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Welcome to Fort Hays State University!

I am delighted that you have selected **Fort Hays State University** as the place to pursue your educational goals. I want you to know and understand all the processes involved in being a successful college student. These processes take place both in and out of the classroom.

This *Student Academic Planner* is a tool designed to provide you with academic information that you will use throughout your time here. I encourage you to take the time to read and use your planner for it will help to make your transition to FHSU a smooth one. This planner also provides a place for you to keep your university documents (degree summary, class schedule, and more).

I encourage you to ask questions and seek out assistance from the staff, faculty and administration. We are all here to help make your college experience a great one.

Patricia L. Griffin, Ph.D.
Director of the Academic Advising & Career Exploration Center

EDUCATIONAL TERMINOLOGY

Area of Emphasis: an academic program consisting of no more than 19 credit hours of coursework (e.g., Ethnic Studies); the term "area of emphasis" is used for curricula of less than 19 credit hours and outside of a signed major, minor, or concentration. Minors or concentrations are within a degree program.

Certificate Programs: certificate programs usually require between 6 and 19 credit hours and are composed of courses specific to an area of study; all classes leading to a certificate must be taken for credit; courses cannot be counted toward more than one certificate; students are designated as "certificate students" when they declare an intent to complete a certificate plan (e.g., Leadership Studies) and a university application; upon completion of certificate requirements, the program director will authorize the issuance of a printed certificate.

Cognate Course: a course related to a discipline (yet not within the major) which is required for completion of a degree program.

Concentration: a subset of 24 credit hours or less of coursework within a major or degree program (e.g., Bachelor of General Studies) with a focus on a particular topic or field (sometimes called an area of concentration).

Co-requisite: a course/laboratory/activity required to be taken at the same time as another course/activity.

Course: a unit of academic work designed around a content area that involves a purpose, various activities, and ways of measuring success; a course is usually one semester long for which credit toward graduation is awarded; courses numbered 000-099 do not count for degree credit.

Credit by examination: pre-approved credit by examination options are offered through Advanced Placement (AP), Fort Hays State University Local Examinations, the College Level Examination Program (CLEP), Regents College Proficiency, and Military Service Credit.

Degree: an academic title Fort Hays State University is authorized by the Kansas Board of Regents to confer on individual students as official recognition for completion of a degree program; a student may receive more than one degree.

Degree Program: a prescribed academic plan of study consisting of no less than 124 credit hours in which a student usually pursues at least one major or area of concentration (e.g., the Bachelor of General Studies).

Department: an administrative unit for organizing, coordinating, and delivering educational services; a department can administer more than one program (e.g., Sociology and Social Work); one of 27 academic units (not programs) in the University's academic affairs division.

Electives: a course selected by a student with or without an advisor's consultation; electives are usually within a major or special program (e.g., general education); a course not required for any program or special requirement is known as a "free elective."

Enrollment: (payment of fees) finalizes the registration process. Enrollment is not official until fee payment or an officially approved fee deferment is processed through Student Fiscal Services. The University's official enrollment process is EXPRESS ENROLLMENT BY MAIL.

Full-time Student: an undergraduate student registered for 12 or more credit hours, or any graduate student registered for 9 or more credit hours.

Hours: sometimes referred to as semester credit hours unless specifically stated otherwise.

Laboratory: a course involving supervised experimentation or practice related to an academic area; generally requires hands-on use of equipment and materials.

Lower Division Courses: courses numbered 100-299 ordinarily taken by freshmen and sophomores.

Major: an undergraduate academic program/plan consisting of 30 or more credit hours in which a student concentrates on disciplinary coursework; most undergraduate degrees require a major for graduation.

Minor: an academic program consisting of at least 20 but no more than 24 credit hours of coursework taken by students outside their chosen major(s); students cannot have minors within their majors.

Prerequisite: a course/requirement to be successfully completed or a condition to be met before a student may enroll in a specific course, laboratory, program, etc.

Program: a system of courses (curriculum) and learning opportunities (co-curricular and extra curricular) arranged in a coherent, comprehensive pattern to produce a well-defined, measurable, and desired set of learning outcomes; an academic plan to foster students' academic development; programs are commonly administered by a department or director.

Registration: the registration process occurs when classes are entered on the University's database system. Registration usually occurs in the academic advisor's office during an advisor/advisee conference. The advisor registers the student's courses on-line and gives the student a printed copy of the registration prior to the student leaving the advisor's office. CLASS SCHEDULES (REGISTRATIONS) WILL BE DELETED IF ENROLLMENT (FEE PAYMENT ARRANGEMENTS) IS NOT MADE BY THE PUBLICIZED DEADLINE.

Required Course: coursework or courses within a specific department/program which must be completed by students who have selected the program (e.g., major, minor, concentration, area of emphasis); a course can be specified in a program or be unspecified and selected from a listing of required courses.

Semester: normally a semester is 15-16 calendar weeks.

Special Student: a student who has earned a baccalaureate degree and is pursuing post-baccalaureate studies at the undergraduate level; special students are not permitted to enroll in graduate courses for graduate credit.

Summer Session: an enrollment period that begins after the spring semester ends.

Syllabus: a written description of the course, assignments, grading policy, exams, etc., which is provided by the instructors at the beginning of each course. It is advisable for students to thoroughly read their syllabus to understand what is expected of them in the course.

Upper Division Courses: courses numbered from 300-499 ordinarily taken by juniors and seniors; students must earn 45 credit hours of upper-division courses to complete graduation requirements.

FOUR YEAR CAREER PLAN

Academic Advising & Career Exploration Center (AACE)
Picken Hall, Room 100
(785) 628-5577
advising@fhsu.edu

Career Services
Sheridan Hall, Room 214
(785) 628-4260
careers@fhsu.edu

Freshman…*Awareness*

It is important to ask yourself the following questions:

What are my interests?
What are my skills and abilities?
What are my work values?

Let us help you select a major compatible with your interests, abilities, values, and personality. Take various computer-assisted inventories through the career counseling process. (Call 628-5577 for an appointment). Register and upload a resume with CareerConnections @ Career Services!

Sophomore…*Exploration*

Investigate career options within the major you have selected. Ask yourself the following questions:

What are the employment trends for the career I have chosen?
What course preparation and work experience are employers looking for?
What kinds of jobs will my major prepare me for?

Upload and Update your resume into CareerConnections @ Career Services. Start searching for summer jobs and internships.

Junior…*Focus*

Narrow your career options. Apply for summer jobs or internships related to your major and the career you are considering. Update your resume on CareerConnections!

