



UNIVERSITY OF  
CENTRAL  
ARKANSAS

Fall 2018-Spring 2019

# University of Central Arkansas



**Concurrent  
Enrollment Student  
Handbook**

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## Welcome To UCA!

UCA continues to be committed to the development of partnerships with Arkansas high schools that afford students the opportunity to earn college credit for qualified courses taught at the college level.

UCA works to maintain the highest level of academic quality and to ensure that its programs remain current and responsive to the diverse needs of those it serves. UCA's strategic plan includes the delivery of courses that meet community needs, particularly concurrent enrollment and online courses.

Recent studies prove that students do better in college, and in life, when they take rigorous courses in high school that reflect college expectations. To learn more about UCA, its programs, and its expectations, I invite you to visit our web site at <http://uca.edu/>.

## Mission Statement

Our mission at the University of Central Arkansas Concurrent Enrollment program is to provide a challenging college-level experience for high school students who have demonstrated their readiness for post-secondary academic work. By expanding educational access to all individuals who meet academic requirements, UCA intends to raise the educational bar in Central Arkansas.

## Concurrent Enrollment Staff

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## Program Description

Concurrent Enrollment is a cooperative program between participating high schools and the University of Central Arkansas through which high school students may enroll in college level courses prior to graduation. Through Concurrent Enrollment approved high school teachers teach University of Central Arkansas' courses during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as regular University of Central Arkansas courses. The policies and procedures that follow have been established and adopted to ensure consistent quality throughout the program.

All UCA courses offered through Concurrent Enrollment are regular offerings in the departments and colleges of the University of Central Arkansas, and are courses that could be taken by UCA students during their freshmen and sophomore year at the University. University faculty and Concurrent Enrollment administrators work directly with the high schools to ensure that the UCA courses taught in participating schools maintain collegiate standards. Students who register for, and successfully complete UCA courses offered through Concurrent Enrollment earn UCA course credit, verified by official University of Central Arkansas transcripts. High school faculty who teach UCA courses must meet the academic requirements for instructors in the academic departments whose courses they teach. An instructor of a concurrent enrollment course shall have no less than a master's degree that includes at least eighteen (18) hours of completed course work in the subject area of the concurrent enrollment course. The instructor's credentials shall be approved by the academic unit or chief academic officer of the institution of higher education offering the concurrent enrollment course and shall include the relevant credentials and experience necessary to teach from the syllabus approved by the institution of higher education granting the course credit.

## **National Alliance of Concurrent Enrollment Partnerships (NACEP)**

The National Alliance of Concurrent Enrollment Partnerships is a professional organization for high schools and colleges that advances seamless education through secondary and post-secondary collaborations. NACEP defines concurrent enrollment as Trans-scripted college classes taught by trained high school teachers for both high school and college credit, at their high school, during the regular school day. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP fosters student success and achievement by supporting standards of excellence that promote program and professional development, accreditation, research and advocacy.

The University of Central Arkansas is an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP) and operates in accordance with NACEP Standards. UCA's Concurrent Enrollment Program was accredited in 2012. We are committed to having a quality program that continues to meet all of NACEP Standards.

### **Notice of Non-Discrimination**

University of Central Arkansas is an affirmative action/equal opportunity institution. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit without regard to sex, race or color, religion, national origin, age, disability, or other factors irrelevant to participation in its programs. Persons having questions or seeking information regarding the university's implementation of regulations and requirements related to this policy should contact one of the following:

Affirmative Action/Equal Employment Officer  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035  
501-450-3613

Director of Disability Support Services  
Student Health Center Suite 212  
UCA, P.O. Box 5145  
Conway, AR 72035  
501-450-3613

Director of Human Resources  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035  
501-450-3181

Mindy Pipkin  
Associate General Counsel/Compliance Officer  
201 Donaghey, Wingo Hall, Suite #207  
Conway, AR 72035  
(501) 450-3247

### **Consent to Release Information**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Because FERPA guarantees student privacy, it is recommended that each student complete a "Consent to Release Information" form. Completing the form grants designated recipient's access to records, including billing and grades.

### **COURSE EXPECTATIONS**

University of Central Arkansas courses taught through Concurrent Enrollment are college courses; therefore, they make greater demands on your abilities to conceptualize, understand implications, draw conclusions from, and apply what you have learned than do most high school courses. The courses go into greater depth, require more time and work, and challenge you to greater accomplishments. You accept these challenges when you register for a UCA course, and you will experience appropriately stringent college grading standards.

Taking on the academic challenge of a college course will certainly benefit you in terms of college admissions. Plus, through this program, you will have the opportunity to earn University of Central Arkansas

course credit at minimal cost to you. Students are responsible for payment of fees for concurrent courses, and for the purchase of textbooks/supplies unless supplied by the high school.

## **Academic Integrity Policy**

UCA Board of Trustees Policy 709, adopted February 2010

### **A. Academic Integrity**

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

### **B. Academic Misconduct**

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the Random House Webster's Unabridged Dictionary, 1999 ed.):

**Cheating:** to cheat is, in an academic context, "to take an examination or test in a dishonest way, as by improper access to answers." Cheating may also occur in the context of other academic assignments.

**Plagiarism:** "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." This concept may apply to any kind of intellectual property.

**Fabrication:** to fabricate is, in this context, "to fake; forge (a document, signature, etc.)." Fabrication is commonly associated with the falsified research findings.

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

## **Admission Requirements**

To participate in the Concurrent Enrollment Program at UCA Students must meet the following requirements and submit documentation to be admitted and enrolled:

Successfully completed the eighth grade

Transcript showing a cumulative grade point of at least 3.0 on a 4.0 scale

- ACT Composite Score of at least 20 and
- An ACT Reading Score of at least 19
- If taking English, student must ALSO have an ACT English score of at least 19
- If taking Math, students must ALSO have an ACT Math score of at least 19

Must meet all course prerequisites

Recommendation of Principal (approval signature on CE application)

Junior or senior classification (sophomores may be admitted through special permission and principal recommendation)

Students who are enrolled in CE courses will be classified as non-degree seeking students

Complete the UCA online application at the following link: <http://uca.edu/registrar/concurrent-enrollment-program/>.

Complete the Concurrent Enrollment Course Request Form

Submit signed Parental Consent Form

### **Admission and Registration**

All Concurrent Enrollment course registrations go through the Registrar's office. Students are required to apply for admission at <http://uca.edu/registrar/concurrent-enrollment-program/> scroll to the second paragraph and click on the link "Concurrent Admission Application". Your counselor/coordinator will provide you with a Concurrent Enrollment form identifying what courses are available. The high school will provide UCA with your transcripts and test scores after the admission application has been completed.

UCA courses taught through Concurrent Enrollment are normally restricted to high school juniors and seniors; however, sophomores that meet GPA and ACT requirements and have special permission from the principal may be allowed to register. See your school counselor about available Concurrent Enrollment courses offered at your high school and registration dates.

### **Admission Packet/ID Cards**

After registration is complete and class has begun, new concurrent students will receive a new admission packet including a UCA ID card, username, and password. IT IS IMPORTANT TO KEEP THIS INFORMATION. The packets are delivered as early as possible in the semester to the high school coordinator for distribution. Students will be able to check their account and email by going to <http://uca.edu/> and clicking on "myUCA" to log on to the system. Students will also be able to check if they are in the correct course, review and print un-official transcripts, complete course evaluations and access final grades using this information. Students in Concurrent Enrollment sections of UCA courses are officially registered as non-degree seeking pre-baccalaureate student. The ID card will enable students to use Torreyson Library and academic programs such as Advising, Writing Center, and Tutoring, etc.

The UCA I.D. number will be the same throughout your college career should you wish to continue your education at UCA. The card must be surrendered upon request to any official of the university in performance of their duty. The student may request that the official furnish identification. Anyone not possessing a valid I.D. card will be treated as a non-student.

### **Course Syllabus**

Students are held to the same standards of achievement as those expected of students in on-campus courses. Those standards are communicated through the course syllabus which will be distributed to students at the beginning of the course. The syllabus outlines course objectives and other important information relevant to the course.

