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ACADEMIC BUILDINGS, ATHLETIC FACILITIES, AUXILARY ENTERPRISES & SERVICE BUILDINGS

The Campus Map is located online at: <https://www.fhsu.edu/visitors/campus-map/>

The Campus Directory is located online at: <http://webapps.fhsu.edu/directory/> for the most up to date contact information for departments, faculty and staff.



Welcome to Fort Hays State University!

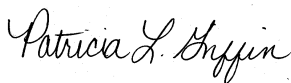
Since 1902, FHSU has been dedicated to helping students reach their educational goals. In our mission, we aim to provide an accessible quality education. We have more than 52,000 alumni who hold an FHSU degree. We take great pride in all of them and look forward to welcoming you as alumni in the future.

Our university services, along with the First-Year Experience (FYE) and the ACCESS to Student Success Plan have been developed to assist you in achieving your academic and career goals as a successful Tiger. We believe that you will experience learning in a new way both in and out of the classroom.

This planner is a publication designed to provide you with both information that will help you connect to the university, faculty, staff, fellow students and university resources. We encourage you to take the time to read and use your planner during your transition to FHSU.

We encourage you to ask questions and seek out assistance as part of your learning. 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 at an institution with an innovative community of teacher-scholars and student affairs professionals that are ready to help you attain your goals. Thank you for making Fort Hays State University your destination of choice.

It's a great time to be a Tiger! #UatFHSU #RoarTigers



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ACADEMIC PROGRAMS

Already know what you want to major in? FHSU students choose from 50 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

Accounting
Agriculture
Art
Biology
Chemistry
Communication
Communication Sciences and Disorders
English
Finance
Geography
Geology
History
Information Networking and Telecommunications
International Business and Economics
Justice Studies
Management
Management Information Systems
Marketing
Mathematics
Modern Language
Music
Music Technology
Organizational Leadership
Philosophy
Physics
Political Science
Psychology
Sociology

MAJOR ONLY

Agricultural Business
Applied Technology
Art Education
Athletic Training
Business Education
Computer Science
Elementary Education
General Science
General Studies
Global Business English
Health and Human Performance
Industrial Technology
Medical Diagnostic Imaging
Nursing
Physics and Engineering
Radiologic Technology
Secondary Education
Social Work
Technology Leadership
Technology Studies
Tourism and Hospitality Management

MINOR ONLY

Business Administration
Business Communication
Economics
Entrepreneurship (Non-Business Major)
Gerontology
Global Competencies
International Studies
Rural Studies
Special Education



ACCESS TO SUCCESS—STUDENT SUCCESS PLAN

College is a big deal. Four years of time; countless hours in class and studying; dollars spent on tuition, books and housing. It is possible for you to succeed at Fort Hays State University, particularly when you take advantage of the resources available to you. The ACCESS to Success—Student Success Plan is designed to help you create a plan for your success as a Tiger!

The ACCESS to Success—Student Success Plan is modeled around 5 central themes:

- **Advising:** Every FHSU student is assigned an academic advisor upon admission. Academic advisors are faculty within your major department. You will meet with your academic advisor a minimum of 3 times per semester.
- **Connections:** This theme is centered around your opportunities to get connected and involved. You have the opportunity to make a difference, gain valuable experience, meet interesting people, and participate in activities that have a lasting impact on campus.
- **Circle of Support:** Every student occasionally needs help to successfully navigate through a semester. In addition to support provided by family and friends, FHSU offers a wide variety of services designed to provide support and increase your skill set.
- **Education:** This theme focuses on the basic education skills that are needed to be successful including how to finalize (make payment) enrollment, how and where to purchase the required course materials, the importance of a syllabus and attending class, meeting each faculty member individually, taking proper notes, and class participation. This theme also helps you reflect on your educational and career goals.
- **Sense of Self:** College may be the first time you have ever been away from home. This theme targets many issues, including the importance of a healthy body and mind, how to manage your personal finances, and becoming financially literate.

You will be introduced to the ACCESS to Success—Student Success Plan during Tiger Impact as well as during your UNIV 101 Freshman Seminar course. In addition, students can schedule an individual ACCESS to Success—Student Success Plan transition meeting with a Transition & Student Conduct staff member throughout the semester.

CONNECT WITH US

Office of Transition & Student Conduct
Sheridan Hall, Room 208
(785) 628-5824
blbruner@fhsu.edu
<https://www.facebook.com/fhsufye>

TIGER TIP

Use your ACCESS to Success—Student Success Plan to help plan your successful first year and beyond as a Tiger!



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.



FAMILY ENGAGEMENT

Family engagement initiatives and programs, housed within the Office of Transition & Student Conduct, are designed to develop opportunities for you to connect with your parents and family members as well as connect your parents and family members to Fort Hays State University. The goals of the comprehensive family engagement program are the following:

- **Connections to campus:** Your parents and family members will have the opportunity to connect to Fort Hays State University through volunteer opportunities, annual programs, and events.
- **Connections to peers:** Your parents and family members will have the opportunity to connect to peers through services and events.
- **Access to resources:** Your parents and family members will have access to campus resources to serve as a partner in your success.

Services/Resources:

- Tiger STRIPES: Freshman Orientation & Pre-Enrollment Day—parent orientation track
- Tiger STRIPES: Freshman Orientation & Pre-Enrollment Day—Future Tigers Program sibling orientation track
- Tiger STRIPES: Freshman Orientation & Pre-Enrollment Day—Familia Orientation en Espanol track
- Tiger STRIPES: Transfer Orientation & Pre-Enrollment Day—VIP (Very Important Parent) reception
- Summer Send-off Events
- Tiger Impact—New Student & Family Induction Ceremony & Family Farewell
- Family Webinar Series
- Tiger Maws & Paws e-Newsletter
- FHSU Family Listserv
- Family Association
- Fall Family Weekend (September)
- 'Lil Sibs Weekend (February)
- Spring Family Reunion (April)
- Tiger Family Team volunteer opportunity
- Family of the Year recognition program
- Family Calendar

CONNECT WITH US

Office of Transition & Student Conduct
Sheridan Hall, Room 208
(785) 628-5824
blbruner@fhsu.edu
<https://tigerlink.fhsu.edu/organization/fye>
<https://www.facebook.com/fhsufye>

TIGER TIP

Engage your parents and family members in your college experience. Remember that they are going through a similar transition as you. Their goal is to see you succeed and walk across the stage at Commencement! Give them a call, send them an e-mail, etc. to share your college journey!



FIRST YEAR EXPERIENCE

The First Year Experience is designed to help you excel in the classroom and adjust to life as a Tiger. The First Year Experience empowers you to develop holistically by building a foundation for your success through comprehensive programming. Programs and services strive to enhance you and your family's transition to, connection with, understanding of, and engagement with the FHSU community.

As you leave your Tiger STRIPES: Orientation & Pre-Enrollment day, Transition & Student Conduct staff invite you to take advantage of the next steps in your transition experience. These programs, services, interventions, and events are designed to get you connected to other new students, learn about FHSU, and plot your path to success!

Services/Resources:

- Tiger STRIPES: Freshman and Transfer Pre-Enrollment
- Summer Tiger Send-off Events
- Summer Transition Series
- Golden Beginnings: Pre-Orientation Programs
- ACCESS to Success—Student Success Plan
- Living Learning Communities
- Tiger Impact Fall Orientation Weekend
- Post-Traditional Student Orientation
- TRANSFERmation Transfer Student Kick-off
- First 40 Days at Fort Hays
- Tigers in a New Territory—transition program for new out-of-state students
- The Lighthouse Project—transition program for new first-generation college students
- Tau Sigma National Transfer Honor Society
- Spring New Student Orientation
- National Thank Your Mentor Day
- First Year Scholars Recognition Ceremony

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<https://tigerlink.fhsu.edu/organization/fye>
<https://www.facebook.com/fhsufye>

TIGER TIP

FYE is designed to help you transition to college life and become engaged in the campus community. Step outside your comfort zone, talk to someone new, and make an investment in your first year experience, whether you are a first-year student, transfer student, adult learner, or parent/family member!



FOUR-YEAR CAREER PLAN

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?

Complete the MyMajors.com assessment in TigerTracks. This is a free assessment available to you in TigerTracks under the Online Services tab. Once completed, the assessment generates a Top 10 majors list to assist you in identifying potential majors.

Attend the Majors and Graduate Programs Fair on October 18! The fair is your opportunity to learn about the majors, minors, certificates and research opportunities available to you at FHSU!

Complete Career Exploration in the Academic Advising and Career Exploration Center or take UNIV 100 Major and Career Exploration. Both resources are designed to assist you in exploring majors compatible with your interests, abilities, values, and personality. Students may utilize these services after the completion of their first semester of college. Call (785) 628-5577 for an appointment.

Register and upload a resume in 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 in Careers for Tigers @ Career Services. Start searching for internships and summer jobs.

Visit <http://www.fhsu.edu/aace/what-can-i-do-with-a-major-in/> to find career paths that match your major.

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! Attend Mock Interview Days and Career-Internship Fairs.

Senior...*Job Search*

Market yourself into the world of work:

- Attend Mock Interview Days and Career-Internship Fairs.
- 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.

CONNECT WITH US

Academic Advising and 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

TIGER TIP

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



FREQUENTLY ASKED QUESTIONS

The following is a list of common questions that our new students ask. If you have a question that you do not see here, please contact your academic advisor. Your academic advisor is your go to person on campus. If you ever need anything and don't know where to turn, your advisor is a great place to start. Making academic and transfer decisions without consulting an advisor is risky business. Advisors have the most current and thorough knowledge regarding your programs (majors/minor) requirements, the college's policies, procedures, and the requirements that apply to *you* in *your* specific situation.

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 or 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 pages 14 & 15.<

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

A student registered for 12 or more hours. However, the average freshman will take 13 -15 hours.

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 28th Spring/29th Fall 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 time frame 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.

FREQUENTLY ASKED QUESTIONS continued

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 out a professor notification when a student is ill, hospitalized, has had a death in their immediate family, or a personal/family emergency. If the absence is longer than three school days, the Office of Student Affairs requires documentation be provided to their office. It should be noted that the Office of Student Affairs does not "excuse" the absence, but provides a notification of a student's absence to their professors. It is the professor's discretion if the absence is excused. **You can notify the Student Affairs Office 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 degree 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 by the student and advisor(s) and returned by the student to their 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 or General Studies degree (BGS) can be found on-line at <http://www.fhsu.edu/bgs/>.

I. Foundation Studies (18 hours required)

A) Analysis and Communication (15 hours required)

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

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

| | |
|----------|-----------------------------|
| MATH 101 | Liberal Arts Mathematics or |
| MATH 110 | <i>College Algebra</i> |

| | |
|---------|--|
| MIS 101 | Introduction to Computer Information Systems |
|---------|--|

Italics denotes general education courses required for the Elementary & Early Childhood teacher education programs.