Senior…*Job Search*

Market yourself into the world of work:

Utilize the services provided by Career Services including CareerConnections.
Update your resume and letter of application.
Interview with potential employers-on campus/off campus

Make an appointment with CAREER SERVICES to help you with this process.

TAKE ADVANTAGE OF THE MANY SERVICES OFFERED!

Visit us on-line at:
Academic Advising & Career Exploration Center - *http://www.fhsu.edu/aace*
Career Services - *http://www.fhsu.edu/career*

Tiger Tip

Ask as many questions needed to help you make a decision about your major or career.

FREQUENTLY ASKED QUESTIONS

What is the difference between registration and enrollment?
Registration is when a student's classes are entered into the University system. Enrollment is when the student finalizes the registration by making fee payment arrangements.

How do I register for a class(es)?
The University Catalog states that early registration for a subsequent semester is conducted after each semester mid-term. Students who select classes with their advisor must complete their enrollment with Student Fiscal Services by returning their Fee Payment Agreement. Due dates for Fee Payment Agreements and late enrollment procedures are provided in the Class Schedule.

What is a normal load for a full-time student?
Full-time as an undergraduate is 12 hours. The average student will take 15 hours. Students who wish to take more than 18 hours must receive permission from the department chair and dean of the college.

Can I change my advisor without changing my major?
Yes. You need to visit with the department chair of your major. The chair will help you through the process.

Can I change my major?
Yes. To change an undergraduate major prior to enrollment, you should contact the Registrar's Office. Once you are enrolled, make major/minor changes through your department chair and be sure to have your advising file transferred to your new advisor.

Is enrolling for a night class or virtual college class different than enrolling for a day class?
Yes, it can be. (a) The preferred method is for students who enroll for the regular semester classes to also register for night and Saturday classes at the same time and complete their enrollment by returning their Fee Payment Agreement; (b) Students enrolling only in night and/or Saturday classes may enroll in the classroom on the date and time of the first class meeting (only if space is available).

Where can I get help with study skills?
Academic Success Programs are offered in the Kelly Center (Picken Hall 308).

Can I add or drop a class during the semester?
Yes, (reference the Class Schedule) students may officially add on-campus full semester courses up to and including the 20th day of classes for a semester. Policies for adding courses less than a full semester or summer term are contained in the Class Schedule. Students may withdraw full-semester courses up to the end of the tenth week of classes. Students withdrawing during the first five weeks will not receive any notation on their transcript. Students who withdraw between the 26th day of classes and the end of the tenth week of classes will receive a notation on the transcript of withdrawal passing (WP) or withdrawal failing (WF).

Where can I find a listing of my General Education requirements?
These requirements can be found in the Class Schedule Book, from your advisor, or on-line at *http://www.fhsu.edu/coas/gened.shtml*.

If I am on the four-year guarantee program, but have not met one of the criteria to remain in good standing, what will happen?
Your advisor will make a note on the four-year agreement form as to the reason for discontinuance of the program. A photocopy will be sent to the Registrar's Office. The Registrar will notify active participants and their parents at least once a semester regarding program status.

What do I do if I have an illness or family emergency which keeps me away from classes?
The Office of Student Affairs will send notes to instructors when students are ill at their parental home or hospitalized for several days. The Office of Student Affairs has a system for getting information about serious illness or personal/family emergencies to instructors. It should be noted that the Office of Student Affairs DOES NOT provide "excuses" for being absent from class — **only an instructor may excuse an absence.**

How do I determine my GPA?
The grade point average is determined by dividing the total number of grade points earned by the total number of credit hours in which grade points are recorded. You can view your GPA on-line at: http://www.fhsu.edu/sws/.

What is the Satisfactory Academic Progress (SAP) Policy, and how can I get a copy?
In order for students on federal aid to continually receive loans, grants, and/or work study, satisfactory academic progress must be met. A student must maintain at least a 2.0 cumulative undergraduate GPA or a 3.0 graduate GPA and complete a percentage of the classes attempted during any academic term. In addition, students have a limit on the number of hours they can attempt while receiving aid. This policy also includes funding from the State of Kansas and various scholarships. Students placed on financial aid suspension will not be eligible for aid until University standards are met or the student's appeal has been approved. For further explanation, refer to the satisfactory academic progress policy available in the Financial Assistance Office, University Catalog, Class Schedule and on the Financial Assistance Web page (*http://www.fhsu.edu/finaid/sap.shtml*).

Is there any way to improve a grade if I am not satisfied with it?
Yes, (reference the University Catalog) a student may attempt to improve a grade by repeating the course. All grades remain on the student's transcript, and the grade for the last enrollment in the course will be used in determining grade points. The grade in the course being repeated will also contain a notation RP (Repeated) on the transcript. Students should not repeat courses that have an "I".

Where do I find my graduation requirements?
Through consultation with your advisor as well as through the University Catalog, you may find the graduation requirements for your major(s). The degree analysts in the Registrar's Office prepare degree summaries for first-semester juniors and transfer students who have 45 or more credit hours. These summaries provide an outline of the courses required to meet the specific graduation requirements for individual majors.

What is a degree summary?
A degree summary, showing the requirements for a degree program and courses completed, is prepared by the degree analysts in the Registrar's Office for each first-semester junior or transfer student who has 45 or more credit hours.

Where can I find out about employment while I am a student?
The Student Employment and Career Services offices provide students with a variety of potential employment opportunities. Student Employment offers part-time jobs on campus, and Career Services offer part time jobs on and off campus as well as summer employment and internships. Career Services can be a valuable resource when it comes to finding a job after graduation.

REVISED
04/09/04

General Education Program

Each student is required to complete a 55-hour program. This program has two major components-Foundation Studies and Liberal Arts with the Foundation Studies having two divisions--A) Analysis and Communication and B) Personal Wellness, and the Liberal Arts having three divisions--A) International Studies, B) Distribution and C) Upper-Division Integrative Courses. General education requirements specific to a Bachelor of General Studies degree (B.G.S) can be found online at http://www.fhsu.edu/bgs/

Italics denotes general education courses required for the teacher education program.

I. Foundation Studies (18 hours required)

A) Analysis and Communication (15 hours required)

A student is required to take the following courses:

ENG	101	English Composition I
ENG	102	English Composition II
COMM	100	Fundamentals of Oral Communication

A student must complete 3 hours in each of these areas:

MATH	101	Liberal Arts Mathematics
		or
MATH	110	*College Algebra*

CSCI	163	Introduction to Computing Systems
		or
CIS	101	Introduction to Computer Information Systems

B) Personal Well-Being (3 hours required)

HHP	200	Personal Wellness

II. Liberal Arts (37 hours required)

A) International Studies (6 hours required)--(A student must complete 2 of the 3 courses).

