

Student Life Handbook

2024-2025

murraystate.edu



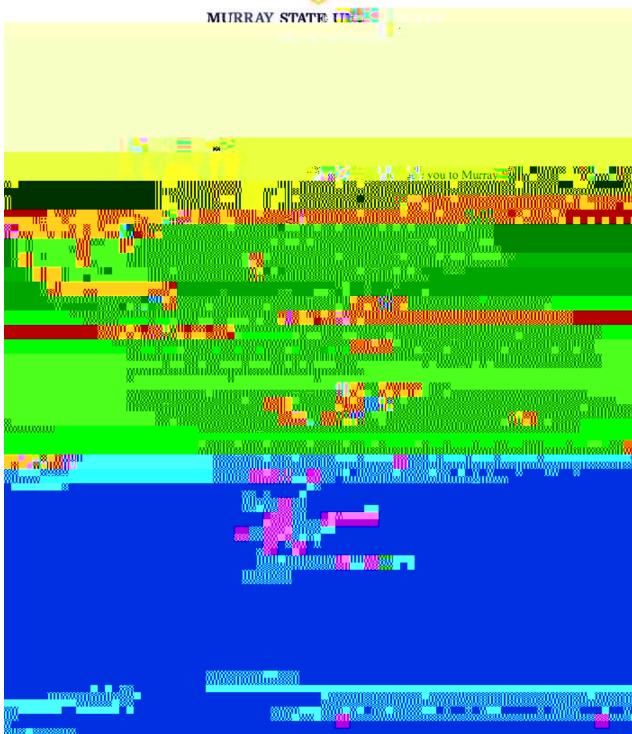


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STUDENT LIFE HANDBOOK

Information Sources

Information on

All campus numbers start 270.809.

Divisions of the University

Career Fairs

Career Services hosts a range of targeted and general career fairs in both the fall and spring. All student and alumni are encouraged to attend to network with company representatives to identify internship, full-time job and graduate school opportunities. Additional information,

favorites: lattes, frappuccinos, mochas, shaken teas, and more! It also features bakery items, as well as a full menu of breakfast and lunch options.

Mein Bowl is located in the Curris Center's Thoroughbred Room (food court). Mein Bowl offers healthy, fresh, made-to-order Asian cuisine, with menus built on flavorful spices, fresh vegetables, rice, and proteins. Enjoy a customizable combination of authentic flavors.

Tres Habaneros is also located in the Thoroughbred Room. Come order your own personalized burrito, taco salad, rice bowl and more with lots of options for ultimate customization for your tastes!

Sub Connection is also located in the Thoroughbred Room. In this full deli, try one of our signature sandwiches or a build your own on fresh bread baked daily, or try one of our delicious salads!

Market '22, near the food court, features convenience and grab and go options perfect for in between classes like salads, parfaits, sandwiches, chips, snacks, bottled drinks, and more! It also features Hissho Sushi.

Einstein Bros Bagels is located in Waterfield Library, providing bagels, sandwiches, pastries, grab and go options and so much more. You can refuel with Caribou Coffee, enjoy brewed coffee, cool off with iced coffee drinks, or even reenergize with smoothies!

Engineered Coffee is located on the second floor of the Timothy D. Jones Gateway at the Engineering and Physics building and serves a variety of hot and cold drinks as well as sushi, salads, and other dining favorites.

Business Express is conveniently located on the second floor of the Business Building and has everything you need for a quick snack or a working lunch!

Fast Track is the campus convenience store located on the north side of Winslow Dining Hall. It offers numerous items, including ready-to-eat items, groceries, toiletries, and household essentials. Fast Track also offers Simply To Go options as well as Hissho Sushi.

Racer Dining also provides full service catering to the campus and local community. Whether planning an elegant formal dinner or fresh muffins and coffee for a breakfast of five, nearly every detail can be arranged to meet your specific needs. To find out more information, peruse the menu, or place an order, please visit our catering site, msu.catertrax.com, or call 270.809.2746.

