

Online Campus

WELCOME GUIDE

Everything You Need To Know About Being A Trojan



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Online Campus Overview

What is UA Little Rock Online?

UA Little Rock's Online Campus offers affordable, flexible, and accessible degree and certificate programs – 100% online or at a distance. These accredited programs are taught by the same award-winning faculty who teach on campus, so you won't be sacrificing quality for convenience. As an Online Campus student, you are also eligible for reduced, standard rate tuition – no additional fees – which includes full access to our academic resources on campus and online.

Benefits of Online

Reduced rates

Students who complete their degree entirely online through *UA Little Rock Online* receive **reduced standard rates**.

Flexible schedule and location

Traditional courses require students to attend class at a set time and place each week. However, most online courses offered through UA Little Rock Online allow you to complete your coursework on your own schedule (within timeframes specified by your instructors) and anywhere you can access a stable Internet connection. Read more about system requirements and more at ualr.edu/blackboard.

Accessible resources

UA Little Rock Online students have full access to UA Little Rock's academic resources, such as the Ottenheimer Library and Blackboard Student Support, but they do not pay for access to non-academic resources, such as Health Services and the Donaghey Fitness Center.

FAQs and Policies

How do I take online courses?

Online courses are offered through the Blackboard learning management system. UA Little Rock Online students register for online course sections starting with "9U". For more information about registering for courses, see pages 8-9. On the first day of class, students can access their courses by visiting **blackboard**.

ualr.edu, signing in with their NetID and password (see page 4), and viewing "My Courses" under the myBlackboard tab.

What is the difference between synchronous and asynchronous courses?

Synchronous online courses require students to participate in lectures and class activities virtually at a scheduled time.

Asynchronous online courses allow students to complete coursework on their own time, within a timeframe specified by the instructor. Your advisor will typically know how online courses within your program are structured. It's also important to communicate with your instructors frequently and always check your syllabi to be clear on the expectations for your courses.



If I'm not in an "online program" but take only online courses, do I still get the reduced rate?

The reduced, standard rate applies to fully online programs offered through the Online Campus, not individual online courses. Students must be declared in a UA Little Rock Online program to qualify for this reduced rate. Students who take online courses via the Main Campus will be assessed regular tuition and fees, plus a distance education technology fee.

Am I allowed to come to campus if I want to? Will I ever be required to come to campus?

Students participating in UA Little Rock Online take all their coursework online, and there is no requirement to come to the physical campus for any reason for most programs (please check individual program requirements for any exceptions). However, online students are welcome to visit our physical campus if they want to meet with professors, advisors, or classmates; utilize academic resources in person; get a student ID card; or participate in their commencement ceremony. UA Little Rock Online students do not have access to non-academic services on campus, such as the Donaghey Fitness Center, Health Services, or Counseling Services. (Please note: Counseling Services will still provide external resources for students seeking help.) You can learn more about these resources in your Online Campus Student Orientation in Blackboard and at ualr.edu/online.

What if I want to take some face-to-face classes one semester? What if I decide I want to change my campus and/or program?

Only the program coordinator, advisor, or authorized personnel within the academic department can request a campus change and declare the student's degree program in BOSS. Students must email a request to change their campus and/or major to their advisor for this change to occur. To change majors, email the advisor of the new major of interest.

Please note: Students may switch their campus only once within a calendar year. If you're changing campus to temporarily take face-to-face courses, please keep in mind that you'll be assessed Main Campus tuition and fees for all courses during this time. You will need to submit another request after a year to rejoin the Online Campus.

ADVISING 101



Welcome!

We're glad you're here! Advising 101 starts you on your academic journey, including how to identify: campus academic resources, credit hours, student classifications, degrees, required core general education courses, areas of study (your major), and how to register for classes.

Who is My Academic Advisor?

You have been assigned an Academic Advisor, which is a professional staff or faculty member designated to serve as an academic resource. Your Advisor guides your path toward graduation, helps you stay on track academically, provides opportunities within your major, and ensures you meet all requirements for graduation. Please speak with your Academic Advisor should you have questions or concerns. See page 4 for instructions to identify your Academic Advisor.

Undergraduate Catalog

The catalog outlines all school academic policies, degree options, degree requirements, course descriptions, the academic calendar, and other information regarding UA Little Rock student services. ualr.edu/catalogs/undergraduate-catalog

Degree Types

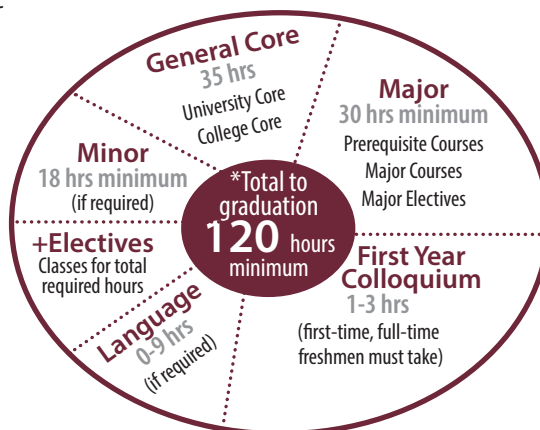
Associate degree: awarded for an undergraduate major generally lasting for two years of full-time study or at least 60 credit hours.

