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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 2012 *Student Academic Planner* is a publication 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 (mid-term grades, final grades, degree summary, class schedules, and more).

I encourage you to ask questions and seek out assistance from the faculty, staff and administration. We are all here to help you make your college experience the best it can be. We are glad to have you join us in becoming forward thinking, world ready.

Patricia L. Griffin

Patricia L. Griffin, Ph.D.



ACADEMIC PROGRAMS

Already know what you want to major in? FHSU students choose from 47 majors and 37 minors. Many students choose to pursue multiple interests, the most common is adding a minor with a major. If you haven't made a selection, don't worry. We offer many possibilities for you to explore. We're confident that you can find the major (and minor) that will suit your interest and talent. Most majors are housed in academic departments, though some are interdisciplinary, involving courses and faculty from multiple departments. Regardless of the major you choose, you'll have many opportunities to explore the breadth as well as depth of our liberal arts curriculum.

MAJOR/MINOR	MAJOR ONLY
Accounting	Agricultural Business
Agriculture	Art Education
Agriculture Business	Athletic Training
Art	Business Education
Biology	Computer Science
Chemistry	Elementary Education
Communication	General Science
English	General Studies
Finance	Health and Human Performance
Geography	Information Systems Engineering
Geology	Medical Diagnostic Imaging
History	Modern Language
Information Networking and Telecommu- nications	Nursing
International Business and Economics	Office Technology
Justice Studies	Organizational Leadership
Management	Physical Science
Management Information Systems	Physics and Engineering
Marketing	Radiologic Technology
Mathematics	Secondary Education
Music	Social Work
Philosophy	Technology Leadership
Physics	Technology Studies
Political Science	Tourism and Hospitality Management
Psychology	
Sociology	
Speech-Language Pathology	
	MINOR ONLY
	Business Administration
	Business Communication
	Economics
	Entrepreneurship (Non-Business Major)
	Foreign Language
	Gerontology
	Global Competencies
	International Studies
	Leadership Studies
	Music Technology
	Secondary Teacher Education
	Special Education

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 120 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 degree summary showing the requirements for a degree program and courses completed is prepared by the transcript analysts in the Office of the Registrar for each first-semester junior. The advisor and student should sign the summary no later than the end of a student’s first-semester of their junior year. The signed summary is placed on file with the transcript analysts in the Office of the Registrar. Students are encouraged to confer with the transcript analysts pertaining to degree programs.

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 28 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 through 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 through TigerEnroll. Pre-enrollment should occur after consultation with your academic advisor. Students need to finalize enrollment through Tiger Enroll by making payment arrangements.

Pre-requisite: 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 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; courses numbered 600-699 may also be taken by juniors and seniors as undergraduate credit. 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 311
(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 goals?

Let us help you explore majors compatible with your interests, abilities, values, and personality. Various inventories used in the career counseling process can assess these areas. (Call (785) 628-5577 for an appointment.) Students can also take IDS 100 Career Planning and Development to help them decide on a major.

Register and upload a resume with Careers for Tigers @ 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 www.fhsu.edu/aace/what-can-i-do-with-a-major-in/ to see "What can I do with a major in?" 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 and off campus.

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

TAKE ADVANTAGE OF THE MANY SERVICES OFFERED!

Visit us online at:

Academic Advising & Career Exploration Center - <http://www.fhsu.edu/aace/>

Career Services - <http://www.fhsu.edu/career/>



Tiger Tip

Ask as many questions as 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 term. Dates for pre-enrollment and finalizing enrollment can be found in TigerEnroll. Directions can be found on the TigerEnroll Web site. Go to <https://tigertracks.fhsu.edu> and click on CAS Secure Login to login to your TigerTracks Account. Once you are logged in, select the Online Services tab and you will find TigerEnroll. Complete instructions are found on page 8.

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

A student registered for 12 or more 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/or 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, you should contact the academic department of the major you wish to declare.

Where can I get help with study skills?

Academic Success Programs are offered in the Kelly Center in Picken Hall Room 111, 785-628-4401.

Can I add or drop a class during the semester?

Yes, degree-seeking students may officially add open courses for a semester/term with advisor approval following dates established and posted to the Academic Calendar. Students may withdraw from full-semester courses through 11:59:59 PM CT on the 35th day of the semester. Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 70th day of the semester will receive a notation on the transcript of withdrawal (W). No withdrawals after the 70th day of the semester. Students receiving financial aid have additional responsibility and should contact the Financial Assistance Office in Picken Hall Room 202, 785-628-4408 prior to withdrawal.

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 timeframe for withdrawing from courses. Students receiving financial aid have additional responsibilities and should contact the Financial Assistance Office in Picken Hall Room 202, 785-628-4408 and Student Fiscal Services in Picken Hall Room 317, 785-628-5558.

How do I add a class?

Students can add an open class through TigerEnroll on the Pre-enrollment/Schedule Changes tab. Acceptance is based on the timeframe for adding courses and class maximum enrollment. The course add becomes official for the student on the date the request is submitted through TigerEnroll. Payment is due at the time the class is approved.

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 be notified by the Registrar's Office and they will make a note on the four-year agreement form concerning your discontinuance of the program. 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. You can notify Student Affairs by calling 785-628-4277.**

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 generally maintain at least a 2.0 cumulative undergraduate GPA or a 3.0 cumulative graduate GPA and make pace towards by completing at least 67% of the classes attempted during their undergraduate or graduate work. 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 has an appeal approved. For further explanation, refer to the Satisfactory Academic Progress policy available in the Financial Assistance Office, University Catalog, and on the Financial Assistance Web site, <http://www.fhsu.edu/finaid/Satisfactory-Academic-Progress/>.

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. 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.

Where do I find my graduation requirements?

Through consultation with your advisor as well as through the University Catalog and TigerTracks Online Services, 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 seniors and transfer students who have 60 or more credit hours. These summaries provide an outline of the courses required to meet the specific graduation requirements for individual majors. Once the degree summary has been signed by the advisor and returned to the Office of the Registrar, it will be accessible from TigerTracks Online Services.

What is a degree summary?

A degree summary is an outline of the courses required to meet your graduation requirements. This can be accessed through your TigerTracks account once it has been signed and returned to your degree analyst in 307 Picken Hall.

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 available jobs can be located through TigerTracks Online Services under JobX. Career Services offers part-time jobs on and off campus as well as summer employment and internships. Their jobs can be located at <http://www.fhsu.edu/career/students/>. Career Services can be a valuable resource when it comes to finding a job after graduation.





All students seeking a bachelor's degree except BGS students are required to complete this 55-hour program. This program has two major components – Foundation Studies and Liberal Arts. 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

MIS 101	Introduction to Computer Information Systems
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B) Personal Well-Being (3 hours required)

HHP 200	Personal Wellness
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Italics denotes general education courses required for the teacher education program.

