

STUDENT SERVICES

The following pages provide a brief overview of offices which serve students. Students seeking additional information are encouraged to write that particular office at the mailing address given, Monticello, Arkansas 71656, or call the telephone number. Also, note that the location of the office is listed. Each student should obtain and read carefully the UAM Student Handbook for further information.

OFFICE OF ADMISSIONS

LOCATION: Administration Building

CAMPUS TELEPHONE: (870) 460-1026, outside Drew County toll free 1-800-844-1826

FAX: (870) 460-1321

HOME PAGE: <http://cotton.uamont.edu/admissions/admin.html>

MAILING ADDRESS: P.O. Box 3600, Monticello, AR 71656

E-mail: admission@uamont.edu

Any student seeking information regarding admission to the University of Arkansas-Monticello should contact the Office of Admissions. Required documentation should be submitted well before the semester begins.

The Office of Admissions also provides services that will guide new students as they begin their transition to higher education. This process begins with summer preregistration when students receive academic advising, register for classes, and are introduced to campus services. Parents are invited to attend summer preregistration sessions and participate in special programs designed for them.

Fall orientation promotes the development of positive relationships with faculty, staff, and peers while simultaneously providing information about academic policies, procedures, student services, and student life.

Prospective students are encouraged to visit campus when the University is in session. Campus tours and meetings with academic departments, financial aid, or residence life are easily arranged, and the Office of Admissions hosts several college preview days each year.

STUDENT SERVICES OFFICE

LOCATION: 124 Harris Hall

CAMPUS TELEPHONE: (870) 460-1045

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3466, Monticello, AR 71656

E-mail: gastong@uamont.edu

The Student Services Office works to provide students with services and assistance which will encourage student success. The Student Services Office works directly with University discipline, Residence Life Office, Department of Public Safety, Office of Special Student Services, and Upward Bound Program in their efforts to encourage student success. If you need information concerning a student or are unsure where to find help, the Student Services Office is a good place to start.

RESIDENCE LIFE

LOCATION: 124 Harris Hall

CAMPUS TELEPHONE: (870) 460-1045

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3466, Monticello, AR 71656

E-mail: gastong@uamont.edu

Single Student Housing

The Residence Life program at the University strives to provide more than just a room in its residence halls. Today's residence halls are places where life experiences are integrated with the total University educational program.

Students spend a great deal of time in their residence hall. Their experiences in the residence halls can have a major impact on academic performance and overall personal growth. Through hall governments, intramural sports, education workshops, and other activities, the University strives to meet students' diverse needs by making the residence hall a living-learning experience. Resident Assistants (RAs) are students who, under the direction of the

Resident Director, help residents adjust to college life. They are available as sources of information about the University and its policies, as peacemakers to insure that the hall provides an atmosphere conducive to study, and as good listeners to those needing someone with whom to talk. RAs also strive to get their residents involved in hall and campus activities.

Bankston Hall, which can accommodate 300 men, is the largest residence hall on campus. It is a modern three-story building with individually heated and cooled rooms. **Maxwell Hall** is the only residence hall in which rooms have connecting baths and outside entry. It houses 136 men. Housing 150 women is **Royer Hall**. It is a modern three-story building with lavatory facilities in each room. Student apartments are available for juniors and seniors. These are 48 dual-occupancy apartments for men and women.

Family Housing

The University of Arkansas-Monticello also provides housing for full-time students with families. These apartments are available to married couples and single parents who have dependent children living with them. Pets are not allowed.

Twenty-three unfurnished **Brick Apartments** are located north of the fieldhouse. These apartments have a living room, kitchen-dining area, bath, and one bedroom. Either electric or gas ranges can be used in these apartments. Approval of the Coordinator of Residence Life must be obtained before installation of air conditioners. Wall furnaces are located in the bedroom and living room with a small space heater in the bathroom.

Eligibility

A student living in a Residence Hall must be enrolled in a minimum of nine hours per semester or three hours per summer term. Exceptions to this policy can be granted by the Coordinator of Residence Life. Application/contracts for housing and more specific information are available by writing to the Office of Residence Life.