Bachelor's degree: awarded for an undergraduate major generally lasting for four years of full-time study or at least 120 credit hours. This is the standard degree students will receive when graduating from college.

Certificate: not a degree, but a program of coursework in a specialty area that typically can be completed faster than a degree.

Understanding Your Bachelor's Degree

Your undergraduate bachelor's degree is earned upon successful completion of college credits in the following areas:



**Students must have 45 upper-level hours (3000-4000 level) and 30 hours at UA Little Rock to graduate. Students may be required to take college preparatory classes. Grades in these classes are not included in GPA calculations, and the hours do not count toward the minimum 120 hours to graduate.*

How To Graduate in Four Years

It typically takes four years of college-level coursework to graduate with a bachelor's degree. Because a bachelor's degree usually contains 120 credit hours, we recommend you take 15 hours each fall and spring semester or take 12 hours each fall and spring semester and 6 hours during the summer!

4-Year Graduation Solution						
Classification	12-Hour Solution			15-Hour Solution		
	Semester	Hours	Years	Semester	Hours	Years
Freshmen	Fall	12	Year 1 = 30 hrs	Fall	15	Year 1 = 30 hrs
	Spring	12		Spring	15	
	Summer	6		Summer	0	
Sophomore	Fall	12	Year 2 = 60 hrs	Fall	15	Year 2 = 60 hrs
	Spring	12		Spring	15	
	Summer	6		Summer	0	
Junior	Fall	12	Year 3 = 90 hrs	Fall	15	Year 3 = 90 hrs
	Spring	12		Spring	15	
	Summer	6		Summer	0	
Senior	Fall	12	Year 4 = 120 hrs	Fall	15	Year 4 = 120 hrs
	Spring	12		Spring	15	
	Summer	6		Summer	0	

① My Trojan ID (T#)

1. Go to **boss.ualr.edu**
2. Select **Secure Login**
3. Enter **Social Security#** in **User ID** field
4. Select **Login**
5. Your T# will be displayed

② My Boss Pin

1. Go to **boss.ualr.edu**
2. Select **Secure Login**
3. Enter T# in the **User ID** field
4. Select **Forgot PIN**
5. Follow prompts to set a new BOSS PIN

③ My Passwords

1. Go to **boss.ualr.edu**
2. Select **Secure Login**
3. Enter **T# and PIN**
4. Select **Login**
5. Select **Personal Information** tab
6. Select **List Accounts and Change Passwords** link
7. Locate **NetID, email address, and Active Directory** account names, underneath "Account" column
8. **Write** these account names on the top of the next page, you will need them later!
9. Select **Change Password** checkbox next to each account
10. **Enter** and **confirm** your new password
11. Select **Change Passwords on Change Passwords on Selected Accounts**

After you register for courses in BOSS for the first time (see page 8), you can use your **NetID and Password** to open all UA Little Rock systems through **Blackboard Quick Links!**

④ My Quick Links

- Go to **blackboard.ualr.edu**
- On the left side, see **Quick Links**, which allows you to access multiple systems without having to log in over and over again and be logged out automatically after a certain amount of time to keep your data secure.

BOSS	View your academic records; accept financial aid; check your account balance; make a payment; change UA Little Rock system passwords; identify your Academic Advisor; update your personal contact information; acknowledge and update FERPA rights; and apply for graduation!
Email	Official means of communication from UA Little Rock faculty members and administrative offices. You are expected to read this email account daily!
Google Drive	Keep all of your documents, pictures, and files.
Google Calendar	View your daily calendar.
Class Search	View and search the semester's class schedule.
My Degree Plan (Degree Works)	View your course recommendations, Academic Advisor's notes, your major degree plan, and how many classes you have left to graduate.
Bookstore	Search for textbooks at UA Little Rock's bookstore!
RegisterBlast	Allows you to register to take a test/exam from your professor through the Office of Testing Services.
Find a Career (Handshake)	Allows you to network and search for your career job opportunity.
Register for Classes (Schedule Planner)	Create your class schedule.

My UA Little Rock Academic Advisor

To confirm your Academic Advisor:

1. From **blackboard.ualr.edu** Quick Links
2. Select **BOSS**
3. Select **Student Services** tab
4. Select **My Advisor** link
5. Select current **Semester**

What is FERPA?

