
Partners' and Administrators' Handbook



CE Partners' and Administrators' Handbook

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Welcome

Welcome to UA Little Rock Concurrent Enrollment Program (CE). The University of Arkansas at Little Rock (UA Little Rock) began offering Concurrent Enrollment for high school students in 1998. The program has undergone major changes and growth throughout the years. We are excited about you assisting us with concurrent students in the state's largest concurrent program. UA Little Rock partnered with 13 school districts and served 14 schools in rural, suburban, and urban settings with 1,709 students in the 2016/2017 program year. We are thrilled to start the 2018 program year with 22 partnering schools.

The UA Little Rock CE Program is a nationally accredited program and provides the opportunity for high school students to earn college and high school credit simultaneously and ensure academic rigor in high schools. UA Little Rock CE partners are considered part of the University of Arkansas at Little Rock family, a doctoral-granting metropolitan research institution with over 10,000 students who have the Heart of a Trojan. All UA Little Rock CE instructors are considered guest faculty of the University of Arkansas at Little Rock.

This handbook provides all the information needed to assist concurrent students and get started on the right path as a Department Chair/Liaison, Administrator, Campus Coordinator, or Faculty member. This handbook contains general information related to administering the CE program as well as links to required forms, student rights and responsibilities, contact information, and a list of courses currently offered through the UA Little Rock CE program.

Warmest Regards,

UA Little Rock Concurrent Enrollment

UALR Concurrent Enrollment Mission Statement

OUR MISSION

The goal of the University of Arkansas at Little Rock Concurrent Enrollment (CE) Program is to provide an academically rigorous introduction to college for high school students who have expressed interest and ability in pursuing a post-secondary education. The CE program serves to enhance the partnerships of local high schools with the university and is a model for a quality foundation of academic excellence.

EXPLANATION OF CONCURRENT CREDIT ENROLLMENT

Concurrent enrollment provides high school students the opportunity to take college-credit bearing courses taught by college-approved high school teachers. It is a low-cost scalable model for bringing college courses to students in urban, suburban, and rural high schools. Students gain exposure to the academic challenges of college while in their supportive high school environment and earn college credit upon the successful completion of a course.

Concurrent enrollment also facilitates close collaboration between high school teachers and college faculty that fosters alignment of secondary and postsecondary curriculum.

Sometimes called “dual credit,” “dual enrollment,” or “college in the high school,” concurrent enrollment partnerships differ from other models of dual enrollment, because high school instructors teach the college courses. (<http://www.nacep.org/about-nacep/what-is-concurrent-enrollment/>)

Through the CE Program, qualified students in participating high schools earn college credit and high school credit simultaneously. Concurrent credit courses are similar in expectation, as well as academic rigor, to those of standard college classes or high school Advanced Placement classes and are taught on high school campus only after the high school and University have reached a service agreement. In some cases, students are simultaneously enrolled in concurrent credit, AP, and standard high school classes.

Roles and Responsibilities

High School Administrators and Counselors/Coordinators

High School administrators and counselors provide the avenues between CE Program partners and the University which make concurrent enrollment possible and successful. They are the advocates and drivers behind quality instructors and enrollment.



RESPONSIBILITIES of High School Administrators

- Encourage teachers to attend the UA Little Rock Concurrent Enrollment Professional Development
- Utilize the UA Little Rock Early Credit web page for professional development updates
- Initiate faculty approval and course approval with the CE Coordinator. More information can be found at: ualr.edu/earlycredit/administrators-and-coordinators/
- Share success stories about the CE Program and what it does for the community, school, and most importantly the students
- Provide a link to ualr.edu/earlycredit/ on the high school's website for easy access to teachers, students, and parents
- Encourage collaboration between UA Little Rock and high school faculty

UA Little Rock Concurrent Enrollment Staff

The UA Little Rock CE Staff is responsible for organizing and communicating with all partners regarding concurrent enrollment. CE Staff must continually assess the success of the program while providing adequate support and feedback to all parties involved in the CE partnerships.



RESPONSIBILITIES for CE Staff

- Create and maintain an annual Memorandums of Understanding (MOU) for each partnering entity
- Provide support and encouragement for high school faculty with regard to admissions, professional development, syllabus development and submission, grade submission, and access to BOSS
- Work with all parties to ensure a smooth admissions and registration process
- Communicate via email, telephone, letters, newsletters, and social media about deadlines and events

UA Little Rock Department Chair/Liaison



The role of the UA Little Rock Department Chair/Liaison for Concurrent Enrollment is to provide quality collegial support and guidance to the CE partnering high school faculty. In this role, the UA Little Rock Department Chair/Liaison will review syllabi, maintain correspondence with high school faculty, participate/facilitate professional development, and make an annual site visit to CE high school faculty members.

RESPONSIBILITIES of Department Chair/Liaison

Each University Department Chair/Liaison must facilitate discipline specific professional development for High School CE faculty members teaching in for their department. This professional development includes the following:

- The annual summer professional development forum
- One on one professional development-primarily for high school teachers unable to attend summer Professional Development
- On-going support via email, Online forums, phone conversations, or face-to-face interaction
- Annual on-site evaluation visits

For additional information, please visit: [CE Department Chair/Liaison Expectations](#)

High School Faculty

The CE faculty member's role is to provide quality instruction on a collegiate level to the students they serve. As a representative of UA Little Rock, the CE faculty should present materials that uphold the expectations of the UA Little Rock academic divisions.



