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Concurrent Student Handbook

High School Credit
+ College Credit

**CONCURRENT
ENROLLMENT CREDIT!**



Dear Students,

Welcome to Arkansas State University-Beebe Concurrent Enrollment Program. The ASU-Beebe Concurrent Enrollment Program nationally accredited program and provides the opportunity for high school students to earn college and high school credit simultaneously.

This handbook provides all the information needed to assist concurrent students. This student handbook contains important information related to assisting students and parents with the concurrent enrollment process. If you are a concurrent student taking classes on one of the ASU-Beebe campuses, please also reference ASU-Beebe Student Handbook for other information.

Mission, Vision, and Core Values

Transforming Lives Through Quality Learning Experiences

Arkansas State University-Beebe is a public, open access, and operationally separate institution of the Arkansas State University System. The major purpose of this institution is to provide affordable, comprehensive, quality instruction and service programs.

ASU-Beebe offers programs suitable for either immediate entry into the workforce or transfer to other institutions of higher education. Students may earn certificates of proficiency, technical certificates, or associate degrees. Instructional programs beyond the associate degree are available on the Beebe campus through Arkansas State University in Jonesboro.

An open admission policy encourages the enrollment of both traditional and non-traditional students. The institution recognizes the uniqueness of each student and provides programs designed to assist students in determining and achieving their educational, personal, and occupational goals. Additionally, the institution contributes to the economic development of Arkansas by providing comprehensive training and technical support for business and industry.

ASU - Beebe Vision Statement

Arkansas State University-Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities, and transforms lives

Core Values

Arkansas State University-Beebe subscribes to the following Core Values:

1. Student Success
2. Integrity
3. Diversity
4. Quality
5. Community

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Requirements to Participate Application and Registration Guideline and Process

High School Concurrent Enrollment

ASU-Beebe admits qualified high school students to its Concurrent Enrollment program non-degree seeking students. To be eligible for admission to Concurrent Enrollment, the applicant must meet the following requirements:

- The student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or homeschool.
- Concurrent enrollment students are only allowed to take freshman and/or sophomore level courses that are approved through and included in the ASU-Beebe Catalog, which is also listed on the Arkansas Course Transfer System (ACTS). A non-General Education course taught by ASU-Beebe as part of a certificate program offered by ASU-Beebe in the current Academic Catalog.
- Students must meet all course prerequisite requirements, as per the ASU-Beebe online catalog.
- The student's counselor, principal, or high school designee must approve the specific courses and the number of hours in which the student desires to enroll each semester by signing the Concurrent Enrollment Policy/Parent Consent Form.
- The student must submit a Concurrent Enrollment Policy/Parent Consent Form showing they are a student in good standing at their high school and have a cumulative grade point average of at least 2.5 on a 4.0 scale along with qualifying ACT or Next Generation Accuplacer scores. The student's counselor, principal, or high school designee must sign the Concurrent Enrollment Policy/Parent Consent Form.
- The student must provide placement test scores (ACT or Accuplacer) indicating that he/she meets the minimum requirement established for the course or program. High school students must have the following scores in order to enroll in general education concurrent enrollment courses:



Required Test Scores

Class Type	ACT	Next Generation Accuplacer
Math	19 - Reading 19 - Math	253 - Reading 250 - Math QAS
English & Literature	19 - Reading 19 - English	253 - Reading 5 - WritePlacer or 255 - Writing
All Other General Education Courses	19 - Reading	253 - Reading
Career Technical Courses (High School Campus)	N/A	N/A

There may be additional pre-requisites or course sequences required to take specific classes.

Next Generation Accuplacer exam is offered by appointment only on all ASU-Beebe campuses. You can find information regarding testing on our Testing Services webpage, by contacting the desired ASU-Beebe campus location or the Office of Concurrent Enrollment.

- ASU-Beebe does not allow secondary school students to enroll in remedial/developmental education courses in English or reading for concurrent credit. Remedial/developmental education courses cannot be used to meet the high school or university core subject area/unit requirements in English or math.
- A concurrently enrolled student will be classified as non-degree seeking and will not be eligible for financial aid. College may consider concurrent courses, even those not applicable to my student's degree, as attempted hours when evaluating Satisfactory Academic Progress (SAP) for determining Financial Aid awards. At ASU-Beebe, all college level courses attempted and earned are considered for calculating SAP.
- The student must complete the ASU-Beebe High School Concurrent Enrollment Policy/Parent Consent Form for each semester/term of enrollment.
- Students are responsible for the payment of their tuition for concurrent courses, and for the purchasing of the textbook (unless textbooks are supplied by the high school).
- First time entering students must complete an online Concurrent Enrollment application. <http://www.asub.edu/concurrent-enrollment/>

