



*Inspiring Innovation.
Growing Leaders.
Advancing Kentucky.*

INFORMATION BOOKLET

FALL 2008
SPRING 2009
SUMMER 2009

Includes Academic Calendars
Final Exam Schedules
Tuition and Fees

www.kysu.edu

**REGISTRATION IS NOT COMPLETE UNTIL YOU HAVE
TAKEN CARE OF YOUR BILL**

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UNIVERSITY ACADEMIC CALENDARS

FALL SEMESTER 2008

- August 10 Sunday—Residence halls open
August 11 Monday—New student orientation begins
August 13 Wednesday—Registration for new students
August 14-15 Thursday-Friday—Continuing students register and complete registration
- August 16 Saturday—Classes begin
August 22 Friday—Last day of late registration
Friday—Last day to add/change registration
Friday—Fall payment deadline
- September 1 Monday—Academic holiday (Labor Day)
September 2 Tuesday—Students dropped for non-payment
September 5 Friday—Last day for students to submit an Application for Degree to Departments for the Spring 2009 graduation
September 12 Friday—Last day for Departments to submit Applications for Degree to the Office of the Registrar for the Spring 2009 graduation
- October 4-10 Saturday-Friday—Midterm assessment/examinations
October 10 Friday—Last day for students to submit work for Incomplete grade received in Spring & Summer 2008 semester/session
October 10 Friday—Founders' Day
October 11 Saturday—Homecoming
October 13 Monday—All midterm grades to be input by departments no later than 12:00 noon
October 20 Monday—All grade changes for Incomplete work from Spring & Summer Sessions 2008 due in the Office of the Registrar
October 22-24 Rising Junior Assessment
October 24 Friday—Last day to drop classes or withdraw from the University with a "W"
Oct. 25-Nov. 7 Student evaluations of faculty
- November 3 Pre-registration begins for spring semester and summer session 2009
November 4 Tuesday—Presidential Election (Academic Holiday)
- November 3-28 Students see faculty advisors for pre-registration
November 26 Wednesday—Thanksgiving holiday begins
- December 1 Monday—Classes resume
December 5 Friday—Last day of classes
December 6-12 Saturday-Friday—Final examinations
December 10 Wednesday—Reading Day (no exams except for Wednesday evening classes)
December 12 Friday—Semester ends
December 15 Monday—All grades to be input by faculty no later than 12:00 noon

SPRING SEMESTER 2009

January 6	Tuesday—Residence halls open
January 7	Wednesday—New student orientation
January 7	Wednesday—Registration for new students
January 8-9	Thursday-Friday—Continuing students register and complete registration
January 10	Saturday—Classes begin
January 16	Friday—Last day of late registration
	Friday—Last day to add/change registration
	Friday—Spring payment deadline
January 19	Monday—Academic holiday (Observance of Martin Luther King, Jr.'s Birthday)
January 30	Friday—Last day for students to submit an Application for Degree to Departments for summer and fall 2009 graduation
February 6	Friday—Last day for Departments to submit an Application for Degree to the Office of the Registrar for summer and fall 2009 graduation
February 28- March 6	Saturday-Friday—Midterm assessment/examinations
March 6	Friday—Last day for students to submit work for an Incomplete grade received in the Fall 2008 semester
March 7-13	Saturday-Friday—Spring vacation
March 14	Saturday Classes resume
March 16	Monday—All midterm grades to be input by departments no later than 12:00 noon
March 16-20	Rising Junior Assessment
March 23	Monday—All grade changes for Incomplete work from Fall 2008 semester due in the Office of the Registrar
March 27	Friday—Last day to drop classes or withdraw from the University with a "W"
March 28- April 10	Student evaluations of faculty
April 6	Pre-registration begins for fall 2010
April 6-30	Monday—Students see faculty advisors for pre-registration
Apr. 25-May 1	Saturday-Friday—Final examinations for prospective graduates
May 1	Friday—Last day of classes
May 2-8	Saturday-Friday—Final examinations
May 4	Monday—All grades for prospective graduates to be input by faculty no later than 12:00 noon
May 6	Wednesday—Reading Day (no exams except for Wednesday evening classes)
May 8	Friday—Semester ends
May 9	Saturday—Commencement Convocation
May 11	Monday—All grades to be input by faculty no later than 12:00 noon

SUMMER SESSION 2009

May 29	Friday—Residence halls open for summer session Friday—Regular registration for summer session
May 30	Saturday—Classes begin
June 3	Wednesday—Last day of late registration Wednesday—Last day to add/change registration
June 12	Friday—Last day for students to submit an Application for Degree to the Office of the Registrar for fall semester 2009 graduation
June 20-26	Saturday-Friday—Midterm examinations
July 3	Friday—Academic holiday (Independence Day)
July 6	Monday—Last day to drop classes or withdraw from the University with a "W"
July 18-24	Saturday-Friday—Final examinations
July 24	Friday—Session ends
July 27	Monday—All grades to be input by faculty no later than 12:00 noon

Students should check the KSU Web site each semester for any calendar changes which may have been approved after the publication of this Catalogue.

