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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/>

Virtual Campus Tours can be accessed online at <https://fhsu.university-tour.com/virtual-map>



Welcome to the Tiger Family!

Since 1902, FHSU has been dedicated to helping students achieve their educational goals. In our mission, we aim to provide an accessible quality education. 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. We have more than 70,000 alumni who hold an FHSU degree. We take great pride in all of them and look forward to welcoming you as a Tiger.

Our faculty and staff are dedicated to your success throughout your academic career. We believe that every student can unlock their untapped potential at FHSU. University services are here to assist you in achieving your academic and career goals. We provide advising, connections, circle of support, education, and sense of self for all students to reach their academic and career goals.

We believe that you will experience learning in a new way both in and out of the classroom. We are here to help you make an impact by providing you with additional opportunities for learning through research, hands-on experiences, performances, community service, leadership opportunities, and many other possibilities.

This publication was created to provide you with information that will help you connect to the faculty, staff, fellow students, and university. We encourage you to review the information and remember that it is here to assist you with your transition and time at FHSU. We encourage you to ask questions and seek out assistance as part of your learning experience. We are all here to encourage and assist you during your college experience to make it the best it can be.

We look forward to seeing you discover yourself, explore your options, and choose your path at FHSU. Thank you for making Fort Hays State University your choice. We look forward to being part of your journey.

It's a great time to be a Tiger!

Dr. Patricia L. Griffin, Director
Academic Advising & Career Exploration Center
Fischli-Wills Center for Student Success, 1st Floor
(785) 628-5577
plgriffin@fhsu.edu



ACADEMIC PROGRAMS

Already know what you want to major in? FHSU students can choose from 44 majors (varying concentrations) and 41 minors. Many students choose to pursue multiple interests, the most common is adding a minor with a major. If you haven't chosen a major, don't worry we offer 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 through the FHSU Core and KBOR System-Wide General Education Program.

MAJOR/MINOR

Accounting
Agriculture
Art
Biology
Chemistry
Communication
Communication Sciences and Disorders
Criminal Justice
English
Finance
Foreign Language
Geosciences
History
Information Networking and
International Business and Economics
Management
Management Information Systems
Marketing
Mathematics
Music
Organizational Leadership
Philosophy
Physics
Political Science
Psychology
Sociology
Tourism and Hospitality Management

MAJOR ONLY

Agricultural Business
Applied Technology and Leadership
Business Education
Computer Science
Early Childhood Unified
Elementary Education
Environmental Geosciences
General Studies
Health and Human Performance
Health Studies
Medical Diagnostic Imaging
Nursing
Physics (Pre-Engineering)
Radiologic Technology
Secondary Education
Social Work
Technology Leadership
Technology Studies

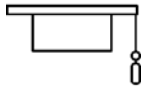
MINOR ONLY

Banking
Business Administration (Non-Business & Major)
Business Communication
Computer Networking
Economics
Entrepreneurship (Non-Business Major)
Gerontology
International Business
International Studies
Media Production
Military Science and Leadership
Rural Studies
Special Education
Theatre
Web Development



CAREER READINESS GUIDE

Career readiness is a foundation from which to demonstrate core skills that broadly prepare you for success in the workplace and lifelong career management. There are eight core competencies for you to strive for proficiency in throughout your college career.



Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



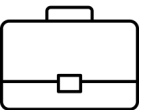
Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.














Technology











Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Using checklist below, you can take action each semester to prepare yourself for a successful transition from FHSU to the world of work.











Freshman Year

Fall Semester Tasks	
Complete FHSUMajors.com assessment.	
Meet with your academic advisor to discuss your FHSUMajors.com results and determine additional steps needed to select or confirm your academic major.	 
Browse FHSU's educational opportunities at the Majors and Graduate Programs Fair on October 20 th .	 
Learn how to create a professional Social Media Footprint .	
Activate your Handshake account. Search for off-campus jobs and internships. Read jobs descriptions and identify qualifications to assist you in developing an educational plan.	
Spring Semester Tasks	
Complete Career Exploration or take Major and Career Exploration (UNIV 100) to assist you in exploring majors or confirming your selection.	 
Attend a Career Fair . Learn about the world of work first hand by conducting information interviews with professionals.	 

Sophomore Year

Fall Semester Tasks	
Re-assess your FHSUMajors.com .	
Attend the Majors and Graduate Programs Fair to discover minors, certificates, and elective courses that can assist your educational planning.	 
Attend a resume workshop or meet with a Career Services staff member for individual assistance creating your resume. Upload your resume to Handshake .	
Identify careers aligning with you major using What Can I Do With a Major In...	
Spring Semester Tasks	
Utilize Big Interview . Practice online and face-to-face interviewing skills.	
Attend a Career Fair to network with potential employers.	 
Explore internship opportunities to help gain real-world experience.	 

Junior/Senior Years

Explore internship opportunities to gain real-world experience.	 
Begin to build a professional wardrobe. Tailored for Tigers is a free professional clothing closet available to ensure you are dressed for success.	
Use Big Interview to look for industry specific interview questions to prepare for interviews.	
Attend a Career Fair to network with potential employers.	 
Prepare for professional interviews at Mock Interview Days with a practice interview conducted by a Human Resource Professional.	
Seek assistance in writing targeted cover letters by visiting Career Services in the Fischli-Wills Center for Student Success, First Floor or call 785-628-4260 to schedule an appointment.	
Update your resume in Handshake and begin your graduate school or professional job search.	 

CONNECT WITH US

Academic Advising and Career Exploration (AACE)

First Floor – Room 142
Fischli-Wills Center for Student Success (CSS)
785-628-5577
advising@fhsu.edu

Career Services

First Floor – Room 142
Fischli-Wills Center for Student Success (CSS)
785-628-4260
careers@fhsu.edu

TIGER TIP

The Career Readiness Competencies are reprinted here courtesy of the [National Association of Colleges and Employers](#).



Credit for Prior Learning (CPL)

Fort Hays State University offers students a variety of methods to demonstrate learning obtained outside of the university classroom and obtain academic credit for the learning. Students are encouraged to see the [Credit for Prior Learning \(CPL\) Web page](#) for details. Here are some of the opportunities for CPL at FHSU:

1. Credit by Examination

Advanced Placement (AP); **College Level Examination Program (CLEP)**, and **International Baccalaureate (IB)** examinations are accepted according to the Kansas Board of Regents (KBOR) scores. FHSU maintains a list showing the courses granted for specific tests on the CPL web page.

CLEP and **DSST** examinations may be taken at any time throughout college. These tests may be taken at any testing center authorized by the test providers. FHSU's Testing Services provides this service on campus. Alternatively, students may find other test centers on the respective test website.

FHSU also accepts **ACTFL OPI** interviews by Language Testing International for languages not offered at FHSU.

Students taking examinations administered by organizations outside of FHSU will need to request an official score report sent to the Registrar's office.

Local Examination is available for some courses and students interested should see the CPL web page for courses and procedures.

2. Credit by Documentation

Some courses cover material designed to prepare students for professional certifications/licenses. Students with these credentials or professional training may earn credit for courses that have been identified within the FHSU offerings. The Seal of Biliteracy is one example that is earned during High School. Students should check the CPL web page for specific courses and credentials already identified. If you have a credential not yet identified speak with your advisor or contact the CPL office to determine if it would be appropriate to evaluate.

3. Military Service Credit

Enrolled students may earn college credit for educational and occupational experiences in the armed services. Credit is awarded based on the recommendations in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.

4. Portfolio Credit of Prior Learning

Enrolled students with significant life experience may demonstrate they have acquired the outcomes of a course by presenting a portfolio. A list of departments and courses is maintained on the CPL web page. Students must enroll in the 8-week course UNIV 099 Prior Learning Credit Portfolio.

The CPL web page contains more information. Students may find the general education guides, showing what options are available to demonstrate competency for courses, in the general education and business core helpful. They will also find listings of the course granted for tests they may have completed.

CPL policies include: All forms of CPL are placed on the transcript for current students only. Credits earned through CPL are entered with the grade of "CR" and do not count in GPA calculations. Students may not receive CPL credit for a course the student audited or received a grade in, including an incomplete. A full list of policies is on the CPL web page.

CONNECT WITH US

Credit for Prior Learning
(785)628-4552
cpl@fhsu.edu
www.fhsu.edu/cpl

TIGER TIP

Credit for Prior Learning is a great way to reduce your college costs and time to degree.



EARLY TIGER ALERT

Early Tiger Alert

We all recognize that life happens, that your needs are different from others, and that you may require unique types of support and encouragement at different times of your academic career. To help support you, Fort Hays State University (FHSU) utilizes Early Tiger Alert which allows the FHSU community to refer students that might be struggling. FHSU knows that students succeed when they are engaged with a connected campus community. Early Tiger Alert helps provide this engagement for all students by providing a pipeline of dedicated professional staff and resources to help them in their academic pursuits. The goal of using Early Tiger Alert is to help improve student persistence and retention by taking the time to build relationships, collect information that will help each student's success, and create positive pathways for success here at FHSU.

How does it work?

A faculty and/or advisor can notify the Early Tiger Alert team when they notice someone who may be struggling. This will start the Early Tiger Alert team's intervention protocol.

What happens if you are contacted by the Retention & Student Success Team?

The Early Tiger Alert team will work with you to connect you to the appropriate resources and set up an action plan. We always start with an email. If we do not hear back from you, we will try to give you a call. We might also request an in person meeting. Our goal is to connect students to resources, work on academic success skills, and coach to be more successful in college.

CONNECT WITH US

Retention & Student Success

Fischli-Wills Center for Student Success (CSS)

Room 113

success@fhsu.edu

(785) 628-4260

www.fhsu.edu/retention/Early-Tiger-Alert/

TIGER TIP

Remember to communicate with your instructors.

Please feel free to contact our office at anytime as we are here to help you be successful at FHSU.



EDUCATIONAL TERMINOLOGY

Academic Progress: a summary in Workday showing the requirements for a program of study and courses completed and in progress. The advisor and student can both access Academic Progress. Students are encouraged to confer with their degree analyst and academic advisor.

Area of Emphasis: an academic program consisting of no more than 19 units of course-work; the term "area of emphasis" is used for curricula of less than 19 units and outside of a signed major, minor, or concentration. Minors or concentrations are within a major or degree program.

Badging: A badge allows students to display evidence of the knowledge or skill obtained in digital forms. Badges require a specific application, participation in the specified course and campus activities, and evaluation of the specific knowledge or skills identified.

Certificate Programs: certificate programs usually require between 6 and 19 units 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 units 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 for Prior Learning: college credit awarded through university approved evaluation of learning gained outside a traditional college learning environment. Credits are commonly awarded for Advanced Placement (AP), International Baccalaureate (IB), Fort Hays State University Local Examinations, the College Level Examination Program (CLEP), 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 units for a bachelor's degree. A student usually pursues at least one major (e.g., the Bachelor of General Studies).