Withdraw Process

Drop an Individual Course

Dropping a course is a serious decision that could have a great impact on a student's educational opportunities. The step-by-step process for dropping an individual class after the open registration period, is as follows:

1. Obtain an Individual Course Drop Request form from the advisor (Concurrent Enrollment Office) - one form per course.
2. Discuss decision to drop course with the instructor and obtain course instructor's signature on the form.
3. Return signed Individual Course Drop Request form to the Concurrent Enrollment Office. The student may request a copy of the form for his/her records.
4. The Concurrent Enrollment Office will notify the Registrar's Office of the drop request.
 - Students, who drop from a course after the end of late registration before the drop deadline, will receive a grade of "W" on his/her transcript at the end of the term.
 - Refunds will be made according to the Refund of Fees schedule that appears in the University Catalog and on the Withdrawal Refunds tab on the Cashier's Office webpage.
 - Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure may receive a "WX" or failing grade(s).

Withdrawal from the Semester/Term

Students, who wish to completely withdraw (drop all courses) from the current semester/term after the open registration period, must first meet with their high school counselor to discuss alternatives to withdrawing. The process for withdrawing from the semester is as follows:

1. Meet with high school counselor to discuss the decision to withdraw from the semester.
2. The student will then submit the form to the Concurrent Enrollment Office.
3. The Concurrent Enrollment Office will notify the Registrar's Office for processing.

Refunds will be made according to the Refund of Fees Schedule that appears in the University Catalog and on the Cashier's Office/Tuition webpage, Withdrawal Refunds tab.

Students, who withdraw from the semester or term after the end of late registration until the published drop deadline, will receive a grade of "W" on the student's transcript at the end of the term.

Students, who stop attending a course or all courses without following the appropriate drop or withdrawal procedure, may receive a "WX" or failing grade(s).

Family Education Rights and Privacy Act Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) require institutions of higher education to strictly protect the privacy rights of all students, who are or who have been attendance. Information contained in the student's education records can be shared only with those persons or entities specified within Act.

The Office of the Registrar maintains a copy of the full text of the Family Educational Rights and Privacy Act of 1974, posts electronic information on FERPA, and processes all FERPA requests and challenges. Information on directory information, the types of student records maintained at Arkansas State University-Beebe, disclosure policy in relation to student consent, the procedures for gaining access to records, and the procedure for challenging the contents of those records are available in the Office of the Registrar.

Students have the right to inspect and review their education records except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Registrar's Office to arrange for inspection, review, and correction of an educational record. The Registrar's Office may charge a fee for copies of any education records.

Education records are the property of ASU-Beebe. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to the University.

Concurrent Enrollment Policy/Parent Consent Form serves as the FERPA agreement for ASU-Beebe. The Parent/Guardian who signed the concurrent form will be allowed to have access to the high school students' information.

Billing/Payment

ASU-Beebe concurrent tuition rate is \$125 per course when the following criteria are met:

- The course is a General Education course in the ASU-Beebe Academic Catalog, which is also listed on the Arkansas Course Transfer System (ACTS).
- The course is a non-General Education course taught by ASU-Beebe as part of a certificate program offered by ASU-Beebe in the current Academic Catalog.

Arkansas Concurrent Challenge Scholarship

The Arkansas Concurrent Challenge Scholarship is awarded as on a first-come, first-serve basis as funds are available from the Arkansas Division of Higher Education. The award amount is \$125 for up to (2) eligible courses per semester.

To be eligible to receive the Arkansas Concurrent Challenge Scholarship, a student must:

- Be an Arkansas resident or the child of an Arkansas resident.
- Be a high school Sophomore, Junior or Senior.
- Have an academic success plan on file with the high school counselor's office.
- Be enrolled in endorsed concurrent credit courses which are offered at the concurrent tuition rate through ASU-Beebe.

Students will be responsible for paying their concurrent tuition if the Concurrent Challenge Scholarship funds are not available or if they do not meet the eligibility requirements established in ACT 456.

ASU-Beebe will submit eligible students for the scholarship at the beginning of the semester, there is no scholarship application required. Should the scholarship funds be unavailable, students will be notified within the same semester with payment information.

Students who withdraw/drop from a concurrent course are still responsible for tuition.

The Cashier's Office collects payments, such as tuition and fees. The office also disperses financial aid refund checks and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through Touchnet in Banner Self-Service.

