



UNIVERSITY OF  
CENTRAL  
ARKANSAS™



**2019-2020**  
*Transfer Student Handbook*

*Dear New UCA Bear,*

Congratulations on your decision to continue your education at the University of Central Arkansas, and welcome to the Bear family! As a transfer student, we know this is not your first time on a college campus and greatly value the diverse experiences you bring to UCA. This transfer guide has been designed with you in mind. With information ranging from scheduling an advising appointment to navigating your myUCA account, we hope this will be an ongoing resource as you pursue your degree at UCA. We are here to support you through your transition and are committed to your success at UCA.

Sincerely,  
UCA Transfer Services



**WELCOME TO UCA!**



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# Checklist



Mail final official transcripts



Print your Student ID (*BearCard Office in the Student Center, Suite 104*)



Pick-up your Parking Permit



Finalize Financial Aid



Confirm Housing (*if applicable*)



Reprint schedule on first day



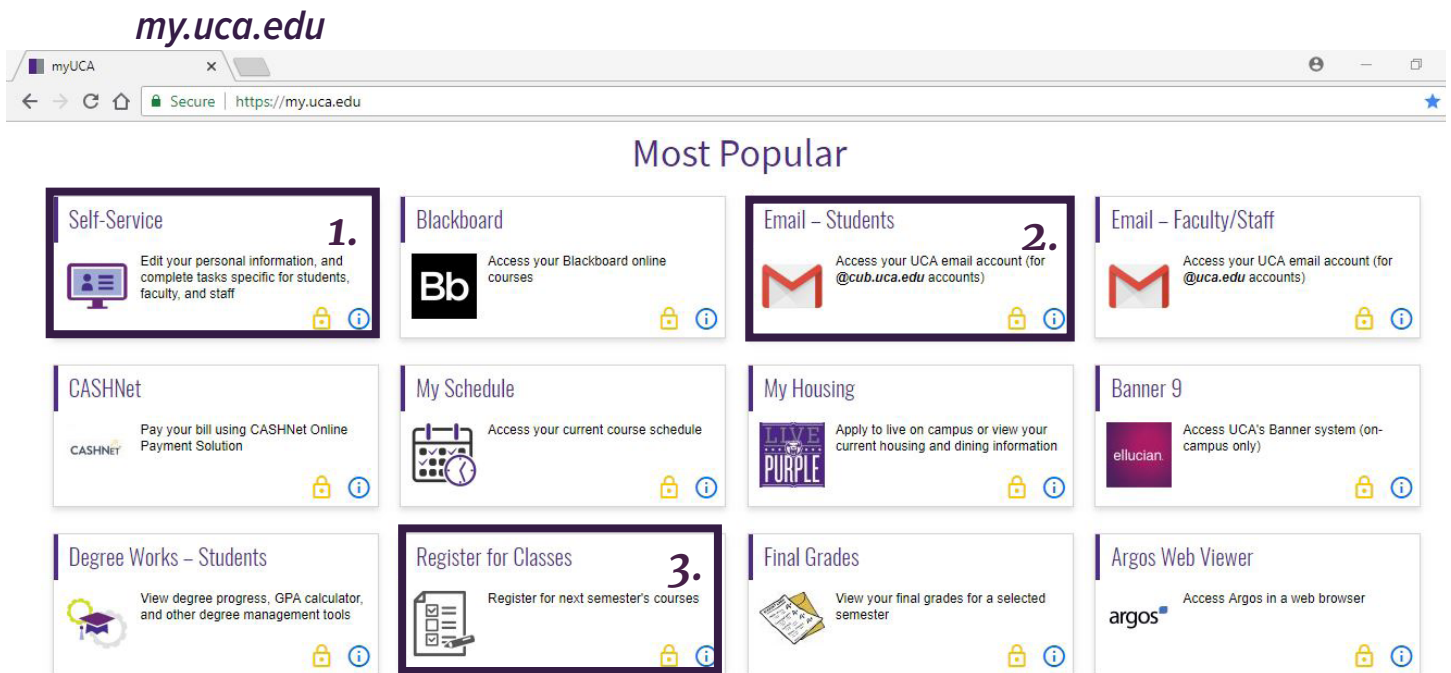
Check email regularly



Buy/rent your textbooks (*save your receipts!*)



# TOOLS & TIPS



## 1. SELF-SERVICE

**PERSONAL INFORMATION:** Update addresses, contact info or marital status, review name or social security number, change information, change your PIN, or customize your directory profile.

**STUDENT:** Apply for admission, register, view your academic records, or check for holds.

**FINANCIAL AID:** Apply for Financial Aid, view financial aid status and eligibility, accept award offers, and view loan applications.

## 2. UCA EMAIL ACCOUNT

Your UCA-issued email account will be your official means of communication with university officials. If you do not check it regularly, you will miss out on vital information necessary to being an informed student at UCA.

## 3. REGISTER FOR CLASSES

When eligible, you may register for classes by selecting this link.

## QUICK TIPS

- A campus map will help you avoid confusion. A map of the UCA campus is included on pages 23-24 of this handbook.
- Be sure to look for the correct edition when buying your textbooks; some professors may not require books, so keep your receipts.
- Download the myUCA App. This is the fastest way to view grades or uploaded assignments that your professors may add. It's available for Android and iOS products.
- Using a planner, such as the one provided in this handbook, will help you develop your time management skills. A master schedule is provided in this book. For convenience, use one that best meets your layout preference.



# ONLINE ACCESS TO FINANCIAL AID AND STUDENT ACCOUNTS INFORMATION

## LOGGING IN TO MYUCA

1. Start at the UCA website ([uca.edu](http://uca.edu))
2. Once you are in myUCA, click on the Self-Service tab
3. Click on Student and Financial Aid

## HOW TO VIEW FINANCIAL AID REQUIREMENTS

1. Click Financial Aid tab
2. Click Eligibility
3. Click Student Requirements
4. Click Select Appropriate Aid Year

## HOW TO VIEW AND ACCEPT FINANCIAL AID

1. Click the Financial Aid tab
2. Click Award
3. Click Award for Aid Year
4. Click Select Appropriate Aid Year
5. Click Accept or Decline Award

## ONLINE ACCESS TO STUDENT ACCOUNT INFORMATION

1. Click on Student Account
2. Click Account Summary by Term to view charges
3. Click on Review Account and Pay Balance to pay your account online



## SCHOLARSHIP QUESTIONS

### UCA SCHOLARSHIPS

Office of Student Financial Aid  
Harrin Hall 200  
501-450-3140 | [uca.edu/financialaid](http://uca.edu/financialaid)

### UCA FOUNDATION SCHOLARSHIPS

UCA Foundation, Inc.  
2490 Bruce Street  
501-450-5288 | [uca.edu/foundation](http://uca.edu/foundation)

### ACADEMIC CHALLENGE/LOTTERY SCHOLARSHIP

1-800-54-STUDY  
[myarkansaslottery.com/about/scholarships](http://myarkansaslottery.com/about/scholarships)

### TRANSFER SCHOLARSHIPS

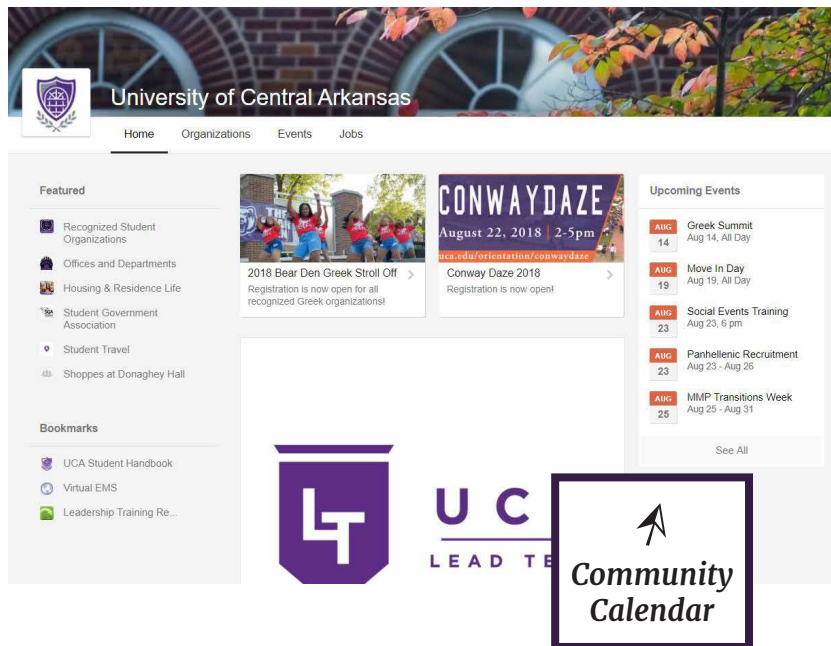
[uca.edu/scholarships/prospective-students](http://uca.edu/scholarships/prospective-students)

# STUDENT LIFE

## Want to get involved at UCA?

Find your fit using our Student Engagement Network, OrgSync! Once you are logged into MyUCA, click on the green OrgSync arrow to access our Community Home. Next, browse the calendar of events and Organizations available to you!

