

# Student Support Services

## Student Handbook

*(Revised 8-6-13)*



**Arkansas State University – Beebe  
P. O. Box 1000  
Beebe, Arkansas 72012  
501-882-8964**

**The Student Support Services Project is 100% federally funded at \$234,635 annually**

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## **Information Release Form/Income Status Verification**

**I authorize the staff of Student Support Services to review any of my academic and financial information so they may work with me to determine an effective academic plan. Information deemed appropriate may be obtained through correspondence with the Financial Aid Office, Office of Disabilities, JTPA, Rehabilitation Services or other educational institutions. I give the SSS advisor consent to have verbal and written contact with any of my professors regarding my academic progress in their class. The pertinent information reviewed will include class attendance, preparedness, and academic progress. I also give permission to be mentioned in SSS publications for academic accomplishments.**

**My signature below verifies that the family/student income reflected in my financial aid records is true and accurate.**

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**Student signature**

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**Date**

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**SSS Advisor's signature**

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**Date**

**Dear SSS Student:**

Welcome to the Arkansas State University-Beebe Student Support Services Program (SSS). We are excited about your decision and commitment to join us in our efforts to develop a program specifically designed to serve you and other ASU-Beebe students.

As a member of Student Support Services, you will have the opportunity to participate in interesting, informative workshops designed to meet specific academic and personal needs. Furthermore, you can receive tutoring from qualified, trained tutors to help guide you toward success in academic courses. In addition, the SSS Mentoring Program will provide you with an opportunity to interact with ASU-Beebe faculty, staff and students. Our SSS student development specialists offer advising and counseling related to academics, career, financial aid and transfer. Overall goals of SSS are to improve academic skills and to increase school involvement, transfer and graduation rates. As an SSS student, you will have the opportunity to participate in an individualized program of activities that best meets your personal needs and goals.

Browse through your student handbook and take a closer look at the SSS Program and what it has to offer. It is important that you are familiar with each of the sections. Throughout this handbook you will find sections devoted to:

| <b><u>Content</u></b>                | <b><u>Section</u></b> |
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The SSS staff is here to serve you, and we wish you a successful educational journey!

Student Support Services  
TRIO Programs  
Arkansas State University-Beebe  
501-882-8964



## ***Student Support Services – I***

Student Support Services is one of the five Federal TRIO Programs funded through the United States Department of Education. Other TRIO Programs include Upward Bound, Educational Opportunity Centers, Ronald E. McNair Post Baccalaureate Program and Talent Search. These programs are designed specifically to assist limited income, first generation college students and/or students with a disability enroll in and successfully graduate from a post secondary educational institute. There are over 1200 TRIO programs throughout the country assisting college students just like you. Arkansas State University at Beebe hosts two of these programs: Student Support Services and Upward Bound.

ASU-Beebe Student Support Services is funded to serve 152 students. In addition to the federal guidelines stated above, students selected to participate in Student Support Services must meet the following criteria: need for academic support and demonstrated motivation to persist and complete a college degree. **Participants are expected to participate in the program until they graduate from ASU-Beebe and/or transfer to a four-year baccalaureate program.**

Student Support Services offers these services to help you reach this goal:

- Academic, career, personal, financial advising
- Informative workshops
- Transfer counseling and trips to four-year institutions
- English/math lab with tutors
- Computer lab access
- Staff and peer mentors
- Student Advisory Board (Club)
- Extensive tutorial services
- Website
- Cultural enrichment activities
- Awards and special recognitions

### **The Student Support Services Staff**

Constance Nowell  
Director, TRIO Programs  
801-882-8963  
[cdnowell@asub.edu](mailto:cdnowell@asub.edu)

Cherri Kuchel  
Student Development Specialist  
501-882-4456  
[cbkuchel@asub.edu](mailto:cbkuchel@asub.edu)

Angella Coley  
Student Development Specialist  
501-882-4454  
[aecoley@asub.edu](mailto:aecoley@asub.edu)

Kimi Dollar  
Administrative Specialist  
501-882-8964  
[kmdollar@asub.edu](mailto:kmdollar@asub.edu)

Josh Price  
Student Development Specialist  
501-882-4451  
[jdprice1@asub.edu](mailto:jdprice1@asub.edu)



## ***SSS Mission Statement - II***

Student Support Services provides first generation, low-income and disabled participants with academic and support services in a caring environment. The program also seeks to ensure participants' successful completion of an associate degree or certificate at Arkansas State University-Beebe and/or transfer to a four-year baccalaureate program.

### **Core Values:**

#### **We are committed to:**

- the beliefs that each participant has potential for academic success and that each participant is valued and should be treated with respect
- assessing participants' needs and providing individualized services to meet those needs
- providing services that will assist students in overcoming academic and personal challenges to ensure their success at Arkansas State University
- being advocates for college students who are first-generation, have limited income and/or a disability

#### **We are governed by:**

- Arkansas State University-Beebe
- federal statute
- Student Support Services regulations
- Education Department General Administration Regulations (EDGAR)
- professionalism
- confidentiality
- educational opportunity

**Strategies:** We will distinguish ourselves through differentiated strategies that include:

- strong focus on the needs of each individual
- effective tutoring, advising, counseling, and mentoring programs
- a highly qualified, motivated staff
- support for continued professional development

#### **SSS is measured by:**

- participant involvement at Arkansas State University-Beebe
- academic success of participants
- retention of participants
- participant and staff evaluations



## ***SSS Good Faith Partnership - III***

SSS participants enter into a “good faith” partnership with the Student Support Services Program at the time of acceptance into the SSS Program. The partnership acknowledges that SSS will provide program services to participants and those participants will adhere to the following list of expectations.

### **EXPECTATIONS:**

- 1. To meet** within the first two weeks of each semester with an SSS advisor to complete a Student Success Plan (SSP).
- 2. To meet** within the last 2 weeks of each semester to review SSP completion.
- 3. To attend** all scheduled events not limited to, but including the following:
  - Two scheduled meetings with your SSS primary advisor
  - One workshop\*
  - One cultural event\*
  - All events as outlined and deemed necessary on your SSP
- 4. To work** continually towards transfer and/or graduation by practicing effective learning techniques as demonstrated through SSS advising, tutorial sessions and workshops.
- 5. To actively** participate in the learning process. For success, you must attend all classes, prepare before class and review after class.
- 6. To inform** an SSS advisor of any change or event that could lead to a decline in academic performance or withdrawal from ASU-Beebe.
- 7. To strive** not to miss scheduled sessions except in the event of serious illness or extreme scheduling conflicts. Participants are expected to contact the TRIO office at 882-8964 prior to a missed appointment. It is the responsibility of the participant to reschedule missed events in a timely fashion.
- 8. To supply** constructive feedback by completing SSS Program evaluations.
- 9. To enjoy** participation in the SSS program and graduate or transfer!!!

\*recommended, not required



## ***SSS Program Policies – IV***

### **Academic Performance Expectations**

Student Support Services expects all participants to maintain a **minimum** of a 2.0 GPA on a 4.0 scale.

### **Appraisal Period**

SSS formally admits participants into the program following successful completion of an eight-week appraisal period. During this time, student participation will be observed and determined to be satisfactory based on the following:

- Completion of SSS Orientation within two weeks of acceptance
- Attend SSS activities scheduled during the observation period
- Observed academic motivation and practice of new study skills
- Feedback from faculty, SSS staff, and tutors
- Overall attendance as outlined in attendance policy

A warning will be issued to students during this period if they have not followed through on their commitments. Students fulfilling their contract with SSS will gain participant status following the eight-week appraisal period.

### **SSS Probation Policy**

SSS stipulates expectations pertaining to SSS probation in individual contracts. SSS students can be placed on probation for any of the following reasons:

- **Student is on academic warning** - A proactive plan will be developed and utilized to assist the student in removing him/herself from academic warning. The student must also meet with his/her SSS advisor on a bi-weekly basis for the duration of one semester or until he/she is no longer on academic warning.
- **Student readmitted following academic suspension** - SSS students placed on academic suspension will be informed via letter, phone call or appointment of their options regarding continuation in the SSS program. Students should review the readmission policy in the ASU-Beebe Student Handbook. SSS advisors will assist in this process if requested. SSS students readmitted must adhere to the academic warning policy listed above.



- **Student wishes to regain participation in SSS** - Students wishing to regain participant status in SSS must reapply for the services by contacting the TRIO Office.
- **Recommendation of SSS advisor** - A new SSS student may be placed on SSS probation based on previous unsatisfactory academic performance, demonstrated lack of academic motivation and/or an inadequate initial interview.

### **Attendance Policy**

- An email inquiry will be sent to students who miss two scheduled tutoring appointments.
- A warning letter will be sent to students who fail to attend subsequent appointments resulting in possible dismissal from the SSS program.
- Attendance and participation in all classes is expected of SSS students.

### **Mandatory Tutoring**

Any student whose college GPA falls below the minimum SSS GPA requirement will be required to receive two hours of tutoring per week for a minimum of one semester or until his/her GPA meets the satisfactory requirement.



## *SSS Program Services - V*

### **Advising**

#### **Academic**

All ASU students are assigned an academic advisor. As part of academic planning, SSS advisors offer advice regarding class selection and dropping or adding classes. SSS advisors are available to discuss academic planning, review of the undergraduate bulletin, course preparation for transfer to a four-year institution, and other related curriculum questions.

#### **Career**

SSS advisors can help students to select a major. Several career assessment tools and web sites to aid this process are available to SSS students. SSS advisors will also assist in resume development, job search, and interview skills necessary to achieve a career that will provide financial independence.

#### **Personal**

Participants may choose to visit with an SSS advisor to discuss personal concerns. SSS advisors are available through phone, e-mail, possible walk-in, and scheduled appointments. SSS advisors will also refer participants to campus and community resources including ASU-Beebe's Student Success Center.

#### **Financial**

SSS advisors can help students complete financial aid paper work, offer current information on both public and private scholarships and provide scheduled weekly opportunities for students regarding the financial aid process. SSS participants are asked to attend at least one financial workshop the first semester.

#### **College Transfers**

Participants are encouraged to see the SSS Transfer Specialist to discuss the college transfer selection and preparation process. The transfer specialist can assist students with activities designed to assist them in their application to obtain financial assistance for admission to a four-year program of postsecondary education. The transfer specialist will also set up campus tours and accompany groups of students to four-year institutions around the state. Additionally, tutors and computer programs can assist in preparing for entrance exams to four-year programs. SSS advisors will review entrance essays and write letters of reference.

#### **Advocacy**

SSS advisors will act as an advocate on a student's behalf when possible. Participants are encouraged to turn to SSS if they need help "navigating" the system or working with another department on campus. SSS advisors often work with outside resources and provide recommendation letters when requested.

#### **Mentors**

Mentors can provide support and guidance in the areas of academic performance, social growth and personal development. A mentor can be a valuable resource for students at ASU-Beebe. SSS students can receive encouragement and direction when making tough decisions that confront every college student.

## **Workshops**

SSS provides a variety of workshops each semester to aid students in academic, social and personal growth while on campus. Each semester SSS staff evaluates students' needs and selects workshops to best assist SSS students. Standard workshops include but are not limited to: TI-83/84 calculator use, time management, stress management, study skills, test taking, and life skills related to both financial planning and economic literacy.

## **Tutorial Services**

SSS tutoring services are very extensive. Services offered include one-on-one tutoring, group tutoring and study groups. Tutoring is available in English and Algebra for students throughout their ASU-Beebe career. Study groups are held for other subjects as required. **Note: Tutoring services are not offered for all ASUB academic courses.**

## **Reference Library**

The SSS reference library is for student use! The library includes many books ranging from selecting a major to coping with college life. Also, general education textbooks are available for use in the SSS complex. Various textbooks are on hand in the reading area of the classrooms for participants' use. Videos, calculators, and word processors are also available for loan.

## **Computer access**

The computer lab in the SSS complex is open to all participants. The computers in the lab all have internet access and are set up for the My Math Lab software. Supplemental information, along with career search and Compass/Praxis test practice is also available online.

## **Cultural Enrichment**

Each academic year, SSS provides cultural enrichment activities for participants. In addition to local events, trips to Memphis or Little Rock for symphonies, plays, and museums are ideal. Student input is valued in the selection of cultural events.

## **Awards and Special Recognitions**

SSS is proud to acknowledge outstanding achievements of SSS students each academic year. ASUB's "Back to Beebe Bash" in the fall and the Spring Fling are two events that provide an avenue for special recognition and social interaction. In addition, the SSS Student Advisory Board provides opportunities for students to perform in leadership and competitive roles. The club also awards a book gift certificate to an outstanding academic SSS achiever at the end of the spring semester.

## **SSS Student Advisory Board**

All students, staff, and faculty are invited to join SAB to promote the mission of SSS. The club is very active in campus activities and community service, and won the Outstanding Student Organization award for the 2008-2009 and 2009-2010 academic years. Contact Josh Price at 501-882-4451, [jdprice1@asub.edu](mailto:jdprice1@asub.edu) or Cherri Kuchel at 501-882-4456, [cbkuchel@asub.edu](mailto:cbkuchel@asub.edu) to inquire about this organization.

## **Website**

You may log on to our website by going to [www.asub.edu](http://www.asub.edu), clicking "ASUB A to Z Index," and scrolling down to "TRiO/Student Support Services."

## How to Apply for Financial Aid

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The Free Application for Federal Student Aid (FAFSA) application is available in electronic form via the internet. The web address for this site is <http://www.fafsa.ed.gov>.

ASU-Beebe school code is *001091*.

