

**University of Arkansas at Monticello**  
**University of Arkansas at Monticello College of Technology-Crossett**  
**University of Arkansas at Monticello College of Technology-McGehee**

**SUMMER 2009**

**REGISTRATION INSTRUCTIONS AND INFORMATION**

**Summer I:** Intersession classes start May 18 and end May 29. Except where noted otherwise\*, other Summer I classes begin Monday, June 1 at Monticello, Crossett, and McGehee. Some graduate education classes begin on Monday, June 8 at Monticello.

**Summer II:** Except where noted otherwise\*, all classes begin Monday, July 6 at Monticello, Crossett, and McGehee.

\*See comments in class listings for exceptions on start dates for classes.

**PAYMENT DEADLINE**

Note: Students who preregister for summer classes must pay or make arrangements to pay tuition, fees, and room and board for Summer I by May 29 and for Summer II by June 26 or the registration will be canceled. Even students whose bill is \$0 or less must still validate their registration with the Cashier at one of the three campus locations, or by mail, or by fax, or online at [www.uamont.edu](http://www.uamont.edu) through Campus Connect. (See "IMPORTANT TELEPHONE NUMBERS" later in this document for fax numbers.)

Concurrent graduate and undergraduate classes normally follow the graduate schedule for class meetings. Check with the academic unit offering the class to be sure. Note: Some Summer I graduate education courses will run June 8 through June 26. Check comments in class listings for special information on start dates.

**GENERAL INFORMATION**

While the University intends to carry out the selection of courses described in the class schedule, it may be necessary to make some changes in courses, room numbers, and personnel. In addition, UAM reserves the right to cancel courses that have insufficient enrollment.

For the most up-to-date information, visit the UAM home page at <http://www.uamont.edu/> and click the "Class Schedule" quick link on the left side of the page.

**SPECIAL STUDENT SERVICES**

The University ensures that students with disabilities are given the same rights and services as other students. Classrooms, administrative, and recreational facilities are accessible. For specific information regarding disability accommodations, please contact the Director of Special Student Services in Monticello (Harris Hall 120, telephone 870-460-1026, TDD 870-460-1626, fax 870-460-1926) or Crossett (870-364-6414) or McGehee (870-222-1105).

**CAMPUS LOCATIONS**

The Monticello location is south of Monticello on U.S. Highway 425. The Monticello location offers on-site classes, on-line classes, and CIV classes that are available at remote locations. The Monticello location offers both undergraduate and graduate programs.

The Crossett location is 1326 Highway 52 West in Crossett. The McGehee location is 1609 East Ash (Highway 1) in McGehee. The Crossett and McGehee locations offer technical programs as well as a variety of college-transferable courses. The college-transferable courses generally have “CROSSET” or “MCGEHEE” listed as the location.

In selecting classes, students should be aware of the location and whether the class is technical or college transferable. Technical courses are not normally college transferable.

## **ADMISSION DEADLINE**

Generally, students who attended UAM during Spring 2009 will be able to register for Summer 2009 classes. Other students will need to go through the admission application process. Tuesday, May 26, is the admission deadline for regular Summer I registration, and Monday, June 29, is the admission deadline for regular Summer II registration for new students, transfer students, and former UAM students. Only students who complete the admission process by the stated deadline will be assured the opportunity to participate in regular registration. Students who register after the first day of class will incur a \$25 late registration fee.

Students who are not currently enrolled should contact the Office of Admissions for admission materials and information. The Office can be reached at 870-460-1026 (local) or 1-800-844-1826 (toll free). On-line admission is available at [www.uamont.edu](http://www.uamont.edu) under the “Admissions” link on the left side of the page.

## **TRANSCRIPTS**

Transfer students must request that official academic transcripts from all colleges and universities attended be sent directly to the UAM Office of Admissions. Hand-delivered, student-issued transcripts cannot be accepted for admission purposes. If a student provides an official transcript which lacks only the current semester of attendance, the student will be admitted provisionally. Transfer students must be eligible to return to their previous institution to be fully admitted. Students who have been suspended may not be admitted while on suspension.

