Your Student Transition Handbook

A Pathway to Your Academic and Social Transition

Expanded opportunities for:

- Getting acquainted with campus life and activities
- Official Advising and Registration
- Financial Aid Counseling and Processing
- Billing and payment planning
We are pleased to welcome you to our diverse community of scholars at Kentucky State University and to the Thorobred family. We know that you will learn much during your time here, and we will certainly benefit from the experiences and personal gifts that you bring to our campus. The primary goal of your Thorobreds New Student Orientation session is to ensure that you complete a successful academic and social transition into the KSU Thorobred family and, therefore, the session is mandatory for all new freshman and transfer students. Upon completion of the session you will have been provided the opportunity to complete your registration, finalize your residence hall assignment, make payments or other arrangements, secure your student ID, and establish new acquaintances that will last a lifetime.

To better assist you through this time of transition and change, the Office of Enrollment Management (OEM) has prepared this Orientation Handbook to help acclimate you to the expectations and requirements of your life at KSU. The guide of Questions and Answers contains the critical outline of what you’ll need to know and do today, tomorrow, and in the coming weeks to ensure that your experiences “on the hill” are successful and rewarding.

Named a 2011 Best College in the Southeastern Region by the Princeton Review and U.S. News
Questions and Answers: How to Realize Your Dreams at Kentucky State University

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Great question! As a matter of fact, one of the primary benefits of your Thorobred New Student Orientation is that it allows you opportunities to complete all processes necessary for your full enrollment. Your morning session will be facilitated by The KSU Student Ambassadors, and you will also meet key administrators and staff members who will engage you throughout this critical process.

- You will be provided an overview and survey of this document, your Transition Handbook. As you have seen, everything that you require for a successful transition into KSU is included within these pages.

- Students who require the Mathematics Placement Assessment will be provided an opportunity to complete the test shortly thereafter in Carver Hall. A detailed map of the campus is included on pages 32-33.

- With the exception of lunch and the Math Placement, all other activities will occur in the Exum Center Registration Arena, and a detailed exploded view of the components of the Arena may be found on pages 38-39.

- There are essentially Eleven (11) Critical Processes that require your attention and completion within the Arena, and those processes can be found on pages 36-37.

- There are Ten (10) Stations within the Arena, and each one is designed to facilitate your completion of the necessary processes.
one of the Critical Processes. Those stations are detailed on pages 38-39

- Your individual level of engagement in the Registration Arena will depend on the specific processes that you need to complete. For example, every student will need to meet their academic advisor. On the other hand, you may have already submitted your Housing Contract and Fee, so you will not need to access that station for this purpose.
- Be sure to review and follow these steps in the order that they are presented on Your Checklist to Success, on pages 36-37.
- Student Ambassadors will be available throughout the day to ensure that you arrive at your intended destination.
- Staff members will be available to assist you if you incur any problems or difficulties.
- Keep in mind that many of these Critical Processes may be completed prior to your arrival at your orientation session, and we strongly encourage you to do so.
- Also, be sure to stop by the Information Technology Station, if you have any questions about activating your E-mail or WIRED accounts.

Finally, please remember that we are here to help and assist you, as you fully transition into the proud KSU Family of Thorobreds.
A History of Access and Success

Past, present and future, Kentucky State University is intent on providing opportunity and access to all students. Though it has changed presidents, names and educational philosophies over its more than 120-year history, it has remained true to its mission.

KSU began as an idea, when the Commonwealth of Kentucky needed more normal schools to train African American teachers for the African American elementary schools. The General Assembly authorized the creation of the State Normal School for Colored Persons on May 18, 1886. Many schools began as normal schools back then for the sole purpose of training teachers. At that time, students enrolled in a two to three-year program that focused on training teachers, after which they would earn their teaching certificates. Almost immediately after opening, the normal school added a high school and President Rufus Atwood was an influential figure for the sole reason that he served for 33 years. Frankfort was a political town. Often the president would be removed when a new governor or legislature came to power and then reseated when that administration was voted out. He began the first modern yearbook, the first student newspaper and gained accreditation for the school. Atwood, who had no children of his own, treated his students as his children, acting as a father figure and administrator. He also positioned the university for change, including integration, and expansion. The first white student who went on to graduate began at the college in 1960.

As the university began to grow and change, so did its name.
The school was renamed several times in its 120 plus year history, starting with the State Normal School for Colored Persons in 1886, when it opened, to the Kentucky Normal and Industrial Institute for Colored Persons (1902). The school became the Kentucky State Industrial College for Colored Persons in 1926. But in 1938, the school began to focus again on offering a more traditional, liberal arts education and changed its name to the Kentucky State College for Negroses. It was fully accredited by the Southern Association of Colleges and Schools in 1939.

