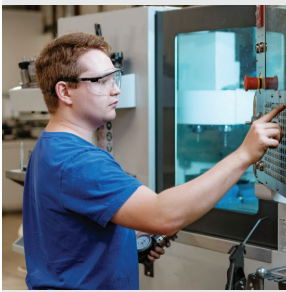




2025-2026



# CONCURRENT STUDENT HANDBOOK

## Table of Contents

<b>Welcome to ASU-Newport</b>	<b>1</b>
<b>Concurrent Enrollment Program Overview</b>	<b>2</b>
<b>Concurrent Students</b>	<b>3</b>
Requirements to Participate in ASUN's CEP	3
Registration Steps	4
Tuition and Billing	4
<b>Course Requirements and Policies</b>	<b>5</b>
The Syllabus	5
Accommodations	6
ACTS: Arkansas Course Transfer System	7
Academic Calendar	7
Academic Dishonesty / Integrity	7
Academic Due Process	7
Academic Standing: Satisfactory Academic Progress	8
Attendance	9
FERPA	9
Grading Policy & How to Access Grades	9
Grade Appeal & Academic Grievance	10
Grade Appeal & Academic Grievance Process	11
<b>Student Course Evaluations</b>	<b>11</b>
<b>Academic and Student Support Services</b>	<b>12</b>
Academic Advising	12
Academic Support Center& Tutoring	12
Computer Labs and Internet Access	13
ITS Help	13
Library Services	13
Requesting a Transcript	14
Testing Services	14
<b>ASUN Student Email Accounts</b>	<b>14</b>
<b>Withdrawing from a Concurrent Course</b>	<b>14</b>
<b>Online Concurrent Courses and Canvas Access</b>	<b>16</b>
<b>List of Contacts</b>	<b>17</b>
Appendix A: Accessing Grades	
Appendix B: Accessing Course Evaluations	
Appendix C: Accessing Academic and Student Support Services	
Appendix D: Accessing Student Email Accounts	
Appendix E: Navigating Canvas & The Online Classroom	
Appendix F: Strategies for Online Courses	

# Welcome to ASU-Newport

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Arkansas State University-Newport (ASUN) has been an independently accredited and operationally separate two-year institution of the Arkansas State University System since 2000. With campuses located in Newport, Jonesboro, Marked Tree, the Arkansas Correctional units of Grimes and McPherson in Newport, and online, ASUN provides an accessible, affordable, and quality education in and beyond its service region.

## Vision

Empowering Individuals. Advancing Communities.

## Mission

ASU-Newport will provide accessible, affordable, innovative learning opportunities that transform lives and strengthen the regional economy.

## Values

- **Belonging**... acceptance, support, and engagement of all people to ensure they feel welcome, valued, and that their perspective matters.
- **Compassion**... kindness, empathy, and service to others stemming from a desire to help and make a positive difference in a person's life.
- **Innovation**... encouragement and adoption of forward-thinking ideas that allow for sustainability, growth, responsible stewardship of resources, and academic advancement.
- **Integrity**... consistent adherence to strong moral and ethical principles including respect, loyalty, trust, and accountability.

# Concurrent Enrollment Program Overview

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The Arkansas State University-Newport (ASUN) Concurrent Enrollment Program (CEP) is a partnership program between ASUN and high schools which provides high school students the opportunity to earn college credits while still attending their high school. This opportunity encompasses courses in General Education, Applied Science, as well as Nursing and Health Professions.

Participation in the ASUN CEP provides high school students the opportunity to experience college course work in the comforts of the high school classroom. This exposure to college-level work prepares students for a smooth transition to college. Since ASUN's concurrent courses are significantly reduced in cost (tuition and fees), participating in the Concurrent Enrollment Program also provides students an opportunity to save money on college. In addition, most general education concurrent courses are also eligible for the Arkansas ACCESS to Acceleration Scholarship.

ASUN is accredited by the **Higher Learning Commission** (HLC) which assures academic excellence throughout all facets of the institution. The **Arkansas Higher Education Coordinating Board** (AHECB) has authorized ASUN to offer concurrent enrollment programming through July 31, 2030. In addition, ASUN is seeking accreditation from the **National Alliance of Concurrent Enrollment Partnership** (NACEP). As the sole national accrediting body for concurrent enrollment programs, NACEP ensures that these programs adhere to the highest standards of academic excellence and rigor. ASUN is also a member of the **Arkansas Association of Concurrent Enrollment Program** (AACEP) which further ensures that ASUN's CEP complies with Arkansas higher education policies and regulations.

Concurrent Enrollment standards are set by governing laws of the state of **Arkansas, directives of AHECB**, HLC, and NACEP.

Concurrent courses adhere to the same curriculum, rigor, and student learning outcomes as that of the equivalent college course. In addition, concurrent courses follow ASUN's Academic Calendar (and not that of the high school).

The Concurrent Student Handbook addresses some important information and resources for concurrent students. However, it is not comprehensive and ASUN's CEP strongly advises concurrent students and parents of concurrent students to familiarize themselves with **ASUN Student Handbook and Course Catalog**:

<https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>

# Concurrent Students

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## *Requirements to Participate in ASUN's CEP*

ASU-Newport admits qualified high school students to its CEP as non-degree seeking students. To be eligible for admissions to the Concurrent Enrollment Program, the applicant must meet the following requirements:

- Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
- Students must be recommended by and have the approval of their high school counselor, principal, or other designee to be enrolled in concurrent courses.
- Students must be in good standing at their high school.
- ASUN strongly recommends that students seeking to enroll in General Education ACTS transferable courses that are reading intensive have one of the following:
  - ACT Reading score of 19+
  - Accuplacer Next Generation Reading score of 250+
  - Cumulative, Non-weighted High School GPA of 3.0+
- Students who seek to enroll in Composition I, College Algebra, and/or Quantitative Literacy must meet established prerequisite test scores and/or high school GPA.
- Students seeking to enroll in Career Technical Education (CTE) courses must have a reading score on file, but no specific score must be met.
- Students must meet all other course prerequisite requirements as detailed in ASUN's Student Handbook and Course Catalog.

Note that your high school and/or school district may have additional requirements eligibility and participation in concurrent courses.

