



## NPC-TO-UAFS PRE-GRADUATION TRANSFER DEGREE CHECKLIST

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NPC students who complete one of the associate degrees shown below may transfer up to 75 hours to the University of Arkansas at Fort Smith (UAFS) for the following Bachelor degrees:

### **BACHELOR OF APPLIED SCIENCE (EMPHASIS IN MANAGEMENT & LEADERSHIP)**

- Associate of Applied Science in Automotive Service Technology
- Associate of Applied Science in Business Management – Accounting
- Associate of Applied Science in Business Management – Management/Marketing
- Associate of Applied Science in Computer Networking
- Associate of Applied Science in Emergency Medical Services – Paramedic
- Associate of Applied Science in General Technology
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Hospitality and Tourism Administration
- Associate of Applied Science in Medical Laboratory Technology
- Associate of Applied Science in Radiologic Technology
- Associate of Applied Science in Respiratory Care

### **BACHELOR OF BUSINESS ADMINISTRATION (CAMPUS OR ONLINE)**

- Associate of Science in Business

### **BACHELOR OF SCIENCE IN CRIMINAL JUSTICE**

- Associate of Applied Science in Criminal Justice

### **BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP**

- Associate of Arts for Transfer to UAFS Bachelor of Science in Organizational Leadership

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### **PRE-GRADUATION TRANSFER CRITERIA**

You should complete this checklist if you meet the following criteria:

- You have completed or are nearing completion of one of the above listed NPC associate degrees, but you have **not** yet applied for graduation.
- You want to transfer to UAFS for one of the above listed bachelor degrees.
- You want to take the additional 15 hours at NPC **before** you apply for graduation.\*

\* If you plan to complete a NPC-UAFS transfer degree and want to complete the additional 15 hours at NPC **after you graduate**, you should follow the steps outlined in the [NPC-to-UAFS Post-Graduation Transfer Degree Checklist](#).

- **STEP 1: Make an appointment** with the [NPU Transfer Center Coordinator](#) to discuss:
  - Your transfer degree plan and to determine the courses needed to complete your degree.
  - Completing the *Student Academic Plan Change form*, which is required to indicate your intention to complete the additional transfer courses **before** you graduate.
  
- **STEP 2: Apply for admission to UAFS.**
  - Complete and submit the [UAFS Undergraduate Application](#) by the deadline shown for the semester in which you plan to attend UAFS.
  - Submit required documents to the UAFS Office of Admissions:
    - Official [NPC transcript](#) and transcripts from any other colleges/universities you have attended.
    - Proof of immunization against measles, mumps, and rubella.
  
- **STEP 3: If you receive financial aid**, apply for financial aid at UAFS.
  - Complete *Section I* of the [UAFS Consortium Agreement](#).
  - National Park College should be listed as the *Host School* on the Agreement form. Your financial aid will come through UAFS, which is your *Home School*. The UAFS Financial Aid Office will disburse your financial aid each semester
  - You must file a [FAFSA](#) and complete the required financial aid process prior to all applicable deadlines. **The FAFSA code for UAFS is 001110.**
  - You must be enrolled in a degree program at UAFS in order to receive financial aid.
  - You must be enrolled in at least one upper-level course at UAFS each semester in order to receive financial aid for courses taken concurrently at NPC.
  - You are responsible for payment to NPC for your NPC tuition, fees, and books. You may pay cash or set up a [payment plan](#), and you may see an NPC Financial Aid Advisor for information or assistance.
  