ENG	125	World Literature and the Human Experience
GSCI	110	World Geography
HIST	111	Modern World Civilization

B) Distribution (28 hours required)

(Course areas used to complete requirements under International Studies allow a student to take only 1 additional course in that area under distribution for General Education credit).

Humanities

(9 hours required with no more than 2 courses in 1 area)

Art
- 180 Fundamentals & Appreciation of Art
- 280 Approaches to Creativity
- 380 Survey of Art History

Communication
- 120 Introduction to Theatre
- 125 Introduction to Motion Pictures
- 318 Communication in Human Organizations

English
- 125 World Literature and the Human Experience
- 126 Introduction to Literature
- 327 Introduction to Fiction

Modern Languages
Beginning 1 or 2 course(s) in any language. (May not be used as General Education for students earning the B.A. Degree.)
- 112 Great Works in Translation

Multiculturalism
- 350 *Multiculturalism in the U. S.*

Music
- 161 Listening to Music
- 291 American Popular Music
- 391 Jazz

Philosophy
- 100 General Logic
- 120 Introduction to Philosophy
- 340 Introduction to Ethics

Mathematics and Natural Sciences

(10 hours; with no more than 2 courses in 1 area; 1 hour must be laboratory credit)

Biological Sciences
- 100 Human Biology *
- 102 Lab Experience in Biology **
- 200 Humans and The Environment*
- 300 Human Heredity*

Chemistry
- 100 Chemist's View of the World*
- 105 Introduction to the Chemistry Lab**
- 112 General Chemistry I and Lab**
- 114 General Chemistry II and Lab**

Geosciences
- 100 Introduction to Geology*
- 101 Elements of Physical Geography
- 102 Introduction to Geology Laboratory**
- 340 Environmental Geology*

Mathematics and Computer Science
- 234 Analytic Geometry & Calculus I
- 250 *Elements of Statistics*
- *or*
- CIS 200 *Elements of Statistics*
- 331 Calculus Methods

Physics
- 102 Physical Science*
- 103 Physical Science Laboratory**
- 208 Elementary Meteorology*
- 309 Descriptive Astronomy*

Social and Behavioral Sciences

(9 hours; with no more than 2 courses in 1 area)

Economics
- 201 Principles of Economics: Micro
- 202 Principles of Economics: Macro
- 205 Theory & Practice of Personal Finance

History
- 110 World Civilization to 1500
- 130 United States History To 1877
- 131 United States History Since 1877

Multiculturalism
- 350 *Multiculturalism in the U. S.*

Political Science
- 101 American Government
- 230 Introduction to International Relations
- 300 Current Political Issues

Psychology
- 100 General Psychology
- 300 Abnormal Psychology
- 340 Social Psychology

Sociology
- 140 Introduction to Sociology
- 355 Sociology of Death and Dying
- 388 Sociology of The Family in America

*Course can be completed with optional 1 hour lab
**Course fulfills 1 hour lab requirement

C) Upper-Division Integrative Course (3 hours required-These 3 hours will also count towards fulfilling the University's upper-division requirement.)

- IDS 300 Economic Ideas and Current Issues
- IDS 325 Ideal Societies in Fiction
- IDS 326 Literature and the Environment
- IDS 390 Technology in Society
- IDS 400 Bioethics
- IDS 401 Ethical Issues in the Professions and Business
- IDS 402 U.S. Human Geography: Issues for the 21st Century
- IDS 405 Heritage: Society, Science and Culture Since 1700
- IDS 411 Aims of Education
- IDS 440 Conceptions of the Mind
- IDS 499 Global Environmental Issues

ACADEMIC SUCCESS PROGRAMS

Tiger Tip

If you are having difficulty in a certain class or feel you are not progressing, contact A.S.P. ASAP.

Academic Success Programs are designed to help all students acquire the skills necessary to develop good study habits and achieve educational and career success. Academic Success Programs offers FREE individual and group tutorial services for the majority of the classes in the General Education curriculum at FHSU. Academic counseling is available for personal time and semester management, textbook reading, lecture note-taking, test taking, test anxiety, and collaborative learning. Individual and group tutoring is available for the Pre-Professional Skills Tests (PPST) required for admission into the teacher education program. The Coordinator of A.S.P. teaches Succeeding in College, EAC 103. This course is designed to help college students maximize their academic potential.

Services/Resources:

- One on one peer tutoring
- Individual session on time management, textbook reading, note-taking, test taking and test anxiety
- PPST test preparation
- Video Library
- T.I.G.E.R. Series Study Skill workshops
- Semester-at-a-glance calendars
- Peer academic mentoring

Kelly Center - Academic Success Programs
308 Picken Hall
Phone: (785) 628-4401
Website: *http://www.fhsu.edu/kellycenter/asp/*

ADVISING

Academic advising is based on a system of shared responsibility between student and advisor, and is a process of continuous improvement, clarification, and evaluation with the aim of furthering institutional advising goals and desired student outcomes. Each student is assigned an advisor upon admittance. Academic advising is provided through the coordinated efforts of the Academic Advising and Career Exploration Center and faculty advisors.

Services/Resources:

- Outlining your major (http://www.fhsu.edu/academics/majors.shtml), minor, and certificate programs (http://www.fhsu.edu/provost/Programs_and_Certificates/certificates.shtml)
- Course selection
- Accurate, up-to-date information on program requirements
- Information on requirements, policies and procedures

Our services are reflective of our goals:

- To help students clarify individual values, career goals, and the challenges of life in the 21st century.
- To develop suitable educational plans and programs of study for each student.
- To help students select appropriate courses and other educational opportunities.
- To help students review and evaluate progress toward established educational goals and completion of requirements within individual programs of study.
- To develop student awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility.
- To encourage students to utilize University support services and related resources as needed (Kelly Center, Career Services, etc.).
- To clarify and improve the student's knowledge of career options and potential for career change in the workplace of the 21st century.
- To address the individualized academic advising needs of a diverse student population.

Resources:

- FHSU Catalog
- Academic Advising and Career Exploration Center website
- Referrals to other services (i.e. Academic Success Programs, Financial Aid, Student Organizations, Personal Counseling)
- Schedule of classes online and hard copy
- Degree Summary

Academic Advising and Career Exploration Center
100 Picken Hall
(785) 628-5577
http://www.fhsu.edu/aace

Tiger Tip

Become familiar with University requirements and pay attention to important dates on the Academic Calendar (http://www.fhsu.edu/registrar/calendarbase.shtml).

