



The KSU Student One-stop Shop

Training and Procedures Manual

Volume 1 December 2008

Office of Enrollment Management

TRAINING GOALS and OBJECTIVES

The overarching goal of this initial phase of staff training is to ensure that all enrollment services staff members and individual units are fully oriented to the various functions, procedures, services, technical protocols represented by the Kentucky State University enrollment services model. The following objectives are pursued to ensure the attainment of this goal:

- All enrollment services staff members will be provided with professional development training that synchronizes the various offices comprising enrollment services.
- Staff members will gain and utilize a general working knowledge of all aspects of the university's enrollment services model.
- Professional development activities will focus on “cross-training” strategies that empower all units and staff members to effectively address the various needs of students, and promote a culture of self-service.
- Staff members will be provided and master access to all enrollment services data bases contribute to the attainment of the overarching goal.

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SESSION OVERVIEW AND MATERIALS

- BURSAR 101
- SMART CARD 101
- FINANCIAL AID 101
- ADVISING 101
- FERPA 101
- NEGOTIATING HOLDS



2008-2009 SOS Training Session I
December 10, 11, 12, 2008
9:00 A.M. – 12:00 P.M.
University Professional Development Center
ASB 368

SESSION AGENDA

- 9: 00 am** **Introduction and Overview**
Dr. Roosevelt Shelton
- 9:05 am** ***KSU Bursar 101***
Mrs. Natalie Turner, Facilitator
- 9:55 am** ***KSU Campus Smart Card 101***
Mr. Harold Hayes, Facilitator
- 10:20 am** ***KSU Financial Aid 101***
Mrs. Carmella Conner, Facilitator
- 11:10 am** ***KSU Academic Advising 101***
Mrs. Verlee Wilson, Facilitator
- 11:35 am** ***FERPA 101***
Mr. John Martin, Facilitator
- 11:45 am** **Negotiating *Holds and Holes***
Mr. John Martin, Mr. James Burrell,
et al, Facilitators

Session Evaluation



Introduction and Overview

Dr. Roosevelt Shelton

Kentucky State University is committed to providing opportunities for staff professional development and units maintain a responsibility to assist in the staff development process. The following KSU Policy 50.1 policy statement and rationale provide a context for the present training initiative.

KSU Policy 50.1 on Professional Development and Training

Kentucky State University is committed to providing opportunities for staff professional development. Both the Department and the Personnel Office have a responsibility to assist in the staff development process in the following manner:

50.1.1 The Department will document the need for staff development via staff employee's annual performance appraisal (see Staff Personnel Policy and Procedure Number 61.0: Performance Appraisal).

50.1.2 The Personnel Office will assist in the staff development process by evaluating the recommendations of Departments as well as overall University needs, and will coordinate training courses, training material, or advice as to methods for achieving the training objectives.

50.2 Delegation

Both the Department and the Personnel Office have the responsibility for assisting in the development of staff employees.

50.3 Procedure

50.3.1 Department Heads are encouraged to recommend to the Personnel Office any training and development which would benefit the Department and/or the staff employee.

50.3.2 The Personnel Office continuously evaluates recommendations and overall University needs and establishes training programs as possible to meet those needs.

50.3.3 Scheduled training programs for regular staff employees are announced through bulletins distributed to all Department Heads.

50.3.4 Department Heads must formally nominate, through contact with the Personnel Office, staff employees within their Department whom they select for training.

50.3.4.1 Staff employees may request nomination for announced training programs.

50.3.4.2 Staff employees nominated for training for University sponsored departmental related objectives will be allowed to attend as paid working time not to exceed one week without prior approval of the President (see Staff Personnel Policy and Procedure Number 70.0:

Attendance/Hours of Work

50.3.4.3 Staff employees nominated for University sponsored training for personal objectives may be allowed to attend as paid working time at the Department Head's discretion. If the Department nominates, but will not authorize paid working time, the staff employee shall be notified by the Department Head prior to the beginning of the training program.

Adopted: 2/5/1999

Changed to Administrative Regulation: 10/24/2003

50.3.5 Upon completion of a training program, staff employees are responsible for forwarding the record of completion to the Personnel Office.

50.3.6 If a Department's training needs are unable to be met by the Personnel Office, a referral of the request may be made to appropriate resources and advice given to the Department Head concerning alternatives.

The *SOS* Training Curriculum

Training and professional development will represent a critical component of our implementation and continuance procedures, regarding student self service and the Student One-stop Shop. There are two major components of the ***SOS Training Curriculum***: (1) Initial Presentations/Lectures, (December general training for all staff members across units) followed by (2) Shadow Sessions, where staff members are provided opportunities to work closely with a colleague demonstrating expertise in one of the respective training areas. We have worked with the Office of Human Resources and unit directors to design training requirements and expectations that will address the specific professional development needs of all key staff members. The table below delineates the *SOS Training Curriculum* and Calendar that will facilitate this aim.

SOS Training Curriculum and Calendar

Period/Date	Training Curriculum	Training Format
December 2008	KSU 3 rd Party Contract Billing Procedures KSU Bursar 101 KSU Campus Smart Card 101 KSU Housing and Meals 101 KSU Financial Aid 101 Negotiating <i>Holds</i> and <i>Holes</i> KSU Academic Advising 101	Lecture, Demonstration Lecture, Demonstration Lecture, Demonstration, Hands-on Lecture, Demonstration Lecture, Demonstration Lecture, Demonstration Presentation with data, Hands-on
Spring 2009	Understanding the KSU Financial Aid Communication Screens Understanding Loans-Financial Aid Perspective Understanding Bursar Forms Reading/Understanding the KSU Bursar Screens Reading Loan Screens Understanding the KSU Registrar's Screens Understanding the KSU Admission's Screens Understanding KSU Housing and Meals/Screens	Presentation with data, Hands-on Presentation with data, Hands-on Presentation with data, Hands-on Lecture, Handouts Presentation with data, Hands-on Presentation with data, Hands-on Presentation with data, Hands-on Presentation with data, Hands-on
Summer 2009	New KSU Employee Training	
Ongoing	KSU Customer Service 101 Conflict Management 101 Who Are Our KSU Customers? KSU Customer Expectations Dealing With Difficult KSU Customers	Lecture, Handouts Lecture, Handouts Lecture, Handouts Lecture, Handouts Lecture, Handouts

Upon completion of each training session individual staff participants will complete a Training Survey to gather information regarding the benefits of the session and to gauge the need for follow-up or replication. Additionally, the survey will provide data to be used in assigning Shadow sessions.

Enrollment Services Critical Processes

Office of Admissions Processes

1. Accommodating Requests for Application and Admission Materials
2. Processing Applications for Admission to Final Decision and Notification
3. Communications Flow from Admitted to Enrolled status
4. Transfer Credit Evaluations from receipt to Completion

Office of the Registrar Processes

1. Transfer Credit Evaluations from Receipt to Completion
2. Data Entry for Transfer Credit
3. Enrollment Certification
4. VA Enrollment Certification, Continuing and New
5. Transfer Credit Evaluations from receipt to Completion
6. Official Transcript Requests
7. Withdrawal from enrollment status

Office of Financial Aid Processes

1. Accommodating Requests for Loan and Scholarship Materials
2. Processing applications for Loans and Scholarships
3. Budget Forecasts
4. Verifications
5. Petition for Refund

Office of the Bursar

1. Accommodating Requests for Payment Plan Documents and Materials
2. Processing Requests for Payment Plans
3. Processing Petitions for Refund

Office of Global Education

1. SEVIS Reporting
2. Applications for OPT
3. Applications for CPT

Office of Continuing Education

1. Accommodating Requests for Application and Admission Materials
2. Processing Applications for Admission to Final Decision and Notification
3. Communications Flow from Admitted to Enrolled status
4. Transfer Credit Evaluations from receipt to Completion

Office of First Year Experience

1. Accommodating Requests for NSO Information
2. Processing NSO Registrations
3. Communications Flow from initial requests to completion of orientation session

Office of the Graduate School

1. Accommodating Requests for Application and Admission Materials
2. Processing Applications for Admission to Final Decision and Notification
3. Communications Flow from Admitted to Enrolled status
4. Transfer Credit Evaluations from receipt to Completion

Residence Life

1. Accommodating Requests for Housing Assignments and Materials
2. Processing Applications for Housing, Final Decision and Notification
3. Communications Flow from Admitted-Assigned-Moved-in status



The following sections of this manual provide:

- ***A description of each training session***
- ***Materials and documents that will be used in the respective training session***



Relevant SIS Plus Screens and Access

The following page provides a listing of the relevant SIS Plus Screens that will be accessed for each training session



2008-2009 Training Sessions

UNIT AND FUNCTION SIS+ SCREEN INQUIRY SUMMARY

<u>Unit Function</u>	<u>Screen</u>	<u>Description</u>	<u>Inquiry</u>	<u>Access</u>
<u>SHARED</u>	002	Name Search		<u>X</u>
	003	Address	<u>X</u>	
	007	Demographic Information	<u>X</u>	
	010	Student E-mail address	<u>X</u>	
	011	Information Release	<u>X</u>	
	020	Student Telephone Number	<u>X</u>	
	041	Screen Access List	<u>X</u>	
<u>ADMISSIONS</u>	206	Admissions Decision	<u>X</u>	
	207	Admissions requirements	<u>X</u>	
	221	Test Scores	<u>X</u>	
	248	Admission Holds	<u>X</u>	
<u>ADVISING</u>	104	Registration	<u>X</u>	
	109	Student Schedules	<u>X</u>	
	119	Advisor	<u>X</u>	
	120	Graphic Student Schedules	<u>X</u>	
	148	Holds		
	SP3	Mid-term Grades		
<u>BURSAR</u>	404	Registration Complete	<u>X</u>	
<u>FINANCIAL AID</u>	306	Financial aid tracking	<u>X</u>	
	312	Budget	<u>X</u>	
	313	Federal summary	<u>X</u>	
	319	Award summary	<u>X</u>	