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

My Privacy Settings

1. From **blackboard.ualr.edu** Quick Links
2. Select **BOSS**
3. Select **Student Services** tab
4. Select **Student Records** link
5. Select **Privacy Settings** link
6. On this page you can mark your information as confidential or give waivers to anyone you would like to have access to your records.
7. When done changing your settings, select **Save**.

Confidentiality

FERPA allows for general information about you, called "directory information,"

- ☐ I want my directory information marked confidential.

FERPA Waivers

You may choose to grant access to your educational records to specific people—:

Name Relationship

Name Relationship

Name Relationship

My Financial Aid

1. From **blackboard.ualr.edu** Quick Links
2. Select **BOSS**
3. Select **Financial Aid** tab
4. Select **Financial Aid Checklist** link
5. In **Select Aid Year** drop-down menu, choose the appropriate "#### - #### Academic Year" and select **Submit** button
6. You must accept the terms of your financial aid awards before you can accept your award amounts.
 - Select **Terms and Conditions** tab
 - Access the link to the Terms and Conditions page, which opens in a new window
 - Review all **Terms and Conditions**
 - Return to the Terms and Conditions window and select the **Accept** button
7. Select the **Accept Award Offer** tab
 - Be sure to click on the name of each award to see any award message(s)
 - Follow the instructions for accepting, declining, and/or revising award amounts
 - Awards with a status of "offered" must be accepted to complete the award
 - Awards with a status of "approved" or "accepted" have already been accepted
 - Once an award is accepted or declined, you must contact the Financial Aid Office if you change your mind
8. Note any unsatisfied financial aid requirements at the bottom of the page
9. Select **Print** at the top left of the **Accept Award Offer** tab To print your award information

Make sure you know and understand the following:

Your Credit Hour Requirements for Scholarships: Most scholarships require you to be enrolled in mandated credit hours at the beginning of the school year, even though some classes don't start until later in the semester.

What It Means To Be In Satisfactory Academic Progress (SAP): You must complete 67% of the classes you attempt and you must maintain a 2.0 Grade Point Average to keep your Financial Aid. A Bachelor's degree is usually 120 credit hours. You will only have 180 hours of Financial Aid, which is 60 hours more, but very little room for errors. For more information, please visit ualr.edu/financialaid and review the terms and conditions for your academic year.

My College Money

The tips below will help you to manage your college money, ensure you meet your financial obligations, and assist you to remain financially successful at UA Little Rock.

Meet the Office that Can Help Guide You Financially:

- The Bursar's Office is here to help you walk through your financial obligations. Bursar by definition: an officer (as of a college) in charge of funds. The Bursar's Office at UA Little Rock has two divisions, Student Accounts and the Cashier's Office.

Student Accounts:

- Student Billing Plans
- Third-Party Sponsorships (EX:AR Rehab)
- Tuition Discounts
- Collection Processes

Cashier's Office

- Initiate Installment Payment
- Take Payments and Provide Change
- Process Returned Checks
- Process Payroll/Travel Checks

How to Budget for Success:

- Having a plan is key to meeting your financial obligation. To help budget for a semester/year you can use the Tuition & Fee Estimator to give you a good estimate on how much course(s) will cost. (ualr.edu/bursar/home/tuitionandfees)
- Online Campus students pay a reduced, standard tuition rate with no additional fees beyond the application fee, making it easier to estimate the cost of courses. To see current rates for Online Campus programs, please visit ualr.edu/online/what-it-costs.

What It Means Financially To Register For A Class:

- When you register for a class, you become financially obligated to pay for the class. If you decide to drop a

class (remove it from your schedule) or withdraw from the semester completely, make sure you adhere to the refund schedule set by the Bursar's Office. (ualr.edu/bursar/refunds). To drop a class, see "Drop/Withdrawal from Class" (ualr.edu/records/get-registered)

Your Bill Delivery:

- You will receive an email letting you know a statement is ready to view in your Student Account. **All emails will be sent to your UA Little Rock email address.** Once in your student account, you can view your current and any past statement. OPEN YOUR BILL even if you think you know what your balance is.

Your Student Account:

- To cover your balance, you must receive full Financial Aid, pay the total amount, or set up a payment plan (offered Fall and Spring only), but do so by the deadline.
- Refunds and adjustments are based solely on the date of withdrawal, regardless of whether you attended class.
- If you don't pay, you will be declared delinquent subject to the penalties imposed by UA Little Rock for financial delinquency.
- To set up a Deferred Payment Plan:
 1. From **blackboard.ualr.edu** Quick Links
 2. Select **BOSS**
 3. Select **Personal Information** tab, Select **Student Services** link; **Student Accounts** link; **Payment Plans**; and "Click here to enroll in a payment plan."

