

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

***FALL 2011***

**REGISTRATION INSTRUCTIONS AND INFORMATION**

***Classes Start Wednesday, August 24, 2011***

**PAYMENT DEADLINE**

Students who preregister for the fall semester must pay or make arrangements to pay tuition, fees, and room and board by **Monday, August 15**; otherwise, the preregistration will be canceled. Even students whose bill is **\$0 or less must** 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 WeevilNet by the **Monday, August 15** deadline. This includes students who receive scholarships and other forms of financial aid. (See "Important Telephone Numbers" for fax numbers.)

**GENERAL INFORMATION**

While the University intends to carry out the selection of courses described in this 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 on Class Schedules under the Academics quick link at the top 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 (870-222-5360, fax 870-222-1105).

**CAMPUS LOCATIONS**

The Monticello location is four miles 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.

In selecting classes, students should be cognizant 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 2011 will be able to register for Fall 2011 classes. Other students will need to go through the admission process. Monday, August 15, is the admission deadline for regular registration for new students, transfer students, and former UAM students. Only students who complete the admission process by

Monday, August 15, will be assured the opportunity to participate in open registration on Tuesday, August 23. Students who register after August 23 will incur a \$25 late registration fee.

Admission materials can be obtained from the UAM Office of Admissions 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).

### **TRANSFER 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 prior to January 1, 1957 may be exempt from the immunization requirement by providing proof of birth, such as a birth certificate.

Students born outside the United States are subject to a TB skin test requirement in accordance with Arkansas law. Students born outside the United States must meet with the UAM school nurse or designee to furnish required documentation. International applicants must provide the results of a current tuberculin skin test for admission. Contact the Office of Admissions (870-460-1026) for details.

Students who do not comply with the immunization requirements by the 15<sup>th</sup> class day of a fall 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.

### **IDENTIFICATION CARD/ID CARD VALIDATION**

The University issues a WeevilNet ID card to all students, faculty, and staff. A valid ID card is required for library privileges, admittance into NCAA athletic contests, dining hall entry, bookstore use, and other campus services. ID cards and/or replacement ID cards are made from 8:30 a.m. – 4:00 p.m. at the Office of Residence Life, Harris Hall, Room 208. The original WeevilNet ID card is provided at no cost. Replacement cards will be issued at a cost of \$5.00 each.

The ID card is intended to be permanent for a student's tenure at UAM and should be carried at all times. ID cards must be displayed for the use of most University services, and upon request by a member of the University faculty, staff, or a student acting officially in the performance of his/her assigned duties. The ID card is the property of UAM and must be surrendered upon request or withdrawal from the University.

**Student ID cards must be validated on or before the fifth day of class each academic semester of enrollment.**

Beginning Tuesday, August 9, 2011, *FALL 2011* validation stickers may be obtained between the hours of 8:00 a.m. to 4:30 p.m. at any of the offices listed below.

#### Monticello location.

- Office of Student Affairs, John F. Gibson University Center, Upper Level
- Office of Residence Life, Harris Hall, Room 208
- Office of Public Safety, 284 University Drive

#### Crossett location.

- Student Services Office

McGehee location.

- Administration Office, Front Desk

Any questions about ID cards should be directed to the Office of Residence Life, Harris Hall 213, 870-460-1045.

## **PREPARATION FOR REGISTRATION**

Students who are not currently enrolled should contact the UAM Office of Admissions for admission materials and information or apply on line at [www.uamont.edu](http://www.uamont.edu). The Office of Admissions can be reached at 870-460-1026 (local) or 1-800-844-1826 (toll free).

## **SCHEDULE CHANGES**

Monticello location. Preregistered students may make schedule changes on Monday, August 15, between the hours of 8:30 a.m. and 3:30 p.m. by meeting with their assigned academic advisor. August 15 is also the deadline for preregistered students to finalize their registration.