In 1952, the name became simply Kentucky State College. In 1972, it became Kentucky State University and began offering graduate degrees. Over 122 years, the school has changed from an institution that focused solely on training teachers to one that looked more like a comprehensive university with a variety of majors that students can choose from.

The school also has changed in terms of its population. The faculty, staff and students are a diverse mix, making KSU the most diverse public institution in the Commonwealth. Other unique programs for the university are the Aquaculture program, KSU’s program of distinction, The Whitney M. Young Honors Program, and the governmental services center, which enables the university to contribute to the training of state workers.

However, it is the sense of community, of family, that sets the university apart for alumni. It began as a special relationship between the faculty and students in the school’s early days because classes were so small. But the school kept that atmosphere as it grew. Many alumni still refer to the university as “mother” because of the foundation it provided them in their formative years.
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 timeframe 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 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 working days 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

Getting Started: How will I finance my education?
• 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

All awards are based on the availability of funds. 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 the aid that you are eligible to receive. Once your eligibility has been determined, you will receive an AWARD LETTER, indicating your awards for fall and spring terms. You must go online to https://ksuwired.kysu.edu to accept or decline your financial aid awards in order to be processed.

Verification

Your Student Aid Report will notify you if you have been selected for verification. 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 completed 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.

Please feel free to contact the Kentucky State University Office of Financial Aid at 502-597-4230, or visit them in Suite 349 of the Academic Services Build-
The Cost of Attendance at KSU

The Federal Government requires that Financial Aid Offices establish a cost of attendance (COA) in calculating your eligibility for need-based aid programs. The cost of attendance is also referred to as a budget. The key to remember is that the Cost of Attendance is not the same as your Actual Billed Charges, which you may access at any time through your KSU WIRED account or the Office of the Bursar at 502-507-6278, and you should not confuse the two.

Student budgets are differentiated by residency (Kentucky resident/non-resident) and career (undergraduate/graduate, etc.). The components of the budget are tuition, fees, travel, room and board, books, health fees, and personal expenses. If you have unusual circumstances that are not reflected in your budget, please contact the Kentucky State University Office of Financial Aid for professional judgment (PJ) consideration. The table below lists the student budget categories that we use, per residency status and career. Room and board for on campus students is generally estimated and not reflections of your actual billed charges. Books and supplies, transportation and personal costs will vary for each student.
Getting Started: Are Monthly Payment Options Available at KSU?

Automatic Payment Options at KSU

The Exum Registration Arena
STATION 8
Information on Making Payments

A. 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. The student's ID number must be on the front of payment method.

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

C. BY CREDIT CARD
MasterCard, Visa, Discover Card, or American Express is accepted by mail, online, or in person at the Cashier's Office.

D. PAYING ONLINE
Online payment is also available by following this procedure.

Access the University's website at www.kysu.edu
Click on Current Students
Click How to Pay under Finances, Click on WIRED
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

Tuition and fees may be paid by cash (on campus payments only), money order, cashier's check or certified check. Personal checks are acceptable.
PAYMENT PLANS
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 website through www.kysu.edu.

Select Current 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.

Registration is not complete until the student has paid in full or made a payment plan to pay all tuition and fees.

BILLS ARE NOT MAILED
YOU NEED TO CHECK YOUR ACCOUNT ONLINE

RETURNED CHECKS

Personal checks are accepted for a variety of services (e.g. tuition and fees, traffic tickets, library fines, 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.
Making Your Housing Reservation

Kentucky State University is committed to its designation as a residential institution, and requires every full-time freshman and sophomore to live on campus with the following exceptions:
- Students who are veterans of at least two years of active military service;
- Students who commute from the home of parents or legal guardian;
- Students who are married;
- Students 21 years of age and older.

Making Your Housing Reservation

All students requesting university housing must complete the following process:
(1) Read the Housing Reservation Packet in its Entirety;
(2) Sign the Two Semester Residence Hall Contract;
(3) Complete the Housing Assignment Preference Form indicating your housing preferences;
(4) Return your completed contract and housing preferences along with the Housing Reservation Fee.

Housing Reservation Fees

Students must be admitted to the university prior to completing the Housing Reservation process. New housing residents must pay a one-time Housing Reservation Fee. Students additionally are required to pay for a Theft, Fire, And Natural Disaster Insurance Policy Current

The Exum Registration Arena

STATION 10
Housing Notifications

University housing is not guaranteed by completing the Housing Reservation Process. Residents who have been granted university housing will be mailed notifications of their housing information beginning May 15 of each year. If a prospective resident has completed the Housing Reservation Process by the appropriate deadline and is not granted university housing due to occupancy levels, he or she will be refunded the Housing Reservation Fee.

Housing Assignments

Housing assignments are given on a first-come, first-served basis according to the date the Residence Hall Contract and Room Reservation Fee are received from the student.

