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ALL GRADES RECEIVED FOR COLLEGE COURSES WILL BE POSTED TO THE “STUDENT’S ASU-BEEBE COLLEGE TRANSCRIPT”
Welcome to Arkansas State University-Beebe! The ASU-Beebe Concurrent Enrollment Program is a partnership program between ASU-Beebe and your school district. Through this program you have the opportunity to prepare for the academic challenges of college by enrolling in ASU-Beebe courses before you begin your full-time college studies.

This student handbook contains important information concerning the courses you are taking. As an officially registered non-degree seeking ASU-Beebe student you need to become familiar with this important information and reference it during and after your concurrent enrollment studies.

If you have any questions that are not answered in this handbook, please, do not hesitate to contact us.

I wish you the best of luck with your studies this year and in the years to come.

Kristine A. Penix, MPA
Director of Concurrent Enrollment & Articulated Credit

ASU-Beebe Concurrent Enrollment Webpage:
www.asub.edu/concurrent-enrollment

CONCURRENT ENROLLMENT

Act 1097 of 1991 and Act 936 of 2007 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of Arkansas State University-Beebe to concurrently enroll for academic courses.

The ASU-Beebe Concurrent Enrollment Program is a joint effort between ASU-Beebe and area high schools. Upon approval of the students’ high school and ASU-Beebe, a student may take college classes on their high school campus and/or on ASU-Beebe’s campuses, and receive both high school and college credits.

ASU-Beebe is a proud accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP)
REQUIREMENTS TO PARTICIPATE IN THE ASU-BEEBE CONCURRENT ENROLLMENT PROGRAM

The following requirements apply to all high school concurrently enrolled students:

1. The student must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
2. First-time participating students must complete a one-time only admission application (online) and submit any required documents.
3. 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. These general education courses offered for concurrent credit must be listed in the Arkansas Course Transfer System (ACTS). The ACTS list may be found at: http://acts.adhe.edu/
4. Students must meet all course prerequisite requirements as per the ASU-Beebe online catalog http://www.asub.edu/academics/academic-affairs/university-catalogs.
5. The student’s high school counselor, principal, designee, or superintendent must approve the specific courses and the number of hours in which the student desires to enroll each semester by signing the Concurrent Enrollment and Policy Form.
6. The student must submit a Concurrent Enrollment and Policy 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 ACT or COMPASS scores. The student’s counselor, designee, or principal must sign the Concurrent Enrollment and Policy Form for these items. Home schooled students will need to provide the Concurrent Enrollment and Policy Form along with a transcript showing the GPA plus an ACT or COMPASS score sheet. The Concurrent Enrollment and Policy Form require the signature of a parent or guardian, the student, and a high school designee.
7. The student must provide standardized test scores (ACT or COMPASS) indicating that he/she meets the minimum placement test scores established for the course or program in which he/she wants to enroll. A high school student must have scored 19 or better on the ACT reading sub-test (83 or better on COMPASS) to enroll in ANY general education concurrent enrollment course. Students must score at least a 19 on the ACT in English AND Reading to enroll in Freshman English I (83 in Reading and 80 in English on the COMPASS) and at least a 19 on the ACT in Math AND reading to enroll in College Algebra (41 in Algebra on the COMPASS). ASU-Beebe, ASU-Searcy, ASU-Heber Springs, and ASU-LRAFB administer the COMPASS exam. Information regarding COMPASS testing is available on our website at www.asub.edu/concurrent-enrollment or by contacting the desired ASU-Beebe Campus or the Office of Concurrent Enrollment.
8. Only high school seniors who possess at least an ACT sub-test score of 17 in English, reading or mathematics (or comparable exam score) may enroll in the requisite remedial/developmental education courses in English, reading, and mathematics at an ASU-Beebe Campus. Completion of remedial/developmental education courses at ASU-Beebe does not guarantee college-level course placement at another Arkansas College/University, unless there is a written/signed college course placement agreement between the universities. Remedial/developmental education courses cannot be used to meet the high school or university core subject area/unit requirements in English or math.
9. A concurrently enrolled student will be classified as non-degree seeking and will not be eligible for financial aid.
10. The student must complete the ASU-Beebe Concurrent Enrollment and Policy Form for each semester/term of enrollment.
11. Students are responsible for the payment of their tuition and fees for concurrent courses, and for the purchasing of the textbook (unless texts are supplied by the high school).
ALL GRADES RECEIVED FOR COLLEGE COURSES WILL BE POSTED ON THE
STUDENT’S OFFICIAL ASU-BEEBE TRANSCRIPT

Course Prerequisites are described in the ASU-Beebe Course Catalog which can be found online at:
http://www.asub.edu/academics/academic-affairs/university-catalogs.

