



ARKANSAS STATE
UNIVERSITY

Concurrent Enrollment Program

Student & Parent
“Howl” to Guide

Academic Year 2019-2020

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ABOUT THE PROGRAM

The Arkansas State University (A-State) Concurrent Enrollment Program (CEP) is a partnership between A-State and local high schools. This program allows freshmen, sophomores, juniors, and seniors to earn college credits at the same time they accumulate high school credits through concurrent courses.

CEP courses are taught by college-credentialed faculty from the high school or by A-State faculty. These courses require the same content and rigor as the college courses taught on our campus. This provides high school students with the opportunity to experience college level courses under the watchful guidance of their high school teachers and counselors. In addition, CEP courses allow students to build a successful academic transcript that will follow them into their college career and hopefully provide a boost to their college GPAs.

The A-State CEP is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), which is an international symbol of quality, excellence, and rigor. As the sole national accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so that students experience a seamless transition to college. (www.nacep.org)

CEP A-State students are governed by the A-State Undergraduate Bulletin which is found at <https://www.astate.edu/a/registrar/students/bulletins/index.dot> (select appropriate year) and the A-State Student Handbook which is found at <https://www.astate.edu/a/student-conduct/student-standards/handbook-home.dot>.

NEW A-STATE CONCURRENT STUDENTS

1. FILL OUT PARENTAL CONSENT FORM

The parent and student **MUST** complete the online Parental Consent Form. This form gives parental permission for the student to enroll in concurrent courses and student permission for information to be released to parents. If you receive an error message after submission, try clearing the browser's history and cookies, closing the browser completely, and resubmitting the form.

- This form is available at <https://webapps.astate.edu/concurrent/parentconsent.php>. You can also go to <https://www.astate.edu>, then click the search box in the upper right hand corner, type in parental consent, look at the results, and click on the "Concurrent Enrollment Program Parental Consent" link.
- A video tutorial about the Parental Consent Form is available on our Facebook page at <https://www.facebook.com/AStateConcurrent/>

2. COMPLETE AN A-STATE ONLINE APPLICATION AT [HTTPS://WWW.ASTATE.EDU](https://www.astate.edu)

The student's **Social Security number and an active personal email address are required** to complete the application.

Click on the **ADMISSIONS** tab at the top of the page, select **UNDERGRADUATE**, then select **APPLY NOW** on the left side of the page. Select the **CONCURRENT HIGH SCHOOL STUDENTS** icon.

- A video tutorial about completing the application is available on our Facebook page at <https://www.facebook.com/AStateConcurrent/>

The student will receive an email at the address provided on the application from the A-State Admission Office as well as a formal acceptance/denial letter from the CEP Office. A reduced application fee is charged for concurrent applications; however, the fee is not collected at the time of application, but rather attached to the tuition bill after course enrollment.

REQUIRED SCORES FOR ADMISSION

ACT: Composite 19, Reading Test 19 (or comparable SAT Scores)

ASPIRE: Reading 428

GPA: 2.75

Placement in Composition I requires an ACT English Test of 19 (ASPIRE 428). Placement in College Algebra requires an ACT Math Test of 19 (ASPIRE 432).

3. SET UP THE STUDENT ACCOUNT AFTER ADMISSION

*What is a student account? The student account provides access to the my.AState portal where the student accesses Blackboard (for learning), Banner Self Service (for registration, financial transactions, and transcripts), and email. This step **MUST** be completed after admission and prior to the registration process. The registration process will not be allowed until this step is completed.*

- Go to <https://www.astate.edu>
- Click on “my.AState” at the top of the page.
- Click on “Reset Password/First Time Users” located beneath the login button.
- Review and accept the Acceptable Use Policy by clicking “I Accept” and then click “Submit”.
- To get your Campus Wide ID number (student ID number) and PIN, click the highlighted link “click here” at the bottom of the page.
- Fill in all areas requested, Social Security number (NO DASHES) and date of birth (i.e. 101203), and click “Submit.”
- The next page is the Identity Verification Setup page.
- Complete these security questions with answers that the student will remember. **After completing the questions, TAKE A PICTURE of the screen before submitting the question responses.**