Preregistered students who pay their tuition and fees by Monday, August 15, will also be allowed to make schedule changes on Monday, August 22 between 8:30 a.m. and 11:00 a.m.. In addition, schedule changes can be made during open registration on Tuesday, August 23, between 8:30 a.m. and 3:30 p.m. Advisors will be available to change schedules on these two days. Advisors will also be able to enter schedule changes during August 24-30. Tuesday, August 30, is the last day to register or add classes.

Crossett location. Preregistered students may make schedule changes on Monday, August 15, between the hours of 8:30 a.m. and 3:30 p.m. by meeting the Counselor. August 15 is also the deadline for preregistered students to finalize their registration.

Preregistered students who pay their tuition and fees by Monday, August 15, will also be allowed to make schedule changes during registration on Monday, August 22, and Tuesday, August 23, between 8:30 a.m. and 3:30 p.m. During August 24-30, students should contact the Counselor to make any additional needed changes. Tuesday, August 30, is the last day to register or add classes.

McGehee location. Preregistered students may make schedule changes on Monday, August 15, between the hours of 8:30 a.m. and 3:30 p.m. by visiting the Office of Student Services. August 15 is also the deadline for preregistered students to finalize their registration.

Preregistered students who pay their tuition and fees by Monday, August 15, will also be allowed to make schedule changes during registration on Monday, August 22, and Tuesday, August 23, between 8:30 a.m. and 3:30 p.m. During August 24-30, students should contact the Office of Student Services to make any additional needed changes. Tuesday, August 30, is the last day to register or add classes.

## **FRESHMAN AND TRANSFER STUDENT ORIENTATION/REGISTRATION**

Monticello location. All first-time freshmen **MUST** attend orientation on Monday, August 22. **SPECIFIC DETAILS REGARDING TIMES AND LOCATIONS WILL BE SENT BY MAIL.** Students may call the Office of Admissions at 1-800-844-1826 with any questions.

New transfer students are invited to attend an orientation session on Tuesday, August 23. **SPECIFIC DETAILS REGARDING TIME AND LOCATION WILL BE SENT BY MAIL.** Students may call the Office of Admissions at 1-800-844-1826 with any questions.

Any attending first-time freshmen who have not registered may do so the afternoon of Monday, August 22 (after participating in Orientation). New transfer students who have not registered may do so on Tuesday, August 23. After registering, these students must finalize their bill at the Cashier's Window in Harris Hall. All registrants must report to the Cashier's Window **even if the bill is \$0 or less.** Further details about Orientation can be obtained from the Office of

Admissions, telephone 870-460-1026 (local) or 1-800-844-1826 (toll free). On-line admission is available at [www.uamont.edu](http://www.uamont.edu).

Crossett location. All first-time students and new transfer students enrolled in classes on the Crossett campus must attend an orientation session on Monday, August 22, at 1:00 p.m. in the Student Center. Further details may be obtained from the Counselor at 870-364-6414 or 1-866-323-3384. On-line admission is available at [www.uamont.edu](http://www.uamont.edu).

McGehee location. All first-time students and new transfer students enrolled in classes on the McGehee campus must attend an orientation session on Monday, August 22, at 1:00 p.m. in the Student Center. Further details may be obtained from the Office of Student Services (222-5360 local, 1-800-747-5360 toll free). On-line admission is available at [www.uamont.edu](http://www.uamont.edu).

## **NIGHT REGISTRATION**

Night-only students and graduate students will be allowed to register between 5 and 7 p.m. on Monday, August 22, in Monticello (Harris Hall), Crossett (Student Center), or McGehee (Student Center). Registration should then be finalized with the cashier.

Night-only and graduate students are encouraged to complete the admission process by Monday, August 15, to expedite their registration. Admission materials and information can be obtained from the Office of Admissions, telephone 870-460-1026 (local) or 1-800-844-1826 (toll free). On-line admission is available at [www.uamont.edu](http://www.uamont.edu).

## **OPEN REGISTRATION**

Tuesday, August 23, from 8:30 a.m. until 3:30 p.m. is for open registration and schedule changes at all three campus locations as follows:

Monticello location. Admissions and academic officials will be located in Harris Hall throughout the day to assist with any admissions or registration problems or questions.

