

Table of Contents

| | |
|--|----|
| CHAPTER 1: Advice for Parents | |
| The Student, The University, And You | 2 |
| A New Experience..... | 4 |
| Frequently Asked Questions | 5 |
| CHAPTER 2: Learning for Life – Inside and Outside the Classroom | |
| Academics..... | 8 |
| Life Outside the Classroom..... | 13 |
| CHAPTER 3: Life Support | |
| New Student Orientation Program | 14 |
| Residential Life..... | 15 |
| University Support Offices and Services..... | 15 |
| Safety | 25 |
| Immunizations | 27 |
| CHAPTER 4: Money Matters | |
| The FHSU Tiger Card | 28 |
| Frequently Asked Questions About the Tiger Card | 29 |
| Costs | 29 |
| Financial Assistance | 31 |
| CHAPTER 5: Additional Resources | |
| Early IQ | 32 |
| Contacting the University | 33 |
| FHSU Scatcat E-mail Account | 34 |
| TigerTracks – Centralized Web Portal Access | 35 |
| Visiting Fort Hays State University..... | 36 |
| American Democracy Project..... | 37 |
| Dates and Deadlines (2012 -13 Academic Calendar)..... | 39 |

Dear Parent:

Welcome to Fort Hays State University! We're pleased that your son or daughter has chosen to enroll at our institution.

We are committed to every student's success. In addition to offering a wide array of degree programs, the university provides access to the latest technology and innovations to enhance the learning environment. We also employ faculty who care about the students and are dedicated to preparing them for a successful future.

The Fort Hays State University tradition of excellence is evident in all areas, including athletics, extracurricular programs, and student services, to name a few. The support network for students is outstanding, ranging from healthcare services to counseling to employment assistance. We at Fort Hays State University take a personal interest in our students and are concerned for their well being. Our goal is to make their educational journey as enjoyable as possible.

I realize that the university experience may be as new for you as it is for your son or daughter. Let me assure you that we will make FHSU a "home away from home" for your entire family. You are encouraged to play an active role in your child's education. I welcome your input and am always just a phone call away.

Thank you for entrusting your son or daughter's future to Fort Hays State University. We are happy to welcome you as part of our Tiger family!

Sincerely yours,



Edward H. Hammond
President

~ CHAPTER 1: ADVICE FOR PARENTS ~

THE STUDENT, THE UNIVERSITY, AND YOU

Fort Hays State University is committed to the advancement of knowledge, to freedom of thought and inquiry, and to the personal, social, and intellectual growth of its students. We welcome your student into our community and welcome you as a partner in this endeavor.

GENERAL EXPECTATIONS

By enrolling in the University, students are expected to conduct their lives with mutual regard for the rights, property, and privileges of others. The University, through its "Student Code of Conduct", recognizes the significance of such students' rights as freedom of expression, autonomy, procedural protection, and respect for person and property. Ensuring these individual rights helps to foster an educational environment conducive to students' academic success, personal well-being, and social development.

Of course, students have responsibilities as well as rights. The University seeks to cultivate in its students intellectual integrity, tolerance of diversity, informed ethical values, and the highest aspirations for one's self and one's society. The "Student Code of Conduct" creates an explicit expectation of the kind of behavior that the University views as acceptable and appropriate. Like any other institution, the University must have a strategy to work with student(s), or student organization(s), which fails to adhere to these expectations. The "Student Code of Conduct" also describes the processes followed and consequences to be expected when such instances occur.

FERPA (Family Educational Rights & Privacy Act of 1974)

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The following is a summary of the key aspects of the Act. For more information, including procedures (when applicable), please visit:
<http://www.fhsu.edu/staffairs/privacy.shtml>

The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

The right to consent to disclosures of personally identifiable information ("Directory Information" contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Directory information includes the student's name, address, email address, telephone number, date & place of birth, major field of study, participation in officially recognized activities, weight and height of athletic team members, dates of attendance, degrees, awards received, and most recent previous educational institution attended.

The Vice President for Student Affairs is designated as the Student Privacy Officer. Students have the right to notify the institution they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Student Privacy Officer prior to the beginning of the academic semester. Notification forms are available in the Office of the Vice President for Student Affairs, Sheridan 208.

Exceptions include:

Health or Safety Emergency. In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals.

Disciplinary Records. While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone-not just the victim-the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

The Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. Such disclosures are permitted under FERPA.

Law Enforcement Unit Records. Investigative reports and other records created and maintained by University Police are not considered education records subject to FERPA.

Disclosure to Parents. When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

The university may disclose education records to parents if the student is a dependent for income tax purposes.

The university may disclose education records to parents if a health or safety emergency involves their son or daughter.

The university may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

A university official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

FERPA and Student Health Information. Universities that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA.

FERPA and Student and Exchange Visitor Information System (SEVIS). FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.

Transfer of Education Records. Finally, FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Officer; US Department of Education; 600 Independent Avenue SW; Washington, DC 20202-4605.

More information regarding FERPA can be found at: <http://www.fhsu.edu/staffairs/privacy.shtml>

A NEW EXPERIENCE

The first six weeks of college may be the most exciting time for a new student, but they are also considered to be the hardest because of the many adjustments a student must make. One of the biggest challenges facing a first year student is their new-found sense of independence. While the thought of being out on one's own can be a glamorous one, sometimes the actual experience can be overwhelming.

STRESS AND UNCERTAINTY

Mix the new-found independence with a new environment and new faces, and all the ingredients for a stressful situation are present. During this period, do not be surprised if your student calls home saying he or she does not like college. One bad moment may convince your student that s/he belongs at home. Perhaps s/he is ill, tired, homesick, or misses a boyfriend/girlfriend. It is normal to feel this way. The feeling often goes with the strain of a new environment. Many people are uncomfortable in a new situation with new people. Talking to a family member, a teacher, an academic advisor, a residence hall staff member, or an upperclassman, can help your student gain a proper perspective.

INDEPENDENCE

The next few years will be ones of great growth and development for your student. Your most important role in this process is to be supportive and understanding of your student. These bewildering and rapid changes also require a sense of humor and considerable flexibility on behalf of parents. The age range of 18-22 is traditionally a time when a young person tries to establish independence. This development varies greatly from one person to the next, and also within a person from one day to the next. For example, one day, your student may argue vigorously that whatever they do is their own business. The next day, s/he may be on the phone asking you to tell them what to do in the same situation for which your advice was very much unwanted the day before. A major key to your student's success will be your backing and understanding. Your patience may be tried and even near the brink of exhaustion. You may have to go through your student experiencing homesickness followed by your student "sick of being at home."

CONFLICTS

New people and new environments, combined with new-found freedom, sometimes leads to conflict. It is important that parents empower their student to address situations on their own. One example is the student who calls home, long-distance, to complain about something in the residence hall. The parent then makes a long-distance call to the Residence Life Office. All the while, the student could have walked across campus to take care of the problem. Both parent and student must establish their boundaries of responsibility. Another potential conflict families may face is when their student comes home after experiencing freedom, and is bound to the same rules and curfews they had when they lived at home. Communicating appropriate boundaries that are agreed upon by both parties is essential. In both of these examples, each side must negotiate some give and take. Both you and your student will find the second semester easier because there will be fewer unknowns in the "two worlds" of college and home.

SUGGESTIONS

You can be quite helpful to your student. Here are several examples:

1. The biggest concern of new freshmen is making new friends. Assure your student that everyone else is in the same boat. They will find that others are more than willing to get acquainted. Encourage your student to participate in Tiger Impact and Orientation events, where all attendees are new students and the events are specially designed to connect students to the university and meet new people.
2. Do not hit the panic button when your student calls home discouraged, homesick, or a little depressed. These feelings are just part of an up-and-down cycle which comes with adjustment. Their mood can rapidly swing the other way when a familiar face drops by to visit, they have an enjoyable day in class, or meet a new friend. If your student is having feelings of doubt, encourage them to talk to other people with more experience who can give them a better perspective – an upperclassman, a professor, a Resident Assistant, or an academic advisor.
3. Send mail or e-mail! Nothing brightens a student's day more than coming home from class and receiving a letter or note from home. Let them know what is going on at home. Generally, first year students value their family ties and the security those ties represent. While cell phones have become common place, it is important to remember that if a student has a phone glued to his or her ear, it is difficult for him or her to communicate with the people right in front of him or her! Keep those letters and cards coming. Remember that all students will have an e-mail account, and many have become plugged into free networks like Facebook. Online communication may be the quickest and easiest way to communicate with your student, without making him or her unavailable to connect with other students here on campus.
4. Visit – but not too often. Visits give students a chance to introduce their parents to some of the important people in their new environment. Additionally, it's a way to become familiar with and have a better understanding of your student's new experiences. When parents come to campus, a student doesn't have to go home every weekend. It is important that your student has "free" weekend time to connect with others, to explore Hays, work on projects and homework, and even just to "chill out."

FREQUENTLY ASKED QUESTIONS

WHAT IF YOUR STUDENT HAS NOT DECLARED A MAJOR?

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

Most students will make satisfactory progress toward a degree and choose a major by the end of their sophomore year (60 credit hours). Students who declare a major by this time will *usually* graduate within 4 years.

HOW LONG DOES IT TAKE TO GET A COLLEGE DEGREE?

It depends on the degree chosen, the number of courses and credit hours taken by the student each semester, the student's academic performance, and the extent of additional responsibilities, like employment or extensive extra-curricular activities. Some students complete their degrees in four years, but many take an additional semester or year to finish. While it **is** possible to complete any degree within a four-year period, not all students can do so, depending on their circumstances and academic talents.

HOW MANY STUDENTS WILL BE IN EACH CLASS?

