

ACADEMICS – Steps for Success

1. **See the Professor.** Frequently a student will be very reluctant to take the first crucial step. Hesitation to visit the professor is frequently caused by a student's embarrassment with his or her own academic predicament. This is often coupled with a belief that a professor could not have possibly faced similar problems and therefore cannot understand. It is a rare professor who has breezed through college without academic or personal difficulties. An office appointment with a professor will give your student an accurate assessment of their status in the class. Sometimes a student will be pleasantly surprised and discover that they are doing better than they previously thought. In instances where that is not the situation, a student will benefit from the professor's suggestions on how to do better. A visit also lets the professor know that the student is interested and wishes to improve.
2. **Attend class.** If students are not attending class, it is impossible for them to take notes, ask questions or successfully pass the course. Frequently, students who are not doing well in a course will stop going to class because they feel lost or discouraged. Like most bad habits, non-attendance is easier to establish than to break.
3. **Know when to drop a class.** There are situations when nothing can be done, and a student should withdraw from a class. The final date to withdraw without academic penalty can be found on the Dates and Deadlines handout, or can be found by calling the Registrar's office at 785-628-4222. If a student plans to drop a class he/she should NOT wait until the final day to do so.

ACADEMIC ADVISING

Students will be assigned an academic advisor to whom they can turn to for assistance with academic decisions that they must make. The advisor will help the student identify interests and career goals, plan an academic program, particularly the classes to be taken in the upcoming semester, and will assist in any changes of schedule made after the semester is underway. When a student encounters academic difficulty, his/her academic advisor should be the first person the student visits with. Undecided students are assigned an academic advisor who can also assist the student in career decisions. If a student does not know who his/her academic advisor is, they can look online by accessing their personal information at www.fhsu.edu/sws or contact the Office of the Registrar or Academic Advising and Career Exploration Center.

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 institutional advising goals and desired student outcomes. Developmental advising focuses upon the relational, conceptual and informational aspects of advising students.

ACADEMIC EXPECTATIONS

Students are expected to complete academic work that represents their ability without inappropriate assistance. The University has policies and procedures in regard to cheating, plagiarism, collusion, abuse of resource materials, and computer misuse. Sanctions may range from a warning, loss of credit for the examination or assignments in question, failure of a course, suspension or expulsion from the University. For more information concerning academic policies and procedures, consult the *Campus Directory and Student Handbook* online at: www.fhsu.edu/staffairs/stuhandbook.shtml.

REPORTING STUDENT ACADEMIC PROGRESS

Students' academic progress is reported using the following scale and grade point equivalences:

| <u>Grade:</u> | <u>Grade Points per Credit:</u> | |
|---------------|---|------|
| A | Superior Achievement | 4.00 |
| B | Good Achievement | 3.00 |
| C | Average Achievement | 2.00 |
| D | Minimum Passing Achievement | 1.00 |
| U | Unsatisfactory Achievement | 0.00 |
| I | Incomplete: Assigned at the discretion of the instructor when work is otherwise passing but incomplete. | |
| WP | Withdrawal Passing (not used in calculating GPA) | |
| WF | Withdrawal Failing (not used in calculating GPA) | |
| P | Pass | |
| CR | Credit | |
| NC | No Credit | |

ACADEMIC STATUS AND STANDARDS

All students are expected to make satisfactory academic progress toward their degree. The issuing of grade reports presents an important opportunity for the student and the University to assess academic performance. Academic advisors receive copies of both the midterm and final grade reports. Students who show signs of academic difficulty at midterm are expected to see their academic advisors to discuss problems and possible remedies. Midterm and final grades are posted online by accessing their personal information at www.fhsu.edu/sws for student viewing.

Students are expected to perform at a level that will lead to graduation. A minimum of a "C" average (2.00) is required for graduation in the major courses, FHSU courses and cumulative coursework, although specific fields may require more than the minimum. A student whose grades do not reflect progress towards a degree is placed on academic probation or academic suspension.

Academic Probation

Academic probation is a warning that a student is having difficulty in meeting the graduation requirements. A student is placed on academic probation when the cumulative grade point average falls in the following ranges:

| | | | |
|----------|----------|-----------|-----------|
| Freshman | 1.4-1.99 | Sophomore | 1.7-1.9 |
| Junior | 1.8-1.94 | Senior | 1.86-1.95 |

The student may continue to enroll at FHSU while on probation but is being alerted to the danger of being suspended if academic performance does not improve.

Academic Suspension

A student is placed on academic suspension after more than one University enrollment if the cumulative grade point average falls below:

| | | | |
|----------|-----|-----------|------|
| Freshman | 1.4 | Sophomore | 1.7 |
| Junior | 1.8 | Senior | 1.86 |

The student may enroll in the summer term while on academic suspension but cannot enroll during the fall or spring semester unless a waiver of academic suspension has been approved. Because academic suspension is based on grade point average, it is possible to be placed on academic suspension without even having been on probation.

Reinstatement and Appeal

A student who is on academic suspension for the first time has the right to file an "Application for Academic Reinstatement" (www.fhsu.edu/aace/reinstatementform.doc) for the next semester. It is often in the student's best interest to take at least one semester to reconsider and re-evaluate their educational plans. Students who are placed on academic suspension again cannot file an application until they have sat out for a minimum of a fall or spring semester.

Reinstatement is not automatic; each application will be evaluated on its own merit. There is, however, no right to reinstatement. For assistance, a student should consult with the Academic Advising and Career Exploration Center, 100 Picken Hall, 785-628-5577.

ADD POLICY STATEMENT

Students may officially add on-campus, open, full-semester courses up to and including the 20th day of classes for a semester with instructor and advisor permission. Students may officially add open, full-semester courses offered through the Virtual College up to and through the 14th calendar day after classes begin. For policies for adding courses of less than a full semester or summer term please contact the Registrar's Office at 785-628-4222 or visit <http://www.fhsu.edu/registrar>.

WITHDRAWAL POLICY STATEMENT

Students may withdraw from full-semester courses up to the end of the tenth week of classes. Students withdrawing through the fifth week will not receive any notation on their transcript. Between the sixth week and the end of the tenth week students who withdraw will receive a notation on their transcript of withdrawal passing (WP) or withdrawal failing (WF). No withdrawals will be allowed after the tenth week of classes. Appeal requests for withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar, Sheridan Hall 106, 785-628-4222 for the appeal form.

FREQUENTLY ASKED QUESTIONS

WHAT IF A STUDENT HAS NOT DECIDED ON A MAJOR?

Deciding what to major in and, in effect, what to be when you leave the university is often one of the most difficult decisions a college student faces. What makes this decision even more difficult are the barriers that students encounter along the way. Every roadblock opens up an alternate route, and Academic Advising and Career Exploration (AACE) advisors are experienced map makers. Utilizing the AACE resources helps students take the first step toward reaching their academic goals.