- To receive an authorization code, click “here” to answer the security questions you set up.
- Copy and paste the authorization code on the Authorization Code Retrieval page and click “Submit.” The student will receive a personal Campus Wide ID and PIN Number.
- Select the second link <https://my.AState.edu> to go to log-in screen.
- Click on “Reset Password/First Time Users” below the log-in box.
- Review and accept the Acceptable Use Policy. Click “I Accept” and then “Submit”.
- Enter the student’s personal Campus Wide ID and PIN at the bottom of the page and click “Submit”.
- The next page requires the students to develop a personal password.
- Determine a new password using the following guidelines:
 - must contain a minimum of eight characters
 - must contain at least one number
 - cannot start with a number
 - must contain at least one uppercase letter
 - must contain at least one lower case letter
 - cannot include any symbols, i.e., (&#*@)
 - cannot include your name or user name
 - cannot match any previously used passwords
- Complete and verify the new password and click “Submit.” The Authorization Code will be the same code previously used.
- The next page is a “Release of STUDENT INFORMATION Authorization Form.” Please choose “I authorize” or “I DO NOT authorize” and enter the student’s parent or guardian’s first and last name in the correct box. Click “Submit” to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets and try it again.
- If the password is successfully set, the next screen will show your username and email address.
- Return to <https://www.astate.edu> and click on “my.AState” and log in.

NOTE: A password change is required every 3 months.



4. SET UP DUO MOBILE

Duo Mobile is a secondary authentication software that ensures the security of the student account. When a student logs into the my.AState system, Duo Mobile requires the student to choose a verification method to be sent to the student's phone or other device. The student must approve the log-in attempt on that device before my.AState will open.

- Download the Duo Mobile App to your phone.
- Click "Start Setup" in the box in the upper-left hand corner of the screen.
- Select the type of device being added and click "Continue."
- Enter your phone number.
- Check the box beside your phone number to verify and click "Continue."
- Select the type of phone you are using and click "Continue."
- Select "I have Duo Mobile Installed."
- Open the Duo Mobile app on your phone, and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen so the camera can see the bar code on your computer screen.
- Log out and then log back in to verify that the Duo Mobile app has been set up correctly by sending a "Push" to your phone.

5. REGISTER FOR COURSES

Registration for courses will be completed under the direction of the high school counselor and/or the CEP at the high school. A list of course registration numbers (CRNs) will be provided to student during this time.

6. PAY TUITION BILL

The student must be registered for A-State courses before a bill will be generated; thus, payment cannot be made until after the student is enrolled. University policy states that tuition is due and payable no later than the **11th class day of the A-State semester**. A late fee of \$40 is assessed each month for unpaid balances. The student should regularly view his/her account each term to verify accurate information. Student accounts can be viewed by accessing *MyBill*.

Students are strongly encouraged to set up an **authorized user** (usually a parent) on the account. This will alert the parent via personal email of an existing bill and will allow the parent to set up an account to pay the bill. This can be arranged by completing the following steps:

- Go to www.astate.edu
- Log into “my.AState”.
- Send and accept the DUO “Push”.
- Click on Self Service Banner.
- Click the “Student” tab located at the top of the page.
- Click “Student Records.”
- Click on “myBill” and “myBill” again.
- Click “Add Authorized User”.
- Click on “Authorized User.”
- Fill out authorized user’s email (**parent or guardian’s email address**).
- Agree to at least the first statement.
- Click “Continue.”
- Click “I Agree” on the “Agreement to Add Authorized User” page and click “Continue.”
- You will see the added authorized user listed under the Authorized User tab.
- The authorized user will receive emails with instructions on how to proceed.

PAYMENT OPTIONS-

Students must use one of the following payment options:

I. AUTHORIZED USER SET UP

Please refer to the previous section.

II. PAY ONLINE

OPTION 1: *MYBILL*

Pay with a debit/credit card or electronic check. A small service fee will be applied to debit and credit card payments. To find the student's tuition bill, follow these steps:

- Log into "my.AState".
- Click on "Banner Self Service".
- If prompted, use Campus Wide ID and PIN number to log in.
- Click the "Student" tab located at the top of the page.
- Click "Student Records."
- Click on "*myBill*" and again on "*myBill*" on the next page.
- Complete the online payment process.

III. PAY AT CASHIER'S WINDOW

Check or cash (located on the 2nd floor of the Student Union). ***STUDENT'S NAME AND ASTATE ID MUST BE INCLUDED ON THE CHECK.***

IV. PAY BY MAIL

Payment can be made by mail using a check or money order made payable to "ASU Treasurer's Office."
STUDENT'S NAME AND ASTATE ID MUST BE INCLUDED ON THE MEMO LINE so that it will be credited to their account.

Mail to:

Treasurer's Office
P.O. Box 2640
State University, AR 72467

Call the Student Accounts Office at 870.972.2285 for assistance with payment issues.

V. ONLINE PAYMENT PLAN

This is only available for Fall and Spring terms; \$40 fee required. This fee *is in addition to* any late fees already charged. This must be set up in myBill.

FACTORS THAT MAY AFFECT TUITION

ACT 1118

Students eligible for the National School Lunch Program (free/reduced lunches) may be granted up to a maximum of six hours of free college tuition during their high school career. NSLP applications are available from and processed by the high school. Only courses taught on the high school campus, by a high school instructor, **AND** on the official Arkansas Department of Education (ADE) Endorsed Course List will be considered for the tuition waiver. An endorsed course list can be found at <https://www.astate.edu/concurrent>. Tuition charges will remain on the student's account until all Act 1118 waivers have been applied. Please contact the CEP Office for questions regarding Act 1118.