The size of the class will depend on the subject and professor's presentation style. As a freshman, your student will probably have a mixture of classes in terms of size and format. Many courses in the general education program are "lecture style, with fewer than 50 students per section. Large lecture courses usually provide the opportunity for discussion in small groups as well. Writing and speech courses are typically limited to 25 students or less. Most beginning science courses are taught in a combination of lecture and laboratory, with the lecture portion having around 50 enrolled students and the laboratory around 15-20 students. Fort Hays State University prides itself on being a "high tech, high touch" university. Students are welcomed and encouraged to meet individually with professors to clarify class notes, ask questions, and to learn more. Tutoring is also available in group and individual sessions on campus, free of charge.

IS CLASS ATTENDANCE MANDATORY?

Individual instructors each maintain their own class attendance policies. Whether or not a student will be penalized for attendance, class attendance is strongly recommended as students cannot expect to do well without going to class. The freshman year brings many new responsibilities, and disciplining themselves to go to class is one of their biggest challenges since they often have large blocks of "free" time for the first time in their lives. Attendance at class is one of the ways in which a student demonstrates his/her maturity and willingness to assume responsibility. Parents can help by purchasing their student a good alarm clock and some form of time management system (paper calendar, electronic system, etc).

HOW MUCH TIME SHOULD BE DEVOTED TO STUDY?

Most students learn quickly that college courses require considerably more study time than was required in high school. The average student needs to study approximately two to three hours outside of class for every hour in class. If a student is taking 15 credit hours, for example, he/she should spend 30-45 hours a week studying, for a total of 45-60 hours a week (i.e., 15 credit hours + 30 hours study = 45 hours a week). As you can see, college is a full-time job. Spending an insufficient amount of time studying outside of class one of the major reasons for lack of academic success in college. It is important to note that part-time jobs are an excellent tool for a student to earn their own money, gain responsibility, and manage their time. However, if a student is a full-time student, s/he should limit work to a part-time load of 20 hours or less.

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

Credit hours are the number of hours per week that courses meet. These are counted as equivalent credits for financial aid and used to determine a student's status as a full- or part-time student. Many general education classes are 3 credit hours. A 3-hour Composition class would meet 3 days a week (Monday, Wednesday, Friday) for approximately an hour each session, or would meet 2 days a week (Tuesday, Thursday) for approximately an hour and a half each session, for the 16 weeks of the fall or spring semester.

Most freshmen take 12-15 hours of classes during their first semester. Students have a great deal to adjust to in their first semester at the University. Taking too few credits can leave them with large blocks of free time and the sense that studying can always be done "later," yet trying to do too much can be overwhelming. The trick is to find the right balance for each student.

The number of hours a student should take depends on individual circumstances. Important considerations are the strength of the student's high school preparation, general academic ability, plans for working (and whether employment will be on campus or off), extra-curricular involvement, and any other obligations. Students are not required to take a minimum number of credits or courses, but to be classified as full-time; they must be enrolled in at least 12 hours.

CAN STUDENTS CHANGE CLASSES?

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

Students should pay close attention to the dates and conditions for adding or dropping classes. It is important that the student check with the office of Financial Assistance **prior** to dropping or withdrawing from a course to verify how it will affect his or her Financial Aid status. Students may add and drop courses through their Tiger Enroll account. All requests will be sent to the student's Academic Advisor for approval prior to processing. Academic advisors are available on a walk-in basis to answer "quick questions;" however, students are encouraged to schedule an appointment with their advisor. Because the advisor will need to approve schedule changes, it is important that students develop a relationship with the advisor, who can best help the student to achieve his or her academic goals.

For refund information, drop deadlines, adding, and enrollment deadlines, refer to the Academic Calendar at <http://www.fhsu.edu/registrar/academic-calendar>.

WHAT IF A STUDENT HAS TROUBLE WITH A CLASS?

College courses are meant to be challenging, presenting new ideas or theories, which are perhaps difficult or contradict what students previously thought. When students have trouble with a class, we recommend that they first meet individually with the course instructor. All faculty have office hours available for student appointments, or sometimes a brief meeting before or after class meets the student's need. We find that freshmen often need considerable encouragement to meet with faculty.

Fears and embarrassment about meeting individually with the instructor are natural, yet they often stand in the way of the student's receiving help from the one who is most concerned about their success. All professors maintain regular office hours, but students need to take the initiative to use them. The more specific students can be about the kind of help they need, the more the instructor can help them. "I just don't understand what's going on in class" does not give the faculty member much of a clue; however, it is a start. "Can you help me understand better how the Japanese can be both Shinto and Buddhist" on the other hand, will most likely prompt a very helpful conversation. Either way, the student should always be encouraged to meet with faculty for any question or concern.

There are additionally many resources available on campus to help your student succeed academically. Students living in the residence halls have access to Resident Assistants (RAs). The Kelly Center offers free tutoring sessions for students, as do many academic departments. The T.I.G.E.R.S. (Tie Into Great Educational Resources & Strategies) Series workshops provide tools that help students to succeed. Many students create their own study groups, and Forsyth Library offers space for studying, as well as the Writing Center.

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

If a student misses more than a day or two of class because of illness or a family emergency, s/he should call the Student Affairs Office (785-628-5824). Unless the student is physically unable to make the contact, it is important that it is the student who makes the contact. He or she may be able to better provide necessary information to the Office, which will allow for better communication with faculty members. When Student Affairs is notified by the student or receives official documentation from the student, the office notifies the faculty of the reasons for the student's absence. Keep in mind that this is a notification only; it does not excuse the student from class. When the student returns, s/he needs to contact instructors as soon as possible to discuss the work missed and make arrangements for making it up. For reasons besides illness or emergencies, the student needs to contact each instructor directly. The Office of Student Affairs will not notify instructors of a student's absence due to sleeping in, car problems, weather, or any other similar reasons.

~ CHAPTER 2: LEARNING FOR LIFE –
INSIDE & OUTSIDE THE CLASSROOM ~

ACADEMICS

You, as a parent, may be concerned about your student's academic progress. It is not at all unusual for a new student's grades to be lower than they were in high school. The reasons for this discrepancy may be due to the different methods of instruction, the more difficult course load, the more intense competition, and the intriguing and numerous diversions from studying.

If these factors create a problem, more often than not students will not tell anyone about it because they are embarrassed to admit it. Often, by the time they do seek help, it may be too late or the situation has grown to the point that it may be impossible to reverse. What follows are a few steps you should suggest to your student (especially if your advice is sought):

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

ACADEMIC LIFE AT FHSU

Fort Hays State University is dedicated to providing instruction within a computerized environment in the arts and sciences, business and leadership, education and technology, and the health and life sciences. The University's primary emphasis is undergraduate liberal education, which includes the humanities, the fine arts, the social/behavioral sciences, and the natural/physical sciences. These disciplines serve as the foundation of all programs. Graduates are provided a foundation for entry into graduate school, for employment requiring well developed analytical and communication skills, and an understanding of an American society of increasing diversity and global complexities of the 21st century. Natural outgrowths of the University's primary emphasis include pre-professional, professional, master's and education specialist programs. A statewide strategic focus of the University is the integration of computer and telecommunications technology with the educational environment and the work place.

Scholarship at FHSU is supported because it stimulates faculty and students, provides new knowledge, connects the disciplines and builds bridges between teaching and learning while linking theory with practice to address the needs of a diverse society. The University is responsible for providing public service to the community, the region and the state of Kansas. Programs consistent with the University's academic and research activities emphasize the importance of FHSU as the cultural center of Western Kansas.

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. Academic advisors work with students to achieve the following goals:

University Goal 1

To help students clarify individual values, career goals, and the challenges of life in the 21st century.

University Goal 2

To develop suitable educational plans and programs of study for each student.

University Goal 3

To help students select appropriate courses and other educational opportunities.

University Goal 4

To help students review and evaluate progress toward established educational goals and completion of requirements within individual programs of study.

University Goal 5

To develop student awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility.

University Goal 6

To encourage students to utilize University support services and related resources as needed (Kelly Center, Career Services, etc.).

University Goal 7

To clarify and improve the student's knowledge of career options and potential for career change in the workplace of the 21st century.

University Goal 8

To address the individualized academic advising needs of a diverse student population.

Advisor & Student Responsibilities

The relationship between advisor and student is one of shared responsibility. Though students are ultimately responsible for the choices they make in college, the University realizes that in order to make informed decisions, students need the advice of academic advisors and others in the University community. The academic advisor is the primary resource regarding academic issues, opportunities, and programs and helps the student navigate through the educational experience.

Advisor Responsibilities:

- To clarify university policies, regulations, programs, and procedures about which students may have questions.
- To be available to meet with students each semester.
- To keep regular office hours and be adequately available to meet with students.
- To offer advice on selecting courses and to assist in developing an academic plan that satisfies degree requirements.
- To be a responsive listener and to refer students to appropriate support services within the university as needed.
- To discuss with students their academic performance and the implications of performance for the undergraduate programs, graduate programs, and professional programs they wish to pursue.
- To help students to explore their interests, abilities, and goals and to relate them to academic majors.
- To be knowledgeable about career opportunities and to refer students to Career Services as needed.

Advisors can help students understand fully all of their options and avoid needless mistakes, only if they take the initiative to seek their advice.

Student Responsibilities:

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

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

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

ACADEMIC EXPECTATIONS

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

Fort Hays State University is committed to being one of the nation's outstanding comprehensive liberal arts institutions. To accomplish this charge all team members must be empowered. The motivation, competency, productivity and creativity of team members are critical to our ability to satisfy and serve students.

The student-professor relationship at FHSU is contractual in nature. Professors openly share their beliefs, attitudes, insights and knowledge with students in relationship to expected course outcomes in the instructor's particular fields of expertise. The function of faculty is to create an environment for learning to take place. Inherent in this relationship is the students' responsibility to participate actively in the learning process and to adhere to the rules and regulations found within the University Catalog, student handbook, and course syllabi.