Division of Student Affairs and Enrollment Management

The Division of Student Affairs' primary concern is the student. This concern encompasses retention, welfare, and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification and physical. The Division's goals are best defined by the following:

Center for Student Engagement and Success

- Federal Pell Grant
- Federal PLUS (Parent) Loan

- A minimum percentage of completed hours earned
- · A maximum withdrawal count

Qualitative Standard:

<u>Minimum GPA</u> - The minimum GPA requirements for Murray State University (as shown in the chart below) are determined by the number of credit hours the student has attempted. If an Academic Probation period leads to Academic Suspension, the students' aid will also be suspended.

GPA Hours Attempted	Cumulative GPA Required
1-32	1.5
33-64	1.7
65-79	1.9
80+	2.0

Quantitative Standard:

<u>Maximum Timeframe</u> -The longest time you can take to complete your degree is 1 ½ times the length of the published program length as shown in the table below.

<u>Completion Rate</u> - You must earn a minimum of 67% of the total number of hours you have attempted during your entire college career after high school. To determine if you are meeting this requirement, multiply the total cumulative hours you have attempted times .67. (Example: 95 cumulative hours x .67 = requirement of 64 hours earned.)

Actions impacting course completion when calculating attempted and earned hours:

1. Audited, Withdrawn or Incomplete course

Counts toward attempted

Does not count toward earned.

2. Transfer or Remedial course

Counts toward attempted Counts toward earned.

3. Repeat or Non-degree related course Counts toward attempted.

Counts toward earned (but only last time attempted).

<u>Semester Withdrawal</u> - More than two official academic and/or administrative withdrawals from a semester while attending Murray State University will prevent you from meeting SAP. Additional Information

- The same timeframe to completion requirements apply even if changing majors.
- Financial Aid reviews SAP at the end of each spring semester and covers the preceding summer, fall, and spring terms.

- Financial Aid SAP requirements are not the same as the Academic SAP regulations each requires a separate appeal process.
- You may review your SAP status on your myGate account.

Degree Type	Published	Maximum	
	Program	Attempted	
	Length	Hours	
Associate	60	90	
Baccalaureate	120	180	
Post-Baccalaureate seeking an Associate*	180	270	
Post-Baccalaureate seeking a Baccalaureate*	240	360	
Graduate/Masters	36	54	
Doctoral	79	119	
*These hours reflect first Baccalaureate attempt	ed hours.	•	

Impact of not meeting SAP - Failure to meet any of the SAP requirements will result in a Financial Aid suspension and make you ineligible to receive any additional federal or state financial aid.

Official notice of suspension will be sent to you via your Murray State University email account.

What to do if your financial aid is suspended - If you receive a financial aid suspension, you may want to consider filing an appeal if you believe you have mitigating circumstances.

All appeals must be received within 30 days of the start of the semester for which you are appealing. Appeals received after this timeframe will be administratively denied for that semester. However, you can request to have the appeal fled for the following semester.

To initiate a Financial Aid SAP appeal, you must complete a SAP Financial Aid appeal form and provide supporting documentation as outlined below. The form may be obtained from within your myGate account under the "Financial Aid/Scholarship" Tab.

Appeals may fall into one of the following categories and appropriate supporting documentation must be provided:

Medical

- Broken bone
- Cancer
- Catastrophic health or mental illness

Documentation needed:

- Official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury
- If recurring illness or other health issue, please provide a statement explaining what has changed to enable you to perform better going forward
- Provide additional documentation if there is a change in medication for recurring illness which addresses your ability to improve performance

Severe personal or family problems

- Death of immediate family member (parent/ guardian, sibling, child, spouse)
- Divorce
- Accident
- Incarceration

Documentation needed (depending upon circumstance):

- Death certificate or copy of obituary and documentation reflecting family connection
- Divorce decree or letter confirming separation from objective third party (representative of the court, pastor, counselor, social worker, etc.)
- Copy of police report must provide documentation reflecting family connection
- If accident resulting in injury, official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury
- Must provide court documentation reflecting period of incarceration for self or immediate family member and documentation reflecting family connection
- If court documentation is unavailable, must provide other documentation substanti1 0 0 1 44ETQq0.0000

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- Statement explaining what has changed financially to enable you to perform better going forward
- Official documentation from the military organization verifying time frame of required training and/or deployment

Next Steps:

Once a completed appeal and all supporting documentation is received by the Office of Financial Aid, a review of your individual circumstance will be conducted and a determination will be made.

