



GUIDE TO STUDENT CONSUMER INFORMATION

2025-2026

Shorter College is a private, faith-based, two-year liberal arts college located in North Little Rock, Arkansas. Founded in 1886 by the African Methodist Episcopal Church, Shorter College is one of the nation's 110 Historically Black Colleges and Universities (HBCU) and the only private, two-year HBCU in the nation. For more than a decade, the offerings and innovations from our institution have led Shorter College to a continuing ranking as the fastest-growing college campus in Central Arkansas. We are proud of this distinction and welcome inquiries about our programs and services. In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this *Guide* is made available to prospective students and all enrolled students to inform them of specific types of consumer information. This *Guide* contains a brief description of essential information about Shorter College, financial assistance, graduation rates, campus security, student rights and responsibilities, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the colleges departments. Printed copies of the information may be requested from specific departments. This *Guide* is available online through the Office of Student Financial Aid at <https://shortercollege.edu/financial-aid/> or by requesting a paper copy from the address on the back page.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) allow students to have certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Office of the Registrar, F.C. James Building, Shorter College, 604 N. Locust St. North Little Rock, AR.

72114, phone; (501) 374-6305. The FERPA Policy Statement is available online at [Shorter College Academic Catalog](#).

VOTER REGISTRATION

Applications for voter registration for Arkansas residents are available at the Financial Aid Office, F. C. James Building, Shorter College, 604 N. Locust St., North Little Rock, AR. 72114, phone; (501) 374- 3605. Detailed voter information is also located at the Secretary of State web site <https://www.sos.arkansas.gov/elections>. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at <https://www.eac.gov/>.

FINANCIAL AID

Descriptions of available federal, state, institutional, and private sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, Federal Direct Student loan entrance and exit counseling, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory

academic progress standards are available at the Office of Financial Aid, and/or Office of the Registrar, F. C. James Building, Shorter College, 604 N. Locust St. North Little Rock, AR. 72114, phone; (501) 374-6305; or at [Shorter College Academic Catalog](#). A breakdown of the estimated cost of attendance used to determine student eligibility and specific information about financial aid disbursements to student accounts, payment deadlines, enrollment requirements for students, and Federal Perkins Loan entrance and exit counseling, student account refund calculators, the college refund policy, and the requirements for the return of Title IV grant or loan assistance by students who withdraw from Shorter College is located at The Office of Financial Aid, F.C. James Building, Shorter College, 604 N. Locust St. North Little Rock, AR. 72114; phone (501) 374- 6305; or at Information regarding sample loan repayment schedules and the necessity of repaying loans is located within the Entrance Counseling session at <https://studentaid.gov>. Information regarding sample loan repayment schedules and the necessity of repaying loans is located within the Entrance Counseling session at <https://studentaid.gov>.

FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES

Excess financial aid (loans, grants, including Federal Pell Grant, and scholarships) will be disbursed by the Office of Fiscal Affairs, Business Office, Shorter College, 604 N. Locust St. North Little Rock, AR. 72114, each term and can be used for various educational expenses, including books and supplies. You will be notified about this disbursement by student email only. For additional information contact the Office of Financial Aid, F.C. James Building, Shorter College, 604 N. Locust St. North Little Rock, AR. 72114, phone; (501) 374-6305; or at [Shorter College Academic Catalog](#).

NET PRICE CALCULATOR

The Net Price Calculator provides an estimate of typical expenses and financial aid to attend Shorter College. The estimates may be used to help students determine “net cost”—out-of-pocket expenses to attend Shorter College. For additional information contact the Office of Financial Aid, F.C. James Building, Shorter College, 604 N. Locust St, North Little Rock, AR. 72114 phone; (501) 374-6305; or at [Index](#).

TEXTBOOK INFORMATION

Students can link to Shorter College's web site from their canvas account <https://shortercollege.edu/myshorterconnect> to view required and recommended textbooks and supplemental materials for each course.. This feature is available in Canvas through the Cengage Portal under the course in Canvas, the LMS (Learning Management System)..

REFUND POLICIES

Tuition and Fee Refund Policy: Students who formally withdraw from the College receive a pro rata refund during the first 60% of the semester. Students who withdraw from the College when the calculated percentage of remaining days is 40% or less are not entitled to a refund of any portion of institutional charges. *Housing and Meal Plan Refund Policies:* Refunds for Housing and Meal Plan charges are determined by the applicable Shorter College office and transmitted to the Division of Fiscal Affairs for determination of deposit. *Financial Aid and the Refund Policy:* Students who receive financial aid, complete registration, and subsequently reduce his/her enrollment status or withdraw are subject to the federal and state refunds and repayments regulations. The Office of Financial Aid and the Associate Dean Registrar determine if students who completely withdraw during a term have earned the money disbursed to them or owe a repayment. A summary of the Financial Aid and Refund Policy is located on the Ellucian Self-Services web site <https://selfservice.shortercollege.edu/Student/Account/Login> and details the refund policies listed here and their effect on student assistance. For additional information contact The Financial Aid Office or Office of the Registrar, Shorter College, F.C. James Building, 604 N. Locust St. North Little Rock, AR. 72114; phone; (501) 374-6305; or send an email to financialaid@shortercollege.edu

