



**ARKANSAS STATE UNIVERSITY**  
**MID-SOUTH**

2000 West Broadway | West Memphis, AR | [www.asumidsouth.edu](http://www.asumidsouth.edu)

# **Student Handbook**

**For General Education and  
Technical Center Concurrent Students  
2024-2025**

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# ACADEMIC CALENDAR 2024-2025

## Fall Semester 2024

Fall Registration.....	April 16 – August 11
Internship Application Deadline for Fall 2024 .....	July 31 (W)
Work-Study Application Deadline for Fall 2024.....	August 1 (R)
Financial Aid Bookstore Charges Available.....	August 1 (R)
Ten-Month Faculty Report.....	August 1 (R)
New Student Orientation I.....	August 8 (R)
Concurrent Student Orientation I .....	August 8 (R)
Registration Payment Deadline, Fall 2024 <sup>1</sup> .....	4:30 PM August 9 (F)
Late Registration for Fall 2024 (\$100 late fee begins).....	August 12 (M)
Concurrent Student Orientation II .....	August 13 (T)
New Student Orientation II.....	August 15 (R)
Concurrent Student Orientation III .....	August 15 (R)
New Adjunct Faculty Orientation .....	August 15 (R)
Late Registration Payment Deadline by Noon.....	August 16 (F)
First Day of Classes .....	August 19 (M)
Last Day for Schedule Changes.....	August 23 (F)
Labor Day ( <i>ASU Mid-South is closed</i> ).....	September 2 (M)
Last Day to Drop a Class with 80% Refund <sup>2</sup> .....	September 3 (T)
Official Enrollment Report Day .....	September 3 (T)
Last Day for Financial Aid Bookstore Charges .....	September 3 (T)
Last Day to enroll in Fall 2 courses for Fall and Fall 1 students for financial aid eligibility <sup>3</sup> .....	September 3 (T)
Five (5) Week Interim Grade Checkpoint <sup>4</sup> .....	September 16-20
ADHE Scholarship for 2025-2026 Opens ( <i>Closes July 1, 2025</i> ).....	October 1 (T)
Ten (10) Week Interim Grade Checkpoint <sup>4</sup> .....	October 21-25
Last Day to Drop/Withdraw from ASU Mid-South Full Term Classes .....	October 28 (M)
Advising Day ( <i>No Classes</i> ) .....	November 15 (F)
Priority Registration for Spring 2025 .....	November 18 – December 6
Fall Break ( <i>No Classes</i> ) .....	November 25 – 29
Priority Internship Application Deadline for Spring 2025 <sup>5</sup> .....	December 2 (M)
Spring 2025 ASU Mid-South Scholarship Deadline .....	December 2 (M)
Work-Study Application Deadline for Spring 2025.....	December 2 (M)
Intent to Graduate/Degree Audit Deadline for Fall 2024 Graduates <sup>6</sup> .....	December 2 (M)
Last Day of Classes .....	December 5 (R)
Study Day .....	December 6 (F)
Registration for Spring 2025.....	December 7 – January 5
Final Examinations.....	December 9 - 13
Grades Submitted by 1:00 pm.....	December 16 (M)
Last Day for Ten-Month Faculty.....	December 20 (F)
Winter Break ( <i>ASU Mid-South is Closed</i> ) .....	December 21 – January 5

<sup>1</sup> Payment is due upon enrollment. Payment after August 11, 2024, carries a \$100 late fee.

<sup>2</sup> Please check the ASU Mid-South Catalog for the policy regarding off-cycle courses.

<sup>3</sup> Students enrolled in Fall 2024 and/or Fall Short Term 1 2024 who want to add Fall Short Term 2 2024 coursework, must register by September 3, 2024 for financial aid eligibility.

<sup>4</sup> Grades and attendance are available 24 hours a day, 7 days a week in Canvas.

<sup>5</sup> For students requiring an academic internship in the Spring and for all students who want to be prioritized for placement in the paid internship program.

<sup>6</sup> Students planning to graduate in Fall 2024 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

## Spring Semester 2025

Spring 2025 Registration .....	December 7-January 5
Work-Study Application Deadline for Spring 2025 .....	December 2 (M)
Priority Internship Application Deadline for Spring 2025 <sup>1</sup> .....	December 2 (M)
New Year's Day ( <i>ASU Mid-South is Closed</i> ) .....	January 1 (W)
All Employees Report .....	January 6 (M)
Financial Aid Bookstore Charges Available.....	January 6 (M)
Registration Payment Deadline for Spring 2025 <sup>2</sup> .....	4:30P.M. January 6 (M)
Late Registration for Spring 2025 ( <i>\$100 late fee begins</i> ) .....	January 7 (T)
New Student Orientation.....	January 9 (R)
New Adjunct Faculty Orientation .....	January 9 (R)
Late Registration Payment Deadline for Spring 2025 by noon .....	January 10 (F)
First Day of Classes .....	January 13 (M)
Last Day for Schedule Changes.....	January 17 (F)
Martin Luther King, Jr. Holiday ( <i>ASU Mid-South is Closed</i> ).....	January 20 (M)
Last Day to Drop a Class with 80% Refund <sup>3</sup> .....	January 28 (T)
Official Enrollment Report Day .....	January 28 (T)
Last Day for Financial Aid Bookstore Charges .....	January 28 (T)
Last Day to enroll in Spring 2 courses for Spring and Spring 1 students for Financial Aid Eligibility <sup>4</sup> .....	January 28 (T)
Intent to Graduate/Degree Audit Deadline for Spring 2025 Graduates <sup>5</sup> .....	February 7 (F)
Five (5) Week Interim Grade Checkpoint <sup>6</sup> .....	February 10-14
Ten (10) Week Interim Grade Checkpoint <sup>6</sup> .....	March 17-21
Spring Break ( <i>No Classes</i> ).....	March 24-28
Last Day to Drop/Withdraw from ASU Mid-South Full-Term Classes .....	April 7 (M)
Fall 2025 ASU Mid-South Scholarship Deadline for High School Students.....	April 15 (T)
Graduates' End of Program Assessment.....	April 25 (F)
Advising Day ( <i>No Classes</i> ) .....	April 11 (F)
Priority Registration for Summer and Fall 2025.....	April 14-25
Registration for Summer and Fall 2025.....	April 26-August 8
Last Day of Classes .....	May 1 (R)
Study Day .....	May 2 (F)
Final Examinations.....	May 5-9
Grades Submitted by 1:00 pm.....	May 12 (M)
Graduation .....	May 15 (R)
Registration Payment Deadline for Summer 2025.....	May 19 (M)
Last Day for Ten-Month Faculty.....	May 22 (R)
ADHE Scholarship for 2025-2026 Deadline .....	July 1 (T)
Priority Internship Registration for Fall 2025 <sup>7</sup> .....	July 31 (R)
Fall 2025 ASU Mid-South Scholarship Deadline .....	August 1 (F)
Work-Study Application Deadline for Fall 2025.....	August 1 (F)

