

WHAT'S NEXT?

Welcome Ironhorse! You have successfully registered for classes at UAHT, so what's next? Below you will find the next steps you need to take prior to the first day of class at UAHT.

- Complete your 2026-2027 FAFSA at www.fafsa.gov if you haven't already.
 - UAHT School Code: 0057032
 - Questions? Contact finaid@uaht.edu or 870-722-8264.
- Apply for other scholarships. Deadlines and applications can be found [here](#).
- [Login](#) to your Microsoft Applications (MYAPPS) to access your student email and Workday.
 - Complete your onboarding tasks if you haven't already.
- Have your Financial Aid package completed, OR have tuition and fees paid in full, OR set up a payment plan in Workday. [Click here](#)
- Get your textbooks rented from our Library-[UAHT Library](#)
- Get your UAHT Student ID & Parking Sticker if you haven't already.
 - Hope Campus: Enrollment Management in the Student Center 1st floor.
 - Texarkana Campus: TKA- Front Desk
- Apply for the TRiO Program online or in person: [TRiO Student Support Services App](#)
 - They can help provide Chromebooks, calculators, tutoring, etc.
- If you are a parent, complete the online [Career Pathways App](#) to see if you qualify for their services.
 - They can provide tuition assistance, technology, childcare, etc.
- Visit the PAC Job Board for potential employment opportunities! [Click here](#)
- Get familiar with your campus. Click [here](#) for our campus maps.
- View our current Academic Calendar [here](#) for important dates.
- Check out our [Workday How To's](#) to learn more about how Workday works and all of the resources available to you in Workday.
- Taking an Online Course, check out our [Student Guide to Online Courses](#)

UAHT STUDENT SERVICES

Purtle Advising Center	870-722-8124	<u>pac@uaht.edu</u>
Director: Whitney Rook	870-722-8123	<u>whitney.rook@uaht.edu</u>
Health Professions/RERAIL Advisor: Lilian Rogel	870-722-8118	<u>lilian.rogel@uaht.edu</u>
Transfer Advisor: Alana Flenory	870-722-8552	<u>alana.flenory@uaht.edu</u>
Career Advisor: Emmanuel Dixon	870-722-8119	<u>william.dixon@uaht.edu</u>
Texarkana Advisor: Wendy Ousley	870-216-2906	<u>wendy.ousley@uaht.edu</u>
PAC Admin Assistant: Kayetta Wilson	870-722-8124	<u>pac@uaht.edu</u>
Website: <u>https://www.uaht.edu/student-services/pac.php</u>		

Financial Aid	870-722-8146	<u>finaid@uaht.edu</u>
Associate Director: Edgar Duenas	870-722-8265	<u>edgar.duenas@uaht.edu</u>
Financial Aid Specialist: Kolby Taylor	870-722-8139	<u>kolby.taylor@uaht.edu</u>
Veteran Benefits: Kyla Walker	870-722-8266	<u>kyla.walker@uaht.edu</u>
FAFSA Link: <u>http://www.fafsa.ed.gov/</u>	UAHT Title IV Code: 005732	
Website: https://www.uaht.edu/financial-aid/index.php		

Business Office	870-777-5722	
Student Accounts: Cathryn Looney	870-722-8213	<u>cathryn.looney@uaht.edu</u>

Student Support Services		
ADA/Testing Center: Steven Ogden	870-722-8247	<u>steven.ogden@uaht.edu</u>
To schedule Accuplacer: <u>https://www.uaht.edu/admissions/testing.php</u>		
TRIO Director: Terry Harden	870-722-8248	<u>terry.harden@uaht.edu</u>
TXK Campus TRIO: Shamanda Nelson	870-216-2914	<u>Shamanda.Nelson@uaht.edu</u>
<u>https://www.uaht.edu/student-services/trio.php</u>		
Career Pathways: Sonya Thomas	870-722-8527	<u>sonya.thomas@uaht.edu</u>
<u>https://www.uaht.edu/admissions/career-pathways.php</u>		
Transcripts/Graduation: Diana Davidson	870-722-8220	<u>diana.davidson@uaht.edu</u>
Transcript request: <u>https://www.uaht.edu/admissions/transcript-request.php</u>		
Library/Bookstore: Leigh Quillin	870-722-8252	<u>leigh.quillin@uaht.edu</u>
Textbook Rental Fees: <u>https://www.uaht.edu/library/bookrental/fees.php</u>		
TXK Testing/Student Services: Wendy Ousley	870-216-2906	<u>wendy.ousley@uaht.edu</u>
Dean of Students: Marla Bush	870-722-8108	<u>marla.bush@uaht.edu</u>
Iron Horse Pantry: <u>https://www.uaht.edu/student-services/pantry.php</u>		
Counseling Services: <u>https://www.uaht.edu/student-services/counseling.php</u>		
Student Conduct, Student Activities, Student Organizations		

SPRING 2027 FINANCIAL AID INFORMATION

Questions about Financial Aid? Please call 870.722.8264 or email finaid@uaht.edu

2026-2027 FAFSA Dependent Students are no longer required to provide their parents' SSN or date of birth when they send the invitation to contributors. Instead, they only need their parents' email address to send the contributor invitation. This will facilitate the process for the student.