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	105 Current Political Issues
333 Exploration in the Humanities	102 Introduction to Geology Laboratory*	230 Introduction to International Relations
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**	234 Analytic Geometry & Calculus I	300 Abnormal Psychology
112 Great Works in Translation	250 <i>Elements of Statistics</i>	340 Social Psychology
Music	331 Calculus Methods	Sociology
161 Listening to Music	Physics	140 Introduction to Sociology
291 American Popular Music	102 Physical Science	355 Sociology of Death and Dying
391 Jazz	103 Physical Science Laboratory*	388 Sociology of The Family in America
Philosophy	208 Elementary Meteorology	
100 General Logic	309 Descriptive Astronomy	
120 Introduction to Philosophy		
340 Introduction to Ethics		

*Course fulfills 1-hour lab requirement

**May not be used a General Education for students earning the B.A. Degree

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 401 Ethical Issues in the Professions and Business
IDS 325 Ideal Societies in Fiction	IDS 402 U.S. Human Geography: Issues for the 21st Century
IDS 326 Literature and the Environment	IDS 405 Heritage: Society, Science and Culture Since 1700
IDS 360 Social Justice	IDS 440 Conceptions of the Mind
IDS 390 Technology in Society	IDS 468 Political Communication
IDS 400 Bioethics	IDS 499 Global Environmental Issues



TIGERENROLL

Online Student Enrollment System

Logging in to TigerEnroll

- STEP ONE: Go to <https://tigertracks.fhsu.edu>
- STEP TWO: Click on  to login to your TigerTracks Account.
- STEP THREE: Once you are logged in, select the Online Services tab.
- STEP FOUR: You will find TigerEnroll. Select it.

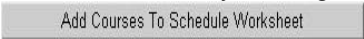
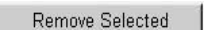
You are now in TigerEnroll.

You will see a five tab screen, beginning with the Worksheet tab once you have successfully logged on. Each tab represents a different step in the TigerEnroll process. The process follows a tab-by-tab sequence, starting always with the Worksheet. The tabs are:

- **Worksheet:** Student and/or academic advisor builds schedule here.
- **Enrollment Holds:** All holds with type and contact information are provided here.
- **Pre-Enroll/Schedule Changes:** Student will submit courses to academic advisor on their scheduled day here.
- **Advisor Approval:** Academic advisors approve or deny courses here.
- **Enrollment:** Student finalizes enrollment here.

TigerTip: The five tabs follow the same order as the enrollment process.

The Worksheet tab allows you to add courses of interest to your worksheet without actually reserving a seat in the course.

- STEP ONE: Select the semester of pre-enrollment from the drop down menu under Semester Options. For example, 2012 – Fall.
- STEP TWO: Use the Course Search features to select the course(s) of interest. The search feature operates the same as those found on the current TigerTracks system.
- STEP THREE: Once a course(s) has been found, place a check mark by clicking the box next to (on the left) the course of interest, then clicking .
- STEP FOUR: Once *all* courses of interest are loaded to the worksheet, any unwanted courses may be removed by placing a check mark next to the unwanted course and Clicking .

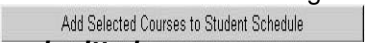



Tiger Tip

Adding courses to a Schedule Worksheet does NOT guarantee a seat in the course(s).

The Enrollment Hold tab will show you if you have any type of enrollment hold(s). Unresolved holds will block you from proceeding to the Pre-Enroll/Schedule Changes Tab! *It is important to follow the instructions listed if you have any holds BEFORE your date to pre-enroll for classes!* If you have no holds, proceed to the next tab.


The Pre-Enroll/Schedule Changes tab allows you to submit your schedule for advisor approval through TigerEnroll at 12:01 AM CST on or after your scheduled pre-enrollment date, as assigned by classification. Schedules cannot be submitted prior to your assigned date. Your academic advisor CANNOT approve your schedule until you submit it. If you are unaware of your pre-enrollment date, it is always posted under the worksheet tab.

- STEP ONE: Click on the Pre-Enroll/Schedule Changes tab. Select Open courses from the list of classes and click on . At this point ***you have secured a seat in the courses you submitted.***
- STEP TWO: Wait for your academic advisor to approve your schedule. You will receive an E-mail from TigerEnroll to your scatcat e-mail account informing you that a change to your course(s) has been made.
- STEP THREE: If you need to drop a course, you will do so under this tab. To drop a course, you place a checkmark next to the course and click on .

The Advisor Approval tab is where your academic advisor approves or denies the course(s) you submitted.

- STEP ONE: Academic advisor will approve or deny each course after reviewing your schedule.
- STEP TWO: After your academic advisor has reviewed your course(s) and either approved, denied or set the course to advisor waiting on student, you will receive an E-mail from TigerEnroll. Your academic advisor may also suggest changes to your schedule; in which case they will contact you to discuss these changes. You can also view this screen to see the status of your course(s).
- STEP THREE: Once all courses have been approved, you can move on to the Enrollment/Payment tab (to finalize enrollment).

The Enrollment tab allows you to finalize your enrollment online. *It is the student's responsibility to process this tab!* Advisors cannot move beyond the opening page of this tab. Only the student has access to make payment arrangements.

- STEP ONE: Read all the directions.
- STEP TWO: Student clicks on .
- STEP THREE: Student must Verify Personal Information, Review the Enrollment Rights and Responsibilities and Select a Valid Payment Option (credit card, installment plan, financial aid deferment, or special programs).

Note: Students paying by cash must go to Student Fiscal Services in Picken Hall Room 317 to pay for classes and to finalize enrollment.



TIGER JARGON

AACE: Academic Advising and Career Exploration Center

ADP: American Democracy Project

ASP: Academic Success Programs

Blackboard: Web-based course-management system

CCL: Center for Civic Leadership

CSI: Center for Student Involvement

CTC: Computing and Telecommunications Center

DAWN: Drug, Alcohol and Wellness Network

Departmental Jobs: Jobs that are not subsidized by federal workstudy funds and are open to all students in at least six credit hours regardless of financial aid status

Diversity Affairs: Provides conscious and sensitive educational opportunities for our students and employees in conjunction with a shared understanding of diversity to be inclusive of, but not limited to, racial equity, ethnicity, religious belief, sexual orientation, gender, disability, socioeconomic status, national origin and age

Early IQ: An early alert and intervention program designed to help FHSU students in achieving academic success

Enroll: Finalizing the pre-enrollment process (payment arrangements) in TigerEnroll

FAFSA: Free Application for Federal Student Aid

Federal Work Study: A form of federal financial aid based on the amount of financial need determined by the Free Application for Federal Student Aid (FAFSA). Work Study does not mean that you will be paid to study

FERPA: Family Educational Rights to Privacy Act

Help Desk: Focal point for technical assistance

HIPAA: Health Insurance Portability and Accountability Act

ID Number: Eight digit number found on the front of your TigerCard

Job X: Online student employment site

Pre-enroll: The pre-enrollment process occurs when classes are submitted through TigerEnroll. Pre-enrollment should

occur after consultation with your academic advisor

SAP: Student Academic Progress

Scatcat: FHSU Student E-mail System

SGA: Student Government Association

SFS: Student Fiscal Services

Smarthinking: Online tutoring service (Virtual College students only)

T.I.G.E.R.S: Tie Into Great Educational Resources and Strategies

TigerCard: Fort Hays State University identification card

Tiger Connect: FHSU social networking site designed to connect you to your new Tiger Family and university services

TigerEnroll: Online student enrollment system accessed via the TigerTracks Portal

Tiger Info: Call center that provides support and operator assistance

TigerLink: Student organizational portal

TigerTracks: Student Portal

Times Talk: KFHS Television. Fort Hays State experts and guests talk about topics and events that spring from recent editions of the *New York Times*

TLC: The Learning Commons

UAB: University Activities Board

Virtual College: Fort Hays State University's accredited distance education unit

Writing Center: The center is staffed by graduate and undergraduate tutors trained specifically to help students with their writing concerns

