

ARKANSAS STATE UNIVERSITY

Neil Griffin

College of Business

2021 Advising Guide



Ms. Christine Perry, NGCOB Undergraduate Academic Advisor

Business Advising Center, Room 101

Email: cperry@astate.edu * Phone: (870) 972-3119

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GETTING STARTED: KNOW THE BASICS

UNIVERSITY ADMISSION REQUIREMENTS

- **Unconditional Admissions:** a minimum ACT composite score of 21 and a minimum high school GPA of 2.75.
- **Conditional Admissions:** a minimum ACT composite score of 19 and a minimum high school GPA of 2.30.
- Comparable scores on the SAT or ASSET or ACCUPLACER may be submitted for consideration.

TRANSITION STUDIES

Students whose ACT score is less than 21 (or comparable SAT) or whose ACCUPLACER or ASSET scores require that they take one or more developmental courses may only be admitted to A-State through Transition Studies.

- Students admitted to this program are officially undecided.
- Limited to class choices and enrollment hours.
- Must complete two semesters of college work successfully to continue to enroll in A-State classes.
- Failure to do so will result in dismissal from the Transition Studies program and suspension from the university.
- Suspended students can only return when they have completed 12 or more transfer credited hours.

TRANSFER ADMISSIONS

1. Students who have completed 12 or fewer semester credit hours will be admitted under conditions for new freshman and must submit high school transcript and ACT/SAT scores in addition to all college transcripts.
2. **Admissions -Transfer:** Completion of 12 to 23 or more transferable credit hours with a cumulative GPA of at least 2.000 at a regionally accredited college or university and evidence of ACT/SAT scores taken within the last five years with the completion of state mandated remediation requirements.

ACADEMIC ADVISING STRUCTURE

- | | | |
|----------------------|-----------------------------------|------------------------|
| • Transition Studies | Based on college placement scores | Transition Studies |
| • Undecided | Exploring degree options | Wilson Advising Center |
| • Decided & Transfer | Major determined | Academic Departments |

ACADEMIC SUPPORT STRUCTURE

Making Connections Courses

All first time, first-year college students are enrolled in a Making Connections (3 credit) course during their first enrollment period. This course is designed to help transition new learners to the college culture. **Students can waive this course if they have completed 13 college credit hours. These hours cannot be concurrent or AP.**

STUDENT STATUS

ADVISING STRUCTURE FOR INCOMING FIRST-YEAR STUDENTS

- **Transition Studies** advises all students with an ACT score below 21.
- **Academic Departments** advises declared majors with an ACT composite score of 21 or higher.
- **Wilson Advising Center** advises undeclared majors with an ACT composite score of 21 or higher.

FIRST-YEAR

- Students who have completed 12 or fewer semester credit hours following high school completion are considered first-year students.
- First-year students must take necessary developmental coursework and Making Connections course the first enrollment period.
- **Mrs. Kerry Tew, will advise all incoming Business New Freshmen and Freshman students.**

TRANSFER

Students who have completed 13 or more transferrable credit hours following high school completion are considered transfer students. **All transfer (US and International) students are advised by Christine Perry their first semester at A-State.**

- Transfer students with fewer than 24 or more transferable credit hours are accountable for developmental courses if necessary.
- Students transferring from State of Arkansas accredited two-year institutions with an Associate of Arts degree (or other associate degrees meeting the minimum state enhanced general education core) will have satisfied Arkansas State University's general education requirements. However, specific A-State degree requirements must be met for a bachelor's degree. NGCOB Specific requirements are:
 - Completion of Oral Communications, Macroeconomics and Microeconomics
 - "C" or higher in ISBA 1503
 - "C" or higher in ACCT 2033
 - "C" or higher in MATH 2143

SECOND DEGREE

Students who are seeking a 2nd degree from Arkansas State University will be required to complete all the courses not taken with their first degree. With regard to general educational requirements, the university will check for the following classes: **All 2nd degree (US and International) students are advised by Christine Perry their first semester at A-State.**

- English Composition I AND English Composition II
- Math – Business Calculus specifically for the NGCOB.
- US History OR US Government
- Oral Communications, Macroeconomics and Microeconomics

STUDENT STATUS

DEVELOPMENTAL

- Any student who scores below a 19 on the math, reading, or English sub score of the ACT (or comparable score on other placement exams) will be required to take the appropriate developmental course during their first enrollment at A-State.
- Students must pass developmental courses with a “C” or better.
- Transition Studies students will be **UNDECIDED** for the first year, restricted to 12 hours, and must meet ACCUPLACER score after class to continue enrollment.
- **CONTACT:** Ms. Toccara Carter, Director of Transition Studies, University College, 972-2080, tcarter@astate.edu.

HONORS

- **Incoming freshmen** who met the following criteria will be formally admitted to the Honors College upon acceptance at A-State 28+ ACT (composite score) and 3.50+ High School GPA. Honor students are required to take a minimum of one honors course per semester. **All incoming freshman students are automatically screened for admissions to the Honors College; there is not a separate application.**
- **Current and Transfer students** with at least 18 college credit hours can apply for admission into the Honors College if they have a minimum overall GPA of 3.250 and a faculty member/advisor recommendation. Students must complete the Honors Transfer Application.
 - <https://www.astate.edu/college/honors-college/forms/transfer-application.dot>
 - <https://www.astate.edu/college/honors-college/forms/current-student-application.dot>
- **CONTACT:** Rebecca Oliver, Director of Student Services, the Honor College, 972-2308, rsoliver@astate.edu.

ATHLETES

- Most student athletes need to be out of class by 2:00 p.m. for practice.
- Please be sensitive to academic rigor when scheduling student athletes. For example, football players have heavy fall activities.
- Student athletes receive priority registration.
- **CONTACT:** Student-Athlete Academic Success Center, 972-3356.

INTERNATIONAL

- **Undergraduate students and graduate students completing prerequisite courses:** To be considered full time, undergraduate students and students enrolled in prerequisite courses for a graduate program must be enrolled in 12 credit hours or more per semester.
- **Traditional courses:** International students are required to take at least 6-9 hours of in-class courses per semester.
- **Online courses:** International students may take a maximum of 3-6 hours of online courses per semester that will count towards their total number of credit hours required to be full time.
- **Internships and off-campus work:** International students are not allowed to work off-campus without permission from the Office of International Programs.
- **CONTACT:** Mallory Yarbrough, Coordinator of International Student Services, 972-2329, msluder@astate.edu.

