South Arkansas Community College

Student’s Guide for Concurrent Enrollment

1-800-955-2289

www.southark.edu
Concurrent Enrollment

Concurrent Enrollment refers to high school students completing college-level courses on their high school campuses. When students complete each course with an acceptable grade, they earn college credit and also satisfy high school graduation requirements.

Admissions Requirements

- Complete a SouthArk application for admission and an ECS-Registration form.
- Submit a copy of your high school transcripts, immunization records, and ACT scores* to SouthArk.
- Pay the class registration fee (if applicable).

*If ACT scores are not available or if you do not have sufficient ACT scores required for class admittance, the COMPASS test may be taken at SouthArk.

Who’s Eligible?

Eligible students are those who have successfully completed the eighth grade and are enrolled in an accredited public or private secondary school or home school. The Concurrent Enrollment program is not an open admissions program and students will be accepted provided they meet the standard admission and score requirements.

Benefits of Participation

Students are able to enhance their high school education and accelerate their postsecondary education by participating in the Concurrent Enrollment Program at SouthArk. Because these are college courses, the program prepares the student for what to expect once they graduate and enter college. By participation in the program, students are able to take these college level courses at a reduced cost while also working toward high school graduation. This helps to decrease the overall time, post high school graduation, spent working toward a bachelor’s degree.

What does it cost?

SouthArk’s concurrent courses cost $50 per credit hour ($150 per 3 credit hour course or $200 per four credit hour course). This only applies to courses offered during the regular school year. Students are charged regular tuition and fees for summer courses unless otherwise noted. Some school districts may opt to pay a portion or the entire fee. Students are to check with school personnel to determine how the responsibility will be divided.
## AHECB Score Requirements

### Number of Test Scores Required

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Math Score Required</th>
<th>English Score Required</th>
<th>Reading Score Required</th>
<th>Total Test Scores Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any General Education Math Course (defined as CIP 27.0101 or 27.0102 and having Academic Type = 1 or Course Level = 7/8)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Any General Education English Course (defined as CIP 23.1301 or 23.1304 and having Academic Type = 1 or Course Level 7/8)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Any General Education Course (not Math or English and having Academic Type = 1 or Course Level = 7/8)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>CTE Course (Academic Type = 2 or Course Level = 9)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>0</td>
</tr>
</tbody>
</table>

### Concurrent High School Students

**High School Students (student level = 13 or enroll status = 13)**

<table>
<thead>
<tr>
<th>Course Levels 7 &amp; 8</th>
<th>Math (defined as 27.0101 and 27.0102)</th>
<th>English (defined as 23.1301 and 23.1304)</th>
<th>Reading (defined as NOT 23.1301, 23.1304, 27.0101, and 27.0102)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>19</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>SAT</td>
<td>460</td>
<td>450</td>
<td>470</td>
</tr>
<tr>
<td>Asset</td>
<td>39</td>
<td>45</td>
<td>43</td>
</tr>
<tr>
<td>Compass</td>
<td>41</td>
<td>80</td>
<td>83</td>
</tr>
<tr>
<td>Explore</td>
<td>15</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Plan</td>
<td>17</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>PSAT</td>
<td>46</td>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>

**NOTE:** Ignore Academic Type for course levels 7-9 as course levels 7/8 are defined as general education and course level 9 is defined as career technical education.

### Dual Enrolled High School Students

**High School Students (student level = 13 or enroll status = 13) and Academic Type = 1**

<table>
<thead>
<tr>
<th>Course Levels 1 &amp; 2 (not 0, 7, 8, or 9)</th>
<th>Math (defined as 27.0101 and 27.0102)</th>
<th>English (defined as 23.1301 and 23.1304)</th>
<th>Reading (defined as NOT 23.1301, 23.1304, 27.0101, and 27.0102)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>19</td>
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<td>Explore</td>
<td>15</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Plan</td>
<td>17</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>PSAT</td>
<td>46</td>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>
SouthArk Attendance Policies:

**Class Attendance Policy** Students are expected to attend all classes in which they are enrolled. 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 makeup work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted as excessive absences. Students not attending the entire class period may be counted absent for that period.

An instructor may drop students with a grade of "F" or "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 non-attendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

**Regular Semester**
Courses that meet three times per week ........................................ 4 absences
Courses that meet four times per week ........................................ 5 absences
Courses that meet five times per week ....................................... 6 absences

**Scheduled Absences:**
Scheduled absences are those that occur because of school-related activities or as a result of summons to jury duty or military duty. Classes missed as the result of scheduled absences will not be counted as excessive absences. Makeup work for scheduled absences will be at the discretion of the instructor.