Kentucky State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 406-679-4501) and awards undergraduate and graduate degrees.

It is the policy of Kentucky State University not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.

The information in this Information Booklet is current at the time of publication. Curricula, courses, degree requirements, fees, and policies are subject to constant review. Specific details may vary from the statements printed here without further notice. If you are pursuing a degree, you are obliged to fulfill the requirements as they were listed in the Catalogue for the semester in which you enrolled in the program. If the requirements change after you enroll in the program, see the policy "Catalogue of Record" in the Academic Policies section of 2005-2007 Kentucky State University *Catalogue*.

PRIVACY OF STUDENT RECORDS

Kentucky State University hereby notifies students concerning the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, is designed to protect the privacy of educational records, to establish the right of students to inspect or review their educational records, and to provide guidelines for the correction of inaccuracies or misleading information. The University has adopted a policy which explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy are published in the student K-Book and can be obtained from the Office of Student Affairs. Questions concerning the Family Educational Rights and Privacy Act of 1974 may be referred to the Registrar.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

(NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kentucky State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CAMPUS DIRECTORY

Campus Operator—(502) 597-6000
University Police (502) 597-6878

	Campus Address	Extension
Office of the President	Hume Hall, Suite 201	6260
Provost/Vice President for Academic Affairs	Hume Hall, Suite 202.....	6442
Vice President for Student Affairs.....	Student Center, Suite 330	6671
Chief Financial Officer.....	Academic Services Bldg., Suite 259	6343
Vice President for Administration, External Relations and Development.....	Hume Hall, Suite 102.....	6760

College of Arts, Social Sciences, and Interdisciplinary Studies

Office of the Dean.....	Hathaway Hall, 424	6411
Division of Behavioral and Social Sciences	Hathaway Hall, 231	5922
Division of Fine Arts	Bradford Hall, Room G-5	6496
Division of Literature, Languages, and Philosophy ..	Hathaway Hall, 414	6990
Whitney Young School of Honors & Liberal Studies	Carver Hall, Room 133	7015
Endowed Chair of the Humanities.....	Carver Hall, 129.....	6583
Integrative Studies	Hathaway Hall, 423	5924

College of Mathematics, Science, Technology, and Health

Office of the Dean.....	Carver Hall, Room 135	5977
Division of Mathematics and Sciences	Carver Hall, Room 132	6603
Division of Aquaculture	Aquaculture Research Ctr.	8106
Division of Computer and Technical Sciences.....	Hathaway Hall, 314	6384
School of Nursing.....	Betty White Health Center	5957

College of Professional Studies

Office of the Dean.....	Hathaway Hall, 424	6117
School of Business	Bradford Hall, Room 105	6708
School of Education	Hathaway Hall, 108	5919
Applied Human Sciences.....	Hathaway Hall, 104	6181
Health, Physical Education, and Recreation	Exum Center, Room 270	5867
School of Public Administration, Social Work, and Criminal Justice.....	Hathaway Hall, 311	6117
Social Work, and Criminal Justice.....	Hathaway Hall, 210	6890

ADMINISTRATIVE OFFICES Campus Address Extension

Academic Advising	Academic Services Bldg., Suite 303	6400
Academic Center for Excellence (ACE)	Student Center, Room 110.....	6680
Admissions	Academic Services Bldg., Suite 312	6813
Alumni Relations	Hume Hall, Suite 102.....	6511
Alumni Stadium.....	Athletic Drive	6011
Aquaculture Research Facility	Athletic Drive	8106
Athletic Director	Alumni Stadium, Room 137	6014
Blazer Library.....	Blazer Library	6852
Bookstore.....	Student Center Lobby.....	6352
Cafeteria	Carl M. Hill Student Center	5664
Cashier	Academic Services Bldg., 3rd Fl..	6250
Center for Professional and Career Preparation.....	Exum, Room 106.....	6206
Center of Excellence for the Study of KY African Amer.	Jackson Hall, Room 103.....	6315
Community Recruitment	Academic Services Bldg., Suite 312	6350
Comprehensive Counseling.....	Betty White Health Center	6970
Continuing and Distance Education.....	Academic Services Bldg., Suite 526	5611
Counseling and Placement.....	Academic Services Bldg., Suite 241	5948
Distance Learning/Videoconferencing	Academic Services Bldg., Suite 526	5050
External Relations and Development.....	Hume Hall, Suite 102.....	6760
Exum Center	Exum Center.....	5867
Financial Aid	Academic Services Bldg., Suite 349	5960
Financing and Collections.....	Academic Services Bldg., Suite 349	6278
First-Year Experience	Academic Services Bldg., Suite 261	6217
Global Education	Academic Services Bldg., Suite 303	5084
Health Services.....	Betty White Health Center	6271
Land Grant Programs	Cooperative Extension Bldg.	6310
Mail Room.....	Academic Services Bldg., Suite 234	6645
Registrar	Academic Services Bldg., Suite 323	6234
Residence Halls	Chandler Hall	6256
	Combs Hall	6920
	Hunter Hall.....	6171
	Kentucky Hall.....	5952
	McCullin Hall.....	6973
	Whitney Young Hall	7800
	The Halls (formerly Young Hall) ...	5082
Residence Life	Academic Services Bldg., Suite 317	5951
Student Life/Organizations.....	Student Center	6989
Testing Services	Exum, Room 106.....	6206
University Police	Rosenwald.....	6878
Video Conferencing	Academic Services Bldg., Suite 526	5050