*Students not currently admitted* - Go to Office of Admissions (Harris Hall, first floor) to complete the admissions process and receive further instructions.

*Continuing UAM students* - Go to office of advisor to register or make schedule changes. Then go to Cashier's Office (Harris Hall, second floor) to obtain copy of schedule and bill and to finalize registration.

*Visiting students (those attending UAM only for fall classes) and non-degree-seeking (special status) students* - Go to Harris Hall to register, to obtain copy of schedule and bill, and to finalize registration.

Crossett location. Students are to report to the Student Center for advising and registration.

McGehee location. Students are to report to the Office of Student Services for advising and registration.

## **OFF-CAMPUS AND DISTANCE EDUCATION REGISTRATION**

Students needing to register only for off-campus or distance education classes should contact the Office of Academic Affairs (870-460-1032) for the procedure to register and finalize registration. Admission materials can be obtained from the UAM Office of Admissions 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).

## **EARLY COLLEGE HIGH SCHOOL CLASSES**

Questions concerning UAM class offerings at area high schools should be directed to the Office of Academic Affairs, telephone 870-460-1032.

## LATE REGISTRATION (AUGUST 24-30)

Late registration begins on Wednesday, August 24 and runs through Tuesday, August 30 at all three campus locations. There is a \$25 late registration fee. There is no charge during this period for schedule changes for students who finalize their registration prior to August 24.

### Monticello location.

*Students not currently admitted* - Go to Office of Admissions (Harris Hall, first floor) to complete the admissions process and receive further instructions.

*Continuing UAM students* - Go to office of advisor to register or to make schedule changes. If advisor is unavailable, go to the office of the advisor's unit head. General Studies (undecided) majors should go to the Office of Academic Advising (Administration Building 108-A) if assigned advisor is unavailable. After registering, go to the Cashier's Office (Harris Hall, second floor) to finalize registration.

*Visiting students (those attending UAM only for fall classes) and non-degree-seeking (special status) students* - Go to the Office of Academic Advising (Administration Building 108-A) to register. Then report to the Cashier's Office (Harris Hall, second floor) to finalize registration.

Crossett location. Students registering late are to go to the Counselor's office and then report to the Student Services Office to finalize the registration.

McGehee location. Students registering late are to go to the Office of Student Services and then to the Cashier to finalize the registration.

## CLOSED CLASSES

Monticello location. To enroll in a closed class, the student must complete a green "Change in Registration" card (available in any academic unit office) and obtain the signatures of the class instructor, the instructor's unit head, and the advisor. The green card should then be submitted to the Registrar's Office (Harris Hall, first floor) for entry.

Crossett location. To enroll in a closed technical class or general education course, a student must complete a green "Change in Registration" card (available in the Counselor's Office at the Crossett location) and obtain the signatures of the class instructor, Director of Student Services, and Vice Chancellor. The green card should then be returned to the Counselor.

McGehee location. To enroll in a closed technical class or general education course, a student must complete a green "Change in Registration" card (available in the Student Services Office at the McGehee location) and obtain the signatures of the class instructor, Assistant Vice Chancellor, and Vice Chancellor. The green card should then be returned to the Director of Student Services.

## TUITION AND FEES

Note: Students must pay any previous balance in order to enroll for the fall semester.

Preregistered students must pay or make arrangements to pay tuition, fees, and room and board by Monday, August 15, to avoid cancellation of registration. **Even students who have a bill of \$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 WeevilNet. 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. Enrollment under this condition is open on a "space available" basis in existing classes. 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: \$126 per semester hour.

Non-resident undergraduate tuition: An **additional** charge of \$174 per semester hour will be assessed on students who are not bonafide residents of Arkansas. The non-resident fee is waived for out-of-state students from Mississippi, Louisiana, Texas, Oklahoma, Missouri, and Tennessee.

Arkansas resident graduate tuition: \$200 per semester hour.