B) Personal Well-Being (3 hours required)

| | |
|---------|-------------------|
| HHP 200 | Personal Wellness |
|---------|-------------------|

II. Liberal Arts (37 hours required)

A) International Studies (6 hours required)

A student must complete 2 of the 3 courses:

| | | | |
|----------|---|----------|----------------------------------|
| ENG 125 | World Literature and the Human Experience | HIST 111 | <i>Modern World Civilization</i> |
| GSCI 110 | <i>World Geography</i> | | |

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 Experiences 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 |
| 125 Introduction to Motion Pictures | Chemistry | 110 <i>World Civilization to 1500</i> |
| 318 Introduction to Organizational Communication | 100 Chemist's View of the World | 130 <i>United States History to 1877</i> |
| English | 105 Introduction to the Chemistry Lab* | 131 United States History Since 1877 |
| 125 World Literature and the Human Experience | 112 General Chemistry I and Lab* | Interdisciplinary Studies |
| 126 Introduction to Literature | 114 General Chemistry II and Lab* | 350 <i>Diversity in the U.S.</i> |
| 327 Introduction to Fiction | Geosciences | Political Science |
| Interdisciplinary Studies | 100 Introduction to Geology | 101 <i>American Government</i> |
| 333 Exploration in the Humanities | 101 Elements of Physical Geography | 105 Current Political Issues |
| 350 <i>Diversity in the U.S.</i> | 102 Introduction to Geology Laboratory* | 230 Introduction to International Relations |
| Modern Languages | 340 Environmental Geology | Psychology |
| Beginning 1 course in any language ** | Mathematics and Computer Science | 100 General Psychology |
| 112 Great Works in Translation | 234 Analytic Geometry & Calculus I | 300 Abnormal Psychology |
| Music & Theatre | 250 <i>Elements of Statistics</i> | 340 Social Psychology |
| 120 Introduction to Theatre | 331 Calculus Methods | Sociology |
| 161 Listening to Music | Physics | 140 Introduction to Sociology |
| 391 Jazz | 102 Physical Science | 355 Sociology of Death and Dying |
| Philosophy | 103 Physical Science Laboratory* | 388 Sociology of the Family in America |
| 100 General Logic | 208 Elementary Meteorology | |
| 120 Introduction to Philosophy | 309 Descriptive Astronomy | |
| 340 Introduction to Ethics | | |

*Course fulfills 1-hour lab requirements

** May not be used as 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 & Current Issues | IDS 390 Technology in Society | IDS 407 Global Challenges |
| IDS 325 Ideal Societies in Fiction | IDS 400 Bioethics | IDS 440 Conceptions of the Mind |
| IDS 326 Literature & the Environment | IDS 401 Ethical Issues in the Professions & Business | IDS 468 Political Communication |
| IDS 360 Social Justice: Action & Policy | IDS 402 U.S. Human Geography: Issues for the 21st Century | IDS 499 Global Environmental Issues |

THIRD PARTY ACCESS

Third Party Access allows students to designate another person access to some of their information. Currently students can grant a third party access to their grades (view only permission) and Financial Information (Amounts Due, Billing History, and Make a Payment).

Third Party Access in TigerTracks

1. Log in to TigerTracks from the FHSU web page (<http://www.fhsu.edu>).
2. Click the **Online Services** Tab.
3. From the list of links, click the **Third Party Access** link.
4. The Manage Designees page will be displayed. Here one may add, remove and edit Third Party Access for designees.
5. Adding a Designee:
 - a. Click the **Add Designee** link in the upper left hand corner of the listing of Designees.
 - b. Enter the **First Name, Last Name, Relationship, and E-mail Address** of the designee. Click the Add Designee button.
 - i. Upon adding a Designee and granting the first permission, the designee will receive an email invitation. The invitation will contain a link directing the designee to a registration site where the designee will be prompted to enter the Confirmation Code included in the invitation email. Once registered, there will be a checkmark in the Confirmed column of the designee list.
 - c. Once added, the designee will appear in the designee list. For each designee, a list of Entities available for access is shown below the designee name. *By Default, no entities are granted.*
6. Granting/Revoking Access to an Entity:
 - a. Click the Pencil (Edit) icon next to the entity to be edited. Click the checkbox in **Access Active** to either grant or deny access.
 - b. To have access expire on a particular date, enter a date into the **Access Expiration** field. Click the Calendar icon next to this field to bring up a calendar to select the date.
 - c. Click the **blue checkmark** to the right of these fields to save the changes or the red circle to cancel the changes.
7. Removing Designee Access:
 - a. Click the **red X** on the far right for the designee to be removed. After confirmation of the action, the designee and the designee's access will be completely removed. You may re-add them again as desired.

CONNECT WITH US

TigerTech

Tomanek Hall, Room 127
(785) 628-3478 or 1-800-628-FHSU
www.fhsu.edu/tigertech

TIGER TIP


A student has complete control to grant and revoke access at any time. Grade access is view only and does not provide permission to communicate with FHSU employees regarding a student's grades or academic status.



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.

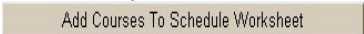
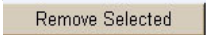
You are now in TigerEnroll.

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/Payment:** Student finalizes enrollment here.

Tiger Tip: 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, 2016 – 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 

Note: Students who need or prefer to be in a closed course should add the course to the worksheet. This could provide them with the opportunity to add it to the Waiting List.

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.

TIGERENROLL continued


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: Add the closed course to the Waiting List by clicking on the Add to Waitlist link for the course (a student may add up to 5 course sections). Confirm the action by clicking OK. Your waitlisted course(s) will now show in the Waiting List section of the Pre-Enroll/Schedule Changes tab. You will also see your Waiting List position number next to the hour glass. To take action, you must log in to TigerEnroll and click the blue plus (+) icon to pre-enroll in the course or the red hour glass icon to remove the course from the waiting list. If no action is taken after 36 hours, the open seat will go to the next student on the waiting list. The Waiting List will operate from the first day of pre-enrollment to the first enrollment deadline.
- STEP THREE: Wait for your academic advisor to approve your schedule. You will receive an E-mail from TigerEnroll to your FHSU Mail account informing you that a change to your course(s) has been made.
- STEP FOUR: 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 
- STEP FIVE: To remove the course from the Waiting List, click the red hour glass icon located under the Actions heading of the Waiting List.

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/Payment 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 TIP

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

TIGER JARGON

AACE: Academic Advising and Career Exploration Center

ACCESS to Success: Advising, Connections, Circle of Support, Education, Sense of Self

ADP: American Democracy Project

ASP: Academic Success Programs

Blackboard: Web-based course-management system

CCL: Center for Civic Leadership

CSI: Center for Student Involvement

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

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

FYE: First Year Experience

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

FHSU Mail: FHSU Student E-mail System

SGA: Student Government Association

SFS: Student Fiscal Services

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

TigerCard: Fort Hays State University identification card

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

TigerEnroll: Online student enrollment system accessed via the TigerTracks Portal

Tiger Food Exchange: Throughout the year, the Tiger Food Exchange pantry in Forsyth Library on the Fort Hays State University campus provides food for community members in need.

Tiger Info: Call center that provides support and operator assistance

TigerLink: Student organizational portal

Tiger Place: Bldg. 1—Agnew and Bldg. 2—Heather Hall

TigerTech: Focal point for technical assistance

TigerTracks: Student Portal

TLC: The Learning Commons

TMN: Tiger Media Network

UAB: University Activities Board

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

Waiting List: An electronic process for students wanting to add a closed class

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

UNDERGRADUATE ACADEMIC DEPARTMENTAL ACRONYMS

ACCT: Accounting (Economics, Finance and Accounting)

AEP: Advanced Education Programs

AGRI: Agriculture

ALTC: Transition to Teaching (Advanced Education Programs)

ART: Art and Design

ATEP: Athletic Training (Health and Human Performance)

BCOM: Business Communication (Applied Business Studies)

BIOL: Biology

BUED: Business Education (Applied Business Studies)

CHEM: Chemistry

COMM: Communication Studies

COUN: Counseling (Advanced Education Programs)

CSCI: Computer Science

ECON: Economics (Economics, Finance and Accounting)

EDL: Education Leadership (Advanced Education Programs)

ENG: English

ESL: English as a Second Language

FIN: Finance (Economics, Finance and Accounting)

GBUS: General Business

GLE: Global Business English (Communication Studies)

GSCI: Geosciences

HESA: Higher Education Student Affairs (Advanced Education Programs)

HHP: Health and Human Performance

HIST: History

IDS: Interdisciplinary Studies

INT (INF*): Informatics -- *Will change to INF for Spring 2017*

ISE: Information Systems Engineering

JUS: Criminal Justice

LDRS: Leadership Studies

LIBR: Library and Media Specialist (Advanced Education Programs)

MATH: Mathematics

MBA: Master of Business Administration

MDI: Medical Diagnostic Imaging (Allied Health)

MGT: Management

MIS (INF*): Management Information Systems (Informatics)

Will change to INF for Spring 2017

MKT: Marketing (Applied Business Studies)

MLNG: Modern Languages

MTP: Massage Therapy (Health and Human Performance)

MUS: Music and Theatre

NURS: Nursing

PHIL: Philosophy

PHYS: Physics

POLS: Political Science

PSY: Psychology

READ: Reading Specialist (Advanced Education Programs)

SLP: Speech-Language Pathology

(Communication Sciences & Disorders)

SOC: Sociology

SOCW: Social Work

SPED: Special Education (Advanced Education Programs)

TECS: Applied Technology

TEEC: Early Childhood (Teacher Education)

TEEL: Elementary Education (Teacher Education)

TESP: Special Education (Teacher Education)

TESS: Secondary Studies (Teacher Education)

THM: Tourism and Hospitality Management (Applied Business Studies)

THTR: Theatre (Music and Theatre)

UNIV: University Courses

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

HMH: Hammond Hall

HSH: Hansen Scholarship Hall

ST: Lewis Field Stadium

MH: Malloy Hall

MA: Martin Allen Hall

MC: McCartney Hall

MM: McMinder Hall

UN: Memorial Union

PH: Picken Hall

RH: Rarick Hall

Schmidt-Bickle Training Facility

SH: Sheridan Hall

SCR: Soccer Facility

ST: Stadium Place

Sternberg Museum located in Beach Hall

STH: Stroup Hall

TH: Tomanek Hall

WH: Wiest Hall

WI: Witt Building



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

Student (Advisee) Responsibilities:

- To take the initiative to contact their advisor. Be mindful of the need to work with advisors during posted office hours or take the initiative to make other arrangements when necessary.
- To prepare a list of questions or concerns before each meeting with the advisor. Have a tentative schedule on their TigerEnroll Worksheet if the student is discussing pre-enrollment.
- To gather all relevant decision-making information.
- To seek sources of information that will assist in making academic and career decisions.
- To ask questions! If the student doesn't understand a policy or a procedure, they should ask questions until they do understand. Be knowledgeable about policies, procedures and requirements. These can be found in the University Catalog (<http://web.fhsu.edu/universitycatalog/>).
- To be familiar with the requirements of the major(s) and schedule courses each semester in accordance with those requirements.
- To be aware of the prerequisites for each course included on the semester schedule and to discuss with the advisor how prerequisites will affect the sequencing of courses.
- To follow university procedures for pre-enrolling, finalizing enrollment, and for making adjustments to the class schedule.
- To observe academic deadlines. Don't miss deadlines. Know when to pre-enroll, finalize enrollment and when deadlines are to drop or add classes. Set up appointments with the advisor well in advance of these deadlines.
- To keep the advisor informed about changes in academic progress, course selection, and academic/career goals.
- To keep a personal record of progress towards the degree(s). Organize official university documents (Undergraduate Catalog, Course Schedule, Academic Program Sheets, etc.) in a way that enables easy access to them as needed.
- To participate fully in the courses for which they are enrolled by completing assignments on time and attending class.
- To understand academic performance standards, academic probation, academic suspension, and academic dismissal, and to know GPA requirements.
- To keep current address and phone contact information in TigerTracks and to read university mail, including e-mail.
- To inform the advisor and/or the Vice President of Student Affairs Office immediately whenever a serious problem (medical, financial, personal) disrupts the ability to attend classes or interferes with ability to focus on education and to perform their best work.

Additional information regarding academic advising at Fort Hays State University is available online at: <http://www.fhsu.edu/aace/>.

