



UAHT-to-UAM
Start Here/Finish Here Degree

AY2026–27 Student Guide



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INTRODUCTION

UAHT-TO-UAM STUDENT GUIDE

This guide is for students who are pursuing the Start Here/Finish Here degree, UAHT Associate degree to UAM Bachelor's degree, *and* who are enrolled in UAM upper-level courses at UAHT.

STUDENT ENROLLMENT STATUS

The UAHT-UAM partnership includes standard and dual enrollment:

- Standard enrolled students are those who complete the UAHT Associate degree before enrolling in UAM upper-level courses.
- Dual enrolled (AKA Consortium) students are those who enroll in UAM upper-level courses before completing the UAHT Associate degree.

DUAL ENROLLMENT CRITERIA

Students are eligible for dual enrollment in if they meet the criteria listed under the [Dual Enrollment Criteria](#) by Program on page 11.

Dual enrolled students receiving financial aid must participate in the UAHT-UAM Consortium Agreement. The Consortium Agreement will be given to you by the appropriate UAHT Dean after you have been admitted to UAM and are enrolled in classes.

UAM STUDENT HANDBOOKS

As a student enrolled in UAM courses at UAHT, you are subject to the content of the [UAM Student Handbook](#). References to specific UAM handbook sections are included in this guide, but you are responsible for becoming familiar with all its content. You should pay close attention to the section of the UAM Student Handbook that addresses conduct.

UAHT STUDENT HANDBOOK

Dual enrolled students are also subject to the content of the [UAHT Student Handbook](#).

IMPORTANT CONTACTS

UAHT and UAM contacts for each area included in this guide are listed on page 12.

ACADEMICS

ACADEMIC CALENDAR

The UAHT and UAM academic calendars can be found in the following links: [UAM Academic Calendar](#) and [UAHT Academic Calendar](#).

ACADEMIC MISCONDUCT

Cheating, which includes plagiarism, is a serious academic violation and involves a student obtaining a test, essay, research paper, presentation, project, quiz, or other course assignment or requirement with the intention of presenting it to the course instructor as one's own work. Plagiarism is any instance in which a student uses the words and/or the ideas of another without proper documentation of the source for those words and/or ideas.

REFERENCE: [UAM STUDENT HANDBOOK, ACADEMIC AFFAIRS, ACADEMIC CONDUCT CODE VIOLATION](#)

ADVISING

Academic advising questions should be directed to the UAHT Advisor, or the appropriate UAHT/UAM dean or program advisor. [Important Contact](#) information can be found on page 12.

DISABILITY SERVICES

Dual and standard students with identified disabilities are eligible for [UAM Student Special Services](#) accommodations to ensure accessibility and usability of all programs. Documentation must be provided before services can be determined. [Important Contact](#) information can be found on page 12.

DROPPING A CLASS

Before dropping a class, you are encouraged to visit with the appropriate dean. Contact information for the dean is shown in *Dropping a Class* on page 12.

You may drop classes as follows:

- Submit a "[Drop Form](#)" located under "Important Forms" on the UAM Registrar's Office webpage.

There is a \$10 add/drop fee per form processed. Failure to properly drop a course may result in an F that is computed in the UAM GPA.

GRADE APPEAL

If you question the fairness or accuracy of a grade, there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within 120 days of the end of the term in which the grade that is being appealed was assigned.

REFERENCE: [UAM STUDENT HANDBOOK, ACADEMIC AFFAIRS, APPEALS OF COURSE GRADE](#)

REGISTRATION

You will receive information from the appropriate dean/advisor regarding registering for your classes.

STUDENT COMPLAINTS

UAM requires that you first make every effort to informally resolve a complaint or concern before proceeding with the formal complaint process. You should follow the steps below.

- Informal – Undergraduate students who wish to seek further review of an academic action by the University or a University employee (in an official capacity) that the student contends was in violation of written academic policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student’s instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.
- Formal – If the efforts to resolve the concern informally are not successful, a written grievance shall be submitted to the academic unit chair, director, academic dean or assistant vice chancellor (for a technical campus) within 30 days of the incident or problem. If the concern relates to the chair, then the written grievance may be submitted to the dean who may appoint an alternate official to consider the grievance. If the concern relates to the dean or the assistant vice chancellor, then the written grievance may be submitted to the relevant vice chancellor.