RESPONSIBILITIES for HS Faculty

- Read, complete, and return the Faculty Guidelines form from our website ualr.edu/earlycredit/
- Make syllabi and all necessary materials available for students
- Submit syllabus to UA Little Rock CE Coordinator by deadline specified in the MOU
- Establish academically rigorous expectations for students
- Attend UA Little Rock CE Program professional development events
- Use grading scale as prescribed by the University department
- Submit grades by specified dates through BOSS account

Creating Community

The University of Arkansas at Little Rock strives to provide quality educational experiences to university community members. CE faculty members can strengthen those partnerships by attending or taking part in the professional development opportunities offered by the CE Program at UA Little Rock.

CONCURRENT ENROLLMENT PROFESSIONAL DEVELOPMENT

Throughout the academic year, there will be a number of professional development opportunities provided by UA Little Rock for CE faculty. The Concurrent Enrollment summer professional development is an informational experience that faculty and coordinators will not want to miss. In addition to our concurrent summer PD opportunity, many other UA Little Rock departments throughout the academic year offer professional development outside the workshop. Look for details under the “Teachers” tab at ualr.edu/earlycredit/ and check your email often from UA Little Rock department chairs and liaisons. These professional development events will also provide clarification on new policies and procedures as well as fulfill the professional development requirements set forth by the Arkansas Department of Higher Education (ADHE) and the National Alliance of Concurrent Enrollment Partnerships (NACEP).

CONNECTIONS

The UA Little Rock CE Program website is accessible through ualr.edu/earlycredit/. The website offers insights and links for parents, students, teachers, counselors, and administrators about UA Little Rock's CE Program.

In addition to the website, you may visit our social media pages at:

Facebook: <https://www.facebook.com/UALRearlycredit/>

Twitter: <https://twitter.com/ualrearlycredit>

Faculty Information

POLICIES AND REGULATIONS

National Alliance of Concurrent Enrollment Partnerships (NACEP)

NACEP Standards are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices to ensure that:

- Concurrent enrollment courses offered in the high school are the same as the courses offered on-campus at the sponsoring college or university
- Students enrolled in concurrent enrollment courses are held to the same standards of achievement as students in on-campus courses
- Instructors teaching college or university courses through the concurrent enrollment program meet the academic requirements for faculty and instructors teaching in the sponsoring post-secondary institution

Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations. The standards are the basis for accreditation, but all concurrent enrollment programs can benefit by using the standards as a framework for program development. As the only national set of quality standards applicable to concurrent enrollment partnerships, NACEP's standards serve as model standards that have been adapted or incorporated into state policy in [16 states](#).

<http://www.nacep.org/accreditation/standards/>

ARKANSAS DEPARTMENT OF HIGHER EDUCATION (ADHE)

ADHE Concurrent Enrollment Policy Section 5.16 was adopted October 23, 1998 and revised October 31, 2014 and effective Spring 2015. UA Little Rock follows all ADHE polices and required procedures. Highlights of the policy are as follows:

- Concurrent credit courses must be college or university approved courses.
- The courses must be listed in the Arkansas Course Transfer System.

- A course must meet the same standards as college courses taught on the campus.
- Institutions of higher education must demonstrate “ownership” of any concurrent course for which students are reported for funding purposes.
- Provide the instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and administrative requirements before certifying the instructors to teach the college/university’s courses.
- Concurrent credit instructors will receive continuing collegial interaction with college faculty through annual professional development, required seminars and site visits.
- Students will have access to resources including the institution’s library, academic advising, and faculty counseling on the college campus.
- Students must meet minimum test scores as prescribed by the state.
- Colleges and universities may not claim student semester credit hours or funding if tuition is not paid.
- Developmental courses are not considered a part of the concurrent enrollment program.
- A memorandum of understanding (MOU) should exist to reflect the various expectations, obligations, and responsibilities of all parties.
- Colleges and universities that offer Advanced Placement/Concurrent Credit blended courses must ensure that these merged courses meet all the requirements of concurrent enrollment policy:
 - The AP course guidelines and course description must be incorporated into the course syllabus.
 - The course syllabus must be provided for approval by the College Board AP Course Audit.
 - Students enrolled in these merged courses must meet all requirements for both courses.
 - Students in merged courses may be counted for full time enrollment purposes.
 - The teacher of the merged course must have completed AP training in the subject area and meet the requirements as listed in policy.

For a full view of the official ADHE Concurrent Enrollment policy, see Policy 5.16 at

[the ADHE website.](#)

FACULTY CHECKLIST

The following items must be completed by each faculty member and checked off by the CE Coordinator to ensure compliance to Arkansas Higher Education Coordinating Board Policy 5.16:

- Faculty in general education concurrent enrollment courses must have a master's degree and official transcripts sent to the CE Coordinator with a minimum of 18 college credit hours in the subject area being taught
- Submission of resume/curriculum vitae upon request for approval
- Syllabus for each course which exhibits evidence of course structure, rigor, and assessment turned in by the first day of each new semester for approval by the UA Little Rock Department chair
- Participation in at least one professional development opportunity hosted by UA Little Rock CE Program in a given Academic year or verification of accepted professional development. Accepted professional development outside UA Little Rock can include: AP Institutes, discipline specific national or international conferences, or any other professional development deemed acceptable by the UA Little Rock Department Chair
- Communication between university department liaison and/or University CE coordinator

Notes:

University faculty who teach concurrent courses on a high school campus will be subject to a criminal background check. All faculty should be familiar with Family Educational Right and Privacy Act of 1974 (FERPA) as it pertains to students and parents access in Higher Education: ualr.edu/records/ferpa



Faculty Processes for Concurrent Enrollment (CE)

Classroom Observations:

- CE teachers will be observed and evaluated by UA Little Rock departmental liaisons once per year.
- CE high school courses and teachers will be evaluated, and information will be communicated to teachers and administrators

Noncompliance:

If teachers are found in noncompliance to the [UA Little Rock CE Faculty Guidelines](#), the following disciplinary measures will be taken:

- First offense: Teacher and CE coordinators will be notified.
- Second offense: Formal written notification is sent to the principal/building level supervisor.
- Last offense: The teacher will not be reappointed as CE faculty.

