



Beebe, Heber Springs, Searcy  
Little Rock Air Force Base

# 2011-2012 STUDENT HANDBOOK



# **CHAPTER 1**

## **WELCOME TO ARKANSAS STATE UNIVERSITY - BEEBE**

### **1.1 WELCOME**

Dear Students,

It is my pleasure to welcome you to Arkansas State University-Beebe. I congratulate you on making the decision to continue your education by attending one or more of our campuses located in Beebe, Heber Springs, Little Rock Air Force Base and Searcy.

Arkansas State University-Beebe offers a variety of free programs and services to support your transition to university life. Information on these services and campus locations where they may be obtained are listed in Chapter 5 of this Handbook. You will find our caring faculty and staff eager to help you whether your needs are academic, social, or personal support. Do not hesitate to take advantage of our programs and services that are designed to develop your current skills as you face the new challenges before you.

Again, welcome to our University. It is my hope that you will use every opportunity to successfully complete your educational goals.

Best Wishes,

Deborah Garrett, Ed.D.  
Vice Chancellor for Student Services

## **1.2 MISSION AND VISION**

### ***Transforming Lives Through Quality Learning Experiences***

Arkansas State University-Beebe is a public, open access, and operationally separate institution of the Arkansas State University System. The major purpose of this institution is to provide affordable, comprehensive, quality instruction and service programs. University transfer and technical programs are available to students at the associate degree and certificate levels. In addition to the Beebe campus, instruction is also available at education centers at ASU-Searcy, ASU-Heber Springs, ASU-LRAFB, and through other off-campus locations. Instructional programs beyond the associate degree are available on the Beebe campus from ASU-Jonesboro.

An open admission policy encourages the enrollment of both traditional and non-traditional students. The institution recognizes the uniqueness of each student and provides programs designed to assist students in determining and achieving their educational, personal, and occupational goals. By providing comprehensive training and technical support for business and industry, the institution contributes to the economic development of Arkansas. Cultural enrichment activities are provided to enhance the quality of life for the university community.

## **1.3 ACCREDITATION STATEMENT**

Arkansas State University is accredited by:

The Higher Learning Commission and commission of the  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(800) 621-7440 or (312) 263-0456  
<http://www.ncahlc.org/>

## **PROGRAM ACCREDITATIONS**

### Automotive Technology

Certified by the National Automotive Technicians Education Foundation (NATEF)

### Concurrent Enrollment Program

Accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP)

### Emergency Medical Technician/Paramedic

Certified by Emergency Medical Services and Trauma Systems, a section of the Arkansas Department of Health

### Medical Laboratory Technology

Accredited by the National Accrediting Agency for Clinical Laboratory Sciences

### Pharmacy Technician

Accredited by American Society of Health-System Pharmacists

### Practical Nursing

Certified by the Arkansas Board of Nursing

### Veterans Training

State Approving Agency for Veterans Training, an agency of the Arkansas Department of Career Education

### Veterinarian Science

Committee on Veterinary Technician Education and Activities (CVTEA), a committee of the American Veterinarian Medical Association

Accreditation re-evaluations are conducted by the respective accrediting agencies periodically. Documentation pertaining to accreditation, approval, or licensure may be viewed or copies may be obtained by a written request to the Chancellor's Office.

## **CHAPTER 2**

### **UNIVERSITY CAMPUSES**

#### **2.1 WELCOME TO ASU-BEEBE CAMPUS!**

Arkansas State University-Beebe is a regional state university that is an operationally separate, two-year institution of the Arkansas State University System. With growing campuses located in Beebe, Heber Springs, Little Rock Air Force Base, and Searcy, we offer associate degrees and certificates. Students may also obtain baccalaureate and graduate degrees on the Beebe campus through our collaboration with ASU-Jonesboro.

#### **ASU-BEEBE DEGREES/CERTIFICATES**

A significant number of ASU-Beebe students find an associate degree or a certification program to be sufficient for their career goals. Some students plan to pursue a baccalaureate or professional degree and will complete an associate degree as a part of the program.

A degree plan includes a block of “core” or “general education” courses. With few exceptions, a student at Arkansas State University-Beebe may complete the core courses leading to any baccalaureate or professional degree.

#### **STATE MINIMUM CORE (35 HOURS)**

State policy requires all state universities to accept Arkansas State University-Beebe’s minimum core courses in transfer. Students who have completed Arkansas State University-Beebe’s State Minimum Core should be recognized as having completed the State Minimum Core curriculum at the transfer university.

## **TRANSFER TO BACCALAUREATE PROGRAMS ARKANSAS COURSE TRANSFER SYSTEM**

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” grade frequently do not transfer. Institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website at <http://adhe.edu> and selecting Course Transfer.

The following degrees and certificates can be completed on the ASU-Beebe campus:

### **Associate of Applied Science**

- Agricultural Equipment Technology
- Business Technology
- Computer-Aided Drafting/Design
- Computer Systems and Networking Technology
- Creative Arts Enterprise
- Crime Scene Investigation
- Criminal Justice
- Early Childhood Education
- Electronics Technology
- General Technology
- Law Enforcement Administration
- Medical Laboratory Technology
- Veterinary Technology

### **Associate of Arts**

- Liberal Arts
- Teaching

### **Associate of Fine Arts**

## **Associate of General Studies**

### **Associate of Science**

Agriculture

Business

Computer Information Systems

Health Sciences

### **Technical Certificate**

Computer Information Systems

Computer Systems & Networking Technology

Computerized Accounting

Community Corrections

Creative Arts Enterprise

Crime Scene Investigation

Criminal Investigation Science

Early Childhood Education

Landscape and Turfgrass Management

Law Enforcement

Law Enforcement Administration

Office Specialist

Petroleum Technology

Wildlife Enforcement Officer



## **Certificate of General Studies**

### **Certificate of Proficiency**

2-D Mechanical Drafting  
Automobile Upholstery  
CATIA  
Community Corrections  
Computer & Networking Fundamentals  
Computer Fundamentals  
Crime Scene Investigation  
Criminal Investigation Science  
Early Childhood Education  
Household Upholstery  
K-9 Assisted Drug/Explosive Detection  
Law Enforcement  
Wildlife Enforcement

Please refer to the online University Catalog on the ASU-Beebe Academic Affairs website for a complete listing of degrees and certificates.

### **EARN YOUR BACHELORS DEGREE**

Through a partnership between ASU-Jonesboro and ASU-Beebe, students can earn select baccalaureate and graduate degrees from Arkansas State University-Jonesboro by taking coursework at the Degree Center on the ASU-Beebe campus.

ASU-Jonesboro coursework is offered through on-site, interactive video, and online instruction. The Bachelor's degrees are built on a "2+2" system. This means students can take all of the lower level courses from ASU-Beebe, and then take the remaining upper level courses from ASU-Jonesboro on the Beebe campus to earn a degree.

### **Associates Degrees**

Traditional: CNA to RN track  
"Fast-track": LPN to RN

## **Bachelors Degrees**

Bachelor of Arts: Criminology

Bachelor of Science: Agricultural Business

Bachelor of Science: Accounting

Bachelor of Science: Business Administration

Bachelor of Science: Management

Bachelor of Science: Technology

Bachelor of Applied Science: Technology

Bachelor of Science in Education: Early Childhood Education  
(P-4)

Bachelor of Science in Education: Early Childhood Education  
(P-4 Special Education)

Bachelor of Science in Education: Mid-Level Education (4-8)

## **Masters Degrees**

Master of Business Administration

Master of Science in Education: Educational Leadership

Master of Science in Education: Curriculum and Instruction

For more information regarding Baccalaureate & Graduate  
degrees at Beebe:

Jonesboro Programs

P.O. Box 1000

Beebe, AR 72012-1000

PHONE: 501.882.8929/8974 FAX: 501.882.4403

E-MAIL: [jboroprogs@asub.edu](mailto:jboroprogs@asub.edu)



## **2.2 WELCOME TO ASU-HEBER SPRINGS CAMPUS**

ASU-Heber Springs has been welcoming students since 1997. As a student on the ASU-Heber Springs campus, you are also a student within the complete ASU-Beebe System. You have access to the programs and services available through all of the campuses; thus, the information contained in this planner will be important to your own situation. It is our hope that this information will help you complete your academic journey successfully.

The faculty and staff of ASU-Heber Springs are always willing to assist students in any way possible. You will find a complete directory at the back of this planner. We encourage you to call for an appointment or just stop by if you have questions or would like more information about the programs and services offered on our campus.

### **ASU-HEBER SPRINGS DEGREES/CERTIFICATES**

The following degrees and certificates can be completed on the ASU-Heber Springs campus:

#### **Associate of Arts Degree**

Liberal Arts

Teaching

#### **Associate of Applied Science**

Business Technology

Creative Arts Enterprise

Criminal Justice

Hospitality Administration

Welding

#### **Associate of General Studies**

#### **Associate of Science**

Business

Computer Information Systems

Health Science

## **Technical Certificate**

Creative Arts Enterprise  
Criminal Justice  
Hospitality Administration  
Practical Nursing  
Welding

## **Certificate of General Studies**

## **Certificate of Proficiency**

Criminal Justice  
Early Childhood Education (CDA)  
Welding

Students may also complete a variety of other degrees and certificates through coursework on the Heber Springs campus in combination with classes taken at ASU-Beebe and/or ASU-Searcy.

Please refer to the online University Catalog on the ASU-Beebe Academic Affairs website for a complete listing of degrees and certificates.



## **2.3 WELCOME TO ASU-LITTLE ROCK AIR FORCE BASE CAMPUS!**

Our campus is a key component of the Arkansas State University-Beebe two year college system and one of six universities in residence at the Little Rock Air Force Base Education Center. We have been serving Little Rock Air Force Base, Jacksonville, and the North Pulaski County area since 1965.

In January 2011, we relocated to the Jacksonville-Little Rock Air Force Base University Center, a new higher education facility jointly funded by the US Air Force and the City of Jacksonville. The University Center is located on USAF property adjacent to Highway 67/167 in Jacksonville, Arkansas. The University Center is open to those who live on and work at the base, as well as to community members. No special access is required at the University Center. Prospective students are welcome to visit our office in Suite 115, contact us by telephone 501.988.4151, or send an e-mail to [lrafb@asub.edu](mailto:lrafb@asub.edu).

### **ASU-LRAFB DEGREES/CERTIFICATES**

ASU-Little Rock Air Force Base campus offers degrees and certificate programs specifically requested by the LRAFB Education Services Officer as a result of the base's periodic USAF Educational Needs Assessment Survey process.

We offer the following degrees and certificate programs:

#### **Associate of Arts**

Computer Information Systems

Liberal Arts

Teaching

#### **Associate of Science-**

**Health Sciences**

#### **Certificate of Proficiency**

Automobile Upholstery

Household Upholstery

We offer two examinations-for-credit programs:

College Level Examination Program (CLEP)

Defense Activity for Non-Traditional Educational Support (DANTES)

The ASU-LRAFB campus has 8-10 testing sessions per week. Free study materials are available at the LRAFB Library for those who have access to the Little Rock Air Force Base.

Additional tests available at ASU-LRAFB campus:

COMPASS

Subject Standardized Tests (DSSTs)

Please refer to the online University Catalog on the ASU-Beebe Academic Affairs website for a complete listing of degrees and certificates.

### **Learning Center Access**

ASU-LRAFB students may access the Beebe campus Learning Center in person or by e-mail. Active duty military students and their dependents may utilize the free Tutor.com military tutoring system, which provides 24/7 access to tutoring via the internet or telephone.

### **Library Services**

Library services are available at the LRAFB Library for ASU-LRAFB students. Students, who do not have a military ID card, may request a special credential issued by the LRAFB Education Center to gain access to the LRAFB Library.



Term I

August 22 – October 17

Change of Schedule	Aug 22-23
Last day to Register	Aug 23
Deadline for AU grade	Sept 16
Midterm	Sept 16
Mid term grading	Sept 12-16
Deadline drop/withdraw	Sept 30
Final Exam	Oct 17
(LRAFB finals on last scheduled class meeting)	
Grade Reports Due	Oct 20

Term II

October 19 – December 13

Change of Schedule	Oct 19-20
Last day to Register	Oct 20
Deadline for AU grade	Nov 15
Midterm	Nov 15
Mid term grading	Nov 9-15
Deadline drop/withdraw	Nov 30
Final Exam	Dec 12-13
(LRAFB finals on last scheduled class meeting)	
Grade Reports Due	Dec 15

Term III

January 17 – March 13

Change of Schedule	Jan 17-18
Last day to Register	Jan 18
Deadline for AU grade	Feb 13
Midterm	Feb 13
Mid term grading	Feb 7-13
Deadline drop/withdraw	Feb 27
Final Exam	Mar 13
(LRAFB finals on last scheduled class meeting)	
Grade Reports Due	Mar 15

Term IV

March 14 – May 8

Change of Schedule	Mar 14-15
Last day to Register	Mar 15
Deadline for AU grade	April 10
Midterm	April 10
Mid term grading	April 4-10
Deadline drop/withdraw	April 24
Final Exam	May 8
(LRAFB finals on last scheduled class meeting)	
Grade Reports Due	May 11

Ten Week Term

May 30 – August 8

Classes Begin	May 30
Last day to register	May 31
Mid term grading	Jun 27-Jul 3
Deadline for Audit grade	July 3
Independence Day Holiday (no classes)	July 4
Deadline drop/withdraw	July 27
Final Exams	August 8
Grades Due	August 10

Term V

May 30 – July 25

Change of Schedule	May 30 -31
Last day to Register	May 31
Deadline for AU grade	June 27
Midterm	June 27
Mid term grading	June 21-27
Deadline drop/withdraw	July 17
Final Exam	July 25
(LRAFB finals on last scheduled class meeting)	
Grade Reports Due	July 27

## **2.4 WELCOME TO ASU-SEARCY CAMPUS!**

ASU-Searcy is a technical campus of ASU-Beebe system, with a focus on transforming lives by providing a quality technical education for students of all ages in White County and the surrounding areas. Technical and occupational programs, as well as workforce and economic development, are emphasized at our campus with most programs leading to a Certificate of Proficiency or a Technical Certificate. Opportunities for continuing your education through an associate's degree are available as well.

The ASU-Searcy Adult Education Center offers classes at campuses in Beebe, Heber Springs, and Searcy. Various Continuing Education classes are offered throughout the year in the evenings and on Saturdays. Concurrent enrollment is available for high school students through the ASU-Searcy Regional Career Center.

ASU-Searcy is located at 1800 East Moore Avenue in Searcy, Arkansas, across from Berryhill Park. We may be contacted at 501.207.6200.

### **ASU-SEARCY DEGREES/CERTIFICATES**

Technical Certificates are skill-learning certificates from programs designed to prepare students for the work force. Most Technical Certificate programs are two semesters in length.

#### **Technical Certificates:**

Air Conditioning  
Auto Body Repair  
Automotive Technology  
Computerized Machining  
Diesel Technology  
EMT/Paramedics (night program)  
Health Information Assistant  
Industrial Electronics  
Office Occupations  
Petroleum Technology  
Pharmacy Technician  
Practical Nursing  
Welding Technology

#### **Certificates of Proficiency:**

Auto Body Repair  
Automotive Technology  
CNA  
Diesel Technology  
Emergency Medical Technician  
Petroleum Technology  
Pharmacy Technician Science  
Welding Technology

For information about Associate degrees, see your advisor. For information about the AAS in General Technology, see your advisor or the Director of Occupational Technology.