REFERENCE: [UAM STUDENT HANDBOOK, ACADEMIC AFFAIRS, APPEALS](#)

STUDENT CONDUCT

Core Values of Student Conduct at The University of Arkansas at Monticello:

- Integrity: UAM students exemplify honesty, honor and a respect for the truth in all of their dealings.
- Community: UAM students build and enhance their community.
- Social Justice: UAM students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: UAM students show positive regard for each other, for property and for the community.
- Responsibility: UAM students are given and accept a high level of responsibility to self, to others and to the community.

Regulations that cover in detail all matters of student conduct are found in the noted REFERENCE.

REFERENCE: [UAM STUDENT HANDBOOK, STUDENT ENGAGEMENT, CODE OF CONDUCT](#)

STUDENT INFORMATION SHARING AGREEMENT

To allow for the sharing of relevant Partnership student data (e.g., enrollment, course completion, degree completion, academic transcript) and for the sharing of data between institutions for the purposes of identification, reverse transfer, tracking, etc., you will be asked to sign a FERPA/privacy release statement contained in the Student Information Sharing Agreement (SISA) form. The form will be given to you by the appropriate UAHT dean at the appropriate time.

TUTORING

Dual students who are a part of UAHT's TRIO SSS can receive tutoring there. Standard students can get virtual tutoring through UAM's tutoring center.

WITHDRAWING

To withdraw from UAM, you must submit the "[Withdrawal Form](#)" under the "Important Forms" section of the UAM Registrar's Office webpage.

FINANCIAL

SCHOLARSHIPS

- Institutional scholarships are awarded by UAM for dual and standard students. For dual students, the UAM scholarship will be prorated to pay only for UAM hours. Institutional scholarship awards are considered once a student has completed an application for admission to UAM.
 - **Eligibility Requirements:** Students enrolled in a bachelor's program at UAHT with 55 hours completed at UAHT with a minimum of a 2.5 cumulative GPA.
 - **Renewal Criteria:** Complete at least 15 hours each semester with a minimum of a 2.5 cumulative GPA at UAM for a maximum of four academic terms of continuous enrollment or the completion of a bachelor's degree if completed in less than 4 semesters.
- UAM institutional scholarships require 15 hours per semester; UAHT + UAM hours will be counted for dual students.
- Dual enrolled students will be able to apply for any UAHT scholarships for which they meet the eligibility requirements.

FINANCIAL AID

You will apply for UAM admissions when you are ready to take your first UAM upper-level course.

- You will officially be a UAM student at the point of admittance. Consequently, UAM will award financial aid for both dual and standard enrolled students.
- If you are applying for financial aid, you should add UAM (001085) to your FAFSA and your SAMS account.
- If you are a dual enrolled student, you must complete and submit the UAHT-UAM Student Contract Consortium Agreement to the UAHT Financial Aid office. The Agreement will be given to you by the appropriate UAHT dean at the appropriate time.

STUDENT ACCOUNTS

Dual and standard enrolled students will receive one bill from UAM that will include UAM tuition and fees, as well as the following UAHT charges. You will pay online via UAM's Campus Connect.

- Tuition and fees (for dual students only)
- Books (for dual students only)

TEXTBOOKS

Dual and standard students will purchase textbooks for UAM courses through UAM's [online bookstore](#).

Dual students will rent textbooks for UAHT courses at the UAHT Bookstore. Dual student charges to UAHT Bookstore must be approved, at the time of purchase, through UAM and UAHT Student Accounts.

STUDENT LIFE

EMAIL SERVICES

Only dual-enrolled and standard students who were previous UAHT students will have a UAHT email. All students will have a UAM email.

LIBRARY SERVICES – STANDARD ENROLLMENT

Library privileges and policies for UAM standard students who are enrolled in classes at the UAHT campus include:

- Using the UAHT library computers, services, and check out *materials*.
- Limiting check-outs to five UAHT books for 28 days and charging .10 per day for late fees.
- Charging for lost UAHT books.
- Accessing UAM library databases only through the relevant student login. UAHT database usage is restricted to UAHT students.
- Receiving print books from UAM by Inter-library loan, upon request.