VERIFICATION OF ROSTERS:

Teachers must verify class rosters and immediately report any discrepancies to the appropriate High School Campus CE Coordinator. All rosters must be verified and reported on the following dates:

- By noon on the tenth day of class both semesters
- September 14, October 14, November 14
- February 14, March 14, April 14

Directions for accessing BOSS to verify rosters and inputting final grades are as follows:

- Access your BOSS account at boss.ualr.edu
- Click Secure Login and enter your T# and PIN #
- Click on Faculty Services. Under faculty services you will see rosters and final grades options. Please make sure and select the correct term. (Note: Year long courses will not be visible for a grading period until spring when that grading period is opened which is usually May 1st.)

Drops/Withdraw Process

Students may drop classes without penalty to their transcripts within the first week of courses. The HS Campus Coordinator will work with the CE Specialist in regards to the drop and withdraw process. The HS Coordinator will notify the CE Specialist via email of concurrent students who need to drop a course by the following deadlines: October 15 and November 15 for the fall semester and March 15 and April 15 for the spring semester. HS Coordinators and Teachers need to be familiar with the deadlines to drop courses each semester as these concurrent students are not on campus and will be handled by the Office of Concurrent Enrollment in collaboration with the Office of Records and Registration staff. Additionally, students whose accounts are not paid by October 15 for the fall semester and March 15 for the spring semester will be automatically dropped for nonpayment.

Grade Submission

Teachers are expected to submit grades using UA Little Rock's [BOSS](#) system and must use a grading scale approved by the UA Little Rock Faculty Department Chair/Liaison. Training in grade entry will be provided through the professional development events. Grades must be submitted in accordance to the university course schedule of grade reporting. Teachers are responsible for keeping and posting grades for each course taught through CE. It is imperative to communicate progress to the students as well as submit final grades by University due dates. For more information: <http://ualr.edu/records/calendar/>

Final Grades:

Grades must be submitted in BOSS no later than January 15th for Fall and June 15th for Spring for HS Concurrent Courses.

Admissions Requirements

HIGH SCHOOL CONCURRENT ENROLLMENT

UA Little Rock admits qualified high school students to its Concurrent Enrollment program as part-time students. To be eligible for admission to Concurrent Enrollment, the applicant must meet **one** of the following requirements:

- Complete at least 50% of the state-recommended college preparatory courses with a minimum grade point average of 2.5
- Achieve a minimum overall high school grade point average of 3.0
- Achieve a minimum composite score of 21 on the ACT. As an alternative, students may complete the entire Accuplacer battery with a minimum reading sub-score of 86

Admission under these guidelines does not guarantee that a student may be enrolled in a particular course. Individual University departments may restrict enrollment into specific courses based on the following criteria:

- Acceptable score on a departmentally-approved placement or proficiency test
- Acceptable sub-scores on the ACT or Accuplacer test in the specific subject area

More information regarding testing requirements can be found in the Registration Guidelines and Processes section of this Handbook. You can also see for additional information:

http://ualr.edu/testing/files/2006/10/Test-Score-interpretation-Guide_effective-Summer-2016.pdf

Student Application Process

Students who desire admission into the Concurrent Enrollment (CE) program must first apply for admissions using the Concurrent Enrollment Application at apply.ualr.edu/hsc.

Items needed when applying for admissions to CE:

- Social Security Number
- Full legal name
- Make sure and check accuracy of all information before submitting application
- Completed signature page
- Completed consent form: ualr.edu/earlycredit/consent-form/

Students will return signature page and consent form to High School Concurrent Coordinator.

The High School Coordinator in collaboration with UA Little Rock CE staff will guide students through the application process as prescribed by the University. To be considered for initial admissions and enrollment in CE for the fall semester, a student should apply to the University no later than June 1. For initial enrollment in spring semester, a student should apply to the University no later than December 15.

- Students who qualify for admission to the University after the deadlines will be considered for acceptance in CE courses on a case-by-case basis.
- Students must be fully admitted and credentialed by the 11th day of classes in the Fall and Spring semesters.





Office of
Concurrent Enrollment

**High School Concurrent Enrollment
Consent Form**

The University of Arkansas at Little Rock's concurrent enrollment program provides enrichment opportunities for high school students who have excelled academically.

As the parent (or legal guardian) of _____,
(Please print clearly and use full legal name of child)

I hereby consent to his/her enrollment in the University of Arkansas at Little Rock's Concurrent Enrollment Program. In addition to such consent, I hereby acknowledge and accept the following:

1. My child will be subject to all rules, regulations, and policies of UA Little Rock, including academic probation and suspension rules of academic and financial standing.
2. My child can earn college academic credit as a result of his/her enrollment and successful completion of this program.
3. The academic record earned from this coursework will be a permanent part of my child's collegiate record, maintained in UA Little Rock student records.
4. My child's UA Little Rock record is protected under the Family Educational Rights and Privacy Act and as a parent, I will not have access without my child's written consent (see below).
5. The tuition cost for Concurrent Enrollment is \$50.00 per course, and as his/her legal guardian/parent I am responsible for payment. of Concurrent courses.