CONNECT WITH US

**Academic Advising and
Career Exploration Center**

Picken Hall, Room 311

(785) 628-5577

advising@fhsu.edu

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

<https://tigerlink.fhsu.edu/organization/aace>

www.facebook.com/fhsu.aace

TIGER TIP

To determine the student's advisor, the student can log into the TigerTracks 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. When advisor changes are made, the information is automatically updated on TigerTracks.



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. The Coordinator of ASP teaches a section of Succeeding in College, UNIV 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
- Video Library
- T.I.G.E.R.S. Series Study Skill workshops
- Semester-at-a-glance calendars
- Peer academic mentoring

CONNECT WITH US

Kelly Center - Academic Success Programs

Picken Hall, Room 111

(785) 628-4401

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

TIGER TIP

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

ATHLETICS

The university supports one of the most extensive and successful intercollegiate sports programs of any comparably sized college or university in America, boasting numerous All-American athletes and 8 national championships. Over 400 athletes compete annually in 8 men's and 8 women's sports. FHSU is a member of the Mid-America Intercollegiate Athletics Association, which includes 14 schools from the states of Kansas, Missouri, Nebraska and Oklahoma.

Over the past 101 years, the MIAA has gained the reputation of being one of the top NCAA Division II conferences in the nation. MIAA student-athletes have won 22 NCAA team championships and, since 1964, 197 individual national titles. The MIAA currently conducts championships in 8 men's sports and 9 women's sports.

Facilities

Gross Memorial Coliseum is the home of Fort Hays State men's and women's basketball, volleyball, wrestling, and indoor track and field. The coliseum enters its 46th year of operation in 2016-17. The 6,814-seat arena was finished in August of 1973. The Coliseum is located on the farthest, west point of campus.

Lewis Field Stadium is the 6,362-seat home of the Fort Hays State University football team. It is also home to the Tiger track and field program in the spring.

The new multi-million dollar Schmidt-Bickle Indoor Training Facility opened in August of 2013. The 50,400-square foot facility features a 65-yard artificial turf practice field, batting cages, 70-yard three-lane synthetic track with jump pits, 5,000-square foot weight room, storage areas for multiple sports, and a team meeting room. The facility was named for the families of Bob and Pat Schmidt and Don and Chris Bickle, who provided major gifts to the university to help fund the construction of the facility.

Larks Park is home to the Fort Hays State University baseball team. The park is owned by the city of Hays but operated by the FHSU Athletic Department. Larks Park is located on Fourth and Main.

Tiger Stadium is home to the Fort Hays State University softball team and is located on the south side of Gross Memorial Coliseum/Cunningham Hall

The FHSU Soccer Stadium opened for play in the fall of 2011, the inaugural season of Fort Hays State men's and women's soccer. This brand new facility sits on 120 acres of ground and is located just northwest of Gross Memorial Coliseum on the western edge of Hays at the intersection of Old Hwy 40 and the Hwy 183 by-pass.

FHSU Tennis Courts are home to the Lady Tiger Tennis team. Six courts are available for both tournament and dual match contests.

Go to <http://www.fhsuathletics.com/> for further information.

CONNECT WITH US

The FHSU Athletics Department is located inside of Cunningham Hall, Room 138

(785) 628-4050

<http://www.fhsuathletics.com/>

(Click on FANZONE for social media accounts and more!)

<https://tigerlink.fhsu.edu/organization/fhsuathletics>

TIGER TIP

Remember to always bring your FHSU student ID to all Tiger Athletic events!

ALL athletic events are FREE for students with ID except for post season play!



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. The Academic Advising and Career Exploration Center provides current FHSU students a variety of services to assist in finding a major or career that best fits you.

Services/Resources:

- **Career Exploration appointments**
Career Exploration provides students with the opportunity to visit with career advisors about their career path. The career advisors will help students assess their interests, strengths, values, and personality type and identify potential majors and careers.
- **Career Exploration workshops**
Each semester the AACE Center offers workshops to assist students in finding the necessary resources to help them explore majors. Follow us on Facebook or Twitter to make sure you do not miss our next event!
- **UNIV 100: Major and Career Exploration course**
This course is offered each semester (fall, spring and summer). The class is designed to assist students in learning about themselves and majors that align with their personality, interests, values, and strengths. The class is eight-weeks and one credit hour.
- **MyMajors.com Career Assessment Tool**
MyMajors.com is a free career assessment tool available in TigerTracks under Online Services. After completing questions about your academic and work preference, this tool will generate a Top 10 major list for you.
- **What Can I Do With a Major In...**
This webpage provides a list of majors, on-campus and virtual, that are offered at FHSU and gives you a PDF file that lists occupations that align with your degree choice. Go to <https://www.fhsu.edu/aace/what-can-i-do-with-a-major-in/> to explore potential employment options for the majors you are considering.
- **Links to FHSU academic departments and career exploration resources on the Internet**
Go to www.fhsu.edu/aace/career-exploration-resources/ to find a comprehensive list of career websites that provide great career information in a easy to navigate format.
- **A comprehensive career information library**
- **Referrals to appropriate sources**

CONNECT WITH US

Academic Advising and Career Exploration Center

Picken Hall, Room 311

(785) 628-5577

advising@fhsu.edu

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

<https://tigerlink.fhsu.edu/organization/aace>

www.facebook.com/fhsu.aace

TIGER TIP

October 18 is the Annual Majors and Graduate Programs Fair. Faculty, staff and students from all academic departments will be available in the MU Ballroom to answer your academic inquiries.

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
- Mock Interviews
- Career fairs
- Jobs for Tigers — connects FHSU students with off-campus, part-time employment in the Hays area
- Lifetime services for FHSU alumni
- Career Services homepage providing extensive job search services via the Web
- Graduate school admissions information and resources

CONNECT WITH US

Career Services

Sheridan Hall, Room 214

(785) 628-4260

careers@fhsu.edu

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

<https://tigerlink.fhsu.edu/organization/career>

TIGER TIP

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



CENTER FOR CIVIC LEADERSHIP

We are located in Custer Hall Room 201, in between Jellison Bridge and McMinder Hall.

Have a positive impact in the Hays community... Network with others... Be civically engaged... Reflect on current events... Have a voice on campus... Give Back... Be the change you want to see... and Volunteer... are many of the positive experiences when you become involved with the Center for Civic Leadership!

There are four different projects housed within the Center for Civic Leadership that might be of interest to you. The American Democracy Project (ADP), The Global Leadership Project (GLP), Tigers In Service (TIS), and the Women's Leadership Project (WLP). Through the four programs, the CCL provides high quality educational activities and initiatives designed to enhance civic leadership capabilities among participants.

The Mission of the Center for Civic Leadership is to foster and promote the development of citizens and "civic leaders" who will address and solve community problems. The purpose is to create a new generation of citizens who empower themselves and have the skills and capabilities to act on behalf of the greater good.

American Democracy Project

The American Democracy Project (ADP) is a university-wide initiative designed to prepare the next generation of informed, engaged citizens for our democracy. Are you civically engaged? ADP provides numerous civic and political engagement activities that challenge and encourage students to find their place and make a difference. If you have questions or want to get involved please email adp@fhsu.edu.

Global Leadership Project

The Global Leadership project (GLP) is a student operated program that has a purpose to develop the next generation of leaders who will possess the knowledge, behaviors, and attitudes to lead positive change in the larger global context. This project offers co-curricular activities including speakers, film screening, packaging food to send overseas, learning issues about poverty, and other cultures. If you have questions or want to get involved please email glp@fhsu.edu.

Tigers In Service

Tigers In Service (TIS) is a student operated program that acts as a clearing house for students who want to volunteer and participate in the community. TIS also takes weekend, winter and spring break service trips throughout the country to volunteer and help others in need. If you would like to receive weekly emails about volunteer opportunities, email service@fhsu.edu to be on their email database.

Women's Leadership Project

The Women's Leadership Project (WLP) is a student operated program designed to educate, inspire and empower women to be the leaders of tomorrow. This initiative offers year-round comprehensive educational activities for women and men of all ages. Beyond these educational activities, the WLP serves as a community of support and inspiration for women seeking to make their mark on history. If you have any questions or want to get involved email womensleadershipproject@fhsu.edu.

CONNECT WITH US

The Center for Civic Leadership (CCL) is located in Custer Hall, Room 201
785-628-5592
www.fhsu.edu/ccl

TIGER TIP

Many students attending FHSU are ONLY here to achieve a degree. In addition to your degree, how are you going to stand out from the crowd? The Center for Civic Leadership provides you with volunteer and civic engagement opportunities to prepare you with skills, knowledge and values to act on behalf of the greater good.



CENTER FOR STUDENT INVOLVEMENT

Did you know that students who are involved are more satisfied with their college experiences than those who aren't?

It's often the experiences you gain in co-curricular involvement that last a lifetime and best prepare you for your future. Get involved in other aspects of college life! It's more important than you may realize!

The Center for Student Involvement (CSI) is an area for students to enhance their total educational experience through co-curricular opportunities. Support for all students and student organizations is provided in an environment that enables students to participate in campus governance, co-curricular activities, develop their leadership potential and make a positive impact upon student life.

The following areas are represented in the CSI office:

- Diversity Affairs
- Fraternity and Sorority Life
- Special Events
- Student Government Association
- Student Organizations
- TigerLink
- University Activities Board

Major campus events are also coordinated by the CSI office. Events include but are not limited to:

- Back To School Picnic
*This event takes place on the first day of class each fall semester and is a great opportunity to learn more about student organizations on campus and businesses in the Hays community.
- Homecoming Events
*The parade, royalty nomination process and other student organization competitions are hosted.
- After Dark
*An alcohol alternative offered the first Friday of each semester including free food, crafts, games and entertainment, a current movie showing and a drawing for prizes.
- University Activities Board Events
*Events include game day paint at FHSU football games, various socials, Creation Station and Pinterest Series events among other larger events such as comedians, magicians, lectures, concerts and much more!
- Special Events
*Bringing a distinct cultural experience to campus through the Encore Performing Arts Series and Sebelius Lecture Series events.

Visit the CSI office today to learn more about ways to get involved on campus!

CONNECT WITH US

The Center for Student Involvement

Memorial Union, Room 014

(785) 628-4664

csi@fhsu.edu

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

<https://tigerlink.fhsu.edu>

<https://www.facebook.com/fhsucsi>

https://twitter.com/fhsu_csi

TIGER TIP

Looking for something to do on campus? Check-out TigerLink and view the events calendar which is featured on the homepage. You can also see upcoming events featured in nearly 40 bulletin board locations across campus.



CENTER FOR STUDENT INVOLVEMENT—FRATERNITY AND SORORITY LIFE

Being a member of a fraternity or sorority is one of the best ways for you to get involved on campus, make new friends, and enrich your college experience. Being part of a Greek organization provides many benefits such as:

- A social environment that fosters lifetime friendships.
- Academic standards that produce excellence both in and outside of the classroom.
- Activities that empower you to be the best version of yourself.
- Leadership opportunities that provide you with valuable experiences for the world after college.
- Service opportunities to help those in need and give back to the community.

Guiding Pillars

Fraternity and sorority life at Fort Hays State University embraces five community pillars: Social, Academic, Empowerment, Leadership, and Service. These pillars guide our organizations to enhance our community, university, and members. As a member of a fraternity or sorority, you will find your own way to contribute to a chapter whether it is excellence in academics, athletics, or campus activities. At FHSU we are positive that you have something to contribute and gain from Greek Life!