Please refer to the online University Catalog on the ASU-Beebe Academic Affairs website for a complete listing of degrees and certificates.



## Arkansas State University-Beebe Online College

**We've been teaching online courses since 1999 and offer both 8-week and 16-week courses. We offer several Associate degrees through distance learning (online and internet assisted). The online courses are delivered via our learning management system, Bb/WebCT. All you need is a dependable computer with a dependable internet connection to access your online course.**

**Bb/WebCT HELP DESK is there for those needing technical assistance.  
Monday-Thursday: 8:00 a.m. - 8:00 p.m.  
Friday 8:00 a.m.-4:00 p.m.**

**Get Started in our online college! Apply online for admission to ASU-Beebe. Contact your assigned advisor to register for your courses (traditional and/or online). Review the Bb/WebCT orientation videos on the Distance Learning website. Log into ASU-Beebe's Bb/WebCT server on the first day of class to access your online courses.**

**Online courses: Accounting, Arkansas History, Business, Concepts of Fitness, Criminal Justice, Education, Economics, English, Fine Arts, Geography, Literature, Management, Mathematics, Microcomputer Applications, Nutrition, Philosophy, Psychology, Science, Sociology, U.S. History & Government, World Civilization and many more!**

**Offerings vary by semester, so please consult the Schedule of Classes on the student page at [www.asub.edu](http://www.asub.edu) for available courses. For more information about ASU-Beebe's online program, check the Distance Learning page via the Online College link on the student page at [www.asub.edu](http://www.asub.edu). You can also email your questions to [distlearn@asub.edu](mailto:distlearn@asub.edu) or call the Distance Learning office at 501.882.8894.**

## **CHAPTER 3 ACADEMIC POLICIES AND PROCEDURES**

Many requests made to the Office of the Registrar can now be done through CampusConnect or online at [www.asub.edu](http://www.asub.edu), select Students, and then Registrar's Office.

### **CAMPUS LOCATIONS:**

Beebe

State Hall, Room 104

501.882.4415/8861

Heber Springs

Student Services/Administration Room 100

501.362.1100

LRAFB

Jacksonville-Little Rock AFB

University Center, Suite 115

501.988.4151

Searcy

Main Building, Student Services Offices, Hall 1

501.207.6219

### **3.1 RECORDS POLICY**

Arkansas State University-Beebe respects the privacy of our students and complies with all federal regulations regarding education and privacy issues.

### **Arkansas State University System Family Educational Rights and Privacy Act Policy**

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

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

## **DISCLOSURE OF EDUCATION RECORDS**

Disclosure with student consent:

- A student may consent in writing to disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the Office of the Registrar. The student may retract the consent in writing at any time. Proper proof of identity may be required by the Registrar's Office before consent is retracted.

Disclosure without student consent:

- ASU-Beebe may disclose education records without the student's written consent to any school official within the institution with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons with whom ASU-Beebe has contracted for special tasks, and university committee members. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibility.

School officials of ASU-Beebe are considered to be within the institution for the purposes of FERPA and may exchange education records without student consent so long as they have a legitimate educational interest.

Disclosure without student consent may also be made to other persons and entities as allowed by FERPA.

- Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official university capacity that is integral to the educational function of ASU.
- The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submissions of a copy of income tax returns.
- Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Directory information may be disclosed to any person or entity without student consent unless the student submits a completed request for nondisclosure of directory information form to the Office of the Registrar. If a student elects not to allow disclosure of directory information, ASU cannot share information regarding the student with any person or entity including prospective employers, licensing agencies, government agencies, the media, and others. The student may retract the directory information nondisclosure in writing at any time. Proper proof of identity may be required by the Registrar's Office before the directory information non-disclosure is retracted.

Directory Information is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

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

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

### **3.2 ACCEPTANCE OF TRANSFER CREDIT**

Transfer credit may be accepted from students who present official transcripts of college level credit from institutions recognized by the Council for Higher Education Accreditation. The grades must be equivalent to a C (2.0) average and the credit must be applicable toward requirements for a degree at our institution. (Note: Grades of "D" or better will be accepted from other ASU-system schools.) The University Registrar reserves the right to accept or deny transfer credits to ASU-Beebe based on the transfer institutions academic policies. Transfer of English courses will not be accepted from international institutions. This policy is normally waived for citizens of the British Isles, Australia, the English speaking portions of Canada, and New Zealand.

Official transcripts should be submitted to the Office of Admissions at the time of application to the University. Official transcripts will be evaluated by the University Registrar. Final approval of transfer credits rests with the Vice Chancellor for Academic Affairs. Courses accepted for transfer credit will be posted to the student's ASU-Beebe transcript with the grade earned and the transfer institutions course identifier and title. Transfer credit is not calculated as part of the student's ASU-Beebe cumulative GPA. Credits earned will only be reflected in hours earned and may be used for degree requirements. Students must complete a minimum of 15 credit hours at ASU-Beebe to be eligible for an ASU-Beebe degree.

## INTERNATIONAL TRANSCRIPTS

The requirements for submitting international transcripts and academic records for transfer credit evaluation are as follows:

- A course by course credential evaluation by a credential evaluation Agency
- The official evaluation must be mailed directly from the agency to the Office of Admissions at ASU-Beebe

Credential evaluation agencies include:

- NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm)
- AACRAO: [www.aasrao.org/international/foreignEdCred.cfm](http://www.aasrao.org/international/foreignEdCred.cfm)
- WES: [www.wes.org](http://www.wes.org)

**NOTE: Although your credential evaluation may indicate that you have completed a significant number of credit hours, ASU-Beebe will only accept those credits which satisfy its degree requirements.**

## STUDENT CLASSIFICATION

Beginning students as well as transfer and continuing students with fewer than 30 semester credit hours earned are classified as freshmen; students with 30+ credit hours are classified as sophomores; students that have previously completed an Associate's degree and continue to enroll at ASU-Beebe will be classified as "unclassified."

Students must carry 12 hours per semester to be classified as full-time students. Less than 12 hours is considered part-time. Students receiving financial aid and veterans' benefits must carry a minimum of 12 hours for full aid benefits.

## 3.3 REGISTRATION

Courses are offered in fall, spring, 8-week, intersession, and summer sessions. Registration dates and times are published at <http://www.asub.edu>. Registration will be permitted only at scheduled times. Most registration is done through Campus Connect on the website.

### **3.4 ADVISORS**

During registration each student is assigned an advisor. Students should frequently confer with their advisor concerning academic affairs, including classes, courses, majors, and degree programs. Students who do not know who their ASU-Beebe advisor is should check Campus Connect.

### **3.5 CHECK SHEETS**

Check sheets listing required courses in various majors are available from advisors. Once the student has selected a major, they should work with their advisor to develop a check sheet for the major and transfer institution. This will help in selecting courses and help prevent errors as a degree program is planned.

### **3.6 COURSE CREDIT AND CLASS LOAD**

The last digit of the course number indicates the course credit hours. For instance, 2313 indicates a three-hour course while 2511 indicates a one-hour course. If a course number begins with a zero, the course does not apply toward degree requirements. These courses provide institutional credit only and do not count toward the credit hours required to be eligible for financial aid the second year as they do not count toward a degree. Classes usually meet each week; the number of hours indicated by the course number. Most classes meet for a 50-minute session on Monday, Wednesday, and Friday or for an hour and twenty minutes on Tuesday and Thursday.

Credit hours are defined as the number of hours per week that you attend class during a traditional 15-week term. Most classes are 3 credit hours, which mean the class is scheduled to meet for 3 hours per week. Science classes with labs and some technical courses meet 4 or more hours per week.

In order to be considered a full-time student, you must be enrolled in at least 12 semester hours. Taking less than 12 hours is considered part-time. An average semester class load is 15 semester hours. Students must complete 15 credit hours per semester to be eligible for the Chancellor's list (4.00) and the Vice Chancellor's list (3.50-3.99). The maximum load should not exceed 18 hours per semester in fall or spring, six hours for a summer term, or nine hours for an eight-week term, without recommendation of the advisor and special approval from the Vice Chancellor for Academic Affairs.

An academic year is equivalent to 24 completed credit hours.

**NOTE: If you are covered by your parents' health or auto insurance policy, that policy may require you to be full-time. Financial Aid and scholarships may also carry credit hour requirements.**

Classes should be spaced to provide study time. Your advisor will assist you as you work out your class schedule. Be sure that you are qualified for the courses you plan to take. Some courses have prerequisites in the form of test scores or previous course work.

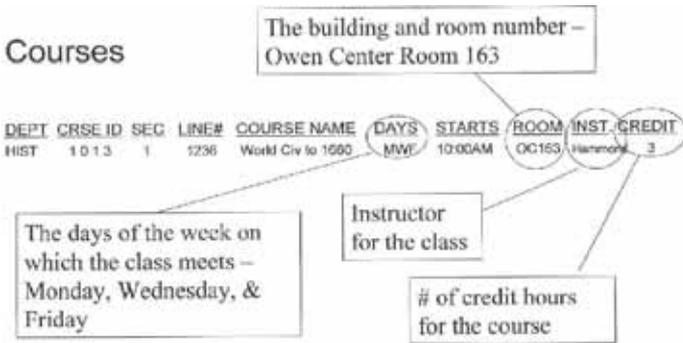
Working students may find this guide helpful:

Time at Your Job Recommended/Course Load

- 40+ hours per week.....1 course per semester
- 40 hours per week..... 2 courses per semester
- 30 hours per week..... 2-3 courses per semester
- 20 hours per week.....3-4 courses per semester
- Less than 20 hours per week.....5 courses per semester

## READING YOUR SCHEDULE

Once a student has registered for classes, the schedule can be viewed and printed from CampusConnect. Each class will be listed by its department first, then the course ID number. The course name will be listed along with the days of the week the class meets, the start time of the class, the building and room number in which the class will meet, the instructor that will be teaching the class and the number of credit hours the class is worth.



## BUILDING KEY

ASU-Beebe

AT	John Deere Ag Tech Building
BA	Business and Ag
EC	England Center
FM	University Farm
GYM	Gymnasium
HC	Howell Center
OC	Owen Center
PEGYM	Gym, Physical Education
SB	Science Building
T	Advanced Technology Building
TBA	To Be Announced
UC	University Center

## ASU-Heber Springs

AC	Academic Center
LC	Latimer Center
SS	Student Services/Administration Building

## ASU-Searcy

AB	Auto Body
AC	Air Conditioning
TE	Technology East
TW	Technology West
DT	Diesel Technology
Room #	Main Building
WEL	Welding

### **3.7 CLASS ATTENDANCE**

Arkansas State University-Beebe has a class attendance policy that requires students to attend a prescribed number of classes during each course. Failure to do so may affect grades, and may result in the student being dropped from the class by the instructor with a failing grade recorded immediately. This policy should be explained in each course syllabus.

The following establishes an attendance policy for classes at Arkansas State University-Beebe:

- Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement.

- When absences from class are excused, the student may, at the discretion of the instructor, be allowed to make-up work. The responsibility for initiating make-up work rests with the student. Arrangements for such work are to be made with the instructor on the first day the student returns from an excused absence. The instructor may excuse absences for the following reasons:
  - o Illness of the student that is certified by physician or, in the judgment of the instructor, is serious enough to warrant an excuse;
  - o Other personal demands, which in the judgment of the instructor, are serious enough to warrant an excuse;
  - o External interferences judged by the instructor to be legitimate and unavoidable through normal precaution; and
  - o Institutional functions for which the staff sponsor provides written notice to the faculty prior to the function.

If an instructor considers the absence unexcused, the student may request a review of that judgment by the Division Chair or the Vice Chancellor for Academic Affairs. This request is to be made immediately following any question about the absence.

- During a semester, a student may miss (excused or unexcused) no more than twice the number of lectures, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Absences in excess of that number may result in the student being dropped from class with a grade of "F." For example, a student may be dropped upon the seventh absence in a three-hour course meeting three times a week or on the ninth absence in a four-hour course meeting four times a week. In a Tuesday/Thursday three-hour class, the student may be dropped upon the fifth absence. For other classes, see the class syllabus for specific details.

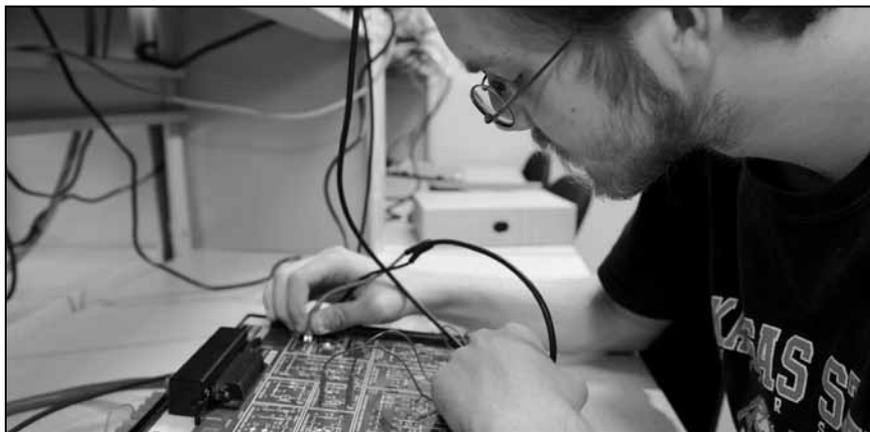
In determining whether a student should receive a failing grade, consideration should be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to absences from class.

If you register for courses, failure to attend class does not mean you've withdrawn from class. Please see your advisor about the proper procedures for withdrawing from the semester.

### **3.8 CHANGE OF SCHEDULE**

During the open registration period, students wishing to add or drop courses may do so on CampusConnect by accessing the Register for Classes link under the Registration menu. Students must be cleared by their academic advisor to enroll in classes.

Students wishing to drop a class after the open registration period will do so through CampusConnect by selecting **Drop Class(es) Request** form by clicking on the Forms link under the Registration menu. Students must be cleared by their academic advisor before they will be allowed to access this option. Once the student has completed this step, the request to drop the class will be sent to the Office of the Registrar where the drop will be processed. When you drop a class properly, a grade of "W" will appear on your transcript at the end of the term.



Students wishing to drop another course later in the semester/term must be cleared again by their academic advisor. Refunds will be made according to the Refund of Fees Schedule that appears in the University Catalog and on the Business Office website. Dropping a class may be done up to the published deadline on the academic calendar.

**Note: Prior to the census date of each semester or term, students dropping a course will be removed entirely from the course and the course 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. (See university calendar for appropriate deadline dates.)**

Students who stop attending a course without following the appropriate procedure to drop will receive a failing grade on their transcript.

### 3.9 AUDITING COURSES

Students are permitted to audit courses at Arkansas State University-Beebe. Audit students will pay the regular fee as indicated under the section on Fees and Expenses in the University Catalog. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. Students have until the published deadline each term to declare audit for a course. For the exact audit declaration date, please refer to the current university calendar.



Auditing students are expected to meet all requirements for a course (including attendance) other than taking examinations and completing formal written papers. Students not completing these requirements may be dropped from the course with a "W" at the discretion of the instructor. The names of those persons registered to audit a course will appear on the class roster. At the end of the grading period, the instructor will determine whether the audit designation should be entered on the student's permanent record or whether a "W" should be entered instead. The request to audit course form is located on the ASU-Beebe Registrar's website or in the Registrar's office.

Some restrictions may apply.