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

Department: an administrative unit for organizing, coordinating, and delivering educational services; a department can administer more than one program (e.g., Economics, Finance and Accounting); one of 31 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 on-boarding 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 Workday.

Full-time Student: an undergraduate student registered for 12 or more units, or any graduate student registered for 9 or more units.

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 units in which a student concentrates on disciplinary coursework; undergraduate degrees require a major for graduation.

Minor: an academic program consisting of at least 20 but no more than 24 units of coursework taken by students outside their chosen major(s); students cannot have minors within their majors.

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.

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.

Units: sometimes referred to as semester credit hours unless specifically stated otherwise.

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. Effective Fall 2022, all newly admitted students must complete 45 credits of upper-division courses numbered 300-699 to meet academic requirements for a baccalaureate degree.





Students entering Fort Hays State University for the Fall 2022 semester, transferring fewer than 36 credit hours, are required to complete the FHSU CORE General Education program below, **taking one course from each category below.**

Note that courses appearing in two categories fulfill requirements for both categories. Unlike other General Education programs, courses from a student's major program will fulfill requirements in this program. Courses will be added to this list as they are approved by Faculty Senate.

CORE SKILLS

<p>Written Communication I ENG 101 English Composition I</p> <p>Written Communication II ENG 102 English Composition II</p> <p>Oral Communication COMM 100 Fundamentals of Oral Communication</p> <p>Computing Literacy INF 101 Introduction to Computer Information Systems</p> <p>Information Literacy <i>(Determined by Major Program)</i> BCOM 301 Strategic Business Communication CRJ 399 Criminal Justice Research HIST 379 Historical Methods SOC 310 Gender and Society <i>(Social Scientific Mode of Inquiry)</i> SOC 388 Sociology of the Family in America <i>(Social Scientific Mode of Inquiry)</i> UNIV 301 Information Literacy</p>	<p>Mathematical Mode of Inquiry and Quantitative Literacy MATH 101 Contemporary Mathematics MATH 105 College Algebra with Review MATH 110 College Algebra MATH 130 Pre-Calculus Mathematics MATH 234 Analytic Geometry and Calculus I MATH 331 Calculus Methods</p> <p>Critical Thinking PHIL 100 Critical Thinking</p> <p>Senior-Level Written Communication and Critical Thinking <i>(Determined by Major Program)</i> BCOM 695 Corporate Communication Strategy CRJ 499 Capstone Seminar: Critical Issues in Criminal Justice HIST 675 Seminar in History LDRS 650 Principles of Organizational Leadership MUS 684 Literature NURS 431L Capstone</p>
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PRACTICAL SKILLS

<p>Dimensions of Wellness HHP 200 Personal Wellness</p> <p>Financial Health FIN 205 Theory and Practice of Personal Finance</p> <p>Engaged Global Citizens CRJ 310 Comparative Justice Systems ECON 300 (IDS 300) Economic Ideas and Current Issues GSCI 110 World Geography IDS 407 Global Challenges POLS 105 Current Political Issues SOC 333 Global Forces in a Changing World TECS 391 (IDS 390) Technology in Society</p>	<p>Intercultural Competence GSCI 105 Cultural Geography MLNG 201 Beginning French MLNG 225 Beginning Spanish MUS 361 World Music <i>(Aesthetic Mode of Inquiry)</i> NURS 488L Global Nursing Experience Practicum PSY 340 Social Psychology SLP 320 Basic Sign Language SOC 145 Cultural Anthropology SOC 376 (IDS 350) Diversity in the US SOC 460 Comparative Cultures and Societies</p>
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BROAD AND INTEGRATIVE SKILLS

<p>Historical Mode of Inquiry* HIST 110 World Civilization to 1500 HIST 111 Modern World Civilization HIST 130 United States History to 1877 HIST 131 United State History Since 1877</p> <p>Social Scientific Mode of Inquiry CRJ 360 (IDS 360) Social Justice: Action and Policy ECON 201 Principles of Microeconomics LDRS 200 Discovering Leadership POLS 101 American Government POLS 103 State and Local Government SOC 140 Understanding Society: Introductory Sociology SOC 310 Gender and Society <i>(Information Literacy)</i> SOC 388 Sociology of the Family in America <i>(Information Literacy)</i></p> <p>Philosophical Mode of Inquiry PHIL 120 Introduction to Philosophy PHIL 170 World Religions PHIL 201 Political Philosophy PHIL 330 (IDS 400) Bioethics PHIL 331 (IDS 401) Ethical Issues in the Professions and Business PHIL 335 (IDS 440) Conceptions of the Mind PHIL 340 Ethics</p>	<p>Aesthetic Mode of Inquiry ENG 126 Introduction to Literature ENG 327 Literature Matters MUS 161 Listening to Music MUS 291 American Popular Music MUS 361 World Music <i>(Intercultural Competence)</i> MUS 391 Jazz THTR 120 Introduction to Theatre THTR 122 Acting</p> <p>Natural Scientific Mode of Inquiry Lecture BIOL 100 Human Biology BIOL 180 Principles of Biology BIOL 200 Humans and the Environment PHYS 102 Physical Science PHYS 208 Elementary Meteorology</p> <p>Natural Scientific Mode of Inquiry Lab (one credit hour) BIOL 102 Laboratory Experiences in Biology BIOL 180L Principles of Biology Laboratory PHYS 103 Physical Science Lab</p>
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*Courses listed under Historical Mode of Inquiry are not yet full approved, but they are in the pipeline.

KBOR System-Wide General Education Program

DRAFT (as of February, 2022)

Note: Learning Outcomes yet to be determined by KBOR faculty working group

Outcome Area	FHSU Course Equivalency	Credits	Notes
Written Communication	ENG 101	3	
	ENG 102	3	
Oral Communication	COMM 100	3	
Quantitative Literacy	MATH 101, 105, 110, 234, 331, or MATH 250	3	
Arts and Humanities	<ul style="list-style-type: none"> • ART (non-studio) • ENG • HIST • MLNG • MUS (non-performance) • PHIL • THTR (non-performance) 	6	<ul style="list-style-type: none"> • Two subjects required • Other subjects that the institution determines appropriate
Natural and Physical Sciences	<ul style="list-style-type: none"> • PHYS • BIOL • CHEM • GSCI (geology) 	7	<ul style="list-style-type: none"> • Two subjects required – one with associated lab • Other subjects that the institution determines appropriate
Social and Behavioral Sciences	<ul style="list-style-type: none"> • COMM • SOC • ECON • GSCI (geography) • POLS • PSY • LDRS 	6	<ul style="list-style-type: none"> • Two subjects required • Other subjects that the institution determines appropriate
Institutionally Designated Area	<ul style="list-style-type: none"> • HHP 200 • INF 101 • PHIL 100 • FIN 205, or <p>Any course from Intercultural Competence or Engaged Global Citizens categories.</p>	6	<ul style="list-style-type: none"> • Other subjects that the institution determines appropriate
TOTAL		37	

TIGER JARGON

AACE: Academic Advising and Career Exploration Center

ADP: American Democracy Project

ASP: Academic Success Programs

Blackboard: Web-based course-management system

CCL: Center for Civic Leadership

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

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

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

FHSU Mail: FHSU Student E-mail System

FHSU ONLINE: Fort Hays State University's accredited distance education unit

FYE: First Year Experience

HANDSHAKE: A modern career development platform - to be your one-stop-shop for launching your career

HIPAA: Health Insurance Portability and Accountability Act

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

Registration: The process of acquiring a seat in a course through Workday. Registration should occur after consultation with your academic advisor.

SAP: Student Academic Progress in Financial Assistance

SGA: Student Government Association

SFS: Student Fiscal Services

Student Engagement: Home to Fraternity and Sorority Life, Inclusion and Diversity Programs, Orientation and Transition Programs, Student Organizations

TigerCard: Fort Hays State University issued identification card

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

TigerLink: Student organizational portal

TigerNet ID: Unique username and password allowing access to all FHSU technology resources

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

TigerTech: Primary technical assistance resource

TLC: The Learning Commons

TMN: Tiger Media Network

UAB: University Activities Board

Waiting List: The electronic process for students wanting to add a closed class in Workday.

Workday: Our cloud-based system for academics, financial aid, student employment, and student finance.

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

AGRI: Agriculture

ART: Art and Design

ATEP: Athletic Training

BCOM: Business Communication

BIOL: Biology

BUED: Business Education

CHEM: Chemistry

COMM: Communication Studies

CRJ: Criminal Justice

CSCI: Computer Science

ECON: Economics

ENG: English

ENTR: Entrepreneurship

FIN: Finance

GBUS: General Business

GLE: Global Business English

GSCI: Geosciences

HHP: Health and Human Performance

HIST: History

IDS: Interdisciplinary Studies

INF: Informatics

LDRS: Leadership Studies

MATH: Mathematics

MDI: Medical Diagnostic Imaging

MGT: Management

MIS: Management Information Systems

MKT: Marketing

MLNG: Modern Languages

MTP: Massage Therapy

MUS: Music and Theatre

NURS: Nursing

PHIL: Philosophy

PHYS: Physics

POLS: Political Science

PSY: Psychology

RAD: Radiologic Technology

SLP: Speech-Language Pathology

SOC: Sociology

SOCW: Social Work

TECS: Applied Technology

TEEC: Early Childhood

TEEL: Elementary Education

TESP: Special Education

TESS: Secondary Studies

THM: Tourism and Hospitality Management

THTR: Theatre

UNIV: University Courses

BUILDING CODES

AD: Schmidt Foundation Center for Art and Design

AG: Agnew Hall

AH: Albertson Hall

BB: Brooks Building

Beach-Schmidt Performing Arts Center

BH: Beach Hall

CATS: Center for Applied Technology and Sculpture

CH: Cunningham Hall

CSS: Fischli-Wills Center for Student Success

CT: Custer Hall

FL: Forsyth Library

GC: Gross Memorial Coliseum

GR: Grounds Building

HH: Heather Hall

HMH: Hammond Hall

HSB: Dane G. Hansen Scholarship Hall

MA: Martin Allen Hall

MC: McCartney Hall

MH: Malloy Hall

MM: McMinderes Hall

PH: Picken Hall

RH: Rarick Hall

Schmidt-Bickle Training Facility

SCR: Soccer Facility

SH: Sheridan Hall

SP: Stadium Place

ST: Lewis Field Stadium

Sternberg Museum located in Beach Hall

STH: Stroup Hall

TH: Tomanek Hall

Tiger Village

TRK: Track and Field Facility

UN: Memorial Union

Victor E. Village

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 (Health and Wellness, 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 plan for classes to be updating your academic plan in Workday if meeting to discuss registration.
- 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, ask questions until you do understand. Be knowledgeable about policies, procedures and requirements. These can be found in the University Catalog (<https://catalog.fhsu.edu/>).
- 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 registration and for making adjustments to your class schedule.
- To observe academic deadlines. Don't miss deadlines. Know when to register 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 and view your Academic Progress in Workday for progress towards your 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 you are enrolled by completing assignments on time and attending/participating in 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 Workday 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 and participate in classes or interferes with ability to focus on education and to perform their best work.

