



Engaging YOU
for YOUR Success
at FHSU



TIGER PACT: THE TIGER FAMILY HONOR CODE

I AM A TIGER.

**I BELONG TO A STRONG,
UNIQUE FAMILY WHO STRIVES
FOR GREATNESS AND SUCCESS.**

**I INSTILL INTEGRITY AND
CONFIDENCE IN OTHERS AS
WELL AS MYSELF.**

**I INCORPORATE HONESTY AND
RESPONSIBILITY IN ALL I DO.**

I AM THE FUTURE.



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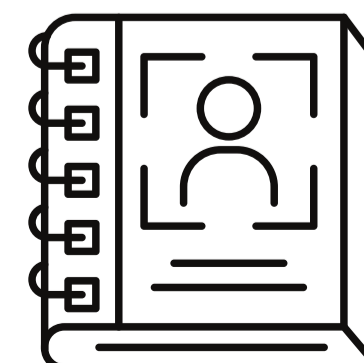
[The Campus Map](#)



[Virtual Campus Tours](#)



[Campus Directory](#)



The background features a dense pattern of yellow dots of varying sizes, creating a textured, sunburst-like effect. This pattern is enclosed within a double-line yellow border that has a stepped, geometric appearance. The text is centered horizontally and vertically within this frame.

GENERAL INFORMATION

Welcome to the Tiger Family!

Since 1902, FHSU has been dedicated to helping students achieve their educational goals. In our mission, we aim to provide an accessible quality education for our students.

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

The purpose of Engaging You for Your Success at FHSU is to enhance your learning and engagement here. Please review the information and remember that it is here to assist you with your transition and time at FHSU. We encourage you to ask questions and seek out assistance as part of your learning experience. We are all here to encourage and assist you during your college experience to make it the best it can be.

Our faculty and staff are dedicated to your success throughout your academic career. We believe that every student can unlock their untapped potential here. University services are here to assist you in achieving your academic, career, and educational goals. Our staff is responsible for providing guidance and assistance with resources that will better ensure your success here. It is our belief that engaging students is vital to their success.

We have more than 70,000 alumni who hold an FHSU degree. We take immense pride in all of them and look forward to welcoming you as a Tiger. We cannot wait to see you discovering yourself, exploring your options, and choosing your path at FHSU. Thank you for making Fort Hays State University your choice. We look forward to being part of your journey.

It is an exciting time to be a Tiger!

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



ACADEMIC PROGRAMS

Already know what you want to major in? FHSU students can choose from 39 majors (varying concentrations) and 44 minors. Many students choose to pursue multiple interests, the most common is adding a minor with a major. If you haven't chosen a major, don't worry we offer possibilities for you to explore. We are confident that you can find the major (and minor) that will suit your interests and talents. Most majors are housed in academic departments, though some are interdisciplinary, involving courses and faculty from multiple departments.

Regardless of the major you pursue, you'll have opportunities to explore courses through the KBOR Systemwide Transfer General Education program.

MAJOR/MINOR

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

MAJOR ONLY

Agricultural Business
Applied Technology
Business Education
Computer Science
Early Childhood Education
Elementary Education
Medical Diagnostic Imaging
Nursing
Physics (Pre-Engineering)
Radiologic Technology
Secondary Education
Social Work
Technology and Leadership
Technology Leadership
Technology Studies

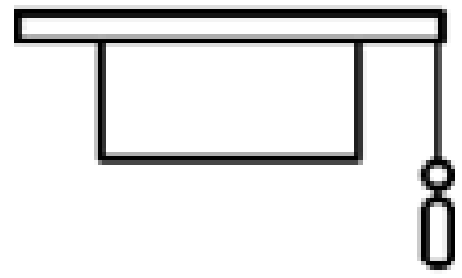
MINOR ONLY

Banking
Business Administration (Non-Business & Major)
Business Communication
Computer Networking
Economics
English of Speakers of Other Languages
Entrepreneurship (Non-Business Major)
Geography
Geology
Gerontology
Global Competencies
International Business
International Business and Economics
International Studies
Media Production
Military Science and Leadership
Rural Studies
Special Education



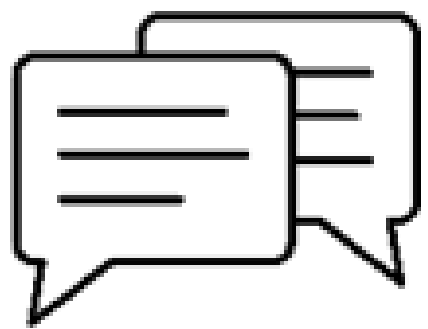
CAREER READINESS GUIDE

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



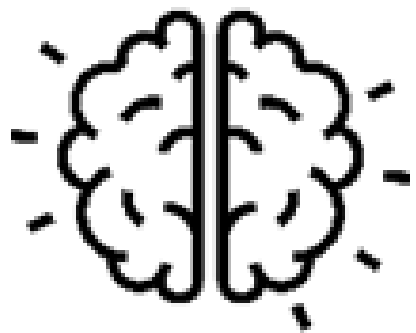
Career & Self-Development

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



Communication

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



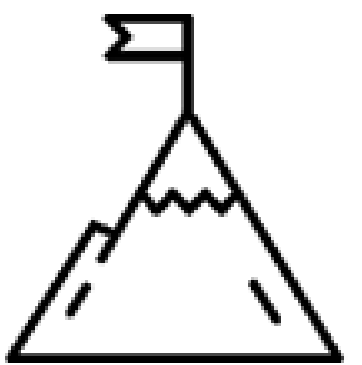
Critical Thinking

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



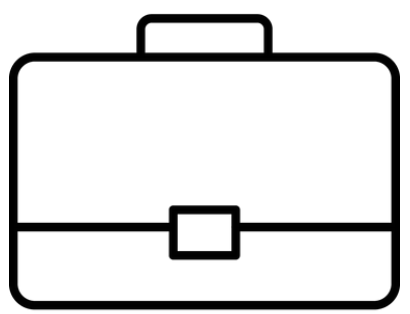
Equity & Inclusion

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



Leadership

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



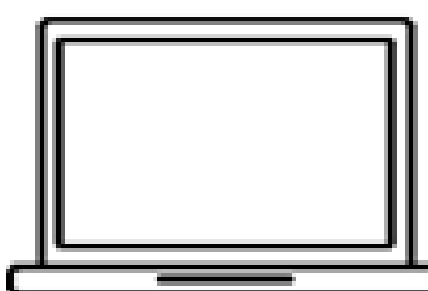
Professionalism

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



Teamwork

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



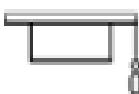



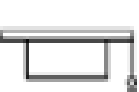
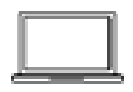
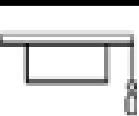

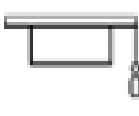
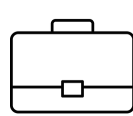
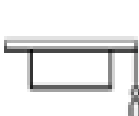
Technology

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

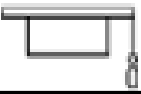

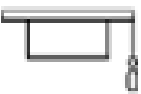
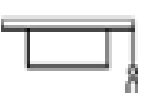
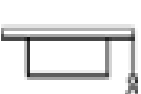

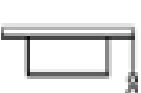
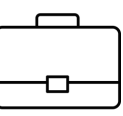

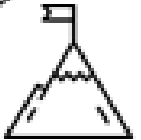
CAREER READINESS GUIDE

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


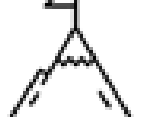
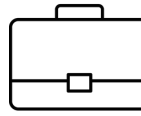
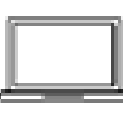
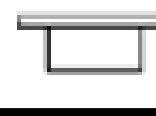

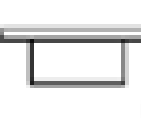
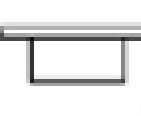
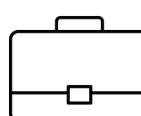
Freshman Year

<u>Fall Semester Tasks</u>	
Complete FHSUMajors.com assessment.	
Meet with your academic advisor to discuss your FHSUMajors.com results and determine additional steps needed to select or confirm your academic major.	 
Browse FHSU's educational opportunities at the Majors and Graduate Programs Fair on October 25th.	 
Learn how to create a professional Social Media Footprint .	
Activate your Handshake account. Search for off-campus jobs and internships. Read job descriptions and identify qualifications to assist you in developing an educational plan.	
<u>Spring Semester Tasks</u>	
Complete Career Exploration or take Major and Career Exploration (UNIV100) to assist you in exploring majors or confirming your selection.	 
Attend a Career Fair . Learn about the world of work first hand by conducting information interviews with professionals.	 

Sophomore Year

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

Junior/Senior Years

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

ACADEMIC ADVISING AND CAREER EXPLORATION

785-628-5577

ADVISING@FHSU.EDU

CAREER SERVICES

785-628-5577

CAREERS@FHSU.EDU

FISCHLI-WILLS CENTER FOR STUDENT SUCCESS- ROOM 142

CREDIT FOR PRIOR LEARNING (CPL)

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

1. Credit by Examination

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

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

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

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

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

2. Credit by Documentation

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

3. Military Service Credit

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

4. Portfolio Credit

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

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

CPL policies include: All forms of CPL are placed on the transcript for current students only. Credits earned through CPL are entered with the grade of "CR" and do not count in GPA calculations. Students may not receive CPL credit for a course the student audited or received a grade in, including an incomplete; however, students with specific training or at least five years experience may contact the CPL office for information on requesting an exception. A full list of policies is on the CPL web page.

For more information, including course availabilities, see www.FHSU.edu/cpl

CREDIT FOR PRIOR LEARNING

SHERIDAN HALL – ROOM 302

CPL@FHSU.EDU

(785)–628–4552

EARLY TIGER ALERT

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

How does it work?

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

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

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

Remember to communicate with your instructors. They are the best resource and tutor for questions or issues in your class! Please feel free to contact our office at any time as we are here to help you be successful at FHSU

RETENTION & PERSISTENCE
SHERIDAN HALL - ROOM 208
EARLYTIGERALERT@FHSU.EDU
(785)-628-4691

EDUCATIONAL TERMINOLOGY

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

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

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

Certificate Programs: Undergraduate certificates are designed to recognize thematically organized learning and thereby to add value to students' traditional degrees and programs. Certificates shall typically be nine or more credit hours of coursework. The coursework may be outside of a major or minor program, or the coursework may partially fulfill requirements of a major, a minor, or the General Education program. The certificate curriculum can be either within a single academic discipline or interdisciplinary. All classes leading to a certificate must be taken for credit.

Cognate Course: a course related to a discipline (yet not within the major) which is required for completion of a degree program.

Concentration: a subset of 24 units or less of coursework within a major or degree program (e.g., Bachelor of General Studies) with a focus on a particular topic or field.

Co-requisite: a course/laboratory/activity required to be taken at the same time as another course/activity.

Course: a unit of academic work designed around a content area that involves a purpose, various activities, and ways of measuring success; a course is usually one semester long for which credit toward graduation is awarded; courses numbered 000-099 do not count for degree credit.

Credit for Prior Learning: college credit awarded through university approved evaluation of learning gained outside a traditional college learning environment. Credits are commonly awarded for Advanced Placement (AP), International Baccalaureate (IB), Fort Hays State University Local Examinations, the College Level Examination Program (CLEP), and Military Service Credit.

Degree: an academic title Fort Hays State University is authorized by the Kansas Board of Regents to confer on individual students as official recognition for completion of a degree program; a student may receive more than one degree.

Degree Program: a prescribed academic plan of study consisting of no less than 120 units, at the undergraduate level, in which a student usually pursues at least one major or area of concentration.

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

Department: An administrative unit in the university's academic affairs division, responsible for organizing, coordinating, and delivering educational services; a department can administer more than one program.

Electives: (sometimes called free electives) a course selected by a student with or without an advisor's consultation; electives are usually within a major or special program (e.g., general education); a course not required for any program or special requirement is known as a "free elective."

Enrollment: (payment arrangements) finalizing the on-boarding process. Enrollment is not official until fee payment or an officially approved fee deferment is processed through Student Fiscal Services. The university's official enrollment process is to **MAKE PAYMENT ARRANGEMENTS** through Workday.

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

Laboratory: a course involving supervised experimentation or practice related to an academic area; generally requires hands-on use of equipment and materials.

Lower Division Courses: courses numbered 100-299 ordinarily taken by freshmen and sophomores.

Major: an undergraduate academic program/plan consisting of 30 or more units in which a student concentrates on disciplinary coursework; undergraduate degrees require a major for graduation.

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

Pre-requisite: a course/requirement to be successfully completed or a condition to be met before a student may enroll in a specific course, laboratory, program, etc.

Program: a system of courses (curriculum) and learning opportunities (co-curricular and extra curricular) arranged in a coherent, comprehensive pattern to produce a well-defined, measurable, and desired set of learning outcomes; an academic plan to foster students' academic development; programs are commonly administered by a department or director.

Required Course: coursework or courses within a specific department/program which must be completed by students who have selected the program (e.g., major, minor, concentration, area of emphasis); a course can be specified in a program or be unspecified and selected from a listing of required courses.