- **STEP 4: Be advised at UAFS.** Contact the advisor(s) shown below for the UAFS degree to which you are transferring. During your advising session, your UAFS advisor will complete *Section II* of the *UAFS Consortium Agreement*, which lists the course(s) you will be taking at NPC. Your UAFS advisor will forward your agreement form to the UAFS Financial Aid Office. The UAFS Financial Aid Office will contact NPC Enrollment Services for confirmation of enrollment at NPC.
  - **Bachelor of Applied Science**
    - Dr. Leroy Cox, Department Chair – [leroy.cox@uafs.edu](mailto:leroy.cox@uafs.edu), 479.788.7768
    - Danielle Jolie, Academic Advisor – [danielle.jolie@uafs.edu](mailto:danielle.jolie@uafs.edu), 479.788.7784
  - **Bachelor of Business Administration**
    - Karin Hickenbotham, Academic Advisor – [karin.hickenbotham@uafs.edu](mailto:karin.hickenbotham@uafs.edu), 479.788.7878
  - **Bachelor of Science in Criminal Justice**
    - Tatiana Scharr, Criminal Justice, Advising Coordinator – [tatiana.scharr@uafs.edu](mailto:tatiana.scharr@uafs.edu), 479.788.7574
  - **Bachelor of Science in Organizational Leadership**
    - Dr. Leroy Cox, Department Chair – [leroy.cox@uafs.edu](mailto:leroy.cox@uafs.edu), 479.788.7768
    - Danielle Jolie, Academic Advisor – [danielle.jolie@uafs.edu](mailto:danielle.jolie@uafs.edu), 479.788.7784
  
- **STEP 5: Register for UAFS course(s)** approved by your UAFS advisor in **Step 4**. You must be enrolled in at least one upper-level course at UAFS each semester in order to receive financial aid for courses taken concurrently at NPC.

- **STEP 6: Be advised at NPC.** Make an appointment with the [NPU Transfer Center Coordinator](#) or the appropriate NPC program area contact listed in **Contact Us** on page 3 to review your NPC/UAFS degree plan and to discuss the courses approved by your UAFS advisor in **Step 4**.
  - **STEP 7: Register for NPC course(s)** approved by your UAFS and NPU advisors.
    - You may go directly to [Oasis](#) to register for classes online.
    - Refer to the [Schedule of Classes](#) for availability of classes.
    - Remember that you must also be enrolled in at least one upper-level course at UAFS each semester.
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## NEXT STEPS

If you receive financial aid, you will need to complete the following steps for each future semester in which you are taking classes at both NPC and UAFS:

- **Step 3: Apply for Financial Aid at UAFS**
- **Step 4: Be Advised at UAFS**
- **Step 5: Register for UAFS Course(s)**
- **Step 6: Be Advised at NPC**
- **Step 7: Register for NPC Course(s)**

If you do *not* receive financial aid, only complete **Steps 4 – 7**.

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## CONTACT US

If you have questions concerning admissions, advising, or financial aid at NPC and UAFS, or about NPC program areas, contact:

- **Admissions**
  - NPC – Enrollment Services, 501.760.4232
  - UAFS – Office of Admissions, [admissions@uafs.edu](mailto:admissions@uafs.edu), 479.788.7120, 888.512.5466 (Toll-Free)
- **Advising**
  - NPC – NPU Transfer Center Coordinator, [Anne.Benoit@np.edu](mailto:Anne.Benoit@np.edu), 501.760.4373
  - UAFS – See information listed in **Step 4: Be Advised at UAFS**
- **Financial Aid**
  - NPC – Enrollment Services, 501.760.4159
  - UAFS – Financial Aid Office, [finaid@uafs.edu](mailto:finaid@uafs.edu), 479.788.7090
- **Transcript Requests**
  - NPC – Enrollment Services, 501.760.4159
- **NPC Program Areas**
  - Automotive Service Technology – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Business – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Business Management – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Computer Networking – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Criminal Justice – Chuck Argo, [Chuck.Argo@np.edu](mailto:Chuck.Argo@np.edu), 501.760.4154; James Montgomery, [James.Montgomery@np.edu](mailto:James.Montgomery@np.edu), 501.760.4137
  - General Technology – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Health Sciences – Janice Ivers, [Janice.Ivers@np.edu](mailto:Janice.Ivers@np.edu), 501.760.4348
  - Hospitality and Tourism Administration – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256
  - Organizational Leadership – Jennifer Lyons, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu), 501.760.4256