Decisions will fall into one of four potential categories.

- 1. Approved without Academic Plan
- 2. Approved with Academic Plan
- 3. Denied
- 4. Administratively Denied

Decisions will be communicated to the student via their Murray State University email.

If 1 434.55.9 47d3lsr appeal is approv1 43ed, you will be placed on probation for a minimum of one (1) semest or for the length of the academic plan. At the end of the probationary term, you must meet all requirements of the Satisfactory Academic Progress Policy, or academic plan.

If 1 434.55.9 47d3lsr appeal is denied, 47d3lu may conti**itheenfollancial vi**d assistance and attempt to meet all requirements to regain eligibility.

General In1 43f1 43ormation:

- If 1 434.55.9 47d3ls do not meet SAP requirements, to alltioxnofoomsfinhermicial aid in future terms, you must still complete the Fr1 43ee Application for Feder1 43al Student Aid (FAFSA) in a timely manner.
- Admissions, Academic Standing, Bursar, and Housing appeals are separate application processes. D1 43ecisions of theseeapp are independent of each other.

If 1 434.55.9 47d3ls have additional questions, please contact the Office of inancial Aid at 500 Sparks Hall, 270.809.2546 or 800.272.4678 option 3, or msu.sfa@murraystate.edu.

Health Services

Murray State's health services is located on the fir1 43st floor of Wells Hall. The phone number is 270.809.3809

^{*}Please note that additional supporting documentation may be requested after initial review.

Honors College

Entering students who possess outstanding academic records may apply to join the Honors College. The program is designed to enrich the educational experience of highly motivated students by offering the following opportunities: interaction with excellent faculty in ongoing research, study abroad experiences, engaging seminar-style courses, and a unique living-learning community. The program offers a diverse range of academic, cultural and social activities. Information is available at the Honors College office, 304 Lowry Center, phone 270.809.3166.

Institute for International Studies

International students experience many unique concerns and problems while they are in the United States. At the Institute for International Studies, the international student advisors are available to help students adjust to life at Murray State. This office provides orientation sessions, assistance in immigration matters, help with personal concerns, and refers students to other agencies as necessary. Several activities are also planned each year to help international students feel at home on campus. International students should come to the Institute for International Studies to arrange for school transfers, to apply for practical training, to submit proof of health insurance, to renew immigration documents, and to receive information on departure and re-entry into the United States.

Education Abroad

The Education Abroad Office develops, promotes, and supports participants and leaders in educational programs abroad for students, faculty, and staff, offering quality programs that follow industry standards and enhance student knowledge of their academic field through comparative, cultural, and experiential learning.

With the assistance of study abroad advisors and the guidance of the student's academic advisor, a study abroad program can be devised to satisfy individual academic needs in nearly any major or minor. Programs vary in length from a 9-day Spring Break program to a full academic semester or year. Students have the ability to use their existing financial aid and Murray State scholarship packages while applying for additional education abroad scholarships.

Visit *murraystate.edu/educationabroad* to learn more and search programs.

Mail Services

Murray State Mailroom, located at 110 General Services Building, receives and distributes all incoming mail for the university's **academic and administrative offices.** They also dispatch all outgoing mail sent out using departmental account numbers. This facility is open from 8 a.m. until 4 p.m., Monday through Friday during the regular school sessions, including summers, and for specified times during periods when Murray State is on break.

If you live in the residence halls the Murray State Post Office will deliver your mail to the Housing Office where staff pick it up daily. You are provided a mailbox automatically when you receive your room assignment. Because all mail is now being coded prior to delivery, the U.S. Post Office requires that your address be correct and specific in order to avoid delays. Here is the format to use:

Line 1: your name John Doe

Line 2: (box #) dorm 4000 Hart Hall (or College)*

Line 3: Room Room 123

Line 4: city, state, ZIP Murray KY 42071-3326

*Note: The word "Hall" or "College" is acceptable in line two.