Beebe
State Hall, Room 108
501.882.8845
cashier@asub.edu

Heber Springs
Administration Building
Room 138
501.362.1207

Searcy
Main Building, Room 103
501.207.6202

Student Fees and Accounts

When students register for classes, an account receivable record is created. Students should pay their student account balance in full or have other payment arrangements on file by the payment due date; otherwise, they may be dropped from classes for non-payment. Payment due dates are included in the Academic Calendar and posted on the Cashier's Office webpage.

All financial obligations must be settled in full before grades, transcripts, or other official records will be released.

Accounts Receivable Policy

Students can pay their accounts receivable account at the time they register for courses or anytime up through the required payment date for each term.

The methods of payment are:

- Payment in full via cash, credit/debit card, and/or ACH (online only)
- Enrollment in the Payment Plan
- Approved Scholarship
- Payment Authorization from a Third-Party Agency

The Cashier's Office and Bookstore will accept Visa, MasterCard, Discover and American Express.

If paying online through Banner Self-Service, students have the option to pay in full with a credit card or to pay by installments through the Payment Plan. There is \$30.00 enrollment fee per semester for the Payment Plan.

No subsequent enrollment is allowed if a student owes an accounts receivable balance from a prior semester. The student billing account is flagged to prevent registration.

Returned checks are sent to the Cashier's Office from the banks for insufficient funds, stop payments, or closed accounts. Collection activities for these items will be implemented until payment is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney's Office for collection and/or prosecution if not paid.

Past due balances from prior semesters are turned over to the Arkansas Department of Finance and Administration for collection through the Debt Set Off program. Accounts remain in the program until fully paid or inactive for two years. Past due balances are also turned over to a collection agency the term following that in which the charges are incurred. Student transcripts will not be released until collection has been received in full.

Paying by Check

The Cashier's Office and Bookstore will accept personal checks that are made payable in the amount of the obligation to the campus the student is attending: ASU-Beebe, ASU-Beebe Heber Springs, ASU-Beebe LRAFB or ASU-Beebe Searcy. This is a privilege extended for the convenience of the student. All checks must be written on bank checks; temporary and altered checks are not accepted.

A student, who presents ASU-Beebe a bad check, regardless of the reason, MUST make this check good upon notice from the Cashier's Office. A handling charges of \$35.00 will be assessed on all bad checks.

Paying by Payment Plan

To help students meet educational expenses, Arkansas State University-Beebe is pleased to offer an automatic, electronic Payment Plan. The Payment Plan is a convenient tuition management plan that provides a low-cost option for budgeting tuition and other educational expenses. It is not a loan program. There is no debt, no interest or finance charges, and no credit check. The only cost to budget monthly payments through the Payment Plan is a \$30.00 nonrefundable enrollment fee per semester. The enrollment fee is automatically deducted upon setting up the agreement. Payments may be withheld from a checking account, saving account, or debit or credit card.

For more information on Payment Plan, please call the Cashier's Office or visit the Cashier's Office/Tuition webpage.

Financial Responsibility

Students are individually responsible for their financial obligations to the college. They are expected to make prompt responses and settlement of all financial obligations.

Bookstore Services

ASU-Beebe Bookstore, operated by Textbook Corner, stocks all of the textbooks and learning materials needed for courses offered at ASU-Beebe. In addition to educational supplies and book purchases and/or rentals, the store will also carry ASU-Beebe branded items and attire, as well as A-State gear. The bookstore 1113 W. Dewitt Henry Drive Beebe, AR 72012 and may be reached at 501.882.0055.

Academic Policies and Procedures Roles and Responsibilities

Official College Communications

ASU-Beebe student email is the official means of communication with students on all campuses. Important college-related information will be sent to the student's ASU-Beebe student email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with college communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings.

The ASU-Beebe student email system can be accessed at mail.asub.edu or office.com.

Class Attendance

Arkansas State University-Beebe class attendance policy requires students to attend a prescribed number of classes during each course. During a semester, a student may not miss more than twice the number of lectures, laboratory sessions, or other regular class activities that would normally be scheduled during a week. Excessive absences may result in the student receiving a "WX" or failing grade, recorded immediately. Refer to the class syllabus for specific details.

The following is the attendance policy for classes at Arkansas State University-Beebe:

- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement
- When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make-up work. The responsibility for initiating make-up work rests with the student

Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence.