**Note to Financial Aid Recipients: For financial aid purposes, a grade of AU is weighted like a W, F, or I grade (0.00). Changing to AU may result in financial aid recipients having to repay a portion of their financial aid.**

### **3.10 WITHDRAWAL FROM THE SEMESTER/TERM**

Students wishing to completely withdraw (drop all courses) from the current semester/term after the open registration period must first contact their academic advisor for clearance to do so. Once cleared, students may withdraw through CampusConnect by clicking on the Withdrawal Form link. Once the on-line request is completed, the form will be sent to the Office of the Registrar where the withdrawal will be processed. After processing the withdrawal, the Office of the Registrar will notify personnel in appropriate offices on campus. 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 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, students withdrawing before the published deadline will be given a grade of "W" and the grade(s) will appear on the student's transcript. (See university calendar for appropriate deadline dates).**

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

**Students who experience a major medical issue should contact the Vice Chancellor for Student Services for information.**

### **3.11 GRADES, GRADE POINT, AND GRADE POINT AVERAGE**

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours which the student has attempted. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average. Intermediate algebra is the only developmental education class that is counted in grade point average calculations because it is a requirement for some AAS degrees. Grades in all other developmental classes are not counted in computing the grade point average. To check your grade point average, check your unofficial transcript on CampusConnect.



### 3.12 REPEATED COURSES AND COMPUTATION OF GRADE POINT AVERAGE

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

Students who choose to repeat courses should know:

- Students must repeat the exact course to have the latest attempt replace the first attempt
- All courses attempted will remain on the transcript
  - Previous attempts are indicated on the transcript by a “#” beside the letter grade with credit hours appearing in parentheses: [D# (3.00)]; an asterisk appears beside the last attempt: [A\*]
- Courses will only count toward graduation requirements once, even if both attempts are successful
- Adjustments to the cumulative GPA are not made for courses transferred from other institutions because no grade points are assigned to transfer credits
- Grades of “W,” “I,” or “AU” will not replace the original grade
- Developmental courses are not included in the Repetition of Courses policy



### 3.13 ACADEMIC CLEMENCY

Academic clemency is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after a prolonged separation from college. This provision is made for undergraduate students who have gained maturity through extended experience outside higher education institutions. Students must apply for clemency before the first day of classes of the semester they are re-entering.

In addition to the loss of grades and credits, students also forfeit the use of previous placement scores and prerequisites already completed.

Requirements to be satisfied by a student prior to requesting academic clemency are as follows:

- Separation from all academic institutions for at least three years and then,
- Formal application filed with the University Registrar.

**Note: Federal regulations make no provision for academic clemency for quantitative review of financial aid.**

Upon approval by the University Registrar, the student will be granted academic clemency. The student's permanent record will remain a record of all work; however, the student will forfeit the use (for degree purposes at Arkansas State University-Beebe) of any college or university credit earned prior to the three years separation indicated above. The date of the clemency will coincide with the date of re-entry following the prolonged separation and the permanent record will note that a fresh start was made and the date of the fresh start. The record will also carry the notation, "Academic Clemency granted – (date of fresh start)."

### **3.14 ACADEMIC PROBATION AND SUSPENSION**

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. The student will be removed from academic probation at the close of any enrollment period for which the student's cumulative grade point average is 2.00 or above.

A student will be suspended for poor scholarship when:

- The student has attempted 30 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.25.
- The student has attempted 45 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.45.
- The student has attempted 60 semester hours of work (including repeated courses) and has a cumulative grade point average of less than 1.65.

A student who has been suspended for poor scholarship may be readmitted after an absence of one academic semester. The student may petition for immediate readmission by:

- Obtaining a petition form and a current transcript from the Registrar's Office.
- Submitting the completed petition and the transcript to the Admissions and Credits Committee. Students may be required to be present when the committee convenes to consider the petition. Readmission is not automatic; each case will be judged on merit.

Transfer students that are in suspension status from their previous institution are subject to ASU-Beebe's academic suspension policy.

### 3.15 TRANSCRIPTS

A transcript is the complete and official record of academic work. It will be required when transferring to another institution of higher education, when seeking employment, and on many other occasions. Official transcript requests must be made in person, in writing, or electronically via CampusConnect. Transcripts are provided free of charge unless ten or more are ordered at one time. A charge of \$1.00 each is required when ten or more transcripts are requested. Be sure to enclose the fee with the transcript requests. Transcripts will not be issued if the student has any past due financial obligation to the University. For more information about obtaining an official transcript, visit the Registrar's Office website. Unofficial transcripts may be viewed and printed on CampusConnect.



### 3.16 ACADEMIC DISTINCTION

Academic achievement is recognized in the following ways at Arkansas State University-Beebe:

- A Chancellor's List is published at the end of each fall and spring semester for all students who have a 4.00 GPA with at least 15 credit hours. (Students on the Chancellor's List are eligible to participate in the Honors Program the following semester.)
- An Academic Vice Chancellor's List is published at the end of each fall and spring semester for all students completing at least 15 credit hours with a GPA of 3.50 to 3.99.
- Each semester, students named to the Chancellor's List and Academic Vice Chancellor's List receives a scholastic achievement certificate from the University.
- At Spring Commencement, two sophomores from each division are honored for academic leadership and achievement. Also, the Outstanding Citizenship Award is presented to a sophomore male and to a sophomore female student on the basis of outstanding citizenship.
- Students in the Honors Program who complete all requirements will have "Graduate of the Arkansas State University-Beebe Honors Program" on their transcript.
- Graduates with a 3.75 or better GPA will be recognized at commencement.



### **3.17 APPLICATION FOR GRADUATION**

Students requesting consideration for graduation must complete and Application for Graduation prior to the published deadline for each semester or term. Applications are available on the ASU-Beebe website under the Graduation Information section.

In certain situations, the advisor or Division Chair may allow a substitute for a program requirement. The University Registrar must be informed of this request prior to conferring the student's degree or certificate. Final approval of substitutions rest with the Vice Chancellor for Academic Affairs.

The appropriate degree or certificate will be conferred once all academic requirements have been met and all obligations to the University have been completed. There is no charge for applying for graduation.

### **GRADUATION REQUIREMENTS**

Graduation requirements for student seeking a degree or certificate include:

- Successful completion of all program requirements with a minimum cumulative grade point average of 2.00.
- A student must complete a minimum of 15 semester credit hours at ASU-Beebe.
- Satisfaction of all financial obligations to the University.

If continuously enrolled, students may graduate under the ASU-Beebe catalog in effect when they first enrolled. If enrollment has not been continuous, they may graduate under the current catalog or the first catalog of their continuous enrollment. Students, who have been out of school no more than five years and can finish their program with no more than twelve hours, may continue under the catalog under which they originally entered.

## **CHAPTER 4**

### **BUSINESS OFFICE POLICIES AND PROCEDURES**

The Business Office and Cashier windows collect most payments, such as tuition, fees, and room and board. The office also disperses financial aid refund checks and processes third-party billing and scholarships. Tuition payments can be made in person, by phone, or online through the student's CampusConnect account.

#### **CAMPUS LOCATIONS:**

Beebe

State Hall, Room 108 501.882.8825/8850

Heber Springs

Student Services/

Administration Building, Room 138 501.362.1112

LRAFB

Jacksonville-Little Rock AFB

University Center, Suite 115 501.988.4151

Searcy

Main Building, Bookstore/Business Office 501.207.6204/6202

#### **4.1 STUDENT FEES AND ACCOUNTS**

Before the first day of class each term, students must either make sure their account is paid in full; they are enrolled in the FACTS payment plan; or they have Financial Aid/Scholarships approved. Failure to do so will result in being dropped from all courses. Rents, loans & other obligations are payable on the date indicated. All financial obligations must be settled in full before grades, transcripts, or other official records will be released. Room & board charges may be paid in full upon moving in but must be paid no later than the scheduled dates posted in the Business Office.

Student fees and account balances may be paid with cash, check, or bankcard. The Business Office and Bookstore will accept Visa, MasterCard, or Discover cards.

If paying online through CampusConnect account, students have the option to pay in full with a credit card or to pay by installments with the FACTS payment plan. There is a \$25 enrollment fee per semester for the FACTS plan.

#### **4.2 PAYING BY CHECK**

The Business Office and Bookstore will accept personal checks which are made payable in the amount of the obligation to the campus you are attending: ASU-Beebe, ASU-Heber Springs, ASU-LRAFB or ASU-Searcy. This is a privilege extended for the convenience of the student. All checks must be written on bank checks; drafts and "scratched" checks are not acceptable.

A student, who presents ASU-Beebe a bad check, regardless of reason, **MUST** make this check good upon notice from the Business Office. A handling charge will be assessed on all bad checks.

Personal checks up to \$25 can be cashed at the Cashier window.

#### **4.3 PAYING BY FACTS**

To help students meet educational expenses, Arkansas State University-Beebe is pleased to offer FACTS as a convenient payment plan. FACTS is a tuition management plan that provides a low cost option for budgeting tuition and other educational expenses. It is not a loan program. There is no debt; there are no interest or finance charges assessed; and there is no credit check. The only cost to budget monthly payments through FACTS is a \$25.00 per semester nonrefundable FACTS Enrollment Fee. The FACTS Enrollment Fee is automatically deducted within 14 days of the agreement being posted to the FACTS system. For more information on how FACTS works, please call the Business Office or visit the website at [www.asub.edu](http://www.asub.edu). FACTS payments may be withheld from checking accounts, debit card, or credit card. FACTS does not accept VISA.

#### **4.4 ACCOUNTS RECEIVABLE POLICY**

As students register for classes, an accounts receivable record is created. The student can pay at that time or anytime up through the required payment date for each term to avoid withdrawal from classes. The methods of payment are:

- Payment in full through CampusConnect;
- Payment in full by phoning in a credit or debit card payment to the Business Office;
- Payment in full by mail;
- Payment in full at the cashier window;
- Partial payments by setting up a Facts Payment Plan; or
- Approved financial aid, including Pell Grants, loans, scholarships, etc.

The last day to pay for each term is the last business day before the classes for that term begin.

If tuition and fees have not been covered by one of the six options detailed above before the first day of classes for each term, registered students will be withdrawn from classes and their accounts receivable balances will be cleared.

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

Other accounts receivable balances could occur from residence hall charges, hall damages, lost keys, parking fines, etc. Those amounts are added to the student accounts receivable account when the Business Office is notified by the Director of Student Life or University Police. The student receives notification from the Director of Student Life about residence hall and/or key charges and University Police places a parking ticket on the vehicle.

Returned checks are returned to the Business Office by the banks for insufficient funds, stop payments, or closed accounts. Collection activities for these items will be implemented until payment

is received in full. Returned checks will prevent enrollment and could be sent to the Prosecuting Attorney's Office for collection and/or prosecution if not paid.

Past due balances from prior semesters are turned over to the Department of Finance and Administration for collection by the Debt Set Off program. Accounts remain in the program until fully paid or have been inactive for two years. Student transcripts will not be released until collection has been received in full.

#### **4.5 FINANCIAL RESPONSIBILITY**

Students are individually responsible for their financial obligations. They are expected to make prompt responses and settlement of all financial obligations. Such obligations include tuition and fees, room and board charges, traffic fines, library fines and charges, damage charges, and loans.

#### **4.6 BOOKSTORE SERVICE**

Students can shop for textbooks in the campus bookstore or online at the ASU-Beebe website. The campus stores stock all of the textbooks and learning materials needed for each course as well as supplies, apparel and novelty items.



Students must use a credit card to purchase through the online store. Purchases may be picked up in the Bookstore or shipped to a physical street address. Orders are not shipped to Post Office boxes. The online store may be accessed by the A-Z index on the ASU-Beebe website. Select the bookstore for the campus you attend and then choose Textbook and Course Material to find the items needed.

ASU-Beebe offers the option to rent textbooks. Select the "Rent Your Textbooks" link on the Bookstore homepage to start the process. You will need the textbook information for each book, which is located on the website under Schedule of Classes.

Payment for purchases may be made with cash, check, Discover, Visa, and/or MasterCard. Books may also be charged to financial aid or scholarships in the store no sooner than five (5) days before each term begins. Some restrictions may apply.

Textbook buy back dates are the days of final test. These dates will be posted on the Bookstore website.

#### CAMPUS LOCATIONS:

Beebe

Student Center, 1st floor 501.882.8849

Heber Springs

Student Services/

Administration Building, 2nd floor 501.362.1206

LRAFB

Jacksonville-Little Rock AFB

University Center, Suite 115 501.988.4151

Searcy

Main Building, Bookstore/Business Office 501.207.6204/6202

## **CHAPTER 5**

### **STUDENT INFORMATION AND SERVICES PROVIDED**

#### **5.1 CampusConnect**

CampusConnect is our student information system located on the ASU-Beebe website. It is a web-enabled interface to the ASU-Beebe student records system and offers access to a number of information services. Internet Explorer 5.0 or Netscape Navigator 4.0 or higher is needed to access CampusConnect.

The user ID for CampusConnect is the nine (9) digit student ID number (found on the Student ID card.)

The password is your six (6) digit birth date (e.g. if your birth date is June 11, 1982, your password is 061182).

CampusConnect allows students to register for courses and make schedule changes online, pending advisor approval. Other services include:

- Allow degree tracking
- Business Account status
- Course availability
- Demographic information
- Financial Aid status
- Grade reports
- Run a degree audit
- Unofficial transcripts
- Viewing and printing class schedules

The student's advisor is the main contact for issues with CampusConnect. Advisors reset PIN numbers (passwords) and clear advisor flags each semester.

## 5.2 CAREER PATHWAYS

Career Pathways 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. Career Pathways can often provide financial assistance and other support services for students with children.

### CAMPUS LOCATIONS:

Beebe

Corner of Iowa/West Orange 501.207.3049

Heber Springs

Latimer Center 501.230.9657

Searcy

Main Building, Room 303 501.207.6244

## 5.3 CULTURAL OPPORTUNITIES

ASU-Beebe offers our students and the public many opportunities for artistic and cultural experiences through four venues hosted on the Beebe campus.

### *The Centennial Bank Concert & Lecture Series*

In partnership with Centennial Bank, ASU-Beebe brings national and international touring entertainers from around the world to our stage. The series features music, comedy, and novelty acts that appeal to a wide range of interests.

Beebe

Theater Department

Owen Center

501.882.8925

Music Department

Howell Center

501.882.4474

### *Theater Productions*

ASU-Beebe's talented theater students present a variety of productions designed to provide enjoyment for the university community, while offering an excellent educational opportunity for our performing students. Productions span from classical to cutting edge genres. Please call the Theater Department for more details.

Beebe

Theater Department

Owen Center

501.882.8925

### *Music Performances*

Everyone is invited to enjoy the vocal and instrumental performances by our gifted ASU-Beebe music students. Student recitals, as well as performances by touring artists, are hosted regularly. Make sure you check out our performing groups: The Symphonic Band, The Jazz Ensemble, The Chamber Singers, and The Singers. We have a little something for everyone!

Beebe

Music Department

Howell Center

501.882.4474

### *Art Gallery*

The England Center now houses a new art exhibition space. Everyone is encouraged to come and view the changing exhibits in our new gallery. Please contact the Art Department for information on the current gallery display.

Beebe

Art Department

England Center

501.882.8858

## **5.4 DISTANCE LEARNING**

The Distance Learning Office is available to support students who have enrolled in online classes within the Online College. These services include a variety of technical and Blackboard/WebCT training support programs. A technical Help Desk is available to students when classes are in session.

