Instructor/Counselor Resources

The Instructor & Counselor Resources page is your central hub for everything you need to support concurrent enrollment at A-State. Here you can:

Explore UpSkill Pathways — fully online, grant-funded programs in Swift Coding and Game Development for high-schoolers.
Review Accommodations details and policies (to support diverse learners).
Access the Course Tool for administering concurrent classes online.
Browse the Handbook for instructor & counselor policy and process guidance.
Find all necessary Forms like enrollment packets, MOUs, and reporting tools.
Learn about Scholarships available through the concurrent program.
Get links to ADHE Concurrent Info for state-level program rules.

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Instructors/Concurrent Coordinator Handbook

This handbook is your go-to resource for working with A-State’s Early College Programs. It covers everything from faculty credentialing, course requirements, and grading policies to counselor responsibilities with enrollment, rosters, scholarships, and accommodations. It also includes key compliance information, policies, and appendices such as the academic calendar and course crosswalk. Download the full handbook to stay informed, aligned with university standards, and equipped to support student success.

ECP Instructor Counselor Handbook 26-27

Course Tool

The **A-State Concurrent Course Schedule Tool** is designed to make it easy for counselors and instructors to support students enrolling in Early College courses. With this tool, you can:

Search active course offerings — view CRNs, titles, sections, and instructors.
Check session dates (full term, Session I, Session II) to align with your high school calendar.
Confirm which courses are approved for concurrent enrollment before guiding students.
Cross-reference availability to ensure schedules meet both high school graduation and college degree requirements.
Streamline advising by helping students select courses accurately before submitting enrollment paperwork.

This tool is a key resource for ensuring accuracy and consistency across schools — helping you advise, schedule, and support students confidently. For questions or assistance, contact the Early College Programs office.

A-State Concurrent Course Schedule Tool

Early College Forms

The Early College Forms page is your one-stop resource for managing course requests, enrollments, and drops in A-State’s concurrent program. With this page, you can:

Submit a Request Form for Online courses — counselors may request enrollment for 18 or more students in sections taught by A-State faculty or adjuncts.

Submit a Request Form for On-Campus/Traditional courses — for classes taught at your high school by credentialed instructors. Approved requests will appear in the Course Tool once created.

Complete the Enrollment Form — required for each course that has been approved and listed on your school’s Course Tool. Filling out all fields helps prevent delays.

Use the Course Drop Form — to officially drop a student from a course. Completed forms should be sent to cep@astate.edu
for processing.

Keep track of all approved courses to ensure your students are correctly enrolled in both online and on-campus/traditional sections.

Request Forms

Spring 2027

Online

Counselors from partnering schools may use this form to request enrollment for 18 or more students in online sections taught by A-State faculty or adjuncts. This is a request form; once the requested course or section has been approved and established, we will notify you via the same email thread. If you have any questions about what courses are available for the Fall 2025 semester, please reach out to our office.

On-Campus/Traditional

This form is for requesting courses being offered on-campus/traditional taught by faculty credentialed instructors at your high school. As long as the instructor as your school has been faculty credentialed this form will be approved. Once the courses have been created, we will notify you via the same email thread and you will be able to view them through the Course Tool.

Approved Courses

Enrollment Form (Online & On-Campus/Traditional)

Please complete the enrollment form for each concurrent course that has been approved and is listed on your school's Course Tool list. All course requests completed and submitted to our office by the established deadline will be processed, and the corresponding course sections will be created no later than one business day after the submission deadline. Ensure that all fields are filled out in their entirety to avoid delays in processing.

Drop Form

Course Drop Form

To request a course drop, please complete the drop form in its entirety. All required fields must be filled out accurately. Once completed, email the form to cep@astate.edu to initiate the drop process. Incomplete submissions may result in delays.

Scarlet Shirt Freshman

Scarlet Shirt Freshman (SSF) allows high school students to enroll in online college courses taught by A-State faculty while earning college credit. These courses follow the A-State academic calendar and expectations. Tuition for eligible students may still be covered through the ACCESS to Acceleration (A2A) Scholarship, similar to concurrent enrollment; however, all course materials and associated fees are the responsibility of the student. Submission of SSF forms does not guarantee enrollment, and students should review all course information, deadlines, and financial responsibilities before registering.

Fall and Spring SSF Enrollment: For Fall and Spring semesters, SSF forms must be completed and signed by the student, parent/guardian, and high school counselor prior to submission. These signatures confirm that all parties understand the academic expectations, enrollment process, and responsibilities associated with participation in the program.