## ***Registration Steps***

### **(1) Complete Concurrent Enrollment Application**

First time entering students must complete an online Concurrent Enrollment application: <https://www.asun.edu/getstarted/index.php#gsc.tab=0>

### **(2) Submit Test Scores**

High school administrators submit students' test scores to ASUN's CEP. ASUN offers students enrolled in partner high schools Accuplacer Next Generation testing free of charge. High school administrators usually set up dates for when ASUN's CEP comes to the high school to administer the Accuplacer Next Generation test; however, students can also take the Accuplacer Next Generation test at one ASUN's campuses in Newport, Jonesboro, and Marked Tree.

ASUN Testing Services: [https://www.asun.edu/student-services/testing\\_services.php#gsc.tab=0](https://www.asun.edu/student-services/testing_services.php#gsc.tab=0)

If concurrent students are testing on one of ASUN's campuses, please contact CEP (lindsey\_campbell@asun.edu) to arrange for the test be offered free of charge.

## ***Tuition and Billing***

In alignment with its mission, ASUN's CEP provides a quality education that is both accessible and affordable. Through the Arkansas ACCESS to Acceleration Scholarship (A2A) ASUN is able to offer partner high schools concurrent courses at a significantly reduced cost to secondary institutions and no cost to the students provided they enroll in only courses approved by their high school.

For the academic year 2025-2026, concurrent credit courses for 9<sup>th</sup> – 12<sup>th</sup> graders at ASUN are priced at \$65.00 per credit hour (please note that pricing could change pending any state policies that go into effect that ASUN is required to follow). Students who are eligible for the Access to Acceleration Scholarship will not be billed for their tuition, fees, or textbooks. Students' high school will receive a bill for any student who exceeds their scholarship eligibility for the academic year.

## **Act1118**

Arkansas Code §6-16-1204 (e) (1) (B), commonly referred to as Act1118, provides a maximum of six hours of waived college tuition for students who are eligible for free/reduced lunch as determined by the National School Lunch Program. Only courses listed on the Arkansas Department of Education (ADE) Endorsed Course List and taught in the high school classroom by a teacher employed by the public school district in which the student is enrolled will be considered for the course tuition waiver. High schools must notify and submit names and verification documentation of eligible students to ASUN's CEP within the first three weeks of each semester.

## **Act341**

The Arkansas Access to Acceleration (A2A) Scholarship will award eligible students (grades 9 – 12) \$65.00 per credit hour for up to 15 credit hours per semester, not to exceed 30 credit hours per academic year (fall, spring, and summer terms), with a maximum of \$2,000 per academic year.

To be eligible for the A2A Scholarship, students must:

- be an Arkansas resident (or parent is Arkansas resident)
- be a 9-12 grader in high school / homeschool
- be enrolled in concurrent credit courses

## ***Course Requirements and Policies***

### **The Syllabus**

Concurrent faculty will distribute a course syllabus for the concurrent course. The purpose of the course syllabus is to provide an overview of course requirements as well as clarify guidelines that students must follow. ASUN has developed a master syllabus template that contains mandatory components that faculty must include for each course that they teach. These mandatory components include:

- course learning outcomes
- aligned assessments / assignments to learning outcomes as well as their weight (points / percentage) on the final grade
- information on the Master Summative Assessment (MSA) assignment

- This assignment is similar to that of a “final exam/paper/project” where students demonstrate how well they have mastered the learning outcomes of the course.
- academic dishonesty / integrity policy
  - Each instructor develops their own academic dishonesty / integrity policy. See “Academic Dishonesty / Integrity” for more information.
- late work policy
  - Each instructor develops their own policy for late work. Whereas some instructors accept late work, others may not.
- make up work policy
  - Each instructor develops their own policy for any missed work. Whereas some instructors allow students to turn in missed work, others may not.
- course outline

## Accommodations

In accordance with the Americans with Disabilities Act (ADA), ASU-Newport provides reasonable accommodations to students who apply for these learning support services. This is similar to the public school system’s 504 Plan / IEP. This process is initiated by the student.

The Center for Educational Access (CEA) engages in an interactive process with students to determine what accommodations are *reasonable* based on various factors including the student’s disability, impact of their disability, history of accommodations and other relevant details in a given situation. The CEA will evaluate the student’s needs and email an accommodation letter to communicate approved accommodations that the student will provide to their instructors.

The accommodations are effective on the date the email/letter is presented to the instructor. Accommodations will typically include, but are not limited to, extended time on assessments, audio recording of lectures, note-taking assistance, quiet testing area, etc. Instructors must comply with approved accommodations. Note that instructors are only allowed to provide accommodations that are detailed in the current Notice of Accommodation letter.

To establish accommodations, students should submit an application and current documentation. For reference, please find more information at:

<https://www.asun.edu/student-services/cea.php#gsc.tab=0>

**Contact:** cea@asun.edu



## **ACTS: Arkansas Course Transfer System**

Some course syllabi include an ACTS course ID. ACTS stands for the Arkansas Course Transfer System. ACTS provides students with information about courses' transferability among Arkansas public colleges and universities. For more information and to use the ACTS system, see: <https://adhe.edu/students-parents/transfer-info-for-students>

## **Academic Calendar**

Concurrent courses follow the academic calendar established by the college/university. A link to the academic calendar is included in the course syllabus, but you can also access the academic calendar via this link: <https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>

## **Academic Dishonesty / Integrity**

ASUN expects students to display academic integrity at all times. Academic Dishonesty, which is a serious offense, includes, for example, plagiarism, copying from other students, purchasing and using materials prepared by others, and using AI-generated materials. A single incident of violating academic standards of integrity may result in an "F" for the assignment, an "F" in the course, or expulsion from the concurrent enrollment program. Any violation of academic standards will be reported to the Provost. For more information on academic dishonesty, refer to the Student Handbook/Course Catalog <https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>

## **Academic Due Process: Sanctions for Academic Misconduct**

So what happens if students are dishonest academically? Sanctions for Academic Misconduct may be imposed by the faculty member or instructor discovering the Academic Misconduct except in the case of dismissal from a particular program or suspension/expulsion from the institution which shall be made by the Provost / Vice Chancellor for Academic and Student Affairs.

The following sanctions may be imposed for Academic Misconduct:

- a failing grade on the assessment
- rewriting or repeat performance of coursework
- a failing grade for the class
- dismissal from the class
- other appropriate sanctions as warranted by the specific acts of a student

- students who violate the imposed sanctions may result in university probation with a possible extent of suspension or expulsion

A student disagreeing with the sanction issued based on Academic Misconduct should follow the Academic Appeal Process:

1. Contact the Academic Dean.
2. The Dean will review the appeal. If the Dean cannot resolve the issue, the Dean will assemble a five-member Appeals Committee consisting of the Dean and four full-time faculty members. The Appeals Committee will share its findings with the Provost.
3. The Chair of the Appeals Committee will notify the student of the decision within five business days of the student filing the grievance.

