

UNIVERSITY OF ARKANSAS
PULASKI TECH

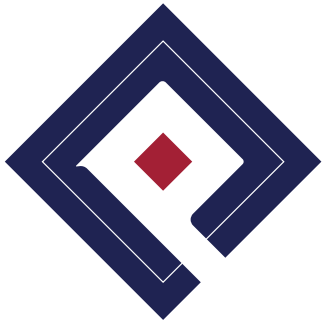
Welcome to UA-PTC!

Please review your new student folder. Included is information that will guide you through your educational journey with us.

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

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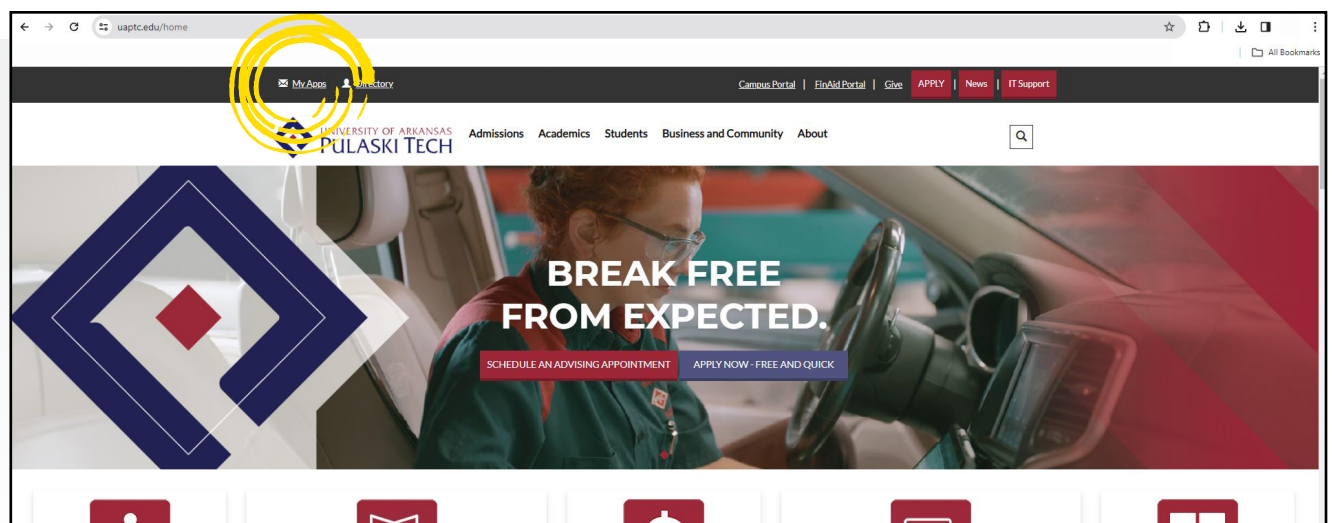
Workday Steps

• Log into MyApps

When prompted, enter your UA-PTC username and password.
You'll have access to Review Personal Information, Schedule an Advising Appointment, Register for Classes, etc...

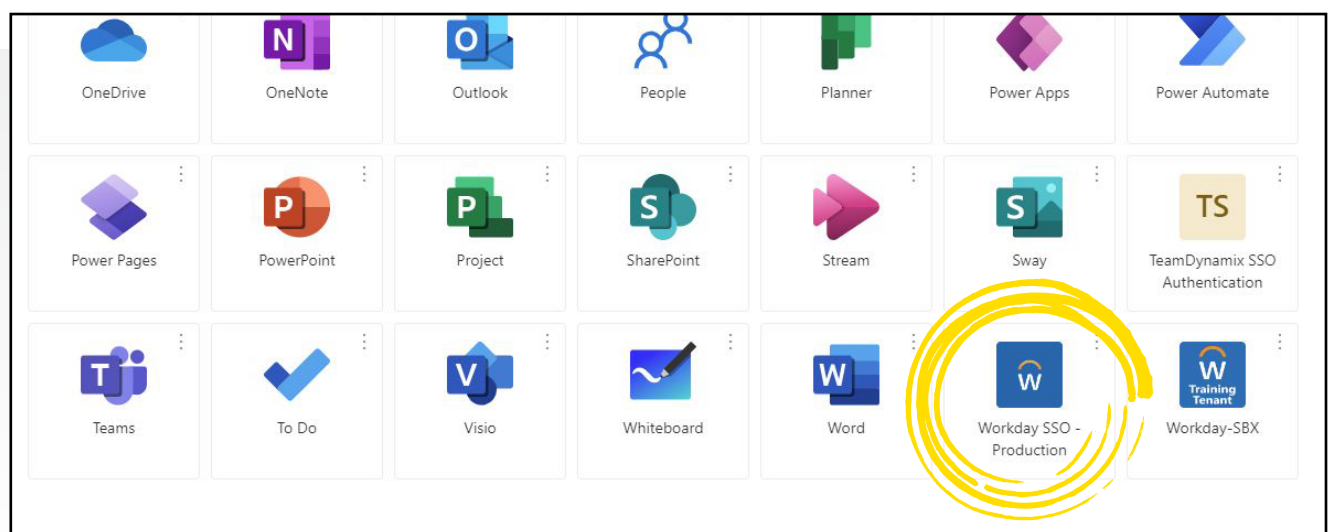
Step 1

Click on **MyApps**
at **www.uaptc.edu**
at top of page.