Parent (or legal guardian) Information:

Name (please print clearly): _____

Relationship to student: _____

Address: _____

City: _____ Zip Code: _____ Phone: (_____) _____

Parent email: _____

Parent/Guardian Signature: _____ Date: _____

As the student enrolled in the UA Little Rock Concurrent Enrollment Program, I hereby:

1. Grant UA Little Rock permission to release information to the parent/guardian whose name and signature appear above, thereby waiving my rights to privacy under the Family Educational Rights and Privacy Act (FERPA).
2. Understand that in order to drop a Concurrent Enrollment course, the high school coordinator must communicate this to the UA Little Rock Concurrent Enrollment Specialist by the prescribed drop dates.

Student's UALR ID number: T _____

Student's signature _____ Date _____

Student Registration Guidelines and Process

In order to register in courses through the UA Little Rock Concurrent Enrollment Program, students must have first applied, been admitted, and meet the following minimum test score requirements:

- All CE courses: ACT score of 19 or above on the Reading component of the ACT or a comparable score on the Accuplacer Reading test (78)
- Non-Math and Science courses: ACT score of 19 or above on the Reading and English components of the ACT or comparable scores on the Accuplacer Reading (78) and Sentence Skills (83) tests.
- Math and Science courses: ACT score of 21 in Math or a comparable score on the Accuplacer Elementary Algebra (80).

Student On-Site Registration

Before Registration, the student should:

- Check all course registration numbers (CRN's) on the registration worksheet.
- Use registration worksheet to ensure proper placement in CE courses.
- If you have a past due balance, you will not be allowed to register.

Student BOSS Registration:

- Log onto BOSS at: boss.ualr.edu
- Click on secure login. Enter Trojan ID#(Ex: T12345678) and PIN (Ex: 654321)
- Your ID# and PIN# will be included in a letter you receive from the UA Little Rock Office of Admissions. Keep this handy for registration purposes. If you forget your PIN#, click forgot PIN. If you still cannot access your PIN please contact the Concurrent Enrollment staff.
- Once you are on the BOSS System. Click Student Services and select Registration.
- Click Add/Drop Classes
- Select the correct term (Fall17/Spring 18) and then submit.
- Type in your course registration numbers (CRN's) from your registration worksheet and submit changes.

Once you receive the message you have web-registered, you are officially a UA Little Rock Trojan!

If at anytime students have questions regarding their record they can contact the UA Little Rock Office of Records and Registration at 501.569.3110

Course Approval

UA Little Rock CE Coordinator must receive an updated copy of the syllabus used for each course by August 5th for the fall term and by December 5th for the spring term. Instructors must provide students with a copy of the syllabus prior to or at the time of registration. The following list of criteria must be included on the syllabus:

- Name of Course as prescribed by the university
- Faculty name
- Course description from the University Catalog
- High school / University prerequisites
- Instructional materials
- Grading expectations
- Grading guidelines set for by UA Little Rock Department Chair/Liaisons
- Code of conduct for students
- Modifications statement- instructors need the option to change course materials
- List of scheduled learning activities
- Student learning outcomes

Student Billing/Payment

One of the many benefits from Concurrent Enrollment at UA Little Rock is the nominal cost of \$50.00 per course. However, there are deadlines that must be met with payment.

Students must submit payment by September 15th (Fall) and February 15th (Spring).

The final deadline to drop from classes without payment is September 15th (Fall) and February 15th (Spring).

If payment is not submitted by the deadline, the student will be dropped from the course. The bill must be paid in full in order to register for concurrent courses for the next term or request an official transcript. High schools who assist with payment for concurrent students will receive invoices from the Bursar's office.

How to Pay:

- Log onto BOSS at: boss.ualr.edu
- Click on the secure login.
- Enter the Trojan ID# and PIN# (Example: T12345678)
- ID# and PIN# will be included in a letter the student receives from the UA Little Rock Office of Admissions. Keep this handy for registration purposes. If they forget their PIN#, click forgot PIN. If they still cannot access their PIN please contact the Concurrent Enrollment staff.
- Once the student is on the BOSS System. Click Student Services and select Student Accounts.
- There they can pay their bill online.

If students have questions regarding their bill, please contact UA Little Rock Bursar's at:

Website: ualr.edu/bursar

Email: studentaccounts@ualr.edu

Phone: 501.569.3450

UA Little Rock Concurrent Enrollment Courses

Courses administered through CE are University courses with the same departmental designations, course descriptions, numbers, titles, and credits as found in the [UA Little Rock Undergraduate Catalog](#).

The majority of the CE courses are part of the Arkansas Course Transfer System (ACTS) and are guaranteed to transfer to all Arkansas public colleges and universities. For more information, please see the Arkansas Course Transfer System: <http://acts.adhe.edu/studenttransfer.aspx>

The following is a list of courses offered through UA Little Rock's Concurrent Enrollment Program with descriptions:

ART

ARST 1310 Basic Drawing

A beginning course in drawing with attention to the formal elements (Elements of Art and Principles of Design). Emphasis is placed on drawing realistically using line and/or value. Topics to be covered are; the use of line, creation of volume through the use of value, expressive markmaking, composition, and perspective. Three credit hours.

ARST 1315 Two-Dimensional Design

Introduction to concepts of design in visual art. Emphasis on two-dimensional forms. Recommended for non-art majors who want to take some studio art courses. Three credit hours.

ARST 2315 Three-Dimensional Design

Prerequisite: ARST 1315. Concepts of three dimensional design. Emphasis on both form and content. Three credit hours.

