

Student Support Services

Student Handbook

(Revised 2-22-17)



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

The Student Support Services Project is 100% federally funded at \$255,012 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. SSS may obtain information deemed appropriate 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 SSS to mention me in SSS publications regarding my accomplishments.

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

Student signature

Date

SSS Advisor's signature

Date



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

I, _____, agree to participate fully in the SSS Program.

Please print your name

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 Make a Plan (MAP) and CAPSOL Learning Styles Assessment

Signature of SSS Participant

Date

Student Support Services Student Contract

Date: _____ Term/Year: _____ Student Name: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email: _____ Registered for _____ semester hours

New Participants Participants Requiring Tutoring Participants NOT Requiring Tutoring

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

ALL Students:

_____ I will meet with my SSS Academic Coach (AC) once during the first two weeks of each semester to update my paperwork and form my plan for a successful semester, and at least one other time to update SSS staff about my progress and plans for the following semester. I understand that I may meet with my SSS advisor any other time(s) that I need additional assistance.

_____ I will discuss my mid-term evaluation with my AC to determine any necessary course of action.

_____ I will maintain a minimum cumulative GPA of 2.0 for the current semester. If my grades drop, I will attend two (2) hours of tutoring per week throughout the semester until I achieve satisfactory performance.

_____ If my schedule permits, I will attend one (1) workshop and one (1) cultural activity each semester, and I will write a brief paragraph about each activity and turn it in to SSS to keep in my file.

_____ I will comply with the above responsibilities. Failure to do so may result in loss of SSS services.

New Participants:

_____ I will take the CAPSOL Learning Style Assessment and "Make a Plan" (MAP) upon acceptance into the SSS program.

_____ 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, I will be exited from the program without notification.

Students Requiring Tutoring:

_____ 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 will notify the SSS office (882-4456) at least 24 hours before my scheduled tutoring if I am unable to attend a tutoring session.

_____ I agree to evaluate my tutor(s) honestly when directed to do so by the professional staff.

Students NOT Requiring Tutoring:

_____ I will spend 22 hours during the semester in an academic area on campus, such as the SSS classroom or computer lab, the Learning Center, the residence halls study areas, or Abington Library.

Student signature

Date

Director signature

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 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 Student Support Services and all it has to offer. It is important that you are familiar with each of the sections. Throughout you will find sections devoted to our mission, good faith partnerships, policies, services, degrees/certificates, campus information financial literacy/aid, as well as program forms.

The SSS staff is here to serve you, and we wish you a successful educational journey!

Student Support Services is a federal Trio program located at Arkansas State University-Beebe, P. O. Drawer 1000, Beebe, AR 72012. You may reach us at 501.882.8964 or by emailing sss@asub.edu. Our website address is <http://www.asub.edu/academics/student-support/student-support-services>



Student Support Services

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-Beebe hosts two of these programs on the Beebe campus: Student Support Services and Upward Bound.

ASU-Beebe Student Support Services program serves 160 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. **SSS expects participants 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
- Movie and Game Days, along with other social activities
- Staff and peer mentors
- Student Advisory Board (Club)
- Extensive tutorial services
- Website
- Cultural enrichment activities
- Awards and special recognitions
- College liaison

The Student Support Services Staff

Constance Nowell
Director, TRIO Programs
801-882-8963
cdnowell@asub.edu

Cherri Kuchel
Student Development Specialist
501-882-4456
cbkuchel@asub.edu

Jennifer Jones-Trujillo
Student Development Specialist
501-882-4451
jljones@asub.edu

position currently vacant
Administrative Specialist II
501-882-8964
xxxx@asub.edu



SSS Mission Statement

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

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

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 an SSS Individual Assessment Plan and SSS Contract.
- 2. To meet** within the last 2 weeks of each semester to review IAP and contract 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 IAP
- 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 should 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

Academic Performance Expectations

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

Probationary Period

SSS formally admits participants into the program following successful completion of an eight-week probationary period. During this time, staff will observe student participation to determine that it is 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

Student will receive a warning 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 probationary period.

SSS Probation Policy

SSS stipulates expectations pertaining to SSS probation in individual contracts. SSS may place students 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 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 will inform students placed on academic suspension 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 must reapply for services by contacting the TRIO Office.