For more information, see the Student Handbook and Course Catalog (<https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>).

### **Academic Standing: Satisfactory Academic Progress**

Federal regulations mandate that students need to make satisfactory academic progress toward completing a certificate or degree. To determine academic progress, colleges/universities look at the cumulative GPA and the pace towards completing a certificate / degree (in each semester as well as staying within the maximum timeframe to complete the certificate/degree). To meet Satisfactory Academic Progress, students must:

- maintain a cumulative 2.0 GPA
- successfully complete 67% of the attempted credit hours they enrolled in for every semester
- complete a certificate / degree within 150% of the published timeframe

For more information, please refer to: <https://www.asun.edu/getstarted/sap.php>

\*NOTE that to remain eligible for the A2A scholarship, students must maintain a minimum of a 2.5 (college) GPA.

**Contact:** [sap@asun.edu](mailto:sap@asun.edu)

## **Attendance**

Successful students attend class. Attendance requirements depend on the location of the concurrent course. Concurrent students need to verify attendance requirements with their high school. Attendance requirements may also vary depending on the course and/or program. The course syllabus includes attendance requirements.

In online courses, students must log in and complete work on a weekly basis in order to be counted as “present” for that week.

Students who are unable to attend class or log on to online courses should notify their instructors. For more information on attendance, refer to the Student Handbook /Course Catalog <https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>

## **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student’s education records can be shared only with those people or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections.

In order to participate in ASUN’s Concurrent Enrollment Program, students, high school designee, and parent/guardian have to complete and sign the Concurrent Enrollment & Policy Form. By signing this form, students allow ASUN to release and receive information to the parent/guardian whose name and signature appear on the Parent Consent Form and authorized personnel at their high school.

## **Grading Policy & How to Access Grades**

ASUN uses a four-point grading system consisting of letter grades and grade point values as follows:

Letter Grade	Description	Grade PTS/HR
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrawals	

### *Institutional Grading Scale*

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59
- S: Satisfactory
- U: Unsatisfactory

Students enrolled in online courses delivered via ASUN's LMS, Canvas, can use the tool "Grades" to view grades for all of their assignments as well as current grade in the course. To access official midterm and final grades, students have to log on to Student Self Service ("Banner"). \*See Appendix A for instructions on how to log on to Student Self Service to see/access your grades.

### **Grade Appeal and Academic Grievance Appeal Procedure**

These two procedures are similar in nature and follow a similar process; however, they are treated as two separate processes in the Student Handbook / Course Catalog.

Students who feel that an institutional error has been made or that a faculty has not acted fairly or properly in assigning a grade can appeal the grade. Grade appeals should be made as soon as possible but must be made within two weeks following the end of the term for which the grade was assigned.

Students who have an issue with an instructor's behavior, fairness, etc., can file an academic grievance appeal. An academic grievance can be filed while the students are still enrolled in the course up until the beginning of the following semester. So if students have an issue in a fall course, they can file their academic grievance during that fall semester or up until the spring semester begins.

### **Grade Appeal Process / Academic Grievance Process**

1. Students should begin by contacting the involved instructor and explain any concerns with the grade or other issues . If a resolution cannot be reached, please note that students must provide evidence of the attempt to resolve the issue (example: email communication between student and instructor).
2. The next step is for students to reach out to the appropriate Dean. To identify the correct Dean, students can ask their instructor or contact ASUN's CEP (lindsey\_cambell@asun.edu). If the Dean cannot resolve the issue in a satisfactorily manner, students need to proceed to the third step.
3. The last step is to reach out to the Provost / Vice Chancellor for Academic and Student Affairs (typyanie\_myers@asun.edu). Students must submit a written formal presentation of the case with all related supporting documents. This must be completed within five working days following the conference with the Dean. The conference with the Provost is the final step in the grade appeal process.

For more detailed information on the grade appeal process and the academic grievance process, refer to the Student Handbook /Course Catalog <https://www.asun.edu/student-services/catalogs.php#gsc.tab=0>

### ***Student Course Evaluations: Listening to the Student Voice***

To capture students' voice, ASUN utilizes an online course assessment survey (by Watermark) for most of its courses (some courses, due to necessity, will utilize a paper format of the course evaluation). This evaluation process provides a way for students to share insights on their learning, effectiveness of instruction, assignments / assessments, and other aspects of faculty performance.

The course evaluation can be found in Canvas, which is ASUN's Learning Management System (LMS). To log on to Canvas, students must have their ASUN username and password. To get help with username and passwords, please contact [its@asun.edu](mailto:its@asun.edu).

Two weeks prior to the end of the semester, students will receive an email to their ASUN student email account inviting them to evaluate the courses they are enrolled in.

These course evaluations are 100% anonymous. Faculty will not have access to course evaluation results until after final grades have been posted.

\*See Appendix B for instructions on how to log on to Canvas and locate the course evaluation.

## ***Academic and Student Support Services***

ASUN offers its students a plethora of academic and student support services including, but not limited to:

### **Academic Advising**

All concurrent students have access to the same academic advising services provided to all ASUN students. Academic advising is strongly encouraged for all ASUN students. As research and studies have shown, academic advising plays a pivotal role in helping students complete their degree in a timely manner.

ASUN's CEP recognizes that high school counselors do an outstanding job of advising and helping concurrent students to plan for their educational goals. To support high school guidance counselors and possible career coaches by providing advising specific to ASUN and well as helping students plan for their next step, the Director of Early College will be available to advise students on their high school campus, on one of ASUN's campuses, or virtually once during each fall and spring semester. Concurrent students can also set up an appointment to meet with an academic advisor at ASUN. In addition to assisting students with their academic and career professional plans, advisors can also help with and answer questions about consequences of withdrawing from courses, how to request a transcript, etc.

To find out more about ASUN's Academic Advising Services:

<https://www.asun.edu/getstarted/advising.php#gsc.tab=0>

### **Academic Support Center & Tutoring**

ASUN offers a variety of tutoring options. All students have access to online tutoring 24/7 via **Brainfuse**. Students can access Brainfuse by logging on to their concurrent course in Canvas. \*See Appendix C for instructions on how to access Brainfuse.