REPORTING STUDENT ACADEMIC PROGRESS

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

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

ACADEMIC STATUS AND STANDARDS

All students are expected to make satisfactory academic progress toward their degree. The issuing of grade reports presents an important opportunity for the student and the University to assess academic performance. Academic advisors receive copies of both the midterm and final grade reports. Students who show signs of academic difficulty at midterm are expected to see their academic advisors to discuss problems and possible remedies. Midterm and final grades are posted online for student viewing in TigerTracks (<https://tigertracks.fhsu.edu/uPortal>).

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

Academic Probation

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

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

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

Academic Suspension

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

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

Because academic suspension is based on grade point average, it is possible to be placed on academic suspension without even having been on academic probation.

Reinstatement and Appeal

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

Reinstatement is not automatic; each application will be evaluated on its own merit. There is, however, no right to reinstatement. For assistance, a student should consult with the Academic Advising and Career Exploration Center, 311 Picken Hall, 785-628-5577.

ADD POLICY STATEMENT

Fall and Spring Semesters:

Degree-seeking students may officially add open courses for a semester with advisor permission according to the chart found at <http://www.fhsu.edu/registrar/academic-policies-and-information/#add>. Advisor permission is not required for non-degree seeking students.

Summer Semester:

Degree-seeking students may officially add open courses for a term with advisor permission according to the chart found at <http://www.fhsu.edu/registrar/academic-policies-and-information/#add>. Advisor permission is not required for non-degree seeking students.

WITHDRAWAL POLICY STATEMENT

Students may withdraw full-semester courses through 11:59:59PM CT on the 35th day of the semester. Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and thru 11:59:59PM CT on the 70th day of the semester will receive a notation on the transcript of withdrawal (W). No withdrawals are allowed after the 70th day of the semester. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Custer Hall, 785-628-4408.

LIFE OUTSIDE THE CLASSROOM

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

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

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

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

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

CENTER FOR STUDENT INVOLVEMENT

The Center for Student Involvement (CSI) is a hub for student involvement and opportunity. It represents a learning environment in the Memorial Union where students and student organizations are afforded opportunities to participate in campus governance; plan and participate in co-curricular activities; develop leadership abilities; and to accomplish specific learning outcomes.

~ CHAPTER 3: LIFE SUPPORT ~

NEW STUDENT ORIENTATION PROGRAM Friday, August 17, 2012, All Day

Fort Hays State University understands how difficult the first year of college can be for a student. Whether a student moves away from home or continues living with family, he/she will assume greater responsibility, meet a wide variety of people, and adjust to the academic demands of college.

Orientation is a program where new students begin the process of transitioning to a new environment. The student will be introduced to resources to assist in the transition to the FHSU community, will learn about academic expectations, build new friendships, and get a taste of campus life.

ORIENTATION IS AN OPPORTUNITY TO:

- Familiarize the student with the campus before the first day of classes.
- Interact with current students and learn the ropes about campus life.
- Meet other new students, make new friends and learn that others share similar expectations and concerns about starting college.
- Get answers to questions and concerns before classes start.
- Learn University processes and procedures
- Hear about first year challenges (independence struggles, adjustments, diversity and differences).
- Gain skills for managing time in and out of the classroom.

In most instances, students experience greater success when they know what to expect. In college, a student will.....

- Go to class.
- Study, with more emphasis placed on tests to determine grades.
- Experience the consequences for low grades.
- Learn what faculty members expect in the classroom regarding absences, attendance, and performance.
- Discover the importance of reading the class syllabus.
- Take on increased responsibilities.
- Budget money.
- Be exposed to people of different races, cultures, religions and backgrounds.
- Make new friends.
- Question his or her beliefs, ideas, and way of thinking.

In conjunction with Orientation, ***Tiger Impact*** is an extended first year orientation program offered the first month of classes. Tiger Impact offers social activities, educational sessions, and opportunities for students to get involved on campus. Participants begin bonding with other students, faculty and support staff immediately. ***Tiger Impact*** is open to all FHSU students.

RESIDENTIAL LIFE

Living on campus contributes more to a student's academic success, transition to the collegiate lifestyle, overall emotional and social development and graduation than any other factor. Trained staff and peer mentors are available 24 hours a day to assist your student with a variety of typical situations as well as more serious issues. Our staff receives specialized training in student development, policies and procedures, and student transition issues in order to support your student as (s)he navigates the first year of college. Furthermore, our staff receives training on recognizing when situations require referral to other campus support services and are prepared to make such referrals. Working closely with a variety of campus services including Academic Support Services, the Kelly Center, University Health Center, and the University Police allows our staff to facilitate your student in making the necessary contacts to work through his/her challenges independently.

As members of the residential community, students are "in the know" regarding campus activities, special events, and those programs intended specifically for our residential students. Residential Life programs include topics such as relationship issues, study skills, time management, making friends, exploring diversity, and getting along with your roommate. Through formal and informal residential activities, residents develop relationships which last a lifetime and have the opportunity to explore a variety of involvement options at their own pace. Research has suggested that approximately 85% of the learning completed during the collegiate years occurs outside of the classroom with Residential Life being the best setting for positive learning to take place.

Residential Life wants to be a partner with you as your student progresses and recognizes that some students may be reluctant to seek help during difficult situations. Should your student experience roommate issues or other challenges, please encourage him/her to contact his/her Resident Assistant or Hall Director. If the situation seems to be escalating, or if you have urgent concerns that your student is not willing to address, please feel free to contact our office at (785) 628-4245. Please remember that we are bound to treat your student as an adult and are required to respect his/her privacy to the greatest extent possible. It has been our experience that most parental contacts are highly informational and can assist our staff members in facilitating a successful resolution by working directly with the student(s) involved so we value your calls.

Our website includes a variety of information including answers to Frequently Asked Questions, standard room dimensions/furnishings, and downloadable forms. Please visit us at www.fhsu.edu/reslife. If you need more information or have additional concerns, please contact our office at (785) 628-4245.

UNIVERSITY SUPPORT OFFICES AND SERVICES

University offices and services are ready to assist students in meeting the challenges and complexities of University life. You, as parents, can assist us by encouraging students to make use of these on-campus resources. You might even provide them with specific referrals to these offices when they raise questions or concerns with you.

ACADEMIC SUCCESS PROGRAMS

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

Academic Success Programs (ASP) helps all students acquire the skills necessary to develop good study habits and achieve educational and career success. ASP offers FREE individual and group tutoring services for the majority of the classes in the General Education curriculum at FHSU. Academic counseling is available for personal and semester time management, textbook reading, lecture note-taking, test taking, test anxiety, and collaborative learning.

ADMISSIONS

211 Picken Hall, 628-5666
www.fhsu.edu/admissions

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

ASSISTANCE FOR PERSONS WHO HAVE BEEN SEXUALLY ASSAULTED

Kelly Center, 111 Picken Hall, 628-4401

www.fhsu.edu/kellycenter

Student Health Center, 045 Memorial Union, 628-4293

www.fhsu.edu/studenthealth

University Police, 112 Custer Hall, 628-5304

www.fhsu.edu/police

The Director of the Kelly Center is the designated campus coordinator for services for persons who have been sexually assaulted. Services needed are determined on an individual basis and might include counseling, referrals, consultation regarding legal recourse and procedures, assessment and the appropriate management of academic impact, and changes in residence. Sexual assault prevention and education programs are coordinated through the Kelly Center.

CALL CENTER/CAMPUS OPERATOR

785-628-FHSU (3478), 800-628-FHSU (3478)

or "0" from any campus telephone

www.fhsu.edu/ctc/tigerinfo/

The Tiger Info Call Center provides general information to prospective, on-campus, and Virtual College students, faculty, staff, and other members of the FHSU and Hays community. Callers receive directory assistance and information on current events hosted on our campus. Tiger Info operators give front-line support with course schedules and personal information in TigerTracks and TigerEnroll. They also provide direction for various student processes. Visit the Web site to view their hours of operation.

CAREER EXPLORATION SERVICES

Academic Advising and Career Exploration Center (AACE), 311 Picken Hall, 628-5577

<http://www.fhsu.edu/aace/career-exploration/>

The center provides students with the opportunity to visit with career counselors about their career path. The career counselors will help students assess their interests, abilities, values, and personality types to identify potential majors and careers. The center has workshops, a career library, various career guidance inventories, the Career Planning and Development Class – IDS 100, web resources and makes referrals to appropriate university resources.

CAREER SERVICES

214 Sheridan Hall, 628-4260

www.fhsu.edu/career/

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

CENTER FOR STUDENT INVOLVEMENT

014 Memorial Union, 628-4664
www.fhsu.edu/csi

The Center for Student Involvement (CSI) is an area for students to enhance their total educational experience through co-curricular opportunities at FHSU. CSI represents a learning environment in the Memorial Union and on the FHSU campus, where students and student organizations are afforded opportunities to participate in campus governance; plan and participate in co-curricular activities; develop leadership abilities; and to accomplish specific learning outcomes. CSI houses the following offices: the Student Government Association, the University Activities Board, Student Organizations, Fraternity and Sorority Life, Diversity Affairs, and Special Events. This space also provides offices for professional staff to interact closely with students to provide intentional support and assist them with organizational needs and concerns. CSI has a variety of services available for student organizations: computer work stations with printer, copy machine, mailboxes, campus-wide poster route distribution, Memorial Union TV advertising and table tents, limited storage, poster design & printing service, and use of the workroom and conference room (as available). Support for all students and student organizations are provided in an environment that enables students to develop their leadership potential and make a positive impact upon the community life of the campus.

COMPUTING AND TELECOMMUNICATIONS CENTER (CTC)

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

The CTC is responsible for the central administrative systems at Fort Hays State University, including student, financial, and human resources systems. In addition, the CTC maintains a repository of historical and current data in a data warehouse.

