



UNIVERSITY OF  
CENTRAL  
ARKANSAS™



2020-2021

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TRANSFER STUDENT  
REFERENCE GUIDE





# WELCOME TO UCA!



## 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 we 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, this guide can 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.

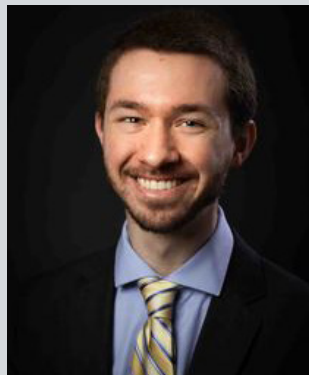
*Sincerely,*

**UCA Transfer Services**



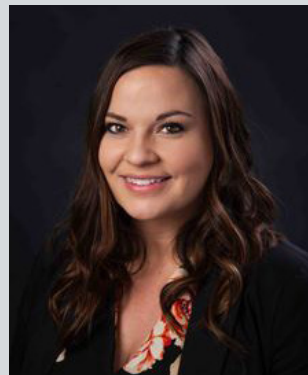
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## CHECKLIST

- ☒ Mail final official transcripts
- ☒ Get your UCA student ID card  
(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



# TOOLS & TIPS

MyUCA features tools and resources you'll need during your time at UCA. Here are some tips on how to navigate and utilize this service.

Go to **my.uca.edu**

## Most Popular

<b>Blackboard</b> Access your Blackboard online courses	<b>Email – Students</b> Access your UCA email account (for @cub.uca.edu accounts)	<b>Self-Service</b> Edit your personal information, and complete tasks specific for students, faculty, and staff	<b>CASHNet</b> Pay your bill using CASHNet Online Payment Solution
<b>Email – Faculty/Staff</b> Access your UCA email account (for @uca.edu accounts)	<b>My Schedule</b> Access your current course schedule	<b>Degree Works – Students</b> View degree progress, GPA calculator, and other degree management tools	<b>Banner 9</b> Access UCA's Banner system (on-campus only)
<b>My Housing</b> Apply to live on campus or view your current housing and dining information	<b>SafeColleges</b> Access the online training platform for the university	<b>Find Textbooks</b> Identify the textbooks for your courses at the UCA Bookstore	<b>Register for Classes</b> Register for next semester's courses

## 1. SELF-SERVICE

**Personal Information:** Update addresses, contact information 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 22-23 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.



# ONLINE ACCESS TO FINANCIAL AID & STUDENT ACCOUNTS INFORMATION

## LOGGING IN TO myUCA

1. Visit [my.uca.edu](https://my.uca.edu)
2. Click on the Self-Service tab
3. Click on Student and Financial Aid

## HOW TO VIEW FINANCIAL AID REQUIREMENTS

Click the following:

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

## HOW TO VIEW AND ACCEPT FINANCIAL AID

Click the following:

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

## ONLINE ACCESS TO STUDENT ACCOUNT INFORMATION

Click the following:

1. Student Account
2. Account Summary by Term to view charges
3. Review Account and Pay Balance



## SCHOLARSHIP QUESTIONS

### UCA SCHOLARSHIPS

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

### UCA FOUNDATION SCHOLARSHIPS

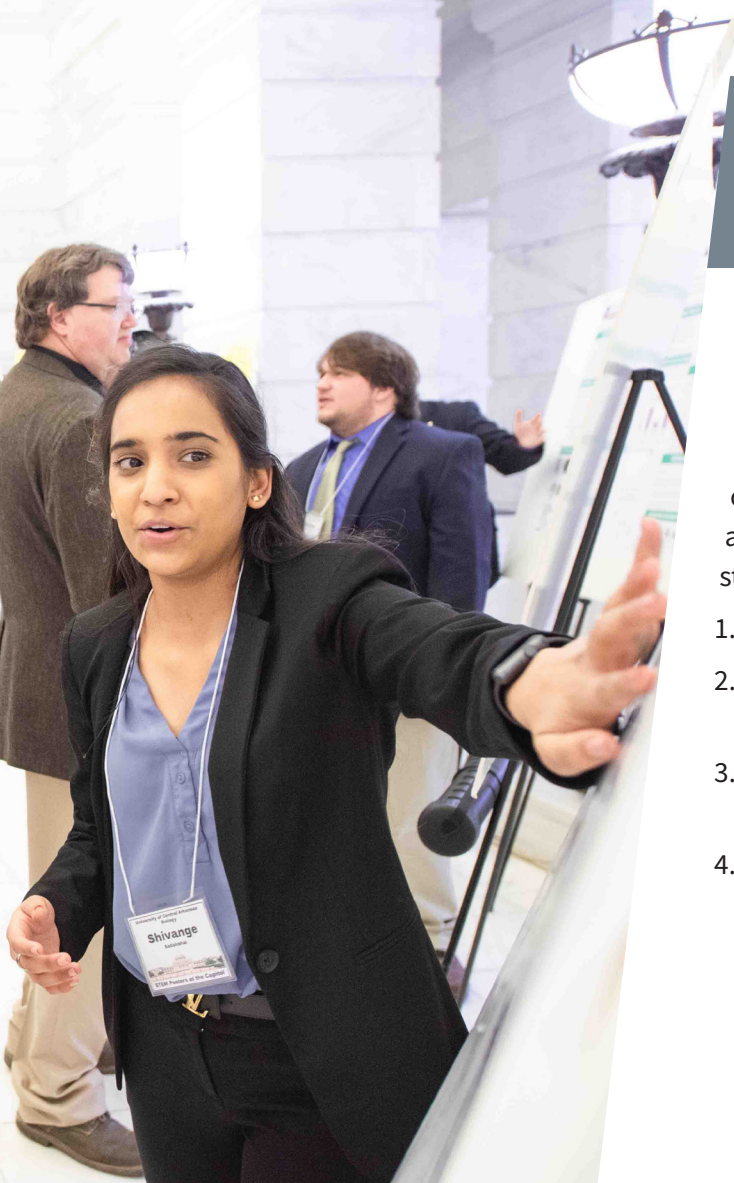
UCA Foundation Inc.  
2490 Bruce Street  
(501) 450-5288 | [uca.edu/foundation](https://uca.edu/foundation)