## **IMMUNIZATION REQUIREMENT**

The University requires all full-time and part-time students to provide proof of having had two MMR’s (measles, mumps, and rubella vaccine). Students who do not have the proper immunization may visit a local health unit to get the MMR’s.

Students born outside the United States are required to have a tuberculin skin test dated within the last six months, and are subject to TB skin test requirement in accordance with Arkansas law. Informational packets are available in the Office of Admissions (Harris Hall 120).

Students who do not comply with the immunization requirements by the 5th class day of a summer term will be administratively withdrawn with no refund of tuition and fees. The immunization requirements are applicable to all UAM students at all three campus locations.

## **SUMMER REGISTRATION**

### **Summer I**

There will be three days of registration:

Friday, May 29

Monday, June 1 (first day of class)

Tuesday, June 2 (\$25 late fee applies)

Friday, May 29: Continuing students and students who have gone through the admissions process may complete a “self registration” card at the Office of the Registrar (Harris Hall 102) or the Office of the Counselor at Crossett or the Student Services Office at McGehee to sign up for Summer I classes. Selected students may also be allowed to register on line through Campus Connect. Students will be expected to finalize their registration the same day.

Monday, June 1 (first day of class) and Tuesday, June 2:

8:30 a.m. - 3:30 p.m.

(Students are to register between classes.)

Crossett - Admissions and academic officials will be located in the Student Center on June 1 and 2 to assist with admission and registration of students for Summer I classes.

McGehee - Admissions and academic officials will be located in the Student Center and Student Services on June 1 and 2 to assist with admission and registration of students for Summer I classes.

Monticello - Students are directed as follows:

Students not currently admitted - Go to Office of Admissions (Harris Hall 120) to complete the admissions process and receive additional directions.

Continuing Monticello students - Go directly to the academic unit office of major to register. To finalize registration, go to Cashier's Office (Harris Hall, second floor).

Students with undecided majors, visiting students (those attending Monticello only for summer classes) and non-degree-seeking (special status) students - Go to Office of Registrar (Harris Hall, first floor) to self register; then go to Cashier's Office (Harris Hall, second floor) to finalize registration.

Note: There is a \$25 late fee for students who register on June 2.

## **Summer II**

There will be four days of registration:

Tuesday, June 30 (last day of Summer I)

Thursday, July 2

Monday, July 6 (first day of class)

Tuesday, July 7 (\$25 late fee applies)

Tuesday, June 30 and Thursday, July 2: Continuing students and students who have gone through the admissions process may complete a "self registration" card at the Office of the Registrar (Harris Hall 102) or the Office of the Counselor at Crossett or the Student Services Office at McGehee to sign up for Summer II classes. Selected students may also be allowed to register on line through Campus Connect. Students will be expected to finalize their registration the same day.

Monday, July 6 (first day of class) and Tuesday, July 7:

8:30 a.m. - 3:30 p.m.

(Students are to register between classes.)

Crossett - Admissions and academic officials will be located in the Student Center on July 6 and 7 to assist with admission and registration of students for Summer II classes.

McGehee - Admissions and academic officials will be located in the Student Center and Student Services on July 6 and 7 to assist with admission and registration of students for Summer II classes.

Monticello - Students are directed as follows:

Students not currently admitted - Go to Office of Admissions (Harris Hall 120) to complete the admissions process and receive additional directions.

Continuing Monticello students - Go directly to the academic unit office of major to register. To finalize registration, go to Cashier's Office (Harris Hall, second floor).

Students with undecided majors, visiting students (those attending Monticello only for summer classes) and non-degree-seeking (special status) students - Go to Office of Registrar (Harris Hall, first floor) to self register; then go to Cashier's Office (Harris Hall, second floor) to finalize registration.

Note: There is a \$25 late registration fee for students who register on July 7.