Please note that each Hall should have a poster located above the mailboxes with the mailing address for that hall. Every hall has a specific address and +four digit zip.

The Mailroom as now installed package lockers in the Blackburn Science Breezeway. When

The Murray State Police Department is responsible for the protection and safety of Murray State University students, faculty, staff and property. The Murray State Police Department is located at the corner of 16th and Chestnut Street.

Murray State University is a safe campus; but we must be diligent in our crime prevention efforts. It takes effort from students, faculty and staff to maintain a safe campus.

Police officers aid in the protection of students, faculty and staff by enforcing state and Federal laws in the university community. Murray State Police Department offers night time escort services through our Racer Patrol unit (call 2222 from campus phones or 270.809.2222 from your cell phone). The emergency number to Murray State Police is 270.809.2222. Please program the number into your cell phones. (911 may be used if you do not have the university emergency number programed into your phone). NOTE: Murray State Police officers are certified and have full police authority.

Here are some safety and crime prevention tips from the Murray State Police Department:

- Avoid walking alone at night and walk in well-lighted areas.
- If you must remain in a campus building after closing time, make an effort to have someone stay with you.
- Make certain that your residence hall room is locked at all times.
- Keep your vehicle locked at all times and remove all valuable items from sight.
- Whenever possible, engrave your possessions with your name or other identifier. Do
 not use your Social Security number. The Murray State Police Department will loan
 you an engraver without charge.
- Keep your personal records in a safe place at all times.
- Help Murray State Police keep the campus safe. If you see a crime committed or know of drugs or weapons on campus, call the Murray State Police Department at 270.809.2222 or contact us through the LiveSafe App. You do not have to give your name.

Lost-and-Found Procedures- If you find an item on campus, turn it in at the Murray State Police Building, which maintains the official lost-and-found department for the university. If something is lost or stolen on campus, call the Murray State Police Department and file a report. **After making a police report,** please complete the following:

Lost or stolen RacerCard:

- Report loss to circulation desk, Waterfield Library
- · Report loss to office, Susan E. Bauernfeind Wellness Center
- If you purchased a meal plan, report loss to at racercard@murraystate.edu
- Go to RacerCard office to have a replacement made

Lost or stolen driver's license:

- Kentucky driver's license: Contact your drivers licensing regional office
- Out-of-state driver's license: Contact the licensing agency in your state

Lost or stolen credit cards:

- If in your parent's name, call them immediately
- If in your name, call the company immediately

Lost or stolen personalized checks or bank card:

Notify your bank immediately

Lost or stolen property:

- Report model, make and serial number to Murray State Police Department
- Report detailed description: size, color, brand, etc.

Lost or stolen books:

• Report loss immediately to the Murray State Police Department.

Lost or stolen residence hall room key:

- · Report loss immediately to your hall desk
- Report any suspected theft to the Murray State Police Department at 270.809.2222.

Your chances of recovering missing property are greatly improved if you document the serial number of the property and write your name or identifier in a prominent place on all of your possessions. The Murray State Police Department will lend you an engraver, free of charge, for engraving your stereo, radio, television, computer equipment and other personal property.

Parking

Murray State University was designed to be a walking campus, which means pedestrian travel is intended to be the primary form of transit between buildings and other campus locations. The university offers many convenient parking options, most being within approximately a seven-minute walk to the quad.

Registration is required for all students, faculty, and staff who choose to bring a vehicle to campus. Registration can be completed online through the parking portal available on the myGate homepage. All parking on campus is by permit only, this includes, but is not limited

citations were issued in error may participate in the appeals process online through their parking portal, which will then be ruled on by the Judicial Board.

Parking Services also provides free bicycle registration for all students, faculty, and staff who bring a bicycle to campus. Bicycle registration increases the likelihood of a bicycle being returned after its been lost or stolen. Bicycle registration can be completed in the parking Services' office.