CONNECT WITH US

Academic Advising and Career Exploration
First Floor—Room 142
Fischli-Wills Center for Student Success (CSS)
(785) 628-5577
advising@fhsu.edu
<http://www.fhsu.edu/aace>



TIGER TIP

The Workday MyFHSU is your best resource for academic advising. You can keep up with your current and future courses as well as your Academic Plan, Academic History, Grades, and Academic Progress. Reach out to your assigned academic advisor in MyFHSU for assistance and appointments.



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 FHSU Core curriculum at FHSU. Academic coaching is available for personal time and semester management, textbook reading, lecture note-taking, test taking, test anxiety, and collaborative learning. Freshman Seminar, UNIV 101 and Succeeding in College, UNIV 103 are courses designed to help college students maximize their academic potential. UNIV 101 is required for all first time freshman that graduated high school the previous academic year.

Services/Resources:

- One-on-one peer tutoring
- Evening drop-in tutoring in the Center for Student Success Room #113 (Sunday - Thursday)
- Individual sessions on time management, textbook reading, note-taking, and test taking
- Semester-at-a-glance calendars
- Peer academic coaching

How to schedule an Appointment:

- Visit us on the first floor of the Center of Student Success
- Schedule online in Handshake
- Call (785) 628-4260
- Email: success@fhsu.edu

CONNECT WITH US

Academic Success Programs

First Floor—Room 113

Fischli-Wills Center for Student Success (CSS)

success@fhsu.edu

(785) 628-4260

<http://www.fhsu.edu/retention/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 450 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 10 years, the MIAA has gained the reputation of being the top NCAA Division II conferences in the nation. MIAA student-athletes have won 47 NCAA team championships and more than 400 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, and wrestling. The 6,814-seat arena was finished in August of 1973. The Coliseum is located on the farthest, west point of campus. Gross Memorial Coliseum has been recognized as one of the best arenas in NCAA Division II by multiple sources within the past decade. FHSU men's and women's basketball consistently rank among the highest attendances in NCAA Division II each year.

Lewis Field Stadium is the 6,362-seat home of the Fort Hays State University football team. The stadium features an artificial playing surface, which plays similar to natural grass. Over 2,000 new black folding seats were installed on the west side of the stadium prior to the 2017 season. Following the 2017 season, a new video/scoreboard standing 63 feet wide by 45 feet tall was installed at the north end of the stadium.

The 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 park features concession facilities and stadium seating (installed in 2013) for 500 Tiger fans.

The FHSU Soccer Stadium opened for play in the fall of 2011, home to the Fort Hays State men's and women's soccer teams. This 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. The stadium seats 500-plus fans and has both men's and women's locker rooms and a concessions area.

FHSU Track and Field Facility opened in the spring of 2017 and is home to men's and women's track and field. This state-of-the-art track & field complex features a 9-lane rubber track, jumping pits and specific event areas for javelin, discus, shot put, hammer and pole vault. Additionally, there are grand stand bleachers for spectators, locker rooms, restrooms, a press box and concession stands. The facility sits adjacent to FHSU Soccer Stadium.

FHSU Tennis Courts are home to the women's tennis team. Six courts are available for both tournament and dual match contests.

Smoky Hill Country Club is home to the FHSU men's and women's golf teams. The par-71, 6,261-yard layout is one of the premier golf courses in northwest Kansas. Smoky Hill Country Club is located at 3303 Hall Street in Hays.

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!)



TIGER TIP

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

ALL athletic events are FREE for students with ID.



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 with a variety of services to assist in finding a major or career that best fits them.

Services/Resources:

- FHSUMajors.com

FHSUMajors.com is a free career assessment tool in your myFHSU Applet in Workday. After completing questions about your academic and work preferences, you will receive a Top 10 list of FHSU majors for you to explore.



My Account
Academics Overview
Registration & Planning
Find Course Sections
View My Academic Plan
Request Course Section Prerequisite Override
Troubleshoot Registration
FHSUMajors.com
ReverseTransfer

- Annual Majors and Graduate Programs Fair

Every fall, representatives from all academic departments come together in one location to answer your questions about academic opportunities available to you at FHSU. Learn about majors, minors, certificates, research opportunities, academic student organizations and more on Thursday, October 20 on the second floor in the Memorial Union from 11:00 a.m. to 3:00 p.m.

- What Can I Do With a Major In...

Looking for careers that align with your degree choice? Go to <https://www.fhsu.edu/aace/what-can-i-do-with-a-major-in/> to explore careers and transferable skills for the majors you are considering.

- Career Exploration appointments

Meet one-on-one with a career advisor to learn effective strategies that will equip you to manage your education. Career Exploration provides students the opportunity to become more self-aware as they engage in decision and research processes that will aid in declaring or confirming an academic major.

- UNIV 100: Major and Career Exploration course

Through interactive coursework and career assessment tools, students are guided through a decision and research process that will empower them to select or confirm their major choice. This eight-week course is offered each semester (fall, spring and summer).

- Links to additional career exploration resources

Go to www.fhsu.edu/aace/career-exploration-resources/ to find a comprehensive list of career websites that provide detailed career information in an easy to navigate format.

- A comprehensive career information library

- Referrals to appropriate sources

CONNECT WITH US

Academic Advising and
Career Exploration Center

First Floor

Fischil-Wills Center for Student Success (FWCSS)

(785) 628-5577

advising@fhsu.edu

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

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

TIGER TIP

Mark your calendar for the Annual
Majors and Graduate Programs Fair.

October 20, 2022

11 a.m. to 3 p.m.

Memorial Union, Second Floor



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. We have sample resumes for all majors.
- On-campus online interviewing opportunities for internship and full-time positions.
- Handshake—a resume/referral program for employment opportunities.
- Employment opportunity listings for full-time, part-time, summer and internship positions.
- Mock Interviews—Practice your interview skills with an actual employer to help you perfect your technique. Gain valuable feedback and coaching on your performance. This is offered both in the Fall and Spring semesters in both face to face and online environments. Practice interview skills 24/7 with free access to Big Interview— fhsu.biginterview.com
- Career Fairs—A chance for companies and professional job seekers to meet and mingle. A job fair is an event in which employers, recruiters, and schools give information to potential employees. This is offered both in the Fall and Spring semesters.
 - **Part-Time Job Fair - August 24**
 - **Ag Career Fair - September 21**
 - **Applied Tech Fair - September 8**
 - **SLP Fair - November 11**
- Jobs for Tigers—connects FHSU students with off-campus, part-time employment in the Hays area.
- Career Services website provides extensive job search information online: <http://www.fhsu.edu/career>
- Graduate school admissions information and resources.
- Tailored For Tigers—A clothing closet providing FHSU students with professional clothing appropriate for interviews, business presentations, or other professional activities. An inventory of both men and women's professional attire is available free of charge to FHSU students. <https://www.fhsu.edu/tailored-for-tigers/>
- GoinGlobal—Information on industry trends, global jobs/internships, interview and cultural advice, and access to visa petitions from U.S. employers seeking to hire international talent. Access through your Handshake account.
- Lifetime services for FHSU alumni for free!
- Connect with us on social media! @FHSUCareers will give you access to our Instagram and LinkedIn pages.

CONNECT WITH US

Career Services & Tailored for Tigers

First Floor—Room 142

Fischli-Wills Center for Student Success (CSS)

(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.



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, Grab-n-Go in the Memorial Union and in the Victor E. Village Hall we have Tiger Pizza.

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

Fort Hays State University offers three meal plan options for traditional resident students. Each of the meal plans offer Dining Dollars that can be used in any of the Chartwells locations on campus. For more information about Meal Plans and Dining Dollars, please stop by the Residential Life Office in McMIndes Hall, Room 126.

FLEXI-CASH

Chartwells also offers Flexi-Cash to all students, faculty and staff. If you purchase \$100 or more in Flexi-Cash, we will add free Bonas Dollars to your account. More information about Flexi-Cash can be found at www.dineoncampus/forhays/ or you can stop by the Chartwells Business Office in McMIndes Hall, Room 149A to sign up in person.

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, Room 208.

CONNECT WITH US

Catering Office (785) 628-5396
Business Office (785) 628-4476
McMIndes Café (785) 628-4930
Retail Office (785) 628-5087
Director's Office (785) 628-4731

Director of Catering Lauren.Schilleci@compass-usa.com
Sr. Admin/Bookkeeper Nancy.Schlyer@compass-usa.com
Residential Dining Director Amber.Turley@compass-usa.com
Director of Retail Carrie.Welsek@compass-usa.com
Sr. Director of Dining Christopher.Rudziensky@compass-usa.com
Catering Coordinator Lisa.Raub@compass-usa.com

TWITTER: <http://www.twitter.com/fhsudining>

FACEBOOK: <http://www.facebook.com/fhsudining>

Chartwells Campus Dining
410 Agnew Lane, Suite 149A, Hays, KS 67601

TIGER TIP

Flexi-Cash Bonus Dollars give you FREE money to use at your favorite on campus dining spots.



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 Academic History in Workday 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:

- 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, Health and Wellness Services can help. Located in the Fischli-Wills Center for Student Success, Health and Wellness Services offers consultation for FDA-approved cessation products and counseling. For more information or to schedule an appointment with a healthcare provider, please visit www.fhsu.edu/health-and-wellness/medical/.

CONNECT WITH US

The Drug and Alcohol Wellness Network (DAWN)

Third Floor—Room 301

Fischli-Wills Student Success Center (CSS)

(785) 628-4401

<https://www.fhsu.edu/health-and-wellness/counseling/drug-alcohol/>

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.
- Have a sober driver or call Uber/Lyft or a taxi.

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.

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) Grants, Federal College Workstudy, Direct Subsidized and Unsubsidized Loans and Parent Plus Loans.
- Oversees the awarding of Kansas aid programs including the Kansas Comprehensive Grant, State of Kansas Scholarships and the Kansas Career Workstudy.
- Administers the awarding of university scholarships.
- Serves as the certifying contact for Military Benefit eligibility.

FAFSA (Free Application for Federal Student Aid):

- You must submit your FAFSA every year to be considered for federal financial aid. Submit your FAFSA as soon as possible after October 1.
 - ◊ **2022-2023 FHSU FAFSA Priority Deadline: December 1, 2021**

Cost of Attendance:

- Complete the Cost of Attendance Worksheet, at www.fhsu.edu/finaid/forms/, to estimate how much total financial aid you will need for the academic year. You should include tuition and fees, room and board, books and supplies, transportation and personal expenses.