**Withdrawal for Excessive Absences:**
Instructors initiate a withdrawal from SouthArk for excessive absences by notifying the appropriate Division Chair that a student has excessive absences in a class. The Division Chair notifies that student of the consequences of not attending class and urges him/her to contact his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor may notify the Registrar that the student is to be withdrawn from the class because of excessive absences and is to be assigned a grade of “WE” in accordance with South Arkansas Community College's attendance policy. The instructor may not readmit students to the SouthArk course who have been dropped because of excessive absences.

**Academic Honesty Policy:**
Students enrolled at South Arkansas Community College are expected at all times to uphold standards of honesty. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

**Cheating** is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering and/or soliciting information on a quiz, test or examination.

**Plagiarism** is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

1. The student will receive a penalty of no less than a zero on the work in question.
2. The instructor will submit a written report of the incident to the VPAA/SS.
3. The VPAA/SS will determine whether further disciplinary action will be taken.
Academic Appeals

Students have the right to seek relief from those decisions that adversely affect their academic standing, such as admission to and continuance in programs, grades, and actions relating to cheating or plagiarism. When students believe they have been treated unfairly, the following procedures will provide redress of their complaint or grievances:

**Step 1:** Within 10 days of the alleged incident, the student discusses the problem with his/her instructor, academic advisor, or program director. If the problem is not resolved, then:

**Step 2:** Within 10 days, the student must discuss the problem with the division dean, who will explore the issue with the persons involved and seek a satisfactory solution. If the student is not satisfied with the solution proposed by the division chairperson, then:

**Step 3:** Within five working days of the discussion with the division dean, the student must present, in writing, a complaint to the office of the Vice President for Learning (VPL). This complaint must include the specific grievance and specific remedies sought. The VPL has five working days to respond in writing to the student. The VPL shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPL, then:

**Step 4:** The student may request a formal hearing before the Academic Hearing Committee, a sub-committee of the Academic Standards Committee. This committee shall consist of three faculty members from the Academic Standards Committee and two students.

Academic Standing/Grade Point Average

The grade point average (GPA) is used to determine a student’s academic standing. The GPA is computed by multiplying the number of grade points earned by the number of hours of credit earned in each course and then adding the grade points received in all courses and dividing by the total number of semester hours attempted.

Grades/Grading Policies

SouthArk uses the following grades:

<table>
<thead>
<tr>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A..................indicates excellent work</td>
</tr>
<tr>
<td>B........................indicates good work</td>
</tr>
<tr>
<td>C........................indicates satisfactory work</td>
</tr>
<tr>
<td>D*........................indicates minimum passing work</td>
</tr>
<tr>
<td>F........................indicates failing work</td>
</tr>
<tr>
<td>I........................indicates incomplete work</td>
</tr>
<tr>
<td>W........................indicates a withdrawal</td>
</tr>
<tr>
<td>AU........................indicates audit</td>
</tr>
<tr>
<td>WE ........ indicates administrative withdrawal for excessive absences</td>
</tr>
<tr>
<td>NC.................. indicates need to reenroll in a Basic Studies course</td>
</tr>
</tbody>
</table>
*Does not apply to basic studies courses. For information concerning basic studies requirements, see the “Basic Studies Requirements” section. An “I” (incomplete) grade may be requested by the student but will be given at the discretion of the instructor. The “I” must be removed within the time allotted by the instructor and by the end of the next long academic term or the grade is changed to “F.”

A “W” (withdrawal) grade indicates a student officially withdrew prior to the end of the scheduled drop period.

An “AU” (audit) indicates the student audited the class. Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit. Students generally audit courses for self-enrichment, for a refresher of a previously completed course, or for preview of a course before taking it for credit. Audit students may enroll on a space-available basis after the completion of regular credit registration. Students who wish to audit a course must declare their intentions at the time of registration.

Students may change from audit-to-credit or credit-to-audit status through the 11th class day of the fall and spring semesters and through the 5th class day of any summer term. Audit students who do not meet attendance requirements may be dropped with a grade of “W.”

Grades of “W” and “AU” are not included in the computation of the grade point average. Grades in basic studies courses that begin with a “0” prefix will not be calculated in determining the grade point average. Hours earned in these courses will be listed in the semester totals for each semester, but will not be recorded or counted in the cumulative totals for hours earned at the college.

A “WE” grade indicates a student was administratively withdrawn from class because of excessive absences. A “WE” will be calculated as an “F.” The assignment of a “WE” grade is the prerogative of the instructor.

The grade of “NC” may be given by an instructor in a basic studies course if the instructor determines that the student needs more time to complete the course, but that progress toward that end is being made. This grade is not computed in the cumulative grade point average, and requires that the course be taken again.

**Transcripts**

Students can view their transcript on-line utilizing Campus Connect at the end of each regular semester and summer session. Official Transcripts can be obtained in person through the Student Services office or by sending a transcript request form to 864-7137 or to P.O. Box 7010 – El Dorado, AR 71731-7010.
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 during the week preceding final exams. The specific date for each term is published in the academic calendar.