Roommate Assignments

Roommate requests are not guaranteed, and are arranged as necessary by: (1) both individuals requesting each other and entering both names and KSU ID numbers for the requested roommate on their individual Housing Assignment Preference Form; (2) both individuals completing the Housing Reservation Process within five working days of each other; and (3) both individuals choosing the same preferences for hall and room type.

Please feel free to contact the Office of Residence Life at 502-597-5951, or visit them in Suite 360 of the Academic Services Building.

Housing Waiting List

Residence Hall Contracts and Housing Reservation Fees received after the above deadlines will be placed on the University Housing Waiting List. Students on the waiting list may be offered alternative housing spaces or off-campus housing. If university housing is not available, students are responsible for making housing arrangements off campus.
Key Support Services to Remember

**Academic Advising**

The fundamental purposes of the Office of Academic Advising are to direct and coordinate the University's Academic Advising System, to assist students in the development of meaningful educational plans, and to increase student retention and degree completion by providing a comprehensive advisement and support system. Students are assigned a General Education advisor or a Major advisor according to the following criteria:

1. New degree-seeking students who declare a major at the point of admission are assigned a **General Education advisor** who are prepared to meet students’ advising needs. Students may stay with their advisors until they complete 60 semester credit hours and declare a major, at which time they are assigned to a Major Advisor. **502-597-5084** or Suite 303, Academic Services Building.

2. New degree-seeking students who choose not to declare a major at the point of admission are assigned a **Major Advisor** within their chosen fields of study.

**Academic Center for Excellence (ACE)**

The Academic Center for Excellence is a comprehensive learning center that promotes academic excellence by helping students to access the resources and to develop the habits that encourage achievement. The Center provides access to **supplemental instruction** in college reading, writing, mathematics and science, computer science, foreign languages, study skills, and time management.

Academic Center for Excellence Room 110, Carl M. Hill Student Center, **502-597-6680**.
First Year Experience

Committed to **advocacy and empowering new students**, the First-Year Experience (FYE) program assists incoming students in their transitions toward successful development in academic and non-academic areas of university life. Supporting both academic and student affairs through cooperation and collaboration, FYE counsels and advises new students, offers peer tutoring and mentoring services, and acknowledges the wide diversity existing within and among our students. Suite 261 Academic Services Building. **502-597-5762 or 5092.**

Disability Resource Center

The Disability Resource Center (DRC) **assures that students with disabilities receive equal access to education** by providing services and auxiliary aids in accordance with statutes in Section 504 of the Rehabilitation Act of 1973 and in Title II of the Americans with Disabilities Act of 1990 (ADA). In addition to using assistive aids such as tape recorders, listening devices, screen readers, etc., DRC employs several Note Takers and Readers to assist its special needs students. Contact them at **(502) 597-5093** or via FAX – (502) 597-5532.

FRIENDS

The FRIENDS program provides an academic resource area for **non-traditional and commuter students** who are beginning or continuing their college education. The program offers access to tutoring, peer support, academic and life-skills workshops, timely campus information, and special family events. Room 304, Hill Student Center, **(502) 597-5190.**

Student Support Services

Student Support Services is crafted and designed to assist student participants who qualify under the basic legibility criteria. Students who are first generation college students; low-income as defined by the federal government; and those who have a documented disability are all qualifying candidates to participate in SSS and benefit from the services provided. SSS works comprehensively with participants academically, socially and culturally from the point of inception to graduation and prepare them for post graduate initiatives.

**Phone:** (502) 597-5074  
**Fax:** (502) 597-5069
The Student One-Stop Centre (SOS)

One-Stop Shopping
The Kentucky State University Student One-Stop Shop model is guided by the student-centered philosophy that acknowledges the potential positive effects on student satisfaction and retention that can occur with increased student engagement. Embedded within our model is the expectation of enhancing efficiency, quality of service to students, and accountability through the use of technology and accessibility. Our model meets the primary goal of helping KSU students to interact more effectively and efficiently with institutional offices. Central to the One-Stop Shop model is having our various departments work more collaboratively in servicing students. Cross training, use of technology, convenient business hours, and appropriate locations are among the numerous strategies used to minimize the number of offices a student must visit in order to conduct business at KSU. The primary aims of the SOS are to:

1. Improve service levels to our students through centralized services and cross-trained personnel.

2. Increase process and organizational efficiency through centralized services and cross-trained personnel.

3. Create and strengthen linkages and functions and activities across campus through centralized services and cross-trained personnel.

4. Significantly reduce students having to visit multiple offices for enrollment issues through centralized services and cross-trained personnel.

5. Enculturate students to use more of the online services
The Virtual Student One-Stop Centre (SOS)

Student self-service remains an informal focus and desire of all enrollment service offices, and most of the respective processes associated with enrollment and matriculation are automated and accessible through the Virtual SOS site. The Frequently Asked Questions (FAQ) found within the portal serve as a valuable assistive mechanism for student access and self-servicing. The video tutorials will better assist you in completing many Thoroughbred enrollment service processes, such as Activating your E-mail and WIRED accounts, using KSU Blackboard, and much more!