UNDERGRADUATE ACADEMIC ACRONYMS

ACCT: Accounting

AGRI: Agriculture

ART: Art & Design

BCOM: Business Communications

BIOL: Biological Sciences

BUED: Business Education

CHEM: Chemistry

COMM: Communication Studies

CSCI: Computer Science

ECFI: Economics & Finance

ENG: English

ESL: English Second Language

GBUS: General Business

GSCI: Geosciences

HHP: Health & Human Performance

HIST: History

IDS: Interdisciplinary Studies

INT: Information Networking & Telecommunication

JUS: Justice Studies

LDRS: Leadership Studies

MATH: Mathematics

MDI: Medical Diagnostic Imaging

MGT: Management

MIS: Management Information Systems

MKT: Marketing

MLNG: Modern Language

MUS: Music

NURS: Nursing

PHIL: Philosophy

PHYS: Physics

POLS: Political Science

PSY: Psychology

SLP: Speech Language Pathology

SOC: Sociology

SOCW: Social Work

SPED: Special Education

TEEC: Teacher Education Early Child

TEEL: Elementary Education

TECS: Technology Studies

TESP: Special Education

TESS: Teacher Education Secondary Studies

BUILDING CODES

AG: Agnew Hall

AH: Albertson Hall

BH: Beach Hall

Beach-Schmidt Performing Arts Center

BB: Brooks Building

CH: Cunningham Hall

CT: Custer Hall

DH: Davis Hall

FL: Forsyth Library

GC: Gross Memorial Coliseum

GR: Grounds Building

HH: Heather Hall

ST: Lewis Field Stadium

MH: Malloy Hall

MA: Martin Allen Hall

MC: McCartney Hall

MM: McMinderes Hall

UN: Memorial Union

PH: Picken Hall

RH: Rarick Hall

SH: Sheridan Hall

Sternberg Museum

STH: Stroup Hall

TH: Tomanek Hall

WH: Wiest Hall

WI: Witt Building





Tiger Tip

*If you are having
difficulty in a
certain class or
feel you are not
progressing,
contact ASP
ASAP.*

ACADEMIC SUCCESS PROGRAMS

Academic Success Programs (ASP) are designed to help all students acquire the skills necessary to develop good study habits and achieve educational and career success. Academic Success Programs offer 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 ASP teaches a section of Succeeding in College, IDS 103. This course is designed to help college students maximize their academic potential.

Services/Resources:

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



CONTACT

Kelly Center - Academic Success Programs

Picken Hall, Room 111

(785) 628-4401

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

ACADEMIC AND CAREER ADVISING

Academic advising is a connecting point for all Fort Hays State University students. At FHSU, we believe in the importance of academic advising, so each of our students has been assigned an advisor. The primary purpose of the FHSU academic advising program is to assist students in the development of meaningful educational plans that will be compatible with career aspirations and contribute to the process of preparing for a life of change, challenge, and individual fulfillment. At FHSU academic advising is based on a system of shared responsibility between student and advisor and a process of continuous improvement, clarification, and evaluation with the aim of furthering advising goals and desired student outcomes. Each student is assigned an advisor upon admittance.

Academic advisors work with students to achieve the following 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

Additional information regarding academic advising and the responsibilities of the student and academic advisor can be found online at: www.fhsu.edu/aace.

To determine the student's advisor, the student can log into the [TigerTracks](https://tigertracks.fhsu.edu/uPortal/) Portal (<https://tigertracks.fhsu.edu/uPortal/>). Students will then click on the Online Services Tab, under Academics, click on Advisor Information. The advisor's name, email, office phone number, and office location will be there for the student. The student will be able to e-mail their advisor by clicking on the e-mail link. When advisor changes are made, the information is automatically updated on TigerTracks.

Services/Resources:

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



CONTACT

**Academic Advising and
Career Exploration Center**
Picken Hall, Room 311
(785) 628-5577
advising@fhsu.edu



Tiger Tip

*Through academic
advising, students
learn to become
members of their
higher education
community, to think
critically about their
roles and
responsibilities as
students, and to
prepare to be
educated citizens of
a democratic society
and a global
community
(NACADA, 2006).*



Tiger Tip

50%-75% of entering freshman will change their major at least once before graduation. Our office can help you explore different majors and careers.

CAREER EXPLORATION

Career Exploration is the process of finding your ideal major or career based upon your interests, motivational traits, personality, values, abilities, aptitudes, personal work style, and work environment preferences. Career Exploration provides students with the opportunity to visit with counselors about their career path. The counselors will help students assess their interests, abilities, values, and personality type and identify potential majors and careers. Whether you're a traditional or non-traditional student or this is your first career or a career change, the Center is here to help find the major or career that best suits you.

Services/Resources:

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



CONTACT

Academic Advising and Career Exploration Center

Picken Hall, Room 311

(785) 628-5577

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

www.facebook.com/fhsu.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 Web site 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



CONTACT

Career Services

Sheridan Hall, Room 214

(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

*The student should
go to*

tigertracks.fhsu.edu/register

to activate the

TigerTracks login,

and then go to

tigertracks.fhsu.edu

to use the

TigerTracks Web

portal.

CTC HELP DESK

The Fort Hays State University Computing and Telecommunications Center (CTC) HelpDesk is the focal point for technical assistance, referral information, and access to FHSU computing and telecommunication services.

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
 - ◊ Atomic Learning online tutorials
 - ◊ Course Search
 - ◊ Announcements
 - ◊ Your own customizable home page and more!
 - ◊ Watch for new services and features to be added as development continues...
- On-campus wireless Internet access (free to currently enrolled students)
- FHSU computer lab login assistance, locations, and resources
- Online Software Center provides volume discounts on Microsoft, Adobe and other popular products
- Learn how to protect your computer by performing basic routine maintenance and installing free anti-virus software



CONTACT

CTC HelpDesk

Tomanek Hall, Room 113
(785) 628-5276 or 1-800-628-FHSU
helpdesk@fhsu.edu
<http://www.fhsu.edu/ctc/helpdesk/>

DISABILITY STUDENT SERVICES

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 Disability Student Services with objective and appropriately documented evidence supporting the request.

This 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
- Securing books on tape or e-text versions
- 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 ADD and LD on academic performance, physical impairments, seizure disorders, temporary disabilities, etc.
- Resources for persons working on projects and classroom presentations regarding disability related issues



CONTACT

Office of Disability Student Services

Picken Hall, Room 111

(785) 628-4401

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



Tiger Tip

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



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 (785-621-2580).*
- 4. Go out with friends you know and can trust.*
- 5. Set limits and stick to them.*

DRUG AND ALCOHOL WELLNESS NETWORK (DAWN)

DAWN focuses on both prevention and treatment of alcohol and drug abuse issues. DAWN uses outreach programming to help students prevent the harms associated with alcohol/drug abuse, and to promote wellness for the FHSU community. 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

FHSUs 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.



CONTACT

The Drug and Alcohol Wellness Network (DAWN)

Picken Hall, Room 111

(785) 628-4401

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



Tiger Tip

"For great resources on adjusting to college life, check out the Virtual Success Center at success-fhsu.org! (Login with your Scatcat email)"

EARLY IQ

Dear FHSU Students,

Fort Hays State University has recently implemented Early IQ, an early alert and intervention program designed to help FHSU students in achieving academic success. Here's what you should know about Early IQ:

- How does it work? When faculty or staff members (advisors, Student Affairs or coaches, for example) notice a student who may be struggling at FHSU, he or she can notify Student Affairs through the Early IQ program.
- What happens next? From there, Student Affairs will work with the appropriate campus resource to set up an action plan specifically designed to help the student. The action plan will be sent to the student via Scatcat.
- What happens if you receive an email indicating an action plan? The link to the action plan will be sent to Scatcat email. Just click on the link and follow the steps outlined in the plan.

We want all students to achieve academic success. Early IQ can help if you get derailed on your way to graduation.

If you have any questions about the new Early IQ program, please contact the Office of Student Affairs at 785-628-4277 or stop by Sheridan Hall room 208.