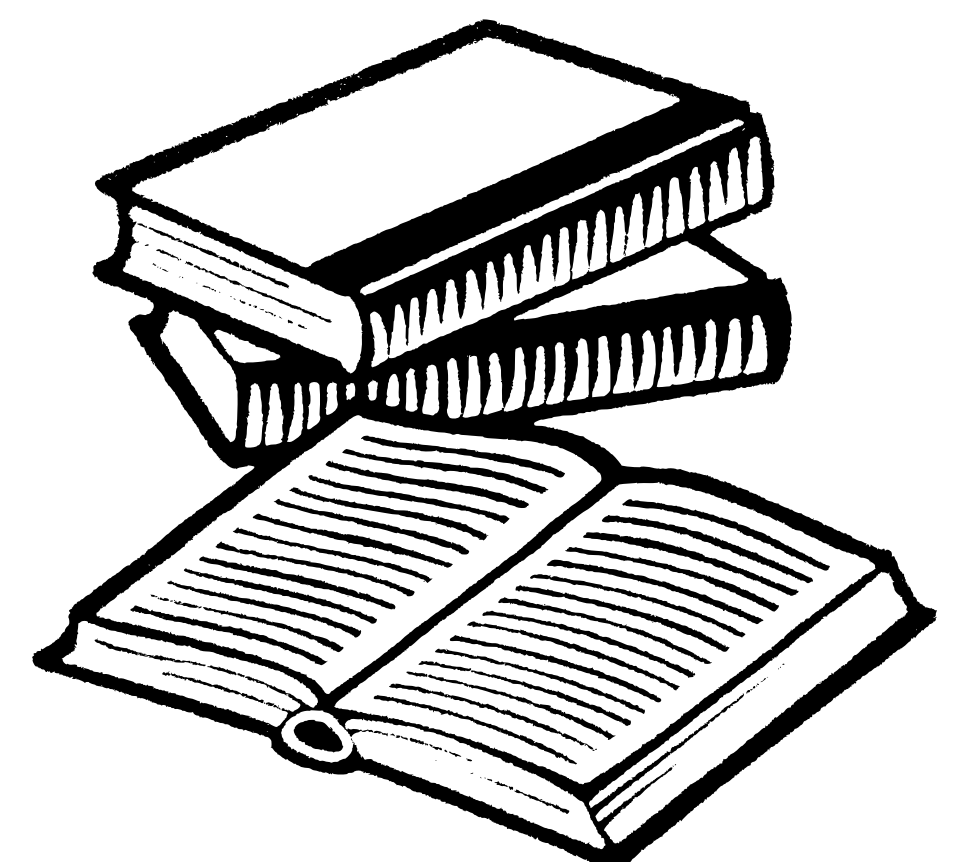
Semester: normally a semester is 15-16 calendar weeks.

Summer Session: an enrollment period that begins after the spring semester ends.

Syllabus: a written description of the course, assignments, grading policy, exams, etc., which is provided by the instructors at the beginning of each course. It is advisable for students to thoroughly read their syllabus to understand what is expected of them in the course.

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

Upper Division Courses: courses numbered from 300-499 ordinarily taken by juniors and seniors; courses numbered 600-699 may also be taken by juniors and seniors as undergraduate credit. Students must earn 45 units of upper-division courses to complete graduation requirements.





FORT HAYS STATE UNIVERSITY

General Education Program

Effective Fall 2023—Updated March 24, 2023

In accordance with the Kansas Board of Regents Systemwide General Education Framework, students must satisfy the requirements indicated in the eight areas delineated below (**for a total of 34 credit hours**). Courses marked with an asterisk (*) are part of the Kansas Board of Regents Systemwide Transfer Matrix. These courses transfer seamlessly among the public universities and community colleges in Kansas.

ENGLISH DISCIPLINE AREA—6 Credit Hours

Students must complete both courses listed.

ENG 101 English Composition I*
ENG 102 English Composition II*

COMMUNICATION DISCIPLINE AREA—3 Credit Hours

Students must complete one course in this area.

COMM 100 Fundamentals of Oral Communication*
COMM 304 Intermediate Interpersonal Communication*

MATHEMATICS & STATISTICS DISCIPLINE AREA—3 Credit Hours

Students must complete one course from this list. This list is subject to change after KBOR Math Pathways have been finalized.

MATH 101 Contemporary Mathematics*
MATH 105 College Algebra with Review*
MATH 110 College Algebra*
MATH 122 Plane Trigonometry*

MATH 130 Pre-Calculus Mathematics
MATH 234 Analytic Geometry and Calculus I*
MATH 250 Elements of Statistics*
MATH 331 Calculus Methods*

SOCIAL & BEHAVIORAL SCIENCES DISCIPLINE AREA—6 Credit Hours

Students must complete two courses in this area. The courses must be in different subject areas. Additionally, students are strongly encouraged to select one of their courses from the Engaged Global Citizens group—indicated by the note (EGC)—either from this area or the Arts & Humanities area on the back of this page.

ANTHROPOLOGY

ANT 201 Intro. to Linguistic Anthropology* (Incoming Transfer)
SOC 145 Cultural Anthropology* (EGC)

CRIMINAL JUSTICE

CRJ 101 Introduction to Criminal Justice*
CRJ 310 Comparative Justice Systems (EGC)
CRJ 331 Criminal Law & Procedure*
CRJ 360 Social Justice: Action and Policy

ECONOMICS

ECON 201 Principles of Microeconomics*
ECON 202 Principles of Macroeconomics*
ECON 300 Economic Ideas & Current Issues (EGC)

ETHNIC AND/OR GENDER STUDIES

SOC 310 Gender and Society*
SOC 376 Diversity in US* (EGC)

GEOGRAPHY

GSCI 105 Cultural Geography (EGC)
GSCI 110 World Geography* (EGC)

LEADERSHIP STUDIES

LDRS 200 Discovering Leadership*
LDRS 407 (IDS 407) Global Challenges (EGC)
LDRS 460 Global Leadership
LDRS 640 Principles of Civic Leadership (EGC)

POLITICAL SCIENCE

POLS 100 Orientation to Political Science*
POLS 101 American Government*
POLS 103 State and Local Government*
POLS 105 Current Political Issues (EGC)
POLS 111 Political Thinking for the Greater Good (EGC)
POLS 230 Introduction to International Relations*
POLS 240 Comp. Governments*

PSYCHOLOGY

PSY 100 General Psychology*
PSY 340 Social Psychology (EGC)
PSY 400 Child & Developmental Psychology*
TEEL 231 Human Growth & Development*

SOCIAL WORK

SOCW 260 Introduction to Social Work*

SOCIOLOGY

SOC 140 Understanding Society: Introductory Sociology*
SOC 333 Global Forces in a Changing World (EGC)
SOC 384 Social Problems*
SOC 388 Sociology of Family in America*
SOC 460 Comparative Cultures and Societies (EGC)

ADDITIONAL AREAS

NURS 488L Global Nursing Experience Practicum (EGC)
TECS 391 Technology in Society (EGC)

INSTITUTIONALLY DESIGNATED AREA 1

Personal And Professional Development—3 Credit Hours

Students must complete one course in this area.

FIN 205 Principles of Personal Finance*
GSCI 240 Intro. to Geographic Information Systems
HHP 200 Personal Wellness*
INF 101 Intro. to Computer Information Systems*
MIL 302 Soldier Health and Fitness*

INSTITUTIONALLY DESIGNATED AREA 2

Critical Thinking—3 Credit Hours

Students must complete one course in this area.

PHIL 100 Critical Thinking*

SEE BACK FOR REMAINING REQUIREMENTS

ARTS AND HUMANITIES DISCIPLINE AREA—6 Credit Hours

Students must complete two courses from this area. The courses must be in different subject areas. Additionally, students are strongly encouraged to select one of their courses from the Engaged Global Citizens group—indicated by the note (EGC)—either from this area or the Social & Behavioral Sciences area on the front of this page.

ART

ART 180 Fundamentals & Appreciation of Art*
ART 201 Survey of Art History I*
ART 202 Survey of Art History II*
ART 280 Approaches to Creativity

COMMUNICATIONS

COMM 125 Introduction to Motion Pictures
COMM 128 Media and Society*
COMM 345 Visual & Creative Design

ENGLISH

ENG 146 Introduction to Creative Writing*

LITERATURE

ENG 125 World Literature
ENG 126 Introduction to Literature*
ENG 327 Literature Matters
ENG 251 American Literature I*
ENG 252 American Literature II*

HISTORY

HIST 110 World Civilization to 1500*
HIST 111 Modern World Civilization*
HIST 130 US History to 1877*
HIST 131 US History since 1877*

RELIGION

PHIL 140 Philosophy & the Bible: Old Testament*
PHIL 170 World Religions*
PHIL 240 Philosophy & the Bible: New Testament*

PHILOSOPHY

PHIL 120 Introduction to Philosophy*
PHIL 201 Political Philosophy
PHIL 330 (IDS 400) Bioethics
PHIL 331 (IDS 401) Ethical Issues in Professions & Business
PHIL 335 (IDS 440) Conceptions of the Mind
PHIL 340 Ethics*

MODERN AND CLASSICAL LANGUAGES

MLNG 201 Beginning French I* (EGC)
MLNG 202 Beginning French II*
MLNG 225 Beginning Spanish I* (EGC)
MLNG 226 Beginning Spanish II*
MLNG 325 Intermediate Spanish I*
SLP 320 Basic Sign Language (EGC)

MUSIC

MUS 161 Listening to Music*
MUS 181 Music Theory I*
MUS 183 Music Theory II*
MUS 291 Rock Music Styles
MUS 361 World Music (EGC)
MUS 366 Elementary School Music*
MUS 391 Jazz

THEATRE

THTR 120 Introduction to Theatre*
THTR 122 Acting*
THT 1050 Voice and Diction* (Incoming Transfer)

NATURAL & PHYSICAL SCIENCES DISCIPLINE AREA—4 Credit Hours

Students must complete EITHER [1. One Lecture course (3 credit hours) and one Lab course (1 credit hour)] OR [2. One combination Lecture and Lab.

BIOLOGY

BIOL 100 Human Biology* + BIOL 102 Lab. Experiences in Biology*
BIOL 180 Principles of Biology* + BIOL 180L Principles of Biology Lab.*
BIOL 200 Humans and the Environment* + An additional Lab course
BIOL 230 Anatomy & Physiology I* + BIOL 230L Anatomy & Physiology I Lab.*
BIOL 231 Anatomy & Physiology II* + BIOL 231L Anatomy & Physiology II Lab.*
BIOL 240 Microbiology for Allied Health* + BIOL 240L Microbiology Lab.*
BIOL 250 Botany* + BIOL 250L Botany Laboratory*
BIOL 260 Zoology* + BIOL 260L Zoology Laboratory*
BIOL 490 General Microbiology* + BIOL 490L General Microbiology Lab.*

CHEMISTRY

CHEM 100 Chemist's View of the World* + CHEM 105 Intro to Chemistry Lab.*
CHEM 120 University Chemistry I* + CHEM 120L University Chemistry Lab. I*
CHEM 122 University Chemistry II* + CHEM 122L University Chemistry Lab. II*

GEOSCIENCES

GSCI 100 Introduction to Geology* + GSCI 102 Intro. to Geology Lab*
GSCI 101 Elements of Physical Geography + An additional Lab course
GSCI 340 Environmental Geology+ An additional Lab course

PHYSICAL SCIENCE

PHYS 102 Physical Science* + PHYS 103 Physical Science Laboratory*
PHYS 111 Physics I* + PHYS 111L Physics I Laboratory*
PHYS 112 Physics II* + PHYS 112L Physics II Laboratory*
PHYS 208 Elementary Meteorology* + An additional Lab course
PHYS 211 Physics for Scientists & Engineers I* + PHYS 211L Physics for Scientists & Engineers I Lab.*
PHYS 212 Physics for Scientists & Engineers II* + PHYS 212L Physics for Scientists & Engineers II Lab.*
PHYS 309 Descriptive Astronomy* + PHYS 103 Physical Science Laboratory*

INCOMING TRANSFER COURSES

BIO 1040 Environmental Science Lecture & Lab.*
BIO 1042 Environmental Science Lab.*
BIO 2020 Anatomy & Physiology & Lab. (5CH)*
PHY 1021 Descriptive Astronomy Lecture*
PSI 2010 Meteorology Lecture & Lab*
PSI 1031 Physical Geology Lecture*
PSI 1032 Physical Geology Lab.*
PSI 2012 Meteorology Lab.*

MEMORIAL UNION

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

Food. Meeting Rooms. Pool Table. Study Lounge. Student Activities...just some of the services and facilities offered in the Memorial Union. Make us your home away from home!

Need a place to meet?

Some of the nicest places for events and student groups to meet are in the Memorial Union.

Looking for a place to study with friends or classmates, or just hang out?

You'll find plenty of places to plug in your laptop.

Hungry?

With a wide range of concepts and options, the Union can handle whatever food craving you have.

Need a break from classes?

Check out Cody Commons and see what entertaining or informative events are planned for you. Keep in touch on social media to stay current with student activities in the Union.

Need Tiger apparel?

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

Need to order books?

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

Looking to spread the word about your event?

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

The Memorial Union is open nights and weekends during the academic year. For an up-to-date listing of hours for the Memorial Union and services located within the Union [CLICK HERE](#).

MEMORIAL UNION
MEMORIAL UNION – ROOM 208
FHSUUNION@FHSU.EDU
(785)-628-5305



TIGER JARGON

AACE: Academic Advising and Career Exploration Center

ADP: American Democracy Project

ASP: Academic Success Programs

Blackboard: Web-based course-management system

CLE: Civic Learning and Engagement

DAWN: Drug, Alcohol and Wellness Network

Departmental Jobs: Jobs that are not subsidized by federal workstudy funds and are open to all students in at least six credit hours regardless of financial aid status

Duo Security: required two-factor authentication.