Students should complete the FAFSA every year as soon as possible after January 1st to ensure that no deadlines will be missed.

### **Remember: always reapply each year!**

- After the student submits the FAFSA online, the results (Student Aid Report) will be sent to the student, by the postal address or the email address provided on the application. The results will also be sent to the financial aid office of the colleges listed on the FAFSA. Applicants should review these forms very carefully. Be sure to check on the status of your application and pay particular attention to your email. If corrections are needed, complete them immediately.
- The Financial Aid Office will send a notification to you to submit additional documents as needed. Be sure you have submitted a valid address.
- Submit all requested documents to the Financial Aid Office promptly. Files are not complete until all documents have been received.
- Once a file is complete, it is placed in date order for review by a financial aid officer who will package the financial aid award. Keep in mind that it may take up to six weeks for the review process. The award will be based on the information that was provided on the FAFSA, Satisfactory Academic Progress, and the ASU-Beebe Institutional data form.
- An award letter will be mailed to the applicant. It must be signed, accepted and returned to the Financial Aid Office. The Stafford Loan will not be processed until the award letter and Loan Certification is returned. Review all information enclosed with the award letter and return to the Financial Aid Office promptly.
- When the Financial Aid Staff receives your financial aid loan funds, they will be processed through the Financial Aid Office and then provide to the Business Office.
- After the funds are processed through the Business Office, if there is a fund balance above what you will owe the school for tuition and fee, charged books, etc, the Business Office will provide you a refund check.

#### **Mailing Address:**

ASU-Beebe

*Financial Aid Office*

P.O. Box 1000

Beebe, AR 72012 -1000

**Phone:** (501) 882-8845

**Fax:** (501) 882-4468

Questions, Documents or Concerns: Email [finaid@asub.edu](mailto:finaid@asub.edu)

## Return of Title IV Funds

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Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

This requirement applies to students who receive federal student aid (includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Subsidized or Unsubsidized Federal Stafford Loans, but not Federal Work-Study) and completely terminate enrollment prior to completing 60% of the enrollment period.

### **Termination of enrollment can be the result of any of the following actions:**

1. Student initiates an official withdrawal from Arkansas State University-Beebe
2. Student is administratively dropped by instructors from all courses due to non- attendance.
3. Student is administratively withdrawn from all courses as a result of disciplinary action.
4. Student is considered an unofficial withdrawal by receiving all failing grades for non- attendance, or a combination of failing grades, and either instructor initiated or student initiated drops.

If a recipient of Title IV grant or loan funds withdraw from a school after beginning attendance, the amount of Title IV grant or a loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

**Students who have received federal aid should be aware that a percentage of that money must be repaid if you withdraw during the first 60% of the semester.**

The amount of Title IV aid an institution must refund to the federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. Arkansas State University-Beebe utilizes software provided by the Department of Education to calculate the amount of aid that must be refunded which was initially utilized to pay institutional charges. The depart date provided by the registrar's office is utilized to document the last date of enrollment. If the student is considered an unofficial withdrawal, and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date is used in the return of Title IV funds calculation. If a date cannot be determined for an unofficial withdrawal, the mid point of the semester is utilized.

### **ASU-Beebe's Refund of Fees Schedule**

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Refunds must be claimed at the time of withdrawal through the Records Office and the Business Office. This applies to both special and regular students. The refund schedule is as follows:

|                        | Fall & Spring Semesters | Five-Week and Eight-Week Terms |
|------------------------|-------------------------|--------------------------------|
| First Week             | 100%                    | 100% - 2 days<br>50% - 3 days  |
| Second and third weeks | 60%                     | none                           |
| Over three weeks       | none                    | none                           |

**Arkansas State University-Beebe returns unearned aid used to pay institutional charges in the following order within 30 days of the withdrawal determination:**

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Pell Grant
4. Academic Competitiveness Grant
5. Federal Supplanted Educational Opportunity Grant
6. Other Title IV Programs.

A repayment may also be required of the student when a “change check” has been issued to a student from financial aid funds in excess of the amount utilized to pay institutional charges that the student fails to earn by maintaining enrollment. Arkansas State University-Beebe will also restore these funds to the appropriate source in the above order within 30 days of the withdrawal determination.

Students are billed for any unearned aid that was refunded to the federal aid program that caused institutional charges to be unpaid. Additionally, students will be billed for any monies the college returns on the student’s behalf that is owed to the federal aid programs as a repayment of funds disbursed directly to the student for non-institutional charges. Copies of the return to Title IV calculation are provided to the student along with a bill when their Return to Title IV calculation is processed.

If a student earns more aid than was disbursed, the student may be eligible to receive a post withdrawal disbursement. Students are notified by mail of their eligibility for such a disbursement. If the post withdrawal disbursement is loan funds the student must confirm in writing that the loan funds are still wanted. A post withdrawal of grant funds is automatically credited to the student’s account for outstanding charges. A student, who does not have an outstanding balance, must confirm in writing their desire to receive grant funds.

If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the college before being refunded to the student.

## Withdrawal Process

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### Dropping a Course

During the late registration period for a term, students may add, drop, switch sections or change to audit *after they have been cleared for registration by their advisor*.

**After the late registration period ends for a term**, students will no longer be able to add, drop, switch sections, or change to audit *without their advisor's approval*.

#### Check This Out!

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If you are receiving financial aid (grants, loans, or scholarships), contact the **Financial Aid Office**. **Make certain your schedule changes have not affected your aid.**

In some cases, dropping below full-time (below 12 credit hours for a fall or spring semester) may negatively impact your health insurance coverage if you are covered by your parents or guardians. Check with them before dropping below full-time status. Refunds will be made according to the Refund of Fees schedule that appears in this catalog.

Note: Prior to the census date of each semester or term, students dropping a course will be removed entirely from the course and it will not appear on the student's transcript. After the census date, students dropping a course before the published deadline will be given a grade of "W" and the grade will appear on the student's transcript. For more information, visit the homepage for the **Registrar's Office**.

In order to drop a course, the student must first see his or her academic advisor.

Do **NOT** use this method for withdrawing from the University.

#### Step 1: What Your Advisor Needs to Do

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- (1) Advisor logs onto CampusConnect and goes to **STUDENT ADVISING**
- (2) Enter the student's ID number (do NOT use the social security number)
- (3) Under the **Student Information** menu, click on **ALLOW SCHEDULE CHANGE**
- (4) The student is now cleared to drop one course.
- (5) The advisor logs out of CampusConnect.

#### Step 2: What the Student Needs to Do

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- (1) Student logs onto CampusConnect. Under the Registration menu, go to **FORMS > CHANGE OF SCHEDULE**
- (2) Student selects the term/semester in which they wish to drop a class
- (3) Read the statements and check the acknowledgement box (this must be done or the student cannot proceed)
- (4) From a drop down menu, students select which course they request to drop and then click **Submit**
- (5) The change of schedule request then goes in electronic format to the Registrar's Office for processing.

#### Important Things to Know:

If the student is completely withdrawing/dropping all courses they must still contact their advisor for clearance and then complete the online Withdrawal Form. This process has not changed.

The student can only drop one course at a time with this new process. If they wish to drop more than one course they must get clearance from their advisor each time.

Once the student clicks Submit and the request is sent, the advisors Allow Schedule Change flag is automatically reset preventing the student from dropping another course until cleared again by their advisor.

This process only needs to be used for a current term/semester. If the student needs to drop a class or withdraw for a future semester they are already registered for they can still drop the courses themselves on CampusConnect accessing ADD/DROP courses. This process has not changed.

The paper Change of Schedule form can still be used if needed/desired.

### **Withdrawal from the Semester**

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Students wishing to completely withdraw from the University will do so through **"CampusConnect"** by clicking on the **"Withdrawal Form"** icon.

Students must be cleared by the ***their advisor*** before they will be allowed to complete the form.

Once the online form is completed, the form will be sent in e-mail format to the ***Office of the Registrar*** (@State Hall; (501) 882- 4415) where the withdrawal will be processed.

After processing the withdrawal, the ***Office of the Registrar*** will forward the e-mail to offices on campus that need to be notified of the student's withdrawal.

Refunds will be made according to the Refund of Fees schedule that appears in the University catalog.

Withdrawals from the University may be made up to the published deadline on the academic calendar.

**Note:** Prior to the census date of each semester or term, students withdrawing will be removed entirely from the course(s) and the course(s) will not appear on the student's transcript.

After the census date, student's withdrawing before the published deadline, will be given a grade of "W" and the grade(s) will appear on the student's transcript.

Students who stop attending a course or all courses without following the appropriate drop or withdrawal procedure will receive failing grades.

***Failure to officially withdraw from a course or the University will cause a failing grade of "F" to appear on your transcript for the course or courses not dropped.***

Withdrawal from the University will result in suspension of financial aid under ASU-Beebe's Satisfactory Academic Progress requirements (see pages 20-22). Unsatisfactory attendance will result in an adjustment or loss of financial aid as well.



## Student Google Mail FACs

1. What is my email address?

**First.Last@smail.asub.edu**

**example: John.Smith@smail.asub.edu**

2. When I try to log in to my account I get “These characters are not allowed @” What am I doing wrong?

**Type just your username – do not type “@smail.asub.edu”**

3. Should I verify my address?

**Yes--you may have the same name as another student or if you have a `hyphen or an apostrophe in your name your address may vary slightly.**

4. How do I verify my new address?

**Log into Campus Connect, and check your demographics information.**

5. How many email address will show up on my demographics page?

**You may see as many as three email addresses:**

**1) your personal email address,**

**2) your old ASUB.EDU email address and**

**3) your new G-Mail email address.**

6. What is the default password?

**Your eight digit birth date**

**mmddyyyy**

**Example: 02091991**

7. How do I access my new email account?

**Go to [www.google.com/a/smail.asub.edu](http://www.google.com/a/smail.asub.edu)**

**If you additional questions please email them to: [cllee@asub.edu](mailto:cllee@asub.edu)**

## ASU–Beebe WebCT LOGIN INFORMATION

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Your username will be your ASU–Beebe "college assigned" ID Card number. You can find this number by logging into Campus Connect and looking at the Demographic Data screen. Your password will be your 6–digit birthdate in the MMDDYY format (if the 6–digit format does not work for you, please try the 5–digit format MDDYY, dropping the leading zero). Use following link to access helpful tutorials: <http://www.asub.edu/dlweb/orientation.shtml>

### IF YOU CANNOT LOGIN

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Contact the ASU-Beebe WebCT Help Desk at (501)882-4409.  
See below for hours of operation

#### WebCT Help Desk

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##### Skot Harness

Multimedia Distance Learning Specialist

Phone: 501.882.4409

Email: [dsharness@asub.edu](mailto:dsharness@asub.edu)

| Hours of Operation   |                                 |
|----------------------|---------------------------------|
| Monday -<br>Thursday | 8:00 a.m. to 8:00 p.m.<br>(CST) |
| Friday               | 8:00 a.m. to 4:30 p.m.<br>(CST) |

#### Information needed when contacting the help desk:

- Your username and password
- Specific details of the problem
- Best way to contact you

#### Distance Learning Office: Beebe

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##### Rhonda Durham

Director of Distance Learning

Office: UC 101

Phone: 501.882.4442

Email: [rsdurham@asub.edu](mailto:rsdurham@asub.edu)

##### Bobbie Sullivan

Distance Learning Secretary

Office: UC 101

Phone: 501.882.8894

Email: [basullivan@asub.edu](mailto:basullivan@asub.edu)

#### Distance Learning Office: Heber Springs

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##### Glenda Hayes

ASU-Heber Springs Distance Learning Contact

Phone: 501.362.1212

Email: [gfhayes@hebersprings.asub.edu](mailto:gfhayes@hebersprings.asub.edu)

## ASU-Beebe Wireless Connection – Student Login Information

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Until further notice, use the following instructions to log into the ASU–Beebe Wireless.

To obtain the wireless username and password, email [wireless-access@asub.edu](mailto:wireless-access@asub.edu) with the subject: Wireless Access. An immediate response will be sent with the correct username and password. You must use your ASU–Beebe email account to send this request—emails from any other account will be ignored.

Connect to the **ASUBW–XX–XXX** wireless network. If more than one **ASUBW–XX–XXX** wireless network displays in the list of available connections, connect to the one with the strongest signal.

A "Security Alert" dialog box will appear. **DO NOT CLOSE THIS BOX—MINIMIZE IT!** When you are finished with your wireless connection, log off using this dialog box before you disconnect from the wireless or turn off your computer.

If you have any questions or problems concerning the wireless, please contact the Information Technology Services department:

Office Phone: (501) 882-8887

Email: [cllee@asub.edu](mailto:cllee@asub.edu)

### AlertXpress Online Registration



The Arkansas State University–Beebe Campus Police has partnered with the Arkansas Crime Information Center to provide the students, faculty, and staff of Arkansas State University–Beebe rapid emergency notifications via cell phones, office telephones, and e-mails using AlertXpress.

AlertXpress was developed to provide agencies with the ability to rapidly create and deliver emergency or large-scale notifications to groups of people, such as active shooter and bomb threat notifications. If you would like to register with AlertXpress to receive emergency information please fill in the following.

To enroll in ASU–Beebe's AlertXpress notification system, go to the ASUB homepage and scroll down to the bottom. Click on the AlertXpress icon that will take you to the enrollment page. Fill out the information and submit. You must enroll each semester. If, for any reason, you decide to opt-out of the AlertXpress system, please fill out an **Opt-out form**.

## Study Skills

### Writing Papers

The following link provides helps and step-by-step guides to the details and skills needed to write a strong paper.