Be sure to visit or contact the SOS Centre or the Virtual SOS via the following means:

| Location: | 361 Academic Services Building |
| Phone:    | 502-597-4239                  |
| Web:      | Select the SOS Link at www.kysu.edu |
Available Health Services

*Student Health Services*

Student Health Services provides quality health service to students that encompass preventive medicine, health education, health maintenance, medical and mental health care, referrals, and a drug and alcohol abuse program.

Health education, medical consultation, and emergency treatment for minor illnesses and injuries are available free of charge to all students. Clinic hours at the Betty White Health Center are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Services of the University Nurse Practitioner are available during these hours. Phone number (502) 597-6271 or (502) 597-6277.

*Counseling*

The office provides mental and emotional health counseling, stress management, anger management, rape counseling, personal counseling, and drug and alcohol counseling. Students interested in these services should call (502) 597-6970.

*Required Health Examinations and Medical Forms*

The University requires that students born after December 31, 1956, provide physician documented proof of immunizations for red measles, rubella (German measles), and mumps (MMR) and must have written physician’s documentation no older than 6 months of the tuberculin shin (TB skin) test. We also strongly encourage that all immunization be current and up to date.

All new freshmen and transfer students must submit (1) the Health History Form, provided with your Acceptance Package; and, if providing proof on insurance (2) the Medical Insurance Waiver Form.

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**The Exum Registration Arena**

**STATION 6**

Page 22
Your Core Curriculum and Placements

Most freshmen will commence their studies pursuing fulfillment of the Liberal Studies Core Requirements. Drawing upon its African American heritage, the University promotes the values and methods of interdisciplinary and multicultural education in its liberal studies offerings. Therefore, in addition to those courses included in your specific major (for example, music, math, computer science, etc.) you will also participate in this common curriculum that explores the liberal studies.

Your 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.

Placement Tests

In accordance with our commitment to fully serve our students, all incoming freshmen must have their mathematics, reading, English, and writing skills evaluated by means of the ACT, the SAT, or the university’s in-house placement exams. Students who demonstrate a need will be placed in developmental courses to assist them in meeting core requirements.

Advanced Standing and Credit

Prospective students are advised to request information on advanced program standing from the Testing Office (502-597-6206) at Kentucky State University.
The Whitney M. Young Honors Program reflects the University's commitment to excellence in liberal studies education. The program is named after the late Whitney M. Young, Jr., executive director of the National Urban League from 1961 to 1971, distinguished leader of the American civil rights movement, and a graduate of Kentucky State University.

The program aims, through its special curriculum, to develop in its students the qualities of critical judgment, maturity, and leadership exemplified by Mr. Young.

Eligible incoming freshmen can fulfill university liberal studies requirements in the Honors Core of up to 48 semester credit hours. In addition the Whitney Young School offers an honors Bachelor of Liberal Studies degree and a major in Africana Studies.

FAQs

What is liberal studies? Liberal studies or liberal education, has a double aim. First it aims to develop the intellectual skills and habits necessary for an independent mind. Second, liberal education grounds us in a tradition of inquiry into fundamental human issues.

What are the requirements for entry into the Honors Program at the freshman level? Generally, students must have a high-school GPA of 3.0 or
Is there a specific major that I must have in order to be in the Honors Program? No. The Honors Core, which satisfies all the core liberal studies requirements of the University— is compatible with every major.

Are there admission requirements for the B.A. program Honors Option? No. Although the B.A. Honors program courses are challenging, we welcome all serious students who wish to participate.

Can student-athletes participate in the Honors Program? Yes. Honors students have participated in all of KSU's intercollegiate sports, including basketball, football, golf, softball, baseball, tennis and track.

What makes the Honors Program different from the rest of the University? All Honors Program classes are small, with usually no more than fifteen students. All classes are based on student discussion of assigned readings. The faculty guide the discussion to keep it focused and offer explanations when necessary, but the heart of every class is active student preparation and participation.

How will the Honors Program benefit me in my major? All Honors Program classes develop the intellectual skills of reading, writing, speaking, listening, and critical and reflective thinking. These skills can be put to use in any major, and are especially beneficial for students who intend to pursue graduate or professional degrees.

Is scholarship or financial aid available? Yes. In addition to the financial aid and scholarships available to all KSU students, Honors Students can apply for special scholarship awards.

