

A-STATE CONCURRENT ENROLLMENT PROGRAM



PROGRAM GUIDE FOR PARENTS AND STUDENTS

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Concurrent Enrollment Program
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Table of Contents

CONCURRENT ENROLLMENT PROGRAM	3
CONCURRENT COURSES.....	4
PROGRAM STANDARDS.....	5
STUDENTS.....	6
ADMISSION STANDARDS.....	7
HOW TO ENROLL.....	8
COST.....	9
TECHNOLOGY.....	10
SELECTED COURSE OFFERINGS.....	11
ACADEMIC INTEGRITY.....	12
IMPORTANT POLICIES.....	16
CURRENT MODELS.....	18
HOW TO PAY.....	19
CONTACT INFORMATION	20

Concurrent Enrollment Program

A-State Concurrent Enrollment Program.

The partnership between Arkansas State University and high schools to develop the concurrent enrollment program is one that many high schools have found to be enriching. The program allows sophomores, juniors, and seniors to satisfy both high school and university credit requirements simultaneously through concurrent courses.

ASU Courses. The courses offered through the A-State Concurrent Enrollment Program use the same curriculum as those taught to Arkansas State University freshmen and sophomores. Tuition for concurrent courses is \$40 per credit hour which is approximately 80% less than the usual tuition and fees for Arkansas resident undergraduate tuition. Students' grades are recorded as college credits earned at Arkansas State University and are considered as such by other colleges and universities.

Is Concurrent Credit the same thing as Advanced Placement? No, concurrent credit differs from Advanced Placement (AP) in several ways. In concurrent credit courses, students will earn college credit based upon their performance on college level work, rather than on the standardized AP test score. Additionally, students will receive a grade on their college transcripts for concurrent courses, whereas only credit hours are earned on the college transcript for AP courses. Under current Arkansas Department of Education guidelines, AP grades weighted in calculating graduation rank, while concurrent grades are not weighted. Students are encouraged to examine their individual educational goals to decide which path works best for them. Some schools blend the concurrent and AP courses as a single class. All students enrolled in the blended course must complete the AP test.

Concurrent Courses

A variety of courses are offered. Our program currently offers A-State courses from various academic disciplines. A select listing is included on page 11. Course offerings vary based upon need and requests from high school administrators.

Concurrent courses are identical to courses offered on the ASU Jonesboro campus. Course offerings at each school varies dependent upon need and instructor availability.

What can I take? Are these really A-State classes? The classes students can take concurrently depend on the high school, but any course offered is an A-State college course. Once a student fills out the concurrent application and is accepted into the Concurrent Enrollment Program, he or she is an A-State student and will not have to reapply for admission provided the student continues his/her education by attending A-State the next regular semester after graduating high school. Concurrent courses will appear on the official student transcript as regular A-State courses. No distinction is noted on the transcript showing the course was completed as a concurrent course. To ensure quality, concurrent classes are monitored by the ASU academic departments through the concurrent course facilitators, who will visit your high school concurrent class and work with your high school instructor to ensure college level expectations.

Program Standards

Nationally Accredited. The A-State Concurrent Enrollment Program is accredited by the National Alliance of Concurrent Enrollment Partnership (NACEP). NACEP accreditation is an international symbol of quality, excellence and rigor.

Continuous Enhancement. The A-State Concurrent Enrollment Program is jointly managed by the Offices of Academic Affairs and Research and by the A-State academic colleges and departments that offer the specific courses. University faculty and administrators work directly with high schools to ensure that A-State courses offered through the Concurrent Enrollment Program mirror those courses taught on the ASU campus. Our program standards assures consistent quality.

A-State faculty work closely with concurrent teachers. Each concurrent instructor must meet faculty credentials for teaching as A-State faculty members. A faculty liaison is assigned to each concurrent instructor and communicates and meets regularly with their colleagues in the high schools. A-State faculty liaison visit high school classrooms each semester to monitor student progress and collaborate with the high school staff.

