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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 guide, 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 (mid-term grades, final grades, degree summary, class schedules, 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 course-work (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 major or 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).

Degree Seeking: a student who desires to earn a baccalaureate or associate degree at the University.

Degree Summary: a document showing the requirements for a degree program and courses completed.

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: (sometimes called free 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 arrangements) finalizing the pre-enrollment 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 to MAKE PAYMENT ARRANGEMENTS thru TigerEnroll.

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 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.

Pre-enrollment: The pre-enrollment process occurs when classes are submitted thru TigerEnroll. Pre-enrollment should occur after consultation with your academic advisor.

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.

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 postbaccalaureate 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 40 credit hours of upper-division courses to complete graduation requirements.



FOUR YEAR CAREER PLAN

Academic Advising & Career Exploration Center (AACE)

7th Floor Wiest Hall
(785) 628-5577
advising@fhsu.edu

Career Services

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

Freshman...Self 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 inventories through the career counseling process. (Call 628-5577 for an appointment). Students can also take EAC 100 Career Planning and Development to help them decide on a major.

Register and upload a resume with CareerConnections @ Career Services! Start learning about the job search process.

Sophomore...Exploration

Investigate career options within the major you have selected. Visit with your department to learn more about your major. 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/or Update your resume into Careers for Tigers @ Career Services. Start searching for internships and summer jobs.

Visit <http://www.fhsu.edu/aace/exploration> to see "What you can do with a major?" web site.

Junior...Focus

Narrow your career options. Apply for internships and/or summer jobs related to your major and the career you are considering @ Career Services. Update your resume on Careers for Tigers!

Senior...Job Search

Market yourself into the world of work:

- Utilize the services provided by Career Services including Careers for Tigers.
- 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 pre-enrollment and enrollment?

Pre-enrollment is when a student's classes are secured in TigerEnroll. Enrollment is when the student finalizes pre-enrollment by making payment arrangements in TigerEnroll.

How do I pre-enroll for a class?

The University Catalog states that pre-enrollment for a subsequent semester is conducted after each semester mid-term. Those who pre-enroll complete enrollment through TigerEnroll prior to the deadline for a semester. Dates for pre-enrollment and finalizing enrollment can be found in TigerEnroll.

What is a normal load for a full-time student?

To be eligible for financial assistance, you must take a minimum of 12 hours. However, 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 pre-enrollment, you should contact the Registrar's Office. Once you are enrolled, make major/minor changes through your department chair.

Where can I get help with study skills?

Academic Success Programs are offered in the Kelly Center.

Can I add or drop a class during the semester?

Yes, (reference the Academic Calendar) students may officially add 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 is contained in the Academic Calendar. 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 (W).

How do I drop a class?

Students can drop a class through TigerEnroll on the Pre-enrollment/Schedule Change tab. Acceptance is based on the time frame for withdrawing courses. No withdrawal after the tenth week of classes. Student's receiving financial aid have additional responsibilities and should contact the Office of Student Financial Assistance in Custer Hall, 785/628-4408.

How do I add a class?

Students can add a class through TigerEnroll on the Pre-enrollment/Schedule Change tab. Students may officially add open, full-semester, on-campus courses up to and including the 20th day of classes for a semester with advisor approval. The add becomes official for the student on the date the request is submitted to TigerEnroll. Payment is due to at the time the class is approved and is to be made through TigerEnroll.



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. Notes are NOT sent when a student is ill in Hays or when only one or two days of classes are missed. 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.

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 accepted. For further explanation, refer to the satisfactory academic progress policy available in the Financial Assistance Office, University Catalog, and on the Financial Assistance Web page (www.fhsu.edu/finaid/sap.html).

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 in a FHSU course only by repeating the course from FHSU. 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. The repeat/improving a grade policy does not apply to any course work taken at other institutions. If the same class is taken at FHSU and/or other institutions, the grades will be averaged.

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 transcript 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 is an outline of the courses required to meet your graduation requirements.

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.



General Education Program

REVISED
2/12/07

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 on-line at <http://www.fhsu.edu/bgs/>.