If you have questions that are not answered adequately above, please contact us at the Whitney Young School of Honors and Liberal Studies: (502) 597-7015.
Getting Started: **What are Developmental courses, and will I need to take any?**

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**Developmental Education at KSU**

Developmental Courses are valuable, important parts of the college experience for those students who require them. Studies indicate that students who pass their developmental classes tend to do slightly better as a group in passing college entry level coursework than students who have not had developmental experiences. Moreover, developmental courses serve as a strong foundation for subsequent college and professional work.

**Placement Criteria**

The criteria for placement in such courses are based on policies of the oversight board for all of Kentucky’s public universities, the Council on Postsecondary Education. All students attending college in the public university system of Kentucky are subject to similar placement policies. Kentucky State University adheres fully to the Council’s policies and strongly believes these courses assist students to succeed. Most students who graduate from Kentucky high schools require at least 1 developmental course.

**Math Placement**

Students with an ACT Math sub-score below 19 (or 460 on the SAT) must take the Mathematics Placement Test to insure correct placement. Otherwise, they are required to take a developmental math course and must enroll in that course during the first year. Students with an ACT Math Score of 19 or better who want to improve placement.

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**Want to practice for your Math Placement Test? Then be sure to visit:**

If your ACT math score is below 19 [https://www.mathclass.org/mc/placementExam.aspx](https://www.mathclass.org/mc/placementExam.aspx) and select “KYOTE College Readiness Practice”.

If your ACT math score is from 19 to 21 [https://www.mathclass.org/mc/placementExam.aspx](https://www.mathclass.org/mc/placementExam.aspx) Select “KYOTE College Algebra Placement Practice”.

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their placement will have the opportunity to take the placement test.

*Majors that require MAT 115:
Biology, Biology Education, Business, Chemistry, Computer Science, Industrial Technology, Information Technology, Mathematics, Mathematics Education, Nursing, Pre-Engineering, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy.

**English and Reading Placements**

Initial placement in English courses is based on ACT sub-scores (or comparable SAT scores). Placement is based on the ACT/SAT scores found in the table to the immediate right.

During the first week of classes, all students enrolled in ENG 089, 099 and 101 are required to write an on-demand diagnostic essay on a topic of the instructor’s choosing. This essay is evaluated by the instructor. If the instructor determines that the essay indicates an improper placement of the student, the instructor may recommend that the student be placed in a class which matches his/her skill level.

<table>
<thead>
<tr>
<th>ACT Math Score</th>
<th>SAT Math Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 or higher</td>
<td>460 or above</td>
<td>MAT 111</td>
</tr>
<tr>
<td>19 – 21</td>
<td>460 to 510</td>
<td>MAT 097</td>
</tr>
<tr>
<td>22-24</td>
<td>520 to 560</td>
<td>MAT 115</td>
</tr>
</tbody>
</table>

*ACT sub-score* | *Placement*
--- | ---
Reading 16 or below: | ENG 088
17-19: | ENG 103
English 15 or below | ENG 089
English 16-17 | ENG 099
English 18 | ENG 101
SAT 350 and below | ENG 088,089; 099,ENG 103
SAT Verbal 351-399 | ENG 099,103

The Exum Registration Arena
**STATION 1**
FERPA: Your Rights to Privacy

The Family Educational Rights and Privacy Act (FERPA) grants you certain rights concerning your education records. Notwithstanding these rights, you must indicate your consent to the release of your education records to your parent(s) or guardian(s), for the purpose of keeping the informed about your education at Kentucky State University.

Education records include, but are not limited to, information about your:

- academic standing
- disciplinary issues
- financial obligations to the University.

You must complete the Consent to Release Educational Records Form in order to have such information released, otherwise it will remain private. Your consent will remain in effect until you graduate or withdraw from the University.

You may submit a subsequent notification in writing directing the University to no longer release information to any or all of the individuals listed on the form. Kentucky State University is authorized to release educational information only to those individuals that you indicate.

Consent to Release forms may be secured during registration at the Registrar’s station, or directly from:

Office of the Registrar
Suite 323
Academic Services Building

The Exum Registration Arena
STATION 3
The KSU Student Handbook is essentially your bible for student conduct and disciplinary offenses. Therefore you should ensure that you have secured a copy, read it, and follow the rules and regulations articulated within it. For example….

**The KSU Student Dress Code**

Student dress at Kentucky State University, while reflecting personal freedom, should also reflect high standards of personal image, so that each student may share in promoting a positive, healthy and safe atmosphere within the college community. **Students are expected to follow the Kentucky State University Dress Code located in the Student Handbook, which includes:**

1. Dress and grooming will be clean and in keeping with sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear made for outside wear.
3. Hats and/or other head covering are not to be worn in buildings and DO-RAGS shall not be worn outside of dorm rooms by any student enrolled at any time.
4. Shirts/tops must be worn at all times while in public or common areas of the College.

**Compliance with the Law**

KSU has a zero tolerance policy for all drug, alcohol, weapons and violence violations. Each will be sanctioned with suspension or dismissal. Sanctions for other disciplinary violations can be found in the Student Handbook online under the **Student Code of Conduct**.