Fraternities

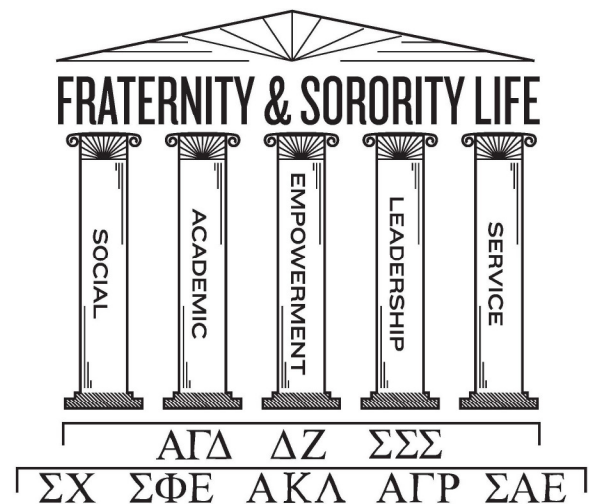
- Alpha Gamma Rho (AGR)
- Sigma Alpha Epsilon (SAE)
- Sigma Chi (Sigma Chi)
- Sigma Phi Epsilon (SigEp)
- Alpha Kappa Lambda (AKL)

Sororities

- Alpha Gamma Delta (AGD)
- Delta Zeta (DZ)
- Sigma Sigma Sigma (Tri Sigma)

Events hosted by the Fraternity and Sorority Life community include:

- Games on the Lawn
- Recruitment
- Greek 101
- Homecoming Bonfire
- Tree Lighting Ceremony
- Walk a Mile in Her Shoes
- Greek Week



CONNECT WITH US

Memorial Union, Room 014
(785) 628-4664
greeklife@fhsu.edu
<http://www.fhsu.edu/greek>
<https://www.facebook.com/fhsugreek>

TIGER TIP

National statistics show that students who participate in fraternity or sorority life form long-lasting relationships with friends and with their university, serve in more leadership roles on campus, and, on the average, strive to obtain a higher grade point average.

CENTER FOR STUDENT INVOLVEMENT—STUDENT ORGANIZATIONS

Joining an organization will help you find balance between academics and extra-curricular activities. It will help you form a well-rounded university career providing opportunities for you to grow mentally, physically, socially and spiritually!

With more than 125 registered student organizations, there are numerous 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 and to track your involvement in college, is to familiarize yourself with TigerLink, our interactive online directory, providing you with suggestions for ways to get involved, a co-curricular transcript, and a platform for learning about organizations, departments and events.

Can't find an organization that you are interested in joining? No problem, simply meet the following requirements and start your own organization.

- 1) Have a name and purpose unique from any existing organization.
- 2) Secure two (2) currently enrolled FHSU students to serve as organization officers.
- 3) Secure an additional three (3) members for a total of five (5) student members.
- 4) Secure a full-time faculty or staff advisor.
- 5) Develop a Constitution and/or Bylaws for the organization.
- 6) Complete the Student Organization Registration Form on TigerLink annually.
- 7) Agreement of the President, Treasurer and Advisor to the Non-Discrimination Statement and/or Grade Release Form annually.
- 8) Attend one of the annual Student Organization Meetings.

Services/Resources Available to Student Organizations:

- Campus-Wide Poster Route
- Computer Work Stations
- Unlimited Black and White Copies
- Graphic Design
- Mail Service
- Memorial Union Advertising
- Short-Term Storage
- Work/Supply Room

Opportunities for Student Organizations Include:

- Back To School Picnic—event which takes place on the first day of class each fall semester and is a great opportunity for organizations to recruit new members and promote their message to FHSU students, faculty, staff and community members.
- Leadership Retreats—hosted each semester to provide additional development opportunities for organization members.
- Homecoming—where student organizations can enter a float in the parade, nominate organization members for royalty and participate in other week-long activities.
- Student Organization Awards Reception—where students, faculty and staff who have made outstanding contributions to various student organizations and student involvement opportunities at Fort Hays State University are honored.

CONNECT WITH US

Center for Student Involvement
Memorial Union, Room 014
(785) 628-4664
csi@fhsu.edu
<http://www.fhsu.edu/stuorg>
<https://tigerlink.fhsu.edu>
<https://www.facebook.com/fhsucsi>
https://twitter.com/fhsu_csi

TIGER TIP

TigerLink serves as the official student organization directory where primary contact information is featured for each organization and is a great resource for more information about involvement opportunities. Student organizations can also manage events, forms, rosters, elections, document storage and service hour reporting through the various TigerLink tools.



Chartwells Dining Services is the primary provider of the food services on the Fort Hays State University campus. We offer traditional all-you-can-eat fare in the McMIndes Café in the lower level of McMIndes Hall. We also operate Starbucks, Mondos, Pizza Hut, SONO, Tiger Market, Tiger Grille, and Grab-n-Go in the Memorial Union. In Wiest Hall, we currently operate Chuck's Place, which is scheduled for removal and 2Matos will take it's place in fall of 2017.

Chartwells also provides full service catering for all types of events in the campus community. We offer value-driven selections for student groups up to fully catered and formally served receptions, dinners, and celebrations.

MEAL PLANS

Chartwells offers three meal plans for traditional resident students as well as a block meal plan for seniors, off-campus students, staff and faculty. Each of the traditional meal plans offer declining balance dollars as well. Declining Balance Dollars can be used in any of the Chartwells locations on campus. Chartwells also offers Flexi-Cash to all students, faculty and staff. Flexi-Cash saves you money on every purchase, allowing you to stretch your purchase power further. The more Flexi-Cash you buy, the more money you save. More information about meal plans can be found at www.dineoncampus/forhays/ or you can stop by the Residential Life Office in McMIndes Hall to sign up in person.

CHANGING MEAL PLANS

Traditional residential students who would like to select a different meal plan need to stop by the Residential Life Office in McMIndes Hall.

CATERING

You can speak with our catering director and set up your next event or you can make your request through our online portal at <https://fhsucatering.catertrax.com/>. Setting up an account is easy and making an order is fast and convenient, allowing you to make a request anytime, day or night.

HOURS OF SERVICE AND MENUS

We post our menus and nutritional information online at www.dineoncampus/forhays/ and you can also download APP ON CAMPUS to your smartphone and select Fort Hays State University as your home university to see our hours of service and menu offerings at any time and from any place you can get an internet connection.

LOST ID CARD

To replace a lost ID card, you need to stop by Card Services on the upper level of the Memorial Union.

CONNECT WITH US

Catering Office (785) 628-5396
Main Office (785) 628-4476
McMIndes Café (785) 628-4930
Retail Office (785) 628-5086
Director (785) 628-4731

kim.barnes@compass-usa.com
nancy.schlyer@compass-usa.com
amy.schmidt@compass-usa.com
brian.stohs@compass-usa.com
dan.shadoin@compass-usa.com

TWITTER: @DiningFHSU

FACEBOOK: www.facebook.com/chartwells.fhsu

Chartwells Campus Dining 410 Agnew Lane, Suite 128,
Hays, KS 67601

TIGER TIP

Flexi-Cash is a great way to boost your purchasing power!
It will save you money on every purchase.

CONCURRENT/DUAL CREDIT TRANSCRIPTS

- Students that have taken dual/concurrent credit while in high school are required to provide an official high school transcript as well as an official transcript from the college attended.
 - ⇒ Typically, scores can be sent to one school, college or university as you take prior learning tests. Some testing organizations allow one free official transcript while others charge for each official transcript. Contact the testing service, college, university, etc. where you gained the credit to request official transcripts to be sent to FHSU.
- Transcripts with in-progress coursework will be considered unofficial. Grades must be provided for each term attended.
- Transfer work from any other college/university and advanced credit from qualifying credit-by-examination programs is only recorded for enrolled students who are in a signed degree program at Fort Hays State University.
- FHSU will not record transfer work or advanced credit for non-degree students or for students who have not returned to FHSU after a prior enrollment.

CONNECT WITH US

Craig Karlin, Registrar
Registrar's Office
Picken Hall, Room 302
(785) 628-4222

TIGER TIP

Check your TigerTracks transcript to make sure your credit has been recorded at FHSU. If not, order an official transcript to be sent to FHSU from the school who issued the credit.

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 Early Intervention/Interim Services, Alcohol and Drug Assessment and Referral Program.

Services/Resources:

- Tiger CLAWS is a peer education program that provides education on health and wellness issues.
- 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

DAWN uses virtual (AlcoholEdu and e-chug) and traditional outreach programming to help students prevent the harms associated with alcohol/drug abuse, and to promote wellness for the FHSU community.

Fort Hays State University strives to provide a respectful, safe and healthy environment. As of July 1, 2016, FHSU has implemented a Tobacco-Free policy.

Our Tobacco-Free policy requests that all persons on the FHSU campus, including university-owned and operated property, refrain from using any tobacco or nicotine product not approved by the FDA for the purpose of cessation. This includes:

- Cigarettes (clove, bidis, kreteks)
- Cigars, cigarillos, pipes, hookahs
- Smokeless, spit or spitless, dissolvable, or inhaled tobacco products,
- Including but not limited to: dip, chew, snuff or snus, in any form (orbs, sticks, pellets, etc.)
- E-cigarettes and vaping devices
- Any other current or future product that involves or simulates smoking

FHSU's full Tobacco-Free Policy may be found at www.fhsu.edu/tobacco-policy/.

For any student wishing to quit using tobacco products, the Student Health Center can help. Located in the Memorial Union, the Student Health Center offers both prescription (Chantix) and non-prescription (NicoDerm patches) FDA-approved cessation products at a sizable discount. For more information or to schedule an appointment with a healthcare provider, please visit www.fhsu.edu/studenthealth/.

CONNECT WITH US

The Drug and Alcohol Wellness Network (DAWN)

Picken Hall, Room 111

(785) 628-4401

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

Like us on Facebook at FHSU DAWN!!!

TIGER TIP—Stay safe!

- Identify potential high-risk situations and plan to reduce the risk.
- Let someone know where you're going to be and when you will return.
- Go out with friends you know and can trust.
- Set limits and stick to them.
- Use/be a sober driver or call Safe-Ride (785-621-2580).



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, Direct Loans and Parent Loans (PLUS)
- Acts as liaison between the aid applicant and the U.S. Department of Education regarding eligibility for federal 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 scholarships
- Certifying contact for Veteran Benefit eligibility

CONNECT WITH US

Financial Assistance Office

Picken Hall, Room 202

(785) 628-4408

finaid@fhsu.edu

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

<https://tigerlink.fhsu.edu/organization/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. October 1, 2016, you will be able to submit FAFSA for the 2017-2018 school year. The Free Application for Federal Student Aid (FAFSA) can be found at (<http://www.fafsa.gov/>). The FHSU scholarship application deadline is February 15 of each year. Most communication from the Federal Government and FHSU regarding financial aid is sent by email, so watch your account closely!

FORSYTH LIBRARY

Forsyth Library is a university partner in delivering accessible quality education and developing engaged global citizens and leaders. Forsyth Library provides:

- **Research Help**
 - in person or by phone, e-mail or online chat
 - Research skills classes
 - Tours
 - Specialized services for Virtual College students
- **Interlibrary Loan service:** obtain materials from other libraries
- **Reserve items:** materials selected by instructors for class use
- **Test Proctoring**
- **One Stop Shop Desk**
 - General Assistance and Directions
 - Printing, Scanning, Copying, Faxing
 - Technology check-out
 - * Laptops
 - * iPads
 - * Digital Cameras/Recorders
 - * Other Items and Accessories
- **Open study areas**
- **Study rooms** available by reservation
- **Public use computers**
- **Government Documents:**
 - U.S. & Kansas Government documents
 - Other state, tribal, and foreign government documents
- **University Archives:** repository for historical FHSU documents
 - Yearbooks (The Reveille)
 - Records of various FHSU Offices
 - Photographs (e.g. campus buildings)
- **Special Collections**
 - Western Collection
 - Cecil B. and Laura G. Currey Archive of Military History
 - Center for Ethnic Studies (Heritage of the Volga Germans)
- **Digital Collections:** Online collections of materials unique to FHSU, including
 - FHSU Master's Theses
 - Campus Buildings
 - Reveille Yearbooks
 - Historical Photographs
 - Athletic Programs
 - Sternberg Museum collections
- **Learning Commons**
- **MakerSpace**
- **Tiger Food Exchange**
- **Writing Center**

CONNECT WITH US

Forsyth Library
502 South Campus Drive
(785) 628-4434

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

Facebook: FHSUForsythLibrary
Instagram: @fhsu_forsythlibrary
Twitter: @forsythlibrary

TIGER TIP

"Forsyth Library is a great place to work on group projects or find a quiet place to study. It offers a huge selection of materials that aren't available for free on the web, and you can get expert help with your papers and presentations!"