	325	Packaging	<u>X</u>	
	348	Holds/comments	<u>X</u>	
<u>REGISTRAR</u>	1E1	Enrollment History	<u>X</u>	
	1GRD	Student Report Card	<u>X</u>	
	SP2	Attendance	<u>X</u>	
	SP3	Midterm Grades	<u>X</u>	
	102	Name Search		<u>X</u>
	105	Master Course List		<u>X</u>
	107	Class Roster	<u>X</u>	
	109	Student Schedule	<u>X</u>	
	110	Academic Program Maintenance	<u>X</u>	
	111	Major/Concentration	<u>X</u>	
	117	Graduation Checkout	<u>X</u>	
	118	Academic Statistics	<u>X</u>	
	119	Advisor	<u>X</u>	
	120	Graphic Student Schedule	<u>X</u>	
	121	Advisor; Academic Program Summary	<u>X</u>	
	123	Degree awarded	<u>X</u>	
	130	Course day, time, location	<u>X</u>	
	136	Unofficial Transcript	<u>X</u>	
	142	Transfer Equivalencies	<u>X</u>	
	143	Transfer Credit Awarded	<u>X</u>	
	148	Holds/Comments	<u>X</u>	
<u>HOUSING/ AUX SERVICES</u>	504	Residence Hall Assignment Status	<u>X</u>	
	206	(Admissions) Housing Deposit	<u>X</u>	
<u>GLOBAL EDUCATION</u>	7IN	International Student/EV/Dependents	<u>X</u>	
	7AD	SEVIS Address	<u>X</u>	
	7SS	SEVIS Student Status	<u>X</u>	
	7SP	SEVIS Student Program	<u>X</u>	
	7SF	SEVIS Student Funding	<u>X</u>	

Frequently Asked Questions: Registrar

How do I get a course schedule?

You can find the most current schedule at:

1. Go to www.kysu.edu
2. Click on **Current Students**
3. Under Academic Information, Select **List of Classes**
4. Select Term, press **Submit**
5. Search for the desired **Course Section**

You may also find a current schedule by logging onto WIRED:

1. Go to www.kysu.edu
2. Click on **Current Students**
3. Under Academic Information, Select **WIRED**
4. Log onto **WIRED**
5. Enter the **Student ID** and **Pin Number** and select **Login**
6. Select **Term**
7. Under Registration, select **Drop and Add Classes**
8. To search for Course Sections select **Course Section Search**

What is the difference between registering for classes and admission?

Admission is the process of entering the university and registering for classes is the process of enrolling in courses at the university. To be registration complete the student must have meet all financial obligations.

How do I register for classes?

Every student will have an advisor hold on his/her account prior to the start of the semester. The student must contact his/her advisor to have the hold removed.

Students that have 30 credit hours or below will not be able to register his or her course schedule on-line. They must contact their advisor to complete a course schedule.

Student's that have 31 credits or higher will be able to register his or her classes on-line once the advisor hold has been removed.

Once the advisor hold has been removed you may register your classes on WIRED.

1. Go to www.kysu.edu
2. Click on **Current Students**
3. Under Academic Information, Click on **WIRED**
4. Log onto **WIRED**

5. Enter the **Student ID** and **Pin Number** and select **Login**
6. Select **Term**
7. Under Registration, select **Drop and Add Classes**
8. To search for Course Sections select **Course Section Search**
9. To register for a class, enter the Call Number under **Add Class**
10. Once the schedule is complete select **Submit**

Changes can be made to the schedule up until the first day off classes. After that time a drop / add slip must be completed by the advisor.

When do classes begin?

- Go To www.kysu.edu
- Click on the Academics link on the home page
- When the academics page opens, click on the academic calendar link
- When the page opens, click on the semester you want to see.
- View schedule.

Where and how do I change my address and phone number?

You can either stop by the Office of the Registrar and fill out a change of data form with your new address and phone number or you can print the form off of the web site and mail it in or fax it. (Go to www.kysu.edu, click on Registrar, click on Additional Forms, click on Data Change form).

Where and how do I change my name?

You will need to stop by the Office of the Registrar and fill out a change of data form with your new name and bring the original legal document that caused the change, e.g. marriage license, divorce decree, name change from the courts.

I need to drop a class, how do I do that?

Stop by the Office of the Registrar and pick up a Drop / Add form. Have your advisor sign it and bring it back to the Office of the Registrar for processing.

Online students may submit requests via e-mail through their advisors.

Follow the deadlines published in the Academic Calendar in the Information Booklet or the Catalogue – findable on the Registrar's page on www.kysu.edu.

How do I obtain an academic transcript?

Go to www.kysu.edu, click current students, click campus services, click Registrar link, click Transcript Request Form. Follow the directions on the form.

How long does it take to process my transcript request?

Normally transcripts are available within 48 hours of the request. At peak times of the year, it may take 7-10 business days to process a transcript request.

How do I submit my transcript request?

There are three ways to request a transcript:

- By fax (502-597.6239)
- By mail (Transcripts / Office of the Registrar / Kentucky State University / 400 East Main Street / Frankfort, KY 40601)
- Come of the Office of the Registrar in person

Payment may be made over the phone to the cashier (502. 597.6250); via fax to the above fax number; or by mailed check or money order.

If there is a financial hold on the account, transcripts cannot be released.

How do I know when my transcript has been sent out?

Call 502.597.6234 and ask for Mr. Mitchell.

How do I obtain an unofficial transcript?

Go to your WIRED account (www.kysu.edu): click on current students; click Academic Information; click WIRED; enter user name and password

How do I get a copy of my grades (not the whole transcript)?

- Go To www.kysu.edu
- Click on the wired link on the right hand side of the screen
- Input your student I.D Number in the box that reads Student I.D.
- Input your pin number in the box that reads pin number. (Your pin number is your Birth Day, The birth month, the birth day, and the last two digits of your birth year. No lines or spaces just straight numbers.) If you have a single digit month or single digit day, put a zero in front of it.
- Once you have logged on, click on student records
- Go to grades and input semester you wish to view

How do I get my PIN reset?

Stop by the Office of the Registrar with your id and we can reset it for you. (FYI there is an option that can be activated to let the student answer a question to reset the password.)

How do I change my password?

When you are logged into WIRED, choose Change PIN, enter your old password and the new password and reconfirm the new password. Click the submit button.

How do I apply for graduation? What are the deadlines?

Graduation applications are completed with the advisor(s) and department chair/dean. The department will then forward the application to the Registrar's office. The application deadlines are listed on the academic calendar.

Why isn't my grade on the computer yet?

If the grade is not available to view on your WIRED account it could quite simply mean the instructor has not submitted your grade yet. There is a deadline for submitting grades and all grades should be input and available to view on WIRED by 12:00 noon Monday following the end of the semester.

In the event you are still unable to view your grade please first check to see if there is a hold on your student account. In the event a hold is placed on your account you will not be able to view your grades.

To view Holds log onto your WIRED account:

1. Go to www.kysu.edu
2. Click on **Current Students**
3. Under Academic Information, Click on **WIRED**
4. Log onto **WIRED**
5. Enter the **Student ID** and **Pin Number** and select **Login**
6. Go to Student Records, select **HOLDS**