- **Recommendation of SSS advisor** – SSS may place a new participant on SSS probation based on previous unsatisfactory academic performance, demonstrated lack of academic motivation and/or an inadequate initial interview.

Attendance Policy

- SSS will send an email inquiry to students who miss two scheduled tutoring appointments.
- SSS will send a warning letter 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 (see below) **MUST** receive two hours of tutoring per week for a minimum of one semester, **or** until his/her GPA meets the satisfactory requirement.

Attempted Hours Required CGPA		
<u>1-15</u>	<u>1.50 GPA</u>	<u>30+ 2.00 GPA</u>
	<u>16-29</u>	<u>1.75 GPA</u>



SSS Program Services

Advising

Academic

ASU assigns all students 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 asks participants 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 the best workshops to assist our participants. Standard workshops include but are not limited to Texas Instrument 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, Algebra and core sciences for students throughout their ASU-Beebe career. SSS may offer study groups for other subjects as required. **Note: Tutoring services are not available 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. General education textbooks are available for use in the SSS complex. Calculators and tablets area available for use in the SSS facility, in addition to the extensive computer lab(s).

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 in the spring semester.

SSS Student Advisory Board

SAB invites all students, staff, and faculty to join our club, which promotes 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 Jennifer Jones-Trejillo at 501-882-4451, jljones@asub.edu or Cherri Kuchel at 501-882-4456, cbkuchel@asub.edu to inquire about this organization.

Website

Check out our website: <http://www.asub.edu/academics/student-support/student-support-services>

Financial Aid

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/. We are always here to assist you!

- Request a FSA ID at www.fafsa.gov.
- Complete the Free Application for Federal Student Aid (FAFSA) online at 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 is 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 the Federal Processor chooses you 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 the review process identifies any discrepancies, 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, we make a file will be made for you and process it 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) 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. 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. 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)

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 program. Non-degree seeking, concurrent and students auditing courses are not eligible.

Satisfactory Academic Progress Standards (Must meet all three parts)

1) **Qualitative**-Student must maintain a minimum cumulative grade point average based on the number of credit hours previously earned. See chart below:

Attempted Hours Required CGPA

1-15 1.50 GPA

16-29 1.75 GPA

30+ 2.00 GPA

2) **Quantitative**-Student must complete at least 67% of ALL **attempted** credit hours

3) **Time Frame**-Student must complete within 150% of the published length of the program

Go to <http://www.asub.edu/assets/files/full-sap-policy-2016.pdf> for current SAP policy information.

Dropping a Course / Withdrawing from the University

If you are receiving financial aid (grants, loans, or scholarships), **contact the Financial Aid office to ensure schedule changes WILL NOT affect your aid.**

During the late registration period for a term, students may add, drop, switch sections or change to audit *after their advisor clears them for registration*. **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.***

If your parents or guardians provide health insurance for you, dropping below full-time (12 credit hours for a fall or spring semester) may negatively affect your coverage. **Check with them before dropping below full-time status.**

In order to drop a course, OR to withdraw from the university, go to your advisor and have him or her guide you through the process, ***after*** determining what the change will mean for your financial aid.

If you drop one or more courses at the beginning of the term, ASU-Beebe will refund your money according to the schedule below:

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

Please go to the following link for information regarding withdrawal:

<http://www.asub.edu/academics/student-support/financial-aid/withdrawal-process>

Student Google Mail FACs

1. What is my email address?

First.Last@smail.asub.edu example: John.Smith@smail.asub.edu

2. When trying to log into 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 the Student Portal, and check your demographics information.

Your eight-digit birth date

Mmddyyy

ASU-Beebe Wireless Connection – Student Login Information

Username: First name.Last name example: John.Doe

Password: same as email Example: Jd followed by 8 digit birthdate

If you cannot log in, or have **additional questions please email them to cllee@asub.edu**

ASU–Beebe Blackboard LOGIN INFORMATION

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).

IF YOU CANNOT LOGIN

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

Blackboard Help Desk

Skot Harness

Multimedia Distance Learning Specialist

Phone: 501.882.4409

Email: dsharness@asub.edu

Information needed when contacting the help desk:

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

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

Distance Learning Office: Beebe

Rhonda Durham

Director of Distance Learning

Office: UC 101

Phone: 501.882.4442

Email: rsdurham@asub.edu

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.