My General Education Core

First Year Colloquium (1-3 Hours) (Graduation Requirement for all First-Time, Full-Time Freshmen, and Freshmen Transfers with fewer than 12 credit hours)	
College Preparatory READ 0321 Academic Literacy*, RHET 0310 Composition Fundamentals*, MATH 0330 Fund Quant Math Reasoning, MATH 0121 Lab, MATH 0332 Foundation of College Algebra, MATH 0102 Lab Does not count towards graduation nor GPA, but may be required due to standardized test scores. *Must be completed prior to enrolling in Online Campus program.	
COM-WRITTEN Select 1 or 2	RHET 1311 Composition I AND RHET 1312 Composition II OR RHET 1320 Honors Composition
FINEARTS Select 1	ARHA 2305 Intro to Visual Art ARHA 2306 Intro to Architecture MCOM 2306 Intro to Motion Pictures MUHL 2305 Intro to Music THEA 2305 Intro to Theatre & Dance
SOCIAL SCIENCES Select 1	ANTH 2316 Cultural Anthropology CRJU 2300 Intro to Criminal Justice ECON 2301 Survey to Economics ECON 2322 Principles of Microeconomics GEOG 2312 Intro to Cultural Geography GNST 2300 Intro to Gender Studies POLS 2301 Intro to Political Science POLS 2303 Intro to International Politics PSYC 2300 Psychology & Human Experience SOCI 2300 Intro to Sociology
U.S. HIS/GOV Select 1	HIST 2311 U.S. History to 1877 HIST 2312 U.S. History since 1877 POLS 1310 American National Government
HISCIV Select 1	HIST 1311 History of Civilization I HIST 1312 History of Civilization II
HUMAN Select 1	ENGL 2337 World Literature ENGL 2339 Mythology PHIL 2320 Ethics & Society PHIL 2321 Ethics & Society Professional Applications RELS 2305 World Religions
LAB SCIENCE Select 2	ANTH 1415 Physical Anthropology ASTR 1301/1101 Intro to Astronomy & Lab BIOL 1400 Evolutionary & Environmental Biology BIOL 1401 Science of Biology BIOL 1433 Essentials of Anatomy & Physiology BIOL 2401 Microbiology CHEM 1400 Fundamental Chemistry I CHEM 1402 General Chemistry I CHEM 1406 General Chemistry for Engineers CHEM 1409 Chemistry & Society ERSC 1302/1102 Physical Geology & Lab ERSC 1304/1104 Earth and the Environment & Lab ERSC 2303/2103 Hist Geology & Lab PHYS 1321/1121 College Physics I & Lab PHYS 1322/1122 College Physics II & Lab PHYS 2321/2121 Physics for Scientists/Eng I & Lab PHYS 2322/2122 Physics for Scientists/Eng II & Lab
Engineering programs must replace these 3 credits with 3 credits of Mathematics or Science. Students in the College of Business are required to take ACOM 1300.	
HUMAN/ SOC SCI/ SPEECH Select 1	Any Social Science OR Humanities (From above) ACOM 1300 Intro to Communication
Students in the College of Business cannot take MATH 1321 to satisfy Core requirements.	
MATHEMATICS	MATH 1302 College Algebra MATH 1321 Quantitative & Mathematical Reasoning MATH 1401 Pre-Calculus or any higher level mathematics with MATH 1302 as a prerequisite, including STAT 2350.
Please note: Availability of some courses may be limited by term or modality. Talk to your advisor if you have questions about online course availability.	

How To Read Courses and Understand My Classification

MATH 1302 College Algebra ↓ Department ↓ <i>Departmental use only</i> ↓ # of hours ↓ Level of Course (i.e. 1 for 1000 level course, etc.)		
<u>Classification</u>	<u>Hours Completed</u>	<u>Course Level</u>
Freshman	00-29	1000 level (lower level)
Sophomore	30-59	2000 level
Junior	60-89	3000 level (upper level)
Senior	90+	4000 level

My First Year Colloquium Course

	Intended or Declared Major	Recommended FYC
General for all majors not listed below	First Year Experience	PEAW 1300
Required for majors	Business	BSAD 1100

Registering For Courses Using Schedule Planner

1

Go to BOSS (boss.ualr.edu) and login with your T-Number and 6-digit PIN (see instructions on page 4). Click the "Student Services" tab, then click the "Registration" link. You may register for courses by either clicking "Schedule Planner" or "Register/Search for Classes." In this tutorial, we'll show you how to register using the Schedule Planner tool.

Registration

The University of Arkansas at Little Rock (UA Little Rock) accepts work in transfer from among Arkansas institutions. Students transferring to UA Little Rock from another public institution may complete specified General Education courses anywhere in the public system.

Helpful Tip:

UA Little Rock defines **Course Number** as "A four-digit numbering system used to denote credit hours. The last two numbers are assigned by the department, sometimes arbitrarily."