Course Transferability. General education courses offered through the A-State Concurrent Enrollment Program are part of the Arkansas College Transfer System, thus assuring transferability of the courses. Courses outside of the general education core are subject to each institution's transfer policy.

Measuring Performance. Comparability studies prove that ASU concurrent students consistently out-perform their campus counterparts on examinations and assignments. Concurrent students will complete a course evaluation for each course taken at the end of the semester. The processed data from the evaluations are forwarded to the chair of the ASU department responsible for the course and to the high school counselor.

Students

Challenging Minds. The concurrent credit coursework is more demanding than high school coursework and requires students to conceptualize and draw conclusions from their reading and research. Success requires concerted effort. Students accept these challenges when they register for a university course, and should be aware that grading standards are more stringent than the typical high school course.

I wasn't planning on going to A-State after high school. Can I still use these courses? A-State courses are easily transferred to the college of choice, as long as that college accepts transfer credit. To be certain, contact the registrar of the intended college and ask if concurrent courses transferred from ASU-Jonesboro will be accepted. If so, the transfer process works just like any other A-State course. When students apply to a college of their choice, they should always have a copy of their A-State transcript sent from the A-State Registrar's Office to the intended college or university. The registrar of the other college will determine course equivalencies. The Arkansas Course Transfer System (ACTS) regulates the transferability of core courses within the state.

Who should apply? Students meeting the academic requirements as noted on page 6 may apply for admission to A-State as a concurrent student. Students apply by using the A-State online concurrent application and providing a updated immunization record, or acceptable exemptions, as well as their high school transcript and standardized test scores. Documents can be forwarded to the A-State Admissions Office by the high school counselor or the individual student.

Why take a "harder" class than I have to? There are several benefits to taking concurrent credit courses. Students receive the college experience, with college level work, in a familiar environment. Having already experienced success in college level coursework, freshmen anxiety is lessened when students arrive on-campus as a full-time student. By getting a start on college credit, some of the required general education courses are out of the way. Students can start on their program of study or "major" courses much faster or have extra time in college to participate in study abroad or other existing activities.

Admission Standards

Concurrent Enrollment Program Admissions Standards

For concurrent admission, all students must have a minimum **ACT composite score of 19 and reading score of 19 and a 2.5 grade point average** (seventh semester) or **2.75** (sixth semester) transcript. Accepted test equivalencies are noted below.

Admissions Standardized Testing Equivalencies

	Composite	Reading	English	Math
SAT	910	470 (verbal)	450 (verbal)	460
COMPASS	**	83	80 (writing)	41 (algebra)
ASPIRE*	**	435	427	431

*This test is used to project ACT scores and may only be accepted for concurrent students.

**Composite scores or composite equivalencies are not available, therefore to be admitted to the A-State Concurrent Enrollment Program all students must meet the reading equivalency score. Concurrent students may enroll in concurrent courses without specific subtest requirements, such as Biological Science, if the student is admitted to the ASU Concurrent Enrollment Program.

Requirements to register for specific concurrent courses include:

English courses: ACT subtest score of 19 in English (or meeting the minimum standardized testing equivalency score in English on the SAT, COMPASS, ASPIRE listed above)

College Algebra (MATH 1023): High School Algebra II and score of 19 or above on ACT Math or 530 or above on SAT Math or 41 or above on COMPASS Algebra or 431 or above on the ASPIRE Math. Concurrent math courses meet the tutorial requirement for SLA Algebra sections.

Plane Trigonometry (MATH 1033): High School Algebra II and score of 19 or above on Math ACT or 530 or above on Math SAT, Corequisite, MATH 1023.

Pre-Calculus (MATH 1054): High School Algebra II and score of 24 or above on Math ACT or 590 or above on SAT in Math, or College Algebra (MATH 1023)

How to Enroll

How do students enroll?

Partner school administrators determine which courses they require in their respective schools. The list of concurrent courses are generally provided by the counselors to the students during class registration.

