

Welcome to UA Fort Smith!

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On behalf of the UA Fort Smith faculty, staff, and administration, we welcome you.

This handbook contains vital information regarding your obligations and privileges as a student. Please read it carefully. There are many exciting opportunities available, both academic and extracurricular, and the University sets specific expectations for students in terms of academic achievement and standards of conduct. The most successful students are involved students, and we strongly encourage you to make full use of your educational opportunities and to participate to the fullest extent possible.

Because we produce this information only once a year, it may not contain recent changes in policies and requirements. We encourage you to keep informed via LionsLink.



Important Phone Numbers

UA Fort Smith	(479) 788-7000
ADA Coordinator	(479) 788-7794
Admissions information only (toll free)	888-512-5466
Admissions and School Relations	(479) 788-7120
Boreham Library.....	(479) 788-7200
Box Office	(479) 788-7300
Career Services	(479) 788-7017
Cashier's Office	(479) 788-7060
Computer Help Desk	(479) 788-7460
Counseling Center.....	(479) 788-7398
Dining Services.....	(479) 788-7312
Financial Aid Office.....	(479) 788-7090
Fitness Center	(479) 788-7600
Learning Assistance Center	(479) 788-7675
Office of Non-traditional Student Support.....	(479) 788-7319
Powell Student Health Clinic.....	(479) 788-7444
Records Office.....	(479) 788-7230
Sebastian Commons.....	(479) 783-7577
Student Activities Office	(479) 788-7663
Student Advisement & Career Planning	(479) 788-7400
UA Fort Smith Lions Bookstore.....	(479) 788-7320



University Center:

Education	(479) 788-7908
Engineering	(479) 788-7719
Nursing.....	(479) 788-7840

University Police Department

(Emergency)	(479) 788-7140
(Non-emergency)	(479) 788-7141

Vice Chancellor for Student Affairs..... (479) 788-7310

Frequently Called Numbers

UA Fort Smith Calendar 2009-2010

Fall 2009 Semester

Classes Begin	Monday, August 24
Holiday (Labor Day)	Monday, September 7
Fall Break	Wednesday-Sunday, November 25-29
Last Day of Classes	Tuesday, December 8
Final Exam Week	Wednesday-Tuesday, December 9-15
Commencement	Thursday, December 17

Spring 2010 Semester

Classes Begin	Monday, January 11
Holiday (Martin Luther King Jr.)	Monday, January 18
Spring Break	Monday-Sunday, March 22-28
Last Day of Classes	Thursday, April 29
Final Exam Week	Friday-Thursday, April 30-May 6
Commencement	Saturday, May 8

Summer Intersession for International Courses - 2010

Classes Begin	Monday, May 10
Last Day of Classes	Friday, May 28

Summer 2010 I Semester

Classes Begin	Tuesday, June 1
Last Day of Classes	Friday, July 2

Summer 2010 II Semester

Classes Begin	Tuesday, July 6
Last Day of Classes	Friday, August 6

YOU AND THE UNIVERSITY COMMUNITY

Personal Responsibility, Safety, Health, & Wellness

As a member of the University of Arkansas - Fort Smith community, you will be encountering exciting new personal and academic challenges and opportunities. UA Fort Smith is committed to providing an environment which is comfortable, supportive, and safe. However, as a member of this community you must assume responsibility in order for this to occur.

Some of you are new to campus and for some this is your first time away from home. This means new freedoms and responsibilities; new situations that mean new choices. To be successful, you will need to examine the choices and options and act in a way that benefits you and those around you. Make sure you read the *Student Code of Conduct* (found on LionsLink) to know what is expected of you as a student of the University.

At UA Fort Smith, you will encounter people from diverse backgrounds with different lifestyles and values. This diversity provides spice to our lives and expands our minds and horizons. While here, you may be defining or redefining your values and beliefs. Keep in mind that decisions you make and actions you take may have consequences that affect your life and the lives of others.

On today's college campuses, there are serious issues facing students. Some of these issues include: AIDS, acquaintance rape, sexual assault, and substance abuse. Since these issues can affect everyone, it is likely that you will encounter these problems either directly or indirectly. If you have questions or concerns about these issues, there are many resources available at UA Fort Smith to assist you. You are encouraged to take advantage of these services and turn to people who care about you.

Thinking about these issues can be overwhelming; however, you can avoid many of these major problems by exercising common sense and good judgment. Stand back and think before you act. Try to take care of yourself and your needs: eat properly, exercise, get plenty of sleep, use good study habits, and utilize the resources available to you.

Personal Safety

Each student is issued a Lions ID Card, which must be retained while she/he is registered at the University. In order to protect the safety and welfare of students and employees of the University, and to protect the property of the University, all persons at events or on property under the jurisdiction of the University shall identify themselves to an appropriate institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification. If any person refuses or fails upon request to present evidence of his/her identification, and it appears reasonable that the person has no legitimate reason to be on the campus or in the facility, the person will be ejected from the campus or facility.

Your safety on campus is vitally important. The need for campus security is broader than personal safety. It is central to our educational mission. There are many steps we can take to protect ourselves from crime. Many crimes occur because there was an opportunity for them to happen. For example, most crimes of theft and burglary are random, not calculated. They occur because community members leave a residence apartment door, room door or window, or car door unlocked. On a campus like the University of Arkansas - Fort Smith, it is easy to think that nothing

will happen. But crime can happen anywhere. Follow these simple steps to reduce your chances of victimization:

- Keep emergency numbers near or on the phone. Report suspicious activity, thefts, and other criminal activity immediately.
- At night, walk in well-lit areas with a friend or in a group. Utilize the University Police escort program if you cannot find anyone to walk with you. Be aware of your surroundings. Do not ignore your intuition; if you suspect you are being followed, change directions or head for a campus building, group of people, or emergency phones.
- Never prop open or alter a door in any manner so that it will not close properly.
- Do not admit unauthorized or uninvited persons into your residence apartment. Report suspicious persons immediately.
- Keep your doors locked at all times when you are in your room and when you leave.
- Never give out information about yourself or others to strangers on the phone.
- Do not carry or flash large sums of money.
- Do not leave backpacks or books unattended at any campus facilities. Print your name inside every textbook you own.
- Engrave all items such as stereos and computer equipment.

If you are a victim of a crime or have been involved in a personal safety issue on this campus, you are encouraged to report this to the University Police Department or some other University official. The following are resources available to you:

University Police Department (788-7141)

Vice Chancellor for Student Affairs (788-7310)

Counseling Center (788-7398)

Crisis Center for Women (782-1821; 800-359-0056)



A special acknowledgement is given to Indiana State University for allowing the University of Arkansas - Fort Smith to utilize excerpts from their Student Handbook.

UA Fort Smith Mission, Vision, and Values

Mission

The mission of the University of Arkansas - Fort Smith is to raise the higher education achievement level of the residents of the Western Arkansas service area to meet or exceed the national averages. The UA Fort Smith mission is about positively changing lives through education and training, and improving the civic and economic health of the region by means of a more educated populace. Specifically, the education level of the adult citizenry of our region, as measured by the percentage of those 25 years and older who hold a bachelor's degree, is well below that of the state, which lags the nation. We are charged with changing those facts.

UA Fort Smith addresses the mission by providing high quality baccalaureate, associate, and certificate programs and a wide range of credit and noncredit educational services for the region. Education and training services, designed to meet the workforce education and retraining needs of business, industry, and healthcare throughout the region, are a direct support responsibility of the institution. Student learning and growth are priorities for all of us at UA Fort Smith. The University will strengthen the educational, cultural, and economic development of the communities in Western Arkansas.

Vision

UA Fort Smith will be a distinctive institution that truly serves as a leader and a model in the learning enterprise. With a primary focus on five areas that produce highly qualified graduates for identified areas of employment need, the University will build vibrant colleges of education, business, health sciences, technology, and arts and sciences. A strong general education/liberal arts foundation will be the core of each program. In addition to a strong theoretical base, each UA Fort Smith student will have applied learning opportunities in the community relevant to his/her field of study, through apprenticeships, internships, mentoring programs, service learning, student-work positions, and other experiential opportunities. The result will be well-educated graduates armed with a wealth of knowledge and practical experience in their fields. They will be widely sought for well-paid employment.

UA Fort Smith will continue to be distinguished from other public regional universities by the focus on what the institution does best – preparation for real life in a real-life place. Since learning happens both inside and outside the classroom, students will be encouraged to see the Fort Smith region as an extension of the campus.

UA Fort Smith will be a catalyst for enhanced economic development, as well as cultural and educational development. The aim is to participate actively in building a thriving region with job opportunities for young adults, new families, and continued growth of existing area service, business, and industrial enterprises. The institution will continue to be committed to serving the public and will work closely with community organizations to do so. The overarching goal will be community and regional development and growth.

UA Fort Smith will foster a community of learners with shared aspirations, values, and goals, with a unifying theme of enhanced quality. Whatever we do, we will do well. UA Fort Smith will be recognized as one of the most effective institutions in higher education in every way. As a result, faculty and staff, the community, the region and, most importantly, students will benefit.



Values

UA Fort Smith holds a set of core values based on the belief that we can and should be the best of learning organizations, by centering our focus and efforts on the learner and learning, and by practicing and modeling integrity and ethical behavior, responsibility for results, service to our fellow citizens and the communities we serve, and cooperation and collaboration with others in the betterment of the world in which we live.

Assessment of Student Learning

UA Fort Smith has clear expectations for student learning and is committed to continual assessment as the means to improving learning outcomes. Every academic program specifies educational objectives with outcomes that are measured to determine ways in which learning will be improved. Findings based on assessment objectives are used in curriculum improvement, planning, and resource allocation. A faculty-led, student-learning committee coordinates assessment activities of the entire campus for the purpose of continuous improvement in learning. See www.uafortsmith.edu/Learning for further information.

General Education

UA Fort Smith's goal for students is independent lifelong learning. The development and demonstration of specific abilities in disciplinary and interdisciplinary contexts are a means to that end. A strong and viable general education program is central to the University's mission. Each degree requires demonstrated proficiency by students, and the level of proficiency gained is continually assessed in order to improve student learning.

Equal Opportunity/Affirmative Action Statement

UA Fort Smith provides equal employment, admission, and educational opportunities without regard to race, color, gender, religion, age, or learning or physical disability.

UA Fort Smith does not discriminate on the basis of disability in admission, access to, treatment, or employment in its programs and activities.

It is the policy of UA Fort Smith that no student or staff member may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

The director of human resources is responsible for the University's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964. The provost/senior vice chancellor is responsible for compliance with Title IX of the Education Amendments of 1972.

Student Services

Bulletin Boards

Bulletin boards are placed at various locations throughout the campus. Posters/flyers may be posted only on bulletin boards marked for student use. Only thumbtacks may be used. All materials for posting, including any commercial advertising, must be approved and stamped by the Student Activities Office, located on the Lower Level of the Smith-Pendergraft Campus Center. Individual student announcements may be posted on bulletin boards located in the TV lounge and the commuter lounge.

Building Access

University buildings are opened by 6 a.m. and secured after 9 p.m., Monday through Friday. On weekends and holidays, the University Police Department will open and secure buildings and facilities at times fixed by the department directors and scheduled by the Events Coordinator. The University Police will not be responsible for opening and closing buildings and facilities on an individual or random request for access without proper authorization from the person responsible for that building. Students, including student employees, wanting access to buildings and facilities after scheduled hours or on weekends must first obtain access authorization to a building/room from the department head or his/her designee. Students must also have a valid Lions ID Card. Any person who cannot properly identify themselves will be considered unauthorized and will be asked to vacate the premises.