CAREER EXPLORATION

Career Exploration allows undecided students as well as other students the option to visit with counselors about their career path. The counselors will help students identify their interests, abilities, values, and personality types to find career options. Being able to identify your goals is a good starting place to think about the choices you will make regarding your major, minor, or career.

Services/Resources:

- Career exploration workshops
- A comprehensive career information library
- Various career guidance inventories
- Career Planning and Development class—EAC 100
- Links to FHSU academic departments and career exploration resources on the Internet
- Referrals to appropriate sources

Tiger Tip

Nationally, as many as 35 percent of incoming freshman are "undecided" when entering college. If you are in this category, come visit our center.

Academic Advising and Career Exploration Center
100 Picken Hall
785-628-5577
http://www.fhsu.edu/aace

CAREER SERVICES

Career Services assists FHSU students in acquiring the job skills necessary for a successful job search and provides extensive information on numerous employment opportunities for both internship and full-time positions.

Services/Resources:

- Assists job seekers in preparing resumes and cover letters and in learning successful interviewing/job search strategies
- On-campus interviewing opportunities for internship and full-time positions
- CareerConnections — a resume/referral program for employment opportunities
- Employment opportunity listings for full-time, part-time, summer and internship positions
- Career fairs
- Jobs for Tigers — connects FHSU students with off-campus, part-time employment in the Hays area
- Internship and Employer Databases – search our website databases for employer contact information
- Fort Hays Network — alumni networking database
- Directories and information on prospective employers
- Lifetime services for FHSU alumni
- Career Services homepage providing extensive job search services via the web

Tiger Tip

It's never too early to start preparing your resume.

Career Services
214 Sheridan Hall
(785) 628-4260
careers@fhsu.edu
http://www.fhsu.edu/career

CTC HELP DESK

The Fort Hays State University Computing and Telecommunication Center (CTC) HelpDesk is the focal point for technical assistance, referral information, and access to FHSU computing and telecommunication services. A variety of products and services are available for purchase, and *Windows* and *Macintosh* workstations may be used for activities such as scanning, color printing, or working with image and audio files.

Services/Resources:

- Technical assistance for accessing and using FHSU computing resources
- Free lifetime e-mail provided to all students
- Local Internet dial-up access (free to full-time students)
- Wireless Internet access (available in several areas on campus)
- Student "Scatcat" account:
  - ◊ Used for correspondence with instructors
  - ◊ Web-based e-mail access available
  - ◊ Space to store files and post personal Web pages
  - ◊ Login provides access to computers in FHSU labs
  - ◊ Login provides access to library resources when using a non-FHSU Internet connection
- Secure online access to student information through FHSU Online Services:
  - FHSU Course Schedules
  - Personal Information
  - Financial Aid Information
  - Your Class Schedules
  - Grades and Transcript
- Information about locations and resources in FHSU computer labs
- Student voice mail account information
- In-office use of general office equipment (stapler, hole punch, paper cutter, etc.)
- A variety of other products and services, including:
  - Free Scanning
  - Color Printing
  - Faxing (Free to receive)
  - CD-Rs and CD Cases
  - Premium InkJet Glossy Paper
  - 3½" Disks, Zip Disks, and Portable USB Drives
  - Virus Cleaning and Patching Software
  - Microsoft Office Software and Self-Help Books

CTC HelpDesk
113 Tomanek Hall
(785) 628-5276
http://www.fhsu.edu/ctc/helpdesk/

Tiger Tip

Go to *http://scatcat.fhsu.edu/* and click on *Activate your Scatcat Account and Set your Password* to begin using your FHSU student "Scatcat" account, and then **remember your password!**

THE DRUG AND ALCOHOL WELLNESS NETWORK (DAWN)

DAWN focuses on both prevention and treatment of alcohol and drug abuse issues. DAWN relies on peer education and a social norms approach to prevent the negative consequences associated with the abuse of alcohol and drugs. DAWN is licensed by the State of Kansas to offer outpatient counseling, and diagnostic and referral services. DAWN provides supervision for graduate students pursuing certification as drug and alcohol counselors.

Services/Resources:

- A variety of opportunities for students to become involved in peer education
- Presentations for the FHSU community on issues related to substance abuse (Addiction, Recognizing symptoms of alcohol/drug abuse, Nicotine Replacement Therapies, etc…)
- Monthly Alcohol Information Seminars
- Chemical Dependency Evaluations
- Individual and group outpatient substance abuse counseling
- Training site for graduate students interested in certification as substance abuse counselors

FHSU's Philosophy Concerning Alcohol and the Use of Other Drugs

Fort Hays State University has long since recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members in the community, mental health problems, strained social interactions, as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. For these reasons, the University prohibits the illegal use or possession of alcohol and other drugs on the campus. This policy is outlined in the Student Handbook.

The Drug and Alcohol Wellness Network (DAWN)
308 Picken Hall
(785) 628-4401
http://www.fhsu.edu/kellycenter/dawn/

Tiger Tip

5 Tips to keep yourself safe:

1. Think through situations before they arise and you'll be more likely to make safer decisions when they are needed most.
2. If you're going to party, don't go alone (and let someone know where you're going to be).
3. Use/be a sober driver.
4. Be aware of the laws.
5. Abstinence is always safest.

FINANCIAL ASSISTANCE

The mission of the Financial Assistance Office is to enhance student learning and personal development through the administration of federal, state, and local financial assistance and scholarship programs. In particular, the areas of service, counseling, information disbursement, compliance, and aid equity are emphasized.

Services/Resources:

- Administers all federal Title IV programs including Federal Pell Grants, Federal Supplemental Opportunity Grants, Federal College Work Study, and Federal Perkins Loans, Stafford Loans and Parent Loans (PLUS)
- Acts as liaison between the aid applicant and the US Department of Education regarding eligibility for financial aid
- Oversees the awarding of Kansas aid programs including the Kansas Comprehensive Grant, State of Kansas Scholarships and the State of Kansas Work Program
- Administers the awarding of all University and outside scholarships
- Certifying contact for Veteran Benefit eligibility

Tiger Tip

Applying for Aid

When applying for any type of aid, always pay close attention to deadline dates. The Free Application for Federal Student Aid (FAFSA) should be completed as soon after January 1 as possible each year. The FHSU scholarship application deadline is February 15 of each year.

Financial Assistance Office
Custer Hall
(785) 628-4408
http://www.fhsu.edu/finaid/

PERSONAL COUNSELING

Students may seek personal counseling at the Kelly Center located in Picken Hall, Room 308. Confidential short-term individual and group counseling is available to help individuals identify problems, develop alternative solutions and make decisions. Counseling services can help students manage stress, cope with transition, work through relationship difficulties and change self-defeating behaviors. Crisis intervention is available on a 24-hour a day basis for individuals living on campus. Psychological testing and appropriate referrals to local mental health providers are also available. Services are free to students, faculty and staff, but we cannot help unless you utilize our services.