LIBRARY SERVICES – DUAL ENROLLMENT

Library privileges and policies for UAM dual students who are enrolled in both UAHT and UAM classes at the UAHT campus include:

- Using the UAHT library computers, services, and check out materials.
- Limiting check-outs to five UAHT books for 28 days and charging .10 per day for late fees.
- Charging for lost UAHT books.
- Accessing UAHT and UAM library databases using the relevant student logins.
- Receiving print books from UAM by Inter-library loan, upon request.

MICROSOFT 365 SERVICES

Dual and standard students will have access to a Microsoft 365 account while enrolled. This license is called the “Microsoft 365 A3 for Students Use Benefit.” The license includes Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Publisher (PC download only), and Access (PC download only).

PRINTING SERVICES

Dual and standard students have a \$20 per semester UAHT Paper Cut printing account. The account does not carry over from one semester to another, and additional print money can be purchased in the UAHT Business Office.

RAVE EMERGENCY ALERT SERVICES

Dual students will be automatically enrolled into the UAHT RAVE Emergency Alert Service. Standard students who were not UAHT students previously will need to give their cell phone number to their advisor to be manually enrolled in the UAHT RAVE Emergency Alert Service.

Unlike the other services, the RAVE service will be disabled once you are no longer enrolled in courses. There will not be a one-year grace period.

STUDENT IDS

The only students who will have both a UAHT and a UAM ID are the dual-enrolled students, and standard students who were previously UAHT students. Standard students who were not previously UAHT students will need to keep their UAM ID with them for identification.

STUDENT ORGANIZATIONS & CLUB SPORTS

The current list of UAHT student organizations and club sports that you may participate in are shown on page 15. Updates will be provided as information is received.

USER ACCOUNTS

Dual and standard students will have user accounts created in Workday. During this window, your user account gives you access to the services such as campus computer access, Microsoft 365 (includes Email), OASIS, RAVE emergency alerts, library services, Zoom, and printing credits. Once it has been a year after your last enrolled course is completed, you will receive an email about your upcoming account closure.

REFERENCE

DUAL ENROLLMENT CRITERIA BY PROGRAM

Must require 8 hours or less to complete UAHT associate degree.

Must have completed the following UAHT Courses:

UAHT AS Business to UAM BBA General Business	UAHT AAT Education to UAM BA K-6 Elementary Education
<ul style="list-style-type: none"> • ACCT 20003 Principles of Accounting I • ACCT 20103 Principles of Accounting II • CPSI 10003 Introduction to Computers • ECON 21003 Macroeconomics • ECON 22003 Microeconomics 	<ul style="list-style-type: none"> • ECED 14033 Child Development • EDHP 20063 Introduction to Education • EDHP 21063 K-12 Educational Technology • ENGL 10103 Composition I • ENGL 10203 Composition II • MATH 11103 Quantitative Literacy or MATH 11003 College Algebra • SPCH 10003 Principles of Speech

IMPORTANT CONTACTS

Area	UAHT	UAM
Admissions/ Registration	<p>Jake Dunham (Admissions) Dean of Enrollment Management jake.dunham@uaht.edu 870.722.8174</p>	<p>Landon Grimes VC of Student Engagement grimesl@uamont.edu 870.460.1053</p> <p>Mary Whiting Director of Admissions and Recruiting whitingm@uamont.edu 870.460.1026</p>
Advising/ Registration	<p>Emmanuel Dixon (Registering) Title III Career Advising Coach william.dixon@uaht.edu 870.722.8119</p> <p>Whitney Rook Director of Advising whitney.rook@uaht.edu 870.722.8123</p>	<p>Marsha Clayton Dean of the School of Business clayton@uamont.edu 870.460.1673</p> <p>Kim Level Dean of the School of Education level@uamont.edu 870.460.1062</p> <p>Carrie Johnson Assistant VC for Academic Success johnsonc@uamont.edu 870.460.1233</p>
Bookstore	<p>Leigh Quillin Library Director leigh.quillin@uaht.edu 870.722.8251</p>	<p>Billy Hogue Bookstore Manager 1305mgr@Follett.com 870.460.1155</p>
Disability Services	<p>Steven Ogden Director of Testing and Disabilities steven.ogden@uaht.edu 870.722.8247</p>	<p>Mary Whiting Director of Admissions and Recruiting whitingm@uamont.edu 870.460.1026</p>
Dropping A Class	<p>Emmanuel Dixon Title III Career Advising Coach william.dixon@uaht.edu 870.722.8119</p> <p>Whitney Rook Director of Advising whitney.rook@uaht.edu 870.722.8123</p> <p>Mikki Curtis Dean mikki.curtis@uaht.edu</p>	<p>Marsha Clayton Dean of the School of Business clayton@uamont.edu 870.460.1673</p> <p>Kim Level Dean of the School of Education level@uamont.edu 870.460.1162</p> <p>Carrie Johnson Assistant VC for Academic Success johnsonc@uamont.edu 870.460.1233</p>