Fall SSF Form

Spring SSF Form

Summer SSF Enrollment: For Summer SSF enrollment, forms must be completed and signed by the student and parent/guardian only. By signing the Summer SSF form, students and parents acknowledge that the ACCESS to Acceleration (A2A) Scholarship only covers tuition for up to 30 credit hours ($2,000 maximum) per academic year. It is the responsibility of the student and parent/guardian to determine eligibility and remaining A2A funding for summer enrollment. Determining eligibility for summer A2A funding is not the responsibility of the Early College Programs office or the student’s high school.

Summer SSF Form

UpSkill Pathway

Give your students a head start in today’s fastest-growing industries with the A-State UpSkill Program—a fully online, grant-funded opportunity designed to prepare high schoolers for real-world success. Through Swift Coding students can explore in-demand skills in software development, mobile app creation, and digital game design.

These nine-month, asynchronous courses require no prior experience and are ideal for motivated students interested in technology, design, and innovation. Participants will work with professional-grade tools like Xcode and 3D modeling software, build impressive portfolio projects, and earn a certificate upon completion—making them stand out for college admissions and future career opportunities.

Thanks to funding from the Arkansas Governor’s Office, up to 100 students can participate at no cost to schools or families. All we need is your help: once a school signs a simple Memorandum of Understanding (MOU), a counselor or designated representative assists with student enrollment.

Help your students take the next step toward high-demand, high-opportunity careers. Encourage them to explore these transformative tech pathways today.

Swift Coding Overview

Students will learn the fundamentals of the Swift language throughout this program. The program begins with an introduction to coding with Swift, where no prior experience is necessary. Foundations, techniques and tools in coding using Swift and Xcode will be used in the creation of an IOS app by the completion of the program. **After completion of these classes, students will receive a Certificate in Swift Coding.**

Course Structure

The nine-month program consists of three asynchronous online courses taught in a seven-week format. Students will take two courses in the fall semester and one course in the spring. Each week, students will have modules to work through. At the conclusion of the final course, students will have created a final project, such as an application.

Course Schedule

- Fall I
  - Course I: Introduction to Coding with Swift
- Fall II
  - Course II: Intermediate Coding with Swift
- Spring I
  - Course III: Advanced Studio in Swift Coding

The Arkansas Governor's Office has provided the Arkansas Public School Resource Center (APSRC) with a grant to enroll up to 100 high school students in A-State UpSkill Program for the current academic year.

Public schools interested in enrolling students for this one-of-a-kind program are asked to contact the APSRC office to complete a Memorandum of Understanding (MOU). Once the MOU is completed, a representative from the school - either a school counselor or other designee - will need to help the student complete A-State's application for admission.

All students must have completed the 8th grade, have **a minimum ACT composite score of 19, an ACT reading score of 19, and a 2.75 high school grade point average for admission to the CEP**. An ASPIRE reading score of 428 (9th and 10th grade scores) or Accuplacer reading score of 253 may be used as an equivalent for admission. UpSkill courses are open to all high school students who meet these admission requirements.

To request an MOU, call APSRC at (501) 492-4300 or email jketcham@apsrc.net.

Upcoming Information

ADHE Concurrent Info

The **ADHE Concurrent Credit** site is your go-to resource for managing and advising concurrent (dual enrollment) courses in Arkansas. With this page, you can:

Access state policies, guidelines, and compliance requirements for concurrent enrollment.
Download tools and templates such as the MOU form, advising quick-start guide, and SOPs.
Find the list of recognized concurrent programs and institutional contacts.
Understand how the A2A (ACCESS to Acceleration) scholarship works and review eligibility rules.
Navigate approved courses and programs in both general education and career/technical education.
Reach out directly to ADHE for questions—general academic affairs or CTE contacts are listed.

ADHE Concurrent Info Website

This site helps ensure consistency, transparency, and compliance across districts and institutions. For help or questions about concurrent credit, the Early College Programs office or ADHE contacts are great places to start.