### ACADEMIC CHALLENGE/LOTTERY SCHOLARSHIP

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

### TRANSFER SCHOLARSHIPS

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



# STUDENT LIFE

WANT TO GET INVOLVED AT UCA?

## GET CONNECTED NOW!

Cub Connect integrates Registered student organizations, campus events, volunteer hours, co-curricular experiences and student involvement into one online platform for students.

1. Find CubConnect on myUCA or at [uca.edu/cubconnect](http://uca.edu/cubconnect).
2. Log in using your Cub email address, and fill out the required information.
3. Explore organizations, events, news and more using the tabs at the top of the page.
4. Get involved!



## 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@OldMain will allow you to access resources and services specifically designed to make your time on campus as a commuter, productive and convenient as possible.

### WHAT WE PROVIDE

- Commuter classes
- Comfortable commuter lounge
- Designated computer lab
- Student Veteran Resource Center
- Secure lockers
- Microwave and refrigerator
- Lactation suite
- Endless supply of coffee, trips, study groups and other activities

MINTON  
COMMUTER  
COLLEGE  
IN OLD MAIN



# 2020-2021 ACADEMIC CALENDAR

## SUMMER SEMESTER 2020

### May 11, Monday

Instruction begins for summer session classes below:  
May intersession (May 11 – May 29)  
8-Week (May 11 – July 3)  
13-Week (May 11 – Aug. 7)

### May 25, Monday

Memorial Day holiday – No classes

### May 29, Friday

Final examinations for May intersession classes

### May 29, Friday

Payment due for first Five-Week Summer Session and 10-Week Summer Session classes

### June 1, Monday

Instruction begins for Summer Sessions

### June 25, Thursday

Final date to withdraw from first Five-Week Summer Session classes or the university with a W grade unless already dropped for nonattendance. After this date, no withdrawals are permitted and no W grades are recorded.

### July 2, Thursday

Final examinations for first Five-Week Summer Session classes

### July 3, Friday

University closed in observance of Independence Day.

### July 6, Monday

Instruction begins for Summer II second Five-Week (July 6 – Aug. 7) Summer Session classes.

### July 30, Thursday

Final date to withdraw from second Five-Week Summer II Session classes with a W grade unless already dropped for nonattendance. After this date, no withdrawals are permitted and no W grades are recorded.

### Aug. 7, Friday

Final examinations for 13-Week, 10-Week, 2nd Five-Week Summer II and Summer III Session classes

### Aug. 8, Saturday

Undergraduate and Graduate Commencement

## FALL SEMESTER 2020

### Aug. 15-19, Sat – Wed

Welcome Week

### Aug. 20, Thursday

Instruction begins – day and evening classes

### Aug. 26, Wednesday

Change-of-course period ends for  
Aug. 20 – Dec. 11 classes  
Final date to register, add classes or change from credit to audit or audit to credit  
Final date to drop Aug. 20 – Oct. 9 or  
Aug. 20 – Sept. 25 classes and receive a 75% refund.  
No refund after this date  
Final date to drop Aug. 20 – Dec. 11 classes with a 100% refund

### Sept. 7, Monday

Labor Day holiday

### Sept. 8, Tuesday

Excess aid direct deposits available & checks mailed

### Sept. 10, Thursday

Final date to drop Aug. 20 – Dec. 11 classes with a 75% refund. No refund after this date.

### Oct. 12, Monday

Final date to pay at least 60% of bill before being dropped from classes.

### Oct. 13, Tuesday

Final date to drop Oct. 12 – Dec 11 classes and receive a 100% refund  
Last date to register  
Last date to add classes  
Last date to change from credit to audit or audit to credit

### Oct. 15 – 18, Thur – Sun.

Fall break

### Oct. 20, Tuesday

Final date to drop Oct. 12 – Dec. 11 classes and receive a 75% refund. No refund after this date.

### Oct. 26-Nov. 16

Advance registration for spring 2021.

### Nov. 6, Friday

Final date to officially withdraw from Aug. 20 – Dec. 11 classes or the university with a W grade unless already dropped for nonattendance  
After this date, no withdrawals are permitted and no W grades are recorded.

Final date to drop Nov. 2 – Dec. 11 classes and receive a 75% refund. No refund after this date.

### Nov. 23, Monday

Final date to officially withdraw from Oct. 12 – Dec. 11 classes with a W grade unless already dropped for nonattendance  
After this date, no withdrawals are permitted and no W grades are recorded.