- The instructor may excuse absences for the following reasons:
 - Illness of the student that is certified by physician or in the judgment of the instructor is serious enough to warrant an excuse
 - Other personal demands, which in the judgment of the instructor are serious enough to warrant an excuse
 - External interferences judged by the instructor to be legitimate and unavoidable through normal precaution
 - Institutional functions for which a staff sponsor provides written notice to the faculty prior to the function

Students must utilize their allowable absences for any reason that requires them to miss class including, but not limited to, vacation, illness, emergency, or religious observances. If a student is aware of an upcoming absence, the student should communicate with the instructor in an effort to make the necessary arrangements concerning material and assignments and must not exceed the allowable number of absences for the course.

The exception to the above attendance policy is excused absences for military duty.

- Student must notify the faculty member in advance if they must miss a class or test due to military duty. In case of emergency, such as a natural disaster, the student must contact their instructor as soon as possible.
- The student must provide the instructor with official documentation:
 - Orders (if issued in advance)
 - Drill letter indicating the date, place, and time the student must report

If notified in advance, arrangements must be made for the student to complete test or assignment before he/she leaves for military duty. The documented time away from class due to military duty should be counted as an excused absence and not held against the student.

If an instructor considers any absence unexcused, the student may request a review of the judgement first by the Academic Dean and then by the Associate Vice Chancellor for Academics, if necessary. This request is to be made immediately following any question about the absence.

Failure to attend class in which you are registered does not mean that you have withdrawn from the class. Contact your academic advisor for proper procedures to withdraw from a course or the semester.

Grades, Grade Point, Grade Point Average

Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

A student's grade point average is computed:

$$\text{GPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of (All) Attempted Credits}}$$

To determine the Total Number of Grade Points Earned, use the grading system in the table to obtain the Points Earned for each class:

Grading System		
Grade	Meaning	Points Earned
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

To calculate the Total Number of Grade Points Earned:

1. Multiply the Course Credit Hours by the Points Earned for each class = Quality Points
2. Add together all the Quality Points = Total Number of Grade Points Earned

The GPA is carried out to two digits past the decimal point and not rounded up.

The grade point average may be viewed on the Unofficial Transcript located in Banner Self-Service.

Repeated Courses and Computation of Grade Point Average

A student may repeat a course to change the original grade. The LAST grade earned will become the official grade and will be used to calculate the cumulative grade point average (CGPA), even if the last grade earned is lower than the original attempt.

Students, who choose to repeat courses, should know:

- The exact course must be repeated to have the latest attempt replace the first attempt
- All courses attempted will remain on the transcript
- Last attempt will have an asterisk beside the letter grade [A*]
- Courses will only count toward graduation requirements once, even if both attempts are successful

- Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits
- Grades of “W”, “WX”, “I”, or “AU” will not replace the original grade

Academic Probation and Suspension

All students attending ASU-Beebe are expected to make satisfactory progress in all attempted courses. Academic probation and suspension status is calculated and evaluated at the end of the fall and spring semesters. Probation or suspension status following a summer term is not evaluated. To be in good academic standing, all students must earn a minimum cumulative grade point average (GPA) of 2.00.

Students who fail to meet these standards will be placed on academic probation for one semester (fall or spring). If these students do not achieve the minimum cumulative GPA of 2.00 at the end of the probationary period, they will be suspended until the end of the next semester (fall or spring). Summer is not included.

Exceptions to the above suspension policy are as follows:

1. Students on academic probation achieving at least a 2.00 GPA for each semester enrolled will be eligible to enroll in classes, but will be continued on academic probation until the minimum cumulative GPA is achieved. Note: A student’s eligibility to continue to receive Financial Aid will be evaluated separately.
2. A student who has been suspended for poor scholarship may petition for immediate readmission by:
 - a. Obtaining a petition form and a current ASU-Beebe transcript from the Registrar’s Office.
 - b. Submitting the completed petition and transcript to the Admissions and Appeals Committee. Students will be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students who are on academic suspension at another college or university are not eligible to enroll at ASU-Beebe until the suspension is completed. Transfer students must be eligible to return to the last institution attended.

Transcripts

Arkansas State University-Beebe has partnered with the National Student Clearinghouse (NSC) online transcript service to provide our students and alumni a faster and more efficient method to obtain official transcripts. Please see the Registrar’s Office webpage for more instructions, students may request an official transcript online for a nominal fee of \$3.50 per transcript.

Academic Honesty Policy

Dishonesty in any form—including plagiarism, turning in assignment prepared by others, and cheating on exams—is not acceptable within the ASU-Beebe system. Please see Instructor syllabus for Academic Honesty policies specific to your course.

