

REGISTRATION

Office of Records and Registration

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Administrative South Building, Room 203, (501) 569-3110

<http://ualr.edu/records>

The Office of Records and Registration exists to provide students with information regarding the registration process. It also acts as an archive for all academic records.

Online Registration Guide and Class Schedule

The academic year includes two regular semesters in the fall and spring, each with sessions within the term, and a summer semester with four terms. Some courses are also available between semesters during late spring and winter interim.

The unit of credit is the semester hour. This unit is defined as credit earned for the completion of one hour per week in class for one semester. Two hours or more of laboratory work per week for one semester equal one semester hour of credit. UALR offers night and weekend courses, web-based courses, courses on campus and at various off-campus locations. Admission requirements, fees, and academic performance for night and weekend classes are the same as for day classes. Web-based courses are charged a technology fee.

Continuing-education courses are offered as a service to specific professional and vocational groups of the community. These are available on both credit and non-credit basis.

After you have been advised, the next step toward taking courses at UALR is to view the UALR Registration Guide and Class Schedule online at <http://boss.ualr.edu/>.

The UALR Registration Guide and Class Schedule contains information on the web registration process and lists the courses that will be offered during specific semesters by course, time, location, and instructor. The Guide/Schedule also contains the academic calendar, the final examination schedule, and deadlines for various activities during the semester.

UALR offers courses in the fall, spring, and summer. The Summer semesters are divided into one 10-week term (Summer I), and three 5-week terms (Summer II, III, and IV). UALR also offers courses at other times, such as during the interim between each semester and at different time periods during a semester or term.

Courses and programs are also offered through distance delivery as well as at off-campus locations. Off-campus and online credit courses are identified by location in the UALR Registration Guide and Class Schedule.

During a regular semester or term, the usual three-credit-hour daytime course will meet for 50 minutes a day on Monday, Wednesday, and Friday, or for 1 hour and 15 minutes on either Monday and Wednesday or Tuesday and Thursday.

Some classes will meet on different time schedules, such as one three-hour session per week. All these options are part of UALR's effort to offer classes in times and places that suit the needs of all students, but it also means you have to read the UALR Registration Guide and Class Schedule carefully.

A typical course entry is listed above and an explanation of each part of this listing is provided below. The format of the information may vary depending on which view of the student schedule you use, but the meaning of each component will be the same.

- **61445:** The five-digit course reference number (CRN) assigned for registration. The five-digit CRN number is necessary for registration and is not the same as the course number.
- **ACCT:** The department or curriculum area with its assigned four-letter code. See the chart on the following page for a comprehensive list of UALR course codes.
- **2310:** The course number assigned by the department. It indicates the level and number of credit hours for the course. See "Course Number" on page 240 for more details.
- **01:** The section number assigned by the department. See "Section" on page 241 for more details.
- **3.00:** The number of credit hours the course is worth.
- **Principles of Accounting I:** The course title. Abbreviated versions of longer course titles may be used. Descriptions of all courses appear within their respective departments in numerical order by course number.
- **Main:** The campus where the course takes place.
- **Aug 18, 2011:** The semester start date.
- **Dec 05, 2011:** The semester end date.
- **TR:** The days the class meets, in this case each Monday, Wednesday, and Friday. Other abbreviations include "MW" or Monday and Wednesday, "TR" or Tuesday and Thursday, "S" means Saturday, "U" means Sunday, and "TBA" indicates "to be announced." "TBA" is often used for online classes.
- **08:00 am - 09:15 am:** The time the class begins and ends. The abbreviation TBA in this place means "to be announced." The exact time for TBA courses will be provided by the department or instructor.
- **RBUS:** The building where the class meets, in this case Stabler Hall. See "Building Codes" on page 246 for a comprehensive list of UALR building codes and a map of the campus.
- **101:** The room number where the class will meet.
- **Instructor(s):** The name of the instructor assigned to this class. If the word "Staff" appears here, the teacher for the class had not yet been assigned at the time the schedule was prepared.
- **Note: "Web Enhanced"** If a note is listed, it will have specific information displayed for students to consider before registering for that class.

Sample Class Schedule Entry

CRN	SUBJ	CRSE	SEC	CREDITS	TITLE	CAMPUS		
Part of Term		START DATE		END DATE	DAYS	TIMES	BLDG	ROOM
61445	ACCT	2310	01	3.00	Principles Accounting I	Main		
Full Term		Aug 18, 2011		Dec 05, 2011	TR	08:00 am - 09:15 am	RBUS	101
		Instructor(s): STAFF						
Note: Web-enhanced								