Step 2

Click on
Workday SSO-Production
at bottom of page.



Step 3

Review any tasks that you might have by
clicking My Tasks in the right-hand corner of
the page.

New Student Checklist

1. Login and Review Your Workday Account:

- Navigate to myapps.microsoft.com in a web browser.
- Enter your Institution Email: _____@students.uaptc.edu and password.
 - You will receive ALL official notifications here (not your personal email address)
- A dashboard with multiple apps will display. Locate the blue app titled “Workday” and select it. You are now logged into Workday!
- **Tasks: Complete Workday Onboarding Tasks**
- ***Note: It is necessary to complete the Onboarding tasks as soon as possible; not completing this process will affect your Financial Aid.**
- If not completed previously, you should see tasks waiting for you in your inbox.
- For tech assistance: email OSS@uaptc.edu, call 501-812-2367 or 501-812-2358, or go to the A Building, Room 111.

2. Attend New Student Orientation

- ❖ To register for NSO or complete the online session, go to uaptc.edu/nso
- ❖ At NSO you will register for classes. If you are unable to register for classes at NSO, you can [schedule an advising appointment](#) or call 501-812-2220.
 - Review the [Academic Catalog](#) to review student policies, important dates, program guidelines and course descriptions.
 - Before meeting with an academic advisor, review the [degree plans](#) offered at UA-PTC. Unsure about what you want to study? Take the [O*Net Interest Profiler](#) assessment.

3. Get your Student ID

- ❖ UA-PTC students can get their [Student ID badge](#) at the following:
 - Main Campus in the Campus Center Building, Room 101A
 - Student Services office at Little Rock-South
- ❖ In addition to the Student ID, UA-PTC students can ask for the [Metro Bus pass sticker](#) to be added to their badge. This will allow students to ride the Metro Bus for free. Students must get a new sticker each semester.

4. Get your Parking Pass

- ❖ Go to Student Accounts/Cashier’s office to fill out the form.
- ❖ Return the form to receive your parking pass.

5. Get Textbooks

- ❖ Students can purchase books from the [bookstore](#) at the Main Campus or [online](#). Please refer to pg.10 regarding our textbook options.

6. Paying for College: Financial Aid & Payment Options

- ❖ UA-PTC Financial Aid Office -501- 812-2289, finaid@uaptc.edu, CCB Rm.240 nd
- ❖ Student Accounts – 501-812-2278, studentbilling@uaptc.edu, CCB 2 Floor
- ❖ Veterans Services- A Building Room 127 (501) 812-2721 or 2360 elwilliams@uaptc.edu

Important Dates: Spring 2024

Be sure to review the [Academic Calendar](#) for other important semester dates!

- **Spring (8-Week I and 16-Week)**
- **Classes Start Date: January 21**
- **Last Date to Add/Drop/Swap January 23 (8-Week I) January 27 (16-Week)**
- **Payment Due Date*: January 21**

- **Spring 8-Week II (March 17th- May 9th)**
- **Classes Start Date: March 17**
- **Last Date to Add/Drop/Swap: March 19**
- **Payment Due Date*: March 17**

UA-PTC IT Services Help and Support

Do You Need Help Navigating Workday, Email or Blackboard?

The help desk at UA - Pulaski Tech provides an environment where students, faculty, and staff can receive assistance in their use of technology on campus. To meet our mission, we are committed to providing access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential, including with the use of technology.

The following information below are answers to questions asked by students at the help desk. For additional questions, visit www.uaptc.edu/help. If you are experiencing an IT issue not mentioned in this handout, please don't hesitate to contact the IT Services Help Desk Monday through Friday from 8:30 a.m. until 4:30 p.m. at (501) 812-2780 or visit the help desk in-person at the Main Campus (A Building, Room 111).

1. Know your UA-PTC ID and password!

A UA-PTC ID and password is necessary to access Workday, Blackboard, e-mail, and most online UA-PTC services. Your UA-PTC ID and password provide access to your grades, finances, and other personal information, so you should never share your password.

2. How do I access my UA-PTC E-mail?

All UA-PTC students receive an official UA - Pulaski Tech e-mail address. You are required to use your UA-PTC e-mail address for all communications with the college and your instructors. It's important to check your UA-PTC e-mail to stay informed about your classes, registration, financial aid, campus events, and much more. **New user? Please allow 24 hours before accessing your student e-mail.**

- <http://mail.office365.com> - Direct access to campus e-mail.

3. Help! I forgot my UA-PTC ID and password. Where do I go to reset it?

If you forgot your UA-PTC ID/password or you would like to change your password, visit uaptc.edu/reset.