Students who meet the academic requirements and are recommended by the counselor or principal will fill out the online application for A-State. No application fee is required. The high school counselor will provide a registration link that includes a mandatory parental consent agreement for enrollment in the college course. The A-State Concurrent Enrollment Program Director will assist the counselors and students in applying for admission and course registration.

Follow these easy steps to complete the A-State Online Concurrent Application:

- Go to Astate.edu.
- Click on *Admissions*.
- Scroll down and click on *Apply Now*.
- Click on *New Applicant—First Time User Account Creation*
- Use the directions at the top of the page to create a user name and pin number. WRITE DOWN THE USER NAME AND PIN for future reference. Submit.
- Scroll down on the opening page. Choose *Undergrad HS Concurrent* as the application option.
- Follow the directions on each page to complete the application. When finished, click on *Application is complete*.
- Ask your high school counselor to submit the required documentation (immunization record, test scores, and transcript) to the A-State Admissions Office.

Cost

Cost to students. Cost to students is comparatively low (approximately 20 percent of the tuition rate for students taking the same course on campus). Each course is \$40 per credit hour. Since most courses are 3-hour courses, the usual tuition for one course is \$120. Tuition is due on the fifth day of classes and may be paid online using the *A-State Self-Service* icon on the MyCampus portal, by calling 870.972.3847 to make a credit or debit payment, or mailing payment to A-State Treasurer's Office, P.O. Box 2640, State University, AR 72467. Payment may also be submitted at the Cashier's Window, located on the second floor of the A-State Student Union.

What else do students get?

Students can obtain an A-State student ID, which can be used on campus to access the resources of the library and the computer lab.

Concurrent students must visit the A-State Student Union ID Center, located on the second floor of the A-State Student Union, to obtain an A-State ID. Proof of identity must be presented, state driver's license, high school picture ID, government issues photo ID, etc., in order to obtain an A-State ID. Additionally, student must be officially registered for courses before the ID can be issued.

Technology

Blackboard Learning Management System: A-State's Blackboard Learning Management system is used for most concurrent enrollment courses. Students should learn to effectively use the Blackboard system. Assistance is available from the high school instructor or the A-State Concurrent Enrollment Program office.

Syllabus: Instructors must follow the syllabus guidelines required by the respective A-State academic departments. Concurrent instructors must adhere to the same learning outcomes, curriculum, and evaluations as the same courses that is taught on the A-State campus.

Email: A-State email is the official communication tool at the university. **It is vital that students check their A-State email account DAILY to avoid missing critical correspondence from instructors, administrators, and various university offices.** Announcements and important course notices are posted on Blackboard. Students should log-in to Blackboard each day for these important announcements.

Online Student Information System: The Banner System provides access for students to their admission, registration, accounts and records. Faculty access to the Banner system provides class schedule and student grade entry. Self-Service Banner is accessible from the *MyCampus* portal.

Information & Technology Services: ITS offers a variety of methods to provide, engage, and enhance the quality of education in the classroom. Live video and web conferencing, online library resources, message board forums and broadcast satellite are some options that may be used to facilitate A-State course delivery.

Selected Course Offerings

BIOL 1001. Biological Science Lab Two hours per week. It is recommended this course be taken concurrently with BIOL 1003. Special course fees may apply. 1.000 credit hours. (ACTS#: BIOL 1004; BIOL 1024)

BIOL 1003. Biological Sciences The major characteristics and processes of life emphasizing the human organism. Promotes understanding of diversity and unity among living organisms with focus on ecological interactions and responsibilities of people within their social and natural environment. Lecture three hours per week. Special course fees may apply. It is recommended that this course be taken concurrently with BIOL 1001. 3.000 credit hours. (ACTS#: BIOL 1004)

CMAC 1003 – Mass Communications in Modern Society – A study of the interaction between society and mass communication through the lenses of history, theory, economics, culture, law, and technology. 3.000 credit hours.