You are expected to comply with all provisions of federal, state and local laws and ordinances. Members of the University community share the obligation of all citizens to cooperate with law enforcement officials when they have knowledge of a violation of law.
Getting Started: Why must I use my KSU E-mail, and how do I do so?

Your KSU E-mail Account

Why do I have a KSU official student email address?
Every student is assigned a Kentucky State University (KSU) email address. It is important that you sign on, change your password, and regularly check your KSU email.

What is my email address?
Your email address will be your user name followed by @kysu.edu (Your user name is [First name]. [Last name]) Example of an email address: john.doe@kysu.edu

How do I access my official student email account?
To check your e-mail, open Internet Explorer, or the Web browser of your choice. Type in the following address: https://stumail.kysu.edu/exchange or type in www.kysu.edu, click on “Current Student,” then select email.

Official University information is sent ONLY to you via your KSU E-mail Address.

How do I sign up for an E-mail Account?
You may download the Request for E-mail Service form from www.kysu.edu, click on Current Student, then select email. Complete the form and return to the Office of Information Technology, Suite 379 Academic Services Building. 502-597-

Why does my password expire every 90 days?
You are required to change your password to every 90 days to prevent unauthorized access to your account. The longer your password remains the same, the greater the risk that your password could be stolen and your account compromised. By regularly changing your password, the probability of someone stealing your password is greatly reduced.
Your Kentucky State University meal plan options allow you to enjoy a wide variety of delicious food offerings including brands such as Chick-fil-A, Taco Bell, and the campus favorite Thorobred Grill. You'll also experience RFoC (or Real Food on Campus) for exhibition cooking, authentic ethnic dishes, a culinary twist on old American favorites and a variety of healthy/vegetarian options. You will be able to eat what you want, when you want it, from 7:00am through 12:00am.

The RFoC or "Real Food on Campus" located in the Student Center is an all-you-care-to-eat restaurant. Enjoy home cooked entrees made to order, display cooking, carved roast beef, three cheese macaroni, made to order deli sandwiches, wraps, pizza, an extensive salad and soup bar, gourmet desserts, and vegetarian entrees.

**Monday-Friday**
Breakfast: 7:00am - 9:00 am
Continental Breakfast: 9:00 am - 10:15 am
Lunch: 10:30 am - 2:00 pm
Light Lunch: 2:00 pm - 3:45 pm
Dinner: 4:30 pm - 7:00 pm

**Saturday & Sunday**
Brunch: 10:30 am - 2:00 pm
Dinner: 5:00 pm - 7:00 pm

*The Thorobred Paddock* is the retail food court in the Student Center featuring Chick-fil-A, Taco Bell, and Thorobred Grill restaurants.

**Monday-Thursday:** 7:30 am - 11:00 pm
**Friday:** 7:30 am - 6:00 pm
**Saturday:** 10:30 am - 8:00 pm
**Sunday:** 5:00 pm - 11:00 pm

Phone: **502-597-5664**
Getting WIRED at KSU

WIRED is Kentucky State University’s online access portal and you will frequently hear it referenced in such statements as “go to WIRED.” The portal is important because it provides you with immediate access to your account information, billing, schedules, etc., as well as the ability to complete most internal processes, such as registering for classes, making payments, etc.

WIRED FAQs

How do I get my PIN number?

If you apply over the Internet, you will create your own pin during the Admission process. If you don't apply by the Internet you will need to contact the Admission Office. The phone number is (502) 597-6813.

How do I view my student information?

Click on LOGON TO STUDENT SERVICES to view your student information.

What happens if I double click the mouse?

Double clicking will knock you out of the “Get WIRED with KSU” application.
**How do I find out who my advisor is?**

You can call the advising office to find out who your advisor is. If you are currently using the WIRED system, you can click on the Degree Audit screen.

**How do I logout of the WIRED system?**

Click Exit in the upper right hand corner of the screen or Logoff at the bottom of the screen. You will then need to close completely out of the WEB browser to completely remove any of your information from the screen.

**Does the WIRED system reflect up-to-date information?**

The WIRED system reflects real time information except billing*.

* Billing is updated during the nightly process.

**If I have questions about my information, who do I contact?**

- For Undergraduate Admission questions - 1-877-FOR-KYSU / 1-877-367-5978
- For Graduate Admission questions - 502-597-GRAD / (502-597-4723)
- For Records and Registration questions - 502-597-6234
- For Billing questions - 502-597-6278
- For Financial Aid questions - 502.597.6017
  For Housing Questions - 502-597-6139
Student Life at KSU

You bet! The Office of Student Life will compliment your academic program of study by deliberately planning and promoting extracurricular activities that reflect and provide an extension of your academic efforts in the classrooms and laboratories.

