



NPC/UAHT FUNERAL SERVICE PROGRAM **STUDENT** CHECKLIST

If you are interested in completing the Associate of Applied Science degree in Funeral Services from the University of Arkansas Hope - Texarkana (UAHT), which allows you to enroll in classes concurrently at NPC and UAHT, follow these steps. While completing the Funeral Service Program prerequisites at NPC, you will concurrently take two online prerequisite courses at UAHT: Basic Anatomy and Basic Chemistry. Once you have completed, or are in the last semester of taking the prerequisite courses, you may apply for the UAHT online Funeral Service Program, which begins each summer semester.

- ☐ **STEP 1: Apply for admission at UAHT.** Make an appointment with Brad Sheppard, UAHT Funeral Service Program Director virtually or on the NPC campus, at 870.722.8523 or Brad.Sheppard@uaht.edu to discuss:
 - Completing the online [UAHT Application for Admission](#)
 - Completing the UAHT A.A.S. in Funeral Services Degree Plan
 - Submit required documents to the UAHT Office of Enrollment Services:
 - Official high school transcript, official [transcripts from NPC](#) and any previously attended colleges and/or universities
 - Proof of two (2) immunizations against measles, mumps, and rubella (MMR)
 - Take a placement test or submit ACT, SAT scores, or Next Generation ACCUPLACER exam scores. (Required *only* if you have not completed English Composition, Math, and general education core courses.)
- ☐ **STEP 2: Apply for admission at NPC.** If you have not already applied to NPC, complete the [NPC Online Admissions Application](#) and select *Funeral Service Education NPC/UAHT, AAS* as your intended degree plan.
- ☐ **STEP 3: Make an appointment with Mr. Sheppard or a UAHT Advisor in the Purtle Advising Center.** After admission to UAHT, meet with a UAHT advisor to register for prerequisite courses BIOL 10213 Basic Anatomy (offered Fall and Spring) and CHEM 11123 Basic Chemistry (offered Fall and Spring) at UAHT. REMINDER: To receive financial aid for courses taken concurrently at NPC, you must be enrolled in at least one UAHT course each semester.
- ☐ **STEP 4: Receive verification of enrollment letter from UAHT.** Once you have registered for classes at UAHT, you will receive a copy of your enrollment letter from the UAHT Office of Enrollment Services.
- ☐ **STEP 5: 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 3**.
 - NPC course(s) you should take.

- **STEP 6: Register for NPC courses** approved in **Step 5**.
 - 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 the availability of classes.
 - You must be enrolled in one upper-level course at UAHT each semester.

- **STEP 7: If you receive financial aid:**
 - Contact the UAHT Financial Aid Office for assistance in completing *Section I* of the *UAHT Consortium Agreement*. The *UAHT Consortium Agreement* lists the course(s) you will 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 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.
 - 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 class 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 and assistance.

NEXT STEPS

- If you **receive financial aid**, you need to complete Steps 3 – 7 each future semester in which you are taking classes at both NPC and UAHT.
- If you do **not receive financial aid**, you need to complete Steps 3 – 6 each future semester in which you are taking classes at both NPC and UAHT.

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 Enrollment Services, 870.722.8524, admissions@uaht.edu
- **Advising**
 - NPC – Janice Ivers, 501.760.4289, Janice.Ivers@np.edu
 - UAHT – Brad Sheppard, 870.722.8523, Brad.Sheppard@uaht.edu
- **Financial Aid**
 - NPC – Enrollment Services, 501.760.4217, Amy.Watson@np.edu
 - UAHT – Financial Aid Office, 870.722.8266, 870.722.8145 (FAX), Marla.Bush@uaht.edu or finaid@uaht.edu
- **Registration**
 - NPC – Enrollment Services, 501.760.4159
 - UAHT – Brad Sheppard 870.722.8523, brad.sheppard@uaht.edu or Purtle Advising Center 780.722.8124
- **Transcript Requests**
 - NPC – Enrollment Services, 501.760.4123, registrar@np.edu