FOOD SERVICE

LOCATION: Gibson University Center
CAMPUS TELEPHONE: (870) 460-1076
MAILING ADDRESS: P.O. Box 3046, Monticello, AR 71656

The food service contracted by the University provides meals for campus residents and other students, faculty, and guests. The Cafeteria, located on the upper floor of the University Center, is open for every meal while school is in session except breakfast on Saturday and Sunday. At each noon and evening meal, students are provided a variety of entrees and can enjoy a salad bar that includes a wide selection of vegetables. Additionally, "special meals" such as steak or shrimp dinners are served periodically to break the routine. The adjacent Patio Cafe in the University Center is available for lighter meals or snacks and often serves as a gathering place for students.

DEVELOPMENT OFFICE

LOCATION: 104-E Administration
CAMPUS TELEPHONE: (870) 460-1027
FAX: (870) 460-1321
MAILING ADDRESS: P.O. Box 3520, Monticello, AR 71656
E-mail: dosp@uamont.edu

The Development Office has as its purpose the goal of continuing to increase the quality of education offered at the University through private fund raising. The major focus of this office is toward endowed scholarships with a secondary focus on facilities, research, and other endowment programs. The solicitation process includes contact with alumni and former students, friends of the University, businesses and corporations, and private foundations. This office works closely with the University Foundation Fund.

ALUMNI AFFAIRS

LOCATION: 104 Administration Building
CAMPUS TELEPHONE: (870) 460-1028
FAX: (870) 460-1321
MAILING ADDRESS: P.O. Box 3519, Monticello, AR 71656

E-mail: dossp@uamont.edu

It is the purpose of the Alumni Office to maintain contact with alumni and former students and to enhance the growth and development of individuals as well as the institution through a positive relationship. The Alumni Office is vigilant in the maintenance of its alumni/former student records, thereby enhancing the opportunity to establish a long-term, mutually beneficial rapport. The Alumni Office seeks to create a spirit of goodwill with former students that will endure. This clearly provides a service to alumni/former students in general, but more specifically the Alumni Office works to serve our currently enrolled students as they seek ways and opportunities to benefit from the experience and wisdom of our University constituency.

MEDIA SERVICES

LOCATION: 219 Harris Hall

CAMPUS TELEPHONE: (870) 460-1074

FAX: (870) 460-1174

MAILING ADDRESS: P.O. Box 3589, Monticello, AR 71656

E-mail: brewer@uamont.edu

The Office of Media Services serves as the official campus liaison with the news media and general public. All news releases, feature articles, and photographs concerning all facets of campus life are produced by the media services office. This office also produces all publications, brochures, and newsletters for the various offices and departments.

PUBLIC SAFETY

LOCATION: Central Heating Plant

CAMPUS TELEPHONE: (870) 460-1083

MAILING ADDRESS: P.O. Box 2041, Monticello, AR 71656

The goal of UAM Public Safety is to insure that all residents of and visitors to the University campus are afforded a pleasant, academic environment where their personal freedoms are not threatened. The Office of Public Safety enforces parking and traffic policies and assists with boosting dead batteries and unlocking locked vehicles.

Motor Vehicles on Campus

Boarding students are allowed to keep cars at the University, but vehicles must stay parked at the residence hall until 12:00 noon. Every vehicle on the campus must be registered with the UAM Department of Public Safety. A registration fee is paid to the cashier and the receipt is taken to the UAM Department of Public Safety, where verification of state vehicle registration is required to obtain a registration decal. A copy of the University traffic and parking regulations will be provided upon car registration. This registration applies to all faculty, students, and employees of the University. Visitors and all other individuals should notify the UAM Department of Public Safety upon their arrival on campus and obtain the proper parking permit for temporary use only. All individuals driving cars on campus must comply with these regulations.

COUNSELING AND ASSESSMENT CENTER

LOCATION: 120 Harris Hall

CAMPUS TELEPHONE: (870) 460-1054

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3083, Monticello, AR 71656

It is the purpose of the Counseling and Assessment Center to assist students in achieving their academic and personal goals. The Center works to provide information and teach skills that encourage the development of a responsible, healthy person. Included in these services are testing and assessment, counseling, referral to appropriate resources, and help in developing effective study skills. Students are taught note-taking, test-taking, time management, and other learning skills that can increase their chances of successfully meeting the demands of college life. Tutoring in selected academic subjects is available free of charge to the student.

Counseling services are provided to assist students in coping with personal and academic concerns that may affect their progress in school.

Career services are available so that students can assess their interests, abilities, and values and relate these to the rapidly changing world of work. A self-paced Career Discovery software program is available to students Monday through Friday from 8:00 a.m. to 4:30 p.m. Through the office of the Counseling and Assessment Center, students can get help in choosing a major, developing their career goals, learning job search strategies, writing resumes and cover letters, and developing their interview skills.

