ADMISSION DEADLINE

Generally, students who attended UAM during the previous semester will be able to register for classes. Other students will need to go through the admission process. The first class day of a fall/spring semester or summer term is the admission deadline for new students, transfer students, and former UAM students. Students who register after first class day will incur a $25 late registration fee.

Students who are not currently enrolled should contact the UAM Office of Admissions for admission materials and information or apply online at www.uamont.edu. The Office of Admissions can be reached at 870-460-1026 (local) or 1-800-844-1826 (toll free). An online admission application is available by selecting “Apply” at www.uamont.edu.

CAMPUS LOCATIONS

The Monticello location is four miles south of Monticello on U.S. Highway 425. The Monticello location offers on-site and on-line classes. The Monticello location offers both undergraduate and graduate programs.

The Crossett location is 1326 Highway 52 West in Crossett. The McGehee location is 1609 East Ash (Highway 1) in McGehee. The Crossett and McGehee locations offer technical programs as well as a variety of college-transferable courses.

In selecting classes, students should be cognizant of the location and whether the class is technical or college transferable. Technical courses are not normally college transferable.

CLASS LOCATIONS

Crossett/Crossett1 = on campus UAM College of Technology Crossett
McGehee/McGhee1 = on campus UAM College of Technology McGehee
Monticello = on campus University of Arkansas at Monticello

ABROAD - Outside the United States (check with instructor for specific location).
AG - Agriculture Building, Monticello.
ARR-CRO – Crossett location arranged or to be announced (check with instructor).
ARR-MCG – McGehee location arranged or to be announced (check with instructor).
ARR-MONT – Monticello location arranged or to be announced (check with instructor).
ATH – Athletics Indoor Facility
ATH_PRACT – Athletics Practice Field
AUTO LB - Automotive lab, McGehee
BBC - Babin Business Center, Monticello.
CFR - Chamberlin Forest Resources Building, Monticello.
CRO – Crossett campus classroom
CROSSETT - on campus Crossett
CLASS SCHEDULES

While the University intends to carry out the schedule of classes listed for this term, it may be necessary to make some changes in courses, room numbers, and personnel. In addition, UAM reserves the right to cancel courses that have insufficient enrollment. For the most up-to-date information, visit the UAM home page at www.uamont.edu and click on the Academics link at the top of the page then Class Schedules.

CLOSED CLASSES

Monticello location - To enroll in a closed class, the student must complete a green “Change in Registration” card (available in any academic unit office) and obtain the signatures of the class instructor, the instructor’s unit head, and the advisor. The green card should then be submitted to the Registrar’s Office (Harris Hall, first floor) for entry.

Crossett location - To enroll in a closed class, a student should contact the Counselor or Director of Student Services.

McGehee location - To enroll in a closed class, a student should contact the Director of Student Services.
CONCURRENT/DUAL ENROLLMENT

Questions concerning UAM class offerings at area high schools should be directed to the Office of Academic Affairs, telephone 870-460-1032.

FRESHMAN AND TRANSFER STUDENT ORIENTATION/REGISTRATION

Monticello location

Freshman- All new freshmen MUST attend orientation. SPECIFIC DETAILS REGARDING TIMES AND LOCATIONS WILL BE SENT BY MAIL. Students may call the Office of Admissions at 870-460-1026 (local) or 1-800-844-1826 (toll free) with any questions. Any first-time freshmen who have not registered may do so after participating in Orientation.

Transfer Students - New transfer students MUST attend orientation. SPECIFIC DETAILS REGARDING TIMES AND LOCATIONS WILL BE SENT BY MAIL. Students may call the Office of Admissions at 870-460-1026 (local) or 1-800-844-1826 (toll free) with any questions. Any new transfer student who has not registered may do so after participating in Orientation.

Crosscett location-All first-time students and new transfer students enrolled in classes on the Crosscett campus must attend an orientation session in the Student Center. Further details may be obtained at the Office of Student Services (870-460-2030) or the Counselor’s office (870-460-2024 or toll-free 1-866-323-3384). Further details may be obtained from the Counselor at 870-364-6414 or 1-866-323-3384

McGehee location-All first-time students and new transfer students enrolled in classes on the McGehee campus must attend an orientation session in the Student Center. Further details may be obtained from the Office of Student Services (870-460-2130 local, 1-800-747-5360 toll free).