REGISTRATION: General Education Requirements

COMMUNICATIONS (9 hours)

- ENG 1003, English Composition I
 - ENG 1013, English Composition II
- SCOM 1203, Oral Communications**

MATHEMATICS (3 hours)

- **MATH 2143, Business Calculus**
 - ➔ ○ **Calculus I or Survey of Calculus**
 - ➔ ○ MATH 1023, College Algebra
- ➔ (See notes below.)

SCIENCES (8 hours)

LIFE SCIENCE (course and lab)

BIOL 1003/1001 Biological Science/Lab
BIOL 1033/1001 Biology of Sex/Lab
BIOL 1063/1001 People and Environment/Lab
BIO 1503/1501 Biology of Plants/Lab
BIO 2013/2011 Biology of Cell/Lab
BIO 2103/2101 Microbiology/Lab
BIO 2203/2201 Human Anatomy & Physiology I/Lab

PHYSICAL SCIENCE (course and lab)

CHEM 1013/1011 General Chemistry I/Lab
CHEM 1043/1041 Fundamentals of Chemistry /Lab
GEOL 1003/1001 Environmental Geology/Lab
PHSC 1014, Energy and the Environment
PHSC 1203/1201 Physical Science/Lab
PHSC 1103/1101 Intro to Space Science/Lab
PHYS 2034, University Physics I
PHYS 2054, General Physics I

➔ **NOTE:** Calculus I or Survey of Calculus are approved substitutions for the MATH credit for our B.S. Business degrees.

➔ **NOTE:** ISBA (A.S.), Economics (B.A.) and Economics, Pre-Law (B.A.) degrees mathematical requirement is College Algebra (MATH 1023) NOT Business Calculus.

Complete the following courses with C's or better: ENG 1003, ENG 1013, & MATH 2143 or MATH 1023.

Transfer Students are expected to complete the general education requirements. Courses completed before transfer may be used to satisfy these requirements when so determined by the registrar. **All transfer students are advised by Ms. Christine Perry their first semester.**

- Associate of Arts, Associate of Science and Associate of Arts in Teaching degrees from Arkansas public institutions meet A-State general education requirements.

UNIVERSITY REQUIREMENT (3 HOURS)

BUSN 1003, Making Connections Bus
(Waived if transferring in 13 plus hours)

FINE ARTS (3 hours)

ART 2503, Fine Arts Visual
MUS 2503, Fine Arts Musical
THEA 2503, Fine Arts Theatre

HUMANITIES (3 hours)

ENG 2003, Intro to Lit of Western World I
ENG 2013, Intro to Lit of Western World II
PHIL 1103, Intro to Philosophy

SOCIAL SCIENCES (9 hours)

US HISTORY OR GOVERNMENT (3 hours)

HIST 2763, US History to 1876
HIST 2773, US History since 1876
POSC 2103, Intro to US Government

(6 Hours)

- **ECON 2313, Macroeconomics**
- **ECON 2323, Microeconomics**

Total: 38 Semester Hours

REGISTRATION:

Business Core and Elective Requirements

LOWER LEVEL BUSINESS CORE (21 hours)

- ACCT 2033, Intro to Financial Accounting
- ACCT 2133, Intro to Managerial Accounting
- ISBA 1503, Microcomputer Apps
OR CS 1013 (Transfer)
- STAT 3233, Applied Statistics
OR ECON 2113, Bus Stats (Transfer)
- BCOM 2563, Business Communications
- LAW 2023, Legal Environment of Business
- **MGMT 2003, Entrepreneurial Discovery and Innovation**

UPPER LEVEL BUSINESS CORE (18 HOURS)

- ISBA 3013, Management Information Systems
- **ISBA 3553, Foundation of Business Analytics**
- FIN 3713, Business Finance
- MGMT 3123, Principles of Management
- MKTG 3013, Marketing
- **MGMT 4813, Strategic Management**

Complete the following courses with C's or better: ACCT 2033 & ISBA 1503 or CS 1013

Upper Level Policy: Students must complete 30 hours plus appropriate prerequisite courses prior to taking upper level business courses.

MGMT 4813, Strategic Management can ONLY be taken after all core classes have been completed. This course must be taken in the last semester before graduation.

ELECTIVES (0 TO 43 Hours)

Elective requirements vary from degree to degree. The majority of our degrees require 19 hours with 3 hours of upper level credit. Advisors must be aware of the elective requirements for their degree:

- **1 hour:** Accounting (A.S. & B.S.), Information Systems and Business Analytics (A.S. & B.S.)
- **7 hours:** International Business
- **10 hours:** Marketing
- **13 hours:** Finance-Banking
- **16 hours:** Finance-Financial Management, Management, Management-Hospitality Management, Management-Human Resources; Marketing-Sales, Marketing-Marketing Analytics.
- **19 hours:** Business Administration, Business Economics, Global Supply Chain Management,
- **19-43 hours 9 hours upper-level credit:** Economics (B.A.) and Economics, Pre-Law (B.A.)
 - **Business Core classes are not required for the BA in Economics Degrees.**

➔ STAT 3233 is calculated into the 45 upper level hours needed for all NGCOB BS degrees. If a student transfers ECON 2113 – Business Statistics into A-State, the NGCOB will be using this for their statistics credit within their core. Be mindful that the student may have to do another 3000 or 4000 level class to be able to meet the 45 Upper Level requirement for graduation.

Students who transfer 13 or more credit hours into A-State do not have to take our Making Connections course. This credit will be waived. **However, the student is responsible for the three hours and could potentially be required to do an extra three-hour elective course to be able to meet the 120 total hours needed for graduation.**

REGISTRATION:

Major/Emphasis and Language Requirements

The College of Business requires either all “C’s” or above within its major and emphasis areas **OR** an overall GPA of 2.25 with the exception of the following degrees:

- **Accounting** – 2.50 or higher and at least a “C” or higher within each course in the major.
 - Students will be limited to 3 attempts at each Upper Level ACCT course.
- **A.S. in Information Systems and Business Analytics**– 2.00 or higher
- **B.S. in Information Systems and Business Analytics** – Grade of “C” or higher is required for all ISBA major required courses plus ISBA 3013. Major courses are only offered once per year.
- **Economics, B.A. and Economics, Pre-Law** – 2.00 or higher

Hours required within the major varies from degree to degree.