### **Attendance**

Students are responsible for coming to class prepared, completing any missed work, and knowing the dates and places of required course examinations and course work. Students are expected to know and adhere to the attendance policy of each of their instructors and/or attendance policy of their individual high school. Please check the class syllabus for the attendance policy of all CE classes. Students should discuss any attendance issues with their instructor.

## Tuition Charges

All Concurrent Enrollment students will be charged \$10.00 per credit hour for each course taken. To determine how much will be charged check the second digit of the course number. (Example: Charges will be \$30.00 for MATH 2311, PHYS 1410 charges will be \$40.00)

Students will be billed by UCA. The bill will be mailed to the student's home address after the drop/add deadline given by the Registrar. Students who have not paid for their courses by the end of the semester will have a student account hold placed on their account. Student account holds restrict ordering of transcripts, and student will be unable to enroll in further coursework until the billing is paid.

## Account Holds

UCA uses a system of holds to make sure students complete necessary tasks. Having a hold from student accounts can create difficulty when needing transcripts or registering for future classes. Student Account holds indicate the student owes a balance on their UCA account. The balance owed must be paid before the hold is released to receive grades, or register for class or to be re-admitted.

## Course Evaluations

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students complete their course evaluations through myUCA under the EVALS tab (which appears when evaluation forms are released for completion). Instructors are able to see the results approximately two weeks after grades are posted.

The evaluation process starts on the Monday of the twelfth week of instruction through the end of finals week (fall and spring).

The CE Program will also conduct an annual survey of alumni who are one-year out of high school and alumni who are four years out of high school at least once every three years.

## Grades

At the end of each semester instructors report the final grades of all students in their classes to the Office of the Registrar. The grade of a student in any course is determined by the quality of work, the regularity of attendance, and the thoroughness of preparation. Concurrent Enrollment students are graded the same as all other UCA students.

Letter	Grade	GP*
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0
W	Withdrawn	N/A**
X	Deferred Credit	N/A**
WP	Withdrawn Passing	N/A**
WF	Withdrawn Failing	0
CR/NC	Credit/No Credit	N/A**

All grades, once reported, remain a matter of permanent record. Any appeal or question concerning an assigned grade must be made within one calendar year of the time the grade was awarded, as outlined in the [Student Handbook](#).

Grades are expressed as letters, with equivalents as follows:

- \*GP=Grade Points
- \*\*N/A: Hours attempted where W, X, CR/NC, and WP are involved are not used in computing the grade point average
- WP, WF no longer issued effective 2017-2018 school year.

## Credit Hours

The unit of credit at the university is the semester hour. The second digit of the course number indicates the amount of credit awarded. A course numbered 1300 is a freshman course giving three hours of credit.

## ACTS Transfer of Credit

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses among Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer. <http://acts.adhe.edu>. (UCA CE course descriptions are located in the Appendix of this handbook and list the ACTS course index number.)

## Withdrawing From A Course

Withdrawing from the high school course at the school DOES NOT remove the student from the University of Central Arkansas class roster. To be officially withdrawn from a Concurrent Enrollment course you must complete a withdrawal form (available from the counselor or school concurrent coordinator) and return it back to the counselor or coordinator. They will forward it to the appropriate individual at UCA.

IMPORTANT WITHDRAWAL DATES	
Fall semester courses	
Withdraw by date for W grade	November 9, 2018
After this date, only grades of A, B, C, D, F will be received.	
Spring semester courses	
Withdraw by date for W grade	March 30, 2019
After this date, only grades of A, B, C, D, F will be received.	
Full year courses	
Withdraw by date for W grade	March 15, 2019
After this date, only grades of A, B, C, D, F will be received.	

## Requesting A Transcript

A university transcript is a complete and unabridged academic record, without deletions or omissions, prepared for the purpose of communicating information concerning a student. The university prepares and issues two categories of transcripts:

Unofficial — presents a listing of courses for which the student is enrolled. The academic achievement of the student is indicated in terms of a grade for each course. An unofficial transcript is made available to students for their personal use. It does not include an authorized signature or the official seal of the university. An unofficial transcript is not sent to other institutions, agencies, or individuals. Students are also able to print/view their unofficial transcript from their personal myUCA account.



Official — includes a statement of the student’s status, the signature of an authorized official, and the legal seal of the university. An official transcript is sent directly from the university to an institution, agency. The cost of official transcripts is \$5.00 per copy.

The UCA transcript ordering process is fast, convenient and flexible. Safe and secure online service offers students extended hours to order their transcripts including weekends and most holidays. A Transcript Request Form and specific information about our online system can be found at the following link on the Registrar’s web page: <http://uca.edu/registrar/ordering-a-transcript/>

*Important Reminder:* Students should wait until grades are posted by the high school to request official transcripts. UCA posts on-campus grades earlier than most high schools so the student should be advised not to order “hold for grades” or a transcript will be sent when UCA grades have posted.

## **Academic Standing**

Academic Probation, Suspension, Continuation

Note: All standards with respect to probation, suspension, and continuation are binding and are not, therefore, subject to appeal.

Only courses that count for undergraduate degree credit will be used to compute the grade point average for probation and/or academic suspension consideration.

In addition to the completion of prescribed courses, the student must meet established scholarship standards for continuation in the university.

A student is placed on academic probation whenever their semester grade point average is less than 2.0. A student will be removed from academic probation whenever their semester grade point average reaches or exceeds 2.0 and their cumulative grade point average is at least a 2.0.

A student on academic probation who does not achieve a 2.0 semester grade point average the semester following academic probation and does not meet the minimum cumulative average listed below will be academically suspended. The calculation of GPA hours will include grades A, B, C, D, F, and WF.

A student on suspension from the University may apply for readmission under the Schedule of Readmission following academic suspension. A student suspended from UCA who earns academic credit from another accredited college or university during the period of suspension may, if the course is transferable, receive credit for the course at UCA when readmitted. A course is transferable if it is identified as transferable to UCA in the Arkansas Course Transfer System (ACTS) and meets a requirement for a degree at UCA. Courses not part of ACTS may be evaluated by the appropriate academic department chairperson for transferability.

First academic suspension will be for one semester (excluding summer).

## **Student Academic Appeals**

The university provides students an opportunity to appeal decisions or policies affecting their academic standing. To view the entire policy please see the UCA student handbook at: <https://uca.edu/student/student-handbook/>. Avenues of appeal are as follows:

- Grade Appeal
- Student Educational Records Appeal
- Major, Minor, and General Education Requirements Appeal
- Academic Policy/Requirements Appeal
- Professional Program Selection Appeal

## **Academic Adjustments & Appeals Committee**

An undergraduate student is entitled to petition the University Academic Appeals Committee for relief of an unfair hardship brought about by academic regulations when warranted by special circumstances. The petition form is obtainable from the office of the University Registrar and online at <http://uca.edu/registrar/forms/>.

## **Campus Tours And Bear Facts Days**

We want you to feel at home at Central Arkansas! The Office of Admissions and Enrollment Services hosts a number of opportunities for you to visit our beautiful campus and learn how we may serve you.

Bear Facts Day Bear Facts is a great opportunity for high school seniors and transfer students to get a glimpse of the University of Central Arkansas! The day begins with registration and a chance to meet student leaders from our registered student organizations, followed by informational sessions on academic programs. Next, you get the chance to visit one-on-one with our financial aid and student accounts staff, transfer advisors, the Honors College, and more! The day concludes with campus and housing tours to showcase our beautiful campus and facilities. And the best part....we have three Bear Facts Days this year!

### **Bear Necessities**

High school juniors have a unique opportunity to get a jump-start on the college selection process at Bear Necessities Day. This day is designed to help students prepare for the college application process and provide tips for selecting a university that best fits individual needs. Registration for Bear Necessities Day will open January 2019.

### **Distinguished Scholars Day**

High school seniors with an outstanding academic record are invited, along with their families, to spend the day learning about the Schedler Honors College, UCA's Residential Colleges, and other opportunities for engagement at UCA. This event is designed to give students a sneak peak of academic opportunities, scholarships, and housing facilities. This event is by invitation only and is open to the first 100 students that RSVP.

