



## **FACULTY NEWS**

OCTOBER 2010

### **SPRING 2011 PRE-ENROLLMENT**

Pre-enrollment is upon us and now is the time when you will meet with advisees, assist them in building a course schedule for Spring 2011 and discuss their future academic options. For some students this will be an easy process while other students will require more attention.

The Academic Advising and Career Exploration (AACE) Center is the place to send students who are looking for reassurance that they are pursuing the right major or who want to explore a new academic major. Career counseling is a free service to FHSU students and consists of three, one-hour appointments spread over the course of three weeks. During these appointments, students will take career guidance inventories and learn how to use that information and personal goals to choose a rewarding academic major.

Students interested in career counseling should call the AACE Center at (785) 628-5577 to make an appointment.

VIRTUAL COLLEGE PRE-ENROLLMENT (currently enrolled F10 pure virtual students only)

October 18—Graduates and Seniors  
October 19—Juniors  
October 20—Sophomores  
October 21—Freshmen

OPEN TO ALL STUDENTS (on-campus & virtual)

October 26—Graduates and Seniors N-Z  
October 27—Graduates and Seniors A-M  
October 28—Juniors N-Z  
November 1—Juniors A-M  
November 3—Sophomores N-Z  
November 4—Sophomores A-M  
November 8—Freshmen N-Z  
November 10—Freshmen A-M

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**QUESTIONS, COMMENTS OR ARTICLES YOU WOULD LIKE TO HAVE INCLUDED IN TIGER EXCHANGE SHOULD BE FORWARDED TO:  
DR. PATRICIA GRIFFIN  
DIRECTOR , ACADEMIC ADVISING AND CAREER EXPLORATION CENTER  
PICKEN HALL RM 311  
785-628-5577  
PGRIFFIN@FHSU.EDU**

## ADVISING SURVEY REMINDER

Our goal is to provide students with a learning experience that supports the achievement of excellence. Our work to provide a positive learning experience includes many factors. One factor is academic advising. It is the desire of FHSU that our advising program demonstrates integrity, accountability and continuous improvement. Please remind your advisees to take a few moments to complete the survey regarding their experience with academic advising. They can click on "view link" from the TigerTracks Announcements or go to: <http://studentvoice.com/fhsu/academicadvising/> to complete the survey. We appreciate your assistance in reminding your advisees to complete the survey.

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"THE REAL CONTEST IS ALWAYS  
BETWEEN WHAT YOU'VE DONE  
AND WHAT YOUR'RE CAPABLE  
OF DOING. YOU MEASURE  
YOURSELF AGAINST YOURSELF  
AND NOBODY ELSE."  
—GEOFFREY GABERINO

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## THE UNDERGRADUATE DEGREE SUMMARY

Undergraduate students have a degree summary prepared for them by a transcript analyst in the Office of the Registrar when they are a first-semester junior. A degree summary is an outline of the courses required to meet graduation requirements. Once the degree summary is completed, an email is sent to the student's scatcat account from registrar@fhsu.edu. The email contains the following message:

From: registrar@fhsu.edu  
Subject: Degree summary

Your degree summary has been created/updated. Please make an appointment with your academic advisor. Before the appointment, pick up your degree summary from your degree analyst in the Registrar's Office, Picken Hall, Rm 307. A signed degree summary must be on file in the Registrar's Office before you can view it through TigerTracks.

After the first-semester junior year, the degree summary is updated each semester. Once this is done, an email is sent to the student's scatcat account from registrar@fhsu.edu. The email contains the following message:

From: registrar@fhsu.edu  
Subject: Degree summary has been updated this semester

Your degree summary has been updated for this semester. You may view it through TigerTracks and On-Line Services. Any changes you make to your class schedule after the date it was last updated will not be reflected on the degree summary. Please review this summary with your academic advisor in your major department. If you have any questions regarding the number of remaining credit hours you have to complete, please contact your degree analyst in the Registrar's Office.

It is important that each student has a signed degree summary on file in the Office of the Registrar. The degree summary should be signed by the advisor and student no later than the end of a student's first semester of the junior year. Updated degree summaries do not require a signature unless a program change has been made.

## DEGREE ANALYSTS

**Carrie Lane**  
Degree/Transcript Analyst,  
Associate of General Studies  
Bachelor of General Studies (Non-Military) |

**Cathy Reeves**  
Degree/Transcript Analyst  
Military Programs/International Partnerships

**Luci Williams**  
Degree/Transcript Analyst  
Undergraduate Last Names A-E

**Judy Channell**  
Degree/Transcript Analyst  
Undergraduate Last Names F-L

**LuAnn Pfeifer**  
Degree/Transcript Analyst  
Undergraduate Last Names M-R

**Stephanie Johnson**  
Degree/Transcript Analyst  
Undergraduate Last Names S-Z

**SCHOLARSHIP DEADLINE**

The 2011-2012 Scholarship application is available at <https://secure.fhsu.edu/scholarship/>. The priority deadline for applying for scholarships for 2011-2012 is November 15, 2010. The final deadline is February 15, 2011. If you have questions, please stop by the Scholarship Services Office, 222 Picken Hall, email: [sscholar@fhsu.edu](mailto:sscholar@fhsu.edu) or call 628-4419.