<sup>1</sup> For students requiring an academic internship in the spring and for students who want to be prioritized for placement in the paid internship program.

<sup>2</sup> Payment is due upon enrollment. Payment after January 6, 2025 carries a \$100 late fee.

<sup>3</sup> Please check the ASU Mid-South Catalog for the policy regarding off-cycle courses.

<sup>4</sup> Students enrolled in Spring 2025 and/or Spring Short Term 1 who want to add Spring Short Term 2 2025 coursework, must register by January 28, 2025 for financial aid eligibility.

<sup>5</sup> Student planning to graduate in Spring 2025 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

<sup>6</sup> Grades and attendance are available 24 hours a day, 7 days a week in Canvas.

<sup>7</sup> For students requiring an academic internship in Fall 2025 and for students who want to be prioritized for placement in the paid internship program.

# Common Information for General Education and Technical Center Students

## Arkansas State University Mid-South Concurrent Student Policies & Expectations

General Arkansas State University Mid-South policies are recorded in the ASU Mid-South Catalog available on the college website, and all students are encouraged to become familiar with them and are expected to adhere to them. However, due to the age of concurrent students and the legal responsibilities held by both the college and the sending high schools, concurrent students will be held to the more specific expectations of behavior outlined in the following section while they are on the ASU Mid-South campus. Any policy for which a more specific set of expectations does not exist will be listed with a reference to its location in the catalog.

### Attendance

(See Catalog, Chapter 7, Academic Policies and Procedures)

ASU Mid-South considers good attendance a required work ethic component and expects students to attend all scheduled class meetings. The college sends attendance alerts to each of its sending high schools and will contact the parents or guardians of students with poor attendance patterns. Regardless of the reason for any absence, students must take responsibility for contacting their instructor and making arrangements for make-up work according to the course attendance policy. Sending high schools may periodically require students to miss their classes at the college for athletics, extracurricular club events, state-mandated testing, and the like, and in those instances, the high schools will provide documentation of which students are involved. Students who miss classes for varsity sports or club competitions should be especially conscientious about attending classes all other days during the semester, and they should talk with their instructors about assignments well in advance of any scheduled absences. Court appearances will also be excused with proper documentation.

### Teacher In-Service Days

Occasionally throughout the year, sending high schools may be closed for teacher in-service or holidays for which ASU Mid-South does not cancel classes. On those occasions, concurrent students are expected to attend class, even if they have to arrange for their own transportation.

### Checking Out

Students who need to “check-out” from an ASU Mid-South class early must follow the appropriate process of obtaining an official release form from their home high school prior to arriving at the college and present it to their ASU Mid-South instructor before leaving the campus.

Parents who wish to check their child out of a college class must first obtain a release from the sending high school and take it to the Registrar’s office in the Reynolds Center on the South Campus. A security officer will collect the student from class and bring him/her to the parent. Because this process can take some time, parents picking their children up should plan accordingly. Parents/visitors will not be allowed to enter classrooms. Secondary students may not leave a class at ASU Mid-South without this official release form.

### Liability

During the regular school day, students are required to be physically present on the college campus for the entirety of their scheduled classes. ASU Mid-South assumes no liability for students when they are not present on the ASU Mid-South campus as scheduled.

## Transportation

School districts are responsible for providing and/or regulating transportation for their students who attend ASU Mid-South. For information regarding availability of bus transportation, students should contact their local high school counselor or principal.

## Parking and Traffic Regulations

(See Catalog, Chapter 5, College Policies)

## Rights of Others

The rights of students, faculty, staff and any other person on campus must be honored. Participation in acts which are degrading or injurious or which hold another against his or her will are specifically prohibited, as are written or verbal threats and the physical and verbal abuse of another person. Individuals who intentionally and significantly interfere with the teaching/learning process will be disciplined.

Instructors have the right to set classroom behavior. Students who interfere with the teaching/learning process may be asked to leave the class and report to the appropriate ASU Mid-South official.

When a high school student is referred for disciplinary matters, the home high school and parents will be contacted. Action will be taken according to the seriousness of the unacceptable behavior. Students who do not comply with ASU Mid-South behavior guidelines will be dismissed from the program.

## Property

(See Catalog, Chapter 5, College Policies)

Destruction, damage, unauthorized possession, or misuse of ASU Mid-South property including, but not limited to, keys, library materials, computers, computer systems, and laboratory supplies, is prohibited. This regulation covers the unauthorized appropriation or “borrowing” of common property for personal use.

## Discrimination & Harassment

(See Catalog, Chapter 5, College Policies)

## Statement of Nondiscrimination

Arkansas State University Mid-South does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, sex, disability, genetic information, veteran status or marital status in any of its practices, policies or procedures, and provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. This includes, but is not limited to, employment, admissions, educational services, programs or activities which it operates or financial aid. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Jeremy Reece** – Title IX Coordinator

Arkansas State University Mid-South | 2000 West Broadway | West Memphis, AR 72301

Phone: 870.733.6786 | Email: [jreece@asumidsouth.edu](mailto:jreece@asumidsouth.edu)

**Stephanie Krehl** – ADA Coordinator

Arkansas State University Mid-South | 2000 West Broadway | West Memphis, AR 72301

Phone: 870.733.6790 | Email: [slkrehl@asumidsouth.edu](mailto:slkrehl@asumidsouth.edu)

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves our area, or call 1-800-421-3481.