Invitations for Distinguished Scholars Day will be mailed **August 2018**.

## **Campus Tours**

All prospective students are invited to check out UCA firsthand to meet faculty, students, and staff while on a walking tour of our beautiful campus.

All tours leave from the Office of Admissions Welcome Center in Bernard Hall. Tours will be available Monday – Friday when classes are in session at 10:00am and 1:00 pm. Tours are also available on the second Saturday of each month at 10:00 am during the spring and fall semesters.

To schedule a campus visit, please notify Admissions at least one week in advance. Contact Admissions at 800-243-8245 or schedule your campus tour online at: <http://www.uca.edu/admissions/tours.php>

Students can also visit campus anytime through our virtual tour <http://uca.edu/#virtualltour>.

## Academic Programs & Activities Available For CE Students

Getting exposure to the UCA environment is a great way to feel part of our community. All CE students and teachers are invited to spend time exploring opportunities of interest to your class throughout the school year. Please contact the concurrent credit coordinator if your class may be interested in a tour or any of the events and educational opportunities we provide.

### The Office of Student Success

UCA provides many resources, services, and personnel to help students successfully complete their education and have the best college experience available. As a UCA Concurrent Enrollment student the Office of Student Success can help you become better prepared academically; achieve your educational goals; and thrive during your collegiate experience.

Concurrent Students are welcome to check out “StudentLingo—On-Demand Student Success Workshops found at the following link: <https://www.studentlingo.com/uca>. Topics include: “What it Takes To Be A Successful Student” and “Study Tips & Note-Taking Strategies” available to view at your convenience.

### Major’s Fair

A yearly event held in the Student Center Ballroom during the first week of October from 12:30-3:00 p.m. Students and teachers are invited to attend the fair to speak with representatives from the academic departments will showcase their majors, programs, achievements and other highlights in a fair atmosphere complete with games, door prizes and refreshments.

### Academic Advising

The University of Central Arkansas places a high priority on student advising and considers it an integral part of the student’s academic experience. The Academic Advising Center is a team of professionals dedicated primarily to assisting first year students in defining and achieving their academic goals.

The UCA Academic Advising Center is available to meet with Concurrent Students, or answer questions via email or phone. If groups or individuals would like to meet with an academic advisor to ask questions about majors, find out what is involved in the freshman first advising session, etc. please contact the CE Coordinator at 501-854-7407 to set up a time.

### Torreyson Library

The library offers 29 individual study rooms, 24 group study rooms, and 100 desktop PC’s. Concurrent students and their teachers have access to the library and online library services with their UCA ID Card.

Library staff will be happy to have individual classes visit to tour and learn all that’s offered at Torreyson. Please also check out the Library online publication “Library Survival Guide” <http://libguides.uca.edu/survivalguide>.

How to log on to the online data bases:

Off-campus users will need to access databases from the Library web page and will be prompted to login using their myUCA username and password. This is the same information students use to login to their email and other functions on myUCA.

- If the student, doesn't enter their password correctly or is unsure of their password, the system will lock them out after three attempts. The login web site does not let students know that they have been locked out. The student will be locked out for 30 minutes or they can unlock their account at [password.uca.edu](http://password.uca.edu) which is also where they can reset a forgotten password. Keep in mind, students can only reset their password online if they have already set up security questions within the password program. We encourage students to do this before they have a problem. If they have

not set up their security questions, students can call the IST Help Desk at 501-450-3117 to reset their password.

- If a number of students are trying and failing to login the system at the same time, our system will think there is a security threat from that IP range and will not allow anyone to login. Everyone will be locked out for an hour. To avoid this, it may be best to have students login in groups instead of the whole class at the same time. Students should stop trying to log in after their three attempts. We sometimes see students trying 20+ times to login!
- If students are seeing a page that is not asking for myUCA username and password, they can call the Reference Desk for assistance as there may be an issue with the link on the web site or with the database.

If you have any questions or are unable to access any of our resources, please contact the Reference Desk at 501-450-5224.

### **Academic Success Center and Tutoring**

We provide individual tutoring services for UCA core courses and upper level mathematics, computer lab and printer, a quiet study area, treadmill desks, Praxis Exam Tutorials and tutoring, and Supplemental Instruction. Located in Torreyson Library Suite 223 – 2nd Floor, call 501-852-0720 for more information. Tutoring hours and further information can be found at [uca.edu/success/](http://uca.edu/success/).

### **Center for Writing and Communication**

The mission of the Center for Writing and Communication (CWC) is to guide students through the composing process for any writing or communication project or presentation, for any class, at any stage of the process. Basically, if it has to do with writing and communication, we can help you with it.

Here at the CWC, we offer a variety of services. From face-to-face tutoring to email sessions, we've got you covered. If you need some help and we're not open, just come back to our website! We have several online resources available, including tip sheets and guides.

We're all about students, but that doesn't mean we've forgotten about professors! We're here to help faculty out with class visits and more.

Are you looking for more information? Check out our FAQ. If you couldn't find the answer, feel free to stop by, send us an e-mail or call us.

### **Humanities Fair**

Held each year in November (National Humanities Month), the Humanities Fair held at the Brewer-Hegeman Conference Center at UCA. The Humanities Fair is supported in part by a grant from the Arkansas Humanities Council and the National Endowment for the Humanities.

It is open to high school students and their teachers to enable students to experience a typical day attending university humanities courses. Students will have their choice of attending sessions conducted by UCA professors in philosophy, religious studies, history, English, anthropology, African and African American Studies, geography, political science, Latino and Latin American Studies, Asian Studies, and gender studies.

UCA faculty will make presentations exploring the chosen theme to be announced at the beginning of the school year.

Although it is not required, students are encouraged to submit original humanities projects to the Fair's competition. Awards will be presented to highlight excellence and creativity in the areas of Poetry, Short Story, Essay, or Multimedia Presentation. Student projects based on the theme are welcome, as are projects on other topics.

## **University Bookstore**

Making a trip to campus wouldn't be complete if you don't visit the Bookstore, it's located on the first floor of the Student Center. The University Bookstore handles plenty of UCA gear, textbooks, school supplies, gifts, software, and snacks.

## **The Jewel Moore Nature Reserve**

Jewel Moore Nature Reserve is located on the UCA campus and includes 5 acres of tallgrass prairie and approximately 10 acres of woodland. With over 235 identified species of flora and fauna, JMNR is a gorgeous example of natural preservation in an urban landscape.

If you are looking for volunteer service activities for your group, joining us for one of our scheduled work dates would be a great way to give back to community and learn some cool science at the same time. Contact the Biology Department at 501-450-5914 for more information.

## **Observatory & Planetarium**

The primary telescope of the UCA Observatory is a Meade 14-inch aperture LX200R GPS telescope. The observatory is used for faculty and student research projects and public observing nights.

The Dr. Edmond E. Griffin Planetarium, located on the University of Central Arkansas Campus in the Conway Corporation Center for the Sciences, serves as an astronomy and science education resource center for central Arkansas. The planetarium is part of the outreach component of the Department of Physics and Astronomy, and as such, it supports astronomy teaching on campus, as well as, offers planetarium shows to school groups and the general public.

School groups can call the Department of Physics and Astronomy at 501-450-5900 weekdays between 8:00 A.M. and 4:30 P.M. to arrange field trips to make reservations. Seating is limited to 94.

## **Athletic Events**

Did you know that UCA has 15 individual team sports with approximately 400 student athletes? Did you also know that all Softball, Volleyball, Soccer, Track, Golf, Tennis, and Cross Country events are FREE of charge! Go to [ucasports.com](http://ucasports.com) to view the full schedule and rosters of your favorite team.

## **College of Fine Arts & Communications**

The College of Fine Arts & Communications offers an exceptional quality in selected disciplines of Art, Music, Theatre and Journalism. Students and teachers are invited to take advantage of this dynamic learning environment.