Most students will make satisfactory progress toward a degree and choose a major by the end of their sophomore year (60 credit hours). Student who decide on a major by this time will usually graduate within 4 years. However, some majors at the University which are lengthy and very structured should be dived on as early as possible. These are sometimes called “professional” majors because they train a student for specific occupational fields. If students wait to decide on one of these majors, they may extend the time it takes them to complete their bachelors degree.

HOW LONG DOES IT TAKE TO GET A COLLEGE DEGREE?

The time necessary to complete a degree depends on the degree chosen, the number of courses and credit hours taken by the student each semester, the student’s academic performance, and the extent of additional obligations assumed, such as employment or extensive extra-curricular activities. Some students complete their degrees in four years, but many take an additional semester or year to finish. While it is possible to complete any degree within a four-year period, it is not always possible for all students to complete a degree in that period of time. Circumstances and academic talents vary.

WHAT ABOUT CLASS SIZE?

The format of the class will depend on the nature of the subject matter and the method of presentation selected by the professor. As a freshman, your student will probably have a mixture of classes in terms of size and format. Many courses in the general education program enroll fewer than 50 students per section and writing and speech courses are limited to fewer than 25 students. Large lecture courses usually provide the opportunity for discussion in small groups as well. Similarly, most beginning science courses are taught in a combination of lecture and laboratory with the lecture begin around 50 and the laboratory around 15-20.

IS CLASS ATTENDANCE MANDATORY?

Class attendance depends on the policy of the instructor for each class. Class attendance is strongly recommended, and students cannot expect to do well without going to class. The freshman year brings many new responsibilities to students, and disciplining themselves to go to class is one of their biggest challenges since they often have large blocks of “free” time for the first time in their lives. Attendance at class is one of the ways in which a student demonstrates his/her maturity and willingness to assume responsibility.

HOW MUCH TIME SHOULD BE DEVOTED TO STUDY?

Most students learn quickly that college courses require considerably more study time than was required in high school. We usually suggest that the average student needs to study approximately two hours outside of class for every hour in class. If a student is carrying 15 credit hours, for example, he/she should spend 30 hours a week studying, for a total of 45 hours a week (15 credit hours + 30 hours study = 45 hours a week). As you can see, college is a full-time job. Spending an insufficient amount of time in studying outside of class is probably the major reason for lack of academic success in college.

HOW MANY CREDIT HOURS DOES THE AVERAGE STUDENT TAKE IN A SEMESTER?

The average number of hours typical freshmen take during their first semester is 12 to 15. Unless the new freshman is a very strong student, we usually suggest that 15 to 16 credit hours are about right. Students have a great deal to adjust to in their first semester at the University, and while taking too few credits can leave them with large blocks of free time and the sense that studying can always be done “later”, trying to do too much can be overwhelming. The trick is to find the right balance for each student.

The number of hours a student should take depends on individual circumstances. Important considerations are the strength of the student’s high school preparation, general academic ability, plans for working (and whether employment will be on campus or off), extra-curricular involvement, and any other obligations. Students are not required to take a minimum number of

credits or courses, but to be classified as full-time; they must be enrolled in at least 12 hours. Full-time enrollment is required for a variety of reasons – to live-in a residence halls, to qualify for financial aid, scholarships, and health insurance.

CAN STUDENTS CHANGE CLASSES?

At some point students may find it necessary to add or drop a course. Plans change, work schedules or extra-curricular activities suddenly alter. Sometimes students learn late of a particularly interesting course or decide that one for which they are registered is not what they thought.

Students should pay close attention to the dates and conditions for adding or dropping as specified in the Class Schedule Book. If they have any questions related to dropping a class they should stop by the Registrars Office. Throughout the semester, advisors are available on a walk-in basis to answer “quick questions” or students are encouraged to schedule an appointment with their advisor. While we generally encourage students to see their faculty advisor in their intended major, for questions relating to procedures and deadlines, please visit the Registrars office in Sheridan Hall room 106.

WHAT IF A STUDENT HAS TROUBLE WITH A CLASS?

College courses are meant to be challenging, presenting new ideas or theories, which are perhaps difficult or contradict what students previously thought. When students have trouble with a class, we recommend that they first see the course instructor. All faculty members have office hours, which students can make use of, or sometimes a brief meeting before or after class meets the student’s need.

In a large class students may not know the instructor or feel that the instructor doesn’t know who they are. They may be afraid the instructor will think they are seeking favors, or be embarrassed because they fear appearing stupid for not understanding the course material. While such fears are natural, they often stand in the way of students receiving help from the one who is most concerned about their success and eager to help. Most faculty members at FHSU want to talk with students and welcome the opportunity to help someone do well in their classes. All professors maintain regular office hours, but students need to take the initiative to use them.

WHAT SHOULD A STUDENT DO IF IT IS NECESSARY TO MISS CLASS DUE TO AN ILLNESS/EMERGENCY?

If students miss more than a day or two of class because of illness or a family emergency, they should call the Student Affairs Office. When Student Affairs is notified by the student or receive some official documentation from the student, the office notifies the faculty of the reasons for the student’s absence. **Keep in mind that this is a notification only; it does not excuse the student from class.** When students return, they need to contact instructors as soon as possible to discuss the work they missed and make arrangements for making it up. Any other reasons besides illness/emergency, the student needs to contact each instructor directly. The Office of Student Affairs will not notify instructors of a student’s absence due to sleeping in, car problems, weather related, or any other similar reasons.

CONTACTING THE UNIVERSITY

The University phone number is (785) 628-4000. From off-campus, University offices listed below may be reached directly by dialing (785) 628-plus the four-digit extension; for on-campus calls, only the four-digit number is needed. A description of University offices and services follows this directory information.