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
MIS 101	Introduction to Computer Information Systems

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

B) Personal Well-Being (3 hours required)

HHP 200	Personal Wellness
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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)	Mathematics and Natural Sciences (10 hours; with no more than 2 courses in 1 area; 1 hour must be laboratory credit)	Social and Behavioral Sciences (9 hours; with no more than 2 courses in 1 area)
Art	Biological Sciences	Economics
180 Fundamentals & Appreciation of Art	100 Human Biology*	201 Principles of Economics: Micro
280 Approaches to Creativity	102 Lab Experience in Biology**	202 Principles of Economics: Macro
380 Survey of Art History	200 Humans and The Environment*	205 Theory & Practice of Personal Finance
Communication Studies	300 Human Heredity*	History
120 Introduction to Theatre	Chemistry	110 World Civilization to 1500
125 Introduction to Motion Pictures	100 Chemist's View of the World*	130 United States History to 1877
318 Introduction to Organizational Communication	105 Introduction to the Chemistry Lab**	131 United States History Since 1877
English	112 General Chemistry I and Lab**	Multiculturalism
125 World Literature and the Human Experience	114 General Chemistry II and Lab**	350 <i>Multiculturalism in the U.S.</i>
126 Introduction to Literature	Geosciences	Political Science
327 Introduction to Fiction	100 Introduction to Geology*	101 American Government
Interdisciplinary Studies	101 Elements of Physical Geography	230 Introduction to International Relations
333 Exploration in the Humanities	102 Introduction to Geology Laboratory**	300 Current Political Issues
350 <i>Multiculturalism in the U.S.</i>	340 Environmental Geology*	Psychology
Modern Languages*	Mathematics and Computer Science	100 General Psychology
Beginning 1 course in any language. (May not be used as General Education for students earning the B.A. Degree.)	234 Analytic Geometry & Calculus I	300 Abnormal Psychology
112 Great Works in Translation	250 <i>Elements of Statistics</i>	340 Social Psychology
Music	or	Sociology
161 Listening to Music	CIS 200 <i>Elements of Statistics</i>	140 Introduction to Sociology
291 American Popular Music	331 Calculus Methods	355 Sociology of Death and Dying
391 Jazz	Physics	388 Sociology of The Family in America
Philosophy	102 Physical Science*	
100 General Logic	103 Physical Science Laboratory**	
120 Introduction to Philosophy	208 Elementary Meteorology*	
340 Introduction to Ethics	309 Descriptive Astronomy*	

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



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 a section of 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
6th Floor Wiest Hall
(785) 628-4401
<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
- Degree Summary



Academic Advising and Career Exploration Center

7th Floor Wiest Hall

785-628-5577

advising@fhsu.edu

<http://www.fhsu.edu/aace>

Office of Student Affairs

208 Sheridan Hall

(785) 628-4276

<http://www.fhsu.edu/staffairs/disability/>



Tiger Tip

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





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.

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 a major or career. 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 appointments
- 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

FACT: 98% of FHSU students that take the EAC 100 Career Planning Course or do the three Career Exploration appointments decide on a major.



Academic Advising and Career Exploration Center
7th Floor Wiest Hall
785-628-5577
advising@fhsu.edu
<http://www.fhsu.edu/aace>



CAREER SERVICES

Career Services assists FHSU students in acquiring the job skills necessary for a successful job search and admission to graduate school. Career Services also 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
- Careers for Tigers — 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
- Directories and information on prospective employers
- Lifetime services for FHSU alumni
- Career Services homepage providing extensive job search services via the web
- Graduate school admissions information and resources



Career Services

214 Sheridan Hall

(785) 628-4260

careers@fhsu.edu

<http://www.fhsu.edu/career>



Tiger Tip

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



Tiger Tip

Go to

<https://tigertracks.fhsu.edu/register>

to activate your

TigerTracks login,

then go to

<https://tigertracks.fhsu.edu> to

use the TigerTracks

Web portal.

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. Free scanning and use of Windows or Macintosh workstation are some of the other services available in the HelpDesk office.

