

NEW SAU STUDENTS

As a new student at SAU, you must be anxious and excited to find out what college life is all about. Well, get ready for **Being a Mulerider (BAM)**, SAU's orientation for new freshmen and transfer students with 24-hours or less. Meet other new students, learn your way around campus, and discover the unlimited opportunities waiting for you at SAU. BAM is mandatory, so make arrangements for missing work and covering family obligations.

Being a Mulerider Required Activities:

Check-in	Monday, January 10 1:00 p.m. – 2:00 p.m.
Class Meetings	Monday, January 10 2:00 p.m. – 3:30 p.m.

We look forward to meeting you. If you have any questions, please call the Office of Student Activities, at 870-235-4925 or email at symccoy@saumag.edu or klsmith@saumag.edu. Visit the Being a Mulerider link <http://web.saumag.edu/bam2>

ADMISSION PROCEDURES

If you are a new student at SAU, or if you are a former SAU student who did not attend the 2010 fall semester, please read the Admissions Procedures section first. If you are a current SAU student, you should read the Registration section first.

If you are a beginning freshman:

1. Complete an admissions application in the Office of Admissions, Nelson Hall (NEL) 120.
2. Provide proof of immunization to the Office of Admissions.
3. Have your high school send an official transcript and have your ACT or SAT scores sent directly to the Office of Admissions, P.O. Box 9382, Magnolia, AR 71754-9382.
4. Follow the instructions under Registration or Late Registration.

If you are a transfer student:

1. Complete an admissions application in the Office of Admissions, Nelson Hall (NEL) 120.
2. Provide proof of immunization to the Office of Admissions.
3. Have all colleges and universities you have attended send official transcripts directly to the Office of Admissions, P.O. Box 9382, Magnolia, AR 71754-9382. You must submit all transcripts before your eligibility for admission can be determined.
4. If you have completed fewer than 24 credit hours, also have your high school send an official transcript and have your ACT or SAT scores sent directly to the Office of Admissions.
5. If you have not successfully completed both Composition I and College Algebra, you must have your ACT or SAT scores sent to the Office of Admissions.
6. Follow the instructions under Registration or Late Registration.

If you are a returning SAU student and did not attend the 2010 fall semester:

1. Complete an admissions application in the Office of Admissions, Nelson Hall (NEL) 120.
2. If you have attended any other colleges or universities since you attended SAU, have all colleges/universities send official transcripts directly to the SAU Office of Admissions, P.O. Box 9382, Magnolia, AR 71754-9382.
3. Provide proof of immunization, if you have not previously done so, to the Office of Admissions.
4. Follow the instructions under Registration or Late Registration.

If you are a new SAU student only auditing classes, if you are a new student not seeking a degree, or if you are a transient student:

1. Complete an admissions application in the Office of Admissions, Nelson Hall (NEL) 120.
2. Provide proof of immunization to the Office of Admissions.
3. If you wish to take Composition I or College Algebra, have your college/university official transcript(s) and your ACT or SAT scores sent directly to the Office of Admissions, P.O. Box 9382, Magnolia, AR 71754-9382.
4. Transient students must provide a "Letter of Good Standing" from the last institution attended.
5. Follow the instructions under Registration or Late and Other Registration.

If you are a beginning graduate student or a returning graduate student that did not attend, the 2010 spring semester, the 2010 summer sessions, and the fall 2010 fall session:

1. Complete a graduate admissions application by visiting www.saumag.edu/graduate or for questions contact the School of Graduate Studies (870-235-4150), Nelson Hall (NEL) 226.
2. Deadline for the application and all admissions requirements is December 1, 2010, for the spring semester.
3. Admissions and specific program requirements are available by visiting www.saumag.edu/graduate.

FINANCIAL AID

All financial aid paperwork for the spring 2011 semester needs to be completed no later than November 1, 2010. You can apply at www.fafsa.ed.gov. You must put SAU's code (001107) on the application. This time is needed for the Office of Financial Aid to process the report and e-mail the award letter. In order to use financial aid to make payment for the spring 2011 semester, all completed and corrected forms must be in the Office of Financial Aid no later than November 10, 2010.

