



2020

# WELCOME GUIDE

UNIVERSITY OF ARKANSAS AT LITTLE ROCK



UA  
LITTLE  
ROCK



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## STAY CONNECTED TO THE TROJAN FAMILY



@ualittlerock



@ualr



University of Arkansas at Little Rock

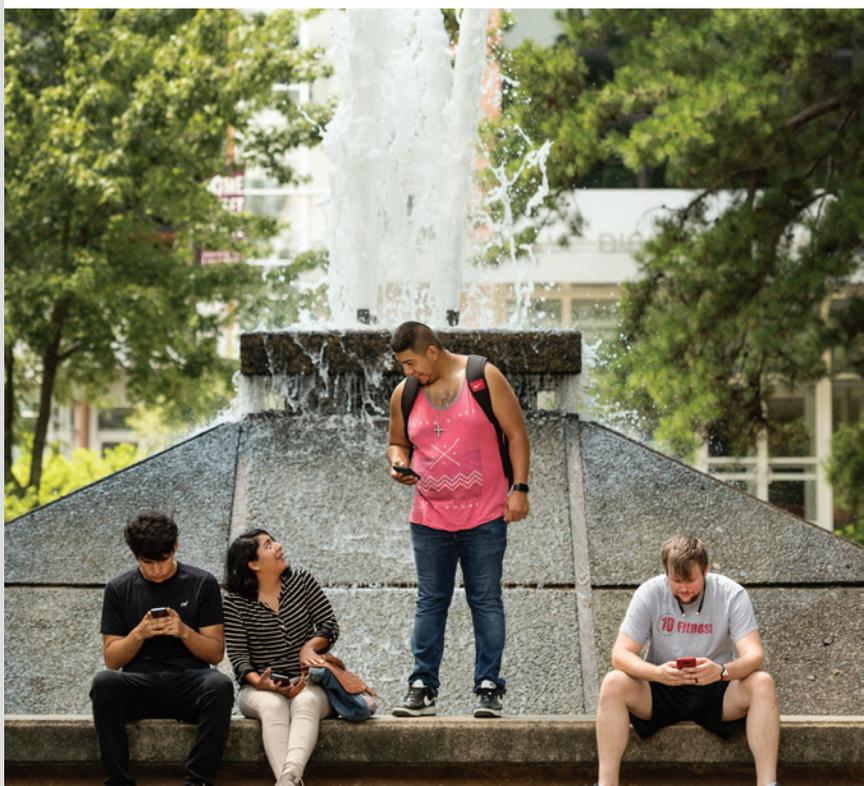
#UALittleRockBound

#TrojanLife

#UALittleRock



[ualr.at/studentvideos](http://ualr.at/studentvideos)



# NEW STUDENT ORIENTATION PROCESS



## Freshman Orientation Steps

A fully online orientation experience, to enable you to learn more about UA Little Rock, prepare for an advising appointment, and register for classes this fall, is ready!

### Step 1: Register for Orientation

If you have not already done so, register at [ualr.edu/newstudents](http://ualr.edu/newstudents). While registering for orientation, you will complete a brief questionnaire that will be used to personalize your advising experience.

### Step 2: Complete your Blackboard Pre-Advising Short Course

Prior to your advising appointment, you will also need to complete some additional materials to prepare for a successful appointment. These materials are in Blackboard, the University of Arkansas at Little Rock's learning management system. Your homepage in Blackboard is also a dashboard through which you can access systems that you will use frequently, including the one you will use to register for classes. We have a series of short videos to guide you to your pre-advising materials in Blackboard:

- Resetting your BOSS pin in order to log into BOSS
- Logging into BOSS to create a NetID for Blackboard
- Logging into Blackboard and accessing your pre-advising materials

Find these videos here: [ualr.edu/newstudents/orientation](http://ualr.edu/newstudents/orientation)

### Step 3: We contact you!

Once you have completed the pre-advising materials in Blackboard, watch for a phone call or email from an advisor within a week to schedule your one-on-one advising appointment.

If you have any questions, contact Trojan Academic Advising at [advising@ualr.edu](mailto:advising@ualr.edu) or 501-569-3386.