4. Help! I can't access Workday.

If you are unable to access Workday, we have provided a few recommendations and contact information for support at the following: [IT Services at 501-812-2780](http://uaptc.edu/it-services).

5. How do I access the UA-PTC Financial Aid Portal? Who do I contact for support?

If you are unable to access the Financial Aid Portal, contact finaid@uaptc.edu or 501-812-2289.

6. Help! I'm having trouble with Blackboard.

- If you are needing Blackboard support or need to submit a Blackboard ticket, visit uaptc.edu/bbhelp.

7. Where do I go to take a quiz/test with a lockdown browser or receive lockdown browser support?

Students can visit the Learning Assistance Center Computer Lab in the Campus Center Building, Room 308 at the Main Campus and Room 222 at Little Rock-South to access the lockdown browser. If the lockdown browser is installed on your UA-PTC device/checked out from the Library and you are experiencing technical difficulties, please visit the help desk in person and ask for a computer technician.

8. When I view web pages, why am I seeing old content?

Most likely, the web page you are viewing is cached. The cache and cookies should be cleared regularly for several reasons. Depending on your settings, the cache can grow quite big, use a lot of disk space on your computer and cause slow web browsing. The cache can also cause issues when viewing new versions of previously visited web pages. Deleting the cache and cookies data regularly helps to troubleshoot, helps to increase the loading time of web pages, loads new versions of web pages and increases the performance of your computer. For step-by-step instructions for clearing out your browsers cache and cookies, visit uaptc.edu/clear-cache.

9. Connecting to the UA-PTC Wireless Network

UA-PTC has wireless connectivity throughout each location. When connecting to the wireless network, select **PTC** and enter your UA-PTC username and password. For guest, select **PTC_Guest**.

If you need assistance connecting to the wireless network, visit uaptc.edu/wireless.

10. What is the UA-PTC Mobile App? How do I get it?

The UA-PTC mobile app is a free app that provides quick access to every day resources. The UA-PTC app is available in the Apple and Google Play stores. For additional information, visit uaptc.edu/app.

11. How do I make the text larger on my screen? What accessibility resources are available?

If you would like to change your browsers text size, view pages on the UA-PTC website in a particular accessibility format (examples: an electronic braille, mp3 audio for listening, and a beeline reader), or looking for a screen reader to use on campus, visit uaptc.edu/webmobileaccessibility for in-depth instructions.

12. How do I sign up to receive emergency alerts from UA-PTC?

UA-PTC has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to your campus and personal e-mail addresses as well as your cell phone. To register, visit uaptc.edu/rave.

13. Where are the open computer labs located on campus?

For enrolled students, the following locations below provide open computer labs. Computers in the open labs contain Microsoft based software. Students can access the internet, campus e-mail, Workday, OneDrive, Blackboard, JAWS (screen reader) and MyLabs Plus.

- [Learning Assistance Center](#) - Campus Center, Room 308 at the Main Campus and Room 222 at Little Rock-South.
- [Library](#) - Both libraries at the Main Campus and Little Rock-South.
- [Collaboration Center](#) - Center for Humanities and Arts (CHARTS), Room 305.

14. Can I check laptops out?

Laptops are available to enrolled students through the campus library. To checkout a laptop, students must have a referral from a faculty member or an academic advisor. Faculty and academic advisors can send an e-mail or call the library on the student's behalf.

DOWNLOAD



OUR APP!



Here are a few of the services available at the user's fingertips:

- User friendly menu screens and pages.
- Direct access to *Blackboard, campus e-mail, Financial Aid, Workday and more.
- Users can customize links that include campus news, campus directory, tutoring, public safety, and more.
- View photos taken on campus.
- Purchase tickets to CHARTS events.
- Sign up to receive push notifications of your choice.
- and much more!

*Please note: Completing tasks and assignments in Blackboard on a tablet or mobile device is not recommended.

Questions

For questions related to the UA-PTC app, visit our App FAQ page.

Direct Download

To download the app, search for UAPTC Mobile in the app stores or download directly below.

Apple Store | Google Play



Produced by Michael Kappragge of mapterritory.com, August 2015



**UNIVERSITY OF ARKANSAS
PULASKI TECH**

3000 West Scenic Drive
North Little Rock, AR 72118
Phone: (501) 812-2200
uaptc.edu

Campus Map Legend

A	A Building	C	Industrial Technology
AHEC	Allied Health Education Center	D	Facilities
B	Public Safety	IT	Information Technology Center
BTC	Business Technology Center	OL	Ottenheimer Library
CCB	Campus Center Building	SCIB	Science Building
CHARTS	Center for Humanities and Arts		Bus Stop