Persons authorized to be in the buildings may be accompanied by family members. Children should not be permitted to roam unattended through the buildings. Pets will not be permitted in the buildings. If there is a specific need for a student to be in the building after midnight, they must be accompanied by a member of the faculty, staff or administration or have a note from the department head indicating the days and hours that they are authorized to use the facility. Policies may differ by departments concerning students studying/working after hours. Please check with the dean of the college.

During occasions when it is impossible to comply with this policy, the University Police should be contacted and special arrangements can be made.

Student Advisement and Career Planning

Professional advisors are available to assist students with career exploration, choosing a major, understanding course requirements, and goal setting. Advisors encourage thorough career exploration with a systematic approach involving personal assessments, a career resource library, web-based career exploration with E-Discover, and other online resources and activities. Students can meet with an advisor to review their results and develop a personalized academic and career plan using our Career Planning Toolbox.

Students may also visit our Career Planning website at:

www.uafortsmith.edu/Advising/CareerPlanning

Students are encouraged to meet with an advisor prior to their assigned registration date. Except for designated holidays, hours for Student Advisement and Career Planning are 8 a.m. to 6 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday. Student Advisement and Career Planning is located on the Upper Level of the Smith-Pendergraft Campus Center.

Changes in Student Information

It is the responsibility of all students to maintain and correct their address, telephone number, and legal name and to report any changes in information promptly to the Records Office. Failure to do so may result in undelivered registration notices, invoices, invitations, and official correspondence.

The University considers information on file with the Records Office to be official. Forms for correcting student information are available from the Records Office and on the website. Legal documentation of a name change is required.

Closing Because of Weather Conditions

Bad weather occasionally makes it necessary to cancel classes or close campus. To find out:

1. Check the UA Fort Smith website at www.uafortsmith.edu and look under “News.” Click on the weather story for details. The announcement will be placed on the website first. You may also reach this site through LionsLink by clicking on UA Fort Smith news.

2. Tune to Channel 24 on the Fort Smith cable network.
3. Call the main UA Fort Smith telephone number, (479) 788-7000, to hear a recording.
4. To get the quickest, most accurate information on whether classes are cancelled, use one of the three methods listed above. Announcements are provided to local radio and television stations that have asked to list our information, but you should use more than one means of obtaining information since procedures at some stations do not allow for different announcements for day and night classes.

If no announcement is made, classes will be held.

Separate announcements will be made for day and evening classes. Day classes are those starting between 7 a.m. and 3:45 p.m. The decision to cancel day classes will be announced by 6:30 a.m. Night classes are those starting at 4 p.m. or after. The decision to cancel night classes will be announced by 3 p.m.

Off-campus classes will be canceled if the facility where the class is being held is closed. Listen for announcements made by that specific location.

A Word for Students:

Students should use their own best judgment in severe weather situations. In doing that, if students feel it is unsafe to travel to campus when classes are in session, students should then contact individual instructors for a possible solution to make up coursework.

Lions Alert

To promote campus safety and effective communication, UA Fort Smith offers students Lions Alert. Lions Alert is a voluntary text messaging and e-mail subscription service that allows students to sign up to receive timely electronic message announcements of campus closings because of inclement weather and notifications of campus emergencies.

Lions Alert messages can be received on any device that has an e-mail address including desktop and laptop computers, cellular phones, pagers, and personal digital assistants (PDAs). Additionally, Lions Alert provides text-to-voice messaging capability to one registered phone number to accommodate visually impaired students and those without a text capable cellular phone. The signup interface for Lions Alert may be accessed via the UA Fort Smith home page, www.uafortsmith.edu.

Computer/E-mail Access

Access to network computers, LionsLink, computer/e-mail access, the Internet, and laser printers is available with a student login and password. Logins are available at the Admissions counter located on the Upper Level of the Smith-Pendergraft Campus Center, the Boreham Library, and the Gordon Kelley Learning Assistance Center (LAC).

Student ADA Services

www.uafortsmith.edu/ADA/Index
(479)788-7577

UA Fort Smith seeks to make every effort to offer equal educational opportunities for all students. To ensure a total university experience for students with disabilities, UA Fort Smith seeks to provide reasonable accommodations and services to students who are physically and/or learning disabled. The underlying philosophy of the program is to provide support, where possible, that will maximize each student's opportunities for academic success.

Working in partnership with the student, the Student ADA Services coordinator will develop an individualized plan for services which may include academic advisement and accommodations in testing and instruction. A student with disabilities may present validation of the disability and request services by contacting the Student ADA Services coordinator at (479) 788-7577.

Registration with Student ADA Services is a separate process from the application for admission to the University. In order to be considered for accommodations, a student must first submit verification of the condition based on Student ADA Services guidelines and meet with the Student ADA Services coordinator to discuss accommodation requests.

UA Fort Smith is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Any student who believes he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law, shall have the right to file a grievance. To obtain a copy of a “Services for Students with Disabilities” brochure, which includes application information and the grievance procedure, contact the Student ADA Services Office at (479) 788-7794, the office of the dean of Student Success at (479) 788-7660, or visit our website for a printout.

International Students

An “international student” is one whose citizenship is in another country and is applying for an I-20 from UA Fort Smith to obtain a student (F-1) visa. International student applications, requests for information, and questions should be referred to the international student advisor, Upper Level, Smith-Pendergraft Campus Center. All international students must see the Designated School Officer (DSO) before accepting ANY employment, changing name or address, traveling, changing class schedule, etc. The DSO is located in the Admissions Office, Upper Level, Smith-Pendergraft Campus Center, phone (479) 788-7120. UA Fort Smith has designated a special advisor to assist in the admission and academic advisement process of international students. International students are encouraged to meet with local families and visit their homes. UA Fort Smith Office of International Relations (OIR) provides a buddy-program for all international students. All students interested in these programs should contact the OIR at 479-788-7166 or international@uafortsmith.edu.

Study Abroad

The Office of International Relations (OIR) is a centralized division for international education, developing and managing quality international initiatives, programs, support services, and international partnerships for UA Fort Smith. The program integrates international education, global perspectives, and cross-cultural knowledge into the University’s academic programs and the community at large. In addition, it facilitates the comprehensive internationalization of the University and connects the campus to the world, enabling UA Fort Smith students to graduate as globally competent citizens. Anyone who is interested in studying abroad is asked to contact the director of OIR at 788-7166 or international@uafortsmith.edu.

Lost and Found

The Lost and Found department is located in the Box Office, Lower Level of the Smith-Pendergraft Campus Center, 788-7300. The University does not assume liability for any lost item.

Records Office

www.uafortsmith.edu/Records
(479) 788-7230

The Records Office provides official student records, and transcripts; processes graduation and registration forms; and provides Lions ID Cards. The Records Office is located on the Upper Level of the Smith-Pendergraft Campus Center. Students can visit the Records Office or request services via the website. The Records Office webpage lists general information, requests for service forms, the official University calendar, and final exam schedules.

Enrollment Verification

Students can print enrollment verifications 24/7 by using LionsLink. Verifications can be used for scholarships, student loans, or insurance purposes. The Records office has authorized the National Student Clearinghouse to provide this service.

Boreham Library

www.uafortsmith.edu/library

(479) 788-7200 or toll free 800-935-9341

The Boreham Library at the University of Arkansas - Fort Smith continues a long tradition of excellent service to the University campus. The library staff strives to be at the cutting edge in using new technologies and resources. The library offers specialized services such as reference by e-mail, a convenient copy center, and desktop productivity software on computer workstations. It is a gathering place for students during the school year, offering a convenient place to study and to work on group or individual projects.

Providing extensive electronic resources to students online on and off-campus, Boreham Library maintains database licenses for over seventy electronic databases such as Lexis Nexis, BioOne, and the World Catalog. Databases cover many subject areas and provide full-text for over 20,000 journals. Additional electronic resources include a collection of over 21,000 electronic books. At workstations provided in the library or by using wireless service for their personal laptops, students can do research, use the Internet, and access the library online catalog.

The library also maintains other traditional collections. There are over 86,000 book volumes, 300 current periodical subscriptions, eight newspaper subscriptions, over 4,000 audiovisual titles, and over 60,000 microforms. Special collections include the Pebley Center for Arkansas Historical and Cultural Materials and the Foundation Center Grants Collection.

Books, articles, documents, and other items not available locally may be requested through the library's interlibrary loan system. Document delivery can be provided by Internet, mail, and fax. As a convenient feature for students, the library's electronic reserves module allows off-campus access to articles, class notes, homework solutions, and other materials.

One of the library's goals is to educate users by helping them acquire the information literacy skills which will enable them to find, use, and evaluate information in all formats. The Boreham Library offers a variety of instructional programs and services designed to improve library skills for the university community.

The library building is open regularly when classes are in session, and many library resources are available online on a 24-hour basis.

LIBRARY HOURS

	Fall/Spring	Summer
Monday - Thursday	7:30 a.m. - 9:30 p.m.	7:00 a.m. - 9:30 p.m.
Friday	7:00 a.m. - 5:00 p.m.	7:00 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 3:00 p.m.	CLOSED
Sunday	2:00 p.m. - 8:00 p.m.	2:00 p.m. - 8:00 p.m.

Vacation and intersession hours may vary and are posted in advance.

Any University employee or student may check out materials from the Boreham Library, the Fort Smith Public Library, or the Scott-Sebastian Regional Library using a current Lions ID Card. A current Lions ID Card also entitles the holder to apply for an ArkLink Statewide Library Card. This card permits reciprocal borrowing privileges at any other ArkLink participating library.

UA Fort Smith Lions Bookstore

Located in the Smith-Pendergraft Campus Center, the UA Fort Smith Lions Bookstore stocks the required textbooks for all classes offered on the UA Fort Smith campus, as well as a variety of supplies, University souvenirs, clothing, snacks, and miscellaneous items. The bookstore is in operation the following hours:

Fall and spring semesters:

Monday - Thursday	7:30 a.m. - 6 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday/Sunday	Closed

Summer Terms

Monday - Thursday	8 a.m. - 5 p.m.
Friday	8 a.m. - 12 noon

Students are entitled to a full refund on textbooks in original condition through the first week of class for any reason, with a valid receipt. Students are also entitled to a full refund on textbooks through the first 30 days of class if the class is dropped and the student presents a valid receipt and drop form. This 30 day return policy applies ONLY to the Fall and Spring semesters. See store for additional return information.

Book buyback is conducted year round in the bookstore. However, the best time to get the most money for books is at the end of every semester (finals week). When the bookstore is purchasing books for re-sale (for the next semester), students will receive 50% cash back of purchase price. See store for additional details.

Online textbook ordering and store information can also be found on the UA Fort Smith Lions Bookstore website at <http://uafortsmith.bncollege.com>.

Textbooks and other resources are also available at off-campus locations.

Computer Help Desk Services

The Computer Help Desk is located in room 212 of the Gardner Building and can be reached by phone at (479) 788-7460 or through LionsLink by clicking on the Help Desk link. The Computer Help Desk staff assists faculty, staff, and students with computer-related issues, including online learning and preparing notebook computers to access the University's wireless computer network.