FAFSA: Free Application for Federal Student Aid

Federal Work Study: A form of federal financial aid based on the amount of financial need determined by the Free Application for Federal Student Aid (FAFSA). Work Study does not mean that you will be paid to study

FERPA: Family Educational Rights to Privacy Act

FHSU Mail: FHSU Student E-mail System

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

FYE: First Year Experience

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

HIPAA: Health Insurance Portability and Accountability Act

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

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

SAP: Student Academic Progress in Financial Assistance

SGA: Student Government Association

SFS: Student Fiscal Services

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

TigerCard: Fort Hays State University issued identification card

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

TigerLink: Student organization portal

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

TigerTech: Primary technical assistance resource

TLC: The Learning Commons

TMN: Tiger Media Network

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

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

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

UNDERGRADUATE ACADEMIC DEPARTMENTAL ACRONYMS

ACCT: Accounting

AGRI: Agriculture

ART: Art and Design

ATEP: Athletic Training

BCOM: Business Communication

BIOL: Biology

BUED: Business Education

CHEM: Chemistry

COMM: Communication Studies

CRJ: Criminal Justice

CSCI: Computer Science

DMS: Diagnostic Medical Sonography

ECON: Economics

ENG: English

ENTR: Entrepreneurship

FIN: Finance

GBUS: General Business

GLE: Global Business English

GSCI: Geosciences

HHP: Health and Human Performance

HIST: History

INF: Informatics

LDRS: Leadership Studies

MATH: Mathematics

MDI: Medical Diagnostic Imaging

MGT: Management

MIS: Management Information Systems

MKT: Marketing

MLNG: Modern Languages

MTP: Massage Therapy

MUS: Music and Theatre

NURS: Nursing

PHIL: Philosophy

PHYS: Physics

POLS: Political Science

PSY: Psychology

RAD: Radiologic Technology

SLP: Speech-Language Pathology

SOC: Sociology

SOCW: Social Work

TECS: Applied Technology

TEEC: Early Childhood

TEEL: Elementary Education

TESP: Special Education

TESS: Secondary Studies

THM: Tourism and Hospitality Management

THTR: Theatre

UNIV: University Courses

BUILDING CODES

AD: Schmidt Foundation Center for Art and Design

AG: Agnew Hall

AH: Albertson Hall

BB: Brooks Building

Beach-Schmidt: Performing Arts Center

BH: Beach Hall

CATS: Center for Applied Technology and Sculpture

CH: Cunningham Hall

CSS: Fischli-Wills Center for Student Success

CT: Custer Hall

FL: Forsyth Library

GC: Gross Memorial Coliseum

GR: Grounds Building

HH: Heather Hall

HMH: Hammond Hall

HSH: Dane G. Hansen Scholarship Hall

MA: Martin Allen Hall

MC: McCartney Hall

MH: Malloy Hall

MM: McMIndes Hall

PH: Picken Hall

RH: Rarick Hall

Schmidt-Bickle: Training Facility

SCR: Soccer Facility

SH: Sheridan Hall

SP: Stadium Place

ST: Lewis Field Stadium

Sternberg: Museum located in Beach Hall

STH: Stroup Hall

TH: Tomanek Hall

Tiger Place

Tiger Village

TRK: Track and Field Facility

UN: Memorial Union

Victor E. Village

WH: Wiest Hall

WI: Witt Building



TESTING SERVICES - PROMETRIC TEST CENTER

Testing Services and the Prometric Testing Center administer college and graduate school admissions tests, select professional certification and licensure examinations, and other national exams.

Services/Resources:

- Testing by appointment for ACT On-Campus, CLEP and DSST credit-by-examination programs, and the Kaplan Nursing Admission Test (KNAT)
- Computer-based testing for academic and professional examinations through the official Prometric Testing Center (ASE, CPA, DAT, FINRA, GRE, LSAT, OAT, PRAXIS, TOEFL, and many other testing programs)
- National standardized testing for ACT, GRE Subject Tests, and SAT
- American Council on Exercise (ACE), Board of Certification for Athletic Trainers (BOC), and other certification programs through the Measure Learning testing program
- Federal Bureau of Investigation (FBI), Transportation Security Administration (TSA), and other examination programs through the PSI True Talent PAN testing program
- Kansas Cosmetology exams through the National Testing Network program
- Information on test requirements, test dates, registration procedures, and resources for contacting affiliated programs
- Comprehensive information on the Testing Services website

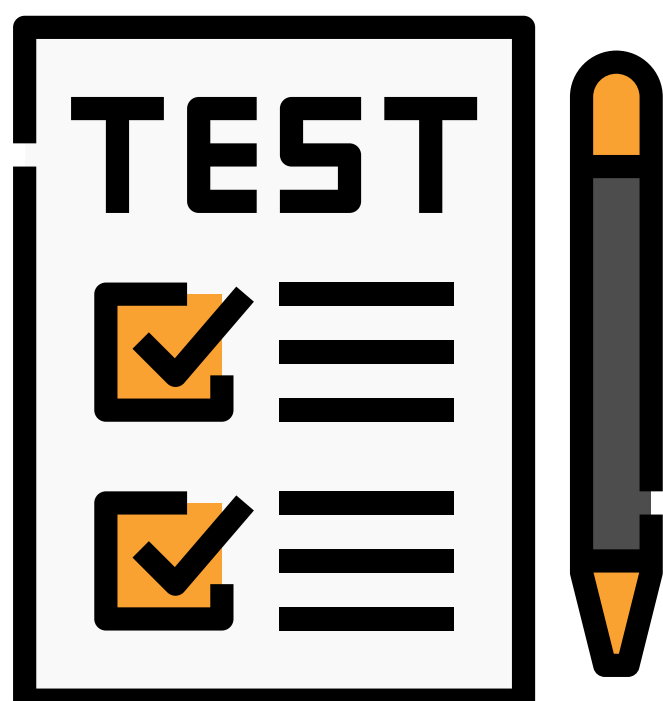
Should you prepare for a test? Yes! Preparing for an examination will help you:

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

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

- Testing company websites often provide information on the skills and knowledge measured on a specific test, sample questions, and practice tests.
- Test preparation sites can help provide information on the skills measured on a test, sample questions, instructional information, etc. Please be cautious when using these sites. Some test preparation sites provide free information while others charge a fee for their information and services. Additionally, these sites do not always reflect current examination content, policies, or procedures.
- Published books on preparation for specific exams provide instructional information as well as sample questions and sample tests.
- Faculty in your field of study often have insights or information related to exams in their area of expertise.

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



TESTING SERVICES
785-628-4125
PROMETRIC TESTING CENTER
785-628-4330
PICKEN HALL - ROOM 117

VICTOR E APPAREL & GIFT CO.

Victor E. Apparel & Gift Co. is your one stop shop for all things Tiger. Browse in-store in the Memorial Union or [shop online](#). We have an assortment of apparel for men, women, youth, and pets. Get some great spirit gear to wear to FHSU events as a proud Tiger!

We are also the pick-up location for the Online Bookstore. Have your textbooks shipped to the store for safe keeping and pick them up by showing us your Tiger Card ID.



Fort Hays State University Apparel and Gifts

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

School Supplies and Technology

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

VICTOR E APPAREL & GIFT CO
MEMORIAL UNION – ROOM 122
VICTORE_CO@FHSU.EDU
(785)-628-4417



**WE WELCOME
YOU**

FOOD AND HUNGER INITIATIVES

Tiger Food Exchange

Tiger Food Exchange offers readily accessible healthy food and nutrition information for students, faculty, and staff.

Available Items:

- Canned and packaged foods
- Whole grain and legume dispensers
- Limited supply of meats
- Garden produce (fresh and frozen)
- Toiletry items
- Laundry supplies
- Cookbooks



Things to Watch For:

- Fresh Food Friday
- Breakfast Tacos
- Soup of the Day
- Pasta or Potato Bars
- Ready Bag Meals

Want to know how to donate? Scan Here!



Location:

First floor of the Memorial Union in the Chestnut Room

Victor E. Garden

Victor E. Garden provides healthy produce for members of the campus community. All students, faculty, staff, and alumni are welcome to volunteer in and harvest from the garden. There is an Outdoor Classroom and picnic space located under the shelter at the Victor E. Garden.



Location:

East of the Robbins Center in the low lying area near the creek

ENGAGE

Visit the Tiger Food Exchange to see what available items may be helpful for you.

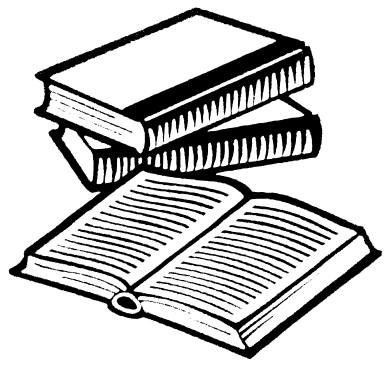
FOOD AND HUNGER INITIATIVES
MEMORIAL UNION – CHESTNUT ROOM
PETER TRAMEL: 785-628-4425
PHTRAMEL@FHSU.EDU
BOB DUFFY: 785-628-4401
REDUFFY@FHSU.EDU

ONLINE BOOKSTORE

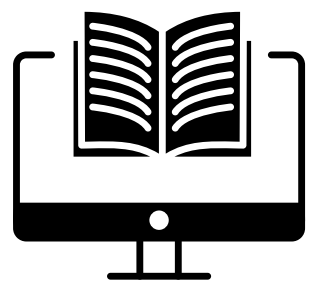
Ordering process

1

Choose your preferred reading method.



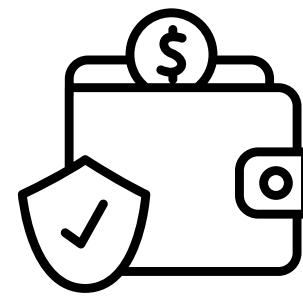
Printed textbooks:
New, used, or rental



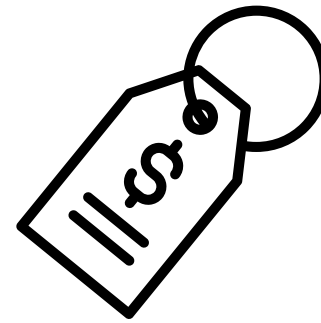
eBooks

2

Browse your preferred options and save money!



Average savings of 60% off list price on marketplace items.



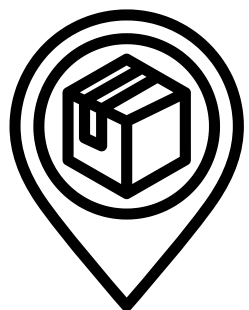
Price match guarantee on new books.

3

Review your order, shipping, and payment information.



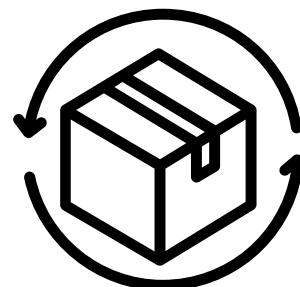
Free shipping on retail orders over \$49 (not including marketplace).



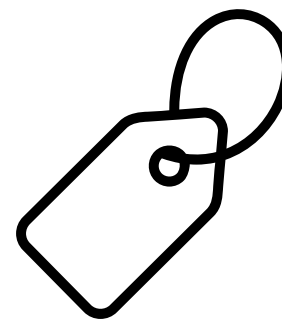
Track your shipment.

4

Review the different options to sell or return your textbooks.

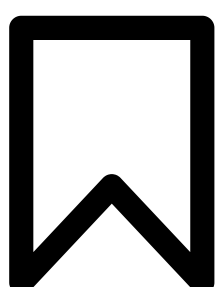


Return options are available.



Post and sell any textbook on the website's marketplace.

ENGAGE



Bookmark the Online Bookstore to your browser for easy access!

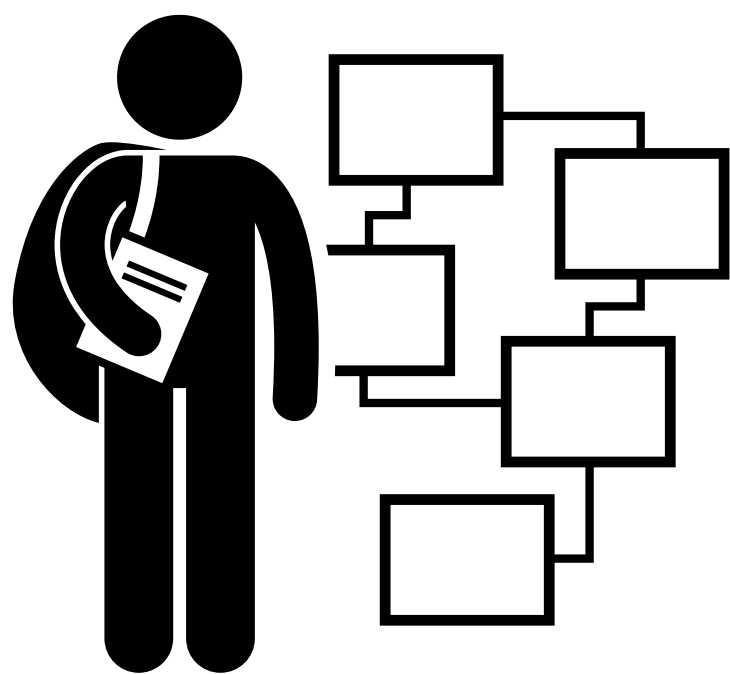
FHSU ONLINE BOOKSTORE
MEMORIAL UNION – ROOM 208
(785) 628-5305
FHSUUNION@FHSU.EDU

REGISTRAR'S OFFICE

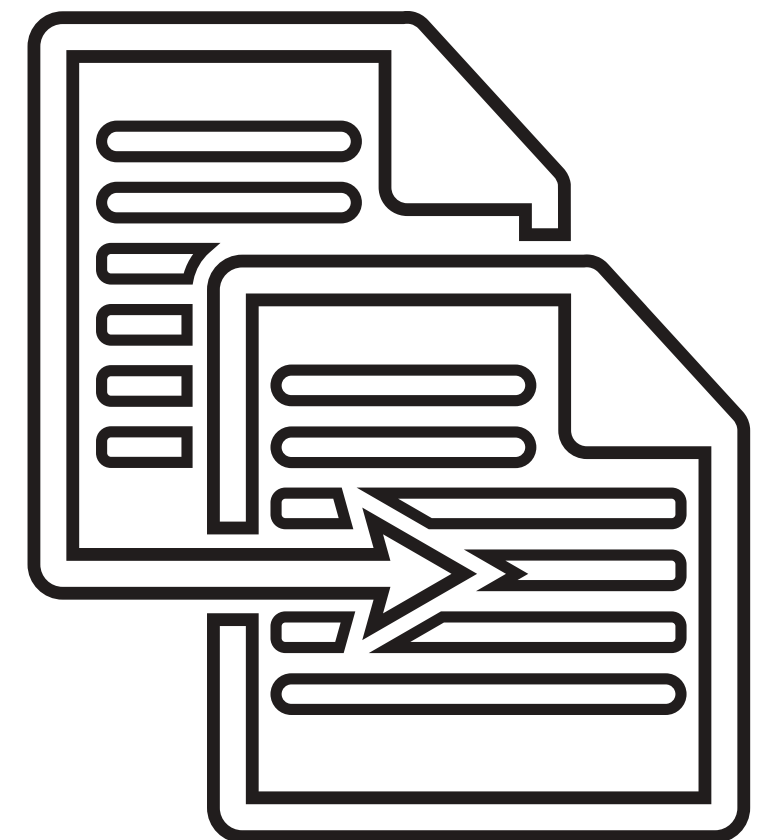
Welcome to FHSU. We want your academic career at FHSU to start with accurate and complete information. Please make sure that you have provided the following to aid in registration and help you meet the academic requirements of your program of study.