Important Arkansas Challenge Information:

- "Traditional" Freshman that have received the Arkansas Academic Challenge Scholarship must complete 27 hours (12 in Fall and 15 in Spring) their freshman year and complete 30 hours (15 in Fall & 15 in Spring) every year after that.
- Returning "Traditional" Academic Challenge Students must be enrolled in 15 credits hours on census date.
- Only a first-time freshman starting in the Fall semester can take 12 hours. If they are in their last semester and their degree plan does not require 15 hours, they can either retake a class(es) to fulfill the 15 hours, or the student can contact ADHE and place their scholarship on "Hold".
- All remediation must be completed in the first 30 hours including Co-Requisite Courses for Academic Challenge.
- Academic Challenge students whose GPA is not a 2.5, can repeat courses and those repeated courses can count towards their hours.
- Most other scholarships require at least full-time status.

Important FAFSA Information:

- It is the student's responsibility to follow up with the Financial Aid Office to ensure there are no issues with your application.
- **Submitting Additional Documents:** If further documentation is requested, please log in to your Student Workday account, review any Action Items, and upload the necessary documents promptly.
- **Pell Grant Eligibility:** To receive the full Pell Grant, students must be enrolled in at least 12 credit hours. Those enrolled in fewer hours will receive a prorated Pell amount, which may vary depending on your Student Aid Index (SAI).
- **A student must have their program of study declared correctly on Workday.**

Summer Pell Grant:

- Students can now receive Summer Pell on any enrollment intensity greater than zero.

Withdrawals:

- If students receive Financial Aid, urge them to contact the Financial Aid office before withdrawing.
- Students must attend until the 60% point in the semester to avoid having to pay back a portion of their Pell Grants. The 60% point usually falls close to the Student Withdrawal Deadline Date.

Student	Faculty
Spring 2027: April 1	Spring 2027: April 30
Sum I 2027: June 17	Sum I 2027: June 24
Sum II/Online 2027: July 22	Sum II/Online 2027: July 28

STUDENTS GUIDE TO FALL 2026 ONLINE COURSES

*Courses begin for Spring 2027: January 11th

*You will not have access to your online courses until courses begin. *

***You must log into your online course AND submit work within 1 week of the start of classes or you will be withdrawn from the course as a no-show.**

Helpful Links

PHONE SCANNER APP:

CamScanner, the leading scanning app helps educators to distribute & collect assignments electronically. Now it even sets the VIP membership Free for educators and students. Please help yourself here: <https://cc.co/16YRxt>

HOW TO ACCESS ONLINE TUTORING (NetTutor):

Online math tutoring is available 24 hours a day, every day of the week. Writing assignments can be submitted 24 hours a day, every day of the week and all writing submissions to NetTutor have a 48-hour turnaround time. All other subjects follow the NetTutor subject hours for the semester. We strongly recommend our students use this free tutoring platform. Students can access NetTutor through Blackboard.

UAHT LIBRARY:

The library's databases are listed on the [Databases A to Z](#) on the [Library's Web page](#). Many of the databases require login/password. Most databases are provided by EBSCOhost (aka EBSCO), Gale/Cengage, or ProQuest. The provider is mentioned in each databases' description on the [Databases A to Z](#) page. The following information should be included on all of your class syllabi.

Credo Reference USER ID: uacch PASSWORD: library22	EBSCOhost USER ID: uacch PASSWORD: 20library26!
GALE/Cengage On Hope Campus: hope21925 TXK Campus & Off Hope Campus: Hope 71801, 8707228251	Global Road Warrior USER ID: UniofArk PASSWORD: library
ProQuest On Hope Campus: hope21925 TXK Campus & Off Hope Campus: Hope 71801, 8707228251	

Online Tips & Reminders

1. ONLINE DOES NOT MEAN EASIER: Although online courses are more convenient for students, they are typically more challenging than face-to-face courses. Online students must be self-disciplined, proactive in their studies, and take responsibility for their learning to be successful.

2. TIME MANAGEMENT: Balancing school and personal obligations can become a juggling act. Time management may be the biggest factor in succeeding in your online course. Stay organized by keeping up with the course calendar. Avoid procrastination. Schedule more time than you think you need to complete assignments, tests, and studying. Let family members know when you will be working on your course, as if you were going to campus for class.

