

# Admission & Registration: 7 Easy Steps

## Admissions

- 1
  - Complete an online Application for Admission at [www.southark.edu](http://www.southark.edu).
  - Send official transcript(s) directly to Office of Admissions from your college or high school/GED attended.
  - Provide immunization records proving 2 MMR shots if born after January 1, 1957, to the Office of Admissions.
  - Submit placement test scores (Accuplacer, ACT, ASSET, COMPASS, SAT).

**Office of Admissions:** 870.864.7195, [admissions@southark.edu](mailto:admissions@southark.edu), 2<sup>nd</sup> floor, Conference Center, Student Services, 870.864.7137 (F)

## Placement Testing and Test Prep

- 2
  - Reading, English/writing, and math placement scores must be submitted.
  - Our placement exam is not timed, costs \$10, and takes approximately 2 hours to complete.
  - The Testing Center has test prep resources, including practice tests, skill-building websites, and tutoring.

**Testing Center:** 870.864.7196, [testing@southark.edu](mailto:testing@southark.edu), 2<sup>nd</sup> floor, Conference Center, Room 220

## Financial Aid

- 3
  - Students are **strongly** encouraged to complete the FAFSA (Free Application for Federal Student Aid).
  - Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) SouthArk's school code is 013858.
  - Financial aid programs include scholarships, loans, and student employment opportunities.

**Office of Financial Aid:** 870.864.7150, [finaid@southark.edu](mailto:finaid@southark.edu), 2<sup>nd</sup> floor, Conference Center, Student Services

## Advising, Registration, and Orientation

- 4
  - **Make an appointment** with your Advising Coach. See reverse side for contact information.
  - On-campus registration with an Advising Coach is **strongly** encouraged for first-year college students.
  - Attend New Student Orientation and complete the Campus Technology course; see your Advising Coach.

**Office of the Registrar:** 870.864.7142, [registrar@southark.edu](mailto:registrar@southark.edu), 2<sup>nd</sup> floor, Conference Center, Student Services

**Advising and Career Services:** 870.864.8421, [advisor@southark.edu](mailto:advisor@southark.edu), 2<sup>nd</sup> floor, Conference Center, Student Services

## Student ID and Parking Decal

- 5
  - All students are required to have a SouthArk photo ID.
  - A FREE student ID and lanyard are provided to all new students.
  - Parking decals and student ID's are available in the Testing Center.

**Testing Center:** 870.864.7196, [testing@southark.edu](mailto:testing@southark.edu), 2<sup>nd</sup> floor, Conference Center, Room 220

## Tuition and Fees

- 6
  - All tuition and fees must be paid by the payment deadline or all courses will be dropped.
  - Out-of-state tuition waiver form can be found at [form.jotform.com/61015795019960](http://form.jotform.com/61015795019960)
  - Payments can be made in the Bookstore or through a payment plan on MyCampus ([www.southark.edu](http://www.southark.edu)).
  - The student ID number is sent to the email address provided on the application.
  - See reverse side for username and password information.

**College Bookstore:** 870.864.7163, [bookstore@southark.edu](mailto:bookstore@southark.edu), 1<sup>st</sup> floor, Conference Center

## Textbooks and Classes

- 7
  - Bring printed schedule to the Bookstore to receive all required textbooks and materials.
  - Retain all receipts in case purchased items need to be exchanged or returned.
  - Visit all on-campus classrooms prior to the first day of classes to become familiar with their locations.

**College Bookstore:** 870.864.7163, [bookstore@southark.edu](mailto:bookstore@southark.edu), 1<sup>st</sup> floor, Conference Center

# Student Advising Coaches

## **Associate of Arts/General Studies, Transfer, and Entertainment and Media Arts**

Ms. Kimberly Moore, 870.864.7141, [kmoore@southark.edu](mailto:kmoore@southark.edu)  
Student Services, Room 259, Conference Center, West Campus

## **Automotive, Business, Culinary Arts, Criminal Justice, General Technology, Mechatronics, Process Technology, and Welding**

Ms. Sarah E. Johnson, 870.875.7233, [sejohnson@southark.edu](mailto:sejohnson@southark.edu)  
Student Services, Room 255, Conference Center, West Campus

## **Career Pathways, Radiologic Technology, Surgical Technology, and Student Athletes**

Ms. Kathy Reaves, 870.864.8458, [kreaves@southark.edu](mailto:kreaves@southark.edu)  
Student Services, Room 253, Conference Center, West Campus

## **Computer Information Technology**

Ms. Roslyn Turner, 870.864.7170, [rturner@southark.edu](mailto:rturner@southark.edu)  
Computer Technology Building, Room 124, West Campus  
Ms. Vicki Badgley, 870.864.8400, [vbadgley@southark.edu](mailto:vbadgley@southark.edu)  
Computer Technology Building, Room 125, West Campus

## **Concurrent Credit**

Ms. Alejandra Muñoz, 870.864.8416, [amunoz@southark.edu](mailto:amunoz@southark.edu)  
Student Services, Room 241, Conference Center, West Campus

## **Early Childhood and Education Students**

Ms. Susan Spicher, 870.864.7184, [sspicher@southark.edu](mailto:sspicher@southark.edu)  
Whitfield Classroom Building, Room 237, West Campus

## **Health Science Programs: Nursing, Physical Therapist Assistant, Emergency Medical Technician, Paramedic, Medical Coding, and Phlebotomy**

Mr. Vincent Dawson, 870.875.7207, [vdawson@southark.edu](mailto:vdawson@southark.edu)  
Student Services, Room 254, Conference Center, West Campus

## **Occupational Therapy Assistant Students**

Ms. Cynthia Meyer, 870.864.7171, [cmeyer@southark.edu](mailto:cmeyer@southark.edu)  
Health Science Center, Room 284, West Campus

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## **MyCampus, Blackboard, and Email Log In Information**

Username: First 3 letters of first name, First 3 letters of last name, Last 4 digits of student ID number

Password: SA\* then the complete new student ID | Example: SA\*77700000