Registration and Enrollment

Registering Using MyCampus
Students may register online at MyCampus, or may register in person by visiting the Office of Enrollment Services. MyCampus will not allow students to register for courses if they have not met the prerequisite requirements. To register through the portal, students should complete the following steps:

1. Apply to the college first. All previously enrolled students must have met their financial responsibilities to the college. MyCampus will not allow students to register unless they have applied and been accepted to the college.
2. All students will receive an email with their SouthArk ID. Keep this email in a safe place and memorize your student id number. Students must present a photo identification in the Enrollment Services office to obtain their student ID number and password. No student IDs or passwords will be given over a phone, or in person, without proper identification. The only exception is for online students who do not live within 100 miles of SouthArk, and those students should expect to go through a lengthy verification process before student IDs will be given over the phone. A student ID card is issued from the Learning Center.
3. Access the college web site at www.southark.edu and click on MyCampus. Use the college catalog to identify the graduation requirements for their programs. Unofficial transcripts are available in MyCampus, and the graduation requirements are in the college catalog.
4. Access the master schedule on the web site. Confer with a student advising coach for assistance.

Changing a Schedule-Dropping and Adding Courses
Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth day of the semester. Courses that are dropped on or before the eleventh class day are not recorded on the student’s permanent record. After the eleventh day, students who drop from class will receive a grade of “W” unless previously administratively withdrawn because of excessive absences. The last day to drop a class is published in the academic calendar.

To change their schedules before the start of classes, students simply enter MyCampus and drop or add a course.

To add a course in person, on campus, the student must:

1. Complete an add/drop/withdrawal form;
2. Obtain the student advising coach’s signature;
3. Turn in the completed form to the Office of Enrollment Services;
4. Pay additional tuition or fees, if required.

To drop a course in person, on campus, after the start of classes, student must:

1. Complete an add/drop/withdrawal form;
2. Obtain the student advising coach’s signature;
3. Turn in the completed form to the Office of Enrollment Services;

Campus Technology
All first-time students are required to enroll and complete Campus Technology (1101), a non-credit course. Students are required to pay a fee of $15 in the Bookstore in order to enroll for the course. All new students are required to complete Campus Technology by the first class day.

Student Orientation
All first-time students enrolling in fall or spring semester classes are advised to attend an orientation session on campus conducted during convenient times. See the current semester course schedule for more
information. Orientation sessions for new and transfer students are held at the beginning of each semester to help students become acquainted with one another, become familiar with the campus, and meet college personnel. Students are given information about SouthArk to help them understand the college’s policies and procedures.

**Course Availability**

SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the academic calendar and in class schedules that are posted on the college’s website in advance of each term. Not all classes are offered every semester. Students should check the course descriptions section of the catalog to determine when courses are offered. The college reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.

**Student Advising Coaches**

The student advising coaches are committed to striving for excellence in service to our learning community by preparing students for a life of continual learning, adaptability, and individual fulfillment. The primary purpose of the department is to assist students in the development of meaningful educational plans. Students in all programs can seek academic advice by using advisor@southark.edu. Student advising coaches are available during their posted office hours and during registration, appointments are required.

Students will see a student advising coach specific to their degree program and area of study:

- General Studies, Liberal Arts, Performance and Media Arts, see Dr. John Spencer, SSC 254, 870-864-7141, jspencer@southark.edu.
- Education and Early Childhood Education, see Susan Spicher, WHT 237, 870-864-7184, sspicher@southark.edu
- Automotive Services Technology, Cosmetology, Criminal Justice, CNA, EMT-A, Phlebotomy, General Technology, Business, Computer Information Technology, see Heather Smith, SSC 255, 875-7233, hsmith@southark.edu.
- Occupational Therapy Assistant (OTA), see Cynthia Meyer, HSC 282, 864-7171, cmeyer@southark.edu
- All other Health Science see Gabriel Williams, Health Science Student Advising Coach, HSC 217, 870-875-7207.
- Industrial Technology-Mechatronics, Process Technology, Welding see Jarvis Henderson, MCG 139, 870-864-8470, JHenderson@southark.edu.
- Students with more than 45 credit hours who plan to transfer to a four-year institution see Tim Johnson, TEC 105, 870-864-8416, trjohnson@southark.edu.

