# Northark Concurrent Enrollment Partnership

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Welcome to College Bound Now, Northark’s Concurrent Enrollment Partnership. The course you are taking on your high school campus will provide both high school and college credit, but because it is a college course, you will need to know the following information.

**Concurrent Enrollment Admissions Policy:**
ACT 1097 of the General Assembly provides for students who are enrolled in a high school and meet the admission standards of North Arkansas College to concurrently enroll for academic courses. Northark considers those students who are less than 18 years of age and who have not graduated from high school as falling under the provisions of this policy. Students in grades nine through twelve may enroll for credit courses by meeting the following criteria:

1. Student must have completed the eighth grade and be enrolled in a secondary school or home school.
2. Student must complete an application for admission, this may be completed at [www.Northark.edu](http://www.Northark.edu), choose Admissions and Apply.
3. Student must provide test scores (ACT or Approved Placement Test). Home-schooled students must also provide a copy of the Notification of Intent to Home School Form, which is on file with the local school district.
4. Student must complete the Concurrent Enrollment Form located on the Northark Website under Admissions and Concurrent Credit, this form may also be obtained from the high school counselor. This form must be turned into Northark’s Admissions office in order for the student to be enrolled.

To be eligible to enroll in college credit classes, a concurrent student must achieve the following minimum ACT scores based on the 12th grade norms (or comparable Placement Test scores):

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<th>Course</th>
<th>ACT Reading</th>
<th>ACT English</th>
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<td>ENGL 1013 English Composition</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>MAT 1223 College Algebra</td>
<td>19</td>
<td>21 or 19 if class meets five (5) days a week</td>
</tr>
<tr>
<td>All other State Minimum Core Curriculum</td>
<td>19</td>
<td></td>
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Only students who are qualified and enrolled in the college course may attend the course; high school students cannot attend the course to receive only high school credit. North Arkansas College may stipulate additional qualifications for admission to concurrent student status. The designated academic advisor will determine score levels for all other college-level courses at the time of registration.
1. A concurrently enrolled student will be classified as non-degree seeking.
2. A concurrently enrolled student may not enroll for more than nine semester hours during any semester. This includes courses taken at the high school campus or on the college campus during regular school hours. Exceptions must be approved by a designated Northark counselor.
3. Students enrolled concurrently must achieve a 2.00 GPA each semester of Northark enrollment. Students failing to achieve a 2.00 GPA may not re-enroll in the Northark Concurrent Enrollment Program. Exceptions will require the approval of the Executive Vice President of Learning.
4. All arrangements of third party payment of tuition and fees are the responsibility of the student.

**Being a Northark Student**

Even though you are not taking a class on one of Northark’s campuses, you have all the privileges associated with student status at Northark. That includes full access to Northark’s library, academic and career advising, and tutoring opportunities. Your rights and responsibilities are defined in the Northark Student Handbook, available on the Northark website at [www.northark.edu](http://www.northark.edu).

Please use the contact list below for more information about Northark’s student services.

**North Arkansas Library**

Located on the South Campus at 1515 Pioneer Drive, serves students as well as the Harrison community. The library has a wide range of materials and services available to meet the needs of its visitors. The library has a large selection of research material, DVDs, fiction books and periodicals.

If you are looking for a place to study or a quiet spot to relax, the library has comfortable lounge seating and individual and group study rooms for your convenience.

**Hours of Operation**

7:30 a.m. – 7:00 p.m. Monday – Thursday
7:30 a.m. – 5:00 p.m. Friday

**Tutoring – North Arkansas College’s Student Resource Center**

Students can find tutoring in a wide variety of subjects at the drop-in center, which is open from 8:00 a.m. – 5:00 p.m. Monday through Friday during the fall and spring semesters. No appointment is required.
**Academic Advising**

Involves more than just schedule building. Advising empowers you to create and achieve your educational plans all while receiving accurate information and guidance. New and non-continuously enrolled students are required to visit with an advisor before enrolling in classes. Students with less than 20 college credits also are required to visit with an advisor before enrolling in future semester courses. Advising is optional for currently enrolled students with 30 or more credits.

The Advising Center is open from 8:00 a.m. – 5:00 p.m. Monday through Friday and is located in room M184 on the South Campus. Call (870)391-3115 to schedule an appointment.

**Northark Student Conduct: Academic Integrity**

The following information comes from Northark’s Student Handbook (please see link above):

North Arkansas College’s commitment to academic achievement is supported by a strict but fair policy to protect academic integrity. This policy regards academic fraud and dishonesty as offenses requiring disciplinary action.

Academic fraud and dishonesty are defined as follows:

- **Cheating**
  Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.

- **Facilitating academic dishonesty**
  Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

- **Plagiarism**
  Intentionally or knowingly representing the words and ideas of another as one’s own in any academic exercise.

