

SOUTHARK CONCURRENT CREDIT

Welcome to the concurrent credit program at South Arkansas College! With your enrollment in this program, you have access to the resources and labs that are provided with college enrollment. Read more about SouthArk resources below!

ACCOMMODATIONS

Students needing disability support services, including accommodations such as extended test time, must contact SouthArk's Disability Support Services office prior to the first day of class: 870.875.7235 or disabilitysupport@southark.edu

ADVISING & ACADEMIC SUPPORT

Chelsey Turner, Instructional Design Coordinator
870.875.7252
cturner@southark.edu
Office: ADM 107D

SOUTHARK EMAIL

You will need to check your SouthArk email at least three times a week, if not daily. To access your student email, visit SouthArk's website (southark.edu) and click on "MS365 (Student Email)" under the slide show, in the middle of the webpage. Your SouthArk email is the preferred way to correspond with your SouthArk instructors and the rest of SouthArk.

MICROSOFT OFFICE 365

With enrollment to SouthArk, you will be granted access to Microsoft Office 365. This is a cloud-based system that is home to your student email account, Microsoft Word, Excel, and other products needed for the semester.

SOUTHARK LIBRARY

Concurrent students can get their SouthArk ID made and pick up their parking pass at the library. 870.864.7115 or librarystaff@southark.edu
<https://southark.libguides.com/homepage>

SOUTHARK CASHIER & PAYMENTS

870.864.7163 or bookstore@southark.edu
<https://bookstore.southark.edu/>

SOUTHARK LOG-IN INFORMATION

To log in to your **Blackboard, E-mail & MyCampus** for the first time:

Username: first three letters of your first name, first three letters of your last name, and the last four digits of your student ID number.

(Check with your high school counselor or Chelsey Turner for your student ID#.)

Password: SA* followed by your complete student ID number.

Username Example: johndoe9999

Password Example: SA*777999999

BLACKBOARD

Blackboard is SouthArk's Learning Management System where all of your class information and work will be found, including information for in-class courses. Your semester syllabus, instructor contact information, semester schedule, and other important documents are housed in Blackboard, and often your coursework as well. You can access Blackboard through SouthArk's website or at the following link: <https://southark.blackboard.com/>.

TUTORING

Phone, e-mail, and virtual tutoring are available. Students with appointments are given priority; however, tutors and computers are available on a first-come, first-serve basis.

Tutoring takes place in the SouthArk Learning Center, Room 220 in the El Dorado Conference Center - 870.875.7295 or tutoring@southark.edu.

Monday through Thursday from 8:00 a.m. to 5:30 p.m.
Friday from 8:00 a.m. to noon.

TESTING CENTER

Those using the testing center must make an appointment. SouthArk's Testing Center, Room 220 in the El Dorado Conference Center - 870.864.7196 or testing@southark.edu

Monday through Thursday from 8:00 a.m. to 5:30 p.m.
Friday from 8:00 a.m. to noon.

SOUTHARK BOOKS & SUPPLIES

870.864.7163 or bookstore@ecampus.com
<https://southark.ecampus.com/>



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SOUTHARK PROCEDURES

You also will be required, as a SouthArk student, to follow the College's procedures. Some are listed below. Note that these procedures are general and campus-wide. Your instructor may have more specific procedures relevant to the course or your high school that will be listed on the course syllabus.

Other procedures are located in the current SouthArk Catalog:
<https://www.southark.edu/admissions/resources/course-catalog>

COURSE SYLLABUS

The course syllabus is prepared by your instructor and communicates information about the course, assignment schedule, expectations, and deadlines. Students are expected to meet deadlines without prompting from the instructor.

Class Attendance Policy

Students are expected to attend all concurrent classes in which they are enrolled in person or virtually, even when the high school campus may be closed and SouthArk remains open.

If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. This includes missed classes due to sickness, planned events, sports, or other school-related functions. Please remember that vacations are not excused absences. Always meet with your instructor as soon as possible when absences occur, either in person, by email, or by phone.

Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Class Absence emails will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. *Excessive absences are defined as follows:*

Regular Semester

- Courses which meet once a week..... 2 absences
- Courses that meet twice per week..... 3 absences
- Courses that meet four times per week..... 5 absences

Note: Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences.

HEALTH & SAFETY

Students attending in-person classes are expected to follow all procedures set forth by the College as well as Center for Disease Control guidelines. Instructors will review in-person class safety procedures on the first day of class. Students who enroll late are expected to contact their instructor and watch the associated videos prior to attending class. Should your high school or the College revert to online instruction only, students are expected to continue to attend class virtually and complete assignments on time.

Questions? For questions concerning coursework, start times, class locations, transcript requests, campus or course policies, or any other college material, contact your instructor, high school counselor, or Chelsey Turner 870.875.7252, cturner@southark.edu.



NEED MORE INFORMATION?

Contact Chelsey Turner