This is not a complete listing of University Administrative Offices. For numbers not listed, please call the University switchboard at (502) 597-6000 or visit the KSU Web site at www.kysu.edu.

KENTUCKY STATE UNIVERSITY

2008 – 2009 FEE SCHEDULE

(PER SEMESTER)

TUITION AND FEES

Undergraduate

Full-time

<u>Resident</u>		<u>Non-Resident</u>		<u>Destiny & Legacy^①</u>	
<u>Credit Hours</u>	<u>Tuition & Fees</u>	<u>Credit Hours</u>	<u>Tuition & Fees</u>	<u>Credit Hours</u>	<u>Tuition & Fees</u>
12	\$2,734	12	\$6,631	12	\$4,914
13	\$2,771	13	\$6,669	13	\$4,952
14	\$2,809	14	\$6,707	14	\$4,990
15	\$2,846	15	\$6,745	15	\$5,027
16	\$2,896	16	\$6,860	16	\$5,115
17	\$2,946	17	\$6,975	17	\$5,202
18	\$2,996	18	\$7,090	18	\$5,290
19	\$3,046	19	\$7,205	19	\$5,377
20	\$3,096	20	\$7,320	20	\$5,465
21	\$3,146	21	\$7,435	21	\$5,552

Graduate

Resident	Per credit hour	\$ 325
Non-Resident	Per credit hour	\$ 760

Undergraduate

Part-Time (less than 12)

<u>Undergraduate Resident</u>	
Per credit hour	\$ 190
<u>Undergraduate Non-Resident</u>	
Per credit hour	\$ 450
<u>Undergraduate Destiny & Legacy</u>	
Per credit hour	\$ 335

High School Students

In Service Counties ^②	\$100 per course
Outside Service County	\$ 80 per credit

③ Online

Undergraduate	Per credit hour	\$ 260
Graduate	Per credit hour	\$ 325

① Student must enroll as a full-time undergraduate student and be an official resident and graduate of a higher school within one of the following targeted areas: **Michigan counties** – Wayne, Oakland, Van Buren, Ingham, Washtenaw, Saginaw, Berrien; **Missouri counties:** St. Louis City; **Ohio Counties:** Hamilton/Franklin, Lorain, Cuyahoga, Montgomery, Lucas, Summit, Butler, Warren, Fairfield; **Illinois Counties:** Cook, St. Clair, Will, Peoria, Kankakee, Lake; **Indiana counties:** Marion, Lake, Allen, Madison.

② In Service County Areas: Anderson, Henry, Franklin, Owen, Scott, Shelby, Woodford counties.

③ An undergraduate student who is registered for 12 or more hours (graduate 9 or more hrs.) online exclusively will be classified as a full-time student and shall be charged based on the normal tuition and fee schedule and residency.

RESIDENCE HALLS

<u>Hall(s)</u>	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Suite</u>
Chandler	\$2,170	\$1,620	n/a	\$2,100
Kentucky	\$2,170	\$1,620	\$1,600	\$2,100
The Halls	\$2,170	\$1,620	n/a	n/a
Combs	n/a	\$1,620	n/a	n/a
Hunter	n/a	\$1,620	n/a	n/a
McCullin	\$2,170	n/a	n/a	\$2,100
Whitney M. Young Jr.	n/a	n/a	n/a	\$2,100

MEAL PLANS

Students residing in residence halls ④

10 meal plan with \$300 flex dollars	\$1,576
15 meal plan with \$200 flex dollars	\$1,576
19 meal plan with \$125 flex dollars	\$1,576

Commuter meals

5 Meal Membership w/\$200 Dining Dollars	\$608
50 Block w/\$250 Dining Dollars	\$550
\$300 Dining Dollars	\$300
20 Block w/\$50 Dining Dollars	\$168

④ Students residing in residence halls are required to have a meal plan.