## Substance Abuse

(See Catalog, Chapter 5, College Policies)

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on campus. Students found in violation of this prohibition will be subject to immediate disciplinary action which may include dismissal from ASU Mid-South. Students are responsible for all acts committed under the influence of intoxicants, drugs, or alcohol, and any such unbecoming behavior is dealt with severely.

## Smoking Policy

(See Catalog, Chapter 5, College Policies)

Smoking or use of any tobacco products, including smokeless tobacco, is prohibited at all times on campus and during concurrent student activities. Students found in violation of this policy are subject to disciplinary action.

## Telephone Messages for Students

Emergency calls for concurrent students will be referred to the Vice Chancellor for Student Affairs who will evaluate the nature of the call and respond accordingly. Non-emergency calls will not be referred to students.

## Inclement Weather Policy

(See Catalog, Chapter 5, College Policies)

## Cell Phone Policy for Concurrent Students

The ASU Mid-South staff understand that nearly all students have a cell phone, so possession of one is not a disciplinary issue. The policy that shall be enforced will be consistent with the goals of the college and the program in which the student is enrolled, which is to support learning with the fewest interruptions. Since the complete focus of the student is expected to be on classroom activities that directly support the objective of the lesson, there is no place for cell phone interruptions or distractions. Students are expected to turn off cell phones, and any other electronic devices, upon entering the building. Cell phones shall remain secured in the student's pocket, purse or book bag throughout the class period. At no time during the class shall the student use the cell phone, either to check for messages, place a call, listen to messages, or text a message. The instructor will address violation of this policy immediately upon becoming aware. Students who are guilty of cell phone violations will face disciplinary actions. Chronic violations, or violations involving academic dishonesty, may result in removal from the program.

Should a student face an emergency situation where immediate contact with family is important, he/she must inform the instructor of this need prior to the start of class. Failure to request permission to monitor the cell phone prior to any violation during class will exclude the possibility of using the emergency as an excuse to avoid consequences. The instructor will make the determination of allowing the student to monitor calls or refer the decision to the administration.

## Student Dress

ASU Mid-South students are expected to dress in a manner appropriate for an educational setting and to wear required safety gear while in shop areas. Any style of dress that is distracting, disruptive, vulgar, or obscene will not be allowed. Students without the proper safety gear will not be allowed to participate in shop activities and will receive a "zero" for those activities.

## Emergency Procedures

(See Catalog, Chapter 5, College Policies)

## Student Conduct

(See Catalog, Chapter 5, College Policies)

Students who do not follow the rules and regulations included in this handbook and the ASU Mid-South catalog are subject to disciplinary action. The disciplinary consequences range from counseling/warning to suspension to dismissal of the student from the program back to his or her home campus with a grade of "F" recorded for both college and high school work.

Students who interfere with the teaching/learning process may be asked to leave the class and report to the Vice Chancellor for Student Affairs. A student who is sent to an administrator's office will be counted absent from class. Disciplinary action will be determined according to the seriousness of the offense. The student's parent or guardian and high school officials will be notified of problem behavior. Severe or persistent disciplinary problems will result in the student's dismissal from the program.

## Grounds for Suspension/Dismissal

A student may be suspended or dismissed for conduct that is not in the best interests of himself or herself, of fellow students, or of the college. Continued enrollment in concurrent programs after a suspension or dismissal for either academic or discipline violations will be handled on an individual basis and by agreement of administrative staff from both the sending high school and the college.

Reasons for dismissal include but are not limited to:

- Negligent damage, destruction, loss, or disposal of ASU Mid-South property. Students will be charged for the full damage or loss and will be subject to prosecution under state laws.
- Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons.
- Failure to observe ASU Mid-South policies and regulations or the directives of ASU Mid-South faculty and staff (insubordination).
- Smoking.
- Use of alcohol or illegal drugs.
- Possession of pornographic material.
- Formal charges of a felony or misdemeanor involving ASU Mid-South, staff, and/or fellow students.
- Terroristic threats including the threat of physical violence on staff or fellow students.
- Use of vulgar language and/or profanity, including obscene gestures.
- Continuous interruption, disturbance, or other misconduct that interferes with normal operations.
- Academic dishonesty (see Catalog, Chapter 7, Academic Policies and Procedures)

## Student Non-Academic Grievance Procedure

(See Catalog, Chapter 5, College Policies)

## Support Services for Student Learning

(See Catalog, Chapter 8, Support Services for Student Learning)



## Advisement

ASU Mid-South concurrent students are advised on academic and career matters individually and in groups during recruitment, admissions, and registration processes. Students may also access individual advisement with their high school counselors or ASU Mid-South faculty and staff by request. ASU Mid-South office hours are 8:00 a.m. through 4:30 p.m. Monday through Friday except on designated holidays or breaks.

## Barbara C. Baxter Learning Success Center

Located in the Donald W. Reynolds Center (South Campus), the Dr. Barbara C. Baxter Learning Success Center is a learning space designed to help students thrive academically. Our center offers an open computer lab, free tutorial services, laptop checkout, iPad checkout, calculator checkout, advising services through Trio SSS, and much more. Our many programs have been specifically intended to guide students toward academic success during their time at ASU Mid-South. To learn more about our services, please visit [www.asumidsouth.edu/students/learning-success-center/](http://www.asumidsouth.edu/students/learning-success-center/).

Stop by and visit us today! A valid ASU Mid-South ID is required for entry. For more information about tutorial services, please see below.

## Career Services

ASU Mid-South's Office of Career Services is here to enrich your college experience through career-related advice, resources, programs, and experiential learning tailored to help you be successful in your chosen field.

Contact Information:

Office: University Center Office #106

Phone: 870.733.6761

Email: [careerservices@asumidsouth.edu](mailto:careerservices@asumidsouth.edu)

Website: <https://www.asumidsouth.edu/career-service/>

Facebook: <https://www.facebook.com/groups/asumscareerservices>

Director of Career Services: Letory Collins, [llcollins@asumidsouth.edu](mailto:llcollins@asumidsouth.edu)

## Disability Services

Equal opportunity is the foundation for success. Disability Services at ASU Mid-South works collaboratively with students, faculty, and staff to help create an inclusive educational environment for students. Reasonable accommodations are provided by faculty to access course content and demonstrate learning when the design of the educational environment prevents equal participation.