FOUR-LETTER COURSE CODES

ACCT	Accounting	INTR	Interpreting For The Deaf
ADED	Adult Education	INTS	International Studies
ADVT	Advertising	ITEC	Information Technology
ANTH	Anthropology	LANG	General Foreign Language
ARAD	Applied Design	LAW	Law
ARED	Art Education	LAWB	LawB
ARHA	Art History and Appreciation	LESC	Leisure Science
ARST	Studio Art	LIST	Liberal Studies
ASCI	Applied Science	LSTE	Learning Systems Technology
ASTR	Astronomy	MATH	Mathematics
AUSP	Audiology/Speech Pathology	MCED	Middle Childhood Education
BINF	Bioinformatics	MCOM	Mass Comm
BIOL	Biology	MGMT	Management
BSAD	Business First-Year Experience	MKTG	Marketing
CHEM	Chemistry	MSCI	Military Science
CHIN	Chinese	MUAP	Applied Music
CLNG	Classical Language	MUED	Music Education
CNMG	Construction Management	MUEN	Music Ensemble
CNSL	Counselor Education	MUHL	Music History and Literature
COUN	Counseling	MUPR	Private Music
CPSC	Computer Science	MUTH	Music Theory
CRJU	Criminal Justice	NPLS	Nonprofit Leadership Studies
CSPS	Clinton Sch of Public Service	NURS	Nursing
DANC	Dance	PADM	Public Administration
ECED	Early Childhood Education	PEAW	Personal Awareness
ECET	Electronics & Computer ET	PFSL	Professional Selling
ECON	Economics	PHIL	Philosophy
EDAS	Educational Admin/Supervsn	PHYS	Physics
EDFN	Educational Foundations	POLS	Political Science
ENGL	English	PSYC	Psychology
ENHS	Environmental Health Sciences	PVYS	Poverty Studies
ERSC	Earth Science	RACE	Race and Ethnicity
ETME	Engr Technology (Mechanical)	READ	Reading
FINC	Finance	RELS	Religious Studies
FREN	French	RHBL	Rehabilitation of the Blind
GATE	Gifted/Talented Education	RHET	Rhetoric And Writing
GEOG	Geography	SCED	Secondary Education
GERM	German	SCHL	Scholars
GERO	Gerontology	SOCI	Sociology
GNST	Gender Studies	SOWK	Social Work
HIED	Higher Education	SPAN	Spanish
HIST	History	SPCH	Speech Communication
HSCI	Health Sciences	SPED	Special Education
IBUS	International Business	STAT	Statistics
IFAS	Information Assurance	SYEN	Systems Engineering
IFSC	Information Science	TCED	Teacher Education
IGSC	Integrated Grad Science	THEA	Theatre
INFQ	Information Quality		

TUITION AND FEES

The following tuition and fee information was subject for approval at the time of publication. For the most accurate and comprehensive tuition and fee information, visit <http://financialservices.ualr.edu/tuition.html>. Tuition and fee charges for classes that are taken for audit are the same as those for credit classes.

Other fees for seminars and special courses may be charged. All fees are subject to change without notice. All tuition and fees are due at the time of the student's registration. UALR accepts MasterCard, Visa, and Discover. Students whose tuition checks are returned are subject to administrative withdrawal.

Any student who is an Arkansas resident and has reached the age of 60 years or older by the last day of registration may enroll (on a space-available basis) free of tuition. In such cases, special fees for certain leisure science and music instruction courses are required. Students must provide proof of age to the Office of Admissions and Financial Aid.

Undergraduate Tuition (per credit hour)

Arkansas Residents	
Per Semester Credit Hour	\$183.00
College of Business Courses	\$189.00
Donaghey College of Engineering and Information Technology Courses	\$189.00
Nonresidents	
Per Semester Hour	\$500.00
College of Business Courses	\$515.00
Donaghey College of Engineering and Information Technology Courses	\$515.00

Fees for All Students (per credit hour)

Required Fees:	
Facilities (excluding Law School)	\$5.00
General	\$17.00
Athletic	\$15.85
Health Services	\$1.75
Technology Infrastructure	\$2.65
Application Processing (1st Time Applicant)	\$40.00
Re-application Processing (Per re-application)	\$15.00
College Technology Fees:	
Arts, Humanities and Social Sciences Courses	\$8.10
Business Courses	\$8.10
Education Courses	\$8.10
Engineering and Information Technology Courses	\$11.90
Professional Studies Courses	\$8.10
Science and Mathematics Courses	\$12.30
Off-Campus Courses (includes web based courses)	\$10.00 – \$25.00

Special Fees (as applicable):

Campus ID Card Replacement	\$15.00
Installment Payment Plan	\$30.00
International Student Application	\$40.00
International Student Service (per term)	\$125.00

Fees for All Students (per credit hour)