Courtesy Phones

Courtesy phones are located in the lobby or entrance areas of most classroom facilities on campus and in the Smith-Pendergraft Campus Center.

Dental Hygiene Clinic

The UA Fort Smith dental hygiene program operates a clinic in which students treat patients under the supervision of dental hygiene faculty. The clinic is on the first floor of the Pendergraft Health Sciences Center. Preventive services offered to UA Fort Smith students, faculty, staff, and the general public include the following:

- medical/dental history and vital signs
- radiographs (x-rays)
- prophylaxis (dental cleaning)
- fluoride treatment
- dental sealants
- nutritional counseling
- oral hygiene education
- blood pressure screening
- oral examination
- dental examination
- periodontal assessment

All procedures performed by the students are under the supervision of dentist/hygienist faculty, and they usually require more than one visit to be completed. To schedule an appointment, please call the College of Health Sciences at (479) 788-7270.

Food Court

The Food Court is located on the Lower Level of the Smith-Pendergraft Campus Center.

HOURS:

Monday-Thursday	Breakfast: 7:30 - 10:30 a.m.	Lunch: 10:45 a.m. - 2:00 p.m.
Friday	Dinner: 4:00 - 6:30 p.m.	
	Continuous Dining 7:30 a.m. - 2 p.m.	

Welcome Center /Student Activities Office

The Welcome Center provides a central location for daily announcements, computer access, and information to students and guests of the University. The Welcome Center is open to all students. You can always find students hanging out, studying, or playing games in this area. The Welcome Center is located in room 115 of the Smith-Pendergraft Campus Center.

Gordon Kelley Learning Assistance Center (LAC)

UA Fort Smith's concern for the individual student is reflected in the Gordon Kelley Learning Assistance Center, which provides programs designed to meet individual student needs not met through the general curriculum. Supplemental materials, free group tutoring for many UA Fort Smith courses, core skills instruction, motivational programs, and learning programs are all provided to encourage student success. Instructors provide the supplemental materials, which consist of old class notes and tests, audiovisual tapes, and computer-aided instruction. Free group tutoring is provided for any UA Fort Smith credit course. Time management, self-discipline, and motivational programs are all provided for the student who wants improved study skills and grades.

Learning programs focus on specific strategies to understand, retain, and apply new information, as well as traditional study skills techniques. LAC programs are individually designed to meet student needs, and, are free to any University student. The LAC is located on the second floor of the Vines Building, Room 202. For more information, call 479-788-7675.

The LAC also provides academic support for students who are on academic probation. Individualized guided-study and self-assessment instruments are used to develop a formal plan of action to succeed in college. Students taking advantage of this service will learn usable techniques.

HOURS

Fall and spring semesters:

Monday - Thursday	7:45 a.m. - 9 p.m.
Friday	7:45 a.m. - 5 p.m.
Saturday	9:00 a.m. - 1 p.m.
Sunday	1:00 p.m. - 6 p.m.

Vacation and intersession hours may vary and are posted in advance.

Counseling Center

The Counseling Clinic of UA Fort Smith supports the mission of the University by enabling students to maximize their educational experience through counseling and psychotherapy. The clinic is open from 9:30 a.m. - 6 p.m. Monday through Thursday and from 10 a.m. - 2 p.m. on Friday, and is located on the third floor of the Pendergraft Health Sciences Center, Room 312.

Appointments may be made by dropping in or calling (479) 788-7398. Walk-in appointments will be accommodated as soon as possible.

Powell Student Health Clinic

The Powell Student Health Clinic provides high quality non-emergency health care service to UA Fort Smith students to assist with improving their health and safety so they may benefit from

the educational process and achieve their full potential. The Powell Student Health Clinic is located on the second floor of the Pendergraft Health Sciences Center.

The clinic is open from 8 a.m. until 5 p.m. Monday and Wednesday, 8 a.m. until noon Tuesday and Friday, and 1 p.m. until 5 p.m. on Thursday. Appointments may be made by calling (479) 788-7444.

Types of services provided include:

- Non-emergency primary care professional services for the diagnosis and treatment of common diseases and acute illness with medication provided to treat non-emergency care cases
- Prescriptions phoned in to student's pharmacy
- Wellness exams
- Wound care
- Chronic disease evaluation, monitoring, and care management
- Treatment of minor injuries
- Wellness programs

Health Education/Fitness Center

www.uafortsmith.edu/Fitness

The UA Fort Smith Health Education/Fitness Center is located in the Gymnasium. The fitness center houses state-of-the-art Nautilus Nitro selectorized equipment, circuit training, a full line of Nautilus cardio equipment, and a free-weight area, housing a Smith machine, power rack, and a variety of benches and dumbbells. All UA Fort Smith students are admitted to the fitness center by presenting a current UA Fort Smith Lions ID Card. Refer to the website for current hours.

The Office of Non-traditional Student Support

www.uafortsmith.edu/Future/AdultStudents

(479) 788-7319

The Office of Non-Traditional Student Support is located in the Smith-Pendergraft Campus Center, Room 107. The Office of Non-Traditional Student Support seeks to empower UA Fort Smith students through supportive inter-personal relationships and direct resource assistance to ensure complete educational success. They understand the unique challenges facing non-traditional students from all walks of life. They are here to provide a success-oriented environment and offer hands-on assistance to ensure that non-traditional students feel connected to the campus community and recognize their value to the university.

Recreation Room

The recreation room is on the Lower Level of the Smith-Pendergraft Campus Center. Problems should be reported to the Student Activities Office.

Sebastian Commons Apartments

www.uafortsmith.edu/Commons

(479)783-7577

Sebastian Commons offers a unique student housing experience. It is an exclusive apartment community for UA Fort Smith students, with one-, two-, and four-bedroom floor plans that can meet the needs of any student. Housing rates are affordable and all-inclusive. Furnishings and amenities included in the housing rates include:

- Furnished living room (coffee table, end table, leather couch, and leather chair)
- Full kitchens (refrigerator, oven/stove, dishwasher, and dining table)

- Furnished bedrooms (queen bed, dresser, night stand, desk, and desk chair)
- Individual locks on all private bedrooms
- All basic utilities (electric, water, sewer/sanitation)
- Wireless internet and expanded basic cable
- Parking exclusively for Sebastian Commons residents
- On site Laundry Center
- Convenience of walking to class everyday

From move-in days, self-defense classes, pumpkin-carving nights, and more, there is always something for residents to enjoy. Join friends in the Sebastian Commons study room for a study group. Living in Sebastian Commons is a unique experience. Contact the leasing center at (479) 783-7577 for additional information.

Smith-Pendergraft Campus Center

Groups and organizations on campus may schedule activities in the Smith-Pendergraft Campus Center if the activities do not interfere with general student use. All scheduling must be made through the campus booking coordinator at (479) 788-7009.

Students are asked to treat the Smith-Pendergraft Campus Center with care. Any action which may damage the building or the furnishings, or interfere with the rights of others, is prohibited.

HOURS

Monday - Thursday - 7 a.m. - 9 p.m. Friday - 7 a.m. - 5 p.m.

Testing Center

www.uafortsmith.edu/Future/TestingCenter
(479) 788-7682

Located in the Smith-Pendergraft Campus Center, Room 205, the Testing Center offers the following services on an ongoing basis: COMPASS and computer-literacy placement tests, CLEP testing, Challenge Exams, chemistry and foreign language placement exams, individual make-up tests for UA Fort Smith students and exam-proctoring for students taking classes at other institutions. Advance arrangements must be made with the Testing Center. Please see the "Tuition and Fees" section for associated costs. The Residual ACT is offered once a month. The PRAXIS, TEAS (nursing), and PSB Health Occupations Aptitude Examination are scheduled at various times during the year. Students may contact the Testing Center or visit the website for further information on these services.

Testing Center Hours:

Monday -Thursday	8 a.m. - 6 p.m.
Friday	8 a.m. - 5 p.m.

Retest Policy

All students receive one free COMPASS test in the event that he/she does not have course placement based on previous course work or acceptable ACT, SAT/ASSET scores. Students may not retest (even for a fee) once they have begun a placement sequence (e.g., begun a course). Students who have not begun a sequence may test a maximum of three times per year under the following guidelines.

Student scores below the minimum for admission:

1. Paid retest with no time delay between tests.
2. If student scores below minimum on first retest, he/she may retest a second time for a fee and after three months. The student must provide documentation of remediation completed during the three-month period.

3. Student must wait one year before being allowed to retest a third time for a paid retest fee. All retests after one year period will require a paid retest fee.

Student scores into course work but is unhappy with placement:

1. Student may retest for a fee, with no time delay between tests, as long as the student has not begun a placement sequence.
2. If student is still unhappy with score(s) after the first retest, he/she may retest again for a fee with no time delay between tests.
3. Student must wait one year before being allowed to retest a third time. A fee will be required.

The COMPASS tests scores are good for four years. If a student scores below the minimum, a fee is required for a retest within this time period. If the student's COMPASS test scores(s) have expired, the student will not be required to pay a retest fee.

HOURS

Monday - Thursday - 8 a.m. - 6 p.m.

Friday - 8 a.m. - 5 p.m.

Tests must be started at least one hour prior to closing time. The student is responsible for allowing enough time to complete the test. All tests will be turned in at closing time.

U.S. Mail/UPS

A U.S. mail box and UPS drop box are located between the Breedlove Building and the Smith-Pendergraft Campus Center.

Student Activities

Student Activities serves the students at the University of Arkansas - Fort Smith to complement their programs of study and to create and foster leadership development within the context of student-led student organizations, programs, and events. If you're looking for a way to get involved, make lifelong friends, and have a positive impact on the UA Fort Smith campus, then Student Activities is the place for you.

With over 50 organizations on campus ranging from academic to religious, special interest to political, there is something for everyone at UA Fort Smith. The Student Activities Office oversees student organizations as well as the following traditions:

- Welcome Week
- Lion Community Outreach Day
- Campus Picnic
- Homecoming

Campus-wide events change from year to year, so watch for information about monthly activities.

Athletics

www.uafortsmith.edu/Athletic

479-788-7590

UA Fort Smith athletic teams engage in intercollegiate competition in men's baseball, basketball, golf, tennis, and cross country, and women's basketball, golf, tennis, cross country, and volleyball. UA Fort Smith is known nationally for its strong tradition in intercollegiate athletics. The Lions men's basketball team has won 14 Bi-State Conference championships, 13 Region II championships, and two NJCAA national championships. The Lions women's basketball team has won 10 Bi-State East Conference championships, seven Region II championships, and one NJCAA championship. The Lions baseball team has over 200 wins in the past five years while competing in one of the toughest



conferences in the nation. The Lions volleyball team has won five Region II championships and has been recognized as an Academic All-American team every year from 1999 through 2005 and again in 2007. The Lions men's golf team won the Region II championship for the third consecutive year and, along with the Lions women's golf team, qualified for national tournament play in their third year of competition. Also the Lions men's and women's tennis teams represented the University as they participated in national tournament play. Lion athletics will begin a new tradition as men's and women's cross country teams will begin their inaugural season in the fall of 2009.

Scholarships are awarded for participation on all intercollegiate teams, and "walk-ons" are encouraged to try out for UA Fort Smith athletics. Athletic participation rates and financial support data are available from the Athletic Department upon request.