OTHER FEES

OTHER PARTICIPATORY FEES

Activity fee	\$170
Application fee	\$30
Application fee – International Students	\$100
Auto Registration-Students (per year)	\$30
Auto Registration-Faculty/Staff (per year)	\$100
Damage Fee (non refundable) ⑤	\$125
Deferred Payment fee	\$75
Diploma Replacement (undergraduate)	\$13
Diploma/Cover Replacement (undergraduate)	\$20
Diploma Replacement (graduate)	\$20
Diploma/Cover Replacement (graduate)	\$40
Drop/Add fee	\$30
Graduation fee-Undergraduate (excluding cap/gown)	\$75
Graduation fee-Graduate (excluding cap/gown)	\$125
Health Insurance Fee ⑥	\$149
Homecoming fee(fall semester only)	\$50
ID/Meal Replacement (per card) ⑦	\$40
Key Fee (per year) ⑧	\$50
Late Registration (per semester)	\$100
Orientation Fee	\$35
Re-instatement Fee	\$50
Return Check Fee	\$50
Room Reservation (per year) ⑨	\$75
Thesis Fee	\$30
Transcript Fee	\$10

TEST FEES

ACAT	\$30
ACT Plus Writing	\$43
ACT Test Fee National	\$30
ACT Test Fee Residual	\$30
CLEP Test KSU	\$17
CLEP Test CLEP	\$60
Correspondence Exams	\$17
CPP-2 Test	\$16
GMAT Test	\$250
GRE Test	\$130
Law School Reports	\$12
LSDas	\$109
LSAT Test	\$118
MCAT Test	\$210
NLN/ACE	\$70
NCLEX Review	\$350
PRAXIS Test Registration	\$40
PRAXIS Test Subject	\$60/90
SAT 1 Test	\$42
SAT 2 Test Registration	\$18
TOEFL Test	\$125

COURSE & LAB FEES (per course)

<p>Applied Information Technology \$20 CIT 110 120 121 136 137 220 221 222 230 251 255 300 310 350 351 352 355 361 362 420 430 440 450 451 452 460</p> <p>Aquaculture AQU 411 412 427 460 511 512 527 560</p> <p>Art ART 130 \$10</p> <p>ART 101 108 110 112 113 211 305 312 319 405 \$30 412 419 430 431 432</p> <p>ART 220 240 315 317 320 340 415 417 420 433 \$50 434 435 439 440 441</p> <p>ART 307 322 407 451 452 453 \$75</p> <p>Biology BIO 101 107 108 111 204 210 212 301 302 303 \$25 304 305 307 308 309 315 317 318 408 410 411 412 427 460</p> <p>Chemistry CHE 110 120 203 220 307 308 310 312 314 350 \$35</p>	<p>Child Development/Family Relations CDF 315 407 408 \$30</p> <p>Computer Science \$15 COS 100 101 108 109 180 200 230 232 242 250 300 301 340 350 410 420 481 482 483 484 485 502 504 511 512 513 514 515 517 518 520 533 581 582 583 584 585 586 587 588 589</p> <p>Music Half Hour Private Lesson/Week \$50 One Hour Private Lesson/Week \$75</p> <p>Nursing \$50 NUR 101 102 111 112 201 202 211 212 Per lab</p> <p>Physical Science \$20 PHS 201 202 211</p> <p>Physics \$20 PHY 111 112 207 208 211 212 320 340 361</p>
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<p>⑤ New resident only. Refundable as per terms of residence hall contract.</p> <p>⑥ Student enrolled without health insurance in the Fall Semester will be assessed \$199 for the Spring Semester.</p> <p>⑦ First replacement \$5; second replacement \$10; third replacement \$25; fourth replacement \$40</p>	<p>⑧ New resident only.</p> <p>⑨ New resident only. Credit applied to account room charge.</p>
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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. Tuition and Fees for the 2008-2009 academic can be found on the tuition and fees schedule (under Tuition and Fees).

FINANCIAL ASSISTANCE

Kentucky State University acknowledges that many students require some form of financial assistance to support their education. KSU provides a wide range of resources through scholarships, grants, college work-study, and low-interest loans. Information about Kentucky State financial assistance programs can be found in the Financial Aid and Scholarships section of the Catalog.

FOREIGN CURRENCY

All payments must be made in U.S. dollars.

HEALTH INSURANCE

Full-time students will be billed for Student Health Insurance at a cost of \$149 unless they opt out. To opt out of student health insurance, the student must present proof of insurance and complete a waiver for the Fall Semester by August 29, 2008 and for the Spring Semester by February 13, 2009. The student health insurance is non-refundable. Student enrolled without health insurance in the Fall Semester will be assessed \$199 for the Spring Semester.