### Nov. 25, Wednesday

Thanksgiving break  
No classes  
Offices open

### Nov. 26-29, Thur. – Sun.

Thanksgiving holiday  
University closed

### Dec. 4, Friday

Study Day

### Dec. 5, Saturday

Final exams – Saturday classes

### Dec. 12, Saturday

Undergraduate winter commencement

## SPRING SEMESTER 2021

### J. 13, Wednesday

Payment Due for Spring 2021 classes

### Jan. 14, Thursday

Instruction begins – day and evening classes

### Jan. 15, Friday

Final date to drop Jan. 14 – March 5 or  
Jan. 14 – Feb. 19 classes and receive a 100% refund.  
Change of course period ends for  
Jan. 14 – March 5 classes  
Final date to register  
Final date to add classes

### Jan. 18, Monday

Dr. Martin Luther King Jr. Holiday

### Jan. 20, Wednesday

Change of course period ends for Jan. 14 – May 7 classes  
Final date to register  
Final date to add classes

Final date to drop a Jan. 14 – May 7 classes and receive a 100% refund.

Final date to drop Jan. 14 – March 5 or  
Jan. 14 – Feb. 19 classes and receive a 75% refund.  
No refund after this date

### March 9, Tuesday

Final date to drop March 8 – May 7 classes and receive a 100% refund.  
Change of course period ends for March 8 – May 7 classes  
Final date to register  
Final date to add classes  
Final date to change from credit to audit or audit to credit

### March 12, Friday

Final date to drop March 8 – May 7 classes and receive a 75% refund.  
No refund after this date.

### March 21 – 28, Sun – Sun

Spring Break

### April 2, Friday

Final date to officially withdraw from  
Jan. 14 – May 7 classes or the university with a W grade unless already dropped for non-attendance. After this date, no withdrawals are permitted and no W grades are recorded.

### April 5 – April 26

Advance Registration for Summer and Fall 2021

### April 30, Friday

Study Day

### May 3 – May 7, Mon-Fri

Final exams – day and night classes

For a complete academic calendar, visit [uca.edu/registrar/academic-calendar](https://uca.edu/registrar/academic-calendar)

## 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 progress toward degree completion. DegreeWorks combines UCA 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 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).



# UCA CORE

The UCA Core is structured to help students build the skills necessary to thrive in a diverse and changing world. Key knowledge areas in the UCA Core are critical thinking, effective communication, responsible living and diversity.

## 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.

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## 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 (SMC)/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 the transfer student has a course prerequisite that is listed as one of the courses that are accepted in the lower-division UCA Core within the same category.

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

# THE FACTS ON GETTING A DEGREE

## 1. START

After being admitted to UCA, get registered for classes.

## 2. UCA LOWER-DIVISION CORE

The lower-division UCA Core requires 38 hours of elective credit, 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 part of the upper-division UCA Core.

## 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 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, and they are listed in the degree requirements.

## 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 CORE

Regardless of major, all students must complete the UCA CORE. Information regarding the Core is on previous page.

## 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 10 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).





# NONTRADITIONAL STUDENT ORGANIZATION

The Nontraditional Student Organization connects nontraditional students to the following resources on campus.

## NONTRADITIONAL STUDENT OFFICE

- Located in Bernard Hall 205
- Free coffee available every day
- Free Wi-Fi is available in the lounge
- Please visit [uca.edu/career/nontraditional-students/](http://uca.edu/career/nontraditional-students/) for more information.

## STUDENT HEALTH CENTER SERVICES

### Counseling Center

- Professional staff
- Services covered by tuition
- Located on the third floor of the Student Health Center

### Student Health Clinic

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

- Open Monday through Friday from 8 a.m. to 4 p.m.
- Open to transfer students
- The mission of the NTSO is to encourage and coordinate support, education and advocacy for the adult learning community.

### Student Wellness and Development

- Massage chair
- Located on the third floor of the Student Health Center

## OTHER SERVICES FOR NONTRAD'S

### Off-Campus Access to UCA Library Online

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

### Text Notification System

- Update text notification preferences in the Resources tab on myUCA.

# HOW TO DECODE YOUR SCHEDULE

*YOUR SCHEDULE AT UCA MAY LOOK A BIT DIFFERENT FROM THE ONE AT YOUR PREVIOUS SCHOOL. HERE ARE SOME IMPORTANT FEATURES YOU SHOULD KNOW.*

CRN	Course	Title	Campus	Credits	Level	Start	End Date	Days	Time	Location	Instructor
24950	EDUC 4210	INTEGRATION TECH TEACH/LEARN	Main	2.000	01	Jan 09, 2020	May 01, 2020	T	2:45 pm - 4:45 pm	TBA	Trumble
305170	EXSS 3211	COACHING FOOTBALL	Main	2.000	01	Mar 02, 2020	May 01, 2020	M	6:00 pm - 8:30 pm	Farris Center 200	Fotioo
305740	EXSS 3303	EXERCISE PHYSIOLOGY	Main	3.000	01	Jan 09, 2020	May 01, 2020	MWF	9:00 am - 9:50 am	A. E. Burdick Hall 205	Lowder
326440	PETE 3316	CURRICULUM - PETE	Main	3.000	01	Jan 09, 2020	May 01, 2020	MWF	11:00 am - 11:50 am	Farris Center 210	Sessum
299390	PETE 3363	ADAPTED PHYSICAL EDUCATION	Main	3.000	01	Jan 09, 2020	May 01, 2020	TR	12:15 pm - 1:30 pm	Farris Center 201	Engle
315350	PETE 4310	METHODS AND MATERIALS OF SECONDARY PHYSICAL EDUCATION	Main	3.000	01	Jan 09, 2020	May 01, 2020	MWF	8:00 am - 8:50 am	Farris Center 206	Engle
				Total Credits:		16.000					

## 1. COURSE

In “Look Up Classes,” click on any course registration number (CRN) for more class information such as description, prereqs and more. 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 of the class.

