



## TABLE OF CONTENTS

Introduction .....	4
NPC-to-UAM Student Guide.....	4
Student Enrollment Status .....	4
Dual Enrollment Criteria.....	4
UAM Student Handbooks.....	4
NPC Student Handbook.....	4
Important Contacts .....	4
Academics.....	5
Academic Calendar.....	5
Academic Misconduct .....	5
Advising.....	5
Disability Services .....	5
Dropping A Class.....	5
Grade Appeal.....	5
Registration.....	5
Student Complaints .....	6
Student Conduct.....	6
Student Information Sharing Agreement.....	6
Tutoring .....	7
Withdrawing .....	7
Financial .....	8
Scholarships.....	8
Financial Aid.....	8
Student Accounts .....	8
Textbooks.....	8
NPC Housing .....	9
NPC Meal Plan .....	9
Student Life.....	10
Email Services .....	10
Library Services – Standard Enrollment .....	10
Library Services – Dual Enrollment .....	10



# INTRODUCTION

## **NPC-TO-UAM STUDENT GUIDE**

This guide is for students who are pursuing the Start Here/Finish Here degree, NPC Associate degree to UAM Bachelor's degree, *and* who are enrolled in UAM upper-level courses at NPC in Fall 2024 and/or Spring 2025.

## **STUDENT ENROLLMENT STATUS**

The NPC-UAM partnership includes standard and dual enrollment:

- Standard enrolled students are those who complete the NPC Associate degree before enrolling in UAM upper-level courses.
- Dual enrolled (AKA Consortium) students are those who enroll in UAM upper-level courses before completing the NPC Associate degree.

## **DUAL ENROLLMENT CRITERIA**

Students are eligible for dual enrollment in Fall 2024 and/or Spring 2025 if they meet the criteria listed under the Dual Enrollment Criteria by Program on page 12.

Dual enrolled students receiving financial aid must participate in the NPC-UAM Consortium Agreement. The Consortium Agreement will be given to you by the appropriate NPC Dean after you have been admitted to UAM and are enrolled in classes.

## **UAM STUDENT HANDBOOKS**

As a student enrolled in UAM courses at NPC, you are subject to the content of the [UAM Student Handbook](#). References to specific UAM handbook sections are included in this guide, but you are responsible for becoming familiar with all its content. You should pay close attention to the section of the UAM Student Handbook that addresses conduct.

Students admitted to the UAM RN to BSN program are also subject to the content of the [UAM School of Nursing Handbook](#) and responsible for submitting all required signature documents to the UAM School of Nursing Dean. The handbook outlines all School of Nursing policies and procedures that NPC students enrolled in the RN to BSN program are expected to follow.

## **NPC STUDENT HANDBOOK**

Dual enrolled students are also subject to the content of the [NPC Student Handbook](#).

## **IMPORTANT CONTACTS**

NPC and UAM contacts for each area included in this guide are listed on page 13.

## ACADEMICS

### ACADEMIC CALENDAR

The NPC-UAM academic calendar for 2025 is shown on page 16. The dates shown reflect important deadlines and holidays from the [UAM Academic Calendar](#) and [NPC Academic Calendar](#).

### ACADEMIC MISCONDUCT

Cheating, which includes plagiarism, is a serious academic violation and involves a student obtaining a test, essay, research paper, presentation, project, quiz, or other course assignment or requirement with the intention of presenting it to the course instructor as one's own work. Plagiarism is any instance in which a student uses the words and/or the ideas of another without proper documentation of the source for those words and/or ideas.

*REFERENCE: ACADEMIC CONDUCT CODE VIOLATION, UAM STUDENT HANDBOOK, PAGE 16*

### ADVISING

Academic advising questions should be directed to the NPC Transfer Advisor, or the appropriate NPC/UAM dean or program advisor. Contact information can be found on page 13.

### DISABILITY SERVICES

Dual and standard students with identified disabilities are eligible for Student Special Services accommodations to ensure accessibility and usability of all programs. Documentation must be provided before services can be determined. Contact information can be found on page 13.

