

**CURRENT ENROLLMENT PROGRAM  
UPSKILL GUIDE**



**ARKANSAS STATE  
UNIVERSITY**

**ACADEMIC YEAR 2020-2021**

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# ABOUT THE PROGRAM

The Arkansas State University (A-State) UpSkill Program is an initiative of the Arkansas Governor’s Office to assist high school students in developing 21st century skills in computer coding. This initiative provides college-level coding courses to high school students throughout Arkansas via the A-State Concurrent Enrollment Program (CEP). These concurrent courses allow students to accumulate both high school and college credit for the completion three concurrent coding courses.

The A-State CEP is a partnership between A-State and Arkansas high schools to provide early college access for high school students. The program allows freshmen, sophomores, juniors, and seniors to earn college credit while also completing high school curriculum requirements. Concurrent courses are transcribed on both the high school transcript and the A-State college transcript.

UpSkill concurrent courses are taught by A-State faculty through A-State Online. The series of three 8-week online courses (Introduction to Coding with Swift, Intermediate Coding with Swift, and Advanced Studio in Swift Coding) are completed over two semesters. These courses require the same content and rigor as college courses taught on the A-State campus, and provide high school students an opportunity to experience college-level courses under the watchful eye of high school counselors and proctors. In addition, CEP courses allow students to build a successful college 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), an international symbol of quality, excellence, and rigor. As the sole national accrediting agency for concurrent enrollment programs, NACEP ensures accredited programs adhere to the highest standards in building a seamless transition of high school students to the college environment ([www.nacep.org](http://www.nacep.org)).

CEP students are governed by the A-State Undergraduate Bulletin ([AState.edu/a/registrar/students/bulletins/index.dot](http://AState.edu/a/registrar/students/bulletins/index.dot), select appropriate year) and the A-State Student Handbook ([AState.edu/a/student-conduct/student-standards/handbook-home.dot](http://AState.edu/a/student-conduct/student-standards/handbook-home.dot)).

## NEW A-STATE CONCURRENT STUDENTS

### 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: [AState.edu/concurrent/parentconsent.php](https://www.astate.edu/concurrent/parentconsent.php). You can also go to AState.edu, 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/>

### APPLICATION PROCESS

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

- Go to AState.edu. 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.



## NEW A-STATE CONCURRENT STUDENTS

### REQUIRED SCORES

**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).

### STUDENT ACCOUNT SETUP

***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 [AState.edu](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.
- Complete the 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 [my.AState.edu](https://www.astate.edu) to go to log-in screen.
- Click on "Reset Password/First Time Users" below the log-in box.

## NEW A-STATE CONCURRENT STUDENTS

- 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 AState.edu and click on “my.AState” and log in.

**NOTE: A password change is required every three months.**

## DUO SECURITY SETUP

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.

## NEW A-STATE CONCURRENT STUDENTS

- 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.

## REGISTER FOR COURSES

The high school counselor will provide you the course registration number and date for registering.

- Browse to *AState.edu*.
- Log into my.AState, using your user name and password.
- Select Banner Self Service Student.
- If prompted, log in again with your user ID number and PIN.
- Select Student.
- Select Registration.
- Select Add or Drop Classes.
- Select the appropriate year and semester and click “Submit.”
- You will now be on the Title IX page. Scroll to the bottom of the page, click “Yes” to certify you read the document, then click “Update.”
- You are now on the registration page. Scroll to the bottom, enter one CRN per box and click “Submit Changes.”
- You will return to the same page and you will need to scroll back to the bottom of the page to check your registration.

**IMPORTANT** — Make sure you have entered the correct CRN.

- If the CRN is **incorrect**, you will need to call the CEP office at 870.680.8365 in order to make the correction.
- If the CRN is **correct**, make sure it has **\*\*Web Registered\*\*** listed beside it. You are now registered.
- If **“Registration Error”** is displayed beside the CRN, you **ARE NOT** registered for the course, and you will need call the CEP office at 870.680.8365 for assistance.

## NEW A-STATE CONCURRENT STUDENTS

### 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 *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:

#### A. AUTHORIZED USER SET UP

Please refer to the beginning of this section.

#### B. 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,

## NEW A-STATE CONCURRENT STUDENTS

### 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.

#### C. 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.**

#### D. 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.

#### E. 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 not receiving the UpSkill grant who are eligible for the National School Lunch Program (free/reduced lunches) will be granted a waiver of the \$15 application fee. NSLP applications are available from and processed by the high schools. ACT 1118 does not provide tuition waiver for courses that are taught using an online format. Please contact the CEP Office for additional questions regarding ACT 1118.

## NEW A-STATE CONCURRENT STUDENTS

### 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. If prompted, log in again with your user ID number and PIN.
- 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.

### CHECK EMAIL

Email is A-State’s official form of communication. **The student’s bill will be sent via email from [sasbillpayment@AState.edu](mailto:sasbillpayment@AState.edu).** The student **MUST** check his/her A-State email regularly. The CEP office will also communicate via email and text messages.

### 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.”

### DROP COURSE

Student Account Services places registration holds on accounts with past due balances. A student should pay his or her account balance in full before completing the course drop form. If a student decides to drop an A-State CEP course **after the 10th day of class**, the drop course procedure must be followed. This 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. The high school counselor is responsible for returning the form to the CEP office. It may be emailed to [CEP@Astate.edu](mailto:CEP@Astate.edu).

## NEW A-STATE CONCURRENT STUDENTS

### A-State Refund Schedule for Dropped Courses

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

### 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 [AState.edu/a/registrar/](http://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.***

### 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.***

### CEP STUDENT AND PARENT HANDBOOK

A full listing of A-State Concurrent Enrollment policies and guidelines is available in the A-State CEP Handbook located at [AState.edu/concurrent](http://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 [AState.edu/a/registrar/students/bulletins/](http://AState.edu/a/registrar/students/bulletins/)(select appropriate year).



## 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.

### RESET PASSWORD

- Go to *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 TWO 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.

## RETURNING A-STATE CONCURRENT STUDENTS

- 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 *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.

### REVIEW SECURITY QUESTIONS

- Go to *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**.

### DUO MOBILE INFORMATION

#### A. 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”.

## RETURNING A-STATE CONCURRENT STUDENTS

- 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.

### B. DUO SET UP WITH NEW PHONE & 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.

### REGISTER FOR COURSES (Pg. 5)

### PAY TUITION BILL (Pg. 6)

### LOG INTO BLACKBOARD (Pg. 8)

### CHECK EMAIL (Pg. 8)

### REVIEW GRADES (Pg. 8)

### DROP COURSE (Pg. 8)

### ACADEMIC CALENDAR (Pg. 9)

### INCLEMENT WEATHER POLICY (Pg. 9)

### CEP STUDENT AND PARENT HANDBOOK (Pg. 9)

## IMPORTANT CONTACTS

- Concurrent Enrollment Program 870.680.8365 cep@astate.edu
- ITS Helpdesk 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 student account
- Set up Duo Security on your cell phone
- Set Authorized User
- 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
- Make Duo Mobile changes if needed
- 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 ID, username, password, PIN, email and keep it in a secure place **at home**.



# CURRENT ENROLLMENT PROGRAM

P.O. Box 1330  
State University, AR 72467  
870.680.8365  
CEP@AState.edu



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

[AState.edu/concurrent/](http://AState.edu/concurrent/)  
[Facebook.com/AStateConcurrent](https://Facebook.com/AStateConcurrent)