<http://owl.english.purdue.edu/handouts/index2.html#research>

### Citations and References

Choose the writing style (APA, Chicago, MLA, Turabian, etc...), fill in the title, author, and all of the required information and the site will do the rest.

<http://www.bibme.org>

### Journal Articles

<http://www.library.astate.edu/databases/journalDB/DatabaseListing.cfm>

### Reference Materials from Arkansas State University-Jonesboro Library

<http://www.library.astate.edu/>

### APA Writing Style

How do I write a paper in APA style? The following link provides a template from which to model your paper.

www.cann.ca/apa-template.doc

<http://owl.english.purdue.edu/owl/resource/560/01/>

### Note-Taking Strategies

#### Cornell Method of Note-Taking

[http://www.dartmouth.edu/%7Eacskills/docs/cornell\\_note\\_taking.doc](http://www.dartmouth.edu/%7Eacskills/docs/cornell_note_taking.doc)

### Study Skills Methods

Comprehensive index of links to helps for an array of issues.

<http://www.studygs.net/>

Take this short quiz to find out how you can improve your study skills.

<http://academic.cuesta.edu/acasupp/AS/601.HTM>

## Test-Taking Skills

### Ten Tips for Test-Taking

<http://www.studygs.net/tsstak1.htm>

### Effective Test-Taking Skills

### Test-Taking Checklist

<http://www.d.umn.edu/kmc/student/loon/acad/strat/testcheck.html>

## Test Anxiety

The Praxis exams can be stressful. Find out how to effectively prepare for the exams.  
<http://www.ets.org/Media/Tests/PRAXIS/pd/01361anxiety.pdf>

Overcoming Test Anxiety  
<http://www.studygs.net/tstprp8.htm>

## Time Management

Time Management Strategies  
<http://www.studygs.net/timman.htm>

Developing a Interactive Daily Schedule  
<http://www.studygs.net/schedule/index.htm>

Developing a Personalized Weekly Schedule  
<http://www.studygs.net/schedule/Weekly.html>

Learn to prioritize your goals and objectives to use your time more effectively.

<http://www.studygs.net/schedule/goals.htm>

Problem Solving and Decision Making  
<http://www.studygs.net/problem/exception.htm>

## Stress Management

What is stress and how can it be managed?  
<http://www.mindtools.com/smpage.html>

Ten to Managing Stress  
[http://stress.about.com/od/studentstress/tp/school\\_stress.htm](http://stress.about.com/od/studentstress/tp/school_stress.htm)

I need SLEEP! Strategies to a better night's rest  
<http://www.linfield.edu/health/sleep.php>

Eat well on a budget, even when you have little time.  
<http://www.kraftfoods.com/kf/search/SearchResults.htm?searchtext=easy&u2=easy&scope=all&start=1&rsort=>  
and  
<http://www.dietriot.com/fff/rest.html>

## **Arkansas State University-Beebe Satisfactory Academic Progress Policy**

All students attending Arkansas State University-Beebe are required to maintain Satisfactory Academic Progress (SAP) standards in order to receive Federal Financial Aid. These standards apply to all financial aid applicants whether or not the applicant has previously participated in federal student aid programs. In keeping with guidelines published in the *Federal Student Aid Handbook*, all students receiving federal financial aid must be admitted and enrolled in an associate degree or technical certificate granting program. Non-degree seeking, concurrent, and students auditing courses are not eligible.

### **Satisfactory Academic Progress Standards (Must meet all 3 parts)**

- 1) **Qualitative**-Student must maintain a minimum cumulative grade point average (CGPA) of 2.0
- 2) **Quantitative**-Student must complete at least 67% of ALL **attempted** credit hours
- 3) **Time Frame**-Student must complete a course of study within 150% of the published length of the program

SAP is checked at the end of EACH semester for Technical Certificates and at the end of EACH year for Associate Degrees.

**Exception:** Students who receive ALL W's or F's for a semester will have SAP checked at the end of the semester.

All hours attempted include remedial courses, repeated courses, and grades of F, W, I or AU. Incomplete course work will be evaluated as failing grades until the course has been satisfactorily completed. It is the student's responsibility to notify the financial aid office when an "I" has been removed and replaced on the official grade report with a grade.

Students not meeting the SAP policy conditions are placed on Financial Aid Suspension and **will not** be eligible for any type of federal student aid (this includes Student Loans) until the student has completed the required coursework to bring him/her back into compliance with the ASU-Beebe SAP policy. Staying out of school any length of time and/or reinstatement by the *Admissions and Credits Committee* does not reinstate financial aid eligibility.

### **STUDENTS NOT MEETING SAP MAY APPEAL – SEE FINANCIAL AID WEB SITE FOR APPEAL PROCEDURES.**

#### **Transfer Students**

Transfer students pursuing a degree must meet ALL three parts of SAP mentioned above. Transfer students pursuing a degree that *requires admission to that program must be admitted to the program upon transfer*. ALL hours attempted previously at regionally accredited institutions are considered for maximum attempted hour limit whether or not aid was received. The CGPA requirement is taken from the last school of attendance.

Transfer students **NOT** meeting SAP **must** pay for their first semester. At the end of their first semester, SAP will be reviewed to determine if student meets SAP requirements. If met, aid will be awarded for next semester per student's eligibility and if not met, student may appeal based on ASU-Beebe appeal procedures.

## **ADDITIONAL SATISFACTORY PROGRESS POLICY INFORMATION**

**Withdrawals and Repayment of Title IV funds** – The Return to Title IV calculation will be completed and a repayment of federal financial aid (including grants) may be required if a student receives all F's and/or W's in an academic term and attendance was less than 60% of the term.

**Remedial or Developmental Courses** – Students may receive financial aid for remedial courses, if needed to enroll in a course required for the degree (e.g. Developmental Algebra or Intermediate Algebra for College Algebra). A maximum of 30 remedial attempted credit hours is allowed.

**Repeating Courses** – Repeating courses can adversely affect financial aid eligibility due to the course being counted more than once as attempted hours.

**IF YOU HAVE FINANCIAL AID ELIGIBILITY QUESTIONS,  
PLEASE CONSULT THE FINANCIAL AID STAFF.**

***ALL attempted hours from any regionally accredited school will  
count toward attempted Satisfactory Progress Hours.***

### **Second Degree or Certificate**

Students seeking an additional associate degree must submit a degree evaluation before financial aid can be awarded. Financial aid will only be awarded for courses required for the new degree and the degree must be obtainable within the 150% maximum. No financial aid will be awarded until the new evaluation is received. Once a student receives a second associate's degree, no further federal aid will be awarded from ASY=U-Beebe.

Technical certificate students may pursue one additional technical certificate. Once the student has completed the second technical certificate and desires to pursue an associate's degree, the student must submit a degree evaluation. Financial aid will be awarded only for required courses needed to complete the degree and must be obtainable within the 150% maximum. All previously attempted hours will be counted. No financial aid will be awarded until the new degree evaluation is received in the Financial Aid Office.

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### **Satisfactory Academic Progress (SAP) Policy Appeal Procedures**

Students placed on financial aid suspension may appeal ASU-Beebe's Satisfactory Academic Progress Policy with documentation of extenuation circumstances. Examples of extenuating circumstances are prolonged illness under a doctor's care, severe illness/accident requiring hospitalization or prolonged absence from class, prolonged illness of a dependent with proper documentation, or death of an immediate family member. The appeal will be reviewed and a decision will be made by the Financial Aid Satisfactory Academic Progress Appeal Committee. **A student may appeal once in any given semester.**

### **Submitting An Appeal**

Students must submit in writing (typed preferred) a letter of appeal, a fully completed Student Aid Appeal Cover Page (found on the ASU-Beebe Financial Aid webpage) and supporting documentation. Please follow all instructions, as appeal requests submitted without proper accompanying documentation will NOT be reviewed and the student must wait until the next appeal cycle for review. The appeal letter must clearly identify:

- 1) Your extenuating circumstances for the term(s) in question
- 2) Why you currently do not meet Satisfactory Academic Progress
- 3) What has changed that will allow you to make academic progress by the end of the semester.

### **Notification**

The SAP Appeal Committee's decision will be sent to the mailing address and/or the student's university email address. **Results will not be given over the telephone.** *The decision of the appeal committee is final.*

If approved, student will be placed on Financial Aid Probation which means aid will be awarded for one semester only. SAP will be checked at the end of the semester to determine continued eligibility. If SAP is met, aid will be awarded for the next semester; if not, the student is placed on Financial Aid Suspension. If placed on Suspension, student must pay for one semester before being allowed to appeal again.

**The appeal committee normally meets every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. appeals should be submitted no later than 3:00 p.m. the Monday prior to the Wednesday of the appeal meeting. Appeal requests submitted after 3:00 p.m. Monday will not be reviewed until the next scheduled appeal meeting date. The committee will only review and appeal once in any given semester.**

### **Academic Clemency**

Federal regulations make no provision for academic clemency (sometimes referred to as academic forgiveness or a fresh star) for quantitative review of financial aid.

***All hours ATTEMPTED from regionally accredited institutions will count toward satisfactory academic progress.***



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### **Financial Aid Process Check List**

- Request a Federal PIN Number at [www.pin.ed.gov](http://www.pin.ed.gov) for you and one of your parents (if necessary).
- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and put ASU-Beebe's Federal School Code, 001091, on your application.
- You will receive confirmation from the Federal Processor once your FAFSA has been processed. This is your Student Aid Report (SAR). The Federal Processor forwards this information to ASU-Beebe Financial Aid (if you provided ASU-Beebe's Federal School Code 001091 on your FAFSA).
- Once your Student Aid Report (SAR) is downloaded into ASU-Beebe's Financial Aid system, we will mail forms to you to complete and return to the ASU-Beebe, ASU-Searcy, or ASU-Heber Springs campus. Each student interested in receiving federal student aid (Pell grant, Loans, etc.) **must** complete the Data Form. If you are chosen by the Federal Processor for a process called verification, you must also submit a Verification Worksheet, **signed** copies of your federal tax return and W2s and **signed** copies of your parent's federal tax return and W2s. Please submit all requested documents as soon as possible to avoid any delays in the processing in your aid. *If any discrepancies are identified during the review process, you may be required to submit additional information and the processing of your aid may be delayed.*
- Once the Financial Aid Office receives your completed paperwork, a file will be made for you and processed in a timely manner. It is vital for you to return any requested information or documents in a timely manner. Any delay on your part may result in a delay in processing your aid.
- Once packaged for financial aid, you will receive an email notification via your ASU-Beebe Google Mail account ([www.google.com/a/smail.asub.edu](http://www.google.com/a/smail.asub.edu)) from the Financial Aid Office of your financial aid eligibility. We urge students to review their financial aid periodically throughout each semester via their Campus Connect account.
- If you were awarded Federal Direct Student Loans, you **must log on to your Campus Connect Account and either accept or decline the awards**. All new students to ASU-Beebe and all returning ASU-Beebe students who have never received a student loan will be required to complete an Undergraduate Entrance Counseling and an Undergraduate Master Promissory Note via [www.studentloans.gov](http://www.studentloans.gov). If you are a returning student to ASU-Beebe and have received a student loan in the last year at ASU-Beebe, you will not be required to complete a new Entrance Counseling or Master Promissory Note. Pell Grants, State Grants and Scholarships and Private Scholarships require no further action from you.
- You must be enrolled in at least 6 hours whenever your loan funds are received by ASU-Beebe to be eligible for the loan funds. If you are not in at least 6 hours when funds arrive at ASU-Beebe, you will not be eligible for the loan and funds will not be released to you.
- If the financial aid funds applied to your account cover all of your tuition, fees, charged books, etc., and there is money left over, the Business Office will process a refund

check for the remainder of your aid. If you sign up for QuikPay Direct Deposit, your funds will be directly deposited into your checking or savings account. [www.studentloans.gov](http://www.studentloans.gov). The Exit Counseling link can be found under "Tools and Resources." It is your responsibility as a student loan borrower to complete this process.

- If you have attained an associate degree or technical certificate, you may not be eligible for federal aid at ASU-Beebe. This does not mean that you may not be eligible at other colleges; however, you should refer to the Satisfactory Academic Progress Policy (SAP Policy) for the eligibility requirements set forth by ASU-Beebe and the Federal Department of Education. Each college must have an SAP Policy in place.

**NOTE: It is your responsibility as a student to know and understand all eligibility requirements for any type of aid awarded them (for example: required enrollment and cumulative GPA)**

Should you have questions regarding your financial aid or any steps in the financial aid process, feel free to contact the ASU-Beebe Financial Aid Office at 501-882-8845 or at [www.asub.edu/finaid/](http://www.asub.edu/finaid/). We are always here to assist you!

## **Degrees and Certificates**

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**Associate of Arts in Liberal Arts**  
**Associate of Arts in Computer Information Systems**  
**Associate of Arts in Teaching**  
**Associate of Applied Science**  
**Associate of Fine Arts (Music, Theatre)**  
**Associate of General Studies**  
**Associate of Science in Health Sciences**  
**Certificate of General Studies**  
**Technical Certificates**  
**Certificates of Proficiency**

## **Bachelors and Masters Degrees at Beebe**

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Through a partnership between ASU–Beebe and ASU–Jonesboro, you can earn selected Bachelors and Masters degrees on the ASU–Beebe campus. The University Center on the ASU–Beebe campus is home to 7 Bachelors and 3 Masters programs offered by Arkansas State University–Jonesboro.