If your schedule is changed on the high school campus, you must still officially drop the course on SouthArk’s campus so that you are not given an “F” on your college transcript. This is your responsibility to officially drop the class through SouthArk!

To add a course in person, the student must:
1. Visit SouthArk’s Admissions Office located on the 2nd floor of the Convention Center.
2. Complete an add/drop/withdrawal form
3. Obtain the faculty’s and advisor’s signature
4. Turn in the completed form to SouthArk’s Admissions Office
5. Pay additional tuition or fees, if required

To drop a course in person after the start of classes, the student must:
1. Visit SouthArk’s Admissions Office located on the 2nd floor of the Convention Center.
2. Complete an add/drop/withdrawal form
3. Obtain the instructor’s signature (after 11th class day)
4. Obtain the SouthArk advisor’s signature
5. Obtain the SouthArk Financial Aid Officer’s signature
6. Obtain the SouthArk Business Officer’s signature and pay drop fee, if applicable
7. Turn in the completed form to SouthArk’s Admissions Office

Syllabus
A syllabus is the outline of the subjects in the course. The syllabus contains course information, faculty contact information, textbook/supplemental materials required, important dates, information to be covered in the course, and other important information.

A syllabus is typically distributed at the first or second class meeting so each student will know course requirements and the requirements for being successful in the class. Each course will have a different syllabus outlining course requirements. Our Master Syllabi can be found at http://www.southark.edu/student-services-college-transition.

ACTS
Most colleges and universities accept transfer credits from SouthArk; however, the acceptance of transfer credit is the prerogative of the receiving institution. Students should obtain assurances in advance from the institution to which they wish to transfer.

Students may link to the Arkansas Course Transfer System (ACTS) at http://acts.adhe.edu/studenttransfer.aspx to obtain information about the transferability of courses within Arkansas public colleges and universities.
SouthArk Resources:

As a concurrent student at SouthArk, you have access to all the resources as a full-time college student. These include the following:

Library Media Center The Library Media Center (LMC) provides a broad range of services to support student learning for all programs and is available to both students and the general public. The LMC offers all the traditional library services and has nearly 22,000 volumes in its general collection and nearly 1,000 multimedia items. The LMC has access to periodicals in electronic, microfiche, and hardcopy formats. Students have access to viewing/listening rooms in order that they take advantage of the audio visual collection. The LMC offers an online public access catalog, online searching, several CD-ROM databases, interlibrary loans, study areas, and a career exploration placement program. Library cards are issued to students and community patrons. The library card serves as the student ID card and can be validated as current with the ID sticker issued in the Bookstore. Books are loaned for a fourteen-day period and may be renewed twice, either by phone or at the circulation desk. When materials are overdue, the LMC is authorized to assess and collect fines of 10 cents per day. When materials are nine weeks past due, there will be a presumption that the materials are lost and the library patron will be charged the original cost of the library materials plus a processing fee of $10. Library privileges will be suspended, transcripts withheld, and future registrations blocked for those with unpaid library fines and for those who have not paid for lost library materials.

The Library Media Center is a member of the American Library Association and the Arkansas Library Association. The LMC supports the ALA’s Library Bill of Rights and Intellectual Freedom Manual.

Location: West Campus

Fall and Spring Semesters Hours: Monday – Thursday 7:30 a.m. to 8:00 p.m.; Friday 7:30 a.m. to 12:00 noon.; Sunday 1:00 p.m. to 5:00 p.m.; Holiday hours will vary

Summer Semester Hours: Monday – Thursday 8:00 a.m. to 6:00 p.m.

TUTORING:

The Testing and Learning Center (TLC) is a comprehensive learning laboratory that emphasizes student excellence. Located in the SouthArk Student Center (2nd floor of the Convention Center), TLC houses 45 computers that provide access to many campus networked programs, including Skills Tutor that provides self-paced instructions, spanning a broad range of subject areas, including reading, writing, and math.

TLC also offers free one-on-one tutoring in all academic areas, including all levels of math through college algebra. TLC tutors are also capable of assisting students with many in-house software programs. Tutoring is available for SouthArk classes only.

The Learning Center is open six days a week while fall and spring semesters are in session. Holidays hours will vary.

Fall and Spring semesters: Monday – Thursday 8:00 a.m. to 8:00 p.m.; Friday 8:00 a.m. to noon; Saturday 10:00 a.m. to 2:00 p.m.

Summer Semesters: Monday – Thursday 8:00 a.m. to 6:00 p.m.; Friday 8:00 a.m. to noon
How to Access SouthArk’s Student Email:

- Open SouthArk’s website at www.southark.edu.
- Click the email button in the top right corner of the page.
- Username: your first 3 letter of your first name, first 3 letters of your last name and the last four digits of your student i.d. number (the first part of your email address)
- Password: your date of birth and your initials in all CAPS
  example: 01251989AB

*Remember, you must be currently enrolled as a SouthArk student in order to have access to a SouthArk email account.*

If you have problems opening your email account, contact SouthArk’s IT Department at 870.864.7120 or workorder@southark.edu.