BIOLOGY

BIOL 1400 Evolution and Environmental Biology

Evolutionary, ecological, and environmental interrelationships among organisms. Basic biological principles and modern technology form the basis for inquiry and debate. The impact of society upon global biodiversity is examined from competing viewpoints. The role of science in shaping society and the influence of society upon science are evaluated. Students learn through reading, writing, computer simulations, videos, field exercises, and through participation in critical thinking and problem solving activities. Three hours lecture, two hours laboratory per week. Four credit hours. (ACTS Course Number BIOL 1004)

CE COURSES OFFERED CONTINUED

BIOL 1401 Science of Biology

The process of science, including observation, evaluation, and predictions, will be applied to the understanding of biological principles. Illustration of the methods of science in the study of major biological concepts, including the cell theory, energy transformation, inheritance, and the theory of evolution. Selected biological systems will be surveyed to compare life forms and to examine related human issues. Three hours lecture, two hours laboratory per week. Four credit hours. (ACTS Course Number BIOL 1014)

BIOL 1411 Introduction to Human Anatomy and Physiology I

The first semester of a two-semester course emphasizing the anatomy and physiology of the human organism. After an introduction, the following topics will be discussed: basic chemistry, cell biology, histology, integumentary system, skeletal system, nervous system, and sensory system. This course cannot be used for credit toward a biology major or minor. Three hours lecture, two hours laboratory per week. Four credit hours. (ACTS Course Number BIOL 2404)

BIOL 1412 Introduction to Human Anatomy and Physiology II

Prerequisite: Biology 1411 or consent of instructor. The second semester of a two-semester course emphasizing the anatomy and physiology of the human organism. The muscular, digestive, respiratory, circulatory, lymphatic, urinary, reproductive, and endocrine organ systems will be covered during this term. This course cannot be used for credit toward a biology major or minor. Three hours lecture, two hours laboratory. Four credit hours. (ACTS Course Number BIOL 2414)

BIOL 2401 Microbiology

Prerequisites: BIOL 1400 or 1401, or 1411 and 1412, AND CHEM 1400 or 1402, or their equivalents. The morphology, physiology, and classification of microorganisms the relationship of microorganisms to biotechnology, medicine, and nursing. Two hours lecture, four hours laboratory per week. Four credit hours (ACTS Course Number BIOL 2004)

BIOL 2402 Botany

Prerequisite: BIOL 1400 or 1401 or equivalent. The structure and function of plants at the molecular, cellular, and organismal levels; survey of major plant groups. Two hours lecture, four hours laboratory per week. Four credit hours. (ACTS Course Number BIOL 1034)

BIOL 2403 Zoology

Prerequisite: BIOL 1400 or 1401 or equivalent. A survey of the animal kingdom from microscopic forms to mammals. Acquaints the student with the nature of animals. A study of general principles including taxonomy, organ systems, similarities of structure, function, and behavior of animals. Three hours lecture, two hours laboratory per week. Four credit hours. (ACTS Course Number BIOL 1054)

CE COURSES OFFERED CONTINUED

Engineering and Computer Sciences

CPSC 1370 Computer Literacy

The fundamental concepts of computing in a personal computer environment. Introduction to hardware and software and system configurations. The focus is on practical problem solving using popular PC application software for word processing, spreadsheets, and databases. This course may not be counted for credit toward a computer science major or minor. Three hours lecture per week. Three credit hours. (ACTS Course Number CPSI 1003)

CPSC 1375 Programming I

Prerequisite: MATH 1302 or equivalent. Co requisite: CPSC 1175. Introduction to algorithm development and implementation using control structures, functions, arrays, pointers, and basic object-oriented concepts. Successful completion of this course requires a grade of C or greater. Three hours lecture per week. Three credit hours.

CPSC 2376 Programming II

Prerequisite: CPSC 1375. Advanced programming concepts including structures, abstract data types, details of object oriented concepts including encapsulation and polymorphism in current object-oriented language. Successful completion of this course requires a grade of C or greater. Three hours lecture per week. Three credit hours.

CPSC 2380 Data Structures and Algorithms

Prerequisite: CPSC 2376 or CPSC 2377. A systematic study of the main data structures of computer science: arrays, stacks, queues, linked lists, trees, graphs, hash tables. Implementation and analysis of the algorithms and programming techniques for searching sorting, inserting into, and deleting from these structures; efficiency considerations. Successful completion of this course requires a grade of C or greater. Three hours lecture per week. Three credit hours.

SYEN 1210 Intro to Systems Engineering

Prerequisite: MATH 1302 or 1315, or consent of instructor. Introduction to engineering as a profession, engineering problem solving, engineering design process, engineering ethics, engineering communication, history of engineering developments, and case studies involving leading inventions in the engineering field from a variety of disciplines. Students work in teams to build small engineering projects. Course includes industry visits and talks by industry specialists. One hour lecture. Two hours lab. Two credit hours.

IFSC 1310 Internet Technologies

Prerequisite: Familiarity with using a desktop computer. This course is an introduction to Internet client-side technologies and standards-based web development. The course will be divided into sections covering the core components of any web site/page. Core components include Structure, Content, Design (presentation), and Behavior. Three lecture hours per week. Three credit hours.