- **Test Tampering**
  Intentionally gaining access to restricted test materials including booklets, test banks, questions or answers before a test is given; or tampering with questions or answers after a test is completed.

Cases of cheating and plagiarism at Northark are considered to be serious offenses and are subject to one or more of the following alternatives:

1. No credit for the assignment or opportunity for make-up.
2. Loss of credit and student will be immediately dropped from the course.
3. Permanent suspension from Northark.
Students may resolve disciplinary action by following this chain of command in the order given:
Instructor, Department Chair or Program Director, Dean, Vice President of Learning

**Changing Your Schedule: Adding/Dropping a Course**
If for any reason you have to change your schedule and withdraw from the Northark Concurrent Enrollment Partnership course in which you are enrolled, you will need to complete the withdrawal process through the Northark Enrollment Services. Please call the number listed in **Contacts** below for help with that process.

If Northark has to cancel a course, you and your high school will receive timely notification so that you can change your schedule.

**Contacts**
Academic Advising 870-391-3115
Career Planning/Service 870-391-3546
Dean of Outreach 870-391-3181
Outreach Division 870-391-3217
Admissions 870-391-3505
Registrar’s Office 870-391-3241
Vice President of Learning 870-391-3316
Library (South Campus) 870-391-3358

**Course Transferability**
The Arkansas Department of Higher Education has implemented the Arkansas Course Transfer System (ACTS) with a general education curriculum that will transfer to any public institution of higher education in the state. The Northark course that you are taking is listed in ACTS on its website at [http://acts.adhe.edu](http://acts.adhe.edu) as a “Guaranteed Transfer.” The Northark Catalog states: The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary.

Although the course that you are taking is one that is required of virtually all college freshman, if you plan to attend a private or out-of-state school, you should consult with transfer advisers there about transferability of this course.

If you have questions about the degree requirements of Northark or its sister public colleges in Arkansas, please contact Northark academic adviser at the number listed in **Contacts** above.
**Student Responsibilities**

- Read the syllabus for your class carefully. The syllabus tells you what the instructor expects from you.
- Remember that even though you are taking this course on your high school campus, it is a college course and its requirements will match the requirements of on-campus college courses; this may include departmental exams given at Northark’s campus and graded by Northark faculty.
- Attend all class meetings. Something important to learning happens during every class period. If you must miss a class meeting, talk to the instructor in advance about what you should do.
- Be on time. If you come in after class has started, you disrupt the entire class.
- Never interrupt another class to talk to the instructor or a student in that class.
- Be prepared for class. Complete reading assignments and other homework before class so that you can understand the lecture and participate in discussion. Always have pen/pencil, paper, and other specific tools for class.
- Learn to take good notes. Write down ideas rather than word-for-word statements by the instructor.
- Allow time to use all the resources available to you at the college. Ask your instructor for help with materials or assignments you do not understand; use the library; use the free tutors, computers, and other resources in the Learning Assistance Center.
- Treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours. Listen to others and evaluate ideas on their own merit.

**Credit and Payment Policy**

Students who register for classes at North Arkansas College are required to pay all related tuition and fees or have made allowable payment arrangements by the posted deadline. Any tentative enrollment will be voided if payment arrangements are not made by this deadline. Payment arrangements include awarded financial aid, written, non-revocable payment commitments from approved third-party entities, or certain timed installment payment agreements via e-Cashier.

Students electing any qualified payment arrangement agree to the stipulation that upon any arrangement default or delinquent account status, North Arkansas College may deny future enrollment and/or refuse to release any transcripts and records until the debt is satisfied. Questions regarding account information and/or payments may be directed to Student Accounts (870)391-3292.
Payment Information

Online account payment capabilities and certain payment arrangement options are available using the E-Cashier/ Campus Connect link from the web page of North Arkansas College (www.northark.edu). Use of this service requires a valid Discover, Mastercard, or Visa credit card, or a checking or savings account; and certain application and transaction fees may apply.

Payment arrangements with e-Cashier will be available through the last day of registration. Regular cash, check, or credit card payments may be transacted in person at:

South Campus
Student Accounts
1515 Pioneer Drive
Harrison, AR 72601

Additionally, valid credit card payments may be made via phone at (870)391-3292 or (870)381-3219.

Regular payments may be mailed to:
North Arkansas College
Attn: Student Accounts
1515 Pioneer Drive
Harrison, AR 72601

Delinquent Accounts and Collection Policy

North Arkansas College may deny future enrollment and/or refuse to release any transcripts and records until any delinquent account balance or debt to the college is satisfied. Delinquent accounts may also be subject to additional charges, including late fees, processing fees, collections costs, and attorney fees.

Additionally, North Arkansas College may pursue delinquent account collection through in-house efforts, public collection agencies, and/or garnishment of an individual’s Arkansas State Income Tax Refund, as allowed by Arkansas Statute 26-36-301.