We strive to ensure access for students with disabilities and to comply with ADA, ADAAA amendments act of 2008, Section 504 and Section 508 of Rehabilitation Act. Any ASU Mid-South student with a disability may utilize services through our office.

To ensure timely accommodations, students should complete a Disability Services Request form at least two weeks before the start of classes for any semester for which accommodations are needed so that instructors and maintenance personnel are able to make the appropriate adjustments. Recent supporting documentation from a qualified professional which identifies the accommodations is required. For assistance, students should contact the Barbara C. Baxter Learning Success Center.

Students receiving accommodations should reconfirm the need for their continuance for each subsequent semester of enrollment by completing and submitting an updated disability services application two weeks before the start of classes.

Student complaints related to the denial or neglect of disability accommodations should be addressed to the Director of Learning Success and Disability Services, who is the college's compliance officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The director's office is located in the Reynolds Center on the South Campus.

Prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and Section 504 may be addressed through the college's internal grievance procedures outlined in the college Policies section.

**Stephanie Krehl** | Director of Learning Success Center Phone: 870.733.6790 | Email: [slkrehl@asumidsouth.edu](mailto:slkrehl@asumidsouth.edu)

## Tutorial Services

Our Tutorial Services department offers assistance in nearly every General Education course, including all math courses, English courses, Computer Fundamentals, Biology, Chemistry, Social Sciences, and many more!

*Writing Tutor:* Submit an essay for any subject to [writingtutor@asumidsouth.edu](mailto:writingtutor@asumidsouth.edu) and it will be returned within 24-48 business hours with corrections and suggestions from one of our ASU Mid-South tutors!

*TutorMe (Online Tutoring):* ASU Mid-South now offers free access to an online tutor who is available 24/7!! Just log in to any class through Canvas and click on TutorMe in the left menu. Then click the green button that says "Connect with a Tutor." This will open up another web page where you can choose the course in which you need help. You will be connected with a person who can help you – anytime that is convenient for you!

*SLA (Structured Learning Assistance):* Taking a difficult class? Ask for one with an SLA. For many of the more difficult classes, such as College Algebra or General Biology, there is help built into your class. Our SLA workshops provide you with an extra hour of help a week from one of our qualified facilitators. There are also incentives for attending.

*Testing Center:* The Learning Success Center can help if you need to take the ACCUPLACER placement test, or need to have an exam proctored for a class.

To schedule a tutoring appointment, please call 870.733.6754, email [askatutor@asumidsouth.edu](mailto:askatutor@asumidsouth.edu), or stop by the LSC.

## Email Accounts

Concurrent students will automatically be issued an email account including a username and password, which will give them access to Canvas for class and Office 365 for email. Through this service, students have access to class information such as the course syllabus, assignments, and grades, as well as a means to communicate with their instructors. Parents are also encouraged to follow their student's progress via this service.

To access, students can go to [www.asumidsouth.edu](http://www.asumidsouth.edu) and click on the **My Mid-South** tab along the top of the page. Information on the school-created username and password is listed toward the bottom of the page.

## Concurrent Student Orientation

New concurrent students and their parent(s)/guardian(s) will be invited to attend a special orientation prior to the start of the school year. Letters of invitation will be sent from the college indicating the day and time of this special event. The orientation is an overview preparing new students for concurrent college classes and will include the following:

- Campus resources and services available to students
- Concurrent student regulations and procedures
- How to access ASU Mid-South information online
- Meeting the administrative and instructional staff

## Sandra C. Goldsby Library

Reynolds Center – South Campus

## Student Organizations

ASU Mid-South enhances the academic experience by providing extracurricular activities that promote personal growth, citizenship, scholarship, and leadership. Activities consist of workshops, field trips, movies, community service projects and competitions designed to empower students with self-sufficiency and personal, academic and career skills in addition to peer networking opportunities. Student organizations exist to provide opportunities for students to engage in teambuilding, promotion of campus spirit and community empowerment activities.

Students interested in joining a student organization or forming a new one may obtain information and guidelines from the Office of the Dean of Student Success, located in the Learning Success Center. Details about specific organizations and clubs can be found on the ASU Mid-South website under Student Life.

**NOTE:** In accordance with ASU Mid-South's non-discrimination policies, all student organizations are coeducational and are open to all students and participants regardless of race, color, religion, gender identity, sexual orientation, national origin, age, sex, disability, genetic information, veteran status or marital status.

## Academic Policies

### Classroom Expectations

ASU Mid-South concurrent students are enrolled in college courses and are required to meet the same standards as traditional college students in their coursework. Each instructor is in charge of class activity, course requirements, and grading procedures within the context of the classes he or she is assigned to teach.

### Concurrent Credit

Classes taken through the concurrent programs are ASU Mid-South courses; grades and credit hours are recorded on an ASU Mid-South transcript. The local high schools grant equivalent credit on the high school transcript, so students receive concurrent credit for classes. Local high school counselors can provide details concerning the high school credit awarded for each ASU Mid-South class.

### Schedule Changes

Students receive a schedule at the beginning of each semester. A student may make a written request for a change of schedule before the last day for schedule change as shown on the ASU Mid-South Academic Calendar. The request must explain the reason(s) for the request and be signed by a parent or guardian, the local high school counselor or principal, and the student. Only requests made for legitimate reasons will be approved.

### Grade Reports

Interim progress reports are issued to the student's local high school. Final grades are reported in the same manner at the end of the semester and are available to the student through the Student Portal link on the ASU Mid-South website.

### Grades and Grade Points

ASU Mid-South uses the following system of grading:

100-90	A	Excellent	4 Quality Points
89-80	B	Good	3 Quality Points
79-70	C	Average	2 Quality Points
69-60	D	Passing	1 Quality Point
59-0	F	Failing	0 Quality Points

All quality points earned, including 0 quality points for a failing grade, are calculated in a student's GPA.