[orgsync.com/login/university-of-central-arkansas](https://orgsync.com/login/university-of-central-arkansas)



The screenshot shows the University of Central Arkansas website. At the top, there is a navigation bar with links for Home, Organizations, Events, and Jobs. Below this, the 'Featured' section includes links to Recognized Student Organizations, Offices and Departments, Housing & Residence Life, Student Government Association, Student Travel, and Shoppes at Donaghey Hall. A 'Bookmarks' section lists the UCA Student Handbook, Virtual EMS, and Leadership Training Resources. The main content area features a '2018 Bear Den Greek Stroll Off' announcement and a 'CONWAYDAZE' event scheduled for August 22, 2018, from 2-5pm. To the right, an 'Upcoming Events' calendar lists several events: Greek Summit (Aug 14, All Day), Move In Day (Aug 19, All Day), Social Events Training (Aug 23, 6 pm), Panhellenic Recruitment (Aug 23 - Aug 26), and MIMP Transitions Week (Aug 25 - Aug 31). A 'See All' link is provided below the calendar. In the bottom right corner, a callout box with a mouse cursor icon points to the 'Community Calendar' text.

## MINTON COMMUTER COLLEGE

### WHO WE ARE

The Minton Commuter College at Old Main is a diverse community of people living off campus. Becoming a member of the MCC will allow you to access resources and services specifically designed to make your time on campus as pleasant, productive, and convenient as possible.

### WHAT WE PROVIDE

- Commuter classes
- Comfortable commuter lounge
- Designated computer lab
- Student Veterans Resource Center
- Secure Lockers
- Microwave and refrigerator
- Lactation Suite
- Endless supply of coffee, trips, study groups, and other activities.



# ACADEMIC CALENDAR

## FALL 2019

August 18–21, Sun–Wed	Welcome Week
August 22, Thursday	Instruction begins – day and evening classes
August 28, Wednesday	Change-of-course period ends for Aug. 22–Dec. 13 classes. Final date to register, add classes, or change from credit to audit or vice-versa. Final date to drop Aug. 22–Dec. 13 classes with a 100% refund.
September 2, Monday	Labor Day Holiday
September 12, Thursday	Final date to drop Aug. 22–Dec. 13 classes with a 75% refund. No refund after this date.
October 3, Thursday	22nd Annual Majors Fair
October 15, Tuesday	Final day to add Oct. 14–Dec. 13 classes.
October 17–20, Thur–Sun	Fall Break
October 22, Tuesday	Final date to drop Oct. 14–Dec. 13 classes and receive a 75% refund. No refund after this date.
October 28–November 18	Advance Registration for Spring 2020
November 8, Friday	Final date to officially withdraw from Aug. 22–Dec. 13 classes or the university with a W grade unless already dropped for non-attendance.
November 27, Wednesday	Thanksgiving Break (no classes, University offices open)
November 28–Dec. 1, Thurs–Sun	Thanksgiving Break (no classes, University closed)
December 6, Friday	Study Day – no classes
December 9–13, Mon–Fri	Final Exams – day and night classes
December 14, Saturday	Winter Commencement
December 16, Monday	Final grade report due

## SPRING 2020

January	Submit your FAFSA for your 2020–2021 financial aid
January 9, Thursday	Instruction begins – day and evening classes
January 11, Saturday	Instruction begins – Saturday classes
January 15, Wednesday	Change-of-course period ends for Jan. 9–May 1 classes. Final date to register, add classes, or change from credit to audit or vice versa. Final date to drop Jan. 9–May 1 classes and receive a 100% refund.
January 20, Monday	Dr. Martin Luther King Jr. Holiday
January 30, Thursday	Final date to drop Jan. 9–May 1 classes with a 75% refund. No refund after this date.
March 3, Tuesday	Final date to drop March 2 – May 1 classes and receive a 100% refund.
March 6, Friday	Final date to drop March 2 – May 1 classes and receive a 75% refund. No refund after this date.
March 22–29, Sun–Sun	Spring Break
March 30, Friday	Final date to officially withdraw from Jan. 9–May 1 classes or the university with a W grade unless already dropped for non-attendance.
March 30–April 20	Advance Registration for Summer and Fall 2020
April 24, Friday	Study Day – no classes
April 25, Saturday	Final exams – Saturday classes
April 27–May 1, Mon–Fri	Final Exams – day and night classes
May 2, Saturday	Spring Commencement
May 5, Tuesday	Final grade report due

## SUMMER 2020

May 11, Monday	Instruction begins for May Intersession (May 11–May 29) and 13-Week Summer Session classes
May 25, Monday	Memorial Day Holiday – no classes
May 29, Friday	Final examinations for May Intersession classes
June 1, Monday	Instruction begins for 1st Five Week Summer Session and 10-Week Summer Session classes
June 25, Thursday	Final date to officially withdraw from 1st Five Week Summer Session I classes or the university with a W grade unless already dropped for non-attendance
July 2, Thursday	Final examinations for 1st Five Week Summer Session classes
July 3, Friday	Independence Day Holiday Observed (no classes, University closed)
July 6, Monday	Instruction begins for 2nd Five Week Summer Session classes
July 30, Thursday	Final date to withdraw from 2nd Five Week Summer Session II classes with a W grade unless already dropped for non-attendance
August 7, Friday	Final examinations for 13-Week Summer Session classes, 10-Week Summer Session classes, and 2nd Five Week Summer Session classes
August 7, Friday	Summer Commencement

## 27 HOUR RULE

Be aware that if you have completed 27 credit hours, you are required to declare a major.



# DEGREE INFORMATION

## DegreeWorks

### WHAT IS IT?

DegreeWorks is a web-based tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks combines University of Central Arkansas degree requirements and the coursework the student has completed with an easy-to-read worksheet.

DegreeWorks also allows students to do a "What-if..." analysis that gives students the ability to see previously taken coursework and how it aligns with other degree programs without having to officially make changes to their academic account.

### GPA CALCULATOR

Another feature DegreeWorks offers is a GPA calculator. Students can create scenarios to see what grades they have to make in order to receive a certain overall GPA for their program.

### WHERE DO I FIND IT?

DegreeWorks is located in the self-service tab of myUCA. For more information, see your academic advisor or go to the DegreeWorks website at: [uca.edu/registrar/degreeworks](http://uca.edu/registrar/degreeworks)

*\* Need to compare course work from other institutions to UCA courses?*

Use the Transfer Course Equivalency Guide on the Registrar's page: [uca.edu/registrar/transfer\\_course](http://uca.edu/registrar/transfer_course)

## DID YOU KNOW?

Most people think of college as four or more years concentrating on a specific area determined by your major. In reality, you spend only about one in every three classes in your major department.

Your major and minor may require elective courses. The number of required elective courses required will vary by degree plan. Again, become familiar with your degree requirements. For any questions about your degree, please email Transfer Services at [ucatransfer@uca.edu](mailto:ucatransfer@uca.edu).



# TRANSFER CREDIT OPPORTUNITIES

## Transfer Credit

Transfer Credit refers to coursework completed at a university or college other than UCA. In order to transfer this credit, you must have an official transcript sent to the address below. It is your responsibility to get the transcript to UCA and to alert your advisor of the possible incoming credit. *You must disclose this credit!*

## Advanced Placement (AP) or International Baccalaureate (IB) Credit

AP and IB credit is earned by passing the national exams taken at the end of the school year. Students are only allowed to take the exams if they have been in the AP/IB class for the term. You must achieve a specific score on the exam (defined in the UCA Undergraduate Bulletin) to receive college credit. To get this credit awarded, you must have an official score report sent to the address below. You do not earn AP/IB college credit by taking the class; college credit is only earned by achieving a specific score on the exam. It is your responsibility to alert your advisor that you are awaiting/have AP/IB scores and to ensure that the proper documentation is sent to UCA.

## Concurrent Credit

Concurrent credit is college credit earned while in high school. A college or university was partnered with your high school to offer the credit. To get concurrent credit transferred to UCA you must have an official transcript from the college/university awarding the credit. High school transcripts *cannot* be used to award college credit. It is your responsibility to alert your advisor that you have earned concurrent credit. *You must disclose this credit!*

## College Level Examination Program (CLEP) Credit

CLEP tests can be taken at UCA or other testing sites. CLEP tests are placement exams that can award college credit with achievement of specific scores. The university permits a student to take either the general examinations or specific subject examinations to earn college credit for a maximum of 30 hours of UCA Core courses. No student may use test scores in lieu of courses in the major or minor, except in instances where UCA Core requirements and major/minor requirements overlap.

CLEP credit may be awarded to those students who have met the minimum score requirement set by the university, have not already satisfied the UCA Core requirement, and have not begun the course for which credit is sought. All examinations must be taken before the end of the semester in which a student is enrolled for the 75th hour. In order to earn college credit from a CLEP test, you must have an official score report sent to UCA at the address below.

Again, it is *your* responsibility to alert your advisor if you have, or anticipate having, any of these types of college credit. It is also *your* responsibility to provide UCA with the appropriate documentation of the credit.