## 5. COURSE REGISTRATION NUMBER (CRN)

In “Look Up Classes,” click on any CRN for more class information such as description, prereqs and more. 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 Tuesday/Thursday. If a class has a lab, there may be multiple days and times that 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 a.m. - 11:59 p.m.



# ACADEMIC ADVISING

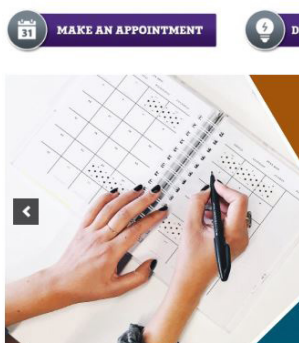
## HOW TO MAKE AN APPOINTMENT

1

[UCA.EDU/ADVISING](http://UCA.EDU/ADVISING)

2

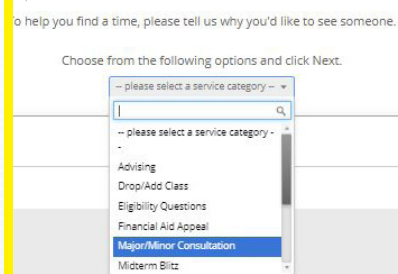
Academic Advising Center



3



4



**NOTE: If you have been assigned a faculty advisor in your major department, please make an appointment with them rather than using the following method.**

1. Visit [uca.edu/advising](http://uca.edu/advising) and view the our video tutorials to assist you in making an appointment.
2. Click 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. 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 through Friday, 8 a.m. until 4 p.m.

### COMMUNICATION POLICIES

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

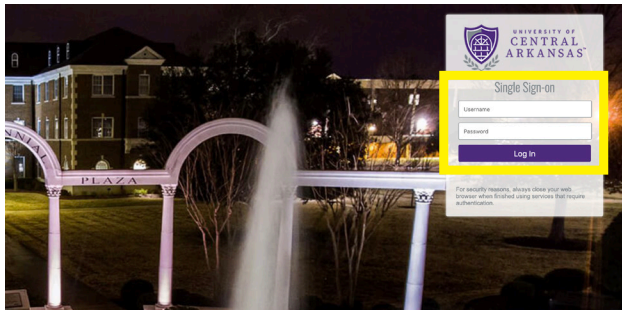
### OVER 60 HOURS?

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

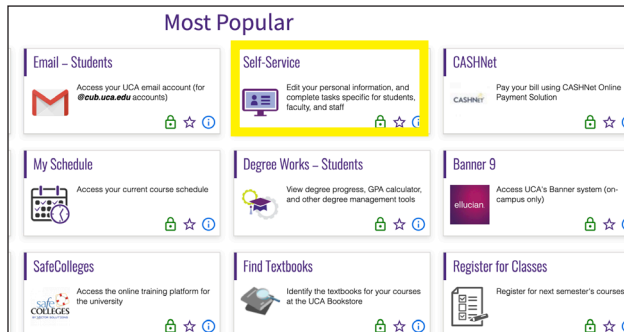
# HOW TO REGISTER FOR CLASSES

## 1. Log in to **my.uca.edu**.

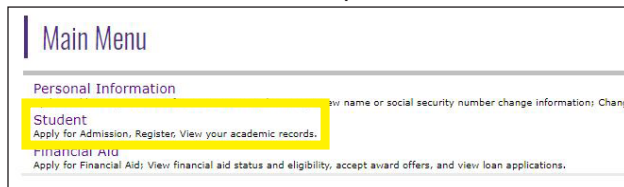
Can't get into your account? Please contact uca.edu/IT or call (501) 450-3107.



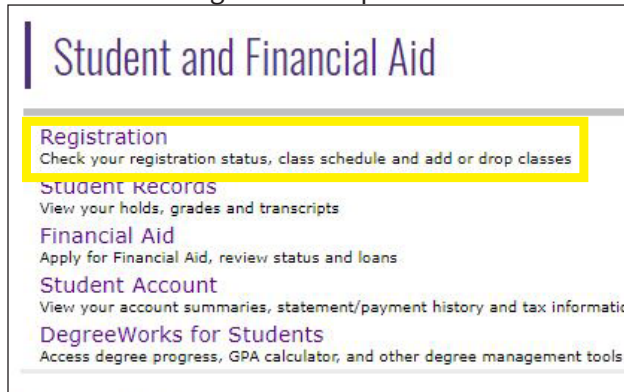
## 2. Select the "Self-Service" tab.



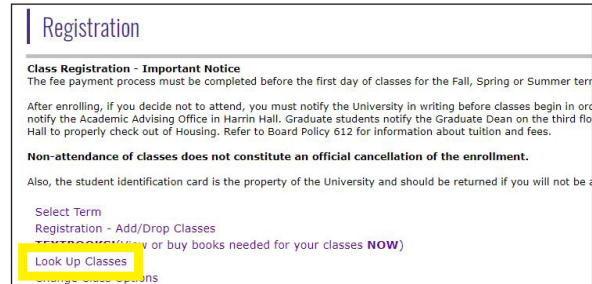
## 3. Choose the "Student" option.



