

# UCA GRADUATE STUDENT SUPPORT GUIDE



PROVIDING  
ACADEMIC | FINANCIAL  
PERSONAL | SOCIAL  
SUPPORT



UNIVERSITY OF CENTRAL ARKANSAS™

# ABOUT THIS RESOURCE GUIDE

This guide will help you identify key campus resources that can help you succeed. The guide is compiled by the Graduate School and provides information on services and programs found across the UCA campus.

Support programs and services are broken down into four categories:

- **ACADEMIC** – includes advising services and other academic-support programs
- **FINANCIAL** - includes resources and services such as graduate assistantships and Student Research Funds
- **PERSONAL (Health & Wellness)** - includes services such as the Counseling Center and the HPER Center
- **SOCIAL (College Experiences)** - includes programs such as Student Life and Housing and Residence Life

## WE ARE HERE TO HELP YOU

ACADEMICALLY

FINANCIALLY

PERSONALLY

SOCIALLY

## DO YOU HAVE QUESTIONS? CONTACT US

Graduate School  
Torreyson West 328 | [uca.edu/graduate](http://uca.edu/graduate)  
[ucagradschool@uca.edu](mailto:ucagradschool@uca.edu) | (501) 450-3124



# ACADEMIC SUPPORT

## ACCESSIBILITY

The Office of Accessibility Resources and Services (OARS) works with students, faculty and staff to create an accessible, inclusive environment so that all students have full access to UCA classrooms, programs and events, and can maximize their graduate studies. Students wishing to utilize these services should register online as soon as possible.

Student Health Center 212

(501) 450-3613

Text (hearing impaired only): (501) 269-8038

[uca.edu/oars](mailto:uca.edu/oars) | [oars@uca.edu](mailto:oars@uca.edu)

## AUTISM AND NEURODIVERSITY TRANSITION PROGRAM

The Autism and Neurodiversity Transition Program strives to help students with autism succeed in the higher education setting. The program provides support for students, parents and faculty while also helping students learn to self-advocate.

Department of Student Transitions

Old Main 10

(501) 450-3220 | [uca.edu/go/antp](http://uca.edu/go/antp)

## CENTER FOR WRITING AND COMMUNICATION

The Center for Writing and Communication guides graduate students through the composing process for any writing or communication project or presentation, for any class, at any stage of the process. These projects can include theses and dissertations. Appointments must be made online. Both face-to-face and online support are available.

Thompson Hall 109

(501) 450-5123 | [uca.edu/cwc](http://uca.edu/cwc)

[cwc@uca.edu](mailto:cwc@uca.edu)

 [ucawritingcenter](https://www.facebook.com/ucawritingcenter)  [ucaacwc](https://twitter.com/ucaacwc)

## DEGREE WORKS™

Ellucian Degree Works™ is a comprehensive academic advising, transfer articulation and degree audit solution that aligns students, advisors and institutions to a common goal: helping students graduate on time. Through Degree Works™, graduate students and advisors can develop and review a student's degree plan. UCA graduate students access Degree Works™ through myUCA.

[uca.edu/graduateschool/degreeworks](http://uca.edu/graduateschool/degreeworks)

## DIVERSITY

The Office of Diversity and Community provides multiple services to enhance the academic and personal success of students from underrepresented populations.

Bernard Hall 207

(501) 450-3135 | [uca.edu/diversity](http://uca.edu/diversity) | [idi@uca.edu](mailto:idi@uca.edu)

 [diversityandcommunity](https://www.facebook.com/diversityandcommunity)

 [UCA\\_ODC](https://twitter.com/UCA_ODC)  [uca\\_diversity](https://www.instagram.com/uca_diversity)

## GRADUATE SCHOOL

The Graduate School at UCA is responsible for supporting all graduate degree and certificate programs, managing graduate assistantships, conducting graduate student orientation, ensuring the quality of graduate faculty, facilitating the work of the Graduate Council, and overseeing the admission and degree confirmation of our students.

Torreyson West 328

(501) 450-3124 | [uca.edu/graduateschool](http://uca.edu/graduateschool)

[ucagradschool@uca.edu](mailto:ucagradschool@uca.edu)

   [UCAGradSchool](https://www.instagram.com/UCAGradSchool)

## IT HELP DESK

IT will answer questions and recommend solutions for any technical problems you may have.