Non-resident graduate tuition: An **additional** fee of \$225 per semester hour. This fee is waived for out-of-state students from Mississippi, Louisiana, Texas, Oklahoma, Missouri, and Tennessee.

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

Activity fee: \$5 per semester credit hour.

Instructional equipment fee: \$8 per semester credit hour.

Athletic fee: \$13 per semester credit hour.

Facilities fee: \$11 per semester credit hour.

Library enhancement fee: \$4 per semester credit hour.

Technology infrastructure fee: \$9 per semester credit hour.

Assessment fee: \$5 per semester; undergraduate students only.

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

Auto parking permit: \$15.

Late registration: \$25 (after August 23).

Dropping/adding classes: \$10/visit (after August 30).

ID replacement: \$5.

Vocal and instrumental private instruction: \$55 (per course) for one credit hour; \$80 (per course) for two or three credit hours.

Band fee: \$25 per fall semester.

Transcripts: \$5/copy.

Distance ed fee: \$65 per credit hour (in lieu of other mandatory fees) for remote CIV course and for any on-line course.

Internship fee - in the service area: \$30.

Internship fee - out of the service area: \$450.

LPN to RN assessment fee: \$120 per semester.

BSN assessment fee: \$120 per year.

RN to BSN assessment fee: \$30 per year.

Student nursing insurance: \$20 per year.

Nursing clinical fee: \$30 per clinical semester.

International graduate registration fee: \$50.

M.S. thesis binding fee: \$150.

Telephone service fee: \$15 per semester.

Returned check charge: \$25/check.

Science lab fee: \$15 per course.

Horse boarding fee: \$100 per semester

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

Board:

7-day/19 meal plan=\$1395/semester

7-day/any 15 meals=\$1345/semester

7-day/any 10 meals=\$1295/semester

Student apartment meal plan=\$550/semester

### Room Rates

Per semester for a double room:

\$840 Bankston

\$910 Horsfall and Royer

\$1060 Maxwell Suite

Per semester for a single room:

\$300 additional charge for Horsfall, Royer, Bankston and Maxwell

Student Apartments: \$430/month

Family housing: \$210/month

Residence hall damage deposit: \$75

Student apartment damage deposit: \$100

Family housing damage deposit: \$100

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

Arkansas resident tuition: \$68 per semester hour.

Non-resident tuition: An **additional** charge of \$17 per semester hour will be assessed on students who are not bonafide residents of Arkansas. 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: \$6 per credit hour.

Facilities fee: \$3 per credit hour.

Assessment fee: \$5 per semester.

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

Late registration: \$25 (after August 23).

Course change fee: \$10/visit (after August 30).

ID replacement: \$5.

Transcripts: \$5/copy.

Distance ed fee: \$65 per credit hour (in lieu of other mandatory fees) for remote CIV course and for any on-line course.

Student nursing insurance: \$20/year.

Nursing clinical fee: \$30 per clinical semester.

Child care insurance: \$20/year.

EMT-Paramedic insurance: \$20/year.

LPN nursing assessment fee: \$120/semester.

Child development assessment fee: \$50/semester.

Welding lab fee: \$50/course.

Automotive lab fee: \$50/semester.

Child care lab fee: \$50/semester.

AHEOTA lab fee: \$40 per semester credit hour.

Culinary lab fee: \$50/course.

Electromechanical lab fee: \$30 per course.

Returned check charge: \$25/check.

EMT-Paramedic lab fee: \$50/course

### **FINANCIAL LIABILITY**

By enrolling in classes, either during preregistration, regular registration or late registration, students are creating a financial liability in the amount of 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).

### **NELNET@ PAYMENT PLAN**

To help students meet their educational expenses, the University of Arkansas at Monticello is pleased to offer the NELNET Payment Plan. NELNET is a tuition-management plan that provides students with a low cost option for budgeting tuition and other educational expenses. **It is not a loan program;** therefore, the student has no debt, there are no interest or finance charges assessed, and there is no credit check. The only cost to budget monthly payments through NELNET is a \$25 per semester NELNET non-refundable enrollment fee. The enrollment fee is automatically deducted within 14 days of the agreement being posted to the NELNET system.