Frequently Asked Questions: Financial Aid

<p>Q. <u>When do I apply for Federal Financial Aid?</u> A. Beginning January 1 of each year. If you apply before this date, your FAFSA will be rejected. You should apply as early as you can each year.</p>	<p>Q. <u>When will I receive my award notice?</u> A. Award notices are sent to admitted students once they complete the FAFSA and other forms requested by the school are submitted.</p>
<p>Q. <u>How do I apply for Federal Financial Aid?</u> A. If you applied for federal student aid for the previous school year, you can file a Renewal FAFSA. If you filed your FAFSA electronically you will get a reminder notice via email that it's time to reapply for federal student aid in November or December, but you can't submit your application before January 1. If you get a reminder notice, you'll use your PIN to access the FAFSA on the Web, and you'll apply electronically. If you didn't file for the previous school year, you'll submit the Free Application for Federal Student Aid (FAFSA) through the Internet using FAFSA on the Web(www.fafsa.ed.gov). You are encouraged to file the FAFSA electronically, but if you cannot, you can call 800-343-3243 to request a paper form.</p>	<p>Q. <u>What is a PIN number and how do I get one?</u> A. A PIN is an electronic access code number that serves as your identifier. A PIN lets you access your personal federal student aid information online, allows you to electronically sign your FAFSA , and allows your parents to electronically sign your FAFSA when they obtain a PIN number. FAFSA on the Web filers who are new applicants (and their parents, if applicable) can request a PIN at www.pin.ed.gov If you don't request a PIN, you can print out, sign, and mail in a signature page within 15 days of submitting your FAFSA, but the process will take longer. If you have questions about the PIN process, you can go online to www.pin.ed.gov or you can go to www.studentaid.ed.gov or call the Federal Student Aid Information Center at 1-800-433-3243.</p>
<p>Q. <u>What information do I need to complete a FAFSA accurately?</u> A. You will need the following: Your Social Security Number Your W-2 Forms and other records of money earned Your previous year Federal Income Tax Return(and that of your spouse, if you're married) Your Parents' previous year Federal Income Tax Return (if you're a dependent student) Any foreign tax return or tax return from Puerto Rico Your previous year untaxed income records–Social Security, Temporary Assistance to Needy Families, welfare or veterans benefits records, for example Your previous year bank statements Your previous year business and investment mortgage information; business and farm records; and stock, bond and other investment records Your alien registration card (if you are not a U.S. Citizen)</p>	<p>Q. <u>What do I do with my Student Aid Report (SAR)?</u> A. You must review your SAR carefully to make sure it's correct and complete. If it is, and it contains your Expected Family Contribution (EFC), your school will use your information to determine your eligibility for federal, and possibly non-federal, student aid funds. If you need to make corrections to the SAR, you can do so in a number of ways: With your PIN, you can make corrections online. You can make corrections on the paper SAR (if you received one) and return it to the address provided.</p> <hr/> <p>Q. <u>Are institutional monies (scholarships) refundable?</u> A. No. Institutional funds (scholarships) are not refundable.</p> <hr/> <p>Q. <u>How many hours do I have to earn to keep my scholarship?</u> A. 30 credit hours are required to maintain an academic scholarship.</p>
<p>Q. <u>What happens after I apply?</u> A. If you filed your FAFSA electronically, you'll receive, within a few days, your Student Aid Report (SAR). Your SAR will list all the information you reported on your FAFSA. If there are no corrections or additional information required, the SAR will contain your Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. Your data will be sent electronically to the schools you listed on the FAFSA.</p>	<p>Q. <u>How do I apply for a student loan?</u> A. You apply for all Direct loans through the FAFSA.</p> <hr/> <p>Q. <u>If I have no credit/bad credit, can I still get a student loan?</u> A. Yes, as long as you are not in default on any Federal Student Loans.</p>
<p>Q. <u>What if I need help filling out my application?</u></p>	<p>Q. <u>How does the Parent loan work? Can the student get this loan in</u></p>

<p>A. If you apply using FAFSA on the Web, help is built into the program. You can also go to www.studentaid.ed.gov/completefafsa or you can contact your high school guidance counselor or your post secondary school's financial aid office. NOTE: Remember, you can get the help you need for free from one of these sources; you don't have to pay for assistance.</p>	<p><u>their name?</u> A. The parent must complete a Plus Loan Fact Sheet for a credit check which will be conducted by the U.S. Department of Education. If the loan is approved, the parent must complete a Master Promissory Note electronically. If the loan is denied, the student will be given an unsubsidized loan in an amount not to exceed \$4,000 for the academic year.</p>
<p>Q. <u>What is the financial aid priority deadline?</u> A. The priority deadline for Kentucky State University is April 15 of each year. The priority deadline for Kentucky (if you are eligible for state financial aid through the state of Kentucky) is March 15 of each year. Some funding is awarded on a first come, first serve basis. To be sure to receive all the funding that you are eligible for, please file your FAFSA application early.</p>	<p>Q. <u>Why are you requesting my tax returns when I have already put all of that information on my FAFSA?</u> A. We request your tax returns and other documents when you are selected for the process called Verification. When the Department of Education selects students for this process, the school requests these documents from the students to make sure all information which was given on the FAFSA is correct and complete.</p>

REVISED: 12-4-08

Frequently Asked Questions: Admissions Office

Q. *How large is the campus?*

A. Main Campus 308 Acres, University Farms 204 Acres, Environmental Ed. Center 306 Acres, Total 818 Acres

Q. **Do you have any Coed Dorms**

A. Yes

Q. **Can freshmen have cars?**

A. Yes

Q. *What Percent of Students receive Financial Aid?*

A. 85.3%

Q. *What are the top five majors?*

A. Business Gen, Public Admin, Nursing, Biology, Computer Science

Q. **What are the top five states of enrollment?**

A. Ohio, Michigan, Illinois, Indiana, Florida

Q. **What is the retention rate?**

A. 59.8%

Q. **What is the graduation rate?**

A. 32%

Q. *What are the admissions requirements?*

- A. 4 units of English
3 units of Mathematics (Algebra I, Geometry, Algebra II)
3 units of Science (Life Science, Physical Science, Earth/Space Science)
2 units of Foreign Language
1 unit of History and Appreciation of Visual, Performing Arts
1/2 unit of Health
1/2 unit of Physical Education
7 units of Electives (5 rigorous)
- A. Formal admissions application, secondary school transcript, results from SAT or ACT tests and application fee of \$30.00 for domestic student or \$100.00 for international students.

How do I arrange a campus visit?

- A. Call the Admissions Office to schedule an appointment or online at <http://www.kysu.edu/admissions/visitKSU.htm> .

- A. We offer the five major forms of Federal Aid Programs
1. Federal Pell Grant
 2. Federal SEOG Grant
 3. Federal College Work Study
 4. Federal Student Loans
 5. Federal Perkins Loan

We also offer the Service County Scholarship if you are from the following counties: (Anderson, Franklin, Shelby, Henry, Owen, Scott or Woodford)

Q. How do I apply for Financial Aid?

- A. Complete the FAFSA (Free Application For Federal Student Aid) or online at www.fafsa.ed.gov

Q. What is the student/teacher ratio?

- A. The student/teacher ratio is about 18 to 1.

Q. Who helps me choose my courses?

- A. Each student is assigned an advisor as a freshman; that advisor counsels you on course selection.

Q. *How many hours do you have to take per semester?*

A. The normal course load is 15 to 16 credit hours per semester. An undergraduate student must carry a minimum of 12 credit hours in order to be considered a full-time student.

Q. *How long do classes last?*

A. Class can last from 50 minutes to 1 hour and 30 minutes depending on the day of the week.

Q. How do I receive advance placement credit?

A. Students must take the College Board Achievement Test prior to their fall orientation and forward the official scores to the Admissions Office to ensure proper placement. They must score a 3 or higher in order to receive credit.

Q. Are Freshmen guaranteed housing?

A. Yes, after you are accepted to KSU, you send a housing application and you need to complete it and return it with a \$250.00 deposit before May 1st.

Q. Can I choose my roommate?

A. The housing office makes every effort to honor your request. The most effective way to ensure this is for both of you to mail your request in at the same time. Each person must write the other person's name on his or her housing application.

Q. How much security is provided on campus?

A. KSU has a University Police Department and security force.

Q. What type of sports do you have?

A. KSU is a Division II school. We participate in the SIAC conference. We have football, baseball, softball, volleyball, tennis, and men's and women's basketball and indoor and outdoor track.

Q. How many students attend KSU?

A. Approximately 2,700 students.

Q. Do you have a career placement center? What services do they offer?

A. Yes it is located in ASB. Their help include resume preparation, interview workshops as well as assisting in the location of internships, CO-OP opportunities and permanent jobs for graduating students.

Q. What is the Male/Female ratio?

A. It is about 40% male to 60% female

Q. Do you have fraternities and sororities?

A. All eight of the nationally recognized Greek organizations are represented here on the campus of KSU. They are as follows, there are four fraternities: **Alpha Phi Alpha Inc, Kappa Alpha Psi Inc, Phi Beta Sigma Inc and Omega Psi Phi Inc.** and four sororities: **Alpha Kappa Alpha Inc, Sigma Gamma Rho Inc, Zeta Phi Beta Inc, and Delta Sigma Theta Inc.** Also KSU has about 30 Academic and Social organizations.

Frequently Asked Questions: Residence Life

Do I have to live on campus?

Kentucky State University requires every full-time freshman and sophomore to live in university housing with the following exceptions: 1) students who are veterans of at least two years of active military service, 2) students who commute from the home of parents or a legal guardian, 3) students who are married, or 4) students 21 years of age or older.

How do I request a dormitory room?

New students should indicate on the Admission's Application their intent to live in campus housing. The application is also available on the university's website or in the Office of Residence Life.

Do I have to pay a fee or deposit in order to reserve a dormitory room?

All students new to university housing at Kentucky State University are required to pay a \$250 Housing Reservation Fee

Are any of the fees or deposits refundable?

Residents are eligible for a \$50 refund from their Damage/Maintenance Fee at the end of their occupancy in university housing, provided they do not have any outstanding damage charges.

Do I have any choice in the dormitory that I am to reside in?

The university reserves the right to make all room and residence hall assignments. The university also reserves the right to change room assignments as necessary. Students should indicate their preferences for Residence Hall and room type/rate on the Housing Assignment Preference Form section of the Two Semester Residence Hall Contract. Housing preferences do not guarantee assignment.

Can I choose my roommate?

Roommate requests are not guaranteed. Students should indicate their preference for roommates on the Housing Assignment Preference Form section

of the Two Semester Residence Hall Contract. To be considered for a roommate placement, each requestor must: (1) request each other and enter both name and KSU ID# for the requested roommate on their individual Housing Assignment Preference Form; (2) complete the Housing Reservation Process within five working days of each other; and (3) request the same preferences for both Residence Hall and room type/rate.