Distance Learning also makes arrangements for the required proctored exams by establishing testing dates, times and locations. Test proctoring forms for those testing outside of the ASU-Beebe system are initially sent through this office for verification and approval before being forwarded to the online instructors.

Students with questions about the Online College or those who need information about specific online classes should visit the DL website at <http://www.asub.edu/distance-learning/index.dot> or visit/call the DL office.

Beebe Campus Location:

University Center, Room 101

Office: 501.882.8894

Fax: 501.882.4403

[distlearn@asub.edu](mailto:distlearn@asub.edu)

<http://www.asub.edu/distance-learning/index.dot>

Help Desk: 501.882.4409

Monday – Thursday, 8:00 a.m. - 8:00 p.m.

Friday, 8:00 a.m. – 4:00 p.m.

[WebCTAdmin@asub.edu](mailto:WebCTAdmin@asub.edu)

## **5.5 FINANCIAL AID**

The Office of Financial Aid is committed to helping eligible students fund their education. Student information is reviewed to determine if the student is eligible for Pell Grants, loans, work-study, and/or other types of aid.

Students must apply online at [www.fafsa.gov](http://www.fafsa.gov). Many of the financial aid services at ASU-Beebe may be accessed through regular mail or at [www.asub.edu](http://www.asub.edu).

Additional programs, such as Institutional Scholarships, State Scholarships, State Grants, Veterans Benefits, Rehabilitation Services and Career Pathways may be available for qualifying students.

**Important: Tax Time is FASFA Time!**

After filing your taxes, complete your FASFA. This must be done yearly and the earlier the better! Receiving your financial aid before the start of the semester depends on it; as well as turning in ALL of your documents for review as quickly as possible!

Check your CampusConnect account regularly for important information concerning your financial aid eligibility!

**CAMPUS LOCATIONS:**

Beebe  
State Hall, Room 105 501.207.8845

Heber Springs  
Student Services/Administration Building,  
Room 117 501.362.1211

LRAFB  
Jacksonville-Little Rock AFB University Center,  
Suite 115 501.988.4151

Searcy  
Main Building, Student Services Offices,  
Hall 1 501.207.6253

## 5.6 GYMNASIUM

The PE Complex offers two racquetball courts, a full basketball court, a fitness center, and tennis courts. Students must present a valid student ID before entering the complex, which is located in the Owen Center at the ASU-Beebe campus.

Beebe

Owen Center, Gymnasium/Fitness Center

501.882.8998

## 5.7 HEALTH SERVICES

The University does not maintain a health clinic. A voluntary student group insurance plan is available to all students. For more information, visit the Vice Chancellor for Student Services office or check on the ASU-Beebe Student website under Student Services.

Residence hall students should report illness or injury to the Residence Hall Director, the Director of Student Life, or the Vice Chancellor for Student Services. The University assumes no liability either expressed or implied for student health services.

## 5.8 IDENTIFICATION CARDS

A non-transferable identification card is issued to each student at registration. I. D. cards are issued by the Student Life Office. No charge is made for the initial issue, but a \$10.00 fee is charged to replace I. D. cards. Falsification, alteration, or misuse of I. D. cards may result in disciplinary action.

### CAMPUS LOCATIONS:

Beebe

Student Center, Student Life Office, Suite 100

501.882.4491

Heber Springs

Learning Center

501.362.1121

LRAFB

Jacksonville-Little Rock AFB University Center,  
Suite 115

501.988.4151

Searcy  
Main Building, Student Services Offices,  
Hall 1

501.207.6205

### **5.9 INTRAMURALS**

The Intramurals Sports program is an opportunity for students, faculty, and staff to participate in a variety of competitive activities. It provides physical activities in which anyone can participate, regardless of ability level.

Beebe  
Owen Center, Room 154

501.882.4475

### **5.10 LEARNING CENTER**

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

Tutoring and other academic assistance is available in most coursework including mathematics, science, English, business, and other courses. A team of student development specialists, adjunct faculty, and peer tutors provide academic support services to all students. The Learning Center's computer lab offers the opportunity to utilize course-specific tutorials and Internet access. The services are free and appointments are not necessary. The Learning Center Online is available through WebCT Monday through Friday.

#### **CAMPUS LOCATIONS:**

Beebe  
Student Center, Room 201

501.882.8867

Heber Springs  
Student Services/Administration Building,  
2nd floor

501.362.1121

LRAFB

Jacksonville-Little Rock AFB University Center,  
Suite 115

501.988.4151

Searcy

Technology Annex Building #1

501.207.6252

## **5.11 LIBRARY**

Abington Library is located on the ASU-Beebe campus. The mission of Abington Library is to provide a center of academic support for the ASU-Beebe campuses and the community. Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. Holdings include over 63,000 books, 4,000 audio/visual items, and active subscriptions to over 175 periodicals. Access is provided to over 38,000 eBooks and nearly 30,000 online journal titles. Abington Library provides access to approximately 60 online research databases, which are accessible off campus by logging in with the ASU-Beebe ID number and six-digit birth date.

Services include interlibrary loan, and general and specialized library instruction for classes and/or individuals. Reference service is available on site, by phone at 501.882.8959, or by e-mail at [refquest@asub.edu](mailto:refquest@asub.edu).

Group and individual study rooms are available for private study. Computers are available for use with printing at no charge. Special resources housed within the library include materials in the Arkansas and Special Collections Room and the George Fisher Gallery. The library's website address is <http://library.asub.edu>.

### **CAMPUS LOCATIONS:**

Beebe

Palm & Iowa Street

501.882.8807

Heber Springs

Administration Building,  
2<sup>nd</sup> floor, Learning Center

501.362.1121

LRAFB  
LRAFB-Library  
(call campus for access information) 501.988.4151

Searcy  
Main Building, Media Center, Hall 3 501.207.6231

## **5.12 STUDENT HOUSING**

The majority of Arkansas State University-Beebe students commute to campus; however, on-campus residence halls are available at Beebe. Legacy and Horizon Residence Halls are scheduled to open Fall 2011 and will each house 124 students. Rooms are arranged in suite style with both double and single occupancy rooms available. Each building will feature computer labs, study rooms, game rooms, and will have many opportunities for students to fully experience the college environment.

Beebe  
Student Center, Student Life Office,  
Suite 100 501.882.4491

## **5.13 STUDENT LIFE**

Student Life encompasses the areas of housing, student activities, leadership programs, student organizations, ID cards, dining services, intramurals, conference services, and facility scheduling.

### **CAMPUS LOCATIONS:**

Beebe  
Student Center, Student Life Office, Suite 100 501.882.4491

Heber Springs  
Student Services/Administration Building,  
2nd floor 501.362.1125

LRAFB  
Jacksonville-Little Rock AFB University Center,  
Suite 115 501.988.4151

## **5.14 STUDENT SUCCESS CENTER SERVICES**

The Student Success Center offers a wide range of academic, personal and support services for students at ASU-Beebe and its campuses. The services are designed to assist students in meeting their educational and career goals. The department's goal is to help students matriculate through college, succeed academically, connect to available resources, graduate and become productive citizens in the community.

- **Academic Advising** in the Student Success Center is a shared responsibility between the student and the advisor. The purpose of advising is to assist undecided students with exploring career options, declaring a major, and developing an educational plan that is consistent with their personal goals.
- **Career and Transfer** services provide assistance, access, and resources to ASU Beebe students who are transitioning to four year institutions or other professional programs. It also provides services to students, alumni, and community members as it relates to resumes, professional dress and conduct, interviewing skills, and completing employment applications.
- **Disability Services** focuses on the diverse needs for persons with disabilities to recognize and achieve their educational goals. The university is committed to the Americans with Disabilities Act of 1990 and as amended in 2008 and Section 504 of the Rehabilitation Act of 1973 to provide access and equal opportunity for all qualified individuals with disabilities.

- **Early Alert** is a retention initiative of the Student Success Center that is designed to assist with retaining students, who may be at risk for failure in the classroom. It is a referral system that allows instructors to identify students, who are experiencing academic difficulties, for early intervention services.
- The Student Success Center provides short term **Personal Counseling** to students who are experiencing problems that interfere with their academic and social performance. Personal counseling is a process of self-discovery and growth. It can help increase self-confidence, improve relationships, solve problems, achieve educational goals, and make good decisions for emotional, intellectual, physical, and spiritual well-being. The services are free, confidential, and available during office hours.
- **Student Transition and Retention Services (S.T.A.R.S.)** are comprehensive services designed to enhance the success of ASU-Beebe students who transition to college without a declared major. The services provided will help to improve student success, course completion, and increase retention and graduation rates.
- **Testing Services** provides comprehensive services to meet current and prospective student's educational goals and partners with faculty, staff, and community members by providing student centered workshops, training, and outreach services.

Services of the Testing Center include administering various assessments:

- CLEP (College Level Examination Program)
- COMPASS
- Correspondence Test
- DANTES
- John Deere Mechanical Reasoning
- Residual ACT (American College Testing)
- WORK-KEYS

CAMPUS LOCATIONS:

Beebe

Student Center, 2nd Floor, Suite 202

501.882.8906

Heber Springs

Student Services/Administration Building,  
Room 122

501.362.1210

LRAFB

Jacksonville-Little Rock AFB University Center,  
Suite 115

501.988.4151

Searcy

Main Building, Student Services Offices,  
Hall 1

501.207.6205

**5.15 STUDENT SUPPORT SERVICES**

Student Support Services is one of five Federal TRIO Programs funded through the U.S. Department of Education. The program's mission is to provide eligible participants with academic and support services in a caring environment designed to help students succeed in college.

Student Support Services offers free individual and group tutoring, a computer lab, workshops, mentoring, and academic advising. Students may drop in for tutoring, schedule an appointment, or attend group sessions. Students are encouraged to use our computer lab and study rooms for homework and studying. SSS staff members are always available to provide assistance.

CAMPUS LOCATIONS:

Beebe

State Hall, SSS Complex, Room 125

501.882.8364

Heber Springs

Academic Center, Room 230

501.362.1232

## 5.16 UNIVERSITY FOOD SERVICES

The University Café offers on-campus dining options to residential and commuter students, as well as the public. Meal plans are included in the cost of room and board for residence hall students. Commuter meal plans are available for purchase in the University Café at the Beebe campus. Dining options vary by campus.

The Director of Dining Services and Staff are responsible for supervising and enforcing student conduct rules in the dining area. They may take immediate action and report misconduct to the Director of Student Life and/or the Vice Chancellor for Student Services for disciplinary action.

### CAMPUS LOCATIONS:

Beebe

Student Center

501.882.4430

Heber Springs

Student Services/Administration Building,  
2<sup>nd</sup> floor

501.362.1114

Searcy

Main Building, Snack Bar

501.207.6260



## **5.17 VETERANS SERVICES**

Arkansas State University-Beebe is an approved institution for assistance to veterans and veteran's beneficiaries. Students using veteran's assistance **MUST** consult with the Veteran's Representative when making schedule changes, withdrawing, repeating courses, or changing degree plans. Veterans, their dependants, and others entitled to educational assistance payments from Veteran's Administration (VA) may visit the Veteran's Representative for detailed information and forms.

Beebe  
State Hall, Room 102

501.882.8845

## **CHAPTER 6**

### **CAMPUS SAFETY & YOUR RIGHT TO KNOW**

The University Police are fully certified police officers with the objective to provide safety and security to students, staff, and faculty on all of the ASU-Beebe campuses. The University Police Department enforces all state laws and campus policies, including parking, traffic, etc. It is authorized to write tickets when necessary. In addition, officers assist the campus community by unlocking car doors, escorting individuals to their vehicles at night, and furnishing information on safety and related topics.

#### **CAMPUS LOCATIONS:**

Beebe

State Hall, Room 127 501.882.8851

Heber Spring

Academic Center 501.362.1234

Searcy

Technology Annex Building #2 501.207.6240

#### **6.1 UNIVERSITY POLICE AUTHORITY/CONTACT**

The University Police act under authority delegated by Act 328 of 1967 and University officials. A major duty of the University Police is to protect the person and property of students and of the University community. Students needing the assistance of a University Police Officer may contact the office directly.

Students, who live on campus, must contact the Residence Hall Director, who will, in turn, contact the University Police.

#### **6.2 CAMPUS TOBACCO USE POLICY**

Effective June 1, 2009, the tobacco use policy at Arkansas State University-Beebe is as follows:

Smoking and the use of all tobacco products is strictly prohibited anywhere on university property, including inside vehicles parked on university property.

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

Smoking and the use of tobacco products is prohibited in University vehicles.

Standard disciplinary procedures shall be followed for students, staff, and faculty, who fail to abide by this policy.

**Note: Original policy adopted to comply with Arkansas Act 462 of 1987 and revised in 1991. (Adopted by the Chancellor's Council on February 9, 2009).**

The ASU-LRAFB campus is governed by the Little Rock Air Force Base tobacco use policy that allows smoking in designated areas.

### **6.3 EMERGENCY PROCEDURES**

The Emergency Response Guide is designed to provide a quick reference for various emergencies, directing the first actions you should take and how to obtain assistance. Please become familiar with the contents of this guide. In the event of an emergency, it will serve as an outline for effective action.

Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously. The Emergency Procedures Handbook should be kept on desks of administrators, faculty, and staff members and openly displayed in office areas and residence hall rooms where it will be immediately available should one of the identified emergencies occur.

## LOCKDOWN

- Lockdown covers the situation where there is an active shooter on campus or some other type of security threat.
- Notification of the need for lockdown will be issued via the Alert Xpress system.
- After receiving the notification of lockdown status,
  - o If in a classroom or other securable area:
    - » Stay in the room.
    - » Immediately lock the door.
    - » Stay away from doors and windows.
    - » Stay as close to the floor as possible.
  - o If in a hallway or other public area:
    - » Try to get to a secure area or an area that can be locked.
  - o If near the shooter:
    - » Leave the area as quickly as possible.
    - » Avoid running in a straight line.

## TORNADO

- **WATCH** means that a tornado is possible.
- **WARNING** means that a tornado has been sighted.
- **SIRENS.** The city Police Department sounds warning sirens when a tornado has been detected in our area. In an actual warning situation, the siren will sound twice for one minute intervals. The siren system will be tested each Wednesday at 12:00 noon.
- **SHELTER.** Upon hearing the warning siren, all campus personnel should move in a calm and orderly fashion to interior hallways and interior rooms on the lower levels of major buildings as directed in the designated tornado shelter areas list. This list is available on ASU-Beebe's website under the Alert Xpress link.
- **ALL CLEAR.** The "all-clear" will be sounded by the city Police Department by the use of three short blasts of the siren. Those registered to receive emergency notifications via Alert Xpress will also be notified by Alert Xpress when the "All Clear" has been declared. Classes and normal activities are to resume once notification of the "All Clear" is received.

## FIRE

- **Active Fire Alarm.** Alarm sounds only in the building. Fire Department and University Police must be called.
- **Minor Fire** that appears controllable – direct fire extinguisher toward base of flame.
- **Major Fire** that does not appear controllable – evacuate in accordance with the building procedures.
- **Do Not Use Elevators.**
- Assist the handicapped.
- **Close** but **Do Not Lock** doors.
- Do not return to building until cleared by Fire or Police Departments.