## 4. Click the "Registration" option.



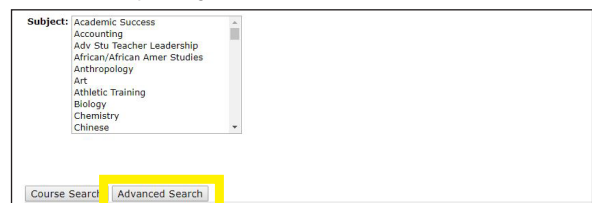
## 5. To find a course's CRN, click "Look Up Classes."



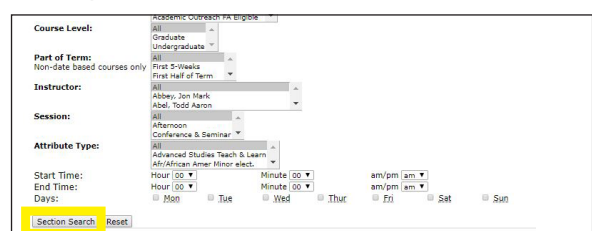
## 6. Select the term you would like to register for.



## 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

1. Follow steps 1-5 on page 14, then select “View/Print Schedule” from the options.

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
- View/Print Schedule**
- Registration History

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

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.								
<b>Name:</b>								
<b>Classification:</b>								
<b>Level:</b> Undergraduate								
<b>College:</b> Fine Arts & Communication								
<b>Major and Department:</b> Art, Art								
<b>Major Concentration:</b> Fine Arts & Communication								
<b>Minor:</b> Studio-Graphic Design								
Marketing								
CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	D
31564	ART 3307 0	ARTS OF AFRICA	Main	3,000	01	Jan 10, 2019	May 03, 2019	
20872	ART 4150 0	BFA PROFESSIONAL ORIENTATION	Main	1,000	01	Jan 10, 2019	May 03, 2019	
27073	ART 4300 0	BFA STUDIO PRACTICUM	Main	3,000	01	Jan 10, 2019	May 03, 2019	
22662	ART 4335 0	GRAPHIC DESIGN IV	Main	3,000	01	Jan 10, 2019	May 03, 2019	
21078	MKTG 3372 0	SALES MANAGEMENT	Main	3,000	01	Jan 10, 2019	May 03, 2019	
21099	MKTG 4362 0	SERVICES MARKETING	Main	3,000	01	Jan 10, 2019	May 03, 2019	

## HOW TO WAITLIST FOR CLASSES

1. Follow steps 1-9 on page 14. 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 labeled CRN on the class worksheet. Next, click “Submit Changes.”

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

2. From here, you can view your schedule and print if needed. An error message will pop up to tell you when the class is full. There will be a drop-down menu under “Action.” Select “Waitlisted.” Lastly, hit the “Submit Changes” button.

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

None 30622

Waitlisted

Add Classes Worksheet

CRNs					

Submit Changes Class Search Reset

## 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).

# 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 and more.

Policies for plagiarism, drugs, alcohol and more information, including disciplinary procedures are in the Student Handbook at [uca.edu/student/student-handbook](http://uca.edu/student/student-handbook), and we strongly suggest you review it.

## WITHDRAWING FROM UCA

In the event that you are unable to attend UCA after you have been enrolled in classes, the Undergraduate Withdrawal form is required to notify the university that you will not be attending. This form has a deadline that can be found on the Academic Calendar ([uca.edu/registrar/academic-calendar](http://uca.edu/registrar/academic-calendar).) You can find the form at [uca.edu/registrar/files/2018/10/Official-Withdrawal-Form.pdf](http://uca.edu/registrar/files/2018/10/Official-Withdrawal-Form.pdf).

## UNIVERSITY RECORDS

**The Family Educational Rights and Privacy Act (FERPA)** affords you certain rights with respect to your educational records. For the complete act, refer to the [www2.ed.gov/policy/gen/reg/ferpa/index.html](http://www2.ed.gov/policy/gen/reg/ferpa/index.html).

## 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 of 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 Educational Rights and Privacy Act (FERPA), available financial assistance and direct loan deferments for performed services, general institutional information, graduate rate information, campus security reports, athletic program participation rates and financial support data.





# VETERAN SERVICES

The UCA Veteran Services and Veteran Resource Center are two resources aimed at making veteran and dependent students' time at UCA as efficient and supportive as possible. Veteran Services coordinator David Williams ([dewilliams@uca.edu](mailto:dewilliams@uca.edu)) assists with education benefits.

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 your 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 certification 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 personnel 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, it is 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 Service office.