CONTACTING OFFICES

| | <u>Location</u> | <u>Phone</u> |
|--|--------------------------------------|--------------|
| Academic Advising and Career Exploration Center | Picken Hall 100 | 5577 |
| Academic Success Programs | Picken Hall 308 | 4401 |
| Administration & Finance | Sheridan 318 | 4251 |
| Admission Office | Custer Hall 201 | 5666 |
| Affirmative Action | Picken Hall 206 | 4033 |
| Alcohol & Drug Education | Picken Hall 308 | 4401 |
| Alumni Office | Custer Hall 241 | 4430 |
| Athletic Office | Cunningham Hall 138 | 4050 |
| Business Office | Sheridan 110 | 5900 |
| Career Exploration | Picken Hall 100 | 5577 |
| Career Services | Sheridan Hall 214 | 4260 |
| Commerce Bank (University Branch) | Memorial Union 2 nd floor | 4540 |
| Computing and Telecommunications Center (CTC) | Tomanek Hall 101 | 4235 |
| CTC Helpdesk | Tomanek Hall 113 | 5276 |
| Counseling Services | Picken Hall 308 | 4401 |
| Disability Services | Sheridan Hall 208 | 4276 |
| Financial Assistance Office | Custer Hall 306 | 4408 |
| Food Service (Chartwells) | Agnew Hall 116 | 4476 |
| International Student Services | Sheridan Hall 208 | 4276 |
| Intramural Office | Cunningham Hall 128 | 4373 or 4369 |
| Jobs for Tigers | Sheridan Hall 214 | 4260 |
| Kelly Center | Picken Hall 308 | 4401 |
| Memorial Union Office | 2 nd floor | 5305 |
| Multicultural Affairs Office | Agnew Hall | 5558 |
| Non-Traditional Student Services | Picken Hall 308 | 4401 |
| Parking | Brooks Building | 5304 |
| Police Department | Brooks Building 112 | 5304 |
| President's Office | Sheridan Hall 312 | 4231 |
| Provost's Office | Sheridan Hall 302 | 4241 |
| Public Safety | Brooks Building 111 | 5304 |
| Registrar's Office | Sheridan Hall 106 | 4222 |
| Scholarship Services | Custer Hall 201 | 4419 |
| Student Activities & Special Events | Memorial Union 2 nd Floor | 5801 |
| Student Affairs Office | Sheridan 208 | 4276 |
| Student Employment | Custer Hall 307 | 5227 |
| Student Fiscal Services | Sheridan Hall 110G | 4461 |
| Student Health Center | Wiest Hall 2 nd Floor | 4293 |
| Student Residential Life | Agnew Hall | 4245 |
| Student Service Center | Memorial Union | 5306 |
| University Bookstore | Memorial Union | 5378 |

CONTACTING ACADEMIC DIVISION OFFICES

| | <u>Location</u> | <u>Phone</u> |
|----------------------------------|---------------------|--------------|
| Accounting & Information Systems | McCartney 206 | 4121 |
| Agriculture | Albertson 212 | 4196 |
| Allied Health/MDI | Cunningham Hall 129 | 5678 |
| Art | Rarick Hall 102 | 4247 |
| Biological Sciences | Albertson Hall 302 | 4214 |
| Chemistry | Tomanek Hall 341 | 5321 |

| | | |
|--|-----------------------|------|
| Communication | Malloy Hall 101 | 5365 |
| Communication Disorders | Albertson Hall 131 | 5366 |
| Economics & Finance | McCartney Hall 201 | 5805 |
| Educ. Admin & Counseling | Rarick Hall 232 | 4282 |
| English | Rarick Hall 370 | 4285 |
| Geosciences | Tomanek Hall 233 | 5389 |
| Health & Human Performance | Cunningham Hall 139 | 4376 |
| History | Rarick Hall 345 | 4248 |
| Information Networking & Telecommunications | Heather Hall | 5373 |
| Leadership Studies | McCartney 208 | 4303 |
| Management & Marketing | McCartney 216 | 4201 |
| Math & Computer Science | Rarick Hall 383 | 4240 |
| Modern Languages | Rarick Hall 303 | 4244 |
| Music | Malloy Hall 137 | 4533 |
| Nursing | Stroup Hall 129 | 4498 |
| Philosophy | Rarick Hall 340 | 4249 |
| Physics | Tomanek Hall 255 | 4271 |
| Political Science & Justice Studies | Rarick Hall 355 | 4425 |
| Psychology | Martin Allen Hall 104 | 4405 |
| Social Work | Rarick Hall 349 | 5840 |
| Sociology | Rarick Hall 349 | 5840 |
| Special Education | Rarick Hall 210 | 4212 |
| Teacher Education | Rarick Hall 244 | 4204 |
| Technology Studies | Davis Hall 203 | 4211 |

COMPUTER LABS

General use computer labs are located in Tomanek Hall, Rooms 121, 123, and 127 and in Forsyth Library. Other general use and departmental labs are located throughout campus. Computer labs are also located in the residence halls; usage of these computers is restricted to those residing in each particular hall.

The student Scatcat e-mail account is used to log on to computers in most of the labs. The student must activate the account before it can be used. Complete information about activating and using Scatcat accounts can be found on the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/. Lab monitors can also assist students with this process.

For a complete list of labs, the hours, and other lab information, visit www.fhsu.edu/ctc/labs/clip.shtml.

RESIDENCE HALLS

| | |
|---------------|----------|
| Agnew Hall | 628-5400 |
| Custer Hall | 628-5700 |
| McMindes Hall | 628-4900 |
| Wiest Hall | 628-4600 |

CONTACTING STUDENTS

By Letter: Victor E. Tiger
Residence Hall
Hays, KS 67601

By Phone: You may call directly to students' rooms by dialing (785) 628-plus the four-digit extension.

By e-mail: Contact your student for the e-mail address, which will be in the form

xxxx@scatcat.fhsu.edu (the xxxx is your students' email ID)

In an Emergency: In the event you have an emergency and need to reach your student during class times, call the Student Affairs Office at (785) 628-4276. The Student Affairs Office will consult your student's class schedule and deliver the message at the earliest possible time. In the evening or on weekends, contact either the Residence Hall Front Desk or the Law Enforcement Center at 785-625-1011 and ask for the University Police, and request their assistance in locating your student.

UNIVERSITY OFFICES AND SERVICES

University offices and services are ready to assist students in meeting the challenges and complexities of University life. We encourage students to make use of these on-campus resources.

ACADEMIC SUCCESS PROGRAMS

Kelly Center, Picken Hall 308, 628-4401

www.fhsu.edu/kellycenter/asp

Academic Success Programs (A.S.P.): These programs are designed to help all students acquire the skills necessary to develop good study habits and achieve educational and career success. Academic Success Programs offers FREE individual and group tutorial services for the majority of the classes in the General Education curriculum at FHSU. Academic counseling is available for personal time and semester management, textbook reading, lecture note taking, test taking, test anxiety, and collaborative learning. Individual and group tutoring is available for the Pre-Professional Skills Tests (PPST) required for admission into the teacher education program. The Coordinator of A.S.P. teaches a 3-credit hour Succeeding in College class that is designed to help college students improve their reading and study skills in the textbooks/materials currently being used in coursework.

ADMISSIONS

Custer Hall, Second Floor, 628-5666

www.fhsu.edu/admissions

The Office of Admissions promotes FHSU and assists prospective students through the college search, application and enrollment processes. The office is responsible for maintaining and increasing new freshmen and transfer enrollments.

AFFIRMATIVE ACTION

Picken Hall, Second Floor, 628-4033

The Affirmative Action Office deals with discrimination or harassment involving protected classes (i.e. sex, race, religion, national origin, age, disability or veteran status). The Affirmative Action Officer also serves as the ADA coordinator. The Affirmative Action Officer can advise you on options available if you feel you have been discriminated or harassed.