ENROLLMENT PROCESS

1. First-time students participating in the program must complete the ONLINE ASU-Beebe Admissions Application at http://www.asub.edu/sitewide/admission.
2. Students must complete the Concurrent Enrollment and Policy Form that may be obtained from the high school counselor, the ASU-Beebe Office of Concurrent Enrollment, or the CEP webpage (www.asub.edu/concurrent-enrollment). This form must be completed EVERY SEMESTER and will need to be signed by the student, parent or guardian, and the high school counselor, principal, or designee every semester.
3. Students are responsible for paying tuition and fees for course(s) plus purchasing textbook(s) unless supplied by the high school. When taking the classes at a high school campus during regular school hours, the Endorsed Concurrent course tuition is at a reduced rate; the difference between this and the regular tuition rate will be considered an academic scholarship and students will receive a federal tax form 1098T at the end of the year reflecting the scholarship.

Refer to the ASU-Beebe website for important dates and deadlines.
Go to Academics then Academic Calendars or use the link below.
http://www.asub.edu/academics/academic-affairs/academic-calendars

ACADEMIC POLICIES

Concurrently enrolled students are treated and held to the same standards, as consistently as possible, with the ASU-Beebe practices for courses offered on-campus students.

CEP students are held to the same conduct policies such as academic integrity, consequences of plagiarism, and academic dishonesty.

ACADEMIC INTEGRITY

Cheating in any form may result in the student being dropped from the class with an “F” and/or being suspended from the University. This includes, but is not limited to plagiarism such as turning in assignments prepared by others, or unauthorized possession of exams. Students who feel they have been unfairly accused of cheating may appeal to the Division Chair and the Vice Chancellor for Academic Affairs. At the discretion of the Vice Chancellor, a description of the incident may be placed in the student’s file in the Registrar’s Office, violators may be reported to the Vice Chancellor for Student Services for possible disciplinary action.

Further description of these ASU-Beebe policies can be found in the online ASU-Beebe Student Handbook.
COURSES

Courses offered through the ASU-Beebe Concurrent Enrollment Program are university catalogued courses with the same departmental designations, course descriptions, course numbers, titles, and credits. Students must meet all course prerequisites as per the ASU-Beebe Catalog found at http://www.asub.edu/academics/academic-affairs/university-catalogs. For a list of the ACTS (Arkansas Course Transfer System) courses offered through the ASU-Beebe Concurrent Enrollment Program please see the webpage at: www.asub.edu/concurrent-enrollment.

CAMPUS CONNECT (Student Access)

Students may view and keep up with their ASU-Beebe account information online through Campus Connect. Students access Campus Connect by going to www.asub.edu, choosing the “Current Student” tab, and then Campus Connect. The Campus Connect login page will require your ID number and Pin. You can also access Campus Connect (Student Access) by using this direct link https://www1.asub.edu/cc4/sis.html.

ADVISING

The purpose of academic advising is to facilitate the intellectual and personal development of our students, to enhance their academic performance, and to assist students toward graduation by assisting them in achieving the following objectives:

- Choosing, clarifying, planning and achieving their life goals;
- Exploring academic options so that they can make meaningful short and long-term decisions
- Identifying a major program to achieve educational, career, and life goals
- Selecting courses that integrate their educational and personal goals
- Assuming responsibility for current information about University degree requirements, including general education, academic policies, practices, programs and support services.

Please contact the Office of Concurrent Enrollment to see about scheduling a time with an advisor.

EXPENSES

Student registration is not considered complete until tuition and fees are paid in full. Payment of tuition may be made by check or bankcard (VISA, MasterCard, or Discover) and are the responsibility of the student. For additional information, please call the ASU-Beebe Cashier’s Office at 501-882-8825 or the ASU-Heber Springs Cashier’s/Business Office at 501-362-1112.