ENG 1003. English Composition I Study and practice of fundamentals of written communication including principles of grammar, punctuation, spelling, organization, and careful analytical reading. Prerequisite, with grade of C or better, for ENG 1013. 3.000 credit hours. (ACTS#: ENGL 1013)

ENG 1013. English Composition II Continues the practice of ENG 1003, to develop further the skills learned in that course. Based on reading and discussion of various types of writing, the students' essays will provide practice in different kinds of rhetorical development including research and documentation. **Prerequisite, must complete ENG 1003 with grade of C or better for degree.** 3.000 credit hours. (ACTS#: ENGL 1023)

ENG 2003. Intro to World Literature to 1660 Introduction to the analysis and interpretation of literary works from several historical periods ranging from early civilizations through the Renaissance. 3.000 credit hours. (ACTS#: ENGL 2213)

ENG 2013. Intro to World Literature since 1660 Introduction to the analysis and interpretation of literary works from several historical periods ranging from the Renaissance to the present. 3.000 credit hours. (ACTS#: ENGL 2223)

Fine Arts-Musical [MUS 2503]

FINE ARTS. An introduction to music for the listener who has had no formal musical training or experience. A study of musical styles and composers and their cultural and historical contexts. 3.000 credit hours. (ACTS#: MUSC 1003)

HIST 2763. The United States to 1876 UNITED STATES HISTORY. Social, economic, and political developments from Columbus to the end of the Reconstruction. 3.000 credit hours. (ACTS#: HIST 2113)

HIST 2773. The United States since 1876 UNITED STATES HISTORY. Social, economic, and political developments from Reconstruction to the present. 3.000 credit hours. (ACTS#: HIST 2123)

HIST 1013. World Civilization to 1660 World and European history. The great civilizations, with emphasis on the main historical currents influencing modern society. 3.000 Credit hours. (ACTS#: HIST 1113)

HIST 1023. World Civilization since 1660 World and European history. Continuation of HIST 1013, with emphasis on the past three centuries. 3.000 credit hours. (ACTS#: HIST 1123)

MATH 1023. College Algebra Equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, and miscellaneous topics. No credit given if taken following MATH 1054. Prerequisite, High School Algebra II and score of 21 or above on ACT Math or 460 or above on SAT Mathematics or 41 or above on COMPASS Algebra or 42 or above on ASSET Algebra or a grade of C or better in MATH 0013 or completion of 12 modules in UC 0173 and UC 022V. 3.00 credit hours. (ACTS#: MATH 1103) *ACT MATH 19 is acceptable based on classroom contact hours.

MATH 1033 Plane Trigonometry [MATH 1033]

Right triangles and similar triangles, trigonometric ratios, degrees, and radians, trigonometric functions, circular functions, trigonometric identities, inverse trigonometric functions, trigonometric equations, Law of Sines, Law of Cosines, vectors, polar coordinates, and complex numbers. No credit given if taken following MATH 1054. Prerequisite, High School Algebra II and score of 21 or above on Math ACT or 590 or above on SAT, or a grade of C or better in MATH 0013 or **Corequisite, MATH 1023.** 3.000 credit hours. (ACTS#: MATH 1203) *ACT MATH 19 is acceptable based on classroom contact hours.

Pre-Calculus Mathematics [MATH 1054]

Selected topics from algebra, trigonometry, and analytic geometry. **Prerequisite, High School Algebra II and score of 24 or above on MATH ACT or 630 or above on SAT, or Math 1023.** 3.000 credit hours. (ACTS#: MATH 1305)

Academic Integrity

ACADEMIC INTEGRITY, ACADEMIC RIGHTS, AND STUDENT ACADEMIC GRIEVANCE PROCEDURE

Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties.

Arkansas State University is a community of scholars whose members include its faculty, students and administrators. It is a forum where ideas are discovered, discussed and tested. 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.

Under certain circumstances, Arkansas State University students have the right to grieve alleged violations of their academic rights. A grievance is a complaint alleging that one or more of the “academic rights of students” (as stated in the Student Handbook) have been violated.

More information about academic integrity, student academic rights, and the student academic grievance procedure can be found in the student handbook at <http://www.astate.edu/a/student-conduct/student-standards/>.