### Have official AP/IB/CLEP score reports sent to:

Office of the Registrar  
Harrin Hall Suite 224  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035  
Fax: 501.450.5734

### Have final official transcripts sent to:

UCA Undergraduate Admissions  
Bernard Hall 101  
University of Central Arkansas  
201 Donaghey Avenue  
Conway, AR 72035



# UCA



# CORE

## WHAT IS THE VALUE OF THE UCA CORE?

At UCA, we believe that the purpose of an education is the development of the whole student. Learning is about more than vocational or career specific training. Although it is crucial that students develop the skills necessary for the demands of the modern workplace, an education is about something greater. But education is also about exploration. The Core provides many educational opportunities, so take chances, adventure into unknown territories, and discover yourself through the wealth of resources we have available. What is the value of the Core? Ask yourself, instead, “What type of person do I want to be?” The Core will help you get there.

## OVERVIEW

The UCA Core requires 38 credit hours at the lower division. The hours are distributed in the knowledge and skills areas of critical inquiry effective communication, diversity, and responsible living. Embedded within the lower division is a first-year seminar (FYS). The first-year seminar comes from one of the lower division academic courses. The purpose of this seminar is to provide a small class learning environment to facilitate engagement in academic study at the collegiate level, make a connection to the University, and reinforce the importance of communication skills. First-year seminars are as unique as the professors offering them and afford the student a unique introductory experience to UCA.



## UCA CORE MISSION

The UCA Core is designed to help students develop the knowledge and skills necessary for critical inquiry, effective communication, and responsible living in a diverse and changing world.

## CORE VALUES

The goal of the program is to develop curious, knowledgeable, articulate, and responsible people who are prepared for life as engaged citizens in their communities. The UCA Core is a cohesive course of study carried through the student’s entire undergraduate career that builds core competencies around four knowledge and skill areas.

### 1. CRITICAL INQUIRY

The ability to analyze new problems and situations to formulate informed opinions and conclusions.

### 2. EFFECTIVE COMMUNICATION

The ability to develop and present ideas logically and effectively to enhance communication and collaboration with diverse individuals and groups.

### 3. RESPONSIBLE LIVING

The ability to address real-world problems and find ethical solutions for individuals and society.

### 4. DIVERSITY

The ability to analyze familiar cultural assumptions in the context of the world’s diverse values, traditions, and belief systems as well as to analyze the major ideas, techniques, and processes that inform creative works within different cultural and historical contexts.

For additional information, consult your academic advisor for your desired major: [uca.edu/academicmaps](http://uca.edu/academicmaps)



## LOWER-DIVISION CORE REQUIREMENTS

### Critical Inquiry

- 1.1 Quantitative (1 Class)
- 1.2.1 Physical science (1 Class)
- 1.2.2 Life Science (1 Class)
- 1.3.1 American History and Government (1 Class)
- 1.3.2 Social Science (1 Class)
- 1.3.3 Fine Arts/Humanities (1 Class)

### Communication

- 2.1 Writing Foundation (1 Class)
- 2.2 Research and Writing (1 Class)
- 2.3 Oral Communication (1 Class)

### Diversity

- 3.1 Diversity in Creative Works (1 Class)
- 3.2 Diversity in World Cultures (1 Class)

### Responsible Living (3 Hours)

## UPPER-DIVISION CORE REQUIREMENTS

At the upper-division level, additional courses within the four core knowledge and skills areas promote the development and application of knowledge and skills learned at the lower division. In addition, a capstone experience will provide the integration of critical inquiry and effective communication. Some courses may satisfy more than one but no more than two, of the knowledge and skill areas. See the undergraduate bulletin ([uca.edu/ubulletin](http://uca.edu/ubulletin)) for details on specific courses. Also consult your major advisor for your best program of study.

## TRANSFER STUDENTS/THE STATE MINIMUM CORE (SCM)/LOWER-DIVISION (LD) UCA CORE

A transfer student who has completed the 35 hour SMC curriculum before entering UCA will be deemed to have completed the lower-division UCA Core. No additional lower-division UCA Core courses will be required. A transfer student who has not completed the 35 hour SMC curriculum before entering UCA must work with an academic advisor to ensure timely completion of lower-division UCA Core requirements.

In the Quantitative and Natural Science sections of the lower-division UCA Core, UCA will accept higher level courses than those listed provided that they have a course prerequisite that is listed as one of the courses that are accepted in the lower-division UCA Core within the same category.

## ARKANSAS COURSE TRANSFER SYSTEM

The Arkansas Department of Higher Education (ADHE) provides information regarding guaranteed transfer of courses between Arkansas public institutions. The UCA Core check sheet includes notations following selected courses, indicating the corresponding Arkansas Course Transfer System (ACTS) index number. To search the ACTS database, visit the ADHE website at [adhe.edu](http://adhe.edu).



## DEPARTMENT OF STUDENT TRANSITIONS

### *Transitional Course Completion Policy*

It is the policy of the University of Central Arkansas and the State of Arkansas that any student who is required to complete transitional course work in reading, writing, or mathematics must complete all courses required for remediation within the first 30 credit hours enrolled at UCA, including the transitional course hours, with a grade of C or higher. Unsuccessful attempts are those that result in a grade of D, F, or W. Failure to complete the required courses within the first 30 hours will result in transitional suspension from UCA. To re-enroll at UCA, a student must complete the transitional course requirements with a grade of C or higher at another accredited institution of higher education, as defined by the Undergraduate Bulletin in Admission to the University Section {7} Transfer of Credit, and provide UCA with a transcript prior to registration for classes.

Additionally, this Transitional Course Completion Policy will apply to former UCA students who choose to re-enroll at the University. This policy complies with the provisions of ACT 1184 of 2011, ACA, 6-60-208, and AHECB Policy 5.14.1. The policy is administered at UCA through the Department of Student Transitions.

UCA provides support services for students enrolled in the transitional courses including peer tutoring, computer-aided tutorials and software. Instructors maintain office hours so students can get individual help beyond the classroom. Students are encouraged to take advantage of these services.

# THE FACTS ON GETTING A DEGREE



## 1. START

After being admitted to UCA, get registered for classes.



## 2. UCA LOWER-DIVISION CORE

38 hours of elective credit is required to fulfill the lower-division UCA Core (including a First-Year Seminar).



## 3. UCA UPPER-DIVISION CORE

Four upper-division requirements (Communication, Critical Inquiry, Diversity, and Responsible Living) as well as a Capstone are required.



## 4. MINOR CREDIT HOURS

Some majors also require a minor. A minor is a second area of specialization requiring fewer courses than the major. It is best to acquire the information from the minor department, your advisor, or the undergraduate bulletin.



## 5. MAJOR GPA REQUIREMENTS

Most majors require at least a 2.0 GPA within your declared major to graduate.



## 6. MAJOR CREDIT HOURS

Your Major courses are very specific and you should consult your major department, academic advisor, or the UCA website for further information on what exactly needs to be taken and in what order. There may also be prerequisites for courses that are required for your major. These are listed in the degree requirements for your major.



## 7. UPPER-DIVISION CREDIT HOURS

A minimum of 40 hours of upper-division credit (3000 and 4000-level courses) are required to graduate.



## 8. MINIMUM CREDIT HOURS TO GRADUATE

Your major and minor may require elective courses. The number of elective courses required will vary by degree plan. Again, become familiar with your degree requirements.



## 9. GRADUATION!

Congratulations! You did it!

## SPECIAL DEGREE REQUIREMENTS

Some majors may have special degree requirements which are defined in the Undergraduate Bulletin: [uca.edu/ubulletin/general-policies-information/degree-requirements](http://uca.edu/ubulletin/general-policies-information/degree-requirements)

## UCA CORE

Regardless of major, all students must complete the UCA CORE. Information regarding the CORE is included in this book.

## TYPES OF DEGREES

The degree you will receive from UCA will be either an Associate or a Baccalaureate (your Bachelor's degree). UCA offers one Associate and eight baccalaureate degrees, all of which have their own specific requirements along with the UCA CORE requirements. To assist you in keeping up with what classes you need to take, check sheets for each program are available at: [uca.edu/ubulletin](http://uca.edu/ubulletin)

For official degree requirements, refer to the Undergraduate Bulletin.





# NON-TRADITIONAL STUDENT ORGANIZATION

## Resources

### STUDENT WELLNESS AND DEVELOPMENT

- Massage chair
- Located on the third floor of the Student Health Center
- Student Services tab in MyUCA

### TEXT NOTIFICATION SYSTEM

- Select MyUCA tab
- Located in MyUCA under the Resources tab  
(Crisis Notification telephone number)

### STUDENT HEALTH CLINIC

- No copays!
- Covered by tuition
- To make an appointment, select the Student Health Appointment app from MyUCA

- *Open Monday - Friday from 8:00 am - 4:00 pm*
- *Bernard Hall 205*
- *Open to Transfer Students*
- *The mission of the NTSO is to encourage and coordinate support, education, and advocacy for the adult learning community*
- *Free Coffee, Study Lounge, Computers & Printers*

### COUNSELING CENTER

- Professional Staff
- Services covered by tuition
- Third floor of the Student Health Center

### OFF-CAMPUS ACCESS TO UCA LIBRARY ONLINE

*Need to access the UCA database off-campus?*

- Visit [uca.edu/library](http://uca.edu/library)
- Under the “How do I” section, click “Access resources off-campus”



# HOW TO DECODE YOUR SCHEDULE

Your schedule at UCA may look a bit different from your previous school. Here are some important features you should know.