### **CLOSED CLASSES**

Crossett Location - The student must complete a green "Change in Registration" card (available in the Counselor's office) and obtain the signatures of the course instructor, Director of Student Services, and Vice Chancellor. The green card should then be returned to the Counselor.

McGehee Location – The student must complete a green "Change in Registration" card (available in the Student Services Office) and obtain the signatures of the course instructor, Director of Student Services, and Vice Chancellor. The green card should then be submitted to the Director of Student Services.

Monticello Location - The student must complete a green "Change in Registration" card (available in any academic unit office) and obtain the signatures of the course instructor and the instructor's unit head. The green card should then be submitted to the Registrar's Office for entry.

### **TUITION AND FEES**

**(TBA = To be announced later)**

Note: Students must pay any previous balance in order to enroll for summer classes.

Tuition and fees for any classes that begin prior to June 1 are due by the first day of class. Otherwise, preregistered students must pay or make arrangements to pay tuition, fees, and room and board for Summer I by Friday, May 29 and for Summer II by Friday, June 26 to avoid cancellation of registration. Other students must pay tuition and fees at the time they enroll for classes. Any student who has a bill of \$0 or less must still validate the registration with the Cashier's Office. This includes students who receive scholarships and other forms of financial aid.

Tuition and mandatory fees are waived to Arkansas residents age 60 or older. Individuals seeking this waiver must pay any miscellaneous fees that may be required.

Prices are subject to change without notice. The University of Arkansas Board of Trustees reserves the right to change tuition, room and board, and miscellaneous fees.

### **Monticello Location – Tuition**

Arkansas resident undergraduate tuition: \$114 per semester hour for Summer I; TBA per semester hour for Summer II.

Non-resident undergraduate tuition: An additional charge of \$139 per semester hour for Summer I; TBA per semester hour for Summer II. The non-resident fee is waived for out-of-state students from Mississippi, Louisiana, Texas, Oklahoma, Missouri, and Tennessee.

Arkansas resident graduate tuition: \$165 per semester hour for Summer I; TBA per semester hour for Summer II.

Non-resident graduate tuition: An additional fee of \$199 per semester hour for Summer I; TBA per semester hour for Summer II. This fee is waived for out-of-state students from Mississippi, Louisiana, Texas, Oklahoma, Missouri, and Tennessee.

### **Monticello Location - Mandatory Fees**

Activity fee: \$4 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Instructional equipment fee: \$6 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Athletic fee: \$10 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Facilities fee: \$10 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Library enhancement fee: \$3 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Technology infrastructure fee: \$6 per semester credit hour for Summer I; TBA per semester credit hour for Summer II.

Assessment fee: \$2.50 per term; undergraduate students only.

### **Monticello Location - Miscellaneous Fees and Expenses**

Auto parking permit: \$5.

Late registration: \$25.

Dropping/adding classes: \$10/visit.

ID replacement: \$5.

Vocal and instrumental private instruction: \$50 (per course) for one credit hour; \$70 (per course) for two or three credit hours for Summer I. TBA (per course) for one credit hour; TBA (per course) for two or three credit hours for Summer II.

Transcripts: \$5 per copy.

International graduate registration fee: \$30.

Distance ed fee: For Summer I, \$50 per credit hour in lieu of other mandatory fees for remote CIV course and for any on-line course. For Summer II, fee is TBA per credit hour.

Forestry Summer Camp fee: \$300.

M.S. thesis binding fee: \$50.

Telephone Service fee: \$10 per semester; residential students only.

LPN to RN assessment fee: \$90 per semester.

BSN assessment fee: \$90 per year.

RN to BSN assessment fee: \$20 per year.

Student nursing insurance: \$15 per year.

Returned check charge: \$25/check.

### **Monticello Location - Room and Board**

Board: 5-day/any 15 meals = \$265 for Summer I; TBA for Summer II.

5-day/any 10 meals = \$250 for Summer I; TBA for Summer II.