Scholarships:

- Scholarships may be awarded from a variety of sources and based on academic merit and/or need. Numerous FHSU scholarships are available through the online scholarship applications. To apply for FHSU scholarships, visit www.fhsu.edu/finaid/Scholarships and www.fhsu.edu/admissions/Scholarships-and-Financial-Aid/. You must submit your application every year to be considered.
 - ◊ **FHSU Online Scholarship Application Priority Deadline: November 15, 2021**
 - ◊ **FHSU Online Scholarship Application Final Deadline: February 15, 2022**

Third Party Access:

- The Financial Assistance Office cannot release information about your financial aid file to another person, including parents, without your authorization. See "THIRD PARTY ACCESS" for complete instructions.

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>

<https://studentaid.gov>

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. Beginning October 1, 2021, you will be able to submit the FAFSA for the 2022-23 school year at <http://www.fafsa.ed.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!



FOOD AND HUNGER INITIATIVES

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. Besides our stock of food, the pantry shares a collection of literature related to food safety, nutrition and gardening. Visitors may consult or borrow cook books and recipes, so long as they are returned. Food is supplied by individuals and business donors, food drives, and the Victor E. Garden. More than just a food pantry, TFE 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 operating hours and relies on an honor system. Please limit your use to no more than 10 items per visit, and record your visit by giving one "tally mark" per person on the tally sheet provided at the entrance of the pantry.

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. 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 raised beds, a shed, 2 greenhouses, and an outdoor classroom. The garden operates during the local growing season, somewhat extended through the use of cold frames and greenhouses. 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. Peter Tramel, Assistant Professor of Philosophy
(785) 628-5424

phtramel@fhsu.edu

Robert Duffy, DAWN Coordinator

(785) 628-4401

rduffy@fhsu.edu

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

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

TIGER TIP

If you or a student you know is experiencing food insecurity, 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!



FORSYTH LIBRARY and LEARNING COMMONS

Forsyth Library and Learning Commons provides free services and resources for all aspects of research, technology, and learning for both on-campus and online students.

- **Ask A Librarian Research Help**

- ◇ Get help searching for articles and resources using databases and the library website
- ◇ Chat, call, text or email librarians at any stage of the research process
- ◇ Make an appointment for one-on-one research assistance
- ◇ Use subject and course guides to help guide you through the research process
- ◇ View tutorials for tips to successfully complete research projects at <https://fhsuguides.fhsu.edu/tutorials>

- **Library Resources**

- ◇ Access articles, eBooks, news, and research databases online
- ◇ Check out books, periodicals, magazines, and media
- ◇ Search government publications and information
- ◇ Explore Special Collections, University Archives, and The Archives Online
- ◇ Obtain articles or books not owned by Forsyth Library through Interlibrary Loan

- **Technology and Technology Assistance**

- ◇ Check out laptops, tablets, cameras, and other equipment at the Learning Commons Desk with your Tiger Card
- ◇ Use public computers and printing, copying, and scanning stations
- ◇ Record a video in the Media Lab equipped with a camera, green screen, microphone, and studio lights
- ◇ Learn how to use software and technology for presentations, video production, and more

- **Study and Project Spaces**

- ◇ Collaborate in the open study areas on the main and lower levels
- ◇ Escape from the noise on the quiet, upper level
- ◇ Grab an individual study room on the main level to be completely free of distractions
- ◇ Reserve group study rooms or the Media Lab at <http://fhsu.edu/library/spaces>

- **Library Partners**

- ◇ MakerSpace—Build, tinker, and explore projects and ideas within the STEM fields
- ◇ Tiger Food Exchange—"Take what you need and leave what you can" campus food pantry
- ◇ Writing Center—Schedule individual consultations about any stage of the writing process including assignment guidelines, content development, grammar, and revisions

CONNECT WITH US

Forsyth Library and Learning Commons

502 South Campus

(785) 628-4434

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

Research Help: <http://libanswers.fhsu.edu/>

Phone: (785) 639-6180

Text: (785) 527-9483

Email: refserv@fhsu.edu

TIGER TIP

Professors will not accept resources you find on Google for your assignments, which is why the library is here to help! Utilize library resources to find articles and scholarly work to use in your research papers, projects, and presentations.



@fhsulibrary



GRADUATION REQUIREMENTS

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

Both associate and bachelor's degrees require:

1. an application for Program Completion (Intent to Graduate) on file in the Registrar's Office; and
2. an advisor approved, Academic Progress Report (degree summary) update in Workday;
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 a higher grade point average;
4. 30 credit hours taken from Fort Hays State University - Bachelor's Degree. 15 credit hours taken from Fort Hays State University - Associate's Degree

Associate Degree Requirements

The Associate of Applied Science in Applied Technology and Leadership, 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 Applied Technology Department with a minimum 2.00 grade point average for all courses specified.

The Associate of General Studies degree, in addition to the Degree Requirements listed above*, requires completion of at least 60 hours of credit, 15 credit hours of Foundation Studies, 3 credit hours of International Studies, 6 credit hours (with no more than 1 course in 1 area) from Humanities, Mathematics and Natural Sciences, and Social and Behavioral Sciences, 12 credit hour area of Emphasis (all 12 credit hours from one department) and 12 credit hours of Free Electives. A minimum of 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 120 hours of credit with a passing grade and a minimum grade average index of 2.00 in all coursework, unless the department specifies a higher grade point average;
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 point average;
3. completion of the FHSU Core requirements OR Kansas Board of Regents Systemwide General Education Program for transfer students with an associate degree OR 36 hours of transferrable hours; Associate's Degrees earned at Kansas institutions are exempt from general education program;
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 120 hours of credit, including the following components:

1. a minimum of 80 hours of coursework in the following liberal arts and sciences areas: art, biology sciences, chemistry, communication studies, economics (201 and/or 202 only), english, geosciences, history, information networking and telecommunication, interdisciplinary studies, criminal justice, leadership studies, mathematics and computer science, modern languages, music, philosophy, physics, political science, psychology, sociology, social work and theatre;
2. a maximum of 40 hours is allowed in one area;
3. a minimum of 45 hours of upper-division coursework (300 and above at FHSU);
4. English Composition (6 Credit Hours)
 English Composition I and II (ENG 101 and ENG 102)
 Computer Literacy Course (3 Credit Hours)
 Introduction to Computer Information Systems (INF 101)
 Humanities (12 Credit Hours—from 3 different departments)
 Natural Sciences and Mathematics (12 Credit Hours—from 3 different departments)
 Social and Behavioral Sciences (12 Credit Hours—from 3 different departments)
 Area of Concentration (21 Credit Hours from one department)
 Open Electives (54 Credit Hours)
5. 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 grade point average

Refer to the University Catalog for additional degree information.

Web site: www.fhsu.edu/bgs/requirements

Health and Wellness Services

Counseling Services

Our professional counselors can help you learn problem-solving techniques for college success and be a source of support during challenging times.

- Personal Counseling
- Drug and Alcohol Counseling and Evaluations
- Support groups
- Educational training

Medical Services

Our team of dedicated medical professionals provide compassionate, individualized care that emphasizes appropriate treatment and promotion of personal wellness.

- COVID-19 screening and testing
- Treatment for minor illnesses
- Anxiety and depression
- Routine physicals
- STI treatment
- Vaccines
- Well-woman checks; birth control

Accessibility Services

FHSU offers reasonable accommodations to students with documented learning, psychological disabilities. We are here to support your needs.

- Support in classrooms
- Advocacy
- Counseling
- Advising

CONNECT WITH US

Health and Wellness Services

Third Floor

Fischli-Wills Center for Student Success (CSS)

Phone: (785)628-4401

healthcenter@fhsu.edu

<https://www.fhsu.edu/health-and-wellness/>

TIGER TIP

[Tiger Thrive](#), a virtual mental health platform, offers all current students content on various mental health issues. This can be a great option for those looking to take a first step toward mental and emotional wellness.



INTRAMURALS

The Campus Intramural and Recreational Sports Department 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.

The Intramural Department is in charge of managing the south end of Cunningham Hall, including CH 122 (the Dance Room), all four gymnasiums and the pool. To reserve any of those spaces, please call (785) 628-4373 or visit us in CH 111.

Hours of Operation:

Intramurals 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 Intramural and Recreational Sports

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.



MEMORIAL UNION

As the community center of Fort Hays State University, the Memorial Union serves students, faculty, staff, alumni and guests. With spaces designed for everyone, we invite you to discover the Union, the hub of student life here at FHSU!

Food. Meeting Rooms. Pool Table. Study Lounge. Student Activities...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 for events and student groups to meet 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?

With a wide range of concepts and options, 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. Keep in touch on social media to stay current with student activities here in the Union.

Want to save money?

Chartwells Catering offers price-cutting alternatives for student organization's hosting activities on campus or put Flexi-Cash money on your Tiger Card.

Need some Tiger apparel?

Stop by the Victor E. Apparel & Gift Co. for the latest in FHSU gear and gift items.

Need to order books?

Visit fhsu.textbookx.com to buy all of your books and supplies. Have them shipped to your address or the Victor E. Apparel & Gift Co. for convenient on-campus pickup.

Looking to spread the word about your event?

Posting on campus can be done through the Union Administration Office with Poster Route. Check out the other advertisement options including Union signage, digital signage and more.



CONNECT WITH US

Memorial Union

Memorial Union, Room 208

(785) 628-5305

fhsuunion@fhsu.edu

Facebook: Fort Hays State University—Memorial Union

Instagram: @fhsuunion

Twitter: @FHSUUnion

TIGER TIP

The Memorial Union is open nights and weekends during the academic year. For an up to date listing of hours for the Memorial Union and services located within the Union, visit <http://www.fhsu.edu/union/hours/>

OFF-CAMPUS LIFE

Welcome to Hays! There is so much to experience!

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 two golf courses, a premiere disc golf course, a city-wide bike path system, and over twenty parks for you to enjoy. Hit *The Bricks* in Downtown Hays for food and shopping experiences not easily matched in Kansas or beyond. Whether it's your first visit or you've lived here your entire life, there is always a new discovery waiting in Hays.

What is Off-Campus Life?

Off-Campus Life partners with the community to connect students to off-campus options for experiencing Hays. We encourage all students to explore downtown Hays and the surrounding area, as well as participate in a variety of community events.

Services/Resources:

- Safety information
- Community events information via daily announcements
- City of Hays Information

CONNECT WITH US

Office of Student Affairs

(785) 628-4665

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

TIGER TIP

Feeling bored on campus? Bowl a few games at Centennial Lanes, go golfing at Precision Valley, or do some shopping at Big Creek Crossing. There is so much to do off campus. Need help finding something? Just ask! We're here to help.

