

Registration and Enrollment

Registering Using MyCampus

Students may register online at [MyCampus](#) on the College website, 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 pre-requisite requirements. To register through the portal, students should complete the following steps:

1. First, apply to the college. 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 then receive an email with their SouthArk ID number. **Keep this email in a safe place and memorize your student ID number.** Students must present a photo identification to Enrollment Services to obtain their student ID number and password. No student ID numbers or passwords will be given over a phone, or in person, without proper photo identification. The only exception is for online students who do not live within 100 miles of SouthArk. Those students should expect to go through a lengthy verification process before student ID numbers will be given over the phone. Student ID cards are issued from the [Testing and Learning Center](#).
3. Access the college's website at www.southark.edu and click on [MyCampus](#). Unofficial transcripts are available in [MyCampus](#). All graduation requirements are in the college's catalog, which is available on the college's website.
4. Access the master schedule on the college's website. 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 After the eleventh day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences.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](#), which is located on the college's website.

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, and
4. Pay additional tuition or fees, if required.

To drop a course in person, on campus, after the start of classes, 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, and
4. Retain a student copy for future reference.

Campus Technology

All first-time students are required to enroll and complete Campus Technology (SAS 1101), which is 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 the Campus Technology course before the 11th day of class.

New Student Orientation

All first-time students enrolling in either fall or spring semester classes are required to attend an orientation session on campus. See the current semester course schedule for more information. Course schedules can be found on the college's website. New student orientation sessions are geared for new and transfer students and are held prior to the beginning of each semester. These orientations are designed 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 Student Advising Coaches 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:

- Heather Smith, ECC 255, 870-875-7233, hsmith@southark.edu

Education and Early Childhood Education:

- Susan Spicher, WHI 237, 870-864-7184, sspicher@southark.edu

Automotive Services Technology, Cosmetology, Criminal Justice, General Technology, Business, Industrial Technology-Mechatronics, Process Technology, and Welding:

- Heather Smith, ECC 255, 870-875-7233, hsmith@southark.edu

Computer Information Technology:

- Cathy Harrell, TEC 107, 870-864-8479, charrell@southark.edu

Occupational Therapy Assistant:

- Cynthia Meyer, HSC 284, 870-864-7171, cmeyer@southark.edu

All other Health Science programs:

- Tracy Yacobellis, ECC 259, 870-875-7207, tyacobellis@southark.edu

Students with more than 45 credit hours who plan to transfer to a four-year institution:

- Tim Johnson, ECC 241, 870-864-8416, trjohnson@southark.edu

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

Non degree-seeking students may complete ten (10) credits without meeting basic studies requirements; however, all departmental requirements, including basic studies and course pre-requisites, still must be met. Non-degree-seeking students over 60 years of age are exempt from basic studies requirements but must meet pre-requisites.

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 by 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, 83 or above on the Accuplacer sentence 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, 78 or above on the Accuplacer 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, 78 or above on the Accuplacer elementary algebra section, or passing intermediate Algebra (0513) with a grade of "C" or better.

Basic Studies Courses

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

In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The COMPASS, Accuplacer, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics. Students are placed in basic studies courses if scores on these placement 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. Students who wish to improve their COMPASS or Accuplacer placement scores may retake the exam after waiting 24 hours, if they have not enrolled in basic studies courses. The college will accept ASSET, Accuplacer, and 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

2017 - 2018												
ACT			ASSET			COMPASS			Accuplacer			Course Placement
English	+	Reading	Writing	+	Reading	Writing	+	Reading	Sentence Skills	+	Reading	
14 or below	AND	14 or below	35 or below	AND	38 or below	41 or below	AND	50 or below	60 or below	AND	52 or below	English I
15 - 16		15 - 18	36 - 40		39 - 40	42 - 60		51 - 66	61 - 72		53 - 69	English II
17 - 18		19+	41 - 44		41 - 42	61 - 79		67 - 82	73 - 82		70 - 77	Composition I with Lab
19+		19+	45+		43+	80+		83+	83+		78+	Composition I
Mathematics		Intermediate Algebra		Algebra		Elementary Algebra						
16 or below		33 or below		25 or below		49 or below		Elementary Algebra				
17 - 18		34 - 38		26 - 40		50 - 77		Intermediate Algebra or Tech Math				
19+		39+		41+		78+		College Algebra				

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, as well as any 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. These students must continue to enroll in Basic Studies courses until all the required Basic Studies courses have been successfully completed.

All first-time students are required to have a SouthArk Success course. This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses. Students needing only one (1) developmental course are required to complete SouthArk Success (SAS 0101). Those students who need two (2) 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 end-of-course state-approved exam. Students who are required to take Basic Studies courses as a pre-requisite will be limited in the number of other courses available. These students should see the course description section of the college’s catalog for further information about Pre-requisites.