(501) 450-3107 | [uca.edu/it/need-help/help-desk](http://uca.edu/it/need-help/help-desk)

# ACADEMIC SUPPORT (cont.)

## **LIBRARY**

Torreyson Library provides both research and recreational reading materials. Research coaches are available to help graduate students with projects. The library provides seating for more than 1,000 people in a variety of settings, from individual study carrels to group study rooms, and is open 24/4 during the week with weekend hours. The library's collection includes almost 1 million titles in a variety of physical and electronic formats. Interlibrary loan services give you access to resources in other collections. In addition to two computer labs with 101 desktop computers, five networked printers, three copiers and six scanners available, the library circulates 60 laptop computers and 30 engineering calculators, and provides projection equipment.

(501) 450-5224 | [uca.edu/library](http://uca.edu/library)

📍 @UCA\_Library 📖 UCATorreysonLibrary

## **LOW-SENSORY LOUNGE**

The UCA Low-Sensory Lounge in Old Main 28 is a dedicated space specially designed with a sensory-reduced atmosphere. The lounge serves as a safe space between classes and at any other time a break is needed for students who benefit from a reduced-noise and low-activity environment.

Old Main 28 | M-F 8 a.m.-4:30 p.m.

(501) 450-3220

## **OFFICE OF STUDENT SUCCESS**

Academic Success Workshops are offered each semester on topics such as time management, test anxiety, note-taking skills and communication skills. Online workshops are also available.

302 Donaghey Avenue

(501) 852-2117 | [uca.edu/studentsuccess](http://uca.edu/studentsuccess)

[studentsuccess@uca.edu](mailto:studentsuccess@uca.edu)

📍 UCASuccess 📖 ucastudent\_success

## **REGISTRAR'S OFFICE**

The Registrar maintains the Academic Calendar, FERPA waivers, schedule of classes, final exam schedules and transcripts.

Harrin Hall 224

(501) 450-5200 | [regofc@uca.edu](mailto:regofc@uca.edu)

[uca.edu/registrar](http://uca.edu/registrar)

## **SERVICE-LEARNING & VOLUNTEERISM**

Service-learning courses connect course content with meaningful community service. Volunteers also have the opportunity to serve with dozens of community partners in central Arkansas. Students who log service-learning and volunteer hours are eligible for recognition such as monthly giveaways, the Bears Serve Challenge (logging 30-plus hours in a year) and the community service graduation cord (logging 100-plus hours by graduation).

Brewer-Hegeman 102

(501) 450-3118 | [volunteer@uca.edu](mailto:volunteer@uca.edu)

[uca.edu/volunteer](http://uca.edu/volunteer)

📍 📖 ucaoutreach 📍 ucaoutreachofficial

## **UCA BOOKSTORE**

The UCA Bookstore is the official spirit shop for the UCA BEARS. Save up to 40 percent off your textbooks by renting from the bookstore.

Student Center

(501) 450-3414 | [theucabookstore.com](http://theucabookstore.com)

📍 ucabookstore 📖 TheUCABookstore

📍 the\_uca\_bookstore

## **UCA FAMILY NETWORK**

From admission to graduation, you can find it here.

(501) 852-1053 | [families@uca.edu](mailto:families@uca.edu)

[uca.edu/families](http://uca.edu/families)

📍 📖 UCAFamilies



# FINANCIAL SUPPORT

## CAREER SERVICES

Career Services provides access to career planning and programs, presentations, and information on employment opportunities including work-study and internships.

Bernard Hall 318

(501) 450-3250 | [bears4hire@uca.edu](mailto:bears4hire@uca.edu)

[uca.edu/career](http://uca.edu/career)

 UCACareerServicesandCoOpEd

  [ucacareer](https://www.instagram.com/ucacareer)

## FINANCIAL AID

The Student Financial Aid Office assists students with loans, federal and state grants, and scholarships. Each student is assigned a Financial Aid Counselor who is available for consultations and questions.

Harrin Hall 200

(501) 450-3140 | [uca.edu/financialaid](http://uca.edu/financialaid)

[finaid@uca.edu](mailto:finaid@uca.edu)

## GRADUATE ASSISTANTSHIPS

GAs are graduate students. Duties may include teaching, research or administration, which helps develop career skills under the supervision of faculty and staff as a means to help pay for their graduate training. Graduate programs generally select GAs from their own student population. There are a number of nonacademic offices that support a limited number of graduate assistantships. A stipend is paid for services provided. In some cases, a tuition scholarship may also be awarded as part of the assistantship.