We also provide short videos and other opportunities to learn about degree programs, financial aid and scholarships, campus life, housing, dining options, and other topics for a successful experience at UA Little Rock. You can find these videos at [ualr.edu/newstudents/video-resources](http://ualr.edu/newstudents/video-resources).

## Transfer Orientation Process

Although participation in orientation is not required for transfer students, it is free and will enable you to learn more about our university and processes. If you have not already done so, we encourage you to register for orientation at [ualr.edu/newstudents](http://ualr.edu/newstudents). While registering, you will complete a brief questionnaire to be used by your advisor to personalize your advising experience.

You will be contacted to make an appointment for a one-on-one advising session and ensure that you are able to register for classes. The person or office from which you can expect to hear from depends on your major and can be found at [ualr.edu/advising](http://ualr.edu/advising).

In the meantime, you can also access some additional materials to help you prepare for your advising appointment and learn about academics and technology. These materials are in Blackboard, the University of Arkansas at Little Rock's learning management system. Your homepage in Blackboard is also a dashboard through which you can access systems that you will use frequently, including the one you will use to register for classes.

The following series of short videos will guide you to the re-advising materials in Blackboard. Please view them in order:

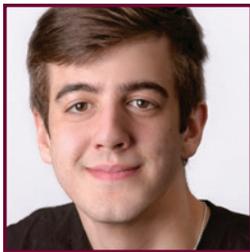
- Resetting your BOSS pin in order to log into BOSS
- Logging into BOSS to create a NetID for Blackboard
- Logging into Blackboard and accessing your pre-advising materials

Find these videos here: [ualr.edu/newstudents/transfer-students](http://ualr.edu/newstudents/transfer-students)

We also provide short videos and other opportunities to learn about degree programs, financial aid and scholarships, campus life, housing, dining options, and other topics for a successful experience at UA Little Rock. You can find these videos at [ualr.edu/newstudents/video-resources](http://ualr.edu/newstudents/video-resources).

If you have any questions, regarding advising, please visit [ualr.edu/advising](http://ualr.edu/advising) or call 501-569-3000.

# ORIENTATION LEADERS



**Jonathan Bailey**  
Business Information  
Systems, Junior

*The first thing you have to know is that online classes are not an easier way to learn. To successfully learn online, you need to put a good amount of time aside for your classes, make sure you're studying, and fully commit to your learning process, just like you would do for a regular course.*



**Miriam Battles**  
Journalism  
Senior

*The best online learning advice I can give is to not let your motivation for school die down. I know that being at home can become too comfortable, but try to stay on top of your assignments.*



**Jacqueline Brewer**  
Art Education  
Senior

*Always take notes! I find it helpful to use different colors to highlight important sections of my notes. Repetition is key. Write your notes while they are given and write them again to clean them up for better understanding. Also, if you don't understand something, ASK!*



**Khadijah Brown**  
Nursing  
Sophomore

*Keep a calendar in your phone for when your interactive classes start and which work is due when.*



**Kayla Dennis**  
Web Design &  
Development, Junior

*The best advice I have is to make sure that you know what you have to do. I make to-do lists each week in order to keep myself on track.*



**Briana Graham**  
Elementary Education  
Sophomore

*Online learning is not the easiest. Sometimes, you have to teach yourself to get a full understanding. Remember not to give up and never be afraid to ask questions when you do not understand.*



**Taylor Gulley**  
Nursing  
Junior

*Don't stay in bed! Get up and get dressed. You'll feel so much better and learn better, too!*



**Tashiba Harris**  
Civil Engineering  
Sophomore

*Never take on more than you can handle. Pace yourself, it's a marathon not a sprint. You have to set realistic goals for yourself.*



**Makira Hines**  
Speech Comm. &  
Disorders, Sophomore

*Be consistent, check your emails.*



**ThanhTuyen Le**  
Biology and Health Edu.  
& Promotion, Senior

*Make sure you are keeping up with all of the assignments and reach out for help if you need it.*



**John Martinez**  
Nursing  
Junior

*Keep an agenda or Google Calendar! Its so easy to forget, so stay organized!*



**Shalonda Michelle Nelson**  
Mass Communication &  
Marketing, Sophomore

*Make a doable schedule and take it day by day. Don't be so hard on yourself. Plan rewards for yourself when you complete projects or a certain amount of assignments. Keep in touch with your professors and check in with them by video and phone regularly.*