ASUN also offers **traditional tutoring services** that take place face-to-face on one of our main campuses in Newport, Jonesboro, and Marked Tree. In addition, some ASUN faculty also make themselves available for **virtual tutoring via Microsoft Teams**. All students have access to Microsoft Teams via their ASUN student email account. If

students are interested in receiving tutoring help from ASUN, please contact ASUN's CEP so that they can help set up either face-to-face or virtual tutoring appointments.

To find out more about ASUN's Academic Support Center:

[https://www.asun.edu/student-services/academic\\_support\\_center.php#gsc.tab=0](https://www.asun.edu/student-services/academic_support_center.php#gsc.tab=0)

## **Computer Labs and Internet Access**

All three of ASUN's campuses located in Newport, Jonesboro, and Marked Tree have dedicated computer labs that students can utilize to complete coursework. Students access computers by logging in using their ASUN username and password. Internet services are also provided to ASUN's students in the parking lots of each ASUN campus.

As an ASUN student, concurrent students can download the Microsoft Office Suite for free. \*See Appendix C for instructions on how to download Microsoft Office Suite.

## **ITS Help**

The username and password are the same for both Canvas and ASUN email accounts. For help to retrieve usernames and passwords, please contact our IT department:

[its@asun.edu](mailto:its@asun.edu)

## **Library Services**

As ASUN students, concurrent students have access to all services and resources provided by ASUN's Library. The library collection and services support coursework and research, along with providing recreational reading for students, faculty, staff, and community members. All patrons have access to reference materials, circulating books, periodicals, online databases and audiovisual materials.

A wide range of electronic resources and services supplement these collections. Additional resources include access to the Internet, the library catalog, user education and the Academic Support Center computer labs.

Concurrent students can easily access ASUN's Library Databases, for example, in Canvas by clicking on the "?" icon in the main menu.

To find out more about ASUN's Library Services and to access the library catalog or online databases: <https://www.asun.edu/student-services/library.php#gsc.tab=0>

\*See Appendix C for instructions on how to log on to and use Library Services.

## **Requesting a Transcript**

Students can request their ASUN college transcript by completing a Transcript Request form: <https://www.asun.edu/student-services/transcripts.php#gsc.tab=0>

## **Testing Services**

As mentioned earlier, ASUN offers students enrolled in partner high schools Accuplacer Next Generation testing free of charge. High school administrators usually set up dates for when ASUN's CEP comes to the high school to administer the Accuplacer Next Generation test; however, students can also take the Accuplacer Next Generation test at one ASUN's campuses in Newport, Jonesboro, and Marked Tree.

To find out more about ASUN Testing Services: [https://www.asun.edu/student-services/testing\\_services.php#gsc.tab=0](https://www.asun.edu/student-services/testing_services.php#gsc.tab=0)

If concurrent students are testing on one of ASUN's campuses, please contact CEP (lindsey\_campbell@asun.edu) to arrange for the test to be offered free of charge.

## ***ASUN Student Email Accounts***

ASUN communicates important information to its students via email, so it is important for students to log on and check their ASUN student email account on a regular basis. Students can access their email by going to ASUN's website ([www.asun.edu](http://www.asun.edu)) and then click on OneStop. Once in OneStop, email access is located in the center of the landing page. \*See Appendix D for instructions on how to access your student email.

## ***Withdrawing from a Concurrent Course***

Withdrawing from a course is a serious decision that could negatively impact a student's educational opportunities. Before withdrawing, ASUN's CEP recommends that concurrent students consult their concurrent faculty and additional ASUN Academic Support Services (refer to "Academic and Student Support Services" section for more information).



## **Possible Consequences of Withdrawing from a Concurrent Course**

Before withdrawing from a concurrent course, high school students need to consider how withdrawing may impact their:

- 1) A2A Scholarship
- 2) Future Federal Financial Aid

### **Arkansas Access to Acceleration (A2A) Scholarship**

Many high school students (grades 9-12) taking concurrent college courses are eligible for the Arkansas A2A Scholarship. To remain eligible for the A2A Scholarship, students must maintain a minimum 2.5 college GPA.

Withdrawing (W) from a course or earning low grades such as D and F will negatively impact the GPA, which could impact the student's A2A eligibility.

Note that a student who fails or withdraws from a concurrent credit course is only eligible to retake the course one additional time (and receive A2A funding).

## **Steps to Withdraw from a Concurrent Course**

1. Consult with the course instructor.  
Discuss current grade and possibilities of improving the grade.
2. Email/Contact ASUN's Director of Early College: [lindsey\\_campbell@asun.edu](mailto:lindsey_campbell@asun.edu)  
The email needs to include:
  - student's name
  - high school
  - concurrent course
  - instructor teaching the course
3. The ASUN Concurrent Enrollment Program will provide students with the Withdrawal Request Form.
4. Student will need to sign and date the form and email back to ASUN's Concurrent Enrollment Program.

## Online Concurrent Courses and Canvas Access

ASUN uses Canvas as its Learning Management System. All concurrent students can access Canvas; however, students can only see their concurrent courses in Canvas if their concurrent instructor has published the course in Canvas (which may not be the case).

Concurrent students who take online concurrent courses will access their online courses by logging on to Canvas.

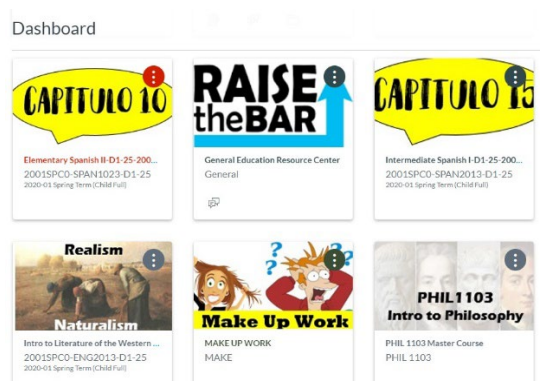
**The direct link to Canvas is:** <https://asun.instructure.com/>

To log on to Canvas, students need their ASUN Username and Password. The username is often: first name\_last name@student.asun.edu

If you need help to reset your password, email [its@asun.edu](mailto:its@asun.edu) from your private email and put “Reset Password” in the subject box. In your email, include:

- full name
- high school
- date of birth
- last four digits of social security number (use to identify student)

After you log on to Canvas, you will land on the Dashboard (see image below).



The Canvas Dashboard has an “icon” (tile/box) for each course that students are enrolled in. To access the course, click on the icon.