To participate in the NELNET Payment Plan, students are to visit the UAM home page at [www.uamont.edu](http://www.uamont.edu), click on “Current Students” (under the Information For section) and then choose the “E-cashier” icon.

### **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), 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 a student return a substantial amount of the Title IV funds 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).

Students who have to withdraw at any point, or have any financial aid question, should 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/or McGehee will be mailed.

### **TUITION REFUND POLICY**

August 24-30: 100% refunds will be given to students who officially withdraw from any or all of their classes. After August 30, no refunds will be given to students for individual course drops.

August 31-September 7: 50% refunds will be given to students who officially withdraw from all classes. After September 7, no refunds will be given to students who withdraw from the University.

Students who wish to officially withdraw from the University must complete a withdrawal form in the Office of the Registrar located in Harris Hall at the Monticello location; the Office of the Counselor at the Crossett location; or the Office of Student Services at the McGehee location.

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

### **IMPORTANT TELEPHONE NUMBERS**

#### Monticello Location

Academic Affairs .....	870-460-1032
Academic Affairs (fax) .....	870-460-1933
Admissions (local) .....	870-460-1026
Admissions (toll-free) .....	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 (toll-free) .....	800-226-2643
Financial Aid (fax) .....	870-460-1450
Housing .....	870-460-1045
Housing (fax) .....	870-460-1810
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
Counselor .....	870-364-6414, Ext. 125
Financial Aid .....	870-364-6414, Ext. 115
Media Center .....	870-364-6414, Ext. 130
Student Services .....	870-364-6414, Ext. 115
Toll-free number .....	866-323-3384
Fax number .....	870-364-5707

#### McGehee Location

Academic Affairs .....	870-222-5360, Ext. 5202
Admissions .....	870-222-5360, Ext. 5220
Counselor .....	870-222-5360, Ext. 5219
Financial Aid .....	870-222-5360, Ext. 5220
Student Services .....	870-222-5360, Ext. 5221
Toll-free number .....	800-747-5360
Fax number .....	870-222-4709

### **CLASS LOCATIONS**

**Crossett = on campus UAM College of Technology Crossett**  
**McGehee = on campus UAM College of Technology McGehee**  
**Monticello = on campus University of Arkansas at 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).