ASSISTANCE FOR PERSONS WHO HAVE BEEN SEXUALLY ASSAULTED

Kelly Center, Picken Hall 308, 628-4401

www.fhsu.edu/kellycenter

Student Health Center, Memorial Union basement, 628-4293

www.fhsu.edu/studenthealth

University Police, Brooks Building, 628-5304

www.fhsu.edu/police

The Director of the Kelly Center is the designated campus coordinator for services for persons who have been sexually assaulted. Services needed are determined on an individual basis and might include counseling, referrals, consultation regarding legal recourse and procedures,

assessment and the appropriate management of academic impact, and changes in residence. Sexual assault prevention and education programs are coordinated through the Kelly Center.

CAMPUS OPERATOR

785-628-4000 or "0" from any campus telephone

The campus operator provides directory information to students, faculty and staff. Statewide, national and international callers may dial 1-800-628-FHSU (3478) for campus directory assistance.

CAREER EXPLORATION

Academic Advising and Career Exploration Center, Picken Hall 100, 628-5577
www.fhsu.edu/aace/exploration.shtml

Career Exploration allows undecided students as well as other students the option to visit with counselors about their career path. The counselors will help students identify their interests, abilities, values, and personality types to find career options. Being able to identify your goals is a good starting place to think about the choices you will make regarding your major, minor, or career. The center has workshops, a career library, various career guidance inventories, the Career Planning and Development Class – EAC 100, web resources and makes referrals to appropriate sources.

CAREER SERVICES

Sheridan Hall 214, 628-4260
www.fhsu.edu/career/

Career Services assists students, alumni and community residents in acquiring the skills necessary for a successful job search and provides extensive information on numerous employment opportunities. Career Services assists job seekers in preparing resumes and cover letters and in learning successful interviewing and job search strategies. Additionally, the office provides directories and information on prospective employers; on-campus interviewing; referral program for placement of candidates; employment opportunity listings; career fairs and lifetime services for FHSU alumni. The "Jobs for Tigers" program assists students in locating part-time jobs in the Hays area

COMPUTING AND TELECOMMUNICATIONS CENTER (CTC)

Tomanek Hall 183, 628-4235
www.fhsu.edu/ctc/

The CTC is responsible for the computer-based administrative systems on campus. A repository of historical and current data is stored in a data warehouse. Students interact with these systems through FHSU online services (Student Web Services). The online services will be incorporated into the new campus portal in January 2006. The CTC also provides campus-wide e-mail systems for faculty, staff, and students and maintains the backbone and infrastructure for campus networking services.

The CTC HelpDesk (see the next section), 113 Tomanek Hall, provides support for e-mail and Internet dial-up accounts and offers a variety of computer-related services and information to students, faculty, and staff. The CTC HelpDesk also provides assistance with obtaining wireless Internet access on campus. Wireless access is under development and is now available to faculty, staff, and students in many areas on campus. For current coverage areas and system requirements, see the Internet Access section of the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/.

General use computer labs are located in Tomanek Hall, Rooms 121, 123, and 127 and in Forsyth Library. Other general use and departmental labs are located throughout campus. Computer labs are also located in the residence halls; usage of these computers is restricted to those residing in each particular hall.

The student *Scatcat* e-mail account is used to log on to computers in most of the labs. The student must activate the account before it can be used. Complete information about activating

and using *Scatcat* accounts can be found on the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/. Lab monitors can also assist students with this process.

For a complete list of labs, the hours, and other lab information, visit www.fhsu.edu/ctc/labs/clip.shtml.

CTC HelpDesk

Tomanek Hall 113, 628-5276
www.fhsu.edu/ctc/helpdesk

The CTC HelpDesk is the focal point for technical assistance, referral information, and access to FHSU computing and telecommunication services.

The HelpDesk provides assistance for a variety of tasks, such as accessing e-mail, gaining Internet dial-up and wireless access, posting student Web pages, and locating campus computer labs.

A variety of products and services are available at the CTC HelpDesk. From a *Windows* or *Macintosh* workstation, you can use a scanner and print colored documents. You can also send or receive faxes and purchase computer supplies. Some items available include 3½" disks, Zip disks, CD-Rs, CD cases, portable USB drives, and Microsoft Office software.

FHSU faculty, staff, and currently enrolled students may use CTC HelpDesk services. You will be asked to present a valid FHSU ID before using the workstations. During busy times, preference will be given to students doing course-related work.

DRUG ALCOHOL WELLNESS NETWORK (D.A.W.N.)

Kelly Center, Picken Hall 308, 628-4401
www.fhsu.edu/kellycenter/dawn

As a state-licensed drug and alcohol treatment facility, D.A.W.N. provides assessment, counseling, education and referral services for members of the campus community. D.A.W.N. also engages in substance abuse prevention activities. This service helps students, faculty, and staff pursue healthy lifestyles and excellence in all undertakings.

FINANCIAL ASSISTANCE

Custer Hall, Third Floor, 628-4408
www.fhsu.edu/finaid

The Financial Assistance Office administers federal, state, and local financial assistance including grants, loans, scholarships, work-study and departmental employment. In particular, the areas of service, counseling, and information on disbursement, compliance, and aid equity are emphasized.

FORSYTH LIBRARY

628-4431
www.fhsu.edu/forsyth_lib

Forsyth Library is the information and research center for the University. The library provides access to information through books, periodicals, government documents, CD ROMs, computer literature searches and public Internet connections. Library faculty and staff offer a full range of reference, interlibrary loan, circulation/reserve, government documents and special collection services. The on-line catalog is accessible on and off campus. Photocopiers, microfilm reader/printers and typewriters are available for public use. A Macintosh computer and an Arkenstone reader are also available for students with special needs.

INTERNATIONAL STUDENT SERVICES

Sheridan Hall 208, 628-4276
www.fhsu.edu/international

This office provides services to international students in the form of personal counseling, academic advising, and advisement related to U.S. immigration laws. The office also develops and facilitates programs on campus and in the community, which focus on cross-cultural

orientation, exchange, and study abroad. Additional areas of responsibility include international admissions, record keeping and recruiting in order to develop and retain a substantial, globally-representative international student population.

KELLY CENTER

Picken Hall 308, 628-4401
www.fhsu.edu/kellycenter

The Kelly Center houses a broad range of services and programs designed to enhance student learning and personal development. Kelly Center units include academic success programs, drug and alcohol treatment and prevention services, personal counseling, and testing services; in addition to outreach and wellness promotion, consultation and referrals. Most Kelly Center services are free. Confidentiality is strictly maintained.