7. LOG INTO BLACKBOARD

Blackboard is an online learning management system that allows instructors to provide course materials, assignments, and tests to students via a secured web access.

- Log into “my.AState”.
- Click “Blackboard” on the my.AState page to open the Blackboard Learn platform.
- This will take you directly to Blackboard.
- Use the navigation menu on the left-hand side of the page to explore the course components.
- Each course will be set up by the instructor.

8. CHECK EMAIL

Email is A-State's official form of communication. **The student's bill will be sent via email from sasbillpayment@astate.edu.** The student **MUST** check his/her A-State email regularly. The CEP office will also communicate via email and text messages.

9. REVIEW GRADES

- Log into “my.AState”.
- Click on “Banner Self Service”.
- If prompted, use Campus Wide ID and PIN number to log in.
- Click on “Student.”
- Click on “Student Records.”
- Click on “Mid Term Grades” or “Final Grades.”

10. DROP A COURSE

If the student must drop the A-State CEP course, the drop process must be completed. This process consists of obtaining the official drop form from the high school counselor, completing it with the appropriate signatures, and returning it to the high school counselor.

A-State Refund Schedule for Dropped Courses

1 st - 5 th day of class	100% refund
6 th - 10 th day of class	75% refund
On or after the 11 th day of class	NO REFUND

11. **ACADEMIC CALENDAR**

The official A-State Academic Calendar is followed in all concurrent courses. In some instances, this calendar will differ from the participating high school's calendar. Published deadlines for enrolling, dropping, and withdrawing from courses on the A-State Academic Calendar are enforced by the A-State CEP. The A-State Academic Calendar can be located at <https://www.astate.edu/a/registrar/>.

Senior students are required to adhere to the A-State calendar even if high school attendance requirements differ from the A-State calendar. **Final exams must be completed during the scheduled A-State final exam week.**

12. **INCLEMENT WEATHER POLICY**

Concurrent courses are offered at many school districts throughout the region; thus, school closings for inclement weather can vary greatly. A-State may not always be closed when individual school districts are closed. If a student is enrolled in an online course, it is the student's responsibility to complete online assignments and meet deadlines outlined by the professor regardless of local school closings.

13. **CEP STUDENT & PARENT HANDBOOK**

A full listing of A-State Concurrent Enrollment policies and guidelines is available in the A-State CEP Handbook located at <https://www.astate.edu/concurrent>. A-State CEP courses and students must adhere to all A-State policies as outlined in the A-State Undergraduate Bulletin located at <https://www.astate.edu/a/registrar/students/bulletins/index.dot> (select appropriate year).

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RETURNING A-STATE CONCURRENT STUDENTS

Thank you for your continued enrollment in the A-State Concurrent Enrollment Program (CEP). As a participant in our program, CEP students are A-State students. **As such, all A-State policies and procedures, including course registration, course drop, attendance requirements, final exam schedules, and deadlines established on the academic calendar, must be adhered to by CEP students.** Your continued success in earning college credits requires effort, maturity, and persistence on your part.

1. RESET PASSWORD

- Go to <https://www.astate.edu>.
- Click on “my.AState” at the top of the page.
- The log-in page will appear. Click on “Reset Password/First Time Users” below the login box.
- Review and accept the Acceptable Use Policy. Click “I Accept” and then “Submit”.
- Enter the Campus Wide ID/PIN Number, scroll to the bottom of the "Automated Account Manager" page and enter it. Click "Submit". ***
- To receive an authorization code, click “here” to answer the required security questions. For assistance with security questions, please call the ITS Help Desk at 870.972.3933. **DO NOT TRY ANSWERING QUESTIONS MORE THAN 2 TIMES BEFORE CALLING FOR HELP.**
- Copy the authorization code on the Authorization Code Retrieval page and click “Go Back to Password Reset”.
- The next page requires the student to develop a personal password.
- Determine a new password using the following guidelines:
 - must contain a minimum of eight characters
 - must contain at least one number
 - cannot start with a number
 - must contain at least one uppercase letter
 - must contain at least one lower case letter
 - cannot include any symbols, i.e., (&#*@)
 - cannot include your name or user name
 - cannot match any previously used passwords

- Complete and verify the new password and click “Submit.”
- The next page is a “Release of STUDENT INFORMATION Authorization Form.” Please choose “I authorize” or “I DO NOT authorize” and enter the student’s parent or guardian’s first and last name in the correct box. Click “Submit” to assure the password is accepted.
- If the password is not accepted, check it against the required guidelines for a password noted in the previous bullets and try it again.
- If the password is successfully set, the next screen will show your username and email address.
- Return to <https://www.astate.edu> and click on “my.AState” “and log in.”