GRADUATION REQUIREMENTS

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

Both associate and bachelor's degrees require:

1. an application for undergraduate degree on file in the Registrar's Office; and
2. an approved, signed degree summary on file in the Registrar's Office;
3. 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;
4. 30 credit hours taken from Fort Hays State University

Associate Degree Requirements

The Associate of Applied Science in Applied Technology, 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 Institute of Applied Technology 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, 15 credit hours taken from Fort Hays State University.

The Associate of Science in Radiological Technology, in addition to the Degree Requirements listed above*, requires completion of at least 79 hours of credit as specified by the Department of Allied Health—32 credit hours of academic courses, 25 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 (unless a degree program requires less hours) 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 and Articulation Agreement for transfer students with an associate degree; this must include one 3 hour University Integrative Course;
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

GRADUATION REQUIREMENTS continued

The Bachelor of General Studies (BGS) degree requires at least 124 hours of credit, 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, justice studies, leadership studies, mathematics and computer science, modern languages, music, philosophy, physics, political science, psychology, sociology and social work;
2. completion of a 21 hour Concentration area;
3. a maximum of 40 hours is allowed in one area;
4. a minimum of 45 hours of upper-division coursework (300 and above at FHSU);
5. six hours of English composition; a minimum of 12 hours in 3 different departments 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; and
6. a minimum of 60 hours from a regionally accredited four-year school
7. a minimum of 30 hours of coursework must be taken from FHSU
8. a minimum 2.0 FHSU and Cumulative GPA

Refer to the University Catalog for additional degree information.

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

HUNGER INITIATIVE

Tiger Food Exchange

Tiger Food Exchange (TFE) is the campus food pantry as well as a place for the community to share knowledge. Located on the first floor of Forsyth Library, it was established in the fall of 2012 to address food insecurity among the campus community. Expanding over the years, it now consists of several shelves and a refrigerator with a variety of foods. The pantry shares a collection of literature related to food safety, nutrition and gardening. Visitors may consult or borrow cook books and recipes. Food is supplied by individual and business donors, food drives, Victor E. Garden, and grant funds. More than just a food pantry, it serves as a location for a number of educational and outreach programs related to nutrition and health. Students are welcome to use the pantry's resources. The pantry is open during all Forsyth Library open hours and operates on an honor system. Please limit your use to no more than 10 items per visit, and record your visit by filling out the check-in sheet located on the pantry bulletin board.

Victor E. Garden

Victor E. Garden is the campus cooperative garden that provides participants and the Tiger Food Exchange with fresh produce. The original garden was established in the spring of 2011 as a service-learning project in a political science course focused on food and politics. The Victor E. Garden is located in the meadow between the Robbins Center and Big Creek just north of Gross Memorial Coliseum. With support from campus administration, the Student Government Association, and a Kansas Health Foundation Healthy Living Grant, the Victor E. Garden features thirty raised beds, a shed, a greenhouse, and a meeting space for an outdoor classroom. The garden operates during the local growing season, somewhat extended through the use of cold frames and a hoop house. Students are welcome to participate in planting, maintenance and harvest activities. Please visit the Food & Hunger Initiatives website and/or Facebook to find the garden activity schedule.

CONNECT WITH US

The Campus Food and Hunger Initiatives are sponsored by Dr. Shala Mills, Professor of Political Science.

(785) 628-4425

samills@fhsu.edu

<https://www.fhsu.edu/food-and-hunger>

<https://www.facebook.com/fhsufood>

TIGER TIP

If you or a student you know isn't sure where their next meal is coming from, be sure to make use of the Tiger Food Exchange!

If you love to garden, want to learn more about gardening, or just love the taste of garden fresh vegetables, come on out to the Victor E. Garden and join in the fun!



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 8:00 AM—10:00 PM

Friday 8:00 AM—6:00 PM

Saturday and Sunday 10:00 AM—5:00 PM

Swimming Pool Call (785) 628-4373

CONNECT WITH US

FHSU Intramurals

Ron Haag

Health and 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.



LEARNING COMMONS @ FORSYTH LIBRARY

The Learning Commons is available in Forsyth Library to help all FHSU students become Forward Thinking and World Ready by providing 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:

- 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 from Forsyth Library and Learning Commons
- Assistance with presentations, creation and delivery
- In class or small group assistance with using technology in the classroom
- Individual or small group exploration of applications, software or equipment
- Workshops on digital photography, video editing, social media, VoiceThread and others
- Help with video planning and editing
- 45 computers on the first and second floor of the library
- Printing and copying at a nominal cost
- Equipment for check out, including laptops, tablets, cameras, and more
- Group study spaces that can be reserved

CONNECT WITH US

Learning Commons @ Forsyth Library

Forsyth Library, Room 115

(785) 628-5494

learningcommons@fhsu.edu

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

<https://www.facebook.com/FHSUForsythLibrary>

<https://www.twitter.com/forsythlibrary>

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.



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 |
| Buzztime Trivia | Center for Student Involvement |
| Commerce Bank | Computer Stations |
| Food Service/Catering | Lounges |
| Meeting Rooms/Special Event Spaces | Mail Center |
| Movie Tickets | Newspapers |
| Notary Service | Relaxation Zone—Massage Chairs |
| Starbucks | Student Health Center |
| Student Service Center | Tiger Card Center |
| Tiger Talkback Board | Wireless Internet |

CONNECT WITH US

Memorial Union

Memorial Union, Room 208

(785) 628-5305

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

<https://www.facebook.com/FHSUMemorialUnion>

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!



OFFICE OF INCLUSION AND DIVERSITY

We come to college with our own experiences, understandings and views 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 Inclusion and Diversity is here to serve you. Through opportunities in the Office of Inclusion and Diversity, 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.

You are encouraged to get involved in a variety of programs and services to enrich your college experience such as:

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

Special events which promote diversity on campus include:

- Men of Merit
- Phenomenal Women
- Martin Luther King Jr. Day of Service
- Dia de los Muertos

CONNECT WITH US

Office of Inclusion and Diversity
Sheridan Hall, Room 208
(785) 628-5824

TIGER TIP

Characteristics of diversity are (but not limited to): age; cognitive style; culture; disability (mental, learning, physical); economic background; education; ethnicity; gender identity; geographic background; language(s) spoken; marital/partnered status; physical appearance; political affiliation; race; religious beliefs; sexual orientation or veteran's status.



OFFICE OF OFF-CAMPUS LIFE

Welcome to Hays! There is so much to do, start with a walk through time at the Sternberg Museum of Natural History, Ellis County Historical Museum, or Historic Fort Hays. Explore the many outdoor possibilities including: 2 golf courses, a premiere disc golf course, a city-wide bike path system, and over 20 parks for you to enjoy. Hit "The Bricks" in Downtown Hays to experience food and shopping you won't find anywhere else in Kansas or beyond. Whether it's your first visit or you've lived here your whole life, there is always a new discovery waiting for you in Hays.

What is Office of Off-Campus Life?

We work to connect students to the off-campus options for living and experiencing Hays! Working with the community to build strong relationships to better the experience in Hays!

Here are some events we invite all students to attend:

Core 2 Campus

Walk with the band and cheerleaders from campus to downtown Hays! Free food will be provided and a raffle will take place with prizes from the various stores downtown. This event is coordinated and sponsored by Downtown Hays Development Corporation.

Rules of Rent Campaign

Thinking about moving off-campus, or already live off-campus? Do you know your rights as a renter? Every Spring semester the rules of rent campaign will help you to know what your rights are as a renter. Rules of Rent is sponsored by Student Government Association.

Services/Resources

- Off-Campus Housing Information
- Off-Campus Safety Brochure
- Off-Campus Events Calendar
- City of Hays Information

CONNECT WITH US

Student Affairs

Sheridan Hall, Room 208

(785) 628-5824

<https://www.fhsu.edu/studentaffairs>

TIGER TIP

Feeling bored on campus? Come out and enjoy Centennial Lanes, or go golfing at Precision Valley. We also have a movie theater and Pottery Works! There is so much to do off campus, the possibilities are endless!



OFFICE OF STUDENT ACCESSIBILITY SERVICES

All students deserve the chance to be successful, and students with disabilities are no exception. The Student Accessibility Services Office strives to provide students with disabilities the accommodations they need to have a successful academic career at FHSU. As students transition from high school to college, they must learn to advocate for themselves. The SAS Office provides a support system for this transition.

To utilize the SAS Office, students must provide appropriate documentation regarding their disability, and contact the SAS Office to meet with the coordinator. Documentation must be provided by an appropriate healthcare professional, and should include the following:

- The student's disability/disabilities
- How the disability affects the student academically
- Accommodation recommendations to help the student be successful academically

The SAS Office also works to educate the campus community about issues impacting persons with disabilities. Information pertinent to a student's disability is sent to the student's instructors and advisor, which sets a foundation for a successful semester. The student then works with the instructor and SAS Office to utilize accommodations and complete their semester.

CONNECT WITH US

Office of Student Accessibility Services
Picken Hall, Room 111
(785) 628-4401
<http://www.fhsu.edu/accessibility>

TIGER TIP

Students should register with the SAS Office as early in their college career as possible to make sure accommodations are in place. Although it is at the student's discretion to use their accommodations, it's always better to have them in place, just in case they find themselves in academic distress.

PERSONAL COUNSELING

Students may seek personal counseling at the Kelly Center located in Picken Hall, Room 111.

Confidential short-term individual counseling is available to help individuals identify problems, develop alternative solutions and make decisions. Everyone handles life stressors differently, and counseling is available for a variety of challenges, including stress, grief, relationship issues, anger, eating disorders, depression, and others. 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 while school is in session for individuals living on-campus. Psychological testing and appropriate referrals to local mental health providers are also available, including the Student Health Center on-campus.

Services are free to students, faculty and staff. Although the Kelly Center encourages students to make appointments, walk-ins are welcome as well.

The Kelly Center also offers free information about a variety of mental health issues and challenges, both in our office and online. Kelly Center staff also participate regularly in campus events and class presentations to increase awareness regarding different mental health issues.

CONNECT WITH US

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!



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
- 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)

CONNECT WITH US

Registrar's Office

Picken Hall, Room(s) 302/307

785-628-4222

registrar@fhsu.edu

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

TIGER TIP

Regularly visit the academic calendar on the web at

<http://www.fhsu.edu/registrar/academic-calendar/>



RESIDENTIAL LIFE

Welcome to Fort Hays State University Residential Life!

The residence halls are an ideal place to meet friends, find academic support, and adjust to campus life. Life in the halls provides many social and leadership opportunities that are designed to foster the Tiger spirit and build community! The Department of Residential Life's mission is to assist in the preparation of citizen-leaders by fostering community, providing access, focusing on resident needs, and supporting the educational experience.

Tiger Life

At FHSU, the opportunities for a unique living experience are endless. You may meet your best friend, find a knowledgeable peer, or find a helpful mentor. Browse some of the options and see if you share any of the interests.