- **21 hours:** Accounting (A.S), Information Systems and Business Analytics (A.S.)
- **24 hours:** Business Administration, Business Economics, Global Supply Chain Management, International Business, Management-Human Resources Management
- **27 hours:** Finance-Financial Management, Management, Management, Hospitality Management, Marketing, Marketing-Sales, Marketing-Marketing Analytics.
- **30 hours:** Finance, Banking
- **39-51 hours:** Economics (B.A.), Economics, Pre-Law (B.A.)
- **42 hours:** Accounting (B.S.), Information Systems and Business Analytics

LANGUAGES (12 Hours)

- There are only three degrees offered within the College of Business that require 12 foreign language hours. Those degrees are Economics (B.A), Economics, Pre-Law and International Business.
- A-State currently offer three different languages: French, German and Spanish.
- Students need to enroll in language courses in their **freshmen year** or as soon as possible.
- Generally speaking, the longer a student waits the more challenging it will be to meet requirements.

REGISTRATION: Business Degree Requirements

For a more detailed enumeration of all academic requirements and regulations for the Bachelor's Degree, see the 2016-2017 Undergraduate Bulletin.

1. Correct number of hours presented for degree (120).
2. Forty-five (45) junior/senior hours after the completion of 30 semester hours.
3. Completed or enrolled in all required/elective courses.
4. Completed the following courses with a grade of "C" or better:
 - ENG 1003, Composition I and ENG 1013, Composition II**
 - MATH 2143, Business Calculus (Calculus I/Survey of Calculus) OR**
 - MATH 1023 (Economic B.A. and Economics, Pre-Law B.A.)**
 - ACCT 2033, Intro to Financial Accounting**
 - ISBA 1503, Microcomputer Applications or CS 1013, Intro to Computers**
5. Completed a U.S. History (HIST 2763 or 2773) OR a U.S. Government (POSC 2103) course.
6. Completed ECON 2313-Macroeconomics and ECON 2323-Microeconomics.
7. **Overall:** at least 2.25 grade point average (including transfer and A-State coursework).
8. **Institution:** at least 2.00 "Institution" grade point average.
9. **Business Core:** minimum grade point average of at least 2.25 calculated on the last grade for each course in the business core or at least a "C" in each course within the core.
10. **Major/Emphasis:** minimum grade point average of at least 2.25 calculated on the last grade for each course in the major and emphasis area or at least a "C" in each course unless specified as something different. **Exception to this rule is Accounting: This degree requires C's or higher and an overall GPA of 2.500 within the major.**
11. Other requirements:
 - a. 32 A-State residence hours.
 - b. 30 of last 36 hours must be completed at A-State Jonesboro.
 - c. At least 50% of the business credit hours required for a baccalaureate degree must be earned in the A-State Jonesboro College of Business.
 - d. Complete a minimum of 50% of major work at A-State Jonesboro.
 - e. Credit by correspondence, exam (including CLEP), evaluated military service, and USAFI not to exceed 25%. A maximum of 30 semester hours can be earned by examination.

REGISTRATION: Certificate and Minor Requirements

Certificates and Minors are optional. At least a GPA of 2.250 or higher. **Students may have both a major and minor in the College of Business but at least 6 hours in the minor cannot be used to complete the general education, business core and major requirements.** (College of Business majors may not have a minor in General Business).

NGCOB Certificates:

- **Certificate in Business Analytics (15 hours):** MATH 1023, STAT 3233, ISBA 3423, ISBA 3663, ISBA 3413 or ISBA 3553.
- **Certificate in Information Technology (24 Hours):** ENG 1003, ENG 1013, ACCT 2033, ISBA 1503, ISBA 2033, ISBA elective.
- **Certificate in Law and Compliance (9 Hours):** LAW 2023, Select two of the following: LAW 4033 or LAW 4043 or LAW 4053 or LAW 4083 or LAW 459V or REI 4413.
- **Certificate in Marketing Analytics (12 Hours):** MKTG 3013, MKTG 4213, Select two of the following: ISBA 3423, MKTG 3173, MKTG 4313.
- **Certificate in Sales Leadership (12 Hours):** MKTG 3013, MKTG 3093, MKTG 3193, MKTG 4323
- **Certificate in Entrepreneurship (12 Hours):** MGMT 2003, MGMT 3183, MGMT 4163, MGMT 4183.

NGCOB Minors:

- **Minor in Accounting (21 Hours):** ACCT 2033, ACCT 2133, ACCT 3003, ACCT 3013, ACCT 3053, ACCT 4013, ECON 2333 or ECON 2323.
- **Minor in Information Systems and Business Analytics (18 Hours):** ISBA 2033, ISBA 2523, ISBA 3013, ISBA 3403, Select Two: ISBA 4453 or ISBA 4653 or ISBA 4853.
- **Minor in Economics (18 Hours):** ECON 2313, ECON 2323, ECON 3313, ECON 3353, Upper Level ECON Elective.
- **Minor in Finance (18 Hours):** FIN 3713, FIN 3763 or ECON 3323, FIN 4723, FIN 4753, two Upper Level FIN electives.
- **Minor in Financial Wealth Management (18-21 Hours):** ACCT 2023 (Non NGCOB Majors), ACCT 4013, ACCT 4163, FIN 2013 or FIN 4723, FIN 4013, LAW 4043, MKTG 3093.
- **Minor in Entrepreneurship (21 Hours):** ACCT 2033, ECON 2313 or 2333, FIN 4713, MKTG 3013, MGMT 3183, MGMT 4163, MGMT 4183.
- **Minor in International Business (18 Hours):** ISBA 4453, ECON 4143, GSCM 4133, MGMT 3193, MGMT 4123, MKTG 4113.
- **Minor in Logistics (18 Hours):** ECON 2313 or 2323, GSCM 2063, GSCM 3163, GSCM 4103, GSCM 4133, MKTG 3013.
- **Minor in Management (18 Hours):** ACCT 2023 or 2033, ECON 2323 or 2333, MGMT 3123, MGMT 3153, two Upper Level MGMT electives.
- **Minor in Marketing (18 Hours):** MKTG 3013, MKTG 3033, MKTG 4043, three Upper Level MKTG electives.
- **Minor in Sales Leadership (18 Hours):** MKTG 3013, MKTG 3093, MKTG 3193, MKTG 4323, select two of the following: ISBA 3423, GSCM 4123, MKTG 3173, MKTG 4313, MKTG 426V.