SPRING REGISTRATION

November 1, 2010 - January 6, 2011

Any continuous undergraduate student assigned to the Advising Center that does not register during the registration period (November 1, 2010 – January 6, 2011) will not be allowed to register during the first day of late registration (Monday, January 10, 2011). These students may register on Tuesday, January 11, 2011. Students with permanent departmental advisors may register either day (January 10, 2011 or January 11, 2011). Students accepted into the Nursing program should contact the Department of Nursing for instructions.

Continuous undergraduate students will be able to add/drop classes on both days of late registration (January 10-11, 2011).

Currently enrolled freshmen and other students with fewer than 45 hours who have not declared a major:

All freshmen and all other students with fewer than 45 hours who have not declared a major should call 870-235-5175 as soon as possible to make an appointment to register between October 18 and December 10, 2010, at the Academic Advising and Assistance Center. The center is located in Nelson Hall (NEL) 200. You will be required to clear any hold you may have before you will be allowed to register (see instructions below).

All other currently enrolled students register as follows:

In order to register, you must complete the following three steps:

1. Clear Holds.

Clear any hold you may have before you see your advisor. To check for holds, locate a terminal at one of these locations:

Office of the Registrar – Nelson Hall
Magale Library
Campus Connect

If you have a hold, it must be cleared before you can register.

2. See your advisor.

Make an appointment to see your advisor according to the schedule below.

Nov. 1-3	Students with 90+ hours
Nov. 4-5, Nov. 8-10	Students with 60+ hours
Nov. 11-12, 15-17	Students with 30+ hours
Nov. 18, 2010 - Jan. 6, 2011	Open to all currently enrolled students

Continuous undergraduate students (30 + hours) may register by seeing their advisor or by accessing web registration at <http://web.saumag.edu/online/get-started/registration/>.

At any time during this period, graduate students may register by seeing their advisor or by accessing web registration at <http://web.saumag.edu/online/get-started/registration/>. New and returning graduate students should see regular admission procedures.

You must complete step three to be officially registered.

3. Make payment.

Follow instructions under Payment of Tuition, Room and Board, and Fees.

PAYMENT OF TUITION, ROOM AND BOARD, AND FEES

Before you make payment, print out your Statement of Account from Campus Connect or at the terminal in the hallway near the Office of the Registrar, Nelson Hall (NEL) 102.

A. If you create a spring 2011 class schedule during registration in the fall 2010 semester, submit your signed Statement of Account and make payment to the Business Office by January 6, 2011, your schedule will be saved. If you have sufficient financial aid and do not need to make payment to hold your schedule, you must e-mail studentaccounts@saumag.edu and request your schedule to be saved. For students who need to make payment the following three payment options are available.

1. Pay tuition and fees IN FULL.
2. Pay tuition and fees IN FULL and pay the first of FIVE room and board installments. Students utilizing this option will be assessed a \$40 late fee when payments are not made by due dates.
3. Utilize the FACTS Tuition Management option via Campus Connect. Students utilizing this option may pay in full (\$2.50 fee assessed), or select a deferred payment plan (\$40 fee assessed.) Visit www.saumag.edu and select the Campus Connect link. Go to Student Information and click on Review/Pay account and scroll to bottom of the page for your FACTS (E-Cashier) link.
4. Payment may be made by cash, check, MasterCard, Visa, Discover, American Express or awarded financial aid. If you pay with credit card, you may do this online via Campus Connect. Visit www.saumag.edu and select Campus Connect link, go to Student Information and click on Review/Pay account and scroll to the bottom of the page for your credit card link. All credit card payments will be assessed a \$2 transaction fee and the on-line credit card payments are processed for balance in full.

If you do not submit your signed Statement of Account to the Business Office and make payment by January 6, 2011, **your class schedule may be erased** that day. You will then have to create a different schedule during spring late registra-

tion. If you are enrolled in an off schedule course, it is your responsibility to ensure that payment is made in full at least five (5) days prior to the first day of class.

B. If you create a spring 2011 class schedule at any other time, submit your signed Statement of Account and **make payment to the Business Office that same day, your schedule will be saved. If you do not make payment, you will not be officially registered and will not have a schedule.** On January 10-11, 2011, the Business Office will be located in the Harton Theatre.