Associate Degrees are available in Registered Nursing (AASN). Bachelors Degrees are available in Agricultural Business, Business Administration, Clinical Lab Science, Criminology, Early Childhood Education, Management, Mid-Level Education, Nursing, and Technology. Masters Degrees are available in Business Administration (MBA), Curriculum and Instruction (MSE), and Educational Leadership (MSE).

Bachelors Degrees are offered in a "2 + 2" configuration in which the first 2 years of coursework are offered by ASU-Beebe and the final 2 years consist of junior and senior level coursework offered by ASU-Jonesboro through on-site, interactive video, and online classes.

See checklists for degrees on the ASUB.edu web site:

[http://www.asub.edu/dlweb/advstudies/previous\\_degrees.shtml](http://www.asub.edu/dlweb/advstudies/previous_degrees.shtml)

## Student Organizations at Beebe

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Participation in campus life can be a significant part of a student's educational experience. Student organizations and clubs offer students valuable opportunities to learn and develop teamwork and leadership skills. Involvement in student organizations teaches skills transferable to the world of work and provides a network with faculty and staff advisors.

Research has shown that college students who get involved outside the classroom perform better academically and are usually more satisfied with their college experience...so do not wait any longer to investigate the opportunities available to you.

Getting involved is as simple as contacting the Director of Student Life in the Student Center, Room 100, or call 501-882-8351.

### ***Ag Club***

This club is composed of students majoring in agriculture.

#### ***Advisors:***

[Chuck Wisdom](#) (501-882-8882)

[Jerry Sites](#) (501-882-8846)

### ***ASU-Beebe Leadership Council***

This organization's purpose is to provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding between students, faculty, and administration. The Council also provides opportunities for student leadership activities and leadership training.

***Advisor:*** [Rebecca Peden](#) (501-882-4432)

### ***Baptist Collegiate Missions***

The Baptist Collegiate Missions, formerly the Baptist Student Union, provides ASU-Beebe students with an opportunity to get together in a Christian atmosphere. Meetings include Bible Studies, free lunches, and weekend getaways. Food, Fun, & Fellowship - A place where three F's are cool!!!!

***Advisor:*** [Krystal Martin](#) (501-882-8906)

### ***Baptist Collegiate Ministries (ASU-Searcy Campus)***

The Baptist Collegiate Ministries, provides ASU-Searcy students with an opportunity to get together in a Christian atmosphere.

***Advisor:*** [Carissa Gillam](#) (501-207-6219)

## ***Debate Club***

The ASU-Beebe Debate Club was formally organized in the fall of 1999 as an organization to promote public examination of issues and to provide a venue for formal public discussion available to any student enrolled on a full- or part-time basis.

### ***Advisors:***

[Dr. James Brent](#) (501-882-8368)

[Sandra Williams](#) (501-882-8268)

## ***Delta Psi Omega***

A national honorary dramatics fraternity, composed of students who have made outstanding contributions to the dramatic activities of ASU-Beebe.

### ***Advisor:***

[Bruce Cohen](#) (501-882-8925)

## ***Future Educators Club***

The purpose of the organization is to provide information and offer encouragement to those who are preparing for the teaching profession.

***Advisor:*** [Kathleen Vaughan](#) (501-882-8886)

## ***Gamma Beta Phi Society***

The purpose of the society is the advancement of scholastic effort and the recognition of academic merit among college students.

***Advisor:*** [Mike Hammond](#) (501-882-8253) and [Steve Knapp](#) (501-882-8848)

## ***International Club***

The purpose of the International Club is to provide opportunities to share the culture and customs of students' native countries with the larger campus community, provide opportunities to learn about other countries and cultures from other students or faculty, to provide organization and opportunities for student participation in university and community services and to provide planning and execution of culturally enriching student activities.

***Advisor:*** [Kae Chatman](#) (501-882-8926)

## ***Intramurals***

The intramural program at ASU-Beebe provides sports, fun, recreation, and exercise for students. The program is supervised by faculty members, and students voluntarily take part during after-class hours. Co-educational teams are to provide competition in a variety of activities.

**Advisor:** [Ashley Goodwin](#) (501-882-4475)

## ***NAVTA - Vet Tech Club***

The purpose of this organization is to advance the field of Veterinary Technicians by publicizing the program, advising staff about student interests, organizing events and activities that will enhance relationships among members and those interested in the program.

**Advisor:** [Jessica Kutsch, CVT](#) (501-882-6208)

**Advisor:** [Ashley Davenport, CVT](#) (501-882-6245)

## ***Phi Beta Lambda***

[[web site](#)]

A national organization which provides opportunities for students to develop competencies for business and office occupations. The organization is open to any student with an interest in its objectives, which include development of competent business leadership, development of character, preparation for useful citizenship, creation of an interest and understanding of American business enterprise, and facilitation of the transition from school to work.

**Advisor:** [Stacey Lewis](#) (501-882-4467)

## ***Residence Hall Council***

Fosters a sense of community among residents while promoting leadership skills and understanding between residents and other members of the campus community.

**Advisors:**

[Jessica Billman](#) (501-882-8904)

[Rebecca Peden](#) (501-882-8918)

### ***SSS-SAB (Student Advisory Board)***

The Student Advisory Board (SAB) exists to advance the mission of Student Support Services. The program provides participants with academic and support services in a caring environment designed to help students succeed in college. Student Advisory Board is also very active in community service projects, always striving to assist those in need. Any ASUB student may become a member of SAB.

**Advisor:** [Josh Price](#) (501-882-4451) **Co-Advisor:** [Cherri Kuchel](#) (501-882-4456)

### ***The ASU-Beebe Singers/Symphonic Band***

These groups consist of selected student vocalists and musicians.

**Advisor:** [Brent Bristow](#) (501-882-4474)

### ***Tau Alpha Pi***

A national honor society which provides recognition for a high standard of scholarship among students in the engineering technology programs.

***Advisors:***

[James Darnell](#) (501-882-8218)

[Keith McClanahan](#) (501-882-8211)

## ASUB Intramural Sports Information

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The intramural program on the Beebe campus provides sports, fun, recreation, and exercise for students. Faculty members supervise the program, and students voluntarily take part during after-class hours. Co-educational teams are formed to provide competition in a variety of activities. Detailed schedule information such as event location and teams is posted prior to events on the Intramural Sports bulletin board in the Owen Center. You may also contact Student Life at (501) 882-8951.

Events begin at 3 p.m. unless otherwise announced.

- Archery
- Badminton
- Basketball
- Dodge ball
- Flag football
- Golf
- Racquetball
- Softball
- Table tennis
- Volleyball
- Wiffleball and more!



## Campus Police

### Mailing Address:

ASU-Beebe  
Campus Police  
PO Box 1000  
Beebe, AR 72012

Phone: (501) 882-8851

**Emergency Call**

**Cell: 278-9629**

Fax: (501) 882-8970

**J. J. Martin**

*Public Safety Supervisor*

**Dennis Atkins**

*Public Safety Officer—H. S. Campus*

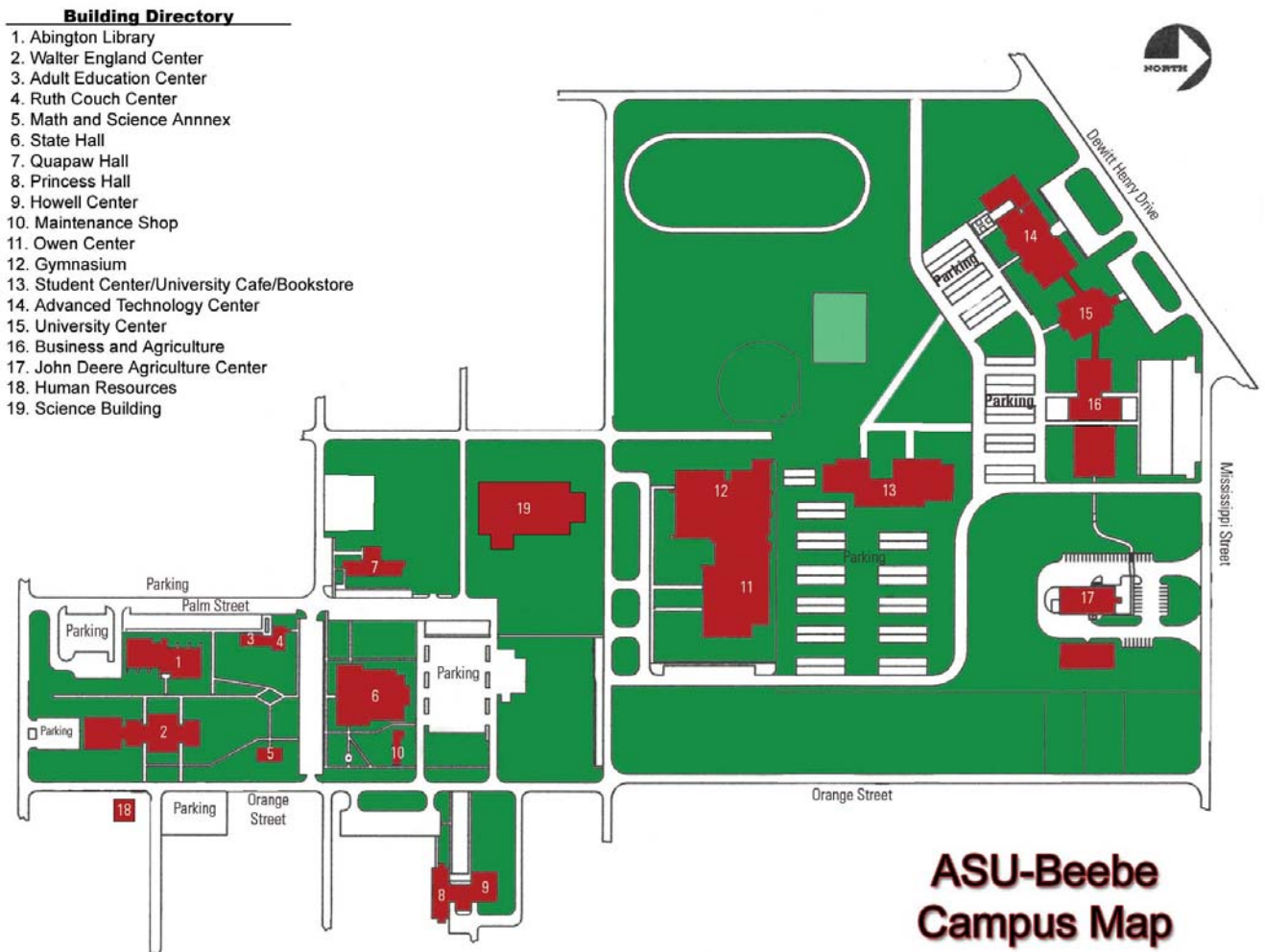
**Mark Adams**

*Public Safety Officer*

**Cathy Jackson**

*Secretary*

## ASUB Campus Map





## General Information

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Career Pathways at ASU-Beebe is a program designed to help parents who qualify to overcome barriers that may be preventing them from achieving academic success or success in the work place. Not only can Career Pathways provide financial assistance, but also numerous other support services. This program is supported by the Arkansas Department of Higher Education, the Arkansas Association of Two Year Colleges, the Arkansas Department of Workforce Education, The Arkansas Department of Workforce Services, and the Southern Good Faith Fund.

## Eligibility

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To be eligible to participate in the Career Pathways program parents must:

- Must have custody of a child under the age of 21 who lives in the home on a permanent basis
- Be employed during the period of reimbursement for childcare or transportation
- Fit within income guidelines as indicated below

Income Levels at 250 % of the 2012 Federal Poverty Level

| Family Size | Annual Income |
|-------------|---------------|
| 1           | \$27,925      |
| 2           | \$37,825      |
| 3           | \$47,725      |
| 4           | \$57,625      |
| 5           | \$67,525      |
| 6           | \$77,425      |
| 7           | \$87,325      |
| 8           | \$97,225      |

If you feel you meet these requirements, please contact us at (501) 207-6244 to make an appointment. Applications are available on-line for you to download and complete prior to your initial appointment.

## Required Documentation

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- Copy of federal income taxes (annual income at or below 250% of the poverty level)
- Drivers License or Photo ID
- Copy of High School Transcript or GED and College Transcript if Applicable
- Documentation from the DHHS office listing services receiving currently (if receiving benefits- food stamps, Medicaid, ARKids, TEA)
- Children's birth certificates

## Benefits

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Career Pathways will work with students to provide:

- Individual career counseling
- Interest inventories for career exploration
- Tutoring
- Employability skills training
- Assistance finding employment
- Access to a computer lab
- Financial assistance (gas vouchers, day care assistance, and assistance with tuition and books)

To begin the process, please contact our main office at (501) 207-6244 and make an appointment to meet with our Career Counselor. We offer appointment times in Searcy, Beebe, and Heber Springs. Applications are available on-line for you to download and complete prior to your initial appointment.

## Staff Information

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The main Career Pathways office is located on the Searcy Campus. We also have offices on the Beebe and Heber Springs Campus.

Main Office Phone: (501) 207-6244 Fax: 207-6266

Beebe Office Phone: 501-827-5299 or 501-281-5420

Heber Springs Office Phone: 501-362-1115

## Student Success Center

The Student Success Center, formerly known as the “Counseling Center,” offers a wide range of academic, personal and support services for students at ASU Beebe and its campuses. The services include academic advising, personal counseling, career and transfer counseling, disability services and testing. The services are designed to assist students in meeting their educational and career goals. Our goal is to help students matriculate through college, succeed academically, connect to available resources, graduate and become productive citizens in the community.