Select Term

Important Registration Information

Check Your Registration Status

Schedule Planner New!!!

Create the perfect class schedule.

Register/Search for Classes -- Class Schedule

Add/Drop Classes

Note: You cannot drop classes on-line after the adjustment period. Please contact the Office of Records and Registration Verification.

2

Next, you'll be asked to select a campus. Make sure to select "eLearning Online" to display Online Campus course sections. Then you can select which parts of term you'd like to take classes. For now, just select all parts of term, then save and continue.

3

Above "Courses" you should see a blue information banner that takes you directly to the courses your academic advisor has pre-loaded for you. If your advisor did not recommend courses, click "Add Course" and select your subject from the drop-down menu.

Courses

☐ Select All

☐ ACOM 1300
Intro to Communication

Options

Options

☐ MATH 1302
College Algebra

Options

Options

Prerequisites

4

Once you've added your courses, click the "Generate Schedules" button to view your options.

Schedules

Generate Schedules

Generated 16 Schedules

View 1 ☐ ACOM-1300-9U1, MATH-1302-9U0, POLS-1310-9U0, RHET-1311-9U1

View 2 ☐ ACOM-1300-9U2, MATH-1302-9U0, POLS-1310-9U0, RHET-1311-9U1

View 3 ☐ ACOM-1300-9U3, MATH-1302-9U0, POLS-1310-9U0, RHET-1311-9U1

5

If you need to narrow your options, click on the course options to select a specific section.

Courses

+ Add Course

☒ Select All

☒ ACOM 1300
Intro to Communication

Options

Options

☒ MATH 1302
College Algebra

Options

Options

Prerequisites

6

Once you've found the schedule that works best for you, you'll click "Send to Shopping Cart," located at the top of the page...

Back

Print

Send to Shopping Cart

	Status	Subject	Course	Section	Seats Available	Currently Waiting
<input checked="" type="checkbox"/>	Not Enrolled	ACOM	1300	9U1	10	0
<input checked="" type="checkbox"/>	Not Enrolled	MATH	1302	9U0	5	0
Prerequisites						
<input checked="" type="checkbox"/>	Not Enrolled	POLS	1310	9U0	10	0
<input checked="" type="checkbox"/>	Not Enrolled	RHET	1311	9U1	10	0
Prerequisites						
Notes Restricted to students in e-Learning Online Campus						

7

...then click "Register" ...

Shopping Cart

Edit Cart

Register

	Subject	Course	Component	Instructor	Day(s) & Location(s)
	ACOM	1300	Lecture	West Halford, Amanda Kathryn	01/21/2020 - 05/12/2020 - WEB
	MATH	1302	Lecture	Streett, Rebecca Ann	01/21/2020 - 05/12/2020 - WEB
Prerequisites					
	POLS	1310	Lecture	Scranton, Margaret E.	01/21/2020 - 05/12/2020 - WEB
	RHET	1311	Lecture	Moore, Sarah L.	01/21/2020 - 05/12/2020 - WEB
Prerequisites					

8

...and agree to the terms.

I understand that upon my registration, I have made a contractual financial obligation to pay all tuition and fees associated with any classes in which I register, unless I drop/withdraw by the refund dates listed on the [Bursar's website](#). "Not Attending" does not remove this obligation.

I am responsible for reading and following the drop/withdrawal policy of the university, as posted on the [Bursar's website](#).

I authorize UA Little Rock to apply any financial aid I receive toward my account balance. If my aid is reduced or canceled, I understand that I will be fully responsible for

I Do Not Agree, Cancel

I Agree, Continue



Now you can look at the registration results! Congratulations, you've signed up for courses using the Schedule Planner!

Quick Facts About Schedule Planner



Course Status	Open Classes Only	Change	Term	2020 Spring	Change
Parts of Term	1 of 8 Selected	Change	Campuses	1 of 4 Selected	Change
Instruction Modes	1 of 3 Selected	Change			

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

+ Add Course

Breaks

+ Add Break

☒ Select All

☒ ACOM 1300
Intro to Communication

Options

☒ MATH 1302
College Algebra

Options

Prerequisites

☒ POLS 1310
American Natl Govt

Options

☒ RHET 1311
Composition I

Prerequisites

Options

Schedules

Generate Schedules

Important notes, including your Student Educational Plan and Registration Hold notices, will appear here.

Course options allow you to choose specific classes, when available.

Use the lock (from the schedule view) to only view schedules with with that course.

Click here to remove a course from your schedule options.

Use this button to view the possible schedules for your current settings.

Records and Registration: FAQs

Q: Where can I see the Academic Calendar?

A: You can view the calendar at ualr.edu/records/calendar. Once you're there, you can see the start and end dates for terms, as well as important semester dates — even the schedule for final exams! Check out the calendar if you have any questions about deadlines.