How long does it take to receive a dormitory assignment?

Once the signed Two Semester Housing Contract and the \$250 Housing Reservation Fee have been received by the Office of Residence Life, a student will be notified of acceptance into university housing within three weeks.



KSU Bursar 101

Mrs. Natalie Turner, Facilitator

This session will provide staff members with a comprehensive overview of departmental services and how other department actions flow to accurate account summaries. Explanation of Billing and Receivable screens; Access to account summary via WIRED; Required forms; Form submission; How to code student records; How authorized amount is tied to contract account; When and how invoice is submitted to authorizing agency.

STUDENT EXPENSES

Expenses associated with attending Kentucky State University are intentionally kept as reasonable as possible to help ensure access to the University's programs. During the 2007–2008 academic year, the following academic year expenses apply:

Resident (in-state) students	Undergraduate
Tuition & Mandatory Fees	\$5,320
Board	3,040
Room* (double occupancy)	3,234
Student Activity Fee	340
Health Insurance	298
Total	<u>\$12,232</u>

Non-Resident (out-of-state) students	Undergraduate
Tuition & Mandatory Fees	\$12,490
Board	3,040
Room* (double occupancy)	3,234
Student Activity Fee	340
Health Insurance	298
Total	<u>\$19,402</u>

Resident (in-state) students	Graduate
Tuition & Mandatory Fees	\$5,400
Board	3,040
Room* (double occupancy)	3,234
Student Activity Fee	340
Health Insurance	298
Total	<u>\$12,312</u>

Non-Resident (out-of-state) students	Graduate
Tuition & Mandatory Fees	\$12,600
Board	3,040
Room* (double occupancy)	3,234
Student Activity Fee	340
Health Insurance	298
Total	<u>\$19,512</u>

*Single occupancy per year: Regular \$4,240

Additional money should be budgeted for other expenses. Books and supplies will cost an estimated \$1,000 per year, and personal expenses are estimated at \$1,800 a year.

Tuition for part-time undergraduate students (those carrying fewer than 12 semester credit hours a semester) in 2007–2008 is \$190 a semester credit hour for Kentucky residents and \$450 a semester credit hour for non-residents.

The activity fee and room and board charges for graduate students are the same as those for undergraduates. Tuition for part-time graduate students (those carrying fewer than 9 semester credit hours a semester) in 2007–2008 is \$300 a semester credit hour for Kentucky residents and \$700 a semester credit hour for non-residents.

The cost of attending the University is considerably less than that at private liberal arts institutions to whose academic programs and institutional goals the University may best be compared. Kentucky State University acknowledges, however, that many students require some form of financial assistance in order to support their study at the University. Kentucky State University provides a wide range of such support through a program of scholarships, grants, college work-study, and low-interest loans. Approximately 85 percent of the students currently enrolled in the University receive some form of financial assistance, based upon individual need or merit. Information about financial assistance is in the Financial Aid and Scholarships section of the Catalog.

All fees are subject to change without notice.

International students are required to make payments in U.S. dollars.

TUITION AND FEES

2007-2008 Academic Year

All tuition and fees are subject to change without notice.

UNDERGRADUATE PART-TIME

RESIDENT

\$190 Per Credit Hour

NON-RESIDENT

\$450 Per Credit Hour

A student is considered part time if enrolled in 11 credit hours or less.

UNDERGRADUATE FULL-TIME

RESIDENT				NON-RESIDENT			
Number of Credit Hours	Tuition & Fees	Activity Fee	Total	Number of Credit Hours	Tuition & Fees	Activity Fee	Total
12	\$2,555	\$170	\$2,725	12	\$6,140	\$170	\$6,310
13	\$2,590	\$170	\$2,760	13	\$6,175	\$170	\$6,345
14	\$2,625	\$170	\$2,795	14	\$6,210	\$170	\$6,380
15	\$2,660	\$170	\$2,830	15	\$6,245	\$170	\$6,415
16	\$2,660	\$170	\$2,830	16	\$6,245	\$170	\$6,415
17	\$2,660	\$170	\$2,830	17	\$6,245	\$170	\$6,415
18	\$2,660	\$170	\$2,830	18	\$6,245	\$170	\$6,415
19	\$2,660	\$170	\$2,830	19	\$6,245	\$170	\$6,415
20	\$2,660	\$170	\$2,830	20	\$6,245	\$170	\$6,415
21	\$2,660	\$170	\$2,830	21	\$6,245	\$170	\$6,415
22	\$2,660	\$170	\$2,830	22	\$6,245	\$170	\$6,415

In addition to the above, full time students will be billed for Student Health Insurance at **cost** unless they opt out. To opt out of student health insurance, the student must present proof of insurance and complete a waiver by August 31, 2007. The student health insurance is non-refundable.

Any student not enrolled with health insurance in fall 2007 will be assessed \$199.00 spring 2008

GRADUATE

RESIDENT FULL OR PART TIME

\$300 Per Credit Hour

NON-RESIDENT FULL OR PART TIME

\$700 Per Credit Hour

ONLINE TUITION AND FEES

UNDERGRADUATE

Resident

\$240 Per Credit Hour

Non-Resident

\$240 Per Credit Hour

GRADUATE

Resident

\$300 Per Credit Hour

Non-Resident

\$300 Per Credit Hour

HIGH SCHOOL STUDENT TUITION

\$80 per credit hour – outside Service County Area

\$100 per course – within Service County Area: Anderson, Henry, Franklin, Owen, Scott, Shelby, Woodford counties

These rates are applicable to those students who are registered as *Part Time Students*.

A full time student who supplements traditional courses (on campus, in class lecture) with online courses shall be charged based on the normal full time tuition and fee schedule and residency.

Activity fee will apply.

Health Insurance may apply.

A student who is registered for 12 or more hours online exclusively will be classified as a full time student and shall be charged based on the normal tuition and fee schedule and residency.

Activity fee will apply if student lives on campus.

Health insurance is not applicable.

ROOM & BOARD RATES						
Room Rates						
	Chandler	Kentucky	Young	Combs	Hunter	McCullin
Single	\$2,170	\$2,170	\$2,070	\$2,170	\$2,170	n/a
Double	\$1,650	\$1,650	\$1,580	\$1,620	\$1,620	n/a
Suite	\$1,935	\$1,935	n/a	n/a	n/a	\$2,000

Board Rates: \$1,520 (students residing in residence halls)

10 meal plan with \$300 flex dollars

15 meal plan with \$200 flex dollars

19 meal plan with \$125 flex dollars

Board Rates apply only to students residing in a campus residence hall.

TUITION AND FEE REFUND POLICY

PROCEDURES

Students withdrawing from the University or dropping semester credit hours which result in a change in the assessment of fees will be eligible for a refund of fees based on the dates and conditions listed hereafter. No refund can be made on certain fees and optional fees as established by the Kentucky State University Board of Regents. The date of completion of the withdrawal/ drop determines the percent of refund for which the student is eligible. A withdrawal/drop is complete when the necessary form(s) have been completed and returned to the designated office.

TIME PERIOD/REFUNDS

For purposes of calculating refunds, "weeks" are counted as seven-day periods beginning with the first day of classes for the semester. Refunds will be issued on canceled classes and early withdrawals in accordance with the institutional refund policy. Refunds to be issued from Title IV financial aid will be issued within fourteen days from the date funds are applied to the student's account resulting in a credit balance. Funds are applied after the 12th day of classes.

Questions concerning refunds should be directed to the Bursar's Office (ASB Lobby).

Any student who receives Title IV financial aid Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Direct or PLUS loans and withdraws from the University is subject to the **Return of Title IV Funds** regulations. Students with funds from any of these programs "earn" their financial aid dollars while enrolled. If a student withdraws prior to completing 60% of a term, a prorated portion of his/her federal financial aid dollars must be considered "un-earned" and returned to the federal programs. Unearned financial aid dollars which have to be returned to the federal programs could cause students to owe the University a significant amount upon withdrawal. Failure to return aid due back to their federal programs will result in loss of eligibility for federal financial aid assistance.

Federal fund to be returned are distributed to the programs as follows:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Direct PLUS Loans
- Federal Perkins Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Other Student Financial Aid Programs
- Other federal, state, private, or institutional sources of aid
- The Student

Those students who do not receive Title IV aid who withdraw from the University are calculated according to the following schedule:

Refund Period – Fall 2007

Prior to the first day of classes through	
Ending August 24, 2007	100% refund
August 25-31, 2007	75% refund
September 1-7, 2007	50% refund
September 8-14, 2007	25% refund
Beginning September 15, 2007	no refund

Refund Period – Spring 2008

Prior to the first day of classes through	
Ending January 18, 2008	100% refund
January 19-25, 2008	75% refund
January 26-February 1, 2008	50% refund
February 2-8, 2008	25% refund
Beginning February 9, 2008	no refund

Refund Period – Summer 2008

Prior to the first day of classes through	
Ending June 4, 2008	100% refund
June 5-6, 2008	75% refund
June 7-10, 2008	50% refund
June 11-13, 2008	25% refund
Beginning June 14, 2008	no refund

Funds are applied after the 12th day of classes. Residual checks are mailed to the local address within 14 days of the date the credit occurred.