The function of the Office of Student Life is the enhancement of your overall educational experience of students through the development of, exposure to, and participation in, social, cultural, intellectual, instructional, recreational and governance programs. It serve as a partner and sustainer of the University’s mission in the delivery of a quality education for all students. The office is open from 8:00 a.m. to 11:00 p.m. Monday-Friday and Saturday 12:00 p.m. to 11:00 p.m. in the Carl M. Hill Student Center.

The Student Life Office coordinates the activities of more than 60 recognized student organizations that are active on the University campus. These various organizations sponsor lectures, concerts, and other special programs for the professional development and cultural enrichment of KSU students. The Student Life Office offers a variety of “edu-tainment” for your interest and welcomes your participation with the planning, selection and implementation of these events.

Student Life ensures that campus organizations and departmental clubs are in compliance with University policies, regulations and guidelines governing these organizations. Commitment to a well rounded social, educational, personal development, recreational, and cultural program schedule is an integral part of your student activities.
Kentucky State University (KSU) is a public, comprehensive 1890 land-grant institution. The Land Grant Program (LGP) works to uphold the mission of the University through its commitment to research, service, and teaching in the food and agricultural sciences. The various programs of Land Grant are supported by federal and state funds. The KSU LGP works to resolve agricultural, educational, economic, and social problems of the people of the Commonwealth of Kentucky, especially limited resource persons and families. Its three distinct areas are the Community Research Service (CRS), the Cooperative Extension Program (CEP), and Aquaculture Research Center (ARC). Each works to fulfill the requirements of the Morrill Act of 1890 under which Land-Grant programs, nationwide, were founded. The Land Grant Program, with the University and the Kentucky Council on Higher Education, has worked to establish a graduate program in Aquaculture, and continues to employ numerous students in various fields of agriculture. Under the leadership of a diversified staff, the Kentucky State University Land Grant Program continues to move forward in achieving its goals statewide, regionally, nationally, and internationally.
Getting Started: What does the Campus look like and how will I get around it?

Your KSU Campus Map

When you travel to Kentucky State University, you’re likely to drive past—or fly over—some of the seemingly endless fenced pastures and paddocks of America’s premier horse country: The Bluegrass region of central Kentucky. The area is rich in history and tradition, and you may wish to allow time for exploring.

Closer to home, the city of Frankfort offers many attractions, including the Kentucky State Capitol and the new Kentucky History Center. You’ll also find historic homes, museums, specialty shops, theatres, restaurants, and parks.

And, of course, there’s a great deal to see and do right here on campus. We welcome you, and we hope you enjoy your visit.
Generally, there are two sections of the campus, divided by East Main Street. You are now on the North Campus, where many of the administration buildings, classrooms, and residence halls are located. The North Campus is predominantly pedestrian, and you are cautioned to exercise caution to park only in designated lots. Additional residence halls, athletic facilities, and academic facilities are on the South Campus.
Vehicle Registration Information

All students that attend classes and park a motor vehicle on property owned or controlled by the university must display a Kentucky State University parking permit, regardless of the time of day you park on campus.

- A **commuter student** is a student who commutes to and from campus (this includes full-time, part-time, graduate assistants, evening or on-line students).
- A **resident student** is a student who lives at one of the dormitories.

All parking permits should be purchased before the 1st day of class.
There will be a two week grace period for no valid parking permit displayed; all other violations will be ticketed accordingly on the 1st day of class.

**No valid parking permit displayed** violations will begin on the first Monday in September.

**HOW TO REGISTER YOUR VEHICLE:**

The parking permit application is available on-line at [www.kysu.edu](http://www.kysu.edu). On the main page select the University Police tab, then parking permits and information, then online form.

- The on-line application can be completed on or off campus. Once the form has been completed, make sure to hit the submit button at the bottom of the page. The acknowledgment page will follow stating the information has been received.
- The pick-up for permits for all students begins the first day of student registration (fall and spring).
- Exception: For athletes, band members and others, who have to arrive on campus at the beginning of August, may pick-up their permit the day of arrival and must show documentation to this fact.

Parking permits can be picked up between the hours of 10am – 3pm Monday through Wednesday.
The following information must be presented when registering your vehicle(s)

On-campus Students
1. Current, valid KSU Student ID
2. Proof of your current dorm assignment
3. Your valid driver license
4. Your current vehicle registration
5. Proof of your current auto insurance

Off-campus / Weekend Students
1. Current, valid KSU ID
2. Your valid driver license
3. Your current vehicle registration
4. Proof of your current auto insurance

On-line Students
1. Current, valid KSU ID
2. Your current class schedule to show on-line classes only
3. Your valid driver license
4. Your current vehicle registration
5. Proof of your current auto insurance

How to pay for a Parking Permit
The permit fee will be place on the student’s account. Any student can prepay for their permit at the Bursar’s office.