Room Rates:

Maxwell =	\$200 (suite, double) Summer I; TBA (suite, double) Summer II.
Student Apartments =	\$390 per month Summer I; TBA per month Summer II.
Family Housing =	\$180 per month Summer I; TBA per month Summer II.
Damage deposit:	Maxwell = \$60 Student Apartments = \$100 Family Housing = \$100

### **Crossett and McGehee Locations - Tuition**

Tuition: \$62 per semester hour for Summer I; TBA per semester hour for Summer II.

Non-resident tuition: An additional charge of \$2 per semester hour for Summer I; TBA for Summer II. The non-resident fee is waived for out-of-state students from Mississippi, Louisiana, Texas, Oklahoma, Missouri, and Tennessee.

### **Crossett and McGehee Locations - Mandatory Fees**

Technology infrastructure fee: \$4 per credit hour for Summer I; TBA per credit hour for Summer II.

Facilities fee: \$2 per credit hour for Summer I; TBA per credit hour for Summer II.

Assessment fee: \$2.50 per term.

### **Crossett and McGehee Locations - Miscellaneous Fees and Expenses**

Late registration: \$25.

Course change fee: \$10/visit.

ID replacement: \$5.

Transcripts: \$5 per copy.

Distance ed fee: For Summer I, \$50 per credit hour in lieu of other mandatory fees for remote CIV course and for any on-line course. For Summer II, fee is TBA per credit hour.

Student nursing insurance: \$15/year.

Child care insurance: \$15/year.

EMT-Paramedic insurance: \$15/year.

LPN nursing assessment fee: \$90/semester.

Child development assessment fee: \$50/semester.

Welding lab fee: \$25/course.

Automotive lab fee: \$50/semester.

Child care lab fee: \$50/semester.

Heavy equipment fee: \$20 per semester credit hour.

Culinary lab fee: \$50 per course.

Returned check charge: \$25 per check.

## **FINANCIAL LIABILITY**

By enrolling in classes either during preregistration, self registration, or regular registration, students are creating a financial liability in the amount of the fees, tuition, and other charges pertinent to the enrollment process. This financial liability can be eliminated only by payment or formal cancellation of enrollment before the semester begins. This liability exists even if a student fails to receive financial aid or does not attend classes. Students must make the request to drop a course or withdraw from the University in person or through written communication. For more information, contact the Office of the Registrar at 870-460-1034 (Monticello), the Office of the Counselor at 870-364-6414 Ext 125 (Crossett), or the Office of Student Services at 870-222-5363 (McGehee).

## **FINANCIAL AID**

***Students who do not begin attendance in all enrolled courses, who do not participate in their online courses, or who stop attending/participating without officially dropping or withdrawing are reported to the Office of Financial Aid.***

Students who receive Title IV aid and do not complete at least 60% of the semester for which they are enrolled may be required to return a portion of the federal funds received. Title IV aid includes, but is not limited to, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Academic Competitiveness Grants (ACG), National Science & Mathematics Access to Retain Talent (SMART) Grants, Perkins Loans, Stafford Loans, and any other Title IV programs that may be awarded based on the Higher Education Act of 1965 as Amended. In most cases, the withdrawal calculation date for students who officially withdraw will be the actual date of withdrawal as determined by the Registrar's Office. Students who cease attending without officially withdrawing are considered "unofficial withdrawals." The midpoint of the semester (or in some cases, the last date of attendance) will be used in determining the amount of aid to be returned for unofficial withdrawals.

Withdrawing from the University, either officially or unofficially, may require that you return a substantial amount of the Title IV funds that you received. Examples of actual Return of Title IV Funds calculations are available in the Office of Financial Aid (Monticello) or the Office of Student Services (Crossett or McGehee).

If you should have to withdraw at any point, or for any financial aid question, visit or contact the UAM Office of Financial Aid in Harris Hall Room 300 (telephone: 870-460-1050 or toll free: 1-800-226-2643).

## **REFUNDS**

Any student must present his/her UAM student ID to pick up a refund check. Refund checks can be picked up at the Cashier's window at the Monticello location during regular window hours. Any student due a refund may request that the check be mailed to him/her. The request should be made by calling 460-1043 (local) or 1-800-226-2643 (toll free) and asking for the Cashier's office.