- Official high school transcript after graduation (8 semester)
- Official college transcripts (concurrent credit from high school or beyond) including completed courses with final grades
- Official ACT/SAT scores
- Official AP/IB course records with scores

When requesting official transcripts and test scores via mail, email, or electronic transfer, make sure to provide the following contact information:



Registrar's Office
701 Park Street
Hays, KS 67601
Picken Hall, Room 302
Phone: (785) 628-4222
Fax Number: (785) 628-4085
Email: registrar@fhsu.edu.



ENGAGE



- • • • •
- Check your Academics
- tab in Workday to see if
- your transfer credit has
- been posted.
- • • • •

REGISTRAR'S OFFICE
PICKEN HALL – ROOM 302
(785) 628-4222
REGISTRAR@FHSU.EDU

TIGER CARD

The Tiger Card serves as the official photo identification card for all Fort Hays State University students, staff, and faculty.



Your card is needed to:

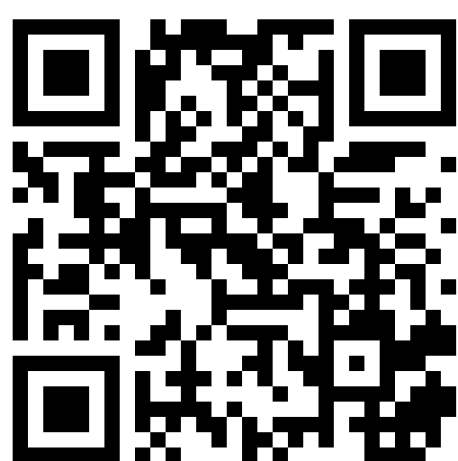
- Check-out materials and technology from Forsyth Library.
- Use your Flexi Cash account
- Access Athletic event attendance tickets
- Visit Health & Wellness Services
- Access secure locations, including Residential Halls
- Use your Residential Life meal plans
- Obtain tickets for arts and cultural events
- Access the Tiger Fitness Center
- Track event attendance in TigerLink for your co-curricular transcript or curriculums

Important Information

- The Tiger Card must be carried at all times and presented to university officials upon request.
- Your Tiger Card does not expire and you do not need to replace it unless damaged, lost, or stolen.
- There are replacement fees for damaged or stolen cards.

ENGAGE

Scan the QR code for more detailed information on FHSU Tiger Cards!



TIGER CARD CENTER
MEMORIAL UNION – ROOM 208
(785) 628-5533
FHSUUNION@FHSU.EDU

TIGERTECH

TigerTech serves as the HelpDesk for FHSU. Browse our helpful resources regarding the most common technical support topics:



[FHSU Email - Student Gmail](#)



[Duo Security](#)



[Hardware Specifications](#)



[New Student Information](#)



[Office 365 / Software](#)
FREE FOR STUDENTS!



[TigerNetID / Login and Password Reset Assistance](#)



[Workday Resources](#)

TigerTech provides assistance with accessing and using FHSU systems; we only support equipment that is owned by FHSU.

ENGAGE



Add TigerTech to your phone contacts for future use!
785-628-FHSU

TIGERTECH

TOMANEK HALL - ROOM 127

(785) 628-3478

UNIVERSITY POLICE DEPARTMENT-

PARKING PERMITS



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

Off-Campus/On-Campus Living

If a student lives off campus, they have the choice of Zone 1, Zone 2, and/or Cycle permits. If a student lives on campus, they are only permitted to purchase a Zone 2 and/or Cycle permits.

Handicap Parking

When parked in a handicapped stall, Handicap Placards are to be displayed behind the FHSU parking permit, otherwise the driver of the vehicle is subject to a citation.

Temporary Permits

Temporary Permits are available to students who may be driving another vehicle, or who have left their permit either at home or in another vehicle. Temporary Permits cannot be issued for more than a week without the approval of the Office Manager.

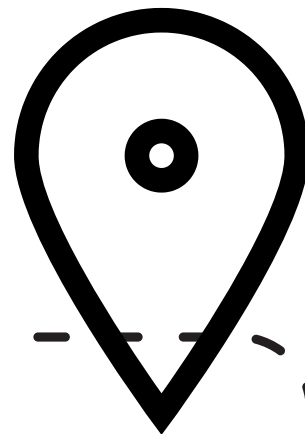
Bicycle Registration

Bicycles **MUST** be parked attached to bicycle racks. Any other placement will result in impoundment and a \$25.00 release fee. Parking permits are not required to park bicycles at on-campus racks, but free registration cards are available for security purposes.

Scan the QR code for more information on Zone 1 and 2 and the purchasing process for parking permits.



ENGAGE



[Click here to view the map designating the two zoned areas.](#) 

UNIVERSITY POLICE DEPARTMENT

CUSTER HALL - ROOM 112

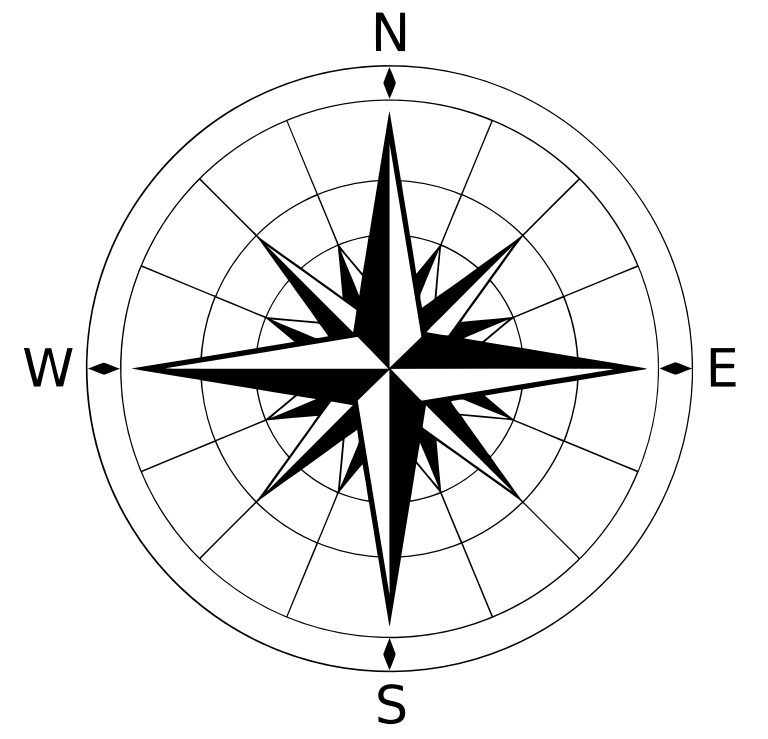
(785) 628-5304



ACADEMICS





**WORK SMARTER,
NOT HARDER**

ACADEMIC AND CAREER ADVISING



Your academic advisor has been assigned based on your declared major/program of study.







The academic advisor is a:

- 
 a facilitator of communication related to academic planning.
- 
 a coordinator of learning through course planning and academic progress review.
- 
 a resource for registration support and supporter of academic success.
- 
 an agent of referral to other student services as necessary.

ENGAGE 


Put your advisor's contact information in your phone for future use!

View My Support Network  

2 Items      

Role	Student Cohorts	Photo	Person	Public Work Email
Academic Advisor	Werth College of Science, Technology, and Mathematics (A-F) – Becky Newell		Rebecca L Newell Becky L Newell	rlnewell@fhsu.edu

Scan the QR code to view our academic advisor's goals when working with their students.



ACADEMIC AND CAREER ADVISING
FISCHLI-WILLS CENTER FOR STUDENT SUCCESS – ROOM 142
(785) 628-5577
ADVISING@FHSU.EDU

ACADEMIC SUCCESS PROGRAMS



YOUR Academic Hero

Peer Tutoring

Get assistance from current students that have recently taken the classes you are in and want to help you reach your academic goals.

[Tutoring Schedules](#)

Academic Coaching

Customized recommendations and academic resource referrals available when you meet one-on-one with Academic Success Programs' (ASP) staff.

[FREE Online Resources](#)

Semester at a Glance

Download and print important academic deadlines and registration dates each semester.

[Calendar](#)

How to Schedule an Appointment



Visit the front desk on the 1st Floor of the FWCSS

-or-

Call 785-628-4260 and ask to schedule an appointment (peer tutoring, academic coaching, or unsure)

-or-

Email: success@fhsu.edu

-or-

Schedule online in [Handshake](#)

ENGAGE

Add ASP's phone number to your phone contact and the email to your email directory.

ACADEMIC SUCCESS PROGRAMS
FISCHLI-WILLS CENTER FOR STUDENT SUCCESS – ROOM 113
(785) 628-4260
SUCCESS@FHSU.EDU

CAREER EXPLORATION



Choosing a major is hard, and questioning your selection is tough. Let us help make the process easier. Follow these three steps to find or confirm your major at FHSU.

1

Complete the FHSUMajors.com quiz

FHSUMajors.com is a FREE career quiz. After completing questions about your academic and work preferences, this tool will generate a Top 10 list of FHSU majors to explore.

2

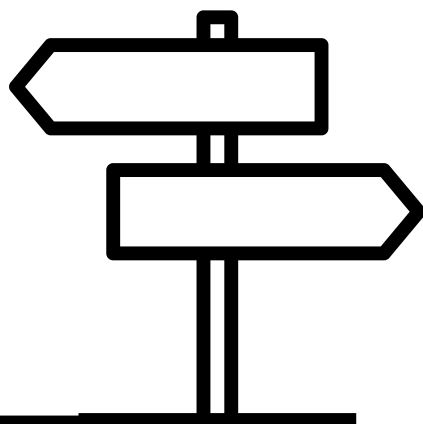
Attend the Annual Majors and Graduate Programs Fair

Every fall, representatives from all academic departments come together to answer your questions about academic opportunities available to you at FHSU. Come and learn about majors, minors, certificates research opportunities, academic student organizations and more on Wednesday, October 25 from 11-3 on the second floor in the Memorial Union.

3

Do Your Research

There are numerous resources to help you find the information you need to decide on a major. The What Can I Do With a Major in... webpage aligns majors to careers and transferrable skills, while the Occupational Outlook Handbook provides national data on pay, job outlook and much more.



Need help navigating your options?

Career Exploration Appointments

Career Exploration provides students with the opportunity to visit with a career advisor about their major options. The career advisor will help you assess your personality, interests, values, and strengths to identify potential majors and careers.

UNIV 100: Major and Career Exploration course

This course is offered each semester (fall, spring, and summer) and is designed to assist students in learning about themselves and majors that align with their personality, interests, values, and strengths. The class is eight-weeks and one credit hour.

ENGAGE

Put the Majors and Graduate Programs Fair information on your calendar!

October 25, 2023,
Second Floor, Memorial Union
11:00 a.m. - 3:00 p.m.

**ACADEMIC ADVISING AND
CAREER EXPLORATION CENTER
FISCHLI-WILLS CENTER FOR STUDENT
SUCCESS - ROOM 142
(785) 628-5577
ADVISING@FHSU.EDU**

FORSYTH LIBRARY AND LEARNING COMMONS



Ask a Librarian

- Get help searching for articles and resources using databases and the library website
- Use subject and course guides to help guide you through the research process
- View tutorials for tips to successfully complete research projects



Scan the QR code for access to the Library's app!

Library Resources

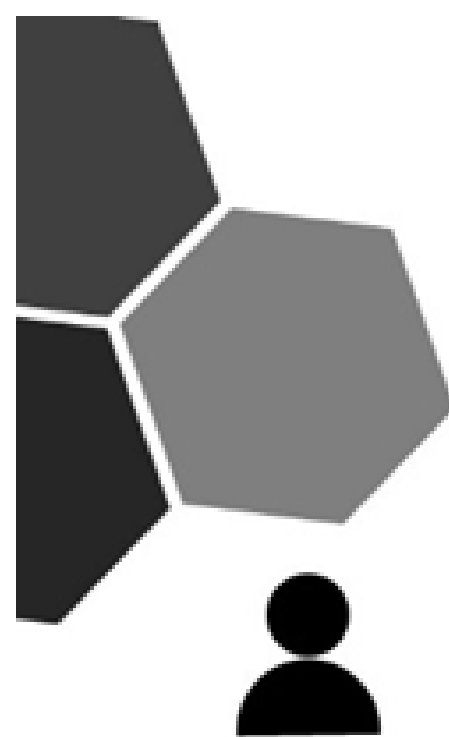
- Access articles, eBooks, news, and research databases online
- Check out books, periodicals, magazines, and media
- Search government publications and information
- Explore Special Collections, University Archives, and The Archives Online
- Obtain articles or books not owned by Forsyth Library through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

Technology and Technology Assistance

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

ENGAGE

Visit the website for hours of operation, research help, and to access library resources and services.



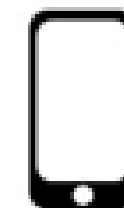
In Person

Forsyth Library
FHSU Campus



Call

785-639-6180



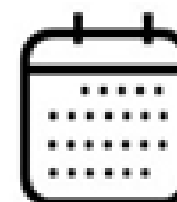
Text

785-527-9483



Email

refserv@fhsu.edu



Schedule an Appointment

Libanswers.fhsu.edu



Live Chat

Libanswers.fhsu.edu

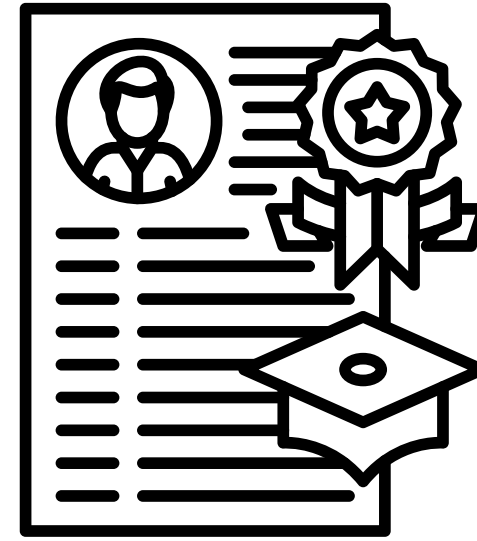


FORT HAYS STATE UNIVERSITY
FORSYTH LIBRARY
Forward thinking. World ready.