COMPLETING REGISTRATION FEE PAYMENT

ACCESS YOUR ACCOUNT SUMMARY

I. **PREREGISTRATION.** For students receiving state or University tuition assistance or paying in full by cash or check, after schedules are entered into the Student Information System, account summaries may be obtained from the Cashier (located in the 3rd floor lobby, Academic Services Building), or the account summary will be available via the Web the following business day.

II. **REGULAR REGISTRATION and LATE REGISTRATION.** Account summaries will be posted online the day after schedules are entered into the Student Information System.

REVIEW YOUR ACCOUNT SUMMARY

I. **RESIDENCY.** Questions regarding status as an in-state or out-of-state students should be directed to the Admission Office (ASB 312).

II. **FINANCIAL AID.** Questions about Financial Aid credit appearing on the student's bill (Account Summary) should be directed to the Financial Aid Office.

III. **ROOM AND BOARD.** Charges for the student to live on-campus and be on the meal plan will be reflected on the student's bill (Account Summary). If it is not, contact the Office of Residence Life.

PAYMENT BY MAIL

If the student chooses to pay by mail, the payment must be in the form of a cashier's check, certified check, money order, or personal check; and, include student's ID number.

PAYMENT IN PERSON

Fees may be paid in person at the Bursar's Office - located in the ASB 3rd floor lobby - and registration completed prior to the end of late registration.

PAYMENT BY CREDIT CARD

If you are planning to pay your tuition with your MasterCard, Visa, Discover Card, or American Express, you may do so by mail or online.

PROCEDURES

To expedite matters and to prevent any possible delays, please have any materials related to the following areas available (if applicable):

1. Registration (class schedule, add/drops).
2. Housing/Cafeteria.
3. Payment plan information (see below).

Tuition and fees may be paid by cash (on-campus payments only), money order, cashier's check or certified check. Personal checks are acceptable.

Online payment is also available by following this procedure:

Access the University's website at www.kysu.edu

Click on **KSU Students**

Click **Pay Online** below the "Finances" heading

Enter the **Student ID** number and **PIN**

Click **Verify Student ID** and **PIN**

Select the appropriate term for which you want to make payment

Click **Credit Card Payment**

Enter all required information then Click **Submit**

PAYMENT PLAN ELIGIBILITY

A payment plan is necessary when a student lacks funds to pay charges in full or when his/her financial aid package is not sufficient to cover all charges.

Save time by paying online. Connect to the e-Cashier Web site through www.kysu.edu.

- Select KSU students
- Click on e-Cashier

The payment plan can accommodate down payments and monthly payments. Before you click the submit button, please carefully read through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment through e-Cashier.

RETURNED CHECKS

Personal checks are accepted for a variety of services (e.g. tuition and fees, day care, traffic tickets, etc.). If more than two (2) checks are returned, check cashing privileges will be revoked.

Upon receipt of the returned check, the issuer will be notified and informed he/she has ten (10) days to make restitution including, any related fees, to prevent any further collection activity.

Restitution must be made in the form of cash, certified check, or money order.



KSU Campus Smart Card 101

Mr. Harold Hayes, Facilitator

This session will provide staff members with a general overview of the KSU Smart Card, how the card is currently being used, and its future uses.

RESIDENCE LIFE

The University provides housing for students who wish to live on campus. Most full-time undergraduate students live in the University's residence halls. All full-time freshmen and sophomore students, except veterans of at least two years' active military service, students who commute from their parents' or legal guardians' homes, married students, or students 21 years of age or older, are required to live in campus housing.

Residence halls vary in size and architectural style, and they provide double-room accommodations in most instances. A limited number of single rooms are available on a first-come, first-served basis. Some residence halls are reserved for freshmen.

An obvious advantage of the residence halls is their proximity to classroom buildings, the library, cafeteria, Student Center, gymnasium, and health center. Students in the residence halls have access to computer/study rooms, television lounges, game rooms, kitchen and laundry facilities, vending services, and telephones. Computer/study rooms are available on a 24-hour basis in each of the residence halls. All the residences are professionally staffed by Head Residents.

Meals are provided at the Underwood Cafeteria in the Student Center. The Office of Residence Life oversees the operation of all University-owned and operated housing facilities for students and coordinates all programs, services, and activities associated with these facilities. The Office encourages personal development through in-hall programs, academic and social activities, and is responsible for ensuring that students have an atmosphere conducive to studying. Students are encouraged and supported to assume responsibilities that foster growth away from home.

The Office of Residence Life ensures that the physical condition of the residence halls is maintained at an optimal level and that opportunities are provided for social interaction in the residence halls.

Security of all Residence halls is priority. All exterior doors in the Residence halls are locked 24hrs a day 7 days a week. Upon entering any residence hall on campus all students and staff must have proper identification.

Applications for rooms in the residence halls are received at any time; however, applications are processed only after students have been officially admitted to the University. Requests for room reservations should be addressed to the Housing Office.

Each applicant must submit an application for housing and \$300.00 to cover the room reservation fee (\$150.00), as well as a damage deposit (\$75.00), key deposit (\$50.00), and social fee (\$25.00) before receiving a

room assignment. Every effort will be made to honor an applicant's preference of residence hall and roommate assignment; however, a particular room is not guaranteed. Assignments are made on a first-come, first-served basis according to the date the deposit is received. Each student will be required to sign a University Residence Hall Contract, which sets forth the conditions for student housing; he/she is then issued a housing permit prior to being admitted to the residence hall.

One-half of the annual room fee must be paid during each of the two semesters during the regular academic year. Summer session room fees are due at the beginning of the term. All fees and expenses are payable in accordance with the fee-payment schedule in the Student Expenses section of this Catalogue.

ROOM AND BOARD REFUNDS No refund of room and board fees will be made or adjusted for students withdrawing for the academic year or moving out of the Residence Halls if an application is not completed and returned within a 48-hour period from the official date of registration, unless approved by the Vice President for External Relations and Administration.

CARE OF ROOMS

Students are expected to care for their rooms and to keep them clean and orderly. Kentucky State University attempts to make it possible for students to enjoy good living conditions; therefore, it expects those who occupy rooms in the residence halls to keep them in good condition. Students will be charged for any damage to University property.

Kentucky State University shall not be responsible for any theft or loss of property, or stolen property in students' rooms. Students may wish to purchase personal property insurance for their belongings. Information on such insurance may be obtained from the Office of Student Affairs and the Office of Residence Life.

ARTICLES TO BE FURNISHED BY STUDENTS

Students must furnish their own bed linen (twin bed sheets, pillow cases, comforters or blankets, and bedspreads), towels, wash cloths, and other personal items.



KSU Financial Aid 101

Mrs. Carmella Conner, Facilitator

This session will provide staff with a general working knowledge of the financial aid process, especially as it relates to application procedures and data access.

KENTUCKY STATE
UNIVERSITY

Office of Financial Aid

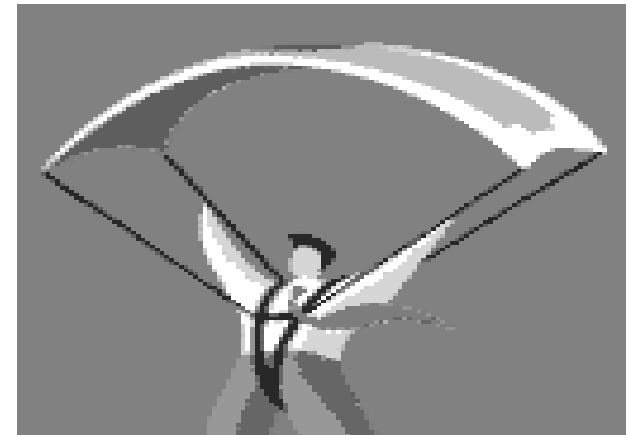
400 East Main Street

Frankfort, KY 40601

Office: 502.597.5960

FAX: 502.597.5950

***If you have any
questions, please feel
free to contact our office
at 502.597.5960.***



The Financial Aid Process...

An Overview

Kentucky State University is an Equal
Education and Employment Opportunity
and Affirmative Action Institution.

THE FINANCIAL AID PROCESS

Below is a general overview of the financial aid process at Kentucky State University. Please keep in my mind that the time frame for processing may vary on a case by case basis.

The first step in the process is to file the Free Application for Federal Student Aid (FAFSA). The FAFSA may be filed online at www.fafsa.ed.gov or by using the paper application, which is available in the Financial Aid Office. **KENTUCKY STATE UNIVERSITY'S SCHOOL CODE IS 001968.**

- * If you file the FAFSA online you (and your parent if required) will need to apply for a PIN number (also on the www.fafsa.ed.gov website). By filing online, the application process is approximately 7-21 days, which includes our electronic application being forwarded to the financial aid office.
- * If you file electronically and mail in your signature page, your FAFSA will not be processed until the processing center receives your signature page. This process can take 7-21 **after** the Processing Center receives your signature page.
- * If you complete the paper application, it will take approximately 4-6 weeks for your FAFSA to be processed and the results forwarded to the Financial Aid Office.

TYPES OF FINANCIAL AID

Students who complete the FAFSA are considered for the following types of federal and institutional awards:

- Federal Pell grant
- Federal SEOG grant
- Federal College Work Study
- Federal Perkins Loan
- Federal Direct Loans (also known as Stafford Subsidized and Unsubsidized Loans)
- Federal Parent Loan for Undergraduate Students
- KHEAA's CAP Grant (for KY residents)
- Part-Time Employment
- Institutional Scholarships
- Federal ACG & Smart Grant

These awards are based on federal, state and institutional guidelines in addition to the availability of funding. The key to maximizing your eligibility is to apply early!