Whether the need is for help with personal issues, academic concerns, career planning, tutoring, or personal growth, students are encouraged to use the Counseling and Assessment Center

SPECIAL STUDENT SERVICES

LOCATION: 122 Harris Hall

CAMPUS TELEPHONE: (870) 460-1154

FAX: (870) 460-1810

MAILING ADDRESS: UAM Box 3094, Monticello, AR 71656

The University ensures that disabled students are given the same rights and services as other students at the University. Classroom, administrative, and recreational facilities on campus are accessible to the disabled. A number of disabled students have entered and successfully completed a degree program at the University of Arkansas-Monticello. Further information may be obtained by contacting the Coordinator of Special Student Services.

STUDENT HEALTH PROGRAM

LOCATION: Gibson University Center

CAMPUS TELEPHONE: (870) 460-1051

FAX: (870) 460-1653

MAILING ADDRESS: P.O. Box 3459, Monticello, AR 71656

The Student Health Nurse is directly responsible for the administration of the Student Health Program at the University of Arkansas-Monticello. This program includes first aid, a variety of non-prescription medications, emergency services, and general health advice. In addition, referrals may be made to local agencies as necessary. The Student Health Program also features an exercise center available for students, faculty, and staff.

STUDENT ACTIVITIES

LOCATION: Gibson University Center

CAMPUS TELEPHONE: (870) 460-1053

FAX: (870) 460-1653

MAILING ADDRESS: P.O. Box 3459, Monticello, AR 71656

The co-curricular program plays a central role in the development of students at the University. A variety of activities and programs and numerous student organizations are available to students throughout the year. These activities and organizations are provided to encourage student participation, to offer varied cultural and entertainment experiences, and to promote the maturation of students. In addition to these continuous opportunities, the University also offers a series of special events to students. These include Homecoming, Parent/Family Appreciation Day, Black History Month, Wellness Fair, and Occupational Fairs. The Student Activities Board (SAB) is a student group which is a major organizer of special events.

Students can learn of these many opportunities through the "Campus Corner." This is a weekly publication available to all students, faculty, and staff.

INTRAMURALS

LOCATION: Gibson University Center

CAMPUS TELEPHONE: (870) 460-1046

FAX: (870) 460-1653

MAILING ADDRESS: P.O. Box 3459, Monticello, AR 71656

The Intramural Program is an integral part of campus life at the University. Individuals and teams participate in a variety of competitive sports and special events. Flag football, volleyball, ping-pong, pool, tennis, basketball, racquetball, cross-country, softball, and soccer are among the sports currently offered by the program. Intramurals

encourage cooperation, good sportsmanship, and physical fitness.

Organizations and independent groups of students form teams for each sport and compete for championship tee shirts and end-of-the-year trophies.

Participation in intramural sports is completely voluntary. It is strongly recommended that all participants have a complete physical examination and accident insurance prior to participation.

INTERCOLLEGIATE ATHLETICS

LOCATION: Steelman Fieldhouse

CAMPUS TELEPHONE: (870) 460-1058

FAX: (870) 460-1458

MAILING ADDRESS: P.O. Box 3066, Monticello, AR 71656

Intercollegiate athletics provide additional experience for those with special interest and skills in competitive sports. Objectives of the programs are in keeping with the total education program. The University of Arkansas-Monticello offers sports for men (football, basketball, baseball, golf, and rodeo) and sports for women (basketball, softball, tennis, cross-country, and rodeo).

The University is a member of the Gulf South Conference, the National Collegiate Athletic Association, and the National Intercollegiate Rodeo Association and adheres to the rules and regulations of those organizations.

EDUCATIONAL TESTING

LOCATION: 120 Harris Hall

CAMPUS TELEPHONE: (870) 460-1054

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3083, Monticello, AR 71656

The Testing Center administers a wide variety of tests including many nationally sponsored examinations required for admission to various programs. A brochure listing all tests administered, their costs, and test dates is available in the testing office. Other services include administration of examinations for correspondence courses from other institutions, the College Level Examination Program (CLEP), and placement tests, which are used to assess student skills in certain basic areas.