REGISTRAR'S OFFICE

From admission to graduation, we are the gatekeepers of your academic records. We also provide a variety of other services/resources:

- Academic transcripts
- Enrollment verification
- Undergraduate application processing
- Course and facilities scheduling
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of "residency for fee purposes" (in state vs. out-of-state)



Your first three FHSU transcripts each registered semester are **FREE OF CHARGE**

...

Important Student Resources:

[Workday Student Resources](#)

[Academic Calendar](#)

[Public Semester Course Search](#)

[Order FHSU Transcripts](#)

Once you have achieved sophomore status as an admitted student, a degree analyst will prepare your degree summary/review your academic progress. Degree analysts are currently assigned by the student's last name.

ENGAGE



Scan the QR code to view the Registration Calendar, to identify your registration windows.

REGISTRAR'S OFFICE
PICKEN HALL – ROOM 302
(785) 628-4222
REGISTRAR@FHSU.EDU

STUDY ABROAD

Study abroad programs range in length from several weeks in the summer to a semester or full year and financial assistance is available. Regardless of the field you choose to study, a program is available for you, and class credit will transfer to Fort Hays State University with careful planning with your academic advisor.

Experience Types



National Student Exchange (NSE) is a wonderful way of experiencing life at a different college or university in the United States, Virgin Islands, Guam, Puerto Rico, or Canada. With NSE, you can attend one of over 190 NSE member schools for a maximum of one year and pay affordable FHSU tuition and fees. Financial aid and scholarships can be applied to your program. Unfortunately, graduate students are not eligible to participate.



Affiliated Program Providers for study abroad offer programs in a variety of international destinations along with an array of programs, courses, field excursions, and extended travel opportunities. Most providers offer an all-inclusive package price point, which includes tuition, housing, meals, cultural activities, field excursions, and optional extended travel. These providers will also offer pre-departure orientation, visa support, academic advising, on-site staff and support, travel assistance, insurance, and one-of-a-kind cultural immersion experiences. Use our Guided Questions form to help assist you with finding the right program.



Faculty-led short-term study abroad programs at FHSU offer students a very impactful experience while traveling with fellow Tiger students and faculty. Typically offered during intercession, spring break, or summer, these programs offer meaningful cultural experiences and academic coursework at a variety of international destinations.



International internships can be done as a standalone program for academic credit or can be done in coordination with a study abroad. Many of our affiliated program providers offer internships in many countries around the world. If you are interested in doing an internship abroad, please schedule an advising session with the FHSU Study Abroad Coordinator.

ENGAGE

Create an account on Tiger Travel



LOL (Learn O Little, Learn O Lot) Events and Advising Sessions



STUDY ABROAD ADVISING

Schedule a Study Abroad Advising Session

Freshmen: Attend a campus informational event to receive general program and application information. Schedule your advising session your freshman year to be on program during your sophomore year.

Sophomores: Schedule your advising session your sophomore year to be on program during your Junior year.

Juniors: Don't wait another minute to schedule your advising session your Junior year. Fall of your senior year is the last term you can be on program. Pay close attention to deadlines so you don't miss out.

STUDY ABROAD OFFICE

MEMORIAL UNION – ROOM 014

(785) 628-4176

STUDYABROAD@FHSU.EDU

TIGERTECH

TigerTech serves as the HelpDesk for FHSU. Browse our helpful resources regarding the most common technical support topics, once arriving at FHSU:



[Blackboard Support provided by Teaching Innovation and Learning Technologies \(TILT\)](#)



[Computer Lab Login](#)



[Internet / Wireless](#)



[IT Security Information](#)

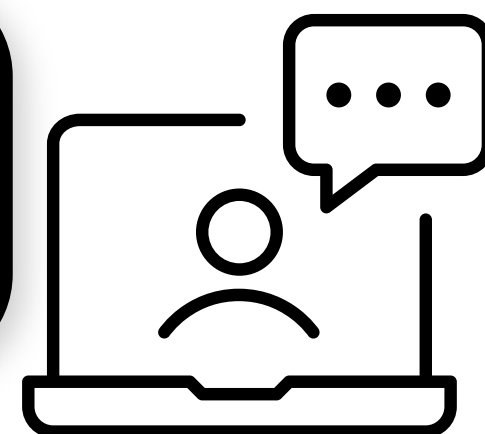


[TigerPrint](#)



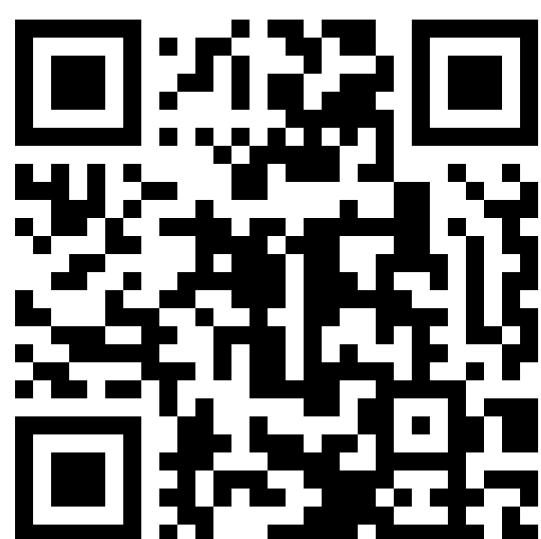
[Workday Resources](#)

ENGAGE



[Submit a ticket](#) or [chat with us online](#) for assistance in resolving technical issues!

For liability, privacy, and security reasons, TigerTech is not authorized to provide assistance on a customer's computer, portable device, or other hardware or peripherals, except in the presence of the owner.



Scan the QR code for more information regarding the Information Access and Technology Policies.

TIGERTECH
TOMANEK HALL - ROOM 127
(785) 628-3478

WRITING CENTER

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

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

ENGAGE

Create an account to schedule an appointment with the Writing Center

FHSU WRITING CENTER
FORSYTH LIBRARY – MAIN FLOOR
(785) 628-4106
WRITINGCENTER@FHSU.EDU

Who?

Students, faculty, and staff of all skill levels and working in any field can bring projects to the Writing Center for consultation.

What?

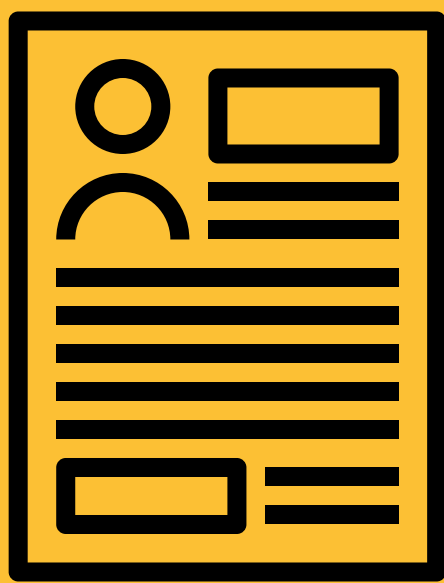
Sessions last 30 minutes, and you may have one appointment per day. You will introduce your project, develop a plan of action for the session, and take steps toward improvement. You will then be able to summarize the session with your consultant and discuss the next steps.

Where?

Face-to-face appointments and live online sessions are easy to make through WCOOnline. Here you will find step-by-step instructions and a link to schedule.

When?

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

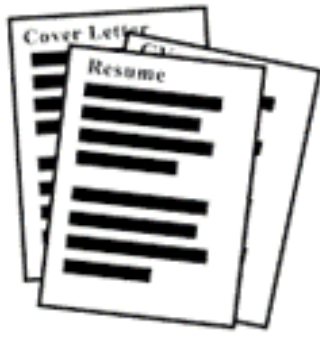


**MAKING YOUR
MONEY WORK
FOR YOU**



CAREER SERVICES

Career Services assists FHSU students in building the necessary job skills to conduct a successful job search and gain admission to graduate school. Career Services also provides extensive information on employment opportunities in both internships and full-time positions! Check out our services and resources:



Resume and Cover Letter Reviews

Help job seekers prepare resume and cover letter and learn interview/job searching strategies.



On-campus or online interviewing opportunities

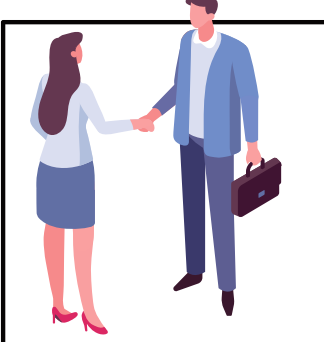
Use Big Interview to practice your interview skills 24/7 online.



Handshake

Use your FHSU login to access Handshake to find nationwide job postings, tutoring appointment blocks, and Career Services appointments.

Check out Jobs for Tigers for part-time positions in the Hays area.



Career Fairs

Connect with future employers, recruiters, and schools for potential employment. Check our website or Handshake for upcoming fairs.

 <p>TAILORED FOR Tigers CREATING CAREER READY TIGERS</p>	 <p>GoinGlobalTM Jobs here, there, everywhere.</p>	
<p>Acquire one free professional outfit from our clothing closet each year you are enrolled at FHSU.</p>	<p>Access through Handshake information on global jobs and internships, interviews, and cultural advice.</p>	<p>Connect with us on Instagram and LinkedIn @FHSUCareers!</p>

ENGAGE

Activate your Handshake account and create your profile.

CAREER SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS – ROOM 142
(785) 628-4260
CAREERS@FHSU.EDU

FINANCIAL ASSISTANCE

ENGAGE



Information about your financial aid cannot be released to another person, including parents, without your written authorization.

Request access for other individuals to perform tasks on your behalf.

Complete the Cost of Attendance Worksheet to estimate how much total financial aid you will need for the academic year. You should include tuition and fees, books and supplies, housing and meals, transportation and personal expenses.

Scholarships are awarded from a variety of sources and based on academic merit and/or need.

Numerous FHSU scholarships are available through the online scholarship application. You must submit your application annually to be considered.

You must submit your FAFSA every year to be considered for federal financial aid. Submit your FAFSA as soon as possible after January 1, 2024.

* 2023-2024 FHSU FAFSA Priority
Deadline: March 1, 2024
FHSU School Code: 001915

FAFSA
Federal Student Aid
An office of the U.S. Department of Education

* FHSU Scholarship Application Priority
Deadline: November 15, 2023

FHSU Scholarship Application
Final Deadline: February 15, 2024

FINANCIAL ASSISTANCE OFFICE

PICKEN HALL - ROOM 202

(785) 628-4408

FINAID@FHSU.EDU



FORT HAYS STATE
UNIVERSITY

STUDENT EMPLOYMENT

The Student Employment Office (SEO) can assist students in finding on-campus jobs by providing a centralized place for information about work-study and departmental jobs. Work-study is a form of federal financial aid based on the amount of financial need determined by the Free Application for Federal Student Aid (FAFSA). There are also departmental jobs on campus that do not require federal workstudy eligibility.

Other services & resources provided by the SEO:

- Meet with current and prospective students and parents to discuss job programs
- Evaluate eligibility of job seekers for various job programs and refer qualified candidates to available job openings
- Assist newly hired student employees in the completion of employment documents and process necessary changes for continuing student employees
- Process payroll information required for production of student paychecks and maintain accurate records of student payroll
- Provide employment verifications for student employees

Benefits to working on-campus:

- Flexible scheduling & friendly work environment
- Learn more about FHSU and engage with the campus community
- Gain skills for future career
- You are a student first

Information about working off-campus:

- Students seeking part-time off campus employment in the Hays area are encouraged to utilize Handshake.

ENGAGE

Apply for an on-campus job!

- 1 Login into Workday
- 2 Navigate to the Career worklet
- 3 Click on *Find Student Jobs*

STUDENT EMPLOYMENT OFFICE

SHERIDAN HALL – ROOM 110

(785) 628-5227 OR

(785) 628-4607

STUDENT FISCAL SERVICES

As you work to achieve your academic goals, the office of Student Fiscal Services is here to help you better understand and manage your financial responsibilities throughout your college career. See the helpful information below to get you started!

Payment Arrangements and Billing:

After you register for classes and your tuition and fees are assessed, you will need to make payment arrangements by the set due date each semester. To view your charges, login to Workday and access your Student Financials tab. You will use the Make a Payment task or the myFHSU Payment Portal link to make your payment and/or enroll in a payment plan. Aside from the initial tuition and fees due date, the standard due date for other charges on your account is the 15th of every month.

Financial Aid Disbursement

The Student Fiscal Services Office disburses funds to student accounts, including federal and non-federal grants and loans, community scholarships, and Third Party Sponsor payments. Financial aid applies to your current semester charges first. Any excess funds will be refunded to you via the Student Refund Payment Election you set up within Workday.

Community Scholarships / Tuition Assistance & Third Party Billing

Student Fiscal Services handles the processing of community scholarships coming into the University. Scholarships can be mailed to our office or brought to the window. Having as much information as possible with each scholarship will help speed up the processing times within our office. Student Fiscal Services also handles the processing and invoicing of tuition assistance.

Friends & Family Third Party Permissions

Parents or other individuals can be added to your student account by granting them permission via Friends and Family within Workday. Doing so is completely optional and adjustments can be made at any time.

ENGAGE

Click on the "Financials" tab in your Workday account to view your account activity



Scan to view the step by step instructions to make a payment.



STUDENT FISCAL SERVICES

PICKEN HALL - ROOM 317

(785) 628-5251

SFSMAIL@FHSU.EDU

TIGER MONEY MENTORS

**FREE Financial
Guidance From
Students You Can
Trust**

Tiger Money Mentors are trained, money-savvy students passionate about helping you take charge of your finances.