Sincerely,

Larry Gould
Provost

Tisa Mason
Vice President for Student Affairs

Dennis King
Virtual College



CONTACT

Student Affairs
Sheridan Hall, Room 208
(785) 628-4277

FINANCIAL ASSISTANCE

The mission of the Financial Assistance Office (also known as Financial Aid 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 Educational Opportunity Grants (FSEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, 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



CONTACT

Financial Assistance Office
Picken Hall, Room 202
(785) 628-4408
finaid@fhsu.edu
<http://www.fhsu.edu/finaid/>



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.ed.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!



Tiger Tip

Forsyth Library is a quiet place to study and has great resources to help you with papers and projects!

FORSYTH LIBRARY

The mission of the Forsyth Library supports the learning, teaching, research, and service activities of Fort Hays State University and the greater community. To accomplish this mission, the Library applies its resources in an ethical, socially accountable and reflective manner. In addition, the Library establishes a culture that ensures and emphasizes the role and value of knowledge for supporting individual and institutional learning.

Forsyth Library provides:

- Research assistance
- Inter-Library Loan
- Open study areas
- E-reserve for on-line access to course documents placed on reserve by faculty
- Research skills classes
- Proctoring
- Specialized services for virtual college students
- Special needs services
- Study rooms
- Tours
- Voter registration
- Printing from Library lab computers
- Scanning
- Fax
- Writing Center
- Technology Help Desk



CONTACT

Forsyth Library
600 Park Street
(785) 628-5283

Access the Forsyth Library Catalog, departments, hours, and contact information through the Library Web site at:
<http://www.fhsu.edu/library/>

INTRAMURALS

The Campus Intramurals and Recreational Sports at Fort Hays State University strives to provide a broad, competitive variety of physical and social activities designed to meet the diverse needs and interests of the students, faculty, and staff of FHSU.

Participants have an opportunity to choose from various team and individual activities. The program offers equal opportunity for participation to both sexes, regardless of their ability or skills. Sportsmanship is vital to every Intramural Sports contest. The Intramurals Department demands desirable attitudes, good sportsmanship, and a high standard of cooperation. Officials, program supervisors, teammates, and opponents all deserve each others' respect and courteous behavior. Players must recognize that these are not varsity sports. There are no professional coaches and officials. Intramural games will be what participants make of them. You will get out as much as you put in. The Intramurals Department also provides students with the opportunity of decision making and leadership roles as officials, student managers, and council members.

Hours of Operation:

Intramural Office and Cunningham Hall

Monday-Thursday
7:30 AM—10:00 PM

Friday
7:30 AM—6:00 PM

Saturday & Sunday
10:00 AM—5:00 PM

Swimming Pool

Call (785) 628-4373



CONTACT

FHSU Intramurals

Ron Haag
Health & Human Performance Department
(785) 628-4369
<http://www.fhsu.edu/hhp/Intramurals/>



Tiger Tip

*Good, friendly,
competitive
athletics for
everyone within
Fort Hays State
University means
building proper
TIGER spirit,
loyalty, and
knowledge of
sportsmanship.*



Tiger Tip

Digital identity and online privacy —these key issues affect everyone in an increasingly online world. What the internet says about you can be the difference between finding a job and post-graduate unemployment. Visit the Learning Commons Web site or drop by in person to ensure you emerge from the university with a sparkling online representative.

LEARNING COMMONS

The Learning Commons exists to help all FHSU students become Forward Thinking and World Ready. Staffed by friendly students, the Learning Commons HelpDesk provides free services for all aspects of technology and learning. Whether you're a virtual or on-campus student, contact us today to find out how you can be using technology more easily and effectively!

Services/Resources:

- Troubleshooting assistance with computer problems, hardware or software: installation, training and maintenance and virus protection
- Tutorials on key areas of technology and learning, including access to Atomic Learning's vast library of software learning modules
- Online updates on the latest technology news and tips via Facebook and Twitter
- Advice on technology issues – online privacy, academic integrity and online research
- Advice on finding and purchasing laptops and/or software
- Equipment loans – laptops, iPads, cameras, camcorders and projectors
- Smartroom reservations
- Document scanning and faxing

Find out more about these topics on our Web site tutorials page:

- Protecting your computer
- Group Projects
- Internet Research
- ePortfolios
- Digital Identity
- *Plus many software-specific learning opportunities!*



CONTACT

Learning Commons

Forsyth Library

(785) 628-5494

fhsutlc@gmail.com

www.fhsu.edu/tlc/library/HELP/

www.facebook.com/fhsutlc

twitter.com/fhsutlc



MEMORIAL UNION

We're behind the bronze Tiger, and only a few steps away from wherever you are on campus!

Pool Tables... Food... Study Lounges... Student Activities....
Computer Stations... Meeting Rooms... Giant TV screens... Massage
Chairs... Just some of the services and facilities offered in the
Memorial Union. Make us your home away from home!

Need a place to meet?

Some of the nicest places to meet in all of Kansas are in the
Memorial Union.

Looking for a place to study with friends or classmates, or just hang out?

You'll find plenty of places to plug in your laptop.

Hungry?

The Union can handle whatever food craving you have.

Need a break from classes?

Check out Cody Commons and see what entertaining or
informative events are planned for you.

Want to save money?

Put Flexi-Cash money on your Tiger Card and receive bonus
money for food or rent instead of buying your books from the
University Bookstore.

Need some books or Tiger apparel?

Buy your used textbooks from the University Bookstore at a
discount, and sell them back when you are done.

Services/Resources:

- Automatic Teller Machine (ATM)
- University Bookstore
- Brochures and Campus Maps
- Bulletin Boards
- Center for Student Involvement
- Commerce Bank
- Computer Stations
- Food Service/Catering
- Lounges
- Meeting Rooms/Special Event Spaces
- Mail Center
- Newspapers
- Notary Service
- Relaxation Zone—Massage Chairs
- Student Health Center
- Student Service Center
- Tiger Card Center
- Tiger Cove
- Tiger Talkback Board
- Wireless Internet



Tiger Tip

*Meeting student
needs is a top priority
in the Memorial
Union. Find out what
awaits you. The
Union is your center
for University
activities and
services. The only
way to enjoy the
Union is to visit it.
And what's inside is
for you!*



CONTACT

Memorial Union

(785) 628-5305

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



Tiger Tip

But what do we mean
when we say

“diversity?”

Diversity is a term
that refers to an
inclusive community
of people with varied
human
characteristics, ideas,
and world-views, and
whose interactions
both benefit and
challenge each other
to grow while making
the community better.

OFFICE OF DIVERSITY AFFAIRS

We come to college with our own experiences, understandings and view of the world. We also bring more than a few misconceptions and stereotypes. It only takes one class to realize the world is much, much larger than we thought. Learning about other people can be exciting, interesting, and sometimes challenging. We can learn about each other and what makes us similar and different--and have those same things bring us closer together!