GIBSON UNIVERSITY CENTER

CAMPUS TELEPHONE: (870) 460-1053

FAX: (870) 460-1653

MAILING ADDRESS: P.O. Box 3459, Monticello, AR 71656

The pulse of the campus can be measured at the Gibson University Center. The variety of facilities in this building serve as focal points of daily student routines. The lounge area, Patio Cafe, game room, and recreational areas are the busiest spots throughout the day.

Events such as concerts, banquets, meetings, receptions, and movies are often held in the Gibson University Center. The cafeteria is also located in the Gibson University Center.

UPWARD BOUND

LOCATION: 120 Harris Hall

CAMPUS TELEPHONE: (870) 460-1010

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3629, Monticello, AR 71656

The Upward Bound Program is a federally funded program sponsored by the U.S. Department of Education. The Upward Bound Program is designed to increase motivation, raise educational aspirations, and provide basic academic skills which will enable program participants to enter and succeed in a post-secondary institution.

High school students from five counties in southeast Arkansas come to the University campus 25 times during the academic school year and live on campus for six weeks during the summer. The program provides the students with basic skills instruction in the areas of English, science, mathematics, reading, and study skills. Upward Bound also offers the students counseling in personal, academic, and career areas and provides cultural and recreational

activities.

YOUTH OPPORTUNITIES UNLIMITED (Summer Program for At-Risk Youth)

LOCATION: 122 Harris Hall

CAMPUS TELEPHONE: (870) 460-1154 or (870) 460-1045

FAX: (870) 460-1810

MAILING ADDRESS: P.O. Box 3094, Monticello, AR 71656

Y.O.U. is a residential summer school and work program designed to encourage students to graduate from high school. For additional information, please contact the Coordinator of Special Student Services at (870) 460-1154.

STUDENT CONDUCT

A university community will function best if the rights and obligations of all of its members are recognized. Students at the University of Arkansas-Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. They must not conduct themselves in a manner that disrupts the academic community or breaches the freedom of other students to progress academically. This implies consideration of the welfare and reputation of the University, as well as the students of the University.

Improper Conduct

The following actions are prohibited under the Student Conduct Code:

- A. ***Cheating:** The possession, receipt, use, solicitation, or furnishing of unauthorized aid in an academic endeavor.
- B. ***Plagiarism:** The use of ideas or thoughts of another which are not common knowledge without acknowledging the source(s) or, when applicable, identifying direct quotations.
*** These actions are adjudicated under provisions for academic conduct code violations.**
- C. **Misuse of University Documents:** Forgery, alteration, unauthorized possession of University documents, records, or identification cards is considered misuse of University documents.
- D. **Stealing:** Stealing is defined as the unauthorized appropriation or possession of the property of another.
- E. **Damage of Property:** Damage to property of the University or property of any member of the University community is prohibited.
- F. **Furnishing False Information:** Furnishing false information is to tender information which is false or untrue to the University for its official use.
- G. **Alcohol and Illicit Drugs:** Possession, use, manufacture, or distribution of alcohol or illicit drugs is prohibited.
- H. **Disorderly Conduct:** Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.
- I. **Failure to Comply with Directions of a University Official:** Failure to comply with directions of University officials, or those appointed or elected to act on behalf of the University, acting under the provisions of the Student Conduct Code or in the performance of their duties.
- J. **False Alarms and Bomb Threats:** Giving or communicating to another by any means any false threat of a bomb, fire, or other perils.
- K. **Misuse of Fire Equipment:** Misuse of fire extinguishers or any other fire or safety equipment.
- L. **Lewd, Indecent, or Obscene Behavior.**
- M. **Failure to Meet Financial Obligations to the University.**
- N. **Responsibility for Student Guests:** Students are responsible for informing their guests, both student and non-student, of University policies and will be held accountable for the behavior of their guests. A guest shall be defined as (1) any person who is present at the invitation of a student, or (2) any person who is received by a student, or (3) any invited or uninvited non-student who is accompanied by a student.
- O. **Weapons, Firearms, and Explosives:** The unauthorized use or possession of fireworks, firearms, dangerous chemicals, explosive materials, dangerous devices capable of casting a projectile or other lethal weapons. (The Department of Public Safety will store hunting weapons for individuals.)
- P. **Student I.D. Card Policy:**
 1. Currently enrolled University students are required to carry a valid University of Arkansas-Monticello