Every semester the Baum Gallery in McCastlain Hall displays the work of nationally and internationally known artists as well as the BA/BFA Senior Exhibit. The Black Box Gallery in the Schichtl Studio Arts Building hosts a number of student exhibitions rotating every few weeks. These exhibits broaden awareness of the visual arts on campus and provide opportunities for the people in the central Arkansas area and the state to view and experience the arts.

Many of the Artists in Residence, theatre and music performances are free to the general public while others require advance tickets and reservations at a charge of \$10. All events can be found on the College of Fine Arts & Communication web page at: <http://uca.edu/cfac/>. Go to the department of interest for a list of performances and events.

## **Reynolds Performance Hall**

Reynolds Performance Hall hosts over 250 events each year! In addition to our own season of events, we are home to Conway Symphony Orchestra, Arkansas Shakespeare Theatre and so much more!

UCA Public Appearances is a division of the University's College of Fine Arts and Communication. Its primary responsibility is to develop and present performing arts programming to the entire Central Arkansas community. Public Appearances' home is the Donald W. Reynolds Performance Hall – a 1,200 seat, state-of-the-art theatre.

### **Artists in Residence**

Residencies bring professional performing and visual artists, creative writers, filmmakers, and arts exhibitions to the UCA campus for one or more days for the purpose of expanding student learning experiences. They offer the general student body performances, lectures, and exhibits that enlarge awareness and appreciation of the arts, and provide students participating in the arts with workshops, masterclasses, critiques, etc. that enhance understanding and professionalism. All events are free to UCA students and open to the public. For more information check out their yearly schedule at: <http://uca.edu/cfac/artists-in-residence/>

### **UCA Online**

The Echo—Read the UCA Student newspaper online at: [Ucaecho.net](http://ucaecho.net)

UCA Student Handbook And Daily Planner: [http://uca.edu/student/dean/student\\_handbook.php](http://uca.edu/student/dean/student_handbook.php)

Check out the UCA Concurrent Credit Enrollment And Office of The Registrar's Facebook page:

<https://www.facebook.com/UCAconcurrentcredit>

<https://www.facebook.com/ucaregofc?ref=hl>

YouTube Channel: The UCA YouTube channel is filled with stories about recent events and activities around campus. <https://www.youtube.com/user/ucentralarkansas/playlists>

Academic Success Online Workshops:

<https://uca.edu/studentssuccess/academic-success-workshops/>

Center for Writing and Communication: <http://uca.edu/cwc/>

**Academic Maps:** <https://uca.edu/academicmaps/academic-program-guide-2018-2019/>

Browse through more than 140 programs of study in 86 degree programs.

Career Services: What Can I Do With My Major? [http://uca.edu/career/what\\_major/](http://uca.edu/career/what_major/)

Four year career plan: <http://uca.edu/career/four-year-career-plan/>

## Frequently Asked Questions

### Who is eligible to apply for concurrent enrollment at UCA?

To participate in the Concurrent Enrollment Program at UCA, Students must meet the following requirements to be eligible to enroll in courses:

1. Must be a student at a partner high school.
2. Students must complete the University of Central Arkansas Application Form.
3. Students must complete the Concurrent Enrollment Application Form
4. All students must submit documentation showing they meet the following academic requirements:
5. Transcript showing a cumulative grade point of at least 3.0 on a 4.0 scale.
  - ACT Composite Score of at least 20 and
  - An ACT Reading Score of at least 19
  - If taking English, students must ALSO have an ACT English score of at least 19
  - If taking Math; students must ALSO have an ACT Math score of at least 19
6. Must meet all course prerequisites
7. Recommendation of Principal (approval signature on CE application)
8. Junior or senior classification (sophomores may be admitted through special permission and principal recommendation.)

### Are the credits transferable?

As with any other UCA course, it is up to the receiving institution as to which credits will be accepted for transfer. Visit the Arkansas Course Transfer System on the ADHE website to check the transferability of courses within the state of Arkansas: <http://acts.adhe.edu/>

### Will my enrollment in Concurrent Credits in high school affect my college scholarship eligibility?

Upon graduation from high school, students who have received concurrent credit must go through the regular admission process and will be classified as an entering freshman at the college they wish to attend. Therefore, they will be eligible for scholarships as any entering freshmen.

### What if I transfer to another High School or need to withdraw from the course?

You will need to drop the UCA course by filling out a UCA Concurrent Enrollment Drop Form. (Withdrawing from classes at your high school does not automatically drop you from a UCA course.) Your high school counselor's office will have a copy of the drop form or you can fill out and print the form from the UCA Concurrent Credit Enrollment Program which can be found on the Registrar's web page at <http://uca.edu/registrar/forms/#concurrent>. Return the form to your concurrent enrollment counselor/coordinator at your school or at the Registrar's office at UCA. Concurrent enrollment courses are college courses and will create a permanent academic record so dropping/withdrawing is much better than receiving an "F" grade that will follow you throughout college.

### Do I have a UCA account, student ID or access to myUCA?

At the beginning of the semester the Concurrent Enrollment coordinator will provide each student with an admission packet which will include username, password and student ID number. UCA will also provide a Concurrent Enrollment ID card. This information will provide access to your account and the ID card will give you access to institutional resources such as the Torreyson Library and academic advising. The UCA I.D. number will be the same throughout a student's college career here at UCA should you decide to become a full time student after high school graduation.

To access myUCA:

- Go to <http://uca.edu/>

- At the top right hand side of main page click on myUCA which takes you to a Secure Access Login page.
- Enter your network ID and PIN/Password.

Access to myUCA will allow you to see if you are enrolled in the correct classes, check grades, view unofficial transcripts and fill out an evaluation of the course. If you pursue your college career here at UCA this account will be used extensively throughout your time on campus.

### **What is the cost to the student for concurrent credit?**

All Concurrent Enrollment students will be charged \$10.00 per credit hour for each course they take. To determine how much will be charged check the second digit of the course number. (Example: Charges will be \$30.00 for MATH 2311, PHYS 1410 charges will be \$40.00)

Students will be billed by UCA. The bill will be mailed to the student's home address after the drop/add deadline given by the Registrar. An e-bill may also be sent to their UCA email account. Failure to pay for the course will result in late fees and a "student account hold". Students who have holds will not be allowed to enroll in future courses or receive transcripts for the courses they have previously taken.

Payment Options: <https://uca.edu/studentaccounts/payment-options/>

### **How do I access library resources off campus?**

Off-campus users will need to access databases from the Library web page and will be prompted to login using their myUCA username and password. This is the same information students use to login to their email and other functions on myUCA.

### **Will I have a college advisor?**

Concurrent Enrollment Students will continue to work with their high school counselor/coordinator. However, UCA Academic Advising Center has an assigned advisor for concurrently enrolled students that can answer questions or meet with students by appointment. If you have general questions please contact the UCA Concurrent Enrollment Coordinator at Coordinator at (501) 852-7407 or email [concurrent@uca.edu](mailto:concurrent@uca.edu) or to set up an appointment with an advisor.

If you choose to attend UCA after High School once admitted you will need to set up a registration appointment. UCA provides two different options for you: An in-depth overnight Summer Orientation and Registration experience (SOAR), or a shortened three-hour orientation and registration appointment in the Advising Center. Schedule the appointment online or call (501) 450-5149.

### **How will concurrent credits affect my college career?**

Concurrent enrollment is a way for students to get a head start on their academic career. Students work toward completing the core requirements while simultaneously working on their high school graduation.

Students should be aware that choosing a college major is a big choice and those with 30 or more hours of concurrent enrollment credits may find that they must jump right into upper division courses during their first year on campus. Some students are very clear about their passions and know exactly what they want to major in from day one. The majority of students, however, are not so certain. Career Services on the UCA campus is available to concurrent enrollment students and will help students identify interests and explore careers in order to make academic decisions both now and in the future. <http://uca.edu/career/>

Meeting with an advisor is also a great step toward selecting a major. If you are interested in talking with an advisor, please contact the UCA Concurrent Enrollment Coordinator at (501) 852-7407 or email [concurrent@uca.edu](mailto:concurrent@uca.edu) for more information.



## Lower-Division UCA Core Check Sheet, AY 2018–2019

Check sheet updated 2018-03-31

\* Courses identified with an asterisk have prerequisites; consult the *Undergraduate Bulletin* [course pages](#) for details.