**Dylan Nguyen**  
Biology  
Junior

*Remember your due dates. Write them down and leave a note for yourself.*



**Magnolia Risley**  
Journalism  
Sophomore

*Make sure to keep a planner! And even if your class is online, wake up before it and act like you're getting ready for a normal day so you can stay focused and are less inclined to fall asleep!*



**Andre Roddy**  
Marketing  
Senior

*Communicate properly and engage in the conversation. Virtual learning is an experience that can be very useful in any job field.*



**Brooke Rogers**  
English  
Junior

*Make sure you stay organized! I put every assignment on my calendar which helps me stay on track. If you have a big assignment due make sure you give yourself enough time to work on it so you don't get stressed out trying to do it last minute.*



**Sylvia Shaw**  
Nursing  
Sophomore

*Use the resources given to you. Email your instructors, create fun study habits, and utilize the online learning platforms like quizlet. All these things will make online learning more enjoyable.*



**Mailee Xiong**  
Interdisciplinary Studies  
Junior

*Make sure you check your syllabus for due dates! These dates are really important in making sure you're successful in both online and in-person class.*



# MY CAMPUS RESOURCES



**CAMPUS LIVING — APPLY TODAY!**  
[ualr.edu/campusliving](http://ualr.edu/campusliving) | [campusliving@ualr.edu](mailto:campusliving@ualr.edu)

1. From [blackboard.ualr.edu](http://blackboard.ualr.edu) Quick Links
2. Select BOSS
3. Select Student Services
4. Select Housing
5. Select Academic Year Application

CAMPUS LIVING OPTIONS	WHO LIVES HERE?	ROOMS?	BED SIZE	KITCHEN	LAUNDRY
<b>West Hall</b> Pod style living perfect for getting the most out of your first-year experience	Freshmen	private	extra long twin	none	shared on each floor
<b>East Hall</b> Suite style rooms with kitchenette, two bedrooms, & bathroom	Freshmen and Upperclassmen	shared	extra long twin	kitchenette	shared on first floor
<b>Commons Apartments</b> Apartment style living with two and four bedroom options	Upperclassmen	private	full	complete	in each apartment
<b>University Village</b> Apartments with private bedrooms & private bathrooms for each resident	Upperclassmen	private with bath	full	complete	in each apartment

## WAYS TO CONNECT ON CAMPUS

### Multicultural Center

- Student Affairs Diversity Initiatives (mentorship & support programs)
- Diversity and Inclusion Programming and Training
- Cultural Observances & Programming

### Student Experience Center

- Fraternity/Sorority Life
- Leadership Development
- Campus Programs and Events
- Student Government Association
- UA Little Rock Forum Student Newspaper
- Registered Student Organizations
- Student Activities Board

**#1 MOST DIVERSE PUBLIC UNIVERSITY IN ARKANSAS! - ACCORDING TO NICHE.COM.**



# MY UA LITTLE ROCK CONTACTS

Have a question? Just email [ask@ualr.edu](mailto:ask@ualr.edu) or call 501-569-3000. Contact these offices too!