## GPA Calculation

(See Catalog, Chapter 7, Academic Policies and Procedures)

## Prerequisite Requirements

Students who fail a prerequisite are not allowed to enroll in the class that requires the prerequisite for college credit. Failed prerequisites can be repeated for college credit as scheduling allows. Note: some prerequisites in technical programs require a “C” or better to pass the course.

## Academic Misconduct

(See Catalog, Chapter 7, Academic Policies and Procedures)

When a concurrent student is found to have engaged in academic dishonesty, his or her home high school will be informed of the occurrence, including any decisions and/or penalties imposed as a result.

## Withdrawal

Withdrawal from the ASU Mid-South concurrent program is allowed only with the consent of the student’s parent or guardian, the local high school principal and counselor, and the ASU Mid-South Vice Chancellor responsible for your concurrent program. A student may also be administratively withdrawn at the request of the student’s home high school. All withdrawals must be processed through the appropriate ASU Mid-South concurrent program administrative office.

Failure to attend class does not constitute withdrawal. The following policies apply to withdrawal:

1. Withdrawals through the last day for schedule change as identified on the ASU Mid-South Academic Calendar are not recorded on the student’s transcript.
2. Withdrawals on or before the last day to drop a class as identified on the ASU Mid-South Academic Calendar receive a “W” on the transcript.
3. No withdrawals can be made after the last day to drop a class or withdraw date, unless an appeal is filed with the Registrar’s Office and approved by the appeals committee.

## Student ID Cards

(See Catalog, Chapter 5, College Policies)

A lost ID card should be reported immediately to your instructor, a career coach, and/or a support staff member, who are noted at the end of both the General Education and Technical Center sections of this handbook. A replacement card may be obtained by paying the required fee at the cashier’s window in the Reynolds Center and requesting the new card from the Enrollment Services Office in the Reynolds Center.

## Computer Usage

(See Catalog, Chapter 5, College Policies)

## Important Numbers

Enrollment Services Office .....	870.733.6728
Secondary Technical Center .....	870.733.6748
Goldsby Scholarship .....	870.733.6775
Financial Aid .....	870.733.6729
Barbara C. Baxter Learning Success Center .....	870.733.6766
Sandra C. Goldsby Library .....	870.733.6768
Tutorial Services .....	870.733.6754
Testing Services .....	870.733.6754

# Information for General Education Students

## Purpose

The ASU Mid-South general education concurrent enrollment program is an academic program designed for accelerated students who have completed the eighth grade or its equivalent and are either enrolled in a local public or private high school or a home-school program. The courses offered through the general education concurrent enrollment program are designed to challenge students and prepare them for a rigorous post-secondary education. This concurrent enrollment program is specifically designed for students who plan to continue their education beyond high school in the pursuit of a bachelor's degree or higher.

General education concurrent enrollment students have all of the privileges and expectations of college students. They are expected to comply with all ASU Mid-South regulations and standards of conduct governing their enrollment as college students. General education concurrent enrollment students are also expected to attend class and produce college-level coursework.

## Frequently Asked Questions

Included in this section are answers to some of the most frequently asked questions about concurrent credit, including transferability of coursework, eligibility for scholarships as a college freshman, and the number of classes a concurrent student can take.

### 1. What is concurrent credit?

The State of Arkansas allows qualified high school students to take college courses and receive both college and high school credit. For example, a student may enroll in English Composition I and English Composition II, and upon successful completion of the courses, receive two English credits toward high school graduation and six hours of college English credit on a college transcript at ASU Mid-South. ASU Mid-South is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; therefore, general education courses such as English Composition, College Algebra, and U.S. History are transferable to other accredited colleges and universities in the United States.

### 2. What is dual credit?

Dual credit allows qualified high school students to take college courses while still enrolled in high school; however, dual credit students receive credit on a college transcript only. Students enrolled as dual credit students do not receive credit at their high school. In order to complete courses as a dual credit student, the appropriate paperwork must be filed with Enrollment Services before the beginning of the semester in which the student plans to dually enroll.

### 3. Do students need to maintain a certain GPA to continue to receive the Goldsby Scholarship as a general education concurrent enrollment student?

Yes. ASU Mid-South requires that an overall 3.0 GPA in both high school and college courses be maintained for continued participation in the Goldsby Scholarship program for high school juniors and seniors. Students who do not meet the GPA requirement for the Goldsby Scholarship but do have qualifying placement test scores may still be allowed to take courses; however, they would be responsible for paying tuition and fees for any general education courses in which they enroll.

### 4. Will students with concurrent/dual college credit still be eligible for freshman college scholarships?

Yes. According to various colleges and universities in which ASU Mid-South high school students enroll, students who earn college credit hours while in high school are viewed as entering freshmen for admission, registration, and scholarship purposes. Students are encouraged to contact their potential baccalaureate institution for their specific policy.

## Requirements for Participation

To participate in the general education concurrent enrollment program, students must meet the following criteria:

- Have ACT scores of 19 or better on the appropriate subtests.
- Students who have not taken the ACT or whose ACT scores are below 19 on a specific subtest must take the COMPASS or ASSET placement test and score appropriately prior to enrolling in college courses. Required scores are listed below.

	ACT	ASSET	SAT	ACCUPLACER Next-Gen
Reading	19+	43+	470+	251+
English	19+	45+	470+	251+
Math	19+	39+	460+	249+

## Testing Services

The ACCUPLACER exam is a computer adaptive college placement test used by Arkansas State University Mid-South to evaluate incoming student's skill levels in reading, writing, and mathematics. These scores can also be used to place students in courses appropriate to their skill levels.

High school students may also take the exam to establish eligibility for enrollment in concurrent high school courses. Testing is offered Monday – Thursday, 10 am and 2 pm. To schedule your exam, please visit [www.asumidsouth.edu/testing-sign-up/](http://www.asumidsouth.edu/testing-sign-up/) or call 870-733-6754.

The exam fee of \$15.00 must be paid by cash, debit, or credit card prior to administration of the test. The fee may be paid in person by visiting the Cashier's Window at the South entrance of the Donald W. Reynolds Center or by completing the PayPal purchase on our website.