1. CRN	Course	Title	2. Campus	Credits	Level	3. Start Date	End Date	Days	Time	4. Location	Instructor
10148	ART 3150 0	BFA FIELD FOLIO	Main	1.000	01	Aug 23, 2018	Dec 14, 2018	W	10:00 am - 10:50 am	McAlister Hall 311	Smith
10182	ART 3332 0	PAINTING I	Main	3.000	01	Aug 23, 2018	Dec 14, 2018	MW	1:00 pm - 3:40 pm	Schichtl Studio Arts Building 109	Lockett
10358	ART 4325 0	DRAWING IV, EXPERIMENTAL	Main	3.000	01	Aug 23, 2018	Dec 14, 2018	TR	2:40 pm - 5:20 pm	McAlister Hall 114	Rospert
10363	ART 4328 0	GRAPHIC DESIGN III	Main	3.000	01	Aug 23, 2018	Dec 14, 2018	TR	10:50 am - 1:30 pm	McAlister Hall 403	Bella
13052	MKTG 3360 0	FUNDAMENTALS STRATEGIC SELLING	Main	3.000	01	Aug 23, 2018	Dec 14, 2018		12:00 am - 11:59 pm	TBA	Landers
20596	MKTG 4354 0	CONSUMER BEHAVIOR	Main	3.000	01	Aug 23, 2018	Dec 14, 2018	MWF	11:00 am - 11:50 am	College of Business Building 210	Myers
<b>5. Total Credits:</b>				<b>16.000</b>		<b>7.</b>					
			<b>6.</b>								

## 1. COURSE

In “Look up Classes,” click on any CRN for more class information such as description, pre-reqs, etc. Course numbers and CRNs are also used to purchase correct textbooks.

## 2. CAMPUS

Campus codes other than ‘Main’ or ‘M’ means the class is reserved for specific student populations.

## 3. START/END DATE

Be aware of start/end dates. Some classes do not start at the beginning of the semester.

## 4. LOCATION

This will be the location.

## 5. COURSE REGISTRATION NUMBER (CRN)

In “Look Up Classes,” click on any CRN for more class information such as description, pre-reqs, etc. Course numbers and CRNs are also used to purchase correct textbooks.

## 6. TOTAL CREDITS

This shows you the total number of credit hours you are enrolled in for the semester. This can be helpful to see if you have a scholarship that requires you to be enrolled in a minimum number of hours.

## 7. DAYS/TIME

This shows you what day(s) your class meets as well as the time it begins. MWF is an abbreviation for Monday/Wednesday/Friday, T is an abbreviation for Tuesday only, TR is both Tuesday/Thursday. If a class has a lab, there may be multiple days/times the class meets.

## 8. TBA

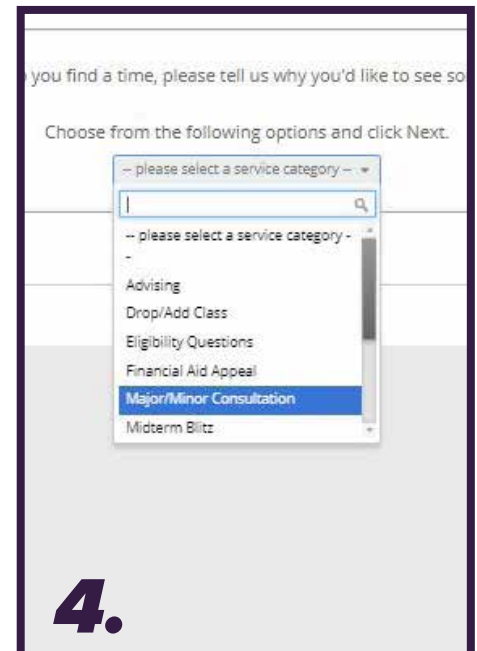
This can indicate that the instructor or location for the class has not been determined yet. Online classes are denoted by a TBA location and a meeting time of 12:00 am–11:59 pm.



# ACADEMIC ADVISING

## How to Make an Appointment

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



### STEPS TO MAKE AN ADVISING APPOINTMENT:

1. Go to [uca.edu/advising](http://uca.edu/advising)
2. Click on the "Make an Appointment" tab.
3. Click on the blue "Get Advising" button on the right.
4. You will need to select a reason why you need to see an advisor.
5. Finally, choose the time that best suits your schedule.

### ACADEMIC ADVISING "NO-SHOW" POLICY

After two no-shows, your advisor may remove your ability to schedule another advising appointment in GradesFirst. The next opportunity to meet with the advisor to register for the following semester will be during designated no-show times, which advisors will schedule after the advance registration period.

### FOR ASSISTANCE

Come to the front desk in Harrin 100. Hours are Monday – Friday, 8:00 am until 4:00 pm

### COMMUNICATION POLICIES

Your UCA issued email account will be your official means of communication with advisors.

### OVER 60 HOURS?

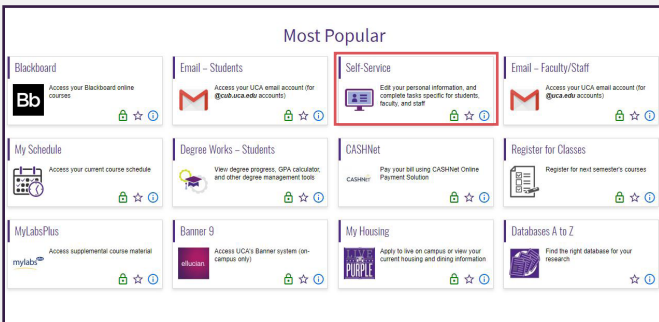
Contact the academic department which offers your major to be assigned a faculty advisor.

# HOW TO REGISTER FOR CLASSES

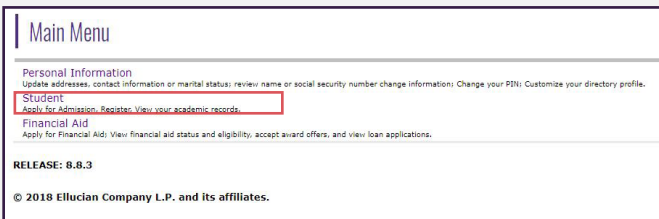
## 1. Login to my.uca.edu



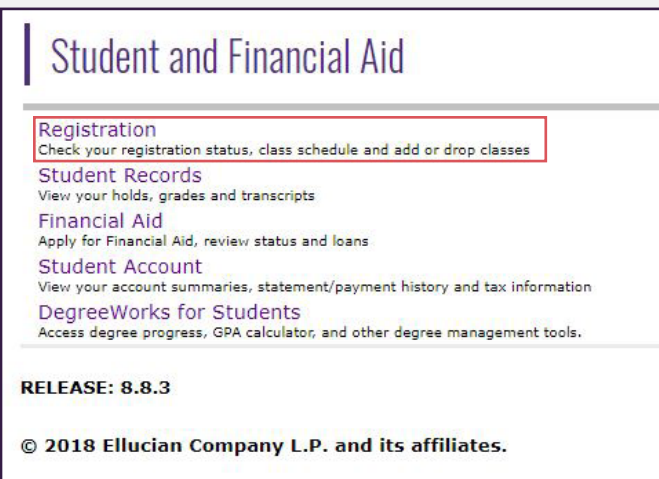
## 2. Select the "Self-Service" tab



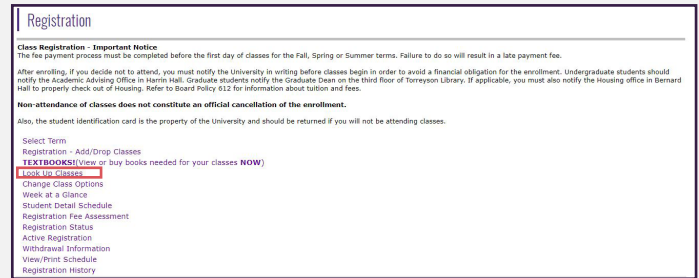
## 3. Choose "Student" option



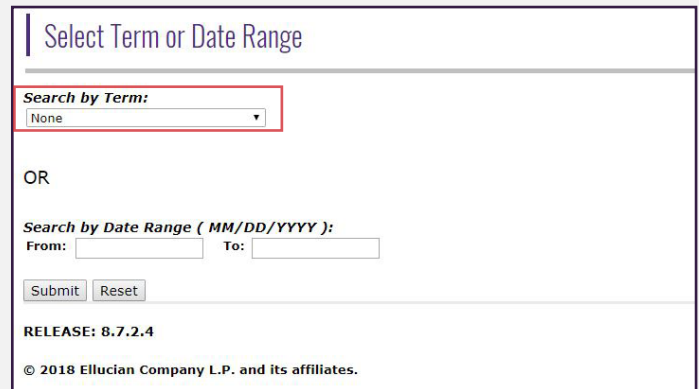
## 4. Click the "Registration" option



## 5. To find a course's CRN, click "Look Up Classes"



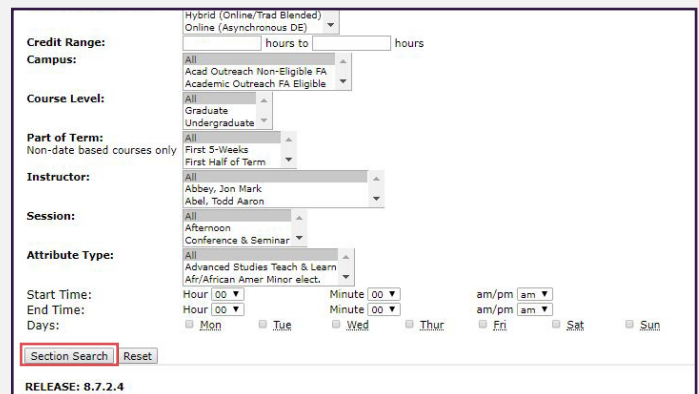
## 6. Select the term you would like to register for