Services/Resources:

- Technical assistance for accessing and using FHSU computing resources
- Free lifetime "Scatcat" e-mail provided to all students
 - ◊ Used for correspondence with instructors
 - ◊ Web-based e-mail access
 - ◊ Account provides space to store files and post personal Web pages
- "TigerTracks" Web portal provides centralized, single sign-on access:
 - ◊ FHSU Online Services
 - TigerEnroll
 - Grades and transcript
 - Class Schedules
 - Your Personal Contact and Emergency Notification Information
 - ◊ Scatcat e-mail
 - ◊ Blackboard course system
 - ◊ Course Search
 - ◊ Announcements
 - ◊ Your own customizable home page!
 - ◊ New services and features to be added as development continues
- On-campus wireless Internet access (free to currently enrolled students)
- Online Software Center provides volume discounts on Microsoft, Adobe and Macromedia products
- FHSU computer lab login assistance, locations, and resource information
- Assistance with accessing library resources when using a non-FHSU Internet connection

CTC HelpDesk

113 Tomanek Hall

(785) 628-5276 or 1-800-628-FHSU

helpdesk@fhsu.edu

<http://www.fhsu.edu/ctc/helpdesk/>



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)

6th Floor Wiest Hall

(785) 628-4401

<http://www.fhsu.edu/kellycenter/dawn/>



Tiger Tip

Tips to keep yourself safe:

Abstinence is always safest
(about 1 in 6 FHSU students do not drink).

If you're going to party:

1. Identify potential high-risk situations and plan to reduce the risk.
2. Let someone know where you're going to be and when you will return.
3. Use/be a sober driver or call Safe-Ride (621-2580).
4. Go out with friends you know and can trust.
5. Set limits and stick to them.



Tiger Tip

Applying for Aid

When applying for any type of aid, always pay close attention to deadline dates and stay in contact with the Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) should be completed as soon after January 1 as possible each year (<http://www.fafsa.edu.gov/>).

The FHSU scholarship application deadline is February 15 of each year. Most correspondence from the Federal Government and FHSU regarding financial aid is sent by email, so watch your account closely!

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 (FSEOG), Academic Competitiveness Grants (ACG), Science and Math to Retain Talent (SMART) Grants, Federal College Work Study, 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



Financial Assistance Office

3rd Floor Custer Hall
(785) 628-4408

finaid@fhsu.edu

<http://www.fhsu.edu/finaid/>

PERSONAL COUNSELING

Students may seek personal counseling at the Kelly Center located in 6th Floor Wiest Hall. 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.



Personal Counseling—Kelly Center

6th Floor Wiest Hall

(785) 628-4401

<http://www.fhsu.edu/kellycenter/counseling>



Tiger Tip

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



Tiger Tip

*Regularly visit the
academic calendar*

on the web at

<http://www.fhsu.edu/registrar/>

[Calendarbase.html](http://www.fhsu.edu/registrar/Calendarbase.html).

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
- On-campus class schedule preparation
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of "residency for fee purposes" (instate vs. out-of-state)



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 Office of Services for Students with Disabilities with objective and appropriately documented evidence supporting the request.

The office 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.*



Tiger Tip

*Begin your
job search early
and remember
to follow up!*

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. Information regarding student employment programs can be found at www.fhsu.edu/finaid/employment.shtml or by visiting Custer Hall, Room 306.

Services/Resources:

- Meet with current and prospective students and parents to discuss job programs.
- Guide students to JobX for online listing of all jobs available through the SEO.
- 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>



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
- Study and 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



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



Tiger Tip

*There are
early application
deadline dates
in the months
of January
and February.*



Tiger Tip

*Keep all
contact
information
current at*

<https://tigertracks.fhsu.edu>

STUDENT FISCAL SERVICES

Student Fiscal Services plays a vital role in the enrollment process and assists students with their financial responsibilities. Students should remain aware of their responsibilities and financial obligations during the course of their education.

Services/Resources:

- Provide online services for finalizing enrollment and payment of account balances
- Provide various payment options for students
- 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 financial debt counseling 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
(785) 628-5251 or Fax (785) 628-4081
sfsmail@fhsu.edu
<http://www.fhsu.edu/sfs>

STUDENT HEALTH

The mission of the Student Health Center is to provide high quality, compassionately delivered, cost-effective ambulatory care, practicum training opportunities for undergraduate and graduate nursing students, and health/wellness education for individual students and the university community.