1. Students who do not live in a residence hall must pay tuition and fees in full or utilize the deferred payment plan with FACTS Tuition Management (see A-3 instruction above to access FACTS E-Cashier.)
2. Students who live in a residence hall must pay tuition and fees in full and must also pay the first installment of their room and board or utilize the deferred payment plan option with FACTS Tuition Management (see A-3 instruction above to access FACTS E-Cashier.)
3. Payment may be made by cash, check, MasterCard, Visa, Discover, American Express or awarded financial aid. If you are paying by credit card see A-4 instruction above to access credit card link. All credit card payments will be assessed a \$2 transaction fee, and the on-line credit card payments are processed for balance in full.
4. Spring room and board installments are to be paid:
February 28
March 31
April 22
May 5

Business Office hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday.

Students with sufficient financial aid to pay their entire tuition and fees or those with a -0- balance must also submit a signed Statement of Account.

C. Upon official withdrawal from the University, tuition is refundable to a student on the following basis:

Withdrawal date:

January 17 - January 26, 2011	80% refunded
January 27 - February 2, 2011	60% refunded
February 3 - February 9, 2011	40% refunded
February 10 - February 16, 2011	20% refunded

FINANCIAL AID REFUND CHECKS

(Loans and Other Aid)

The first refunds will be available on January 27, 2011. This refund will only include excess student loan funds. Beginning February 9, 2011, refunds for all aid will be processed weekly.

All refunds will be deposited into your personal bank account based on information that you provided to The SAU Business Office.

LATE REGISTRATION

January 10, 2011 (8:00 a.m. – 5:30 p.m.)
January 11, 2011 (8:00 a.m. – 5:00 p.m.)

Any continuous undergraduate student assigned to the Advising Center that does not register during the registration period (November 1, 2010 – January 6, 2011) will not be allowed to register during the first day of late registration (Monday, January 10, 2011). These students may register on Tuesday, January

11, 2011. Students with permanent departmental advisors may register either day (January 10 or 11). Students accepted into the Nursing program should contact the Department of Nursing for instructions.

Beginning freshmen, transfer students, and returning students not currently enrolled will be notified by the Office of Admissions when they may register during the summer.

To create a schedule for the spring 2011 semester, follow the instructions given below:

1. Check and clear holds. Clear any hold you may have before you see your advisor. To check for holds, go to a terminal in the Office of the Registrar – Nelson Hall, Magale Library or on Campus Connect at http://admin.saumag.edu/cc3/gui_fas.html. If you have a hold, it must be cleared before you can register.
2. Continuous undergraduate students (30 + hours) may register by seeing their advisor or by accessing web register at <http://web.saumag.edu/online/get-started/registration/>.
3. If you registered and would like to make changes to your schedule, you may do so in your advisor's office or through web registration at <http://web.saumag.edu/online/get-started/registration/>.
4. At any time during this period, graduate students may register by seeing their advisor or by accessing web registration at <http://web.saumag.edu/online/get-started/registration/>. New and returning graduate students should see regular admission procedures.
5. **Make payment**
On the day you create your schedule, go to the Harton Theatre to make payment and complete registration. Follow instructions under Payment of Tuition, Room and Board, and Fees.

If you do not complete this step, you will not be officially registered and will not have a schedule.

Residual ACT

If you are a beginning freshman or transfer student with fewer than 15 hours, and you have not taken the ACT, you may do so Friday, January 7, 2011. Telephone registration is required by calling the Office of Counseling and Testing at 870-235-4145. Once you have registered, report to Wilson Hall at 8:30 a.m. and bring \$40 and a photo I.D. The ACT is required for admission to SAU.

Registration

1. Make application for admission by Friday, January 7, 2011; otherwise, you will have to apply and register late and pay a \$50 late fee.
2. Go to the Office of Admissions on January 10-11, 2011.
3. See your advisor. The Office of Admissions will direct you to an advisor, who will advise you, create a schedule, and enter it into the computer.
4. Make payment and complete registration on the day you create your schedule. If you do not complete this step, you will not be officially registered and will not have a schedule.

LATE AND OTHER REGISTRATION

**Late Registration with \$50.00 late fee
January 12-20, 2011**

Late registration

If you did not attend the fall 2010 semester, you must apply for admission. If you are a freshman or a student with fewer than 45 hours and an undeclared major, you should report to the Academic Advising and Assistance Center, Nelson Hall (NEL) 200, for advising and input of the class schedule. **A \$50 late fee will apply.** All other students should see their advisor and complete late registration. Your advisor will advise you, create your schedule and may enter it into the computer or may set the flag for you to web register at <http://web.saumag.edu/online/get-started/registration/>. You should then make financial arrangements with

the Business Office. Follow instructions under the Payment of Tuition, Room and Board, and fees section. **A \$50 late fee will apply.**

Audit registration

Audit registration is on a space-available basis. Formal admission to SAU is a requirement for audit registration. You should see the Academic Advising and Assistance Center to register. To be properly registered as an audit student, an audit form must be completed at the Office of the Registrar no later than the last day to add a class.