Admissions	501-569-3127	<a href="http://ualr.edu/admissions">ualr.edu/admissions</a>
Bookstore	501-569-3245	<a href="http://ualr.bncollege.com">ualr.bncollege.com</a>
Counseling Services	501-569-3185	<a href="http://ualr.edu/counseling">ualr.edu/counseling</a>
Disability Resource Center	501-569-3143	<a href="http://ualr.edu/disability">ualr.edu/disability</a>
Financial Aid	501-569-3035	<a href="http://ualr.edu/financialaid">ualr.edu/financialaid</a>
Health Services	501-569-3188	<a href="http://ualr.edu/health">ualr.edu/health</a>
Information Technology (IT) Services	501-916-3011	<a href="http://ualr.edu/itservices">ualr.edu/itservices</a>
Military Student Success Center	501-682-8387	<a href="http://ualr.edu/military">ualr.edu/military</a>
Public Safety	501-569-3400	<a href="http://ualr.edu/safety">ualr.edu/safety</a>
Records & Registration	501-569-3110	<a href="http://ualr.edu/records">ualr.edu/records</a>
Residential Life	501-661-1743	<a href="http://ualr.edu/housing">ualr.edu/housing</a>
Student Accounts	501-569-3450	<a href="http://ualr.edu/bursar/studentaccounts">ualr.edu/bursar/studentaccounts</a>
Student Experience	501-569-3308	<a href="http://ualr.edu/campuslife">ualr.edu/campuslife</a>
Testing Services	501-569-3198	<a href="http://ualr.edu/testing">ualr.edu/testing</a>
Transfer Student Services	501-682-1183	<a href="http://ualr.edu/transfer">ualr.edu/transfer</a>
TRiO Student Support Services	501-569-3052	<a href="http://ualr.edu/studentssupport">ualr.edu/studentssupport</a>
Trojan Academic Advising and Support Center	501-569-3386	<a href="http://ualr.at/getadvised">ualr.at/getadvised</a>
College of Business, Health, and Human Services	501-371-8009	<a href="http://ualr.edu/cbhhs">ualr.edu/cbhhs</a>
College of Humanities, Arts, Social Sciences, and Education	501-537-0784	<a href="http://ualr.edu/chasse">ualr.edu/chasse</a>
Donaghey College of Science, Technology, Engineering, and Mathematics	501-916-5217	<a href="http://ualr.edu/cstem">ualr.edu/cstem</a>
<b>OTHER HELPFUL NUMBERS</b>		
UA Little Rock 24/7 Public Safety Hotline	501-569-3400	
UA Little Rock Dean of Students	501-569-3328	
Pulaski County Health Unit	501-280-3100	
Rape Crisis Inc. 24-Hour Hotline	501-801-2700	
National Domestic Violence 24-Hour Hotline	800-799-7233	
Alcohol and Other Drug Information Hotline	800-729-6686	
Suicide Prevention Hotline	800-273-8255	
St. Vincent Infirmary/Medical Center	501-552-3000	
Baptist Medical Center	501-202-2300	
University of Arkansas for Medical Sciences Hospital (UAMS)	501-686-6333	



# GETTING STARTED

## ① My Trojan ID (T#)

1. Go to [boss.ualr.edu](http://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](http://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](http://boss.ualr.edu)
2. Select **Secure Login**
3. Enter **T# and PIN**
4. Select **Login**
5. Select **Personal Information** tab
6. Select **View System Accounts and Change Passwords** link
7. Locate **NetID, email address, and Active Directory** account names underneath "Account" column
8. **Write** these account names on this 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 Selected Accounts**

### MY ACCOUNTS

T# \_\_\_\_\_

NetID \_\_\_\_\_

Activity Directory \_\_\_\_\_

Now that you have your **NetID** and **Password**, you can open all UA Little Rock systems through **Blackboard Quick Links!**

## ④ My Quick Links

- Go to [blackboard.ualr.edu](http://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.

<b>Access your records</b>	Use <b>BOSS</b> to update personal information, change passwords, and view academic or employment records.
<b>Check your email</b>	Access G Suite apps like Gmail, Calendar, Drive, and Groups.
<b>Plan your degree</b>	Use Degree Works to learn which courses are required by your major and track your progress toward graduation!
<b>Search for classes</b>	Browse class schedules for current and upcoming semesters.
<b>Register for classes</b>	Plan the semester schedule that works best for you!
<b>Buy textbooks</b>	Visit our campus bookstore to find the materials you need for each class.
<b>Schedule an exam</b>	Use RegisterBlast to make an appointment with Testing Services for admission exams, certifications, and credit/placement tests.
<b>Find a career</b>	Discover the best internship or career with Handshake.