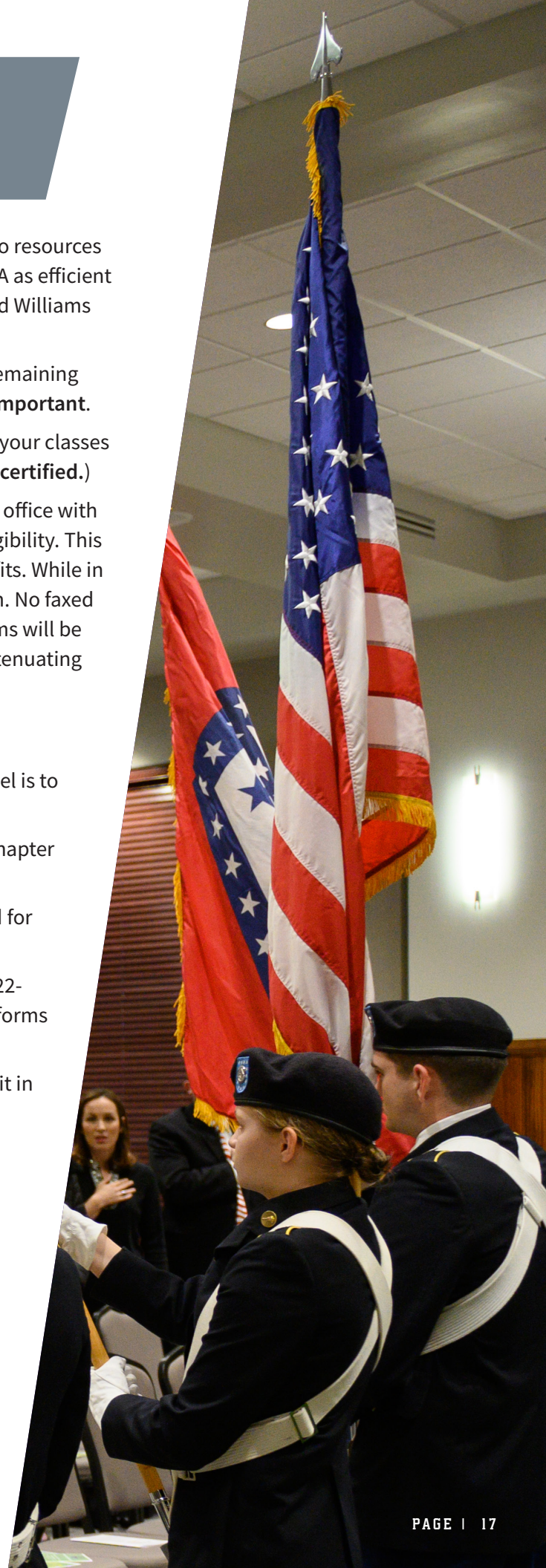
## STUDENT VETERANS RESOURCE CENTER

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.

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

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# CAMPUS CONTACT INFORMATION

## BEARCARD CENTER

Student Center, First floor, (501) 450-5818

- UCA picture ID card
- BearBucks
- Building access

## CAMPUS RECREATION

HPER Center, (501) 450-5712

- State-of-the-art equipment
- Pool, Recreation and fitness activities
- University intramural sports

## CAREER SERVICES

Bernard Hall 311, (501) 450-3134

- Career exploration
- Resume writing
- Job listings (part-time and full-time)
- On-campus work-study job list
- Internship opportunities

## CENTER FOR WRITING AND 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 RESOURCE CENTER

Student Health Center 212, (501) 450-3613

- Approves accommodations
- Coordinates services with faculty
- Collaborates with campus offices

## FINANCIAL AID

Harrin Hall 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

## INTERNATIONAL ENGAGEMENT

McCastlain Hall 109, (501) 450-5098

- International student and scholar services
- Intensive English Program
- Office of Study Abroad
- UCA Confucius Institute

## IT HELP DESK

Burdick Hall 101, (501) 450-3107

- UCA password and Logon issues
- Responds to technology requests

## MATH RESOURCE CENTER

Math and Computer Science Bldg, First floor

- Math tutoring

## OFFICE OF DIVERSITY AND COMMUNITY

Bernard Hall 207, (501) 450-3135

- Minority Mentorship Program
- Latinx outreach
- Program initiatives for men and women of color
- LGBTQ+ liaison

## OFFICE OF STUDENT SUCCESS

Old Main 104, (501) 852-2117

- Tutoring services and supplemental instruction
- Academic success workshops and peer coaching
- Probation Academic Recovery and so much more

## REGISTRAR

Harrin Hall 224, (501) 450-5200

- Class registration, drop/add classes
- Grade information
- Academic transcript
- Verification of employment

## STUDENT ACCOUNTS/CASHIERING

Bernard Hall 110, (501) 450-5015

- Billing information/fee payment
- Check cashing

## STUDENT ACTIVITIES BOARD

Student Center 207, (501) 450-3235

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

## STUDENT CENTER ADMINISTRATION

Student Center 206, (501) 450-3235

- Special room set-ups
- Solicitation permits

## STUDENT HEALTH CLINIC

Student Health Center, First floor, (501) 450-3136

- Treatment for minor illness and injury
- Women's Health Center
- Pregnancy, Hep-B, TB and cholesterol tests
- Selected drug immunizations and prescriptions
- 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/)

- Online services
- Extended hours
- Research assistance
- Computers and printers available

## UNIVERSITY POLICE

Located between Hughes and State Hall, (501) 450-3111

- UCA Alert
- Safe@UCA and crime prevention
- Criminal investigations
- Parking and traffic

## VETERAN SERVICES

Harrin Hall 223, (501) 852-2999

- Certification of GI Bill benefits
- Help completing major program requirements
- Help completing scholarship applications





# FREQUENTLY ASKED QUESTIONS

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

- Go to myUCA, Self-Service, Student Information.
- Go to Academic Advising website for video tutorials at [uca.edu/advising/video-tutorials](http://uca.edu/advising/video-tutorials).
- Also check the Student Resources tab on [uca.edu/advising/resources-for-students](http://uca.edu/advising/resources-for-students).

## ***How do I update my address and contact information?***

- You can do so on myUCA or complete a “Name/Address Change Request Form” at the Registrar’s Office, Harrin Hall, 224.

## ***Where can I get information on job opportunities?***

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

## ***How can I find a job on campus?***

- Go to Bears 4 Hire at [uca.edu/career/bears4hire](http://uca.edu/career/bears4hire).
- Career Services provides postings. Dean of Students will also advertise on-campus jobs (Student Health Center 210).