Technical certificate-seeking students must demonstrate competency in communications and mathematics as listed with the certificate requirements in this catalog.

Non degree-seeking students may complete ten credits without meeting basic studies requirements; however, all departmental requirements, including basic studies and course prerequisites, must still be met. Non-degree-seeking students over 60 years of age are exempt from basic studies requirements but must meet prerequisites.

High school students taking college-level courses must submit appropriate test scores before enrolling in those courses.
Basic Studies Requirements
All students must demonstrate basic skills in writing, reading, and mathematics by attaining minimum placement test scores or passing appropriate courses. Degree-seeking students may meet basic studies requirements by doing the following:

1. Scoring 19 or above on the ACT English section, 45 or above on the ASSET writing skills, 80 or above on the COMPASS writing skills, or passing English II (0613) with a grade of “C” or better.
2. Scoring 19 or above on the ACT reading section, 43 or above on the ASSET reading skills, 83 or above on the COMPASS reading skills, or passing English II 0613 with a grade of “C” or better.
3. Scoring 19 or above on the ACT mathematics section, 39 or above on the ASSET intermediate algebra section, 41 or above on the COMPASS algebra mathematics section, section, or passing intermediate Algebra (0513) with a grade of “C” or better.

Basic Studies Courses
Scores from the COMPASS, ASSET, ACT, and SAT are used to determine whether a student must take basic studies courses.

1. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department.
2. In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.
3. Students are placed in basic studies courses if scores on the COMPASS, ASSET, ACT and/or SAT indicate a need for college preparatory work. The following courses are basic studies courses: English I and II, fundamentals of arithmetic, elementary algebra, and intermediate algebra.
4. Students who wish to improve their COMPASS placement scores may retake the COMPASS after waiting 24 hours, if they have not enrolled in basic studies courses.
5. The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

COURSE PLACEMENT AND TEST SCORES

<table>
<thead>
<tr>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Writing</td>
<td>Reading</td>
<td>Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>41 or below</td>
</tr>
<tr>
<td>14 or below</td>
<td>14 or below</td>
<td>35 or below</td>
<td>39 or below</td>
</tr>
<tr>
<td>15-16</td>
<td>15-18</td>
<td>36-40</td>
<td>42-60</td>
</tr>
<tr>
<td>17-18</td>
<td>19+</td>
<td>41-44</td>
<td>61-79</td>
</tr>
<tr>
<td>19+</td>
<td>19+</td>
<td>45+</td>
<td>80+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Scores</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>14 or below</td>
</tr>
<tr>
<td>15-16</td>
</tr>
<tr>
<td>17-18</td>
</tr>
<tr>
<td>19+</td>
</tr>
</tbody>
</table>
Students who place into BSTD 0613 English II have the option of taking the Nelson-Denny reading test to possibly place out of any reading course. (See Nelson-Denny reading chart below for score placements).

<table>
<thead>
<tr>
<th>Nelson-Denny Reading Scores</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1-13.0</td>
<td>BSTD 0613 English II</td>
</tr>
<tr>
<td>13.1+</td>
<td>Reading not required</td>
</tr>
</tbody>
</table>

Students must be enrolled in appropriate courses each semester until the above requirements are met. The student may drop one or more basic studies courses but must re-register for the dropped course(s) during the next semester of enrollment at SouthArk.

Students are encouraged to complete English I and II, and mathematics courses as required by their degree or certificate plan as early as possible.

Enrollment in basic studies courses is a condition of admission in accordance with state regulations and the policies of SouthArk. Students making a D, F, NC, W, or WE (see grade/grading policies in Academic Standards section of catalog) in any basic studies course will be placed on Basic Studies Hold and will be required to reenroll in basic studies courses at the next semester of enrollment and must continue to enroll in basic studies courses until all of the required basic studies have been successfully completed.

All first-time students are required to have SouthArk Success. This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses. Students needing only one developmental course are required to complete SouthArk Success (SAS 0101). Those students who need two or more basic studies courses are required to complete –SouthArk Success (SAS 0103).

In Act 971 of 2009, the Arkansas legislature requires all students exiting the Basic Studies program to take an approved state exam.

Students who are required to take basic studies courses as a pre-requisite will be limited in the number of other courses available. They should see or the course description section for further information about prerequisites.