**Important Locations
And Room Numbers**



MISSION STATEMENT

University of Arkansas - Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

A	Alumni Foundation	114	Marketing/PR	116	Human Resources
	Career Pathways	135	TRiO	127	101
	I.T. Help Desk	111	Veteran Services	126	
AHEC	Dental		LPN		
	EMS		Respiratory Therapy		
	Health Information Technology		Surgical Technology		
CCB	Academic Advising	337	Learning Assistance Center		
	Admissions	212	Computer Lab	308	
	Bookstore	106	Math & Science	310	
	Career Services	337	Reading & Writing	309	
	Cashier/Parking Passes	2 nd Floor Window	S.T.E.M.	318	
	Records	337	Student Life	306	
	Counseling and Disability	241	Testing	105	
	Financial Aid	240	Welcome Center	101	
	Food Court	101	ID Badges, Bus Passes, Lost & Found		
B	Police and Public Safety				
	Early Education				
	Lost & Found	101			
CHARTS	Box Office	Lobby			
	Collaboration Lab	305			
I.T.	Adult Education	108			



3000 West Scenic Drive
North Little Rock, AR 72118
Phone: (501) 812-2200 • uaptc.edu



13000 Interstate 30
 Little Rock, AR 72210
 Phone: (501) 812-2200

Campus Map

Transportation Technology Center
 Student Services
 Cosmetology School
 Library
 Bookstore
 Crain Community Room
 Open Computer Lab
 Technical Sciences Program Labs
 Academic/Technical Science Classrooms

Culinary Arts and Hospitality Management Institute (CAHMI)
 Culinary and Hospitality Program Labs
 Celebrity Chef Theatre
 3D Program
 Culinary and Hospitality Classrooms
 Open Computer Lab
 La Patisserie
 Le Cullinaire

Types of Courses Offered

Online Class

This type of course happens entirely online, without synchronous virtual meeting times. Students will login to their Blackboard course for instructions about their course. The instructor will provide materials for reading, lectures for viewing, assignments, and exams for evaluation. Students will have the ability to access and satisfy these requirements within a flexible time frame with clear deadlines outlined in the course schedule. Methods of online learning include self-guided lesson modules, video content, virtual libraries, posted lecture notes, blog postings and exchanges across discussion boards.

Traditional On-Campus Course

Traditional On-Campus courses will meet according to the published schedule in the assigned locations. Class size will be carefully structured to limit and possibly rotate the number of people in one space at a time. Careful social distancing protocols will be followed. If social distancing does not allow for in person attendance for all students on a specific day, online participation is expected.

Hybrid Course

This type of course has a required on-campus component of one or more day(s) a week and an online component. The schedule shows students the day(s), time, and location of their on-campus class requirement. A larger classroom is selected so all students can attend. Careful social distancing protocols will be followed. The online requirements for the course are communicated through Blackboard. Methods for the online learning include self-guided lesson modules, video content, virtual libraries, posted lecture notes, blog postings and exchanges across discussion boards.

Webinar Course

This type of course incorporates the kind of learning that happens in real time. The schedule shows the day(s) and the time, but the place is online. This means that the students and the instructor interact in a virtual environment at a specific time. Students will need to make room in their weekly schedules for these classes the same way they would a traditional face-to-face class. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures as well as online materials such as readings, videos.

For questions regarding the different course types, call (501) 812-2220 or e-mail advising@uaptc.edu.



The UA-PTC Bookstore

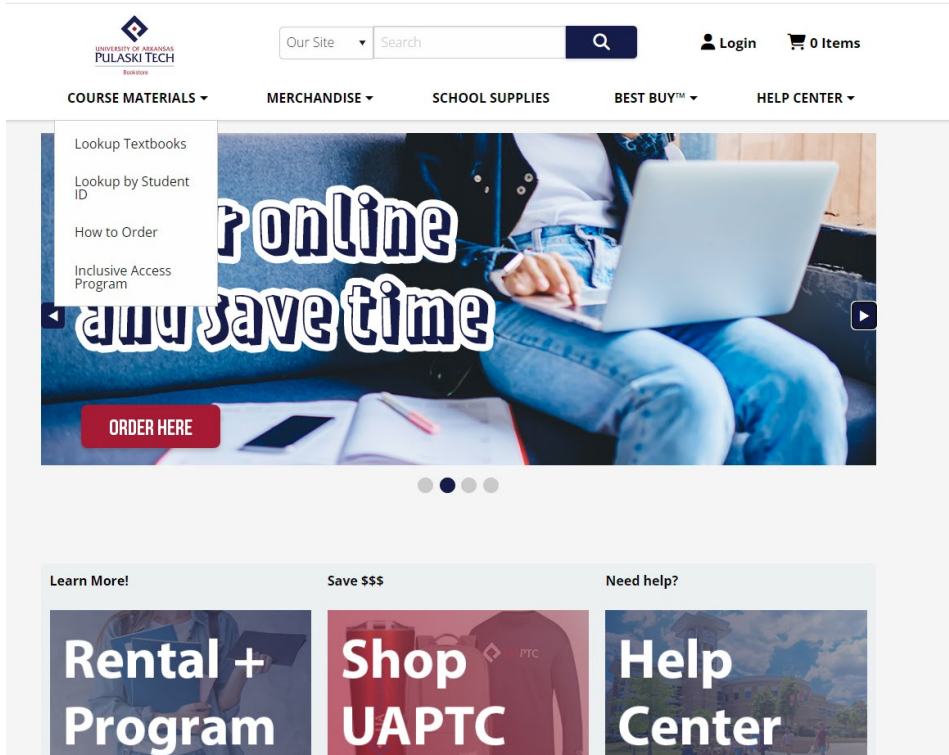
Located On The First Floor of the Campus Center Building

- ☒ Look up by Student ID!
- ☒ We Accept Financial Aid!
- ☒ Tax Free Weekend August 5th and 6th!
- ☒ Rent your books and save!
- ☒ We stock all required materials!