Scholarships/Admission Standards

Early College Programs Admission Requirements

A2A Scholarship Information

Required Course Information

2026–2027 Academic Year

The required course information for each Early College Program course has been updated by the appropriate A-State Faculty Liaison and is now available. Each course includes:

- Course syllabus
- Mirrored assessment
- Required textbook information

Counselors: Please review the textbook information for each course your school will be offering. Per our Memorandum of Understanding (MOU), beginning with your **second year of partnership** with Arkansas State University, participating schools are responsible for providing the required textbooks for **concurrent enrollment** courses. To request pricing or place an order, please contact **Textbook Brokers** directly at: https://astatebookstore.com/

Instructors: Please review the information for **every course you will be teaching** this academic year to ensure you have the correct syllabus, mirrored assessment, and textbook information. If you have any questions regarding your course materials or requirements, please reach out to your Faculty Liaison.

Thank you for taking the time to review these materials and helping ensure a successful start to the academic year!

Required Course Information

Degree Pathways & Concurrent Advising

Helping Students Make the Most of A-State's Early College Program

Through Early College Programs (ECP) at Arkansas State University, high school students can earn college credits that contribute toward an associate's degree, bachelor's degree, or other academic pathway.

As students earn college credits while in high school, it is important to ensure their coursework aligns with their long-term academic and career goals.

We encourage high school counselors to help students identify an appropriate degree pathway early and make intentional course selections that support progress toward that degree.

Our goal is not simply for students to accumulate college credits or earn a credential before high school graduation, but to ensure the courses they complete provide meaningful progress toward their future educational goals.

Important Scholarship Information: A2A & Arkansas Academic Challenge

High school counselors should be aware of how the **ACCESS to Acceleration (A2A) Scholarship** may affect students' future eligibility for the **Arkansas Academic Challenge Scholarship**.

Beginning with the high school graduating class of 2028, credit hours paid for through the A2A Scholarship will be deducted from a student's total Arkansas Academic Challenge Scholarship eligibility in **30-credit-hour increments**.

What Does This Mean for Students?

- **0–29 A2A-Funded Credit Hours:** Students may use A2A funding for up to 29 credit hours without reducing their Arkansas Academic Challenge Scholarship eligibility.
- **30 or More A2A-Funded Credit Hours:** Once a student reaches 30 A2A-funded credit hours, their future Academic Challenge Scholarship eligibility will be reduced accordingly.

Important: This policy applies to credit hours funded by A2A, not necessarily all college credit hours earned while in high school.

Advising Students Beyond Their First 29 Credit Hours

We encourage students to continue pursuing college credits beyond their first 29 hours when those courses align with their academic goals and degree plans.

Rather than viewing 29 credit hours as a stopping point, counselors should help students determine which degree pathway best supports their future plans.

- **Students With an Intended Major:** Students who know which bachelor's degree or other eligible degree program they would like to pursue should consider declaring that major and completing coursework that applies directly toward its requirements.
- **Students Who Are Undecided:** Students who have not selected a major may explore the Associate of General Studies or other eligible pathways while completing foundational coursework that supports their future educational goals.

Our Recommendation: Students should prioritize courses that contribute toward their intended degree rather than accumulating credits without a clear academic purpose.

For additional information, visit the ADHE A2A Scholarship FAQs.

Associate of General Studies (AGS)

A Popular Degree Pathway for Early College Students

The **Associate of General Studies (AGS)** is the most frequently requested degree among high school students participating in Early College Programs at Arkansas State University.

The AGS is a flexible degree program that allows students to complete general education and elective coursework while exploring their academic interests.

While many concurrent and dual enrollment courses may apply toward this degree, **we encourage students to select a degree pathway based on their long-term academic and career goals rather than pursuing an associate's degree simply to earn a credential before high school graduation.**

Degree Overview

- **Degree:** Associate of General Studies (AGS)
- **College:** University College
- **Total Credit Hours Required:** 60
- **Degree Level:** Undergraduate – Associate's Degree
- **Program Focus:** General education and elective coursework

Is the Associate of General Studies the Right Pathway?

The AGS may be an appropriate option for students who are undecided about their future major or interested in completing a broad foundation of college coursework.

However, students who already know their intended bachelor's degree major may benefit more from declaring that major and completing coursework that applies directly toward its requirements.

Important Considerations for Counselors:

- **Degree Alignment:** Students should prioritize courses that contribute toward their intended academic and career goals.
- **Transferability:** Not all courses completed toward an associate's degree will necessarily apply to a student's future bachelor's degree requirements.
- **Degree Completion:** Earning 60 college credit hours does not automatically guarantee completion of the AGS. Students must satisfy all applicable degree requirements.
- **Individualized Planning:** The AGS is one of several available pathways and may not be the best option for every student.

For detailed information about degree requirements and program expectations, visit the official A-State program page.