**ARTCOM** - Art Complex, Monticello.

**AUTO LB** - Automotive lab, McGehee.

**BAUXCIV** – CIV Classroom, Bauxite High School.

**BIGECIV** – CIV Classroom, Bigelow High School.  
**BBC** - Babin Business Center, Monticello.  
**CFR** - Chamberlin Forest Resources Building, Monticello.  
**CO-OP** - Southeast Arkansas Education Cooperative, city of Monticello.  
**CRO** – Crossett campus classroom.  
**CROCIV** - CIV Classroom, Crossett.  
**CROSSE/CROSSET** - on campus Crossett.  
**CVRLAB** - CVR lab, Monticello.  
**DERMCIV** - CIV Classroom, Dermott High School.  
**DERMOTT** - Old Dermott Hospital, Dermott.  
**DEWCIV** - CIV Classroom, Dewitt Branch of Phillips Community College, Dewitt.  
**EMERCIV** – CIV Classroom, Emerson High School.  
**EUDOCIV** - CIV Classroom, Eudora High School.  
**FACSTG** - Fine Arts Center Stage, Monticello.  
**FLDHSE** - Field House, Monticello.  
**FLDTRP** - Field trip (check with instructor for specific location).  
**HAMB HS** - Hamburg High School.  
**HAMBCIV** - CIV Classroom, Hamburg High School.  
**HECTCIV** - CIV Classroom, Hector High School.  
**HERMCIV** - CIV Classroom, Hermitage High School.  
**HIGHCIV** - CIV Classroom, Highland High School.  
**LAKECIV** - CIV Classroom, Lakeside High School, Lake Village.  
**LIB** - University Library, Monticello.  
**MCB** - Memorial Classroom Building, Monticello.  
**MCG** - McGehee campus classroom.  
**MCGCIV** - CIV Classroom, McGehee.  
**MCG HS** - McGehee High School.  
**MCGECIV** - CIV Classroom, McGehee High School.  
**MCGEHEE** - on campus McGehee.  
**MELBCIV** – CIV Classroom, Melbourne High School.  
**MHS** - Monticello High School.  
**MHS CIV** - CIV Classroom, Monticello High School.  
**MUS** - Music Building, Monticello  
**ONLINE** - On-line class.  
**PCCCIV** - CIV Classroom, Phillips Community College, Helena.  
**PCCUA** - on campus, Phillips Community College, Helena.  
**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, 800 North Walnut, Warren.  
**SOR** - Sorrells Hall, Monticello.  
**STARCIV** - CIV Classroom, Star City High School.  
**STUCIV** - Civ Classroom, Stuttgart Branch of Phillips Community College, Stuttgart.  
**UC GYM** - University Center Gymnasium, Monticello.  
**V&P ART** – Visual and Performing Arts Building, Monticello.  
**WARRCIV** - CIV Classroom, Warren High School.  
**WEL** - Wells Hall, Monticello.  
**WELD LB** - Welding lab, McGehee.  
**WGTRM** - Weight Training Room, Monticello.  
**WIL** - Willard Hall, Monticello.  
**WOODCIV** - CIV Classroom, Woodlawn High School.

## FALL 2011 - CALENDAR OF EVENTS

August 15 (Monday): Admission deadline for new students, transfer students, and former UAM students. Only students completing the admission process by this date will be assured the opportunity to participate in registration on Tuesday, August 23.

August 15 (Monday): Schedule changes for preregistered students. Deadline for preregistered students to pay or make arrangements to pay tuition, fees, and room and board. Even students whose bill is **\$0 or less must** confirm their registration with a cashier at one of the three campus locations. This includes students who receive scholarships and other forms of financial aid.

August 16-19 (Tuesday through Friday): Professional Development activities for faculty and staff.

August 22 (Monday): Students who pay their tuition and fees by Monday, August 15, will be allowed to make schedule changes between 8:30 a.m. and 11:00 a.m. at the Monticello location and between 8:30 a.m. and 3:30 p.m. at the Crossett and McGehee locations.

August 22 (Monday): Orientation:

Monticello campus – First-time freshmen students will receive details and scheduled orientation times by mail.

Crossett and McGehee campuses - Orientation will begin at 1 p.m. in the Student Services Center at the respective location for first-time freshmen and new transfer students.

August 22 (Monday): Orientation for new transfer students at the Monticello location. Students will receive details and scheduled orientation times by mail.

August 22 (Monday): Registration for night-only students and graduate students from 5 to 7 p.m. at Monticello (Harris Hall), Crossett, and McGehee.

August 23 (Tuesday): Open registration from 8:30 a.m. until 3:30 p.m. at each campus location.

August 24 (Wednesday): First day of classes.

August 24-30 (Wednesday through Tuesday): Late registration. A \$25 late registration fee will be assessed.

August 24-30 (Wednesday through Tuesday): Students may make schedule changes.

August 30 (Tuesday): Last day to register or add fall classes.

September 5 (Monday): Labor Day Holiday. All offices and classes closed.

September 10 (Saturday): Parent/Family Appreciation Day.

October 3 (Monday): Last day to drop with a W in first 8-week fast-track classes.

October 7 (Friday): Deadline to apply for May graduation.

October 12 (Wednesday): Last day to withdraw from first 8-week fast-track classes.

October 17 (Monday): Last day of first 8-week fast-track classes.

October 18 (Tuesday): First day of second 8-week fast-track classes.

October 29 (Saturday): Homecoming.

November 7 (Monday): Preregistration for spring begins.