Visit the UA-PTC Bookstore website: theuaptcbookstore.com

How to Find Textbooks

1. Once on the website, hover over Course Materials



2. Select Lookup by Student ID then enter your Student ID number

The screenshot shows the 'Textbook Lookup' form on the University of Arkansas Pulaski Tech website. The form has a header with the text 'EASY TO LOOKUP' and 'FIND BY STUDENT ID OR COURSE'. Below the header, there is a section titled 'Textbook Lookup' with the subtitle 'Find the textbooks for your courses'. There are two tabs: 'Lookup by Course' and 'Lookup by Student ID', with the latter being selected. The form includes three dropdown menus: 'Select School' (PULASKI TECHNICAL COLLEGE), 'Select Term' (FALL 2023), and 'Student ID' (with a help icon). Below the dropdown menus, there is a text input field for the Student ID number.

3. Or, select Lookup Textbooks

The screenshot shows a web interface for finding textbooks. At the top, there's a banner with the text 'FIND STUDENT OR COURSE'. Below this, the heading 'Textbook Lookup' is centered, followed by the instruction 'Find the textbooks for your courses'. There are two tabs: 'Lookup by Course' (which is selected) and 'Lookup by Student ID'. A 'Select School' dropdown menu is set to 'PULASKI TECHNICAL COLLEGE'. Below this is a table with four rows for course selection. Each row has four columns: 'Term' (all set to 'FALL 2023'), 'Department' (all set to 'Select Department...'), 'Course' (all set to 'Select Course...'), and 'Section | CRN' (all set to 'Select Section | CRN...'). At the bottom left is a button 'Add Another Course' and at the bottom right is a button 'Lookup Courses'.

	Term	Department	Course	Section CRN
1.	FALL 2023	Select Department...	Select Course...	Select Section CRN...
2.	FALL 2023	Select Department...	Select Course...	Select Section CRN...
3.	FALL 2023	Select Department...	Select Course...	Select Section CRN...
4.	FALL 2023	Select Department...	Select Course...	Select Section CRN...

[Add Another Course](#) [Lookup Courses](#)

Some textbooks maybe included with your class. If so, you will see the following message:

The interactive course material and eTextbook for this course can be accessed via your Blackboard account. These materials are included in your course charge and will be automatically available when your course begins. You do not need to purchase this item, it is displayed here for information purposes only. If you are in PHYS 1102, PHYS 1103 or CUL 1301, you are receiving a physical book as part of the Inclusive Access program. Your professor will provide more details in class.

How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nsls.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.



Step 1

When logging in to one of the websites listed above, click the link to create an FSA ID.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 2

Create a username and password, and enter your e-mail address.

Step 3

Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4

If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5

Review your information, and read and accept the terms and conditions.

Step 6

Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

FSA ID Set Up Information

Your FSA ID is your personal legal signature.

- Don't create an FSA ID from anyone else.
- You (and only you) should create and use your FSA ID.
- Parents should not create an FSA ID for their child and vice versa. Doing so may cause issues with your (or your child's) financial aid.
- The FSA ID requires email validation. You cannot use the same address as a parent or spouse.

Email:

FSA ID:

Password:

Challenge Questions:

1. Chosen from FSA Listing. Answer:

2. Chosen from FSA Listing. Answer:

3. Create your own question: Answer:

4. Create your own question:

Answer:

Federal regulations require Satisfactory Academic Progress (SAP) to be measured using all attempted coursework, including remedial coursework and transfer credit.

SAP will be reviewed after each fall, spring, and summer semesters. All students are required to maintain SAP, even if no financial aid was previously received.

All SAP notices will be sent to the student's official UA-PTC email account.

Minimum Cumulative Grade Point Average(CGPA)

Students must maintain a CGPA based on hours attempted as shown below:

Credit Hours Attempted	Required Minimum CGPA
1-29 hours	1.75
30 hours or above	2.00

Pace of Progression

Students must successfully complete 66.67% of cumulative hours attempted. Cumulative hours attempted includes hours earned, remedial hours earned, repeated hours, transfer hours and grades of F, W, WX and INC.

$$\frac{\text{\# of cumulative hours earned}}{\text{\# of cumulative hours attempted}} \times 100$$

The formula used to monitor Pace of progression is:

Maximum Time Frame

The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study.