FINANCIAL AID IS NOT AVAILABLE FOR CONCURRENT CLASSES

Students who are enrolled in elementary or secondary schools are not eligible for financial aid from Federal Student Aid programs, even if the student is simultaneously enrolled in an eligible postsecondary program. Student is considered to be enrolled in a secondary school if the student is pursuing a high school diploma. (34 CFR 668.32 (b)).
COURSE CANCELLATIONS

Cancellation of concurrent enrollment courses is determined by the Vice Chancellor for Academic Affairs, in consultation with the appropriate division chair and/or designated high school personnel. Students enrolled in cancelled classes will be notified by the ASU-Beebe email (see section ASU-BEEBE’S OFFICIAL MEANS OF COMMUNICATION-EMAIL ON PAGE 8).

CHANGES IN SCHEDULE

Changes in a concurrent student’s schedule will be made without charge if the announced schedule is altered, e.g., cancelled classes. Students will be permitted to change schedules during the times listed on the ASU-Beebe Academic Calendar (found at http://www.asub.edu/academics/academic-affairs/academic-calendars).

DROP OR WITHDRAWAL

To drop a course, a student must complete the following steps:
1. Obtain a “Change of Schedule” form from their high school counselor, the Office of Concurrent Enrollment at ASU-Beebe, or the Admissions Office at ASU-Heber Springs.
2. Obtain the signature of the counselor or if taking a course on an ASU-Beebe campus the signature of the instructor.
3. Return the signed form to the Office of Concurrent Enrollment at ASU-Beebe or the Admissions Office at ASU-Heber Springs.

A concurrent student dropping a course will have a grade recorded on the student’s permanent official college transcript record as “W” (withdrawal).

INCOMPLETE GRADE POLICY

A concurrent student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an incomplete grade:

1. The concurrent student must request, in advance, a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the concurrent student must have completed at least sixty percent of the academic semester.
3. Each instructor may set a higher completion level requirement for his/her individual course.
4. At the time of the incomplete request, the concurrent student must have a grade of “C” or better in the course.
5. At the time of the incomplete request, the concurrent student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
6. The instructor of a course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

A concurrent student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a "Request to Complete Course"
form outlining specific work required for course completion and expected date of completion. This form must be sent to the Office of Concurrent Enrollment who will seek approval from the appropriate division chair and the Vice Chancellor for Academic Affairs.

**GRADING SYSTEM**

Letter grades are used to indicate the following qualities:

- A = Excellent
- B = Good
- C = Average
- D = Below Average
- F = Failure
- I = Incomplete
- W = Withdrawn
- S = Satisfactory
- U = Unsatisfactory
- CR = Credit
- NC = No Credit
- NR = Not Reported by Instructor

Midterm and final grades are made available to students through *Campus Connect*.

**GRADE POINTS AND GRADE POINT AVERAGES**

For the purpose of computing current and cumulative grade point averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. 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. Grades in developmental classes are not counted in computing the grade point average. To check your grade point average, check your unofficial transcript on *Campus Connect*.

**ASU-BEEBE FACILITIES AND SUPPORT SERVICES**

High school concurrent students are ALWAYS encouraged to come to our campuses and use the facilities and support services that are available to our on-campus students, but, in doing so, they are required to adhere to our campus policies and rules. You will need an ASU-Beebe student ID card (which is issued at no expense to our students) to access these services. ASU-Beebe ID cards can be issued on any ASU-Beebe campus at the Office of Student Life.
Email is the official means of communication with students on all of the ASU-Beebe campuses. Important university-related information will be sent to individual email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings.

All users will be required to adhere to the Appropriate Use of Information & Technology Policy.

Log into your Campus Connect account
Username: ASU-Beebe ID number (found on Student ID card or your Social Security Number)
PIN: 6-digit birth date MMDDYY
Verify your username/birth date in the Demographics section

Access the Google Mail site on the ASU-Beebe website
Drop-down “Current Students”
Click Student Email

Log into your Student email account
Enter Mail.google.com/a/smial.asub.edu into your browser’s address bar.
Username: Firstname.Lastname@smial.asub.edu (this information can be found in Campus Connect under “Demographic Data”)
PIN: 8-digit birth date MMDDYYYY

For additional information:
Smart phone set up instructions are on the Information Technology website.