† Courses identified with a dagger may be used in the UCA Core if required by the student's program of study or with the consent of the advisor and course instructor.

**Breadth Requirements:**

**Fine Arts and Humanities:** Students must take at least one course in the Fine Arts (FA) and one in the Humanities (HUM) to fulfill lower-division (LD) requirements.

**Social Science:** All students are required to take six credits of social science. To complete the LD UCA Core in 38 credit hours, students should take, in addition to the Social Science course taken in the Critical Inquiry category, a Social Science course in either the Diversity in World Cultures or the Responsible Living category.

**First-Year Seminar.** During the first year, one course – from the Critical Inquiry, Diversity, or Responsible Living category – must be a First-Year Seminar (FYS). See the online class schedule to find FYS sections.

### [1] Critical Inquiry

#### Quantitative – Choose 1

- \_\_\_ MATH 1360 Quantitative Literacy [MATH1113]
- \_\_\_ MATH 1390 College Algebra [MATH1103]
- \_\_\_ MATH 1392 Plane Trigonometry\*† [MATH1203]
- \_\_\_ MATH 1395 Applied Mathematics for Business (*was*: Business Calculus)\*†
- \_\_\_ MATH 1491 Calculus for the Life Sciences\*†
- \_\_\_ MATH 1580 Algebra & Trigonometry\*† [MATH1305]
- \_\_\_ MATH 1496 Calculus I\*† [MATH2405]

#### Physical Science – Choose 1

- \_\_\_ CHEM 1400 Chemistry in Society [CHEM1004]
- \_\_\_ PHYS 1400 Physical Science for General Education [PHSC1004]
- \_\_\_ PHYS 1401 Descriptive Astronomy [PHSC1204]
- \_\_\_ GEOG 1400 Earth Systems Science [PHSC1104]
- \_\_\_ CHEM 1450 College Chemistry I\*† [CHEM1414]
- \_\_\_ CHEM 1402 General Chemistry for Health Sciences\*† [CHEM1214]
- \_\_\_ PHYS 1405 Applied Physics\*†
- \_\_\_ PHYS 1410 College Physics 1\*† [PHYS2014]
- \_\_\_ PHYS 1441 University Physics 1\*† [PHYS2034]

#### Life Science – Choose 1

- \_\_\_ BIOL 1400 Exploring Concepts in Biology [BIOL1004]
- \_\_\_ BIOL 1401 Exploring Ecology & the Environment [BIOL1004]
- \_\_\_ BIOL 1402 Exploring Human Biology [BIOL1004]
- \_\_\_ BIOL 1410 Human Anatomy & Physiology I† [BIOL2404]
- \_\_\_ BIOL 1440 Principles of Biology I\*† [BIOL1014]

#### American History and Government – Choose 1

- \_\_\_ HIST 2301 The Making of America (*was*: American Nation I) [HIST2113]
- \_\_\_ HIST 2302 America in the Modern Era (*was*: American Nation II) [HIST2123]
- \_\_\_ PSCI 1330 US Government & Politics [PLSC2003]

#### Social Science – Choose 1

- \_\_\_ BUAD 2301 College of Business Travel Class for Critical Inquiry (SS)
- \_\_\_ ECON 2320 Principles of Macroeconomics (SS)\* [ECON2103]
- \_\_\_ ECON 2321 Principles of Microeconomics (SS)\* [ECON2203]
- \_\_\_ GEOG 1305 Principles of Geography (SS) [GEOG1103]
- \_\_\_ HIST 2360 From Stonehenge to Popish Plots: A History of England to 1688 (SS)
- \_\_\_ MGMT 2341 Principles of Management (SS)
- \_\_\_ PSCI 1300 Introduction to Political Science (SS)
- \_\_\_ PSCI 1330 US Government & Politics (SS) [PLSC2003] (if used for American History and Government, cannot be used to fulfill the Social Science requirement)
- \_\_\_ PSCI 2300 International Relations (SS)
- \_\_\_ PSYC 1300 General Psychology (SS) [PSYC1103]
- \_\_\_ SOC 1300 Principles of Sociology (SS) [SOCL1013]

#### Fine Arts/Humanities – Choose 1

- \_\_\_ AFAM 1330 African & African-American Studies (HUM)
- \_\_\_ ART 2300 Art Appreciation (FA) [ARTA1003]
- \_\_\_ ENGL 1350 Introduction to Literature (HUM)
- \_\_\_ ENGL 1355 Film & Literature (HUM)
- \_\_\_ ENGL 1373 FYS: Humanities
- \_\_\_ FREN 2320 Intermediate II [FREN2023] / GERM 2320 Intermediate II [GERM2023] / SPAN 2320 Intermediate III / CHIN 2320 Intermediate Chinese II\* (HUM)
- \_\_\_ LALS 2310 Latinos in the United States (HUM)
- \_\_\_ PHIL 1301 Philosophy for Living (HUM) [PHIL1103]
- \_\_\_ PHIL 1373 FYS: Humanities (HUM)
- \_\_\_ PHIL 2305 Critical Thinking (HUM) [PHIL1003]
- \_\_\_ RELG 1330 Exploring Religion (HUM)
- \_\_\_ THEA 2300 Theatre Appreciation (FA) [DRAM1003]
- \_\_\_ LING 2350 World Languages (HUM)
- \_\_\_ ART 2325 Asian Art Survey† (FA)
- \_\_\_ ART 2335 Art History, Prehistoric to Medieval† (FA) [ARTA2003]

*Fine Arts/Humanities, cont.*

- \_\_\_ ART 2336 Art History, Renaissance to Modern† (FA) [ARTA2103]
- \_\_\_ HONC 1310 Honors Core I† (HUM)

## **[2] Effective Communication**

### **Writing Foundation – Choose 1**

*Writing Foundation must be taken upon initial enrollment unless the student has already met the requirement or remediation is required.*

- \_\_\_ WR TG 1310 Introduction to College Writing [ENGL1013]
- \_\_\_ HONC 1310 Honors Core I†

### **Research and Writing – Choose 1**

- \_\_\_ WR TG 1320 Academic Writing & Research [ENGL1023]
- \_\_\_ ENGL 1320 Interdisciplinary Writing & Research [ENGL1023]
- \_\_\_ HONC 1320 Honors Core II†

### **Oral Communication – Choose 1**

- \_\_\_ COMM 1300 Principles of Communication [SPCH1003]
- \_\_\_ MGMT 2301 Business Communication [BUSI2013]
- \_\_\_ MKTG 2376 Business Innovation & Creativity†

## **[3] Diversity**

### **Diversity in Creative Works – Choose 1**

- \_\_\_ COMM 1305 Communication, Culture, & the Arts (FA)
- \_\_\_ CRWR 2310 Introduction to Creative Writing (FA) [ENGL2013]
- \_\_\_ ENGL 2370 Introduction to Fiction (HUM)
- \_\_\_ ENGL 2380 Introduction to Poetry (HUM)
- \_\_\_ ENGL 2390 Introduction to Drama (HUM)
- \_\_\_ FILM 2300 Film Appreciation (FA)
- \_\_\_ MUS 2300 Music Appreciation (FA) [MUSC1003]
- \_\_\_ WLAN 2315 Cultural Studies (HUM)
- \_\_\_ WR TG 1374 FYS: Diversity in Creative Works (FA)
- \_\_\_ HONC 2320 Honors Core IV† (FA)
- \_\_\_ MUS 1340 Introduction to Music Literature† (FA)

### **Diversity in World Cultures – Choose 1**

- \_\_\_ ANTH 1302 Introduction to Anthropology (SS) [ANTH1013]
- \_\_\_ BUAD 2302 College of Business Travel Class for Diversity in World Cultures (SS)
- \_\_\_ ECON 2310 Global Environment of Business (SS)
- \_\_\_ ENGL 2305 World Literature I (HUM) [ENGL2113]
- \_\_\_ ENGL 2306 World Literature II (HUM) [ENGL2123]
- \_\_\_ ENGL 2320 Asian Literature (HUM)
- \_\_\_ GEOG 1300 Geography of World Regions (SS) [GEOG2103]