Students, faculty, and staff interact with these systems through **FHSU Online Services**, located in the TigerTracks Web portal. The CTC also provides campus-wide **e-mail systems** for faculty, staff, and students and maintains the backbone and infrastructure for campus networking services.

Fort Hays State University has a robust wireless network that supports mobile teaching and learning across campus. **All new on-campus students should review FHSU's Mobile Teaching and Learning Policy Statement and Hardware/Software Recommendations, located at www.fhsu.edu/computing/mobile-teaching-learning/policy/ and www.fhsu.edu/library/tlc/specifications/.**

Wireless Internet access is available to faculty, staff, and students in all academic buildings and in most non-academic buildings throughout campus. Ethernet (wired) Internet access is also available to students in their residence hall rooms. For information about Internet access on campus, see the *Internet Access* section of the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/.

The **TigerTracks login** is used to access various services, including the TigerTracks portal, student e-mail, the Blackboard course delivery system, and computers in FHSU computer labs. To activate the TigerTracks login, the student should go to tigertracks.fhsu.edu/register/. **For security, privacy, and legal reasons, this account may be activated ONLY by the student.**

General use **computer labs** are located in Forsyth Library. Other general use and departmental labs are located throughout campus. For current information about using the TigerTracks login to access FHSU computer labs, see the *Internet Access* section of the CTC HelpDesk Web site at www.fhsu.edu/ctc/helpdesk/. For a complete list of labs, visit www.fhsu.edu/ctc/labs/.

CTC HELPDESK

113 Tomanek Hall, 628-5276, 1-800-628-FHSU
www.fhsu.edu/ctc/helpdesk

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

The HelpDesk provides assistance with the TigerTracks Web portal, FHSU e-mail, on-campus Internet and wireless access, student Web pages and many other technology-related tasks. A variety of software products are available at volume discount prices through FHSU's online Software Center. Free scanning and use of a Windows or Macintosh customer workstation are some of the other services also available in the HelpDesk office.

FHSU faculty, staff, and currently enrolled FHSU students may use CTC HelpDesk services. The Tiger Info Call Center and faculty Media Equipment Checkout offices are also located at the CTC HelpDesk.

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

DIVERSITY AFFAIRS

014 Memorial Union, 628-4661
www.fhsu.edu/diversity_affairs

The Office of Diversity Affairs shall provide recommendations to enhance a campus community environment that promotes diversity of thought and culture. The Office will provide conscious and sensitive educational and programmatic opportunities for our students and employees in conjunction with a shared understanding of diversity to be inclusive of, but not limited to, racial equity, ethnicity, religious belief, sexual orientation, gender, disability, socioeconomic status, national origin and age. The Office is committed to help Fort Hays State University be an organization that welcomes, celebrates and promotes respect for all individuals. The Office will provide opportunities for under-represented populations to develop and enhance transition from high school, leadership skills, success strategies, organizational management, and the advancement toward retention and matriculation.

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

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

The Drug and Alcohol Wellness Network (DAWN) provides prevention and treatment programs for drug and alcohol abuse. Through assessment, counseling, education, and referral DAWN offers help to all FHSU community members in addressing substance abuse issues. Court-ordered chemical dependency evaluations are available upon request.

ENCORE SERIES

014 Memorial Union, 628-5801
http://bigcat.fhsu.edu/perf_arts/

The Encore Series is a world-class performing arts series featuring eight performances annually. The productions are presented in FHSU's beautiful Beach/Schmidt Performing Arts Center. The Encore Series draws audiences from as far as one hundred miles away to attend performances that are typically available only in larger cities for much higher prices. For students, the Encore Series is an exceptional value! Exposure to the arts is an essential part of a quality collegiate experience, and contributes to student development; so season ticket prices for students are amazingly low. In most cities, one ticket to one performance would cost more than our entire student season package! For additional information contact Rhonda Tutak, (785) 628-5308, rtutak@fhsu.edu, or Edie McCracken, (785) 628-5801, esmccracken@fhsu.edu.

EQUAL EMPLOYMENT

314 Sheridan Hall, 628-4033

The Equal Employment Office handles matters of discrimination or harassment involving students or employees. The Equal Employment Officer can advise you on options available if you feel you have been discriminated or harassed.

FINANCIAL ASSISTANCE

202 Picken Hall, 628-4408

www.fhsu.edu/finaid

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

FORSYTH LIBRARY

628-4431

www.fhsu.edu/library

Forsyth Library is the information and research center for the University. The library provides access to information through books, periodicals, government documents, and on-line resources, and displays. In addition, Forsyth Library promotes civic literacy by hosting the Times Talk, Finding Common Ground, and other presentations. Library faculty and staff offer a full range of reference, interlibrary loan, circulation/reserve, government documents, periodicals, and special collection services. The on-line catalog is accessible on and off campus. Photocopiers, microfilm reader/printers and typewriters are available for public use. The Library provides computing assistance for students with special needs.

Inside Forsyth Library, the Learning Commons provides assistance for students with presentations, laptop and software problems, equipment check-out and smart study room reservations. Visit the Learning Commons online for remote support and tutorials at www.fhsu.edu/library/tlc.

INTERNATIONAL STUDENT SERVICES

208 Sheridan Hall, 628-4276

www.fhsu.edu/international

This office provides services to international students in the form of personal assistance, academic advising, and advisement related to U.S. immigration laws. The office also develops and facilitates programs on campus and in the community, which focus on cross-cultural orientation, exchange, and study abroad. Additional areas of responsibility include international admissions, record keeping and recruiting in order to develop and retain a substantial, globally-representative international student population.

The International Student Services Office also serves as a resource for students who would like more information about Study Abroad.

KELLY CENTER

111 Picken Hall, 628-4401

www.fhsu.edu/kellycenter

The Kelly Center is committed to helping Fort Hays State University students, faculty, and staff be successful in their personal development. The Center provides Personal Counseling Services for guiding personal growth, Academic Success Programs for enhancing academic skills, Testing Services for administering national and other standardized examinations, the Drug and Alcohol Wellness Network for preventing and treating alcohol and drug abuse, and houses the Disability Student Services Office. The Center also serves as a training site for students pursuing careers in mental health professions.

Kelly Center staff members are available for consultation on a wide variety of mental health topics. University agencies, student organizations, faculty, and staff are encouraged to contact the center for consultation, referral information, and specialized assistance. The Kelly Center conducts training activities for faculty and staff and offers educational programming each semester and upon request.

Information disclosed between individuals and Kelly Center staff is confidential. No information is released without a person's express written permission except in circumstances that would result in clear danger to the individual or others, or as may be required by law.

Each Kelly Center staff member adheres to the highest professional standards, whether they serve as counselors, psychologists, graduate students, or students at various levels of training. The work of all students-in-training is supervised closely and continuously by professional staff.

Contact the Kelly Center at 785-628-4401 to make an appointment or to acquire additional information. Walk-ins may be accommodated depending on staff availability.

An elevator is located near the south entrance of Picken Hall. Persons needing additional accommodations for physical accessibility are asked to provide advance notice to the Kelly Center staff.

MEMORIAL UNION

628-5305
www.fhsu.edu/union

The Memorial Union is a beautiful and comfortable living space for students and the campus community. With study spaces, computer stations, food options, live entertainment, meeting spaces, catered meals, FHSU clothing and merchandise, special events or just a place to hang out, the Union serves as the hub of university activity. As the center for campus life, students, faculty, staff, alumni and friends gather to eat in Union Station, see a comedian or coffeehouse singer, attend meetings, hang out in Sunset Lounge, use the student offices, visit the Health Center, do banking or use the ATM, or purchase a ticket for the Encore Series. Every student has a connection with the Memorial Union as it provides the campus community with quality facilities, services, programs, activities and learning opportunities.

Offices and services located in the Memorial Union include the following:

- Memorial Union Office, second level, 628-5305
- Tiger Card Center, second level, 628-5533
- Student Service Center, first level, 628-5306
- University Bookstore, first level, 628-4417
- Commerce Bank, University Branch, first level, 625-1262
- Chartwells Catering and Food Service, first level, 628-5396
- Center for Student Involvement, lower level, 628-4664
- Student Government Association, lower level, 628-5311
- University Activities Board (UAB), lower level, 628-5355
- Student Health Center, lower level, 628-4293

Spaces for meetings, dinners, workshops, activities and special events can be reserved by contacting the Memorial Union office at (785) 628-5305.

PARENT RESOURCES

208 Sheridan Hall, 628-5824
www.fhsu.edu/parents/current/stay-in-touch

Parent Association – The mission of the Fort Hays State University Parents Association is to support FHSU philosophies, programs, activities and initiatives. The Association facilitates communication and education, as well as, encourages and coordinates volunteerism. The Association fosters a spirit of inclusion, partnership, and cooperation among the many partners in the FHSU community. All parents, guardians, and families of FHSU students are eligible for membership. Should you have any questions, or want to volunteer in another way, please feel free to contact Vincent Bowhay, Family Engagement Chair, at vebowhay@fhsu.edu or at 628-4664.

ParentConnect – ParentConnect is a free website that allows parents of Fort Hays State University students to explore resources within the University and access student success information from numerous sources. ParentConnect will provide you, as a parent, a forum to connect with other FHSU parents as well as important University resources designed to ensure your student’s success. To subscribe send an email to tamason@fhsu.edu indicating you that you wish to sign-up. Please include your first and last names in the email. You’ll be added as a user and sent sign-in instructions.

Parent ListServ – Stay in touch by joining the Parents listserv. Receive email updates from the Office of Student Affairs by signing up at <http://www.fhsu.edu/parents/currents/stay-in-touch/> .

