



## 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 which are available on campus or online:

### **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 Digital & Media Arts
- Associate of Applied Science in Emergency Medical Services – Paramedic
- Associate of Applied Science in Health Information Technology
- Associate of Applied Science in Hospitality and Tourism Management
- 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**

- Associate of Science in Business Management

### **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: Be advised at NPC.** Meet with the appropriate NPC Faculty Mentor listed on page 3 in **Contact Us** or with an NPC Academic Advisor to discuss:
  - Your transfer degree plan/graduation map 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 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**
    - Danielle Jolie, Director of Academic Support – [danielle.jolie@uafs.edu](mailto:danielle.jolie@uafs.edu), 479.788.7784
  - **Bachelor of Business Administration**
    - Debbie Findlay, Advising Coordinator – [debbie.findlay@uafs.edu](mailto:debbie.findlay@uafs.edu), 479.788.7878
  - **Bachelor of Science in Criminal Justice**
    - Kristen Merritt, Criminal Justice Academic Advisor – [kristen.merritt@uafs.edu](mailto:kristen.merritt@uafs.edu), 479.788.7564
  - **Bachelor of Science in Organizational Leadership**
    - Danielle Jolie, Director of Academic Support – [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.** Meet with the appropriate NPC Faculty Mentor listed in **Contact Us** or an NPC Academic Advisor 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 NPC 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.

## 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**.

## 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 – 501.760.4159
  - UAFS – Nick Daily – Admissions Officer, 479.788.7988, [nick.daly@uafs.edu](mailto:nick.daly@uafs.edu)
- **Advising**
  - NPC – Enrollment Services – 501.760.4232, [npcadvising@np.edu](mailto:npcadvising@np.edu), or the appropriate NPC Faculty Mentor shown below
  - UAFS – See information listed in **Step 3: Be advised at UAFS**
- **Financial Aid**
  - NPC – Enrollment Services – 501.760.4159
  - UAFS – Financial Aid Office – 479.788.7090, [finaid@uafs.edu](mailto:finaid@uafs.edu)
- **Transcript Requests**
  - NPC – Enrollment Services – 501.760.4123, [registrar@np.edu](mailto:registrar@np.edu)
- **NPC Faculty Mentors**
  - **Jennifer Lyons, 501.760.4256, [Jennifer.Lyons@np.edu](mailto:Jennifer.Lyons@np.edu)**
    - Automotive Service Technology
    - Business
    - Business Management
    - Computer Networking
    - Digital & Media Arts
    - Emergency Medical Services – Paramedic
    - Health Information Technology
    - Hospitality and Tourism Management
    - Medical Laboratory Technology
    - Organizational Leadership
    - Radiologic Technology
    - Respiratory Care
  - **James Montgomery, 501.760.4137, [James.Montgomery@np.edu](mailto:James.Montgomery@np.edu)**
    - Criminal Justice