<https://owl.english.purdue.edu/owl>

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://libguides.astate.edu/az.php>

Reference Materials from Arkansas State University-Jonesboro Library

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

Note-Taking Strategies

Cornell Method of Note-Taking

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/>

Test-Taking Skills

Ten Tips for Test-Taking

<http://www.studygs.net/tstak1.htm>

Test-Taking Checklist

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

Test Anxiety

Overcoming Test Anxiety

<http://www.studygs.net/tstprp8.htm>

Time Management

Time Management Strategies

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

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

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

Developing an Interactive Daily Schedule

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

Problem Solving and Decision-making

<http://www.studygs.net/problem/exception.htm>

Developing a Weekly Schedule

<http://www.studygs.net/schedule/Weekly.html>

Stress Management

What is stress and how can it be managed?

<http://www.mindtools.com/smpage.html>

Top Ten Tips to Managing Stress

http://stress.about.com/od/studentstress/tp/school_stress.htm

Degrees and Certificates

The university catalog contains Information regarding all degrees and certificates offered at ASU-Beebe. Access the catalog by visiting the following link:

<http://www.asub.edu/index.php/academics/academic-affairs/university-catalogs>

Bachelors and Masters Degrees at Beebe

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 seven Bachelors and three 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. UCA also offers "2 + 2" programs in conjunction with ASU-Beebe, held on the UCA campus.

See checklists for degrees: www.asub.edu Search degree checklists

Student Organizations at Beebe

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

Delta Psi Omega is a national honorary dramatics fraternity composed of students who have made outstanding contributions to the dramatic activities of ASU-Beebe.

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: [Dr. 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

A national organization that 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: [Tonia Spradlin](#) (501-882-8838)

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:

[Shelby Gilmore](#) (501-882-8904) Legacy

[Zack Singleton](#) (501-882-8918) Horizon

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.

Advisors: [Jennifer Jones-Trujillo](#) (501-882-4451) [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

Tau Alpha Pi is a national honor society that 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



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 form to provide competition in a variety of activities. Prior to events, the Intramural Sports bulletin board in the Owen Center is the place to find detailed schedule information such as event location and teams. 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 Information



Public Safety Commander J. J. Martin
Email: jjmartin@asub.edu

Mark Adams

Email: mladams@asub.edu
Public Safety Officer

Kraig Magby

Email: kwmagby@asub.edu
Public Safety Officer

Steve Ingram

Public Safety Officer

Jeffrey Conyea

Public Safety Officer

Anthony Counts

Public Safety Officer

Phone: 501.882.8851
Emergency Call: 501.278.9629
Fax: 501.882.8970

John Williams

Public Safety Officer

Cathy Jackson

Email:
dcjackson@asub.edu
Administrative Specialist

To view information about First Alert Emergency Notification System, hold down the CTRL button, and click on the link below:

<https://youtu.be/xvNqkFZYtA>

To view campus maps, hold down the CTRL button, and click on the link below:

<http://www.asub.edu/assets/files/ASUB-MAP.pdf>

ASU-Beebe was voted the #1 safest two-year campus
in the nation for three consecutive years!



General Information

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

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

250 Percent of the Federal Poverty Level as of January 2016		
Family Size	Annual Income	Monthly Income
1*	\$29,425	\$2,452.08
2	\$39,825	\$3,318.75
3	\$50,225	\$4,185.42
4	\$60,625	\$5,052.08
5	\$71,025	\$5,918.75
6	\$81,425	\$6,785.42
7	\$91,825	\$7,652.08
8	\$102,225	\$8,518.75

*If Family Size is over 8, add \$9,000.00 to the annual income for each additional member. *This family size category should only be used when determining eligibility for a parent of a minor child whose child does not reside in the home of the applicant.*

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

- 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

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

The main Career Pathways office is located on the Searcy Campus.

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

Student Success Center

The Student Success 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. 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. The services are confidential, free and are available during office hours and by phone after hours. Referrals to community agencies/hospitals may be made when the clients' needs 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 receive services that assist in minimizing academic barriers by maximizing educational and programmatic access. These services 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 Make a Plan (MAP); 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 public.

Contact information:

Student Success Center

Phone: (501) 882-8906

Fax: (501) 882-8901

Email: studentsuccessonline@asub.edu

FINANCIAL LITERACY

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. 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 if 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.
- 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 with whom you are familiar.
- 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 have 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 costs far more than just using the credit card to make a purchase.