ADVISING TIPS: Freshmen and Sophomore Year

FRESHMEN YEAR (0-29 HOURS) – Advised by Mrs. Kerry Tew

- Is aware of any development courses needed.
- Is aware that the communications, critical thinking, and mathematic blocks of general education core should be completed by 45 hours.
- Is aware that the science blocks of the general education core by 60 hours.
- Student is only allowed to complete a maximum of 18 concurrent credit hours during any academic semester. **NOTE:** During the summer, it is 7 hours per term for a total of 14 hours inclusive of Interim May, June, July and August.
- Is aware of academic support options.
- Is aware that a minimum of a 2.00 GPA is required to remain in good university academic standing.
- Is aware of the number of enrollment hours necessary to maintain current level of financial aid, scholarship or other. Refer to Financial Aid Office if needed: 972-2310.
 - Financial Aid – 12 hours (4 Classes)
 - Scholarships – 15 hours (5 Classes)
- Is aware of both the advisee and advisor role in advising sessions.

SOPHOMORE YEAR (30-59 HOURS) – Advised by Dr. Philip Tew

- Was provided and is using a check sheet for the major, along with an explanation of requirements.
- Is aware of College of Business GPA requirements for graduation.
 - **Overall** – 2.25 or higher
 - **Institution** – 2.00 or higher
 - **Business Core** – 2.25 or higher
 - **Major and Emphasis** – 2.25 or higher
 - **All majors except:**
 - 2.50 – Accounting
 - 2.00 – Info Systems & Business Analytics (AS), Economics (BA) and Economics, Pre-Law (BA)
- Is aware of upper-level credit hour requirements for major.
 - All business degrees require 45 hours upper level (3000/4000) credit.
 - **The College of Business will begin counting upper level hours when a student has**
 - **successfully completed 30 hours.**

ADVISING TIPS: Junior and Senior Year

JUNIOR (60-89 HOURS) & SENIOR (90-120 HOURS) YEAR

Advised by Faculty and Christine Perry

- Is aware of job and/or post-bachelorette degree options.
 - Career Management Center – Tiffany Johnson, tijohnson@astate.edu
 - Job Fairs
- Is aware of internship and study abroad options.
 - Internships – Dr. Gail Hudson, ghud@astate.edu
 - Study Abroad
- Has reviewed checklist for preparation for graduation. (Has completed all required general education, college core, major, emphasis area and minor hours with the necessary GPA).
 - GPA required to receive a business minor is a 2.250.
 - To receive a minor, all courses must be completed by the students last term.
- Graduation pre-checks are completed upon student’s registration into MGMT 4813.
 - NGCOB Undergraduate Academic Advisor– Ms. Christine Perry, cperry@astate.edu
- Has filled out the online “intent to graduate” form the beginning of final semester.
 - This form is available in the student’s self-service student records area within myAState.



ACADEMIC POLICIES & PROCEDURES

ACADEMIC LOAD: Number of hours a student may take each semester.

- Students with a grade point average below a 3.50 but at least a 2.00 a semester or cumulative GPA may take no more than 18 hours in a given semester or 14 hours over the summer term. Student enrollment may not exceed (7) credit hours per 5-week summer session.
- Students with a grade point average of above a 3.50 may request to schedule up to 21 hours or 17 hours for a summer term with permission from the dean of the college in which they are enrolled. Student enrollment may not exceed (9) credit hours per 5-week summer session.
- The total academic load of students concurrently enrolled at other institutions of higher education while enrolled at A-State cannot exceed the 18 hour maximum requirement.

CHANGE OF MAJOR: Change of majors are processed by Ms. Taylor Ray, alray@astate.edu, in the Business Advising Center.

CLASS ATTENDANCE: Lack of class/lab attendance is one of the largest contributors to student failure!

- Freshmen (0-29) and sophomores (30-59) may miss no more than twice the number of lectures, laboratory sessions, recitations, or other regularly scheduled class actives during the week.
 - MWF Classes – 6 absences
 - TR classes – 4 absences
 - MW classes – 4 absences
 - 1 day a week class – 2 absences
- If a student misses more than the maximum number of classes, then they may be assigned a grade of “FN” in the course because of excessive number of absences, regardless of their performance on coursework in the class. Each instructor should state the attendance policy in his/her syllabus.

INCLEMENT WEATHER POLICY: The University remains open on academic classes and other services during inclement weather except in extreme circumstances determined solely by the chancellor of the university. Regional and local media will publicize the closing. Commuter students should use good judgement to determine whether they should drive to campus. If students decide not to come to campus, it is their responsibility to contact professors regarding circumstances and to make up work missed for this reason.

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: A student’s academic record is confidential and will not be released to unauthorized persons without written approval from the student. FERPA is designed to protect the privacy of educational records, establishes rights of students to review their records, and provides guidelines for correction of inaccurate or misleading data through informal and formal hearings. Faculty are advised to communicate in person or through the A-State email system.

STUDENT CLASSIFICATION: Freshmen (0-29); Sophomores (30-59); Juniors (60-89); Seniors (90-120). **Completed hours PLUS current hours** will be used to determine when a student may participate in the registration process.

ACADEMIC POLICIES & PROCEDURES

TRANSFER CREDIT POLICY: Many A-State students apply transfer credit, particularly concurrent credit earned during high school, to their degree programs. To receive credit, students must request that an official transcript be sent to the A-State Office of the Registrar from each regionally accredited or international institution attended. **PLEASE note the following:**

1. Transfer credit **is not** used in calculating A-State GPA, so course work taken elsewhere in an attempt to raise a GPA will not result in a GPA improvement in most cases.
2. Advanced Placement scores must be sent to A-State to receive credit from those courses.

TRANSFER STUDENTS AND RESTART: Students who are admitted to the university with a GPA below 2.00 are required to take Restart their first semester and must complete their first semester with a 2.00 or better. If they do not, they are noncompliant with Restart according to the written agreement they sign and must sit out for the following semester even though their standing shows probation.