November 9 (Wednesday): Last day to drop with W in regular classes; not applicable to fast-track classes.

November 18 (Friday): Preregistration for spring ends.

November 22 (Tuesday): All classes (day, evening, and distance education) will meet as usual.

November 23 (Wednesday): Classes closed. University offices open.

November 24-25 (Thursday-Friday): Thanksgiving Holiday. All offices and classes closed.

November 28 (Monday): Last day to drop with a W in second 8-week fast-track classes.

December 6 (Tuesday): Last day to withdraw from class (regular and second 8-week fast-track classes).

December 9 (Friday): Last day of classes.

December 12-16 (Monday-Friday): Final exams.

December 21 (Wednesday): Fall conferral of degrees and awards.

### **FINAL EXAMINATION SCHEDULE – Monticello**

Late afternoon and evening classes which meet once per week will have their final examination during their normal class time during the period of December 12-16. Other finals are scheduled as follows:

**Class meets:** **Final Exam:**

Monday, December 12

All sections Math 0183 and 1043 ..... 8:00 - 10:00  
TH 1:40 p.m., TH 2:10 p.m. .... 10:30 - 12:30  
MWF 8:10 a.m. .... 1:30 - 3:30  
MWF 3:10 p.m. .... 4:00 - 6:00

Tuesday, December 13

All sections Math 0143, 1003, & 1033 .... 8:00 - 10:00  
MWF 12:10 p.m. .... 10:30 - 12:30  
MWF 10:10 a.m. .... 1:30 - 3:30

Wednesday, December 14

MWF 9:10 a.m. .... 8:00 - 10:00  
TH 11:10 a.m. .... 10:30 - 12:30  
TH 3:10 p.m. .... 1:30 - 3:30  
MW 5:00 p.m. .... 5:00 - 7:00  
MW 6:00 p.m. .... 6:00 - 8:00

Thursday, December 15

TH 8:10 a.m. .... 8:00 - 10:00  
All sections Chem 1023, 1103, & 1113.. 10:30 - 12:30  
MWF 11:10 a.m. .... 1:30 - 3:30

Friday, December 16

MWF 1:10 p.m. .... 8:00 - 10:00  
MWF 2:10 p.m. .... 10:30 - 12:30  
TH 9:40 a.m. .... 1:30 - 3:30  
TH 5:00 p.m. .... 5:00 - 7:00

**FINAL EXAMINATION SCHEDULE – Crossett – To be announced.**  
**FINAL EXAMINATION SCHEDULE - McGehee – Same as Monticello.**

## **FREQUENTLY ASKED QUESTIONS**

**Why did I get dropped from my classes? I had more than enough financial aid to pay my bill.** All students must finalize their registration with a cashier at one of the three campus locations, or by mail, or by fax, or by emailing cashiers@uamont.edu. This is necessary even when the bill shows a credit balance.

**How do I access my on-line class?** Any course offered by the on-line method of delivery can be accessed via the UAM homepage (<http://www.uamont.edu>). Students experiencing difficulty accessing the class should contact the instructor for further information.

**I don't know who my advisor is. How can I find out? And what if my advisor is not available?** Go to the UAM home page ([www.uamont.edu](http://www.uamont.edu)) and log into WeevilNet. Select Self Service, and then select Student Center. Your advisor will be listed in a box on the right hand side of the page. At the Monticello location, you may also call Academic Affairs (460-1032) or the Registrar's Office (460-1034). If your advisor is unavailable, go to your academic advisor's unit head. He/she will be able to help you. At Crossett, contact the Counselor's Office at 870-364-6414 ext. 125 for advising. At McGehee, contact the Office of Student Services at 870-222-5360 for advising.

**The school receives my loan funds electronically. How will I know when my loan funds are applied to my student account?** Students can print a copy of their bill at the computer on the first floor of Harris Hall (Monticello), at the Office of Student Services (Crossett), or at the computer outside the Office of Student Services (McGehee). The bill is itemized to show when loan funds have been credited to student accounts.

**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 degree or certificate program.**