- Contact individual academic departments, the library and the cafeteria for opportunities on campus.

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

- Disability Resource Center in the Student Health Center (501) 450-3613

## ***Where do I get temporary disability parking tags?***

- UCA Police Department

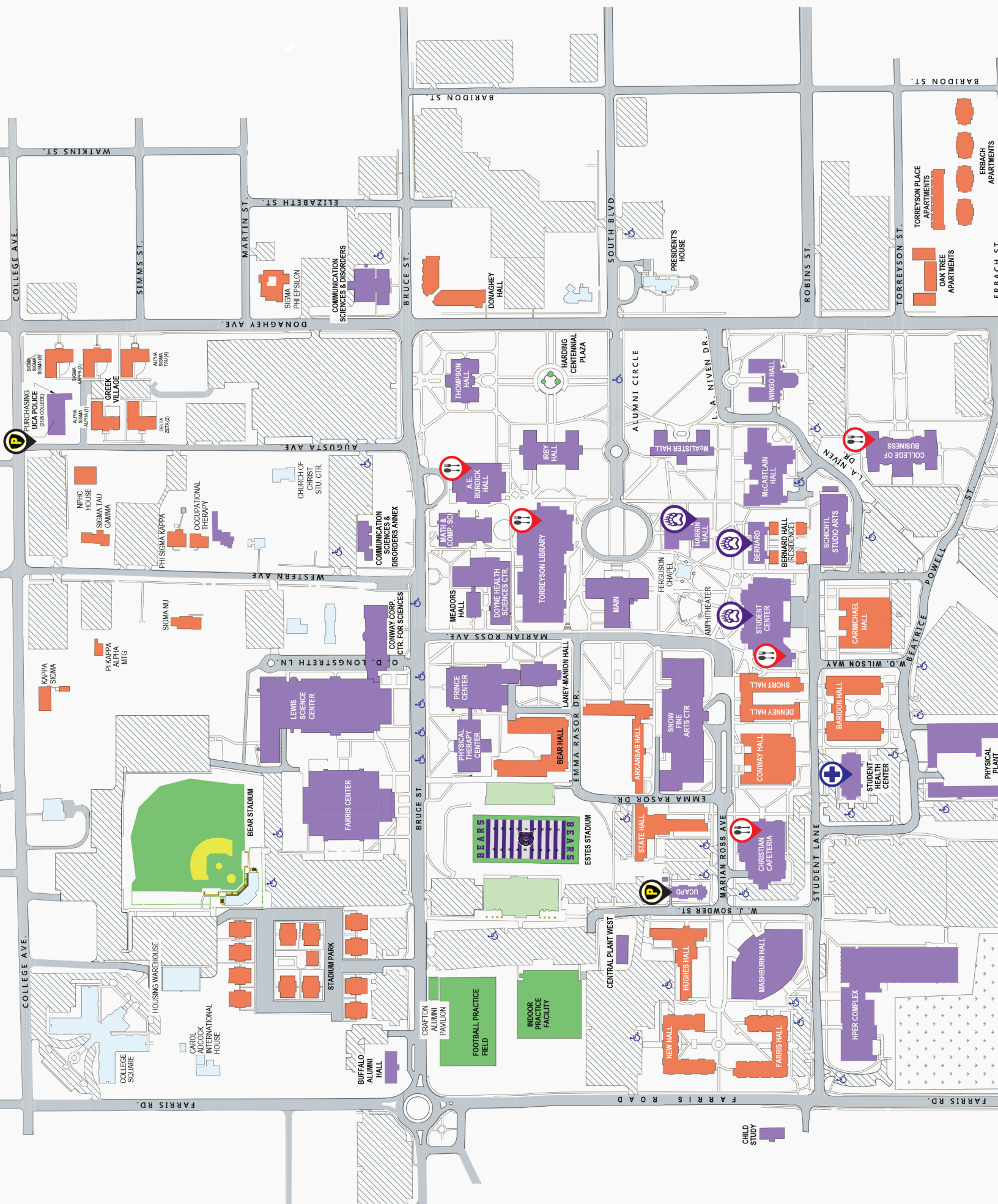
## ***Where can I find information on cultural events and LGBTQ+ programs?***

- [uca.edu/diversitycommunity/](http://uca.edu/diversitycommunity/)
- The Office of Diversity and Community (Bernard Hall, Suite 207) (501) 450-3135