[uca.edu/go/assistantships](http://uca.edu/go/assistantships)

## SCHOLARSHIPS

Information on institutional, state and private scholarship awards can be found on the Financial Aid website. The UCA Foundation also offers privately funded scholarships. See [uca.edu/foundation](http://uca.edu/foundation) for information and an application. Other scholarship opportunities can be found by following the Office of Student Financial Aid on OrgSync.

[uca.edu/scholarships](http://uca.edu/scholarships)

## STUDENT ACCOUNTS

This office assists students and parents through the payment process for tuition and fees. Pay online using CashNet through myUCA.

Bernard Hall 110

(501) 450-5015 | [studentaccounts@uca.edu](mailto:studentaccounts@uca.edu)

[uca.edu/studentaccounts](http://uca.edu/studentaccounts)

## STUDENT SUPPORT AND RESOURCE CENTER

This office assists students in locating emergency funding and other resources.

Student Health 308

(501) 852-0704 | [studentsupport@uca.edu](mailto:studentsupport@uca.edu)

[uca.edu/studentsupport](http://uca.edu/studentsupport)

## STUDENT RESEARCH FUNDS

The goal of the Student Research Fund is to provide support to undergraduate and graduate students for expenses incurred in conducting and disseminating research and other scholarship or creative activities.

[uca.edu/urc/student-research](http://uca.edu/urc/student-research)

## UCA BEAR ESSENTIALS FOOD PANTRY

If you need food or household supplies, the Food Pantry, located in Physical Plant Room 40, will help.

Physical Plant, Room 40

(501) 450-3416 | [bearessentials@uca.edu](mailto:bearessentials@uca.edu)

[uca.edu/foodpantry](http://uca.edu/foodpantry)

 [ucabear essentials](https://www.facebook.com/ucabear essentials)

## VETERAN SERVICES

The university works with the Department of Veterans Affairs, as well as other federal and state agencies, to provide educational assistance to those who have served our country.

302 Donaghey Ave., West Wing

(501) 852-0735

[veteranservices-a@uca.edu](mailto:veteranservices-a@uca.edu)

[uca.edu/veteranservices](http://uca.edu/veteranservices)

# HEALTH & WELLNESS

## COUNSELING CENTER

The Counseling Center provides mental health counseling, and other counseling services, for all currently enrolled UCA students.

Student Health 327

(501) 450-3138 | [uca.edu/counseling](http://uca.edu/counseling)

📍 UCACounseling

## GRAD CHATS AT UCA

Grad Chats at UCA is a podcast series hosted by the graduate dean. Topics range from tips on being a successful graduate student to the health and well-being of graduate students. The podcast is available on all podcast platforms.

Apple Podcasts: [uca.edu/go/apple-gc](http://uca.edu/go/apple-gc)

Spotify: [uca.edu/go/spotify-gc](http://uca.edu/go/spotify-gc)



## GRADUATE SUPPORT GA

The Graduate Support GA is a graduate assistant whose primary responsibility is to support graduate students' well-being. In addition to providing resources and insights into well-being, the Graduate Support GA is available to answer questions or simply listen. Virtual appointments are available.

[gradsupport@uca.edu](mailto:gradsupport@uca.edu) | 📍 UCAGradSupport

## GENDER NEUTRAL BATHROOMS

Gender neutral bathrooms can be found across campus. For locations, see: [uca.edu/go/gnb](http://uca.edu/go/gnb)

## HEALTH CLINIC

The Student Health Clinic is staffed with a physician and four nurse practitioners to help diagnose, treat and monitor your health needs. Treatment of minor illnesses or injuries, some chronic illnesses, allergy shots ordered by a private physician, blood pressure monitoring, crutch loan, education about a diagnosis, women's clinic, simple laceration repair, peak flow measurement, updrafts and pulmonary function tests are all provided to students free of charge.

Student Health 1st Floor | (501) 450-3136

[uca.edu/studenthealth](http://uca.edu/studenthealth) | [shc@uca.edu](mailto:shc@uca.edu)

📍 UCASudenthealth 📍 UCAHealthClinic

## HPER

The HPER Center offers a wide variety of healthy activities and amenities including group exercise classes, a variety of equipment, a pool, basketball courts, a running track, racquetball and free outdoor equipment checkout.

[uca.edu/campusrecreation](http://uca.edu/campusrecreation)

📍 UCAHPER 📍 UCAHPERBears

## LACTATION SUITES

Lactation suites can be found across campus. For locations, see: [uca.edu/diversity/lactation-suites](http://uca.edu/diversity/lactation-suites)

## REGISTERED DIETITIAN

Individualized nutrition consultations are provided in a private setting.