Late Installment Payment Plan	\$100.00
Late Installment Payment (per payment)	\$30.00
Late Payment (depending on date)	\$50.00 – \$100.00
Late Registration	\$100.00
Library Non-student User Circulation	
per semester	\$45.00
per year	\$100.00
Optional Individual Math Skills Review	\$150.00
Returned Check	\$20.00
Transcript (Official Copy)	\$5.00
Program Specific Fees:	
Art Studio Materials	\$12.00
Audiology/Speech Pathology Practicum	\$20.00
Education	
Experimental Learning Fee (per course)	\$25.00-\$60.00
Praxis Testing (Dependent upon subject)	\$65.00-\$90.00
Student Teacher Practicum Supervision	
In-state	\$210.00
Out-of-state	\$315.00
Music Private Applied Instruction	
half-hour lesson (1 credit hour course)	\$60.00
one hour lesson (2 to 4 credit hour course)	\$100.00
Nursing	
Testing	\$25.00
Clinical Nursing	\$30.00
Performing Arts Production	\$12.00
Social Work Placement (per semester)	\$60.00

Housing Fees

Residence Hall	
Application Processing	\$35.00
Security Deposit	\$100.00
Fall and Spring Semesters (per term)	
Double Bedroom	\$1,679.00
Single Bedroom	\$2,345.00
Laundry Fee	\$33.00
Summer (per five-week term)	
Double Bedroom	\$452.00
Single Bedroom	\$660.00
Laundry Fee	\$11.00
Residence Life Programming Fee	
Fall and Spring (per term)	\$16.00
Summer (per term)	\$6.00
UALR-owned Houses and Apartments	
Price per month ^a	\$450 – \$800

a) Depending on size, furnishings, and condition.

Bursar Office

The Cashier's Office provides billing, receipting, and cashing functions for student tuition and fees to assure accurate, timely, and effective service to students, as well as providing receipting and deposit functions for the University departments. We also distribute payroll and accounts payable checks and request and disburse all travel advance checks. You can contact the Cashier's Office by calling (501) 569-8757 or by emailing cashiers@ualr.edu.

The Student Accounts Office provides student billing, third party sponsorship posting, tuition discounts, and collection processes. You can contact the Student Accounts Office by calling (501) 569-3450 or by emailing studentaccounts@ualr.edu.

Parking Fees

Every student who parks a motorized vehicle on the main UALR campus is required to register that vehicle with the Department of Public Safety and display a parking permit as instructed. There is no fee to register one vehicle. Permits for additional vehicles are \$20 annually.

Reserved parking fees are \$165.00 annually for twenty four hour access. Lot choices are lot #'s 3, 4, 5, 7, 8, 9, and the lower level of the parking deck. Reserved parking is available on a first come first served basis. Reserved parking may be arranged at the Department of Public Safety. Students are also allowed to park in the metered lots or UALR's parking deck. The fee for parking in the meter lots is \$1.00 per hour with a 2 hour time limit, and the fee for the parking deck is \$1.00 per exit.

Refunds When Withdrawing from UALR

Students voluntarily withdrawing from UALR must complete the University Withdrawal Form and have an exit interview with a staff member in the Office of Admissions and Financial Aid if receiving financial aid. Withdrawal forms are available in the Office of Records and Registration. The last day to officially withdraw from the University without a grade penalty is listed in the Academic Calendar and on the UALR website. Students who fail to officially withdraw will be reported as having failed the course work for the semester, and grades of F will appear on their official transcripts.¹ Students who have questions about withdrawing should contact the Office of Records and Registration.²

Students who officially withdraw from UALR (withdrawal from all classes) during a regular fall or spring semester are entitled to a refund of instructional fees in accordance with the following schedule:

- 1st class day through the 5th class day – 100%
- 6th class day through the 10th class day – 50%
- After the 10th class day – None

To avoid charges for a summer term, a registered student must officially withdraw from all classes prior to the first day of classes for that term.

Refund schedules for current terms may be found in the UALR Registration Guide (<http://ualr.edu/registration/index.php/home/miscellaneous-information/registration-pocket-guides/>) and Class Schedule (<https://boss.ualr.edu/DirClasses.htm>).

Schedule Adjustment

Students who reduce their course load by dropping one or more courses may or may not be entitled to a reduction in charges. Visit <http://boss.ualr.edu/> and choose the UALR Registration Guide and Class Schedule for the dates of the schedule adjustment period.

Tax-Deductible Educational Expenses

The cost of college educational expenses may be deductible on an individual's federal income tax return if classes are taken:

- To maintain or improve the skills required in the individual's trade or business, or required in performing a present job
- To meet the specific requirements of an employer or the requirements of law for retention of present employment, salary, or status
- Such that the criteria for the American Opportunity Credit or the Lifetime Learning Credit are met

These credits can be applied to tax returns if the student meets the eligibility requirements.

This section should not be construed as tax advice. Students should consult a tax advisor or contact the local office of the Internal Revenue Service.

1. Non-attendance does not constitute a withdrawal.

2. An official withdrawal does not penalize or prevent a student from re-enrolling at a future date.