MEMORIAL UNION

628-5305
www.fhsu.edu/union

The Memorial Union provides many important services to the FHSU community. The Union has conference and meeting rooms, two ballrooms and several lounges. The Student Government Association is also located in the Memorial Union. If you are interested in reserving space in the Union for a meeting or for information concerning hours of operation, contact the Memorial Union Office.

Offices located in the Union include:

- Catering and Food Service, first level, 628-5396
- Memorial Union Office, second level, 628-5305
- Student Government, first level, 628-5311
- University Bookstore, first level, 628-5378
- Commerce University Branch Bank, second level, 628-4540
- University Card Center, second level, 628-5533,
- University Activities Board (UAB), second level, 628-5355

OFFICE OF MULTICULTURAL AFFAIRS

Agnew Hall 108, 628-5558
www.fhsu.edu/multiculturalism

The services provided by the Office of Multicultural Affairs include the diversity newsletter online, diversity awareness programs, the pinning ceremony for minority students, recruitment, retention, empowerment, cultural education programs, and advocacy on behalf of persons from under-represented groups. Through its myriad activities, the Office of Multicultural Affairs assists the University in meeting the special needs of the multicultural community and promotes civility and cultural competence among all people at FHSU.

PERSONAL COUNSELING SERVICES

Kelly Center, Picken Hall 308, 628-4401
www.fhsu.edu/kellycenter/counseling

Short-term individual, couples and group counseling services are available to address concerns such as depression, anxiety, managing stress, coping with transitions, relationship difficulties, eating disorders and sexual and physical abuse. Crisis intervention is available on a 24-hour basis for individuals living on campus. Psychological testing and referrals to local mental health providers are also available. Services are free of charge and strictly confidential.

RECREATIONAL FACILITIES

Cunningham Hall and Gross Memorial Coliseum, 628-4199
Issue Room, 628-5387
Intramural Office, 628-4373
www.fhsu.edu/hhp/intramurals

A number of recreational facilities are available to students, faculty and staff, including an indoor pool, wellness center, four gymnasiums, eight handball/racquetball courts, six-lane indoor track as well as over 160 activities offered through the Campus/Recreation Intramural Office.

REGISTRAR

Sheridan Hall 106, 628-4222
www.fhsu.edu/registrar

The Office of the Registrar provides many services that are important to FHSU students. Services include admission to the University, changes of address and/or name, registration, enrollment, printing and distribution of semester and summer class schedules, adding and dropping classes and transcript services. The staff in the Office of the Registrar works with individual degree program analysis, questions concerning transfer courses, student verifications, and the annual commencement ceremony.

SCHOLARSHIP SERVICES

Custer Hall 201, 628-4419
www.fhsu.edu/finaid/scholarships.shtml

The Scholarship Services Office provides students with University, community and state scholarship information through the on-line publication of an annual Scholarship Journal. The staff also processes applications and provides personal assistance.

SERVICES FOR STUDENTS WITH DISABILITIES

Office of Student Affairs, Sheridan Hall 208, 628-4276
www.fhsu.edu/staffairs/disability

This office ensures that persons with various disabilities have equal access to the educational opportunities of Fort Hays State University. This office also educates the campus community about issues impacting persons with disabilities. Services include pre-enrollment assistance, determination of reasonable accommodations, and collaboration with faculty regarding student needs, linkage to support services, advocacy, and sponsorship of Creating Access for Today's Students (CATS), chairing the University's Accessibility for the Disabled Committee and maintaining resource information for persons working on projects and classroom presentations.

STUDENT AFFAIRS OFFICE

Sheridan Hall 208, 628-4276
www.fhsu.edu/staffairs

The Office of Student Affairs strives to support students in their learning and development. The Office of Student Affairs is responsible for facilitating quality experiences in student organizations, Greek life, orientation, judicial programs, exchange programs and international student advising and programming.

STUDENT EMPLOYMENT

628-5227 for Work Study
www.fhsu.edu/finaid/employment.shtml
628-4260 for Jobs for Tigers
www.fhsu.edu/career/jft.shtml

You may contact two offices to locate employment on or off campus. The Office of Student Financial Assistance, located on the second floor of Custer Hall, can inform you about work-study and departmental job openings. "Jobs for Tigers" is coordinated through Career Services on the second floor of Sheridan Hall. This program is a free program that assists students in locating employment in the Hays community and surrounding area.

STUDENT FISCAL SERVICES

Sheridan Hall 110G, 628-4461
www.fhsu.edu/sfs

The Student Fiscal Services Office accepts tuition payments, housing payments and loan repayments; distributes financial aid and tuition refunds; processes and releases outside scholarships; awards, distributes and collects short-term loans and Drury loans; works with deposits and requisitions of student organization activity accounts and a variety of other financial matters.

STUDENT GOVERNMENT ASSOCIATION

Memorial Union, First Floor, West Hallway, 628-5311
www.fhsu.edu/sga

The purpose of the Student Government Association on the Fort Hays State University campus is to serve, protect and promote the interests and rights of students. Our goal is to be the voice of the students and work on behalf of their concerns. Student Government works with every student organization on campus, as it provides an open forum for leaders to discuss concerns and it allocates funding to the organizations. In addition, Student Government serves as the voice of FHSU students to the Kansas Board of Regents. Participating in Student Government is a great opportunity for students to learn about the University and serve the student body. Senators and staff must have a genuine desire to represent their constituents and be willing to participate in discussions. They also must be enrolled in at least 12 credit hours and maintain a 2.0 or higher GPA. Senate meetings are held every Thursday evening at 7:00 p.m.

STUDENT HEALTH CENTER

Wiest Hall, 2nd Floor, 628-4293
www.fhsu.edu/studenthealth

The Student Health Center is available for all students to promote health and to treat illness. Office hours are 8 a.m. to 4:00 p.m. Monday through Thursday, and 9:00 a.m. to 4:00 p.m. Friday, every day that classes are in session. Family nurse practitioners and registered nurses staff the office full time. A physician is available from 10:00 a.m. to 12:00 noon every day that classes are in session. The purpose of the Center is to provide treatment for acute illness. The staff will, however, help students with chronic illness establish a relationship with a private physician in the community. A variety of medications are available from the Center. Laboratory tests and prescription medications are available. Various medical supplies are available on a temporary basis. A voluntary student health insurance plan is offered throughout the year. Student Health Center staff are also available to present educational programs to student organizations.

STUDENT RESIDENTIAL LIFE

Agnew Hall 114, 628-4245
www.fhsu.edu/reslife

The Residential Life system of the University is designed around two primary program objectives: (1) empowering the new student to make a successful intellectual and social transition to college life; and, (2) offering students a broad range of on-campus lifestyle options.