ONLINE COURSES

Online tuition and fees can be found in the tuition and fee schedule.

A full-time student who supplements traditional courses (on campus or in class lecture) with online courses shall be charged based on the normal full-time tuition and fee schedule and residency. The health insurance fee 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. The health insurance fee is not applicable.

All fees are subject to change without notice.

TUITION AND FEE REFUND POLICY

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 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 usually applied after the 12th day of classes. **Questions concerning refunds should be directed to the Bursar's Office** (ASB Lobby).

Students who receive 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 (Fall Semester on or after October 24, 2008 and Spring Semester on or after March 25, 2009), a prorated portion of his/her federal financial aid dollars must be considered "unearned" and returned to the federal programs. Unearned financial aid dollars 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.

TITLE IV FINANCIAL AID

Federal fund 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

Refunds are calculated according to the following schedule for those students not receiving Title IV financial aid and withdraw from the University.

Refund Period – Fall 2008

- 100% refundable - Prior to the first day of classes ending August 22, 2008
- 75% refundable – August 23 – 29, 2008
- 50% refundable – August 30 – September 5, 2008
- 25% refundable – September 6 – 12, 2008
- 0% refundable – After September 12, 2008

Refund Period – Spring 2009

- 100% refundable - Prior to the first day of classes ending January 16, 2009
- 75% refundable – January 17 – 23, 2009

- 50% refundable – January 24 — 30, 2009
- 25% refundable – January 31 – February 6, 2009
- 0% refundable – After February 6, 2009

Refund Period – Summer 2009

- 100% refundable - Prior to the first day of classes ending June 3, 2009
- 75% refundable – June 4 – 5, 2009
- 50% refundable – June 6 - 9, 2009
- 25% refundable – June 10 – 12, 2009
- 0% refundable – After June 12, 2009

Funds are usually applied to the students account after the 12th day of classes. Residual checks are deposited to the students Paycard or mailed to the local address within 14 days of the date the credit occurred.

ACCOUNT AND PAYMENT INFORMATION

ACCOUNT ACCESS

TO ACCESS YOUR ACCOUNT DURING 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.

TO ACCESS YOUR ACCOUNT DURING REGULAR REGISTRATION AND LATE REGISTRATION.

Account summaries will be posted online the day after schedules are entered into the Student Information System.

TO REVIEW YOUR ACCOUNT SUMMARY

A. RESIDENCY

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

B. FINANCIAL AID

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

C. ROOM AND BOARD

Charges for the student to live on-campus and meal plans will be reflected on the student's bill (Account Summary). If applicable room and board charges do not appear on your account summary, contact the Office of Residence Life.

PAYMENT INFORMATION

To expedite payment and 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).

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 **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**

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 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, 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

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**

Blackboard

What is Blackboard?

BlackBoard is a course management system used by Kentucky State University. This feature is used for online or hybrid courses. To access BlackBoard, visit www.blackboard.kysu.edu or through the student link on KSU's homepage at www.kysu.edu

What's My Blackboard Student User Name?

[first initial of first name] + [entire last name] + [last 3 digits of KSU-assigned Student ID Number]

For example: jdoe123

If you do not know your SID number, follow the instructions in the "What is your KSU-assigned Student ID number?" module on this login page. If all else fails, contact the KSU Registrar's Office.

What's My Blackboard Student Password?

By default, your password is the entire 8 digits of your KSU-assigned Student ID Number, typed without hyphens.

If you forgot your password, click the link under the password text box.

After logging in, within the Tools Panel on the left, click "Personal Information" > "Change Password." It is important to you change this password the first time you log in.

Verify Your KSU E-mail Address - (extremely important)

Within the Tools Panel on the left, click "Personal Information" > "Edit Personal Information."

To locate your KSU-assigned Student ID number:

Go to the KSU home page (www.kysu.edu)

Click on "KSU Students" (under the picture)

Click on "WIRED" (the acronym for the Web-version of our Student Information System, which stands for "Web Information. Really Easy and Direct").

In the "Log on to WIRED" line, click on the word "WIRED".

In the "Student ID" box, type your Social Security number, without hyphens.

Move the cursor to the next box by pressing the TAB key.

Your initial WIRED "PIN" is your birth date in the form of mmddyy.

For example, a birth date of February 3, 1971, would be entered as 020371.