IDENTIFICATION CARD/ID CARD VALIDATION

The University issues a WeevilNet ID card to all students, faculty, and staff. A valid ID card is required for library privileges, admittance into NCAA athletic contests, dining hall entry, bookstore use, and other campus services. ID cards and/or replacement ID cards are made from 8:30 a.m. – 4:00 p.m. at the Office of Residence Life, Harris Hall, Room 208 or at the Student Services Office at Crosscett or at the front administrative office at McGehee. The original WeevilNet ID card is provided at no cost. Replacement cards will be issued at a cost of $10.00 each.

The ID card is intended to be permanent for a student’s tenure at UAM and should be carried at all times. ID cards must be displayed for the use of most University services, and upon request by a member of the University faculty, staff, or a student acting officially in the performance of his/her assigned duties. The ID card is the property of UAM and must be surrendered upon request or withdrawal from the University.

Student ID cards must be validated on or before the fifth day of class each academic semester of enrollment. Validation stickers may be obtained between the hours of 8:00 a.m. – 4:30 p.m. at any of the offices listed below during specific dates. An e-mail will be sent with the specific dates. A finalized bill is required to validate a student ID.
Monticello location
- Office of Student Affairs, John F. Gibson University Center, Upper Level
- Office of Residence Life, Harris Hall, Room 208
- Office of Public Safety, 284 University Drive

Crossett location
- Student Services Office

McGehee location
- Administration Office, Front Desk

Any questions about ID cards should be directed to the Office of Residence Life, Harris Hall 213, 870-460-1045.

IMMUNIZATION REQUIREMENT

The University requires all full-time and part-time students to provide proof of having had two MMR’s (measles, mumps, and rubella vaccine). Students who do not have the proper immunization may visit a local health unit to get the MMR’s.

Students born prior to January 1, 1957 may be exempt from the immunization requirement by providing proof of birth, such as a birth certificate.

Students born outside the United States are subject to tuberculin blood testing requirements in accordance with Arkansas law. Students born outside of the United States must contact the UAM school nurse or designee to furnish required documentation. The school nurse can be reached at 870-460-1051 (fax 870-460-1653).

International applicants must provide the results of current tuberculin skin testing for admission. International applicants should contact the Office of Admissions (870-460-1026) regarding this requirement.

Students who do not comply with the immunization requirements by the 25th class day of a fall/spring term will be administratively withdrawn with no refund of tuition and fees. The immunization requirements are applicable to all UAM students.

OFF-CAMPUS AND DISTANCE EDUCATION REGISTRATION

Off-campus students needing to register only for off-campus or distance education classes should contact the Office of Academic Affairs (870-460-1032) for the procedure to register and finalize registration.

REGISTRATION/LATE REGISTRATION/SCHEDULE CHANGES

Registration (see academic calendar for dates) occurs at all three campus locations as follows:

Monticello location - Admissions and academic officials will be located in Harris Hall throughout the day to assist with any admissions or registration problems or questions.

Students not currently admitted - Go to the Office of Admissions (Harris Hall, first floor) to complete the admissions process and receive further instructions.
Continuing UAM students - Go to the office of your advisor to register or make schedule changes. Then go to the Cashier’s Office (Harris Hall, second floor) to finalize bill.

Visiting students (those attending UAM only for one term) and non-degree-seeking (special status) students - Go to Harris Hall to register. Then go the Cashier’s Office (Harris Hall, second floor) to finalize bill.

Crossett location - Students are to report to the Student Center for advising and registration.

McGehee location - Students are to report to the Office of Student Services for advising and registration.

Late registration for fall or spring semester begins the first class day and runs through the third class day at all three campus locations. There is a $25 late registration fee. There is no charge during this period for schedule changes for students who finalize their registration prior to the first class day.

Monticello location

Students not currently admitted - Go to Office of Admissions (Harris Hall, first floor) for further instructions.

Continuing UAM students - Go to office of advisor to register or to make schedule changes. If advisor is unavailable, go to the office of the advisor’s unit head. General Studies (undecided) majors should go to the Office of Academic Advising (Administration Building 108-A) if assigned advisor is unavailable. After registering, go to the Cashier’s Office (Harris Hall, second floor) to finalize bill.

Visiting students (those attending UAM only for one term) and non-degree-seeking (special status) students - Go to the Office of Academic Advising (Administration Building 108-A) to register. Then report to the Cashier’s Office (Harris Hall, second floor) to finalize bill.

Crossett location - Students registering late are to go to the Office of Student Services or the Counselor’s office and then report to the Cashier’s office to finalize bill.

McGehee location - Students registering late are to go to the Office of Student Services and then to the Cashier to finalize bill.