*Diversity in World Cultures, cont.*

- \_\_\_ GEOG 1320 Human Geography (SS) [GEOG1113]
- \_\_\_ HBST 1377 Study Abroad Seminar (health and behavioral sciences)
- \_\_\_ HIST 1310 Mummies–Mongols: World History I (SS) [HIST1113]
- \_\_\_ HIST 1320 Galileo–Gandhi: World History II (SS) [HIST1123]
- \_\_\_ HIST 1375 FYS: Diversity in World Cultures (SS)
- \_\_\_ HIST 1399 A History of Today: The World Since 1945 (HUM)
- \_\_\_ HIST 2310 Introduction to Asian History (HUM)
- \_\_\_ LALS 2300 Latin American Cultures (HUM)
- \_\_\_ LING 1310 Language, Culture, & Society (SS)
- \_\_\_ PHIL 1330 World Philosophies (HUM)
- \_\_\_ PHIL 1375 FYS: Diversity in World Cultures (HUM)
- \_\_\_ RELG 1320 World Religions (HUM)
- \_\_\_ WLAN 2325 Issues of Cultural Identity in the African Diaspora (HUM)
- \_\_\_ HONC 2310 Honors Core III† (HUM)

## **[4] Responsible Living – Choose 1**

- \_\_\_ ACAD 1300 Journeys to Success
- \_\_\_ BUAD 2303 College of Business Travel Class for Responsible Living (SS)
- \_\_\_ COMM 1306 Communication & Civic Engagement
- \_\_\_ ECON 1310 Modern Political Economy (SS)
- \_\_\_ EDUC 2310 Studies in Leadership Concepts: Mentoring for Growth (SS)
- \_\_\_ EDUC 2330 Topics in Social Justice in Teaching & Learning (SS)
- \_\_\_ ENGL 1345 Introduction to Literature & Social Responsibility (HUM)
- \_\_\_ ENGR 1301 Introduction to Engineering
- \_\_\_ EXSS 1320 Foundations of Wellness
- \_\_\_ FACS 2341 Lifespan Development
- \_\_\_ FACS 2351 Family Relations
- \_\_\_ FINA 2330 Personal Finance (SS)
- \_\_\_ H ED 1320 Essentials of Health & Wellness
- \_\_\_ H ED 2320 Mental Health (SS)
- \_\_\_ HIST 1376 FYS: Historical Perspectives on Responsible Living
- \_\_\_ MCOM 1300 Media & Society
- \_\_\_ NUTR 1300 Foundations of Nutrition
- \_\_\_ PHIL 2325 Contemporary Moral Problems (HUM)
- \_\_\_ PHIL 2360 Gender, Race, & Class (HUM)
- \_\_\_ PSCI 2315 Introduction to Political Theory (SS)
- \_\_\_ SOC 2325 Social Problems (SS) [SO CI2013]
- \_\_\_ WR TG 2325 Introduction to Rhetoric
- \_\_\_ HONC 1320 Honors Core II† (SS)
- \_\_\_ HONC 2310 Honors Core III† (HUM)

## Concurrent Course List/Faculty Liaison Fall 2018-Spring 2019

College And Dean	Discipline	UCA Class Title	Class Prefix	Liaison/Department Representatives	Email	Campus Office Location	Office Phone
College of Education Dr. Victoria Groves-Scott	<b>Teacher Cadet:</b> Teaching & Learning	Education As A Profession	EDUC 1300	Nykela Jackson	<a href="mailto:njackson@uca.edu">njackson@uca.edu</a>	Mashburn 109B	852-0029
	Elementary, Literacy And Special Education	Foundations for Elementary And Special Educators	ELSE 2300				
College of Fine Arts Film, Theatre And Creative Writing Dr. Terry Wright	Communications	Principles of Communication	COMM 1300	Staci Fritzges	<a href="mailto:stacif@uca.edu">stacif@uca.edu</a>	Thompson 204F	450-3342
	Writing	Introduction to College Writing Academic Writing and Research	WRTG 1310 WRTG 1320	Lanette Grate	<a href="mailto:lanetteg@uca.edu">lanetteg@uca.edu</a>	Thompson 314	450-5604
	Music	Music Appreciation	MUS 2300	Dr. Louis Young	<a href="mailto:louyoung@uca.edu">louyoung@uca.edu</a>	Snow Fine Arts 106	852-2668
College of Liberal Arts Peter J. Mehl, Interim Dean	History	The Making of America	HIST 2301	Dr. Zach Smith	<a href="mailto:zsmith@uca.edu">zsmith@uca.edu</a>	Irby 420	450-5633
		American In The Modern Era	HIST 2302				
		Mummies-Mongols: World History I	HIST 1310				
		Galileo-Gandhi-World History II	HIST 1320				
	English	Introduction To Literature World Literature I	ENGL 1350 ENGL 2305	Dr. Conrad Shumaker	<a href="mailto:shumaker@uca.edu">shumaker@uca.edu</a>	Irby 317H	450-5126
College of Natural Sciences And Mathematics Dr. Stephen Addison	Mathematics	College Algebra	MATH 1390	Dr. Ramesh Garimella	<a href="mailto:rameshg@uca.edu">rameshg@uca.edu</a>	MCS 233	450-3614
		Plane Trigonometry	MATH 1392				
		Calculus I	MATH 1496				
		Algebra & Trigonometry	MATH 1580				
		Elementary Statistics	MATH 2311	Dr. Charles Watson	<a href="mailto:charlesw@uca.edu">charlesw@uca.edu</a>	MCS 231	450-5681
	Physics	College Physics I	PHYS 1410	Dr. Carl Frederickson	<a href="mailto:carlf@uca.edu">carlf@uca.edu</a>	Lewis Science 171	450-5900
Computer Science	Introduction to Computing	CSCI 1300	Karen Thessing	<a href="mailto:karent@uca.edu">karent@uca.edu</a>	MCS 301	450-5672	

## Useful Contact Information

<b>Admissions</b>	Phone: 501-450-3128 Bernard Hall, Suite #103 <a href="http://uca.edu/admissions/">http://uca.edu/admissions/</a>
<b>Registrar's Office</b>	Phone: 501-450-5200 Harrin Hall, Suite #224 <a href="http://uca.edu/registrar/">http://uca.edu/registrar/</a>
<b>Concurrent Enrollment</b>	Phone: 501-852-7407 Harrin Hall, #222-B <a href="http://uca.edu/registrar/concurrent-enrollment-program/">http://uca.edu/registrar/concurrent-enrollment-program/</a>
<b>Financial Aid</b>	Phone: 501-450-3140 Harrin Hall #200 <a href="http://uca.edu/financialaid/">http://uca.edu/financialaid/</a>
<b>Housing &amp; Residence Life</b>	Phone: 501-450-3132 Bernard Hall, Room #201 <a href="http://uca.edu/housing/">http://uca.edu/housing/</a>
<b>Student Accounts</b>	Phone: 501-450-5015 Bernard Hall, Suite #110 <a href="http://www.uca.edu/studentaccounts/">http://www.uca.edu/studentaccounts/</a>
<b>Undergraduate Bulletin Academic Maps</b>	<a href="http://uca.edu/ubulletin/">http://uca.edu/ubulletin/</a> <a href="http://uca.edu/academicmaps/">http://uca.edu/academicmaps/</a>
<b>Torryeson Library</b>	Reference Desk: 501-450-5224 <a href="http://www.uca.edu/library/">http://www.uca.edu/library/</a>
<b>UCA Student Handbook</b>	<a href="https://uca.edu/student/student-handbook/">https://uca.edu/student/student-handbook/</a>
<b>Veteran Services Office</b>	Phone 501-852-0735 Harrin Hall, Suite #223 Email <a href="mailto:veteranservices@uca.edu">veteranservices@uca.edu</a>

## Course Descriptions

Following is a list of courses that are commonly requested and/or offered at Central Arkansas High Schools. Please note any prerequisites that need to be fulfilled before the course may be taken.