(501) 852-0185 | (501) 733-6854 cell

## STUDENT WELLNESS AND DEVELOPMENT

Student Wellness and Development offers a variety of educational events, initiatives and campaigns on wellness topics throughout the year, including Student Health 101 ([uca.readsh101.com](http://uca.readsh101.com)) and the Wellness Ambassador Program.

[uca.edu/campusrecreation/wellness](http://uca.edu/campusrecreation/wellness)

## UCA POLICE DEPARTMENT

The UCA Police Department believes a well-informed community is essential to achieving our goals. To that end, UCA PD has implemented numerous measures to ensure the safety of the UCA community and to provide timely warnings in case of an emergency. To sign up for UCAAlert, see: [uca.edu/police/safeuca](http://uca.edu/police/safeuca)

6 W J Sowder Dr.

[ucapd@uca.edu](mailto:ucapd@uca.edu) | (501) 450-3111

[ucapd.org](http://ucapd.org)

📍 UCAPoliceDept

📍 UCAPoliceDepartment

# COLLEGE EXPERIENCES



## HOUSING

Living near campus offers a less stressful graduate student experience and gives you advantages such as convenient access to campus facilities, comfortable living accommodations and a residence life staff that is here to help you. While living at UCA's graduate student apartments, which include options like Georgetown North and South, you will be close to classes, retail and dining options, and campus events, cutting down on transportation costs and time. UCA offers a variety of living styles to fit your needs and preferences to make living near campus an enjoyable experience.

Bernard Hall 201  
(501) 450-3132  
[housing@uca.edu](mailto:housing@uca.edu)  
[uca.edu/housing](http://uca.edu/housing)  
  UCAHousing


## CENTER FOR GLOBAL LEARNING AND ENGAGEMENT

The Center for Global Learning and Engagement coordinates all university international activities and programs. To prepare students to work and live in the diverse global communities of the 21st century, the office creates a supportive and diverse community on campus and across central Arkansas through cultural and educational programming. Working with UCA faculty and students, International Engagement offers programs that help students become leaders, global citizens and lifelong learners.

McCastlain 109  
(501) 450-3445  
[international@uca.edu](mailto:international@uca.edu)  
[uca.edu/global](http://uca.edu/global)  
   ucaglobal




## EDUCATION ABROAD

Studying abroad is one of the most challenging and rewarding adventures you can experience during your college career!

Torreyson Library 109  
(501) 450-3646 | [studyabroad@uca.edu](mailto:studyabroad@uca.edu)  
[uca.edu/globalstudy](http://uca.edu/globalstudy)  
 UCA-Office-of-Education-Abroad




## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the primary representative voice for UCA students. SGA formulates policies and allocates student activity fees to student organizations and university departments. SGA also works closely with administration on issues that directly affect UCA students. Graduate students are encouraged to consider opportunities to represent the Graduate School in SGA.

Student Center 208  
(501) 450-3195 | [ucastudentgov@gmail.com](mailto:ucastudentgov@gmail.com)  
[uca.edu/sga](http://uca.edu/sga)  
 UCA-SGA   uca\_sga

## STUDENT LIFE

Student Life provides opportunities for learning, leadership, community building, creative expression, volunteerism, mentoring and much more. UCA offers more than 200 student organizations, clubs and recreational activities to help students engage in campus life and become active members of the UCA community. Student organizations, including the Student Activities Board, host regular activities throughout the year, including guest lecturers, dances, comedy acts, concerts and novelty events. See OrgSync on myUCA for more information.

Student Center 207  
(501) 450-3137 | [studentlife@uca.edu](mailto:studentlife@uca.edu)  
[uca.edu/studentlife](http://uca.edu/studentlife)  
   ucastudentlife

# GRADUATE SCHOOL FACULTY & STAFF



## **Dr. Michael Mills**

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## **Caroline Bivins**

Administrative Assistant  
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## **Graduate School**

**Hours:** Mon. - Fri., 8:00 am - 4:30 pm

**Location:** Torreyson West 328

**Office:** (501) 450-3124

**Daily Phone Hours:**

9:00 am - 10:30 pm & 1:30 pm - 3:00 pm





UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS™**

## **Graduate School**

Torreyson West 328  
[uca.edu/graduateschool](http://uca.edu/graduateschool)