SHORTER COLLEGE WITHDRAWAL POLICY

The official Shorter College policy on withdrawal from courses is contained in the online Academic Catalog located at [Shorter College Academic Catalog](#) Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of veterans' education benefits must contact the Office of the Registrar, Shorter College; 604 N. Locust St. North Little Rock, AR. 72114 or email registrar@shortercollege.edu . Recipients of federal and/or state of Arkansas financial aid should contact the Office of Financial Aid, F.C. James Building ,Shorter College, 604 N. Locust St., North Little Rock, AR. 72114; phone (501) 374-6305; or send an email to financialaid@shortercollege.edu

NOTICE TO VICTIMS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

If you believe a student has engaged in, or if you have knowledge of, or if you have been a victim of, sexual misconduct that is prohibited by Shorter College's Sexual Harassment and Discrimination Policies Members of the college are encouraged to report any violation of this policy against an individual on or outside the college campus to the appropriate college authority. Appropriate administrative departmental action(s) will be taken through either informal or formal procedures. For more details on this policy and related procedures: See Shorter College Student Handbook.

INFORMATION ABOUT THE INSTITUTION

Descriptions of academic programs, degree offerings, instructional facilities and labs and instructional personnel are available from various schools/colleges and from the online Academic Catalog at [Shorter College Academic Catalog](#).

Shorter College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Reaffirmation I of its Accredited Status as a Category I institution by the TRACS Accreditation Commission on October 24, 2017.

The status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Information regarding initiatives to improve academic programs at Shorter College and regarding student concerns and complaint/grievance procedures as well as information regarding online programs and required state authorization can be found at [Shorter College Academic Catalog](#) and www.shortercollege.edu

Information regarding requirements for admission to an academic program, the transfer student application process and the criteria the College uses regarding transfer credits earned at another institution is available in the Office of Admissions, Shorter College, F.C. James Building, 604 N. Locust St. North Little Rock, AR. 72114, phone; (501) 374-6305; or at admissions@shortercollege.edu

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The Disability Resource Center coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available through Office of Disability Services, Shorter College, Sherman Tyree Building, 604 N. Locust St. North Little Rock, AR. 72114, phone; (501) 374-6305; TTY (501) 374-6305; or at www.shortercollege.edu.

RETENTION AND GRADUATION RATES

Retention and graduation rates of degree-seeking full-time undergraduate students are located at chrome-extension://efaidnbmnnnibpcajpcglclefindmaj/https://eadn-wc02-16001736.nxedge.io/wp-content/uploads/2023/01/STUDENT-ACHIEVEMENT-DATA-TRACS.pdf published by the Office of Institutional Effectiveness, Assessment, Research, and Planning, Shorter College, Sherman Tyree Building, 604 N. Locust St. North Little Rock, AR. 72114, phone; (501) 374-6305; or at www.shortercollege.edu

ACADEMIC INTEGRITY/HONESTY/MISCONDUCT

Any cheating or other act of academic dishonesty will be punished by an automatic "F" on that academic work. Other sanctions may be applied as well. See the college student handbook for specific examples of academic dishonesty, and possible sanctions. In the event of alleged academic misconduct, the college shall follow its codes and procedures, which can be obtained in the student handbook and/or faculty handbook. The Chair or Council may refer complaints to the Office of Student Services, if it is determined that the academic misconduct allegation is incidental to some other misconduct. All complaints of academic misconduct shall be reported to the Chair of the Council. Students have an obligation to report suspected misconduct. The Council Chair (the Academic Dean), without a vote convenes at a meeting when a quorum for a hearing, has no less than four (4) voting members of the Council present. The appeal proceedings shall include no less than one (1) student member and two (2) faculty members. Please see the online Academic Catalog for more Information at [Shorter College Academic Catalog](http://www.shortercollege.edu)

IMMUNIZATIONS

Immunization requirements for students entering Shorter College are in the online Academic Catalog at [Shorter College Academic Catalog](http://www.shortercollege.edu) Act 141 of 1987 requires that full-time students born on or after January 1, 1957, MUST provide the college with: 1. Immunization records dated after the first birthday against (a) Measles, mumps and (b) Rubella (MMR), or 2. An authorized waiver (religious or health reason only) signed by the appropriate official of the religious or health agency. Immunization records can be obtained from 1. The family physician. 2. Public school records or 3. The county health department.