PARKING PERMITS

112 Custer Hall, 628-5304
www.fhsu.edu/police

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

PERSONAL COUNSELING SERVICES

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

When you need a different perspective or someone to really hear you, Personal Counseling Services provides the information and support to enhance personal development, self-awareness, problem solving, and communication. These services can help with managing stress, coping with transition, working through relationship difficulties, and changing self-defeating behaviors. Crisis intervention is available on a 24-hour basis for individuals living on campus. Psychological testing and appropriate referrals to other mental health providers are also available. Visit the Kelly Center website for a variety of recommended mental health links.

RECREATIONAL FACILITIES

Cunningham Hall and Gross Memorial Coliseum, 628-4376
Intramural Office, 628-4373
www.fhsu.edu/hhp/intramurals

A number of recreational facilities are available to students, faculty and staff, including an indoor pool, wellness center, four gymnasiums, five handball/racquetball courts, six-lane indoor track, six tennis courts, as well as over 200 activities offered through the Campus/Recreation Intramural Office.

REGISTRAR

302 Picken Hall, 628-4222
www.fhsu.edu/registrar

The Office of the Registrar maintains accurate and secure academic records of FHSU students. In addition to transcript services, the Registrar's Office also processes applications for admission to the University, student enrollment verifications, online semester and summer class schedules, individual degree program analysis, questions concerning transfer courses, and the annual commencement ceremony.

RESIDENTIAL LIFE

126 McMIndes Hall, 628-4245
www.fhsu.edu/reslife

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

Every unmarried student who enrolls within one year following the date his/her class graduates from high school is required to live in a University residence hall, Tiger Place Suite, Stadium Place Apartment, a sorority or fraternity house, or in the home of their parent or legal guardian

during their first year of enrollment. This policy is based upon decades of research, which indicates students living in University housing are more likely to succeed academically, master the University culture and graduate on time. In fact, first year students living in our residential halls had GPAs over .3 points higher than those living in any other setting. An on campus address provides a vital, supportive setting for personal interaction with other students, faculty and staff, as well as exposure to new ideas and differing attitudes, opinions and lifestyles.

Students who continue to live on campus after their freshman year have the option of choosing any on-campus housing option.

SCHOLARSHIP SERVICES

222 Picken Hall, 628-4419
www.fhsu.edu/finaid/scholarships

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

SERVICES FOR STUDENTS WITH DISABILITIES

111 Picken Hall, 628-4401
www.fhsu.edu/disability

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

STUDENT AFFAIRS OFFICE

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

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

STUDENT EMPLOYMENT

628-5227 for Student Employment Office
www.fhsu.edu/finaid/student-employment
628-4260 for Jobs for Tigers
www.fhsu.edu/career/jft

You may contact two offices to locate employment on or off campus. The Student Employment Office, 207A Picken Hall, can inform you about federal work-study and departmental job openings on campus. "Jobs for Tigers" is coordinated through Career Services, 214 Sheridan Hall. This program is a free program that assists students in locating employment in the Hays community and surrounding area.

STUDENT FISCAL SERVICES

317 Picken Hall, 628-5251
www.fhsu.edu/sfs

The Student Fiscal Services Office collects tuition payments, residential life payments, and other student charges; disburses financial aid and tuition refunds; processes and releases outside scholarships awards, distributes, and handles repayment of short-term loans and Drury Loans; releases and handles repayment/cancellation of Federal Perkins Student Loans. Student Fiscal Services assists student organizations with student activity credit cards for approved purchases; is the depository of departmental and student activity deposits; writes university checks, and handles a variety of other financial matters. Student Fiscal Services also calculates and collects repayment of aid back to federal programs for financial aid recipients who withdraw or fail to complete courses during a semester.

STUDENT GOVERNMENT ASSOCIATION

014 Memorial Union, 628-5311
www.fhsu.edu/sga

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

STUDENT HEALTH CENTER

045 Memorial Union, 628-4293, fax 628-4089
www.fhsu.edu/studenthealth

The Student Health Center is available for all students to promote health and to treat illness. Office hours are 8 a.m. to 4:30 p.m. Monday through Friday, every day that classes are in session. Family nurse practitioners and registered nurses staff the office full time. A physician is available from 10:00 a.m. to 12:00 noon every day that classes are in session. The purpose of the Center is to provide treatment for acute illness. The staff will, however, help students with chronic illness establish a relationship with a private physician in the community. A variety of medications are available from the Center. Laboratory tests and prescription medications are available. Various medical supplies are available on a temporary basis. A voluntary student health insurance plan is offered throughout the year. Student Health Center staff are also available to present educational programs to student organizations. You must be currently enrolled and present your Tiger ID prior to receiving services at the Student Health Center.

TESTING SERVICES

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

Testing Services coordinates and provides information about college and graduate school admissions tests, select professional certification examinations, and other national testing programs. These tests include ACT, CLEP, CPA, DSST, GRE, KNAT, LSAT, MAT, MCAT, PRAXIS, SAT, SPEAK, TOEFL, and various other testing programs. The Kelly Center is also a Prometric Testing Center offering computer-based testing for academic, professional licensure and certification, and information technology (IT) certification examinations. Information on test dates, test registration policies and procedures, and resources for contacting affiliated testing programs is available by contacting Testing Services.

T.I.G.E.R.S. SERIES WORKSHOPS

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

Tie Into Great Educational Resources and Strategies by attending the T.I.G.E.R.S. Series Workshops each fall and spring semester. These free workshops cover a variety of topics designed to enhance personal and academic success. Contact the Kelly Center or visit the Kelly Center website for a current list of scheduled workshops.

TIGER CARD CENTER

208 Memorial Union, 628-5533
www.fhsu.edu/tigercard

Commerce Bank, Memorial Union, 1st floor, 625-1262

The Tiger Card serves as the official identification card for all Fort Hays State University students, staff and faculty and is required for the check-out of library materials and access to the residential life meal plans, athletic events, cultural events, HHP recreational areas and Student Health Center. It can also be used as a Commerce Bank debit card. Any excess financial aid or refund

will be deposited to this account if Option 1 is selected in Tiger Enroll. The card can also be used for flexi-cash in the Union Station, Mondo Subs, and Starbucks/Grab 'N Go. The Tiger Card includes a color photograph, the FHSU ID number, a unique cardholder 16-digit identification number, library bar code, and the cardholder's name. Students may purchase the Tiger Card at the Card Center on the 2nd floor of the Memorial Union Room 208. The first card costs \$5 and a photo ID such as a driver's license, passport or military I.D. must be presented. Replacement cards cost \$10.

Commerce Bank, located on the first floor of the Memorial Union, is a full service bank for students and the FHSU community. Services include checking and savings accounts, loans, money orders, cashier checks and much more. A PIN may be added to the Tiger Card at any Hays Commerce Bank which enables the student to make ATM transactions and debit purchases. For more information, visit commercebank.com/tigercard.

UNDECIDED STUDENT ADVISEMENT

Academic Advising and Career Exploration Center (AACE), 311 Picken Hall, 628-5577
www.fhsu.edu/aace

AACE provides advisement, enrollment, career exploration and grade improvement planning services to students who have not declared a major. The model of advisement employed with undecided students is developmental with careful attention paid to the unique circumstances of each student. There are many resources available for the undecided student to decide on a major. Visit our web site or office for more details.

UNIVERSITY ACTIVITIES BOARD

014 Memorial Union, 628-5355
www.fhsu.edu/uab

The University Activities Board is the group that plans and presents many of the activities that make FHSU the focus of community life for students. UAB offers events, educational programs, and popular and diverse entertainment life for students. The goal is to complement classroom education and to educate, entertain and enlighten with programs responsive to students wants and needs. Various committees plan and organize events. Membership is open to all students and is a great way to learn leadership skills, make friends and have fun.

UNIVERSITY POLICE

112 Custer Hall, 628-5304
www.fhsu.edu/police

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

SAFETY

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

UNIVERSITY POLICE

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

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

EMERGENCY NOTIFICATION SYSTEM

A major feature of the FHSU crisis plan is an emergency notification system. In the case of emergencies on campus that pose an imminent threat, everyone who has provided emergency contact information will receive an immediate alert by telephone, text message (if they have a device that accepts text messages) and email.

For their own safety, students, faculty and staff are strongly encouraged to provide the telephone number and the email address where they wish to be notified in the case of an emergency. There is an option for students to “opt out” of the notifications, as well. Failure to respond by providing contact information or opting out will mean that students cannot use TigerTracks to see their grades at the end of the semester or to enroll for the following semester.

To provide contact information, students should go to TigerTracks, log in, and go to the Contact Information page under the Online Services tab. Their emergency telephone number and e-mail address should be entered on the right column of the page. Standard contact information, found on the left column, may also be updated at this time.

Questions about the Crisis Management Plan and the emergency notification system may be directed to the Office of University Relations at 785-628-4208. The complete Crisis Management Plan, including all policies, procedures, and protocols, is available at www.fhsu.edu/crisis/.

RESIDENCE HALLS

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

All residence halls lock their exterior doors between the hours of 11 pm and 6 am. There is a 24-hour service desk at McMIndes Hall to control access to McMIndes Hall when the doors are locked. Residents of the other halls admit themselves using a high-security pass key.

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

ESCORTS

Safety of FHSU students, faculty and staff is a priority for the University Police Department. Individuals who feel uncomfortable walking across campus may contact UPD for an escort.

INFORMATION CALL BOXES

Information Call Boxes serve as a means of communicating with the University Police in times of emergency. They have been installed in various locations on campus. Any student in the vicinity who needs help for themselves or someone else can access these phones, and press the call button. After hours, the call is transferred to the University Police cell phones. If there isn't a response from the University Police cell phone, then the call is forwarded to the Hays Police Department dispatch.