Did you know that as an off-campus student, you have access to programs provided by Student Engagement, Athletics and Intramurals, the Encore Series, and more?

New students must 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. See <https://www.fhsu.edu/activate>.
- **Duo** is required as FHSU's method of second-factor authentication. See www.fhsu.edu/duo.

2. EXPLORE

Our [Student Resources](#) page provides quick links for you to easily access many FHSU systems.

- **Email:** Upon activating your TigerNetID, you can sign into your *TigerNetID@mail.fhsu.edu* email. This is the official form of communication for all FHSU students. You may already have new emails from FHSU! Please [check your student email](#) daily. You will be notified by email when your Workday account becomes available.
- **Workday:** Workday is FHSU's student web portal, where you can explore your financial and academic information, as well as other online services. You will receive emails with instructions for how to get started using Workday to register in classes. To view helpful Workday guides and video tutorials, see www.fhsu.edu/workday/student-resources.

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 10, 11, or Mac OS 10.15 - Catalina (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. Also, highly recommended is having a webcam and microphone to use with your computer (many laptops have these as built-in equipment). 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 [FREE or discounted software](#) for use on **personal** devices such as **Office365**. Visit our website to learn more.

4. CONNECT

- **Internet:** *If you are an on-campus student*, once you arrive on campus, connecting to the **TigerNetStudent** wireless network requires a TigerNetID login and a brief Web-based registration. [Please register all of your wireless devices](#), including items you bring to the Residence Halls. FHSU does not accept the use of wireless printers.
- **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.** Due to compatibility issues with Safari, we **only** recommend Chrome or Firefox for Blackboard for the best user experience.

5. CONTACT

Add TigerTech (785) 628-FHSU to your phone contacts, chat with us online at www.fhsu.edu/technology/ or visit us in Tomanek Hall 127.

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
- Course and facilities scheduling
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of "residency for fee purposes" (in state vs. out-of-state)

For more information regarding workday, please go to <https://www.fhsu.edu/workday/>. Additional information can be found on page 30 on how to access Workday.

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 Residential Life at Fort Hays State University!

The residence halls and apartments on campus are an ideal place to meet friends, find academic support, and adjust to campus life. Living on campus 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 through our housing options to find the right fit for you.

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 choices, you can trust that we will make your time at Fort Hays State University meaningful.

Network

Living on campus is a rewarding experience, both academically and socially! With many student organizations to participate in, you are sure to have a leadership experience that is rewarding and enriching.

Amenities

With a wide variety housing options that include many comforts of home along with caring and supportive staff, life on campus at Fort Hays State University is a true living and learning environment.

Dining

Dining services on campus is provided by Chartwells, and they are focused on providing a variety of meal options to satisfy every appetite. Whether it's breakfast in the cafeteria, a late night bite at Tiger Pizza, or lunch in the Memorial Union between classes, we have something for everyone. With a meal plan, the meal options are endless!

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 GPAs than those who live off campus.

Students have access to many leadership opportunities while living on campus including: being a Community Assistant, Community Council Member, or getting involved in Residence Hall Association or National Residence Hall Honorary.



STUDENT EMPLOYMENT

On-Campus Jobs

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 on-campus jobs in Workday. Workday may be accessed from the FHSU website at www.fhsu.edu, then click on the button for Students>Workday>Career Worklet>Find Student Jobs. Apply online and interview with departments in which you are interested in working. Follow up! Your success in finding a job will depend largely upon your initiative and desire to work.

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 documents 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

Off-Campus Jobs

Students seeking part-time off campus employment in the Hays area are encouraged to utilize Handshake. Area employers seeking students to fill vacancies post their opportunities through this platform, a great resource in finding employment. In addition to part-time listings, Handshake is also your destination for finding nationwide internships and full-time positions following graduation. Activate your Handshake account at <https://fhsu.joinhandshake.com/login> and login with your TigerNetID. Please contact Career Services with any questions.

CONNECT WITH US

Student Employment Office

Picken Hall, Room 207A, 207E

(785) 628-5227, (785) 628-4607

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

Career Services—Jobs for Tigers

First Floor—Room 142

Fischli-Wills Center for Student Success (CSS)

(785) 628-4260

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

TIGER TIP

Begin your job search early and remember to follow up!



STUDENT ENGAGEMENT

The mission of Student Engagement is to provide educational, social, and inclusive experiences for students.

The following areas are represented in Student Engagement:

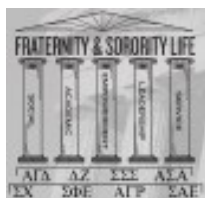
- Centralized Programming and Diversity Celebrations and Awareness
- Fraternity and Sorority Life
- Student Organizations
- TigerLink and Corq App
- First Year Experience
- Family and Friends Engagement

Major campus events are also coordinated by Student Engagement. Events include but are not limited to:

- Student leadership development opportunities - Enhance your skills by attending Student Organization workshops, First Year Institute, Black and Gold Academy, or Student Organization Awards Reception.
- Student Engagement centralized programming events - Dozens of events are hosted each semester like entertaining stage acts; such as, magicians, comedians, hypnotists, or musicians. You won't want to miss events like Stuff a Tiger, Finals De-Stresser, or Novels for Hope.
- Traditional FHSU events - Back to School Party, 40 Days at the Fort, March2Main, Homecoming, Family and Friends Weekend, Greek Week, and Tree Lighting Ceremony.
- Special events which promote diversity on campus - Hispanic Heritage Month, National Coming Out Day, National Native American Heritage Month, Tunnel of Oppression, Black History Month, Women's History Month, Celebrate Diversity Month, Asian-Pacific American Heritage Month, and many more.

Student Engagement empowers and provides an environment that enables students to participate in campus governance, co-curricular activities, develop their leadership potential, and make a positive impact on their total educational experience. Here's how students can get connected:

- Joining the Tiger Team will provide opportunities for students to contribute to a variety of programs while gaining valuable experiences and leadership skills.
- Joining one of the Fraternity or Sororities on campus will develop a lifelong commitment to philanthropy and service, develop skills to positively influence others, and build lifelong friendships and bonds.
Fraternities: Alpha Gamma Rho (AGR), Sigma Alpha Epsilon (SAE), Sigma Chi, Sigma Phi Epsilon (SigEp)
Sororities: Alpha Gamma Delta (AGD), Alpha Sigma Alpha (ASA), Delta Zeta (DZ), Sigma Sigma Sigma (TriSigma)
- Join one of the 120 existing Student Organizations or create a new one! Getting involved in a student organization will lead students to have a well-rounded university career, providing opportunities for them to grow mentally, physically, socially, and spiritually.



CONNECT WITH US

Student Engagement

Second Floor—Room 204

Fischli-Wills Student Success Center (CSS)

(785) 628-4664

engage@fhsu.edu

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

<https://tigerlink.fhsu.edu>

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

https://twitter.com/fhsu_engage

TIGER TIP

Looking for something to do on campus? Check-out TigerLink which features all the events happening on campus. Students will also have access to their organizations and other involvement tools. TigerLink is mobile friendly by downloading and using the Corq app!

GETTING STARTED WITH STUDY ABROAD AT FHSU

Stacey Lang, Study Abroad and Student Travel Coordinator

Study Abroad Office • www.fhsu.edu/studyabroad • Sheridan Hall 204 • Phone: 785-628-4176 • Email: studyabroad@fhsu.edu

Are you are ready to Come Learn the World with Us! The FHSU Study Abroad office is ready to help guide you as you take your first steps to making study abroad a reality. The FHSU Study Abroad office has developed ten steps to help you get the process started. We have many resources available for students to learn more about our many program options and to stay on track with the application process.

Step #1-EDUCATE YOURSELF— The FHSU Study Abroad office also offers a Study Abroad Expo during the Fall semester with our Tiger Ambassadors. A complete list of dates and times of events can be found on the Study Abroad [Upcoming Events](#) page. Attend one of our informational events to learn more about Study Abroad at FHSU.

Step #2-GET CONNECTED—Create an account on our new study abroad platform, Tiger Travel. Tiger Travel is student's one-stop-shop for program matching, program exploration, application, and predeparture planning. Creating an account on Tiger Travel does not commit students to a program but allows them to explore all our program options. Go to <https://tigertravel.via-trm.com> to create an account and start exploring!

Step #3-RESEARCH OPTIONS--Explore our [Study Abroad Programs](#) at FHSU. These include exchanges, internships, direct enroll programs, summer programs, service-learning opportunities, as well as short-term faculty-led programs. Take advantage our Program Matching Quiz on Tiger Travel to find the perfect program. Create a Tiger Travel account to get started!

Step #4-START WITH THE STUDY ABROAD OFFICE--Schedule an [interview](#) with our Study Abroad Coordinator. Interviews need to take place by the interview deadlines below and must be completed before students can apply for their respective programs. Students can also schedule a general information session. INTERVIEW DEADLINES: for a Fall program, February 1ST; for a Spring program, September 1ST; for a Summer program, January 1st.

Step #5-GET ADVISED ON YOUR COURSE OPTIONS--Contact your Academic Advisor. Discuss with your Advisor what type of program you would like to apply for and what courses you would like to take abroad. Take the time to look at course requirements and choose which courses are good options to take abroad. Explore different provider programs offering courses in your major or minor area.

Step #6-MEET THE APPLICATION DEADLINE—Start the process early and submit the FHSU Study Abroad application on Tiger Travel. After a student has had their interview with the FHSU Study Abroad Coordinator and has an approved application, the Study Abroad Coordinator will guide them on what the next steps will be for application, orientation, and predeparture.

Step #7-ATTEND ORIENTATION—After a student's FHSU application has been approved and a student has been accepted into a Study Abroad program, they will attend a mandatory Predeparture Orientation. Topics and discussion will include travel resources, health and safety, academic credit transfers, financial responsibilities, and many other important topics related to the study abroad experience.

Step #8 – KNOW YOUR FUNDING RESOURCES--Research scholarship and funding opportunities for Study Abroad programs. Reach out to local community organizations that support Study Abroad to see if they offer scholarships. If students have questions about financial aid, be sure to visit with the Financial Aid Office. Most financial aid awards and scholarships can be applied to Study Abroad programs. Visit our [funding options](#) page for more scholarship opportunities.

Step #9-START MAKING YOUR TRAVEL PLANS—Work with the Study Abroad Office and program provider for guidance and resources for booking travel and making final predeparture plans. Students must follow all policies and guidelines as outlined by Fort Hays State and the program provider.

Step #10-EMBARK ON YOUR JOURNEY--Get excited because you are getting ready to embark on an amazing adventure! We are here to help you take that first step--Life begins at the end of your Comfort Zone!