Click the "Login" button. On the next screen, you will see "Your new Login ID:"
WRITE DOWN and MEMORIZE THIS 8-DIGIT NUMBER.
It is your KSU-assigned SID# (which you will use)

KSU E-Mail

For logging into any computer on campus & for accessing your web mail:

Username: **firstname.lastname**

Password: **Ksu+<student id>**

- For example, if your student id number is 10099901 then your password would be Ksu10099901
- Passwords are case-sensitive, so make sure that only the K is capitalized

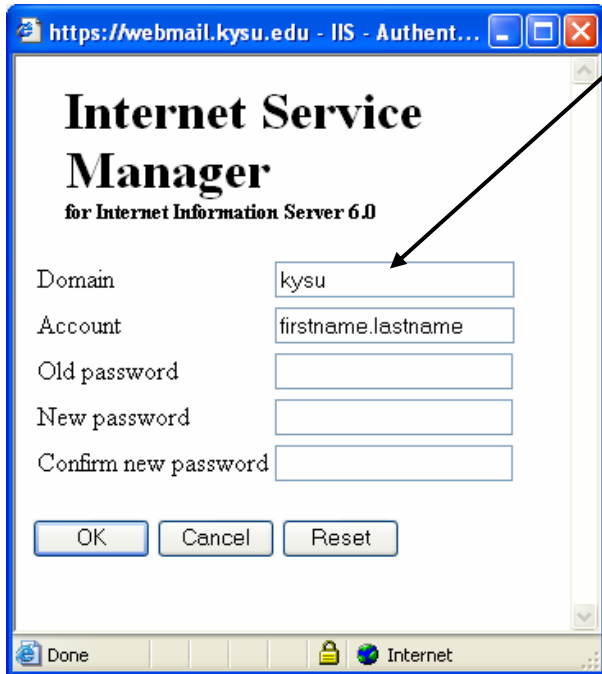
To access your e-mail:

- Go to <http://www.kysu.edu>
- Go to the student page
- Click on **Email access**, which is the Outlook Web Access interface
- Enter your user name and password

Your e-mail address while at the University will be **firstname.lastname @kysu.edu**

There are two ways to change your password:

- **From a lab**, log in to the computer. Once logged in press ctrl-alt-del and select the “change password” option. It will ask you for your old password and to enter a new one and confirm it.
- **From the Outlook Web Access interface**, you will need to log in with your old password. On the lower left, click on the **Options** button, scroll to **Password**, click on the button **Change Password**.



The screenshot shows a web browser window titled "https://webmail.kysu.edu - IIS - Authent...". The main content is the "Internet Service Manager" authentication form. The form has the following fields and values:

Field	Value
Domain	kysu
Account	firstname.lastname
Old password	
New password	
Confirm new password	

At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". The browser's status bar at the bottom shows "Done" and "Internet".

If there is a field labeled “**domain**” make sure you have “**kysu**” entered, without the quotes - as shown in the illustration.

If there is no domain field, make sure your username has “kysu\” in front of it.

For example, if you were john.smith, enter **kysu\john.smith**

PASSWORD GUIDELINES:

After you initially log in, students will be required to change their passwords. Below are the password guidelines for the University:

1. Passwords must be at least 8 characters in length.

2. Passwords must contain at least one of the following:

-Upper-case alphabet character (eg. A, C,

Q, etc.) or

-Special character (eg. *, %, !, etc.) or

-Numeric character (eg. 1, 2, 4, etc.)

- 3. Must not have any part of your name in it
- 4. Cannot match the last 5 passwords

Example of a password: **KSUisGR8**

In order to maintain security of the KSU computer system, you will be prompted to change your password every 60 days.

If you have any trouble with your account, please feel free to contact :
Student Technology Services located in **Hill Student Center Room 106**
Monday – Friday 8:00 am – 11:00 pm Phone: 502-597-5699
Saturday 10:00 am – 5:00 pm Sunday 2:00 pm – 10:00 pm

KSU WIRED

NEW STUDENTS

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 for your pin.

If you forget your PIN, you will need to contact the Admission office. Admission's phone number is (502) 597-6813.

CONTINUING STUDENTS

Your "User ID" is your student identification number. Your initial PIN is your birth date in the form of mmddyy. For example, a birth date of February 3, 1971 would be entered as 020371. Your PIN is a 6-digit number, which will function like a password. PLEASE CHANGE YOUR PIN NUMBER AFTER YOU ENTER THE SYSTEM FOR THE FIRST TIME. (This will help eliminate others from knowing what your PIN number is.)

How to view my student information?

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

What happens if I doubling click the mouse?