Services/Resources:

- Assess and provide treatment for minor illnesses (sore throats, colds, bronchitis, urinary tract infections, flu, diarrhea, etc.)
- Assist you in the management of some chronic medical conditions such as diabetes, hypertension, arthritis, ulcers, or allergies.
- Provide routine and recommended immunizations.
- Assess and provide treatment for minor injuries (cuts, scrapes, strains, or sprains)
- Assess the need for an X-ray order in relation to an injury.
- Provide routine blood pressure checks.
- Provide pap smears and breast exams.
- Provide confidential HIV counseling and testing.
- Diagnose and treat sexually transmitted diseases.
- Perform physical examinations for a job or school.
- Provide information related to the practice of safer sex and oral contraceptives.
- Provide pregnancy testing, counseling, and/or referrals.
- Provide routine travel advice and most travel immunizations.
- Perform laboratory testing.
- Provide vision and hearing screenings.
- Provide diet counseling and referrals.
- Diagnose and treat skin disorders such as acne, warts and rashes.
- Provide individualized or group health education.



Student Health

700 College Dr.

Memorial Union

Lower Level RM 045

Phone # (785) 628-4293

Fax # (785) 628-4089

<http://www.fhsu.edu/studenthealth/index.shtml>



Tiger Tip

*Don't be a
sick tiger —
use Student Health!*



Tiger Tip

*To make the
most out of your
college experience,
become involved!*

STUDENT ORGANIZATIONS & CENTER FOR STUDENT INVOLVEMENT

Fort Hays State University offers students the opportunity to make a difference, gain valuable experience, meet interesting people and participate in activities that have a lasting affect on campus. There are many opportunities for students to get involved at FHSU - University committee assignments, student/faculty panels, special interest groups, athletics, Intramurals and Recreation, Fraternity/Sorority or student organizations.

Student organizations at FHSU are part of the total educational experience. With more than 100 registered student organizations, there are many opportunities for you to become involved in college life, and you are encouraged to find the organizations that are right for you! For a list of the 2007-08 student organizations, visit:

<http://www.fhsu.edu/stuorg/list.shtml>. Contact the organization's advisor for more information.

The Center for Student Involvement (CSI) is an area for students to enhance their total educational experience through co-curricular opportunities at FHSU. CSI represents a new learning environment in the Memorial Union and on the FHSU campus, where students and student organizations are afforded opportunities to participate in campus governance; plan and participate in co-curricular activities; develop leadership abilities; and to accomplish specific learning outcomes. CSI houses the following offices: the Student Government Association, the University Activities Board, Student Organizations, Fraternity and Sorority Life, Diversity Affairs, and Special Events. This space also provides offices for professional staff to interact closely with students to provide intentional support and assist them with organizational needs and concerns. CSI has a variety of services available for student organizations: campus-wide poster route, computer work stations with printer, copy machine, mailboxes, limited storage, poster printing service, and use of the workroom and conference room (as available), Support for all students and student organizations are provided in an environment that enables students to develop their leadership potential and make a positive impact upon the community life of the campus.



The Center for Student Involvement
014 Memorial Union
(785) 628-4664
<http://www.fhsu.edu/csi/>

FORT HAYS STATE UNIVERSITY STUDENT ORGANIZATIONS

For a current list, check out our website:

<http://www.fhsu.edu/stuorg/list.shtml>

Campus-Wide Organizations

- Agribusiness Club
- Aikido Club
- American Red Cross Club
- AMSA Pre-Med Club
- Astronomy Club
- Black Student Union
- Block & Bridle
- Campus Recreation & Intramural Sports
- Chinese Student Association
- College Republicans on Campus
- Collegiate Association of Table Top Gamers (CATT-G)
- Creative Arts Society
- Cyber Athletics Club
- FHSU Democrats
- Fringe Theatre Company
- GAMMA
- Geocaching Club
- Hispanic-American Leadership Org (HALO)
- International Student Union
- Kaffee and Kino
- Leadership Studies Association
- Model United Nations (MUN)
- Multicultural Student Coalition
- Opera Camerata
- Pre-Law Society
- Rodeo Club
- Shooting Club
- Student Alumni Association
- Student Environmental Organization
- Student Feminist Organization
- Student Government Association
- TigerComm (formerly PRSS)
- Tiger Krew Paintball
- TigerWild
- Tigers for Habitat
- The Tiger's Tale
- Talking Tigers