Most associate degrees at UA-PTC require 60 hours to complete; therefore, eligibility is limited to 90 (60 x 1.5) attempted hours. Technical Certificates require less hours, so eligibility for those programs will be limited to fewer attempted hours.

Attempted hours include all hours posted to the academic transcript, including all hours earned, remedial hours earned, repeated hours, transfer hours and grades of F, NC, W, WX, and INC. All enrollment periods count toward the maximum time frame regardless of a change in degree or major. Repeated coursework will count in the review of Satisfactory Academic Progress.

Example: Roger is seeking an AAS in Entrepreneurship. In order to complete the degree, he has to successfully complete 60 credit hours. His maximum time frame to complete his degree is 90 hours. (60 x 150% = 90 hours)

Financial Aid Warning

Students who fail to meet the standards of the SAP policy will be placed on Financial Aid Warning the following fall, spring or summer semester of UA-PTC enrollment. Students on warning will be eligible to receive financial aid. No appeal is necessary.

Financial Aid Suspension

Students who fail to meet the minimum SAP requirements at the end of their Financial Aid Warning semester will be placed on Financial Aid Suspension and will lose their eligibility to receive federal financial aid.

To regain financial aid eligibility, students must complete course work at their own expense until the policy minimums are met or, if eligible, submit a financial aid appeal. If a student is on Financial Aid Suspension because of maximum time frame to complete a program is exceeded, paying out of pocket will not allow you to regain aid eligibility. A financial aid appeal would be required. The steps to the appeal process are detailed in the Appeals to the Satisfactory Academic Appeals Policy section. **Appeals to the**

Satisfactory Academic Progress Policy

Students who can demonstrate and provide documentation of unusual or mitigating circumstances, such as illness or death in the student's immediate family, may appeal the financial aid suspension by completing a UA- PTC Financial Aid Suspension Appeal Form. This form, along with supporting documentation, must be submitted to the UA-PTC Financial Aid Office. Students will be notified in writing of the results of the appeal.

The committee may request additional documentation before reaching a decision. *The committee's decision is final.* Beginning Spring 2018, students are only eligible to appeal their Financial Aid Suspension **one time** for each standard of the SAP policy (maintaining a minimum CGPA, pace of progression and time frame).

If an appeal is approved by the Financial Aid Appeals Committee, the student will be placed on Financial Aid Probation. More information is in the section for Financial Aid Probation.

Financial Aid Probation

Students who have an approved appeal will be placed on Financial Aid Probation for the next semester of enrollment and may receive aid for that semester. If the student is enrolled during the semester the appeal was approved, the student would be required to meet the standards of the policy by the end of the current semester. If the student does not meet the standards of the policy in one semester, the student will not be eligible to receive federal aid until the policy standards are met at the student's expense or an appeal is approved for a different SAP policy reason.

Academic Plans

Students who file an appeal may be placed on an Academic Plan. Students must follow their Academic Plan as outlined by the committee that is provided to the student in their notification letter. Any deviation from the approved academic plan may result in a loss of aid eligibility. Students on an academic plan are eligible to complete additional appeals but only on a basis of a different policy violation. Example, if a student appeals for time frame and is placed on an academic plan but fails to meet the CGPA standard, he could appeal again on that specific basis. However, if a student takes class not on their academic plan, he would be ineligible for an additional appeal because he violated the time frame standards by not following his academic plan precisely.

Repeated Course Work

Students may receive federal aid to repeat a successfully completed course only one time. UA-PTC defines “successfully completed” courses as earning a grade of A, B, C, D, or CR in the course. See table below for examples.

1 st Attempt	2 nd Attempt	3 rd Attempt	Eligible for Aid?
F	D	Enrolled	Yes
C	Enrolled	-----	Yes
D	C	Enrolled	No
D	F	Enrolled	No
W	F	Enrolled	Yes

Return of Title IV Funds

This requirement applies to students who receive federal student aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and/or William D. Ford Direct Subsidized or Unsubsidized Loan(s), but not Federal Work-Study) and completely withdraws, earns all F’s, or a combination of W’s, WX’s or NC’s in classes prior to completing 60% of the enrollment period. Additional details are outlined in the Return to Title IV Funds Policy on the UA-PTC Financial Aid Policy webpage.



CAMPUS RESOURCES

CAMPUS POLICE

University of Arkansas - Pulaski Technical College strives to provide a safe and healthy environment that improves your learning process. Each student and employee should be able to attend classes, work on campus, and/or participate in activities with a feeling that they are in a safe and secure environment.

Important Phone Numbers:

Emergency: 911

Main Campus Duty Phone: (501) 580-1831

Little Rock South Duty Phone: (501) 626-7152

CAREER PATHWAYS

The University of Arkansas – Career Pathways Initiative (CPI) program seeks to increase the access of low-income custodial parents to education credentials to gain workplace skills that qualifies them for higher-paying jobs in their local areas that lead to economic self-sufficiency. It was designed to help the non-traditional students overcome barriers that too often keep them from being successful and able to support their families. We are a work based program.