### DROPPING A CLASS

*Before dropping a class, you are encouraged to visit with the appropriate dean. Contact information for the dean is shown in *Dropping a Class* on page 13.*

You may drop classes as follows:

- Submit a "[Drop Form](#)" located under "Important Forms" on the UAM Registrar's Office webpage.

There is a \$10 add/drop fee per form processed. Failure to properly drop a course may result in an F that is computed in the UAM GPA.

### GRADE APPEAL

If you question the fairness or accuracy of a grade, there is recourse through a student grade appeal structure. Disagreements shall be heard that allege the instructor's policy was not applied consistently to all students, differed substantially from the announced policy, or that a policy was not announced. All grievances concerning course grades must be filed within 120 days of the end of the term in which the grade that is being appealed was assigned.

*REFERENCE: APPEALS OF COURSE GRADE, UAM STUDENT HANDBOOK, PAGE 14*

### REGISTRATION

You will receive information from the appropriate dean regarding registering for your Fall 2024 and Spring 2025 classes.

## **STUDENT COMPLAINTS**

UAM requires that you first make every effort to informally resolve a complaint or concern before proceeding with the formal complaint process. Nursing students should refer to the UAM Student Nursing Handbook to submit a complaint. Other students should follow the steps below.

- Informal – Undergraduate students who wish to seek further review of an academic action by the University or a University employee (in an official capacity) that the student contends was in violation of written academic policies, or constitutes unfair or unequal application of such policies, should first seek to resolve such concerns through informal discussions. In particular, grievances regarding academic matters should generally begin with informal discussions with the student’s instructor or with the faculty member supervising a course. If such informal discussions do not reach a satisfactory resolution, then the student may pursue a grievance following the steps in this policy.
- Formal – If the efforts to resolve the concern informally are not successful, a written grievance shall be submitted to the academic unit chair, director, academic dean or assistant vice chancellor (for a technical campus) within 30 days of the incident or problem. If the concern relates to the chair, then the written grievance may be submitted to the dean who may appoint an alternate official to consider the grievance. If the concern relates to the dean or the assistant vice chancellor, then the written grievance may be submitted to the relevant vice chancellor.

REFERENCE: *STUDENT ACADEMIC GRIEVANCES AND APPEALS, UAM STUDENT HANDBOOK, PAGE 22*

## **STUDENT CONDUCT**

Core Values of Student Conduct at The University of Arkansas at Monticello:

- Integrity: UAM students exemplify honesty, honor and a respect for the truth in all of their dealings.
- Community: UAM students build and enhance their community.
- Social Justice: UAM students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- Respect: UAM students show positive regard for each other, for property and for the community.
- Responsibility: UAM students are given and accept a high level of responsibility to self, to others and to the community.

Regulations that cover in detail all matters of student conduct are found in the noted REFERENCE.

REFERENCE: *CODE OF CONDUCT, UAM STUDENT HANDBOOK, PAGES 40 – 73*

## **STUDENT INFORMATION SHARING AGREEMENT**

To allow for the sharing of relevant Partnership student data (e.g., enrollment, course completion, degree completion, academic transcript) and for the sharing of data between institutions for the purposes of identification, reverse transfer, tracking, etc., you will be asked to sign a FERPA/privacy release statement contained in the Student Information Sharing Agreement (SISA) form. The form will be given to you by the appropriate NPC dean at the appropriate time.

**TUTORING**

Dual and standard students are eligible for free tutoring in the NPC Academic Success Center.

**WITHDRAWING**

To withdraw from UAM, you must submit the "[Withdrawal Form](#)" under the "Important Forms" section of the UAM Registrar's Office webpage.

# FINANCIAL

## SCHOLARSHIPS

- Institutional scholarships are awarded by UAM for dual and standard students. For dual students, the UAM scholarship will be prorated to pay only for UAM hours. Institutional scholarship awards are considered once a student has completed an application for admission to UAM.
  - **Eligibility Requirements:** Students enrolled in a bachelor's program at NPC with 55 hours completed at NPC with a minimum of a 2.5 cumulative GPA.
  - **Renewal Criteria:** Complete at least 15 hours each semester with a minimum of a 2.5 cumulative GPA at UAM for a maximum of four academic terms of continuous enrollment or the completion of a bachelor's degree if completed in less than 4 semesters.
- UAM institutional scholarships require 15 hours per semester; NPC + UAM hours will be counted for dual students.
- Dual enrolled students will be able to apply for any NPC scholarships for which they meet the eligibility requirements.