ONCE THE FAFSA IS PROCESSED

After the U.S. Department of Education processes your application, the results are mailed to you, (Student Aid Report or SAR) and sent electronically to Kentucky State's Financial Aid Office (ISIR). The financial aid staff will evaluate your information and determine what types and amounts of aid you are eligible to receive. Once your eligibility has been determined, you will receive an AWARD LETTER. The award letter will indicate your awards for fall and spring terms. You must go online to <https://ksuwired.kysu.edu> to accept or decline your financial aid awards. All awards must be accepted or declined in order to be processed.

VERIFICATION

Your Student Aid Report will notify you if you have been selected for a process called "Verification." Students are randomly selected for this process by the U.S. Department of Education's Central Processing Center. If selected, the financial aid office must verify the household size, income and other items. You will be required to submit certain documents to verify your information. Once the complete forms have been submitted to the financial aid office, verification will take approximately 10-14 working days at which time we will make any necessary corrections to your information and resubmit your application to the Department of Education for corrections. Upon completion of this process you will receive an award letter.

FINANCIAL AID AND SCHOLARSHIPS

This section of the Catalogue describes financial aid and scholarships for which students must apply. Awards and honors, which do not involve application, are listed near the end of the Catalogue following the Graduate Programs.

APPLYING FOR FINANCIAL AID

Fall and Spring Semesters

Administration of financial assistance is the responsibility of Kentucky State University's Student Financial Aid Office. Students and parents are urged to read the following information with particular care. Established University policies are strictly adhered to in both the award and termination of University financial assistance. Important federal guidelines must also be followed.

NEW FRESHMEN AND TRANSFER STUDENTS

Four specific steps must be followed before a freshman or transfer student may be officially considered for financial assistance:

1. Every applicant must be accepted into an eligible degree or certificate program;
2. The prospective student must submit official admission application materials to the Office of Admissions;
3. Every applicant must complete a new Free Application for Federal Student Aid (FAFSA). The FAFSA should be completed and mailed to the Federal Student Aid Program in early January or February. A student can apply over the Internet at <http://www.fafsa.ed.gov> instead of using the paper form application. The Kentucky State University School Code (001968) must be indicated on the FAFSA application;
4. If an applicant is selected for verification, he/she must submit copies of both the parent's and the student's most recent federal income tax returns. If a parent or student did not file a tax return, a Low Based Income Dependent/Independent form must be completed and submitted to the University's Student Financial Aid Office. Documents need to be submitted within thirty days.

Each of the preceding steps must be completed before a student's application for financial assistance can be considered by the University. Transfer students are responsible for notifying their lenders to defer payments of student loans.

CONTINUING STUDENTS

Two specific steps must be followed before a student already in attendance at the University may be officially considered for financial aid (either initial or continuation award):

1. Every applicant must complete a new Free Application for Federal Student Aid (FAFSA). The FAFSA should be completed and mailed to the Federal Student Aid Program in early January or February. A student can apply over the Internet at <http://www.fafsa.ed.gov> instead of using the paper form application. The Kentucky State University School Code (001968) must be indicated on the FAFSA application;
2. If an applicant is selected for verification, he/she must submit copies of both the parent's and the student's federal income tax returns. If a parent or student did not file a tax return, a Low Based Income Dependent/Independent form must be completed and submitted to the University's Student Financial Aid Office. Documents need to be submitted within sixty days.

Each of the preceding steps must be completed before a student's application for financial assistance can be considered by the University.

SUMMER SESSIONS

Students applying for financial aid for a summer session must submit two forms: the Free Application for Federal Student Aid (FAFSA) and the University's Summer Financial Aid Application. The following condition applies:

1. If a FAFSA has been submitted for the immediately preceding academic year, a new FAFSA is not required in order to apply for financial aid for a summer session. Otherwise, a new FAFSA must be submitted **before February 15.**

COOPERATIVE EDUCATION CLASSES

In accordance with University policy, federal financial aid will only pay up to a maximum of twelve (12) credit hours for each student who enrolls in Cooperative Education classes (COE course prefix) during his/her academic career at Kentucky State University.

TYPES OF FINANCIAL

College Access Program (CAP)

Students who are Kentucky residents may apply for a grant from the Commonwealth of Kentucky. They must complete a Free Application for Federal Student Aid (FAFSA), which is available from the University's Student Financial Aid Office. To receive this grant, students must submit the FAFSA prior to the March 15 state deadline.

Federal Pell Grant Program

The Federal Pell Grant Program is the largest federal student aid program available to undergraduate students. It provides gift assistance to eligible students and is the "foundation" of financial aid packaging. Student eligibility is based on financial need, which is determined through statutory formulas developed by the U.S. Congress. The Federal Student Aid Program will send the Electronic Student Aid Report (SAR) to Kentucky State University. The University's Student Financial Aid Office will calculate the amount of a student's Federal Pell Grant award based upon information contained in the Electronic Student Aid Report (SAR).

Federal Supplemental Education Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a form of gift assistance supplemental to the Federal Pell Grant. FSEOG provides grant assistance to make available the benefits of post-secondary education to qualified students who demonstrate financial need. Applicants must complete the FAFSA to determine eligibility for this grant.

Federal Academic Competitiveness Grant (ACG)

An eligible student may receive an ACG during the first and second academic years of study. To be eligible for each academic year, the student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program
- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- Have completed a rigorous secondary school program of study (after Jan. 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program;

- If as second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

National SMART Grant

An eligible student may receive a National SMART Grant for each of the third and fourth academic years of study. To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in a four-year degree-granting institution;
- Major in physical, life or computer science, engineering mathematics, technology, or a critical foreign language; and
- Have a least a cumulative 3.0 grade point average on a 4.0 scale.

Federal Perkins Loan Program

Kentucky State University provides Perkins Loan assistance to eligible students who have established financial need. These loans carry an annual 5 percent simple interest charge, and the payment begins six or nine months after graduation or if the borrower ceases to be enrolled on at least a half-time basis. This is a federally-funded, low interest loan, and **legal action will be taken if repayment is not made as agreed to by the student.** The FAFSA must be filed in order to determine eligibility for this loan.

William D. Ford Federal Direct Student Loan

Program-Federal Direct Stafford/Ford Loans

Also called *Direct Subsidized Loans*: The federal government pays the interest on these loans while students are in school at least half-time and during certain other times, such as grace periods and deferments (postponements of repayment). Students must demonstrate financial need to receive this type of loan. (Financial Aid determines need based on the information provided on the Student Aid Report).

Federal Direct Unsubsidized Stafford/Ford Loans

Also called *Direct Unsubsidized Loans*: Students can get these loans regardless of financial need, but will have to pay all interest charges.

Master Promissory Note

Must be completed by all direct loan borrowers. It is a legally binding contract between the U.S. Department of Education (lender) and a borrower. The promissory note contains the terms and conditions of the loan, including how and when the loan must be repaid. One Master Promissory Note (MPN) covers both the Federal Direct Subsidized and the Federal Direct Unsubsidized Loans. The amount of subsidized and/or unsubsidized loan does not show on the MPN but will be included in the most recent financial aid award notification from the Office of Financial Aid. A disclosure statement from the common origination and disbursement center will be sent to the borrower. This statement will provide comprehensive information about the types of loans that were processed by the school, including both direct subsidized and/or direct unsubsidized loans, the loan period, and the anticipated disbursements. It is important for the student to remember that he/she will be responsible to repay only the loans he/she actually receive at the school.

Federal Direct PLUS Loans

For parents of dependent students to pay for their children's education. Parents are responsible for all interest charges. In order to apply, a parent must complete a PLUS Fact Sheet sent from the school. The student must also complete a portion of the application. The parent will be notified if he/she is eligible for the PLUS loan. Generally, the parent is eligible if he/she does not have an adverse credit history (a credit check will be done), is not in default on a federal student loan (including Federal PLUS loans), and meets the other eligibility requirements outlined on the loan application. The interest rate is variable and is adjusted each year on July 1, but is currently capped at 9 percent. The interest begins to accumulate on the date of the first loan disbursement. The loan will be disbursed in at least two payments and generally will be credited to the student's account for payment of tuition and other school charges. Any leftover funds will be paid to the parent by check or, with his/her written permission, either left in the student's account or paid directly to the student. The repayment period begins on the day the loan is fully disbursed. First payment is due within 60 days after the final loan disbursement. The U.S. Department of Education Direct Loan Servicing Center manages Direct Loan Accounts and handles all payment plans.

Federal Work-Study Program

The Federal Work-Study Program provides jobs for students who have established financial need through the U.S. Department of Education. This is completed by filing the FAFSA. Generally, work will be on campus. Students are paid semi-monthly as work is completed.

Part-Time Employment Program

Kentucky State University employs students under the Part-Time Employment Program for up to 20 hours per week. Information about this program may be obtained in the University Student Financial Aid Office.

Veterans' Benefits

Kentucky State University is an educational institution approved for training of veterans and other eligible persons. Students who wish to determine their eligibility for benefits under veteran's laws should contact either the Veterans Administration (1-800-829-2050) or the University's Office of the Registrar (502-597-6340).