Any time there is an emergency and you have access to a cell phone, use the cell phone to dial 911. When a cell phone is not available, use the Information Call Boxes located in the kiosks in various locations on campus.

Even if nothing is said, police are notified and dispatched to the location.

LABORATORY SAFETY

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

CAMPUS SAFETY WALK PROGRAM

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

A FINAL WORD ON SAFETY

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

It is important for students to remember:

- Do not go out alone late at night.
- Avoid poorly lit areas.
- Lock doors, even if leaving "just for a minute!"
- Never prop doors.
- Do not to leave valuables in plain sight or unattended in vehicles or rooms.
- Always lock vehicles and apartment/room doors.

If you wish to learn more, you may contact the Office of Student Affairs at 785-628-5824.

IMMUNIZATIONS

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

IMMUNIZATIONS OFFERED BY THE STUDENT HEALTH CENTER

| | |
|---|---------------------|
| Influenza | Gardasil |
| Adult Td (Tetanus & Diphtheria) | Hepatitis B |
| Tdap (Tetanus/Diphtheria/Pertussis) | Hepatitis A |
| Twinrix (Hepatitis A/Hepatitis B Combo) | Menveo (Meningitis) |
| TB Skin Test | |

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

Fort Hays State University requires all students living in University Housing or Greek Housing to receive the meningitis vaccination or sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not be vaccinated. It is also strongly recommended that all other students become knowledgeable about meningitis and consider vaccination in order to reduce their risk. Students may provide proof of vaccination from their primary care provider or receive the vaccine at the Student Health Center.

Non-compliant students will be placed on administrative HOLD and will remain on administrative HOLD until compliance is documented with the Student Health Center. "Administrative HOLD" means that the student is unable to enroll for the following semester. Immunization status will be maintained at the Student Health Center.

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It is spread when someone infected with the disease coughs or sneezes & the bacteria is inhaled by someone nearby. For additional information on TB, please visit: www.cdc.gov/tb/publications/factsheets/default.htm

FHSU requires ALL incoming freshmen, transfer, and international students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp.65-129 to aid in prevention and control of Tuberculosis. This screening form will be provided at Tiger Pre-Enrollment days and is also available from the Student Health Center. The screening must be completed prior to attending classes. If the need for further testing is indicated, the process could take up to four weeks to complete. Students should not wait until the last moment to avoid being dropped from their classes.

Please call the Student Health Center at 785-628-4293 for further information and pricing. You must be currently enrolled and present your Tiger ID prior to receiving services at the Student Health Center.

~ CHAPTER 4: MONEY MATTERS ~

THE FHSU TIGER CARD

The Tiger Card serves as the official identification card for all FHSU students, faculty and staff.

ALL STUDENTS are required to have a Student ID Card. The Tiger Card may be obtained at the Card Center, Memorial Union. Excess financial aid is applied to the students' individual Tiger Card debit account (Commerce Bank) if Option 1 is selected on Tiger Enroll. The Tiger Card is valid for the time that a student is enrolled as a student at the Fort Hays State University.

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

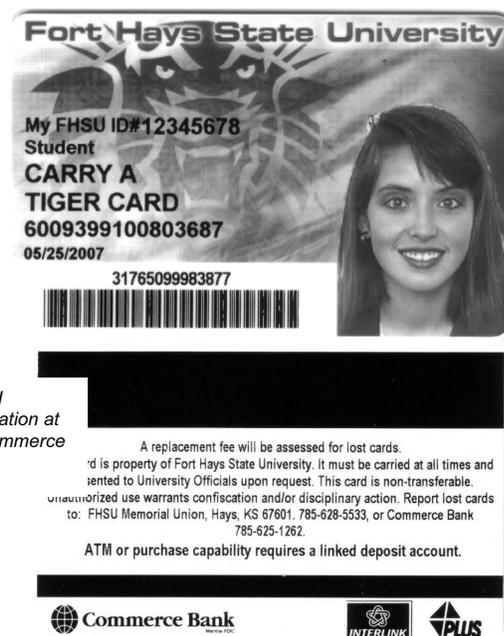
Students must submit a valid government-issued photo ID (drivers license, state ID, passport or military ID) when obtaining a Tiger Card.

COMMERCE BANK TIGER CHECKING ACCOUNT

Commerce Bank has joined with FHSU to provide you with a Tiger Checking account and ATM/debit access through your Tiger Card. You can use your Tiger Card anywhere that accepts PIN transactions including grocery stores and gas stations. All you have to do is add a PIN at any Commerce branch in Hays. For more information, visit Commerce Bank in the Memorial Union or commercebank.com/tigercard.

- FHSU ID number
- Student, Faculty or Staff identification
- Your name and unique 16-digit identification Number
- Your Forsyth Library barcode & number
- Digitized photo for positive identification
- Excess Financial Assistance
 - Checking account (Commerce Bank)
 - Purchase capability
 - ATM access
- Residential Life Meal plan, Flexi-Cash account
- Lost & Stolen card information
- Vending stripe for campus vending, laundry

*Requires PIN
number activation at
any Hays Commerce
Bank branch*



Visit the website: www.fhsu.edu/tigercard

FREQUENTLY ASKED QUESTIONS ABOUT THE TIGER CARD

HOW DO I USE THE TIGER CARD ACCOUNT AFTER MY FINANCIAL AID HAS BEEN DEPOSITED?

You can use your Tiger Card to make purchases or get cash at ATMs (just add a PIN at any Hays Commerce Bank). Other features include a free Instant Issue Visa® Check Card, online banking, mobile banking, bill pay and email alerts.

WHERE CAN I USE THE CARD FOR PURCHASES?

The Tiger Card is accepted at all retail locations that accept PIN transactions; just swipe your card and enter your PIN.

WHERE CAN I USE THE ATM?

Free ATM transactions are available at all Commerce ATMs including three Hays locations. You can also use it around the world; just look for the PLUS® network sign.

ARE THERE FEES ASSOCIATED WITH THE TIGER CARD CHECKING ACCOUNT?

Tiger Checking is a free checking account with no minimum balance or monthly service charge. (see Tiger Checking fee schedule for complete information)

COSTS

Tuition costs for the CURRENT 2011-2012 academic year:

(2012-13 costs are yet to be determined by the Kansas Board of Regents and the State of Kansas Legislature)

| | Resident of Kansas | Non-Resident of Kansas | Contiguous State & MSEP |
|-----------------------|---------------------------|-------------------------------|------------------------------------|
| Undergraduate: | \$136.07 per cr hr | \$411.92 per cr hr | \$188.67 per cr hr |
| Graduate: | \$188.07 per cr hr | \$478.77 per cr hr | \$266.67 per cr hr |

* Chart includes tuition and fees per credit hour

2012-2013 RESIDENCE HALL RATES (Cost for BOTH FALL AND SPRING SEMESTERS)

| Room Option | Open Access Plan* | 10 Meal Plan** | 7 Meal Plan*** | Room Only |
|-------------|-------------------|----------------|----------------|------------|
| Double | \$7,003.00 | \$6,842.00 | \$6,793.00 | \$3,475.00 |
| Single | \$7,528.00 | \$7,367.00 | \$7,318.00 | \$4,000.00 |

- The 7 and 10 Meal Plans are the number of meals per week.
- The Open Access Plan provides unlimited daily meals in the McMindes Cafe.
- Freshmen and sophomores are required to have a meal plan.

*The Open Access plan includes \$450 in Dining Dollars each semester.

**The 10 Meal Plan includes \$500 in Dining Dollars each semester.

***The 7 Meal Plan includes \$600 in Dining Dollars each semester.

2012-2013 TIGER PLACE RATES (Cost for BOTH FALL AND SPRING SEMESTERS)

| Room Option | Open Access Plan* | 10 Meal Plan** | 7 Meal Plan*** | Suite Only |
|-------------|-------------------|----------------|----------------|------------|
| Suite | \$8,028.00 | \$7,867.00 | \$7,818.00 | \$4,500.00 |

Tiger Place has four person suites with each resident having an individual bedroom. Each suite includes two bathrooms, a small kitchenette and living room.

2012-2013 STADIUM PLACE RATES (Cost for BOTH FALL AND SPRING SEMESTERS)

| Apartment Option | Cost per Resident |
|--------------------|-------------------|
| 2-Person Apartment | \$5,420.00 |
| 4-Person Apartment | \$4,920.00 |

GREEK LIFE Rates:

Fraternity and sorority members at Fort Hays State University are some of the most visible students on campus. On a campus with thousands of students, it can be important to find a network of friends and allies that can support you when you are in need. When you are looking for that friendship, a fraternity or sorority can provide the opportunity. Our two sororities and five fraternities are home to over 150 Greek students. The result of becoming a member is that you obtain a bond and a friendship that lasts a lifetime. A fundamental principle of every fraternity and sorority chapter at Fort Hays State University is that you share a friendship, often referred to as brotherhood and sisterhood. In addition to friendship, you will learn valuable networking skills that can assist you in job placement and career enhancement in the future. But of highest value in our Greek system are our academic achievements. If you decide to become a member, your fraternity or sorority will encourage you to strive for scholarly excellence. Fraternities and sororities support your academic success by providing incentive programs, study partners, mentors, workshops, study hours and inter/national recognition. Each fraternity and sorority maintains internal academic standards that all members are expected to achieve. Many organizations offer scholarships and recognition awards for academic excellence. For more information please visit our website at www.fhsu.edu/greek or email us at Greeks@fhsu.edu, and "like" us on Facebook at FHSU Greek Life.