University students, faculty, staff, and fans take great pride in their support of UA Fort Smith athletics. University students are admitted free to athletic events by presenting a current UA Fort Smith Lions ID Card.

The Campus Activities Board also boasts the Blue Crew, which is the student cheering section for Lions athletics.

Fraternity and Sorority Life

www.uafortsmith.edu/Life/GreekLife
(479) 788-7694

The purpose of fraternity and sorority life at UA Fort Smith is to foster student development through involvement in fraternity and sorority organizations. A positive environment is promoted, placing equal emphasis on leadership development, philanthropy, education, and social development.

Fraternity and Sorority Life at UA Fort Smith is another opportunity for students to become involved with the University and unify the mission and goals of the Student Activities Office and the University as a whole.

To accomplish this mission, the following goals have been set:

- Develop leadership skills
- Develop interpersonal skills
- Support the academic mission of the institution
- Assist students in cultivating lifelong friendships
- Increase spirit and participation related to campus and community activities
- Create a strong relationship between the students of the University and the Fort Smith region through community service and networking
- Educate students regarding issues such as alcohol and drug abuse prevention, sex and relationships, interpersonal skills, health-related topics, continuing education, employment information, etc.

The following Greek-letter organizations are recognized student organizations by UA Fort Smith:

Sororities

Delta Gamma
Gamma Phi Beta
Gamma Eta
Delta Sigma Theta

Fraternities

Kappa Alpha Order
Sigma Nu
Kappa Sigma

Greek Governing Bodies

UA Fort Smith Panhellenic Council
UA Fort Smith Interfraternal Council
UA Fort Smith MultiCultural Greek Council
Greek Letter Honor Society
Order of Omega

Intramural Sports

www.uafortsmith.edu/Life/Intramurals/Sports

479-788-7694

479-788-7222 Intramural information Hot Line

Intramural sports complement the program of intercollegiate athletics. Students who have a minimum cumulative GPA of 2.00 and are enrolled in a minimum of six (6) hours are welcome to participate. Activities include flag football, basketball, softball, Ping Pong, bowling, and ultimate Frisbee and more. Sports may vary by semester. For more information, call (479) 788-7694 or visit www.uafortsmith.edu/Life/IntramuralSports.

University Student Ambassadors

University Student Ambassadors is the official ambassador group for UA Fort Smith. University Student Ambassador members assist the chancellor and the University in greeting and hosting visitors to campus, and they represent and assist the University at special events and assignments. University Student Ambassadors are outstanding UA Fort Smith students who demonstrate strong leadership and good academic and public relations skills. New ambassadors are selected each fall semester. For information or an application, contact the Admissions and School Relations Office at (479) 788-7120 or at (888) 512-5466.

Student Senate

The Student Senate serves as the representative body of the students at UA Fort Smith. Senators work with University Administration to promote positive changes regarding policies and issues on campus. The Senate also works to represent the students of UA Fort Smith to the Fort Smith community, as well as to other Universities across the United States.

The Senate is composed of 1 member from each student organization, 1 student from each academic college, 2 students from each academic class, and 6 executive members. All positions with the exception of the Freshman Class and Academic Colleges, are elected in April, for the following year. For more information, contact the Student Activities Office.

Lions ID Cards

The Lions ID Card is the official identification card for the University of Arkansas - Fort Smith. You will need to keep this card on your person at all times. Your Lions ID Card proclaims you are a fully privileged member of the UA Fort Smith community. For Lions ID Card Terms of Use, go to www.uafortsmith.edu and click on the Lions ID Card button.

You may be asked to show your official Lions ID Card for/at the following:

Athletic Events	Facilities Access	Campus Entertainment Events
Computer Labs/Printing	Student Health Center	University Library Services
University Recreation	Fitness Center	University Counseling Center

Your Lions ID Card may, at the cardholder's option, be used to pay for various goods and services on campus and at participating vendors off-campus through the Lions Cash program.

This card also enables students to attend the Season of Entertainment events free of charge. The Season is composed of on-campus events—such as concerts by the Jazz Band, Symphonic Band, Chorale, Vocal Jazz, and national touring productions. Students may pick up tickets two weeks before the event. The Box Office is located on the lower level, Smith-Pendergraft Campus Center.

How to get a Lions ID Card

On the UA Fort Smith campus, the Lions ID Card is issued at the Records Office in the Smith-Pendergraft Campus Center Room 222.

Hours of Operation:

Monday - Thursday 8:00 a.m. to 6:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

All University holidays are observed.

A driver's license, military ID card, or passport must be presented. There is no cost for the first Lions ID Card. Replacement Lions ID Cards will cost \$5.

The card is valid for the entire period that the student attends the University of Arkansas - Fort Smith.

Lions Cash and Go Green Printing Program

Lions Cash is the safe, efficient, and practical way to pay for things you need on campus and off.

As a member of the UA Fort Smith community, you may also use your Lions ID Card to access your Lions Cash accounts. Lions Cash is a declining balance account tied to your Lions ID Card.

With prepaid deposits of money in this voluntary* account, you will enjoy the convenience of being able to make purchases at participating locations without having cash in your pocket. As a member of the UA Fort Smith community, adding money to your Lions Cash account is simple. Lions Cash gives you the freedom and flexibility of buying power at locations on and off-campus. For a full list of merchants that accept Lions Cash, go to www.uafortsmith.edu and click on the Lions ID Card button.

Money can also be added to your account via cash, debit or credit card, check or money order by visiting the UA Fort Smith Cashier's Office located on the upper level of the Smith-Pendergraft Campus Center. Parents and family members can also add money to your Lions Cash account. All they need to know is your first and last name as it appears on your Lions ID Card and your University e-mail address.

*Voluntary accounts are optional. For information regarding Mandatory and Printing Funds see below.

MANDATORY FUNDS for Resident Students of Sebastian Commons: Resident students of Sebastian Commons shall deposit \$300.00 for the Fall semester and \$300.00 for the Spring semester (\$600 per academic year) onto their Lions ID Card. These funds may be used at the food service facilities located within the Smith-Pendergraft Campus Center and with participating off-campus merchants. Mandatory Funds are Non-Refundable. Click here for more information and Terms and Conditions of the Lions Cash Program.

PRINTING FUNDS for Use in Designated UA Fort Smith Computer Labs: Beginning Fall 2009, students will be REQUIRED to use funds deposited on their Lions ID Card to print at on-campus designated computer labs. UA Fort Smith shall provide a credit to each student of \$10 per semester for printing purchases ONLY at on-campus designated computer labs. If at any time during the semester, a student exceeds the amount provided by UA Fort Smith for printing, they may use Voluntary Funds to print at on-campus designated computer labs.

Printing Fees:

\$0.10 per Black & White copy

\$0.50 per Color copy

(Color printers are available in Baldor 110 and Boreham Library ONLY)

Printing Locations:

Baldor - 100, 110, 200, 201, 206, 207, 210, 213
Breedlove - 208
Campus Center - 115 and Second Floor
Echols - 119
Flanders - 102, 107, 108
Math-Science - 212, 236, 308
Health Science - 120, 121, 303
Holt - 111
Library - First and Second Floor
Vines - 201, 236, Learning Assistance Center (Vines 202)

Poor-quality prints should be reported to each location's designated print station where instructions on how to proceed will be provided. After 5:00 p.m., please report printing problems to the Boreham Library information desk.

Academic Information

Academic Course Work

Each instructor is in charge of class activity, course requirements, grading procedures, and student discipline within the context of the classes he or she is assigned to teach. If assistance with a situation is needed, contact the instructor, or if necessary, the dean of the appropriate college.

Full-time instructors are available by appointment or for walk-in assistance during their posted office hours. Part-time instructors will announce their office hours during the first or second class meeting.

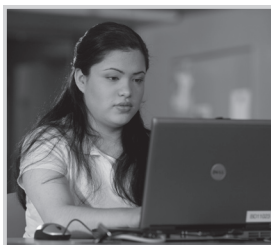
Academic Grievance Process

A student with grievances concerning an instructor, a method of instruction, or dismissal from a program should follow the informal and formal grievance procedures described in the respective program documents if applicable.

For those programs without specific written grievance procedures, the student should attempt to resolve the matter informally first with the instructor, then with the department chair or program director, and then the appropriate dean. The formal grievance process is used when the informal procedures have been exhausted with no satisfactory resolution. For a formal hearing, the student must submit a request, in writing, to the appropriate dean within 14 business days of the incident.

The request must contain:

1. The specific injury to the student
2. The date(s) on which the injury(ies) occurred
3. Name(s) of person(s) involved
4. Measures taken by the student to rectify the particular incident being grieved
5. Any other pertinent information



The dean will review the formal request to determine its merit and to ensure all avenues for resolution have been exhausted by the student. An answer/decision will be issued to the student in writing within seven business days of receiving the formal

grievance. If the student wishes to pursue the matter further, he/she must submit a written request within three business days to the provost for the matter to be reviewed. The provost will issue a decision in writing within seven business days. The decision of the provost is final.

Matters other than instruction should be taken to the vice chancellor for student affairs.

Academic Honesty

UA Fort Smith is committed to helping students attain their highest level of academic achievement. That achievement is predicated on a foundation of scholastic integrity in all aspects of students' academic work. This absolute standard of academic honesty lies at the heart of any pursuit of learning and the award of any degree or certificate. All students, faculty, and staff of UA Fort Smith are responsible for understanding and abiding by the academic honesty policy. The University supports faculty and staff in the good faith application of these policies as they conduct their official duties.

This policy is only one element of the University's commitment to academic honesty; students will find this institutional value, and the practice of scholastic integrity, reflected in many ways in all University programs and services. Academic dishonesty in any form, including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act is forbidden.

An instructor who has proof that a student is guilty of academic dishonesty may take appropriate action up to and including assigning the student a grade of "F" for the course and suspending the student from the class. The "F" will be the final grade and the student may not withdraw from the course with a "W". A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Records Office.

The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Academic Integrity Committee within three (3) business days of notification. Appeal forms may be obtained from Student Advisement. Upon appeal, a student will be allowed to continue in class until the appeal is adjudicated. The Academic Integrity Committee acts as arbitrator in such situations, presenting its findings and recommendations to the provost for review.

In cases of repeated offenses, the provost may take appropriate action up to and including permanent suspension from the University or solicit the recommendations of the Academic Integrity Committee. A copy of such action will be placed in the student's file in the Records Office. Repeat incidents of academic dishonesty could result in the assignment of a grade of "FX" on the transcript, clearly indicating the failing grade was the result of academic dishonesty.

Auditing

Students who audit courses must be officially admitted to the University and pay the regular fee for the course. Those who audit courses will receive a grade of "AU." An auditing student may drop a course or be dropped by an instructor following normal withdrawal procedures anytime during the withdrawal period and receive a grade of "W." Audited courses are not eligible for financial aid.



Ideally, students who wish to audit a course should declare their intentions when they enroll. Students may change from audit to credit status or credit to audit status through the fifth day of the fall or spring semester. Summer terms and off-schedule courses will follow a prorated time period. No change will be allowed after the fifth day of the term.

Individual instructors will determine the degree of participation of students auditing a course.