### **Online Services NEW!**

The Online Center for Student Success serves as a resource in helping students seek answers to questions relating to student success while at ASU Beebe. The goal of the online center is to help connect students with the support, services and resources they need in order to navigate the academic and social environments of this great institution.

The Online Center services are provided by the Student Success Center Staff. Help is available through email: [studentsuccessonline@asub.edu](mailto:studentsuccessonline@asub.edu). Students are welcome to meet with us by appointment or on a walk-in basis.

### **Academic Advising/Personal Counseling**

Academic advising is a student centered process and is an integral part of the students’ academic success. Students are assigned to work with a faculty advisor. The advisors are available to assist students selecting classes, fulfilling degree requirements and staying on track to transfer or graduate.

Personal counseling services are offered to current students, faculty, and staff by a licensed professional counselor. The services provide students the opportunity to explore personal concerns and problems with a professional counselor. The services are confidential, free and are available during office hours and by phone after hours. Referrals to community agencies/hospitals are offered when the needs of the client outweigh the scope of services.

### **Disability Services**

The Office of Disability Services is committed to providing equal opportunities to individuals with disabilities. The University endorses and is subject to both the Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act. Through established procedures, students with disabilities are provided services that assist in minimizing academic barriers by maximizing educational and programmatic access. These services are not intended to give students an unfair advantage but to provide an equal learning environment for all ASU-Beebe students.

### **Career and Transfer Counseling**

Career and transfer counseling is available to all currently enrolled students. Transfer services are available to assist students with the transfer process and to assist with finding schools that meet their major and interest. Confidential career counseling is available to assist students and alumni with exploring, planning and identifying career options that best match their aptitudes and interest. Services include KUDER; resume writing, tips on dressing for success, job search and interview skills, annual career fair, transfer advisement, and transfer opportunities with four year institutions.

## ***Testing***

Services of the Testing Center include administering various assessments including, but not limited to, Residual ACT, ASSET, CLEP, COMPASS, WORKKEYS, and Correspondence testing. Services are available to prospective students, currently enrolled students, alumni, faculty, and staff as well as the general public.

Contact information:

*Student Success Center*

**Phone:** (501) 882-8906

**Fax:** (501) 882-8901

**Email:** [studentsuccessonline@asub.edu](mailto:studentsuccessonline@asub.edu)

# DO YOU NEED MONEY FOR COLLEGE?

## Federal Student Aid at a Glance

More than \$150 billion available in federal aid for students who qualify

### WHAT IS FEDERAL STUDENT AID?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for education expenses at a postsecondary school (e.g., college, vocational school, graduate school).

Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid also can help pay for a computer and for dependent care.

There are three main categories of federal student aid: grants, work-study, and loans. Check with your school to find out which programs your school participates in.

### WHO GETS FEDERAL STUDENT AID?

Our most basic eligibility requirements are that you must

- demonstrate financial need,
- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress in postsecondary school, and
- show you're qualified to obtain a postsecondary education by
  - ▶ having a high school diploma or General Educational Development (GED) certificate;
  - ▶ passing an approved ability-to-benefit test (if you don't have a diploma or GED, a school can administer a test to determine whether you can benefit from the education offered at that school);
  - ▶ completing six credit hours or equivalent course work toward a degree or certificate;
  - ▶ meeting other federally approved standards your state establishes; or
  - ▶ completing a high school education in a homeschool setting approved under state law.

Have questions? Contact/visit the following:

- 1-800-4-FED-AID (1-800-433-3243)
- 1-800-730-8913 (TTY for the hearing impaired)
- [studentaid@ed.gov](mailto:studentaid@ed.gov)
- [www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- a college financial aid office

**Note:** For updates or additional information, visit

[www.studentaid.ed.gov](http://www.studentaid.ed.gov) or phone 1-800-4-FED-AID.

### HOW DO YOU APPLY FOR FEDERAL STUDENT AID?

#### 1. Complete the Free Application for Federal Student Aid (FAFSA<sup>SM</sup>).

For *FAFSA on the Web<sup>SM</sup>*, go to [www.fafsa.gov](http://www.fafsa.gov). Using *FAFSA on the Web* is faster and easier than using paper.

If you need a paper FAFSA, you can get one from

- our website at [www.fafsa.gov](http://www.fafsa.gov) (download PDF),
- our ED Pubs website at [www.edpubs.gov](http://www.edpubs.gov), or
- our Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

**You can apply beginning Jan. 1, 2014; you have until June 1, 2014, to submit your FAFSA to meet the priority deadline.** Schools and states often use FAFSA information to award nonfederal aid. Their deadlines are usually early in the year. You can find state deadlines at FAFSA on the Web or on the paper FAFSA. Check with the schools you're interested in for their deadlines.

#### 2. Review your Student Aid Report (SAR).

After you apply, you'll receive a Student Aid Report, or SAR. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC is an index used to determine your eligibility for federal student aid. Review your SAR information and make any corrections or changes, if necessary. The school(s) you list on your FAFSA will get your SAR data electronically.

#### 3. Contact the school(s) you might attend.

Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. If you're eligible, each school's financial aid office will send you an award letter showing the amount and types of aid (from all sources) the school will offer you. You can compare award letters from the schools to which you applied and see what aid you can receive from each school.

## Financial Aid Process Checklist

Request a Federal PIN Number at [www.pin.ed.gov](http://www.pin.ed.gov) for you and one of your parents (if necessary).

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and put ASU-Beebe's Federal School Code, **001091**, on your application.
- You will receive confirmation from the Federal Processor once your FAFSA has been processed. This is your Student Aid Report (SAR). The Federal Processor forwards this information to ASU-Beebe Financial Aid (if you provided ASU-Beebe's Federal School Code 001091 on your FAFSA).
- Once your Student Aid Report (SAR) is downloaded into ASU-Beebe's Financial Aid system, we will send a letter and any needed forms to you to complete and return to the ASU-Beebe campus. If you are chosen by the Federal Processor for a process called verification, you must also submit a Verification Worksheet. Please submit all requested documents as soon as possible to avoid any delays in the processing of your aid. *If any discrepancies are identified during the review process, you may be required to submit additional information and the processing of your aid may be delayed.*
- Once the Financial Aid Office receives your completed paperwork, a file will be made for you and processed in a timely manner. It is vital for you to return any requested information or documents in a timely manner. Any delay on your part may result in a delay in processing your aid.
- Once packaged for financial aid, you will receive notification via your Campus Connect account from the Financial Aid Office of your financial aid eligibility. We urge students to review their financial aid periodically throughout each semester via their Campus Connect account.
- If you requested loans:**

After you receive notification that you have been awarded Federal Direct Student Loans (via Campus Connect), you should follow the chart below to determine your next step. NOTE: You must request the loans if you are interested in loans, and all awards are automatically accepted in the financial aid system. If you wish to decline your Federal Direct Student Loans at any time, you **must** contact Financial Aid.

- You must be enrolled in at least 6 hours when your loan funds are received by ASU-Beebe to be eligible for those loan funds. If you are not in at least 6 hours when funds arrive at ASU-Beebe, you will not be eligible for the loan and funds will not be released to you.
- If the financial aid funds applied to your account cover all of your tuition, fees, charged books, etc., and there is money left over, the Business Office will process a refund check for the remainder of your aid. If you sign up for QuikPay Direct Deposit, your funds will be directly deposited into your checking or savings account, otherwise, you will pick up a check on the posted disbursement dates, at the Cashier in State Hall.
- If you drop below halftime enrollment (at least 6 hours) or if you withdraw from the college, you must complete an Exit Counseling Interview at [www.studentloans.gov](http://www.studentloans.gov). The Exit Counseling link can be found under "Tools and Resources." It is your responsibility as a student loan borrower to complete this process.
- If you have attained an associate degree or technical certificate, you may not be eligible for Federal Aid at ASU-Beebe. This does not mean that you may not be eligible at other colleges; however, you should refer to the Satisfactory Academic Progress Policy (SAP Policy) for the eligibility requirements set forth by ASU-Beebe and the Federal Department of Education. Each college must have a SAP Policy in place.

**NOTE: It is your responsibility as a student to know and understand all eligibility requirements for any type of aid awarded you (for example: required enrollment and cumulative GPA)**

Should you have questions regarding your financial aid or any steps in the financial aid process, feel free to contact the ASU-Beebe Financial Aid Office at 501-882-8845 or at [www.asub.edu/finaid/](http://www.asub.edu/finaid/). We are always here to assist you!

## Credit Cards

It's hard to believe, but sometimes credit card issuers don't have your best interests at heart. There are a few things, in particular, that would really help you save money on your [credit cards](#) if you were aware of them, that is.

So here's a top five list of things you won't find out from your credit card company. Keep in mind that these "secrets" don't always work. Just think of them as new strategies for your [credit card](#) survival kit.

### **#1: You can negotiate your interest rate**

You're never going to get a notice from your card issuer about an interest rate increase that's accompanied by: "We're raising your APR to 19.99 percent. Feel free to call and negotiate if you aren't happy with this new rate." But guess what? You have every right--and should, in fact--call and ask to have it lowered. If you've been late with payments or committed some other [credit card faux pas](#), this might not work. But you won't know unless you make the call and state your case.

### **#2: You can ask for a different due date**

Why consider this? Let's say your paycheck comes in the third week of the month, but your credit card bill is due the second week. To improve your cash flow, you can ask to move your due date to the third or fourth week of the month. You don't need stellar credit to make this call and ask for the change. But it's something not many consumers know they can do.

### **#3: You can ask for a higher credit limit**

Proceed with caution. If you're planning to charge more merchandise if you get a higher limit, reconsider taking this step. But if your goal is to increase your credit score, then that's a good reason. Your utilization rate, which is the ratio of the amount of credit used to the total amount of credit that's available, will decrease if you get a higher credit limit on a card.

For instance, if you have a \$200 balance on a card with a \$500 limit, that's a 40 percent ( $200 \div 500$ ) utilization ratio. If you get an increase to \$1,000, your ratio goes down to 20 percent ( $200 \div 1,000$ ). Lower is better, so that's a good move. But don't attempt this if you haven't been a squeaky clean customer. It could backfire if they start looking at your credit history and decide you really should have only a \$300 limit.

### **#4: You can ask to have a late fee removed**

Sometimes, bad things happen to good people. You were sure you had your credit card payment ready to go in your online bill payment system. Or you thought your significant other put the payment envelope in the mailbox. But a day after it's due, you find it on the kitchen counter.

Don't panic. If you're otherwise a good customer and pay your bills on time, call and ask for mercy. It's possible they'll remove the fee to reward you for your past good behavior. If they remove it, be sure you follow up and check on your credit report to confirm it's not being reported as a late payment.



## #5: You can negotiate an annual fee

There are plenty of credit cards out there that don't have annual fees. But let's say you have your heart set on a credit card that has an \$85 annual fee. If you have this card for five years, you will have paid \$425 in annual fees.

This doesn't benefit you in any way. It's just money out of your pocket that you could've put in savings or even spent on a vacation. Here are a few strategies to use to try and wiggle out of the annual fee:

- Ask to have the fee waived. If you have excellent credit, this makes you very attractive to the issuer.
- Ask to have the fee reduced. Getting the fee cut in half would be a victory.
- Ask if you can have the fee waived for the first year.

The better your credit history, the better chance you'll have of negotiating the annual fee. But in this case, you have nothing to lose by making the call.

Most credit card companies base the finance charge on the outstanding or average **daily** balance. That means the finance charge will be different depending on the length of the billing cycle and when during that billing cycle the payment is received.

## Credit Card Tips

Having a credit card is part of establishing good credit, not to mention the convenience of carrying plastic. Dangers arise, when a credit card holder has too high of a credit limit, does not manage their spending, or is careless with their credit card number and has their identity stolen. But if you can follow a few simple tips about credit cards, you can be sure that you will not only keep your credit history pristine, but you can also be sure that you will never find your credit cards haunting you.

### Security Tips

Identity theft is a serious problem in today's world of Internet shopping. Here are a few things to remember when using a credit card or applying for one:

- Never reply to unsolicited e-mails about credit cards.
- Apply for credit cards with companies that are legitimate businesses such as [Gettingacreditcard.com](http://Gettingacreditcard.com).
- Always use a credit card on a secure server. You can tell which websites have secure servers by noticing either an address that begins with "https:" or a web browser window with a small lock icon in it at the bottom.
- Only do business with companies that you are familiar with.
- Sign any card that you get in mail immediately.
- Shred or destroy any paper contact with your credit card company that may have your account number or information on it.
- Contact your credit card company immediately if you suspect any problems.
- Check your statements thoroughly.
- Keep a list of your credit card companies, account numbers, and expiration dates handy.

### Basic Tips

There are some basic tips that any credit card user should know, whether they have a premium platinum card, or just a basic card issued by a retailer. Some things to remember when using a credit card include:

- Pay your bills on time, even if it is just the minimum balance; this is the best way to avoid problems.
- Negotiate with your credit card company; if you are a good customer who has never missed a payment, chances are you can negotiate for a lower APR.
- Do the math; if transferring a balance to a different card costs less money, then do it, as long as you've done the math first to make sure you are really saving anything.
- Read the fine print; make sure you understand everything that you are agreeing to when using the credit card.
- Avoid cash advances; these cost far more than just using the credit card would to make a purchase.

While you can follow these basic tips for having a credit card, mistakes can happen. That's when knowing some management tips helps when dealing with a credit card.