## FINANCIAL AID

You will apply for UAM admissions when you are ready to take your first UAM upper-level course.

- You will officially be a UAM student at the point of admittance. Consequently, UAM will award financial aid for both dual and standard enrolled students.
- If you are applying for financial aid, you should add UAM (001085) to your FAFSA.
- If you are a dual enrolled student, you must complete and submit the NPC-UAM Consortium Agreement to the NPC Financial Aid office. The Agreement will be given to you by the appropriate NPC dean at the appropriate time.

## STUDENT ACCOUNTS

Dual and standard enrolled students will receive one bill from UAM that will include UAM tuition and fees, as well as the following NPC charges. You will pay online via UAM's Campus Connect.

- Tuition and fees (for dual students only)
- Books (for dual students only)
- NPC housing (*optional* for dual and standard)
- NPC meal plan charges (for dual and standard) students

## TEXTBOOKS

Dual and standard students will purchase textbooks for UAM courses through UAM's [online bookstore](#).

Dual students will purchase textbooks for NPC courses at the NPC Bookstore. Dual student charges to NPC Bookstore must be approved, at the time of purchase, through UAM and NPC Student Accounts.



## **NPC HOUSING**

Dual and standard enrolled students may apply for NPC housing. Applications are accepted on a first come/first serve basis; there are no application deadlines for non-athletes. If you would like to apply for housing, contact information is shown in Housing on page 13.

## **NPC MEAL PLAN**

The NPC meal plan cost is based on your number of campus hours and/or housing.

- Standard students will not be charged for UAM's meal plan.
- Standard and dual students will be charged for NPC meal plan.
- Your NPC ID is required for your NPC meal plan, which will be uploaded and available for use by the end of the first week of the semester.

## STUDENT LIFE

### EMAIL SERVICES

Because you will be required to access email from *NPC and UAM*, dual and standard students will have both an NPC and UAM email account. Standard students are required to have NPC email accounts to take advantage of services including, but not limited to, library notifications, RAVE emergency alert, printing credits, Zoom, etc.

### LIBRARY SERVICES – STANDARD ENROLLMENT

Library privileges and policies for UAM standard students who are enrolled in classes at the NPC campus include:

- Using the NPC library computers, services, and check out *materials*.
- Limiting check-outs to five NPC books for 28 days and charging .10 per day for late fees.
- Charging for lost NPC books.
- Accessing UAM library databases only through the relevant student login. NPC database usage is restricted to NPC students.
- Receiving print books from UAM by Inter-library loan, upon request.

### LIBRARY SERVICES – DUAL ENROLLMENT

Library privileges and policies for UAM dual students who are enrolled in both NPC and UAM classes at the NPC campus include:

- Using the NPC library computers, services, and check out materials.
- Limiting check-outs to five NPC books for 28 days and charging .10 per day for late fees.
- Charging for lost NPC books.
- Accessing NPC and UAM library databases using the relevant student logins.
- Receiving print books from UAM by Inter-library loan, upon request.

### MICROSOFT 365 SERVICES

Dual and standard students will have access to a Microsoft 365 account while enrolled and during the one-year grace period after their final class. This license is called the “Microsoft 365 A3 for Students Use Benefit.” The license includes Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Publisher (PC download only), and Access (PC download only).

### PRINTING SERVICES

Dual and standard students have a \$50 per semester NPC Paper Cut printing account. The account does not carry over from one semester to another, and additional print money can be purchased in the NPC Library.

### RAVE EMERGENCY ALERT SERVICES

Dual and standard students are automatically enrolled in the NPC RAVE Emergency Alert Service. When a UAM student logs into the NPC RAVE system (using your NPC account), you can configure your account to notify multiple email accounts if you wish (along with cell phones).

Unlike the other services, the RAVE service will be disabled once you are no longer enrolled in courses. There will not be a one-year grace period.