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To Access Library Databases:

- Use this link http://southark.libguides.com/homepage or
- From the SouthArk webpage, click Library.
- At the library homepage, click A-Z Databases & Internet Resources.
- At the database screen, click to login to the databases if you are off campus.
- Log in to the off-campus databases using your SouthArk ID card.

*Remember, you must first visit SouthArk’s library and be issued a library card before you can log in to the library databases off campus.*

If you have problems logging onto SouthArk’s library databases, contact Library Staff at 870.864.7115 or Library Staff@southark.edu.
**EARLY COLLEGE START**

**ECS, TRANSCRIPT REQUEST, & REGISTRATION FORM**

**Concurrent Credit Approval**

See REVERSE side before completing this form!

**IMPORTANT:** Students may register only for courses listed on this form and approved by a high school counselor and SouthArk advisor. The high school determines whether SouthArk courses may be used for high school graduation credit.

**Student Section**

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Date Submitted</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security or SouthArk Student ID Number</th>
<th>Date of Birth</th>
<th>Phone Number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School/Home School Name</th>
<th>Classification (Sophomore, Junior, Senior)</th>
<th>Expected High School Graduation Month and Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

☐ Check here if you are not a U.S. citizen.

**SouthArk courses for which this student has been approved and will be enrolled.**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>SouthArk Course</th>
<th>SouthArk Course</th>
<th>Spring Semester</th>
<th>SouthArk Course</th>
<th>SouthArk Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

These classes are being taken for which of the following? ☐ Concurrent Credit (both high school and college credit) ☐ Dual Enrollment (college credit only)

**REQUIRED SIGNATURES:** Signature below acknowledges acceptance of conditions noted on the REVERSE side of this ECS FORM and the following: the student and parent give permission to SouthArk faculty/staff to report grades and other educational records directly to officials at the participating high school.

________________________________________
Student Signature

________________________________________
High School Counselor Signature

________________________________________
High School Principal or Designee Signature

________________________________________
SouthArk Counselor/Advisor Signature

I approve the release of this student’s records to South Arkansas Community College. I also approve the student’s ECS participation. I understand that under FERPA, a parent may not obtain academic records or complete SouthArk’s processes for the student without the student’s written permission, even if the student is a minor.

________________________________________
Student’s Parent/Guardian Signature
The following is information about participation in the SouthArk Community College ECS program:

1. To be eligible for the Early College Start program, you must currently be enrolled in a high school, reside in the SouthArk service area, and be able to show documentation, if requested, by SouthArk.

2. Participation in the Early College Start Program requires students to abide by all rules and regulations of the college.

3. Review payment information carefully during registration. Payments for courses must be made to SouthArk according to the college’s course schedule for the appropriate semester; students will be dropped for non-payment.

4. If you do not consent for SouthArk to report college records to high school officials, you must submit a letter in writing to SouthArk’s department of College Transition. In addition, you must provide an official SouthArk transcript to your high school to transfer grades. Other student information, such as test scores, withdrawals, and attendance must be reported directly by you as required by your high school if you do not consent.

5. You must meet all academic skills and college course prerequisites applicable to the course(s) for which you enroll. SouthArk reserves the right to withdraw a student who does not meet requirements.

6. College courses taken while a student is still in high school count toward Federal Student Aid policies; therefore, failure of concurrent courses could result in a student entering college on academic probation.

7. You own your college academic records. Even if you are a minor, your academic records may not be released to your parent or guardian without your consent under the Family Educational Rights and Privacy Act (FERPA).

8. The decision to use any SouthArk course for high school graduation requirements rests with the high school, per the policies of the independent school district.

9. A student’s semester grade reflects only the work prescribed in the SouthArk syllabus for that course. This means that his or her SouthArk grade may be different from the grade he or she receives on the high school report card if the instructor/teacher includes units of instruction beyond what is required in the college course or if the student receives bonus points for extra work not covered in the SouthArk syllabus.

10. SouthArk reserves the right to modify its programs, policies, or procedures as needed without prior notice.

11. You may request an official transcript from SouthArk in writing in person, by fax (870-864-7137), or by mail to P.O. Box 7010-El Dorado, AR 71731-7010
Student and/or Parents with questions regarding concurrent enrollment should contact:

Tim Johnson  
College & Career Coach/Transfer Advisor  
South Arkansas Community College  
El Dorado Conference/Student Center 241  
El Dorado, AR 71730

Phone: 870-864-8416  
Email: TRJohnson@southark.edu