### Management Tips

- Watch what you spend; if you can't afford it now, you probably won't be able to afford it later.
- If you miss a payment, contact the company as soon as possible and then make the payment as soon as you can.
- Pay more than the minimum balance if possible.
- If possible, pay off the entire balance every month to avoid interest charges.
- Destroy any cards you have cancelled.
- Store credit cards you rarely use in a safe place.
- Develop a budget and stick to it; this is the best way to avoid over-spending.

A few simple tips are all you need to keep your credit in good shape. Whether you are looking at security tips,

basic credit card tips, or credit card management tips, you can use them all to help keep you wise to anything going on with your credit.

## What is a Credit Score??

| FICO Credit Scores  |         | What is a Credit Score?   | Credit Score Facts   |
|---|---------|---|--|
| <b>Excellent Credit</b>   | 750-850 | <p>A credit score is a number generally between 300-850, based on a statistical analysis of a person's credit files. This score represents the credit worthiness of a person. A credit score is assigned to each individual, to rate how risky a borrower he or she is--the higher the score, the less risk the individual poses to creditors. In most cases, <b>your credit score will determine whether you will be approved for a credit card.</b></p> | <ol style="list-style-type: none"><li>1. Credit Scores range from 300-850, the higher the better</li><li>2. Most lenders base approval on your credit score.</li><li>3. Higher Scores mean lower payments and better deals.</li><li>4. Higher Scores mean Lower interest rates.</li><li>5. Scores are determined by 5 main categories:<ul style="list-style-type: none"><li>• Payment History</li><li>• Amounts Owed</li><li>• Length of Credit History</li><li>• Type of Credit Used</li><li>• New Credit</li></ul></li></ol> |
| <b>Good Credit</b>  | 660-749 |   |  |
| <b>Fair Credit</b>  | 620-659 |   |  |
| <b>Bad/Poor Credit</b>  | 350-619 |   |  |
| <b>No Credit</b>  | 0-0     |   |  |
| <p><b>Do You Know Your Credit Score? Find Out Now!</b></p> <p><b>GET YOUR Triple Credit Score</b></p> |         |   |  |

## *Credit Card Payment Schedule*

Credit Card Balance = \$ 200.00

Finance Charge Rate = 25%

Percent of Balance Paid = 3% (Monthly) - \$1.00 minimum payment

|                            | <u>Month</u> | <u>Payment</u> | <u>Finance Charge</u> | <u>\$ Left on CCard</u> |
|----------------------------|--------------|----------------|-----------------------|-------------------------|
| 1                          | May          | 6.00           | 4.08                  | 198.08                  |
| 2                          | June         | 5.94           | 4.04                  | 196.18                  |
| 3                          | July         | 5.89           | 4.00                  | 194.29                  |
| 4                          | Aug.         | 5.83           | 3.96                  | 192.42                  |
| 5                          | Sept.        | 5.77           | 3.92                  | 190.57                  |
| 6                          | Oct.         | 5.72           | 3.89                  | 188.74                  |
| 7                          | Nov.         | 5.66           | 3.86                  | 186.94                  |
| 8                          | Dec.         | 5.61           | 3.82                  | 185.15                  |
| <b>Totals Paid in 2011</b> |              | <b>46.42</b>   | <b>31.57</b>          |                         |
| <hr/>                      |              |                |                       |                         |
| 9                          | Jan.         | 5.55           | 3.78                  | 183.38                  |
| 10                         | Feb.         | 5.50           | 3.74                  | 181.62                  |
| 11                         | Mar.         | 5.45           | 3.71                  | 179.88                  |
| 12                         | April        | 5.40           | 3.67                  | 178.15                  |
| 13                         | May          | 5.34           | 3.64                  | 176.45                  |
| 14                         | June         | 5.29           | 3.60                  | 174.76                  |
| 15                         | July         | 5.24           | 3.57                  | 173.09                  |
| 16                         | Aug.         | 5.19           | 3.53                  | 171.43                  |
| 17                         | Sept.        | 5.14           | 3.50                  | 169.79                  |
| 18                         | Oct.         | 5.09           | 3.47                  | 168.17                  |
| 19                         | Nov.         | 5.05           | 3.43                  | 166.55                  |
| 20                         | Dec.         | 5.00           | 3.40                  | 164.95                  |
| <b>Totals Paid in 2012</b> |              | <b>63.24</b>   | <b>43.04</b>          |                         |
| <hr/>                      |              |                |                       |                         |
| 21                         | Jan.         | 4.95           | 3.37                  | 163.37                  |
| 22                         | Feb.         | 4.90           | 3.33                  | 161.80                  |
| 23                         | Mar.         | 4.85           | 3.31                  | 160.26                  |
| 24                         | April        | 4.81           | 3.27                  | 158.72                  |
| 25                         | May          | 4.76           | 3.24                  | 157.20                  |
| 26                         | June         | 4.72           | 3.21                  | 155.69                  |
| 27                         | July         | 4.67           | 3.18                  | 154.20                  |
| 28                         | Aug.         | 4.63           | 3.15                  | 160.72                  |
| 29                         | Sept.        | 4.58           | 3.12                  | 151.26                  |
| 30                         | Oct.         | 4.54           | 3.09                  | 149.81                  |
| 31                         | Nov.         | 4.49           | 3.06                  | 148.38                  |
| 32                         | Dec.         | 4.45           | 3.03                  | 146.96                  |
|                            |              | <b>56.35</b>   | <b>38.36</b>          |                         |

**Totals Paid in 2013**

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|                            |       |              |              |        |
|----------------------------|-------|--------------|--------------|--------|
| 33                         | Jan.  | 4.41         | 3.00         | 145.55 |
| 34                         | Feb.  | 4.37         | 2.97         | 144.15 |
| 35                         | Mar.  | 4.32         | 2.94         | 142.77 |
| 36                         | April | 4.28         | 2.92         | 141.41 |
| 37                         | May   | 4.24         | 2.89         | 140.06 |
| 38                         | June  | 4.20         | 2.86         | 138.72 |
| 39                         | July  | 4.16         | 2.83         | 137.39 |
| 40                         | Aug.  | 4.12         | 2.80         | 136.07 |
| 41                         | Sept. | 4.08         | 2.78         | 134.77 |
| 42                         | Oct.  | 4.04         | 2.75         | 133.48 |
| 43                         | Nov.  | 4.00         | 2.72         | 132.20 |
| 44                         | Dec.  | 3.97         | 2.70         | 130.93 |
| <b>Totals Paid in 2014</b> |       | <b>50.19</b> | <b>34.16</b> |        |

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|                            |       |              |              |        |
|----------------------------|-------|--------------|--------------|--------|
| 45                         | Jan.  | 3.93         | 2.68         | 129.68 |
| 46                         | Feb.  | 3.89         | 2.64         | 128.43 |
| 47                         | Mar.  | 3.85         | 2.62         | 127.20 |
| 48                         | April | 3.82         | 2.60         | 125.98 |
| 49                         | May   | 3.78         | 2.58         | 124.78 |
| 50                         | June  | 3.74         | 2.54         | 123.58 |
| 51                         | July  | 3.71         | 2.52         | 122.39 |
| 52                         | Aug.  | 3.67         | 2.50         | 121.22 |
| 53                         | Sept. | 3.64         | 2.48         | 120.06 |
| 54                         | Oct.  | 3.60         | 2.45         | 118.91 |
| 55                         | Nov.  | 3.57         | 2.43         | 117.77 |
| 56                         | Dec.  | 3.53         | 2.40         | 116.64 |
| <b>Totals Paid in 2015</b> |       | <b>44.73</b> | <b>30.44</b> |        |

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|    |       |              |              |        |
|----|-------|--------------|--------------|--------|
| 57 | Jan.  | 3.50         | 2.38         | 115.52 |
| 58 | Feb.  | 3.47         | 2.36         | 114.41 |
| 59 | Mar.  | 3.43         | 2.34         | 113.32 |
| 60 | April | 3.40         | 2.31         | 112.23 |
| 61 | May   | 3.37         | 2.29         | 111.15 |
| 62 | June  | 3.33         | 2.27         | 110.09 |
| 63 | July  | 3.30         | 2.25         | 109.04 |
| 64 | Aug.  | 3.27         | 2.23         | 108.00 |
| 65 | Sept. | 3.24         | 2.21         | 106.97 |
| 66 | Oct.  | 3.21         | 2.19         | 105.95 |
| 67 | Nov.  | 3.18         | 2.17         | 104.94 |
| 68 | Dec.  | 3.15         | 2.14         | 103.93 |
|    |       | <b>39.85</b> | <b>27.14</b> |        |

**Totals Paid in 2016**

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|                            |       |              |              |        |
|----------------------------|-------|--------------|--------------|--------|
| 69                         | Jan.  | 3.12         | 2.12         | 102.93 |
| 70                         | Feb.  | 3.09         | 2.10         | 101.94 |
| 71                         | Mar.  | 3.06         | 2.08         | 100.96 |
| 72                         | April | 3.03         | 2.06         | 99.99  |
| 73                         | May   | 3.00         | 2.05         | 99.04  |
| 74                         | June  | 2.97         | 2.03         | 98.10  |
| 75                         | July  | 2.94         | 2.01         | 97.17  |
| 76                         | Aug.  | 2.92         | 1.99         | 96.24  |
| 77                         | Sept. | 2.89         | 1.97         | 95.32  |
| 78                         | Oct.  | 2.86         | 1.95         | 94.41  |
| 79                         | Nov.  | 2.83         | 1.93         | 93.51  |
| 80                         | Dec.  | 2.81         | 1.91         | 92.61  |
| <b>Totals Paid in 2017</b> |       | <b>35.52</b> | <b>24.20</b> |        |

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|                            |       |              |              |       |
|----------------------------|-------|--------------|--------------|-------|
| 81                         | Jan.  | 2.78         | 1.89         | 91.72 |
| 82                         | Feb.  | 2.75         | 1.87         | 90.84 |
| 83                         | Mar.  | 2.73         | 1.85         | 89.96 |
| 84                         | April | 2.70         | 1.83         | 89.09 |
| 85                         | May   | 2.67         | 1.82         | 88.24 |
| 86                         | June  | 2.65         | 1.80         | 87.39 |
| 87                         | July  | 2.62         | 1.79         | 86.56 |
| 88                         | Aug.  | 2.60         | 1.77         | 85.73 |
| 89                         | Sept. | 2.57         | 1.75         | 84.91 |
| 90                         | Oct.  | 2.55         | 1.73         | 84.09 |
| 91                         | Nov.  | 2.52         | 1.72         | 83.29 |
| 92                         | Dec.  | 2.50         | 1.70         | 82.49 |
| <b>Totals Paid in 2018</b> |       | <b>31.64</b> | <b>21.52</b> |       |

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|     |       |              |              |       |
|-----|-------|--------------|--------------|-------|
| 93  | Jan.  | 2.47         | 1.68         | 81.70 |
| 94  | Feb.  | 2.45         | 1.67         | 80.92 |
| 95  | Mar.  | 2.43         | 1.65         | 80.14 |
| 96  | April | 2.40         | 1.64         | 79.38 |
| 97  | May   | 2.38         | 1.62         | 78.62 |
| 98  | June  | 2.36         | 1.60         | 77.86 |
| 99  | July  | 2.34         | 1.59         | 77.11 |
| 100 | Aug.  | 2.31         | 1.58         | 76.38 |
| 101 | Sept. | 2.29         | 1.56         | 75.65 |
| 102 | Oct.  | 2.27         | 1.54         | 74.92 |
| 103 | Nov.  | 2.25         | 1.53         | 74.20 |
| 104 | Dec.  | 2.23         | 1.52         | 73.49 |
|     |       | <b>28.18</b> | <b>19.18</b> |       |

**Totals Paid in 2019**

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|                            |       |              |              |       |
|----------------------------|-------|--------------|--------------|-------|
| 105                        | Jan.  | 2.20         | 1.50         | 72.79 |
| 106                        | Feb.  | 2.18         | 1.48         | 72.09 |
| 107                        | Mar.  | 2.16         | 1.47         | 71.40 |
| 108                        | April | 2.14         | 1.46         | 70.72 |
| 109                        | May   | 2.12         | 1.44         | 70.04 |
| 110                        | June  | 2.10         | 1.43         | 69.37 |
| 111                        | July  | 2.08         | 1.42         | 68.71 |
| 112                        | Aug.  | 2.06         | 1.40         | 68.05 |
| 113                        | Sept. | 2.04         | 1.39         | 67.40 |
| 114                        | Oct.  | 2.02         | 1.38         | 66.76 |
| 115                        | Nov.  | 2.00         | 1.36         | 66.12 |
| 116                        | Dec.  | 1.98         | 1.35         | 65.49 |
| <b>Totals Paid in 2020</b> |       | <b>25.08</b> | <b>17.08</b> |       |

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|                            |       |              |              |       |
|----------------------------|-------|--------------|--------------|-------|
| 117                        | Jan.  | 1.96         | 1.34         | 64.87 |
| 118                        | Feb.  | 1.95         | 1.32         | 64.24 |
| 119                        | Mar.  | 1.93         | 1.32         | 63.63 |
| 120                        | April | 1.91         | 1.30         | 63.02 |
| 121                        | May   | 1.89         | 1.28         | 62.41 |
| 122                        | June  | 1.87         | 1.28         | 61.82 |
| 123                        | July  | 1.85         | 1.26         | 61.23 |
| 124                        | Aug.  | 1.84         | 1.25         | 60.64 |
| 125                        | Sept. | 1.82         | 1.24         | 60.06 |
| 126                        | Oct.  | 1.80         | 1.22         | 59.48 |
| 127                        | Nov.  | 1.78         | 1.22         | 58.92 |
| 128                        | Dec.  | 1.77         | 1.20         | 58.35 |
| <b>Totals Paid in 2021</b> |       | <b>22.37</b> | <b>15.23</b> |       |