View the Associate of General Studies Program

Explore Other Degree Pathways

Helping Students Identify Their Academic Goals

While the Associate of General Studies is the most frequently requested degree among high school students, it is not the only degree pathway available.

Early College Programs students may declare other eligible undergraduate majors and begin working toward degree-specific requirements.

Depending on their academic interests and future career goals, students may pursue:

- **Associate's Degrees:** Programs designed to provide foundational knowledge and prepare students for further education or career opportunities.
- **Bachelor's Degrees:** Four-year degree programs that allow students to begin completing general education and applicable major-specific coursework while still in high school.
- **Exploratory Pathways:** Opportunities for students who are still deciding on a major to complete foundational college coursework while considering their options.

Important Information About Bachelor's Degrees

Students may declare an eligible bachelor's degree major and begin working toward that degree while enrolled in high school. However, students are NOT eligible to graduate with a bachelor's degree until AFTER they have earned their high school diploma.

This restriction does not prevent students from completing coursework that applies toward their degree while participating in Early College Programs.

For students who already know their intended major, we encourage counselors to help them identify courses that will contribute directly toward that degree.

Find Available Degree Programs

Counselors can use A-State's Program Finder to explore available majors, review degree requirements, and help students identify appropriate academic pathways.

Explore All A-State Degree Programs

Please Note: Not all degree programs or courses are available to high school students through Early College Programs. Some majors have additional admission requirements or restrictions. Declaring a major does not guarantee admission into a selective program.

Changing a Student's Major or Degree Pathway

Students may request to change their declared major or degree program as their academic interests and goals develop.

For example, a student pursuing a bachelor's degree may decide to pursue the Associate of General Studies, or a student enrolled in the AGS program may decide to declare a specific bachelor's degree major.

How Students Can Request a Change of Major

Students should complete the Change of Major process through their Pack Portal.

1. Log in to the **Pack Portal** using A-State credentials.
2. Navigate to the **Academics** section and select **Student Tools** quick links.
3. Find and complete the **Change of Major** form.
4. Select the intended major or degree program.
5. Submit the request for processing.

Important Information for Counselors

- **Program Restrictions:** Certain programs, including nursing and teacher education, have additional admission requirements and may not be available through the standard Change of Major process.
- **Effective Date:** Requests submitted after the 11th day of classes will take effect the following semester.
- **Academic and Financial Aid Considerations:** Changing a major may affect degree progress, future financial aid, scholarships, and anticipated graduation timelines.

If a student experiences difficulty completing the Change of Major process, please contact the Early College Programs Office for assistance.

ADHE Concurrent Advising Resources for Counselors

Quick Start Guide to Concurrent Advising in Arkansas

The Arkansas Division of Higher Education (ADHE) has developed a **Quick Start Guide to Concurrent Advising in Arkansas** to support high school counselors and academic advisors in helping students make informed decisions about college coursework.

The guide provides a framework for:

- Aligning concurrent enrollment courses with students' academic and career goals.
- Incorporating college coursework into Student Success Plans.
- Understanding course transferability and degree applicability.
- Discussing scholarship eligibility and financial considerations.
- Preparing students for college-level academic expectations.

We encourage counselors to use this resource when planning concurrent enrollment opportunities and advising students on their degree pathways.

Download the ADHE Quick Start Guide to Concurrent Advising in Arkansas (PDF)

Academic Advising & Degree Planning

Connecting Students With Academic Advisors

Early College Programs students will be assigned an A-State academic advisor to assist with degree planning and academic progress.

Academic advisors can help students understand degree requirements, review completed credits, identify appropriate coursework, and plan for their transition from high school to college.

We encourage high school counselors to work collaboratively with students' assigned academic advisors to ensure their concurrent and dual enrollment courses align with their intended degree pathways.

Questions About Academic Advising?

For questions about academic advising or assistance identifying a student's assigned advisor, visit A-State's Academic Advising website.

Visit A-State Academic Advising

You may also contact the Early College Programs Office for assistance.

Questions? Contact Early College Programs!

The Early College Programs team is here to support our high school partners as they help students explore degree options and make progress toward their educational goals.

Whether you have students interested in completing the Associate of General Studies, pursuing a bachelor's degree, or determining how their concurrent and dual enrollment credits apply toward a degree, we are happy to help!

Early College Programs
Arkansas State University
Email: cep@astate.edu
Phone: (870) 680-8365

Together, we can help students make every college credit count toward their future!