College Hours/Course Load

A semester hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses, it is necessary to spend more time for each semester hour of credit. Students may carry up to 18 hours in the fall or spring semester without special permission; however, the average is 15. No more than seven hours in a single summer term, and no more than a total of 14 hours in one summer will be allowed without special permission. Special permission for additional hours must be obtained from the appropriate dean.

Grade Petitioning

A student who believes an error has been made in the assignment of a final grade must contact the instructor to resolve the issue(s). Should the student remain dissatisfied, he or she may appeal to the department chair/program director (if applicable) and then to the dean of the College in which the course originates. If the dean disagrees with the instructor's response, the dean will refer the matter to the Academic Integrity Committee. The dean will respond to the student in writing within seven days of receipt of the written appeal from the student, either denying the appeal or indicating that the appeal has been referred to the Academic Integrity Committee. If the dean has upheld the instructor's response, the student may petition the Academic Integrity Committee and should do so no later than the last day of the next regular (fall or spring) semester. Failure to act within that time period disqualifies the student from further pursuit of the matter. The Academic Integrity Committee shall be convened within 14 business days of receipt of the petition. The committee shall submit its recommendation to the provost no later than 21 business days from receipt of the petition. The provost will notify the student of the decision. The decision of the provost is final.

Grade petition forms are available from an advisor located on the upper level of Smith-Pendergraft Campus Center.

Grade Reports

Mid-Term and final grades for each semester are posted electronically on the student's UA Fort Smith LionsLink. Students can review and print unofficial copies of their current grades and transcripts through LionsLink. Only the final grade is posted on the official transcript. Refer to Transcript section for information on obtaining an official transcript.

Grades and Grade Points

UA Fort Smith uses the following system of grading:

A	Excellent	4 quality points
B	Good	3 quality points
C	Average	2 quality points
D	Passing	1 quality point
AU	Audited	0 quality points
W	Withdrew	0 quality points
IP	In-progress	0 quality points
F	Failing	0 quality points
FX	Failing – Dishonesty	0 quality points
CR	Credit	0 quality points

“AU,” “IP,” “CR,” and “W” are disregarded in calculating grade point averages except for certain financial aid purposes; detailed instructions for computing both semester and cumulative grade point averages follow.

To calculate your GPA:

1. Find the total grade points earned by multiplying the value of each grade times the number of credit hours for each course, using the table above for quality points. For example, 4 credit hours of A is $4 \times 4 = 16$ and 3 credit hours of B is $3 \times 3 = 9$; the total grade points earned is 25.
2. Add all credit hours attempted, including those for which you earned an “F.” For example, one 4-credit-hour course and one 3-credit-hour course = 7.
3. Now divide the grade points earned by the total credit hours. For example, $25 \div 7 = 3.57$ GPA.

In-Progress Grade

At the end of any semester, an instructor may assign a grade of “IP” if extenuating circumstances have prevented the student from completing all course requirements. An “IP” grade is appropriate ONLY in situations where the student has completed at least seventy-five percent of the course requirements, based on professional judgment of the instructor. The instructor shall make a professional judgment, on a case-by-case basis, concerning the efficacy of assigning an “IP” grade.

If a grade of “IP” is assigned, the instructor will make a written contract with the student, list work to be completed, and provide a specific date for completion of the course work. The instructor will file the contract with the Records Office.

If the remaining course requirements are not completed by the end of the next spring or fall semester, AND a final grade has not been assigned by the instructor, the Records Office will automatically change the “IP” grade to an “F”. However, if the contract on file in the Records Office has a later completion date, that contract date is the final deadline for changing an “IP” to an “F.” The in-progress grade contract cannot be extended beyond the original date without permission from the dean of the appropriate college.

Graduation Requirements

To earn a bachelor’s degree from UA Fort Smith, students must complete a minimum of 124 semester hours of non-developmental college work, including the major and general education requirements, with a minimum 2.00 cumulative grade point average. A minimum of 45 hours of upper-level (3000-4000) courses is required with 30 of the last 36 hours completed in residency. Individual colleges have specific criteria for meeting bachelor’s degree graduation requirements. Students should follow the appropriate degree requirements for their individual program.

To qualify for an associate degree from UA Fort Smith, students must complete at least 60 semester hours of non-developmental college work, including the general education requirements, with a 2.00 cumulative grade point average. The last 15 hours of work for an associate degree must be completed in residency. If a student has completed 30 or more hours at UA Fort Smith, six of the last 15 hours may be transferred back from another institution.

See the course catalog and your advisor for a detailed description.

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's college education records as soon as possible but not later than 45 days from the day the University receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UA Fort Smith to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
5. Directory information as defined by the U.S. Department of Education means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Students may request UA Fort Smith not release directory information by completing the proper form and submitting it to the Records Office, Upper Level of the Smith-Pendergraft Campus Center. Directory information at UA Fort Smith includes name, address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e., undergraduate or graduate; full- or part-time), honors received, and most recent educational agency or institution attended. It is important to note that the institution, at its sole discretion, designates what is considered "directory information," as well as what is released in each circumstance.

Additionally, educational records and personal information may be released in the following circumstances:

- Judicial subpoena of records, upon condition that the University makes a reasonable effort to notify the student in advance of the release of records.

- Emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).

UA Fort Smith is required to comply with military requests for student information, under the Solomon Amendment to the National Defense Authorization Act, 1995/1996, and the Omnibus Consolidated Appropriations Act, 1997.

Repeating Courses

A student may repeat a course taken at UA Fort Smith regardless of whether credit hours were previously earned. In every case, no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, an “E” (excluded from GPA) will mark the original repeated course. The most recent enrollment is designated by “I” (included in GPA). For repeated UA Fort Smith courses, only the grade earned during the most recent enrollment is computed in the cumulative grade point average. All courses are included as attempted hours for financial aid.

Student Responsibilities for Copyrighted Materials

It is the policy of the University of Arkansas System and its institutions to follow the United States Copyright Law and other statutes that protect the rights of copyright owners. All UA Fort Smith faculty, staff, and students should use copyrighted materials within the confines of the statutes and seek guidance from the Office of the Chancellor in determining fair use. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs, and written material. Violators are subject to University discipline, including suspension as well as legal liability, even if the work did not contain a written copyright notice. It is also a violation to use a campus computer to illegally copy, display or distribute copyrighted materials such as software, MP3 files, or MPEG files.

Use of commercial (for-profit) copy shops may not relieve an individual of liability for infringement. It would depend on:

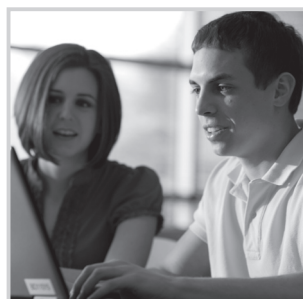
- Whether the copying was fair use, and
- Whether the copy shop pays royalties.

Online courses often contain copyrighted materials that the instructor is using under the TEACH Act of 2002. Students may use these materials within the online course, but may not save, alter, or redistribute them to those not enrolled in the course.

Student Responsibilities for Electronic Communications and Information Security

Appropriate use of the University’s electronic information system is the responsibility of all members of the University community, including students. There is a link to the Electronic Communications Policy and the associated Information Security Procedures at the bottom of each page of the UA Fort Smith website www.uafortsmith.edu.

It is the responsibility of each member of the University community to read and understand his/her responsibilities for proper use of electronic communications and information security. By accepting and using UA Fort Smith computer login codes and passwords, students are agreeing that they understand and will abide by the Electronic Communications Policy and Information Security Procedures.



Transcripts

Official transcripts of a student's work at UA Fort Smith may be obtained from the Records Office in accordance with federal guidelines:

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. A transcript request form is available to be downloaded at www.uafortsmith.edu/Records. Requests may be made in person, via LionsLink, by mail or fax and should include the name under which the student was enrolled, Lions ID number or Social Security number, dates of attendance at UA Fort Smith, and name and address of the person or institution to which the transcript is to be sent. Telephone requests for transcripts are not accepted.
2. Official transcripts of the student's complete permanent record are issued on "security" paper with the embossed seal of the University.
3. Transcripts which have been presented for admission or evaluation of credit become the property of UA Fort Smith as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.

Withdrawal

Students may withdraw from courses prior to the start of the fall, spring, and summer terms by the LionsLink Web registration process or through an advisor and processed by the Records Office. Once the semester or term has started, students who wish to withdraw from a class or change classes are governed by the following policy:

1. Withdrawals through the official reporting day are not recorded on the student's permanent record. However, any withdrawal on the first class day or after will be counted as attempted hours for financial aid purposes.
2. After the official reporting day:
 - A. Students are required to obtain both the instructor's and advisor's signatures in order to withdraw.
 - B. Students withdrawing from a credit course prior to 5 p.m. on Friday of the twelfth week (or the equivalent) of the fall or spring semester will receive a "W" on their permanent record.
 - C. Summer term students withdrawing from a credit class prior to 5 p.m. on Friday, one week prior to the end of the five-week summer term during which they are enrolled will receive a "W" on their permanent record.

Students, who are on financial aid or are receiving a scholarship, should check with the financial aid office prior to withdrawing from a class.

Failure to attend and/or pay tuition does not constitute official withdrawal.

Financing Your Education

Financial Aid

www.uafortsmith.edu/Finaid
(479) 788-7090

The financial aid program at the University of Arkansas - Fort Smith is designed for qualified students who might not be able to continue their education without financial assistance. Many opportunities for financial aid are available. Eligible students may receive loans, grants, scholarships, employment, or a combination of these aids. The University participates in most federal and state

financial aid programs. Students should refer to the *Scholarships and Other Financial Aid* booklet (available on the UA Fort Smith website, www.uafortsmith.edu/finaid) for specific listings and selection criteria. Information on fulfilling the University scholarship service activities and service learning projects is available in the Financial Aid office.

To apply for federal financial aid, a student must complete the Free Application for Federal Student Aid www.fafsa.ed.gov. Applications and further details on the types of assistance available may be obtained from the Financial Aid Office, upper level, Smith-Pendergraft Campus Center, from 8 a.m. to 6 p.m. each Monday through Thursday and 9 a.m. to 5 p.m. each Friday. See the course catalog for a detailed description.

Refund of Tuition

When a student officially withdraws from credit course(s), tuition may be refunded according to the following schedule:

<i>Date of Official Withdrawal</i>	
FALL/SPRING SEMESTERS	
Before the first day of the semester	100%
During the first week of the semester	75%
During the second week of the semester	50%
During the third week of the semester	25%
After the third week of the semester	None
SUMMER TERMS I & II	
Before the first day of the term	100%
During the first week of the term	50%
After the first week of the term	None

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on the prorated basis of a regular semester course. Fees for noncredit courses are not refundable after the first class meeting.

Students receiving federal financial aid who completely withdraw from classes will be subject to the “Return of Title IV” refund calculation, as outlined by federal regulations.

During the first 60% of an academic term, a student “earns” Title IV funds, Federal PELL, Federal SEOG, State Grant and Federal Stafford Loan in direct proportion to the length of time he or she remains enrolled. If a student withdraws before the 60% point, any unearned aid **must be repaid** to the respective Title IV program.

The Financial Aid Office calculates the amount of financial assistance the student earned while enrolled according to the following formula: number of days enrolled divided by total number of days in the semester. If the amount of federal aid disbursed exceeds the amount of aid earned as of the date of withdrawal, the student will be required to return some portion of the aid received.