INSTITUTIONAL DRUG AND ALCOHOL POLICY

Shorter College will provide a safe and drug-free work environment for students, faculty, and staff. With this goal in mind, the following policy is being established for existing and future employees of all classifications (this includes regular, temporary, contractors, adjunct, and consultants). Shorter College explicitly prohibits:

- The use, possession, solicitation, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on campus or anywhere while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol, if the impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the reputation of Shorter College.
- Possession, use, solicitation, or sale of legal or illegal drugs or alcohol away from the campus, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the reputation of Shorter College.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The possession, use, or distribution of controlled substances is prohibited on campus and is subject to law enforcement and campus disciplinary actions. Minimum sanction is suspension. Maximum sanctions are prosecuted in a court of law.

Illicit drugs as well as alcohol and other illegal drugs have various effects on the body and mind. For more information on the effects on the body and mind and the signs that indicate a person is becoming dependent on a substance, please visit the National Institute on Drug Abuse at <https://www.drugabuse.gov/drugs-abuse>.

THE RAVE ALERT SYSTEM

The Rave Alert System provides an easy and effective way to send, or broadcast targeted messages across all different communication modes, giving Shorter College the ability to transmit critical information to students, faculty, staff, and the community at large. Rave alert is designed specifically for Higher Education, making it possible for Shorter College administrators to alert the public through websites, 2-way SMS text messages, emails, smartphone and tablet users, in the event of inclement weather or the need for the dispersal of other vital information. Our Rave Alert System utilizes the latest multi-modal technology and will assist Shorter College in keeping you informed. If you have not signed up for RAVE Alerts, please follow the instructions below to register:

Click on this link <https://www.getrave.com/login/shortercollege> and then click “Register.”

CAMPUS SAFETY AND CRIME

At the beginning of each school year, the Dean of Student’s office will publish a report to reflect the number of offenses that took place during the previous school year. This report will include statistics on on-campus murders and shootings, burglaries, assaults, theft of vehicles, sex offenses, arrests for possession of weapons and drugs, alcohol and other drug abuse, and crimes permitted by students at off-campus facilities. This report will be distributed by the Dean of Student’s office. Each student will be informed of the policies and procedures for reporting crimes and other offenses. In case of emergency and/or after school opening hours, students are to report these offenses to the security guard/police officer on duty. The security guard/police officer calls the local police department, if necessary. If it is a minor problem, the guard/officer will resolve the matter. However, a report of the incident is written and filed and/or followed up by the Dean of Student’s office. Dean’s office will apply the appropriate measure to the offenses as outlined in the Student Handbook. The Shorter College Police Department will canvass the campus, stop vehicles to inquire about their destination and check their identification.

SCHOLARSHIP/STUDENT LOAN DEBT RELIEF SCAMS

The Federal Trade Commission (FTC) web site contains important information for students and parents about scholarship scams at <https://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams>. The FTC cautions the use of scholarship service agencies that say:

- “The scholarship is guaranteed or your money back.”
- “You can’t get this information anywhere else.”
- “I just need your credit card or bank account number to hold this scholarship.”
- “We will do all the work. You just pay a processing fee.”
- “The scholarship will cost some money.”
- “You have been selected by a ‘national foundation’ to receive a scholarship” or “You’re a finalist” in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877) 382-4357 or see <https://www.consumer.ftc.gov/articles/0082-scholarship-and-financial-aid-scams>. Also, the Consumer Financial Protection Bureau (CFPB) web site contains important information for students and parents about student loan debt relief scams. The CFPB warns students at <https://www.consumerfinance.gov/about-us/newsroom/consumer-advisory-student-loan-debt-relief-companies-may-cost-you-thousands-of-dollars-and-drive-you-further-into-debt/>.

To avoid paying third-party or private companies that provide debt relief based on the following warning signs:

- Pressure to pay high up-front fees
- Promises of fast loan forgiveness or debt cancellation
- Demands that you sign a “third party authorization”
- Requests for your Federal Student Aid PIN

If you believe you have been the victim of student loan debt relief fraud, wish to file a complaint, or want more information, call 1(855) 411-2372 or see <https://www.consumerfinance.gov/complaint/>.

The Shorter College *GUIDE TO STUDENT CONSUMER INFORMATION* is produced by the **Office of Financial Aid**.

Shorter College

604 N. Locust St., North Little Rock, AR. 72114
Phone (501) 374-6305

Contact Person: Audra Hinton, Vice President of Enrollment Management
Availability: Monday – Friday from 8:00 AM to 5:00 PM
Audra.Hinton@shortercollege.edu
Website: www.shortercollege.edu