## EARTHQUAKE

- **Indoors.** Seek refuge in a doorway or under a desk or table.
- **Outdoors.** Move away from buildings and utility poles. Avoid downed utility lines.
- **When the shaking stops,** evacuate buildings and do not re-enter due to danger of after-shocks. Assist the handicapped and anyone who is injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.
- **Utilities.** Physical Plant will shut off gas and electricity.
- **Fire and Rescue.** Physical Plant and University Police are responsible for extinguishing fires and directing rescue operations. (See “Reporting Emergencies” page).



## MEDICAL EMERGENCY

- **Personal injury or illness.**
  1. Tap the person's shoulder and ask, "Are you OK?" to judge **responsiveness**.
  2. If responsive (answers questions and able to make rational decisions), let him/her decide on whether or not to seek emergency care,
  3. If unresponsive, call 911 and University Police.
  4. Assess the person's **breathing** by looking at the rising and falling of the chest.
  5. If not breathing or having difficulty breathing, position head in a slightly tilted back position and clear the mouth if needed.
  6. Assess **pulse**. If there is no pulse and the person is not breathing, start CPR if qualified or utilize defibrillator if available.
- Laboratory Emergencies. Utilize procedures established by academic department. Procedures are posted in each lab.
- Shop Accidents. Utilize procedures established by responsible department. Procedures are posted in each shop.
- Documentation. Document name of injured, time of accident/injury, cause of accident/injury, names of witnesses and other pertinent information. Turn in to University Police.
- ASU-Beebe System Employee Procedures. Should an employee become ill or injured arising out of and in the course of their employment, they are required to notify direct supervisor.

## **DISTURBANCE / CRIMINAL BEHAVIOR / BOMB THREAT**

- **Physical Disturbance or Fight.** Notify University Police.
- Other Criminal Behavior Such As **Theft or Vandalism.** Notify University Police.
- **Gunfire.** Take cover or evacuate? Stay calm and make the right decision. Notify University Police or local police, if possible.
- **Hostage.** Make mental notes of captor's characteristics and sights and sounds if you are taken from campus. University Police will involve other law enforcement agencies as necessary.
- **Suspicious Object.** Do not touch – Clear immediate area and call University Police, 501.882.8851 or 501.288.3071 (mobile). Call city Police if there is no answer. Refer to items below.
- **Bomb Threat** – Remain Calm – Keep Caller on Phone
  - Ask the Caller:
    - When is the bomb to explode?
    - Where is the bomb located?
    - What kind of a bomb is it?
    - What does it look like?
  - Observe:
    - Age and gender of caller.
    - Speech pattern and accent.
    - Background noise.

Ranking University Police Officer on duty may order evacuation. Evacuation alarm is by use of fire arm and/or the Alert Xpress System.

### **Assist the Handicapped – Elevators May Be Used**

University Police will conduct a search and announce the "All Clear" orally and via Alert Xpress. Do not return to the building until the "All Clear" is given.

## **GENERAL EMERGENCY PROCEDURES**

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

- Statements to media should be made only by the Public Information Office. Responses to family members should be made only by the Human Resources Office for faculty/staff and only by the Student Services Office for students.
- Emergency Employment, Purchasing, and Contracting  
There are no provisions for suspension of state laws in an emergency. The ranking university official on the scene shall attempt to comply with laws if possible and shall maintain records where threat to life and property require extraordinary action.

### **ALERT XPRESS**



The ASU-Beebe system has partnered with the Arkansas Crime Information Center to implement an emergency alert system – AlertXpress – which uses telephones, cell phones, and e-mail to communicate the existence of an emergency situation to our students, faculty, and staff.

The AlertXpress System will be used to issue alerts in the following emergency situations:

- Building Evacuation
- Campus Evacuation
- Lockdown
- Inclement Weather Closings
- Tornado Warnings

To register for notifications, go to the ASU-Beebe website, <http://www.asub.edu/> and click on the AlertXpress icon.

The University Police will verify all emergencies.

The University Police will, without delay, notify all staff, faculty, and students of an emergency situation, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The University Police will conduct a test of the AlertXpress system, at least annually.

The Office of Public Information will notify the community of any emergencies that will affect the public at large.

### **EXPLOSION / CHEMICAL LEAK / CAMPUS EVACUATION**

- **Explosion or Chemical Leak**

- Evacuate building – sound fire alarm.
- Notify University Police.
- Assist handicapped in evacuation.
- Notify department faculty for assistance with chemical leaks.
- Do not re-enter building until the “All Clear” has been issued by University Police or the Alert Xpress System.

- **Campus-wide Evacuation**

- Campus-wide evacuation may be ordered by off-campus authority or ranking University Police officer on duty.
- Commuters and non-emergency staff shall use personal vehicles to go home unless in the danger zone.
- University Police or city Police will dispatch an officer to selected evacuation site for control and communication.
- Student Services will send representatives to evacuate site.
- University Police will maintain on-campus security as long as personal safety allows.
- The “All Clear” will be announced by University Police and the Alert Xpress System.

**For Emergencies: 911**  
**Also, call University Police at**  
**501.288.3071**

**Non-Emergency Telephone Numbers**

Department/Agency	Beebe	Heber Springs	LRAFB	Searcy
University Police	501.882.8851	501.362.1234	501.987.3417	501.207.6240
Or				
University Police Cell	501.288.3071	501.288.3071		501.288.3071
Ambulance	501.882.3365	501.362.2794	501.987.3417	501.268.2323
County Judge	501.279.6200	501.362.8141	501.340.8305	501.279.6200
County Sheriff	501.279.6231	501.362.8143	501.340.6600	501.279.6231
Electric Company	800.968.8243	501.362.3166	800.489.7405	800.968.8243
Fire Department	501.882.5600	501.362.5523	501.982.2086	501.279.1066
Gas Co.	800.844.7440	800.992.7552		800.844.7440
Highway Department	501.268.2652	501.268.2652	501.268.2652	501.268.2652
Municipal Water	501.882.6438	501.362.3422	501.982.6561	501.268.2481
National Guard	501.882.5417	501.362.3635	501.864.6264	501.268.2881
Physical Plant	501.882.3510	501.362.1123	501.987.3417	501.207.6209
Police	501.882.3365	501.362.8291	501.982.3191	501.268.3531
State Police	870.523.2701	870.523.2701	870.523.2701	870.523.2701

**6.4 TRAFFIC AND PARKING REGULATIONS**

In accordance with Arkansas Code Annotated 25-17-307, the Board of Trustees of Arkansas State University established the following rules and regulations for the registration, operation, and parking of motor vehicles on an Arkansas State University-Beebe campus, which are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by Arkansas State University-Beebe.

**ENFORCEMENT OF PARKING REGULATIONS**

The enforcement of the ASU-Beebe Parking and Motor Vehicle Regulations is the responsibility of the University Police Department. This document contains the official word on parking regulations on campus. Drivers are advised to not rely on past experience, hearsay, or other unofficial sources when operating and parking a vehicle on campus. If in doubt about any parking or motor vehicle issue, please contact the University Police.

## **RESTRICTED PARKING AREAS**

<b>Red</b>	Restricted parking at all times unless otherwise noted
<b>Blue/White</b>	Designated disability parking spaces including ramps. Only vehicles displaying a current disability permit from any state may park in Blue/White. Visitors may display a state issued disability permit.
<b>Green</b>	Visitors and/or 30 Minute parking only
<b>Signs/Pavement Markings</b>	Restricted by signs and pavement markings
<b>Event Parking</b>	Arkansas State University-Beebe reserves the right to set aside areas as necessary for special events in all parking areas of the university. The university also reserves the right to temporarily block certain streets as necessary without notice to the public.

Parking on grass, sidewalks, cross walks, building entrance, etc. is not allowed. Any other restricted parking areas will be clearly noted.

## **DISABILITY PARKING**

Vehicles parked in disability parking spaces at ASU-Beebe must display a current disability license plate or placard issued by any state. Parking in disability spaces without proper permits is a serious offense. Citations issued for this violation carry a \$50.00 fine. Citations are also issued for blocking disability ramp space and recessed street and sidewalk access areas.

Transfer of disability license or placard is a violation of the Arkansas state law. Offenders will receive citations.

## **RESPONSIBILITIES AND INFORMATION**

Standard traffic regulations and definitions as enacted into the motor vehicles law of the State of Arkansas will be enforced on University property at all times. Students and staff members are expected to be familiar with and abide by these regulations. If a member of the University Community is not cited for breaking the traffic regulation, it does not imply that the regulation is no longer in effect.

### **Pedestrians have the right-of-way at designated crosswalks at all times.**

School buses, large vehicles and other special purpose vehicles will be required to park in areas designated by a University Police Officer.

Motorcycles, motorbikes, three-wheelers, etc., must be operated on streets designated for normal automobile use. Parking for non-motorized and 50 cc or less moped-type vehicles will be restricted to designated parking areas. Bicycle racks are available on campus.

Arkansas State University-Beebe assumes NO responsibility for care and/or protection of any vehicle or its contents at any time while it is on campus. For protection, lock your vehicle.

All vehicle operators will observe and obey the orders of University Police Officers in performance of their duties. This includes rendering and producing identification and registration when requested. All campus vehicle accidents must be reported to the University Police Office. In addition to the University Police Officers, the city Police have the right to issue tickets for violations on campus since the university is within the city limits.

## **TOWING AND IMPOUNDING VEHICLES**

The university reserves the right to immobilize, tow, and/or impound any vehicle that is parked on university property in such a way as to constitute a serious hazard or to prohibit the normal operation of any part of the parking infrastructure at ASU-Beebe. The University Police may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding, and storage of such vehicles. Vehicles may be held until all charges are paid.

## **MOVING VIOLATION**

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations. The official ASU-Beebe citation will be sufficient as a summons for violation of these rules and regulations. In lieu of a university citation, the violator may be issued a uniform traffic ticket, which will be adjudicated in municipal court.

## **ENFORCEMENT OF REGULATIONS**

1. Enforcement of campus traffic and parking regulations is one of the general responsibilities of the University Police.
2. Arkansas State University-Beebe Police Officers are constituted peace officers by action of the Board of Trustees and under the laws of this state. They possess all authority provided by the law for city police and county sheriffs to be exercised as required for the safety and protection of the University community, and are limited by the same constraints on abuse of power.
3. All appeals should follow the procedures as outlined.
4. Persons with unregistered vehicles, who violate the established Traffic and Parking Regulations (parking on sidewalks, grass, red/yellow areas, crosswalks, etc.), may be issued a Uniform Traffic Ticket, which is payable in Municipal Court in Beebe, Arkansas.

5. Any vehicle owner, who has five (5) or more traffic or parking violation notifications during any semester that have not been resolved (penalties paid or action completed by the Traffic Appeals System), may have the motor vehicle being used impounded each time the vehicle is parked on campus until outstanding charges have been resolved.
6. Any vehicle owner, who has more than eight (8) traffic or parking violations during the academic year, will have their campus parking privileges revoked for the remainder of the academic year.
7. Standard traffic regulations and definitions, as enacted into the motor vehicle code for the State of Arkansas, will be used in enforcement of campus traffic regulations.
8. The city Police Department has jurisdiction rights to issue tickets on campus since Arkansas State University-Beebe is located inside the corporate limits of the cities of Beebe, Heber Springs, Jacksonville, and Searcy.

## **OFFENSES AND PENALTIES**

Any operation of a motor vehicle that creates a disturbance on campus may be considered a traffic violation. This would include such things as excessive use of horn, loud sound systems, illegal exhaust systems, squealing of tires, or placing pedestrians or other drivers in a hazardous situation.

A person receiving notice of traffic or parking violation is required to pay the fine levied or report to the University Police Office to appeal the violation notice within two (2) school days (excluding Saturdays, Sundays, and holidays). If this is not done, the fine will be placed against his/her account in the Business Office.

Traffic and parking records are kept from August 16 of one year to August 15 of the next year.

Violation notices shall be affixed to the motor vehicle or presented to the driver. Violation tickets shall be issued in duplicate, one copy for the offender and one copy for the University Police Office. Information on violation tickets will be forwarded to the Business Office for processing.

## **FINES**

The responsibility for payment of fines incurred shall rest with the registrant. In the event registration has not been completed, payment lies with the owner and/or operator of the vehicle. Persons violating these rules and regulations while using a motor vehicle on campus may be charged under the University's system of administrative charges as noted. Fines for tickets written by University Police may be paid at the Business Office.

## **VIOLATIONS LIST**

1. Parked disregarding painted lines	\$20.00
2. Hazardous driving	\$20.00
3. Parked in unauthorized zone	\$20.00
4. Failure to stop or yield right of way	\$20.00
5. Disregarding the barricades	\$20.00
6. Driving wrong way on one way	\$20.00
7. Driving/parked on grass	\$20.00
8. Parked in ramp/space reserved for disability parking	\$50.00
9. Parked in green exceeding 30 min.	\$20.00
10. Double parked/blocking	\$20.00
11. Blocking loading dock/ramp	\$20.00
12. Blocking drive	\$20.00
13. Blocking dumpster	\$20.00
14. Parked on wrong side of street	\$20.00
15. Parked where prohibited by signage	\$20.00
16. Blocking fire hydrant	\$20.00
17. Speeding	\$20.00
18. Backed into parking space (including pulling through)	\$20.00
19. Warning	\$ 0.00

## **ADDITIONAL INFORMATION**

- The ASU-Beebe Vehicle Regulations are on file with the State of Arkansas in the office of the Secretary of State. The regulations are enforced under the authority of Arkansas code Annotated 25-17-307 enacted by the General Assembly of the State of Arkansas.
- Violators of established parking/motor vehicle regulations may be issued a uniform traffic ticket payable in municipal court in Beebe, Arkansas in lieu of ASU-Beebe citation.
- Vehicles are considered parked when left standing, stopped, or unattended for any period of time.
- Owners/operators of disabled vehicles (dead battery, empty fuel tank, lost keys, etc.) must notify University Police.
- Vehicles are assumed abandoned if left parked and stationary for a period of two weeks. Abandoned vehicles will be towed at the owner's expense.
- Vehicles will not be operated on the ASU-Beebe campus without required safety equipment prescribed by the vehicle code of the State of Arkansas.
- All campus vehicle accidents must be reported directly to the University Police Department.
- No parking or stopping on roadways allowed.

All persons, including visitors, are expected to adhere to all campus and state regulations regarding safety procedures.

## **APPEALS**

Appeals must be made to the Traffic Appeals Committee according to these rules and regulations within two (2) school days. Appeal forms are available at the University Police Office in State Hall.

## **TRAFFIC APPEALS COMMITTEE**

The Traffic Appeal Committee will receive written appeals on parking violations and may, at its discretion, require oral presentations. The decisions of the Committee will be final.

LOCK YOUR CAR  
SECURE YOUR PROPERTY  
DON'T BE A VICTIM OF A CRIME

## **6.5 CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law that provides for the tracking of convicted, registered sex offenders, who are working, volunteering, or are enrolled as students at institutions of higher education.

The Act requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where its members may obtain information concerning registered sex offenders.

To inquire about registered sex offenders at your campus, contact the following departments:

### **ASU-BEEBE:**

University Police  
P. O. Box 1000  
Beebe, AR 72012  
501.882.8251

### **ASU-HEBER SPRINGS:**

Cleburne County Sheriff's Office  
914 South 9th Street  
Heber Springs, AR 72543  
501.362.8143

### **ASU-LRAFB**

Pulaski County Sheriff's Dept  
2900 South Woodrow  
Little Rock, AR 72201  
501.340.6600

### **ASU-SEARCY:**

White County Sheriff's Office  
417 N. Spruce  
Searcy, AR 72143  
501.279.6232

For more information regarding Campus Sex Crimes Prevention Act, please consult the Arkansas State University-Beebe website at [www.asub.edu](http://www.asub.edu).