State Handicap Permits
If you have a state handicap permit you must show the permit and produce the registration for the handicap permit, when registering for your university parking permit. The handicap registration must be in your name.

When displaying a State Handicap Permit, the university permit must be placed in front of the handicap permit. It is the responsibility of the permit holder to ensure the permit is properly displayed.

Expiration
All parking permits expire July 31st of each year.
KSU’s Top 10 Choices for Success

Here is our list of the **TOP 10 CHOICES** that will ensure your success as a Kentucky State University Thoroughbred. **We** know that you have the intelligence to do so, and **you also know** that, because you have committed to this valuable journey. The rest of what you need is just "walking the walk." Always remember that **knowledge and skills** will only grow and improve if you constantly apply and constantly practice them.

**Therefore:**

1st. Make your classes your **number one priority** during the next four years. Remember that your load of 12 credits will translate into 50-55 hours of your week's time;

2nd. Attend your classes, **all of your classes, all of the time**;

3rd. Read and think about your assignments **by the date they are due**. These three things—reading, listening, and thinking on a constant, continuous basis—will be the foundations of your success at KSU and in life;
4th Be active, but carefully prioritize your extracurricular and social activities;

5th Talk about the ideas you are learning. Talk to your friends, other students, and especially your family. Talking about ideas helps to solidify them in your mind, and enriches them with additional connections;

6th Do more than just the assignment. Get interested, seek out more on those topics which excite you—read, use the internet, get involved in active, hands on research and activities;

7th Should you get tired and/or stressed, carefully consider your priorities (and your sleep patterns). Trying to do too much of everything will impair your mood to the extent that nothing feels worthwhile;

8th Whatever your denomination or religious orientation: Have a healthy and active Spiritual Life;

9th Talk and Interact with your professors. They really care about you and will do whatever is necessary to ensure your success; and finally,

10th Post these TOP 10 CHOICES on your dormitory wall!
Getting Started: What do **YOU** need to do to complete Your Enrollment at KSU?

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**From Application to Enrollment: Your Checklist to Success**

**Step 1** Have you received an official **Letter of Admission**?
- No: Please proceed to the **Admissions Station #2**
- Yes: Proceed to **Step 2**

**Step 2** Is your ACT/SAT Math sub-score less than 19/460?
- No: Please proceed to **Step 3**
- Yes: Please complete the **Math Placement Exam**
  Students with sub-scores of 19/460 or above also may complete the assessment to improve their Mathematics placement

**Step 3** Have you met your Advisor and secured your schedule at the Advising Station #1?
- No: Please proceed to the **HELP Station**
- Yes: Proceed to **Step 4**

**Step 4** Have you completed your FERPA consent form?
- No: Please proceed to the **Registrar Station #3**
- Yes: Proceed to **Step 5**

**Step 5** Will you have Health Insurance?
- No: Please proceed to the **Student Health Station #6**
- Yes: Please proceed to the **Student Health Station #6**
**Step 6** Do we have your FINAL High School Transcript?

- No: Please proceed to the Admissions Station
- Yes: Proceed to Step 7

**Step 7** If residing on campus, have you paid your Housing Fee?

- Yes: Please proceed to Step 8
- No: Please proceed to the Housing/Residence Life Station #10

**Step 8** Have you received your Financial Aid Award Letter?

- No: Please proceed to the Financial Aid Counselor Station #4
- Yes: Proceed to Step 9

**Step 9** Will you have an automobile?

- Yes: Please proceed to the Police Station #7
- No: Proceed to Step 10

**Step 10** Have you made arrangements to pay the remaining balance on your account?

- No: Please proceed to the Finance and Collection Station #8
- Yes: Proceed to Step 11

**Step 11** Have you updated your account and secured your ID card?

- No: Proceed to Station # 10 to arrange your Student I.D.
Exum Registration Arena: Stations 1-10
Exum Registration Arena: Stations 1-10
Chasing the band of freedom, as She marches along.

Holding the torch of wisdom, She leads the way.

Hail to our Alma Mater, shown in the skies.

Sing every voice together, let echoes rise.

We'll win victorious.

We'll do our best when we're asked to stand the test and

Stand up and give a cheer for a Thoroughbred victory.

Go! Go! Go! Go!

With a will to fight, a will to win, no matter what our foes may

In the Fatherland stands The XXV.

Robert Townsend

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And we will praise Her ever, for the love She imparts.

When the sun of Her shall never rise from our hearts.

She holds the seal of honor in the hall of Him.

May blessings be upon Her, shielded by Your care.

And She will stand beside us, when we go on our way.

Hers is the hand that guides us day after day.

And there shall be no other to surpass Her fame.

Hail to our Alma Mater, dear is Her name.

THE XXV ALMA MATER

KENTUCKY STATE UNIVERSITY