GREEK LIFE COSTS:

Dues range from organization to organization. The first semester is often the most expensive as one-time fees are frequently included in the first semester costs. This information is provided to students going through Fraternity and Sorority Recruitment. For more information about Greek Life rates, contact the respective Greek house or the Center for Student Involvement online at www.fhsu.edu/greek.

| | | |
|--------------------------------|-----------------------|--------------|
| Alpha Gamma Delta Sorority | 409 W 8 th | 785-628-8117 |
| Delta Zeta Sorority | 410 W 6 th | 785-625-3719 |
| Alpha Gamma Rho | 316 W 7 th | 785-628-4664 |
| Sigma Alpha Epsilon Fraternity | 304 W 7 th | 785-628-4664 |
| Sigma Chi Fraternity | 404 W 7 th | 785-628-4664 |
| Sigma Phi Epsilon Colony | | 785-628-4664 |
| Tau Kappa Epsilon Fraternity | | 785-628-4664 |

BOOKS: estimated \$500 per year

The University Book Store, 628-5378, www.bkstr.com

HEALTH INSURANCE: approximately \$1,000 a year

The FHSU Student Health Center offers student health insurance at a competitive rate. For more information, contact the Student Health Center at (785) 628-4293 or visit their website at www.fhsu.edu/studenthealth/fees-and.insurance.

FINANCIAL ASSISTANCE

WHEN SHOULD FINANCIAL AID APPLICATIONS BE SUBMITTED?

Priority deadline is March 1, although applications can be filed at any time. A Free Application for Federal Student Aid (FAFSA) must be filed electronically at www.fafsa.gov.

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

HOW DO I APPLY FOR SCHOLARSHIPS?

The priority deadline for fall 2012/spring 2013 was December 15, 2011. The final deadline was February 15, 2012. You can apply for scholarships at www.fhsu.edu/finaid/scholarships. Check out the free nationwide scholarship searches linked to our web page. Freshmen: remember to have your ACT college report sent to FHSU.

WHEN AND HOW IS FINANCIAL AID APPLIED?

Financial aid is first credited to tuition charges, then residential life charges, and then to other institutional charges. Any excess financial assistance and other University funds that may be owed to you will be made available using the refund option selected during the online enrollment process on Tiger Tracks.

WHAT IF THE STUDENT IS NOT ELIGIBLE FOR FINANCIAL AID?

All students are eligible for non-need based federal loans regardless of financial need. Financial Assistance advisors will be glad to help families learn more about these programs.

WHAT ABOUT WORK STUDY?

Students may qualify for federal work-study jobs as part of their financial assistance. Federal work-study jobs allow students to work and earn a paycheck; however, being awarded federal work-study does not guarantee employment. Departmental and Kansas Career Work-Study programs are options available to students not receiving federal work-study. General information regarding all campus-coordinated job programs can be viewed at www.fhsu.edu/finaid/student-employment. All job listings available through the programs coordinated by the Student Employment Office can be viewed online in JobX. Students can access JobX by logging into their TigerTracks account, choosing Online Services, selecting JobX Access for Students, then clicking on Find a Job. Many jobs have online applications which can be submitted electronically, and others have contact information for students to arrange interviews. Students interested in part-time positions in the Hays community may contact Jobs for Tigers in Career Services in Sheridan Hall, Room 214.

WHAT ARE THE REQUIREMENTS FOR CONTINUED FINANCIAL AID?

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

WHAT IF I HAVE QUESTIONS?

First, check out our web site and use Tiger Tracks to view individual student aid eligibility information. You can also call us, but limited personal information can be disclosed over the phone.

~ CHAPTER 5: ADDITIONAL RESOURCES ~

EARLY IQ

What is EARLY IQ?

Fort Hays State University's Early IQ Program: Safety Net and Success Strategy

At Fort Hays State University, we want every student to succeed. To help us achieve that goal, we have implemented Early IQ, an early alert and intervention program designed to identify students who may be struggling and help them improve.

Through research, we know that early intervention is effective. Studies show a connection between early intervention and increased retention and graduation rates. FHSU's Early IQ program functions as both a safety net and a success strategy, first identifying students who may be having trouble and then supplying them with the personal support, skills, tools and resources they need to stop a downward slide before it's too late.

First Step: Red Flag

When faculty or staff members (for example, resident assistants or coaches) notice signs that a student may be struggling, they can submit their concerns through a formal process.

Typical warning signs include:

- Missed classes
- Failure to complete assignments
- Poor midterm performance
- Lack of participation in class discussions
- Negative attitude or behavior.

The concerned party puts the Early IQ process in motion by creating a Request for Intervention (RFI) detailing the nature of the concern.

Next Step: Action Plan

The RFI is routed to the appropriate staff person, who designs an action plan specifically for that student. Action plans aim to get students back on track by focusing on proven success factors:

- Academic preparation
- Goal development
- Academic skills
- Connecting with FHSU's mission, goals and expectations.

Depending on the concern, a student may be assigned a peer mentor, a mental health counselor or directed to the Kelly Center for academic success services. Students' progress is monitored through emails, meetings or other follow-ups.

Who Is Early IQ For?

Early IQ is for all students, regardless of year in college or number of credit hours. Your student may, at any point in college, be contacted by FHSU's Early IQ staff if he or she is struggling academically. If your student receives a message, you won't necessarily know this has happened, unless your student tells you. Please keep those communication lines open and urge your student to take full advantage of this opportunity to turn things around if a message is

received. We want all students to achieve their dreams. Early IQ helps us ensure a successful, satisfying college career at Fort Hays State University.

You Can Help, Too

Do you think your son or daughter needs help? Go to: http://success-fhsu.org/refer_a_friend.

CONTACTING THE UNIVERSITY

The University phone number is (785) 628-FHSU (3478). You may also call toll free at 1-800-628-FHSU.

RESIDENCE HALLS

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

CONTACTING STUDENTS

By Letter to Residence Hall: Victor E. Tiger
Residence Hall Name Room ###
Hays, KS 67601

By Letter to Stadium Place: Victor E. Tiger
300 Lewis Drive, Apt. XXXX
Hays, KS 67601

By Package to Residence Hall:
Custer UPS, FedEx
 Victor E. Tiger
 Custer Hall
 420 Custer Dr
 Hays, KS 67601

McMindes UPS, FedEx
 Victor E. Tiger
 McMindes Hall
 510 Agnew Ln
 Hays, KS 67601

Wiest UPS, FedEx
 Victor E. Tiger
 Wiest Hall
 306 Dwight Dr
 Hays, KS 67601

By Package to Stadium Place: UPS, FedEx
Victor E. Tiger
300 Lewis Drive, Apt. XXXX
Hays, KS 67601

By Phone: You may call directly to students' rooms by dialing (785) 628-plus the four-digit extension if your student has opted to purchase a University phone line in his/her room.

By E-mail: Contact your student for the e-mail address, which will be in the form xxxx@scatcat.fhsu.edu (the xxxx is your students' email ID)

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

FHSU SCATCAT E-MAIL ACCOUNT

tigertracks.fhsu.edu
www.fhsu.edu/ctc/helpdesk/

Free lifetime “**Scatcat**” e-mail accounts are issued to FHSU students. Under normal processing conditions, the account becomes available for use within one business day after a student has applied for admission to FHSU. These addresses are provided to instructors and advisors, so students should check their Scatcat e-mail frequently for class assignments and other notices.

The TigerTracks login is used to access Scatcat. Instructions for activating the TigerTracks login and accessing Scatcat can be found online at www.fhsu.edu/ctc/helpdesk/learn-scatcat/. **For security, privacy, and legal reasons, this account may be activated ONLY by the student.**

Before using Scatcat or TigerTracks, the student should read FHSU's *Acceptable Use of Computing Resources Policy*. Use of an account implies agreement to abide by this policy. This policy, along with the **Scatcat E-Mail Lifetime Use Policy**, can be found online at www.fhsu.edu/ctc/computer-policies/.

Advantages of using the Scatcat account include:

- Scatcat accounts are automatically provided **free** to all FHSU students.
- **Easy, centralized access.** The student can simply log in to the TigerTracks portal at tigertracks.fhsu.edu and click on the **Webmail** tab.
- **Instructors** use the Scatcat address to contact students regarding class assignments.
- **Official University messages** and notices about FHSU student activities are also sent to Scatcat accounts.
- Space is provided to **store files** and publish **personal Web pages** while students are enrolled at FHSU. Each student can store up to **100 MB** of e-mail and **500 MB** of Web pages and personal files in the account. Information about managing Scatcat space, accessing the Scatcat My Documents folder, and creating and publishing Web pages is located in the E-Mail and Web Pages section of the CTC HelpDesk Web site.
- Computers in on-campus **labs** provide a network drive that allows access to Scatcat space. The TigerTracks login is used to gain access to computers in FHSU labs.
- If a student is off campus and does not use FHSU Internet access, the activated TigerTracks login provides access to **Web-based library resources** otherwise available only to those using an FHSU Internet connection. The TigerTracks login validates the student as a current FHSU student for licensing purposes. Complete instructions for off-campus access to FHSU library resources can be accessed from the CTC HelpDesk home page.

Because FHSU is unable to provide support for other e-mail systems, we recommend accessing the Scatcat account directly in order to receive official University mail and messages. However, if they wish, students may forward their Scatcat e-mail to another account of their choice.

TIGERTRACKS - CENTRALIZED WEB PORTAL ACCESS

tigertracks.fhsu.edu
tigertracks.fhsu.edu/register/

The **TigerTracks portal**, located at ***tigertracks.fhsu.edu***, provides centralized single sign-on access to student Scatcat e-mail, the Blackboard course delivery system, announcements, and other FHSU Online Services through a customizable home page.

After logging in to TigerTracks, students can create their own bookmarks and choose from different channels (information sources) to display on their homepage – from news, entertainment, and their favorite daily cartoons to their grades and other online services.