Services/Resources:

- Confidential short-term individual counseling for many challenges including, but not limited to stress, grief, relationship issues, anger, eating disorders, depression, transitional issues, and self-defeating behaviors.
- Confidential group counseling
- Free information on a variety of mental health issues and challenges
- Crisis intervention
- Appropriate confidentiality
- Appropriate referrals to Student Health and local mental health providers
- Free psychological testing
- Free learning disability testing
- Provide a supportive atmosphere for students, faculty and staff
- Appointments are suggested, but students will be seen immediately if necessary
- Consultations regarding mental health issues for student groups/advisors
- Regularly scheduled presentations on issues relevant to the student community and additional presentations as needed.

Tiger Tip

Taking care of yourself will enable you to succeed in whatever you do!

Personal Counseling—Kelly Center
308 Picken Hall
(785) 628-4401
http://www.fhsu.edu/kellycenter/counseling

REGISTRAR'S OFFICE

The Office of the Registrar maintains academic records of all current and former students.

Services/Resources:

- Academic transcripts
- Enrollment verifications
- Transfer student application processing
- Undergraduate international student application processing
- Class Schedule preparation
- Adds/drops to current class schedules
- Virtual College enrollment processing
- Late enrollment processing
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of "residency for fee purposes" (instate vs out-of-state)

Tiger Tip

Regularly visit the academic calendar in the class schedule book or on the web at http://www.fhsu.edu/registrar/calendarbase.shtml .

Registrar's Office
106 Sheridan Hall
(785) 628-4222
http://www.fhsu.edu/registrar

SERVICES FOR STUDENTS WITH DISABILITIES

Fort Hays State University recognizes its obligation to provide reasonable accommodations to qualified students with disabilities. The University must make reasonable accommodations when the student has provided the Coordinator of Services for Students with Disabilities with objective and appropriately documented evidence supporting the request.
The Office of Student Affairs ensures that persons with various disabilities have equal access to the educational opportunities at Fort Hays State University. This office also educates the campus community about issues impacting persons with disabilities.

Services/Resources:

- Enrollment and registration assistance
- Note takers
- Lab Assistants
- Campus orientation
- Library/Research aides
- Enlarged print for exams and handouts
- Assistance with scheduling regarding classroom accessibility
- Assistance/advocacy regarding any campus accessibility issue
- Request to tape record lectures
- Extended time for exams and in-class writing assignments
- Use of word processor to complete written assignments
- Oral exams and scribes for exams
- Quiet, separate testing environment
- Individual conferences with faculty
- Sign Language Interpreters for academic related functions (class, special class-required lectures, enrollment, advising, etc.)
- Suggestions to faculty on working with hearing impaired, visually impaired, effects of A.D.D. and L.D. on academic performance, physical impairments, seizure disorders, temporary disabilities, etc.
- Resources for persons working on projects and classroom presentations regarding disability related issues

Office of Student Affairs
208 Sheridan Hall
(785) 628-4276
http://www.fhsu.edu/staffairs/disability/

Tiger Tip

Students should notify and register with the Office of Services for Students with Disabilities as early as possible to make sure accommodations are in place before the semester begins.

STUDENT EMPLOYMENT

The Student Employment Office (SEO) can assist students in finding on-campus jobs by providing a centralized place for information about work-study and departmental jobs. Work-study is a form of federal financial aid based on the amount of financial need determined by the Free Application for Federal Student Aid (FAFSA). Departmental jobs are not subsidized by federal work-study funds and are open to all students regardless of financial aid status.

Services/Resources:

- Meet with current and prospective students and parents to discuss job programs.
- Evaluate eligibility of job seekers for various job programs and refer qualified candidates to available job openings.
- Assist newly hired student employees in the completion of employment paperwork and process necessary changes for continuing student employees.
- Process payroll information required for production of student paychecks and maintain accurate records of student payroll.
- Provide employment verifications for student employees.

The Jobs for Tigers program assists students in locating full-time, part-time, and temporary employment in the Hays area. Positions are listed on bulletin boards in the Memorial Union, Sheridan Hall, Room 214, and on the Career Services website. Interested students and spouses must register with Jobs for Tigers each semester by completing a Jobs for Tigers Registration form online or in the Career Services Office.

Visit us on the web at: *http://www.fhsu.edu/career/jft.shtml*

Student Employment Office
Third Floor Custer Hall
(785) 628-5227
http://www.fhsu.edu/finaid/employment.shtml

Jobs for Tigers
214 Sheridan Hall
(785) 628-4260
http://www.fhsu.edu/career/jft.shtml

Tiger Tip

Begin your job search early and remember to follow up!

STUDENT EXCHANGE PROGRAMS

Fort Hays State University participates in both the National Student Exchange (NSE) and the International Student Exchange (ISEP) Programs. Students in the NSE program can choose from over 130 colleges and universities throughout the United States. ISEP provides students the opportunity to enroll in a foreign university in more than 46 countries on 6 continents. Students broaden their understanding of the world by experiencing different physical and social surroundings, and cultures. Students can earn academic credit toward their degree while participating in either of these two programs.

Services/Resources:

- Meet with campus NSE/ISEP coordinator
- Review NSE/ISEP Directory
- Review host campus catalogs for course descriptions
- Complete selection, application, and acceptance process into host institution
- Consultation with academic advisor, degree analyst, and financial aid officer
- Determine how much flexibility a student has in regards to course selection
- Explore participation with parents and significant others
- Determine if financial resources are sufficient for the exchange

Tiger Tip

There are early application deadline dates in the months of January and February for NSE and ISEP.

Office of Student Affairs
208 Sheridan Hall
(785) 628-5824
http://www.fhsu.edu/exchange/

STUDENT FISCAL SERVICES

Tiger Tip

Keep all contact information current at http://www.fhsu.edu/sws.

Student Fiscal Services plays a vital role in the enrollment process for students. At Fort Hays State University we strive to make enrollment procedures easy to understand and follow. It is important that students remain aware of their responsibilities and financial obligations during the course of their education.