FHSU STUDY ABROAD PROGRAMS OVERVIEW

Stacey Lang, Study Abroad and Student Travel Coordinator

Study Abroad Office • www.fhsu.edu/studyabroad • Sheridan Hall 204 • Phone: 785-628-4176 • Email: studyabroad@fhsu.edu

National Student Exchange—(NSE) is a consortium of universities located in the continental United States including Hawaii, Alaska, Guam, Puerto Rico, US Virgin Islands, and Canada. Through NSE, FHSU students have the opportunity to spend up to one year at one or two of the member host universities. An exchange with NSE allows students to experience a new geographic area of the United States or Canada, take specialized courses in their major, meet new people, make lifelong friends, and network for future job opportunities. Support and orientation is provided by each host university and on-going support is provided by the NSE Host Coordinator and the FHSU Study Abroad Office. A study away exchange experience with NSE is equally as impactful as an international study abroad experience. Students can apply to NSE through Tiger Travel. Once approved by the FHSU Study Abroad Office, students will go through an NSE placement process based on their personal preferences. Students pay the FHSU tuition rate while attending an out-of-state school; housing and meal plans will be paid to the host university. All students must obtain pre-approval for credits to transfer back to FHSU. NSE does require a \$150 application fee. Financial aid and scholarships can be used with all NSE programs.

FHSU Program Providers—USA based Program Providers offer international direct enroll programs and are affiliated with FHSU. They provide international programs that are packaged by specific types, disciplines, program length, and destinations with models to satisfy either a more structured or independent program. Program fees are usually all-inclusive and offer pre-departure support as well as on-site services for the duration of the program. Many program providers partner with international institutions to offer students a selective list of courses aligned with a US student learner's needs, or they will offer specific courses by discipline at their On-site Centers. Cultural fieldtrips and extended travel options are built into the all-inclusive program and the on-site Resident Directors facilitate all logistics of the program. Students apply online and enroll into provider programs after they have applied to FHSU Study Abroad and been approved by FHSU Study Abroad Office. Students pay tuition, housing, and meal fees directly to the provider, which will include an application fee and deposit. Payments can be deferred until financial aid is released. Financial aid and scholarships can be used for provider programs if students are enrolled full-time and are taking courses that will transfer into their degree program at FHSU. All costs vary by program type, length, and destination. Students are responsible for all application fees and deposits for their respective programs.

What type of study abroad experience are you looking for?

- ☐ Study only
- ☐ Study + Intern
- ☐ Study with Service Learning
- ☐ Research
- ☐ Teaching English as a Foreign Language
- ☐ Multi-Destination
- ☐ Graduate Level



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 enrollment and payment of account balances
- Process payments for tuition, Residential Life, and other miscellaneous charges
- Disburse available financial aid to all eligible, enrolled students
- Notify students of their payment obligations
- Provide various payment options for students
- Process and disburse all community scholarships and third-party invoices, including military assistance
- 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 of your Contact Information and Friends & Family designations current on your Workday student account.



STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is a great way to get involved on campus, meet new people, and explore your passion for civic engagement. Our purpose as a student government is to represent the interests of the student body to the Fort Hays State University administration, Kansas Legislature, and Kansas Board of Regents.

Throughout the academic year, SGA partners with campus organizations, departments, and community entities to host various events. These events include, but are not limited to the following:

Voter Registration Drive

In partnership with the American Democracy Project, we encourage and assist students in registering to vote so that they may become active participants in local and national elections. This event occurs once in the fall and once in the spring. Not registered to vote? Visit [TurboVote](#) to register today!

Landlord Fair

In partnership with the Office of Student Life and the Hays Police Department, we host a fair once a year for landlords to advertise their properties and for potential tenants to become educated on their rights as renters.

Free Legal Counseling

Once a month, students have the opportunity to receive free legal advice on issues ranging from traffic tickets to landlord disputes.

The Big Event

In partnership with organizations both on and off campus, faculty, staff, and students spend the day completing service projects throughout the community.

Party Pack Registration

In partnership with the Hays Police Department, students have the opportunity to become educated on being a respectful neighbor in a college town. In doing so, they can register for a program that protects them from receiving noise citations. This program promotes a responsible, respectful relationship between students, law enforcement, and the community.

Town Hall Events

Once a semester, SGA hosts an opportunity for constituents to voice student concerns to their representatives regarding ways to improve Fort Hays State University.

Want to get involved? Elections are held once in the fall and once in the spring.

Check out [Tiger Link](#) for more information.

Leave a Legacy

CONNECT WITH US

Student Government Association

(785)-628-5311

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

<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 night at 7:00 PM. For detailed information, please contact sga@fhsu.edu.



TESTING SERVICES/PROMETRIC TESTING CENTER

Testing Services and the Prometric Testing Center coordinate and administer college and graduate school admissions tests, select professional certification and licensure examinations, and other national exams. Services also include providing information on test registration policies and procedures and resources for contacting affiliated testing programs.

Services/Resources:

- National standardized testing including ACT, GRE Subject Tests, LSAT, and SAT
- Testing by appointment for ACT On-Campus, CLEP, DSST, Kaplan Nursing Admission Test (KNAT), Miller Analogies Test (MAT), and other exams.
- Computer-based testing for academic and professional examinations through the official Prometric Testing Center (CPA, DAT, GRE, OAT, PRAXIS, TOEFL, etc.)
- American Council on Exercise (ACE), Board of Certification for Athletic Trainers (BOC), and other certification programs through the Scantron testing program
- Federal Bureau of Investigation (FBI), Transportation Security Administration (TSA), and other examination programs through the PSI True Talent PAN testing program
- Kansas Cosmetology Exams through the National Testing Network program
- Test date information on national standardized tests
- Information on test requirements, registration deadlines, and test fees
- Resources for contacting affiliated testing programs
- Comprehensive information on the Testing Services website

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.
- 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 websites 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 others 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.
- Faculty in your field of study often have insights or information related to exams in their area of expertise.

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

CONNECT WITH US

Testing Services - (785) 628-4125
Prometric Testing Center- (785) 628-4330
Picken Hall, Room 117
<http://www.fhsu.edu/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 come get your personalized Tiger ID Card with your photo and your FHSU ID number. You can use it for many activities and discounts on campus and in the community!

Obtain your Tiger Card in the Card Center located on the second floor of the Memorial Union.

The fee for a new card is \$10.00 plus tax.

You must provide a valid photo ID, such as a current Drivers License, Passport, State ID, or Military ID to obtain a Tiger Card ID. If you do not have access to one of these forms of identification, please contact the Tiger Card Center for further information.

The Tiger Card is required for the following services:

- Second Form of Identification in the State of Kansas
- Forsyth Library
- Food Services—Residential Life meal plans and Flexicash for use in the Union
- Health and Wellness Services
- Tiger Fitness Center
- Athletic Event Tickets
- Student Organization Events
- Discounts on Encore Tickets
- Room Access
- Specials and Discounts with Local Businesses
- And much more!



CONNECT WITH US

Tiger Card Center

Memorial Union, 2nd Floor, Room 208

(785) 628-5533

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

TIGER TIP

Wear your favorite, bright color shirt to make your Tiger Card look great!

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 stories and experiences as members of the FHSU family. It not only defines who we are as a member of FHSU, but also who we strive to become 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.

The Tiger Pact

I am a Tiger.

I belong to a strong, unique family who strives for greatness and success.

I instill integrity and confidence in others as well as myself.

I incorporate honesty and responsibility in all I do.

I am the future.

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. That changed in 2013. Under the leadership of Dr. Keegan Nichols, Associate Vice President for Student Affairs, a task force was formed to define these values. It was decided that the chosen 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 to provide what they believed to be the top values shared by all FHSU Tigers. From the information provided, student organizations discussed and debated which values should be a part of the new honor code. A group of 20 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 today.

CONNECT WITH US

Office of Student Affairs

(785) 628-4276

<https://www.fhsu.edu/student-affairs>

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. Recognize your own acts and the acts of other Tigers who positively contribute to our family. [FHSU Tiger Pact](#)



Tiger Fitness Center

OUR MISSION: 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 Fitness Center isn't just another campus gym; it's a place to get involved, meet people, and find out what's happening on campus.

WHAT WE OFFER:

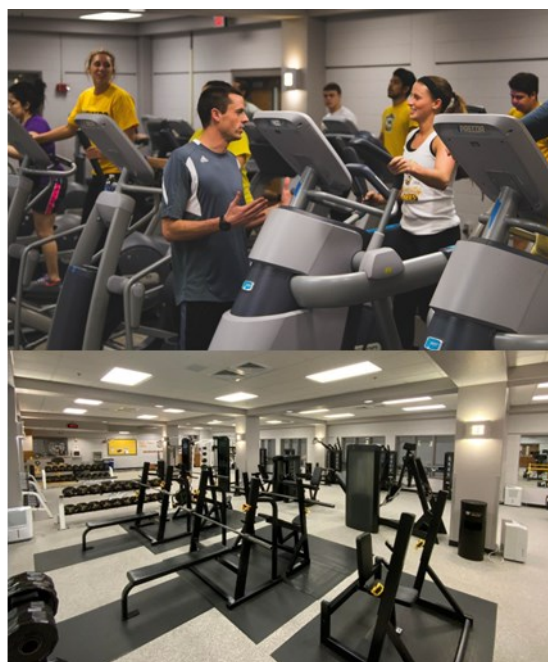
- Cardiovascular Equipment
- Strength Equipment
- Fitness Classes
- Educational Sessions
- Open During Breaks
- Fitness Challenges

ACADEMIC HOURS OF OPERATION:

Monday - Thursday: 6:30am - 10:00pm

Friday: 6:30am - 8:00pm

Saturday & Sunday: 10:00am - 5:00pm



CONNECT WITH US

Drew Gannon

Cunningham Hall—Room 132

(785) 628-5908

fitness@fhsu.edu

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

https://www.instagram.com/fhsu_fitness/

https://twitter.com/fhsu_fitness

TIGER TIP

Not sure where to start or don't have the time to plan a workout? We offer a wide variety of fitness classes at a variety of different times taught by our staff. Our classes include core and cardio inspired classes, yoga, high intensity interval training, strength training, and so much more! Stop by our front desk to receive an updated class schedule.

TRANSPORTATION

Tiger Transport

Tiger Transport is a FREE van transportation service for FHSU students that has a fixed route. The route begins behind McMIndes Hall and across the street from Victor E Village on the corner by the Kiosk and goes to Wal-Mart. The van returns to FHSU on the corner Kiosk behind McMIndes Hall and across the street from Victor E Village.

Tiger Transport runs on Wednesdays, Fridays and Saturdays beginning at 12:00 pm and ends at 5:00 pm. (August-May)

- Pick-up times on campus are approximately at 12:00 pm, 12:30 pm, 1:00 pm, 1:30 pm, 2:00 pm, 2:30 pm, 3:30 pm, 4:00 pm, and 4:30 pm.
- Pick-up times at Wal-Mart are approximately 12:45 pm, 1:15 pm, 1:45 pm, 2:15 pm, 2:45 pm, 3:15 pm, 3:45 pm, 4:15 pm, and 4:45 pm.
- Pick up location at Wal-mart is at the north entrance.