Subject	Course	Title	Description	Credits
COMM	1300	Principles of Communication	Study, application, and evaluation of principles of organization, evidence, reasoning, critical thinking, verbal and nonverbal behavior, interpersonal communication, public speaking, and small group interaction in the oral communication setting. The emphasis will be on meeting the individual needs of students through individualized instruction using communication experiences. Fall, spring, summer. [ ACTS: SPCH1003]	3
CSCI	1300	Introduction To Computing	A service course for non-majors that introduces the fundamental concepts and terminology of computing, history of computing, social impact of computers, software concepts, problem-solving, introduction to computer operations with popular system software such as Microsoft Office. Basic skills are taught for word processing, electronic spreadsheets, database management systems, and presentation software. Fall, spring. [ ACTS: CPSI1003 ]	3
EDUC	1300	Education As A Profession	A required course for education candidates for admission into the teacher education program. The course is designed to help students explore their motivation for teaching; overview the structure of the American public school, both as an institution within itself and as an agency of society; gain a sense of the changing nature of schooling; and understand the UCA teaching program. A field experience is required. Fall, spring, summer.	3
ENGL	1350	Introduction to Literature	Satisfies the humanities requirement in the general education program. This is a writing-intensive course designed to expose students to the college-level study of literature. Attention is paid to the writing of analytical, interpretive, and research papers. Lecture, discussion, writing. Prerequisite: None.	3
ENGL	2305	World Literature I	Satisfies the Diversity in World Cultures requirement in the lower-division UCA Core as a humanities elective. The purpose of World Literature I is to introduce the student to a variety of literary texts which have greatly influenced culture around the world from ancient times up to the Renaissance. Lecture, discussion, writing. Prerequisite: None. [ACTS: ENGL2113]	3
HIST	2301	The Making of America: US History to 1877	Required for the BA/BS major, history minor, and BSE-Social Studies (history emphasis) major. Satisfies UCA Core American history and government requirement. Provides an understanding of the development of the American people beginning with the age of exploration and culminating with the Civil War/Reconstruction period. Lecture and discussion, critical analysis of documents, and writing. Fall, spring, summer. [ ACTS: HIST2113 ]	3
HIST	2302	America In The Modern Era: US History Since 1877	Required for the BA/BS major, history minor, and BSE-Social Studies (history emphasis) major. Satisfies UCA Core American history and government requirement. This course provides an understanding of the development of the United States since the Civil War/Reconstruction period. Lecture and discussion, emphasizing reading, critical analysis of documents, and writing. Fall, spring, summer. [ ACTS: HIST2123 ]	3

Subject	Course	Title	Description	Credits
HIST	1310	From Mummies-Mongols: World History from Ancient Times to the Early Modern Period	Satisfies UCA Core, Diversity-Social Science requirement. Required for BA/BS history majors and minors and BSE-Social Studies (history emphasis). Students examine major contributions to the advancement of global civilizations from ancient times to the early modern period (circa 1600). Lecture, discussion, analysis of documents, writing. Fall, spring, summer. [ ACTS: HIST1113 ]	3
HIST	1320	From Galileo to Gandhi: World History from the Early Modern Period to the Present	Satisfies UCA Core, Diversity-Social Science requirement. Required for BA/BS history majors and minors and BSE-Social Studies (history emphasis). Students examine development of modern industrial and urban society from the seventeenth century to the present. Lectures, discussion, analysis of documents, writing. Fall, spring, summer. [ ACTS: HIST1123 ]	3
MATH	1390	College Algebra	This course satisfies the general education aims of the university by providing a solid foundation of algebraic concepts. The course includes the study of functions, relations, graphing, and problem solving, and provides a knowledge of how to apply these concepts to real problem situations. Lecture/demonstration format. Prerequisite: MATH ACT of 19 or higher or C or better in UNIV 1340. Fall, spring, summer.[ ACTS: MATH1103 ]	3
MATH	1392	Plane Trigonometry	Coupled with College Algebra (MATH 1390), this course satisfies the prerequisites for Calculus I (MATH 1496) as an alternative to MATH 1580. Topics include angles and triangles and their measure, graphs and applications of trigonometric functions, and inverse trigonometric functions, vectors, polar coordinates, and complex numbers. Lecture/demonstration format. Prerequisite: MATH 1390 or equivalent. Fall, spring, summer. [ ACTS: MATH1203 ]	3
MATH	1496	Calculus I	As a prerequisite for nearly all upper-division mathematics, this course is a requirement for majors and minors in mathematics and other majors in the natural sciences and engineering. The content includes the study of limits, continuity, derivatives, integrals, and their applications. Lecture and problem solving activities. Prerequisites: C or better in MATH 1390 and C or better in MATH 1392, or C or better in MATH 1580, or equivalent. Fall, spring. [ ACTS: MATH2405 ]	4
MATH	1580	Algebra & Trigonometry	Designed for students who plan to study calculus, this course may be used to meet the general education requirement in mathematics and includes the study of concepts of algebra and trigonometry essential to the study of calculus. Technology such as the graphics calculator is used extensively. Meets five days a week. Lecture/Activity Format. Not open to students who already have credit for MATH 1390 or MATH 1392. Prerequisite: Math ACT of 19 or higher or C or better in UNIV 1340. Fall, spring. [ ACTS: MATH1305 ]	5
MATH	2311	Statistical Methods	This course may be used to satisfy the statistics requirement in several degree programs. No credit can be awarded for more than one introductory statistics course. The course introduces the basics of descriptive statistics, probability theory, and statistical inference. The use of appropriate technology is emphasized. Lecture/Activity format. Prerequisite: MATH 1390 or equivalent. Fall, spring, summer. [ ACTS: MATH2103 ]	3

Subject	Course	Title	Description	Credits
MUS	2300	Music Appreciation	General education curriculum option for the fine arts requirement. Introduces students to music, its origin and development through recorded and live instrumental and vocal music. Relates to other arts, cultures, literature, and the social sciences. Methods of instruction are lecture and listening to music. Fall, spring, summer.	3
PHYS	1410	College Physics I	For biology, health science, pre-medical, pre-dental, and other students needing a basic introduction to physics. Forms a two-semester sequence with College Physics 2. Introduces the student to mechanics (kinematics, force, work, energy, momentum, rotational motion, elasticity), fluids, heat, and thermodynamics, mechanical waves, and sound. Lecture and laboratory. Prerequisite: High school trigonometry and grade of C or better in MATH 1390 or equivalent. [ACTS: PHYS2014]	4
WRTG	1310	Introduction To College Writing	Part of the lower-division UCA Core (general education) program and required of all students during the first semester they are eligible to enroll. This course introduces students to the writing process, focusing on audience, invention, and arrangement, and will be conducted as a workshop. Prerequisite: ACT score of 20 or higher or completion of UNIV 1300 with a grade of C or higher. Fall, spring, summer. [ ACTS: ENGL1013 ]	3
WRTG	1320	Academic Writing and Research	Part of the lower-division UCA Core (general education) program and required of all students during the first semester they are eligible to enroll. The course introduces students to academic argument based on substantiating, evaluating, and proposing claims. Research strategies are central to the course, which will be conducted as a workshop. Prerequisite. WRTG 1310 with a grade of C or higher. Fall, spring, summer. [ ACTS: ENGL1023 ]	3

# SAMPLE



## Parental Consent Form Concurrent Enrollment

UCA Registrar's Office-Harrin Hall 222-B  
201 Donaghey Avenue  
Conway, AR 72035

### Student Information

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

UCA Student ID or Social: \_\_\_\_\_

Student's Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian

1. I am the parent or legal guardian of the above named student. I hereby consent to his/her enrollment in the University of Central Arkansas Concurrent Enrollment Program.
2. I acknowledge that my student will be subject to adhere to all rules, regulations and policies of University of Central Arkansas.
3. The tuition cost for Concurrent Enrollment is \$10.00 per credit hour for each course he/she takes. To determine how much will be charged check the second digit of the course number. (Example: Charges will be \$30.00 for MATH 2311, PHYS 1410 charges will be \$40.00) Students will be billed by UCA. The bill will be mailed to the student's home address after the drop/add deadline. An e-bill may also be sent to the student UCA email account. Failure to pay for the course will result in late fees and a "student accounts hold". Students who have holds will not be allowed to enroll in future courses or be able to view or request transcripts for the courses they have previously taken until such time as the fees are paid.
4. An academic record from this course(s) will be a permanent part of my student's collegiate record and maintained in the UCA Registrar's Office.
5. Under the Family Educational Rights and Privacy Act (FERPA) I will not have access to the academic records of my student without his/her written consent.
6. I understand that should it be necessary that my student to withdraw from a concurrent credit course, it is my student's responsibility to follow all UCA guidelines for withdrawal. I understand that withdrawal from the high school class does not automatically withdraw student from the UCA course and I will still owe the fees associated with the course.