Each unmarried student who enrolls within one year following the date their class graduates from high school is required to live in a University residence hall, a sorority or fraternity house, or in the home of their parent or legal guardian during their first year of enrollment. This policy is based upon decades of research, which indicates that when a student lives in University housing they are more likely to succeed academically, master the University culture and graduate on time. An on campus address provides a vital, supportive setting for personal interaction with other students, faculty and staff, as well as exposure to new ideas and differing attitudes, opinions and lifestyles.

Students who continue to live on campus after their freshman year have the option of choosing either an apartment or a co-ed residence hall. The new, Stadium Place Apartments and the renovated, Wooster Place Apartments are both available to any student enrolling after the completion of their freshman year. Agnew is the usual choice for upper-classmen who select the residence hall option.

TESTING SERVICES

Kelly Center, Picken Hall 308, 628-4401
www.fhsu.edu/kellycenter/testing

Testing Services coordinates and administers testing for college and graduate school admissions tests, select professional certification examinations, and other national testing programs. These tests include ACT, CLEP, DANTES, LSAT, MAT, NET, PCAT, PRAXIS, SAT and various other

testing programs. Additionally, Testing Services is an Authorized Prometric Testing Center offering Information Technology (IT) certification testing. Information on test dates, test registration policies and procedures, and resources for contacting affiliated testing programs is available by contacting Testing Services.

TIGER CARD CENTER

Memorial Union, 2nd floor, 628-5308
www.fhsu.edu/union/cardcenter.shtml

Commerce Bank, Memorial Union, 2nd floor, 628-4540

The Tiger Card serves as the official identification card for all Fort Hays State University students, staff and faculty and is required for the check-out of library materials and access to the residential life meal plans, athletic events, cultural events, computer labs and HHP recreational areas. It is also a debit card with Commerce Bank. Any excess financial aid or refund will be deposited to this account. The card can also be used for flexi-cash in the Union Station and vending/copy machine purchases. The Tiger Card includes a color photograph, a unique cardholder identification number, library bar code, and the cardholder's name. Students may purchase the Tiger Card at the Card Center on the 2nd floor of the Memorial Union. The first card costs \$5 and a photo ID such as a driver's license or passport must be presented. Replacement cards cost \$10.

Commerce Bank, University Branch in the Memorial Union, provides banking services such as checking and savings accounts, CDs, loan applications, money orders, cashier checks, etc. for the University community. A PIN number may be encoded to the Tiger Card at Commerce Bank which enables the student to make ATM transactions and debit purchases; provided there is money in the Commerce Tiger Card account.

UNDECIDED STUDENT ADVISEMENT

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

The Center provides advisement, registration, and grade improvement planning services to students who have not declared a major. These services are linked to career exploration services, which assist students in making meaningful career and educational decisions. The model of advisement employed with undecided students is developmental with careful attention paid to the unique circumstances of each student.

UNIVERSITY CARD CENTER

Memorial Union, 2nd floor, 628-5308
www.fhsu.edu/union/cardcenter.shtml

Commerce University Branch Bank, Memorial Union, 2nd floor, 628-4540

The University Card Center and Commerce University Branch Bank provide identification card services and banking services such as checking and savings accounts, CDs, loan applications, money orders, cashier checks, etc. for the University community. Other services include meal plan registration, AT&T calling card account authorization, Commerce Bank debit account authorization and the production of original and replacement identification cards. The University Card serves as the official identification card for all Fort Hays State University students, staff and faculty and is required for the check-out of library materials and access to residential life cafeterias, athletic events, cultural events, computer labs and HHP recreational areas. Optional uses for the University Card include Commerce Bank services, AT&T calling card services and vending/copy machine access. The University Card includes a color photograph, a unique cardholder identification number and the cardholder's name. Students may purchase the University Card at the University Card Center (Memorial Union) for \$5. Replacement cost for the University Card is \$10.

UNIVERSITY POLICE

Brooks Building, 628-5304
www.fhsu.edu/police

The primary function of the FHSU Police Department is protecting life and property against criminal attack and preserving the peace. The officers patrol campus grounds, secure buildings,

enforce laws and regulations, control traffic, investigate criminal activities and other disorders, investigate traffic accidents and maintain records. The department also assists the campus community with information about parking and traffic, parking permits, and payment of parking tickets and fines. The FHSU Police Department operates 24 hours daily, and the Campus Dispatch (628-5304) may be reached from 8 a.m. to 4:30 p.m. Monday through Friday. To contact the police outside of these hours, or on weekends and holidays, contact the Hays Police Department at 625-1011 or dial 911.

PARKING PERMITS

Brooks Building, 628-5304
www.fhsu.edu/police

Appropriate parking permits will be required for all motorized vehicles parked on campus during the University term. A visitor-parking permit is required when someone is visiting the campus. These permits may be obtained free of charge at the FHSU Police Office and at the front desks of all residence halls. You may obtain a current Parking Rules and Regulations brochure (including map) from the University Police Office located in the Brooks Building.

IMMUNIZATIONS

Fort Hays State University recommends, but does not require that students show evidence of immunization against certain contagious diseases. However, it is necessary that you be immunized not only for your own health and safety, but for the health and safety of those around you. Individuals not immunized are at risk for exposure to disease, some of which can cause serious complications for individuals not protected against them.

IMMUNIZATIONS OFFERED BY THE STUDENT HEALTH CENTER

| | |
|---------------------------------|-----------------------|
| MMR (Measles, Mumps, & Rubella) | Influenza |
| Adult Td (Tetanus & Diphtheria) | Pneumovax |
| Hepatitis B | TB Skin Test |
| Hepatitis A | Rabies Vaccine |
| Hepatitis A/Hepatitis B Combo | Menomune (Meningitis) |
| Travel Vaccines | |

The Student Health Center provides immunizations against several diseases, which as college students, you may want to consider receiving. Menomune is a vaccination which helps protect against bacterial meningitis. Bacterial meningitis is a rare, but often fatal disease that seems to occur more frequently in college students. This is due to the fact that college students spend lots of time in large groups of people. The vaccine helps protect against 65% of all the strains of bacteria that can cause meningitis. It will not help a person who already has meningitis, but helps prevent a person from getting the disease. It consists of one injection, which now costs \$70 to receive. The protective effect lasts from 3-5 years. We also carry immunizations to help prevent Tetanus and Diphtheria, Measles, Mumps, Rubella, Influenza, Pneumonia and Hepatitis A and B, to name a few. Tuberculin skin testing required for some programs is also available.

Please call the Student Health Center at 785-628-4293 for further information and pricing.

EXTRA-CURRICULAR ACTIVITIES

**Student Affairs Office
Sheridan Hall
785-628-5824**

<http://www.fhsu.edu/staffairs/studentorg.shtml>

One of the greatest challenges to the success of a student is their use of what too frequently is perceived to be copious free time. Some students will subtract fifteen class hours from the one hundred sixty eight clock hours in a week and wrongly conclude that the result is one hundred fifty-three hours of free time. Other students will do the same arithmetic and come to an opposite and equally incorrect conclusion. That group will believe that there is no time to do anything but go to class, study, and sleep. As with most things in life, moderation is crucial.