*The typical face-to-face course requires the time spent in class taking notes and participating in class lectures, plus additional out of class study time of 6+ hours. How does that translate to taking an online course? You should reserve 3 to 4 hours to be “in class” reading/listening to the online content. In addition, you should spend 6+ hours on assignments and studying. Electives or subjects that are easier for you may not take quite as long, but some subjects may take well over 6 hours of additional study time.

***Expect to log into your course daily – including weekends and holiday breaks.**

3. COMPUTER & INTERNET ACCESS: It is essential that students have reliable access to a computer and internet either at their home or on campus. Have a backup plan for your computer and internet access. Suppose you wait until 11:50pm to submit your work, and your internet connection is down. Your instructor is not required to allow you to make up your work because you did not manage your time well. Save all completed assignments in OneDrive or on a USB flash drive.

*Do not expect to be able to complete all work for an online class from a cell phone.

*Always start with Google Chrome as your browser of choice. If you run into problems with Chrome, switch to Microsoft Edge, Firefox, or even Safari. This process may eliminate most of your technical problems.

4. MIDTERM/FINAL TESTS (and other course tests):

- UAHT uses Respondus Lockdown Browser with Monitor to administer all major tests during the semester. This proctoring software allows faculty to maintain the integrity of the tests and ensure that testing guidelines are being followed by the student while at home.
- **You are required to have access to a webcam for testing. The camera and microphone must remain enabled during the entire test.**
- Your instructor will provide you with a practice test or quiz to test your equipment before taking a major test requiring the use of Respondus. Be sure to review the feedback provided by your instructor after completing the practice quiz. This feedback

will help you to understand any issues that may cause you to have points deducted from a major test.

- Every online course has an item titled Respondus Lockdown Browser Information in the Click Here to Begin module. This item has links to the instructions for using Respondus as well as the testing rules. It is important that you read both documents in their entirety.
- Click [HERE](#), scroll down to Respondus. Here you have access to the Student Respondus Lockdown Browser Instructions document and the UAHT Academic Honesty Respondus Testing Policy.
- Click [HERE](#) for a video on how to use Respondus on your device.
 - The Respondus system is not compatible with cell phones.
 - Dress appropriately while testing.
 - No hoodies or hats of any kind. Long hair must be behind your ears to prove that you are not using earbuds.
 - You are required to show your student ID or Driver's License as a form of identification. Your instructor will deduct 10% of your grade if you fail to show a valid identification for every test requiring Respondus.
 - **You are required to complete TWO full environment scans. The first scan will occur during the Respondus set-up process. The second scan will take place after clicking Begin Test and before answering any test questions. You will not be prompted to complete the second scan with a pop-up box. You will be prompted by on-screen instructions from your instructor.** For a full environment scan around the room, slowly use the camera to show the complete desktop, areas behind the computer, areas beside the computer, walls behind the computer and the areas underneath the desk where you will be testing. It is your job to prove that you are not using any resources (book, notes, laptop, cell phone, another person, etc.) other than what is allowed by your instructor while testing.
 - Use a small handheld mirror to show you do not have notes taped on your laptop screen. Spin the mirror around the room in front of the camera view.
 - YOU SHOULD ALWAYS ASSUME THAT YOU ARE NOT ALLOWED TO USE YOUR BOOK OR NOTES ON ANY RESPONDUS EXAM UNLESS YOUR INSTRUCTOR STATES IT IS ALLOWED.
 - Failure to conduct a full environment scan may result in a ZERO on your exam.
 - If you conduct a poor environment scan, your instructor will deduct 25% of your test grade.
 - Click [HERE](#) and watch this quick YouTube video on how to perform a good environment check!

- If testing violations persist, your instructor will require you to take all remaining tests on campus at an approved Testing Center where you can be physically monitored while testing.
- **Cheating and Plagiarism are unacceptable.** You are responsible for knowing and understanding the UAHT Academic Honesty Respondus Testing Policy. You can access the UAHT Academic Honesty Respondus Testing Policy by clicking [HERE](#).

5. COMMUNICATION: Communication is a key component to success in your online course. Determine your instructor's preferred method of communication (course message within the course, email, phone, REMIND messaging etc.).

- Allow your instructor at least 24 working hours to respond to your communication.
- Read the syllabus and course calendar before sending your instructor a question about course policies or due dates.
- If you are confused about how to: locate documents, complete an assignment, learn how to study, etc., contact your instructor.
- If you have technical issues with a test or assignment, contact your instructor immediately when the problem occurs.
- Communicate any major life issues with your instructor that may cause you to fall behind in the course. Examples of such situations would be having the flu, a hospital stay, birth (or death) in family, job change, etc.
- ALWAYS re-read your message before sending it to your instructor. Be respectful even if you have a grievance (do not address your instructor by their first name).
- Check for messages/emails sent from your instructor daily. Remember to check your JUNK email for unrecognized emails that may be important.