Dropping A Class	<p>Jennifer Lyons Dean of Business, Arts, &amp; Technology <a href="mailto:Jennifer.Lyons@np.edu">Jennifer.Lyons@np.edu</a> 501.760.4256</p> <p>Janice Ivers Dean of Nursing &amp; Health Sciences <a href="mailto:jivers@np.edu">jivers@np.edu</a> 501.760.4289</p>	<p>Marsha Clayton Dean of School of Business <a href="mailto:clayton@uamont.edu">clayton@uamont.edu</a> 870.460.1673</p> <p>Kim Level Dean of the School of Education <a href="mailto:level@uamont.edu">level@uamont.edu</a> 870.460.1162</p> <p>Brandy Haley Dean of the School of Nursing <a href="mailto:haley@uamont.edu">haley@uamont.edu</a> 870.460.1069</p> <p>Carrie Johnson Assistant VC for Academic Success <a href="mailto:johnsonc@uamont.edu">johnsonc@uamont.edu</a> 870.460.1233</p>
Financial Aid	<p>Amy Watson Student Financial Aid Director <a href="mailto:Amy.Watson@np.edu">Amy.Watson@np.edu</a> <a href="mailto:finaid@np.edu">finaid@np.edu</a> 501.760.4217</p>	<p>Althea Hayden Financial Aid Coordinator <a href="mailto:haydenag@uamont.edu">haydenag@uamont.edu</a> 870.460.1350</p>
IT	<p>Campus IT Support Contact <a href="mailto:Techsupport@np.edu">Techsupport@np.edu</a> 501.760.4171</p>	<p>Office of Information Technology <a href="mailto:UAM-ithelp@uamont.edu">UAM-ithelp@uamont.edu</a> 870.460.1036</p>
Library	<p>Lynn Valetutti Library Director <a href="mailto:Lynn.Valetutti@np.edu">Lynn.Valetutti@np.edu</a> 501.760.4101</p>	<p>Dan Boice Library Director <a href="mailto:boice@uamont.edu">boice@uamont.edu</a> 870.460.1480</p> <p>Renee Clark Electronic Resources Librarian <a href="mailto:parishe@uamont.edu">parishe@uamont.edu</a> 870.460.1280</p>
NPC Housing	<p>Thia Armstrong Community Manager <a href="mailto:tarmstrong@npchrl.com">tarmstrong@npchrl.com</a> <a href="mailto:ResLife@np.edu">ResLife@np.edu</a> 501.760.4319</p>	<p>Jessica Foxworth Associate Vice Chancellor for Student Engagement/Dean of Students <a href="mailto:foxworth@uamont.edu">foxworth@uamont.edu</a> 870.460.1110</p>
Scholarships	<p>Amy Watson Student Financial Aid Director <a href="mailto:Amy.Watson@np.edu">Amy.Watson@np.edu</a> <a href="mailto:finaid@np.edu">finaid@np.edu</a></p>	<p>Kiara Palmer Financial Aid Analyst <a href="mailto:palmerk@uamont.edu">palmerk@uamont.edu</a> 870.460.1081</p>

	501.760.4217	
Student Accounts	Kat McCorkle Student Accounts Specialist <a href="mailto:Katherine.McCorkle@np.edu">Katherine.McCorkle@np.edu</a> , 501.760.4271	Melissa Robertson Fiscal Support Supervisor <a href="mailto:robertstonm@uamont.edu">robertstonm@uamont.edu</a> 870.460.1543 or <a href="mailto:cashier@uamont.edu">cashier@uamont.edu</a>
Student Complaints	Jennifer Lyons Dean of Business, Arts, & Technology <a href="mailto:Jennifer.Lyons@np.edu">Jennifer.Lyons@np.edu</a> 501.760.4256  Janice Ivers Dean of Nursing & Health Sciences <a href="mailto:jivers@np.edu">jivers@np.edu</a> 501.760.4289	Marsha Clayton Dean for School of Business <a href="mailto:clayton@uamont.edu">clayton@uamont.edu</a> 870.460.1673  Kim Level Dean of the School of Education <a href="mailto:level@uamont.edu">level@uamont.edu</a> 870.460.1162  Brandy Haley Dean of the School of Nursing <a href="mailto:haley@uamont.edu">haley@uamont.edu</a> 870.460.1069
Tutoring	Lisa Walker Tutor Supervisor Academic Success Center <a href="mailto:Lisa.Walker@np.edu">Lisa.Walker@np.edu</a> 501.760.4228	Brian Jones Director of Career, Testing, and Tutoring Services <a href="mailto:jonesb@uamont.edu">jonesb@uamont.edu</a> 870.460.1453
Withdrawing	Registrar's Office <a href="mailto:Registrar@np.edu">Registrar@np.edu</a> 501.760.4123	Marsha Clayton Dean of School of Business <a href="mailto:clayton@uamont.edu">clayton@uamont.edu</a> 870.460.1673  Kim Level Dean of the School of Education <a href="mailto:level@uamont.edu">level@uamont.edu</a> 870.460.1162  Brandy Haley Dean of the School of Nursing <a href="mailto:haley@uamont.edu">haley@uamont.edu</a> 870.460.1069  Registrar's Office <a href="mailto:registrar2@uamont.edu">registrar2@uamont.edu</a> 870.460.1034