# MY UA LITTLE ROCK ACADEMIC ADVISOR

### To confirm your Academic Advisor:

1. From [blackboard.ualr.edu](http://blackboard.ualr.edu) Quick Links
2. Select **BOSS**
3. Select **Student Services** tab
4. Select **My Advisor** link
5. Select current **Semester**

*\*Please note, you may not yet have an assigned advisor.*

UA LITTLE ROCK BOSS

Personal Information Student Services Faculty Services

Search [ ] Go [ ] SITE MAP HELP EXIT

My Advisor

Molly P. McCord  
2019 Spring  
Feb 25, 2019 02:21 pm

Primary Advisor: Otis McCord  
Primary Advisor Type: Program Advisor  
Advisor email: oxmccord@ualr.edu

# 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 8 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](http://ualr.edu/catalogs/undergraduate-catalog)

## Degree Types

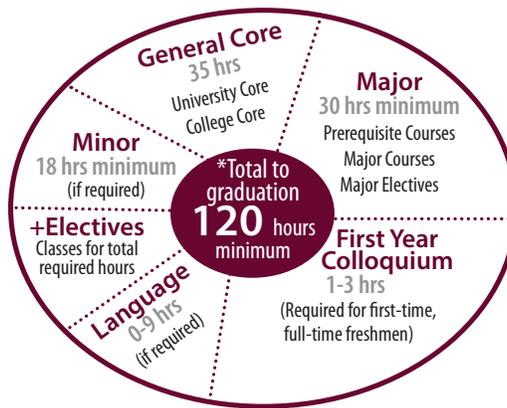
**Associate degree:** awarded for an undergraduate major generally lasting for two years of full-time study or at least 60 credit hours.

**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!

Classification	4-Year Graduation Solution					
	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	



## COLLEGE OF BUSINESS, HEALTH AND HUMAN SERVICES

- Accounting (BBA)**
- American Sign Language Studies (AS)**
- Business Analytics (BBA) (CP)**
- Business Information Systems (BBA)**
- Communication Sciences & Disorders (BS)**
- Criminal Justice (BA)**
- Economics (BBA)**
- Finance (BBA)**
- Health Education/Promotion (BS)**
- International Business (BBA)**
- Interpretation: American Sign Language/English (BA)**
- K-12 Health and Physical Education (BS)**
- Law Enforcement (AS)**
- Management (BBA)**
  - Management
  - Human Resource Management
  - Innovation and Entrepreneurship
- Marketing (BBA)**
  - General Marketing
  - Advertising/Public Relations
  - Professional Selling
- Nursing Completion Program (BSN)**
- Nursing (AAS)**
- Professional Sales (CP)**
- Professional Studies (BPS)**
  - Construction
  - Information Assurance
- Social Work (BSW)**

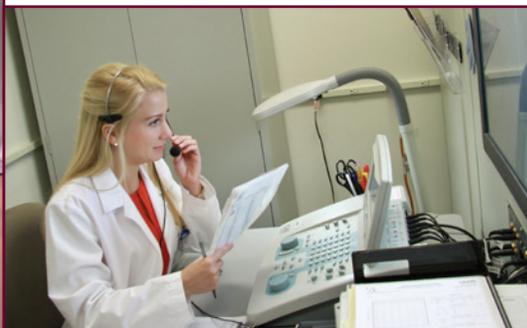
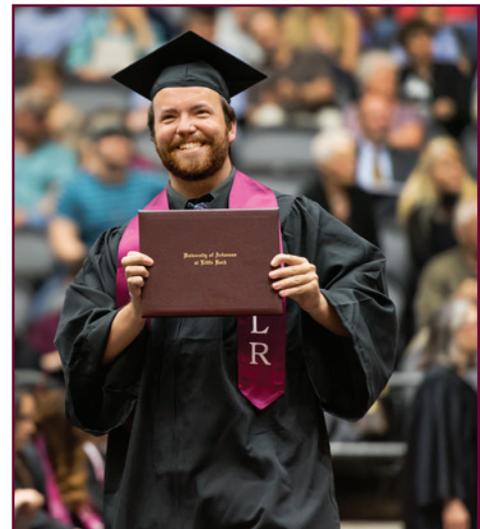
## COLLEGE OF HUMANITIES, ARTS, SOCIAL SCIENCES, AND EDUCATION