## ***Common Troubleshooting Issues***

- Recommended browsers: Google Chrome or Firefox
- Clearing the “cache” can sometimes solve issues when it comes to uploading/submitting work in Canvas.
- Don’t be afraid to contact Canvas Support for help. They are available 24/7.

\*See Appendix C for instructions on how to use different features and tools in Canvas.

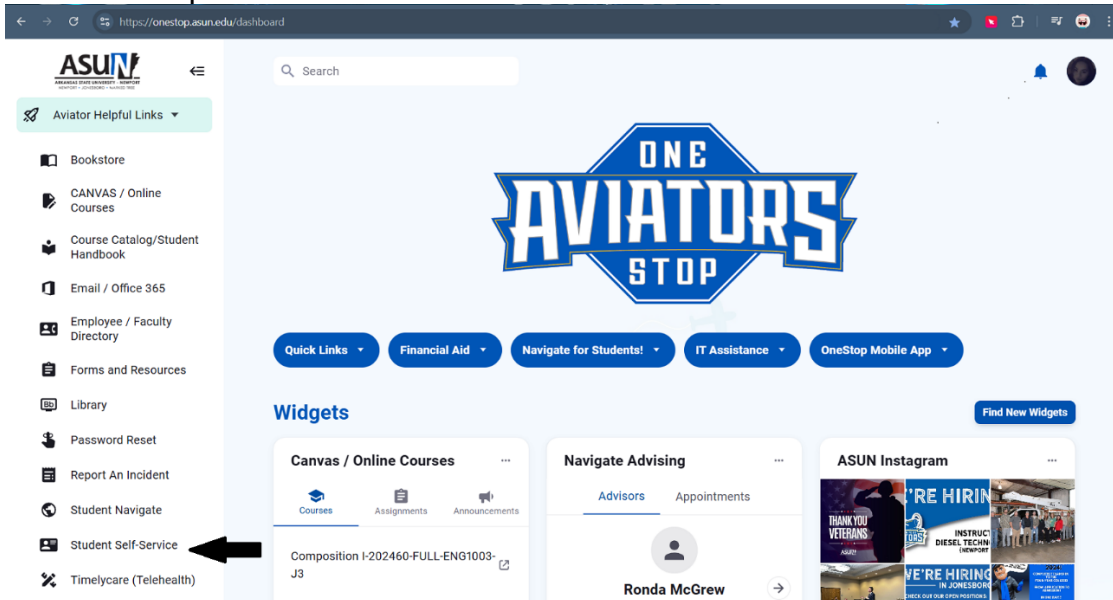
Additional considerations and strategies on how to (1) navigate Canvas and the online classroom – See Appendix E; (2) to be successful in online courses – See Appendix F.

## ***List of Contacts***

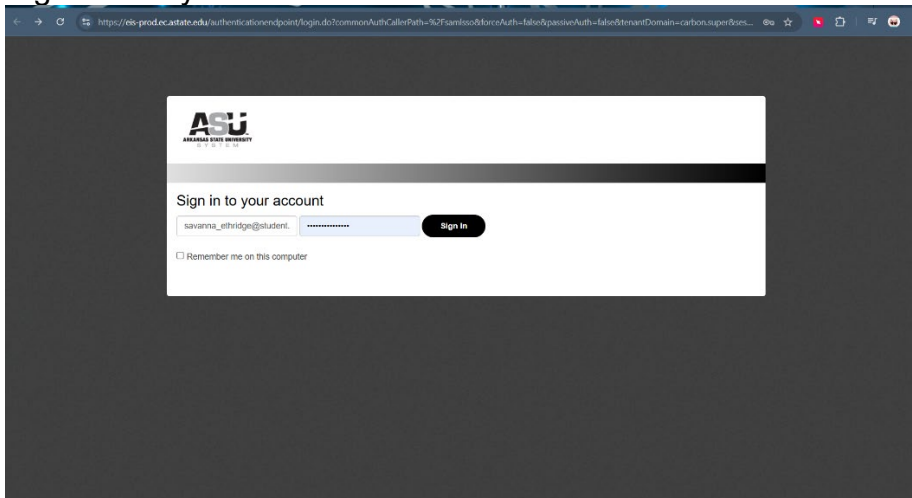
<b>I Need Help With / I Need to Contact</b>	<b>Contact Name and Email</b>
Completing the ASUN Concurrent Application	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
My ASUN Username and/or Password	<b>ITS:</b> its@asun.edu
My ASUN Student Email Account	<b>ITS:</b> its@asun.edu
Logging on to Canvas	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
Finding my Online Courses	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
Accessing My Grades	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
Tutoring	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
Accessing Library Databases	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu
Selecting Courses for My Career / Degree	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu  <b>Academic Advising</b> advising@asun.edu
Requesting a Transcript	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu  <b>One Stop:</b> onestop@asun.edu
Withdrawing from a Course	<b>Lindsey Campbell</b> lindsey_campbell@asun.edu

## APPENDIX A: Accessing Grades in Student Self-Service (Banner)

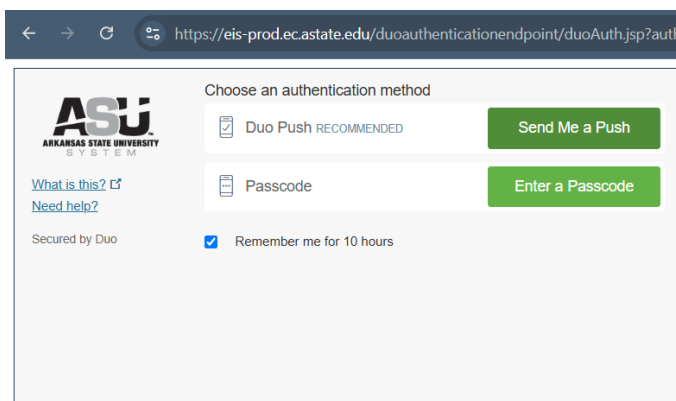
1. Go to [onestop.asun.edu](https://onestop.asun.edu) and click on Student Self-Service




2. Sign-in with your [student.asun.edu](https://student.asun.edu) account



3. Verify 2 factor authentication with Duo Mobile  
**NOTE** if you need help setting up your Duo Mobile, please reach out to [its@asun.edu](mailto:its@asun.edu)



4. Once authenticated you will see the self-service student menu. To see your final and midterm grades click View Grades under the Academics menu.