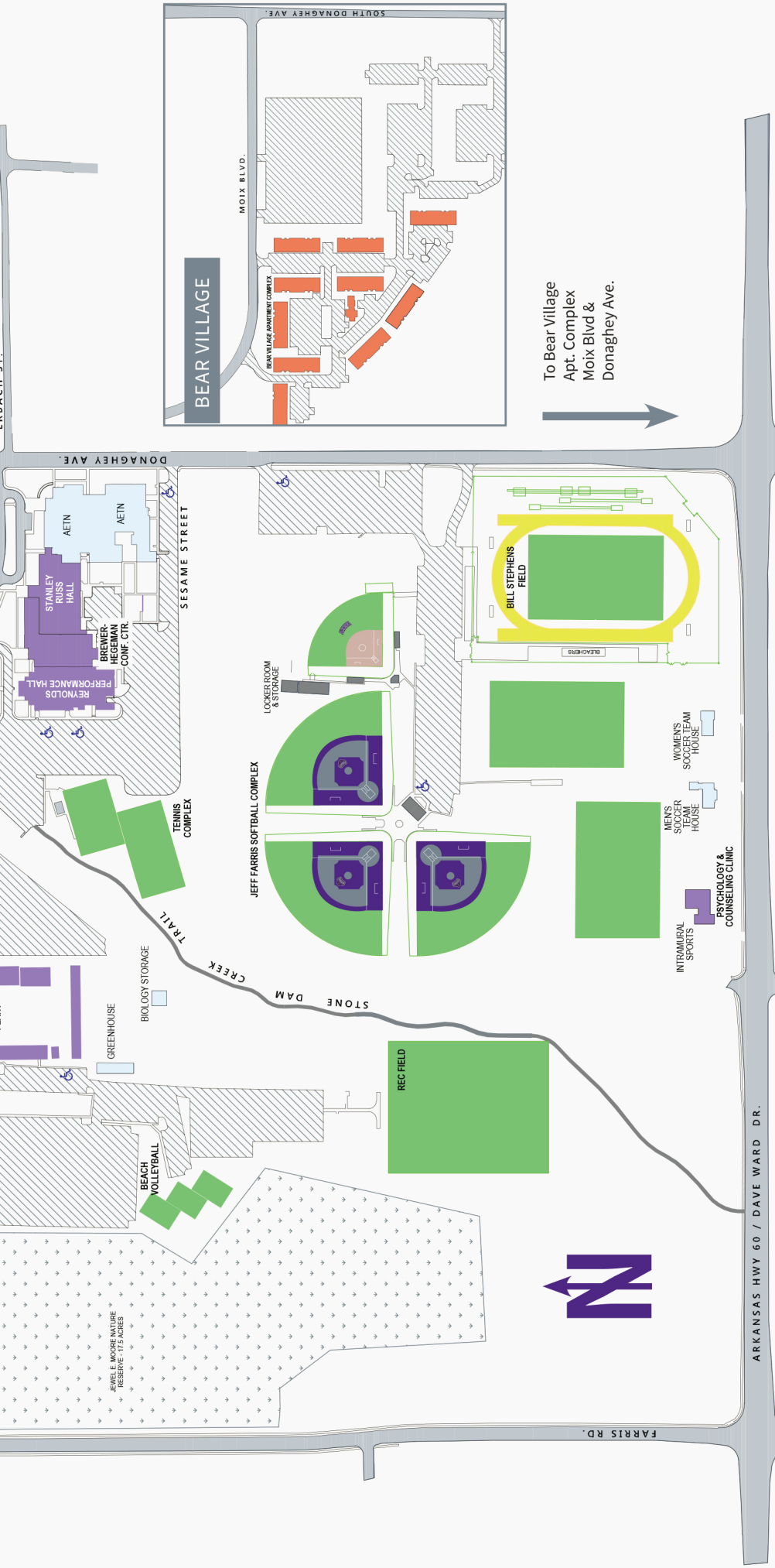
## ***How do I find more information on financial aid?***

- myUCA, Self-Service or see [uca.edu/financialaid](http://uca.edu/financialaid)
- Financial Aid Office, Harrin Hall, Suite 200

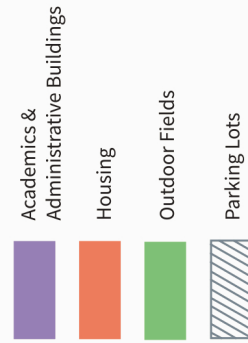








## LEGEND



### CORE STUDENT SERVICES

BERNARD HALL	ROOM	PHONE
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

<b>STUDENT HEALTH CENTER</b>	501-450-3136
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### 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

To Bear Village  
Apt. Complex  
Moix Blvd &  
Donaghey Ave.



# STUDENT SUCCESS

Academic  
Success Workshops



FirstGen@UCA



Probation  
Academic Recovery



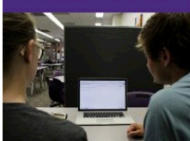
Progress  
Reporting



Summer  
Programs



Success Coaching



Supplemental  
Instruction



Transfer  
Students



Tutoring



UCAN



Student Support  
Guide



The Office of Student Success provides programs and services designed to help students succeed during their enrollment at UCA.

Office of Student Success  
Old Main Hall, Suite 104  
(501) 852-2117  
[studentsuccess@uca.edu](mailto:studentsuccess@uca.edu)

For more information on its resources, visit [uca.edu/studentsuccess/](http://uca.edu/studentsuccess/).

## TRANSFER|mation



TRANSFERmation is an optional orientation program geared toward incoming transfer students the semester you transfer to UCA. It is designed to showcase resources and opportunities you will find integral to your success while at UCA. It will be held the day before instruction begins each fall and spring semester. Family members are welcome to attend with you!

Wednesday, August 19, 2020  
Wednesday, January 13, 2021

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





# CAREER SERVICES

## OUR SERVICES INCLUDE

- Mock interviewing
- Career coaching
- Focus2 Career Assessment
- W.O.W. Closet
- Professional photos
- Campus interviews
- Career fairs
- Internships
- Part-time and full-time job opportunities
- Resume reviews
- Virtual career fairs

## CALL US

- Freshmen, Sophomore and Juniors: (501) 450-3250
- Seniors and Alumni: (501) 450-3134

Bernard Hall, Third floor

**UCA.EDU/CAREER**

## Connect with us!



Visit [uca.edu/career](http://uca.edu/career) for job opportunities, services and more!

# 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 premier 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)