

Distance Learning

SouthArk offers a variety of online classes through online delivery. Distance learning students share the same admissions standards as traditional students and must follow the same process for enrollment at SouthArk. All prospective distance learning students may apply for admission, register for classes, and pay tuition and fees during registration periods. Students who wish to register for online courses must consult with a student advising coach by contacting the Office of Enrollment Services at (870) 864-7142.

The following student support services are available for students at a distance:

- Students can fill out an application online and then mail, email or fax in all the supporting documents, shot records, test scores and other transcripts.
- Once students have been advised, they can either register themselves by [MyCampus](#), fax in their request, or scan and email, or Student Services staff will register them in the Student Center offices.
- All students can withdraw from classes by sending a fax to the Office of Enrollment Services, which will secure the necessary signatures, or scan and email with original signature.
- Students may access degree check lists on the website, and once they have completed them, can fax them to Enrollment Services for processing. Similarly, distance learning students may apply for financial aid and access other student services, such as the Virtual Career Center, on the college website, <http://www.southark.edu>; or may access additional Student Services information and policies via the Online Course Catalog at <http://www.southark.edu/index.php/course-catalog>.

Campus Technology Course Requirement

All first time SouthArk students are required to enroll in the Campus Technology preparatory course. This course provides an opportunity to practice using tools related to our institution's learning management system and other campus technologies essential for student success in technology-rich courses. All online students must pass the Campus Technology course. In order to pass Campus Technology you must receive a 90 percent or better on every unit assignment and exam. Online students who do not pass the Campus Technology course will not be allowed to enroll in online courses. Students are required to complete the Campus Technology course before the first official class day. The course may be completed from start to finish in less than three hours.

Test Proctoring for Online Courses

To maintain the integrity of the course and to prevent cheating, some online instructors may require students to take tests in a proctored environment. Students who live near El Dorado will be expected to take their tests in the Testing Center, where they will need to show a photo ID to receive their test materials and sign a form in which they state that they understand, and will abide by the testing policies. Students enrolled in online courses requiring proctored exams must make arrangements at the beginning of the semester with their instructors for off-campus testing.

A student who does not live close to campus and desires to test elsewhere must notify the instructor no later than two weeks after the first official class day so the instructor will have time to arrange for a proctored testing site near the student's home. Typically the instructor may choose a testing center on another college campus, at a public library, or in a high school computer lab or library. Students will need to show their SouthArk photo ID to the recruited proctor who will verify that the student did his or her own work and followed the testing procedures prescribed by the instructor. In some cases, the student may have to pay a proctoring fee to the institution where the test is taken. The proctor will sign a document similar to the sample below to certify that the student took his or her test under the prescribed conditions.

Online and Hybrid Course Attendance Policies

Faculty members at SouthArk expect students to participate in all instructional activities in the online and hybrid courses they take for credit.

Online Attendance Policy

Students must log in on the first day of class and submit a graded academic assignment (an assignment that counts toward the student's course grade) by the 11th day class during a regular semester or during the equivalent of the 11th class meeting during a compressed session (summer school classes, mini-mesters, etc.). Students who do not log in and submit such an assignment by the 11th day or its equivalent will be dropped from the course.

Student attendance in online courses will be defined as active participation, which will be characterized by the student's timely submission of graded academic assignments. A student is expected to complete all such assignments by the appropriate due date. Failure to submit three graded academic assignments may trigger an Excessive Absence Notice, a form that positions the instructor to drop students in breach of the policy if they do not improve their participation.

Hybrid Attendance Policy

Hybrid courses have classroom and online attendance requirements. Student attendance in hybrid courses will be defined as active participation, which will be characterized by attending class and the student's timely submission of graded academic assignments. Students enrolled in a hybrid course will meet with their instructor on the first day of the class. The syllabus should include the dates that students are required to be on campus. Failure to submit three graded academic assignments or missing three classes may trigger an excessive absence notice.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Instructors may further refine these requirements to fit a particular course. Such additional requirements should be clearly stated in the syllabus and should not contradict the letter or spirit of the college's policy as stated above.

Helpful Resources for Online Students

Aelearn Helpdesk: Students having any technical difficulties with Blackboard or other campus technology should contact the Aelearn Helpdesk. Go to <http://onlinecoursesupport.com/southark> to find information on how to send Aelearn Helpdesk an email 24 hours a day, 7 days a week, or call or chat with technical support Monday through Friday during the hours of 9 am to 9 pm.