Q: Where do I find the form for my records request?

A: You can find all of our forms at ualr.edu/records/forms, as well as instructions for how to use them. This page includes almost all of our common requests, including:

- Transcript requests
- Name changes
- Address changes
- Enrollment verification
- Dropping a class
- Requesting a duplicate diploma

Q: Is there a hold that can keep me from dropping classes? Why can't I drop a course?

A: There are no holds that can keep you from dropping classes. Once late registration is over for the term, you may notice that you are no longer allowed to adjust your schedule — this is normal.

You'll need to fill out a drop/withdrawal form, which is located on the Forms page we talked about in the second question. You can send it to the email or fax listed on the form — just make sure it's signed!

Q: I don't see my question here. How can I get it answered?

A: You may contact us by using one of the following:

Phone: (501) 569-3110
Email: records@ualr.edu
Fax: (501) 569-8168

My Trojan Checklist

1. **Get My Trojan ID (T#), My Boss Pin, My Passwords, and My Blackboard Quick Links. See page 6.**
2. **Submit My Test Scores | Testing Services | ualr.edu/testing | 501-569-3198**
Your advisor may need additional test scores to recommend the best classes for you. If so, contact the appropriate testing organization and request official scores be sent to Testing Services, UA Little Rock, Office of Testing Services, SSC 315, 2801 South University, Little Rock, AR 72204:
 - **Accuplacer** | collegereadiness.collegeboard.org/sat/scores/getting-scores
 - **AP** apcentral.collegeboard.org | College Board 888-225-5427 | apstudents@info.collegeboard.org.
 - **CLEP** | clep.collegeboard.org
 - **IB** | ualr.at/ib
Your advisor may suggest you take the Accuplacer Placement Test. Schedule your test (ualr.at/exam).
3. **Register For My Classes | Records and Registration | ualr.edu/records | 501-569-3110**
Register for classes through Schedule Planner in BOSS or Blackboard to create your preferred schedule (ualr.at/scheduler).
4. **Review My Financial Aid Checklist | Financial Aid | 501-569-3035**
Apply for Financial Aid (ualr.edu/financialaid), Federal Aid (FAFSA.gov) school code 001101, UA Little Rock Aid (ualr.edu/scholarships) and State Aid for residents (scholarships.adhe.edu). Check your financial aid status (boss.ualr.edu).
5. **Pay My Bill | Bursar | 501-569-3450**
View due dates (ualr.edu/bursar/payments). Check your account balance, pay, or set up payment(s) (boss.ualr.edu).
6. **Get My Trojan ID and Parking Permit | Public Safety Parking Permit | 501-569-8328**
While a Trojan ID (student ID card) is not required, you are welcome to visit our Little Rock campus if you wish to have one made to take advantage of select student benefits, such as discounts. Your Trojan ID can be picked up on the lower level of the Donaghey Student Center. Be sure to bring your driver's license or state ID.
7. **Rent/Buy My Books | Bookstore | ualr.bncollege.com | 501-569-3245**
Take your schedule to the UA Little Rock Bookstore on lower level of the Donaghey Student Center or visit online. No need to shop elsewhere; the bookstore will match prices with Amazon and local bookstores. Renting is usually less expensive, and you may be able to use financial aid to pay for your books.

My UA Little Rock Contacts

Have a question? Just email ask@ualr.edu or call 501-569-3000. Contact these offices too!

Admissions	501-569-3127	ualr.edu/admissions
Blackboard Support	501-569-8954	ualr.edu/blackboard
Bookstore	501-569-3245	ualr.bncollege.com
Communication Skill Center	501-569-8208	ualr.edu/appliedcomm/communication-skill-center-csc
Counseling Services (limited services)	501-569-3185	ualr.edu/counseling
Disability Resource Center	501-569-3143	ualr.edu/disability
Financial Aid	501-569-3035	ualr.edu/financialaid
Information Technology (IT) Services	501-916-3011	ualr.edu/itservices
Military Student Success Center	501-682-8387	ualr.edu/military
Online Campus	501-569-3003	ualr.edu/online
Ottenheimer Libaray	501-569-3123	ualr.edu/library
Records & Registration	501-569-3110	ualr.edu/records
Student Accounts	501-569-3450	ualr.edu/bursar/studentaccounts
Testing Services	501-569-3198	ualr.edu/testing
Transfer Student Services	501-682-1183	ualr.edu/transfer
College of Arts, Letters, and Sciences	501-569-3296	ualr.edu/cals
College of Business	501-371-8009	ualr.edu/cob
College of Education and Health Professions	501-569-3113	ualr.edu/cehp
College of Social Sciences and Communication	501-537-0784	ualr.edu/cssc
College of Engineering & Information Technology	501-569-3333	ualr.edu/eit
Writing Center	501-569-8343	ualr.edu/writingcenter

My Success at UA Little Rock

7 Tips from the Trojan Academic Advising and Support Center (TAASC) and the Online Campus

After you've completed your Online Campus and Blackboard student orientations, there are several ways you can help ensure success in your online courses at UA Little Rock.