PLEASE NOTE: Passwords must be changed every three months.

***If you do not know Campus Wide ID and PIN, please refer to the Password Reset video located on the A-State CEP Facebook page for assistance in using a Social Security number and birthdate.

2. REVIEW SECURITY QUESTIONS

- Go to <https://www.astate.edu>
- Click on “my.AState” at the top of the page.
- Log in using your A-State username and password.
A step-by-step video on resetting the password is available on the Astate Concurrent Enrollment Program Facebook page if needed at <https://www.facebook.com/AStateConcurrent/>
- Click on “Security Questions”.
- The security question set-up page that was completed during the student account setup process will appear. Review answers and correct as needed.
- NOTE: Pay close attention to how answers are spelled, capitalized, and spaced. The answers must be exact, or they will not work.

Print a copy of this page, and keep in a safe place **AT HOME**.

3. ADDITIONAL DUO MOBILE HELP



NEW PHONE WITH THE SAME NUMBER

- Download the Duo Mobile App on your new phone.
- Go to <https://www.astate.edu> and log in to “my.AState”.
- When prompted, have Duo call your phone number.
- Click “DUO”.
- You will be prompted to log in again.
- Once logged in, send another “Push”.
- Click “Add another device”.
- You will be prompted to add the type of device.
- You will be prompted to add your phone number and confirm it by clicking the box next to your number.
- Click “Continue.”
- Verify Ownership of your number by calling or texting the phone. Enter code and click “verify”.
- Click Continue.
- Click what kind of device you are adding.
- Click, “I have Duo Mobile Installed”.
- Open Duo Mobile on your phone, and click the plus sign in the upper right-hand corner. Allow the app to use your camera.
- Hold the phone up to the screen so the camera can see the bar code on your computer screen.
- Once you see the green check mark, hit “Continue.”
- You are ready to log out, log back in, and verify that Duo Mobile app has been set up correctly by sending a “Push” to your phone.

DUO SET UP WITH NEW PHONE AND NEW NUMBER

- Download the Duo Mobile App.
- Have your Campus Wide ID number ready.
- Call 870.972.3933.
- Tell the Help Desk that you are a concurrent student, and tell them the high school you attend.
- Follow their instructions.

4. **REGISTER FOR COURSES**: Please refer to page 6.
5. **PAY TUITION BILL**: Please refer to page 6-8.
6. **LOG INTO BLACKBOARD**: Please refer to page 8.
7. **CHECK EMAIL**: Please refer to page 8.
8. **REVIEW GRADES**: Please refer to page 9.
9. **DROP A COURSE**: Please refer to page 9.
10. **ACADEMIC CALENDAR**: Please refer to page 10.
11. **INCLEMENT WEATHER POLICY**: Please refer to page 10.
12. **CEP STUDENT AND PARENT HANDBOOK**: Please refer to page 10.

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IMPORTANT CONTACTS

Concurrent Enrollment Program.....	870.680.8365
.....	cep@astate.edu
Help Desk.....	870.972.3933
.....	itshelpdesk@astate.edu
Cashier's Window.....	870.972.3847

For Future Reference

Admissions Office.....	870.972.2782
.....	admissions@astate.edu
Registrar's Office.....	870.972.2031
.....	registrar@astate.edu
Treasurer's Office.....	870.972.2285
.....	sasbillpayment@AState.edu
Financial Aid & Scholarships.....	870.972.2310
.....	finaid@astate.edu

CHECK LIST

NEW A-STATE CONCURRENT STUDENTS

- Submit Parental Consent Form
- Complete A-State application
- Submit required scores (high school counselor will submit)
- Set up account
- Set up Duo Security
- Pay your bill
- Log into Blackboard
- Review your grades
- Review academic calendar
- Review inclement weather policy
- Review CEP student and parent handbook

RETURNING A-STATE CONCURRENT STUDENTS

- Reset password
- Review security questions
- Review Duo Mobile
- Pay your bill
- Log into Blackboard
- Review your grades
- Review academic calendar
- Review inclement weather policy
- Review CEP student and parent handbook

We suggest that you record your student information below and keep it in a secure place at home.

ID:	_____
USER NAME:	_____
PASSWORD:	_____
PIN:	_____
EMAIL:	_____

Concurrent Enrollment Program

P.O. Box 1330
State University, AR 72467
Phone: 870.680.8365
cep@astate.edu

Visit our A-State webpage or our Facebook page for videos that will help with common issues, such as paying your tuition, how to reset your password, etc.

<https://www.astate.edu/concurrent/>

<https://www.facebook.com/AStateConcurrent/>