All refunds for students enrolled exclusively at Crossett and McGehee will be mailed.

## **TUITION REFUND POLICY**

### **Undergraduate Classes**

Prior to start of classes	100%
Through second class day	
Summer I: June 2	100%
Summer II: July 7	100%

Through fifth class day (for total withdrawal from all classes)	
Summer I: June 5	50%
Summer II: July 10	50%
After fifth class day	0%

**Graduate Classes**

Prior to start of classes	100%
Through first class day	100%
After first class day	0%

The UAM refund policy is subject to change if required by federal regulation or upon approval of the UA Board of Trustees.

**SUMMER I 2009 CALENDAR**

- May 18 (Monday)--Registration and first day of intersession classes.
- May 25 (Monday)--Memorial Day Holiday. Offices and classes closed.
- May 26 (Tuesday)--Application deadline for regular Summer I registration.
- May 26 (Tuesday)--Last day to drop an intersession class. Grade will be "W."
- May 29 (Friday)--Last day of intersession classes.
- May 29 (Friday)--Self registration for Summer I.
- May 29 (Friday)--Deadline for preregistered students to finalize their registration.
- June 1 (Monday)--Summer I registration and first day of classes for most Summer I offerings.
- June 2 (Tuesday)--Last day to register or add classes for Summer I. A \$25 late fee applies to students who register on the 2<sup>nd</sup>.
- June 8 (Monday)--Registration and first day of three-week graduate education classes.
- June 23 (Tuesday)--Last day to drop a three-week graduate education class. Grade will be "W."
- June 25 (Thursday)--Last day to drop a regular Summer I class. Grade will be "W."
- June 25 (Thursday)—Commencement for College of Technology-Crossett.
- June 26 (Friday)—Last day of three-week graduate education classes. Final exams for those classes.
- June 30 (Tuesday)—Last day of undergraduate classes. Final exams.
- June 30 (Tuesday)—Registration for Summer II.
- July 2 (Thursday)—Commencement for College of Technology-McGehee.

**SUMMER II 2009 CALENDAR**

- June 26 (Friday)--Deadline for preregistered students to finalize their registration.
- June 29 (Monday)--Application deadline for regular registration.

June 30 (Tuesday)--Self registration for Summer II.

July 3 (Friday)—Observance of Independence Day Holiday. Offices and classes closed.

July 6 (Monday)--Registration for undergraduate and graduate classes. First day of classes.

July 7 (Tuesday)--Last day to register or add classes for Summer II. A \$25 late fee applies to students who register on the 7th.

July 21 (Tuesday)—Last day to drop at 3-week graduate class. Grade will be W.

July 24 (Friday)--Last day of three-week graduate education classes. Final exams for those classes.

July 30 (Thursday)--Last day to drop a regular Summer II class. Grade will be W.

August 4 (Tuesday)--Last day of regular Summer II classes. Final exams for those classes.

August 7 (Friday)--Summer conferral of degrees.

### **IMPORTANT TELEPHONE NUMBERS**

#### **Monticello Location**

Academic Affairs.....	870-460-1032
Academic Affairs (fax).....	870-460-1933
Admissions (local).....	870-460-1026
Admissions (tollfree).....	800-844-1826
Admissions (fax).....	870-460-1926
Cashier's Office.....	870-460-1043
Cashier's Office (fax).....	870-460-1943
Financial Aid (local).....	870-460-1050
Financial Aid (tollfree).....	800-226-2643
Financial Aid (fax).....	870-460-1450
Housing.....	870-460-1045
Library.....	870-460-1080
Library (fax).....	870-460-1980
Registrar.....	870-460-1034
Registrar (fax).....	870-460-1935
Student Health Services.....	870-460-1051