## Goldsby Scholarship for Concurrent High School Students

Qualified students have the opportunity to participate in an innovative educational program thanks to the generosity of West Memphis community leader, Thomas B. Goldsby, Jr. The Goldsby Scholarship provides funding for high school students to enroll in concurrent classes at ASU Mid-South.

Students participating through the Goldsby Scholarship who succeed in ASU Mid-South classes during each semester of their junior and senior years of high school can complete more than 24 college-level hours before graduation from high school.

The scholarship may be applied to two courses each fall and spring semester for high school juniors and seniors. Students may choose from ASU Mid-South courses approved by their high school principal that will count toward high school graduation requirements.

The Goldsby Scholarship is available to students concurrently-enrolled in high school and college courses, which will count towards both high school and college graduation requirements. To be entitled to this scholarship, students must meet the college admission requirements for concurrently-enrolled high school students and receive appropriate authorization from their high school principal and parent/ legal guardian.

## Scholarship Value

The Goldsby Scholarship covers the tuition and fees for two college-level courses each semester of the junior and senior year of high school. Students or their high schools are responsible for transportation to and from the College and for the cost of textbooks and other materials required for college courses.

## Additional Requirements

Additional requirements for the Goldsby Scholarship include:

- Students must be in the 11th or 12th grade, or its equivalent, and attend a private high school, a public high school in Crittenden or surrounding Arkansas counties, or be home-schooled.
- Students must maintain a cumulative 3.0 GPA at their high school and at ASU Mid-South on any previous college coursework completed.
- Students must reapply each semester.
- Students must write a thank you note to the Goldsby family for each semester the scholarship is awarded.

## Withdrawal Policy

For an academic withdrawal from a class, students will follow the ASU Mid-South withdrawal policy as stated in the ASU Mid-South Catalog; however, to remain in good standing in the Goldsby Scholarship program, any student who has attended class at least once and who wishes to withdraw after classes have begun must go through an appeal process. The appeal process will require the student to present evidence or supporting documentation as to why the withdrawal is necessary. Examples of approved withdrawals include, but are not limited to, reasons relating to medical, family, or transportation issues. Students whose withdrawals are not approved face the possibility of being ineligible for Goldsby funds in subsequent semesters.

## Course Descriptions

Course descriptions for all courses offered at ASU Mid-South can be found in Chapter 9 of the ASU Mid-South Catalog, accessible on the college website at [www.asumidsouth.edu](http://www.asumidsouth.edu). Courses are grouped by program area and course identification number.

## Contact Information

**Jalen Lynn** | Career Coach (Academies of West Memphis)  
Phone: 870.733.6879 | Email: [jalen.lynn@asumidsouth.edu](mailto:jalen.lynn@asumidsouth.edu)

**Donna Shaul** | Career Coach (Academies of West Memphis)  
Phone: 870.733.6091 | Email: [dkshaul@asumidsouth.edu](mailto:dkshaul@asumidsouth.edu)

**Vanessa Smith** | Career Coach (Academies of West Memphis)  
Phone | 870.733.6075 | Email: [vsmith@asumidsouth.edu](mailto:vsmith@asumidsouth.edu)

**Josh Wilson** | Career Coach (Academies of West Memphis)  
Phone | 870.733.6763 | Email: [joshua.wilson@asumidsouth.edu](mailto:joshua.wilson@asumidsouth.edu)

**Kourtney Moore** | Career Coach (Marion)  
Phone: 870.733.6802 | Email: [kmoore1000@asumidsouth.edu](mailto:kmoore1000@asumidsouth.edu)

**Montel Smith** | Career Coach (Marion)  
Phone: 870.733.6727 | Email: [mmsmith3154@asumidsouth.edu](mailto:mmsmith3154@asumidsouth.edu)

**Lindsey Stevens** | Administrative Assistant to the Vice Chancellor for Student Affairs  
Phone: 870.733.6775 | Email: [lgstevens@asumidsouth.edu](mailto:lgstevens@asumidsouth.edu)

**Jeremy Reece** | Vice Chancellor for Student Affairs  
Phone: 870.733.6786 | Email: [jreece@asumidsouth.edu](mailto:jreece@asumidsouth.edu)

# Information for Technical Center Students

The ASU Mid-South Technical Center is a workforce education center that offers college credit in technical programs to sophomores, juniors and seniors in high schools in the Crittenden County area. The Center's curriculum serves as an enhancement to high school curricular offerings by providing students with hands-on training in technical fields which earns them credits toward a college certificate and/or degree. Services are offered at no cost to the students. Books, tuition, and fees are provided through the Center and funded by the local school districts and the Office of Skills Development.

Technical Center concurrent enrollment students have all of the privileges and expectations of college students. They are expected to comply with all ASU Mid-South regulations and standards of conduct governing their enrollment as college students. Technical Center concurrent enrollment students are also expected to attend class as scheduled and produce college-level coursework.

## Purpose

### **To provide quality technical education programs to area high school sophomores, juniors and seniors**

ASU Mid-South Technical Center policies and programs of study are developed with the guidance and approval of area industry representatives, college faculty, and high school administrators and meet the quality standards of the Arkansas Department of Education, the Office of Skills Development, the Arkansas Department of Higher Education, and appropriate accrediting agencies.

### **To help students make informed career choices and to provide relevant and supportive learning experiences**

Students select a career pathway based on their interests and aptitudes, receiving career and counseling support to help attain educational goals.

### **To prepare students to enter the workforce upon high school graduation**

Technical Center programs assist students in developing marketable job skills, leading to certificates of proficiency, technical certificates, or associate degrees from ASU Mid-South.

### **To encourage students to continue their education after high school**

Technical Center courses are credited for the student at both the high school and college levels. Students can complete their technical program with as many as 36 hours toward a certificate and/or degree program.

## Requirements for Participation

### Admissions Policy

(See Catalog, Chapter 7, Academic Policies and Procedures)

1. Students must meet minimum indicator grade point average criteria and minimum ACT/PLAN, COMPASS, ASSET, or ACCUPLACER scores as identified in the Ability to Benefit admissions criteria for unconditional admission into their chosen program of study. Admission for students who do not meet minimum GPA criteria will be subject to conditional approval by their local high school counselor, principal, and ASU Mid-South Technical Center director based upon admission indicators listed below.