Failure to attend and/or pay tuition does not constitute official withdrawal. The tuition and fees remain the student’s obligation. A student must officially withdraw from courses to be eligible for a refund.

Residency Determination

Students are classified as (1) in-state (have lived in Arkansas, Oklahoma, Missouri, Tennessee, Mississippi, Louisiana, or Texas for at least six consecutive months prior to the beginning of the term for reasons other than attendance at UA Fort Smith); or (2) out-of-state and international

for the purpose of determining tuition by legal residence. The residency classification of a minor is the same as that of his or her parents or guardian unless the student is married or has otherwise established a separate legal residence.

Military personnel assigned to active duty in Arkansas, Oklahoma, Missouri, Tennessee, Mississippi, Louisiana, or Texas shall be accorded in-state status. Forms for residency reclassification are available in the Records Office.

Students who knowingly give erroneous information in an attempt to evade payment of out-of-state fees are subject to dismissal from the University.

Tuition and Fees

The following tuition and fees are effective as of July 1, 2009. Any and all fees may be increased or decreased and new ones established when deemed necessary.

Tuition and fees are not capped.

Tuition for Credit Courses	Charge per Semester Credit Hour	Full-Time (15 hours)
In-state (Arkansas and border states - Oklahoma, Missouri, Tennessee, Mississippi, Louisiana and Texas)	\$114	\$1710
Out-of-state and international students	\$294	\$4410

Fees

Activity	\$12	\$150
Athletic	\$12	\$120
Technology	\$ 9	\$105
Campus Center	\$ 2	\$ 30
Student Health	\$ 2	\$ 30

Other Fees

Registration (paid once each semester/term)	\$25 per semester/term
Fitness Center Access	\$10 per semester/term
Parking Fee	\$20 per semester/term
Fitness Center Course	\$25 per course
Nursing (BSN, ADN, and PN), imaging sciences, radiography, surgical technology, and dental hygiene	\$ 25 per clinical course
Student teacher internship	\$100 per course
Private music instruction	\$ 35 per credit hour
Distance education course	\$ 33 per credit hour
Child development program	
Two-hour course	\$ 50 per course
Four-hour course	\$100 per course
Business course	\$ 15 per semester
College of Health Sciences assessment (ATI)	
ADN 1508 Nursing Technology I	\$105
ADN 1518 Nursing Technology II, III, IV	\$ 81
ADN 1548 Nursing Technology Transition	\$169
ADN 1558 Nursing Technology Bridge	\$169
LPN Nursing I	\$244

Testing Fees

ACT Residual	\$29 per test
Business Major Fields Achievement Achievement Test (MFAT)	\$25 per test
Challenge Exam	\$20 per credit hour
COMPASS retest	\$25 per test battery
CLEP administrative	\$15 per test
CLEP test (payable to CLEP)	\$65 per test
Correspondence test administration	\$30 per test
PSB test	\$15 per test
Surgical technology program assessment	\$45 per test
TEAS	\$20 per test

Charges for other services/fines as applicable

Diploma replacement	\$20
ID replacement	\$5
Installment plan service	
1-payment plan (per semester)	\$10
2-payment plan (per semester)	\$20
3-payment plan (per semester)	\$30
Installment plan late payment	\$15
Late Payment Fee (per semester)	\$75

Library Fines

General circulation volumes (per day)	\$.10
Video and reserve room items (per day)	\$.25
Lost item processing (+ replacement cost)	\$10

Inter-library Loan Charge

UA Fort Smith students (+charges from loaning library)	\$1.00
Public patrons (+charges from loaning library)	\$3.50
Late rent payment	\$25

Vehicle/Traffic Fines

Failure to register vehicle	\$ 5
Handicapped parking violation (per occurrence)	\$100
Moving violation (per occurrence)	\$ 25
Parking violation (per occurrence)	\$ 10

Tools, uniforms, and equipment may be required for certain programs on campus.

Housing

Housing Application	\$ 50
Housing Deposit	\$300
Housing Contract Breach	\$700
Commons Housing	\$2,141-\$3,960 per semester

Veterans Services

Veterans

Military service veterans and sons, daughters, wives, widows, widowers, and husbands of deceased or 100 percent disabled veterans should contact the veterans certifying official in the Financial Aid Office, Upper Level of the Smith-Pendergraft Campus Center. Eligible University students may qualify for “GI Bill,” Vocational Rehabilitation, “War Orphans,” and other types of VA assistance.

Students using veterans’ benefits should be aware of VA regulations governing academic standards. No payment of educational benefits will be made for auditing a course or for a course that is not used in computing graduation requirements.

All applications and inquiries should be addressed to the Veterans Affairs Officer, Financial Aid Office, Upper Level, Smith-Pendergraft Campus Center. Complete information about VA requirements and procedures will be provided upon request.

Each student receiving VA benefits posting less than a term 2.00 GPA will be placed on probation. Those students will be allowed to receive benefits but will be monitored closely by the VA certifying official. While on probation, the student(s) whose GPA falls below a 2.00 for consecutive semesters will have their benefits suspended.

Students whose VA benefits are suspended will be required to complete a semester while successfully maintaining a term GPA of a 2.00 or higher. If the required GPA is achieved, they will be allowed to again receive VA benefits but on a probationary status until a cumulative GPA of 2.00 is achieved. While on probation, if a student’s term GPA falls below the required 2.00 GPA, they will once again be placed on suspension.



Office of the Vice Chancellor for Student Affairs

Vice Chancellor for Student Affairs

The vice chancellor for student affairs office is committed to integrating the academic mission of the University with co-curricular experiences and focus on the development of community, identity and character. Values of openness, inclusiveness, social responsibility and mutual respect guide us as we strive to help others achieve their goals and aspirations. Through the application of sound management and leadership principles, we devote ourselves to providing effective and efficient program and service delivery to students, faculty, staff, families and guests.

Strategies and interventions are designed to:

Facilitate student academic, personal, civic and professional growth and development
Prepare students for leadership in a global, diverse and changing society
Cultivate a campus community characterized by meaningful challenges and support services and programs under the aegis of the vice chancellor for student affairs:

- Leadership Development
- Student Activities and Organizations
- Student Affairs Support for First Year Programs
- Student Concerns
- Conduct Adjudication Process

Students wanting more information or assistance should call 788-7310 or visit the Student Activities Office, Smith-Pendergraft Campus Center, room 111.

The vice chancellor for student affairs office is also responsible for the publication and distribution of the Student Code of Conduct. The vice chancellor for student affairs also administers the process that responds to allegations of violations to those rules and regulations by students or student organizations and assists and advises anyone in the University community who seeks to file a complaint of an alleged violation of the Code. The conduct process includes different hearing formats depending on the severity of a violation and/or a student's prior conduct record and can include a one-on-one meeting with a professional staff member or a formal hearing that may be administrative or with judiciary committee. The vice chancellor's office works closely with a variety of campus offices including Public Safety, Residential Life, Student Health, Counseling Center, and many other departments and academic areas to proactively educate students about student responsibility and University expectations. The vice chancellor addresses misconduct in a process that provides for student accountability, personal growth and respect for community and others.

The Student Code of Conduct may be found on the UA Fort Smith website, <http://www.uafortsmith.edu/Academics>. If you have questions regarding the Student Code of Conduct or student conduct process, please contact the vice chancellor's office in Smith-Pendergraft Campus Center, room 201, or call (479) 788-7310.

University Police Department

The “Student Right to Know and Campus Security Act of 1990” applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) descriptions of policies related to campus security, and (2) statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

UA Fort Smith Police Department Law Enforcement Authority

Arkansas State Statute 25-17-304 confers upon the chancellor of a state institution of higher education the right to create a university agency with the same powers as any municipal, county, or state police agency in Arkansas. The UA Fort Smith Police Department is made up of sworn, state-certified law enforcement officers. UA Fort Smith’s Police Department cooperates with the Fort Smith police and Sebastian County sheriff’s departments, as well as state and federal law enforcement agencies, and shares concurrent jurisdiction with these agencies over University properties and events. UA Fort Smith’s Police Department is a service-oriented agency. Service to the campus community is the top priority.

UA Fort Smith strives to provide a safe and secure environment for its students, faculty, staff, and guests. Every member of the campus community has a role in campus safety. Students, faculty, staff members, and visitors are encouraged to be vigilant and report crimes, suspicious activity, and emergencies to the University Police Department at (479) 788-7140. If the fire department or EMS are needed, first call 9-1-1, then notify University police. Responding campus police officer(s) will determine whether additional agencies are needed or may be cancelled. The University Police Department consists of a force of certified police officers, providing 24-hour coverage. Emergency phones are in each of the four gazebos on the Campus Green. An important component of on-campus safety and security is student behavior. Students are expected to comply with the standards of conduct published and distributed through the Student Activities Office (SAO) and online.



Reporting Crime and Other Emergencies on Campus

The UA Fort Smith Police Department will respond quickly to any request for assistance. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents, and medical assists have a higher priority than other types of calls.

It is important to report criminal incidents and emergencies promptly and accurately. If a crime is not promptly and accurately reported, evidence can be lost, leads missed, and a suspect could get away. If you witness a crime or an emergency situation, contact the UA Fort Smith Police Department promptly, and answer questions as accurately as possible. The investigation and response to these incidents will only be as good as the information received.

UA Fort Smith's Police Department can be contacted by telephone, emergency/information phones, in person, and by e-mail. By telephone, the department may be reached at its emergency number (479) 788-7140, or the office number (479) 788-7141. The emergency phone stations located in the gazebos on the Donald W. Reynolds Campus Green will automatically dial the UA Fort Smith's Police Department emergency number when activated. Most elevators in campus buildings also contain emergency phones, which provide a direct connection to the department. UA Fort Smith Police Department officers in vehicles, on foot, or on bicycles, are eager to be of assistance and may be contacted directly. E-mails may be sent directly to University Police (upd@uafortsmith.edu).

UA Fort Smith Police Department officers are in radio contact with the Fort Smith Police Department.

For emergencies involving the need of immediate ambulance, fire department, or armed law enforcement response, call 911 immediately and then notify the UA Fort Smith Police Department as described above.

Campus and Community Notification of Criminal Activity

If there are crimes occurring on the UA Fort Smith campus that will continue to endanger or affect the campus community, public safety bulletins will be published and posted on the UA Fort Smith LionsLink and Lions Alert. The bulletins will allow members of the campus community to know what is currently happening so they can better protect themselves.

Information about the department, services provided, and related resources concerning safety and security can be obtained by contacting a UA Fort Smith Police Department officer, or e-mail the UA Fort Smith Police Department with questions or information.

The UA Fort Smith Police Department maintains a daily crime log that is available for viewing upon request at the UA Fort Smith Police Department during regular business hours.

Other Services Provided

UA Fort Smith's Police Department provides several special services—free of charge—to members of the University community, as well as those visiting the campus.

They include the following:

Patrol Operations

Safety, security, and emergency responses are available to the UA Fort Smith campus community 24 hours a day. The patrol officers provide a visible deterrent to ensure the safety and security of people and property. They conduct security patrols on foot, bicycles, and in vehicles, noting any irregularities and investigating unauthorized or suspicious activity.

Safe Walk

Contact the UA Fort Smith Police Department, ext. 7141, at any time for an escort to your campus destination.