Family

With seven distinct residential communities tailored to your needs, Residential Life is here to help you stay on track and have the best college experience possible. With our living and dining, you can trust that we will make your time at Fort Hays State University meaningful.

Network

Life in the residence halls is a rewarding experience, academically and socially. With many groups to join, you are sure to find a focus that is rewarding and enriching.

Amenities

With our many housing options and caring staff members, life on campus at Fort Hays State University is a true living and learning environment.

Dining

Dining at FHSU is all about the students. Whether it's breakfast in the cafeteria, a late night bite at Outtakes, or lunch in the Memorial Union between classes, we have something for everyone. With a meal plan, there will never be a day you go hungry.

Cost

College living is a transition, but Residential Life is geared to make college affordable, convenient, and comfortable for any student. With the numerous amenities and access to dozens of on-campus resources, Residential Life is worth every penny.

CONNECT WITH US

Residential Life

McMindes Hall, Room 126

(785) 628-4245

(785) 268-4138 fax

srl@fhsu.edu

TIGER TIP

Students who live on campus have higher GPA's than those who live off campus.

Students have many leadership opportunities within Residential Life, including being a Resident Assistant, Hall Council Member, or getting involved with the Residence Hall Association or National Residence Hall Honorary.



SALT

Financial Assistance

SALT is a free, online resource that helps students finance a higher education, manage any debt, and build money skills. Fort Hays State University has teamed up with the nonprofit organization American Student Assistance to offer this free program for all students and alumni.



Services/Resources:

- Tracking, managing, and planning your student loans
- Finding scholarships, internships, and jobs
- Creating a manageable budget
- Credit and debt management
- Savings and investing

CONNECT WITH US

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

TIGER TIP

Ready to sign-up? Visit saltmoney.org/FHSU to get started today! Need help with your membership, SALT courses, or using the website? Call member support at 855-469-2724 or email membersupport@saltmoney.org.

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 Online Services, 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 at <http://www.fhsu.edu/career/jft/> or in the **Career Services Office**.

CONNECT WITH US

Student Employment Office

Picken Hall, Room 207A

(785) 628-5227

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

TIGER TIP

Begin your job search early and remember to follow up!



STUDENT EXCHANGE PROGRAMS—DOMESTIC EXCHANGE

National Student Exchange (NSE)

Information about National Student Exchange

National Student Exchange (NSE) is a wonderful way of experiencing life at a different college or university in the United States, District of Columbia, Virgin Islands, Guam, or Puerto Rico. Through NSE you can attend one of the over 190 NSE member schools for a maximum of one year and pay affordable FHSU tuition and fees! Unfortunately, international, virtual, and graduate students are not eligible to participate. For detailed information, please visit the [National Student Exchange](http://www.nse.org) official Web site at www.nse.org

To learn more about participating in the NSE program through Fort Hays State University.....

Pick up an information booklet. The NSE Directory of Exchange Opportunities is available from the International Services office, located at Forsyth Library, Room 036. This booklet lists all the schools that participate in the NSE and will provide you with some basic information about each school. After you have decided which school(s) you would like to apply for, consult with your academic advisor, departmental advisor, and/or degree analyst to discuss issues such as course transfers and graduation requirements.

Please read the NSE Directory carefully. It will answer many of your questions. Pay close attention to campus details like which programs are open or closed or have special requirements.

Develop a list of schools you'd like to attend. You may choose from any one of the 190 campuses listed in the directory. If the campus is not listed in the directory, you may not attend that school through NSE. A minimum GPA of 2.5 is required for exchange. FHSU students must choose a participating school outside of Kansas.

There are two exchange plans, A and B. Plan B allows you to attend another school but continue to pay your tuition to Fort Hays State University as you would if you were taking classes here. Fort Hays State University is a Plan B school. This means that you can only select campuses that offer Plan B as an alternative. The benefit of Plan B is paying our "affordable success" tuition at colleges and universities that typically have much higher tuition.

Student Testimonials

Going to Rock Hill, SC was a fun and exciting time, yet a little scary. I love to travel and was able to take road trips in NC, SC, and GA while I was there. My favorite part of living in the South was picking up the Southern accent and the food, namely Grits and country ham biscuits with Cheerwine soda! My horizons have been broadened by this experience, and I encourage anyone, when given this opportunity, not to pass it up. - Mollie Carlson, Scandia, KS

I want you to know it was the best time of my life. The best and most rewarding college experience I have ever had. I will never forget those memories and friends I have made during both the fall and spring semester during my time down at Texas State. Moving down to San Marcos, Texas, not knowing a soul ended up being the most amazing experience ever!! What a great opportunity to travel to another school / state and meet some amazing people, network, and make some awesome memories. - Mary Kate McKee, Salina, KS

CONNECT WITH US

Carol Solko-Olliff, Director of International Student Services

NSE Coordinator

Forsyth Library, Room 036

785-628-4176

csolko@fhsu.edu

TIGER TIP

"NSE application deadlines are early February." Plan ahead and schedule a meeting with the Coordinator early in the fall semester.

It is not too early to be thinking about a student exchange during your first year on campus!



STUDENT EXCHANGE PROGRAMS—INTERNATIONAL EXCHANGE

International Study Abroad Programs and Exchanges Abroad

FHSU offers you several options on the length of time you want to study abroad. Whether you want a summer, a short semester exchange, or a longer year exchange it is an experience you take with you for the rest of your life!

Get world ready and completely immerse yourself in a new culture! FHSU is here to provide you with the support you need, from pre-departure planning to on-site assistance abroad.

Want to immerse yourself in a new culture and country while working toward your degree at the same time? Semester or year long study abroad experiences are available in areas all over the world for those who would like to learn in English or another language.

International Student Exchange Program (ISEP)

ISEP Offers Variety

Study at 100 sites worldwide, including non-traditional sites in Africa, Asia, Eastern Europe, Latin America, and the South Pacific. Semester and full-year exchanges are available. Summer and longer exchanges are also possible. Courses can be taken in either a foreign language or in English. Exchanges are available in almost every field, including technical fields at both undergraduate and graduate levels of study. Check out the website at www.isep.org.

ISEP is Affordable

ISEP exchanges include tuition, fees, room and board throughout the length of the exchange. Because ISEP is a reciprocal exchange program, your costs are based on the costs of tuition, fees, room & board at FHSU and are paid directly to FHSU. Your FHSU financial aid package can be applied toward participation in ISEP. ISEP also offers direct placements to high-demand locations such as Australia and the UK. The price point for these exchanges differ.

Long-Term (Semester, Year) Study Abroad Programs

The following semester- / year-abroad destinations are available through bilateral agreements. Please contact the faculty member listed for further details.

Germany (Universität Duisburg'Essen) / Max Maximov, Instructor of Modern Languages

Paraguay (Universidad Católica, Uni. Nacional) / Max Maximov, Instructor of Modern Languages—mlmaximov@fhsu.edu

Spain (Universidad de La Rioja) / Dr. Pilar Caballero, Assistant Professor of Spanish—p_caballeroalias@fhsu.edu

Two universities in China offer long-term study abroad (semester or year) programs, SIAS International University and Hangzhou Normal University.

Dongseo University, South Korea offers a semester long-term (semester or year) programs. Amanda Ergun, Director of ESL—akergun@fhsu.edu

International Travel Abroad Programs

Spring Break Trips

Take the opportunity to spend your week off from classes traveling abroad with a group of faculty and students from FHSU! Each spring break, departments at FHSU plan trips designed to allow you to see the sights and study culture and history in a new area of the world. You can also receive credit hours for participating in these faculty-led trips. Since these trips change each year check out www.fhsu.edu/studyabroad/programs/ to find out which trips are being offered and how to get more information.

CONNECT WITH US

Karen McCullough, Assistant Director of International Student Services, ISEP Coordinator

Forsyth Library, Room 036

785-628-4176

kamccullo@fhsu.edu

Andree Brisson

Study Abroad Coordinator

785-628-4176

TIGER TIP

"ISEP application deadline for fall & full-year placements are in early February. For a *spring only* placement the deadline is September 1."

Attend the annual "World Ready" Study Abroad Fair held at the beginning of each fall semester to get more information.

Plan ahead and meet with the Coordinator(s) and your advisor early in the fall.

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
- 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

CONNECT WITH US

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

Keep all contact information current at

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



STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is a great way to get involved on campus, meet new people, and to explore your passion for civic engagement. As a student government, our purpose is to represent the interests of the students to the administrators of FHSU, the Kansas Legislature, and the Kansas Board of Regents.

Throughout the academic year the Student Government Association partners with campus organizations, departments, and community entities to hosts various events. Some include:

- **Annual Voter Registration Drive**
Once in the spring and once in the fall, partnering with the American Democracy Project, we encourage and assists students in registering to vote in upcoming local and national elections. Not registered to vote? Visit <https://fhsu.turbovote.org/register> to register today!
- **Time to be a Tiger Week**
Partnering with the Office of Transition and Student Conduct we put on events for students and staff that showcase the important elements of the Tiger Pact.
- **United Way Week**
Once a year we spend a week raising money to donate to our United Way branch. In 2015 we held an auction and a "Pie the Executive Staff" event.
- **The Big Event**
Partnering with organizations both on and off campus, faculty, staff and students spend the day completing service projects throughout the community. In 2015 we had over 160 FHSU volunteers.
- **Party Pack Registration**
Partnering with the City of Hays Police Department, the Student Government Association helps inform students on the process of Party Registration and how to party safe and respectfully.
**The Student Government Association of Fort Hays State University does not endorse underage drinking.

Want to get involved? Elections are held once in the fall and once in the spring.
Check out our website at <http://www.fhsustudents.org/> for more information!

"Leave a Legacy"

CONNECT WITH US

Student Government Association
Memorial Union Lower Level Room 017
(785)-628-5311
<http://www.fhsustudents.org>
<https://twitter.com/fhsusga>
<https://www.facebook.com/fhsusga>

TIGER TIP

Looking for more ways to get involved on campus and stay civically engaged?

The Student Government Association hosts weekly meetings open to the public every Thursday at 7:00pm in the Memorial Union Black and Gold Room.

Stop by. Check it out!



STUDENT HEALTH CENTER

The Student Health Center is your direct access to medical and pharmacy services right on campus. Conveniently located in the lower level of the Memorial Union, students can receive timely and affordable healthcare services, medications and medical supplies.

Our approach focuses on the delivery of comprehensive and individualized care that emphasizes the promotion of personal wellness. Within the college community, we strive to empower students with knowledge designed to encourage healthy living.

Services

Diagnosis, Treatment and Counseling Services for:

Allergies, Anxiety/Depression, Asthma, Contraception, Coughs/Colds, Warts/Moles, Headaches/Migraines, Minor Injuries, Pap Smears, Rashes, School and Sports Physicals, Sexually Transmitted Infections, Urinary Symptoms, Women's Health Services...and more.

Lab screening for:

Influenza, Mononucleosis, STIs, Strep A, Tuberculosis, Urinary Tract Infections, Pregnancy...and more.

Prescription Medications:

Birth Control, Antibiotics, Steroids, Allergy, Acne, Anti-Depressants...and more.

Vaccinations:

Influenza, Meningitis, Tetanus, Hepatitis, HPV...and more.

Over-the-Counter Medications for:

Fever, Coughs, Colds, Allergies, Diarrhea, Nausea, Pain, Morning-After...and more.

Quest Diagnostic Laboratories Draw-Site for Laboratory Services

Crutch and Wheelchair rental

Health Education and Presentations for Residence Hall, Campus Organizations and Classrooms by Request

CONNECT WITH US

Student Health Center

Memorial Union, Lower Level, Room 045

(785) 628-4293

healthcenter@fhsu.edu

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

<https://tigerlink.fhsu.edu/organization/StudentHealth>

TIGER TIP

It's better to stay healthy than to recover. Right diet, regular exercise, adequate sleep and moderation are key.