- Anthropology (BA)**
- Applied Communication Studies (BA)**
- Applied Science (BAS) Art (BA)**
  - Art Education
  - Art History
  - Studio Art
- Art (BFA)**
- Dance Performance (BFA)**
- Elementary Education (BSE)**
- English (BA)**
  - Creative Writing
  - Education
  - English
- General Education (AA)**
- Graphic Design (TC)**
- History (BA)**
  - History
  - Education Track: Social Sciences
- Interdisciplinary Studies (BA)**
- Mass Communication (BA)**
  - Journalism
  - Mass Media
  - Media Production and Design
  - Strategic Communication
- Middle Childhood Education (BSE)**
  - Language Arts
  - Math
  - Science
  - Social Studies
- Music (BA)**
  - Music
  - Music History
  - Music Theory
- Music Education (BM)**
- Performance (BM)**
- Philosophy (BA)**
- Photography (CP)**
- Political Science (BA)**
  - Political Science
  - Educational Licensure
- Professional & Technical Writing (BA)**

- Psychology (BA)**
- Sociology (BA)**
- Special Education K-12 (BSE)**
- Theatre Arts (BA)**
- World Languages (BA)**
  - French
  - French Education
  - Spanish
  - Spanish Education
- Workplace Spanish (CP)**

### **Associate of Arts of General Studies (AAGS)**

*The Associate of Arts of General Studies includes 2 + 2 tracks to prepare students for admission to the following programs at UAMS: Dental Hygiene, Medical Laboratory Science, Nuclear Medicine Imaging Sciences - Ophthalmic Sciences, and Respiratory Care*



# EMPHASIS AREAS, & SPECIAL CAREER TRACKS

## DONAGHEY COLLEGE OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

### **Biology (BS)**

- General Biology
- Ecology and Organismal Biology
- Molecular Biotechnology
- Secondary Education

### **Chemistry (BA) (BS)**

- Secondary Education

### **Civil and Construction Engineering (BS)**

### **Computer Programming (ACS)**

### **Computer Science (BS)**

- GAME Option

### **Construction Management (BS)**

### **Construction Science (AS)**

### **Electrical and Computer Systems Engineering (BS)**

### **Electronics and Computer Engineering Technology (AET)(BS)**

### **Geology (BS)**

- Environmental Geology

### **Information Science (BS)**

### **Mathematics (BA) (BS)**

- Secondary Education

### **Mechanical Systems Engineering (BS)**

### **Mechanical Engineering Technology (AET) (BS)**

### **Physics (BA) (BS)**

- Secondary Education

### **Web Design and Development (BA)**

*Pre-Medicine, Pre-Dentistry, Pre-Pharmacy, Pre-Veterinary, Pre-Physician Assistant, Pre-Physical Therapy, Pre-Occupational Therapy, Pre-Diagnostic Medical Sonography, and Health Information Management are not majors, but the college offers advising for these Pre-Professional and Allied Health career tracks.*

## TROJAN ACADEMIC ADVISING AND SUPPORT CENTER

Undecided Students

**For more information on academic advising,  
visit [ualr.edu/advising](http://ualr.edu/advising)**



# REGISTERING FOR MY COURSES USING SCHEDULE PLANNER

1

Go to Blackboard Quick Links ([blackboard.ualr.edu](http://blackboard.ualr.edu)), and sign in with your Net ID. Once you're there, click on "Register for Classes" to get started!

## Quick Links

BOSS  
Email  
Google Drive  
Google Calendar  
Class Search  
My Degree Plan  
Bookstore  
Register Fast  
Find a Career  
Register for Classes

## My Courses

## Download

## Tools

Announcements  
Calendar  
Tasks  
My Grades  
Send Email

2

Next, you'll be asked to select a campus. Please note that most students will be using "Main," which includes both online and in-person classes.

Once you've selected a campus, you'll need to select which parts of the term you'd like to take classes. For now, just select all parts of term, then save and continue.

3

Now you're going to look for the blue banner — this takes you directly to the courses your academic advisor has already pre-loaded for you.

## Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

Your My Student Educational Plan shows 4 courses for 2019 Spring, [click here](#) to load them into your course list.  
**Note:** Planned courses that are not offered for 2019 Spring are not included in the course count above and will not be loaded into your course list.

4

If your advisor did not recommend courses, select "Add Course" and select your subject from the drop-down menu. Otherwise, select these recommended courses, then click "add course" so you can check out potential schedules!