After returning from the sit out semester, if they continue to perform poorly and earn a first suspension they will be required to sit out for one calendar year (since they have already gone through Restart and even sat out for a semester) and must appeal to the Admissions and Credits committee before they can return. This is a little different than the *Readmit After Suspension Policy*.

TRANSCRIPTING TRANSFER COURSES: Many institutions have courses which are equivalent in content to A-State's upper-level courses. **However, A-State cannot offer upper-level credit for transfer work from a two year institution. The course is considered complete for the purpose of degree requirements and total hours, but the hours do not count towards the 45 upper-level hours a student would need to graduate.**

All equivalent but lower level courses will begin with an L in their number (e.g. FIN L713, ISBA L013, etc.) instead of the standard 3 or 4, but maintain all other characteristics of their parent course. Any questions or concerns regarding this policy can be directed to:

- Jessie Blankenship (jblankenship@astate.edu) OR
- Himaja Balakrishnan (hbalakrishnan@astate.edu)

POLICIES THAT IMPACT ACADEMIC STANDING

HONOR ROLL: At the close of each semester, an honor roll consisting of a Chancellor's List and a Dean's List is published. Students who are full-time (12 hours) and whose GPA is a 4.00 will be placed on the Chancellor's List. Students with a GPA in the range of 3.60-3.99 will be placed on the Dean's List.

GRADUATION WITH ACADEMIC HONORS: The following academic distinctions are recognized at graduation:

- summa cum laude (gold cord) – cumulative GPA of 4.00
- magna cum laude (red cord) – cumulative GPA of 3.80-3.99
- cum laude (white cord) – cumulative GPA of 3.60-3.79

Other requirements apply when transfer work is included. Please see your undergraduate bulletin for additional requirements associated with qualifying for academic honors.

ACADEMIC POLICIES & PROCEDURES

ACADEMIC STANDING: Academic standing is based on students' cumulative institution and semester GPA and is used to determine eligibility for continued coursework at the university. Students are either in good or unacceptable standing based on their institutional GPA. If either cumulative or semester GPA is below a 2.00, students will be placed on academic probation or suspension.

- **Academic Probation:** Students are placed on academic probation when their semester GPA OR cumulative institution GPA falls below a 2.00. **NOTE:** First-time, first-year students on academic probation at the end of their first semester will have the option of enrolling in one-credit course (College Choices: UC 1011) for additional academic mentoring and group support.
- **Academic Suspension:** Students with both semester AND cumulative (institutional) GPA below the required 2.00 who were already on academic probation will be placed on academic suspension at the end of the semester. Academic suspension is a mandatory absence of enrollment from A-State. However, students on a first-time suspension may seek immediate enrollment in the Restart Program by contacting Wilson Advising Center, 972-3001. Students earning multiple academic suspensions may be required to sit out one or two calendar years depending on the number of suspensions they have earned and must petition the Undergraduate Graduation and Academic Credit Appeals Committee before they can return to A-State.

INCOMPLETES OR "I" GRADES: A grade of "I" (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of student, or serious illness or death in the family, or extended research projects at the graduate level. Procrastination, pressure of work in other courses, or work not connected with the student's school load are not satisfactory reasons for an "I" grade. All "I" grades must have prior approval of the chair of the department in which the course is offered, which requires the "Request for Incomplete Grade" form to be on file with the department and the Office of the Registrar.

REPEATING COURSES: The Re-Computation Policy permits students to retake up to 18 hours (6 classes) of courses in which a grade of "D" or "F" was earned and have only the last grade count in their GPA. All repeated classes require a "**repeat**" **override** which can be issued to the student by either the Business Advising Center or the Registrar's Office. Note: Both grades will remain on the transcript, although only the last grade will be computed in the GPA.

- **What courses can I repeat?** According to the undergraduate bulletin: the student can repeat any courses in which they received a grade of "D" or "F."
- **Students may not repeat for credit any course in which they have earned a grade of "C" or better.**
 1. If the grade in the first attempt is a "D" and the grade in the second attempt is an "F", both grades will be counted.
 2. Students may repeat up to 18 hours (6 classes).
 3. All other repeated courses will have both grades counted. Degree hours will be applied only once towards graduation requirements.

ACADEMIC POLICIES & PROCEDURES

4. Student are only allowed to repeat the exact A-State course. Another university or college approved substitution grade cannot be used for a repeated course. The student should be aware that the grade of “D” or “F” from any previous attempts will remain on the transcript. The previous attempts will be indicated by an “E” in the repeat column.
 5. Developmental courses are not included in the “Repeating of Courses” policy.
- The department chair, the appropriate college dean, and the registrar will determine the application of the repeat course policy in those instances where course numbers and/or titles have been changed at Arkansas State University and for courses completed at other institutions of higher education. Every student is eligible for the provisions of the repeat policy, regardless of the bulletin year in which the student entered A-State.
 - **Students who are planning to apply for admission to graduate school should take note that most graduate/professional schools recalculate GPAs based upon ALL courses that students have attempted during their college career. Thus, any repeated courses will have both grades counted in consideration for graduate school admissions.**
 - **How long does it take for the transcript to be updated after a repeat course has been completed?** Students should check their transcript 5 to 7 days after the final grades have been submitted to give the Office of the Registrar time for processing.
 - **How can you tell if the form has been processed when viewing a transcript?** You can look for an “E” in small print beside the first attempt of the course. This “E” represents that the class has been “excluded out” from the students GPA.
 - **What course can replace the other?** The courses repeated must be the exact same class. For instance, if a student takes U.S. History Since 1876 and they wish to replace the grade they received in this course, then they must retake U.S. History Since 1876. The student cannot take U.S. History **TO** 1876 and expect to use this grade to replace the grade they received in U.S. History **SINCE** 1876.

DROPPING OF INDIVIDUAL COURSES: The final date for dropping individual courses is posted on the academic calendar available on the website or in the current undergraduate bulletin. The drop date for individual classes is **STRICTLY** enforced! Courses dropped before fees are assessed for the semester do not appear on the transcript. Courses dropped after the deadline day of class will have a designation of W on the transcript.