To **activate** the TigerTracks login, the student should go to ***tigertracks.fhsu.edu/register/***. **For security, privacy, and legal reasons, this account may be activated ONLY by the student.**

The TigerTracks login is the ONE LOGIN used to access:

- The TigerTracks portal
- FHSU Online Services
- Scatcat
- Blackboard
- On-Campus Wireless Internet
- FHSU Computer Labs
- Ethernet (wired) Internet access in Residence Hall rooms (login used for registration only)
- Restricted Library Resources (for currently enrolled students using a non-FHSU Internet connection)

Online Services (located in the portal at ***tigertracks.fhsu.edu***) provides access to the TigerEnroll system, class schedules, advisor contact information, financial aid status, grades, personal contact and emergency notification information, and more!

The TigerTracks portal is under continual development, so **watch for new services and features** in the future.

TigerTracks and its Central Authentication Service (CAS) use 128-bit secure encryption from Verisign, ensuring that all information transmitted is **confidential and protected**.

We encourage students to use the portal as their primary means of FHSU online access.

Assistance and Resources:

CTC HelpDesk / TigerTracks Information: www.fhsu.edu/ctc/helpdesk/

VISITING FORT HAYS STATE UNIVERSITY

HAYS LODGING

| | |
|-----------------------------------|-------------------------------------|
| Best Western Vagabond | Hampton Inn |
| 2524 Vine Street | 2801 Vine Street |
| (785) 625-2511 | (785) 625-8103 |
| Baymont Inn & Suites | Ramada Inn |
| Hwy 183 North | 3603 Vine Street |
| (785) 625-8103 | (785) 625-7371 |
| Comfort Inn | Best Western Butterfield Inn |
| 2810 Vine Street | East 41 st Street |
| (785) 628-8008 | (785) 621-4337 |
| Comfort Inn and Suites | Motel 6 |
| 1001 East 41 st Street | 3404 Vine Street |
| (785) 625-9322 | (785) 625-4282 |
| Days Inn | Sleep Inn & Suites |
| 3205 Vine Street | 1011 E 41 st |
| (785) 628-8261 | (785) 625-2700 |
| Econo Lodge | Super 8 |
| 3503 Vine Street | 3730 Vine Street |
| (785) 625-4839 | (785) 625-8048 |
| Fairfield Inn by Marriott | Holiday Inn Express |
| 377 Mopar Drive | 4650 Roth Ave |
| (785) 625-3344 | 785-625-8000 |

For more information about lodging, restaurants, and attractions in the Hays area, contact the Hays Convention and Visitors Bureau, (785) 628-8202 or 1-(800)-569-4505.

VISITOR PARKING ON CAMPUS

When parking on the Fort Hays State University campus, please contact the University Police (785) 628-5304 for parking instructions and a temporary parking permit.

Visitors may park in any of the campus parking lots with a temporary parking permit obtained from the University Police or the front desk of any residence hall. There is no charge for this permit.

Please do not park in Handicapped, Fire Lanes or Reserved spaces (Faculty/Staff). If you have a disability and need special parking, please contact the University Police (785) 628-5304.

HELPFUL INFORMATION

CAMPUS ADDRESS

Hall _____ Room # _____

Telephone (785) _____ Work # (785) _____

Email Address _____@scatcat.fhsu.edu

Hall Director's Name _____ Telephone (785) _____

Resident Assistant's Name _____ Telephone (785) _____

Roommate's Name(s) _____

Academic Advisor Name _____ Telephone (785) _____

Major Area of Interest _____

CAMPUS OPERATOR: (785) 628-4000

CAMPUS POLICE: (785) 628- FHSU (3478)
(785) 625-1011 After 4:30 p.m. and on Weekends

RESIDENCE HALL OFFICE NUMBERS:

Agnew Hall (785) 628-5400

Custer Hall (785) 628-5700

McMindes Hall (785) 628-4900

Wiest Hall (785) 628-4600

AMERICAN DEMOCRACY PROJECT

Since 2003, Fort Hays State University has become a national leader in the American Democracy Project initiative. Spearheaded by the American Association of State Colleges and Universities (AASCU) and supported by the New York Times and the Pew Charitable Trusts, the American Democracy Project (ADP) seeks to find ways to develop students' civic capacities, their sense of social responsibility and their commitment to public action.

At FHSU, we believe that our graduates should not only be prepared to be successful in their careers, they should be informed, active citizens as well. The American Democracy Project at FHSU is dedicated to developing informed graduates committed to lives of engagement in our democracy. This project helps create such graduates through intellectual and experiential avenues and by promoting student participation in "everyday politics." Students have the opportunity to become more civically engaged through service-learning courses, public speakers and forums on current events, voter registration and education drives, and a readership program with *The Hays Daily News* and *The New York Times* that provides both publications free to students each day. These and other initiatives strive to build a dynamic culture of civic engagement on campus, encouraging students to inform themselves about current issues, contribute to the conversation and take action to better the campus and their community.

FHSU is committed to giving students every opportunity to excel not only professionally, but also civically. Through the American Democracy Project, we are providing students with the skills necessary to be successful, informed and active citizens in the communities in which they choose to live. For more information, visit the ADP web site at www.fhsu.edu/adp or contact Dr. Curtis Brungardt, ADP Program Committee Chair, at (785) 628-5592 or cbrungar@fhsu.edu.

MEDICAL INFORMATION

Please complete the Student Medical Information Card, cut it out and have your student carry the card in their wallet.

| STUDENT MEDICAL INFORMATION | | | |
|------------------------------------|--|---------------|------------------|
| Name _____ | Medication | Dosage | Frequency |
| Phone _____ | | | |
| D.O.B. _____ | | | |
| Dr. Name _____ | | | |
| Dr. Phone _____ | | | |
| Allergies _____ | | | |
| Pharmacy _____ | | | |
| Emergency Contact | Any other important information | | |
| _____ | _____ | | |
| _____ | _____ | | |
| PH: _____ | _____ | | |

DATES AND DEADLINES

2012 FALL SEMESTER CALENDAR

| | | |
|-------------------|----------|---|
| July 1 - August 8 | | Enrollment for Fall 2012 semester is open. Finalize enrollment on TigerEnroll by using the Enrollment/Payment Tab. |
| August | 8 | Enrollment Deadline. Pre-enrolled classes will be dropped from the Student Schedule if enrollment is not finalized on TigerEnroll by 11:59 p.m. CST. |
| August | 14 | Available financial Aid released to Tiger Card for enrolled students meeting eligibility & enrollment deadlines. |
| August | 16 | Residence halls open for the semester |
| August | 17 | New Student Orientation |
| August | 20 | Classes Begin |
| August | 26 | Last day for 100% refund for full semester or arranged courses |
| September | 2 | Last day for 60% refund for full semester or arranged courses |
| September | 3 | Labor Day (University is closed) |
| September | 4 | Classes resume |
| September | 9 | Last day for 40% refund for full semester or arranged courses |
| September | 17 | Last day for 25% refund for full semester or arranged courses; Final day to add/enroll. |
| September | 23 | Last day for 10% refund for full semester or arranged courses Final date to withdraw from a course without transcript record |
| September | 24 | Transcript record begins. COURSES ARE PERMITTED TO BE WITHDRAWN FROM SEPTEMBER 24 THROUGH OCTOBER 28; a grade of "W" will be recorded. |
| October | 6 | Homecoming |
| October | 12 | Mid-semester |
| October | 16 | Mid-semester grades available on TigerTracks |
| October | 23 | Pre-enrollment for Spring 2013, Graduates, Postgraduates, Seniors N - Z |
| October | 24 | Pre-enrollment for Spring 2013, Graduates, Postgraduates, Seniors A - M |
| October | 25 | Pre-enrollment for Spring 2013, Juniors N - Z |
| October | 28 | Last day to withdraw from a course with a transcript record of "W"; NO WITHDRAWALS AFTER THIS DATE |
| October | 29 | Pre-enrollment for Spring 2013, Juniors A - M |
| October | 31 | Pre-enrollment for Spring 2013, Sophomores N - Z |
| November | 1 | Pre-enrollment for Spring 2013, Sophomores A - M |
| November | 5 | Pre-enrollment for Spring 2013, Freshmen N - Z |
| November | 7 | Pre-enrollment for Spring 2013, Freshmen A - M |
| November | 19 - 24 | Fall Break (University closed Nov 22-23) |
| November | 26 | Classes resume |
| December | 8, 10-14 | Final Examinations |
| December | 14 | Semester ends Residence halls close for the semester |
| December | 18 | Grades available on TigerTracks |

2013 SPRING SEMESTER CALENDAR

| | | |
|---------|-------------|--|
| January | 20 | Residence halls open for the semester at Noon |
| January | 21 | Martin Luther King Day (University is closed) |
| January | 22 | Classes Begin |
| March | 8 | Mid-semester |
| March | 18 - 24 | Spring Break |
| May | 11, 13 - 17 | Final Examinations |
| May | 17 | Semester ends Residence halls close for the semester |
| May | 18 | Undergraduate Commencement |

****Dates subject to change: updated calendar information may be found at www.fhsu.edu/registrar/.**

CAMPUS OFFICE HOURS:

(unless posted otherwise)

SEMESTER HOURS:

8:00 a.m. – 4:30 p.m. Monday - Friday

SUMMER HOURS:

MAY 21, 2012– AUGUST 3, 2012
7:00 a.m. – 5:30 p.m. Monday – Thursday
Closed Friday

University is Closed
December 24, 2012 – January 1, 2013

FHSU Fight Song

**Go you Hays Tigers,
Fight right through that line.**

**With your colors flying
We will cheer you all the time,
Rah, Rah, Rah.**

**Go you, Hays Tigers,
Fight for victory,
Fight for the fame & our fair name,
Go Hays Tigers
Win this game.**

FORT HAYS STATE UNIVERSITY

600 Park Street

Hays, KS 67601-4099

www.fhsu.edu

1-800-628-FHSU (3478)

785-628-FHSU

GO TIGERS!