## 2010 Campus Security Act Report

Reported Offenses Of	2009				2008				2007							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Police	Other Officials	Police	Other Officials	Police	Other Officials	Police	Other Officials								
Hate Crimes	0															
Murder	0															
Sex Offenses	0															
<i>Forcible</i>																
<i>Non-Forcible</i>																
Robbery	0															
Aggravated Assault	0															
Burglary	0															
Motor Vehicle Theft	0															
Manslaughter	0															
Arson	0															
Arrests For	2009				2008				2007							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Liquor Law Violations	0															
Drug-related Violations	0															
Weapons Possessions	0															
Referrals to J-Board For	2009				2008				2007							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
	Other Officials	Police	Other Officials	Other Officials	Police	Other Officials	Police	Other Officials	Other Officials	Police						
Liquor Law Violations	0															
Drug-related Violations	0															
Weapons Possessions	0															
Other Offenses (not required by the Campus Security Act but reported by our campus police for your information)	2009				2008				2007							
	On Campus		Non-Campus		Public Property		Residence Halls		On Campus		Non-Campus		Public Property		Residence Halls	
Larceny (Theft) (Offenses Of)	0															
DWI/DUI (Arrests)	0															
Public Intoxication (Arrests)	0															
<p>Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).</p> <p>Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).</p> <p>Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus).</p> <p>Residence Halls= all residence halls, sororities, and fraternities.</p>																

## **CHAPTER 7**

### **CAMPUS ORGANIZATIONS AND ACTIVITIES**

#### **7.1 FORMATION OF NEW GROUPS**

New student organizations may be formed on the campus as the need develops. No group may be officially formed until it has been approved by the college administration. A petition for approval must be submitted to the Vice Chancellor for Student Services, setting forth the objectives of the organization, membership requirements, proposed constitution and by-laws, faculty sponsor or sponsors, membership dues and assessments, and names of charter members. New organizations will become formally recognized at the beginning of each semester. If at any time during the academic year an organization chooses to become inactive, the group must follow the same guidelines as stated above to be formally recognized again. Also, they must wait until the beginning of the following semester to become active on campus.

#### **7.2 MASS MEETINGS**

Parades or public demonstrations must have the approval of the Vice Chancellor for Student Services at least 48 hours before the event is to be held. Requests must be in writing and must set forth the objective of the event, the groups participating, and the area of the campus to be used. All events on campus must be scheduled through the Facilities Use Committee.

#### **7.3 CHAPERONS**

Chaperons must be present at all co-curricular student activities. They must be named at the time the event is scheduled. Faculty members are accepted as chaperons without question; however, if persons other than faculty members are to be used, the Director of Student Life must grant prior approval.

#### **7.4 ELIGIBILITY TO HOLD OFFICE**

No student who is on academic or disciplinary probation may serve as an elected officer of a campus organization. A cumulative grade point of 2.00 and a grade point average of 2.00 for the previous semester are prerequisites to holding any office.

## **7.5 ORGANIZATION ADVISORS**

All student organizations must have at least one advisor. Persons other than faculty members may serve as advisors; however, they must be approved by the Vice Chancellor for Student Services.

## **7.6 ACTIVITY CALENDAR**

A master calendar of activities is maintained in the Office of Student Life. All events both on and off campus involving students and faculty must be scheduled on this calendar through the Facilities Use Committee. Requests to place events on the activity calendar must be made to the Director of Student Life.

## **7.7 STUDENT ORGANIZATIONS, ACTIVITIES AND PUBLICATIONS**

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 take some time to investigate the opportunities available to you.

### **Agriculture Club** – Beebe Campus

The Agri Club is a student directed program, designed to develop leadership, social poise, and skills in dealing with the agricultural problems of a modern society.

**Arkansas Licensed Practical Nurses' Association (ALPNA)** – Searcy Campus  
Practical Nursing students will belong to ALPNA, a professional nursing organization.

### **Baptist Collegiate Ministries (BCM)** – Beebe & Heber Springs Campuses

The Baptist Collegiate Ministries (BCM) provides opportunities for students to meet with other students who share common values and beliefs, develop their concerns for others both on and off campus, and offer active assistance through service and ministry projects.

### **Business Club/Phi Beta Lambda** – Beebe & Heber Springs Campuses

Business Club/Phi Beta Lambda is the national honor society that provides opportunities for students to develop competencies for business and office occupations and business teacher education.

**Delta Psi Omega** – Beebe Campus

Delta Psi Omega, a national honorary dramatics fraternity, is composed of students who have made outstanding contributions to the dramatic activities of ASU-Beebe. The purpose of the fraternity is to stimulate interest in dramatic activities on the campus and to reward outstanding achievements in this field.

**Ecology Club** – Heber Springs Campus

The Ecology Club is composed of students with an interest in “green” issues. The purpose of the organization is to provide information and services geared toward environmental awareness.

**Future Educators Club** – Beebe & Heber Springs Campuses

The purpose of The Future Educators Club is to provide information and offer encouragement to those students, who are preparing for the teaching profession.

**Gamma Beta Phi Society** – Beebe & Heber Springs Campuses

Gamma Beta Phi Society encourages the advancement of scholastic effort and rewards academic merit among college students. Membership is by invitation in accordance with local chapter by-laws.

**The International Club** – Beebe Campus

The International Club exists to provide opportunities to share the culture and customs of students’ native countries with the larger campus community and for students to learn about other countries and cultures. Membership is open to all ASU-Beebe students.

**Leadership Council** – Beebe & Heber Springs Campuses

The Leadership Council exists to provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding between students, faculty, and administration.

**Residence Hall Council** – Beebe Campus

The Residence Hall Council promotes leadership skills, fosters a sense of community among its members, and promotes understanding between residents of campus housing and other members of the campus community. Membership is open to any resident of university housing.

**RotarAct** –Heber Springs Campus

This organization is the collegiate version of community Rotary Clubs. Their mission is of service to and participation in community activities.

**SkillsUSA** – Heber Springs & Searcy Campuses

SkillsUSA is a national nonprofit organization serving teachers and high school and college students, who are preparing for careers in trade, technical, and skilled service occupations, including health occupations.

**Student Support Services Advisory Board** – Beebe Campus

The Student Support Services Advisory Board exists to advance the mission of the federally funded Student Support Services program.

**Student Voice** – Searcy Campus

Student Voice is the Student Leadership Organization on the Searcy campus. The purpose of Student Voice is to provide a forum for all ASU-Searcy Students to promote better communication and relationships between administration, faculty, and students.

**Tau Alpha Pi** – Beebe Campus

Tau Alpha Pi is a national honor society that recognizes students for high standards of achievement in the engineering technology programs. Membership is by invitation. The chapter at ASU-Beebe is designated as the Alpha Arkansas Chapter.

## **CHAPTER 8**

### **STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES**

#### **INTRODUCTION**

Arkansas State University-Beebe is a community of scholars whose members include its faculty, students, and administrators. The basic purposes of the University are the enlargement, dissemination, and application of knowledge. These are achieved through classroom instruction, research, special lectures, concerts, discussion groups, seminars, experimentation, out-of-class activities, group living, and leadership development.

The basic necessity for achievement of these purposes is freedom of expression and assembly. Without this freedom, effective testing of ideas ceases, and teaching, learning, and research are rendered ineffective. The University must strike a balance between maximum freedom and regulations that promote the order necessary to provide an environment conducive to learning.

The student, as a member of the academic community, has both rights and responsibilities. The most essential right for the student is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections that best promote the learning process. The student has responsibilities to other members of the academic community, the most important of which is to refrain from interference with the rights of others that are equally essential to the purposes and processes of the University.

Regulations governing the activities and conduct of student groups and individual students are not comprehensive codes of desirable conduct; rather, they are limited to meeting the practical, routine necessities of a complex community. These necessary regulations prohibit or limit behaviors that cannot be condoned because they interfere with the basic purposes, necessities, and processes of the academic community or with rights essential to other members of that community.

The guidelines in the subsequent pages are established with the following objectives: 1) to protect students rights, 2) to facilitate the definition of student responsibilities, and 3) to provide avenues through which students may seek to affect change.

## **ACADEMIC RIGHTS AND RESPONSIBILITIES**

The freedom and effectiveness of the educational process depends upon the provision of satisfactory conditions and opportunities for learning. The responsibilities to secure, respect, and protect such opportunities and conditions must be shared by all members of the academic community. The faculty has the central role in the educational process and has the primary responsibility for the intellectual content and integrity of the University.

It is the faculty's role to encourage discussion, inquiry, and expression among students and to act as an intellectual guide and counselor. They should foster honest academic conduct and evaluate students fairly and accurately.

The establishment and maintenance of the proper faculty and student relationships are basic to the University's function. This relationship should be founded on mutual respect and understanding and assumes a common dedication to the educational process. If problems arise in this relationship, both student and faculty should attempt to resolve them in informal, direct discussions as between well-intentioned and reasonable persons.

# STUDENT CONDUCT

## Preamble

Arkansas State University-Beebe is a tax-supported educational institution whose mission is to provide an educational opportunity to all who enroll.

The enrollment of a student at the University is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes obligations of performance and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law. Students failing to maintain these higher obligations may be asked to leave the academic community.

Arkansas State University-Beebe is an interdependent learning community consisting of students, faculty, and staff. The community's expectation is that conduct is marked by integrity. Any student who chooses to enroll at Arkansas State University-Beebe also chooses to become part of this community and constructively contribute to its culture. This choice is accompanied by an obligation to conduct oneself in such a way as to facilitate the mission of the community, which is to "...pursue and share knowledge..." The following ideals are part of the collective expectation of the members of this community relative to personal conduct.

**Civility-** Members of a learning community should interact with others in a courteous and polite manner. Members of the community have a responsibility to respect the values, opinions, or feelings of others.

**Ethical Behavior-** The pursuit of higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.

**Morality-** Members of a learning community commit to ideals of appropriate human conduct. This is a lifestyle, which seeks to harm no one and attempts to be a positive contributor in every interaction.

**Respect-** Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself or herself in a manner worthy of that regard. Respect is gained by decent and correct behavior.

The learning community at Arkansas State University-Beebe does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of Arkansas State University-Beebe to call such conduct into question.

The University reserves the right to discipline students or student organizations for inappropriate actions that occur on or off campus. Students failing to meet University standards may be asked to leave the academic community. Students are expected to comply with all university policies and procedures.

Each student who applies for admission and registers for classes agrees that he/she will abide by the rules, regulations, and policies established by Arkansas State University-Beebe. **It is a privilege, not a right, to be an Arkansas State University-Beebe student.**

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct serve as examples and apply whether they are performed singly, within a group, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state, or federal laws. Finally, the University reserves the right to discipline students for acts of misconduct wherever they occur. **Acts of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the University.**

## CODE OF CONDUCT

### Article I: Definitions

1. The terms "ASU-Beebe" or "University" means Arkansas State University-Beebe with campuses and sites located at Beebe, Heber Springs, Little Rock Air Force Base, and Searcy.
2. The term "student" includes all persons taking courses at ASU-Beebe, both full-time and part-time, pursuing undergraduate or graduate studies offered by ASU-Beebe or on the premises of the University. Persons who are not officially enrolled for a particular term but who have a continuing relationship with ASU-Beebe in pursuit of education are considered "students" and are subject to compliance with the Code of Conduct.
3. The term "faculty member" means any person hired by ASU-Beebe to teach credit or non-credit courses.
4. The term "University Official" includes any person employed by ASU-Beebe, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University Official, or any other person employed by the University. A person's status in a particular situation shall be determined by the Vice Chancellor for Student Services or designee.

6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by ASU-Beebe (including adjacent streets and sidewalks).
7. The term "organization" means a group of persons who have complied with the formal requirements for University recognition.
8. The term "Judicial Advisor" means a University Official authorized on a case-by-case basis by the Vice Chancellor for Student Services to conduct an investigation and attempt to resolve the complaint on an informal basis or to conduct a disciplinary hearing.
9. The term "Appeals Committee" means the persons authorized to consider an appeal from the determination of the Vice Chancellor for Student Services following a hearing.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Vice Chancellor for Student Services or his/her designee is responsible for the administration of the Code of Conduct.
13. The term "regulations" includes all procedures and protocols of ASU-Beebe as found in, but not limited to, the Student Handbook, Code of Conduct, Residence Hall Handbook, and the University Catalog.
14. The term "cheating" includes, but is not limited to:
  - 1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or
  - 3) the acquisition, without permission, of tests, instructor text books or other academic material belonging to a member of ASU-Beebe faculty or staff.

15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, textbooks/manuals or other academic materials.

## **Article II: Proscribed Conduct**

### **A. Breaches of Conduct**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Possession, use and/or distribution of alcoholic beverages, in any form, in or about University grounds, instructional buildings, residence halls, or at any University-approved activity on or off campus;
2. Use of Tobacco products on any ASU-Beebe campus;
3. Use, manufacture, distribution, or possession of drugs without medical prescription;
4. Gambling on or about University property and residence halls;
5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus;
6. Unauthorized or illegal entry into a building, classroom, office, room, vehicle or residence hall, and/or unauthorized use or possession of University property;
7. Violation of regulations and policies governing residence in University-owned or controlled property (see the Residence Hall Manual/contract);
8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of University documents or identification;

9. Disruption or obstruction of teaching, which includes, but is not limited to the use of profanity, vocal outbursts, talking, sleeping, and the use/abuse of cellular phones, or other technology.
10. Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person;
11. Non-recognized student groups attempting to function on the campus or in the name of Arkansas State University-Beebe;
12. Failure to comply with directions, verbal or written, of University officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of University policy or regulation or giving false testimony or fraudulent evidence in University disciplinary proceedings;
13. Failure to fulfill obligations associated with an official disciplinary sanction;
14. Possession or use of firearms, fireworks, other weapons, or chemicals that are of an explosive or corrosive nature on University property or at University functions;
15. Theft, attempted theft, possession, sale or barter of, or damage to property of the University or of a member of the University community or campus visitor;
16. Failure to register a motor vehicle operated on the campus and/or abide by the stated rules of the University regulating the use of such vehicles;
17. Engaging in overt physical acts which interfere with the normal or sponsored activities of the University on or off the campus, including, but not limited to the blocking of ingress or egress to the University's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, University officials, law enforcement agents, faculty members, employees and invited guests;

18. Failure to abide by University regulations regarding residence hall intervisitation and security;
19. The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;
20. All forms of hazing, such as, any action taken or situation created intentionally to produce mental or physical harm or injury to any person on or off the University campus (Note: Arkansas Act 75 of 1983 states, "No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other students in the commission of this offense");
21. Violation of policies, procedures, or regulations included in official publications of the University, such as, but not limited to, the University Catalog, traffic brochures, posted notices, other department publications, and Residence Hall Manual;
22. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as but not limited to destroying, modifying, accessing, or copying programs, records, or data belonging to the University or another user without permission;
23. Incurable or persistently irresponsible behavior;
24. Such other violations of good conduct and/or law as the appropriate disciplinary agency or officer may decide warrant action;
25. Conduct that adversely affects the student's suitability as a member of the academic community.
26. Abuse of the Judicial System, including but not limited to:
  - a) Failure to obey the summons of a judicial body or University Official.
  - b) Falsification, distortion, or misrepresentation of information before a judicial body.
  - c) Disruption or interference with the orderly conduct of a judicial proceeding.
  - d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

- e) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- f) Harassment (verbal or physical) and/or intimidation witnesses or of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- g) Failure to comply with the sanction(s) imposed under the Code of Conduct.
- h) Influencing or attempting to influence another person to commit an abuse of the judicial system.