Regardless of where you come from or who you are, the Office of Diversity Affairs (ODA) is here to serve you. Through the ODA, you can:

- Increase awareness and sensitivity to others who are different from you. Learn more about people who are different from you, and get to know them better
- Identify the information and misinformation we have learned about other cultures. Figure out what is true – and not true – about other cultures you interact with
- Identify and express pride in one’s culture(s) to which you belong. Express pride in your own culture and heritage
- Learn how cultures/groups other than your own experience mistreatment
- Learn to value Diversity

Get involved in a wide variety of programs and services to enrich your college experience:

- Programs/ Events/ Speakers
- Student organizations
- Service projects
- Sensitivity Training
- Student Leadership Development
- Classroom Presentations
- Provide Resources Regarding Culturally Diverse Issues
- Mentoring
- Advocacy



CONTACT

Office of Diversity Affairs
Memorial Union, Room 014
(785) 628-4664
<http://www.fhsu.edu/diversity/>

PERSONAL COUNSELING

Students may seek personal counseling at the Kelly Center located in Picken Hall, Room 111. 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 basis for individuals living on campus. Psychological testing and appropriate referrals to local mental health providers are also available. Most 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



CONTACT

Personal Counseling—Kelly Center

Picken Hall, Room 111

(785) 628-4401

<http://www.fhsu.edu/kellycenter/personal/Personal-Help/>



Tiger Tip

*Take care of yourself
first, so you will be
able to be successful
in all areas of your
life!*



Tiger Tip

*Regularly visit the
academic calendar
on the web at*

[http://www.fhsu.edu/registrar/
academic-calendar/](http://www.fhsu.edu/registrar/academic-calendar/)

REGISTRAR'S OFFICE

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

Services/Resources:

- Academic transcripts
- Enrollment verifications
- Freshman and 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" (in state vs. out-of-state)



CONTACT

Registrar's Office

Picken Hall, Room 302

Degree Analysts' Office

Picken Hall, Room 307

(785) 628-4222

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

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.

Students may review and apply for jobs through the Student Employment JobX site by logging into TigerTracks at <https://tigertracks.fhsu.edu>. Once logged in, choose the Online Services tab, then click on JobX Access for Students under the Student Employment section. Select Find a Job from the left-side navigation bar or right side of the page.

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 Web site.** 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.**



CONTACT

Student Employment Office

Picken Hall, Room 207A

(785) 628-5227

<http://www.fhsu.edu/finaid/Student-Employment/>

Jobs for Tigers

Sheridan Hall, Room 214

(785) 628-4260

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



Tiger Tip

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



Tiger Tip

“NSE/ISEP application deadlines are in January and February. Think ahead & schedule a meeting with the Coordinator in the fall!”

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 200 colleges and universities in Canada and throughout the United States, including US territories such as the Virgin Islands, Guam, and Puerto Rico. ISEP provides students the opportunity to enroll in a foreign university in more than 46 countries on six 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 coordinators
- Study and review NSE/ISEP Directory
- Review host campus catalogs for course descriptions
- Complete selection, application, and acceptance process into host institution
- Consult 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



CONTACT

Office of Student Affairs

Sheridan Hall, Room 208

(785) 628-5824

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

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
- Maintain confidentiality according to Fort Hays State University policies
- Offer support and cooperation to all Fort Hays State University students



Tiger Tip

*Keep all
contact
information
current at*

<https://tigertracks.fhsu.edu>



CONTACT

Student Fiscal Services

Picken Hall, Room 317

(785) 628-5251 or Fax (785) 628-4081

sfsmail@fhsu.edu

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



Tiger Tip

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

STUDENT HEALTH CENTER

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:

- Treat your minor illness (sore throat, cold, bronchitis, urinary tract infections, flu, diarrhea, etc.)
- Help you with your diabetes, hypertension, arthritis, ulcers, or allergies if you have already received care at your home doctor for that problem
- Provide referral assistance for counseling help with anxiety, depression, drug and alcohol issues, eating disorders, etc.
- Give you routine immunizations
- Treat minor injuries (cuts, scrapes, strains, or sprains)
- Send you for an X-ray if you have an injury
- Check your blood pressure
- Do annual pap smears and breast examinations
- Provide HIV counseling and testing
- Do a physical examination for a job or school
- Help you with information related to the practice of safe sex and contraceptives to match your lifestyle
- Do pregnancy testing, counseling, and/or referrals
- Update your immunizations for travel and make sure you're ready for the trip
- Perform many types of lab tests
- Find the right diet and nutrition help for you
- Treat warts, rashes, acne and other skin problems
- Visit your residence hall, campus group or class for educational presentations



CONTACT

Student Health Center

Memorial Union, Lower Level, Room 045

(785) 628-4293

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

STUDENT HEALTH CENTER VIVATURE (Online Scheduling and Registration System)

Please take advantage of our secure online scheduling and registration system. **ALL patients must fill out paperwork online, even if they are already an established patient.**

Instructions for filling out online paperwork...

1. Go to www.fhsu.edu/studenthealth
2. Go to the online scheduling and registration system
3. Click on Vivature.com
4. Click **Log In**, in the upper right-hand corner
Your **Username** is **YOUR** Scatcat email address
This is just an example (student@scatcat.fhsu.edu)
Your **Password** is **YOUR 8 digit Tiger ID#**, located above your name on your tiger card (note if the first number is a 0, it must be dropped)
5. It should then ask you to change your password once you have successfully entered vivature
6. Go to my Records to start filling out forms
7. If there is anything in the paperwork that you don't know or can't remember, just skip that section and if possible fax the information to us at a later date.
8. After you have filled out all the forms, to the best of your ability, **please print the forms off.**

*In the lower right hand corner of the screen, there is a small blue box. Click on the bullet that says 'records to take to my doctor' and then click print. The computer will load a printable version of everything you just did. Next, press file and print. If you have printed your records, you can log off.



CONTACT

Student Health Center
Memorial Union, Lower Level, Room 045
(785) 628-4293
<http://www.fhsu.edu/studenthealth/>



STUDENT ORGANIZATIONS AND 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 life, 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! One way to find out which organization is right for you or to track your involvement in college, is to create a TigerLink profile. TigerLink is our interactive online directory, providing you with suggestions for ways to get involved, a co-curricular transcript, and an online directory for organizations, departments, and events. For a list of the current student organizations, visit:

<http://tigerlink.fhsu.edu/organizations>. Contact the organization's president or 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, sidewalk chalking in the quad, 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.



Tiger Tip

*To make the
most out of your
college career,
get involved!*

CONTACT



The Center for Student Involvement

Memorial Union, Room 014

(785) 628-4664

csi@fhsu.edu

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

Twitter: [@fhsu_edu](https://twitter.com/fhsu_edu)



FORT HAYS STATE UNIVERSITY STUDENT ORGANIZATIONS LIST

For a current listing, check out TigerLink:

<http://tigerlink.fhsu.edu/organizations>

Campus-Wide

- Advanced Technology Student Organization (ATSO)
- Agribusiness Club
- Aikido Club
- American Democracy Project
- AMSA Pre-Med Club
- Astronomy Club
- Black Student Union
- Block & Bridle
- Campus Recreation & Intramural Sports
- Chinese Academy
- Chinese Student Association
- Circle K / The CKI Club of FHSU
- College Republicans
- Collegiate Association of Table Top Gamers (CATT-G)
- Collegiate Farm Bureau
- Creative Arts Society
- Ducks Unlimited
- Economic Club
- Folklorico Dance Club "Los Girasoles"
- Fringe Theatre Company
- Gay-Straight Alliance
- Hispanic-American Leadership Organization (HALO)
- International Student Union
- Kansas Academy of Mathematics and Science (KAMS) Chess Team
- Marketing & Management Association
- Model United Nations (MUN)
- Physics Club
- Rodeo Club
- Sabre Club
- Shooting Sports Club
- Spanish Club
- Student Chapter of the Association of Certified Fraud Examiners
- Student Government Association
- Student Veterans Association
- Tiger CLAWS
- Tiger-Wild
- Tigers4Life
- Union for Humans, Animals and the Environment (UHAE)

