spring semesters. Failure to satisfy payment arrangements by the deadline each enrollment period may be cause for course schedules to be voided. Email notifications are sent when such action is taken.

Before a student can view grades, receive transcripts, or re-enroll, the student account balance must be satisfied in full. It is a student’s responsibility to officially drop classes for which they no longer wish to attend and to also officially withdraw from the university if they decide they no longer wish to be enrolled at the university. If applicable, any adjustment to institutional charges will be reflected on the student’s account in accordance with the University’s Refund Policy.

### **When will financial aid refunds from credit balances be disbursed?**

When Federal Student Aid (FSA / Title IV) program funds and/or non-FSA program funds are disbursed to a student’s account and the total of these funds is in excess of 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 credit balance is reflected on the student's account.

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. Students receive refunds through direct deposit into a bank account designated by the student, through a BankMobile Vibe account, or as a check that will be mailed to the student's address on file if the student does not select either of the electronic payment options. Electronic payment options are the fastest way to receive credit balance payments.

What is a Parent Plus loan?

The Parent PLUS Loan is a federal Direct Loan made **in the parent's name** for the educational expenses of his or her dependent child enrolled in at least six hours at the university. Persons eligible to apply for the Parent PLUS loan are: the student's biological parents, adoptive parents, and, in some cases, stepparents. Upon a credit check, if approved, the parent may borrow up to the student's cost of attendance minus any other financial aid the student will receive. If a parent is denied the loan, the student may get additional Unsubsidized Direct Loan funds in his/her name. The credit check is good for 180 days.

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

Financial aid must first be applied toward tuition, fees, and room and board and other approved charges. A student may use any remaining credit balance for the purchase of books and supplies during the first few weeks of the semester. These funds are made available on the student's UAPB ID card. Deadline dates for use of the card are posted in the bookstore each semester, on WebAdvisor and on the Student Financial Services electronic bulletin board. We are launching a new Student Self-Service portal, the Golden Gateway, which will include financial aid information. Deadline dates, such as for the bookstore, will be updated there as well.

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

Students may not get all financial aid for which they may be eligible if the FAFSA is not completely processed with a valid Expected Family Contribution (EFC - as determined by the federal government) before the student ceases enrollment during any payment period (semester). To receive priority consideration for financial aid, applicants are encouraged to have completed a FAFSA as early as possible or by April 15<sup>th</sup>. 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 that is obtained by applying at the following website: <https://fsaid.ed.gov/>. A FAFSA cannot be completed later than June 30<sup>th</sup> each academic year of the student's enrollment.

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

Academic success is important and necessary for students to receive federal student aid. At the end of each semester of a student's enrollment (fall, spring and/or 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. All three requirements of the policy must be met to achieve satisfactory academic progress as indicated below.

**\*Minimum Grade Point Average**

Students must maintain at least 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:

$$\frac{\text{Cumulative number of hours student successfully completed}}{\text{Cumulative number of hours student attempted}}$$

**\*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 – 180 hours

Graduate Students -- 45 hours

All coursework attempted, including periods when students 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 transcribed by the UAPB Academic Records office will be counted in the determination of the cumulative grade point average, in the ratio to determine the successful completion of course work (pace), 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 hours will be used to determine the student's pace and maximum time frame. Only one repeat per course with a passing grade 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 students 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. Federal financial aid eligibility will also be terminated when a student fails to complete within the maximum time frame. 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 semester for which the appeal is requested. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. An appeal can be:

- Denied: Students who are denied will not be eligible to receive federal financial aid.
- Approved on Probation: Students on probation are 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.
- Approved on an Academic Plan: Students on an academic plan are eligible to receive federal financial aid and are required to adhere to prescribed performance standards in order to continue eligibility while on the plan for a specified period of time. Students who do not successfully complete the academic plan will have federal financial aid terminated. Eligibility may be regained upon meeting requirements of the SAP policy.

### **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 through 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, American 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 number 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 made payable to the University and/or the student. Checks payable to the student must be endorsed prior to or at the time the check is presented for payment. Checks should be forwarded to the Cashier's Office. 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. Scholarship/grant funds awarded by the University and or state, will be credited to the student's account via a process in the Student Financial Services office. Scholarship/grant funds will be credited to the student's account upon completion of enrollment verification after the census date each semester. The student will be notified if the scholarship/grant award results in any adjustment to their 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 re-deposited 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?**

No certified checks, personal checks, money orders or cashier's checks are cashed for students.

## **UNIVERSITY POLICE AND PUBLIC SAFETY**

**Do you have a campus police department? Yes!** The University Police and Public Safety Department operates 24 hours a day, 7 days a week. The agency is dedicated to protecting the people and 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 at 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 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 discreteness.