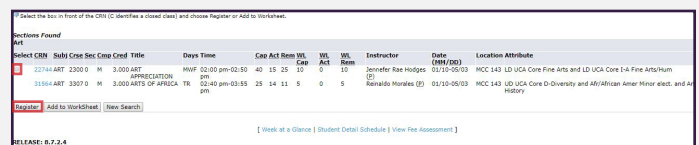
## 7. Search by subject or use "Advanced Search"



## 8. Complete the form and click "Section Search"



## 9. To add a course, check the box and click "Register"



10. Repeat steps 7-9 until you have all the classes you need. Once finished, click the "Submit Changes" button on the bottom left side of the "Current Schedule" page.



# ACCESSING YOUR SCHEDULE

**Registration**

**Class Registration - Important Notice**  
 The fee payment process must be completed before the first day of classes for the Fall, Spring or Summer terms. Failure to do so will result in a late payment fee.

After enrolling, if you decide not to attend, you must notify the University in writing before classes begin in order to avoid a financial obligation for the enrollment. Undergraduate students should notify the Academic Advising Office in Harrin Hall. Graduate students should notify the Graduate Dean on the third floor of Torreyson Library. If applicable, you must also notify the Housing office in Bernard Hall to properly check out of Housing. Refer to Board Policy 612 for information about tuition and fees.

**Non-attendance of classes does not constitute an official cancellation of the enrollment.**

Also, the student identification card is the property of the University and should be returned if you will not be attending classes.

Select Term  
 Registration - Add/Drop Classes  
**TEXTBOOKS (View or buy books needed for your classes NOW)**  
 Look Up Classes  
 Change Class Options  
 Week at a Glance  
 Student Detail Schedule  
 Registration Fee Assessment  
 Registration Status  
 Active Registration  
 Withdrawal Information  
 View/Print Schedule  
 Registration History

RELEASE: 8.8.3

1. Follow steps 1-5 on page 15 then select "View/Print Schedule" from the options.

**Concise Student Schedule**

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Classification: \_\_\_\_\_

Level: Undergraduate  
 College: Fine Arts & Communication  
 Major and Department: Art, Art  
 Major Concentration: Fine Arts & Communication  
 Minor: Studio-Graphic Design, Marketing

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location
31564	ART 3307 0	ARTS OF AFRICA	Main	3.000	01	Jan 10, 2019	May 03, 2019			McCastlem Hall 143
20872	ART 4150 0	BFA PROFESSIONAL ORIENTATION	Main	1.000	01	Jan 10, 2019	May 03, 2019			Schickel Studio Arts Building 115
27073	ART 4300 0	BFA STUDIO PRACTICUM	Main	3.000	01	Jan 10, 2019	May 03, 2019			TBA
22662	ART 4335 0	GRAPHIC DESIGN IV	Main	3.000	01	Jan 10, 2019	May 03, 2019			McAlister Hall 403
21078	MKTG 3372 0	SALES MANAGEMENT	Main	3.000	01	Jan 10, 2019	May 03, 2019			TBA
21099	MKTG 4362 0	SERVICES-MARKETING	Main	3.000	01	Jan 10, 2019	May 03, 2019			TBA
				<b>Total Credits:</b>	<b>16.000</b>					

2. From here, you can view your schedule and print it needed.

# HOW TO WAITLIST FOR CLASSES

**What is Automated Waitlisting?**

When a class is full, automated waitlisting allows students to put themselves on an online waitlist for that class on a first come, first-serve basis. It is the student's responsibility to monitor their @cub.uca.edu email account for the notice of an available seat and to add themselves to the section within the limited window of availability (usually 24 hours).

Web registered on Oct 29, 2018 [None] 20872 ART 4150 0 Undergraduate 1.000 Standard BFA PROFESSIONAL ORIENTATION  
 Web registered on Oct 29, 2018 [None] 27073 ART 4300 0 Undergraduate 3.000 Standard BFA STUDIO PRACTICUM  
 Web registered on Oct 29, 2018 [None] 31564 ART 3307 0 Undergraduate 3.000 Standard ARTS OF AFRICA

Total Credit Hours: 16.000  
 Billing Hours: 16.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Dec 13, 2018 05:21 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

1. Follow Steps 1-9 on page 15. If a class is full, it will have a "C" instead of a box to check. Copy and paste the CRN (located to the right of the "C" highlighted in blue) in the space labled CRN on the class worksheet (as seen in photo). Next click "Submit Changes."

Registration Add Errors

Status Course Closed. To get on the waitlist select Waitlisted from the drop down and submit changes. If a seat opens you will have a limited time to register so check your UCA e-mail daily.

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Title
None	30622	MKTG	3371	0	Undergraduate	3.000	Standard	PRINCE ADVER

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

2. An error message will pop up to tell you that the class is full. There will be a drop down menu under "Action." Select "Wait-listed." Lastly, hit the "Submit Changes" button.

# Veteran Services

The UCA Veteran Services and Veterans Resource Center are two resources aimed at making veteran and dependent student's time at UCA as efficient and supportive as possible. Through the Veteran Services office, all Military Education questions about the GI Bill are answered and benefits certified.

The Veteran Services Coordinator, David Williams, assists with education benefits. The Veteran Resource Center helps with veteran support, and ensures all veterans attending UCA succeed in their academic careers.

## HOW IT WORKS

1. Before registering, check to make sure you have enough remaining time on your benefits to complete a full semester. *This is important.*
2. Plan your schedule and meet with your advisor to review your classes. (*Courses not declared in major or minor will not be certified.*)
3. Once your schedule is complete, visit the Veteran Services office with a printed copy of your class schedule and Certificate of Eligibility. This letter should come by mail after you apply for GI Bill benefits. While in the office, you will fill out the enrollment certification form. No faxed or emailed class schedules or Enrollment Certifications Forms will be accepted, unless arrangements are discussed due to an extenuating or mitigating circumstance.



## THINGS TO KNOW

- The first priority of the UCA Veteran Services Office is to ensure Military Benefits are used correctly
- It's suggested that you read information about the GI Bill Chapter in which you are receiving benefits.
- Full time for undergraduates is a minimum of 12 hours, and for graduates a minimum of 9 hours.
- If you are a transfer student, you will fill out a 22-1995 or a 22-5495 form in the Veteran Services office on campus. These forms are for the change of place/training.
- You will be required to compile an Academic Map and turn it in to the Veteran Services Office.

## HOW TO KNOW IF YOU ARE ELIGIBLE

You can visit [benefits.va.gov/gibill](https://benefits.va.gov/gibill) or those that are in Guard or Reserves need to contact their Education Office on base to find out if you are eligible to use GI Bill Benefits. The UCA Veteran Services Coordinator can also help you if needed.

## STUDENT VETERANS RESOURCE CENTER

SVRC has a registered Student Organization on campus called the "Student Veterans of America" that allows veterans and dependents to meet on a regular basis.

## SVRC MISSION STATEMENT

Today's veterans face numerous obstacles as they work towards a college degree. These challenges may include missing camaraderie of a military unit, feeling like an outsider when among traditional students, or difficulties communicating with university faculty. When coupled with the visible or invisible wounds of war, these obstacles can seem insurmountable for men and women returning from military service. However, the Student Veterans Resource Center is working together with Student Veterans of America to empower veterans as they conquer these challenges and achieve their goal of a college degree.

For additional information, contact the Veteran Services at (501)852-2999, Harrin Hall 223, [veteranservices@uca.edu](mailto:veteranservices@uca.edu) or the Resource Center at (501)852-1022, Old Main, room 206 D, [ucastudentvets@gmail.com](mailto:ucastudentvets@gmail.com).



# Academic Information



## ACADEMIC INTEGRITY/ACADEMIC MISCONDUCT

UCA has high standards for you as a student. These standards are of honesty, integrity, and responsibility for everything you do during your stay here. Going against any of them becomes academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to cheating, plagiarism, and fabrication.

The Student Handbook is an all inclusive guide of your rights and responsibilities. It contains the academic calendar and information about academic policies, general rules and regulations, university records, student appeals processes, etc.