	870.722.8133	
Financial Aid	<p>Edgar Duenas Associate Director of Financial Aid edgar.duenas@uaht.edu 870.722.8265</p> <p>Marla Bush Dean of Student Service and Financial Aid marla.bush@uaht.edu 870.722.8108</p>	<p>Althea Hayden Financial Aid Coordinator haydenag@uamont.edu 870.460.1350</p>
IT	<p>Submit helpdesk through the link below: Student IT Helpdesk</p>	<p>Office of Information Technology UAM-Ithelp@uamont.edu 870.460.1036</p>
Library	<p>Leigh Quillin Library Director leigh.quillin@uaht.edu 870.722.8251</p>	<p>Dan Boice Library Director boice@uamont.edu 870.460.1480</p> <p>Renee Clark Electronic Resources Librarian parishe@uamont.edu 870.460.1280</p>
Scholarships	<p>Jake Dunham Dean of Enrollment Management jake.dunham@uaht.edu 870.722.8174</p>	<p>Kiara Palmer Financial Aid Analyst palmerk@uamont.edu 870.460.1081</p>
Student Accounts	<p>Heather Easterling Assistant Business Office Manager heather.easterling@uaht.edu 870.722.8210</p>	<p>Melissa Robertson Fiscal Support Supervisor robertstonm@uamont.edu 870.460.1543 or cashier@uamont.edu</p>
Student Complaints	<p>Mikki Curtis Dean mikki.curtis@uaht.edu 870.722.8133</p>	<p>Marsha Clayton Dean of the School of Business clayton@uamont.edu 870.460.1673</p> <p>Kim Level Dean of the School of Education level@uamont.edu 870.460.1162</p>
Tutoring		<p>Brian Jones Director of Career, Testing, and Tutoring Services jonesb@uamont.edu 870.460.1453</p>
Withdrawing	Emmanuel Dixon	Marsha Clayton

	<p>Title III Career Advising Coach william.dixon@uaht.edu 870.722.8119</p> <p>Whitney Rook Director of Advising whitney.rook@uaht.edu 870.722.8123</p> <p>Mikki Curtis Dean mikki.curtis@uaht.edu 870.722.8133</p>	<p>Dean of the School of Business clayton@uamont.edu 870.460.1673</p> <p>Kim Level Dean of the School of Education level@uamont.edu 870.460.1162</p> <p>Registrar's Office registrar2@uamont.edu 870.460.1034</p>
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UAHT STUDENT ORGANIZATIONS & CLUB SPORTS

Club or Organization	Dual & Standard Participation Options	Sponsor Email
Alpha Beta Gamma	Dual Students	rachel.parson@uaht.edu shamanda.nelson@uaht.edu
Arts Collective	Dual Students	chris.bachers@uaht.edu
Campus Crusades for Christ	Dual Students	jade.fitch@uaht.edu
Hispanic Outreach and Leadership Association (HOLA)	Dual Students	edgar.duenas@uaht.edu jennifer.teresa@uaht.edu lilian.rogel@uaht.edu
Multicultural Student Association	Dual Students	chylynda.whitfield@uaht.edu charlie.scoggins@uaht.edu reginald.roy@uaht.edu steffina.toliver@uaht.edu
Phi Theta Kappa (PTK)	Dual Students	michael.cox@uaht.edu jake.dunham@uaht.edu
Student Government Association (SGA)	Dual Students	marla.bush@uaht.edu
Student Success Club	Dual Students	patoreius.lewis@uaht.edu shamanda.nelson@uaht.edu