- I.D. at all times when they are on University property;
 - 2. I.D. cards must be displayed for the use of most University services and upon request of a member of the University faculty, staff, or a student official acting in the performance of his/her duty.
 - 3. I.D. cards are non-transferable and may not be duplicated.
 - 4. Use of an invalid I.D. card is prohibited.
- Q. **Verbal Abuse:**
- 1. Verbal abuse is the use of obscene, profane, or derogatory language which abuses or defames another.
- R. **Harassment:** Harassment is any action, verbal or non-verbal, intended to annoy another.
- S. **Threat of Physical Abuse:** Threat of physical abuse is the threat to endanger the health or safety of any person.
- T. **Physical Abuse:** Physical abuse or endangering conduct is any act which imperils or jeopardizes the health or safety of any person.
- U. **Climbing on University Structures:** Climbing, repelling, or related activity is prohibited on University structures. Access to roofs and activity on roofs of University structures is permitted only if approval for such activity is received from the Assistant Vice Chancellor for Student Services.
- V. **Violations of University regulations** contained in official publications or notices is prohibited.
- W. **Violation of Local, State, and/or Federal Laws On-Campus or Off-Campus:** An off-campus violation is a concern of the University when such acts result in damage to or danger to the institution, its property, its faculty and staff, or its students.

Measures Resulting From Disciplinary Incidents

- A. **Counseling:** Establish a series of private conferences between the student and a counselor in order to assist the student in meeting behavioral expectations of the University and in meeting individual needs in academic and/or personal development.
- B. **Educational Task:** A task which benefits the individual, campus, or community.
- C. **Reprimand:** A written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.
- D. **Restitution:** Compensating the University or other injured party for damaged, lost, or destroyed property.
- E. **Conduct Probation:** Disciplinary action taken as a result of conduct conflicting with University regulations that could include suspension from residence hall activities, loss of visiting privileges to other halls, or the right to receive guests. This probation is to be for a specific period of time.
- F. **Disciplinary Probation:** Loss of specifically designated privileges such as holding any elected or appointed student office, appointment to a University Committee, pledging or being initiated to campus organizations, participating in University-sponsored social activities, participating in any intercollegiate event or contest, use of motor vehicle on campus, and/or living in a University residence hall.
- G. **Suspension:** Removal from the University for a definite or indefinite period of time. An individual receiving this sanction must leave campus within 24 hours of his/her notification of the sanction or the completion of his/her appeal and must receive permission from the Assistant Vice Chancellor for Student Services prior to visiting campus. Any credit earned from another institution while a student is suspended will not be accepted by UAM
- H. **Expulsion:** Permanent removal from the University whereby the student may not return and enrollment is canceled. Any credit earned from another institution while a student is expelled will not be accepted by UAM.

Discipline Procedure

Discipline at the University is considered to be an educational process wherein the student is treated with dignity and respect. This implies due process and informed choices as to the consequences of certain actions. When an offense against University regulations is reported, the following procedure applies:

- 1. If the offense occurs in a residence hall, the Resident Director for that hall may:
 - a. give the student the option of a hearing with the Residence Hall Judicial Board (RHJB) or with the Resident Director. Punishment may be meted out up to and including Conduct Probation. Appeal is to the Assistant Vice Chancellor for Student Services; or
 - b. if the offense is of a more serious nature, the case is referred to the Assistant Vice Chancellor for

Student Services.

2. If the offense occurs outside the residence hall or is of a more serious nature, the case is referred to the Assistant Vice Chancellor for Student Services. At this point, the student may choose to have a hearing with the University Judicial Board or with the Assistant Vice Chancellor for Student Services. Punishment may include any measure listed above, including suspension or expulsion. Appeal is to the Vice Chancellor for Academic Affairs and Student Services.
3. In any discipline proceedings, due process will be observed. The basic requirements of due process include:
 - a. written notice in advance of the hearing time and place and of charges in sufficient detail so as to allow the preparation of a defense.
 - b. an opportunity for the accused student to present his/her own case and call witnesses in his/her behalf.
 - c. that no action be taken against a student without substantial evidence.

More specific information such as procedures for conducting a hearing and a copy of the University judicial process are available from the Student Services Office.

The Assistant Vice Chancellor for Student Services has the power of interim suspension if the continued presence of a student on campus constitutes a clear and present danger to University, student, faculty, or staff safety or property.

University Judicial Board

The University Judicial Board is composed of seven faculty or staff members approved by the Chancellor for one-year terms, two of whom are named Chairperson(s); and six students for one-year terms recommended by the SGA President and appointed by the Chancellor.