PARKING ON ASU-BEEBE CAMPUSES

Visitors are ALWAYS welcome on campus and may park in any non-restricted area (white and non-colored parking spaces). If you have any questions please contact Campus Police located in State Hall, the Information desk in the Student Center, or at the Admission Office at ASU-Heber Springs.

LIBRARY

The hours for the ABINGTON Library on the ASU-Beebe campus are posted on their website at http://www.asub.edu/academics/student-support/abington-library. Circulating books may be kept for two weeks with one renewal of another two weeks. A fine is charged for each book kept past the due date. Fines must be paid before a book may be renewed. Full information on our circulation policies can be found at http://www.asub.edu/academics/student-support/abington-library/circulation-services . Students also have access to the Abington Library books through the Learning Center on the ASU-Heber Springs campus. Students can get off-campus access to our eBooks and Online Databases, using their ASU-Beebe ID number and six-digit birth date at the appropriate screen.
LEARNING CENTER

The Learning Center provides academic support to Arkansas State University-Beebe students through individualized and small group tutoring, workshops, and educational technology. The goal of the Learning Center is to help students become independent, efficient and effective learners.

As a concurrently enrolled student at ASU-Beebe, you may visit the Learning Center for assistance with any ASU-Beebe course. The Learning Center’s computer lab offers the opportunity to utilize course-specific tutorials and internet access. (In addition to these services, students can assess the Learning Center Online for online tutoring through Blackboard Monday through Friday).

The Learning Center is open Monday through Friday during the fall, spring, and summer semesters, with extended hours during the fall and spring. All services are free and no appointment is necessary for tutoring at Beebe or Heber Springs. For the Searcy campus, please call 501-207-6252 for drop-in times or to schedule an appointment. Call the Learning Center at any of our campuses or visit our website at http://www.asub.edu/academics/student-support/learning-center.

ASU-Beebe Learning Center
Hours: Mon-Thurs 8:00am-8:00pm
F 8:00am-5:00pm
Rebecca Wolf, Ed.D.
rewolf@asub.edu
501-882-8867

ASU-Heber Springs Learning Center
Hours: Mon-Thurs 8:00am-8:00pm
F 8:00am-3:00pm
Diandra Verser
djverser@hebersprings.asub.edu
501-362-1121

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Any student with a disability who is concurrently enrolled and who would like to request accommodation should contact Disability Services at 501-882-8906. Visit their website at: http://www.asub.edu/academics/student-support/student-success-center/disability-services

PLEASE NOTE: Accommodations provided in post-secondary (college) education are done in order to provide equal access and may differ from those provided in secondary education (high school), where accommodations and modifications are required to ensure success.

In order to qualify for accommodations, students are required to provide documentation containing information on their specific disability and the functional impact of the disability. For concurrently enrolled students, the Counselor/Coordinator of Disability Services may contact the secondary program for information. No accommodations can be provided until documentation requirements are satisfied. All documentation review and accommodation provision is authorized through the Counselor/Coordinator of Disability Services.
TRANSITIONING AND TRANSFERRING CREDIT TO COLLEGE

TRANSFER OF CREDITS

Through the Arkansas Course Transfer System (ACTS), students, parents, and school personnel may view how general education courses transfer among Arkansas’ public colleges and universities by selecting the appropriate institutions from the list provided. The Arkansas Course Transfer System may be found at: http://acts.adhe.edu/. Please note that the ACTS program is designed to ensure the transfer of “core” courses. However, some majors have specific requirements. It is always important to consult the college to which you plan to transfer about these issues. Most institutions require a C or better for transfer.

REQUESTING TRANSCRIPTS

To transfer credit to another institution, you will need to request that ASU-Beebe send an official transcript. There are four different ways you may request a copy of your official transcript: (Please allow 3 business days processing time upon receipt of request.)

1. **ONLINE via Campus Connect**: Log onto Campus Connect using your secure username and password. Go to asub.edu>at the bottom of the Home screen> Get Your Transcript
   NOTE: You must give complete information on the form, or your request will not be processed.