Non-credit registration

You may register to attend a class and not receive credit. Non-credit registration is processed on a space-available basis. To register to attend a class and not receive credit, go to the Office of Continuing Education, Business/Agri-Business (BUS) 111. If you register for a non-credit class, you cannot receive financial aid unless you are qualified according to all University guidelines, including making sufficient academic progress in credit courses.

Adding and dropping classes during late registration

If you are a freshman, or a student with an undeclared major, you should report to the Academic Advising and Assistance Center, Nelson Hall (NEL) 200, to add or drop classes. All other students should contact their advisors. Students may opt to add or drop classes via web registration at <http://web.saumag.edu/online/get-started/registration/>.

The last day to add a class is Thursday, January 20, 2011. The last day to drop a class is Wednesday, March 30, 2011. **A \$10 add/drop fee will apply to add or drop a class.**

POLICIES AND NOTICES

No person shall, on the grounds of race, color, sex, age, national origin, or handicap, be denied admission to or employment at Southern Arkansas University or be excluded from participation in, denied the benefits of, or be subjected to discrimination in any program or activity sponsored by the University.

Physically impaired students who have scheduling problems should confer with the Office of Counseling and Testing/Disability Support Services.

SAU reserves the right to modify this schedule as deemed necessary (deletions, additions, changes, etc.).

The Family Educational Rights and Privacy Act provide that directory information will be available to the general public. Directory information means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended. Should an enrolled student not wish directory information released to the general public, the student should notify the Office of the Vice President for Student Affairs, Overstreet Hall (OVR) 116, no later than the end of registration week of each semester or term that all or part of the directory information should not be released without prior consent.

BOOKSTORE HOURS

During registration the Bookstore will be open the following hours:

Monday - Friday January 10-14 8 a.m. - 6 p.m.

Following registration, regular hours for the Bookstore are:

Monday - Friday 8 a.m. - 4 p.m.

Last day for **full** refund on textbooks is January 18, 2011.

Must have receipt for all returns or exchanges.

2010 FALL - 2011 SPRING CALENDAR

October 18-December 10	Registration at the AAAC
November 1, 2010-January 6, 2011	Registration
November 10	Last day to apply for spring 2011 graduation without \$50 penalty
January 6	Prepayment deadline
January 10-11	Late registration
January 12-20	Late registration with penalty
January 12	Classes begin
January 14	Final date to apply for spring graduation with \$50 penalty
January 17	Martin Luther King, Jr. holiday
January 20	Last day to add a course
January 20	Last day of entrance
February 28	Room and board and deferred installments due
March 7	Mid-semester grades due – 10 a.m.
March 21-25	Spring vacation
March 30	Last day to withdraw from SAU
March 30	Last day to drop courses
March 31	Room and board and deferred installments due
April 22	Room and board and deferred installments due
April 25	Last date to change "I" grades in the Office of the Registrar
April 28	Last day to register for spring intercession classes
May 2	Final examinations begin
May 5	Final room and board and deferred installments due
May 6	Semester ends
May 6	Commencement
May 9	Final grades due 10 a.m.

BUILDING ABBREVIATIONS

AGR	Childs Agriculture Building
ASF	Field House
BAN	Band Hall
BCT	Bruce Center
BFA	Brinson Fine Arts Building
BUS	Business/Agri-Business
CRS	Cross Hall
DCB	Dolph Camp Building
DWR	Donald W. Reynolds Campus and Community Center
HKR	HKR-Brown Complex
HRT	Harton Theatre
MAG	Magale Library
NEL	Nelson Hall
OVR	Overstreet Hall
PCE	Peace Hall
WIL	Wilson Hall
WNB	Wharton Nursing Building

Off-campus abbreviations

CAM	SAU-Tech
Col	Columbia Christian School
Cos	Cossatot
Eme	Emerson High School
Hop	Hope
NAS	Nashville
SSS	SSSC-Camden
Ste	Stephens
Tay	Taylor