There is time to study, work twelve to fifteen hours a week, and participate in co-curricular activities. The results of several research studies have shown that students who become involved in clubs and activities tend to persist in college longer and perform better than those who refrain from participation. It is not uncommon for new students to want to defer their involvements in organizations until they have thoroughly tested the academic waters. We urge you to become immediately immersed in the wider spectrum of college life.

One of the main components of a college education is the development of the "people skills" which are necessary to function in society. College prepares a person for life more than it prepares one for a job. Through extra-curricular activities, a student develops their interpersonal skills to a higher degree and learns about personal strengths, weaknesses, and abilities.

With over 100 registered clubs and organizations on the FHSU campus, there is something for every interest and inclination. Student organizations at FHSU are part of the total educational experience.

The fact must be remembered that a student's college experience is what they make of it. If they come to Fort Hays, live in the fast lane and party continuously, then yes, their opinion will be that FHSU is a party school. On the other hand, if a student realizes that they are in college to study in order to obtain a degree, and they put priorities in order, then the university will provide them with a challenging educational experience.

THE FHSU TIGER CARD

STUDENTS MUST SUBMIT A VALID PHOTO ID (i.e.: DRIVERS LICENSE) WHEN OBTAINING TIGER CARD

ALL STUDENTS are required to have a Student ID Card. The Tiger Card may be obtained at the Card Center, Memorial Union. All excess financial aid is applied to students' individual Tiger Card debit account (Commerce Bank). The Tiger Card is valid for the time that a student is enrolled as a student at the Fort Hays State University.

The card is required for the check-out of library materials and access to residential life meal plans and cafeteria flexi-cash, tickets for athletic and cultural events, student paychecks, computer labs and HHP recreational areas.

Financial Aid is applied first to tuition and fees, residential life charges, and any charges assessed. Since books are not part of university charges, students are responsible for purchasing textbooks. Available excess aid (except Federal Work-Study) will be deposited to the Tiger Card in accordance with the Office of Student Fiscal Services policy.

COMMERCE BANK DEBIT ACCOUNT

This is a declining balance, debit account. Student simply deposits any amount at a Commerce Bank location. A Personal Identification Number (PIN) must be activated on the TIGER CARD, at the bank. Use the TIGER CARD to buy books, merchandise, and meals. Look for the **PLUS®** network logo at many discount stores, grocery stores, gas stations and other locations. Just enter your 4 digit PIN to make a purchase. You'll also have 24-hour free access to your account at Commerce Bank ATMs. (Non-Commerce Bank ATM fees may apply). Please visit a representative at the Commerce Bank for information on anything above as well as Tiger Checking

- ✓ Student, Faculty or Staff identification
- ✓ Your name and unique sixteen digit identification number
- ✓ Your Forsyth Library barcode and number
- ✓ Digitized photo for positive identification
- ✓ Excess Financial Aid
 - Debit Account (Commerce Bank)
 - Point Of Sale transactions
 - ATM Use
- ✓ Residential Life Meal plan, Flexi-Cash account
 - ✓ Lost & Stolen Card Information
- ✓ Vending Stripe for campus vending, laundry and library copy machines.



A replacement fee will be assessed for lost cards.
 This card is property of Fort Hays State University. It must be carried at all times and presented to University Officials upon request. This card is non-transferable.
 Unauthorized use warrants confiscation and/or disciplinary action. Report lost cards to: FHSU Memorial Union, Hays, KS 67601. 785 628-5533, or Commerce Bank 785-628-4540.
 Use this card at any Commerce Bank Automated Teller Machine (ATM) or any ATM nationwide displaying the Interlink® or PLUS® symbol.



FINANCIAL ASSISTANCE

WHEN SHOULD FINANCIAL AID APPLICATIONS BE SUBMITTED?

Priority deadline is March 15, although applications can be filed at any time. Financial aid packets are available from your high school counselor or from the FHSU Financial Assistance Office. *The FHSU Title IV in Step 6 of the application is 001915. A FAFSA can be filed electronically on the World Wide Web by visiting www.fafsa.ed.gov.*

Students returning to FHSU in subsequent years should follow the same procedure.

APPLY FOR SCHOLARSHIPS

The priority deadline for fall 2005/spring 2006 was December 15, 2004. The final deadline was February 15, 2005. A student may obtain scholarship journal applications from the Financial Assistance Office or Scholarship Services Office, or in the financial assistance web page at www.fhsu.edu/finaid. Check out the free nationwide scholarship searches linked to our web page. Freshmen: remember to have your ACT college report sent to FHSU.

WHEN AND HOW IS FINANCIAL AID APPLIED?

Financial aid is first credited to tuition charges, then residential life charges, and then to other institutional charges. Any remaining aid is then deposited on the student's Tiger Card account. Financial aid is applied when a student completes final enrollment as long as the financial aid is available.

WHAT IF THE STUDENT IS NOT ELIGIBLE FOR FINANCIAL AID?

Several loan programs are available to students and parents who do not qualify for assistance based on financial eligibility. Financial Assistance advisors will be glad to help families learn more about these programs.

WHAT ABOUT WORK STUDY?

Students may qualify for work-study positions as part of their financial assistance. Students awarded work-study as part of their aid package must make contact with the Financial Assistance Office to apply for various job openings. Being awarded work-study does not guarantee employment. Departmental employment and the State of Kansas Work Program are available to those students not receiving work-study. Information about all available positions on campus can be obtained by contacting the Student Employment Coordinator in Custer Hall, Room 307. Students interested in part-time positions in the Hays community may contact Jobs for Tigers in Career Services in Sheridan Hall, Room 214.

WHAT ARE THE REQUIREMENTS FOR CONTINUED FINANCIAL AID?

Continued financial aid for subsequent years is based on four criteria: if the student applies for aid, when the student applies for aid, and the current financial circumstance of the family, and if the student is making satisfactory academic progress.

WHAT IF I HAVE QUESTIONS?

CALL US! The Office of Financial Assistance is more than happy to answer any questions about financial assistance. Also check out our website and use Student Web Services (<http://www.fhsu.edu/sws/>) to view individual student aid eligibility information.

FINANCIAL ASSISTANCE OFFICE
Custer Hall, Room 306
Phone: (785) 628-4408
www.fhsu.edu/finaid

FHSU SCATCAT E-MAIL ACCOUNT

*scatcat.fhsu.edu/
www.fhsu.edu/ctc/helpdesk/*

Free lifetime “**Scatcat**” e-mail accounts are automatically issued to Fort Hays State University students after their initial enrollment. *Scatcat* e-mail addresses are provided to instructors and advisors. Therefore, students should frequently check their *Scatcat* e-mail for class notices or assignments from their instructors.