**I have read and understand the above policies and requirements:**

\_\_\_\_\_  
Please Print Name Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature (Required)

\_\_\_\_\_  
Date



**FERPA**  
**AUTHORIZATION TO RELEASE INFORMATION FROM ACADEMIC RECORDS**

SAMPLE

(\*Required) Incomplete forms cannot be processed.  
Please Print Clearly or Type All Information

**TO BE COMPLETED BY STUDENT:**

Pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), I give my consent to authorized representatives of the University of Central Arkansas for the release of my academic records and any and all personally identifiable information contained therein to the below listed individual. I understand that this authorization will remain in effect until I rescind it in writing. I understand that I have the right to rescind this authorization at any time.

Student Information			
Effective:(circle)	Fall	Spring	Summer
Year: _____			
_____ Student Name			
_____ ID Number			
_____ Student Signature		_____ Date	

Identity of Person Authorized to Receive Academic Information		
Relationship to Student: _____		
_____ Name		
_____ Address		
_____ City	_____ State	_____ Zip

**TO BE COMPLETED BY PERSON(S) AUTHORIZED TO RECEIVE ACADEMIC INFORMATION:**

In accordance with the consent of the above student, I accept full responsibility for any and all information contained in the academic record that may be released to me, and agree to abide by the following procedures and provisions:

- All requests for information will be submitted by me in writing or on a form supplied by the University. I understand that academic information may not be discussed over the telephone. \_\_\_\_\_ Initial
- The University may charge its normal fee (if any) for the services requested and provided. \_\_\_\_\_ Initial
- The student may rescind the authorization at anytime. I understand the University is not responsible for the non-release of future academic information should the student rescind this authorization. \_\_\_\_\_ Initial

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

<p style="text-align: center;">For information about the Family Education Rights and Privacy Act of 1974, as amended, direct inquires to:</p> <p style="text-align: center;">UCA Registrar Office                  Harrin Hall, Suite 224                  Conway, Arkansas 72035-0001                  Telephone: (501) 450-5200                  FAX: (501) 450-5734  <i>Return completed forms to this address</i></p>	<p style="text-align: center;"><b>FOR REGISTRAR OFFICE USE ONLY</b>  <b>DO NOT WRITE IN THIS SPACE</b></p> <p>Recorded By _____</p> <p>Date: _____</p>
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\_\_\_\_\_  
 COPY TO: Person Authorized to receive Academic Information. This is to acknowledge receipt of authorization for you to receive academic record information at the University of Central Arkansas for the student listed on this form. Observe the procedures outlined in the agreement section when you request information.

**CONCURRENT CREDIT ENROLLMENT FORM  
UNIVERSITY OF CENTRAL ARKANSAS**

Office of the Registrar  
201 DONAGHEY AVE • CONWAY, ARKANSAS 72034  
Phone 501-852-7407 • Fax 501-450-5734

**Fall 2018-Spring 2019**

**Section to be completed by Student (Please PRINT CLEARLY and COMPLETELY)**

<b>Use Legal Name</b>		SS #:	
Last Name: _____		UCA ID#:	
First Name: _____			
Middle Name or Initial: _____			
<b>High School:</b>		New Student _____ Returning Student _____	
Home Address: _____		Date of Birth	Year of Graduation
City, State and Zip _____			
Phone Number (Please include area code): _____			
Email: _____			

**I request permission to enroll in the following concurrent credit course(s) offered by UCA.**

CRN Number UCA Will Add Please Leave Blank	Course Prefix "MATH"	Course Number "1390"	Course Title "College Algebra"	Course Length Fall/Spring/Year Long

<i>Signature of Student</i>	<i>Date</i>
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**Section to be completed by High School Principal**

I approve the above named student for enrollment in the UCA concurrent credit program.

<i>Signature of Principal</i>	<i>Date</i>
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**Note:** University of Central Arkansas reserves the right to make the final determination on enrollment. It is required that each student enrolling in a concurrent credit course meets or exceeds the stipulated ACT scores and GPA requirement for enrolling in the course.



## UCA REGISTRAR CONCURRENT ENROLLMENT DROP FORM For High School Concurrent Students 2017-2018

To drop a UCA Concurrent Credit course, you should complete, sign, and date the form attached below. The form should then be given to your concurrent credit coordinator at your high school.

### Official Drop Dates

Fall Courses—Drop By Date for “W”	November 10, 2017 After this date, only grades of A, B, C, D, F will be received.
Spring Courses—Drop By Date For “W”	March 30, 2018 After this date, only grades of A, B, C, D, F will be received.
Year Long Courses—Drop By Date For “W”	February 9, 2018 After this date, only grades of A, B, C, D, F will be received.

Student Name: \_\_\_\_\_

High School: \_\_\_\_\_

Social Security Number  
or Student ID Number: \_\_\_\_\_

Course CRN Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Checkmark One:       Fall Course                       Spring Course                       Year Long Course

Reason for dropping the Course:  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature UCA Registrar  
Official Dropping The Course \_\_\_\_\_ Date: \_\_\_\_\_



**University of Central Arkansas**  
**Academic Calendar-Concurrent Enrollment**  
**Fall 2018-Spring 2019**

**Fall 2018**

**August 19-22, Sun – Wed**  
**Welcome Week on Campus**

**August 23, Thursday**  
Instruction begins on Campus

**September 3, Monday**  
Labor Day Holiday – University Closed

**September 5, Wednesday**  
Final Date for CE Students to apply for admission and submit enrollments for fall CE Classes.

**October 11 – 14, Thursday– Sunday**  
Fall Break. No Classes. Campus offices open

**November 9, Friday**  
Final date to officially withdraw from fall CE Courses. After this date, only grades reported.

**November 21, Wednesday**  
Thanksgiving Break. No classes. Campus offices open

**November 22-25, Thursday– Sunday**  
Thanksgiving Holiday. University closed

**December 7, Friday**  
Study Day no classes on campus

**December 10 – 14, Monday – Friday**  
Final Examinations – UCA Campus - CE Grade Reporting system open

**December 17, Monday – Noon**  
Final grade report due

**December 21, Thursday – January 1, Monday**  
Christmas/New Year's Break. University Closed

## **Academic Calendar-Concurrent Enrollment--Spring 2019**

**January 2, Wednesday**  
Campus offices re-open

**January 10, Thursday**  
Instruction begins on Campus

**January 21, Monday**  
Dr. Martin Luther King Jr. Holiday – University Closed

**January 23, Wednesday**  
Final Date for CE Students to apply for admission and submit enrollments for fall CE Classes.

**March 15, Friday**  
Final date to withdraw from **full year** CE classes with a W grade. After this date, only grades reported.

**March 17 – 24, Sunday – Sunday**  
Spring Break – No classes. Campus offices open Monday-Friday.

**March 29, Friday**  
Final date withdraw from spring 2019 classes with a W grade. After this date, only grades reported.

**April 26, Friday**  
Study Day – No classes on campus

**April 29 – May 3, Mon-Fri**  
Final exams – On campus  
CE Grade Reporting system open

**May 7, Tuesday – Noon**  
Final grade report due – On Campus

**May 14, Tuesday**  
CE Grade reporting system open

**May 21, Tuesday**  
CE Grade reporting system Open

**May 27, Monday**  
**Memorial Day – University Closed**

**May 28, Tuesday**  
Final Date for CE Grade Reporting