

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

## SouthArk Resources

### 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](mailto:disabilitysupport@southark.edu)

### Advising

Sheffield Coulter, Concurrent/Dual Enrollment Coordinator, 870.864.7169, [earlycollegestart@southark.edu](mailto:earlycollegestart@southark.edu)

### Academic Support/ Blackboard

Benjamin Cagle, Office ADM 107C – 870.864.8467 or [bcagle@southark.edu](mailto:bcagle@southark.edu)

[Request Blackboard Assistance Form](#)

### 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 Sheffield Coulter for your student ID#.) *Username Example: johndoe9999*

Password: SA\* followed by your complete student ID number. *Password Example: SA\*777999999*

*UserName Example: First name – John; Last Name – Does; Student ID – 777999999 = johndoe9999*

*Password Example: SA\*777999999*

### 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](http://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.

### 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/>.

### 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 Bookstore

870.864.7163 or [bookstore@southark.edu](mailto:bookstore@southark.edu) ; <https://bookstore.southark.edu/>

### SouthArk Library

870.864.7115 or [librarystaff@southark.edu](mailto:librarystaff@southark.edu) ; <https://southark.libguides.com/homepage>

### Testing

Only essential testing is allowed. 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](mailto:testing@southark.edu)

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

Friday from 8:00 a.m. to noon.

## Tutoring

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

SouthArk's Learning Center, Room 108 in the Thomas Administration Building – 870.875.7295 or [tutoring@southark.edu](mailto:tutoring@southark.edu).

Monday through Thursday from 8:00 a.m. to 5:30 p.m.; Friday – *at the Testing Center* from 8:00 a.m. to noon.

## 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.

Additionally, if you have to quarantine, please refer to SouthArk's current quarantine guidelines on the website.

<https://www.southark.edu/covid-19>

**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 Sheffield Coulter, SouthArk's Concurrent/Dual Enrollment Coordinator, 870.864.7169, [earlycollegestart@southark.edu](mailto:earlycollegestart@southark.edu).