Doubling 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, whom 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 - 502.597.6340

For Billing questions - 502.597.6278

For Financial Aid questions - 502.597.6017

For Housing Questions - 502.597.6139

SCHEDULE CODES AND ABBREVIATIONS

BUILDING LOCATION

AA	Academic Annex
AF	Aquaculture Facility
AS	Academic Services Building
BH	Bradford Hall
BL	Blazer Library
CC	Chappell Community Building
CH	Carver Hall
DA	Dance Studio
EX	William Exum HPER Facility
HC	Hill Student Center
HH	Hathaway Hall
HU	Hunter Hall
JH	Jackson Hall
OC	Off-Campus
SH	Shauntee Hall
SP	Swimming Pool
TN	Tennis Courts

OFF-CAMPUS SITES

ACHS	Anderson County High School
BHE	Baptist Hospital East (Louisville)
CBH	Central Baptist Hospital (Lexington)
CSH	Central State Hospital
EHS	Eminence High School
BF	Farmers Bank (Frankfort)
FCHS	Franklin County High School
FRMC	Frankfort Regional Medical Center
FSCC	Frankfort Senior Citizen Center
HCHS	Henry County High School
HCL	Henry County Library
JHS	Jewish Hospital Shelbyville
KET	Kentucky Educational Television
KSPA	Kentucky State Police Academy
OCHS	Owen County High School
OVEC	Ohio Valley Educational Cooperative
SCG	Scott County Garth Elem. School
SCH	SCHS Shelby County High School
SCOT	Scott County High School
SH	Shriner's Hospital (Lexington)
SHJC	Shelby Co.–Jefferson Co. Tech
SVOC	Shelby County Vocational School
VAMC	Veterans Admin. Medical Center (Lexington)

SECTION NUMBERS

01-20	On-Campus morning and afternoon; Monday - Friday
30	Kentucky State Police Academy
44	Franklin Co. Senior Citizens' Center
55-56	Saturday and Sunday (Weekend)
60	Early Admission (College Ahead)
70	Laboratories
80-89	Off-Campus Designated Service Area Locations
82	Shelby County
83	Anderson County
85	Scott County
86	Owen County
87	Henry County
90-92	Evening
99	Kentucky Educational Television(KET)
	Interactive Television (ITV)
	I1 Franklin County High School
	I2 JCTC/Shelby Co.
	I3 Anderson County High School
	I4 Owen County High School
	I5 Scott County High School
	I6 Henry County High School
B1-B4	Bridge Program
Q1-Q4	QEP Courses for Quality Enhancement Plan
V1-V5	KYVU Online Courses
V8	CPM Program

DAYS

M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	U	Sunday
R	Thursday	TBA	To be arranged

Kentucky State University
Crime Statistics
provided by the University Police Department

Crime Category	2003	2004	2005	2006	2007
Arson	0	1	0	0	0
Assault	5	7	5	19	7
Burglary	9	2	1	2	7
Criminal Damage	22	0	1	3	0
Hate Crime					
Bias–Race	0	0	0	0	0
Bias–Gender	0	0	0	0	0
Bias–Religion	0	0	0	0	0
Bias–Sexual Orientation	0	0	0	0	0
Bias–Ethnic	0	0	0	0	0
Bias–Disability	0	0	0	0	0
Manslaughter	0	0	0	0	0
Menacing	4	0	3	0	0
Motor Vehicle Theft	0	0	0	0	1
Murder	0	0	0	0	0
Reckless Homicide	0	0	0	0	0
Robbery	0	0	3	0	3
Sex Offences–Forcible	0	0	0	0	0
Sex Offences–Non-forcible	0	0	0	0	0
Stalking	0	0	0	0	1
Terroristic Threatening	6	0	4	0	1
Theft	53	50	3	42	53
Wanton Endangerment	0	0	6	0	0
Weapon Possession	0	0	1	0	4

Selected Arrest Statistics – Prior Reporting Period

Crime Category	2001	2002	2004	2005	2006	2007
Alcohol Related	0	0	0	9	18	6
Drug Related	0	3	10	19	11	12

These crime statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Kentucky Postsecondary Education Campus Security (Minger) Act of 2000. If you have any questions, contact Chief of Police Donnie C. Turner at (502) 597-6879.

FINAL EXAMINATION SCHEDULE

FALL 2008

December 6-12, 2008 (Saturday through Friday)

OFF-CAMPUS AND EVENING COURSES

Examinations for off-campus and evening courses will be held at the regularly scheduled course meeting time between Monday, December 8, 2008 and Friday, December 12, 2008.
Exams for Saturday courses will be Saturday, December 6, 2008.

DAY COURSES

Use the Semester Course Start Time of the Examination Schedule below to determine the day and time for your exam.

EXAMPLE 1: For classes meeting on Monday, Wednesday, and Friday from 11:00- 11:50 a.m. during the semester, the exam will be on Tuesday, December 9, 2008 from 10:00-11:50 a.m.

EXAMPLE 2: For classes meeting on Tuesday and Thursday from 9:30-10:45 a.m. during the semester, the exam will be on Friday, December 12, 2008 from 10:00-11:50 a.m.