- Turkish Association
- University Activities Board
- The University Leader
- 10% Club: Gay-Straight Alliance

Departmental

- Accounting Club
- Advanced Technology Student Organization (ATSO)
- Agronomy Club
- Alpha Kappa Psi
- ASID Student Chapter
- Association of Radiologic Technologists Society (ARTS)
- Athletic Training Club
- Biology Club
- Chemistry/Pre-Professional Club
- CMENC Collegiate Music Educators National Conference
- Communication Club
- Defensive Tactics Club
- Delta Tau Omega (Criminal Justice Club)
- English Club
- Finance Club (formerly Financial Mgmt & Financial Planning Assn's)
- Fort Hays Association of Nursing Students (FHANS)
- Graduate Association for Students of Psychology (GASP)
- Kansas Nat'l Education Assoc-Student Program (KNEA-SP)
- KFHS Broadcast Council
- Marketing & Management Club
- MACS Club (Formerly Math Club)
- National Science Teachers Association
- National Student Speech Language Hearing Association
- Psychology Club
- Social Work Club
- Society of Physics Students
- Society of Student Sonographers – JR & SR Class
- Sternberg Geosciences Club
- Technology Education Collegiate Association (TECA)

Honorary

- Delta Tau Alpha
- Epsilon Pi Tau (EPT)
- Kappa Delta Pi
- Kappa Mu Epsilon
- Mortar Board
- National Broadcasting Society
- National Society of Collegiate Scholars (NSCS)
- Omicron Delta Kappa
- Phi Alpha Theta
- Phi Epsilon Kappa
- Phi Mu Alpha Sinfonia
- Phi Eta Sigma
- "Pi Sigma Alpha (National Political Science)"
- Psi Chi
- Sigma Tau Delta
- SPURS

Religious

- Campus Crusade for Christ
- Catholic Disciples
- Christian Challenge
- Nurses Christian Fellowship

Residence Halls

- Custer Hall Council
- McMinder Hall Council
- Residence Hall Association
- Wiest Hall Council
- Wooster Community Council

Social

- Alpha Gamma Delta
- Alpha Gamma Rho Colony
- Delta Zeta
- Interfraternity Council
- Panhellenic
- Sigma Alpha Epsilon
- Sigma Chi
- Tau Kappa Epsilon



Tiger Tip

*Make early plans to
take required tests!
Testing schedules fill
up quickly so be
certain to plan ahead
for any tests you
need to take!*

TESTING SERVICES

Testing Services coordinates and administers testing for college and graduate school admissions tests, select professional licensure and 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, PCAT, PRAXIS (PPST, PLT, SLLA, SSA, Subject Assessments), and SAT.
- Testing by appointment for CLEP, DANTES, MAT, NET, and SPEAK programs.
- Computer-based testing for academic, licensure, certification, and information technology examinations through the official Thomson Prometric Testing Center (CISCO, CompTia, DAT, GRE, MCAT, Microsoft, OAT, PPST, TOEFL, etc.).
- 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.



Testing Services—Kelly Center

1st Floor Wiest Hall

(785) 628-4401

<http://www.fhsu.edu/kellycenter/testing>

TIGER CARD

Students can obtain their Tiger Card at the Card Center located on the second floor of the Memorial Union. The Tiger Card is personalized with a photo and a unique 16-digit number that provides a seamless transfer of excess financial aid.

To process the Tiger Card a current Drivers License, Passport or Military ID is required.

Services/Resources:

- Second Form of Identification
- Excess financial aid is applied to your individual Tiger Card debit account
- Forsyth Library checkout access
- Commerce Bank ATM/Debit card—PIN number required
- Commerce Bank student checking account
- Food Services—Both Residential Life and Commuters
- Vending machine purchases
- Laundry—Residential life only
- Photo copies
- Athletic and Special Events tickets
- Payroll Direct Deposit



Tiger Card Center
2nd Floor Memorial Union
(785) 628-5533
<http://www.fhsu.edu/union/cardcenter.shtml>



Tiger Tip

*A SMILE makes
your eyes
sparkle...and
it also makes
your ID look
so great!*

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 University.