#### **Crossett Location**

Academic Affairs.....	870-364-6414, Ext. 111
Admissions.....	870-364-6414, Ext. 125
Student Services.....	870-364-6414, Ext. 115
Financial Aid.....	870-364-6414, Ext. 115
Counselor.....	870-364-6414, Ext. 125
Media Center.....	870-364-6414, Ext. 130
Tollfree number.....	866-323-3384
Fax.....	870-364-5707

#### **McGehee Location**

Academic Affairs.....	870-222-5360, Ext. 5202
Admissions.....	870-222-5360, Ext. 5220
Student Services.....	870-222-5360, Ext. 5221
Financial Aid.....	870-222-5360, Ext. 5220
Counselor.....	870-222-5360, Ext. 5219

Tollfree number.....800-747-5360  
Fax.....870-222-4709

## CLASS LOCATIONS

Crossett = on campus Crossett  
McGehee = on campus McGehee  
Monticello = on campus Monticello

ABROAD - Outside the United States (check with instructor for specific location).  
AG - Agriculture Building, Monticello.  
AR - Arranged or to be announced (check with instructor).  
AUTO LB - Automotive lab, McGehee.  
BBC - Babin Business Center, Monticello.  
CFR - Chamberlin Forest Resources Building, Monticello.  
CO-OP - Southeast Arkansas Education Cooperative, city of Monticello.  
CRO – Crossett classroom (check with instructor), Crossett.  
CRO 100-199 - Main Building, Crossett.  
CRO 200-299 – McGoogan Building, Crossett.  
CRO 300-399 – Industrial Technology Building, Crossett.  
CRO 400-499 – Welding Building, Crossett.  
CROCIV - CIV Classroom, Crossett.  
CROSSE/CROSSET - on campus Crossett.  
CVRLAB - CVR lab, Monticello.  
DERMOTT - Old Dermott Hospital, Dermott.  
DEWCIV - CIV Classroom, Dewitt Branch of Phillips Community College, Dewitt.  
EMT – EMT classroom, McGehee.  
FACSTG - Fine Arts Center Stage, Monticello.  
FLDHSE - Field House, Monticello.  
FLDTRP - Field trip (check with instructor for specific location).  
JETER - Jeter Hall, Monticello.  
LIB - University Library, Monticello.  
MCB - Memorial Classroom Building, Monticello.  
MCBAUD - Auditorium, Memorial Classroom Building, Monticello.  
MCG - McGehee campus classroom.  
MCGCIV - CIV Classroom, McGehee.  
MCGEHEE - on campus McGehee.  
MONTWFC – Monticello Work Force Center.  
MUS - Music Building, Monticello.  
MUSEUM – Museum, Monticello.  
ONLINE - On-line class.  
PCCIV - CIV Classroom, Phillips Community College, Helena.  
PCCUA - on campus, Phillips Community College, Helena.  
PN – Nursing classroom, McGehee.  
RED B –Red Barn, Monticello.  
RHSLHL - Rehearsal Hall, Music Building, Monticello.  
SARKCIV - CIV Classroom, South Arkansas Community College, El Dorado.  
SC A - Science Center, Wing A, Monticello.  
SC AUD - Science Center Auditorium, Monticello.  
SC B - Science Center, Wing B, Monticello.  
SC C - Science Center, Wing C, Monticello  
SEACBEC - Southeast Arkansas Community Based Education Center, Warren.  
SOR - Sorrells Hall, Monticello.  
STUCIV - CIV Classroom, Stuttgart Branch of Phillips Community College, Stuttgart.  
TBA – To be announced (check with instructor).  
TBD – To be determined (check with instructor).

UC GYM - University Center Gymnasium, Monticello.

V&P ART – Visual & Performing Arts Complex, Monticello.

WARREN - Southeast Arkansas Community Based Education Center, Warren.

WELD - Welding classroom, McGehee.

WELL - Wells Hall, Monticello.

WGTRM - Weight Training Room, Monticello.

WIL - Willard Hall, Monticello.

NOTE: Lack of knowledge or incorrect interpretation of University policies and regulations does not remove the student from the obligation to satisfy all requirements for a degree or certificate. The student bears the ultimate responsibility for completing a program of study.