We offer one-on-one sessions to answer your financial questions on a variety of financial topics, including:

- Organizing your finances and spending
- Creating and sticking to a budget
- Developing a plan to reach your short- and long-term financial goals
- Understanding your student loans and repayment options
- Reviewing job offers and employee benefits
- Obtaining and reviewing your credit report

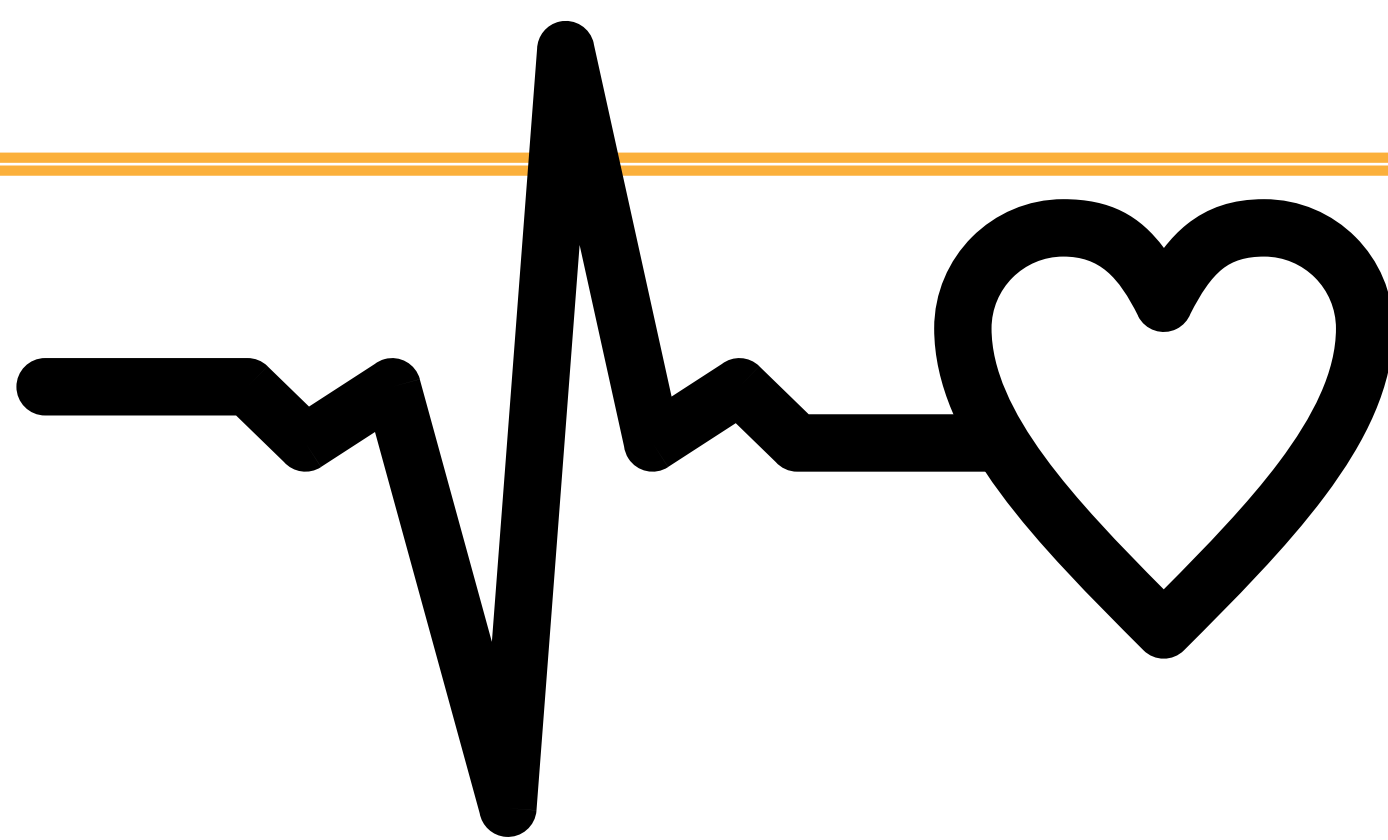


ENGAGE

 [Schedule your FREE appointment!](#)

**TIGER MONEY MENTORS
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS – ROOM 113 B
OR MCCARTNEY 216B
(785) 628-5237
TMM@FHSU.EDU**

**HEALTH
AND SAFETY
FOR YOU**



COUNSELING SERVICES



We offer confidential therapy services to help with a wide range of mental health concerns including stress, anxiety, depression, college transition, drug and alcohol use, grief, and relationship issues. Our professional counselors can help you learn problem-solving techniques for college success and be a source of support during challenging times.

ENGAGE

Scan the QR code to check out our Self-Help and Screenings Section!

Scroll down to the bottom of the page and select:
Counseling Services->
Self-Help and Screenings

Free Services!

Click the boxes for more information:

Personal
Counseling

Drug and
Alcohol
Counseling

Support
Groups

Additional
Resources



HEALTH AND WELLNESS SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS - 3RD FLOOR
(785) 628-4401

DRUG AND ALCOHOL WELLNESS NETWORK (DAWN)

DAWN focuses on prevention and treatment of alcohol and drug abuse issues. DAWN uses outreach programming to help students prevent the harms associated with alcohol/drug abuse, and to promote wellness for the FHSU community. DAWN is licensed by the State of Kansas to offer Early Intervention/Interim Services, Alcohol and Drug Assessment and Referral Program.

Tobacco-Free Policy

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

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

For any student wishing to quit using tobacco products, Health and Wellness Services offers consultation for FDA-approved cessation products and counseling. Contact their office for more information or to schedule an appointment.



Scan the QR code for more information regarding our tobacco-free policy.

Services/Resources

- Self-Help and Screenings
- Information and Facts related to alcohol/drugs
- Support Groups
- Chemical Dependency Evaluations
- Alcohol Information School (AIS) sessions
- Individual and group outpatient substance abuse counseling

ENGAGE

Complete AlcoholEdu and e-chug when directed.



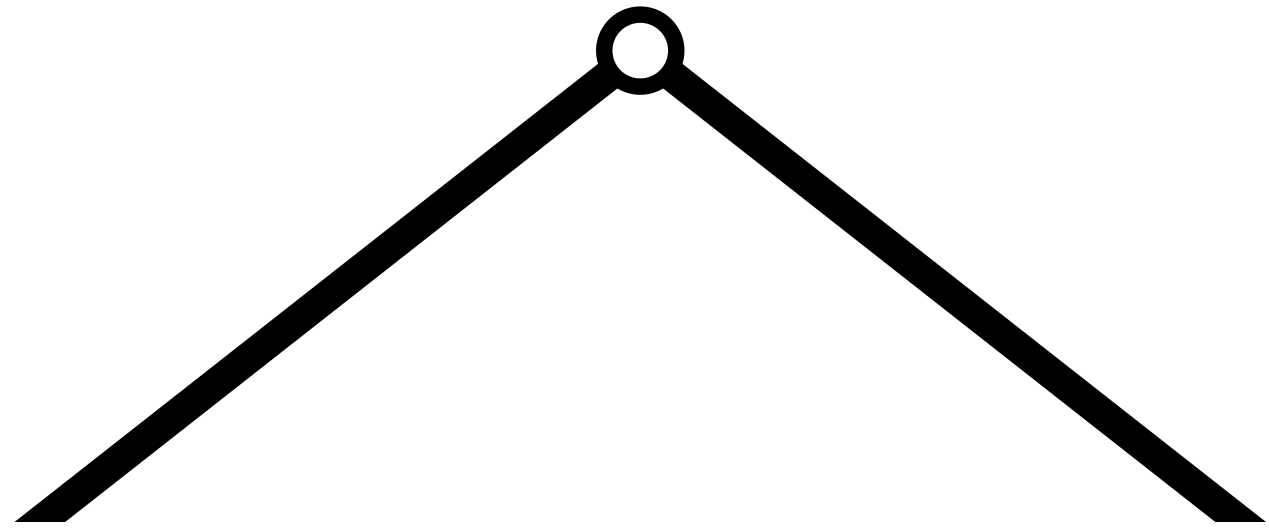
Uber and Lyft are available in Hays!

HEALTH AND WELLNESS SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS - THIRD FLOOR
(785) 628-4401



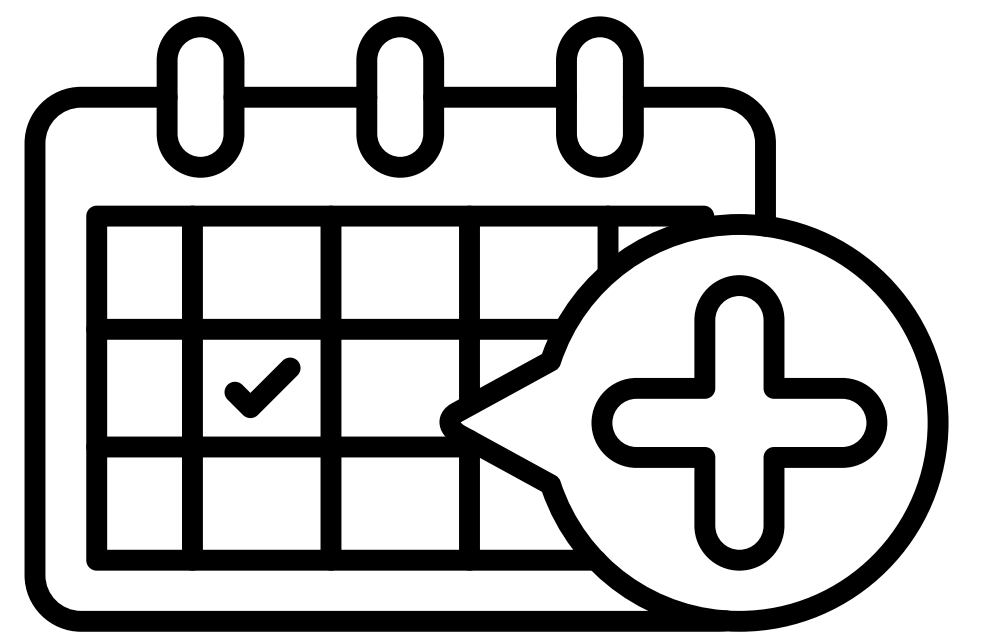
HEALTH AND WELLNESS SERVICES— MEDICAL

ENGAGE



Our team of dedicated medical professionals provide compassionate, individualized care that emphasizes appropriate treatment and promotion of personal wellness. Our affordable healthcare services are conveniently located on the FHSU campus, and most major insurance plans are accepted.

Needing medical attention outside of campus hours? Scan the QR code to view other options in Hays (found under the contact information).



Visit our website to get a glimpse of the services we offer, how to schedule an appointment with us, and useful information on steps you can take for your own personal wellness.

HEALTH AND WELLNESS SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS - 3RD FLOOR
(785) 628-4401

SAFETY TIPS

Walking through campus

- At night, stick to well-lighted areas whenever possible and avoid alleyways or "short cuts" through isolated areas.
- Travel in groups and avoid going out alone at night.
- Use the campus escort at night.
- If you are being followed, change direction and go to the nearest business or home; knock on the door, and request that someone call the Police. Note the description of the person following you.
- Tell a friend or roommate where you are going and what time you expect to return.
- Stay alert to your surroundings and the people around you.
- Keep your keys separate from your purse or backpack.
- Walk with a confident stride; keep your head up and look around.

Running in Hays

- Plan your route in advance and walk/jog/run in familiar areas.
- Go with a friend if possible.
- Change your route and schedule.
- Take a key with you; do not leave your house or room unlocked; someone could be watching to see when you are not home.



Bicycle Safety and Protection

- Wear a helmet at all times when riding a bicycle.



Scan the QR code for more information on bicycle safety provided by the city of Hays



Cyber Security

- Scan the QR code for tips on keeping your technology secure.

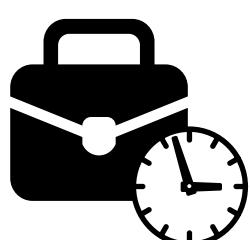


Add to your phone contacts

ENGAGE



Hays Non-Emergent Number (785) 625-1011



University Police Department Number (785) 628-5304



STUDENT ACCESSIBILITY

ENGAGE

Scan the QR code to learn more about the application process.



FHSU offers reasonable accommodations to students with documented learning, physical, and/or psychological disabilities. We are here to help support your needs.

To access services, you are **REQUIRED** to register with our office, identify your needs, and provide documentation in order to be considered for accommodations.

Support System

In
Classrooms

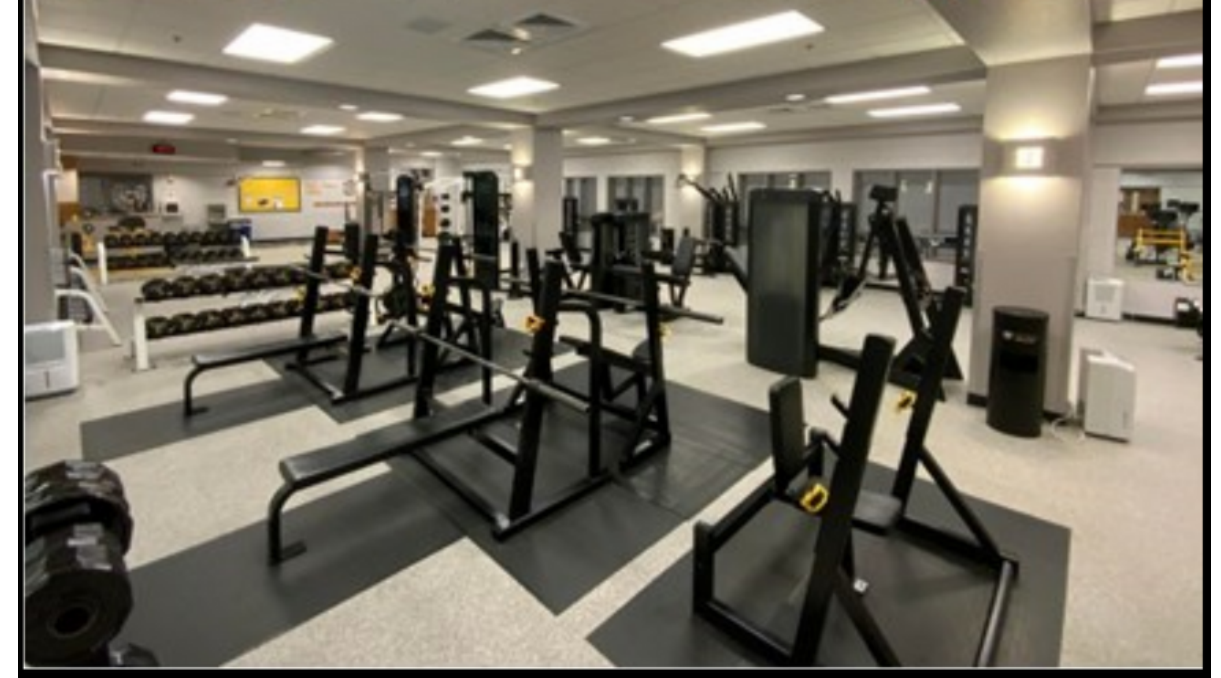
Advocacy

Academic
Counseling

HEALTH AND WELLNESS SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS – 3RD FLOOR
(785) 628-4401

TIGER FITNESS CENTER

Fort Hays State University Tigers are strong, resilient and determined to persevere in whatever they set their minds to accomplish. Our Tiger Fitness Center is here to help you get there, so your physical health can match your mental endurance.