Lone Lion

If you are going to be working or studying after hours, contact the UA Fort Smith Police Department and let them know your location and the time you expect to be finished. They will check on you periodically or if an emergency occurs.

Lock-Out Auto Crime

The UA Fort Smith Police Department is taking a proactive role in helping reduce auto crime on campus. Parking lot audits are conducted regularly. You can help by being alert to your surroundings, not leaving valuables in plain sight, and keeping vehicles locked.

Additional Services:

- Emergency and courtesy phones located across campus
- Vehicle unlocks
- Jump-start vehicles
- Crime prevention information for groups and individuals
- Security surveys
- Non-criminal fingerprinting (job applications, security clearances)

Disclosure of Campus Crime Statistics

The University is located in the city of Fort Smith, Arkansas, and Fort Smith Police Department officers travel around and through the campus each day. In addition, Fort Smith Police Department officers may assist officers from the UA Fort Smith Police Department when their assistance is requested. During their travels on campus and during those times when their assistance is requested, Fort Smith Police Department officers have full authority to make arrests for violations of the law. To view the campus crime statistics for the previous three years, please see our website at: www.uafortsmith.edu/About/CampusCrimeStatistics.



Chronic Communicable Diseases

UA Fort Smith places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS), or many types of hepatitis, prevention of transmission is essential. Approximately one to two percent of middle class Arkansans under the age of 20 will test positive for tuberculosis (TB), a disease of the lungs. The transmission risks of chronic communicable diseases such as AIDS, hepatitis, and tuberculosis can be greatly reduced by providing a program of education on prevention to students and employees. Equally important is to establish a policy regarding victims of chronic communicable diseases which safeguards individual rights while protecting others on campus from needless, careless exposure. Consequently, the following guidelines are hereby instituted:

1. Individual Responsibility

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the University and participate in programs and activities whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease presents significant risks of transmission having a direct effect on the student's ability to perform effectively, thereby rendering the student not qualified for the program or course of study.

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of University facilities or services whenever, through reasonable accommodation, there is no significant risk of transmission of the disease to others. Willful or careless exposure of other persons by an individual who has or is a carrier of a chronic communicable disease is a reckless, inconsiderate, negligent act which endangers everyone. If it is determined that a person has or is a carrier of a chronic communicable disease and that person has not taken adequate precautions to prevent transmission of the disease to others, then that person will be subject to dismissal from the University.

2. Reporting Procedures

Students shall notify the vice chancellor for student affairs if they have or are carriers of a chronic communicable disease. Such notification allows the University to evaluate each individual case and take the necessary precautions to minimize the risk of transmission to others. Students suspecting they are suffering from TB or another chronic communicable disease must contact their doctor immediately. Local county health department units will be informed of all confirmed TB cases. Additionally, students are required to notify the vice chancellor for student affairs if TB is confirmed. The campus response to reported TB cases on campus will be fully coordinated with the Sebastian County Health Department. Students and faculty who shared classroom or office space with the individual will be notified. Confidentiality of the student will be protected. International students, as a part of the application for admission process, are required to obtain a medical doctor's certification that no symptoms of the disease are present. Following enrollment and in accordance with ACT 96 of 1913, international students are required to do additional testing to confirm the absence of TB symptoms.

A confidential appointment with the vice chancellor for student affairs may be arranged by calling (479) 788-7310.

Immunization Record Now Required

The Arkansas Department of Health pursuant to Act 141 of 1987 requires that full-time students and students housed on campus **MUST** provide the University with:

- (1) Proof of immunization against measles, mumps, and rubella. Immunity can be shown by providing a serological test confirming immunity or having received two doses of measles, one dose of rubella, and one dose of mumps vaccine.
- (2) An authorized waiver for health reasons may be obtained from Dr. Sandra Snow (501) 661-2169 or Carla Grayson (501) 791-8551, which consists of a statement to the physician. A religious or philosophical permission waiver is authorized by Ms. Erma Breedlove (501) 661-2438, Arkansas Department of Health, 4815 W. Markham, Mail Slot 48, Little Rock, AR 72205. It is the student's responsibility to obtain waiver forms from the ADH. These forms must be completed, notarized, and sent back to the ADH. The ADH will then send the official, signed exemption form to the University. Students who choose to obtain a waiver from must have the form submitted annually to the University by the ADH.

Immunization records can be obtained from (1) the student's family physician, (2) the student's public school records, or (3) the student's military records, or (4) the county health department.

A hold will be placed on a student's record until the required documents are received.

Immunization records presented for admission become part of the student's permanent record and the property of UA Fort Smith and are not reissued.

Act 1233 of 1999 requires colleges and universities to inform students of the increased risk of meningococcal disease (commonly called meningitis) for those who live in close quarters. The University of Arkansas - Fort Smith recommends that all students living in residence housing receive a meningitis vaccine. Students should contact their health care provider for information on this vaccine.



Student Organizations

ACADEMIC

American Society of Mechanical Engineers

Dr. Michael Reynolds, 788-7719, BD 237, mreynold@uafortsmith.edu

Advances and promotes the practice of mechanical engineering at UA Fort Smith and the surrounding community.

Amicus Curiae

Lynn Lisk, 788-7766, BD 115, llisk@uafortsmith.edu

Forum for students interested in legal issues and an organization for those working, or wanting to work, in the legal field.

Biology Club

Dr. Amy Skypala, 788-7825, MS 218, askypala@uafortsmith.edu

Allows biology majors to explore later careers in the field of biology through conservation efforts, speakers, and field trips.

College of Business Society of Students

Dr. George Schmidt, 788-7885, FL 104, gschmidt@uafortsmith.edu

Dr. Thomas Hayes, 788-7761, BI 205B, thayes@uafortsmith.edu

Promotes the study and practice of professional fields related to the College of Business and provides opportunities for personal and professional development.

Collegiate Entrepreneur's Organization (CEO)

Dr. Kermit Kuehn, 788-7931, FL 227, kkuehn@uafortsmith.edu

Promotes entrepreneurial thinking and action among UA Fort Smith students and faculty.

Collegiate Middle Level Association

Dr. Lois Yocum, 788-7916, MS 323, lyocum@uafortsmith.edu

Provides an organized source of information that advances middle-level teacher preparation

Future Educators Organization

Dr. Janet Dickinson, 788-7655, MS 105, jdickins@uafortsmith.edu

Prepares students for a career in the teaching profession.

Math Club

Kathy Pinzon, 788-7167, MS 223, kpinzon@uafortsmith.edu

Promotes mathematics on the campus and in the community.

Phi Beta Lambda

Dr. Latisha Settlege, 788-7933, FL 215, lsettlag@uafortsmith.edu

Primarily a business organization, but is open to all majors. Members participate in community service projects, fund raisers, and campus events while developing leadership skills.

Radiography Student Association

Angie Elmore, 788-7845, HS 334, aelmore@uafortsmith.edu

The voice for students currently enrolled in the radiography technology course.

SkillsUSA

Mike Hibbs, 788-7708, BD 202, mhibbs@uafortsmith.edu

Jamie Pair, 788-7122, BD 223, jpair@uafortsmith.edu

Prepares students for leadership in the working world. Students learn to manage time, communicate effectively, and work as a team while gaining the knowledge needed to pursue future education and work experience.

Student American Dental Hygienists Association

Pam Davidson, 788-7274, HS 167, pdavidso@uafortsmith.edu

Members are committed to the profession of dental hygiene and the goals to which it aspires.

Student Association for Historical Interpretation

Tom Wing, 788-7805, GB 135, twing@uafortsmith.edu

Members are committed to inspire leadership and excellence among students for the advancement of historical interpretation in our community and as a profession.

Student Nurses Association

Rita Bates, 788-7848, HS 238, rbates@uafortsmith.edu

Focuses on membership, education, community service, service to the University, and health promotion activities of the surrounding community.

Student Pre-Medical Association

Kristine Garner, 788-7614, MS 230, kgarner@uafortsmith.edu

Dr. Davis Pritchett, 788-7741, MS 325, dpritch@uafortsmith.edu

An advisory body for anyone with an interest in graduate-level, medical-related careers such as physicians, pharmacists, chiropractors, nurse practitioners/anesthetists, or veterinarians.

Surgical Technology Student Association

Sydney Fulbright, 788-7855, HS 339, sfulbrig@uafortsmith.edu

Advocate for surgical technology students to enhance the role of the student, the health of the public in its medical community, and education environments through action and service.

ARTS

Applause

Carol Westcamp, 788-7533, HT 113, cwestcam@uafortsmith.edu

Enhances the students' appreciation of the creative arts through hands-on experience with the annual publication of the creative arts magazine.

Drama Club

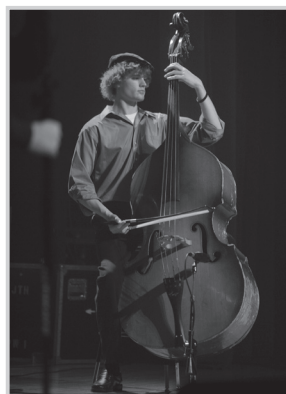
Bob Stevenson, 788-7303, BB 120, bstevens@uafortsmith.edu

Enriches the cultural aspects of the campus through theatrical performances.

Kappa Kappa Psi

Dr. Jack Jackson, 788-7620, MS 229, jajacks@uafortsmith.edu

Serves and promotes the existence and welfare of the UA Fort Smith band.



CULTURE

GAY STRAIGHT ALLIANCE

Dr. Rod Nelson, 788-7618, MS 226, rnelson@uafortsmith.edu

Promotes tolerance on campus by bridging the gap between homosexuals and heterosexuals.

LINK (Lasting International Networking Konnections)

Takeo Suzuki, 788-7166, VB 106, tsuzuki@uafortsmith.edu

Promotes awareness of the many cultural diversities that exist, not only on the UA Fort Smith campus, but also in our community.

STEP (Students Together Effectively Progressing)

Emma Watts, 788-7808, BD 114, ewatts@uafortsmith.edu

Lonnie Watts, 788-7571, GB233, lwatts@uafortsmith.edu

Students Together Effectively Progressing is a forum for the dissemination and collaboration of information pertinent to minority students of UA Fort Smith.

Vietnamese Students Association

Takeo Suzuki, 788-7166, VB 106, tsuzuki@uafortsmith.edu

Dr. Zoe Morgan, 788-7561, BB 204C, zmorgan@uafortsmith.edu

Introduces the Vietnamese culture and language to UA Fort Smith by hosting activities where students can learn about the Vietnamese culture.

FRATERNITY & SORORITY LIFE

Delta Gamma

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

The purpose of Delta Gamma is to foster high ideals of friendship among women, to promote cultural and educational interests, to create a true sense of social responsibility, and develop the best of character.

Delta Sigma Theta

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Emma Watts, 788-7808, BD 114, ewatts@uafortsmith.edu

The purpose of Delta Sigma Theta is to build strong college educated women who are dedicated to public service and building strong communities for generations to come.

Gamma Eta

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

The purpose of Gamma Eta is to promote leadership, unity, sisterhood, strength, service, and diversity to women of different ethnic and racial backgrounds.

Gamma Phi Beta

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Penny Pendleton, 788-7121, CC 201, ppendlet@uafortsmith.edu

Gamma Phi Beta is an organization consisting of a group of girls who strive for academic success, upholding the highest type of womanhood, philanthropy, sisterhood, and support of UA Fort Smith.