Policies for Plagiarism, Drugs, and Alcohol are in the Student Handbook and we strongly suggest you review it.

More information including disciplinary procedures can be located in the Student Handbook and Daily Planner at [uca.edu/student/student-handbook](http://uca.edu/student/student-handbook)

## UNIVERSITY RECORDS

*The Family Educational Rights and Privacy Act (FERPA)* affords your certain rights with respect to their educational records. For the complete Act refer to the website: [uca.edu/legal](http://uca.edu/legal)

**Record Inspection** - You have the right to inspect and review your education records.

**Challenge to Educational Record** - In the event it is believed education records contain inaccurate or misleading information, or are otherwise in violation of your privacy, a request for amendment may be made. Refer to the UCA Student Handbook and Daily Planner for complete information. The handbook can be located on the web at [uca.edu/student/student-handbook](http://uca.edu/student/student-handbook)

## RECORD DISCLOSURE

In general, we do not disclose personally identifiable information contained in your education record unless you provide written permission for disclosure.

## STUDENT RIGHT-TO-KNOW INFORMATION

The federal government requires that certain information be provided to incoming current University students, prospective students, parents, and current and prospective employees for the University. This information which comes under the Student Right-to-Know Act can be found in the student handbook online at [uca.edu/student/student-handbook](http://uca.edu/student/student-handbook). Students can receive a paper copy of any information, or visit the Dean of Students office located in the Student Health Center.

Such information includes:

Family Education Rights and Privacy Act (FERPA), Available Financial Assistance and Direct Loan Deferments for Performed Services, General Institutional Information, Graduation Rate Information, Campus Security Reports, Athletic Program Participation Rates, and Financial Support Data.

## REGISTRATION CANCELLATION

In the event that you are unable to attend UCA after you have been enrolled in classes, the registration cancellation form is required for you to notify the university that you will not be attending. Please note that this form has a deadline date by which the university must receive note of your registration cancellation. Please contact the Academic Advising Center for further instructions.

After the late registration period, you will need to contact your academic advisor to alter your class schedule. Changes to your schedule may affect your financial aid status and charges may incur. Check the Academic Calendar online at [uca.edu/registrar/academic-calendar](http://uca.edu/registrar/academic-calendar)







# TRANSFER|mation

August 21, 2019

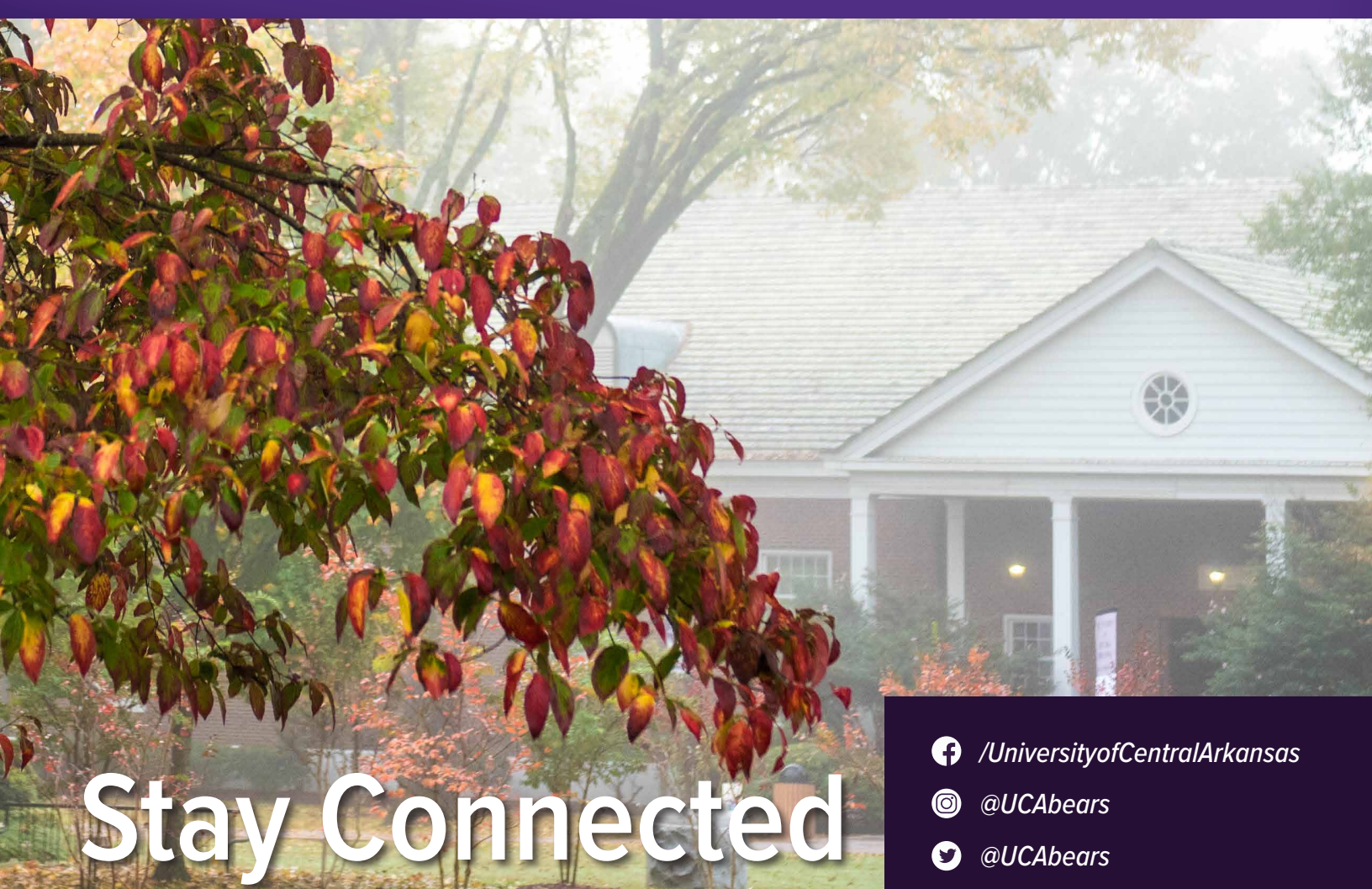
January 8, 2020

Register at [uca.edu/orientation/transfers](http://uca.edu/orientation/transfers)



UNIVERSITY OF  
CENTRAL  
ARKANSAS™

STUDENT SERVICES  
NEW STUDENT PROGRAMS



# Stay Connected

 /UniversityofCentralArkansas

 @UCAbears

 @UCAbears



# CAMPUS CONTACT INFORMATION

## ACADEMIC SUCCESS CENTER

Torreyson Library, 2nd floor

(501) 852-7167

- Tutoring in various subjects
- Reading and writing labs

## BEARCARD CENTER

Student Center, 1st floor

(501) 450-5818

- UCA picture ID
- BearBucks
- Building access

## CAMPUS RECREATION

HPER Building

(501) 450-5712

- University intramural sports
- Recreation activities
- Farris Field Softball Complex
- Farris swimming pool

## CAREER SERVICES/ CO-OP. EDUCATION

Bernard Hall 311

(501) 450-3134

- Career exploration
- Résumé writing
- Job listings (part-time and full-time)
- On-campus work study job list
- Co-op. jobs for academic credit

## CENTER FOR WRITING & COMMUNICATION

Thompson Hall 109

(501) 450-5123

- Helps students become better communicators
- Offers assistance with writing

## COUNSELING CENTER

Student Health Center 327

(501) 450-3138

- Personal and group counseling
- Outreach programming
- Self-Help Center

## DEAN OF STUDENTS

Student Health Center 210

(501) 450-3416

- Student conduct
- Student handbook
- Emergency student loans
- Alcohol and drug education

## DISABILITY SUPPORT SERVICES

Student Health Center 212

(501) 450-3613

- Provides resources for students with disabilities
- Coordinates services with faculty
- Support group

## FINANCIAL AID

Harrin 200

(501) 450-3140

- Federal financial aid programs
- Student employment
- Academic scholarship information

## HOUSING & RESIDENCE LIFE

Bernard Hall 201

(501) 450-3132

- Housing assignments
- Residence Life programming

## HPER FITNESS CENTER

(501) 450-3463

- State-of-the-art equipment
- Fitness classes
- Fitness evaluations

## IT HELP DESK

Burdick Hall 101

(501) 450-3107

- Responds to Technology issues/requests

## MATHEMATICS LAB

Math Department (Two Labs)

(501) 450-3147

- Tutoring

## MULTICULTURAL STUDENT SERVICES

Bernard Hall 112

(501) 450-3135

- Mentorship program
- Transition weekend
- Educational and cultural programs

## STUDENT ORGANIZATIONS

Student Center 207

(501) 450-3137

- Info. on 90+ student organizations

## REGISTRAR

Harrin Hall, Suite 224

(501) 450-5200

- Class registration/drop and add
- Grade information
- Academic transcript
- Student withdrawals
- Verification of enrollment
- VA information and benefits