## FALL 2024 NPC-UAM ACADEMIC CALENDAR

DATE	NPC	UAM
Wednesday, August 21		UAM classes at NPC begin for dual and standard Students enrolled in full session (1) or 8-week 1 courses (8W1)
Friday, August 23		Last day to add classes at UAM
Monday, August 26	NPC classes begin for dual students	
Monday, September 2	<b>Labor Day Holiday</b>	
Wednesday, September 25		Last day to drop a session 8W1 class
Thursday, October 10		Last day of a session 8W1 class
Monday, October 14		First day of session 8-week 2 (8W2)
Wednesday, October 30		Last date to drop course a full session course at UAM Last date for withdrawing from UAM without punitive grade
Friday, November 1	Last day to withdraw from NPC	
Monday, November 4		Registration for Spring begins
Wednesday, November 15		Last day to drop a session 8W2 class
Monday, November 25-29		UAM Fall Break
Wednesday, November 28 – Sunday, November 29	<b>Thanksgiving Break</b>	
Friday, December 6		Last day of classes for session 1 and 8W2
Monday, December 9		UAM final examinations begin
Tuesday, December 10	NPC final examinations begin	
Thursday, December 12		UAM final examinations end
Monday, December 16		UAM final grades due



<b>Monday, December 16</b>	NPC final examinations end	
<b>Tuesday, December 17</b>	NPC grades due	
<b>Friday, December 13</b>		Commencement
<p><u>COLOR KEY</u>  <b>Black – NPC   Blue – UAM   Red – NPC &amp; UAM</b></p>		

<b>SPRING 2025 NPC-UAM ACADEMIC CALENDAR</b>		
<b>DATE</b>	<b>NPC</b>	<b>UAM</b>
<b>Wednesday, January 8</b>		UAM classes at NPC begin for dual and standard Students enrolled in full session (1) or 8-week 1 courses (8W1)
<b>Friday, January 10</b>		Last day to add classes at UAM
<b>Monday, January 13</b>	NPC classes begin for dual students	
<b>Monday, January 20</b>	<b>Martin Luther King Holiday</b>	
<b>Wednesday, February 12</b>		Last day to drop a session 8W1 class
<b>Thursday, February 27</b>		Last day of a session 8W1 class
<b>Monday, March 3</b>		First day of session 8-week 2 (8W2)
<b>Wednesday, March 19</b>		Last date to drop course a full session course at UAM Last date for withdrawing from UAM without punitive grade
<b>Monday, March 24 – Friday, March 28</b>	<b>Spring Break</b>	
<b>Monday, March 31</b>	Last day to withdraw from NPC	
<b>Monday, March 31</b>		Registration for Summer and Fall begins
<b>Friday, April 11</b>		Last day to drop a session 8W2 class
<b>Monday, April 28</b>		Last day of classes for session 1 and 8W2

<b>Tuesday, April 29</b>	NPC Last day of classes	
<b>Wednesday, April 30</b>	NPC final examinations begin	UAM final examinations begin
<b>Monday, May 5</b>		UAM final examinations end
<b>Tuesday, May 6</b>	NPC final examinations end	UAM final grades due
<b>Wednesday, May 7</b>	NPC grades due	
<b>Thursday, May 8</b>	NPC grades due	
<b>Friday, May 9</b>		Commencement
<b>Saturday, May 10</b>	NPC Commencement	