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|     |       |              |              |       |
|-----|-------|--------------|--------------|-------|
| 129 | Jan.  | 1.75         | 1.19         | 57.79 |
| 130 | Feb.  | 1.73         | 1.18         | 57.24 |
| 131 | Mar.  | 1.72         | 1.17         | 56.69 |
| 132 | April | 1.70         | 1.16         | 56.15 |
| 133 | May   | 1.68         | 1.14         | 55.61 |
| 134 | June  | 1.67         | 1.14         | 55.08 |
| 135 | July  | 1.65         | 1.12         | 54.55 |
| 136 | Aug.  | 1.64         | 1.12         | 54.03 |
| 137 | Sept. | 1.62         | 1.10         | 53.51 |
| 138 | Oct.  | 1.61         | 1.09         | 52.99 |
| 139 | Nov.  | 1.59         | 1.08         | 52.48 |
| 140 | Dec.  | 1.57         | 1.07         | 51.98 |
|     |       | <b>19.93</b> | <b>13.56</b> |       |

**Totals Paid in 2022**

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|                            |       |              |              |       |
|----------------------------|-------|--------------|--------------|-------|
| 141                        | Jan.  | 1.56         | 1.06         | 51.48 |
| 142                        | Feb.  | 1.54         | 1.05         | 50.99 |
| 143                        | Mar.  | 1.53         | 1.04         | 50.50 |
| 144                        | April | 1.52         | 1.03         | 50.01 |
| 145                        | May   | 1.50         | 1.02         | 49.53 |
| 146                        | June  | 1.49         | 1.01         | 49.05 |
| 147                        | July  | 1.47         | 1.00         | 48.58 |
| 148                        | Aug.  | 1.46         | .99          | 48.11 |
| 149                        | Sept. | 1.44         | .98          | 47.65 |
| 150                        | Oct.  | 1.43         | .97          | 47.19 |
| 151                        | Nov.  | 1.42         | .96          | 46.73 |
| 152                        | Dec.  | 1.40         | .95          | 46.28 |
| <b>Totals Paid in 2023</b> |       | <b>17.76</b> | <b>12.06</b> |       |

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|                            |       |              |              |       |
|----------------------------|-------|--------------|--------------|-------|
| 153                        | Jan.  | 1.39         | .95          | 45.84 |
| 154                        | Feb.  | 1.38         | .94          | 45.40 |
| 155                        | Mar.  | 1.36         | .93          | 44.97 |
| 156                        | April | 1.35         | .92          | 44.54 |
| 157                        | May   | 1.34         | .91          | 44.11 |
| 158                        | June  | 1.32         | .90          | 43.69 |
| 159                        | July  | 1.31         | .89          | 43.27 |
| 160                        | Aug.  | 1.30         | .88          | 42.85 |
| 161                        | Sept. | 1.29         | .87          | 42.43 |
| 162                        | Oct.  | 1.27         | .87          | 42.03 |
| 163                        | Nov.  | 1.26         | .86          | 41.63 |
| 164                        | Dec.  | 1.25         | .85          | 41.23 |
| <b>Totals Paid in 2024</b> |       | <b>15.82</b> | <b>10.77</b> |       |

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|     |       |              |             |       |
|-----|-------|--------------|-------------|-------|
| 165 | Jan.  | 1.24         | .84         | 40.83 |
| 166 | Feb.  | 1.22         | .83         | 40.44 |
| 167 | Mar.  | 1.21         | .83         | 40.06 |
| 168 | April | 1.20         | .82         | 39.68 |
| 169 | May   | 1.19         | .81         | 39.30 |
| 170 | June  | 1.18         | .81         | 38.93 |
| 171 | July  | 1.17         | .79         | 38.55 |
| 172 | Aug.  | 1.16         | .79         | 38.18 |
| 173 | Sept. | 1.15         | .78         | 37.81 |
| 174 | Oct.  | 1.13         | .77         | 37.45 |
| 175 | Nov.  | 1.12         | .77         | 37.10 |
| 176 | Dec.  | 1.11         | .75         | 36.74 |
|     |       | <b>14.08</b> | <b>9.59</b> |       |



**Totals Paid in 2025**

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|                            |       |              |             |       |
|----------------------------|-------|--------------|-------------|-------|
| 177                        | Jan.  | 1.10         | .75         | 36.39 |
| 178                        | Feb.  | 1.09         | .75         | 36.05 |
| 179                        | Mar.  | 1.08         | .73         | 35.70 |
| 180                        | April | 1.07         | .73         | 35.36 |
| 181                        | May   | 1.06         | .73         | 35.03 |
| 182                        | June  | 1.05         | .71         | 34.69 |
| 183                        | July  | 1.04         | .71         | 34.36 |
| 184                        | Aug.  | 1.03         | .71         | 34.04 |
| 185                        | Sept. | 1.02         | .69         | 33.71 |
| 186                        | Oct.  | 1.01         | .69         | 33.39 |
| 187                        | Nov.  | 1.00         | .69         | 33.08 |
| 188                        | Dec.  | 1.00         | .67         | 32.75 |
| <b>Totals Paid in 2026</b> |       | <b>12.55</b> | <b>8.56</b> |       |

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|                            |       |              |             |       |
|----------------------------|-------|--------------|-------------|-------|
| 189                        | Jan.  | 1.00         | .67         | 32.42 |
| 190                        | Feb.  | 1.00         | .67         | 32.09 |
| 191                        | Mar.  | 1.00         | .65         | 31.74 |
| 192                        | April | 1.00         | .65         | 31.39 |
| 193                        | May   | 1.00         | .64         | 31.03 |
| 194                        | June  | 1.00         | .63         | 30.66 |
| 195                        | July  | 1.00         | .63         | 30.29 |
| 196                        | Aug.  | 1.00         | .61         | 29.90 |
| 197                        | Sept. | 1.00         | .61         | 29.51 |
| 198                        | Oct.  | 1.00         | .61         | 29.12 |
| 199                        | Nov.  | 1.00         | .59         | 28.71 |
| 200                        | Dec.  | 1.00         | .59         | 28.30 |
| <b>Totals Paid in 2027</b> |       | <b>12.00</b> | <b>7.55</b> |       |

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|     |       |              |             |       |
|-----|-------|--------------|-------------|-------|
| 201 | Jan.  | 1.00         | .57         | 27.87 |
| 202 | Feb.  | 1.00         | .57         | 27.44 |
| 203 | Mar.  | 1.00         | .55         | 26.99 |
| 204 | April | 1.00         | .55         | 26.54 |
| 205 | May   | 1.00         | .54         | 26.08 |
| 206 | June  | 1.00         | .53         | 25.61 |
| 207 | July  | 1.00         | .53         | 25.14 |
| 208 | Aug.  | 1.00         | .51         | 24.65 |
| 209 | Sept. | 1.00         | .51         | 24.16 |
| 210 | Oct.  | 1.00         | .49         | 23.65 |
| 211 | Nov.  | 1.00         | .48         | 23.13 |
| 212 | Dec.  | 1.00         | .47         | 22.60 |
|     |       | <b>12.00</b> | <b>6.30</b> |       |

**Totals Paid in 2028**

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|                            |       |              |             |       |
|----------------------------|-------|--------------|-------------|-------|
| 213                        | Jan.  | 1.00         | .45         | 22.05 |
| 214                        | Feb.  | 1.00         | .45         | 21.50 |
| 215                        | Mar.  | 1.00         | .43         | 20.93 |
| 216                        | April | 1.00         | .43         | 20.36 |
| 217                        | May   | 1.00         | .41         | 19.77 |
| 218                        | June  | 1.00         | .39         | 19.16 |
| 219                        | July  | 1.00         | .39         | 18.55 |
| 220                        | Aug.  | 1.00         | .37         | 17.92 |
| 221                        | Sept. | 1.00         | .37         | 17.29 |
| 222                        | Oct.  | 1.00         | .35         | 16.64 |
| 223                        | Nov.  | 1.00         | .33         | 15.97 |
| 224                        | Dec.  | 1.00         | .33         | 15.30 |
| <b>Totals Paid in 2029</b> |       | <b>12.00</b> | <b>4.70</b> |       |

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|                            |       |              |             |       |
|----------------------------|-------|--------------|-------------|-------|
| 225                        | Jan.  | 1.00         | .31         | 14.61 |
| 226                        | Feb.  | 1.00         | .29         | 13.90 |
| 227                        | Mar.  | 1.00         | .27         | 13.17 |
| 228                        | April | 1.00         | .27         | 12.44 |
| 229                        | May   | 1.00         | .25         | 11.69 |
| 230                        | June  | 1.00         | .23         | 10.92 |
| 231                        | July  | 1.00         | .21         | 10.13 |
| 232                        | Aug.  | 1.00         | .19         | 9.32  |
| 233                        | Sept. | 1.00         | .19         | 8.51  |
| 234                        | Oct.  | 1.00         | .17         | 7.68  |
| 235                        | Nov.  | 1.00         | .15         | 6.83  |
| 236                        | Dec.  | 1.00         | .13         | 5.96  |
| <b>Totals Paid in 2030</b> |       | <b>12.00</b> | <b>2.66</b> |       |

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|                            |       |             |            |      |
|----------------------------|-------|-------------|------------|------|
| 237                        | Jan.  | 1.00        | .11        | 5.07 |
| 238                        | Feb.  | 1.00        | .09        | 4.16 |
| 239                        | Mar.  | 1.00        | .07        | 3.23 |
| 240                        | April | 1.00        | .05        | 2.28 |
| 241                        | May   | 1.00        | .03        | 1.31 |
| 242                        | June  | 1.00        | .01        | .32  |
| 243                        | July  | .33         | .01        | .0   |
| <b>Totals Paid in 2031</b> |       | <b>6.33</b> | <b>.37</b> |      |

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**Totals****\$578.04****\$378.04**

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## *Credit Card Payment Schedule*

Credit Card Balance = \$ 200.00

Finance Charge Rate = 25%

Percent of Balance Paid = 3% (Monthly) - \$20.00 minimum payment

|                            | <u>Month</u> | <u>Payment</u>  | <u>Finance Charge</u> | <u>\$ Left on CCard</u> |
|----------------------------|--------------|-----------------|-----------------------|-------------------------|
| 1                          | May          | 20.00           | 3.94                  | 183.94                  |
| 2                          | June         | 20.00           | 3.61                  | 167.55                  |
| 3                          | July         | 20.00           | 3.27                  | 150.82                  |
| 4                          | Aug.         | 20.00           | 2.92                  | 133.74                  |
| 5                          | Sept.        | 20.00           | 2.57                  | 116.31                  |
| 6                          | Oct.         | 20.00           | 2.21                  | 98.52                   |
| 7                          | Nov.         | 20.00           | 1.83                  | 80.35                   |
| 8                          | Dec.         | 20.00           | 1.46                  | 61.81                   |
| <b>Totals Paid in 2011</b> |              | <b>160.00</b>   | <b>21.81</b>          |                         |
| <hr/>                      |              |                 |                       |                         |
| 9                          | Jan.         | 20.00           | 1.07                  | 42.88                   |
| 10                         | Feb.         | 20.00           | .68                   | 23.56                   |
| 11                         | Mar.         | 20.00           | .28                   | 3.84                    |
| 12                         | April        | 3.92            | .08                   | .0                      |
| <b>Totals Paid in 2012</b> |              | <b>63.92</b>    | <b>2.11</b>           |                         |
| <hr/>                      |              |                 |                       |                         |
| <u>Totals</u>              |              | <b>\$223.92</b> | <b>\$23.92</b>        |                         |

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## Financial Aid / Scholarships

**In Education-** <http://www.adventuresineducation.org/sbase/index.cfm>

**College Board-** <http://www.collegeboard.com/pay>

**College Net-** <http://collegenet.com>

**College Xpress-** <http://www.collegexpress.com>

**Fast Web-** <http://www.fastweb.com/>

**Financial Aid for Students with Disabilities** [www.finaid.org/otheraid/disabled.phtml](http://www.finaid.org/otheraid/disabled.phtml)

**Fresh: Free Scholarship Search-** <http://www.freschinfo.com>

**Hispanic Scholarship Fund-** <http://www.hsf.net>

**Institution of International Education-** [www.iie.org](http://www.iie.org)

**International Education Financial Aid for International Students-** <http://www.iefaf.org/>

**Migrant or Seasonal Farmworker Financial Assistance** – Arkansas Human Development Corp. 501-676-2721

**Minnie Stevens Piper Foundation-** <http://www.window.state.tx.us/scholars/aid/faidalpha.html>

**MyFSA** <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

**National Institute of Health** <https://ugsp.nih.gov/home.asp?m=00>

**Scholarships.com-** <http://www.scholarships.com/>

**Scholarships for Hispanics-** <http://www.scholarshipsforhispanics.org>

**The College fund/UNCF** [www.uncf.org](http://www.uncf.org)

**US Department of Health and Human Services** [www.bhpr.hrsa.gov/dsa](http://www.bhpr.hrsa.gov/dsa)

**Wiredscholar-**[http://www.wiredscholar.com/paying/scholarship\\_search/pay\\_scholarship\\_search.jsp](http://www.wiredscholar.com/paying/scholarship_search/pay_scholarship_search.jsp)

## General Scholarships

**Arkansas Student Loan Authority offers a free online scholarship at** [www.fundmyfuture.com](http://www.fundmyfuture.com).