Academics	Financial Aid
<a href="#">Academic Profile</a>	<a href="#">Home Page - Student Requirements</a>
<a href="#">Unofficial Transcript</a>	<a href="#">SAP - Satisfactory Academic Progress</a>
<a href="#">View Grades</a> 	<a href="#">Award Offer - View Awarded Financial Aid (Only Available if all Requirements are Satisfied)</a>
<a href="#">Browse Course Offerings</a>	Questions? Email the Financial Aid team at: <a href="mailto:financialaid@asun.edu">financialaid@asun.edu</a>
<a href="#">Registration Portal</a>	Student Billing
	<a href="#">ASUN Account Summary</a>
	<a href="#">Touchnet - View &amp; Pay bill</a>
	<a href="#">1098-T Tax Notification</a>
	<a href="#">Setup or Update Your Direct Deposit Information By Clicking the Refunds Tab on the TouchNet Link Above!</a>
Questions? Email the Registrar at: <a href="mailto:registrar@asun.edu">registrar@asun.edu</a>	Questions? Email the Student Billing team at: <a href="mailto:studentbilling@asun.edu">studentbilling@asun.edu</a>

## APPENDIX B: Course Evaluations

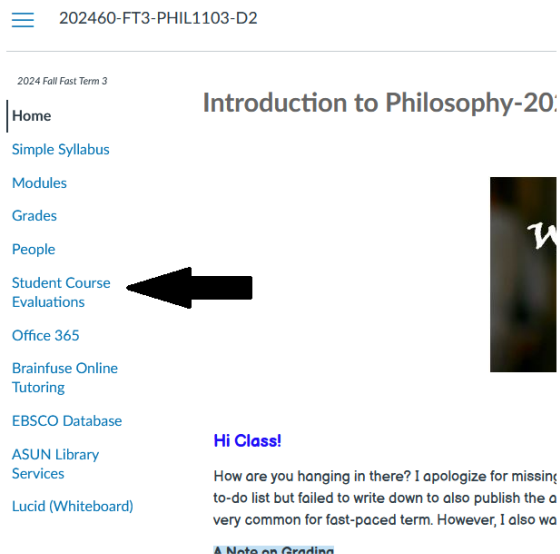
Two weeks before the semester ends, students will receive an email to their ASUN Student email account inviting them to evaluate the course(s) in which they are enrolled. To complete your course evaluation, follow the below steps:

1. Log in to Canvas (asun.instructure.com) using your ASUN username and password. Click on the course in which you want to complete the evaluation.

### Dashboard



2. Click the Student Course Evaluation Link on the left side navigation menu (please note this link only appears when a course evaluation is active.)



3. The survey will appear. Simply answer all questions on the evaluation. Click **“Submit”** at the end of the survey.

2024 Fall Fast 3 Evaluation  
202460-FT3-PHIL1103-D2 : Introduction to Philosophy-202460-FT3-PHIL1103-D2  
Anna Westman

Fields marked with \* are required.

My knowledge of the subject matter increased from this course.

☒ Strongly Agree  
☐ Agree  
☐ Neutral  
☐ Disagree  
☐ Strongly Disagree

Assignments and MSA's accurately reflect course outcomes.

☐ Strongly Agree  
☐ Agree  
☐ Neutral  
☐ Disagree  
☐ Strongly Disagree

## APPENDIX C: Academic Support and Student Services

ASUN offers several academic and student support services such as:

- Free 24/7 online tutoring via Brainfuse
- Library databases (online articles, books, etc.)
- Food pantry
- Learning accommodations
- Academic advising

In addition to these services, many students need help with:

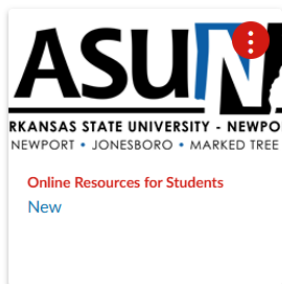
- Accessing their ASUN student email
- Downloading Microsoft Office (free)

Instructions with pictures and steps for all of the above academic and student support services can be found in an online course called “Online Resources for Students.”

To access this course, students need to have their ASUN username and password. For help with these items, contact [its@asun.edu](mailto:its@asun.edu). \*Let them know that you are a concurrent student. **NOTE that the first time you access your ASUN account, you have to be logged on to a laptop or desktop computer and have your cell phone in front of you.** You will be asked to go through the process of setting up a two-step authentication using the Microsoft Authenticator app on your phone.

**After you have your login credentials, do the following:**

1. Log on to Canvas either via your ASUN Student Portal ([onestop@asun.edu](mailto:onestop@asun.edu)) or: [asun.instructure.com](http://asun.instructure.com)
2. On the Canvas Dashboard, click on the course “Online Resources for Students.”



3. Click on the link of the resource you want to access to see instructions:

<b>Academic Support</b> I need help with <a href="#">Brainfuse - Online Tutoring</a> <a href="#">Library Resources</a> <a href="#">LockDown Browser</a> <a href="#">Library Basics</a>	<b>Student Support</b> I need information about <a href="#">The ASUN Food Pantry</a> <a href="#">Accessing telehealth and stress management resources</a> <a href="#">Learning Accommodations</a> ⓘ <a href="#">Scheduling an Appointment for Advising</a>
<b>Canvas Support</b> I need help with <a href="#">Adding my photo to Canvas</a> <a href="#">How to access class announcements</a> <a href="#">How to participate in a discussion board</a>	<b>Technology Support</b> I need information about <a href="#">Accessing my student email</a> <a href="#">Microsoft Office Download</a>

