UNIVERSITY OF ARKANSAS AT LITTLE ROCK

Parent / Student Handbook

UA LITTLE ROCK

CONCURRENT ENROLLMENT

Welcome

Welcome to the 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 your participation in the UA Little Rock concurrent program.

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. 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.

This handbook provides all the information needed to assist concurrent students. This handbook contains general information related to assisting students and parents with the concurrent enrollment process. Included are forms, student rights and responsibilities, and contact information.

All the best,

UA Little Rock Concurrent Enrollment

CONTENTS

2 Welcome
3 Admissions Requirements
3 Application Process
4 Registration
4 Withdraw Process and FERPA
5 Billing/Payment
5 Roles and Responsibilities
6 Consent Form
7 Student Academic Conduct
7 Courses
8 Contact Information

Admissions Requirements

High School Concurrent Enrollment

A concurrent student takes UA Little Rock courses offered at high school. UA Little Rock offers concurrent enrollment through a number of Arkansas high schools. High school concurrent students enroll in UA Little Rock courses offered on their high school campus.

At least one of the following:

- Complete at least 50 percent of the state-recommended college preparatory courses with a minimum GPA of 2.5
- Achieve a minimum overall high school grade point average of 3.0
- Official ACT (composite score of 21), SAT [taken in or after March 2016] (total score of 1080 or higher), SAT [taken prior to March 2016] (combined Critical Reading/Math SAT I score of at least 990), or complete ACCUPLACER with a minimum reading sub-score of 262 taken within the last four years

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 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:

ualr.edu/testing/files/2018/08/2018_FALL_Test-Score-Placement-Guide_update_2018_08_16.pdf

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: Consent Form
- 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.

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 Next Generation (Next Gen.)Reading test (255)
- Rhetoric courses: ACT score of 19 or above on the Reading and English components of the ACT or comparable scores on the Accuplacer Next Gen. Reading (255) and Writing (261) tests.
- Math and Science courses: ACT score of 21 in Math or a comparable score on the Accuplacer Next Gen. Elementary Algebra (256), Advanced Algebra (250) or Quantitative Reasoning, Algebra, and Statistics (256) tests.

On-Site Registration

Before Registration

- 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.

BOSS Registration

- Log onto BOSS at: boss.ualr.edu
- Click on secure login. Enter your 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, 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 any time you have questions regarding your student records you can contact the UA Little Rock Office of Records and Registration at **501-569-3110**

Withdraw Process and FERPA

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 University deadline for individual classes with a grade of "W" for withdraw. HS Coordinators will also inform the CE Specialist when a concurrent student needs to withdraw from all courses by November 15 (Fall) and April 15 (Spring). 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.

FERPA

All students and parents 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**

Billing/Payment

One of the many benefits from Concurrent Enrollment at UA Little Rock is the nominal cost of $100.00 per course. However, there are deadlines that must be met with payment. High schools will collect course fees and set payment deadlines.

Roles and Responsibilities

Parents/Guardians

The CE parent/guardian's role is to provide support in the academic experience. This encouragement will play a vital role as the student makes the transition from high school student to college student.

Responsibilities

- Attend UA Little Rock CE Program Parent/Student Night (if applicable)
- Assist students with application process.
- Sign consent form and return immediately.
- Understanding Family Educational Rights and Privacy Act of 1974 (FERPA): ualr.edu/records/ferpa
- Create a climate conducive to open communication about courses and course work
- Assist student in the review and planning process using Arkansas Course Transfer System (ACTS)
- Make sure payment is made to high school by designated date

Students

The CE student's role is to study, learn, and appreciate the beginning of the adventure into college life. Their primary concern should be to utilize the CE program and the courses offered to their fullest potential. This can and will allow students a more successful and focused acclimation into college life.

Responsibilities

- Complete online admissions process
- Know important dates
- Review and understand expectations
- Review, understand, and follow the course syllabus
- Adhere to policies for payment
- Keep detailed records to ensure accuracy of transcript
- Review future graduate plan for credit transferability

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 $100.00 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 department by the prescribed drop dates.

Student's UA Little Rock ID number: T_____

Student Signature: _____ Date:_____

Student Academic Conduct

Academic Integrity

Responsibilities for academic integrity including academic offenses, e.g., cheating, collusion, plagiarism, etc., grievance procedures and steps for redress, are under the general purview of the University Assembly. However, for administrative purposes, the Office of the Dean of Students is the central office which coordinates the handling of student violations of behavioral standards with appropriate judicial committees and boards, maintains disciplinary records, and is responsible for enforcement and disposition of all disciplinary cases. Concurrent students must also adhere to their specific school's handbook in regards to academic integrity.

For more information, please refer to the student handbook: **ualr.edu/deanofstudents/student-handbook**

Cheating

Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes the following classes of dishonesty:

- Copying from another student's paper.
- Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the professor.
- Collaboration with another student during the examination.
- Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of a coming examination, or the use of any such material.
- Substituting for another person during an examination or allowing such substitution for oneself.
- Bribery of any person to obtain examination information.

Collusion

Collusion is obtaining from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person in whose name the work is submitted.

Duplicity

To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

Plagiarism

To adopt and reproduce as one's own, to appropriate to one's own use, and incorporate in one's own work without acknowledgment the ideas or passages from the writings or works of others.

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: **acts.adhe.edu/studenttransfer.aspx**

A list of courses offered through UA Little Rock's Concurrent Enrollment Program can be found at **ualr.edu/earlycredit**

CONTACT US

Admissions
501-569-3127
admissions@ualr.edu

Concurrent Enrollment
ualr.edu/earlycredit
501-907-5125
earlycredit@ualr.edu

Student Accounts
501-569-3450
studentaccounts@ualr.edu

Records & Registration
501-569-3110
records@ualr.edu

UA LITTLE ROCK

ualr.edu