Group Fitness Classes

- Fit-30
- HIIT Me Up
- Body Basic Boot Camp
- TRX Total Body
- Fit Factor Circuits
- Yoga

Semester in Session Hours

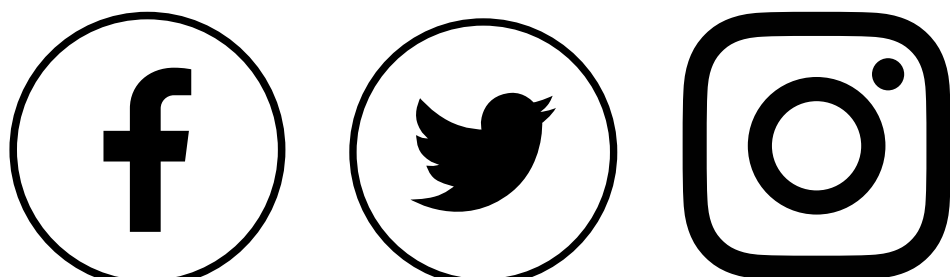
- Monday-Thursday:
6:30AM-10PM
- Friday: 6:30AM-8PM
- Weekends: 10AM-5PM

Interesting Fact

- Research shows the more active you are, the better you will do academically and professionally.

ENGAGE

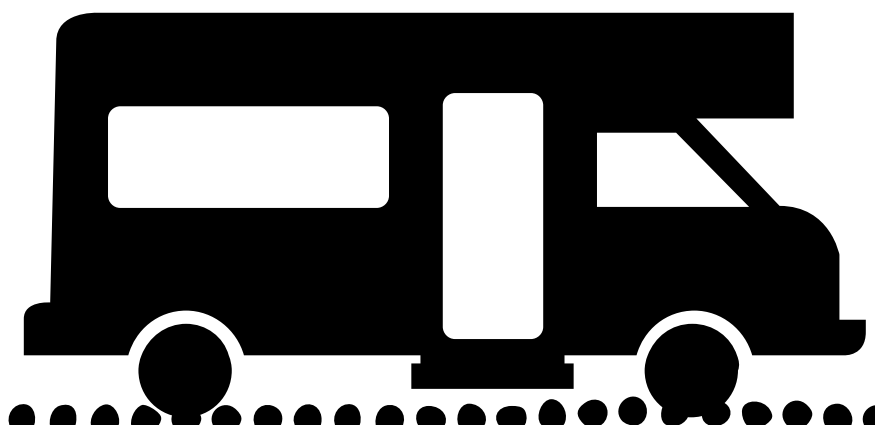
Follow us on [Facebook](#), [Twitter](#), and/or [Instagram](#) to stay up-to-date with classes and events.



TIGER FITNESS CENTER
CUNNINGHAM HALL – ROOM 132
(785) 628-5908
FITNESS@FHSU.EDU

TRANSPORTATION

Tiger Transport



Tiger Transport is a **FREE**, fixed route van transportation service for FHSU students and the general public.

The **FIXED** route begins behind McMIndes Hall and across the street from Victor E. Village on the corner by the kiosk and goes to Wal-Mart and Big Creek Crossing. The van returns to FHSU at the corner kiosk behind McMIndes Hall and across the street from Victor E. Village.

NOTE--Tiger Transport **WILL NOT** run on Christmas Eve, Christmas Day, or New Year's Day if any of these days fall on a scheduled Tiger Transport day.

ENGAGE



Scan the QR code to view the Tiger Transport Schedule!

INTERNATIONAL STUDENT SERVICES

MEMORIAL UNION – ROOM 014

(785) 628-4176

INTERNATIONAL@FHSU.EDU

UNIVERSITY POLICE DEPARTMENT

FHSU police officers are commissioned by the State of Kansas under K.S.A. 76-726 and have the same law enforcement authority and responsibilities as local police officers and sheriff deputies.

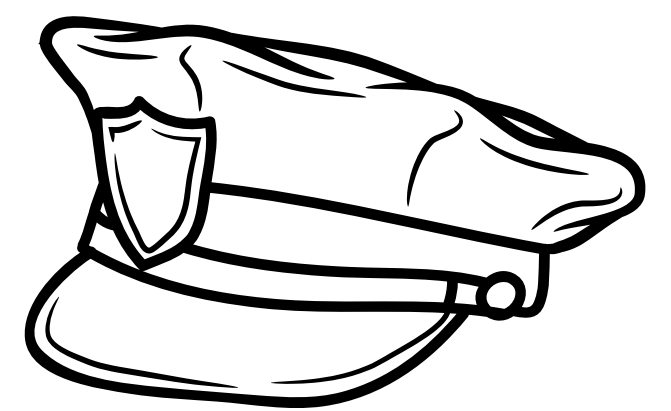
- FHSU police officers are responsible for a full range of public safety services including:
- criminal investigations
 - enforcement of criminal statutes and city ordinances
 - collection of data for crime reports, motor vehicle accident investigations
 - civil commitments for person(s) in need of care
 - traffic and parking enforcement
 - emergency management

UPD provides a number of non-emergency or enforcement services that are limited to times when officers are available.

Services include:

- Escorts
- Vehicle Jump Starts
- Vehicle Unlocks
- Small amounts of Fuel
- Air Bubble
- Transport to/from airport and bus terminal

The University Police Department (UPD) has primary jurisdiction over all property owned or controlled by Fort Hays State University (i.e. main campus, parking lots, residence halls and other affiliated property) and has concurrent jurisdiction to enforce laws within the City of Hays as needed. UPD officers are also commissioned as Ellis County Sheriff Deputies.



ENGAGE

Add the UPD phone number to your contacts for immediate use in case of emergencies!

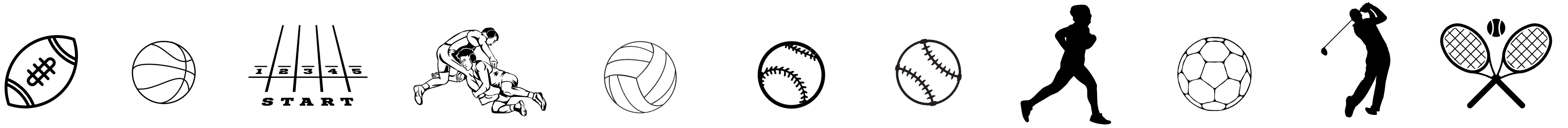
UNIVERSITY POLICE DEPARTMENT
CUSTER HALL - ROOM 112
(785) 628-5304

FIND YOUR



PEOPLE

ATHLETICS



Sports at FHSU

Men's

Football
Baseball
Basketball
Track & Field
Soccer
Wrestling
Golf
Cross Country

Women's

Volleyball
Softball
Basketball
Track & Field
Soccer
Wrestling
Golf
Cross Country
Tennis

ENGAGE

Support our
FHSU Tigers!

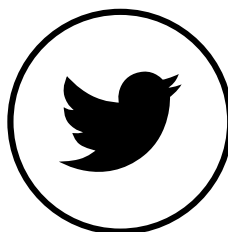


Scan to claim your free ticket
for home football and
basketball games!

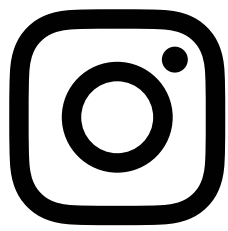
Connect With Us



Fort Hays State
University Athletics



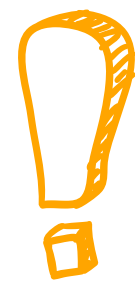
@fhsuathletics



@fhsuathletics



The official FHSU Athletics app offers
interactive social media, scores and stats.
Download it today!



Remember to wear Tiger
Gold on Fridays (TGOF)!

ATHLETICS DEPARTMENT
CUNNINGHAM HALL - ROOM 138
(785) 628-4050

CAMPUS INTRAMURALS AND RECREATIONAL SPORTS

We proudly offer activities for everyone and invite you to join us for fun, fitness, socialization and friendship. ! If it's aquatics, outdoor recreation, organized competition, pick-up basketball or something in between, we've got you covered!

Types of Competition

● Teams sports are represented by different divisions: men's, women's, and co-rec. Gather with a group of friends from your residential hall, Greek house, or student organizations and create a team.

● Activities for singles, doubles, and team competition. Many activities are non-competitive and recreationally based.

● Team sport champions are determined through divisional playoffs followed by a championship competition.

Over 300 Activities

● Basketball
Bowling
Softball

● Volleyball
Mud Volleyball
Sand Volleyball

● Football
Fantasy Football
Flag Football

● Easter Egg hunt
Paint a tiger!
Non-Competitive/
Recreational activities

ENGAGE

Sign-up through IMLeagues to relieve your stress in a non-competitive activity and WIN a TIGER Championship.

INTRAMURALS

CUNNINGHAM HALL- ROOM 111

(785) 628-4373

INTRAMURALS@FHSU.EDU

CIVIC LEARNING AND ENGAGEMENT (CLE)

How will you stand out from the crowd?

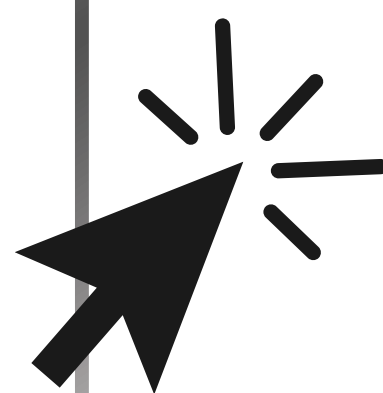
CLE initiatives provide students with volunteer experiences and civic learning engagement opportunities to hone their skills, grow in personal knowledge and values, and take action to create the greater good and serve the public purpose.

What is civic learning and engagement at FHSU?

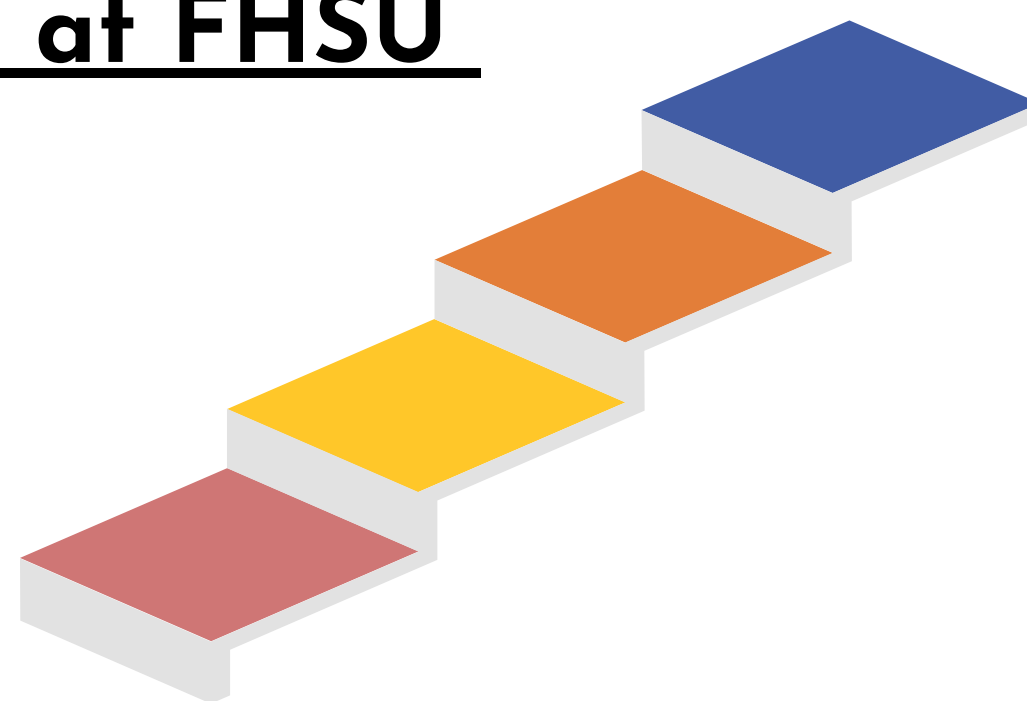
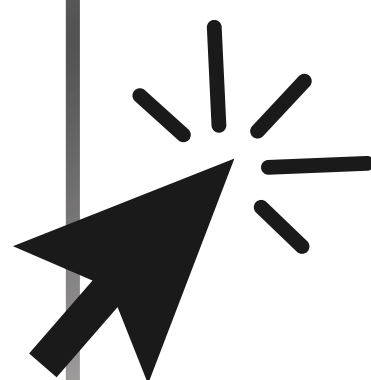
Opportunities include but are not limited to:

- guest lectures and campus conversations
- service-learning activities
- alternative service breaks
- voter registration drives
- interactive exploratory events and opportunities
- awareness campaigns
- research
- peer mentoring
- modeling civil discourse and debate
- fellowships
- direct service and volunteerism

Get Involved in the Hays Community



Pathways of Public Service at FHSU



ENGAGE

Find a CLE opportunity you would like to participate in this year.

CIVIC LEARNING AND ENGAGEMENT

RARICK HALL – ROOM 119

(785) 628-4415

CLE@FHSU.EDU

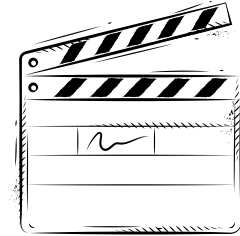
RESIDENTIAL LIFE

Forms

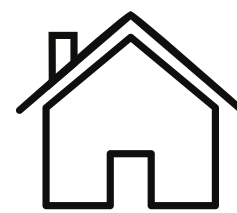


There are a variety of different forms provided by Residential Life, whether it's a Work Order Request for your room or a Meal Plan Change Request. Find them [here!](#)

Get Involved



All FHSU students and staff have free access to a variety of movies through the FHSU [Movie Channel](#).