## APPENDIX D: Access Student Email Accounts

### Accessing your student email

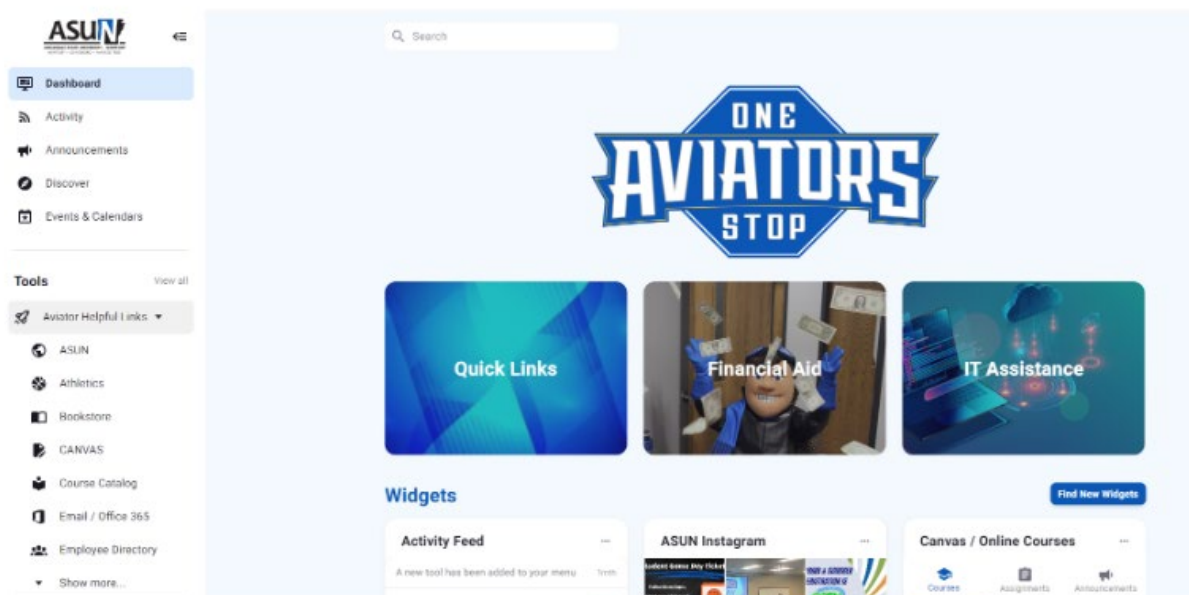
How to access your student e-mail:

1. Open your web browser (Chrome, Safari, Edge, etc.) and go to [HTTPS://WWW.ASUN.EDU](https://www.asun.edu)
2. Click ONESTOP at the top



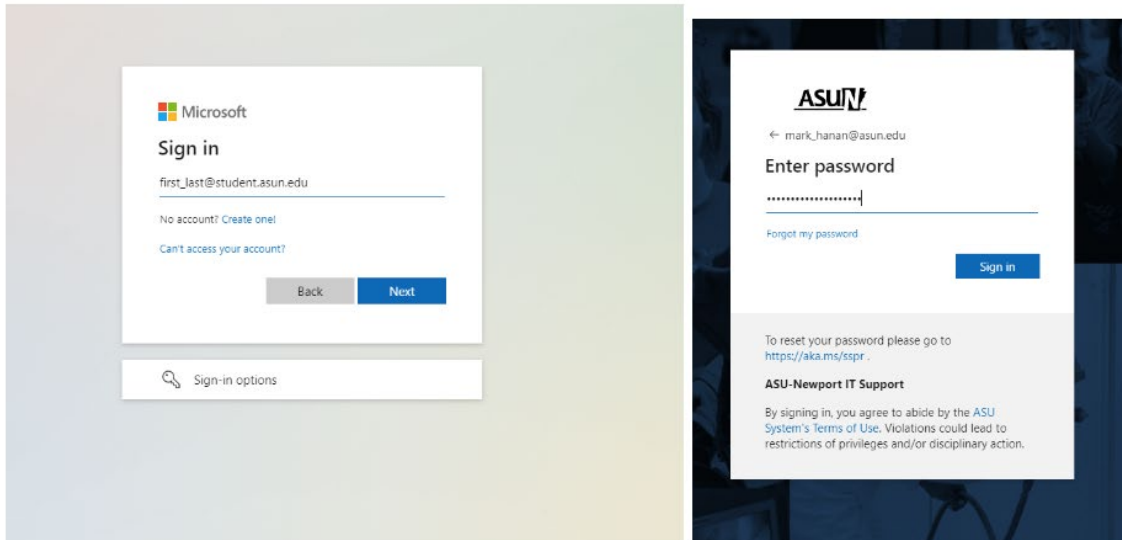
### 3. Find the E-mail link

Click on E-mail/Office 365 on the left-hand menu.

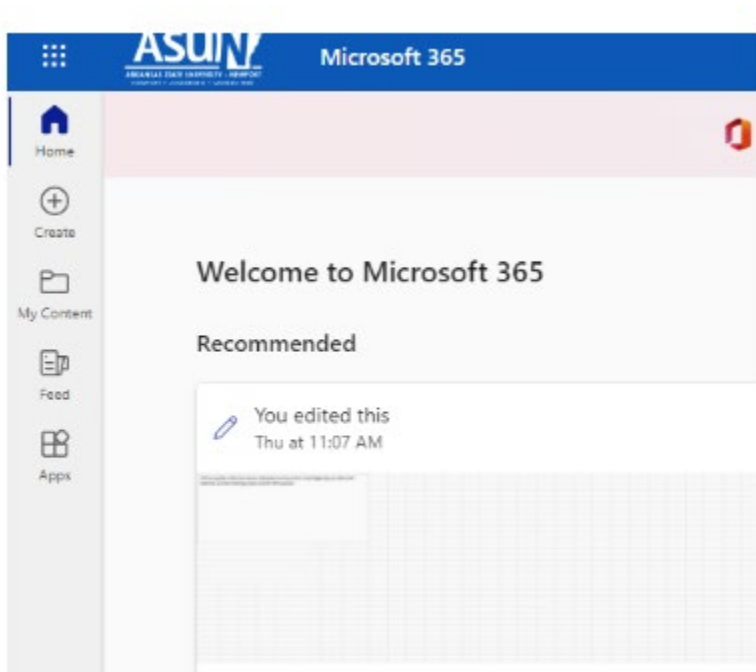


4.