FN: A grade of “FN” may be given if a student stops attending during the semester. It will count as an “F” in the GPA and can have repercussions regarding financial aid depending on when the student stopped attending class. An “FN” grade may be changed to a “W” provided the student drops the class or withdraw from the university prior to the drop date.

WITHDRAWAL FROM THE UNIVERSITY: Sometimes it may become necessary for a student to totally withdraw from the university due to extenuating circumstances. This may be the best option to prevent irreversible academic distress, particularly if the student has been ill, injured, or has had an unacceptable absenteeism rate due to other unpreventable circumstances. Students may withdraw at any time during the scheduled registration period by contacting the Wilson Advising Center.

ACADEMIC POLICIES & PROCEDURES

Withdrawal from the university after Sunday of the first full week of the semester or Friday of the first week of a five-week term must be completed through the Wilson Advising Center. A grade of “W” will be placed on the official transcript for each enrolled class to indicated withdrawal. Failure to complete the withdrawal process will result in the automatic receipt of an “F” in all enrolled courses. The withdrawal date policy is **STRICTLY** enforced! It is strongly encouraged that students counsel with their advisor and financial aid/scholarship officer before dropping a class.

UNDERGRADUATE GRADUATION AND ACADEMIC CREDIT APPEALS COMMITTEE:

Serves as an appeals committee for students contesting decisions on university requirements such as graduation requirements, academic suspension, and academic credit. **This committee addresses academic matters. For financial aid consideration, please see the financial aid appeals process.**

Membership consists of the chair of each college admissions and credits committee and three students appointed by the Student Government Association (SGA). The Registrar, Assistant to the Chancellor of Diversity Initiatives, Director of Admissions, and a representative from the Office of Student Affairs will serve as ex-officio, non-voting members.

College of Business representative is Dr. Dwayne Powell, dpowell@astate.edu.

Recommendation for individual student appeals concerning university requirements for graduation or academic requirements will be forwarded to the Office of the Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor for Student Affairs.

This committee usually meets on the 1st Tuesday of the month at 2:00 p.m. Contact your college representative for location.

- **Procedure to petition:**

1. Student completes Undergraduate Graduation and Academic Credit Petition form with help of advisor.
2. Advisor signs and this form and all supporting materials are sent to the college representative, Dr. Paula Ruby, Business 105.
3. College representative sends one copy of the petition and supporting materials to the registrar prior to the meeting. The college committee must have indicated a decision **BEFORE the form** is brought to the Registrar’s Office. Usually this must be done by the Friday before the meeting.
4. College representative brings 12 copies to the meeting for review by the university committee.
5. College representative brings before university committee.
6. University committee reviews petition and all supporting documentation provided by the student and makes a decision.
7. Students are encouraged to provide as much supporting documentation as possible.

Academic Clemency: Is a provision allowing a one-time, irrevocable calculation of grade average and credit hours towards graduation to be based only upon work done after a prolonged separation from college. This provision is provided for undergraduate students who have gained maturity through extended experience outside higher education institutions, and are currently enrolled at Arkansas State University and have demonstrated acceptable academic performance following their return.

ACADEMIC POLICIES & PROCEDURES

- Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows.
 - Separation from all academic institutions for at least five years.
 - Completion of a minimum of twelve semester hours of graded courses from a regionally accredited institution of higher education with a 2.00 or better grade point average.
 - Formal application filed with the registrar. (\$30.00 fee)
- **Transcripts showing attempted enrollment ending in withdrawals are not considered to be separation.**
- Upon approval by the 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) or any college or university credit earned prior to the five years separation indicated above. A-State will honor the Academic Clemency granted by another institution, but will recognize **ONLY** the clemency from that particular institution.
- This process will be recorded in the student's permanent record; and will be noted on the transcript. The date of the clemency will coincide with the date of re-entry following the prolonged separation.

COURSE PREREQUISITES

ACCOUNTING:

ACCT 2023: No prerequisite required.

ACCT 2033: No prerequisite required.

ACCT 2133: ACCT 2033 with a C or better.

ACCT 3003: ACCT 2033, MATH 2143, STAT 3233 or ECON 2113 & ISBA 1503; with C or better.

ACCT 3013: ACCT 2133 and ACCT 3003 with a C or better.

ACCT 3053: ACCT 2133, MATH 1023 or higher, and ISBA 1503; all with C or better.

ACCT 4013: ACCT 2033, MATH 2143, STAT 3233 or ECON 2113, & ISBA 1503; with a C or better.

ACCT 4023: ACCT 3013 with a C or better.

ACCT 4033: ACCT 3013 and ISBA 2033 with a C or better.

ACCT 4053: ACCT 3013, STAT 3233 or ECON 2113; all with a grade of C or better.

ACCT 4113: ACCT 4013 with a C or better.

ACCT 4123: ACCT 3013 with a C or better.

ACCT 4133: ACCT 3013 and STAT 3233 or ECON 2113 with a C or better.

ACCT 4143: ACCT 3013 with a C or better.

ACCT 4153: ACCT 2133, MATH 2143, STAT 3233 or ECON 2113, & ISBA 1503; with C or better.

ACCT 4163: ACCT 4013 with a C or better

ACCT 4183: ACCT 4053 with a C or better.

ACCT 430V: Department Approval.

ACCT 478V: 12 hours of Accounting above principles and department chair approval.

HOSPITALITY MANAGEMENT (HMG T)

HMG T 2013: No prerequisite required.

HMG T 3013: HMG T 2013

HMG T 3123: No prerequisite required.

HMG T 3143: HMG T 2013

HMG T 419V: HMG T 2013, Senior Level Standing, and Instructor Permission.

INFORMATION SYSTEMS AND BUSINESS ANALYTICS:

ISBA 1503: No prerequisite required.

ISBA 2523: No prerequisite required.

ISBA 3013: ISBA 1503 or CS 1013; ACCT 2023 or ACCT 2033; and ECON 2313

COURSE PREREQUISITES CONTINUED

INFORMATION SYSTEMS AND BUSINESS ANALYTICS CONTINUED:

ISBA 3033: Pre/Corequisite ISBA 3013 and “C” or better in ISBA 2033 or instructor permission.

ISBA 3353: ISBA 2033 or CS 2114.

ISBA 3403: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 3413: No prerequisite required.

ISBA 3423: No prerequisite required.