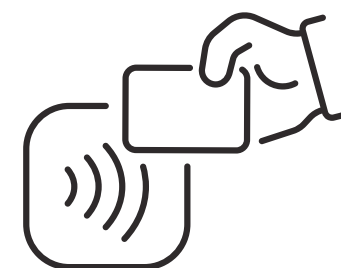


Want to become more involved with Res Life? We have plenty of [opportunities](#) just for you!

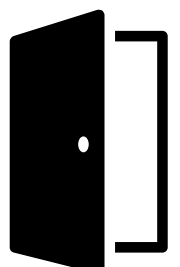
Safety Tips



Always lock your door; even when you're sleeping or just going down the hall.



Report lost or stolen residence hall keys immediately to your residence hall staff.



Do not prop any exterior doors open to allow unescorted visitors into the residence hall (pizza delivery, friends, etc.).



Tell a roommate or friend if you are planning to be away for more than a few hours.



Become familiar with the [rules, regulations, and safety plans](#) when living on-campus.

ENGAGE



Questions? Chances are you aren't the first student to ask them. Visit the [Frequently Asked Questions \(FAQs\) Page](#) for more guidance!

RESIDENTIAL LIFE
MCMINDES HALL – ROOM 126
(785) 628-4245
SRL@FHSU.EDU

STUDENT ENGAGEMENT

Big Events!

40 Days at the Fort:

This event allows you to learn more about the FHSU/Hays community and ways you can become involved as you transition to the college life.

Homecoming/ Oktoberfest:

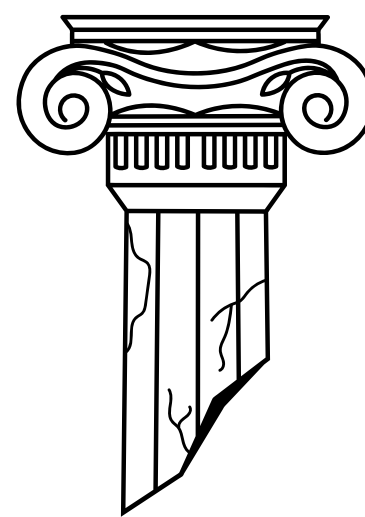
Be ready to show your Tiger Pride and celebrate the heritage of the Volga-German settlers during this exciting event!

Tree Lighting Ceremony:

Get in the Christmas Spirit with this traditional event that takes place near the Beach-Schmidt Auditorium! Watch the website for more details.

Get Involved!

Student Organizations

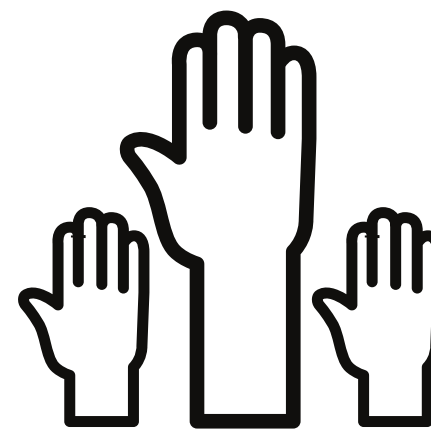


Fraternity & Sorority Life

Diversity & Inclusion



Volunteer Opportunities



Leadership Training and Involvement

ENGAGE



Download the Corq App or visit the website and stay up-to-date with the latest to be an engaged student!

STUDENT ENGAGEMENT
FISCHLI-WILLS CENTER FOR STUDENT
SUCCESS - ROOM 204
(785) 628-4664
ENGAGE@FHSU.EDU

STUDENT GOVERNMENT ASSOCIATION



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



Your Voice On Campus

Finding Your Senator(s)

- The main goal of all student senators is to provide an impactful student voice and to ensure fairness in all Student Government activities.

Services

- Student Emergency Assistance Fund
- Educational Opportunity Fund
- National Voter Registration Day

Funding

- Appropriations
- Equipment
- Allocations

ENGAGE

Follow SGA on Social Media!

 @FHSUSGA

 FHSU Student Government Association

STUDENT GOVERNMENT ASSOCIATION

FISCHLI-WILLS CENTER FOR

STUDENT SUCCESS – ROOM 238

(785) 628-5311

SGA@FHSU.EDU



**POLICIES AND
REQUIREMENTS**

ACADEMIC HONESTY

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

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

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

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

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

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

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

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

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

OFFICE OF THE PROVOST
SHERIDAN HALL – ROOM 302
PROVOST@FHSU.EDU
(785)-628-4241

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT – FERPA

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

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

Primary rights under FERPA:

To inspect and review educational records.

To seek to amend educational records through informal and formal hearings.

To have some control over the release of information about educational records.

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

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

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

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

Unless covered by an exception, FHSU may not release:

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

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

STUDENT AUTHORIZATION FOR RELEASE – FERPA

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records (which include, but are not limited to, the following examples -- academic records, financial aid and billing information, meal plan records, residence hall/life information, advising conference notes, internships and field placement records, student employment records).

One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his or her written consent or as permitted by law. The student’s written signed consent must contain three elements, as described below:

- (1) Specify the records to be released

Examples: academic advising, class registration, grades, and FHSU employment

- (2) Identify the party or class of parties to whom the records should be released

Examples: parent, prospective employer, non-FHSU school official, scholarship committee member

- (3) Indicate the reason for the release

Examples: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

Directions for Students:

It is the student’s obligation to complete, sign, and present in-person a separate Student Authorization for Release of Education Records Information form to any FHSU individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, academic advisor, professor, internship supervisor, or cooperating teacher in a field experience).

Third Party Access allows students to designate another person access to some of their information. Currently, students can grant third party access to their Undergraduate Academic Standing, Financial Aid and Scholarships, Residential Life, and Student Financials.

Questions regarding FERPA should be directed to the Student Affairs Office.

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

**STUDENT AFFAIRS OFFICE
SHERIDAN HALL 208
(785)-628-4277**

FHSU: A PLACE TO BE ALCOHOL & DRUG FREE

Philosophy

Fort Hays State University has long-since recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity, mental health problems, strained social interactions, as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illegal drugs.

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

Specific points of the FHSU policy are as follows:

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

University Sanctions for Students

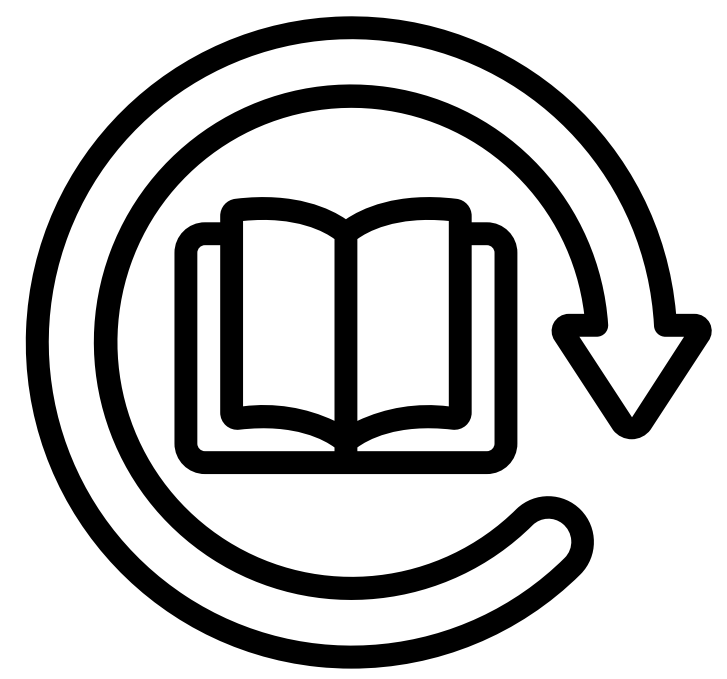
When a student admits to being or is found to have been in violation of the FHSU alcohol policy, the following responses and sanctions are possible:

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

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

**HEALTH AND WELLNESS SERVICES
FISCHLI-WILLS CENTER FOR
STUDENT SUCCESS - 3RD FLOOR
785-628-4401**

STUDENT ABSENCE: RETURNING TO CAMPUS



Office of Student Affairs

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

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

Medical Withdrawals

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

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

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

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

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

In Person: Chris Gist, Student Affairs Office, Sheridan Hall, Room 208

Mail: Chris Gist, Student Affairs Office, 600 Park St., Hays, KS 67601

Email: cgist@fhsu.edu

Fax: (785) 628-4113

The Academic Appeals Committee meets every other week.

Official notification will be sent to a student's FHSU email within a few days after the Appeal Committee meets.

OFFICE OF STUDENT AFFAIRS

SHERIDAN HALL – ROOM 208

(785)-628-4277

WWW.FHSU.EDU/VP/

STUDENT APPEALS

Appeal for Academic Reinstatement

If a student is placed on academic suspension, it is in the student's best interest to take at least one semester to reconsider and re-evaluate their education and career plans. If extenuating circumstances contributed to the academic suspension an "Application for Academic Reinstatement" may be filed prior to the deadline for the next semester or term. The application is available online for students to complete and submit. Students with enrollment holds other than academic suspension cannot have their appeal heard unless all other enrollment holds are removed. Reinstatement is not automatic; each application will be considered on its own merit. If the student enrolls at another school during the period of academic suspension, the student will be expected to transfer back hours that achieve a minimum of a 2.00 Cumulative GPA. Contact the AACE Center for questions regarding Academic Appeals.

Appeal for Late Withdrawal/Drop

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

Financial Aid Suspension Appeal

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee unless they have been dismissed from the university or have not been academically reinstated by the Academic Reinstatement Committee. Satisfactory Academic Progress for Financial Aid Eligibility should not be confused with the university's academic policy. All appeal decisions addressed by the committee are final and not subject to further review. Reinstatement of any aid originally awarded to a suspended student is at the committee's discretion. A Financial Aid Suspension Appeal Form must be completed and submitted online. Contact the Financial Aid Office for questions regarding Financial Aid Appeals.

Grade Appeals

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

Medical Appeal for Late Withdrawal/Drop

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

FHSU: STUDENT CONDUCT

Mission Statement

Promote student safety, success, and citizenship.

Process violations of the Student Code of Conduct to facilitate education and student development.

Goals of the Office

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

Campus Crime Statistics: Clery

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

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

1. Types of Offenses - Criminal Homicide, including: (a) murder and non-negligent manslaughter; and (b) negligent manslaughter; sex offenses including: a) forcible, and b) non-forcible; robbery; aggravated assault; burglary; motor vehicle theft; and arson.
2. Hate Crimes - Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury, were hate crimes
3. Arrests and Referrals for Disciplinary Action for illegal weapons possessions and violation of drug and liquor laws.

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

Campus Resources for Student Victims of Incidents

1. University Police Department (785) 628-5304, should be notified immediately after an incident. The purposes of this initial contact are to render immediate assistance to the victim, to protect evidence associated with the assault, and to protect others who may be assaulted. A report should also be submitted to the Compliance Officer, Amy Schaffer, at 785-628-4175 or alschaffer@fhsu.edu.
2. The person who has been assaulted should seek immediate medical attention from Health and Wellness Services, a hospital, or a personal physician.
3. The university may make changes to a student's academic and/or living arrangements after an alleged offense, as long as the victim requests those changes and they are reasonably available.

What Students Can Expect of FHSU Conduct Hearings

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

COMPLIANCE OFFICE
AMY SCHAFFER
SHERIDAN HALL – ROOM 314
(785)–628–4175
ALSCHAFFER@FHSU.EDU

TITLE IX

WHAT IS TITLE IX?

- I. Title IX is a federal law that prohibits discrimination on the basis of sex.
 - A. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal funding."
- II. Office for Civil Rights enforces that Title IX includes all forms of sex discrimination including:
 - A. Sexual assault
 - B. Sexual harassment
 - C. Stalking
 - D. Intimate partner/dating violence
 - E. Pregnancy
- III. Under Title IX, individuals are guaranteed the right to education free from sexual violence and harassment.

IMPORTANT FACTS TO KNOW

1. Title IX is a landmark federal civil rights law that prohibits sex discrimination in education.
2. Title IX protects all individuals.
3. Schools must be proactive in ensuring that the campus is free from sex discrimination.
4. Schools must have an established procedure for handling complaints of sex discrimination, sexual harassment, and sexual violence.
5. Schools must take immediate action to ensure an environment free of ongoing sex discrimination, sexual harassment, or violence.
6. Schools must prevent retaliation to any involved party, and any acts of retaliation are separate and distinct acts of harassment.
7. Schools can issue a "no contact" directive to prevent the accused-respondent student from the complainant-victim approaching or interacting with one another.
8. Schools cannot discourage the complainant-victim and accused-respondent from continuing their education since they have a right to education under Title IX.

RESOURCES

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

Non-Confidential Reporting

University Police Department
(785)-628-5304

Residential Life Employees

Hays Police Department-911

Confidential Reporting

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

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

**UNIVERSITY COMPLIANCE OFFICER –
AMY SCHAFFER
SHERIDAN HALL – ROOM 314
ALSCHAFFER@FHSU.EDU
(785)-628-4175**

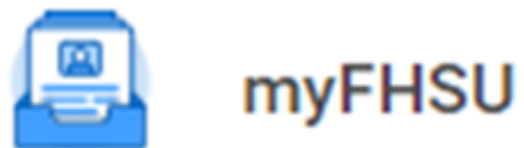
THIRD PARTY ACCESS

Third Party Access allows students to designate another person access to some of their information. Currently, students can grant third party access to their Undergraduate Academic Standing, Financial Aid and Scholarships, Residential Life, and Student Financials.

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

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

Under Menu, click the myFHSU.



Select the Resources tab.

- Under Friends & Family
Click Manage Permissions for My Third Party. This is for Financial Aid and Student Financials
- Under Friends & Family
Click Manage Third Party Access for Undergraduate Academic Standing and Residential Life.

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

The following describes what Third Party Access options cover when designated by the student.

- Financial Aid and Scholarships - view the financial aid details on the student's behalf, including details around what financial aid is offered and what the estimated costs are for the year.
- Student Financials - make a payment, view account activity, and view student statement.
- Undergraduate Academic Standing - includes good standing, not in good standing, Dean's Honor Roll, academic probation, academic suspension, academic suspension - one semester layout, and academic dismissal. It does not include release of grade point average or grades
- Residential Life - includes, but is not limited to, housing assignment, housing contract, meal plan, conduct, and Residential Life charges.

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

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

TIGERTECH
TOMANEK HALL – ROOM 127
(785)–628–3478