Waiver of Tuition and Fees for Senior Citizens

Any person sixty-five (65) years of age or older who is a resident of the Commonwealth of Kentucky and who enrolls as a student at Kentucky State University shall have waived all tuition charges and fees. However, in the event that classes are full or the granting of free admission requires additional units, Kentucky State University may deny admission under this provision.

Tuition Waiver for Survivors of Police Officers, Firefighters, or Volunteer Firefighters Killed or Totally Disabled in the Line of Duty

Any person whose parent or any non-married widow or widower whose spouse was a resident of the Commonwealth of Kentucky upon becoming a law enforcement officer, firefighter, or volunteer firefighter and who was killed while in active service, or training for active service or who died as a result of a service-connected disability, shall not be required to pay any matriculation or tuition fee upon admission to Kentucky State University. Proof of such relationship must be established by document evidence.

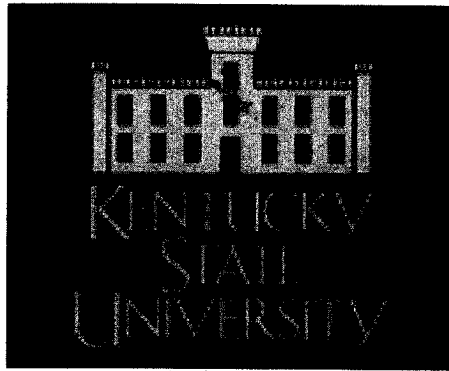


KSU Academic Advising 101

Mrs. Verlee Wilson, Facilitator

This session will provide a general explanation of the advising process; including how and when advisors are assigned and examine the specific follow-up procedures that are implemented throughout a typical semester.

ACADEMIC ADVISING MINI-HANDBOOK



*“KSU, where students and advisors partner
to ensure success
from entrance to graduation and beyond.”*

Academic Advising Center
ASB 303 – Ext. 6400
Verelee Wilson, Director of Academic Advising

ACADEMIC ADVISEMENT

Kentucky State University provides a full range of academic advising and personal counseling services to students. Every effort is made to ensure that each student receives personal attention and assistance with his/her problems and concerns. Students, however, are expected to take the initiative to seek any needed assistance.

Academic advising at Kentucky State University begins with New-Student Orientation. Subsequently, students are assigned a general education or a major advisor according to the following criteria:

1. New degree-seeking students (Associate or Baccalaureate) who declare a major at the point of admission to the University are assigned a “Major Advisor” within their chosen fields of study. (See definition below.)
2. New degree-seeking students (Associate or Baccalaureate) who choose not to declare a major at the point of admission but plan to pursue a degree are listed as “undeclared” and are assigned faculty advisors from among Faculty Advising Council members, who are prepared to meet students’ advising needs. Students may stay with their advisors until they declare a major, at which time they are assigned to a Major Advisor.
3. Non-degree-seeking students (Visiting/Transient) are advised by the personnel in the Office of Continuing and Distance Education.

Advising Council members are experienced faculty and staff who have demonstrated continuing commitment to the importance of providing students with personal attention and guidance in the planning and pursuit of their academic objectives. Advisors are typically responsible for approximately 20–25 students who are listed as “undeclared.”

Major advisors, just as general education advisors, provide academic and career advice to each student who has selected a major area of study in preparation for a career of the student’s choice. The major advisor serves as a useful source of information regarding such matters as degree requirements, research opportunities within the field, graduate study, and other career employment opportunities. From their first day at Kentucky State University, students are encouraged to take an active part in their learning. Early and sustained interaction with advisors is a good beginning.

ACADEMIC INFORMATION

Kentucky State University serves many ends and many needs, but the true test of an institution's quality is whether its graduates have learned to think for themselves. St. Augustine paid his education the compliment of saying that, as a result of it, he could read anything that was written, understand anything that he heard, and say anything he thought. There can be no higher praise.

Every baccalaureate degree program at the University is designed to provide students with a sound liberal studies education and the more specialized skills derived from disciplined study of individual subject matter. Together, the University's Liberal Studies Requirements and specific academic degree requirements provide each student with an education worthy of the praise that St. Augustine paid to his own education.

PLACEMENT TESTS AND REMEDIATION

Students admitted to Kentucky State University as beginning freshmen or transfer students have the option to take placement tests to ensure appropriate placement in mathematics courses. Initial math placement is based on ACT/SAT scores. Students scoring below 19 on the math section of the ACT or 460 on the math section of the SAT will be placed in MAT 095 or MAT 097.

Initial placement in English courses is based on ACT composite scores and subscores (or comparable SAT scores).

English Placement based on ACT/SAT Subscores:

ACT Reading Composite score of 15 or below	ENG 088
ACT English Composite score of 16-17	ENG 099
ACT Reading Composite score of 16-18	ENG 103
ACT English Composite above a score of 17	ENG 101
SAT Verbal score of 350 and below	ENG 088 and ENG 089
SAT Verbal score of 351-399	ENG 099 and ENG 103
SAT Verbal score 400 and above	ENG 101

NOTE: Scores subject to change.

A music placement test is required of all entering music majors. Foreign language proficiency examinations are available to those who seek advanced placement in or exemption from the foreign language requirements.

The University requires a proficiency level in a foreign language equal to that which the student would have achieved after taking two semesters of language at the 101/102 levels. Students who have completed language training at the high school level may satisfy all or part of the foreign language requirement through the Advanced Placement Program (described elsewhere in this Catalogue) or through the College Level Examination Program (CLEP) (see Catalogue section, Division of Literature, Languages, and Philosophy, for more information). Any entering freshmen who have taken a foreign language for three years in high school and passed with a grade of C or better may not enroll in a 101 or 102 level of the same foreign language without taking a Placement Exam to determine level of competency. Such students may choose, however, to take a 101 level of a foreign language other than those studied in high school. Exemptions are students who have been out of high school at least five years.

UNIVERSITY ORIENTATION

University Orientation is a course designed to prepare students for the transition to university academic rigors and university life. It includes learning skills to succeed in the academic and social environments at the University.

All freshmen who are degree-seeking students entering the university or students who transfer to the university with 24 or less semester credit hours will take University Orientation (UNV 101 OR MUS 103 OR HON 101) with the intent to enroll during their first or second semester upon entering the university. This course is not part of the required liberal studies curriculum and will serve as three hours of free elective.

UNIVERSITY REQUIREMENTS

Each student who enters Kentucky State University with the intention to earn a baccalaureate degree must satisfy the Liberal Studies Requirements. Liberal studies courses serve as a foundation for many other courses. In addition to the requirements of the student's major field of study, Liberal Studies Requirements constitute a carefully designed program of 53 semester credit hours of courses to be selected from the various academic offerings of the University. The Liberal Studies Requirements are divided into two parts: The General Core Requirements, consisting of 41 semester credit hours, and the Integrative Studies Requirements, consisting of 12 semester credit hours. Details of the Integrative Studies program may be found in the section of this

Catalogue describing the Whitney M. Young, Jr., School of Honors and Liberal Studies. A number of choices are included in the Liberal Studies Requirements, and students are encouraged to consider carefully the alternatives available to them.

The course of studies in the first two years of the Whitney M. Young, Jr., School of Honors and Liberal Studies (48 semester credit hours) provides an alternate and brief way of fulfilling all of the University's Liberal Studies Requirements. WYS Science majors complete only the seminars and language tutorials; courses from the College of Mathematics, Science, Technology and Health fulfill the math/science component of the core.

(Students who pursue this option must still meet the minimum number of hours required for graduation.) Students transferring in courses as substitutes or equivalents must have the approval of the Office of the Registrar. (Major core transfer courses are approved in the major departments.)

Certain Liberal Studies Requirements may also be fulfilled through the University's testing programs or other testing programs. For a listing of courses and the tests through which semester credit hours may be earned, see the Catalogue section on Credit by Examination/Certification and Credit for Life Experience.

LIBERAL STUDIES GENERAL CORE REQUIREMENTS

Note: *All students need to consult their degree requirements for variances to these Liberal Studies requirements.*

I. Languages and Reasoning

ENG 101—English Composition and Rhetoric I	3
ENG 102—English Composition and Rhetoric II	3
SPE 103—Interpersonal Communication	3
MAT 111—Contemporary Mathematics or above	3
Foreign Language	6
	Total: 18

II. Fine Arts, Letters, and History

EITHER ART 130—Introduction to Art OR MUS 130—Introduction to Music OR THE 130—Introduction to Theatre	3
ENG 211—Introduction to Literature	3
HIS 103—Western Civilization	3
	Total: 9

III. Sciences

A. Behavioral (select one): EITHER PSY 200—General Psychology OR SOC 203—Principles of Sociology	3
B. Social (select one): EITHER ECO 200—Survey of Economics OR POS 101—American Government	3
C. Natural: EITHER BIO 101—Life Science OR CHE 109—Chemistry in Context	3

(select one):

EITHER CHE 109—Chemistry in Context OR BIO 101—Life Science OR BIO 112—Exploration of Modern Topics in Biology OR PHS 201—Physical Sciences I OR PHS 202—Physical Sciences II	3
	Total: 12

IV. Health Education (select one):

EITHER HED 221—Personal Health and Lifetime Fitness OR PHE Physical Education activity course(s)	2
	Total: 2

General Core Requirements Total Hours: 41

LIBERAL STUDIES INTEGRATIVE STUDIES (IGS) REQUIREMENTS

IGS 200—Foundations of Cultures	3
IGS 201—Convergence of Cultures	3
IGS 300—Search for New Forms of Culture	3
EITHER IGS 301—Studies in African Cultures OR IGS 302—Studies in Asian Cultures	
OR IGS 303—Studies in Latin American Cultures	
OR IGS 304—The African-American Experience	
OR MAT 210—Perspectives on Mathematics	
OR MUS/AAS 323—African-American Music	
OR MUS/AAS 325—Jazz History and Literature	
OR MUS 333—Music of Africa and Asia	3

IGS Studies Requirements Total Hours: 12

TOTAL HOURS LIBERAL STUDIES REQUIREMENTS: 53

IGS requirements for transfer students are specified in the Whitney Young College, Integrative Studies section of this Catalogue.