ISBA 3523: Corequisite-ISBA 3013; ISBA 1503 or CS 2013, ACCT 2023 or ACCT 2033 and STAT 3233 or ECON 2113

ISBA 3533: ISBA 1503 or CS 1013 and ISBA 2033 with a C or better.

ISBA 3553: ISBA 1503 or CS 1013, ACCT 2033, ACCT 2133 and STAT 3233 or ECON 2113

ISBA 3603: Pre/Corequisite ISBA 3013; Corequisite ISBA 3403.

ISBA 3623: Pre/Corequisite ISBA 3013 and computer literacy.

ISBA 3663: Pre/Corequisite ISBA 3013 and STAT 3233 or ECON 2113 or instructor permission.

ISBA 3853: Pre/Corequisite ISBA 3013 and ISBA 1503 or CS 1013

ISBA 409V: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 4453: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 4503: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 4513: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 4523: ISBA 2523 and ISBA 3013 with a C or better.

ISBA 4603: Pre/Corequisite ISBA 3013 and ISBA 3533 with a C or better.

ISBA 4623: Pre/Corequisite ISBA 3013 with a C or better.

ISBA 4653: ISBA 2033, ISBA 2523, ISBA 4663 and Corequisite ISBA 3013 with a C or better.

ISBA 4853: Pre/Corequisite ISBA 3013 with a C or better; last semester or instructor permission.

ISBA 4863: Pre/Corequisite ISBA 3013 with a C or better; Plus a minimum of 60 hours.

ISBA 488V: Pre/Corequisite ISBA 3013 with a C or better and permission of Department Chair and Internship Director required.

ECONOMICS:

ECON 2113: MATH 1023 or MATH 2143 and ISBA 1503 or CS 1013

ECON 2313: No prerequisite required.

ECON 2323: No prerequisite required.

ECON 2333: No prerequisite required.

ECON 3113: ECON 2113 or STAT 3233

ECON 3313: ECON 2313 and ECON 2323

COURSE PREREQUISITES CONTINUED

ECONOMICS CONTINUED:

ECON 3323: ECON 2313 and ECON 2323

ECON 3353: ECON 2313 and ECON 2323

ECON 3363: ECON 2313 and ECON 2323

ECON 370V: ECON 2313 and ECON 2323; Permission of Chair and Internship Director required.

ECON 4023: ECON 2313 and ECON 2323

ECON 4013: ECON 2313 and ECON 2323

ECON 4143: Completion of 60 hours.

ECON 4303: ECON 2323

ECON 4313: ECON 2313 and ECON 2323, or ECON 2333

ECON 4323: ECON 2313 and ECON 2323, or ECON 2333

ECON 4333: ECON 2313 and ECON 2323

ECON 4343: ECON 2313 and ECON 2323, ECON 2113 or STAT 3233 and ISBA 3523

ECON 4353: ECON 2313 and ECON 2323

ECON 4363: No prerequisite required.

ECON 468V: Must be approved by Department Chair.

FINANCE:

FIN 2013: No prerequisite required.

FIN 3713: ACCT 2133 or ACCT 2023

FIN 3723: FIN 3713

FIN 3733: No prerequisite required.

FIN 3763: ECON 2313 and FIN 3713

FIN 3773: MATH 2143 or MATH 2194 or MATH 2204, ECON 2113 or STAT 3233 and FIN 3713

FIN 3813: FIN 3713

FIN 4013: FIN 4723

FIN 4293: No prerequisite required.

FIN 4723: ECON 2113 or STAT 3233 and FIN 3713

FIN 4743: ECON 2113 or STAT 3233 and FIN 3713

FIN 4753: ECON 2113 or STAT 3233 and FIN 3713

FIN 4763: ECON 2313 and FIN 3713

FIN 4773: FIN 4763

FIN 478V: FIN 3713; Junior or Senior standing is required.

FIN 479V: Instructor permission.

COURSE PREREQUISITES CONTINUED

FINANCE CONTINUED:

FIN 489V: Department Chair approval.

LAW:

LAW 2023: No prerequisite required.

LAW 4033: LAW 2023

LAW 4043: LAW 2023

LAW 4053: LAW 2023

LAW 4073: LAW 2023 or consent of instructor.

LAW 4083: No prerequisite required.

LAW 459V: LAW 2023 and department chair approval.

REAL ESTATE AND INSURANCE:

REI 3413: No prerequisite required.

REI 3423: No prerequisite required.

REI 3513: No prerequisite required.

REI 4413: No prerequisite required.

REI 4423: No prerequisite required.

REI 4433: No prerequisite required.

REI 4443: REI 4433 or instructor permission.

REI 4513: No prerequisite required.

REI 4543: No prerequisite required.

REI 459V: Department Chair approval.

REI 460V: REI 3413 or REI 3513; junior classification and instructor permission.

BUSINESS COMMUNICATIONS:

BCOM 2563: ENG 1013

BCOM 3573: BCOM 2563

GLOBAL SUPPLY CHAIN MANAGEMENT:

GSCM 3063: ECON 2323

GSCM 3163: MKTG 3013

GSCM 4103: GSCM 3163

GSCM 4123: MKTG 3013, Corequisite for Sales Emphasis majors MKTG 3093.

GSCM 4133: GSCM 3163 or MKTG 4113 or MGMT 4123 or permission of instructor.

COURSE PREREQUISITES CONTINUED

GLOBAL SUPPLY CHAIN MANAGEMENT CONTINUED:

GSCM 427V: GSCM 3163 and consent of instructor.

INTERNATIONAL BUSINESS:

IB 1013: No prerequisite required.

IB 3013: No prerequisite required,

IB 3813: No prerequisite required.

IB 4103: ECON 2313 and ECON 2323

IB 4133: LAW 2023

IB 4143: Completion of 60 hours.

IB 4273: No prerequisite required.

IB 4283: Junior or Senior classification and consent of instructor.

IB 438V: No prerequisite required.

MANAGEMENT:

MGMT 2003: No prerequisites required.

MGMT 3123: No prerequisites required.

MGMT 3143: MGMT 3153

MGMT 3153: No prerequisite required.

MGMT 3163: MGMT 3143

MGMT 3173: MGMT 3143

MGMT 3183: No prerequisite required.