Services/Resources:

- Mail enrollment information to the student's permanent address to aid in the enrollment process
- Provide various payment options for students to complete their enrollment in a timely manner
- Enroll students who have made valid fee payment arrangements
- Offer short-term loans to students in need of financial assistance
- Disburse available financial aid to all eligible, enrolled students
- Process and disburse all community scholarships
- Process payments for tuition, residential life, and other miscellaneous charges
- Advise students of their payment obligations
- Encourage students to monitor account status
- Provide one-on-one guidance to students
- Maintain confidentiality according to Fort Hays State University policies
- Offer support and cooperation to all Fort Hays State University students

Student Fiscal Services
110G Sheridan Hall
Phone (785) 628-5251 or Fax (785) 628-4081
Email: *sfsmail@fhsu.edu*
http://www.fhsu.edu/sfs

TESTING SERVICES

Testing Services coordinates and administers testing for college and graduate school admissions tests, select professional certification examinations, and other national testing programs. Testing Services also disseminates information on test registration policies and procedures and provides resources for contacting affiliated testing programs.

Services/Resources:

- National standardized testing including ACT, GRE Subject Tests, LSAT, OAT, PCAT, PRAXIS (PPST, PLT, SLLA, SSA, Subject Assessments), and SAT.
- Testing by appointment for CLEP, DANTES, MAT, NET, and SPEAK programs.
- Information Technology (IT) Certification testing (e.g. CISCO, CompTia, Microsoft)
- Free informational bulletins on affiliated testing programs.
- Test date information on national standardized tests offered at FHSU.
- Information on test requirements, registration deadlines, and test fees.
- Credit policies for CLEP and DANTES credit-by-examination programs.
- Resources for contacting affiliated testing programs.
- Assistance with completion of test registration forms.
- Comprehensive information on the Testing Services website.

Tiger Tip

Know when a test is offered so that you can plan accordingly and properly register before the registration deadline passes!

Testing Services—Kelly Center
308 Picken Hall
(785) 628-4401
http://www.fhsu.edu/kellycenter/testing

ACADEMIC HONESTY

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations.

Examples of academic dishonesty include but are not limited to:

1. Plagiarism, taking someone else's intellectual work and presenting it as one's own (which covers published and unpublished sources). Using another's term paper as one's own, handing in a paper purchased from an individual or agency; submitting papers from living group, club or organization files; or using another's computer program or document are all examples of plagiarism. Standards of attribution and acknowledgment of literary indebtedness are set by each discipline. Faculty are encouraged to include disciplinary or class-specific definitions in course syllabi. Students should consult with their department or with recognized handbooks in their field if in doubt.
2. Cheating is unacceptable in any form. Examples include consultation of books, library materials or notes during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; substitution of another person for the student on an exam or another graded activity; deliberate falsification of lab results; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
3. Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
4. Students who (cooperate or in other ways promote) participate in promoting cheating or plagiarism by others (or who take credit for the work of others) will also be in violation of this policy.

Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or University review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed.

Academic sanctions may include but not be limited to any of the following:

a. verbal or written warning;
b. lowering of grade for assignment/activity;
c. lowering of term grade;
d. failure of class assignment.

Administrative sanctions may include but not be limited to either of the following:

a. suspension from the University;
b. dismissal from the the University.

Website: *http://web.fhsu.edu/universitycatalog/gen/academichonesty.asp*

COMPUTING RESOURCES
At Fort Hays State University

Accessing the Internet

If you do not have a computer …

Computer labs are available in residence halls and in many other locations on campus. See *www.fhsu.edu/ctc/labs/* for locations, hours, and details about services in each lab. Information about using your *Scatcat* login to access computers in FHSU labs is located in the *Student E-Mail Information* section of the CTC HelpDesk Web site at *www.fhsu.edu/ctc/helpdesk/*.

If you live in a residence hall …

If you live in a residence hall and have your own computer, it is recommended that you apply for an Ethernet connection. To request an Ethernet connection in a residence hall room, contact the Office of Student Residential Life, Agnew Hall, Room 114, (785) 628-4245. For more information, see *www.fhsu.edu/ctc/res_hall_connection_policy.shtml*.

If you live off campus in Hays…

If you live off campus in Hays, Kansas and need access to the Internet from home, you should apply for an Internet Dial-Up Account. Dial-up accounts are available to faculty, staff, and currently enrolled students. For more information, contact the CTC HelpDesk or go to *www.fhsu.edu/ctc/helpdesk/*. CTC HelpDesk contact information is shown at the bottom of this page.

If you want to use wireless Internet access on campus…

Wireless Internet access is under development and is now available to faculty, staff, and students in many areas on campus. For current coverage areas and system requirements, see the *Internet Access* section of the CTC HelpDesk Web site at *www.fhsu.edu/ctc/helpdesk/*. Take a photo ID to the CTC HelpDesk to apply for access.

If you live outside Hays…

Connecting to the Internet from outside of the Hays, Kansas calling area using FHSU's Internet Dial-Up service requires a **long distance telephone call**. If this applies to you, contact the CTC HelpDesk or view *www.fhsu.edu/ctc/helpdesk/* for information about FHSU Internet provider partners in your area that may offer discounts to FHSU students.

Accessing Your FHSU Student *Scatcat* E-Mail Account

Free lifetime *Scatcat* e-mail accounts are automatically issued to students after their initial enrollment. Faculty, staff and students can find your e-mail address on the student e-mail address search Web page, located at *scatcat.fhsu.edu/email/*. *Scatcat* e-mail addresses are also given to instructors and advisors upon enrollment to facilitate free and easy communications. Because of this, you should frequently check your *Scatcat* e-mail for class notices or assignments from your instructors.

Your account requires an activation process that allows you to set your own password. **It must be activated before it can receive e-mail.** Complete instructions for activating and using your *Scatcat* account can be found online at *www.fhsu.edu/ctc/helpdesk/*. Upon activation of your account, you will receive a notice providing important information about your account as well as a directory of helpful links. **Read** the notice and **retain** it for future use.

Because FHSU is unable to provide support for other e-mail systems, we recommend accessing your *Scatcat* account directly in order to receive official University mail and messages. However, if you wish, you may forward your *Scatcat* e-mail to another account of your choice.

Important links to other FHSU Computing Resources:

Acceptable Use of Computing Resources at Fort Hays State University: *www.fhsu.edu/ctc/*

Recommendations for New Computer Purchase: *www.fhsu.edu/ctc/helpdesk/new_computer.shtml*

FHSU Online Services (*Student Web Services*): *www.fhsu.edu/sws/*

FHSU provides secure online access to course schedules and your personal information, such as your address, financial aid status, class schedules, grades, and transcripts. This will be incorporated into the new campus portal in January 2006.