## STUDENT ACCOUNTS/CASHIERING

Bernard Hall

(501) 450-5015

- Billing information/fee payment
- Check cashing

## STUDENT ACTIVITIES BOARD & PROGRAMMING

Student Center 206

(501) 450-3235

- Campus concerts and events
- Lecture, comedy, film programs

## STUDENT CENTER ADMINISTRATION

Student Center 206

(501) 450-3235

- Special room set-ups
- Solicitation permits
- SCTV

## STUDENT HEALTH CLINIC

Student Health Center, 1st floor

(501) 450-3136

- Treatment for minor illness and injury
- Women's Health Center
- Pregnancy, hepatitis-B, TB skin and cholesterol tests
- Selected drug prescriptions
- Selected drug immunizations
- Routine lab and x-ray

## STUDENT LIFE

Student Center 207

(501) 450-3137

- Panhellenic sorority information
- IFC fraternity information
- NPHC fraternity and sorority information
- Registered Student Organizations (RSOs)
- Bear Den

## TORREYSON LIBRARY

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

- Extended hours
- Research assistance
- Computers and printers available

## UNIVERSITY POLICE

(between Hughes & State Hall)

(501) 450-3111

- UCAAlert
- Campus security and crime prevention
- Criminal investigations
- Parking and traffic

## UNIVERSITY TESTING

Torreyson West 315

(501) 450-3209

- Office of Testing Accommodations
- Correspondence exams





# FREQUENTLY ASKED QUESTIONS

## ACADEMIC ADVISING

*How do I find out who my advisor is?*

- MyUCA, Self-Service, Student Information
- Contact the Academic Advising Center (Harrin Hall) at (501) 450-5149

*Where can I find answers to my advising questions?*

- [uca.edu/advising](http://uca.edu/advising)

## ACADEMIC ASSISTANCE/TUTORING

*Where do I go to get academic assistance?*

- See “Tutoring” under A to Z on [uca.edu](http://uca.edu)
- Check myUCA, Academic Advising Center, Resources for Students
- Academic Success Center (2nd floor Torreyson)
- [uca.edu/ucollege/academicssuccesscenter/thewritingcenter](http://uca.edu/ucollege/academicssuccesscenter/thewritingcenter) (Thompson Hall), or academic departments

## ADDRESS/CONTACT INFORMATION

*How do I update my address/phone/etc.?*

- On MyUCA or complete a change of address form at the office of the registrar

## CATALOG INFORMATION

*Where can I get a catalog (Undergraduate Bulletin) or course and program descriptions?*

- Find the Bulletin on the A to Z on [uca.edu](http://uca.edu)
- Or go to myUCA, Academic Advising Center, or Resources for Students

## DISABILITIES

*Where do I seek assistance if I have a disability?*

- Office of Disability Support Services (Student Health Center) (501) 450-3613

*Where do I get temporary disability parking tags?*

- UCA Police Department

## DIVERSITY

*Where can I find information on cultural events and programs?*

- Multicultural Services Office (Bernard Hall)

## EMPLOYMENT

*How do I find a job on or off campus?*

- Career Services provides postings. Dean of Students will advertise for on campus jobs (Student Health Center 210).
- Contact individual academic departments, library, cafeteria, etc.

## FINANCIAL AID

*How do I find more information on Financial Aid?*

- MyUCA, Self-Service or see [uca.edu/financialaid](http://uca.edu/financialaid)
- Financial Aid Office



## INTERNATIONAL PROGRAMS

*Where can I learn about Study Abroad opportunities?*

- Study Abroad Office (Irby Hall 118)
- [uca.edu/studyabroad](http://uca.edu/studyabroad)

## INTERNSHIPS

*How do I obtain an internship?*

- Career Services/Cooperative Education (Bernard Hall 318).
- Some academic programs also offer internships; contact your major or minor department

## LOST AND FOUND

*Who do I contact for lost or found property?*

- Student Center Information Desk, buildings may also have a designated office

## MAJOR

*How do I change my major?*

- Use the Registrar's page to change your major using the following link:  
[uca.edu/registrar/ummcdbform/](http://uca.edu/registrar/ummcdbform/)

## PARKING

*Where do I get a parking decal?*

*Where do I appeal a parking ticket?*

*Where do I find information on where I can park?*

- UCA Police Department
- [uca.edu/police](http://uca.edu/police) for details

## PUBLIC SAFETY/SECURITY

*How do I report an emergency?*

*Who do I call for a police escort to my car or residence hall?*

*What do I do if I lock my keys in my car or my vehicle won't start?*

- Download the Safe@UCA app: [uca.edu/police/safeuca](http://uca.edu/police/safeuca)
- Contact the UCA Police department
- For emergencies call 911
- For non-emergencies call (501) 450-3111
- Use any blue emergency phone around campus for emergencies

*How do I sign up for the UCA Alert System?*

- MyUCA-Resources-follow instructions for updating information

## RECREATION

*Is there a swimming pool on campus?*

*Where can I work out on campus?*

- See MyUCA or [uca.edu](http://uca.edu) and "HPER Center" or "Recreation" for information on working out or swimming. The campus pool is located in the HPER Center.

## RELIGIOUS SERVICES/ORGANIZATIONS

*What services are held on campus?*

- Contact the Student Life Office or see the list of Registered Student Organizations on Orgsync or [uca.edu/student-life](http://uca.edu/student-life)

## SCHOLARSHIPS

*Who can answer questions about scholarships and the grade and hour requirements?*

- UCA Freshman and Transfer Academic Scholarships: Financial Aid Office

## STUDY AREAS

- Library
- Academic Success Center (Torreyson 2nd floor)

## TESTING SERVICES

*How do I test out of a course?*

- Consult the Undergraduate Bulletin (online)

## TEXTBOOKS

*Where do I buy/sell textbooks?*

- University Bookstore, Student Center or Textbook Brokers

## TRANSCRIPTS

*Where can I get an official transcript?*

- Online on the Office of the Registrar website: [uca.edu/registrar](http://uca.edu/registrar) or (501) 450-5200

*Where can I get an unofficial transcript?*

- MyUCA, under "Self Service"

## VERIFICATION OF ENROLLMENT

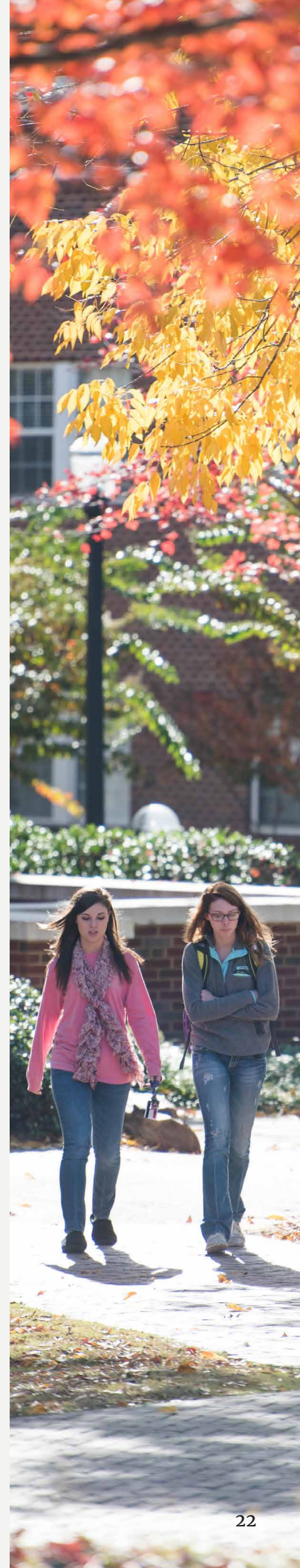
*Where do I obtain verification of enrollment for auto/health insurance or other purposes?*

- Office of the Registrar (Harrin Hall 2nd floor)