	ACT/PLAN	ASSET	ACCUPLACER Next-Gen
English/Writing	14	35	251+
Reading	14	35	251+
Numerical	15	35	249+



## Testing Services

The ACCUPLACER exam is a computer adaptive college placement test used by Arkansas State University Mid- South to evaluate incoming student's skill levels in reading, writing, and mathematics. These scores can also be used to place students in courses appropriate to their skill levels.

High school students may also take the exam to establish eligibility for enrollment in concurrent high school courses. Testing is offered Monday – Thursday, 10 am and 2 pm. To schedule your exam, please visit [www.asumidsouth.edu/testing-sign-up/](http://www.asumidsouth.edu/testing-sign-up/) or call 870-733-6754.

The exam fee of \$15.00 must be paid by cash, debit, or credit card prior to administration of the test. The fee may be paid in person by visiting the Cashier's Window at the South entrance of the Donald W. Reynolds Center or by completing the PayPal purchase on our website.

Career Pathway	Unconditional Admission GPA	Conditional Admission GPA	Unconditional Admission to Senior Specialty
Computer Engineering	2.5	2.25	N/A
Health Science Technology <sup>¶</sup> (Medical Professions)	2.5	N/A	2.75 and college level placement test scores <sup>†</sup>
Automotive and Diesel	2.5	2.25	N/A
Welding Technology	2.5	2.25	N/A

<sup>†</sup> Students with GPAs below the conditional admission threshold can request an interview with the department chair/lead instructor to petition for conditional admission. College level placement on the ACT is 19 or higher in Reading and English.

<sup>¶</sup> Because employers in the healthcare field require all applicants to pass a criminal background check and drug test as a condition of employment, ASU Mid- South requires students in the Health Science Technology pathway to undergo a criminal background check and drug screening prior to enrollment in any of the senior specialty courses. Students under the age of 18 will be required to obtain written parental consent for these screenings. Students in the Health Science Technology pathway should also be aware that some employers will not hire applicants under the age of 18, applicants who do not have a high school diploma or GED and/or applicants who have not passed State Certification/Licensure Exams. Students should contact lead faculty in the ASU Mid- South Health Science Technology department for information about the requirements for specific areas of specialization.

*Note: EMT and Phlebotomy certification exams require testers to be at least 18 years old and have a high school diploma or GED.*

## Conditional Admission

Students who meet the Ability to Benefit criteria and have a GPA between 2.25 and 2.49 may be admitted conditionally at the mutual discretion of the high school counselor, principal, Secondary Technical Center Director and Secondary Specialist based on admission indicators listed below.

Students who are conditionally admitted must earn at least a 2.5 in their first semester at ASU Mid-South Technical Center and demonstrate a continued interest and growth in college- and career-readiness in order to remain in the program.

Career Pathway
1. Grade Point Average (GPA) as listed above
2. Career Portfolio (developed during Career Orientation class)
3. Career Interest/Aptitude Indicator
4. Good Attendance History
5. Work Ethics
6. High school staff recommendation
7. ASU Mid-South Lead Instructor Interview

## Returning Required Signed Forms

Students are expected to be prompt when returning required signed forms. These forms are important records that the college must maintain. Failure to return the forms may be grounds for dismissal from the program. The forms must be completed and signed by the student and parent to be accepted. The required forms include, but may not be limited to the following:

- ASU Mid-South Student/Parent Agreement
- ASU Mid-South Technical Center Student Information Verification form
- As appropriate, ASU Mid-South Technical Center Notice of Academic Probation
- Instructors may have individual classroom policy forms that must be returned for their records.

## Disciplinary Steps for Secondary Technical Center Students

Disciplinary action will be determined according to the severity of the offense, and consequences can range from a warning to immediate dismissal from the college. Typically, when a student engages in behavior that interferes with the learning environment of the class, the following steps will be taken:

1. For a first occurrence, the student will be reported to the Secondary Technical Center Director, who will speak to the student and document the incident on a Disciplinary Warning Form.
2. A second occurrence will result in a second Disciplinary Warning Form, and the Secondary Technical Center Director will inform both the parents and the sending high school of the problem and its potential consequences.
3. A third occurrence will result in a recommendation that the student be withdrawn from the college.

## Separating Policies on Discipline

Disciplinary policies vary from school to school. Violations of policies at local school districts generally will not affect attendance at ASU Mid-South Technical Center programs. However, each incident will be evaluated on a case-by-case basis. Students suspended from a local high school will not necessarily be considered suspended from ASU Mid-South classes. However, students suspended for incidents such as weapons, drugs, or acts of violence toward high school faculty or staff would be suspended from the ASU Mid-South campus and likely removed from the program.

## Technical Center-Issued Tools, Equipment and Textbooks

During the course of a semester, concurrent students may be issued textbooks, tools and/or equipment, and lab jackets/ coveralls necessary for the class. The students in the Technical Center may also be assigned a locker, where available. All issued items should be stored in the locker with the lock securely fastening the door shut. It is the responsibility of the student to return all ASU Mid-South property, in good condition, by the conclusion of each semester. Lost or damaged tools, equipment, textbooks, or other ASU Mid-South

property issued to the student must be paid for before the student will be able to graduate, receive any record of course completion, or enroll in subsequent coursework. It must be remembered that replacement costs do not consider the normal wear and will be current market price.

## **Care and Cleaning of Facilities, Tools, Machinery and Equipment**

As part of the work ethic and understanding essential workplace responsibilities and practices, Technical Center students are expected to participate in the care and cleaning of Technical Center facilities, tools, machinery and equipment.

Students who refuse to participate in this aspect of their training will face disciplinary action.

