Checklist for New Students: University of Arkansas
Master of Education in Higher Education

Congratulations on your acceptance to the University of Arkansas HIED MEd program! We are pleased you are joining us on this learning journey. To help begin the process, here are some tips for navigating some administrative tasks leading up to the first day of classes:

1. **Ensure that your undergraduate transcripts (with degree confirmation) have been sent to the University of Arkansas Graduate School**
   - To see the requirements go to [http://grad.uark.edu/future/applying/index.php](http://grad.uark.edu/future/applying/index.php)

2. **Send immunization records to the Pat Walker Health Center**
   - Immunization records are required for students who enter the Higher Education program. You must provide documentation of 2 MMR vaccinations. Documentation may come from a private physician’s office, high school transcripts, or the Arkansas Department of Health immunization database (Arkansas high school students only). Documentation may be dropped off on site, faxed to (479) 575-7789, or emailed to immu@uark.edu

3. **Set up your UARK email account** [http://its.uark.edu/get-started/](http://its.uark.edu/get-started/)
   - When you set up your UARK account you will be given a username and password. The username and password will give you access to your UARK E-mail account and to UAConnect.

4. **Campus ID Card**
   - The Campus ID Card can be used for personal identification, access to campus buildings, access to campus events, meal plan access, Razorbucks debit account, university recreation facilities, and ticket purchasing. To learn more about the Campus ID Card go to [http://campuscardoffice.uark.edu](http://campuscardoffice.uark.edu)

5. **Parking Permit**
   - To see permit eligibility and regulations go to [http://parking.uark.edu/parking-services/parking-permits/index.php](http://parking.uark.edu/parking-services/parking-permits/index.php)
   - Parking permits may be purchased online with UARK user ID and password
     - For the campus parking policy, it is important for students to know that they can park in any lot (including faculty and staff spaces, as well as the parking meters) between the hours of 5-8 pm as long as they have a campus permit. After 8 pm students without a...
permit can park in any spaces. On the weekends, parking anywhere at the U of A is free. Students should be sure not to park in the restricted spaces (these will have blue signs or the ones with the black signs). These spaces are reserved at all times. Please pay special attention to athletic events notices, requiring additional parking restrictions.

6. **Contact your advisor to develop your class schedule and program of study by finding their information at** [http://hied.uark.edu/faculty-staff.php](http://hied.uark.edu/faculty-staff.php)
   - Before signing up for your classes you will need to discuss your degree requirements with your advisor. Email or call your advisor to establish a meeting about your degree requirements.
   - You need to work with your advisor to complete the MEd program of study form [http://hied.uark.edu/med-higher-ed/forms.php](http://hied.uark.edu/med-higher-ed/forms.php)

7. **Log into UAConnect** [https://uaconnect.uark.edu](https://uaconnect.uark.edu)
   - Once you set up your UARK account you then have the ability to access UAConnect. On UAConnect you will find student records, financial information, and class schedules.
   - Complete all of the “to-do” items that appear on your UAConnect account (accept admission and accept financial agreement)

8. **Register for Classes** [https://uaconnect.uark.edu](https://uaconnect.uark.edu)
   - Enter your username and password and then go to the Student Center. Once you are at the student center click on the tab to the left of the screen and select Enrollment: Add. Then select the term and class subject. Finally, add each class you plan to select to your cart and then click checkout to complete your enrollment.

9. **Books**
   After you have signed up for classes, you are ready to begin purchasing required course textbooks. Books can be purchased or rented at the University of Arkansas Bookstore located at 616 N Garland Ave, Fayetteville, AR 72701. You can reach the bookstore at (479) 575-2155 or you can visit their website [http://www.uofastore.com/](http://www.uofastore.com/)

**ADDITIONAL RESOURCES**

Graduate Assistantships [http://hied.uark.edu/grad-assistantships.php](http://hied.uark.edu/grad-assistantships.php)


Division of Student Affairs [http://studentaffairs.uark.edu/offices.php](http://studentaffairs.uark.edu/offices.php)


Blackboard basics [http://learn.uark.edu/](http://learn.uark.edu/)
   - Be sure to check the course management system by the first day of class, as some faculty members use this site to communicate with students, post announcements, articles, syllabi, etc.
THEO - The Higher Education Organization at the University of Arkansas
https://uarktheo.wordpress.com
  • THEO Facebook page https://www.facebook.com/UArkHIED

Athletic Access Pass https://athleticspass.uark.edu

Off Campus Living Guide
http://occ.uark.edu/off-campus-students/1516livingguide.pdf

Explore Northwest Arkansas - Maps and Attractions
http://www.northwestarkansas.org/things-to-do/maps/

Ozark Regional Transit - Public Transportation for Northwest Arkansas
http://www.ozark.org/index.php/schedules-maps/overview
  • For the bus routes, (in case students are worried about having a far parking space and having to walk to campus), the bus can pick them up free of charge. The main one that students need to know about is the Green Bus which will pick them up from some parking lots on campus such as Lot 56, the bus route that is located on Razorback road across the street from the parking and permit office, the lot that is often times referred to as the pit etc. All of the buses such the Green, Yellow, Brown, Tan, Gray etc will eventually bring them to the Union which is a central part of campus in which students can easily walk around campus from. The buses resurface the campus every 10-15 minutes or so.

First Year Graduate Student Orientation Guide
  • Links to resources such as Governance and Policies, Graduate Student Funding Assistance, Graduate Student Health Insurance, Child Care Facilities, Graduate Student Handbook

U of A Regalia
http://uofastore.com/storehours/union.php
  • U of A regalia can be purchased at the Garland Bookstore on Garland Ave. or at the Razorback shop which is on the second floor in the Union.

Full Circle Food Pantry http://service.uark.edu/foodprograms/index.php

Mental Health - Counseling and Psychological Services (CAPS)
http://health.uark.edu/departments/counseling-psychological-services.php
  • 24 hour emergency services are available by calling (479) 575-5276

Center for Learning and Student Success (CLASS+) http://class.uark.edu

Veteran’s Resources http://veteranscenter.uark.edu

Center for Educational Access http://cea.uark.edu

Career Development Center http://career.uark.edu/new/

Learn about campus traditions http://www.uark.edu/athletics/traditions.php