While you can follow these basic tips for having a credit card, mistakes can happen. That is when knowing some management tips can help.

Management Tips

- Watch what you spend; if you cannot afford it now, you probably will not 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.

Credit Cards

It is hard to believe, but sometimes credit card issuers do not have your best interests at heart. A few things can really help you save money on your credit cards, if you were aware of them. Here is a list of the top five things you will not find out from your credit card company. These "secrets" don't *always* work, but it never hurts to try! Think of them as new tools in your credit card survival kit.

#1: You can negotiate your interest rate

You are never going to get a notice from your card issuer about an interest rate increase that is 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." You have every right, and you should 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. However, 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, and it is something not many consumers do not know they can do.

#3: You can ask for a higher credit limit

Proceed with caution. If you need a higher limit because you plan to charge more merchandise, reconsider taking this step. On the other hand, if your goal is to increase your credit score, then that is 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. However, don't attempt this if you have not 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. For example, you were sure you had your credit card payment set in your online bill payment system, or you thought your significant other put the payment envelope in the mailbox. To your dismay, you find it on the kitchen counter the day after it was due.

Don't panic. If you're usually a good customer and pay your bills on time, call and ask for mercy. It is possible they will 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 is not being reported as a late payment, and try not to repeat the mistake because they probably won't be forgiving if it happens again.

#5: You can negotiate an annual fee

There are plenty of credit cards out there that do not have annual fees. It is smart to apply for those cards, even though you have your heart set on a credit card that has an \$85 annual fee. Consider the fact that if you have this card for five years, you will have paid \$425 in annual fees. That is a lot to pay for status, and does not benefit you in any way. It is just money out of your pocket that you could have put in savings, or even spend on a vacation. Here are a few strategies to try to 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 will have of negotiating the annual fee. In this case, you have nothing to lose by making the call.

In summary, you should **ONLY** use credit cards when there is no other alternative, and here is why:

Scenario: You buy a new pair of Retro Air Jordan IVs for \$200 using your brand new credit card. Because you do not have a high credit score above 700 (see next page), the interest rate on that card is 22.9%. Since you are a student devoted to your studies, you only have a part-time job, so you must make minimum payments on your credit card. What did not realize when you used your shiny new card is that paying only the minimum payment of \$5 per month, it will take 77 months to pay off the account, provided you do not charge anything else on the card. At the end of 77 months, you will have paid \$183 in interest. This means that you paid \$383 over **six years and five months** for a pair of shoes that probably wore out within a year of purchase! That does not sound like a very good plan!!



Credit Scores

FICO Credit Scores	What is a Credit Score?	Credit Score Facts
<p>Excellent Credit 750-850</p> <p>Good Credit 660-749</p> <p>Fair Credit 620-659</p> <p>Bad/Poor Credit 350-619</p> <p>No credit 0-0</p>	<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, your credit score will determine whether you will be approved for a credit card.</p>	<ol style="list-style-type: none"> 1. Credit Scores range from 300-850, the higher the better 2. Most lenders base approval on your credit score. 3. Higher Scores mean lower payments and better deals. 4. Higher Scores mean Lower interest rates. 5. Scores are determined by 5 main categories: <ul style="list-style-type: none"> • Payment History • Amounts Owed • Length of Credit History • Type of Credit Used • New Credit

Financial Literacy

The links below have many useful resources ranging from filling out your FAFSA to repaying your student loans.

<https://studentaid.ed.gov/sa/resources>

<https://www.ncua.gov/consumers/Pages/financial-literacy-resources.aspx>

Budgeting

<https://studentaid.ed.gov/sa/prepare-for-college/budgeting/creating-your-budget>