If any student has more than two final examinations scheduled on any one day, the student may request that the last scheduled exam (or exams if more than three) be rescheduled for another time period during Final Examination Week. Students must request a rescheduled exam from the instructor no later than the 13th week of the semester. The instructor may reschedule the exam for any regular time period during Final Examination Week, as long as this does not result in more than two scheduled final examinations on any one day for the student.

	Semester Course	Start Time	Exam Time	
Monday, December 8, 2008				
	Tuesday/Thursday	8:00 a.m.	8:00 a.m.	9:50 a.m.
	Monday/Wednesday/Thursday	10:00 a.m.	10:00 a.m.	11:50 a.m.
	Tuesday/Thursday	1:00 p.m.	1:00 p.m.	2:50 p.m.
	Monday/Wednesday/Friday	3:00 p.m.	3:00 p.m.	4:50 p.m.
Tuesday, December 9, 2009				
	Monday/Wednesday/Friday	8:00 a.m.	8:00 a.m.	9:50 a.m.
	Monday/Wednesday/Friday	11:00 a.m.	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	2:00 p.m.	1:00 p.m.	2:50 a.m.
	Monday/Wednesday/Friday	4:00 p.m.	3:00 p.m.	4:50 a.m.
Wednesday, December 10, 2008				
	READING DAY			
Thursday, December 11, 2008				
	Monday/Wednesday/Friday	9:00 a.m.	8:00 a.m.	9:50 a.m.
	Tuesday/Thursday	Other start times	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	1:00 p.m.	1:00 p.m.	2:50 p.m.
	Monday/Wednesday/Friday	Other start times	3:00 p.m.	4:50 p.m.
Friday, December 12, 2008				
	Conflicts			
	Tuesday/Thursday	9:30 a.m.	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	12 noon	1:00 p.m.	2:50 p.m.
	Tuesday/Thursday	2:30 p.m.	3:00 p.m.	4:50 p.m.

FINAL EXAMINATION SCHEDULE

SPRING 2009 (Non-graduating students)

May 2-8, 2009 (Saturday through Friday)

OFF-CAMPUS AND EVENING COURSES

Examinations for off-campus and evening courses will be held at the regularly scheduled course meeting time between Monday, May 4, 2009 and Friday, May 8, 2009. Exams for Saturday courses will be Saturday, May 2, 2009.

DAY COURSES

Use the Semester Course Start Time of the Examination Schedule below to determine the day and time for your exam.

EXAMPLE 1: For classes meeting on Monday, Wednesday, and Friday from 11:00- 11:50 a.m. during the semester, the exam will be on Tuesday, May 5, 2009, from 10:00-11:50 a.m.

EXAMPLE 2: For classes meeting on Tuesday and Thursday from 9:30-10:45 a.m. during the semester, the exam will be on Friday, May 8, 2009, from 10:00-11:50 a.m.

If any student has more than two final examinations scheduled on any one day, the student may request that the last scheduled exam (or exams if more than three) be rescheduled for another time period during Final Examination Week. Students must request a rescheduled exam from the instructor no later than the 13th week of the semester. The instructor may reschedule the exam for any regular time period during Final Examination Week, as long as this does not result in more than two scheduled final examinations on any one day for the student.

	Semester Course	Start Time	Exam Time	
Monday, May 4, 2009	Tuesday/Thursday	8:00 a.m.	8:00 a.m.	9:50 a.m.
	Monday/Wednesday/Thursday	10:00 a.m.	10:00 a.m.	11:50 a.m.
	Tuesday/Thursday	1:00 p.m.	1:00 p.m.	2:50 p.m.
	Monday/Wednesday/Friday	3:00 p.m.	3:00 p.m.	4:50 p.m.
Tuesday, May 5, 2009	Monday/Wednesday/Friday	8:00 a.m.	8:00 a.m.	9:50 a.m.
	Monday/Wednesday/Friday	11:00 a.m.	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	2:00 p.m.	1:00 p.m.	2:50 a.m.
	Monday/Wednesday/Friday	4:00 p.m.	3:00 p.m.	4:50 a.m.
Wednesday, May 6, 2009	READING DAY			
Thursday, May 7, 2009	Monday/Wednesday/Friday	9:00 a.m.	8:00 a.m.	9:50 a.m.
	Tuesday/Thursday	Other start times	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	1:00 p.m.	1:00 p.m.	2:50 p.m.
	Monday/Wednesday/Friday	Other start times	3:00 p.m.	4:50 p.m.
Friday, May 8, 2009	Conflicts		8:00 a.m.	9:50 a.m.
	Tuesday/Thursday	9:30 a.m.	10:00 a.m.	11:50 a.m.
	Monday/Wednesday/Friday	12 noon	1:00 p.m.	2:50 p.m.
	Tuesday/Thursday	2:30 p.m.	3:00 p.m.	4:50 p.m.