CE COURSES OFFERED CONTINUED

Chemistry and Earth Sciences

CHEM 1400 Fundamentals of Chemistry I

Prerequisite: MATH 1302 with a grade of C or greater. The first in a two-course sequence designed to introduce students in the health related professions (nursing, dental hygiene, physical therapy, respiratory therapy...) to nomenclature, stoichiometry, measurement, periodicity, molecular structure, states of matter, energy, nuclear chemistry and redox and acid/base equilibria. Completing the two---course sequence qualifies students to enroll in CHEM 2450 but no other chemistry classes. This class meets ACTS criteria. Three hour long lectures and one three---hour long laboratory session per week. Four credit hours. (ACTS Course Number CHEM 1214)

CHEM 1401 Fundamentals of Chemistry II

Prerequisite: CHEM 1400 with a grade of C or greater. The class continues to build upon the knowledge foundation in chemistry and introduces organic nomenclature, functional group reactions, properties of carbohydrates, lipids, proteins, nucleic acids, and enzymes and principles of metabolism. Completing the course qualifies students to enroll in CHEM 2450 but no other chemistry classes. This class meets ACTS criteria. Three hour long lectures and one three-hour laboratory session per week. Four credit hours. (ACTS Course Number CHEM 1224)

ERSC 1302 Physical Geology

An introduction to the science of geology, the geological view of the human environment, how geologists learn about Planet Earth, and how society and geology interact. Active learning applied to natural processes shaping the earth's surface, producing the solid and fluid earth, and historical development of geological paradigms. Three hours lecture per week. Three credit hours. (ACTS Course Number GEOL 1114 when taken with ERSC 1102)

Foreign Languages

CHIN 1311 Elementary Mandarin I

A course for beginners with no knowledge of Mandarin Chinese. Instruction in correct pronunciation, aural comprehension, and simple speaking ability leading to active mastery of basic grammar and a limited reading ability. Chinese culture is also introduced. Three credit hours.

CHIN 1312 Elementary Mandarin II

Prerequisite: CHIN 1311 or equivalent. Continuation of CHIN 1311. Three credit hours.

FREN 1311 Elementary French I

A course for beginners with no knowledge of French. Instruction in correct pronunciation, aural comprehension, and simple speaking ability leading to active mastery of basic grammar and a limited reading ability. Three credit hours. (ACTS Course Number FREN 1013)

CE COURSES OFFERED CONTINUED

FREN 1312 Elementary French II

Prerequisite: FREN 1311 or equivalent. Continuation of FREN 1311. Three credit hours. (ACTS Course Number FREN 1023)

FREN 2311 Intermediate French

Prerequisite: FREN 1312 or equivalent. The intermediate course leads to greater facility in the spoken language and to more advanced reading skills. Three credit hours. (ACTS Course Number FREN 2013)

SPAN 1311 Elementary Spanish I

A course for students with no knowledge of Spanish. Instruction in correct pronunciation, aural comprehension, and simple speaking ability. Three credit hours. (ACTS Course Number SPAN 1013)

SPAN 1312 Elementary Spanish II

Prerequisite: SPAN 1311 or equivalent. Practice in correct pronunciation, aural comprehension, and simple speaking ability leading to mastery of basic grammar and limited reading ability. Three credit hours. (ACTS Course Number SPAN 1023)

SPAN 2312 Intermediate Spanish

Prerequisite: SPAN 1312 or equivalent. The intermediate course leads to a greater facility in the spoken language and to more advanced reading skills. Three credit hours. (ACTS Course Number SPAN 2013)

Health

HHPS 1370 Personal Health

Designed to develop the understanding, attitudes, and practices that contribute to optimum physical, mental, and social wellbeing. Emphasis on major health problems and causes of death in various age groups. Three hours lecture per week. Three credit hours. (ACTS Course Number HEAL 1003).

HHPS 2303 Theory and Practice of Health Education

Prerequisite: HHPS 1370 Personal Health or departmental approval. An introduction to the scientific basis for developing health education interventions from program assessment through program evaluation. History, theory, concepts and applications will be discussed. Issues related to the design of relevant, practical and effective health education programs will be considered. Three hours lecture per week. Three Credit hours.

CE COURSES OFFERED CONTINUED

History and Government

HIST 1311 History of Civilization I

Recommended prerequisite: RHET 1311. The history of the world's significant civilizations from their beginnings to approximately AD 1600: the development of integrated political, social, economic, religious, intellectual, and artistic traditions and institutions within each of those culture's significant intercultural exchanges. Three credit hours. (ACTS Course Number HIST 1113)

HIST 1312 History of Civilization II

Recommended prerequisite: RHET 1311. The history of the world's significant civilizations since approximately AD 1600: examination of the persistence of traditional civilizations and the changes in the world order due to the development of modern industrial society, modern science, and the nation state. Three credit hours. (ACTS Course Number HIST 1123)

HIST 2311 US History to 1877

Description, analysis, and explanation of the major political, social, economic and diplomatic events through "Reconstruction." Special attention is devoted to the cross-cultural development of three civilizations, Native American, European, and African, within the geographical context of the North American continent. Major topics for study include European colonial empires; the American Revolution; the Constitution of 1787; evolution of a national government, federal in system and republican in form; social and economic theories and practices; relationship with foreign governments; and the American Civil War. Three credit hours.

HIST 2312 US History since 1877

Description, analysis, and explanation of the political, social, economic and diplomatic events to the present time. Special attention is devoted to the forces of Modernity and the impact of cultural pluralism on traditional institutions. Major topics for study include industrialization; agrarianism; labor; immigration; reform movements; total and limited war; economic theory and practice; and the U.S.'s role in world affairs. Three credit hours. (ACTS Course Number HIST 2123)

POLS 1310 American National Government

An introduction to the political institutions, processes, and patterns of the national government of the United States, focusing on the Congress, presidency, and courts, and on their interrelationships. Attention is given to suffrage and elections, political parties, interest groups, and public opinion. Significant issues and problems of national policy such as civil rights and civil liberties are considered. Three credit hours. (ACTS Course Number PLSC 2003)

CE COURSES OFFERED CONTINUED

Mathematics

MATH 1302 College Algebra

Prerequisite: A grade of C or greater in Math 0301-Intermediate Algebra, a grade of AA, BA or CA in Math 0321 Pre-Core Mathematics, an equivalent transfer course, or an ACT Mathematics score of 21, or SAT Mathematics score greater than or equal to 500. Study of functions, including but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential; systems of equations; and matrices. Three hours lecture. Three credit hours.