MGMT 3193: MGMT 3123 or MGMT 3153

MGMT 3613: MGMT 3123 or MGMT 3153

MGMT 4123: MGMT 3123 or MGMT 3153

MGMT 4143: MGMT 3153

MGMT 4163: ACCT 2133, MGMT 3123 and MKTG 3013 or instructor permission.

MGMT 4173: MGMT 3143

MGMT 4183: No prerequisite required.

MGMT 419V: MGMT 3123 or MGMT 3153 and instructor permission.

MGMT 429V: Department Chair approval.

MGMT 4393: No prerequisite required.

COURSE PREREQUISITES CONTINUED

MANAGEMENT CONTINUED:

MGMT 4813: Senior standing, last semester and completion of all other Business Core classes.
(ACCT 2033, ACCT 2133, BCOM 2563, ISBA 1503 or CS 1013, ISBA 3013, ISBA 3523 or
ISBA 3553, LAW 2023, FIN 3713, MGMT 2003, MGMT 3123 or MGMT 3153, MKTG 3013,
STAT 3233 or ECON 2113)

MARKETING:

MKTG 1013: No prerequisite required.

MKTG 3013: No prerequisite required.

MKTG 3023: ECON 2113 or STAT 3233 and BCOM 2563

MKTG 3033: MKTG 3013

MKTG 3043: MKTG 3013

MKTG 3093: MKTG 3013

MKTG 3173: No prerequisite required.

MKTG 3193: MKTG 3093

MKTG 4023: MKTG 3013

MKTG 4043: MKTG 3013

MKTG 4073: MKTG 3013

MKTG 4083: MKTG 3013, ECON 2113 or STAT 3233

MKTG 4113: MKTG 3013

MKTG 4143: MKTG 3173

MKTG 419V: Department Chair approval.

MKTG 4213: MKTG 3013

MKTG 4223: MKTG 3013

MKTG 4253: MKTG 3013

MKTG 426V: 9 UL hours in the marketing-sales major, JR standing & Instructor permission.

MKTG 428V: MKTG 3013 and instructor permission.

MKTG 431V: MKTG 3013

MKTG 4313: No prerequisite required.

MKTG 4323: MKTG 3093

MKTG 4343: MKTG 3013

MKTG 4393: MKTG 3013 or instructor permission.

CAMPUS REFERRAL RESOURCES

COUNSELING CENTER, 972-2318

<http://www.astate.edu/a/counseling-services/>

DIRECTOR: Dr. Phil Hestand, phestand@astate.edu

The Counseling Center provides specialized services to help students perform better academically, cope with emotions, and be more effective in relationships with others. The Counseling Center also provides career assessments and test anxiety intervention.

CAREER MANAGEMENT CENTER, 972-3025

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

DIRECTOR: Tiffany D. Johnson, tjohnson@astate.edu

The Career Management Center offers a variety of employment and career-related services to prepare students for future employment. Career Services posts openings for career jobs, internships, and part-time jobs (on and off campus jobs, and Federal Work Study positions) through HireAstate.com.

ACCESS & ACCOMODATION SERVICES, 972-3964

<http://www.astate.edu/a/disability/>

SENIOR ASSOCIATE DIRECTOR: Dr. Dominique White, dowwhite@astate.edu

Disability Services arranges for academic adjustments and auxiliary aids to be provided to qualified students with disabilities.

HONORS COLLEGE, 972-2308

<http://www.astate.edu/college/honors-college/>

DIRECTOR: Rebecca Oliver, rsoliver@astate.edu

Students formally admitted to the Honors College have an opportunity to gain unique research and scholarship through enriched coursework and programming. New students seeking honors status must have a minimum ACT score of a 28 and a 3.50 high school GPA.

INTERNATIONAL PROGRAMS, 972-2329

<http://www.astate.edu/a/global-initiatives/international/>

COORDINATOR: Mallory Yarbrough, msluder@astate.edu

The office assists International students with student services and transitional needs.

FINANCIAL AID AND SCHOLARSHIPS, 972-2310

<http://www.astate.edu/a/finaid/>

DIRECTOR: Terry Finney, tfinney@astate.edu

The Financial Aid/Scholarship Office processes and provides information regarding student aid and A-State scholarships.

LEARNING SUPPORT SERVICES, 972-3478

<http://www.astate.edu/college/university-college/learning-commons/>

DIRECTOR: Kelli Listenbee, klee@astate.edu

The Learning Support Services offers one-on-one and group tutorial assistance for most of the A-State general education courses. Call this office to determine which learning support services best fits your needs.

CAMPUS REFERRAL RESOURCES

UNIVERSITY HOUSING, 972-2042

<http://www.astate.edu/a/university-housing/index.dot>

DIRECTOR: Natalie Eskew, newskew@astate.edu

The Department of Residence Life offers on-campus housing for full time college students in traditional residence halls, apartments or family housing facilities.

OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION, 972-2031

<http://www.astate.edu/a/registrar/>

DIRECTOR: Tracy Finch, tfinch@astate.edu

Admissions, Records and Registration assists students with registration issues, verifies enrollment, issues official transcripts, evaluates transfer work and is the official holder of academic records at the University.

STUDENT ACCOUNTS, 972-2285

<http://www.astate.edu/a/treasurers-office/student-account-information/>

DIRECTOR: Danielle Childers, lchilders@astate.edu

Student Accounts disperses financial aid and scholarship money and manages students' financial account with A-State. Students work with this office to arrange payment plans.

STUDENT HEALTH CENTER, 972-2054

<http://www.astate.edu/a/student-health-center/index.dot>

The Student Health Center has an array of medical services from treating minor illnesses and injuries to providing physical exams, immunizations, female exams (including pap smears), health education, and pre/post-test HIV Counseling (includes blood draw).

UNIVERSITY POLICE, 972-2093

<http://www.astate.edu/a/police/index.dot>

CHIEF: Randy Martin, rmartin@astate.edu

<http://www.astate.edu/a/police/index.dot>

The University Police Department serves a number of functions at A-State to provide a safe environment. Some services include free car unlocking and campus escorts.

WILSON ADVISING CENTER, 972-3001

<http://www.astate.edu/college/university-college/advising-center/>

DIRECTOR: Melissa Jackson, mjackson@astate.edu

The Advising Center assists undeclared students with major and course selection. Advising is also provided for Interdisciplinary Studies majors. Students go to this office to withdrawal from the university.