Concurrent students are Arkansas State University students. As such, all students are expected demonstrate the highest level of academic integrity in all assignments, evaluations, and personal conduct. A-State requires all students to complete an Academic Integrity training via Blackboard during their first semester of enrollment. A link for this training appears on the individual student’s Blackboard list of courses.

This training MUST BE COMPLETED during the student’s initial semester of enrollment. Future enrollment will be blocked until the training and final quiz is completed. A final quiz grade of 10/10 must be achieved; however, the quiz can be completed an unlimited number of times to achieve this score.

Academic Integrity

ACADEMIC MISCONDUCT

Arkansas State University enthusiastically promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties.

A. PLAGIARISM

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

1. To avoid plagiarism give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments)

Discipline: Faculty members may respond to cases of plagiarism in any of the following ways:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Give a failing grade on the paper or other item—"F" if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

Academic Integrity

ACADEMIC MISCONDUCT

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

1. Observing and/or copying from another student's test paper, reports, computer files and/or other class assignments.
2. Giving or receiving assistance during an examination period. (This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.)
3. Using class notes, outlines, and other unauthorized information during an examination.
4. Using, buying, selling, stealing, transporting, or soliciting, in part or in whole the contents of an examination or other assignment not authorized by the professor of the class.
5. Using for credit in one class a term paper, book report, project, or class assignment written for credit in another class without the knowledge and permission of the professor of the class.
6. Exchanging places with another person for the purpose of taking an examination or completing other assignments.

Discipline: Faculty members may respond to cases of cheating in any of the following ways:

1. Allow the testing to progress without interruption, informing the offending student about the offense—and award a failing grade on the test—"F" if a letter grade is used or zero if a numerical grade is used.
2. Seize the test of the offending student and give a failing grade on the paper.

Academic Integrity

3. Give the offending student a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the university.

Sanctions for Academic Misconduct

Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program which shall be made by the department chair or program director, or suspension or expulsion from the university, which shall be made by the dean. The following sanctions may be imposed for Academic Misconduct:

- A failing grade on the paper or project;
- Rewriting or repeat performance of course work;
- A failing grade for the class;
- Dismissal from the class;
- Dismissal from a particular program;
- Suspension or Expulsion from the university;
- Other appropriate sanctions as warranted by the specific acts of the student.

A Student may not avoid academic sanctions by withdrawing from a class, a program, or the university.

NOTE: Colleges and Departments (e.g., Art, Nursing, Biology) may add to these guidelines in order to enforce academic integrity and professional ethics to meet their special needs (e.g., clinical, computer, laboratory experiences).

Important Policies

Course Selection and Enrollment

The high school counselor in conjunction with the Director of the Concurrent Enrollment Program will assist students in choosing appropriate courses that meet the high school and college requirements. Some courses require pre-requisites, such as, minimum standardized test scores, completion of a lower level course and/or a particular grade achieved in a previous course. These pre-requisites are included in the course descriptions found on page 11 of this document. The high school counselor will provide enrollment information and directions to students.

Academic Load

Concurrent students should exercise extreme caution when deciding on an appropriate course load for concurrent courses. The additional rigor and academic commitment required in the concurrent courses should be a guiding factor. The maximum academic load for concurrent enrollment is 12 credit hours per semester.

Grades and Grading System

Students have access to view official grades at the end of each semester and each summer term in which they are enrolled. Arkansas State University is on a four-point grading system. The grading system includes permanent letter grades and grade point values as follows:

- A = 4 points per credit hour
- B = 3 points per credit hour
- C = 2 points per credit hour
- D = 1 point per credit hour
- F = 0 points per credit hour
- WN = withdrawn for non-attendance*
- FN = failed for lack of attendance*

*A student will be withdrawn from a regular or online course if attendance is not documented by the 11th day of class. In an online course, the student **MUST** complete an assignment by the 11th day of class to document attendance. Additionally, a student may be failed for lack of attendance in a regular course and/or failure to complete assigned work in an online course.