(ACTS Course Number MATH 1103)

MATH 1303 Trigonometry

Prerequisite: a grade of C or greater in MATH 1302, an equivalent transfer course, or a suitable score on a mathematics placement test Corequisite with consent of instructor: MATH 1302. Circular functions and their graphs, identities, angles and their measure, functions of angles, right triangles, Law of Sines, Law of Cosines, inverses of circular functions, solutions of trigonometric equations, complex numbers, and DeMoivre's Theorem. Three hours lecture. Three credit hours. (ACTS Course Number MATH 1203)

MATH 1451 Calculus I

Prerequisites: grades of C or greater in MATH 1302 and 1303, or MATH 1401 equivalent transfer courses, or a suitable score on a mathematics placement test. Limits and limit theorems, continuity, derivatives and the chain rule, implicit differentiation, applications, the definite integral, the Fundamental Theorems of Calculus, and applications of integration. Three hours lecture. Two hours lab. Four credit hours. (ACTS Course Number MATH 2405)

MATH 1452 Calculus II

Prerequisite: a grade of C or greater in MATH 1451 or an equivalent transfer course. Integration, the definite and indefinite integrals, L'Hopital's rule, improper integrals, Taylor polynomials, infinite series, power series, polar coordinates, and conic sections. Three lecture hours and two lab hours. Four credit hours. (ACTS Course Number MATH 2505)

CE COURSES OFFERED CONTINUED

MATH 1321 Quantitative and Mathematical Reasoning

Prerequisite: A grade of C or greater in Intermediate Algebra or an equivalent transfer course, or a grade of AQ, BQ, CQ, in any of UALR's Pre-Core Mathematics courses (MATH 0321, MATH 0322, MATH 0323, MATH 0324), or a MATH ACT score of 21 or greater, or an SAT Mathematics score of 500 or greater. The overarching goal of Quantitative and Mathematical Reasoning is to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. In keeping with the tenets of student performance in a general education course, this course is designed to deliver instruction that focuses on process, conceptual understanding, communication and problem solving found in the following strands: (a) Personal, state and national finance (b) Statistics and probability I Mathematical modeling (d) Quantities and measurement. Students seeking a degree in a Non-STEM major are advised to take this course. Note: This course satisfies the state mandated requirement for the baccalaureate degree. Three hours lecture. Three credit hours. (ACTS Course Number MATH 1003)

MATH 2453 Calculus III

Prerequisite: a grade of C or greater in MATH 1452 or equivalent transfer course. Three-dimensional analytic geometry, vectors, lines, planes, partial derivatives, multiple integrals, line integrals, and gradient fields. Three lecture hours and two lab hours. Four credit hours. (ACTS Course Number MATH 2603)

STAT 2350 Introduction to Statistical Methods

Prerequisite: MATH 1302 or 1315 or 1321 or equivalent. Introduction to the fundamental ideas of statistics, including descriptive statistics, normal distributions, sampling experiments, tests of hypotheses, and elementary probability. This course cannot be applied as upper-level credit toward a major in mathematics. Three hours lecture. Three credit hours.

Management

MGMT 1300 Introduction to Business

A survey of business organization and operation, the various fields of business, basic business problems and procedures, the vocabulary of business, and the opportunities open to college graduates in business. Not open to junior and senior majors within the college. Three credit hours. (ACTS Course Number BUS 1013)

Music

MUAP 1204 Voice Class I

For beginning voice students. Application of vocal principles to develop singing facility. Group application of proper breathing, phrasing, and general attributes of correct vocal production. Two credit hours.

CE COURSES OFFERED CONTINUED

MUHL 2305 Introduction to Music

Recommended prerequisite: RHET 1311. Introduction to the creative process and history of music, vocabulary and descriptive terms used in the musical arts, and how to write about them. Attendance at arts events is required. Students will learn through writing, reading, discussing, listening, and participating in critical thinking and problem-solving activities. Fulfills core requirement in aesthetics along with ARHA 2305 or THEA 2305. Three credit hours. (ACTS Course Number MUSC 1003)

MUTH 1381 Introduction to Theory

Foundation course in music theory for the music major. Topics include fundamental rhythmic, melodic, and harmonic practices in Western music and the notational terms and symbols commonly used to communicate these aspects of a musical language. In addition to the study of written materials, students participating in this class will gain basic keyboard knowledge and basic aural skills practices. Three credit hours.

Management

MGMT 1300 Introduction to Business

A survey of business organization and operation, the various fields of business, basic business problems and procedures, the vocabulary of business, and the opportunities open to college graduates in business. Not open to junior and senior majors within the college. Three credit hours. (ACTS Course Number BUS 1013)

Philosophy

PHIL 2320 Ethics and Society

Prerequisite: RHET 1311. Study of selected texts reflecting a variety of ethical systems from Western and non-Western literary heritages and ethical traditions. Assigned works represent several national ethical literatures, with at least one major ethical text from each of four periods (antiquity, medieval, early modern, and contemporary). Three credit hours.