Funded by a Temporary Assistance for Needy Families (TANF) federal grant through the Arkansas Department of Workforce Services and administered by the Arkansas Department of Higher Education, programs are located state wide at the state's 22 two-year colleges and 3 university based technical centers.

Administration, Room 135

Phone: (501) 812-2725

Fax: (501) 812-2740

Email: CPI@uaptc.edu

CAREER SERVICES

The Academic Advising and Career Services office can provide students with the following career services:

- Resume Assistance
- Job Search Assistance
- Help with Applications
- Job Leads
- Personal Development
- Interview Preparation
- Community Referrals

Main Campus -Campus Center Building, Room 110

Phone: (501) 812-2826 cservices@uaptc.edu

COUNSELING AND DISABILITY SERVICES

The mission of Counseling and Disability Services is to support the emotional, intellectual and social development of students at University of Arkansas - Pulaski Technical College. Counseling and Disability Services help individuals resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives.

Locations:

Main Campus: Counseling & Disability Services
Campus Center Building, Room 241

South Campus: Disability Services – Room 101C
Counseling Services – Room 101D

Phone: (501) 812-2738

Email: counseling@uaptc.edu

Email: disabilityserv@uaptc.edu

FOOD PANTRY

University of Arkansas - Pulaski Technical College is dedicated to the success of our students as well as the faculty and staff who serve those students. As a service organization within UA-PTC, the Food Pantry seeks to promote the success of the UA-PTC family by focusing on the whole person. Because healthy living makes for healthy learning, the Food Pantry addresses the issue of hunger in the UA-PTC community. Serving the basic needs of the student outside the classroom will contribute greatly to success inside the classroom. If faculty or staff need help, assisting with their basic needs will allow them to better serve our students.

Hours: During normal business hours

UA - Pulaski Tech Food Pantry Requirements

1. Current member of the UA - Pulaski Tech community (student, faculty, or staff member)
2. Present a UA-PTC ID Card
3. Complete a UA-PTC Food Pantry Application
4. One bag per household

Phone: (501) 812-2756

Email: manderson@uaptc.edu

IT SERVICES

As a student, you have a lot on your mind and we don't want tech-related questions or stressing out over tech support to be one of them. At the link below, we have put together a technology and support web page that features helpful technology tips, important computing and technology information, and answers to commonly asked questions we receive from students. [Technology and Support for Students](#)

We also want to make sure you have the tools to be successful in your classes. As a UA-PTC student, you are provided free downloads for Microsoft Office, Teams, and our Mobile App. You can easily download these at the links below.

[Microsoft Office Suite](#)

[UA-PTC App \(Apple\)](#)

[Microsoft Teams](#)

[UA-PTC App \(Android\)](#)

Locations:

Main Campus: A Building, Room 111

Phone: (501) 812-2780

LEARNING ASSISTANCE CENTER

The Learning Assistance Center was established to provide students the support and services needed to achieve their educational goals at UA - Pulaski Tech. The Learning Assistance Center provides for any student enrolled free drop-in tutoring services for most subjects taught on campus.

Tutoring Services

The LAC offers free tutoring assistance for currently enrolled students [online](#) and in-person when the college is open at the [Main Campus](#) and at the [Little Rock-South](#) site.

Main Campus, Campus Center Room 310 (Math/Science) and 309 (Reading/Writing) Little Rock-South, Room 220

Computer labs

The Learning Assistance Center Computer Lab provides for any student enrolled free access to computers that have Microsoft based software, Blackboard, MyLabs Plus, E-mail and Internet access. The Learning Assistance Center Computer Lab has two labs at the following locations:

Main Campus, Campus Center Room 308

Little Rock-South, Room 222 Phone:

(501) 812-2266

Email: tbrown@uaptc.edu

LIBRARY

UA-PTC Ottenheimer - North Library is located in the heart of the Main Campus in North Little Rock. The nearly 20,000 square foot area is home to a growing collection of print, multimedia, and electronic resources. The Library also contains 60 PC and 8 Mac workstations, as well as 19 laptops which can be checked out and used inside the Library. There are 6 individual study rooms, 2 group study rooms, 2 ADA accessible study rooms, 2 audio-visual stations, and soft-seating and large study tables throughout the Library. Monday-Thursday: 7:30 a.m. to 6 p.m.

Friday: 7:30 a.m. to 3 p.m. Phone:

(501) 812-2272

Email: wdavis@uaptc.edu

UA-PTC Ottenheimer - South Library occupies an 8500 square foot area in the center of the Little Rock - South Campus building. It contains 21 computer stations, a group study room, 3 individual study rooms, an ADA accessible study room, and comfortable seating and large study tables throughout the Library.

Phone: (501) 812-2878

Monday-Thursday: 7:30 a.m. to 6 p.m. Friday:

7:30 a.m. to 3 p.m.

TRIO VETERANS UPWARD BOUND

The TRIO Veterans Upward Bound (VUB) is an education and skills program designed specifically to serve the needs of today's veterans. Our mission is to provide qualifying veterans with the skills and motivation necessary to enter and succeed in a post-secondary education program.

