



## NPC/UAHT FUNERAL SERVICE EDUCATION **STUDENT CHECKLIST**

If you're interested in completing the Associate of Science degree in Funeral Service Education from the University of Arkansas – Hope & Texarkana (UAHT), which allows you to enroll in classes concurrently at NPC and UAHT, follow these steps:

- ☐ **STEP 1: Apply for admission at UAHT.** Make an appointment with Brad Sheppard, the UAHT Funeral Service Education Coordinator on the NPC campus, at 870.722.8523 or [Brad.Sheppard@uaht.edu](mailto:Brad.Sheppard@uaht.edu) to discuss:
  - Completing the online [Application for Admission](#).
  - Submitting required documents to the UAHT Office of Admissions.
    - Official high school transcript or GED. (Required *only* if you're transferring less than 12 credit hours.)
    - Official [NPC transcript](#) and transcripts from any other colleges/universities you've attended.
    - Proof of immunization against measles, mumps, and rubella.
    - Official ACT, SAT, or Compass scores. (Required *only* if you haven't completed English Composition, Math, and general education core courses.)
  - Timeline for receiving Funeral Services Program acceptance letter from UAHT.
- ☐ **STEP 2: Receive program acceptance letter from UAHT.** You'll receive a copy of your program acceptance letter from the UAHT Program Coordinator, Brad Sheppard.
- ☐ **STEP 3: Apply for admission at NPC.** If you haven't already applied to NPC, complete the [NPC Online Admissions Application](#) and select *Funeral Service Education NPC/UAHT, AAS* as your intended degree plan.
- ☐ **STEP 4: If you receive financial aid:**
  - Contact the UAHT Financial Aid Office for assistance in completing *Section I* of the [UACCH Consortium Agreement](#).
    - Your financial aid will come through UAHT, which is your *Host School*. The UAHT 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 UAHT is 005732**.
    - You must be enrolled in at least one UAHT Funeral Service Education class each semester in order to receive financial aid for courses taken concurrently at NPC.
    - You're 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 and assistance.

*\*University of Arkansas–Hope & Texarkana (UAHT) is also known as the University of Arkansas Community College at Hope (UACCH). Consequently, UACCH may appear on financial aid forms even though UAHT disburses financial aid funds.*

- ❑ **STEP 5: Be advised for UAHT courses.** Make an appointment with Brad Sheppard, UAHT Program Coordinator, to discuss:
    - The NPC graduation Map for your degree and the UAHT courses you should take.
    - The *UAHT Consortium Agreement* which lists the course(s) you'll be taking at NPC.
      - ❑ You will submit a copy of your NPC schedule to the UAHT Financial Aid office via email or fax.
      - ❑ The UAHT Financial Aid office will forward the Consortium Agreement to the NPC Financial Aid office.
      - ❑ The NPC Financial Aid office will confirm enrollment by returning a signed copy of the Consortium Agreement to the UAHT Financial Aid office.
  - ❑ **STEP 6: Register for UAHT course(s) approved in Step 5.** REMINDER: To receive financial aid for courses taken concurrently at NPC, you must be enrolled in at least one UAHT course each semester
  - ❑ **STEP 7: Be advised at NPC.** Make an appointment with Janice Ivers, the NPC Faculty Mentor for this program, to discuss:
    - UAHT course(s) approved in **Step 5**.
    - NPC course(s) you should take.
  - ❑ **STEP 8: Register for NPC courses approved in Step 7.**
    - You may visit NPC Enrollment Services for assistance in registering, OR you may go directly to [Oasis](#) to register for classes online.
    - Refer to the [Schedule of Classes](#) for availability of classes.
    - You must be enrolled in one upper-level course at UAHT each semester.
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## NEXT STEPS

- If you **receive financial aid**, you need to complete Steps 4 – 8 each future semester in which you're taking classes at both NPC and UAHT.
  - If you do **not receive financial aid**, you need to complete Steps 5 – 8 each future semester in which you're taking classes at both NPC and UAHT.
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## CONTACT US

If you have questions about admissions, advising, financial aid, registration, or a transcript request, contact:

- **Admissions**
  - ❑ NPC – Enrollment Services – 501.760.4159
  - ❑ UAHT – Office of Admissions – 870.777.5722
- **Advising**
  - ❑ NPC – Janice Ivers – 501.760.4289 – [Janice.Ivers@np.edu](mailto:Janice.Ivers@np.edu)
  - ❑ UAHT – Brad Sheppard - 870.722.8523 – [Brad.Sheppard@uaht.edu](mailto:Brad.Sheppard@uaht.edu)
- **Financial Aid**
  - ❑ NPC – Enrollment Services – 501.760.4159, [Lisa.Hopper@np.edu](mailto:Lisa.Hopper@np.edu), 501.760.4354 (FAX)
  - ❑ UAHT – Financial Aid Office – 870.722.8139 or 870.777.5722, [Becky.Wilson@uacch.edu](mailto:Becky.Wilson@uacch.edu), 870.722.8145 (FAX)
- **Registration**
  - ❑ NPC – Enrollment Services – 501.760.4159
  - ❑ UAHT – Brad Sheppard – 870.722.8523 – [Brad.Sheppard@uaht.edu](mailto:Brad.Sheppard@uaht.edu)
- **Transcript Requests**
  - ❑ NPC – Enrollment Services – 501.760.4123, [registrar@np.edu](mailto:registrar@np.edu)