CTC HelpDesk: *www.fhsu.edu/ctc/helpdesk/*

In addition to serving as a focal point for technical assistance and access to FHSU computing resources, the Computing and Telecommunication Center HelpDesk (TH113) provides convenient services such as faxing, scanning, and color printing, and supplies such as 3½" disks, Zip disks, CDRs, CD cases, portable USB drives, and *Microsoft Office* software.

Virtual College: *www.fhsu.edu/virtualcollege/*

FHSU's Virtual College provides access and assistance for online course systems, such as *Blackboard, Tegrity,* and *Articulate*. For course-related technical assistance, contact Virtual College support at 1-800-628-FHSU or *support@fhsu.edu.*

For more information… or for assistance using FHSU computing resources, view the CTC HelpDesk Web site at ***www.fhsu.edu/ctc/helpdesk/***, send e-mail to *helpdesk@fhsu.edu*, or contact the FHSU Computing and Telecommunication Center HelpDesk, Tomanek Hall, Room 113, Fort Hays State University, 600 Park Street, Hays, KS 67601, (785) 628-5276

Revised February 2005

FERPA

Family Educational Rights to Privacy Act of 1974

FERPA protects the privacy of student records and provides for students' access to information in advising files. All notes that are taken by advisors should be written with the prior knowledge taken into consideration. Notes of a personal nature should NEVER be included in an advising file.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Officer
U.S. Department of Education
600 Independent Avenue, SW
Washington, DC 20202-4605

GRADUATION REQUIREMENTS

*Degree Requirements--Associate and Bachelor's

Both associate and bachelor's degree require:
1. an approved, signed degree summary on file in the Registrar's Office;
2. a minimum 2.00 grade point average in all coursework taken at FHSU, all cumulative coursework, and all major coursework unless a department requires higher;
3. an application for undergraduate degree on file in the Registrar's Office; and
4. 30 credit hours taken from Fort Hays State University.

Associate Degree Requirements

The Associate of Applied Science in Business, in addition to the Degree Requirements listed above*, requires completion of at least 62 hours of credit with a minimum 2.00 grade point average in all coursework (special conditions may require more than 62 credit hours) and completion of degree requirements as specified by the Department of Computer and Information Systems with a minimum 2.00 grade point average for all courses specified.

The Associate of General Studies, in addition to the Degree Requirements listed above*, requires completion of at least 60 hours of credit as specified on the degree summary with a minimum 2.00 grade point average in all courses specified.

The Associate of Science in Radiological Technology, in addition to the Degree Requirements listed above*, requires completion of at least 74 hours of credit as specified by the Department of Allied Health—28 credit hours of academic courses, 24 credit hours of professional courses, and 22 credit hours of clinical experience, with a minimum 2.00 grade point average in professional and clinical courses.

Bachelor's Degree Requirements

The Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Social Work, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science in Nursing, and Bachelor of Science in applied fields, in addition to the Degree Requirements listed above*, require:
1. completion of at least 124 hours of credit with a passing grade and a minimum grade average index of 2.00 in all coursework, unless the department specifies a higher grade index;
2. completion of a major (with a minimum of 30 hours) as specified for the degree sought—with a minimum 2.00 grade point average for all courses in the signed major, unless the department specifies a higher grade index;
3. completion of the FHSU general education program requirements OR Transfer & Articulation Agreement for transfer students with an associate degree;
4. completion of at least 45 hours of credit in upper-division courses (300 and above at FHSU); and
5. a minimum of 60 hours from a four-year school.

The Bachelor of General Studies (BGS) degree requires 124 hours of credit in addition to degree requirements listed above*, including the following components:
1. a minimum of 80 hours of coursework in the following liberal arts and sciences areas: art, biological sciences, chemistry, communication, economics, English, geosciences, history, information networking and telecommunication, interdisciplinary studies, leadership studies, mathematics and computer science, modern languages, music, philosophy, physics, political science and justice studies, psychology, sociology and social work;
2. a minimum of 45 hours of upper-division coursework (300 and above at FHSU);
3. six hours of English composition; a minimum of 12 hours of approved general education courses in each of the areas of humanities, natural sciences and mathematics; social and behavioral sciences; and a computer literacy course.

Refer to the University Catalog for additional degree information.
Website: *http://web.fhsu.edu/universitycatalog/gen/undergraduatedegrees.asp*

STUDENT APPEALS

Academic Appeals

A procedure to resolve academic disputes is available through FHSU Academic Appeals Committee. Students who believe they have a serious and compelling reason for an exception to University Academic Policy that is not addressed by other grievance procedures can appeal. The student must file a written appeal within the semester/term in which there is an issue or within a reasonable time after the end of the semester/term if the issue arises at the end of the semester/term. Any student may use the appeal procedure. Forms and descriptions of the Academic Appeals procedures are available in the Office of the Registrar.

Website*: http://web.fhsu.edu/universitycatalog/gen/academicappeals.asp*

Academic Reinstatement

If a student's academic record places them on academic suspension, it is in the student's best interest to take at least one semester to reconsider and re-evaluate educational plans. If extenuating circumstances contributed to the academic suspension an "Application for Academic Reinstatement" may be filed prior to next semester's deadline. Forms are available in Academic Advising and Career Exploration Center. Reinstatement is not automatic; each application will be considered on its own merit. If the student enrolls at another school during the period of suspension, the student will be expected to achieve a minimum of a C average at that institution. There is, however, no right to reinstatement.

Website: *http://www.fhsu.edu/aace/reinstatementform.doc*

Financial Aid Appeals

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee unless they have been dismissed from the University or have not been academically reinstated by the Academic Reinstatement Committee. Satisfactory Academic Progress for Financial Aid Eligibility should not be confused with the University's academic policy.

All appeal decisions addressed by the committee are final and not subject to further review. Reinstatement of any aid originally awarded to a suspended student is at the committee's discretion. A Financial Aid Suspension Appeal Form must be completed and returned to the Office of Student Affairs. Once this step has been completed, students must call the Office of Student Affairs at 785-628-4277 to schedule an appeal with the Financial Aid Appeals Committee.

Website: *http://www.fhsu.edu/finaid/sap.shtml*

Grade Appeal

Students are expected to first avail themselves of the University's established tradition of informal appeals which may involve one or more consultations with the instructor(s) involved. All grade disputes must be initially addressed and discussed with the instructor. If a grade dispute is not informally resolved at this level through consultation with the instructor, the student is obliged to consult next with the appropriate department chair who will inform the student in writing of formal departmental appeal procedures and the student's entitlement to formal University-level appeals, procedures, and options.

Website: *http://web.fhsu.edu/universitycatalog/gen/undergradgradeappeals.asp*

TRANSFER AGREEMENT AND ARTICULATION GUIDE

The Transfer Agreement and Articulation Guide has been developed to facilitate the transition of students with an associate degree from accredited colleges and universities to Fort Hays State University.