❶ Take a First Year Colloquium (FYC) course during your first year at UA Little Rock. The FYC

- is a graduation requirement and is required for all entering, first-time, full-time freshman students (including students with concurrent credit earned in high school), and entering full-time freshman transfers with fewer than 12 credit hours;
- builds on what you learn during Student Orientation;
- introduces tools to navigate UA Little Rock, builds a foundation for college success
- teaches you how to navigate campus, how to use campus resources, how to study and manage time, and how to figure out life/school/work balance and so much more;
- is graded as A, B, C, or NC only and counts towards your Grade Point Average. If a grade of "NC" or no credit received, you must retake the course; and
- has special sections for some majors, in which major experts teach the section (see Page 7).

❷ **Use Services For You** (ualr.at/studenthelp): This site showcases campus services such as tutoring and the food pantry as well as off-campus social services. Additional student resources are listed in the Online Campus Student Orientation in Blackboard.

❸ Stay Connected to UA Little Rock

- **Email** - Email - Check your ualr.edu e-mail daily; it is UA Little Rock's official means of communication.
- **Academic Calendar** - Visit ualr.edu/records/calendar for important dates and deadlines.
- **Classmates** - Connect and exchange contact info with other students in each of your classes. This action will assist you to join study groups, clarify info, or catch up after missing a class.

❹ **Get to Know Your Faculty:** Believe it or not, faculty are real people, interesting people, who want to get to know you. They can help you get connected and assist you to acclimate to college culture; help you enter your field/career; write a letter of reference; or know of a job, internship, or research opportunity for you. It is important you build rapport with your professors early in the semester before you actually need help. Here is how:

- Visit professor during office hours - virtual office hours usually on the syllabus
- Prepare questions beforehand - go over notes, readings, and lectures, to create questions
- Introduce yourself - first and last name, "I am in your ____ class"
- Address as "Professor ____," unless already provided previous instructions
- Respect instructor's time - stick to the agreed upon time

- Be professional - use appropriate "netiquette" in your online courses and communication (detailed in the "Student Success" unit of your Online Campus Student Orientation in Blackboard)
- Accept constructive criticism without taking it personally or complaining

❺ **Attend Class:** Class attendance is the best predictor of success in a course. And you may have a lot of money invested in your tuition. It's important to attend class regularly because

- the material on your test comes from events that take place in class;
- you participate in class activities, which are part of your grade, and these help you apply concepts learned from class lectures and reading assignments;
- your classmates will have the same questions as you, which enables you to learn from them and enables all of you to ask your instructor about topics you all find difficult;
- you can learn from the expert, the professor, who provides extra insight and perspective on the material being studied; and
- the professor can get to know you, become aware of any help or support you might need, which in turn, makes you feel more comfortable to approach the professor outside of class.

❻ **Manage Your Time:** Faculty give you the raw materials for understanding a subject. You are to take those materials, combine them, and teach yourself ahead of class activities. Complete the following to get a big picture of your time for the semester.

- Get a calendar that covers the entire academic year.
- Enter into the calendar each of your classes—2 hours of study time for each 1 that you spend on class activities—for the entire semester.
- For each of your classes, review the syllabus, and write on the calendar each test, paper, project, assignment, and/or anything that is due or required by the faculty.

❼ **Visit your Academic Advisor Regularly:** Contact your advisor early and often to get professional advice on how to reach your academic goals and explore careers. Your advisor can guide you to campus resources, share important deadlines, familiarize you with university policies and procedures, and share campus events and organizations that could benefit you.

Tips adopted from PEAW 1300 textbook, XanEdu.(2018). *The Making of a Trojan: First Year Experience* (p. 60, 92-101).

CAMPUS MAP

LEGEND

- V Visitor Parking
- P Permit Parking
- R Gated Reserved Parking
- G Gated Permit Parking
- X Campus Dining / Market