Schedule changes at all campuses for preregistered student who pay their tuition and fees (finalize) by the posted deadline, will be allowed on date listed in the academic calendar between 8:00 a.m. and 10:00 a.m. In addition, schedule changes may be made during open registration between 10:00 a.m. and 3:30 p.m.

PAYMENT DEADLINE

Students who preregister must pay or make arrangements to pay tuition, fees, and room and board by the date posted in the academic calendar otherwise, the preregistration will be canceled. Even students whose bill is $0 or less must validate their registration with the Cashier at one of the three campus locations, or by email at
cashiers@uamont.edu, or online at www.uamont.edu through WeevilNet by the deadline. This includes students who receive scholarships and other forms of financial aid.

SPECIAL STUDENT SERVICES

The University ensures that students with disabilities are given the same rights and services as other students. Classrooms, administrative, and recreational facilities are accessible. For specific information regarding disability accommodations, please contact the Director of Special Student Services in Monticello (Harris Hall 120, telephone 870-460-1026, TDD 870-460-1626, fax 870-460-1926) or Crossett (870-460-2004) or McGehee (870-222-5360, fax 870-222-1105).

TRANSFER TRANSSCRIPTS

Transfer students must request that official academic transcripts from all colleges and universities attended be sent directly to the UAM Office of Admissions. Hand-delivered, student-issued transcripts cannot be accepted for admission purposes. If a student provides an official transcript which lacks only the current semester of attendance, the student may be admitted provisionally. Transfer students must be eligible to return to their previous institution to be fully admitted. Students who have been suspended may not be admitted while on suspension.

WEEVILNET AND E-MAIL

Students are encouraged to check their WeevilNet to-do list and UAM e-mail regularly. More information about accessing WeevilNet or student e-mail accounts is available at http://www.uamont.edu
IMPORTANT TELEPHONE NUMBERS

Monticello Location
Academic Affairs.................................................................870-460-1032
Academic Affairs (fax)..............................................................870-460-1933
Admission Office (local)..........................................................870-460-1026
Admission Office (toll-free).....................................................800-844-1826
Admission Office (fax).............................................................870-460-1926
Cashier’s Office.................................................................870-460-1043
Cashier’s Office (fax).............................................................870-460-1943
Financial Aid (local).............................................................870-460-1050
Financial Aid (toll-free).........................................................800-226-2643
Housing........................................................................870-460-1045
Housing (fax).................................................................870-460-1926
Library.................................................................870-460-1080
Library (fax).................................................................870-460-1980
Registrar.................................................................870-460-1034
Registrar (fax).................................................................870-460-1935
Student Health Services........................................................870-460-1051

Crossett Location
Toll-free Number...............................................................866-323-3384
Local Number.................................................................870-364-6414
Academic Affairs.............................................................870-460-2004
Admissions.................................................................870-460-2024 or 460-2030
Counselor.................................................................870-460-2024
Financial Aid.................................................................870-460-2030
Student Services.............................................................870-460-2030
Fax number.................................................................870-364-5707

McGehee Location
Academic Affairs.............................................................870-460-2106
Admissions.................................................................870-460-2130
Counselor.................................................................870-460-2103
Financial Aid.................................................................870-460-2111
Student Services.............................................................870-460-2111
Toll-free number............................................................800-747-5360
Fax number.................................................................870-222-4709
FREQUENTLY ASKED QUESTIONS

Why did I get dropped from my classes? I had more than enough financial aid to pay my bill. All students must finalize their registration with a cashier at one of the three campus locations, or by mail, or by fax, or by emailing cashiers@uamont.edu. This is necessary even when the bill shows a credit balance.

How do I access my on-line class? Any course offered by the on-line method of delivery can be accessed via the UAM homepage (www.uamont.edu). Students experiencing difficulty accessing the class should contact the instructor for further information.

I don’t know who my advisor is. How can I find out? And what if my advisor is not available? Go to the UAM home page (www.uamont.edu) and log into WeevilNet. Select Self Service, and then select Student Center. Your advisor will be listed in a box on the right-hand side of the page. At the Monticello location, you may also call Academic Affairs (460-1032) or the Registrar’s Office (460-1034). If your advisor is unavailable, go to your academic advisor’s unit head. He/she will be able to help you. At Crossett, contact the Counselor’s Office at 870-460-2024 ext. 125 for advising. At McGehee, contact the Office of Student Services at 870-460-2111 for advising.

NOTE: Lack of knowledge or incorrect interpretation of University policies and regulations does not remove the student from the obligation to satisfy all requirements for a degree or certificate. The student bears the ultimate responsibility for completing a degree or certificate program.