Departmental

- University Activities Board
- University Leader
- Up 'til Dawn
- Young College Democrats
- Accounting Club
- Agronomy Club
- Alpha Kappa Psi
- American Association of Petroleum Geologists (APPG)
- American Institute of Graphic Arts (AIGA)
- American Society of Interior Designers (ASID)
- Association of Radiologic Technologists Society (ARTS)
- Athletic Training Club
- Biology Club
- Chemistry/Pre-Professional Club
- Defensive Tactics Club
- Delta Tau Omega (Criminal Justice Club)
- English Club
- Finance Club
- Fort Hays Association of Nursing Students (FHANS)
- Geophysical Society
- Graduate Association of Students Of Psychology (GASP)
- Kansas Association of Teachers of Mathematics-FHSU Chapter
- Kansas Collegiate Chapter of National Association for Music Education (NafME)
- Kansas Nat'l Education Association Student Program (KNEA-SP)
- KFHS Broadcast Council
- Leadership Studies Association (LSA)
- Livestock Association
- MACS Club
- National Science Teachers Association
- National Student Speech-Language-Hearing Association (HSSLHA)
- Political Science Club
- Psychology Club
- Sigma Alpha
- Sigma Alpha Iota
- Social Work Club
- Society of Student Sonographers
- Sociology Club

- Sternberg Geosciences Club
- Technology Education Collegiate Association (TECA)

Honorary

- Delta Tau Alpha
- Fort Hays State Honor Society
- Kappa Delta Pi
- Kappa Mu Epsilon
- Mortar Board
- National Society of Collegiate Scholars (NSCS)
- Omicron Delta Kappa
- Order of Omega
- Phi Alpha Theta
- Phi Epsilon Kappa
- Pi Sigma Alpha (National) Political Science National
- Sigma Tau Delta
- SPURS

Religious

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

Residence Halls

- Custer Hall Council
- McMinder Hall Council
- Residence Hall Association
- Stadium Place Apartments
- Wiest Hall Council
- Wooster Community Council

Social

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

TESTING SERVICES

Testing Services coordinates and provides information about 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, PRAXIS (PPST, PLT, SLLA, SSA, Subject Assessments) and SAT
- Testing by appointment for CLEP, DSST, KNAT, MAT, and SPEAK programs
- Computer-based testing for academic, professional licensure and certification, and information technology certification examinations through the official Prometric Testing Center (CompTia, CPA, DAT, GRE, MCAT, Microsoft, OAT, PRAXIS (PPST), TOEFL, etc.)
- American Council on Exercise (ACE) and Board of Certification for Athletic Trainers (BOC) and other certification programs through the CASTLE testing program
- United States Postal Service (USPS), Transportation Security Administration (TSA), and other examination programs through the PAN testing program
- Free informational bulletins on affiliated testing programs.
- Test date information on national standardized tests
- 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 Web site



CONTACT

Testing Services—Kelly Center

Picken Hall, Room 111

(785) 628-4401

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



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.*



Tiger Tip

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

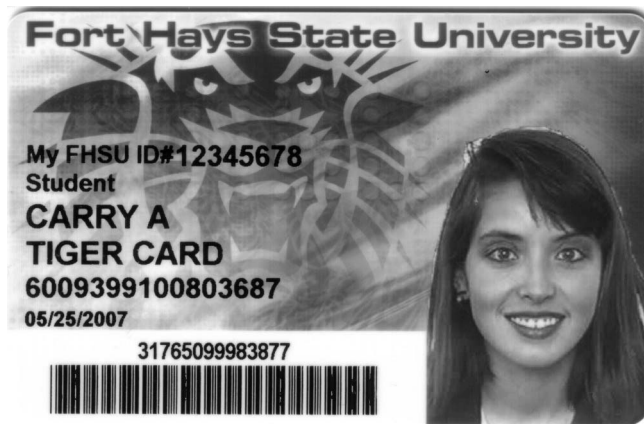
TIGER CARD

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 your photo, your FHSU ID number, and a unique 16-digit identification number.

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 Tiger Card debit account—choose Tiger Card on Tiger Enroll
- Forsyth Library checkout access
- Commerce Bank ATM/Debit card—PIN number required
- Commerce Bank student checking account
- Food Services—Residential Life meal plans and Flexicash for use in the Union
- Student Health Center and Wellness Center services
- Athletic and Special Events tickets



CONTACT

Tiger Card Center

Memorial Union, 2nd Floor, Room 208
(785) 628-5533

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



Tiger Tip

"Participating in a community service project? Make sure you log the hours in TigerLink. Just click on My Involvement, then select Service Hours. All logged hours will appear on your co-curricular transcript!"

TIGER[LINK]

TigerLink is FHSU's new student organization portal. This Web site used by the Center for Student Involvement allows student organization to keep up with membership rosters, host elections, advertise events and much more.

For the individual Tiger, creating a profile on TigerLink allows you to find involvement opportunities that meet your interests and schedule, find events that are happening around campus, and connect with students through a community directory.

TigerLink also keeps a record of your involvement—student organization memberships, events attended, services utilized so that you can develop a co-curricular transcript of your experiences at Fort Hays State University.

To register, log-in to TigerTracks, select TigerLink, then enter your first name, last name, and FHSU email address. Complete your personal profile, including directory information and interests. TigerLink will then recommend organizations and services for you to join. It's that simple!

For more information, contact the Center for Student Involvement at csi@fhsu.edu or (785) 628-4664.



CONTACT

Center for Student Involvement
Memorial Union, Room 014
(785) 628-4664
csi@fhsu.edu

TIGER WELLNESS CENTER

To promote health and wellness as a service to students, staff and faculty of Fort Hays State University in a friendly and professional environment

The Wellness Center isn't just another campus gym; it's a place to get involved, meet people, and find out what's happening on campus. As a student, you have access to state-of-the-art fitness facilities in Cunningham Hall free of charge. Just show your Tiger Card to the staff, and they can help you get started.

If you need to take your work out to the next level or if you don't know where to start, we offer free workout guidance to get you on the right path. Group exercise classes can help you make friends and give you the motivation you need to maintain a healthy lifestyle.

We're dedicated to preparing you for success in the real world. Research has shown that the healthier you are, the better you will do in your classes. Activity raises brain wave levels, improving concentration and memory gain. If you are interested in these services, please set up an appointment by calling us.

FREE Services Offered:

- Personal Training
- Group Exercise Classes
- Nutritional Assistance
- Exercise Programs
- Fitness Assessments
- Weight-Management

Hours of Operation:

Monday-Friday

6:30 AM—10:00 PM

Saturday—Sunday

10:00 AM—5:00 PM



CONTACT

Dr. Jeff Burnett
Tiger Wellness Center
Cunningham Hall, Room 132
785-628-5908
jburnett@fhsu.edu



Tiger Tip

Exercise makes you smarter! During exercise, the body increases blood circulation and most importantly, fresh oxygen to the brain.

This enables an individual to have improved memory, concentration, extended attention, and learning ability.

These benefits will lead to better grades!



Tiger Tip

Go to the Writing Center for feedback, and a report of your visit can be sent to your teacher, who will be impressed with your initiative!

WRITING CENTER

For on-campus students, the Writing Center offers the services of trained writing consultants who will provide feedback on any kind of writing. Drop by or call ahead for an appointment.

Students can get help with the following:

- Choosing a topic
- Feedback on drafts
- Information on different styles of documentation—for example, MLA, APA, etc.
- Writing strategies
- Brainstorming for ideas
- Organizing thoughts
- Identifying persistent writing problems
- Help with editing for grammar and punctuation errors
- Discovering their strengths as writers

Best news: IT'S FREE!