Please share this information with your students.

**THE GRADUATE PROGRAM OF STUDY**

Graduate advisors work with their assigned graduate students to develop the program of study. This program only includes courses that are required for completion of the degree being sought by the student. The program is approved and signed by the major advisor and the Graduate Dean. It should be completed and filed in the Graduate School on or before the completion of nine hours of graduate credit.

**FHSU ALGEBRA ASSESSMENT**

The Fort Hays State Mathematics & Computer Science assessment exam is a 25 question multiple-choice basic algebra exam. It is a 30 minute timed test and calculators are allowed, but not required. To be eligible for MATH 110—College Algebra, the student will need to score at least 15 correct out of the 25 questions on the exam. If a score of at least a 15 is not received, the student must enroll in the MATH 010—Intermediate Algebra. The student will need to select someone (a proctor) to administer this exam. Preferably the proctor should be a teacher, counselor, minister, job supervisor, librarian, etc. The proctor must not be a family member or roommate.

The student will need to print off and complete the forms from the Virtual College Web site: <http://www.fhsu.edu/virtualcollege/faculty/forms/> (Click on Proctor Approval Form) and FAX these forms to the MACS Department at 785-628-5816 (NOT the Virtual College's Fax number listed on the form) and make it to "Attention Dr. Riazi". The student should ignore the information on the form regarding the ten day wait period. When the student is ready to take the exam, a time should be scheduled with their proctor, and they need to call the MACS Office or email [mriazi@fhsu.edu](mailto:mriazi@fhsu.edu) and Dr. Riazi will e-mail the exam to their proctor.

For review material and a practice exam (and answers) or if your student has questions or concerns, Bev Unruh can be contacted at 785-628-4240 or email her at [bunruh@fhsu.edu](mailto:bunruh@fhsu.edu).

**SPRING 2011 SEMESTER  
ACADEMIC REINSTATEMENT**

<b>Date of Appeal</b>	<b>Deadline for Paperwork</b>
Wednesday, October 27, 2010	Monday, October 25, 2010 at noon CST
Wednesday, December 1, 2010	Monday, November 29, 2010 at noon CST
Thursday, January 6, 2011	Monday, January 4, 2011 at noon CST
Friday, January 7, 2011	Tuesday, January 5, 2011 at noon CST

**MAJORS &  
GRADUATE  
PROGRAMS  
FAIR**

**Tuesday, March 1, 2011  
12:00 p.m. to 6:00 p.m.  
Memorial Union Ballroom**

The Majors and Graduate Programs Fair is an excellent opportunity for you to showcase your department's majors, minors, certificates, areas of study and research opportunities. This year the fair will be open to the FHSU students and Hays community as well as area high schools. We look forward to having 100% participation again this year!

Sponsored by:  
Office of the Provost  
Office of Student Affairs  
Academic Advising and Career  
Exploration Center

Please contact Nikki Brown,  
Coordinator, AACE at  
[n\\_brown2@fhsu.edu](mailto:n_brown2@fhsu.edu) or  
785-628-5577 with questions.

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DISCOVER YOURSELF

EXPLORE YOUR OPTIONS

CHOOSE YOUR PATH

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**FORT HAYS STATE  
UNIVERSITY**

Academic Advising and  
Career Exploration Center  
600 Park Street  
Picken Hall Rm 311  
Hays, KS 67601

Tel: 785-628-5577  
E-mail: [advising@fhsu.edu](mailto:advising@fhsu.edu)



**FORT HAYS STATE  
UNIVERSITY**

*Forward thinking. World ready.*

**TIGER ENROLL TRAINING**

If you need the TigerEnroll training so that you can work with your advisees, the following workshops are offered. Session size is limited and must exceed two. If interested, please contact Viv Zimmerman at 785-628-4031. **NO food or beverages are allowed in the training lab.**

Workshop	Session	Date	Time	Location	Sign-up Deadline
<b>Tiger Enroll - Advisors ONLY</b>	14	10/20 (Wed)	9:30am - 10:30am	TH107	10/19 - 4pm
<b>Tiger Enroll - Advisors ONLY</b>	15	10/20 (Wed)	1:30pm - 2:30pm	TH107	10/19 - 4pm
<b>Tiger Enroll - Advisors ONLY</b>	16	10/21 (Thurs)	10:30am - 11:30am	TH107	10/20 - 4pm
<b>Tiger Enroll - Advisors ONLY</b>	17	10/21 (Thurs)	3:00pm - 4:00pm	TH107	10/20 - 4pm

**TIGER WORKSHOP**

Wednesday, October 20

**TIGER Workshop 104:** Advising Resource: The Registrar's Office