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, 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 (CPA, DAT, GRE, MCAT, OAT, PRAXIS CORE, PRAXIS II, PRAXIS SLLA, PRAXIS SSA, TOEFL, etc.)
- American Council on Exercise (ACE), Board of Certification for Athletic Trainers (BOC), and other certification programs through the CASTLE testing program
- Transportation Security Administration (TSA) and other examination programs through the PAN testing program
- Test date information on national standardized tests
- Information on test requirements, registration deadlines, and test fees
- Credit policies and testing for CLEP and DSST credit-by-examination programs
- Resources for contacting affiliated testing programs
- Comprehensive information on the Testing Services Web site

Should you prepare for a test? Yes!

Preparing for an examination will help you:

- Gain insight into the knowledge and skills you will be tested on,
- Relieve test anxiety because you will have a better understanding of what to expect on the day of the test, and
- Assess the areas where you may need more practice before actually attempting the test.

There are numerous resources available to help you prepare for a test:

- Testing company Web sites often provide information on the skills and knowledge measured on a specific test, sample questions, and practice tests.
- Test preparation sites on the internet can help provide information on the skills measured on a test, sample questions, instructional information, etc. *Please be cautious when using these sites. Some test preparation sites provide free information while other charge a fee for their information and services. Additionally, these sites do not always reflect current examination content, policies, or procedures.*
- Published books on preparation for specific exams provide instructional information as well as sample questions and sample tests. Visit your bookstore, library, or online book merchant to find preparatory books available for the examination you need to take.
- Faculty in your field of study often have insights or information related to exams in their area of expertise.
- For test anxiety issues, make an appointment with Kelly Center Academic Success Programs. This free service can help you learn ways to manage test anxiety and improve your test-taking skills.

Remember: "Confidence and courage come through preparation and practice!"

CONNECT WITH US

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 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
- Forsyth Library checkout access
- 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

CONNECT WITH US

Tiger Card Center
Memorial Union, 2nd Floor, Room 208
(785) 628-5533
<http://www.fhsu.edu/tigercard>

TIGER TIP

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



TIGERLINK

TigerLink is the online student involvement portal that helps students become involved on campus and manage their experiences outside the classroom. TigerLink serves as the central calendar for student life and features all recognized student organizations, residence halls and living learning communities on campus as well as a variety of university departments, programs and resources.

There are many uses on TigerLink which include:

- Browsing student organizations that match your interests
- Viewing upcoming events
- Participating in on-campus elections
- Completing various forms in an online, paper-free environment
- Reading news articles about campus related events and activities



Co-Curricular Transcript

The Co-curricular Transcript feature is a record of your involvement, event attendance, learning experiences and overall achievements at FHSU. Organization memberships, officer positions, self-reported experiences and services hours logged are automatically tracked on your transcript. Be sure to swipe your Tiger Card at campus events to take advantage of this tool!

Curriculums on TigerLink

Using the curriculum feature on TigerLink, students are able to choose programs, activities, and events that will specifically help them improve their chances of success in the workforce.

Why should I do this?

Students who complete a curriculum will receive special recognition, earn a digital badge and be presented with an honorary cord at commencement.

How do I get started?

From your TigerLink profile, select the "Curriculum" tab. Your progress for each Curriculum can be viewed there, along with the requirements you need to fulfill each.

The following curriculums are currently available:

- First 40 Days
- Quest Leadership
- World Ready
- Healthy U
- Career Development
- Social and Civic Engagement

Whether you are seeking to get involved in student organizations or discover what events are happening on campus, TigerLink is your key to connecting with student life!

CONNECT WITH US

The Center for Student Involvement

Memorial Union, Room 014

(785) 628-4664

csi@fhsu.edu

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

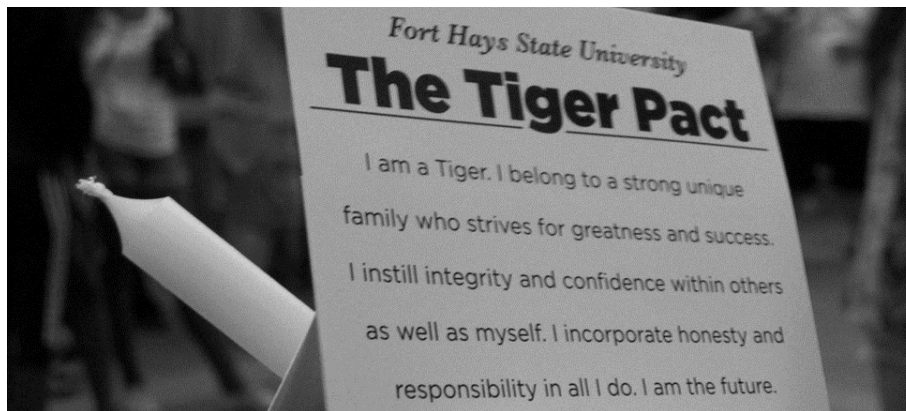
<https://tigerlink.fhsu.edu>

<https://www.facebook.com/fhsucsi>

TIGER TIP

TigerLink is now mobile friendly using the Corq app. This app features a filter that will narrow events based on location, perks and categories. Students will also have access to their organizations and other involvement tools through Corq. Download Corq today from the App Store or from Google Play so that TigerLink is at your fingertips.

TIGERPACT: THE TIGER FAMILY HONOR CODE



How do I participate?

By coming to Fort Hays State University, you become a Tiger. By upholding the Tiger Pact, you become a member of the Tiger Family.

What is the Tiger Pact?

The Tiger Pact is an honor code that incorporates the values that are important to the Fort Hays State University Tiger Family. The Tiger Pact was developed by students to share our story and experience as members of the FHSU family. It not only defines who we are as a member of FHSU, but also who we strive to be by every action. By forming our own honor code, we became *Forward Thinking*, and by striving to uphold the Tiger Pact, we become *World Ready*. We embrace our experience here, with our Tiger Family, because it allows us to go out and influence others.

I am a Tiger. I belong to a Family.

History of the Tiger Pact

Fort Hays State University has always prided itself on family values. However, what makes FHSU special to many faculty, staff, students, and alumni had never before been defined. Under the leadership of Dr. Keegan Nichols, Associate Vice President for Student Affairs, a task force was formed in 2013 to define these values. While the Tiger Family had believed an honor code existed, no such thing had existed before. It was decided that these values would be incorporated into a university honor code known as the Tiger Pact.

A survey was created by the task force and shared with all FHSU faculty, staff, and students for them to provide what they believed were the top values shared by all FHSU Tigers. From the values provided, student organizations discussed and debated which values should be a part of this new honor code.

This feedback was collected and provided to a group of 20 students from across the Tiger Family. These students came together to carefully incorporate the most important values of the Tiger Family into one honor code that we now call the Tiger Pact.

The beginning of the first year with the Tiger Pact was celebrated with a candle lighting ceremony in the Quad on the evening before classes began in August 2015. The statement that was originally created by students continues to be celebrated throughout the school year by students.

CONNECT WITH US

Office of Transition & Student Conduct
215 Sheridan Hall
(785) 628-4691
fhsu.edu/tigerpact

TIGER TIP

We know that every day actions are taking place across campus. Acts that build, sustain, and grow our Tiger Family to become the future. Let us recognize these acts by you and other Tigers who positively contribute to our family. Whether you are faculty, staff, or a student you deserve to recognize and be recognized. Share your experiences by contacting us or through the form on our webpage.

Follow these steps to gain access to FHSU technology services!

1. ACTIVATE

TigerNetID is a unified username and password authentication system for most Fort Hays State University computing resources. www.fhsu.edu/activate

2. EXPLORE

With your TigerNetID you can log on to **TigerTracks** - FHSU's web portal - where you can explore your financial and academic information, FHSU e-mail, and other online services through your own customizable home page.

- **TigerEnroll:** TigerEnroll is FHSU's online enrollment service, found in TigerTracks. **Pre-Enrollment** is when you select courses in TigerEnroll and submit them for advisor approval. This temporarily secures your classes. **Enrollment** is when you complete the Enrollment/Payment tab in TigerEnroll, selecting your payment method and permanently securing your approved classes, also referred to as finalizing enrollment.
- **Email:** Your TigerNetID@mail.fhsu.edu email address is the official form of communication for all students at FHSU.
- **Third-Party:** Students are able to provide access to grade and/or financial information to a third party (go to TigerTracks > Online Services).
- **Blackboard:** A Web-based learning management system (LMS) designed to support fully online courses or provide a space for face-to-face course supplementation. **Enrolled students receive access to their enrolled courses on the first day of classes.**

3. PREPARE

All students enrolled at Fort Hays State University are expected to have a computer* for use in a variety of university learning experiences. ****On-campus students are expected to have a laptop to ensure mobility.***

TigerTech only provides assistance with accessing and using FHSU-hosted systems and University-owned equipment. FHSU does not sell computers and does not provide computer repair for student devices.

- **Hardware:** To meet basic security, networking, and upgrade requirements, your computer should be running Windows 7 (or newer) or Mac OS X (or newer). Ideally, your computer's warranty should be supported by the manufacturer throughout your college career. Chromebooks and iPads are not recommended for use as your primary device due to limited functionality. Ask your instructor or academic department to learn about any specific technology requirements that may apply for each course in which you are enrolled.
- **Software:** Enrolled students at FHSU can take advantage of a variety of options to get FREE and/or discounted software for use on **personal** devices at www.fhsu.edu/tigertech/software/.

4. CONNECT

If you are on on-campus student, once you arrive on campus, connecting to the **TigerNetStudent** wireless network requires a TigerNetID login and a brief Web-based registration. Register all of your wireless devices, including items you bring to the Residence Halls, at www.fhsu.edu/tigertech/internet-info. FHSU does not accept the use of wireless printers.

5. CONTACT

Add TigerTech (785) 628-FHSU to your phone contacts, chat with us online at www.fhsu.edu/tigertech OR visit us in To-manek Hall 127.

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—Thursday 6:30 AM—10:00 PM

Friday 6:30 AM—8:00 PM

Weekend 10:00 AM—5:00 PM

CONNECT WITH US

Tiger Wellness Center

Dr. Jeff Burnett

Cunningham Hall, Room 132

785-628-5908

jburnett@fhsu.edu

<https://www.facebook.com/#!/tigerwellness>

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!



UNIVERSITY BOOKSTORE

Your On-Campus University Bookstore has your course materials and Tiger Spirit needs. Stop in and check out the store or browse online. We are here to help YOU, ask us any questions you may have.

Service/Resources:

Textbooks

- Looking for different options when getting your textbooks? At the University Bookstore you can buy or rent New or Used textbooks. If you want a lighter textbook load, you might look into our Digital textbook options and have all of your textbooks available to you on a personal tablet or computer.
- Easily find all of your textbooks online through TigerEnroll!
Log in to TigerEnroll——Continue——Select the correct semester——click on the third tab labeled “Pre-Enroll/Schedule Changes”——in the lower right hand corner click on the link “Order Textbooks.”
- Order your textbooks early and have them ready for you to pick up by using our In-Store Pickup option when checking out, plus you do not pay shipping on In-Store Pickups!
- Sell back your purchased books anytime throughout the semester for cash.

Fort Hays State University apparel and gifts

- From youth to adult sizes you will find just what you need in our apparel and gifts to display your Tiger Spirit.
- Wearing Tiger gold on a Friday? Stop in and ask us about the TGOF promotion!

CONNECT WITH US

University Bookstore
Memorial Union Room 122
785-628-4417
fhsu@bkstr.com

Follow us on Twitter @FHSU_Bookstore
Like us on Facebook – Fort Hays State University Bookstore

TIGER TIP

Communication is key! If you have any comments, questions, or concerns, let us know. We are happy to help.