Hours of Operation:

Monday-Thursday

9:00 AM—5:00 PM

Monday-Wednesday Evenings

6:30 PM—8:30 PM

Fridays

9:00 AM—12:30 PM



CONTACT

FHSU Writing Center
Forsyth Library, Room 20
785-628-4106
www.fhsu.edu/english/Writing-Center/

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.

- 1) Examples of academic dishonesty include, but are not limited to:
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 participate in promoting cheating or plagiarism by 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

Web site: www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

(FERPA) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Rights provided by FERPA are:

To inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information. At Fort Hays State University, directory information consists of the students:

Name
Address
E-Mail address
Telephone number
Date and place of birth
Major Field of study
Participation in officially recognized activities
Weight and height of athletic team members
Dates of attendance
Degrees
Awards received
Most recent previous educational institution attended

Students have the right to notify the institution they do not want any or all of the types of information listed above to be designated as directory information. To do so, please complete and submit the **Student Privacy Consent Form** to the Office of Student Affairs, Fort Hays State University, 208 Sheridan Hall, Hays, KS 67601.

(FERPA) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Fort Hays State University Student Authorization for Release of Education Records Information

The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records (which include, but are not limited to, the following examples -- academic records, financial aid and billing information, meal plan records, residence hall/life information, advising conference notes, internships and field placement records, student employment records).

One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his or her written consent or as permitted by law. The student's written signed consent must contain three elements, as described below:

(1) Specify the records to be released

Examples: class registration and grades; financial aid information; student accounts, billing, meal plan; notes based on observations; general assessment of performance of student in a class or in a field-based experience

(2) Identify the party or class of parties to whom the records should be released

Examples: parent, prospective employer, non-FHSU school official, scholarship committee member

(3) Indicate the reason for the release

Examples: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

Directions for Student:

It is your obligation to complete, sign, and present in-person a separate Student Authorization for Release of Education Records Information form to any FHSU individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, professor, internship supervisor, or cooperating teacher in a field experience).

Directions for FHSU faculty and staff:

Questions regarding FERPA should be directed to the Vice President for Student Affairs Office (208 Sheridan Hall, phone 785/628-4277).

To access the 'Student Authorization for Release of Education Records Information Form' and the 'Student Privacy Request Form', go to: <http://www.fhsu.edu/parents/current/FERPA/>

FHSU COMPUTING RESOURCES

From the FHSU Computing and Telecommunication Center and the CTC HelpDesk...

Welcome to Fort Hays State University! We are pleased you have chosen Fort Hays State University, and invite you to use a variety of computing and telecommunication services. 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-information/.
- **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, available at www.fhsu.edu/ctc/helpdesk/learn-scatcat/. Because FHSU is unable to provide support for other e-mail systems, we recommend accessing your *Scatcat* e-mail 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.
- 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 has a robust wireless network that supports teaching and learning activities across campus. **All new on-campus students should review FHSU's Mobile Teaching and Learning Policy Statement and Hardware/Software Recommendations**, located at www.fhsu.edu/computing/mobile-teaching-learning/policy/ and www.fhsu.edu/library/tlc/specifications/.
- A variety of software products are available for purchase at volume discount prices through FHSU's online **Software Center** (www.fhsu.edu/ctc/helpdesk/software-center/).
- **Tiger Tech Support** (www.fhsu.edu/tech-support/) The place to go for help with all your technical questions! This site will guide you to the answers you need and direct you to the right FHSU technical support areas for assistance.
- The **CTC HelpDesk** (www.fhsu.edu/ctc/helpdesk/), located in 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.
- **The Learning Commons (TLC)** (www.fhsu.edu/library/tlc/), located in Forsyth Library, provides “a little TLC” 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/) The Virtual College Web site is your one-stop shop for information about the various online academic programs available through FHSU. You can receive assistance or information by calling Virtual College support at 1-800-628-FHSU or by sending an e-mail to virtualcollege@fhsu.edu.

Before using FHSU online resources, you should read the **Acceptable Use of Computing Resources Policy**. A link to this document is available on the CTC HelpDesk home page. 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.** If activity from your computer presents a threat to our systems, FHSU may disable your Internet connection and/or e-mail account without notice until the problem is resolved. For more information, see the **Virus Information** page, located in the Computer Maintenance section of the CTC HelpDesk Web site.
- Be cautious about using shareware programs to download files (including music), because this can cause a computer to become a public resource on the network. This means 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.

We encourage you to become acquainted with the CTC HelpDesk staff. We look forward to assisting you with all of your computing activities at FHSU. **Let us help make your FHSU experience a successful one!**

GRADUATION REQUIREMENTS

***Degree Requirements--Associate and Bachelor's**

Both associate and bachelor's degrees 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 60 hours of credit with a minimum 2.00 grade point average in all coursework (special conditions may require more than 60 credit hours) and completion of degree requirements as specified by the Department of Informatics 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.

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 all specified 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 regionally accredited 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. completion of a 21 hour Concentration area;
3. a minimum of 45 hours of upper-division coursework (300 and above at FHSU);
4. 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;
5. a minimum of 60 hours from a regionally accredited four-year school

Refer to the *University Catalog* for additional degree information.

Web site: <http://web.fhsu.edu/universitycatalog/gen/undergraduatedegrees.asp>

STUDENT APPEALS

Academic Appeals

A procedure to resolve academic disputes is available through the FHSU Academic Appeals Committee. The Committee hears appeals from 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. 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 Committee procedures are available in the Office of the Registrar.

Web site: <http://www.fhsu.edu/registrar/academic-policies-and-information/#Appealproc>

Academic Reinstatement

If a student is placed on academic suspension, it is in the student's best interest to take at least one semester to reconsider and re-evaluate their education and career plans. If extenuating circumstances contributed to the academic suspension an "Application for Academic Reinstatement" may be filed prior to the deadline for the next semester or term. Forms are available in the Academic Advising and Career Exploration Center and online. 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 transfer back hours that achieve a minimum of a 2.00 Cumulative GPA.

Web site: <http://www.fhsu.edu/aace/probation-and-suspension/>

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 Financial Assistance Office and students must call 785-628-4408 to schedule an appeal with the Financial Aid Appeals Committee.

Web site: <http://www.fhsu.edu/finaid/Forms/>

Grade Appeals

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 department chair, or the college dean, 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.

Web site: <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 regionally accredited colleges and universities to Fort Hays State University.

REQUIREMENTS

1. Students must graduate from an regionally 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
		Modern Language

*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 both must have lecture with lab.

Biology	Chemistry	Geology
Physics		

POINTS OF CLARIFICATION

1. Any student earning a Fort Hays bachelor's 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)	College Algebra or higher (3 hours)
English Composition II (3 hours)	Elements of Statistics (3 hours)
Fundamentals of Oral Communication (3 hours)	Multiculturalism in the U.S. (3 hours)
Introduction to Computer Information (3 hours)	
4. Students with an associate 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.



