

# UAM Concurrent Enrollment Checklist

To be considered for concurrent credit, new incoming students must complete an online application. All required documents (listed below) must be uploaded to SharePoint by the school liaison. Each document must be uploaded as an individual file within the student's folder. Applications missing any required documents will not be processed.

Upload each item as a separate file using the following naming format: Last name, First name – Document name (*Example: Jones, Tracie – Immunizations*).

## UAM Admission Document Requirements

	UAM <a href="#">Admission Application</a> - must be submitted online by the student.
	Full Set of Test Scores: ACT (Reading, Math, English) or Accuplacer (Reading, QRAS, Writing) meeting placement requirements. ATLAS Level 2 may be used for CTE (ELA + Math) courses only. (Score levels are reexamined each year.)
	Proof of immunizations clearly showing two (2) MMR (measles, mumps, rubella) injections or a completed AR Department of Health <a href="#">exemption form</a> .
	High school transcript including the GPA.
	Letter of recommendation on official school letterhead signed by high school principal or designee with the student's name listed.

- For students born outside the United States, state law requires a Department of Health Tuberculosis Screening. UAM also requires completion of the [Tuberculin Data Collection Questionnaire](#) for College Students.
- If a high school student has previously taken courses through UAM, please indicate this on the submitted roster. The student does not need to submit a new application or additional documents unless they need updated test scores for course placement.

Due to the demand for concurrent enrollment courses, UAM has established the following **deadlines** for concurrent enrollment.

	Fall Semester	Spring Semester
Student application submitted – Priority Enrollment	June 1	December 1
Draft Class Rosters in SharePoint	June 30	December 1
Student documents uploaded into SharePoint – Priority Enrollment	July 1	December 1
Official class rosters in SharePoint	August 12	January 6
UAM schedule changes	Up to 3 <sup>rd</sup> day	Up to 3 <sup>rd</sup> day
Signed student rosters	10 <sup>th</sup> day of each semester	10 <sup>th</sup> day of each semester

## UAM Concurrent Liaison Contacts

Monticello Campus	Crossett Campus	McGehee Campus
Bethany Wornick, Director of Concurrent Credit <a href="mailto:haydenb@uamont.edu">haydenb@uamont.edu</a> (870) 460-1668	Dawn Reed, Assistant Vice Chancellor <a href="mailto:reedd@uamont.edu">reedd@uamont.edu</a> (870) 460-2030	Elaine Hargraves, Assistant Vice Chancellor <a href="mailto:hargraves@uamont.edu">hargraves@uamont.edu</a> (870) 460-2106