REQUIREMENTS

1. Students must graduate from an accredited college or university with an associate degree based on a baccalaureate oriented sequence (see FHSU University Catalog).

2. Students must meet the following requirements:
   A minimum of 45 credit hours of general education with distribution in the following fields:

   +Twelve (12) hours of Basic Skills courses:
   6 hours of English Composition
   3 hours of Speech Communication
   3 hours of College Level Mathematics (Statistics will be required of transfer students where University curriculum requires it.)

   Twelve (12) hours of Humanities courses from at least three of the following disciplines:

Art*	Philosophy	History
Theater*	Music*	Literature

   *Performance/studio courses are excluded.

   Twelve (12) hours of Social and Behavioral Science courses from at least three of the following disciplines:

Sociology	Political Science	Geography
Psychology	Economics	Anthropology

   Nine (9) hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).

POINTS OF CLARIFICATION

1. Any student earning a Fort Hays bachelors degree using a Transfer Articulation Agreement must have an associate degree from another institution.

2. Students still may be required to take freshman or sophomore courses to meet degree or graduation requirements.

3. All students completing a teacher education program at the University shall satisfy the FHSU general education requirements or the transfer and articulation agreement. These students must complete the following specific courses with a C grade or higher:

   English Composition I (3 hours)
   English Composition II (3 hours)
   Fundamentals of Oral Communication (3 hours)
   Introduction to Computer Information (3 hours)
   College Algebra or higher (3 hours)
   Elements of Statistics (3 hours)
   Multiculturalism in the U.S. (3 hours)

4. Students with an associate's degree who have not met the transfer articulation distribution requirement may complete the Transfer Articulation Agreement at FHSU or fulfill the FHSU General Education program.

5. Credit for equivalent technical courses may be granted by departmental examination at the receiving institution.

6. In addition, all transfer students must fulfill a three-hour upper division integrative course which fulfills a university requirement.

ACADEMIC REFERRAL RESOURCES

If you have a question about.....	Who to see?	Where?
Adding a class	Advisor and Instructor	Campus Directory
Auditing a class	Advisor and Instructor	Campus Directory
Appealing a grade	Instructor	Campus Directory
Career Exploration	AACE	100 Picken Hall
Change of address	SWS	*http://www.fhsu.edu/sws*
Evaluation of transfer credits	Degree Analyst	106 Sheridan Hall
CLEP (College Level Examination Program)	Kelly Center	308 Picken Hall
Dropping a class	Advisor and Instructor	Campus Directory
Evaluation of Transfer Credits	Degree Analyst	106 Sheridan Hall
Foreign Language Placement	Advisor and Modern Language Chair	Campus Directory 303 Rarick Hall
Grade Point Average	Student Web Services	*http://www.fhsu.edu/sws*
Improving a grade	Advisor	Campus Directory
Job assistance	Career Services and Student Employment	214 Sheridan Hall 306 Custer Hall
Major/minor credit requirements	Advisor in major Advisor in minor	Campus Directory Campus Directory
Military service credits	Degree Analyst	106 Sheridan Hall
Pass/No Credit	Advisor	Campus Directory
Probation (Academic)	Academic Advising and Advisor	100 Picken Hall Campus Directory
Probation (Financial Aid)	Financial Assistance	306 Custer Hall
Suspension (Academic)	Academic Advising	100 Picken Hall
Suspension (Financial Aid)	Financial Aid	306 Custer Hall
Tutoring	Kelly Center	308 Picken Hall
Withdrawing from University	Advisor and Instructor Financial Assistance Student Fiscal Services	Campus Directory 306 Custer Hall 110G Sheridan Hall

CAMPUS DIRECTORY

Provost
Sheridan Hall 302 628-4241

Assistant Provost
Sheridan Hall 304 628-4531

College of Arts & Sciences
Rarick Hall 101 628-4234

Art Department
Rarick Hall 102 628-4247

Chemistry Department
Tomanek Hall 341 628-5321

Communication Studies
Malloy Hall 101 628-5365

English Department
Rarick Hall 370 628-4285

Geosciences Department
Tomanek Hall 233 628-5389

History Department
Rarick Hall 346 628-4248

Information Networking & Telecommunications Department
Heather Hall 108 628-5373

Interdisciplinary Studies
Davis Hall 206 628-5950

Mathematics and Computer Science Department
Rarick Hall 383 628-4240

Modern Languages Department
Rarick Hall 303 628-4244

Music Department
Malloy Hall 137 628-4533

Philosophy Department
Rarick Hall 344 628-4249

Physics Department
Tomanek Hall 255 628-4271

Political Science and Justice Studies Department
Rarick Hall 355 628-4425

Psychology Department
Martin Allen Hall 104 628-4405

Sociology and Social Work Department
Rarick Hall 349 628-5840

College of Business & Leadership
McCartney Hall 101 628-5339

Accounting and Information Systems Department
McCartney Hall 302 628-4121

Economics and Finance Department
McCartney Hall 201 628-5805

Leadership Studies Department
McCartney Hall 208 628-4303

Management and Marketing Department
McCartney Hall 216 628-4201

College of Education & Technology
Rarick Hall 213 628-5866

Educational Administration and Counseling Department
Rarick Hall 232 628-4283

Special Education Department
Rarick Hall 210 628-4212

Teacher Education Department
Rarick Hall 244 628-4204

Technology Studies Department
Davis Hall 203 628-4211

College of Health & Life Sciences
Albertson Hall 106 628-4200

Agriculture Department
Albertson Hall 212 628-4196

Allied Health Department
Cunningham Hall 129 628-5678

Biological Sciences Department
Albertson Hall 302 628-4214

Communication Disorders Department
Albertson Hall 131 628-5366

Health and Human Performance Department
Cunningham Hall 139 628-4376

Nursing Department
Stroup Hall 129 628-4498

Virtual College
Forsyth Library 060 628-4291

Affirmative Action
Picken Hall 206 628-4033

Forsyth Library 628-4431

Student Affairs
Sheridan Hall 208 628-4276

Academic Advising & Career Exploration Center
Picken Hall 100 628-5577

Career Services
Sheridan Hall 214 628-4260

Financial Assistance Office
Custer Hall 306 628-4408

Kelly Center
Picken Hall 308 628-4401

Registrar
Sheridan Hall 106 628-4222

Student Employment Office
Custer Hall 307 628-5227

Student Fiscal Services
Sheridan Hall 110-G 628-5251

Tiger Information 628-4000