Interfraternal Council

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

IFC is an umbrella organization that is used to promote fraternalism and brotherhood at the University.

Kappa Alpha Order

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Dave Pinson, dpinson@uafortsmith.edu

KA seeks to help support and serve the University and local community, while giving a lifetime experience to its members and teaching them lessons of duty, honor, academics, and chivalry all in reverence to God and His women.

Kappa Sigma Fraternity

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Ron Orick, 788-7019, CC 231B, rorick@uafortsmith.edu

Kappa Sigma's purpose is to build better men through four pillars: Fellowship, Leadership, Scholarship and Service.

Panhellenic Council

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Panhellenic Council promotes spirit within the Greek community and fosters the development of women.

Sigma Nu

Alex Snowden, 788-7694, CC 110, asnowden@uafortsmith.edu

Gabriel Matney, 788-7641, MS 221, gmatney@uafortsmith.edu

The purpose of Sigma Nu is to excel in all areas of student life, while making an everlasting impression and setting the standards for fraternal life on campus and for growth of Greek Life at UA Fort Smith.

HONOR SOCIETY

Alpha Lambda Delta

Dr. Kathy Pinzon, 788-7167, MS 223, kpinson@uafortsmith.edu

Encourages superior academic achievement among students, promotes intelligent living, and a high standard of learning. Membership is open to full-time students entering as freshmen who have a GPA of 3.5 and are pursuing a course of study leading to a bachelor's degree.

Alpha Sigma Lambda

Derek Goodson, 788-7337, BD 203, dgoodson@uafortsmith.edu

National honor society that recognizes academically outstanding adult students in continuing higher education.

Kappa Delta Pi

Dr. Lois Yocum, 788-7916, MS 323, lyocum@uafortsmith.edu

Encourages high professional, intellectual, and personal standards to recognize outstanding contributions to education in the College of Education.

Sigma Beta Delta

Dr. Margaret Tanner, 788-7804, FL 211, mtanner@uafortsmith.edu

Designed to recognize excellent academic performance of students enrolled as majors in the College of Business.

Sigma Delta Pi

Martha Bieber, 788-7563, BB240B, mbieber@uafortsmith.edu

Designed for those who seek and attain excellence in the study of the Spanish language and in the study of the literature and culture of Spanish-speaking peoples.

Sigma Tau Delta

Dr. Melissa Whiting, 788-7531, HT 106, mwhiting@uafortsmith.edu

Encourages excellence in the study of English and in the composition of original works, and promotes a sense of fellowship among those who display excellence in the study of English.

POLITICAL

College Democrats

Dan Breitenberg, 788-7578, GB 218, dbreiten@uafortsmith.edu

Pledges to support the philosophy and candidates of the Democratic party by educating students, assisting in elections, and affecting political change.

College Republicans

Kerri Barnes, 788-7696, CC108, kbarnes@uafortsmith.edu

For students interested in aiding the election of Republican candidates, and developing political skills and leadership abilities among Republican students.

RELIGIOUS

Baptist Collegiate Ministry

John Martini, 788-7772, BD 232A, jmartini@uafortsmith.edu

Enables collegians and collegiate groups to experience God and fulfill His purposes through evangelism, missions, church involvement, and discipleship.

Campus Crusade for Christ

Don Bailey, 788-7554, BB 109, dbailey@uafortsmith.edu

Provides students, Christian and non-Christian, with a place to grow in their knowledge of God, with a community that both accepts them as they are and challenges them to be better, and with the opportunity to be used by God for His purpose.

Catholic Campus Ministries

Gloria Schneider, 788-7663, CC115, gschneid@uafortsmith.edu

Helps students relate properly to faith during college, and promotes spiritual and moral growth of the individual student that complements the values and teachings of the Roman Catholic Church.

Chi Alpha

Joanna Chandler, 788-7129, CC 233, jchandle@uafortsmith.edu

Promotes the spiritual life of students by providing opportunities for worship, fellowship, discipleship, and witness.

Christ on Campus

Michael Crawford, 788-7717, BD 137, mcrawfor@uafortsmith.edu

Clint Brooks, 788-7335, VB 145, cbrooks@uafortsmith.edu

Enhances the spiritual life of the University community and the organization's members and presents the claims of Christ to the University community.

Episcopal Café

Dr. Henry Rinne, 788-7431, HS 109, hrinne@uafortsmith.edu

Provides fun, fellowship, discussions, and free food for all young adults.



Latter Day Saints Students Association

Greg Armstrong, 788-7961, BS 108B, garmstro@uafortsmith.edu

Encourages and supports members in achieving academic goals and provides students with meaningful service opportunities plus social and religious activities that are consistent with LDSSA standards.

Lions for Christ

Ron Orick, 788-7019, CC 231B, rorick@uafortsmith.edu

Promotes Christian values, open to all students, and sponsored by the area Church of Christ.

Merge Ministry

Carol Hill, 788-7840, HS 112, chill@uafortsmith.edu

The purpose of the group is to win people to Christ, train believers to become disciples, and send disciples to impact the world.

The Bridge

Marta Loyd, 788-7021, FA206, mloyd@uafortsmith.edu

Reaches out to college students in the Fort Smith area and to help students share the love of Christ, grow in their relations with Him, and serve His world.

SPECIAL INTEREST

Circle K International (CKI)

Mark Lloyd, 788-7635, CC219A, mlloyd@uafortsmith.edu

CKI blends community service and leadership training with the opportunity to meet other college students around the world. Circle K International (CKI) is the largest collegiate community service, leadership development and friendship organization in the world.

Computer Club

Rick Massengale, 788-7899, BD 121D, rmasseng@uafortsmith.edu

Provides a service to the student body as a place to seek information, fellowship and help with computer related issues and technologies.

Lion Rifles

Roy Hill, 788-7553, HT 112C, rhill@uafortsmith.edu

Promotes and engages in competitive marksmanship in the Olympic sport of air riflery.

Sebastian Commons Organization for Protecting the Environment (SCOPE)

Staff, 783-7577, Sebastian Commons Leasing Center

The purpose of SCOPE is to monitor and maintain the recycling program at Sebastian Commons, to educate residents on the benefits and importance of recycling.

UNIVERSITY OUTREACH

Campus Activities Board

Stephanie London, 788-7694, CC 114, slondon@uafortsmith.edu

Provides a cohesive yet diverse schedule of programming to students and the community. CAB coordinates such events as Haunted Union, Spring Back Week, Island Party, and more than 20 other events throughout the year.

Chancellor's Leadership Council

Dr. Paul B. Beran, 788-7007, FA102, pberan@uafortsmith.edu

Exemplifies leadership and service of selected scholars to the campus and surrounding community.

Cub Camp

Kerri Barnes, 788-7696, CC 108, cubcamp@uafortsmith.edu

Cub Camp is a student-led, off-site experience for incoming freshmen to help ease their transition from high school to college.

(Non-traditional Students)

Lori Oliver-May, 788-7319, CC 107, lmay@uafortsmith.edu

The organization of Non-traditional Students provides a supportive environment for students to come together and discuss issues related to being an adult and returning student.

Student Senate

Dr. Todd Timmons, 788-7630, MS 227, ttimmons@uafortsmith.edu

Student Senate Office, 788-7306, CC107, studentsenate@uafortsmith.edu

Student Senate serves as the elected representative body of the students at UA Fort Smith.

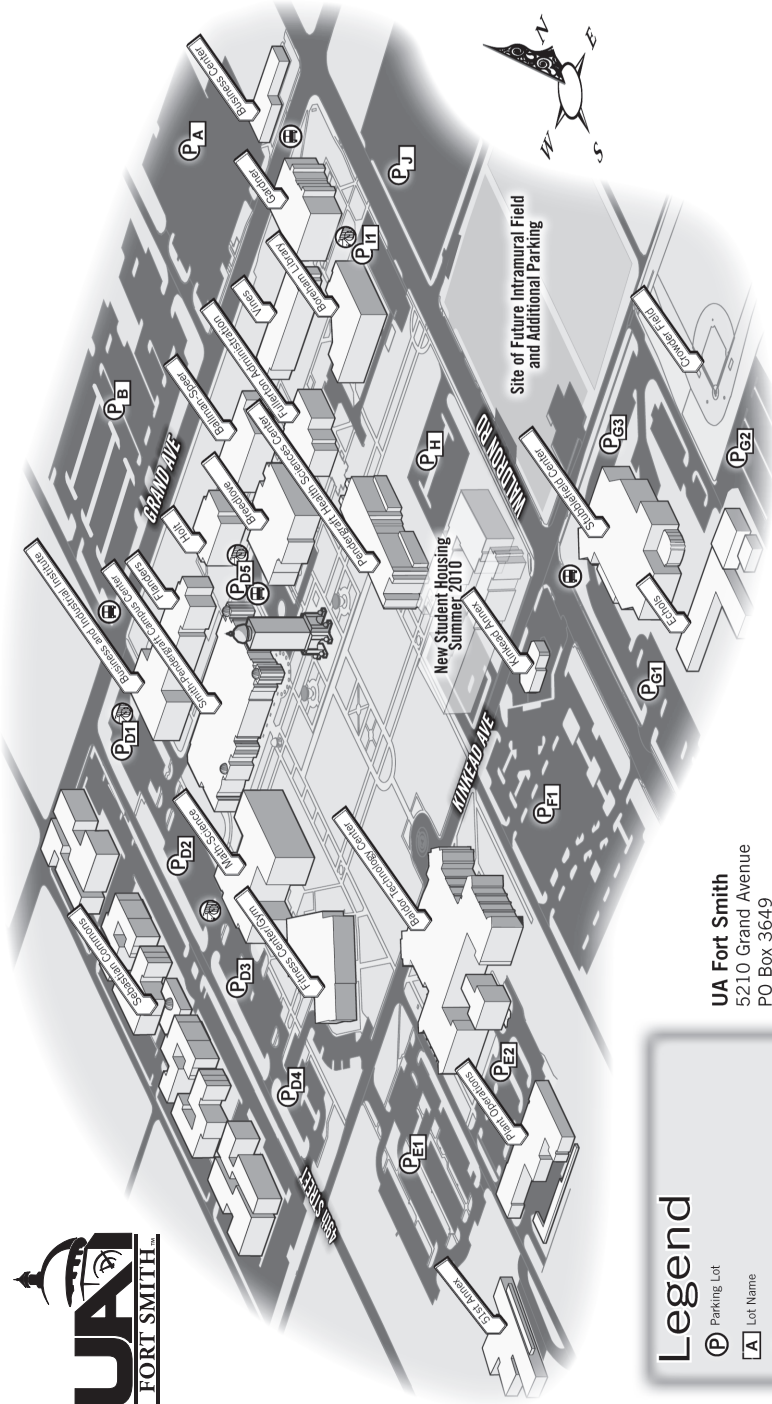
The Senate provides a forum to openly discuss student affairs, advise the administration, and recommend services to improve the quality of campus life.

University Student Ambassadors

Mark Lloyd, 788-7635, CC 219A, mlloyd@uafortsmith.edu

Ana Gentry, 788-7143, CC 220A, agentry@uafortsmith.edu

Promotes the University through hospitality and public relations. Members are selected at the beginning of the fall semester.



Legend

- Parking Lot
- Lot Name
- Fort Smith Transit Bus Stop
- Bike Rack

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