COLOR KEY

**Black – NPC | Blue – UAM | Red – NPC & UAM**

## NPC STUDENT ORGANIZATIONS & CLUB SPORTS

Club or Organization	Dual & Standard Participation Options	Sponsor Email
American Chemical Society (ACS)	Dual and Standard – Eligible to participate and hold officer role	<a href="mailto:Jason.Martin@np.edu">Jason.Martin@np.edu</a>
Baptist College Ministry (BCM)	Dual and Standard may participate	<a href="mailto:Dorothy.Norris@np.edu">Dorothy.Norris@np.edu</a> <a href="mailto:Michael.Clayton@np.edu">Michael.Clayton@np.edu</a>
Black Student Association	Dual and Standard may participate	<a href="mailto:Tikima.Simpkins@np.edu">Tikima.Simpkins@np.edu</a>
Believers United in Christ (United)	Dual and Standard may participate	<a href="mailto:Caysie.Martin@np.edu">Caysie.Martin@np.edu</a> <a href="mailto:Lisa.Walker@np.edu">Lisa.Walker@np.edu</a>
Cheerleading Club Sport	Dual and Standard may participate	<a href="mailto:Michelle.Godwin@np.edu">Michelle.Godwin@np.edu</a>
Fishing Club Sport	Dual and Standard may participate	<a href="mailto:Jon.Rucker@np.edu">Jon.Rucker@np.edu</a>
Future Teachers Club	Dual and Standard may participate	<a href="mailto:Lindsey.Vondenstein@np.edu">Lindsey.Vondenstein@np.edu</a>
NAMI on Campus	Dual and Standard may participate	<a href="mailto:Sara.Deboer@np.edu">Sara.Deboer@np.edu</a>
NPC Food Bank	Dual and Standard may participate	<a href="mailto:Chuck.Burke@np.edu">Chuck.Burke@np.edu</a>
NPC Singers	Dual and Standard may participate	<a href="mailto:Ferris.Allen@np.edu">Ferris.Allen@np.edu</a>
Phi Theta Kappa (PTK)	Dual – May participate if already a member or may join if enrolled in 6 hours	<a href="mailto:Rebekah.Robinette@np.edu">Rebekah.Robinette@np.edu</a>
	Standard – Cannot join or participate	
Pride Hawks	Dual and Standard may participate	<a href="mailto:Cristina.Puckett@np.edu">Cristina.Puckett@np.edu</a> <a href="mailto:Amanda.Kruzel@np.edu">Amanda.Kruzel@np.edu</a> <a href="mailto:Stephen.berry@np.edu">Stephen.berry@np.edu</a>
Student Government Association (SGA)	Dual – May participate but cannot run for President	<a href="mailto:Sheri.Phillips@np.edu">Sheri.Phillips@np.edu</a> <a href="mailto:Victoria.Staton@np.edu">Victoria.Staton@np.edu</a>
	Standard – Cannot participate under current Constitution & Bylaws. However, plan is to add UAM Liaison position into Constitution this academic year.	
Sustainability Club	Dual and Standard may participate	<a href="mailto:Alexandra.Barnard@np.edu">Alexandra.Barnard@np.edu</a>
The Creative Council	Dual and Standard may participate	<a href="mailto:Jennifer.Seward@np.edu">Jennifer.Seward@np.edu</a>
Trapshooting Club Sports	Club Sports – Dual and Standard students may participate	<a href="mailto:Adam.Earhart@np.edu">Adam.Earhart@np.edu</a>
	Competitive Matches – Participation for dual and standard students is dependent upon the governing body and guidelines of a specific competition	

Vet Hawks	Dual and Standard may participate	TBD
Write Hawks	Dual – May participate	<a href="mailto:Nannette.Crane@np.edu">Nannette.Crane@np.edu</a>
	Standard – Cannot participate	<a href="mailto:Brad.Potts@np.edu">Brad.Potts@np.edu</a>