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

COMPUTING RESOURCES

We are pleased you have chosen FHSU, and invite you to use a variety of computing and telecommunication services at Fort Hays State University. The following information provides vital instructions and links for accessing those resources:

The **TigerTracks** portal, located at tigertracks.fhsu.edu, provides centralized single sign-on access to student *Scatcat* e-mail, the *Blackboard* course delivery system, announcements, and other FHSU Online Services. To activate your *TigerTracks* login, go to tigertracks.fhsu.edu/register/. **For security, privacy, and legal reasons, this account may be activated ONLY by the student.** For more information, see www.fhsu.edu/ctc/helpdesk/tigertracks_info.shtml.

- **FHSU Online Services** (accessed through the *TigerTracks* portal) provides access to the **TigerEnroll** system, class schedules, advisor contact information, financial aid status, grades, personal contact information, and more!
- Free lifetime “**Scatcat**” e-mail accounts are issued to FHSU students. These addresses are provided to instructors and advisors, so you should check your *Scatcat* e-mail frequently for class assignments and other notices. More information about using your *Scatcat* account can be found in the **Using FHSU Student Scatcat E-Mail** document.
- Several options for **Internet access** are available at FHSU. See the *Internet Access* section of the CTC HelpDesk Web site for information about on-campus wireless access, residence hall Ethernet connections, and computer labs.
- FHSU is currently making the transition toward a mobile technology environment. **All new on-campus students should review FHSU's Mobile Teaching and Learning Policy Statement and Student Purchase Specifications, located at www.fhsu.edu/mobilecomputing/.**
- A variety of software products are available for purchase at volume discount prices through FHSU's online **Software Center**.
- The **CTC HelpDesk** (Tomanek Hall, Room 113) is the focal point for technical assistance, referral information, and access to FHSU computing and telecommunication services. The HelpDesk provides assistance with using the *TigerTracks* Web portal, accessing FHSU e-mail, gaining on-campus Internet and wireless access, posting student Web pages, and performing many other technology-related tasks. Free scanning and use of a *Windows* or *Macintosh* customer workstation are some of the other services available in the CTC HelpDesk office.
- **The Learning Commons (TLC)**, located in Forsyth Library, is the newest resource to help students become comfortable with new technology. Students are invited to attend workshops, receive one-on-one help, check out equipment, print documents, and take advantage of one of the smart study rooms.
- FHSU's **Virtual College** (www.fhsu.edu/virtualcollege) provides access and assistance for online course systems, such as *Blackboard* and *Articulate*. You can receive assistance by calling Virtual College support at 1-800-628-FHSU. You may also contact the Virtual College by sending an e-mail to virtualcollege@fhsu.edu.

Before using FHSU online resources, you should read the **Acceptable Use of Computing Resources Policy**. There can be many threats to our resources, and your use of FHSU systems implies your agreement to abide by these policies, which are intended to ensure security and efficiency for all who use them. Here are a few examples:

- Viruses, spyware, and other programs can destroy files on your computer, use your computer to launch attacks on servers, spread viruses to other computers on the network, and cause excess network traffic. **Please take precautions by installing and maintaining current virus and spyware protection software and performing regular operating system updates**
- Be cautious about using shareware programs to download files (including music files), because this can cause your computer to become a public resource on the network. This means that other users could look at your files and use your computer in a variety of ways.
- Some music and video files are quite large and consume huge amounts of Internet bandwidth. The CTC reserves the right to limit the bandwidth used by any one machine in order to give others access.
- **Protect your passwords**; do not share your FHSU passwords with anyone. Doing so puts you at risk not only through possible loss of your privacy, but also because you can be held legally responsible for any activity that occurs through use of your passwords. If you believe someone else may know your password, bring a photo ID to the CTC HelpDesk, and we will assist you with obtaining a new one.

FERPA

Family Educational Rights to Privacy Act of 1974

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.