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

Troy & Gladys Alley Information and Public Safety Center is located at 1020 North University Drive at the corner of Reeker and University Drive, southeast of the Hathaway Fine Arts Building. The Information and Public Safety Center serves as an informational resource for the University Community and persons visiting the campus. 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 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 points of interest. The Information and Public Safety Center can be contacted by dialing 870-575-8801.

### **Security Alerts**

Security Alerts and Mass Notification are issued to inform the University Community of campus emergencies regarding crimes in progress, possible armed disturbances, severe weather 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, (provided the recipient is 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 said 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 of 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 based on 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 can 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 performed 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 him/her in the room. The resident should be prepared to present proper identification to the person on duty.

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

Microwave oven is 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, Delta Annex, 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. The Delta Annex kitchen is not locked but students are required to leave their student 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 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 **that must have a digital tuner**.

**Are the residence halls air-conditioned?**

All residence halls are air-conditioned.

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

The University provides local telephone service in all residence hall. 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 receive 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.

**Maintenance problems should 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 needs immediate attention, the Residential Hall Specialist on duty should be notified.

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

Quiet hours are maintained to provide an atmosphere and environment in which individuals can 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 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 receive their 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; or
5. Student fails to enroll at the University.

The University may terminate a housing contract by giving the student 48 to 72 hours written notice. Termination by the University may occur because 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) 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 someone on the Residential Hall Staff or the Student Counseling, Assessment and Development Center staff. 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  
Office of Residential Life  
Mail Slot 4933  
Pine Bluff, AR 71601  
Phone Number: 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 Walker Research Center and Adair-Greenhouse Human Sciences Building. The hours for service are 8:00 a.m. - 5:00 p.m., Monday through Friday. The Center is staffed by a Professional Registered Nurse(s) and a Secretary. Also, on staff are a Reproductive Advance Practice Nurse.

The Reproductive Health Registered Nurse Practitioner is on campus every 2<sup>nd</sup> & 4<sup>th</sup> 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 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 by using a collaborative approach toward total student development that will ensure that students who use this facility maintain an optimal level of health. The objectives of Student Health Services are:

- To ensure optimal health by providing full-time and part-time students that use the Health Center an individual plan of care;
- To emphasize prevention strategies to students on a level of their understanding to avoid recurring health problems; and
- To ensure that each primary and ancillary staff member receives ongoing education and training on current health trends in order to support the University's Health Services' mission. Under the new federal health care requirements, employers are required to provide break time for nursing mothers with lactation needs. The University of Arkansas at Pine Bluff understands the importance and benefits of breast feeding for babies.

The Student Health Services has opened a new Lactation Room for all Students/ Faculty and Staff of the University of Arkansas at Pine Bluff as well as guests who may visit the Student Health Services. The Lactation Room is located in the Browne Infirmary. The room number is (D) and labeled "Lactation Room". The Lactation Room includes comfortable/supportive seating for one (recliner), foot stool, armoire, resource bulletin board, television, and magazine rack. The Lactation Room is available for use during regular School Hours of Operation which are as follows:

Monday – Friday: 8:00am – 5:00pm

## EMERGENCY NUMBERS:

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

# 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 participation 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 integrated as 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. Individualized Education Program (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 students 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 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:**

Substitution of non-essential courses for degree requirements; Additional time to complete test, course work; Tape recording of classes; Distraction free testing site; Priority seating, testing and classes; Disability aides; Liaison/advocacy with faculty, administration, and staff; Adaptation and /or proctorship of exams; Assisting in finding note taker; Tutorial referral; Adaptive computer equipment (Braille); Tape recorders; Counseling referral; and 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 to the Office of Veteran affairs, 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. **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 begins 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.

- A. Counseling-** Establishes a series of private conferences with the students in an effort to assist students to better understand the importance of assuming the responsibilities of mature citizens in being able to adjust to the behavioral standards of the University community of which they chose to be a member, in being considerate of other people and their rights, etc. This may be used as a concurrent disciplinary sanction.
- B. Restitution-** Restitution may have to be paid by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- C. 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 may be 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.
- D. Community Service-** Service that may be assigned as a singular or concurrent disciplinary sanction.
- E. 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.
- F. 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.

- G. 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 an additional period.
- H. 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.
- I. 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. Computer Ethics and Misuse of Computer System
28. Smoking on Campus
29. Title IX offenses

## 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, Spring semesters:**  
Monday-Friday: 7:30 a.m. - 12:00 a.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.



# FREQUENTLY CALLED NUMBERS

## 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
Financial Aid	102 Caldwell Hall	575-7421
Honors College	Dawson-Hicks Hall	575-8065
Enrollment Management	206 Caldwell Hall	575-8362

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
Student Success	209 Caldwell Hall	575-8362
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 Enrollment and Management/Student Success	Caldwell Hall	575-8364
Vice Chancellor for Institutional Advancement and Development	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 by 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 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) 575-8103 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 \_\_\_\_\_