Physics and Astronomy

PHYS 1321 College Physics I

Prerequisite: Grade of C or better in MATH 1302 or MATH 1401. Introduction to the fundamental principles underlying the foundations of classical and modern physics, including kinematics, Newtonian mechanics, fluids, thermodynamics, simple harmonic motion, and wave motion. An algebra-based course designed for majors in the life sciences, pre-professional students, and engineering technology students, but is open to any student who meets the prerequisites. Three hours lecture, one hour optional discussion. Three credit hours. (ACTS Course Number PHYS 2014)

CE COURSES OFFERED CONTINUED

PHYS 1121 College Physics I Lab

Prerequisite concurrent: PHYS 1321. Two hours laboratory covering topics in PHYS 1321. Students explore concepts and principles using laboratory skills of inquiry, measuring techniques, mathematical analysis, graphing, and modeling. One credit hour. (ACTS Course Number PHYS 2014)

PHYS 1322 College Physics II

Prerequisite: PHYS 1321 with a grade of C or better. Continuation of PHYS 1321, including topics of electricity, magnetism, electromagnetism, electromagnetic radiation, geometric and physical optics, and selected topics from modern physics, including radioactivity. Three hours lecture, one hour optional discussion. Three credit hours. (ACTS Course Number PHYS 2024)

PHYS 1122 College Physics II Lab

Prerequisite concurrent: PHYS 1322. Two hours laboratory covering topics in PHYS 1322. Students explore concepts and principles using laboratory skills of inquiry, measuring techniques, mathematical analysis, graphing, and modeling. One credit hour. (ACTS Course Number PHYS 2024)

ASTR 1301 Introduction to Astronomy

Study of the process of science by which knowledge about our place in the cosmos is obtained. Examples of possible observations and the inferences drawn from them. Emphasis on how we obtain our knowledge and the certainty of various parts of it. A core curriculum course. Three credit hours. (ACTS Course Number PHYS 1204)

Psychology

PSYC 2300 Psychology and Human Experience

Focuses on development of the individual in the context of physical and social environments. Topics include the scientific method and its application to the study of the individual, the relationship between brain and behavior, social and personality development, theories of motivation, maladaptive behavior, social cognition and interaction, and the effects of membership in different groups. Students learn through writing, reading, discussing, listening, and participating in critical thinking and problem-solving activities. Three credit hours. (ACTS Course Number PSYC 1103)

Rhetoric/AP Language

RHET 1311 Composition I

Prerequisite: A minimum ACT English score of 19, a minimum SAT I verbal score of 450, RHET 0310, or RHET 0321. Practice in writing, with an emphasis on personal, expressive writing, as well as transactional writing. Students will focus on organizing and revising ideas and writing well organized, thoroughly developed papers that achieve the writer's purpose, meet the readers' needs, and develop the writer's voice. Final course grades are A, B, C, or NC. Students must complete this course with a grade of C or greater to take RHET 1312. Three credit hours. (ACTS Course Number ENGL 1013)

CE COURSES OFFERED CONTINUED

RHET 1312 Composition II

Prerequisite: RHET 1311 with a C or greater or equivalent. Those students required by state law to enroll in RHET 0321 must successfully complete that course before enrolling in RHET 1312. Practice in writing, with an emphasis on academic forms. Students will focus on analysis, argumentation, research, and documentation writing. Final course grades are A, B, C, or NC. Three credit hours. (ACTS Course Number ENGL 1023)

English/AP Literature

ENGL 2337 World Literature

Prerequisite: completion of the first year writing requirement. Study of selected texts reflecting various Western and non-Western literary heritages and traditions. Assigned works represent several national literatures, with at least one major text from each of four periods (antiquity, medieval, early modern, and the modern period) and from a minimum of three literary genres. Three credit hours. (ACTS Course Number ENGL 2113)

ENGL 2339 Mythology

This course will examine myths from around the world, exploring how archetypal themes and motifs reflect shared moral, philosophic, and aesthetic concerns. An emphasis will be placed on how these myths are transmitted across literary periods and how they remain relevant to contemporary life. Three credit hours.

ENGL 2335 Intro to Literature

For the beginning student of literature. Topics vary and include selections from poetry, fiction, and drama. Three credit hours.

Speech

ACOM 1300 Introduction to Applied Communication

This course helps students effectively deliver an oral presentation to an adult audience; listen to and critique objectively the oral presentations of others; effectively participate in one-to-one communication experiences using techniques of active listening, conflict resolution, and information gathering; organize, participate in, and lead small groups as they problem-solve; and recognize and use effective oral language as a tool of sound reasoning. Student performance is emphasized along with lecture, discussion, and self-instructional study center exercises. Students learn through writing, reading, discussing, listening, and participating in critical thinking and problem-solving activities. Three credit hours. (ACTS Course Number ACOM 1003)

CE COURSES OFFERED CONTINUED

Teacher Education/ Teacher Cadet

TCED 1100 Introduction to Teaching and Learning

This course satisfies the First-Year Course requirements for first-year students and is an introduction to teaching and learning in American elementary and secondary schools. The course is open for all first-time students, but is especially applicable for those who may be considering a major or minor in education and teaching as a career. The course includes introductions to the field of education, current issues in teaching and learning in schools, and a service-learning project involving the teaching and learning of school-age students in the Little Rock area. One-credit hour.

Theatre

THEA 2305 Introduction to Theatre and Dance

A First Experience This course is designed for individuals considering majoring in theatre or dance. It serves as an introduction to the discipline, the profession, career options, and theatre as a “way of knowing.” Moreover, the course is tied to the specific identity of the department at UALR, and the faculty at the time the course is offered. Two credit hours.

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Find us on Social Media:



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