Important Policies

Course Cancellation

The A-State Concurrent Enrollment Program reserves the right to cancel advertised courses for reasons beyond the control of Arkansas State University. In the unlikely event that a course offering must be cancelled, every effort will be made to secure enrollment in another section of the course or another appropriate course.

A-State Calendar

The official A-State Academic Calendar is followed by 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 will be enforced by the A-State Concurrent Enrollment Program. The A-State Academic Calendar can be located at <http://www.astate.edu/a/registrar/>.

The refund schedule for dropped classes is:

1st—5th class day = 100% refund

6th—10th class day = 75% refund

On or after the 11th class day = None

Inclement Weather Policy for Concurrent Courses

Concurrent courses are offered at many school districts throughout the region; thus, school closings for inclement weather can vary greatly. Arkansas State University 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.

Assessment

Arkansas State University (ASU) is dedicated to providing quality academic programs and committed to transparency of student learning outcomes; therefore, assessment for improvement of academic programs and learning is of primary importance to the university. Students are responsible for participating in state and institutional assessment exams or related activities. Failure to participate in required assessments can prevent registration and delay degree completion and graduation.

Concurrent Models

The ASU Concurrent Enrollment Program offers three standard models for course delivery in various content areas.

- **The Traditional Model**

Using ASU course materials, a certified teacher with a Master's degree in the discipline or a Master's degree with 18 graduate hours in their content area may teach an A-State concurrent course at the high school level after completing the required training and being accepted by the related A-State academic department. The students receives both A-State and high school credit for the course.

- **Digitally Enhanced Collaborative Model**

Many schools do not have certified teachers with master's degrees and 18 graduate hours in their content area. The collaborative model allows A-State course content to be delivered by A-State faculty through an on-line Blackboard format. Using a combination of various online, video conferencing and on site interaction, the A-State instructor provides the course content required for the A-State college course and the high school teacher provides the high school instruction and grade. When possible, the A-State professor and classroom teacher collaborate on the delivery of mutually acceptable content.

- **Online Delivery Model**

The online delivery model is used in special cases where specific online material is necessary to facilitate the A-State course. In this case, the students must be allowed computer access during a regular scheduled period to complete the college coursework. A proctor is required in the classroom during the scheduled period.

How to Pay

Self-Service Banner provides access to a variety of student records including an account summary and payment options. (<http://asuselfservice.astate.edu:9199/>)

Available Payment Options

(Please put student name and ASU ID on check/money order)

1. Mail payment to **Treasurer's Office, PO Box 2640**, State University, AR 72467
2. Pay via the web at <http://asuselfservice.astate.edu:9199/> or **Call 870-972-3847**.
3. Pay at the Cashier's Window located in the Student Union on the 2nd floor.
4. Four payments installment plan (Signed agreement and \$40 fee required)
5. Employee payroll deduction plan*

**Please note: ASU employee tuition discount for dependents are not available for the High School Concurrent Enrollment Program.*

Holds on Account

Holds are placed on all accounts with outstanding balances. To be able to register, your account must be cleared. Unpaid balances are subject to late fees and may be submitted to a collection agency.

View Balance / Account Summary

For account details, go to <http://asuselfservice.astate.edu:9199/>. For questions or inquiries, email accountserv@astate.edu or call Student Accounts Services at 870-972-2285. Concurrent courses follow all tuition payment, drop dates, and refund policies as regular A-State courses. Complete information can be found in the A-State Undergraduate Bulletin. Choose the appropriate year's bulletin at the following web address: <http://www.astate.edu/a/registrar/students/bulletins/>

General Information

Please check your ASU email often.

ASU Concurrent Enrollment Program number:

870-680-8365

ITS Help Desk number: 870-972-3933

Student Account Services

PO Box 1680

State University, AR 72467

(870) 972-2285

Contact Information

For more information on any aspect of our Concurrent Enrollment Program, contact us at:

**A-State Concurrent Enrollment Program
Dean B. Ellis Library (3rd Floor)
Phone: 870-680-8365**

Mailing Address:

**A-State Concurrent Enrollment Program
P.O. Box 1330
State University, AR 72467**