- 
- i** Applied Communication 1300 - Intro to Communication
- i** Mathematics 1302 - College Algebra
- i** Political Science 1310 - American Natl Govt
- i** Rhetoric And Writing 1312 - Composition II

< Back

+ Add Course

5

Now you'll click the "Generate Schedule" button to view your options. If there's too many options, you can always add a break, or use the lock button to set a particular class you'd like to keep.

## Generate Schedules

Generated 7 Schedules

- View 1 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-33L, CRJU-2300-04, MATH-1451-02
- View 2 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-35L, CRJU-2300-04, MATH-1451-02
- View 3 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-12L, CRJU-2300-04, MATH-1451-02
- View 4 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-33L, CRJU-2300-990, MATH-1451-02
- View 5 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-35L, CRJU-2300-990, MATH-1451-02
- View 6 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-12L, CRJU-2300-990, MATH-1451-02
- View 7 **i** Soccer Practice, CHEM-1402-10, CHEM-1402-13L, CRJU-2300-990, MATH-1451-02

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** Schedule 1 of 7

Status	Subject	Course	Section	Seats Available	Currently Waiting	Day(s) & Location(s)	Campus	Credits
Not Enrolled	CHEM	1402	10	55	0	MWF 10:00am - 10:50am 01/23/2019 - 05/13/2019 - FH 102	Main	4
Not Enrolled	CHEM	1402	33L	4	0	W 12:00pm - 2:50pm 01/23/2019 - 05/08/2019 - SCLB 280	Main	0
Not Enrolled	CRJU	2300	04	17	0	TTh 10:50am - 12:05pm 01/22/2019 - 05/14/2019 - RH 116	Main	3
Enrolled	MATH	1451	02	17	0	TTh 9:00am - 10:40am 01/22/2019 - 05/14/2019 - RH 311	Main	4

7

...then click "Register"...

## Shopping Cart

Register

Subject	Course	Component	Instructor	Day(s) & Location(s)
CHEM	1402	Lecture	Douglas, Marion S.	MWF 10:00am - 10:50am 01/23/2019 - 05/13/2019 - FH 102
CHEM	1402	Lab	Not Assigned	W 12:00pm - 2:50pm 01/23/2019 - 05/08/2019 - SCLB 280
CRJU	2300	Lecture	Turner, Kayla Marie	TTh 10:50am - 12:05pm 01/22/2019 - 05/14/2019 - RH 116

Week 2 (01/28/2019 - 02/04/2019)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
CHEM 1402																	
CHEM 1402																	
CRJU 2300																	

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...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

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

# QUICK FACTS ABOUT SCHEDULE PLANNER

The screenshot shows the UA Little Rock Schedule Planner interface. At the top, it displays the university logo and name. Below that, there are filters for Course Status (Open & Full w/Waitlist Open), Term (2019 Spring), Parts of Term (1 of 8 Selected), Campuses (1 of 4 Selected), and Instruction Modes (All Instruction Modes Selected). A yellow instruction box says: "Instructions: Add desired courses and breaks and click Generate Schedules button!".

The interface is divided into several sections:

- Courses:** Lists selected courses like CHEM 1402 (Gen Chem Chemistry 1) and CRJU 2300 (Intro Criminal Justice). Each course has an "Options" gear icon, an "Add Course" button, and a lock icon.
- Breaks:** Lists breaks like Soccer Practice (MWF - 8:00am to 9:45am) with an "Add Break" button.
- Current Schedule:** A table showing the current schedule with columns for Status, Subject, Course, Section, Component, and Day(s) & Location(s). One entry is shown: Enrolled, MATH, 1451, 02, Lecture, TTh 9:00am - 10:40am 01/22/2019 - 05/14/2019 - RH 311.
- Schedules:** A "Generate Schedules" button is located at the bottom left.