Students are responsible for the conduct of their guests on or in University property and at functions sponsored by the University or any recognized University organization.

Accessories to violations are deemed equally responsible as though they committed the violation.

## **B. Violation of Law and University Discipline**

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may still be taken and sanctions imposed for misconduct which demonstrates disregard for the University community.
2. University disciplinary proceedings may be instituted against a student charged with violation of a civil or criminal law in an underlying factual situation that is also a violation of this Code of Conduct. This may occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the University shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Conduct, however, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters shall be handled internally with the University community. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **Article III: Judicial Procedures**

### **A. Charges**

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice Chancellor for Student Services. Any charge shall be submitted as soon as possible after the event takes place, preferably within five (5) working days.
2. The Vice Chancellor for Student Services shall appoint a Judicial Advisor, who will conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties. Charges shall be delivered to the accused student in written form by the Judicial Advisor as part of the investigation so that the student may make a full and complete response to the charges. If the parties reach an agreeable solution, such disposition shall be submitted to the Vice Chancellor for Student Services and, if accepted, shall be final with no subsequent

proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor shall so report to the Vice Chancellor for Student Services. The Vice Chancellor for Student Services shall then refer the matter for hearing.

3. A time shall be set for a hearing, not more than ten (10) school days after the Vice Chancellor for Student Services has determined that the charges cannot be disposed of by mutual consent. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice Chancellor for Student Services.

## **B. Hearings**

After reviewing all charges and evidence, the Vice Chancellor for Student Services shall determine the appropriate course of action.

### **1. Administrative Disciplinary Hearing**

An Administrative Disciplinary Hearing shall be conducted by a Judicial Advisor appointed by the Vice Chancellor for Student Services. An Administrative Disciplinary Hearing shall be conducted when: a) suspension or expulsion are not potential sanctions, or if b) the student admits responsibility for the violation and requests that the University take whatever action seems appropriate. Hearings shall be conducted according to established guidelines (see Article IV, section C).

### **2. University Discipline Committee Hearing**

The University Discipline Committee shall be convened when suspension or expulsion are potential sanctions. The committee shall consist of faculty members, staff members (who may be University Officials), and students appointed by the Chancellor of ASU-Beebe or designee. At least three members of the University Discipline Committee must be present at the hearing. Hearings shall be conducted according to established guidelines (see Article IV, section C).

## **C. Hearing Guidelines**

1. Hearings shall be conducted according to the following guidelines:
  - a) Hearings normally shall be conducted in private. At the request of either party, the Judicial Advisor or the chair of the University Discipline Committee may authorize others to attend the hearing.
  - b) In hearings involving more than one accused student, the Judicial Advisor or the chairperson of the University Discipline Committee, at his/her discretion may permit the hearings concerning each student to be conducted separately.
  - c) The complainant and the accused have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused are responsible for presenting his or her own case. Therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. The advisor may not be an attorney.
  - d) The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. The Judicial Advisor or members of the University Discipline Committee may also question witnesses.
  - e) Pertinent records, exhibits and written statements may be accepted as evidence for consideration.
  - f) All procedural questions are subject to the final decision of the Judicial Advisor or the chairperson of the University Discipline Committee.
  - g) After the hearing, the Judicial Advisor or the University Discipline Committee shall determine (by majority vote if necessary) whether the student has violated each section of the Code of Conduct which the student is charged with violating.
  - h) If it is determined that the student is responsible for any violation of the Code of Conduct, the Judicial Advisor or the chair of the University Discipline Committee shall determine sanction(s) and notify the student in writing, and send a copy of the decision to the Vice Chancellor for Student Services.

- i) The proof standard for disciplinary decision making shall be a preponderance of the evidence.
2. There shall be a single record of all hearings. The record shall be the property of the University.
3. Except in the case of a student charged with failing to obey the notice for a hearing, no student may be found to have violated the Code of Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered.

#### **D. Disciplinary Sanctions**

1. University Judicial Process sanctions (for individual, groups, or organizations) include:
  - a) **Educational Sanctions** – Papers, counseling, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
  - b) **Reprimand** – (a) Oral reprimand – An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand – A written statement of disapproval prepared by a designated person and delivered to the student.
  - c) **Restriction** – (a) Identification card privileges; (b) parking privileges; (c) intervisitation privileges in residence halls; (d) removal from a particular room, floor, or residence hall; (e) or as appropriate to the violation.
  - d) **Restitution** – Compensation for loss or damage incurred to the University or a member/guest of the University community.
  - e) **Probation (with or without sanctions)** – Notice that further Breach of Conduct, as specified, may result in suspension, loss of privileges, or expulsion as may be consistent with the offense committed. The period of probation shall be specified in the decision.

- f) **Suspension** – Temporary severance of the student’s relationship with Arkansas State University-Beebe for a specified period of time. The period of time is to be specified in the decision.
- g) **Expulsion** – Permanent severance of the student’s relationship with Arkansas State University-Beebe.
- h) **Housing Penalties** – (a) expulsion from University housing; (b) suspension from housing; (c) housing relocation; (d) residence hall restrictions; (e) probated expulsion from housing; (f) probated suspension from housing; (g) other sanctions as warranted by the evidence.

**NOTE: The University will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from Arkansas State University-Beebe.**

- 2. More than one of the sanctions listed above may be imposed for any single violation.
- 3. The following sanctions may be imposed upon groups or organizations:
  - a) Those sanctions listed above in Section D 1, sub-sections a through i.
  - b) Deactivation: Loss of all privileges, including University recognition, for a specified period of time.

### **E. Interim Suspension**

In certain circumstances, the Vice Chancellor for Student Services, or a designee, may impose a University or Residence Hall suspension prior to the hearing before a judicial body.

- 1. Interim suspension may be imposed when the student poses a definite threat:
  - a) To the safety and well-being of members of the University community or University property;
  - b) To the student’s own physical or emotional safety and wellbeing; or

- c) Disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to the Residence Halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice Chancellor for Student Services may determine to be appropriate.

## **F. Appeals**

1. A decision reached by a Judicial Advisor in an Administrative Hearing or the University Discipline Committee may be appealed by the accused student(s) or complainant(s) to the Appeals Committee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice Chancellor for Student Services.
2. The Appeals Committee shall hold appellate jurisdiction of University regulations. The Appeals Committee shall consist of faculty, staff, and students appointed by the Chancellor of ASU-Beebe. Members of the Appeals Committee may not be a Judicial Advisor or any member of the University Discipline Committee that considered the matter under appeal.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal to those allegations.

- b) To determine whether the decision reached was supported by substantial evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Code of Conduct occurred.
  - c) To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct, which the student was found to have committed.
  - d) To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing when such evidence and/or facts were not known to the person appealing at the time of the original hearing.
4. Review of the sanction by the Appeals Committee may not result in more severe sanction(s) for the accused student.
  5. The Appeals Committee has five days to reach a decision on the matter and transmit its decision to the Vice Chancellor for Student Services. The Vice Chancellor for Student Services shall notify the student in writing of any discipline imposed. The decision of the Appeals Committee shall be final.

#### **Article IV. Grade Appeals**

The steps for **appealing a grade** are as follows.

1. The student must first speak with the instructor of the class to attempt to resolve the appeal.
2. If an agreement cannot be reached, the student must then speak with the appropriate division chair for the course.
3. If an agreement still cannot be reached at this point, the student should obtain a grade appeal form from the Office of Academic Affairs, complete the form, and return it to the Office of Academic Affairs.
  - a. The Vice Chancellor for Academic Affairs will review the information on the form, investigate, and make a ruling.
4. If the student is not satisfied with the Vice Chancellor for Academic Affairs' ruling, then the student has a right to appeal that grade to the Grade Appeal Committee.
5. The decision of the Grade Appeal Committee is final. Grade appeals must be made within eight weeks following the end of the semester.

## **Article V: Complaint/Grievance Procedure**

### **A. Informal Student Complaint Procedure**

If a student feels that an institutional error has been made or a member of the University's faculty/staff has not acted fairly or properly, a meeting between the student and the employee should be scheduled to attempt to resolve the complaint informally.

The student shall initiate the informal process within thirty (30) calendar days of the incident by scheduling a meeting with the appropriate faculty or staff member.

If the complaint is not resolved at this level, the student should meet with the employee's supervisor to attempt to resolve the complaint.

### **B. Formal Student Grievance Procedure**

If a complaint is not resolved through the informal process, the student may then submit a written grievance to the Office of the Vice Chancellor for Student Services. Grievances will be limited to those made formally in writing and signed by the student. The written grievance must include:

1. Date and details of the alleged violation;
2. Any available evidence of the alleged violation;
3. A description of the efforts to informally resolve the complaint;
4. Names, addresses, and phone numbers of witnesses to the alleged violation;
5. The requested remedy to the alleged violation.

The Vice Chancellor for Student Services will send the grievance to the appropriate vice chancellor, who is then obligated to investigate. The appropriate vice chancellor will then consult informally with the student and the appropriate University personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance.

If a mutually agreeable resolution is not reached, the appropriate vice chancellor will send the grievance to the University Hearing Committee (Academic or Non-Academic). The University Hearing Committee will review the written grievance and will either: 1) determine that there are no grounds for the grievance or 2) schedule a hearing.

Should the investigation result in the conclusion that a hearing should be held, the student shall meet with the University Hearing Committee in the presence of the faculty/staff member concerned. The decision of the University Hearing Committee shall be final. The University shall retain the written records of the process for five calendar years in the Office of the Vice Chancellor for Student Services.

### **Article VI: Interpretation**

Any question of interpretation regarding the Student Code shall be referred to the Vice Chancellor for Student Services or his or her designee for final determination. The final results of disciplinary actions shall be maintained in the student's permanent file.



## **ADDITIONAL INFORMATION**

### **Online Student Information**

#### **CampusConnect**

CampusConnect is ASU-Beebe's Student Information System. It is a web enabled interface to the ASU-Beebe student records system and offers access to a number of information services. Internet Explorer 5.0 or Netscape Navigator 4.0 or higher is needed to access CampusConnect.

The user ID for CampusConnect is the nine (9) digit student ID number (found on the Student ID card).

The password is the student's six (6) digit birth date (e.g. if birth date is June 11, 1982, the password is 061182).

The following services are currently available through CampusConnect: viewing and printing of class schedules, grade reports, course availability, unofficial transcripts, account status, demographic information, and financial aid status. Students can run a degree audit, allowing the tracking of progress toward selected degrees. CampusConnect also allows students the ability to register for courses and make schedule changes once the changes are approved by their advisors.

The student's advisor is the main contact for problems with CampusConnect. Advisors reset PIN numbers (passwords) and clear advisor flags each semester.

## WEBCT

WebCT is the Learning Management System used for ASU-Beebe's online courses. Many traditional on-campus classes also use WebCT as a supplemental tool. Students have access to online tutoring through the Learning Center and online assistance through the Library while logged into WebCT. Students can connect and chat with others on the WebCT Student Union module.

The WebCT account is activated during the first semester at ASU-Beebe. To log in, follow the link to WebCT from ASU-Beebe Student website. The ASU-Beebe ID number (found on the Student ID card) is the WebCT ID. The initial password is the student's 6-digit birth date (MMDDYY).

Direct any questions regarding WebCT, technical support, or online courses to the Distance Learning Helpdesk at 501.882.4409 or [webctadmin@asub.edu](mailto:webctadmin@asub.edu).

### E-mail Address for Students

Powered by: Google

Student email address:

[First.Last@smail.asub.edu](mailto:First.Last@smail.asub.edu)

Example: [John.Smith@smail.asub.edu](mailto:John.Smith@smail.asub.edu)

Check your demographics info on CampusConnect to verify your address!

Password: Eight digit birth date: mmdyyy

Example: 02091991

Access e-mail at:

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

or

Go to [www.asub.edu](http://www.asub.edu)

Click on Students

Click on Google Mail

Type in your username and password –

Do not type “@smail.asub.edu”

Problems? Contact: [skadams@asub.edu](mailto:skadams@asub.edu) 501.882.8887

Comments: [Feedback@smail.asub.edu](mailto:Feedback@smail.asub.edu)

Student Google Mail FACs

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

Do not type “@smail.asub.edu’ - Type only your user name (first. last).

2. 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.

3. How many email addresses will show up on my demographics page?

You may see two email addresses:

- Your personal email address
- Your ASU-Beebe e-mail address

## **ASU-Beebe Terminology**

### **ACADEMIC ADVISOR**

A professional staff or faculty member who assists students in academic preparation, including major and career exploration, developing success strategies, understanding major and degree requirements, and planning a course of study.

### **CampusConnect**

The ASU-Beebe student information system in which students can add/drop classes, view/pay their bill and make changes to their personal information.

### **CAMPUS UPDATE**

A free, weekly publication informing students of on-campus events, organization meetings, important dates and University Café menu.

### **CATALOG**

Source for information about all of the university degree and program requirements. Can be accessed from the ASU-Beebe website.

### **CREDIT HOUR**

The number of hours a student is in a class each week based on the traditional 15-week term.

### **FACTS**

A payment plan that allows students to have monthly payments automatically taken from their checking account or placed on a credit card.

### FULL-TIME STUDENT

Student taking the minimum number of credit hours (12 or more) set by the University to distinguish him/her from part-time students.

### PRE-REQUISITE

A class that must be taken prior to a more advanced class.

### REMEDIAL COURSEWORK

Classes taken to prepare students to enter Freshman English and College Algebra. Placement scores, such as the ACT or COMPASS Test, determine whether a student will need remedial coursework.

### STUDENT ID

The unique ID number on the Student ID card issued to each student.

### SYLLABUS

Course outline of proposed requirements and material to be covered during each specific class.

### WEBCT

Software that allows students to access many online ASU-Beebe services, such as online courses, help from the Learning Center, and chats with other students.

## **Quick Reference Guide – Who to Contact?**

This is a quick reference guide to some of the important services you may need while at ASU-Beebe.