LIBERAL STUDIES REQUIREMENTS—Whitney Young School Honors Program

I. Languages

EITHER HON 131—Beginning Classical Greek I	
OR HON 141—Language I: Nature and Principles of Language 1	3
EITHER HON 132—Beginning Classical Greek II	
OR HON 142—Language II: Nature and Principles of Language 2	3
HON 143—Writing Lab I	1
HON 144—Writing Lab II	1
HON 211—Language III English Narrative and Dramatic	3
HON 212—Language IV English Lyric Poetry	3
HON 213—Writing Lab I	1
HON 213—Writing Lab II	1
	Total: <u>16</u>

II. Liberal Studies Seminars

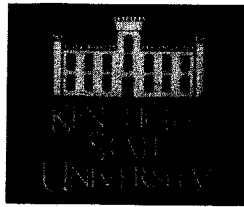
HON 101—Seminar I Ethics and Early Civilization	4
HON 102—Seminar II The Spiritual Traditions	4
HON 201—Seminar III Human Rights in the Early Modern World	4
HON 202—Seminar IV Self and Society in a Multicultural World	4
	Total: <u>16</u>

III. Math-Sciences

HON 121—Math-Science I Classical Geometry and Astronomy	4
HON 122—Math-Science II The Scientific Revolution	4
HON 221—Math-Science III The Mechanical Universe	4
HON 222—Math-Science IV The Biological Revolution	4
	Total: <u>16</u>

WHITNEY YOUNG TOTAL HOURS LIBERAL STUDIES REQUIREMENTS: 48

NOTE: See HON course descriptions for specific content.



Academic Advising Center

Academic Services Building – Suite 303

Phone: 597-6400; Fax: 597-6953

Director of Academic Advising: Verlee.wilson@kysu.edu

Assistant: Zelma Dailey, ext. 5084, zelma.dailey@kysu.edu

Our Philosophy Statement:

“KSU, where students and advisors partner to ensure success from entrance to graduation and beyond.”

Our Mission Statement:

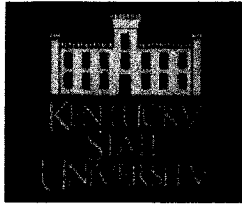
“At Kentucky State University, academic advising is an intentional, educational partnership between advisors and students. The faculty and professional staff assist the members of our diverse student body to make a successful transition to university life, to plan and take responsibility for their learning, to set achievable academic and personal goals, and to progress successfully to graduation and beyond.”

Fall 2008 Academic Advising Council:

Dr. Kenneth Bryant
Dr. Tom Cockley
Ms. Susan Foege
Dr. Betty Fritz-Cook

Dr. Patricia Higgins
Dr. Tucker Landy
Dr. Elgie McFayden
Dr. Betty Olinger
Dr. Marva Strickland-Hill
Mrs. Sandra Trammell

Mr. John Martin
Dr. Mike Unuakhalu
Dr. Nancy Wallin
Ms. Verlee Wilson



Goals of Academic Advising

- Help students clarify their values and goals
- Lead students to better understand the nature and purpose of higher education
- Provide accurate information about educational options, requirements, policies and procedures
- Plan an educational program consistent with the student's interests and abilities
- Assist students in continual monitoring and evaluation of their educational progress
- Integrate the many resources of the institution to meet the student's special educational needs and aspirations

Objectives for the Advising Session

- Help the student select appropriate courses
- Be someone that the student identifies with as a contact for assistance
- Provide career information in your area of expertise
- Refer the student to other student support offices as needed

Most Important Advising Activities

- Explaining requirements for graduation
- Keeping regular office hours and being accessible
- Discussing course selection
- Helping to choose a major
- Being knowledgeable about policies and procedures
- Discussing educational goals
- Exploring career goals
- Treating students with respect and friendliness

Steps in Advising

- Always review transcript
- Ask the student if they are receiving any type of financial aid (see green Financial Aid sheets to follow)
- Monitor General Education requirements
- Help students fully understand the needs of majors
- Have some knowledge of advisee's personal situation
- Have some idea of advisee's career objectives
- Work with appropriate offices for special needs such as: ACE, Disability Resource Center, Financial Aid, F.R.I.E.N.D.S., etc.

"KSU, where students and advisors partner to ensure success from entrance to graduation and beyond."



Did You Know...?

- Unless specifically described in the course description as a repeatable course, credit may be earned only once for courses that are repeated.
- Students must submit a completed application for a degree to their major department the semester prior to graduation, according to the prescribed schedule in the Academic Calendar.
- In order for an undergraduate student to pursue 19 or more credit hours per semester, one of the following conditions must be met:
 1. The student must have the written approval of his/her advisor and the academic unit head; or
 2. The student's cumulative GPA is 3.2 or better.
- Students are classified by the following:
 - Freshman 0-29 credit hours
 - Sophomore 30-59 credit hours
 - Junior 60-89 credit hours
 - Senior 90 or more credit hours
- ~~Students who fail to maintain 1.7 GPA (12-29 ATTEMPTED hours), 2.0 GPA (30 or more ATTEMPTED hours),~~ will be placed on probation, and this probation may not be appealed.
- Upon completion of 160 ATTEMPTED credit hours, a student will be put on Financial Aid probation; upon completion of 190 ATTEMPTED credit hours a student is no longer eligible for Federal or State financial aid.
- A HS GPA of 3.1 and an ACT composite of 21 qualifies a student to participate in the Whitney Young Honors Program.
- A transfer student who has obtained a degree from another institution and wishes to seek a second degree at KSU does not need to take additional liberal studies courses; the advisor should do a transfer course audit to determine what courses are required for the KSU degree.



FERPA 101

Mr. John Martin, Facilitator

This session will staff members with a comprehensive understanding of FERPA, especially as it regards full compliance and unit expectations.

Frequently Asked Questions About FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How am I informed about my rights under FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this Web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent?

There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

What is "Directory Information"?

FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

If I am a parent of a college student, do I have the right to see my child's education records, especially if I pay the bill?

As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

Can a postsecondary institution disclose financial records of an eligible student with the student's parents?

If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student's parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

What if my child is a minor and he or she is taking classes at a local college while still in high school – do I have rights?

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

May a postsecondary institution disclose to a parent, without the student's consent, information regarding a student's violation of the use or possession of alcohol or a controlled substance?

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

**KENTUCKY STATE UNIVERSITY
CONSENT TO RELEASE EDUCATIONAL RECORDS**

I, _____, understand that the Family Educational Rights and Privacy Act grants me certain rights concerning my education records. Notwithstanding these rights, I consent to the release of my education records to my parent(s) or guardian(s) listed below for the purpose of keeping them informed about my education at Kentucky State University. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues, and financial obligations to the University.

This consent will remain in effect until I graduate or withdraw from the University. I understand that I may submit a subsequent notification in writing directing the University to longer release information to any or all of the individuals listed below.

Kentucky State University is authorized to release educational information to the following individuals (please print clearly):

_____	_____
Name	Relationship to Student

_____	_____
Name	Relationship to Student

_____	_____
Name	Relationship to Student

_____	_____
Date	Student Name—PRINT

Student's Signature

Student Date of Birth

Student's Social Security Number

KENTUCKY STATE UNIVERSITY
AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

KSU STUDENTS:

The Family Educational Rights and Privacy Act designates certain information as “directory information”. This applies to information such as name, address, phone number, e-mail address, enrollment status, degrees and awards received, field of student, participation in officially recognized activities and sports, weight/height (athletic teams), dates of attendance, grade level, date of graduation, and most recent educational institution attended. Under the provisions of the Family Educational Rights and Privacy Act, you have the right to withhold disclosure of such directory information. Filling out this form will preclude the University from releasing directory information to the public without your written consent.

Placing a privacy restriction on your record will not allow the University to acknowledge your enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer.

I have carefully read the above and request that no “directory information” be disclosed to non-institutional persons or agencies by Kentucky State University without my written permission. I understand that this suppresses information published to the KSU website, it does not prevent disclosure to personnel within the University or through a lawfully issued subpoena or court order, and that this authorization is applicable until such time as I request that it be removed, in writing.

Student PRINTED name

Date

Student Signature

Student Birthdate

Student Social Security Number



Negotiating *Hold*s and *Holes*

Mr. John Martin, Mr. James Burrell, et al, Facilitators

This session will provide a general explanation of the various types and hold codes and how they should be negotiated, especially as they relate to unit interactions.