WRITING CENTER

Tick tock. Tick tock. It's the night before your term paper is due. You read the assignment and you're racking your brain for ideas, but you don't even know where to start. You should've gone to the Writing Center!

Located in Forsyth Library, the Writing Center offers trained consultants to help you tackle those writing assignments. From choosing a topic to perfecting your documentation style, our consultants can help you to strengthen your writing skills and prepare you to take your place in the world.

Students from all majors and cultures visit the Writing Center. Whether your professor refers you to us or you're just not sure you're doing the assignment right, the consultants can help you out. Consultants are not editors or proofreaders; instead, they help you see patterns of errors in your writing so you can make improvements. Make sure to visit the Writing Center a few days before your paper is due, so you have time to polish your work!

All appointments must be made online on the Writing Center's website. If you experience technical difficulties stop by or call us at (785) 628-4106 for step-by-step guidance.

Most sessions last between 20-30 minutes. Students are limited to one appointment per day.

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—8:00 PM

Fridays 9:00 AM—2:00 PM

CONNECT WITH US

FHSU Writing Center
Forsyth Library, Main Floor
785-628-4106
www.fhsu.edu/writingcenter

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!



FHSU: A PLACE TO BE ALCOHOL AND DRUG FREE

Philosophy

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 of 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 illegal drugs.

FHSU does not permit or condone the consumption of alcoholic beverages by any individual under the age of 21. All laws, local, state and federal, concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the university.

Specific points of the FHSU Policy are:

1. No alcoholic or cereal malt beverages will be sold, served or consumed on FHSU property pursuant to the policy without the approval of the President.
2. Student organizations are prohibited from using organization funds to purchase beer or alcoholic beverages.
3. Alcoholic and cereal malt beverages may not be consumed on campus by anyone under the age of 21.

University Sanctions for Students

When a student admits to being or is found to have been in violation of the FHSU alcohol policy, the following responses and sanctions are possible:

- **Reprimand** – Official censure
- **Restitution** – Repayment of any monetary damages
- **Specifically Defined Sanction** – Specific conditions or assignments given to the student; examples include but are not limited to:
 - ◊ Community service
 - ◊ Research papers/personal essays
 - ◊ Workshop attendance
 - ◊ Loss of privileges and exclusion from activities
 - ◊ Exclusion from specified areas of campus
 - ◊ Special projects or assignments
- **Disciplinary Probation** – Period of review and observation during which the student is warned that the misconduct was very serious and that further violations of the code of conduct may result in more serious sanctions
- **Deferred Suspension or Dismissal** – Denial of enrollment, attendance and/or privileges for a specified period of time
- **Permanent Suspension** – Dismissal from the university
- **Expulsion** – Immediate and permanent removal from the institution. (Used only when it is believed that the presence of the student will have a detrimental impact on the university community.)

All sanctions may be imposed singularly or in combination. Sanctions are designed to promote the educational mission of FHSU. It is also the university's belief that all disciplinary sanctions should provide the opportunity for personal growth and, to that end, counseling and referral for individual assessment may be included as one of the terms of any sanction. The severity of the sanction(s) imposed is intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit him or herself to good citizenship through behaviors that fall within the conduct regulations of the institution.

CONNECT WITH US

Student Affairs

Bob Duffy

Director of Drug and Alcohol Wellness Network

(785) 628-4401

FHSU: STUDENT CONDUCT

Mission Statement

Promote student safety, success, and citizenship. Process violations of the Student Code of Conduct to facilitate education and student development.

Goals of Office

1. To encourage appropriate standards of individual and group behavior;
2. To foster ethical standards and engaged citizens;
3. Create and maintain an environment that is conducive to the intellectual, cognitive, moral, spiritual, and psychosocial growth of all community members;
4. Promote accountability and responsibility for students;
5. Provide opportunities for community members to acquire knowledge and skills that will improve their chances of future success;
6. Resolve alleged violations of expectations in a way that is fair, developmental, and expedient;

Campus Crime Statistics: Clery

In 1990, U.S. Congress passed the Student Right-to-Know and Campus Security Act, which required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and campus security information and policies. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Higher Education Opportunity Act of 2008 (Public Law 110-315) further created campus safety requirements in the following areas: hate crime reporting and emergency response; evacuation procedures; missing student notification; and fire safety issues.

The Clery Act requires institutions to disclose three general categories of crime statistics:

1. Types of Offenses – Criminal Homicide, including: a) Murder and Non-Negligent Manslaughter; and b) Negligent Manslaughter; Sex Offenses including: a) forcible, and b) non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
2. Hate Crimes – Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury, were hate crimes; and Arrests and Referrals for Disciplinary Action for illegal weapons possessions and violation of drug and liquor laws.

The Clery Report can be found at: <http://www.fhsu.edu/judicial/security-report/>.

Campus Resources for Student Victims of Incidents

1. University Police should be notified immediately after an incident. The purposes of this initial contact are to render immediate assistance to the victim, to protect evidence associated with the assault and to protect others who may be assaulted. A report should also be reported to the Title IX Coordinator, Dr. Keegan Nichols at 785.628.5824.
2. The person who has been assaulted should seek immediate medical attention from the Student Health Center, a hospital or a personal physician.
3. The Kelly Center on-call counselor and Options should be contacted to provide psychological support to the victim.
4. The university may make changes to a student's academic and living situations after an alleged offense, as long as the victim requests those changes and they are reasonably available.

What Students Can Expect of FHSU Conduct Hearings

- Students will be treated with fairness and respect and as independent adults.
- Students will receive timely notification of charges, hearing information, and decisions.
- Students will have their questions (regarding the conduct process, possible outcomes, sanctions, etc.) answered completely and in a timely manner.
- Students will be referred to other campus offices or community agencies as needed.
- Information regarding a student's conduct history will be kept confidential, with information released only to those with a legitimate right to know such information.

CONNECT WITH US

Student Affairs

Keegan Nichols, Ed.D.
Assistant Vice President for Student Affairs
Sheridan Hall, Room 208
(785) 628-5824
(785) 628-4113 fax

Student Affairs

Brett Bruner
Director of Transition and Student Conduct
Sheridan Hall, Room 208
(785) 628-5824

ACADEMIC HONESTY

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

Examples of academic dishonesty include, but are not limited to:

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

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: http://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

CONNECT WITH US

Office of the Provost
Sheridan Hall, Room 302
785-628-4241

TIGER TIP

Honesty is the first chapter in the book of wisdom.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- Grade level

- 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 FHSU to disclose directory information about them. To make this request, please contact the Office of the Registrar.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) continued

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, academic advisor, professor, internship supervisor, or cooperating teacher in a field experience).

Third Party Access allows students to designate another person access to some of their information. Currently students can grant a third party access to their grades and Financial Information (Amounts Due, Billing History, and Make a Payment).

>Complete instructions are found on page 13.<

Directions for FHSU faculty and staff:

Questions regarding FERPA should be directed to the Registrar (302 Picken Hall, phone 785/628-4222).

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

STUDENT ABSENCE: RETURNING TO CAMPUS

Office of Student Affairs

If you will be absent from class for medical reasons, death in your family or other extenuating circumstances, the Student Affairs Office will send a professor notification to your professors. The Student Affairs Office will contact your professors to let them know that you will be absent from class and the reason why.

Once you return to class, you will need to follow-up with each professor to discuss missed classes and options available. If you missed several classes, the Student Affairs Office will require documentation to support your absence.

Medical Withdrawals

Students may initiate a withdrawal from the University for medical or psychological reasons (for self or due to a family emergency).

To request a medical withdrawal, the following documentation must be submitted to the Student Affairs Office:

- A written request outlining the nature of the medical/psychological/family emergency and how the situation created challenges for successfully completing the semester.
- The class/classes you want to withdraw from.
- The date(s) of last attendance in on-campus class/classes and the last date(s) of participation in virtual classes.
- Documentation verifying the medical/psychological/family emergency.
- If the request is for a withdrawal, tuition refund or both.

The request and documentation must be sent/faxed to Chris Gist, Administrative Assistant to the Vice President for Student Affairs at crgist@fhsu.edu or faxed to 785-628-4113.

Upon receipt of the request and supporting documentation, the appeal will be forwarded to the Medical Appeals Committee. Once the decision has been made, the student will be emailed the decision.

CONNECT WITH US

Office of Student Affairs

Sheridan Hall, Room 208

(785) 628-4277

(785) 628-4113 fax

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

TIGER TIP

Returning to class after being ill or experiencing emergencies can be challenging. The Student Affairs Office wants to help students be successful in your return to classes.



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---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>

TITLE IX

WHAT IS TITLE IX?

- I. Title IX is a federal law that prohibits discrimination on the basis of sex.
 - A. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal funding.”
- II. In 2011 the Office of Civil Rights issued a “Dear Colleague” letter in regards to sexual violence on college campuses.
 - A. “The statistics on sexual violence are both deeply troubling and a call to action for the nation. The Department is deeply concerned about this problem and is committed to ensuring that all students feel safe in their school, so that they have the opportunity to benefit fully from the school’s programs.”
- III. OCR enforced that Title IX includes all forms of sex discrimination including:
 - A. Sexual assault/harassment
 - B. Stalking
 - C. Intimate partner/dating violence
 - D. Pregnancy
- IV. Under Title IX students are guaranteed the right to education free from sexual violence and harassment. In the case that such violence does occur, colleges and universities are required to respond to the various needs of the survivors (knowyourix.org).

IMPORTANT FACTS TO KNOW:

1. Title IX is a landmark federal civil rights law that prohibits sex discrimination in education.
2. Title IX protects all students including male, female, and transgender.
3. Schools must be proactive in ensuring that the campus is free from sex discrimination.
4. Schools must have an established procedure for handling complaints of sex discrimination, sexual harassment, and sexual violence.
5. Schools must take immediate action to ensure a complainant-victim can continue their education free of ongoing sex discrimination, sexual harassment or violence.
6. Schools may not retaliate against someone filing a complaint and must keep a complainant-victim safe from retaliatory harassment or behavior.
7. Schools can issue a “no contact” directive to prevent the accused student from approaching or interacting with the complainant.
8. In cases of sexual violence, schools are prohibited from encouraging or allowing mediation of the complaint during the investigation process.
9. Schools cannot discourage the complainant from continuing their education since they have a right to education under Title IX.

RESOURCES:

FHSU handles incidents of gender-based violence seriously. If you or someone you know is a victim of gender and/or relationship violence, there are resources available.

Confidential Resources

FHSU Kelly Center

(785) 628-5304

FHSU Student Health

(785) 628-4293

Options: Campus Advocate

(785) 625-3055

Non-Confidential

FHSU Campus Police

(785) 628-4629

Title IX Coordinator

Dr. Keegan Nichols, (785) 628-4293

Resident Assistants

CONNECT WITH US

Dr. Keegan Nichols

Associate Vice President of Student Affairs

Title IX Coordinator

Sheridan Hall, Room 208

(785) 639-5213

knnichols@fhsu.edu

TRANSFER AGREEMENT AND ARTICULATION GUIDE

The Transfer Agreement and Articulation Guide has been developed to facilitate the transition of students with an associate degree or 45 transferable hours from regionally accredited colleges and universities to Fort Hays State University.

REQUIREMENTS

1. Students must graduate from a regionally accredited college or university with an associate degree based on a baccalaureate oriented sequence (see FHSU *University Catalog*), or have 45 transferable credit hours.
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 or 45 transferable hours from another regionally accredited 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)

Diversity in the U.S. (3 hours)

Introduction to Computer Information (3 hours)

4. Students with an associate degree or 45 transferable hours 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.