Academic Advisors

Each student is assigned an academic advisor. Students should frequently consult with their advisor concerning educational goals, including courses, majors, and degree programs. The Degree Works software serves as a guide when selecting courses, planning a degree program, and preparing for future institutional transfers. The name of the academic advisor is posted in Banner Self-Service.

Student Information and Services Resources

Abington Library

The mission of the Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the communities it serves.

Services include general specialized library instruction for classes and/or individuals and interlibrary loans. Reference service is available on site, by phone at 501.882.8976, on the library website or by email at circ@asub.edu.

Advising and Learning Center

The advising and Learning Center provides academic support to Arkansas State University-Beebe students. Tutoring, advisory support, and other services are free and no appointments are necessary. All students are encouraged to utilize these services. For specific services available, contact information, or schedule go to [Advising & Learning Center | Arkansas State University-Beebe \(asub.edu\)](http://www.asub.edu/learning-center) or call 501.882.8867. Students who are unable to come to campus may access online tutoring through Canvas.

Activity Calendar

A master calendar of activities is maintained by the Student Life Office. All events, both on and off campus, involving students and faculty must be scheduled on the Campus Event Calendar.

Banner Self-Service

Banner Self-Service is our student information system on the ASU-Beebe website.

Within Banner Self-Service, students may access a variety of information and student services including:

- Set-up and access student email
- Checking placement test scores
- Viewing class schedules
- Viewing account holds
- Viewing an unofficial transcript

Banner Self-Service may be accessed at [Banner Self-Service | Arkansas State University-Beebe \(asub.edu\)](http://www.asub.edu/banner-self-service).

Canvas

Canvas is the Learning Management System used by students taking online classes through ASUB Online. All students have access to Canvas through [Canvas | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/canvas).

For Canvas assistance, students must use their AS-Beebe email to send messages to the Canvas Help Desk, contact the Canvas Help Desk at 833-741-0031 or ASUB Online at 501.882.8894 or distance.education@asub.edu.

Counseling Services

Counseling Services are available to students experiencing personal problems that interfere with academic and social performance. Services are free and confidential. For more information or scheduling an appointment go to [Counseling | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/counseling), or Contact: 501.882.4432 Beebe Campus 501.207.6212 Searcy Campus Email: counseling@asub.edu (non-emergency)

Disability Services

Disability Services focuses on the diverse needs of persons with disabilities to recognize and achieve educational goals. The college is committed to the Americans with Disabilities Act of 1990, amended in 2008, and Section 504 of the Rehabilitation Act of 1973 to provide access and equal opportunity for all qualified individuals with disabilities. For information go to [Disability Services | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/disability-services), or call 501.882.8863 or email disabilityoffice@asub.edu.

Registrar

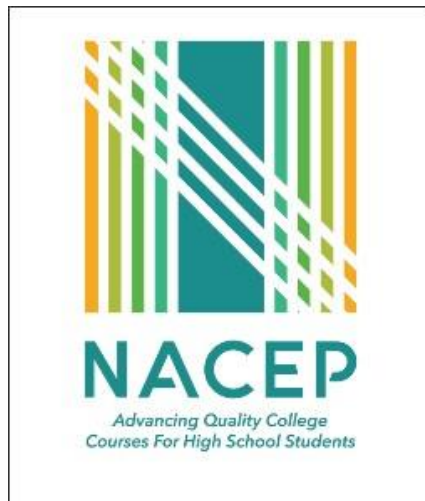
The Office of the Registrar is dedicated to providing quality administrative support to the ASU-Beebe campuses and its students. To find information on how to request transcripts, degree audits, update personal records or 14 other services provided visit [Office of the Registrar | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/registrar), or contact 501.882.4415 or email registrar@asub.edu.

Testing Services

Testing Services target admissions, certifications, evaluations, ADA /special needs, distance learning, and make-up tests. For a complete list of tests offered, testing centers and testing appointments go to <https://www.asub.edu/testing-center>. For additional information call 501.882.8812 or email testing@asub.edu.

Transfer Services

Transfer Services offers assistance in navigating the transfer process from ASU-Beebe to a four-year college or university. To find a schedule of transfer events, scholarship opportunities, or schedule an appointment with a Student Success Coach go to [Transfer Services | Arkansas State University-Beebe \(asub.edu\)](https://www.asub.edu/transfer-services), call 501.882.4429, or email transferservices@asub.edu.



Arkansas State University-Beebe is accredited through the National Alliance of Concurrent Enrollment Partnerships, the leading organization in Concurrent and Dual Enrollment Education in the United States. Visit nacep.org for more information on how our program maintains the rigor of college level coursework.



Arkansas State University-Beebe is accredited by the Higher Learning Commission.