Summer Route—For the months of June and July, Tiger Transport will only run each Friday from 12:00 pm—5:00 pm and will only go to Wal-Mart.

CONNECT WITH US

Office of Student Affairs
Sheridan Hall, Room 208
785-628-4277
<http://www.fhsu.edu/vpsa>

TIGER TIP

FHSU provides two free transportation services to FHSU students. Students are encouraged to utilize services.



UNIVERSITY POLICE DEPARTMENT

The Fort Hays State University Police Department's fundamental duty is to serve mankind and to safeguard lives and property. The University Police Department takes pride in assisting others.

FHSU police officers are commissioned by the State of Kansas under K.S.A. 76-726 and have the same law enforcement authority and responsibilities as local police and sheriff deputies that you are probably familiar with. Just like your law enforcement back home, FHSU police officers are responsible for a full range of public safety services, including criminal investigations, enforcement of criminal statutes and city ordinances, collection of data for crime reports, motor vehicle accident investigations, civil commitments for person(s) in need of care, traffic and parking enforcement, emergency management, various FHSU Rules and Regulations and the security of the University's physical assets.

The University Police Department (UPD) has primary jurisdiction over all property owned or controlled by Fort Hays State University (i.e. main campus, parking lots, residence halls and other affiliated property) and has concurrent jurisdiction to enforce laws within the City of Hays as needed. UPD officers are also commissioned as Ellis County Sheriff Deputies. The FHSU Police Department operates 24 hours/day, 365 days/year and employs nine full-time, armed, state-certified police officers and one security officer. UPD refers statutory violations for judicial oversight and prosecution to Municipal, District and Federal Courts.

Parking enforcement is also the responsibility of the UPD. Parking Permits are required for all motorized vehicles (including Motorcycles, Mopeds and Motor scooters) parked on campus during the University term. Permits must be purchased and properly displayed for any vehicle parking on campus. All faculty, staff, and students are required to register their vehicles online each school year in order to receive their permit, regardless if the vehicle had been registered the prior year. Permits can be purchased at the UPD office or online via a link on the UPD parking web page or in Workday under the myFHSU Application then under the Resources tab.

The University Police Department provides a number of non-emergency or enforcement services as well. These services are limited to times when officers are available and not otherwise performing other critical duties. Emergencies and criminal enforcement or investigations take priority over these services.

Services/Resources:

- **Escorts** — Safety of our clientele is a priority for our department. Individuals who feel uncomfortable walking across campus may contact our department for an escort.
- **Vehicle Jump Starts** — Vehicle jump starts are provided free of charge if your vehicle is parked on campus.
- **Vehicle Unlocks** — If you lock your keys in your car, vehicle unlocks are provided for vehicles parked on campus. Vehicle owner must be present before an unlock will be done.
- **Small amounts of Fuel** — If you find yourself low on fuel while parked on campus, the University Police Department will provide you with a small amount to get you safely to a gas station.
- **Air Bubble** — The University Police Department has an air bubble if you have a low tire while parked on campus.
- **Transport to/from airport and bus terminal** — Officers will provide transportation from campus to/from the airport or bus terminals. Please contact the University Police Department at least 72 hours in advance to make arrangements.
- **Kiosk Phones located throughout Campus** — Any time you need to contact the University Police while on campus, you may use one of the eight kiosk phones to contact a University Police officer or dispatch.

CONNECT WITH US

University Police Department

Custer Hall, Room 112

UPD Office — Mon-Fri 8am to 4:30 pm (785) 628-5304

Hays PD — After Hours and Weekends (785) 625-1011

EMERGENCIES — 24/7 9-1-1

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

TIGER TIP

Personal Security is your personal responsibility. Be aware of your surroundings. If something doesn't feel right, it probably isn't.

Read more safety tips at the UPD web page under the "Safety Tips" tab.



UNIVERSITY POLICE DEPARTMENT—PARKING PERMITS

Essential Information about Parking Permits for Students

- * If a student lives off campus, they have the choice of Zone 1, Zone 2, and/or Cycle.
- * If a student lives on campus, they are only permitted to purchase a Zone 2 and/or Cycle.
- * When parked in a handicapped stall, Handicap Placards are to be displayed behind the FHSU parking permit, otherwise the driver of the vehicle is subjected to a citation.
- * In Zone 1, parking permits are required Monday through Friday from 7:30 a.m. to 4:30 p.m. From 4:30 p.m. to 7:00 a.m. (after hours), no permit is required and Zone 2 or vehicles without permits may park in Zone 1. Permit requirements in Zone 2 are enforced 24 hours a day, Monday through Friday with the following exceptions:
 - In Lots K, L, and M, permits are required for all non-staff stalls from 7:00 a.m. to 2:30 p.m. Permits are required in staff stalls after 7:00 a.m. to 4:30 p.m. in these lots. After 4:30 p.m. until 7:00 a.m. (after hours), no permit is required.
 - In Lot F2, staff permits are required from 7:00 a.m. to 2:30 p.m. A zone 1 or 2 permit is required from 2:30 p.m. to 7 a.m. Monday through Friday.
- * Temporary Permits are for students who, for example, are driving another vehicle, or who have left their permit either at home or in another vehicle. Temporary Permits cannot be issued for more than a week without the approval of Office Manager.

Parking Permits must be properly displayed for all motorized vehicles (including motorcycles/mopeds/motor scooters) parked on the main campus during the University term.

Please read the regulations and restrictions at:

fhsu.edu/university-police/parking-brochure

View the map designating the two zoned areas at

fhsu.edu/university-police/parking-map

What areas do the permits cover and what are the prices?

Zone 1= \$25.00

Zone 1 covers the entire campus EXCEPT for labeled or restricted stalls. Example of labeled or restricted stalls: Visitor, Special Services, Service & Delivery, Faculty/Staff, Handicap, etc. These permits are for students who are commuting and do not live in the Residential Life area.

Zone 2= \$13.00

Zone 2 only covers the residential areas such as; Wooster, Victor E Village, Tiger Village, McMIndes, Stadium Place, Heather Hall, Agnew Hall, and Cunningham Hall/Gross Memorial. These permits are for students who:

- (1) Live on Campus in the Residential Life area or
- (2) ONLY want to park in the Cunningham Hall/GMC parking lots.

Cycle- Students= \$10.00

This permit is for motorcycles and/or mopeds only. These permits are not required for regular bicycles. The Cycle Permit covers the entire campus, however, students/faculty/staff are ONLY to park in stalls labeled "CYCLE". This permit allows for multiple issuances per student or faculty/staff.

Visitor Permits= \$0.00

Visitors are able to park in the "Visitor" labeled stalls, as well as in the student parking.

Temporary Permits= \$0.00

Temporary permits cover which ever Zone the permit holder's original permit covers. Restricted/ labeled stalls are still off limits.

Victor E Apparel & Gift Co.

Victor E. Apparel & Gift Co. is your one stop shop for all things Tiger. Browse in-store in the Memorial Union or shop online at <https://victoreapparelandgiftco.myresero.com/>. We have an assortment of apparel for men, women, youth, and pets. Get some great spirit gear to wear to FHSU events as a proud Tiger! We are also the pick-up location for the Online Bookstore. Have your textbooks shipped to the store for safe keeping and pick them up by showing us your Tiger Card ID.

Fort Hays State University Apparel and Gifts

- From youth to adult sizes, you will find just what you need in our apparel section.
- Mugs, tumblers, license plates, decals and more for you to show off your Tiger Spirit!
- Suggest products/styles if you do not see what you had in mind, we are constantly growing and working to appeal to everyone's style.
- **TGOF (Tiger Gear on Friday) promotion**— Make sure you're sporting your FHSU gear on Fridays for this special discount!

School Supplies and Technology

- We carry a wide variety of school supplies and technology from pencils to chargers and earbuds to meet your needs.

CONNECT WITH US

Victor E Apparel & Gift Co.

Memorial Union Room 122

785-628-4417

Victore_co@fhsu.edu

Follow us on Instagram: victore_co

TIGER TIP

Show your Tiger Spirit everyday!



WRITING CENTER

You just got a new writing assignment. You're racking your brain for ideas and you don't know where to start. Now is the perfect time to go to the Writing Center!

Our undergraduate and graduate consultants are trained to provide help with:

- understanding assignment guidelines
- generating ideas (e.g., brainstorming, mapping, etc.)
- developing content
- organizing points
- researching and evaluating sources
- revising drafts
- documenting sources in MLA, APA, and other styles
- learning to edit for sentence structure and technical or grammatical errors
- creating or revising resumes, cover letters, application essays, or personal statements

Students, faculty, and staff working in any field can bring projects to the Writing Center for consultations. Sessions last 30 minutes, and you may have one appointment per day. During your session, you will introduce yourself and your project, develop a plan of action for the session, and take one or two steps toward improving your project. Near the end of the session, you'll summarize the session with your consultant and make a plan for what to do next.

Appointments for face-to-face sessions or live online sessions are easy to make through our online appointment system, WOnline. You will find step-by-step instructions and a link to our schedule in WOnline on the Writing Center's website (<https://www.fhsu.edu/writingcenter/>), as well as other information about our services, resources, and staff.

Face-to-face appointments take place in our space on the main floor of Forsyth Library, while online appointments in real time are joined by clicking on your appointment in WOnline. Online appointments feature all the video tools of Zoom, which makes communication with your consultant easy!

Students in any on-campus or online FHSU course are welcome to make appointments for face-to-face sessions on campus or for online sessions; you'll make your selection when you make your appointment. Please note that our scheduling system is set to Central time, and be sure to plan accordingly if you are outside of Hays and making an online appointment.

If you experience technical difficulties in making an appointment in WOnline, stop by the Writing Center in Forsyth Library, call us at (785) 628-4106, or email us at writingcenter@fhsu.edu. We also accept walk-in appointments if a consultant is available.

We look forward to working with you!

Hours of Operation: Monday-Thursday 9:00 AM—8:00 PM; Friday 9:00 AM—2:00 PM

CONNECT WITH US

FHSU Writing Center
Forsyth Library, Main Floor
785-628-4106
writingcenter@fhsu.edu
www.fhsu.edu/writingcenter
fhsu.mywconline.com
Facebook: WritingFHSU

TIGER TIP

Ask the Writing Center to notify your instructor about your visit, and impress them 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, 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 local, state and federal laws concerning the possession or use of illegal drugs by any student, faculty, or staff member will be strictly enforced on campus and at any event sponsored by the university.