## VETERANS/MILITARY SERVICE

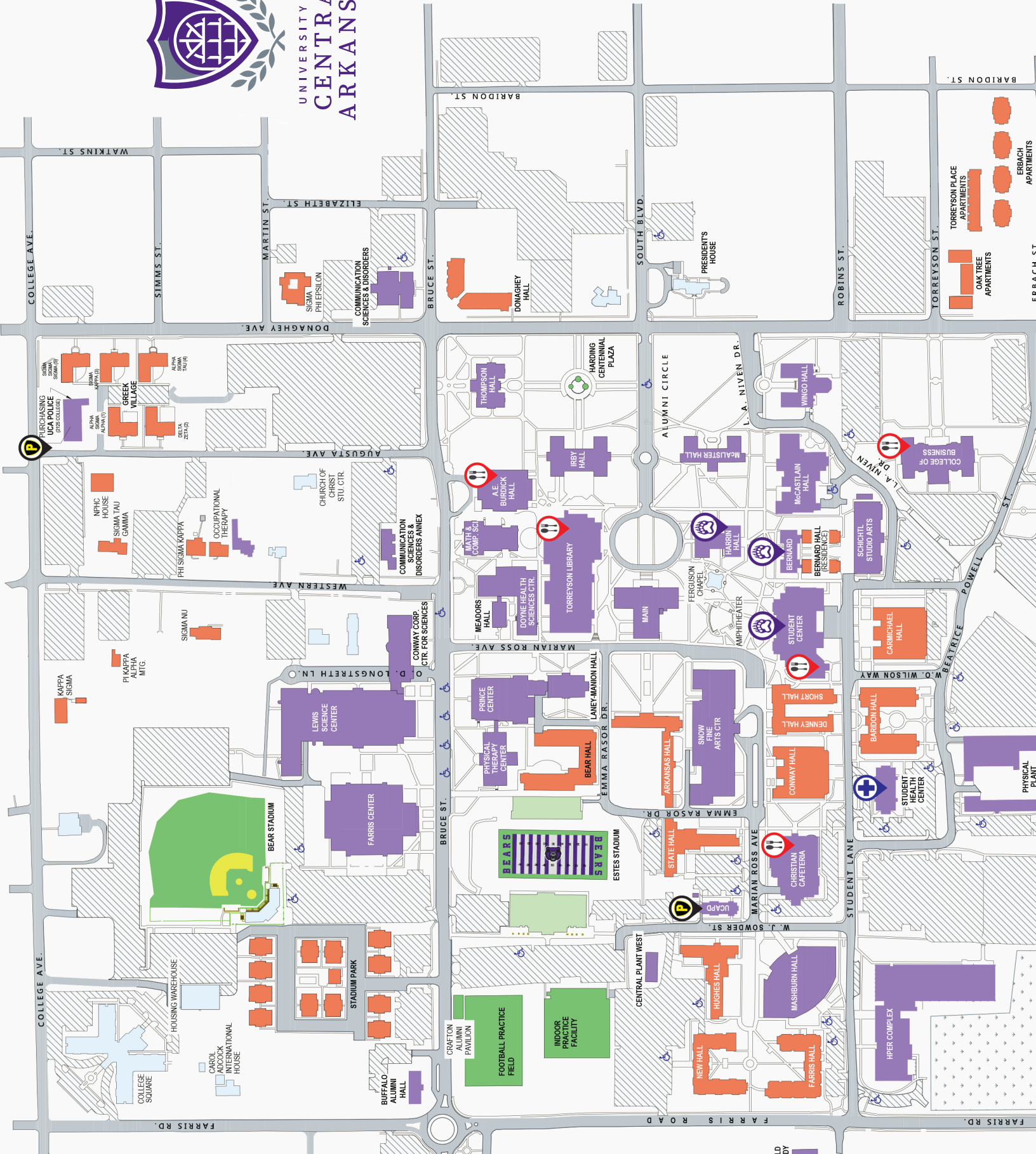
*Who do I contact with questions about military education benefits?*

- Veteran Services Office (Harrin Hall Suite 223)





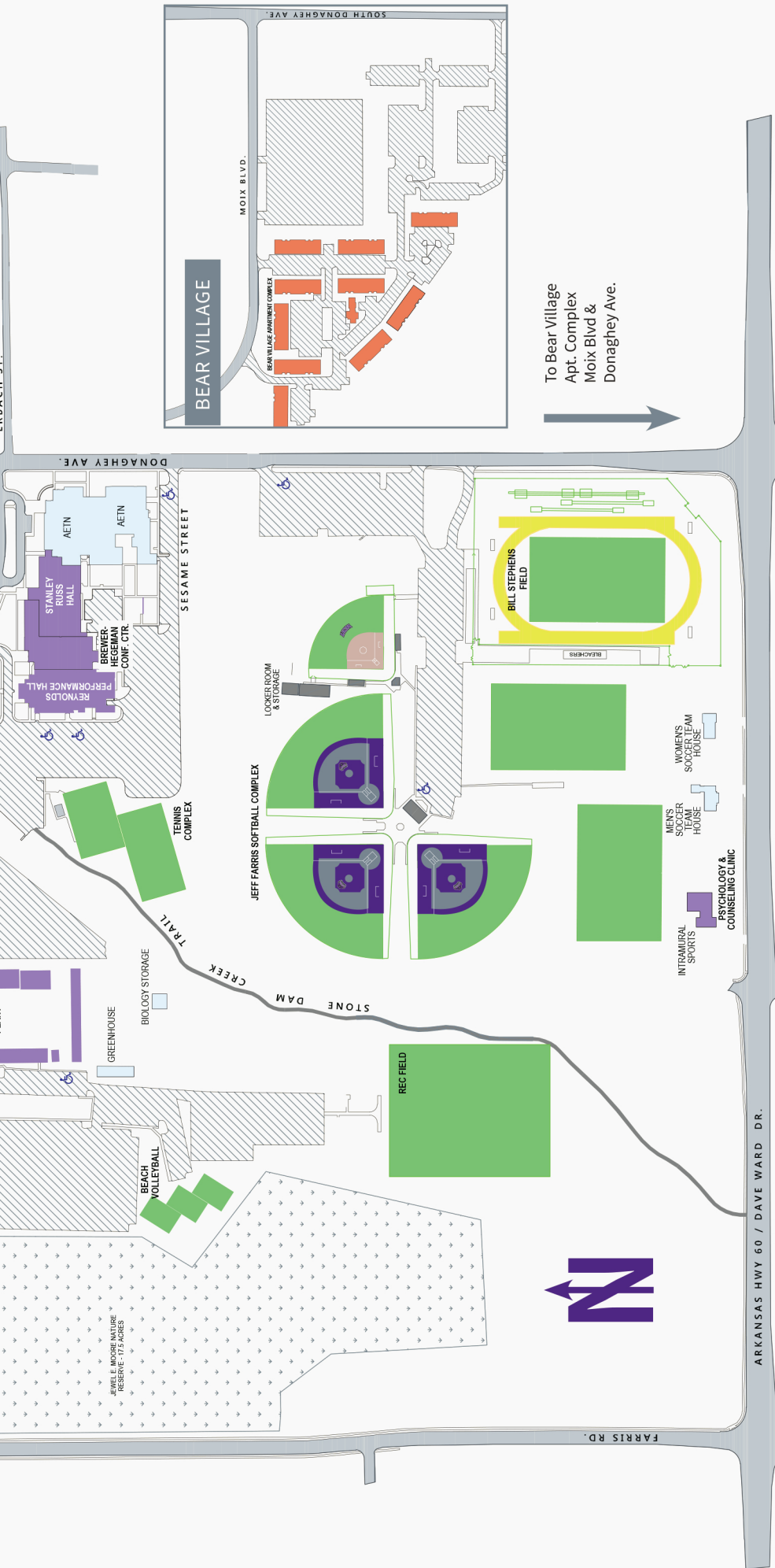
# UNIVERSITY OF CENTRAL ARKANSAS™



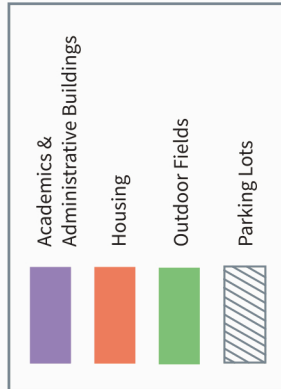
- TORREYSON PLACE APARTMENTS
- OAK TREE APARTMENTS
- ERRBACH APARTMENTS

CHILD STUDY





# LEGEND



## CORE STUDENT SERVICES

BUILDING	ROOM	PHONE
<b>BERNARD HALL</b>		
Admissions	103	501-450-3128
Housing & Residence Life	201	501-450-3132
Student Accounts	110	501-450-5015
Career Services	311	501-450-3134
<b>HARRIN HALL</b>		
Academic Advising	100	501-450-5149
Financial Aid	200	501-450-3140
Registrar	224	501-450-5200
<b>STUDENT CENTER</b>		
Bear Card Office	104	501-450-5818
<b>TORREYSON LIBRARY</b>		
Reference Desk		501-450-5224



## MEDICAL SERVICES

**STUDENT HEALTH CENTER** 501-450-3136



## POLICE DEPARTMENT

Emergencies 911  
UCA Police Department 501-450-3111 (Non-Emergencies)



## FOOD/DINING

<b>STUDENT CENTER</b>	Food Court
<b>TORREYSON LIBRARY</b>	Starbucks Coffee
<b>CHRISTIAN CAFETERIA</b>	
<b>BURDICK HALL</b>	Bear Express
<b>COLLEGE OF BUSINESS</b>	Java City Coffee

# UCA IS AVID

*Academic  
Vitality  
Integrity  
Diversity*

## *UCA Fight Song*

Go-Go-Fight Bears  
You will lead us on to victory  
Hey, go-go win team  
Bears will charge the field  
and never yield  
So, Fight! Fight! Fight!  
We've got the spirit,  
and we'll show our colors  
Here tonight so let's cheer  
The Purple and the Gray Team  
Mighty Bears will win the fight!  
(Go Bears!)

## *Vision, Mission & Core Values*

### *Vision*

The University of Central Arkansas aspires to be a premiere learner-focused public comprehensive university, a nationally recognized leader for its continuous record of excellence in undergraduate and graduate education, scholarly and creative endeavors, and engagement with local, national, and global communities.

### *Mission & Core Values*

The University of Central Arkansas, a leader in 21st century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.



**UCA Transfer Services**  
Harrin Hall, Suite 133  
201 Donaghey Avenue  
Conway, AR 72035

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