CAMPUS DIRECTORY

Academic Advising and Career Exploration Center Picken Hall 311	628-5577	Virtual College Support Services Forsyth Library 060	628-4291
Affirmative Action	628-4033	Writing Center Forsyth Library 020	628-4106
Assistant Provost Sheridan Hall 302	628-4531	College of Arts and Sciences	
Career Services Sheridan Hall 214	628-4260	Rarick Hall 101	628-4234
Center for Student Involvement Memorial Union 014`	628-4664	Art and Design Department Rarick Hall 102	628-4247
Disability Student Services Picken Hall 111	628-4401	Chemistry Department Tomanek Hall 341	628-5321
Financial Assistance Office Picken Hall 202	628-4408	Communication Studies Malloy Hall 101	628-5365
Forsyth Library 502 S. Campus Dr.	628-4431	English Department Rarick Hall 370	628-4285
International Student Services Sheridan Hall 208	628-4276	English as a Second Language Custer Hall 102	628-5485 or 628-5491
Kelly Center Picken Hall 111	628-4401	Geosciences Department Tomanek Hall 233	628-5389
Learning Commons Forsyth Library—Main Floor	628-5494	History Department Rarick Hall 344	628-4248
Provost Sheridan Hall 302	628-4241	Interdisciplinary Studies Davis Hall 206	628-5950
Registrar Picken Hall 302	628-4222	Justice Studies Department Rarick Hall 233	628-4425
Residential Life McMindes Hall 126	628-4245	Leadership Studies Department Rarick Hall 235	628-4303
Student Affairs Sheridan Hall 208	628-4276	Mathematics and Computer Science Department Rarick Hall 383	628-4240
Student Employment Office Picken Hall 207A	628-5227	Modern Languages Department Rarick Hall 303	628-4244
Student Fiscal Services Picken Hall 317	628-5251	Music and Theatre Department Malloy Hall 137	628-4533
Tiger Information	628-4000	Philosophy Department Rarick Hall 340	628-4249
Help Desk Tomanek Hall 113	628-5276	Physics Department Tomanek Hall 255	628-4271

Psychology Department
Martin Allen Hall 104 628-4017

Sociology and Social Work Department
Rarick Hall 349 628-5840

College of Business and Leadership
McCartney Hall 101 628-5339

Economics, Finance and Accounting Department
McCartney Hall 201 628-5805

Informatics Department
Heather Hall 108 628-5373

Management and Marketing Department
McCartney Hall 302 628-4201

College of Education and Technology
Rarick Hall 213 628-5866

Advanced Education Programs
Rarick Hall 232 628-4283

Teacher Education Department
Rarick Hall 244 628-4204

Technology Studies Department
Davis Hall 203 628-4211

College of Health and 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

More Tiger Resources...

Acceleration Mechanisms Web site
<http://www.fhsu.edu/aace/handbooks/chapter-5-acceleration-mechanisms/>

Advisor

TigerTracks

Academic Process
Auditing a Class
Career Goals, Options, Potential Internships
Improving a Grade
Major/Minor Certificate/Credit Requirements
Pass/No Credit
Pre-enrollment
Program of Study
Referrals for Services
Schedule Changes

Tiger Tracks

<https://tigertracks.fhsu.edu>

Add/Drop Procedures
Advisor Information
Announcements
Blackboard
Change of Address
Grade Point Average
Grades
Semester Schedule
TigerTracks Webmail
Unofficial Transcript

Learning Commons

For links to purchasing computers and software, visit the Learning Commons

Web site at:

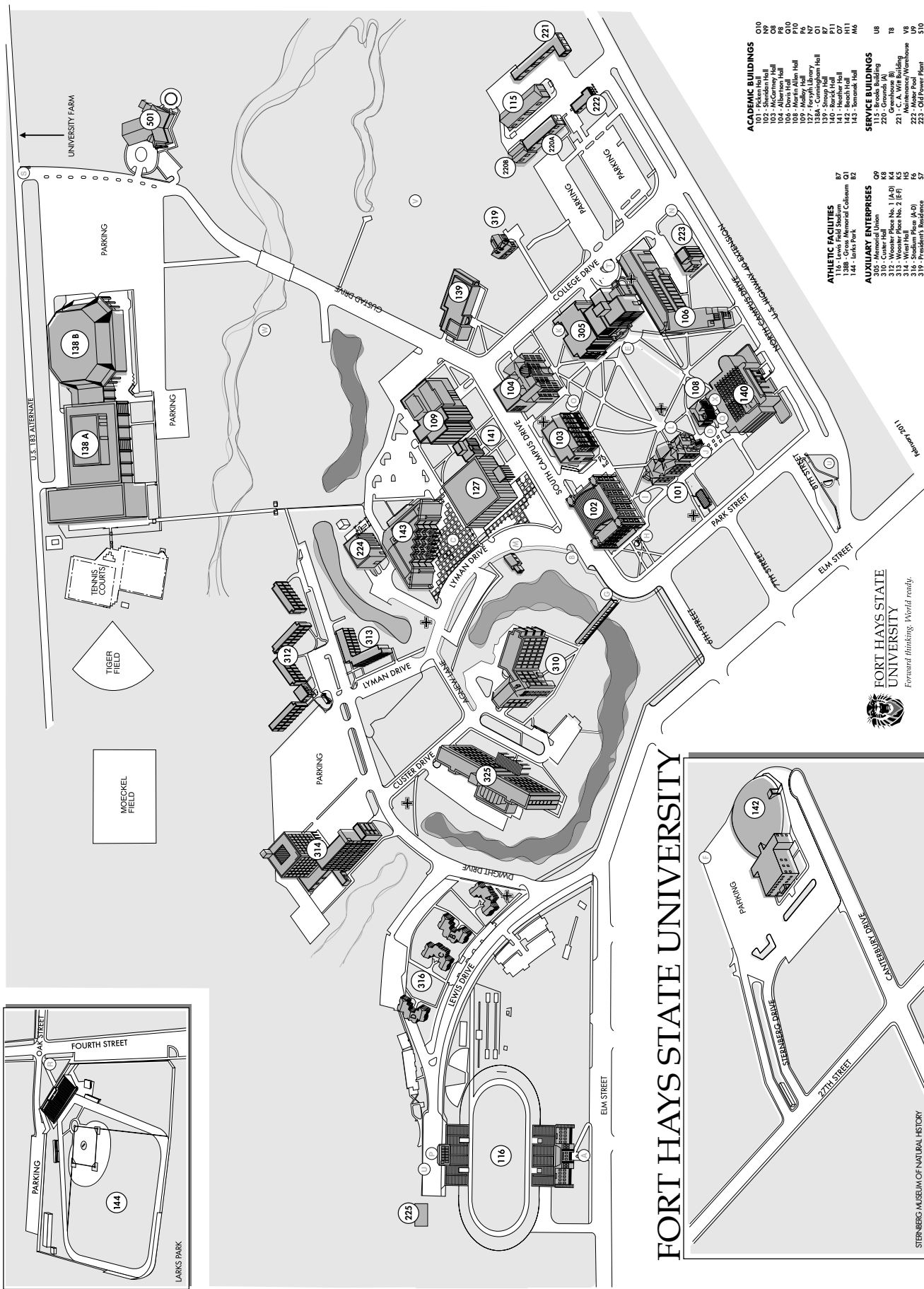
<http://www.fhsu.edu/library/tlc/>

Questions:

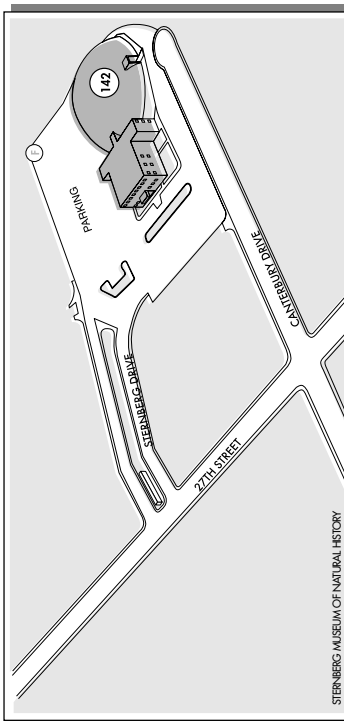
the Learning Commons
inside Forsyth Library

email: tlc@fhsu.edu

phone: 785-628-5494



FORT HAYS STATE UNIVERSITY



Forward thinking. World ready.

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