## **Dress Code for Technical Center Students**

Technical Center students are expected to dress in a manner that conforms to safety, modesty and positive work ethic appearance when attending classes or representing the college at meetings, field trips or competition. Apparel must not create a safety hazard by being oversized or too loosely fitting to safely be around operating equipment, machinery or tools. Pants and shirts that are extreme in size are not acceptable wear. Modesty in clothing must also be considered, as immodest clothing can be distracting and is unprofessional. Technical Center students are also expected to wear appropriate safety apparel in shop or lab areas. Items that are supplied by the college may include coveralls or a lab jacket, and safety glasses. Students are expected to keep any items that have been checked out to them clean and in good repair and will be responsible for the replacement cost of any items lost or damaged. Some programs also require students to wear long pants and/or closed-toed leather shoes with non-slip soles when working in shop areas. Failure to wear required safety apparel for a shop assignment will be grounds for the student's removal from the class for that period of instruction. The student will be reported to the Secondary Specialist for disciplinary action, and that day's absence will be unexcused with no make-up of missed work allowed. Students removed from class are not to leave the vicinity of the instructional area but are to remain close by until released at the end of the period.

## **Food and Drink Policy**

Classroom instructors have the right to create and enforce individual food and drink policies for their classrooms, and students are expected to abide by them. In classes where food and/or drinks are allowed, students are responsible for cleaning up after themselves and disposing of any trash.

Students have access to vending machines only after class is dismissed and may not visit vending areas before or during class time. Students will be issued discipline warnings if this issue causes excessive tardies or becomes a distraction.

## **Technical/Occupational Programs at ASU Mid-South**

Courses successfully completed will apply as electives toward high school graduation requirements and will also earn college credit at ASU Mid-South. ASU Mid-South offers technical/occupational programs which lead to associate of applied science (AAS) degrees, technical/occupational certificates, or certificates of proficiency.

An AAS Degree requires approximately 60 credit hours for completion and is intended for students who plan to enter the workforce immediately after program completion. AAS programs include on-the-job learning and/or special projects or capstone courses which combine knowledge and skills acquired in coursework with critical thinking and independent learning.

A technical certificate is a planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of core general education skills and a specified level of competency in an occupational field. The program, which contains approximately 35 credit hours, may also be part of or apply toward an associate degree program.

The certificate of proficiency includes 12–18 hours of technical/occupational courses that prepare students for a specified level of competency in a particular field. High school counselors can provide information regarding the application of ASU Mid-South Technical Center courses to the high school transcript.

## Technical Center Career Pathways and Courses

(See Catalog, Chapter 7, Academic Programs, for Secondary Technical Center Course Numbers and Sequences for Certificates of Proficiency)

(See Chapter 10 for Course Descriptions)

### Automotive and Diesel Maintenance

The Automotive and Diesel Maintenance programs teaches you how to maintain and repair truck and automotive engines and related components in a variety of vehicles and machinery. Because automotive and diesel technology and maintenance job openings often exceed the number of qualified technicians, you can almost guarantee yourself a rewarding career by completing ASU Mid-South's program. Be trained and ready for a career with the Mid-South's growing number of employers including Carvana, Ford Motor Company, and Goodyear Commercial.

### Computer Engineering

The Computer Engineering Program prepares students for the A+ Certification examination, as well as entry-level positions as a computer technician in microcomputer repair and networking. Upon successful completion of all program requirements, students will have earned a Certificate of Proficiency in Microcomputer Upgrade and Repair and a Certificate of Proficiency in Networking. In addition, college credit earned in this program will apply toward the Associate of Applied Science Degree in Information Systems Technology.

### Health Science Technology (Medical Professions)

The Health Science Technology Program provides students with knowledge about the medical field and core skills that will prepare them for a variety of medical careers. Students successfully completing the first two years of the program will have the opportunity to earn Certificates of Proficiency in up to two different areas of medical specialization – Phlebotomy, Emergency Medical Technician, and/or Certified Nursing Assistant. In addition, some college credit earned in this program will apply toward the Associate of Applied Science degrees offered through the Allied Health Department at ASU Mid-South. (Enrollment in the Health Science Technology Program requires substance abuse screening and a criminal background check prior to enrollment in third-year medical specialization courses. Parent/ Guardian must give written consent for students under the age of 18.)

### Welding Technology

The Welding Technology program is designed to prepare students for a variety of careers in the welding industry. Upon successful completion of all program requirements, students will obtain four separate Certificates of Proficiency in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Students may also qualify for American Welding Society certification in each area. In addition, college credit earned in this program will apply toward an Associate of Applied Science Degree in General Technology.

## Contact Information:

**Jalen Lynn** | Career Coach (Academies of West Memphis)  
Phone: 870.733.6879 | Email: jalen.lynn@asumidsouth.edu

**Donna Shaul** | Career Coach (Academies of West Memphis)  
Phone: 870.733.6091 | Email: dkshaul@asumidsouth.edu

**Vanessa Smith** | Career Coach (Academies of West Memphis)  
Phone | 870.733.6075 | Email: vsmith@asumidsouth.edu

**Josh Wilson** | Career Coach (Academies of West Memphis)  
Phone | 870.733.6763 | Email: joshua.wilson@asumidsouth.edu

**Kourtney Moore** | Career Coach (Marion)  
Phone: 870.733.6802 | Email: kmoore1000@asumidsouth.edu

**Montel Smith** | Career Coach (Marion)  
Phone: 870.733.6727 | Email: mmsmith3154@asumidsouth.edu

**Karmen Moore** | Director, Secondary Technical Center  
University Center  
Phone: 870.733.6748 | Email: kkmoore@asumidsouth.edu

**Jeff Gray** | Vice Chancellor for Learning and Instruction University Center  
Phone: 870.733.6731 | Email: wjgray@asumidsouth.edu

**Quick Reference  
Phone Number List**

**Academic Coaching/Tutoring**  
870.733.6790

**Admissions**  
870.733.6728  
admissions@asumidsouth.edu

**ASU Mid-South General  
Telephone Number**  
870.733.6722

**Campus Safety**  
870.733.7911

**Disability Services**  
870.733.6790

**Financial Aid**  
870.733.6729  
finaid@midsouthcc.edu

**Learning Success Center**  
870.733.6766

**Sandra G. Goldsby Library**  
870.733.6768



**ARKANSAS STATE UNIVERSITY  
MID-SOUTH**

2000 West Broadway  
West Memphis, Arkansas  
870.733.6722  
[www.asumidsouth.edu](http://www.asumidsouth.edu)