CAMPUS BUILDINGS

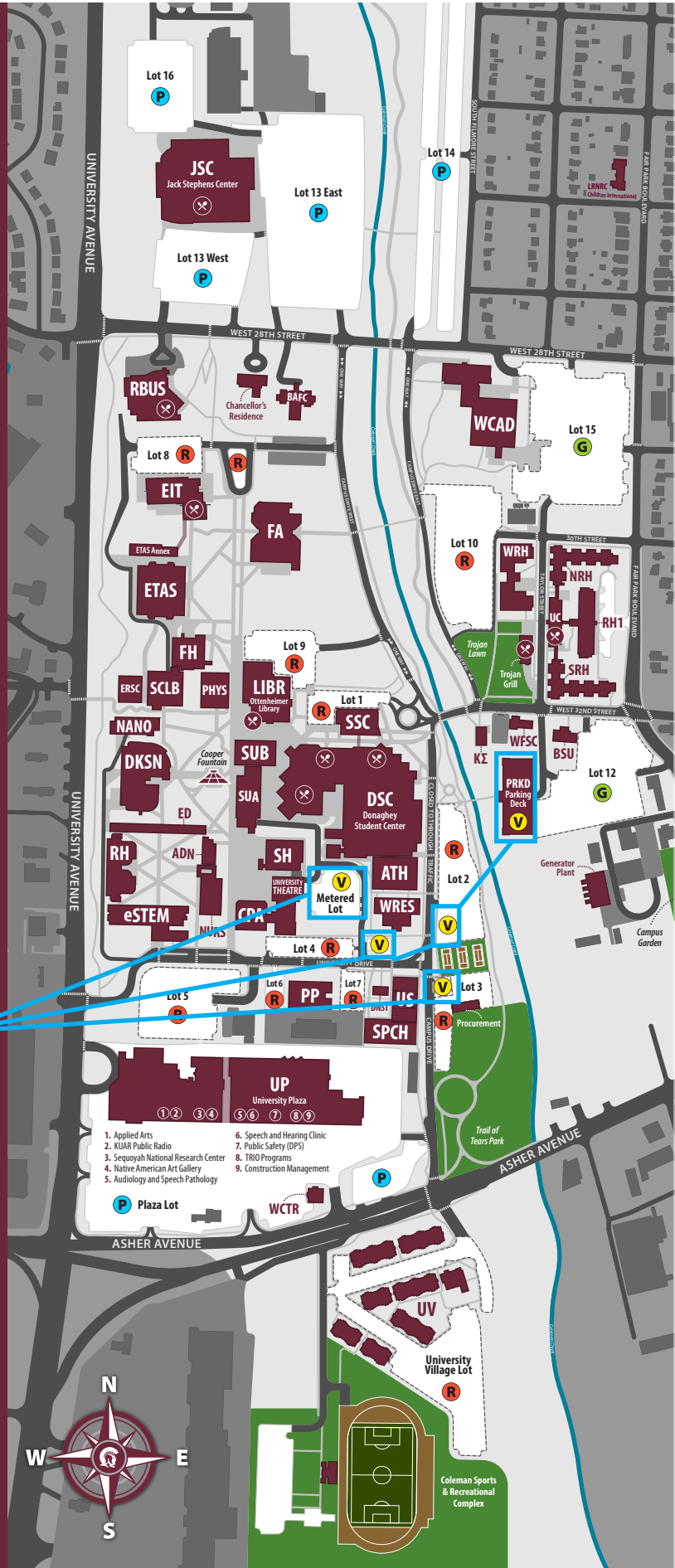
ADN	Administration North
ATH	Athletic Field House
BAFC	Bailey Alumni & Friends Center
BSU	Metro Baptist Collegiate Ministry (BCM)
CPA	Center for Performing Arts & University Theatre
DNST	Dance Studio
DKSN	H. Tyndall Dickinson Hall
DSC	Donaghey Student Center
ED	Education Building
EIT	Donaghey College of Engineering & Information Technology
ERSC	Earth Science Building
eSTEM	eStem Charter High School
ETAS	Engineering Technology & Applied Science
FA	Fine Arts Building
FH	Fribourgh Hall
JSC	Jack Stephens Center
KΣ	Kappa Sigma
LIBR	Otteneheimer Library
LRNRC	Children International
NANO	Center for Integrative Nanotechnology Science
NURS	Nursing Building
PHYS	Physics Building
PP	Facilities Management
RBUS	Reynolds Business Building
RH	Ross Hall
SCLB	Science Lab
SH	Stabler Hall
SPCH	Speech Communication
SSC	Student Services Center
SUA	Old Donaghey Student Union A
SUB	Old Donaghey Student Union B
UC	University Commons
UP	University Plaza
US	University Services
WCAD	Windgate Center of Art + Design
WCTR	University District
WFSC	Wesley Foundation
WRES	Greg L. Hatcher Wrestling Center

RESIDENCE HALLS

NRH	North Residence Hall
SRH	South Residence Hall
RH1	East Residence Hall
WRH	West Residence Hall
UV	University Village



VISITOR PARKING



1. Applied Arts
2. KUAR Public Radio
3. Sequoyah National Research Center
4. Native American Art Gallery
5. Audiology and Speech Pathology
6. Speech and Hearing Clinic
7. Public Safety (DPS)
8. TRIO Programs
9. Construction Management