It is our honor to offer a unique range of services designed to prepare eligible veterans for success when they enter their chosen educational program, whether it is at a two-year community college, a four-year college or university, or a public or private vocational or technical school. All services including instruction, VUB textbooks, advising, and supplies, are provided FREE of charge.

VUB is a TRIO program funded by the U.S. Department of Education and is administered through University of Arkansas - Pulaski Technical College. We serve veterans in Pulaski, Faulkner, Lonoke and Saline counties.

A Building, Room 135
Phone: (501) 812-2810
Email: msnow@uaptc.edu

TRIO STUDENT SUPPORT SERVICES

The University of Arkansas - Pulaski Technical College TRIO Student Support Services program is funded by the United States Department of Education.

The goal of TRIO Student Support Services is to help participants have a successful college experience and achieve their academic and personal goals. The program serves 180 UA - Pulaski Tech students who qualify for services. Students must be first-generation college students (neither parent has a baccalaureate), meet income requirements based on family size and/or have a documented disability.

A Building, Room 127
Phone: (501) 812-2720
Fax: (501) 812-2703
Email: msnow@uaptc.edu

JAG COLLEGE SUCCESS PROGRAM

The UA - Pulaski Technical College JAG College Success Program is designed to assist students in addressing academic and non-academic barriers to college success. Students working with the program will learn to set achievable goals, find community resources to resolve personal life circumstances interfering with their academic performance, and develop life skills that will carry them into the future. Benefits of the program students can expect:

- Case management
- Address barriers to college and career success
- Referrals to appropriate campus and community resources and organizations
- Career exploration and planning
- Support in setting and meeting academic and career goals
- Seminars/Workshops on money management, time management, test taking, study skills, and enrollment processes
- Academic accountability
- Post-graduation plan

Campus Center Building, Room 318
Phone: (501) 812-2287
Email: jmcfadden@uaptc.edu

TESTING SERVICES

The mission of Testing Services is to validate "high-quality education" and quantify learning by administering high stakes exams in an environment of excellence and integrity that adheres to state, national, and professional standards and guidelines.

Testing Locations

University of Arkansas - Pulaski Technical College offers testing services at the Main Campus in North Little Rock and at the Little Rock-South site near the Pulaski and Saline County line.

Main Campus

Testing Services: Campus Center Building,
Room 105 3000 West Scenic Drive
North Little Rock, AR 72118

Email: testingcenter@uaptc.edu

Little Rock - South

Testing Services: Student Services
Office 13000 Interstate 30
Little Rock, AR 72210

VETERANS SERVICES OFFICE

University of Arkansas - Pulaski Technical College works with the Department of Veterans Affairs as well as other federal and state agencies to provide educational assistance to those who have served our country. Once you are ready to enroll at UA-PTC, the Veterans Services office is your one stop for assistance with application to the college, your educational benefits, other sources of financial aid, and for academic advising each semester.

Administration, Room 127

Phone: (501) 812-2720

Fax: (501) 812-2703

Email: elwilliams@uaptc.edu

Title IX/Sexual Harassment & Discrimination

No person at the University of Arkansas - Pulaski Technical College will, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to sex discrimination, sexual harassment, or sexual misconduct under any education program or activity.

Title IX protects the college community from sexual harassment in a school's education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

The College has designated the following employees to coordinate its compliance with Title IX, including complaints of sex discrimination, sexual harassment and sexual misconduct.

Michelle Anderson (Title IX Deputy Student Issues)

Dean of Student Life and Wellness

Center Building, Room 306C manderson@uaptc.edu

[\(501\) 812-2756](tel:(501)812-2756)

Act 943: Unplanned Pregnancy Prevention

Act 943, passed by the Arkansas Legislature in 2015 directs college and universities to develop and implement action plans to help students prevent unplanned pregnancy or delay plans for additional pregnancies.

Arkansas is #1 in birth rates for 18-19 year olds and unplanned births result in 1 in 10 college dropouts*. The topic of preventing unplanned pregnancy is relevant for both college men and women, for those who are already parents, as well as those who are not parents.

Resources

UA-PTC Counseling Services Office 501-812-2288
or counsersv@uaptc.edu

The Arkansas Campaign to Prevent Unplanned Pregnancy <http://youractionplanar.com/>

Arkansas Department of Health

<http://www.healthy.arkansas.gov/programsServices/familyHealth/WomensHealth/Pages/default.aspx>

Arkansas Department of Health: Health Unit Information Locations and Contact Information:

<http://www.healthy.arkansas.gov/programsServices/localPublicHealthOffices/Pages/huList.aspx>

Arkansas Pregnancy Crisis Centers

http://www.artl.org/ourissues/crisis_pregnancy_centers

The National Campaign to Prevent Teen and Unplanned Pregnancy

<http://thenationalcampaign.org/>

Bedsider <https://bedsider.org/>

*Data obtained from The Arkansas Campaign to Prevent Unplanned Pregnancy