Understanding Student Loans

<https://www.ecmc.org/borrowers/index.html>

Student Loan Repayment Chart

6.84% Interest Rate - Parent PLUS, Grad PLUS					
Total Amount Borrowed	Monthly Payment	# Months	Total Principal	Total Interest Paid	Total Amount Repaid
\$1,000	\$50	21	\$1,000	\$65	\$1,065
\$2,000	\$50	44	\$2,000	\$162	\$2,162
\$5,000	\$58	120	\$5,000	\$1,917	\$6,917
\$10,000	\$115	120	\$10,000	\$13,834	\$13,834
\$15,000	\$173	120	\$15,000	\$5,751	\$20,751
\$20,000	\$231	120	\$20,000	\$7,669	\$27,669
\$25,000	\$288	120	\$25,000	\$9,586	\$34,586
\$30,000	\$346	120	\$30,000	\$11,503	\$41,503
\$40,000	\$461	120	\$40,000	\$15,337	\$55,337
\$50,000	\$576	120	\$50,000	\$19,171	\$69,171
\$57,500	\$663	120	\$57,500	\$22,047	\$79,547
\$100,000	\$1,153	120	\$100,000	\$38,343	\$138,343
\$150,000	\$1,729	120	\$150,000	\$57,514	\$207,514

Financial Aid / Scholarships

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

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

Institution of International Education- 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

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

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

The College fund/UNCF www.uncf.org

Wiredscholar-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.

Other online scholarship searches include:

www.asla.info

www.careersandcolleges.com

www.collegeboard.com

www.collegescholarships.org

www.collegetoolkit.com

www.fafsa.ed.gov.

www.finaid.org

www.scholarshipexperts.com

Specific Scholarships

AARP Foundation Women's Scholarship (women over 40) www.aarp.org/womensscholarship

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

All-Ink.com College Scholarship Program - www.all-ink.com/scholarship.html

AmeriCorps www.americorps.gov 800-942-2677

Arkansas Single Parent Scholarship http://www.aspsf.org/students_spscholarships.html

Gates Millennium Scholarship Program www.gmsp.org

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

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

Government Finance Officers Association (GFOA) Scholarships - <http://www.gfoa.org/about-gfoa/student-opportunities/scholarships-full-and-part-time-students>

Hispanic Association of Colleges and Universities HACU - http://www.hacu.net/hacu/Scholarship_Resource_List1_EN.asp?SnID=1269488692

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

The Harry S. Truman Scholarship Foundation - www.truman.gov/

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

Tylenol Scholarship - www.tylenol.com/scholarship

Additional Information

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

United States Department of Education www.ed.gov

Selective Services www.sss.gov

www.studentaid.ed.gov

www.FederalStudentAid.ed.gov

www.Arkansasnext.com

www.ed.gov/DirectLoan

US Department of the Interior 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

EMERGENCY NUMBERS:

White County Emergency 911
Physical Plant 501-882-3510
Fire Department 501-882-5600
Beebe Police Department 501-882-3365

Ambulance 501-882-3365
Campus Police 501-882-8851 or
501-278-9629 (mobile)

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 FIRSALERT NOTIFICATION:

Lockdown

Active shooter on campus or other type of security threat

If in securable area or classroom: Stay in the room, lock the door, and stay close to the floor, away from doors and windows.

If near a shooter: Leave running in a zigzag fashion.

If in hallway or public area: Go to a secure area that can be locked.

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

If minor fire (appears controllable): Direct fire extinguisher toward base of flame.

**Fire, Explosion,
Chemical Leak**

If major fire (appears uncontrollable), explosion, or chemical leak, evacuate the building. Do not use elevators. Assist the handicapped. Close doors, but do not lock. Stay outside until the Fire or Police Department gives the "All Clear."

If Indoors: Seek refuge in a doorway, or under a desk or table.
If Outdoors: Move away from buildings and utility poles. Avoid downed utility lines.

Earthquake



If Personal Injury or Illness:

Tap person's shoulder and ask, "Are you OK?"
If responsive, let the person decide whether or not to seek emergency care. **If unresponsive,** call 911.

Assess breathing by looking at rise and fall of chest.
If not breathing, tilt head back and clear mouth, if needed.

Assess pulse. If no pulse or breathing, start CPR if qualified, or use defibrillator if available.

Laboratory emergencies and shop accidents 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.



Disturbance, Criminal Behavior or Bomb Threats

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 you cannot reach them, call the Beebe Police Department. If in a hostage situation, make mental note of captor's characteristics, sights and sounds if he/she takes you off campus. If there is a bomb threat, **ask the caller:**

- 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? **Observe:** 1) Age/sex of caller, 2) Speech pattern/accent, 3) Background noise

For complete information about emergencies on campus, check out:

<http://www.asub.edu/index.php/university-police/emergency-procedures>