TIGER RESOURCES

If you have a question about...	Who to see?	Where?
Acceleration Mechanisms	Acceleration Mechanisms Website	http://www.fhsu.edu/accelerate/
Adding a Class	Advisor	Campus Directory
Auditing a Grade	Advisor	Campus Directory
Career Exploration	AACE	7th Floor Wiest Hall
Change of Address	Tiger Tracks	https://tigertracks.fhsu.edu
CLEP (College Level Examination Program)	Kelly Center	6th Floor Wiest Hall
Dropping a Class	Advisor	Campus Directory
Evaluation of Transfer Credits	Degree Analyst	106 Sheridan Hall
Foreign Language Placement	Modern Language Chair	Campus Directory – 303 Rarick Hall
Grade Point Average	Tiger Tracks	https://tigertracks.fhsu.edu
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	7th Floor Wiest Hall Campus Directory
Probation (Financial Aid)	Financial Assistance	306 Custer Hall
Smarthinking.com	Academic Advising	7th Floor Wiest Hall
Suspension (Academic)	Academic Advising	7th Floor Wiest Hall
Suspension (Financial Aid)	Financial Aid	306 Custer Hall
Tutoring	Kelly Center	6th Floor Wiest Hall
Withdrawing from University	Advisor Financial Assistance Student Fiscal Services	Campus Directory 306 Custer Hall 110G Sheridan Hall
Writing Center	Writing Center	Forsyth Library, Room 20

CAMPUS DIRECTORY

Academic Advising and Career Exploration Center Wiest Hall 7 th Floor 628-5577	Modern Languages Department Rarick Hall 303 628-4244
Affirmative Action Sheridan Hall 208 628-4033	Music Department Malloy Hall 137 628-4533
Assistant Provost Sheridan Hall 304 628-4531	Philosophy Department Rarick Hall 340 628-4249
Career Services Sheridan Hall 214 628-4260	Physics Department Tomanek Hall 255 628-4271
Financial Assistance Office Custer Hall 306 628-4408	Political Science Department Rarick Hall 355 628-4425
Forsyth Library 628-4276	Psychology Department Martin Allen Hall 104 628-4017
Kelly Center Wiest Hall 6 th Floor 628-4401	Sociology and Social Work Department Rarick Hall 349 628-5840
Provost Sheridan Hall 302 628-4241	College of Business and Leadership McCartney Hall 101 628-5339
Registrar Sheridan Hall 106 628-4222	Accounting and Information Systems Department McCartney Hall 302 628-4121
Student Affairs Sheridan Hall 208 628-4276	Economics and Finance Department McCartney Hall 628-5805
Student Employment Office Custer Hall 307 628-5227	Leadership Studies Department McCartney Hall 628-4303
Student Fiscal Services Sheridan Hall 110-G 628-5251	Management and Marketing Department McCartney Hall 628-4201
Tiger Information 628-4000 Help Desk 628-5276	College of Education & Technology Rarick Hall 213 628-5866
Virtual College Forsyth Library 628-4291	Educational Administration and Counseling Department Rarick Hall 232 628-4283
College of Arts and Sciences Rarick Hall 101 628-4234	Special Education Department Rarick Hall 210 628-4212
Art Department Rarick Hall 102 628-4247	Teacher Education Department Rarick Hall 244 628-4204
Chemistry Department Tomanek Hall 341 628-5321	Technology Studies Department Davis Hall 203 628-4211
Communication Studies Malloy Hall 101 628-5365	College of Health and Life Sciences Albertson Hall 106 628-4200
English Department Rarick Hall 370 628-4285	Agriculture Department Albertson Hall 212 628-4196
Geosciences Department Tomanek Hall 233 628-5389	Allied Health Department Cunningham Hall 129 628-5678
History Department Rarick Hall 346 628-4248	Biological Sciences Department Albertson Hall 302 628-4214
Information Networking and Telecommunications Department Heather Hall 108 628-5373	Communication Disorders Department Albertson Hall 131 628-5583
Interdisciplinary Studies Davis Hall 206 628-5950	Health and Human Performance Department Cunningham Hall 139 628-4376
Justice Studies Department Rarick Hall 233 628-5945	Nursing Department Stroup Hall 129 628-4498
Mathematics and Computer Science Department Rarick Hall 383 628-4240	