Before an account can receive mail, the student must activate it. **Complete information about activating and using *Scatcat* accounts can be found on the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/.**

Before using a *Scatcat* account, the student should read the FHSU Computing and Telecommunication Center’s ***Acceptable Use of Computing Resources Policy***, found at www.fhsu.edu/ctc/. Use of an account implies agreement to abide by this policy.

Advantages of using the *Scatcat* account include:

- **Notices** about FHSU student activities and CTC HelpDesk services are sent to *Scatcat* accounts.
- Space is provided to **store files** and publish **personal Web pages** while students are enrolled at FHSU. Each student can store up to **10 MB** in the e-mail inbox and **50 MB** in the account (including all Web pages, personal files, and e-mail messages no longer in the inbox). Information about creating and publishing a Web page is located in the *E-Mail and Web Pages* section of the CTC HelpDesk Web site.
- An activated *Scatcat* account gives the student access to many **computer labs** on campus. Most lab computers provide a network drive that allows access to *Scatcat* space. Information about using the *Scatcat* login to access computers in FHSU labs is located in the *Student E-Mail Information* section of the CTC HelpDesk Web site.
- If a student is off campus and does not use Internet access through FHSU, the activated *Scatcat* account also provides access to **web-based library resources** otherwise available only to those using an FHSU Internet connection. The *Scatcat* account validates the student as a current FHSU student for licensing purposes. Instructions for off-campus access to FHSU library resources are located in the *Distance Education* section of the CTC HelpDesk Web site.

Because FHSU is unable to provide support for other e-mail systems, we recommend accessing the *Scatcat* account directly in order to receive official University mail and messages. However, if they wish, students may forward their *Scatcat* e-mail to another account of their choice. Forwarding information can be found on the ***Scatcat Home Page*** at scatcat.fhsu.edu/.

Access to FHSU *Scatcat* accounts will be incorporated into the new campus portal in January 2006.

STUDENT WEB SERVICES

www.fhsu.edu/sws/

Student Web Services provides information to students and the community about FHSU course offerings and gives each student access to his/her personal information on FHSU's administrative systems.

TOOLS AVAILABLE:

Course Schedule

- Check out current and upcoming courses and see if they are open, closed, or cancelled.
- Each course has a short description and an outline that includes its time, instructor, location, and prerequisites.

Personal Information for Students Only (A login ID and password are required to access this information.)

- **Address Information**
View and update personal address information.
- **Financial Information**
View financial status for the current semester and next semester.
- **Unofficial Transcript**
View cumulative GPA data and transcript information by semester, including FHSU semesters, transferred semesters, and degree information.
- **Class Schedules**
Determine current enrollment status, view class schedules by semester (including course times, locations, and instructions), and see mid-term and final grades.

For assistance with accessing or using Student Web Services, the student should contact the CTC HelpDesk in Tomanek Hall 113 at (785) 628-5276 or click on the **Comments** button from the SWS home page to send an e-mail to the system administrator. Due to privacy restrictions, the HelpDesk can only provide access assistance to the owner of an account (the student).

Access to FHSU online services will be incorporated into the new campus portal in January 2006.

SAFETY

Hays has a wonderful small town atmosphere. This fact does not mean, however, that this friendly community is exempt from crime. It is probably safe to say that Hays has its proportionate share for a town its size. For parents leaving their student at college, the topic of safety is certainly a primary concern. The purpose of this section is to inform you about some of the services, programs, and features that Fort Hays State University provides to insure the safety and security of your student.

CAMPUS POLICE

In addition to the city and county police, the University operates its own police force which continuously monitors the campus 24 hours a day on bike and in police car patrol. The department utilizes highly trained, state certified law enforcement officers who have the authority to enforce state and local laws on property under the control of Fort Hays State University.

The University Police Department works collaboratively with Student Residential Life, Student Affairs, Drug and Alcohol Awareness Network (DAWN), and Kelly Center to offer series of lectures and presentations to university groups each semester, as well as, on a request basis covering all areas of personal safety. Encourage your student to make use of these informative opportunities to help them eliminate concerns about personal safety.

RESIDENCE HALLS

Safety is of the utmost concern in the Fort Hays State University residence halls. Resident Assistants and other hall staff members are trained in safety and security procedures. They work cooperatively with each other and with the University Police. Each resident is given pertinent safety and security information.

All residence halls lock their exterior doors between the hours of 11 pm and 6 am. Night Watch personnel are on duty in McMIndes Hall and Custer Hall to admit residents during those hours when the doors are locked. Residents of halls for upper-classmen admit themselves using either their University ID card or a high-security pass key.

Fire alarm and smoke detector systems are regularly tested to assure proper working condition. Hallways, stairwells and other commons areas are equipped with emergency lighting. Exterior lighting is evaluated annually and improved as needed.

CALL BOXES

Emergency Call Boxes serve as a means of communicating with the University Police in times of emergency. They have been installed in various locations on campus. Any student in the vicinity who needs help for themselves or someone else can access these phones, and press the call button. The student is connected to the Campus Police. Even if nothing is said, police are notified and dispatched to the location.

LABORATORY SAFETY

Most University laboratories (chemistry, biology labs) contain dangerous chemicals, equipment, or biological agents. Some laboratories contain a combination of hazards. If your student takes a course which has a lab component, they will be thoroughly instructed on all lab precautions, regulations, and procedures. They will also be oriented to all safety devices and their proper use. Laboratory assistants are always on hand to monitor and help students.

CAMPUS SAFETY WALK PROGRAM

Each year the University has a campus safety walk program sponsored by the Student Government Association (SGA). University officials walk the entire campus with SGA members noting any safety concerns such as lights burned out, trees or shrubs that need to be trimmed, or any dark sidewalk paths. The University then addresses any needs listed and reports back to Student Government on the resolution and the date and time it was completed.

A FINAL WORD ON SAFETY

The University does provide safety awareness measures to all students whether living on or off campus. This is presented in New Student Orientation programs, residence hall floor meetings, monthly e-mail announcements, student handbook, posters, workshops and campus-wide programs to name a few. However, your student's greatest guard can be common sense. This is

where your teachings and sage advice over the years come into play. However, you may want to refresh their memory:

- Warn them to not go out alone late at night.
- Tell them to avoid poorly lit areas.
- Advise them to lock doors, even if they leave “just for a minute!”
- Remind them not to leave valuables left in plain sight or unattended in vehicles or rooms.
- Remind them to always lock their vehicles and apartment/room doors.
- Urge them to look into ways the University can be of assistance for their personal safety.

Hopefully this material is evidence that student safety is a primary concern at Fort Hays State University. If you wish to learn more, you may contact the Office of Student Affairs at 785-628-5824.