Welcome to the concurrent credit program at South Arkansas Community College! With your enrollment in this program, you have access to the resources and labs that are provided with college enrollment.

**SouthArk Resources**

**Accommodations**
Students needing disability support services, including accommodations such as extended test time, must contact SouthArk’s Disability Support Services office prior to the first day of class: 870.875.7235 or disabilitysupport@southark.edu

**Advising**
Alejandra Muñoz, Early College Coordinator – 870.864.8416 or amunoz@southark.edu

**Distance Learning/ Blackboard**
Benjamin Cagle, Office ADM 106 – 870.864.8467 or bcagle@southark.edu
Dr. Justin Geurin, Office ADM 106B – 870.875.7252 or jgeurin@southark.edu

**Log-in Information**
To log in to your Blackboard, E-mail & MyCampus:
Username: first three letters of your first name, first three letters of your last name, and the last four digits of your student ID number. Example: jandoe8416
Password: SA*followed by your complete student ID number. Example: SA*777999999

**Microsoft Office 365**
With enrollment to SouthArk, you will be granted access to Microsoft Office 365. This is a cloud-based system that is home to your student email account, Microsoft Word, Excel, and other products needed for the semester.

**SouthArk Bookstore**
870.864.7163 or bookstore@southark.edu
https://bookstore.southark.edu/

**SouthArk Library**
870.864.7115 or librarystaff@southark.edu
https://southark.libguides.com/homepage

**Testing**
Only essential testing is allowed. Those using the testing center must make an appointment.
SouthArk’s Testing Center, Room 211 in the El Dorado Conference – 870.864.7196 or testing@southark.edu
Monday through Thursday from 7:30 a.m. to 8:00 p.m.
Friday from 7:30 a.m. to noon

**Tutoring**
Phone, e-mail, and virtual tutoring will be the primary source of tutoring. If virtual tutoring cannot be accomplished, in-person tutoring may be accomplished by appointment only.
SouthArk’s Learning Center, Room 108 in the Thomas Administration Building – 870.875.7295 or tutoring@southark.edu
Monday through Thursday from 7:30 a.m. to 8:00 p.m.; Friday from 7:30 a.m. to noon; Saturday from 10:00 a.m. to 2:00 p.m.

**Policies and Procedures**
You also will be required as a SouthArk student to follow the College’s policies and procedures, as listed on the back of this page. Note that these policies are general and campus wide. Your instructor may have more specific policies relevant to the course or your high school that will be listed on the course syllabus.
Blackboard
Blackboard is SouthArk’s Learning Management System where all of your class information and work will be found, including information for in-class courses. Your semester syllabus, instructor contact information, semester schedule, and other important documents are housed in Blackboard, and often your coursework as well. You can access Blackboard through SouthArk’s website or at the following link: https://blackboard.southark.edu/webapps/login/.

Course Syllabus
The course syllabus is prepared by your instructor and communicates information about the course, assignment schedule, expectations, and deadlines. Students are expected to meet deadlines without prompting from the instructor.

Class Attendance Policy
Students are expected to attend all concurrent classes in which they are enrolled in person or virtually, even when the high school campus may be closed and SouthArk remains open.

If a student is absent from a class session, it is the student’s responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. This includes missed classes due to sickness, planned events, sports or other school related functions. Please remember that vacations are not excused absences. Always meet with your instructor as soon as possible when absences occur, either in person, by email or by phone.

Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of “WE” if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Note: Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences.

Regular Semester
 Courses which meet once a week ........................................................................... 2 absences
 Courses that meet twice per week ........................................................................ 3 absences
 Courses that meet four times per week ................................................................. 5 absences

Health & Safety
Students attending in-person classes are expected to follow all procedures set forth by the College as well as Center for Disease Control guidelines. Instructors will review in-person class safety procedures on the first day of class. Students who enroll late are expected to contact their instructor and watch the associated videos prior to attending class. Should your high school or the College revert to online instruction only, students are expected to continue to attend class virtually and complete assignments on time. Additionally, if you have to quarantine, you will be able to attend class virtually.

Meetings Outside the Classroom
Some instructors may require virtual meetings outside of the classroom, either by Blackboard Collaborate or Microsoft Teams. These may be counted as part of the total absences for class. Always follow class rules according to the syllabus or directions from the instructor.

SouthArk Email
You will need to check your SouthArk email at least three times a week, if not daily. To access your student email, visit SouthArk’s website (southark.edu) and click on Student Email at the bottom of the screen or through the instructor’s link in Blackboard, if available.

Questions? For questions concerning coursework, start times, class locations, transcript requests, campus or course policies, or any other college material, contact your instructor or Alejandra Muñoz at 870.864.8416 or earlycollegestart@southark.edu.