2. **By MAIL**
   Complete the TRANSCRIPT REQUEST FORM (available on the Registrar’s Office webpage). Mail the completed form to:
   Arkansas State University-Beebe
   Office of the Registrar
   PO Box 1000
   Beebe, AR 72012
   NOTE: You must give complete information on the form, or your request will not be processed.

3. **By FAX**
   Complete the TRANSCRIPT REQUEST FORM (available on the Registrar’s Office webpage). Fax the completed form to: 501-882-4421
   NOTE: You must give complete information on the form, or your request will not be processed.

4. **In PERSON**
   Come into the Registrar’s Office and complete the TRANSCRIPT REQUEST FORM. On the Beebe campus, we will print your transcript for you with minimal waiting time.
   NOTE: If requesting in person at Heber Springs, Searcy, or LRAFB, your form will be forwarded to the Beebe campus to be processed.

Additional Notes concerning transcripts:
- There is no charge for transcripts, except when requesting 10 or more ($1.00 per transcript).
- Unofficial transcripts can be viewed and printed on Campus Connect.
- Transcripts will not be released to a third party without written permission from the student.
- Only unofficial transcripts will be faxed to other colleges or universities. Your request must include name of institution, office or ATTN: to, and a valid fax number.
GUIDELINES FOR ENTERING FULL TIME FRESHMEN

Concurrent Students who wish to enter any one of the ASU-Beebe campuses will need to complete an online application located at www.asub.edu/sitewide/application2. This application is different from the one you completed earlier for Concurrent Enrollment. Students will need an official high school transcript, immunization records, and any other transcript work sent to:

<table>
<thead>
<tr>
<th>ASU-Beebe</th>
<th>OR</th>
<th>ASU-Heber Springs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Admissions</td>
<td></td>
<td>Office of Admissions</td>
</tr>
<tr>
<td>PO Box 1000</td>
<td></td>
<td>101 River Crest Drive</td>
</tr>
<tr>
<td>Beebe, AR 72012</td>
<td></td>
<td>Heber Springs, AR 72543</td>
</tr>
<tr>
<td>Phone: 501-882-8860</td>
<td></td>
<td>Phone: 501-362-1100</td>
</tr>
</tbody>
</table>

Information on New Student Orientation, registration for classes, and housing information will be sent upon completion of your application for admission.

FINANCIAL AID PROCESS

Application for financial aid is made by completing a Free Application for Federal Student Aid (FAFSA). Students may apply for financial aid after January 1st of each year for the upcoming fall semester as soon as the students’ and parents’ tax return is filed. Both the student and parent must apply and receive a PIN on the internet. The PIN website is https://pin.ed.gov/PINWebApp/pinindex.jsp.

You may file a Free Application for Federal Student Aid (FAFSA) on the internet www.FAFSA.ed.gov ASU-Beebe school code is 001091. You may request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or 1-319-337-5665. If you are hearing impaired, please contact the TTY line at 1-800-730-8913.

If you plan to attend ASU-Beebe or any of its campuses, please visit the financial aid page for more information at http://www.asub.edu/academics/student-support/financial-aid.

ALL GRADES RECEIVED FOR COLLEGE COURSES WILL BE POSTED TO THE STUDENT’S ASU-BEEBE COLLEGE TRANSCRIPT!
ASU-BEEBE CONCURRENT ENROLLMENT WEBPAGE:  
http://www.asub.edu/concurrent-enrollment

Kristine A. Penix, MPA  
Director of Concurrent Enrollment & Articulated Credit  
P.O. Box 1000  
Beebe, AR 72012  
Phone: 501-882-8832  
Fax: 501-882-8975  
Email: kapenix@asub.edu

Daphnie Lane  
Coordinator of Concurrent Enrollment & Distance Learning  
P.O. Box 1000  
Beebe, AR 72012  
Phone: 501-882-8809  
Fax: 501-882-4412  
Email: dmlane@asub.edu

Debbie Thompson  
Admission Coordinator-Heber Springs Campus  
101 River Crest Drive  
Heber Springs, AR 72543  
Phone: 501-362-1202  
Fax: 501-362-1296  
Email: ddthompson@hebersprings.asub.edu