6. LIVE CLASS SESSIONS & VIRTUAL OFFICE HOURS: Best practices in teaching online courses indicate that students who participate in LIVE class sessions feel a stronger sense of community within the course and experience a higher rate of success. We strongly encourage our faculty to periodically hold LIVE class sessions and have regularly scheduled Virtual Office Hours to keep students connected. Please join these sessions when they are scheduled. These sessions will also be recorded for those unable to attend. *You can schedule virtual office meetings and/or tutoring sessions just as you would a face-to-face office meeting.

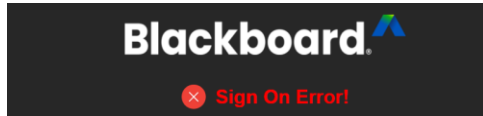
7. WHEN TO ACCESS YOUR BLACKBOARD COURSE: Students typically have access to their online courses by the end of the day on the first day of classes.

8. LOGGING IN:

Log in through MyApplications (Email, Workday, Blackboard, OneDrive, Word, Excel, etc.)

- Go to <https://myapplications.microsoft.com>.
- Log in using your @spike.uaht.edu email address and password
- Select the Blackboard Application
- Be sure to fully log out of Blackboard and MyApps each time you are done with them.

- You can find more instructions and troubleshooting information on Microsoft Apps and Workday [here](#).
- **ERROR MESSAGE:** If you receive “Sign On Error!” message, close the blackboard tab and LOG COMPLETELY OUT of www.myapplications.microsoft.com. Closing the myapps tab does not log you out! You must click on the profile icon and select Log Out. After logging out, navigate back to www.myapplications.microsoft.com and log back in using your student email address. You should now have access to Blackboard.



9. TO BE SUCCESSFUL IN AN ONLINE COURSE, YOU SHOULD:

- Carefully and thoroughly read your syllabus and all class instructional documents on the first day.
- be willing to ask for help from your instructor and advisor when you need it (including virtual office hours)
- Understand that your instructors will provide you with feedback throughout the course. Please do not take this feedback personally. Your instructors want to help you improve your work and understanding to improve your success in the course and in future courses.
- Be able to communicate via course messages and/or email, including sending attachments.
- Be able to navigate the web using a web browser such as Google Chrome, Firefox, Microsoft Edge, etc.
- Be able to upload/download files to/from Blackboard (always ask for help if you have problems!)
- Keep up with all due dates and turn assignments in on time.
- If you are enrolled in multiple online courses, they will have different due dates.
- Be able to paraphrase, quote, and give credit for other people’s ideas to avoid plagiarism.
- Understand the instructor’s expectations when posting responses to discussion boards - participate fully - many instructors use discussion board postings as test questions.
- Be aware of how you communicate -- consider your words wisely.
 - Sarcasm and humor do not transfer well into the written word.
 - Pay attention to where you are posting. Do not post confidential information in Discussion Forums as the whole class will be able to view it. Use course messages/email for such communications.
 - Avoid “REPLY ALL” in course messages.
 - Text message language is inappropriate for communicating on a Discussion Forum, course message, or email with either the instructor or students. Ex: type out “you” rather than “u.”
 - Typing in all capitals denotes shouting.

10. ADDITIONAL THINGS TO KNOW:

- Online class tuition is more than traditional face-to-face tuition.
- Keep up with your reading assignments. Most online courses are reading intensive. Read your textbook, watch the lecture videos, and read the power points. Do not rely on only one source.
- Watch all lecture videos (or listen to audio lectures).
- You must do your own work. Never log in to another student's class.
- Students who fail to log into the course regularly, complete assignments, or miss Blackboard Collaborate sessions will be withdrawn from the course.

SPRING 27 ONLINE CALENDAR

Classes Begin	January 11
Orientation for NEW online students -Help students navigate Blackboard -Ensure courses and information is correct in Blackboard -Answer questions concerning online courses -More information, questions, or concerns contact melanie.dillard@uaht.edu	
Last Day for 100% Refund	January 25
Census Day	January 26
Midterm Exams Proctored ONLINE with Respondus	March 4-5
Midterm Grades Due to Registrar	March 8
Spring 2027 Registration begins	November 3
Last Day for Student Withdrawal	April 1
Last Day for Faculty Withdrawal	April 30
Final Exams Proctored ONLINE with Respondus	May 3,4,5,6
Final Grades Due to Registrar	May 7
Deadline to return books	May 7
Students are encouraged to read the UAHT College Catalog and talk to their advisor about their options and concerns about withdrawing from a course.	

Distance Delivery Coordinator:

Melanie Dillard

melanie.dillard@uaht.edu

870-722-8167