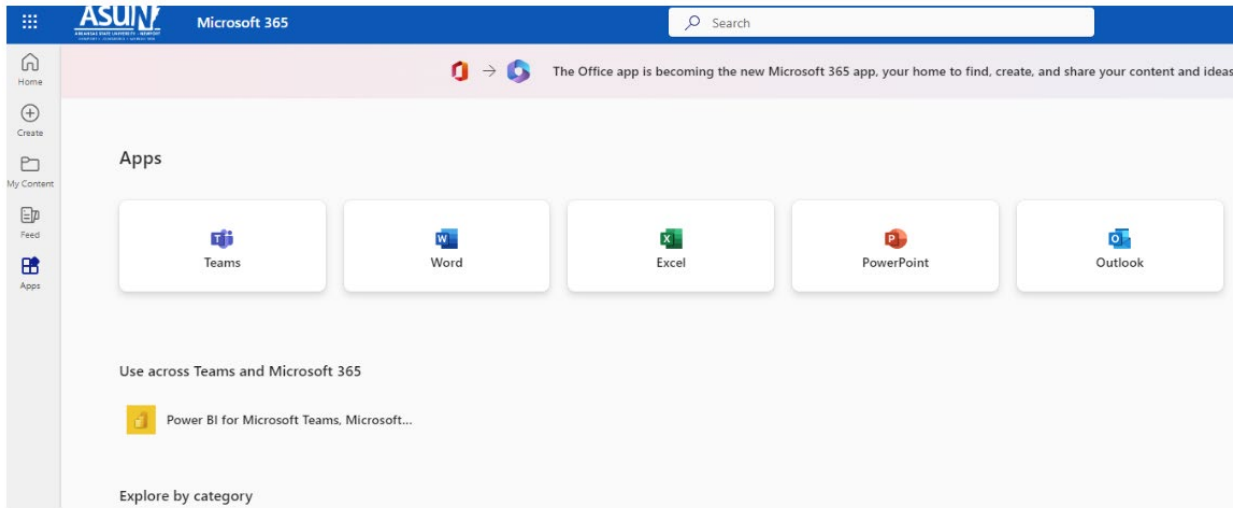




5. This will take you into your Microsoft 365 Account. Click on "Apps" in the left panel.



## 6. Click on Outlook



**7. Once you have clicked on Outlook, you will be taken into your mailbox.**

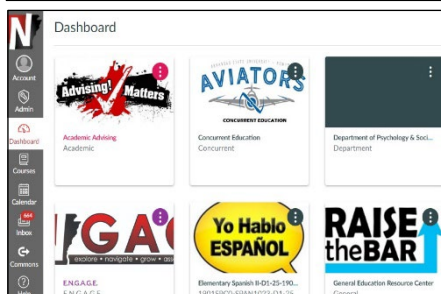


# How to Navigate Canvas



## Login Information:

- **URL:** asun.instructure.com
- Go to asun.edu and click on CANVAS in the top blue menu
- **Username:** ASUN student email address [firstname\_lastname@student.asun.edu]
- **Password:** same as for your ASUN email, Self-Service Banner (SSB), Navigate, etc.
  - If you need help to reset your password, email **its@asun.edu** from your private mail and put "Reset Password" in the subject box. In email, include your full name, high school, date of birth, and last four digits of social security number (use to identify student).



## The Canvas Dashboard

When you log on to Canvas, you will see your Dashboard.

- The Dashboard has an icon for each course that you are enrolled in.
- To access the class, click on the course icon.
- There is also a Canvas menu on the left side of the screen.
- If you go to "Accounts" in the menu, you can select how you prefer to be notified (via email, text message, etc.) for course information, updates, etc.

## How to Approach Your Course – The First Time You Log On

- Online courses will have a "landing page." This is the page you see when you log on. The landing page will look a bit different depending on how the instructor has chosen to design the course. Look for information / assignment titled "Welcome!" or "Start Here!" This section should explain how the course is set up (using Assignments, Modules, Announcements, etc.).
- Locate and carefully read over the course syllabus. It should be located in the tab "Syllabus." Pay specific attention to the instructor's:
  - contact preferences (email or phone; when emails will be answered, etc.)
  - late work policy
  - course outline
  - projects / assignments
- Common "First Week Assignments:"
  - Syllabus Confirmation / Acknowledgement
  - Introduce oneself in a Discussion Board



### TIP

**Meet with your instructor early in the semester and have the instructor show you how the course is set up / designed.**

## Assignment Types

### Discussions

- Often requires both a post and replies to other classmates' posts
- Don't wait to the last minute to post

### Quizzes / Exams

- Can be timed and non-timed
- Can sometimes be taken several times

### Assignments

- Homework, lectures, papers, projects
- Often require students to submit/upload (docx, pdf, PowerPoint)



## Common Questions / Troubleshooting

- As an ASUN student, you can download the Microsoft Office Suite for free. Most instructors only accept work submitted in Microsoft Word.
- A good browser to use when on Canvas is Google Chrome or Firefox.
- Clearing the "cache" can sometimes solve issues when it comes to uploading / submitting work.
- Contact Canvas Support for help 24/7!

# STRATEGIES

## How to be **SUCCESSFUL** in Online Courses



### TO DO: Before the Semester Begins

**(1) Make sure you have access to a computer & reliable internet!**

**(2) Log in to Canvas to verify that your username and password work!** <https://asun.instructure.com/>

**Can't log in?**

- Contact [its@asun.edu](mailto:its@asun.edu) for help with your account and to reset your password.
- Send ITS an email from your private email account. In the subject box write "Reset Password." Include full name, high school, date of birth, and last 4 digits of your social security number.

**(3) Set Aside Time for Online Coursework!**

Go over your schedule and set aside at least 6-7 hours per week for a 3 credit hour course.



**TIP**

Be consistent when scheduling your time. Try to set aside the same time slot every day for online coursework. Example: Monday – Thursday, 4:00-6:00 p.m.



### During the Semester

Log on to the course **at least** three times per week!

Go over lectures and work on assignments throughout the week. Avoid beginning an assignment 1-2 hours before it is due. If you have issues uploading or submitting your assignment, you may not get a hold of your instructor for help.



**TIP**

Contact Canvas for help on their 24-hour Chat Support.  
\*See Canvas Dashboard menu for the Help Icon!



**Get extra help when you need it!**

- Instructors have office hours, so set up an appointment with your instructor.
- ASUN students have access to the 24/7 online tutoring service **Smarthinking** (see menu in online course).
- Instructors volunteer time to tutor on campus (tutoring schedule published on social media and on Canvas).



**What happens if you forget to complete an assignment or submit it late?**



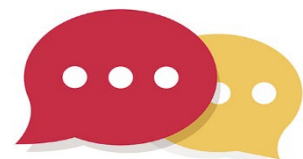
**TIP**

- (1) Check the syllabus for the instructor's late work policy.
- (2) There is no harm in sending a polite and apologetic email to your instructor to ask if you can submit the assignment late.



**When you have questions or need help, contact your instructor immediately!**

We encourage students to communicate regularly with their instructors throughout the semester.



**TIP**

Check syllabus for how (email / phone) to contact your instructor!  
If you can't get a hold of your instructor, reach out to Lindsey Campbell (Director of Early College): [lindsey\\_campbell@asun.edu](mailto:lindsey_campbell@asun.edu)