Specific points of the FHSU policy are as follows:

- 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.
- Student organizations are prohibited from using organization funds to purchase beer or alcoholic beverages.
- 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 Sanctions** – Specific conditions or assignments given to the student; examples include but are not limited to the following:
 - ◊ 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. [FHSU: A place to be alcohol and drug free.](#)

CONNECT WITH US

Student Affairs

Bob Duffy

Coordinator 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. Encourage appropriate standards of individual and group behavior;
2. 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 requires all post-secondary 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
3. **Arrests and Referrals for Disciplinary Action** for illegal weapons possessions and violation of drug and liquor laws.

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

Campus Resources for Student Victims of Incidents

1. [University Police Department](#) (785) 628-5304, 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 submitted to the Compliance Officer, Amy Schaffer, at 785-628-4175 or alschaffer@fhsu.edu.
2. The person who has been assaulted should seek immediate medical attention from Health and Wellness Services, a hospital, or a personal physician.
3. The university may make changes to a student's academic and/or living arrangements 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

Compliance Office

Amy Schaffer
Sheridan Hall, Office 314
(785)628-4175
alschaffer@fhsu.edu

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. Appropriate classroom instructors will select these sanctions or other designated persons consistent with the seriousness of the violation and related considerations.

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

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

Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed.

Academic sanctions may include, but not be limited to any of the following:

- (a) Verbal or written warning
- (b) Lowering of grade for assignment/activity
- (c) Lowering of term grade
- (d) Failure of class assignment

Administrative sanctions may include, but not be limited to either of the following:

- (a) Suspension from the university
- (b) Dismissal from the university

Web site: <https://www.fhsu.edu/judicial/academic-misconduct/>

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) of 1974 is a Federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to any individual who is or has been in attendance at an institution and regarding whom the institution maintains educational records.

Once students have matriculated to Fort Hays State University, i.e., enrolled in course work, FERPA rights transfer to the student, regardless of the student's age.

Primary rights under FERPA:

- To inspect and review educational records.
- To seek to amend educational records through informal and formal hearings.
- To have some control over the release of information about educational records.

Educational records contain information that is directly related to a student and are maintained by an educational agency or institution, or by a third party acting on behalf of the agency or institution.

Examples include—handwritten notes, computer files/generated information, printed information, video or audio tapes, film, microfilm or microfiche, and any information maintained in any way about a student.

Directory information may be shared, unless restricted. Fort Hays State University defines directory information as:

1. Student name
2. Current mailing address
3. E-mail address
4. Telephone number
5. Date and place of birth
6. Major field of study
7. Participation in officially recognized activities
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

Unless covered by an exception, FHSU may not release:

1. Social Security number
2. Student identification number
3. Race/ethnicity/nationality
4. Gender
5. Grades
6. Other non-directory information from student records without written consent of the student

Students have the right to notify the institution they do not want FHSU to disclose directory information about them. To prevent release of ANY student directory information, students must authorize full privacy to prevent disclosure of even their names in publications, programs, honor rolls etc. Request for Confidentiality of Directory Information must be completed and submitted to the Registrar's Office. The Privacy Request form can be found on the Registrar's Office webpage—<http://www.fhsu.edu/registrar/FERPA/>.

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 Students:

It is the student's 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 (view only permission), Financial Information (Amounts Due, Billing History, and Make a Payment), Financial Aid and Scholarships, and Undergraduate Academic Standing (good, probation, suspension and dismissal).

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 a student will be absent from class for medical reasons, death in their family, or due to other extenuating circumstances, the Student Affairs Office will send a professor notification to their professors. The Student Affairs Office will send a notification to their professors to let them know that they will be absent from class and the reason why. Students are asked to provide documentation to the Student Affairs Office of their absence, especially if the absence is longer than three school days to support their absence.

Once a student returns to class, the student will need to follow-up with each professor to discuss missed classes and options available.

Medical Withdrawals

Students may initiate a withdrawal from the University for medical, psychological, or due to a family emergency (for self or immediate family). The Medical Appeal is used to request a waiver of University Policy. Medical appeals to withdraw late or obtain a tuition refund may be granted only for severe, extenuating circumstances, such as hospitalization, psychological reasons, or a death in the immediate family, etc.

Medical appeals for late withdrawal must be submitted with documentation within one term of your enrollment in the class(es) for which you are appealing. If you have extenuating circumstances to withdraw from a course(s), you must explain how these circumstances did not affect your performance in any course(s) you would like to keep on your schedule.

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

- Completed Medical Appeal for Late Withdrawal Drop form
- A typed explanation outlining the nature of the medical/psychological/family emergency and how the situation created challenges for successfully completing the class(es). Any assertions you make in your explanation must be documented.
- The date(s) of last attendance in on-campus class/classes and the last date(s) of participation in virtual class/classes.
- Documentation verifying the medical/psychological/family emergency (e.g., a letter from a physician/therapist, medical records or obituary, etc.), listing specific dates relevant to the appeal. Copies of medical bills or prescriptions should be not submitted. Appeals submitted without sufficient documentation will be denied.

Submit appeal in person, by mail, email, or fax as follows:

- In Person: Chris Gist, Student Affairs Office, Sheridan Hall, Room 208
- Mail: Chris Gist, Student Affairs Office, 600 Park St., Hays, KS 67601
- Email: cgist@fhsu.edu
- Fax: (785) 628-4113

The Academic Appeals Committee meets every other week. Official notification will be sent to a student's FHSU email within a few days after the Appeal Committee meets.

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 their return to classes.

STUDENT APPEALS

Appeal for 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. The application is available online for students to complete and submit. Student's with enrollment holds other than academic suspension cannot have their appeal heard unless all other enrollment holds are removed. Reinstatement is not automatic; each application will be considered on its own merit. If the student enrolls at another school during the period of academic 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/>

Appeal for Late Withdrawal/Drop

A procedure to appeal for late withdrawal/drop of classes is available to FHSU students. A committee hears appeals to withdraw late or obtain a tuition refund for severe, extenuating circumstances, such as a natural disaster, military active duty activation, a death in the immediate family, etc. The student must file a written appeal no later than one term following enrollment in the class(es). Any student may use the appeal procedure. The 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>

Financial Aid Suspension Appeal

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 submitted online. Questions regarding Financial Aid Appeals should be directed to: 785-628-4408

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

Grade Appeals

There is a long-established tradition of informal grade appeal at FHSU. Students are strongly encouraged to initially discuss a disputed grade with the instructor(s) responsible for determination and assignment of the grade. It is assumed that informal student-instructor interaction at this level will correct any errors in recording or arithmetical computation and provide the setting for a resolution of any disagreement between a student and instructor(s) involving evaluation and credit for work completed. If this level of interaction, however, fails to result in a satisfactory agreement regarding the assigned grade, it is the policy of FHSU to provide an informal appeal to the department chairperson and dean plus the opportunity for a formal appeal process.

Web site: https://www.fhsu.edu/academic/provost/handbook/ch_7_undergrad_appeals/index.html

Medical Appeal for Late Withdrawal/Drop

Students may request a withdrawal from classes for medical, psychological or family emergency (for self or immediate family). The Medical Appeal Form is used to request a waiver of University Policy. Medical appeals for a late withdrawal must be submitted with documentation within one term of your enrollment in the class(es) for which you are appealing. If you have extenuating circumstances to withdraw from a class(es), you must explain how these circumstances did not affect your performance in any classes(s) you would like to keep on your schedule.

Web site: <https://fhsu.edu/vp/documents/Medical-Appeal-for-Late-Withdrawal-Drop-Final.pdf>

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. Office for Civil Rights enforces that Title IX includes all forms of sex discrimination including:
 - A. Sexual assault
 - B. Sexual harassment
 - C. Stalking
 - D. Intimate partner/dating violence
 - E. Pregnancy
- III. Under Title IX, individuals are guaranteed the right to education free from sexual violence and harassment.

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 individuals.
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 an environment free of ongoing sex discrimination, sexual harassment, or violence.
6. Schools must prevent retaliation to any involved party, and any acts of retaliation are separate and distinct acts of harassment.
7. Schools can issue a "no contact" directive to prevent the accused-respondent student from the complainant-victim approaching or interacting with one another.
8. Schools cannot discourage the complainant-victim and accused-respondent from continuing their education since they have a right to education under Title IX.

RESOURCES

Fort Hays State University 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 Reporting **No investigation will take place**

FHSU Health and Wellness Services
(785)-628-4401

University Compliance Officer/Title IX Coordinator
Amy Schaffer
(785)-628-4175

Non-Confidential Reporting **An investigation is mandatory**

University Police Department
(785)-628-5304

Assistant Vice President of Student Affairs/Title IX Officer
Dr. Teresa L. Clounch
(785)-628-4664

Residential Life Employees

Hays Police Department—911

CONNECT WITH US

Amy Schaffer
University Compliance Officer
Sheridan Hall, Office 314
(785) 628-4175
alschaffer@fhsu.edu



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 **Undergraduate Academic Standing, Financial Aid and Scholarships, Residential Life, and Student Financials.**

The following describes what third party access options cover when designated by the student.

- **Undergraduate Academic Standing** – includes good standing, not in good standing, Dean's honor roll, academic probation, academic suspension, academic suspension - one semester layout, and academic dismissal. It does not include release of grade point average or grades.
- **Financial Aid and Scholarships** – includes, but is not limited to, financial aid and scholarship eligibility, award package, satisfactory academic progress, cost of attendance, expected family contribution, and necessary requirements to process aid.
- **Residential Life** - includes, but is not limited to, housing assignment, housing contract, meal plan, conduct, and Residential Life charges.
- **Student Financials** - completion of this form does not grant access to a third party for Student Financials information. In order to grant access to a third-party for your Student Financials information, please log into Workday and go to Manage Permissions for My Third-Party.

Each student will determine if and when they want to provide access to a Third-Party. To provide access or take away access, the student will log in to Workday.

To access Workday, go to <https://www.myworkday.com/fhsu> and sign in using your TigerNetID username and password.



Under **Applications**, select **myFHSU**.

Click the **myFHSU** from your Workday homepage.

Select the **Resources** tab.

Under **Friends & Family**, click **Manage Third Party Access for Undergraduate Academic Standing, Financial Aid and Residential Life**

Under **Friends & Family**, click **Manage Permissions for My Third Party**.

For more detailed directions for **Manage Third Party Access**, students will need to access the secured resources at: <https://www.fhsu.edu/workday/student-resources>

- **Undergraduate Academic Standing, Financial Aid and Residential Life** student will select [Manage Third Party Access for Undergraduate Academic Standing, Financial Aid, and Residential Life](#).
- **Student Financials** student will select [Manage Third Party Access for Student Financials](#).

Note: By accessing information through Fort Hays State University Third Party Access, you agree that you will comply with federal law FERPA (1974) regarding the privacy of student information. To review information about FHSU's implementation and enforcement of FERPA, please click [here](#).

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 control to grant and revoke third-party access at any time.