**ABSENTEEISM:** Your instructor

**ACADEMIC INFORMATION:** Your advisor, or if undecided, the Student Success Center

**ADD OR DROP A CLASS:** Your advisor

**APPLY FOR A SCHOLARSHIP:** Admissions Office

**BUY OR SELL BOOKS:** Beebe – Student Center, 1st floor; Heber Springs – 2nd Floor of Student Services/Administration Building; LRAFB – Suite 115; Searcy – Bookstore, Main Building

**FOOD:** Beebe – Beebe - University Café in Student Center; Heber Springs – 2nd Floor of Student Services/Administration Building; Searcy – Snack Bar in the Main Building

**GET A TRANSCRIPT:** Registrar's Office or request on CampusConnect

**GRADUATION:** Academic Affairs in State Hall, 501.882.8830

**INTRAMURALS:** Intramural's Office, Owen Center, Room 154

**LIBRARY RESOURCE:** Beebe – Abington Library; Heber Springs – 2nd Floor of Student Services/Administration Building; LRAFB – LRAFB Library, call 501.988.4151 for information; Searcy – Media Center, Main Building, Hall 3

**LOST AND FOUND ARTICLES:** Beebe – Public Information Office in State Hall; Heber Springs – Admissions Office or Learning Center; Searcy – Student Services, Main Building, Hall 1

**MAKE UP COURSE WORK:** Your instructor or faculty office

RESIDENCE LIFE: Student Life Office in the Student Center

STUDENT ACTIVITIES: Student Life Office in the Student Center

TUTORING: Beebe - Learning Center, Room 201 in Student Center, Student Support Center (for qualified students), State Hall Room 125; Heber Springs – 2nd Floor of Student Services/ Administration Building; LRAFB – Suite 115; Searcy – Technology Annex Building #1



## **CAMPUS DIRECTORY**

### **ARKANSAS STATE UNIVERSITY-BEEBE**

1000 Iowa Street, P.O. Box 1000, Beebe, AR 72012-1000

Student Center Physical Address: 610 N. Pecan

Shipping Address: 1507 West Center Street

Ph: 501-882-3600; Fax: 501-882-8970; 1-800-632-9985

### **ARKANSAS STATE UNIVERSITY-HEBER SPRINGS**

A Center of ASU-Beebe

101 River Crest, Heber Springs, AR 72543

Ph: 501-362-1100; Fax: 501-362-1296

### **ARKANSAS STATE UNIVERSITY-LRAFB**

A Degree Center of ASU-Beebe

Jacksonville Little Rock AFB University Center

1490 Vandenberg Blvd., Suite 115, Jacksonville, AR 72099 or

P.O. Box 1235, Jacksonville, AR 72078-1235

Ph: 501-988-4151; Fax: 501-983-9344

### **ARKANSAS STATE UNIVERSITY-SEARCY**

A Technical Campus of ASU-Beebe

1800 East Moore Avenue

P.O. Box 909, Searcy, AR 72145

Ph: 501-207-6200; Fax: 501-207-6268

**[www.asub.edu](http://www.asub.edu)**

## WATS Lines

1-800-632-9985 - ASU-Beebe, Admissions Only  
1-800-382-3030 - ASU-Jonesboro, Admissions Only

Chancellor	Dr. Eugene McKay	882-8956
Assistant to the Chancellor	Stephanie Nichols, J.D.	882-4407
Vice Chancellor for Academic Affairs	Dr. Theodore Kalthoff	882-8830
Vice Chancellor for ASU-Heber Springs	Dr. Chris Boyett	362-1201
Vice Chancellor for ASU-Searcy	Don Harlan	207-6203
Vice Chancellor for Ext. & Advanced Programs	Barry Farris	882-8809
Vice Chancellor for Finance and Administration	Jerry Carlisle	882-8941
Vice Chancellor for Institutional Advancement	Keith Pinchback	882-8855
Vice Chancellor for Student Services	Dr. Deborah Garrett	882-8986

### ASU-Beebe Departments

### Extensions

### FAX

Academic Affairs	882-8830	8864
Admissions	882-8860 or 8960	8895
Adult Education Beebe Center	882-4419	
Advanced Studies/Education	882-8974 or 8929	4403
Advanced Studies/Nursing	882-8974 or 8891	4403
Advanced Tech/Allied Health	882-8822	8987
Bookstore	882-8849	8935
Business & Agriculture	882-8813 or 8847	8881
Business Office/Cashiers	882-8850 or 8825	8949
Career Pathways Beebe Office	207-6245 or 207-3049	
Central Stores/Receiving	882-4546 or 4548	4531
Chancellor's Office	882-8956 or 8856	4402
Concurrent Enrollment (HS Students)	882-8832	8975
Controller/Payroll	882-8931	8859
Distance Learning	882-8894 or 4442	4403
England Center: Fine Arts	882-4495	
External & Advanced Programs	882-8809	4412
Finance & Administration	882-8941	4477
Financial Aid	882-8845	4468
Financial Aid Resource Center	882-8905	
Human Resources	882-8967	8943

<b>ASU-Beebe Departments</b>	<b>Extensions</b>	<b>FAX</b>
Information Technologies Services	882-8801 or 8887	
Institutional Advancement	882-8855	4459
Institutional Research	882-8923 or 8826	
John Deere Ag Tech Program	882-8916 or 8917	8883
Learning Center	882-8867	
Library	882-8807	8833
Music Department	882-4474 or 4435	
Owen Center: Education/Social Science	882-8921 or 8873	8933
Owen Center: English/Fine Arts	882-4495 or 4406	8933
Physical Plant	882-3510	1082
Princess Hall - lobby	882-8770	
Print Shop	882-8823	
Public Information/Switchboard	882-4405	8970
Purchasing	882-4547 or 4549	4531
Quapaw Hall - lobby	882-8700	
Registrar/Records	882-4415 or 8861	4421
Residence Halls	882-8771 or 8757	
ROTC Program	882-4478 or 8813	
Science Building: Math & Sciences	882-8815 or 8871	4437
Student Center/Student Life	882-8951 or 4491	4438
Student Services/Enrollment Mgmt	882-8986	8843
Student Success Center	882-8906	8901
Theater Department	882-8925 or 8868	
TRIO: Student Support Services	882-8964	8896
TRIO: Upward Bound	882-4455	8896
University Cafe	882-4430	4438
University Farm	882-3323	
University Police	882-8851 or 278-9629	
Veterans Representative	882-8845	
Veterinary Technology	882-4572 or 4574	
Web CT Help Desk	882-4409	4403
Website Coordinator	882-4445	

**ASU-Heber Springs Departments****Extension****FAX**

Academic Center	362-1115	
Administration/VC	362-1125	1285
Admissions	362-1100	1296
Adult Education Heber Center	362-1270	1170
Advancement/Development	362-1110	
Bookstore	362-1111	1288
Business Office	362-1112	
Business Education	362-1208	
Cafe	362-1114	
Career Pathways	230-9357	
Continuing Education Heber Office	362-1273	1160
Counseling	362-1210	
Education/Social Science	362-1212	
Employment Training	593-5503	
English/Fine Arts	362-1214	
Financial Aid	362-1211	1285
Information Technologies Services	362-1204	
Latimer Center	362-1273	
Learning Center	362-1121	
Math/Science	362-1218	
Nursing	362-1273	1160
Physical Plant	362-1123	
Regional Career Center	362-1272	
TRIO: Student Support Services	362-1232	
TRIO: Upward Bound	362-1180	
University Police	362-1234	
Welding	362-1271	

**ASU-LRAFB Departments****Extensions****FAX**

Administration	988-4151	983-9344
Testing	988-4151	

<b>ASU-Searcy Departments</b>	<b>Extension</b>	<b>FAX</b>
Administration/VC	207-6203	6263
Admissions	207-6214	
Adult Education Searcy Center	207-6290	
Advanced Tech/Allied Health Office	207-6256	
Air Conditioning	207-6221	
Auto Body	207-6222	
Automotive	207-6223 or 6224	
Bookstore/Business Office	207-6204 or 6202	6267
Business/Health Instruction	207-6226 or 6234	
Business Office/Controller	207-6202 or 6208	
Career Pathways Searcy Office	207-6244	6266
Career/Technical Education Success	207-6225 or 6252	6269
Communications	207-6227	
Diesel	207-6228	
Economic Development/Continuing Ed.	207-6249	6265
Electronics	207-6238 or 6239	
Employment Training	593-5503	
EMT/Paramedic	207-6242	
Financial Aid Office	207-6253	
Gas Drilling	207-6217 or 6218	6271
Human Resources Office	882-8967	
Information Technologies Services	207-6210 or 6216	
Learning Center	207-6252	
Machining Tech	207-6232 or 6229	
Maintenance/Custodial	207-6209	
Occupational Tech	207-6213	6269
Pharmacy Tech	207-6237	
Practical Nursing	207-6235 or 6215	
Purchasing	207-6207	6264
Regional Career Center	207-6257	6269
Student Center/Snack Bar	207-6260	
Student Records	207-6219	
Student Services	207-6205	6268
Technology Building	207-6241	6269
Technical Math	207-6233	
University Police	207-6240	
Welding	207-6247 or 6248	
Workforce Training	207-6230	

## Helpful Numbers

ASU-Jonesboro (Fax: 972-3818)	870-972-2100
ASU System Office (933-7910)	870-933-7900
ASU-Mountain Home	870-508-6100
ASU-Newport (Fax: 512-7840)	870-512-7800
ADED Training, Denisa Pennington	882-8896
Beebe Chamber of Commerce	882-8135
Campus Connect Assistance	882-8830
England Center (C.W. Gardenhire/ALE Advisor)	882-4498
Intramurals, Ashley Goodwin (adgoodwin@asub.edu)	882-4475
ROTC Director	882-4478
University Police (Emergency)	882-8851 or 278-9629
Web CT Help Desk	882-4409 or 4460
Wilbur Mills Co-op	882-5467



# WELCOME TO OUR FRIENDLY CAMPUS!

ASU - Beebe | 1000 Iowa Street | P.O. Box 1000 | Beebe, AR 72012-1000 | 1-800-632-9985 | [www.asuib.edu](http://www.asuib.edu)



TRANSFORMING LIVES THROUGH QUALITY LEARNING EXPERIENCES!

## BUILDING DIRECTORY

1. Abington Library
2. Walter England Center
3. Human Resources
4. Adult Education Center
5. Ruth Couch Center
6. Admissions
7. Career Pathways
8. Quapaw Hall
9. State Hall
10. Maintenance Shop
11. Science Building
12. Howell Center
13. Princess Hall
14. Gymnasium
15. Owen Center
16. Student Center/University Cafe/Bookstore
17. Advanced Technology Center
18. University Center
19. Business and Agriculture
20. John Deer Agriculture Center
21. Residence Hall
22. Residence Hall



} = PARKING FOR PERSONS WITH DISABILITIES

## HELPFUL PHONE NUMBERS:

Admissions/Enrollment Services: 501-882-8980  
Adult Education Beebe Center: 501-882-4419

Bookstore: 501-882-9849

Financial Aid Office: 501-882-8945

Human Resources Office: 501-882-8967

Registrar/Records: 501-882-4415

University Police: 501-882-9851

# WELCOME TO OUR FRIENDLY CAMPUS!



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## { ASU-BEEBE SOUTH }

### ASU-BEEBE SOUTH BUILDING DIRECTORY

1. Central Receiving/Central Stores/  
Purchasing/Physical Plant Offices
2. Maintenance Storage
3. Farm Shop
4. Shirley Greenhouse
5. Hay Barn
6. Veterinary Technology Center
7. Farm Classroom Building



} = PARKING FOR PERSONS WITH DISABILITIES

### HELPFUL PHONE NUMBERS:

Admissions/Enrollment Services: 501-882-8880  
Financial Aid Office: 501-882-8945  
Human Resources Office: 501-882-8967  
Registrar/Records: 501-882-4415  
University Farm: 501-882-3323  
University Police: 501-882-8851  
Veterinary Technology: 501-882-6263

# WELCOME TO OUR FRIENDLY CAMPUS!

101 River Crest Drive | Heber Springs, AR 72543 | 501-362-1100 | [START@hebersprings.asub.edu](mailto:START@hebersprings.asub.edu) | [www.asub.edu](http://www.asub.edu)

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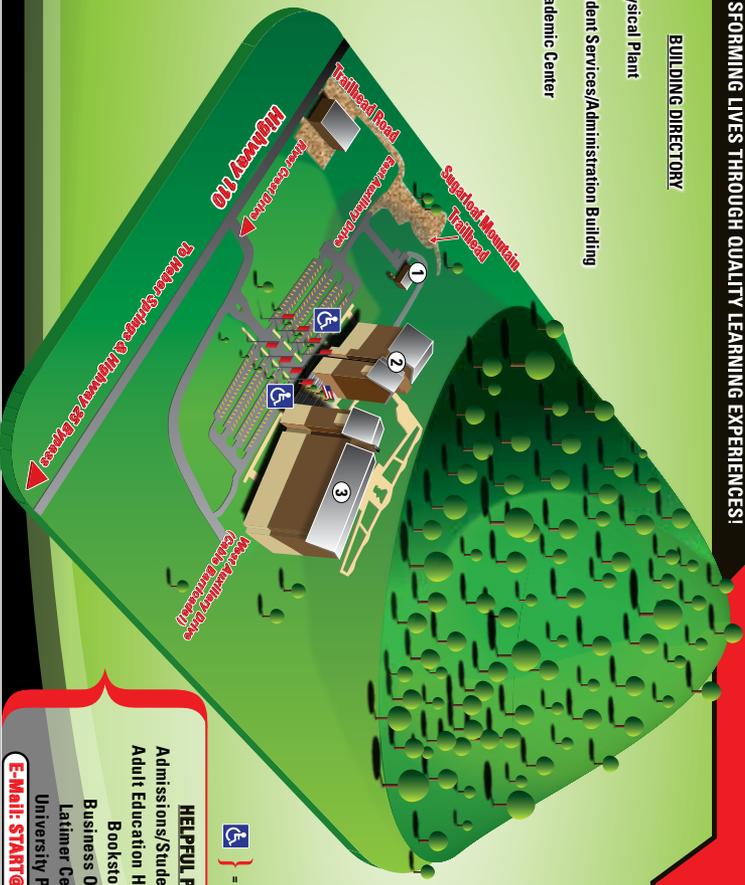


ARKANSAS STATE  
UNIVERSITY  
HEBER SPRINGS  
TM

A Center of ASU-Beebe

## BUILDING DIRECTORY

- 1.) Physical Plant
- 2.) Student Services/Administration Building
- 3.) Academic Center



} = PARKING FOR PERSONS WITH DISABILITIES

### HELPFUL PHONE NUMBERS:

- Admissions/Student Services: 501-362-1100
- Adult Education Heber Center: 501-362-1270
- Bookstore: 501-362-1111
- Business Office: 501-362-1112
- Latimer Center: 501-362-1273
- University Police: 501-362-1234

**E-Mail:** [START@hebersprings.asub.edu](mailto:START@hebersprings.asub.edu)

# WELCOME TO OUR FRIENDLY CAMPUS!

ASU-SEARCY | 1800 East Moore Avenue | Searcy, AR 72143 | 501-207-6200 | [www.asu.edu](http://www.asu.edu)

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A Technical Campus  
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- 1.) MAIN BUILDING
  - \* Student Services
  - \* Financial Aid
  - \* Adult Education
  - \* Career Pathways
- 2.) AUTOMOTIVE TECHNOLOGY
- 3.) NURSING/ALLIED HEALTH
- 4.) TECHNOLOGY EAST
  - \* Economic Development Center/  
Continuing Education
- 5.) TECHNOLOGY WEST
  - \* Regional Career Center
  - \* Occupational Technology Office
  - \* Industrial Electronics
  - \* Machining
- 6.) TECHNOLOGY ANNEX
  - A. Annex 1
  - B. Annex 2 - UNIVERSITY POLICE 
  - C. Annex 3
- 7.) AUTO BODY TECHNOLOGY
- 8.) AIR CONDITIONING TECHNOLOGY
- 9.) WELDING TECHNOLOGY
- 10.) DIESEL TECHNOLOGY
- 11.) MAINTENANCE
- 12.) NATURAL GAS TECHNOLOGY



 PARKING FOR PERSONS WITH DISABILITIES

### HELPFUL PHONE NUMBERS:

- Admissions/Student Services: 501-207-6205
- Adult Education Searcy Center: 501-207-6290
- Advanced Tech/Allied Health Office: 501-207-6256
- Bookstore/Media: 501-207-6204
- Human Resources Office: 501-842-9967
- University Police: 501-207-6240
- Workforce Training: 501-207-6230