**Other online scholarship searches include:**

[www.asla.info](http://www.asla.info)

[www.careersandcolleges.com](http://www.careersandcolleges.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.collegescholarships.org](http://www.collegescholarships.org)

[www.collegetoolkit.com](http://www.collegetoolkit.com)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov).

[www.fastweb.com](http://www.fastweb.com)

[www.finaid.org](http://www.finaid.org)

[www.scholarshipexperts.com](http://www.scholarshipexperts.com)

## Specific Scholarships

**AARP Foundation Women's Scholarship (women over 40)** [www.aarp.org/womensscholarship](http://www.aarp.org/womensscholarship)

**Academic Challenge Scholarship** - <http://acs.adhe.edu/>

**Adelante! Education Leadership Fund** -  
[http://www.adelantefund.org/adelante/Scholarship\\_Program\\_EN.asp?SnID=177883285](http://www.adelantefund.org/adelante/Scholarship_Program_EN.asp?SnID=177883285)

**Aerospace Education Foundation Scholarships** -  
[http://www.afa.org/search\\_afa.asp?SearchString=scholarships&collection=all](http://www.afa.org/search_afa.asp?SearchString=scholarships&collection=all)

**AICPA-John L. Carey** - [www.aicpa.org/members/div/career/edu/jlcs.htm](http://www.aicpa.org/members/div/career/edu/jlcs.htm)

**All-Ink.com College Scholarship Program** - [www.all-ink.com/scholarship.html](http://www.all-ink.com/scholarship.html)

**American Chemical Society Scholars Program** - [www.chemistry.org/scholars](http://www.chemistry.org/scholars)

**American Geological Institute (AGI) Minority Participation Program** -  
<http://www.agiweb.org/mpp/MPP06app.pdf>

**AmeriCorps** [www.americorps.gov](http://www.americorps.gov) 800-942-2677

**Arkansas Dept. of Higher Education Scholarships & Grant Programs** [www.adhe.arknet.edu/financial](http://www.adhe.arknet.edu/financial)

**Arkansas National Guard Tuition Incentive Program** <http://arguard.org/Education/ta.asp>

**Arkansas Single Parent Scholarship** [http://www.aspsf.org/students\\_spscholarships.html](http://www.aspsf.org/students_spscholarships.html)

**Arkansas Workforce Investment Act** <https://www.employment.arkansas.gov/ACRS/ASP/Public/WIAHome.asp>

**Asian American Journalists Association** - <http://chapters.aaja.org/Texas/schol.html>

**Ayn Rand Scholarships-Atlas Shrugged Essay Contest** -  
[http://www.aynrand.org/site/PageServer?pagename=education\\_contests\\_index](http://www.aynrand.org/site/PageServer?pagename=education_contests_index)

**Coca-Cola Two-Year Colleges Scholarship** -  
<https://www.coca-colascholars.org/cokeWeb/jsp/scholars/OtherScholarPrograms.jsp>

**Gates Millennium Scholarship Program** [www.gmsp.org](http://www.gmsp.org)

**GM and LULAC Scholarship Fund – Engineering** - <http://www.lnesc.org/>

**Geneseo Migrant Center** - <http://www.migrant.net/migrant/scholarships.htm>

**Go Grant Scholarship** - <http://heog.adhe.edu/>

**Government Finance Officers Association (GFOA) Scholarships** -  
<http://www.gfoa.org/services/scholarships.shtml>

**Hispanic Association of Colleges and Universities HACU** -  
[http://www.hacu.net/hacu/Scholarship\\_Resource\\_List1\\_EN.asp?SnID=1269488692](http://www.hacu.net/hacu/Scholarship_Resource_List1_EN.asp?SnID=1269488692)

**MamasHealth.com Scholarship Award** - <http://www.mamashealth.com/aboutus/scholarship.asp>

**Microsoft Scholarship Programs** [http://www.microsoft.com/college/ss\\_reqs.msp](http://www.microsoft.com/college/ss_reqs.msp)(click on Life at Microsoft tab)

**National Federation of the Blind Scholarship Programs** -  
[http://www.nfb.org/nfb/scholarship\\_program.asp?SnID=861717](http://www.nfb.org/nfb/scholarship_program.asp?SnID=861717)

National Society of Professional Engineers Scholarships - <http://www.nspe.org/scholarships>

Neuroscience Nursing Foundation Scholarships - <http://www.aann.org/nnf/index.htm>

The Collegiate Inventors Competition - <http://www.invent.org/collegiate/>

The Harry S. Truman Scholarship Foundation - [www.truman.gov/](http://www.truman.gov/)

The Marine Corps Scholarship Foundation - <http://www.mcsf.com>

The National Italian American Foundation - <https://www.niaf.org/scholarships/index.asp>

The Sallie Mae Fund Scholarship Programs - <http://www.thesalliemaefund.org/projectaccess/need.html>

The Technical Minority Scholarship Program-XEROX - <http://www.xeroxstudentcareers.com/why-xerox/scholarship.aspx>

Tylenol Scholarship - [www.tylenol.com/scholarship](http://www.tylenol.com/scholarship)

USAFunds Access to Education Scholarships - [www.usafunds.org/Borrowers/Access to Education Scholarship.html](http://www.usafunds.org/Borrowers/Access_to_Education_Scholarship.html)

USDA- Public Service Leaders Scholarship Program - <http://www.usdascholarships.com>

## Additional Information

Federal Student aid Information Center: 800-4-FED-AID (800-433-3242)

**Funding Education Beyond High School – The Guide to Federal Student Aid**  
[http://studentaid.ed.gov/students/attachments/siteresources/FundingEduBeyondHighSchool\\_0910.pdf](http://studentaid.ed.gov/students/attachments/siteresources/FundingEduBeyondHighSchool_0910.pdf)

United States Department of Education [www.ed.gov](http://www.ed.gov)

Selective Services [www.sss.gov](http://www.sss.gov)

FAFSA4Caster [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)

[www.Arkansasnext.com](http://www.Arkansasnext.com)

[www.college.gov](http://www.college.gov)

[www.ed.gov/DirectLoan](http://www.ed.gov/DirectLoan)

[www.students.gov](http://www.students.gov)

US Department of the Interior [www.doi.gov](http://www.doi.gov) 202-208-3100

### Important Application Deadlines

|  |                       |
|--|-----------------------|
| Arkansas Governor's Scholars Program                   | February 1            |
| Go! Opportunities Grant                                | June 1 and November 1 |
| Law Enforcement Officers' Dependents Scholarship (LEO) | June 1 and November 1 |
| Military Dependents Scholarship (MDS) Program          | June 1 and November 1 |
| New Arkansas Academic Challenge (Lottery) Scholarship  | June 1 and November 1 |
| State Teacher Education Program (STEP)                 | June 1                |

Students, Faculty and Staff will be notified of **ANY** emergency situation via cell phones, office telephones, and e-mails using **AlertXpress**. To enroll in ASU–Beebe's **AlertXpress** notification system, go to the ASUB homepage and scroll down to the bottom. Click on the **AlertXpress** icon that will take you to the enrollment page. Fill out the information and submit. **You must enroll each semester.**

**EMERGENCY NUMBERS:**

|                         |              |               |                       |
|-------------------------|--------------|---------------|-----------------------|
| White County Emergency  | 911          | Ambulance     | 501-882-3365          |
| Physical Plant          | 501-882-3510 | Campus Police | 501-882-8851 or       |
| Fire Department         | 501-882-5600 |               | 501-278-9629 (mobile) |
| Beebe Police Department | 501-882-3365 |               |                       |

When calling to report emergencies, stay calm and carefully explain the problem and location. Do NOT hang up until told to do so.

**THE FOLLOWING ARE EMERGENCY PROCEDURES AFTER ALERTXPRESS NOTIFICATION:**

**Lockdown**      Active shooter on campus or other type of security threat


|   |   |   |
|---|---|---|
| <p><b>If in securable area or classroom:</b> Stay in the room, lock the door, and stay close to the floor, away from doors and windows.</p> | <p><b>If near a shooter:</b> Leave running in a zigzag fashion.</p> | <p><b>If in hallway or public area:</b> Go to a secure area that can be locked.</p> |
|---|---|---|

**Tornado** If actual warning **sirens sound twice for one-minute intervals**, all campus personnel should move to interior hallways and interior rooms on the lower levels of major buildings as directed in the tornado shelter areas list. The list is available on the ASU-Beebe website under the AlertXpress link. Stay there until the Beebe Police Department sounds three short blasts of the siren, signaling the “All Clear.”

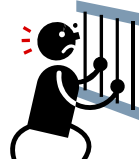
**Activate Fire Alarm and Call Fire Department and Campus Police**

|  |  |  |
|--|--|--|
| <p><b>If minor fire (appears controllable):</b> Direct fire extinguisher toward base of flame.</p> | <p><b>Fire, Explosion,<br/>Chemical Leak</b></p> | <p><b>If major fire (appears uncontrollable), explosion, or chemical leak,</b> evacuate the building. Do not use elevators. Assist the handicapped. Close doors, but do not lock. Stay outside until the “All Clear” is given by Fire or Police Departments.</p> |
|--|--|--|

|   |                          |
|---|--------------------------|
| <p><b>If Indoors:</b> Seek refuge in a doorway, or under a desk or table.<br/><b>If Outdoors:</b> Move away from buildings and utility poles. Avoid downed utility lines.</p> | <p><b>Earthquake</b></p> |
|---|--------------------------|

|   |   |
|---|---|
| <p> <b>If Personal Injury or Illness:</b><br/>Tap person’s shoulder and ask, “Are you OK?”<br/><i>If responsive</i>, let the person decide whether or not to seek emergency care. <i>If unresponsive</i>, call 911.<br/>Assess breathing by looking at rise and fall of chest.<br/>If not breathing, tilt head back and clear mouth, if needed.<br/>Assess pulse. If no pulse or breathing, start CPR if qualified, or use defibrillator if available.</p> | <p><b>Laboratory emergencies and shop accidents</b> require utilization of established and posted department procedures. Documentation (name of injured, time and cause of accident/injury, names of witnesses and other pertinent information) should be turned in to Campus Police.</p> |
|---|---|

**Disturbance, Criminal Behavior or Bomb Threats**

|   |   |
|---|---|
|  | <p>In the instance of a physical disturbance or fight, theft or vandalism, suspicious object (DO NOT TOUCH), or bomb threat, notify Campus Police immediately. If they cannot be reached, call the Beebe Police Department. If in a hostage situation, make mental note of captor’s characteristics, sights and sounds if you are taken off campus. If there is a bomb threat, <b>ask the caller:</b> 1) When is the bomb to explode? 2) Where is it located? 3) What kind of bomb is it? 4) What does it look like? <b>Observe:</b> 1) Age and sex of caller 2) Speech pattern/accents 3) Background noise</p> |
|---|---|

**Student Support Services Student Contract - ASU-Beebe**

**Date:** \_\_\_\_\_ **Term/Year:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **(one you check regularly)**

**Registered for** \_\_\_\_\_ **semester hours**

As a Student Support Services participant, I am committed to my education. I want to fulfill the education goals I have set for myself. To assist me in achieving my goals this semester, I agree to the following conditions:

- \_\_\_\_\_ I will meet with my SSS advisor at least one time per month, prior to registering for classes, or any other times deemed necessary for success.
- \_\_\_\_\_ I will discuss my mid-term evaluation with an SSS advisor to determine any necessary course of action.
- \_\_\_\_\_ I will take the Kuder Career Search and CAP-SOL Learning Styles Assessment this semester.
- \_\_\_\_\_ I will maintain a minimum cumulative GPA of 2.0 for the current semester. If my grades drop, I will attend two hours of tutoring per week, throughout the semester, until I achieve satisfactory performance.
- \_\_\_\_\_ I will not exceed more than two (2) absences per semester for my scheduled tutoring without a **valid** reason or I will lose my tutoring time.
- \_\_\_\_\_ I agree to evaluate my tutor(s) honestly when directed to do so by the professional staff.
- \_\_\_\_\_ I will notify the SSS office (501-882-8964 *or* 501-882-4456) at least 24 hours prior to my scheduled tutoring if I am unable to attend my session.
- \_\_\_\_\_ If I do not require tutoring, I will spend 22 hours during the course of the semester studying in an academic area on campus. These areas include the SSS classroom or computer lab, the Learning Center, or the Abington Library.
- \_\_\_\_\_ During the initial 60-day period after enrollment, I will be in a probationary status. During this time, if I fail to attend *any* scheduled activities, The SSS director may remove me from the program without notification.
- \_\_\_\_\_ I will comply with the above responsibilities. Failure to do so may result in the loss of SSS services.

**\*\*It is recommended that participants attend one workshop and one cultural activity each semester.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**





**ASU – Beebe  
State Hall, Room 125B  
Beebe, AR 72012  
501-882-8964**

I, \_\_\_\_\_, agree to participate fully\* in  
Please print your name

the SSS Program. I understand that if I fail to do so, any loaned items, i.e. calculators, word processors, etc., must be returned within **one week** after being contacted by SSS personnel. If participation in the program *is* maintained, loaned items are due the last day of finals for the semester in which items were checked out. If items are not returned on time, I understand that my ASU-Beebe account will be placed on hold, and I will not be able to register or receive grades and/or transcripts.

\*Full participation includes:

- Contact with SSS staff at least once per month
- Tutoring 2 hours per week at SSS *or* 22 hours of documented study per semester at a designated academic area on campus
- Completion of Kuder Career Assessment and CAPSOL Learning Styles Assessment

\_\_\_\_\_  
Signature of SSS Participant

\_\_\_\_\_  
Date