Callout boxes on the right provide additional information:

- "Need a break? You can add one here! You can also use it to narrow the selection of generated schedules." (points to the Add Break button)
- "If your course requires prerequisites, they will display here." (points to the Prerequisites link for CHEM 1402)
- "Found a course you like? You can use the lock to only view schedules with that course." (points to the lock icon for CHEM 1402)
- "If you want to remove a course, just click here." (points to the remove icon for CRJU 2300)
- "Use this button to view the possible schedules for your current settings. Too many options? Try adding a break or locking down a particular class." (points to the Generate Schedules button)

# RECORDS AND REGISTRATION: FREQUENTLY ASKED QUESTIONS

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

**A:** You can find all of our forms at [ualr.edu/records/forms](http://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
- Immunization requests
- Enrollment verification
- Dropping a class
- Request a duplicate diploma

**Q:** Where can I see the Academic Calendar?

**A:** You can view the academic calendar at [ualr.edu/records/calendar](http://ualr.edu/records/calendar). Once you're there, you can view 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:** Is there a hold that can keep me from dropping classes? Why can't I drop a course?

**A:** Once late registration is over for the term, you may notice that you are no longer allowed to adjust your schedule on your own — 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 first question — once you're there, just look under "After Classes Begin" for a link to the form, and sign in with your NetID. You can also find the form in BOSS, as "Drop/Withdrawal Request Form"

**Q:** I don't see my question here. Where can I get more information or assistance?

**A:** You can come see us in person in the Donaldson Student Services building, or use one of the following:

Phone: (501) 569-3110

Email: [records@ualr.edu](mailto: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 8.**
2. **Submit My Test Scores | Testing Services | [ualr.edu/testing](http://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](http://collegereadiness.collegeboard.org/sat/scores/getting-scores)
  - **AP** [apscore.org](http://apscore.org) | College Board 888-225-5427 | [apstudents@info.collegeboard.org](mailto:apstudents@info.collegeboard.org).
  - **CLEP** | [clep.collegeboard.org](http://clep.collegeboard.org)
  - **IB** | [ualr.at/ib](http://ualr.at/ib)  
Your advisor may suggest you take the Accuplacer Placement Test. Schedule your test ([ualr.at/exam](http://ualr.at/exam)).
3. **Register For My Classes | Records and Registration | [ualr.edu/records](http://ualr.edu/records) | 501-569-3110**  
You will register for classes through schedule planner after you have been advised. To create your preferred schedule, learn how at [ualr.at/scheduler](http://ualr.at/scheduler)
4. **Review My Financial Aid Checklist | Financial Aid | 501-569-3035**  
Apply for Financial Aid ([ualr.edu/financialaid](http://ualr.edu/financialaid)), Federal Aid (FAFSA.gov) school code 001101, UA Little Rock Aid ([ualr.academicworks.org](http://ualr.academicworks.org)), and State Aid for residents ([scholarships.adhe.edu](http://scholarships.adhe.edu)). Check your financial aid status ([boss.ualr.edu](http://boss.ualr.edu)).
5. **Pay My Bill | Bursar | 501-569-3450**  
View due dates ([ualr.edu/bursar/payments](http://ualr.edu/bursar/payments)). Check your account balance, pay, or set up payment(s) ([boss.ualr.edu](http://boss.ualr.edu)).
6. **Get My Trojan ID and Parking Permit | Public Safety Parking Permit | 501-569-8328**  
Both your Trojan ID (your student ID card) and parking permit 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](http://ualr.bncollege.com) | 501-569-3245**  
Take your schedule to the UA Little Rock Bookstore on the 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.

## 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.

In order to provide a FERPA waiver to allow someone access to your academic records, follow the directions in the Navigate Boss video in the Navigating Boss and the Academic Calendar module in your Blackboard Pre-Advising Short Course.

# MY FINANCIAL AID

1. From [blackboard.ualr.edu](https://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 ([ualr.edu/financialaid/policies-procedures/sap](https://ualr.edu/financialaid/policies-procedures/sap)).

# 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](https://ualr.edu/bursar/home/tuitionandfees))

## 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](https://ualr.edu/bursar/refunds)). To drop a class, see "Drop/Withdrawal from Class" ([ualr.edu/records/get-registered](https://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](https://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.

## CAMPUS MAP

### LEGEND

- Visitor Parking
- 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
KZ	Kappa Sigma
LIBR	Ottenheimer Library
LRNRC	Children International
NANO	Center for Integrative Nanotechnology Sciences
NURRS	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

1. Applied Arts
2. KIAR 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