Parking Services can provide assistance for permit purchase, vehicle registration, citations, and other parking related matters. Please reach out to Parking Services via phone, email or inperson with any questions: 270.809.4812 or msu.parkingoffice@murraystate.edu, 101 Police Building.

	GET THE APP for your peace of mind
	Available in iTunes and Android stores
Emergency contact information	Direct communication with dispatch

Emergency contact information

Direct communication with dispatch

- *Testing accommodations* this may include: extended testing time, access to a quiet distraction-reduced testing environment, a reader, a scribe, use of assistive technology, etc.
- Note-taking assistance
- *Permission to record lectures* (student is required to provide their own device to record)
- Textbooks in digital format
- · Housing, Dining, and Parking accommodations

Enhanced services

Project Mentor is an academic support service of the Office of Student Disability Services. Through this program students receive individualized assistance with learning effective strategies for organizing and studying course-related materials. Each student enrolled in Project Mentor is assigned to work with a trained Academic Mentor on a weekly basis (typically 2-3 hours per week). 1:1 meetings with a mentor may include such topics as the following: writing skills, self-advocacy skills, study skills, time and task management, etc.

Fees for Project Mentor are based on the number of hours each week the student meets with his/her academic mentor. Project mentor fees are \$15/hour. Students are not required to be registered with SDS to utilize this mentoring/tutoring service. Project Mentor is available to any undergraduate student attending Murray State's main campus.

Project PASS: Project Pass (Program for Achieving Student Success) provides a more comprehensive level of support for incoming freshman or new transfer students who have a documented disability. In addition to ensuring that students receive necessary accommodations, Project PASS provides the following areas of support:

- Scheduling assistance during Racer Nation Orientation
- Participation in our early transition program (Smooth Move), which allows students
 to move into their on-campus living space three days early. This extra time allows
 for a more leisurely move-in process, and provides our student the opportunity to
 participate in our specialized orientation program, to ensure a successful transition to
 Murray State University.
- Specialized support and study skills classes
- Participation in our Project Mentor program see information above

Registering with SDS

To register with the Office of Student Disability Services you must:

- Be admitted to Murray State University
- · Provide current documentation of disability to the SDS Office, and
- · Schedule an in-take appointment with and SDS staff member to discuss services and

Email: <u>msu.studentdisabilities@murraystate.edu</u>

Phone 270.809.2018

Or visit us online at murraystate.edu/sds

Student Enrichment

SPECIAL AND TRADITIONAL EVENTS

Homecoming – Racer alumni from all over the world make their way back to the 'finest place they know' each fall for Murray State Homecoming! Homecoming is typically held over an action-packed weekend in late October. There is something for everyone – alumni, students and families alike – including the annual parade, Tent City, the crowning of the Homecoming King and Queen, and of course, football! Special milestone reunions, including Greek organizations, student clubs, class years, and the 50th Anniversary Golden Class Reunion, are a highlight for alumni across the decades. Homecoming is a great opportunity for current students to network with the Racers of the past and celebrate the shared Murray State experience that bonds you. We are connected. We are Racers.

Family Weekend occurs every fall and is full of special activities for families and friends of Murray State students. Activities include receptions, open houses, a football game and various entertainment activities.

Campus Lights takes place every February and is the longest-running musical production in the south – going strong since 1938 – that is produced and performed by students.

Ms. Murray State Scholarship Pageant is held early each spring and is traditionally one the finest University pageants in the country.

All Campus Sing is a campus tradition held in late spring. For 60 years now, student groups from across campus have competed against one another in song and dance on the steps of Lovett Auditorium.

Graduation Breakfast marks the nostalgic end of an era for the university's senior class. The Graduation Breakfast features food, entertainment, speeches and awards.

Greek Week is a celebration of Greek organizations on campus, while Greek Assemblies occur during the fall and spring semesters.

Great Beginnings is a series of events to welcome entering freshman and transfer students at the start of the fall semester.

Founders Day is a celebration by faculty, staff and students to commemorate the

CULTURAL, SOCIAL, RECREATIONAL AND SPORTING ACTIVITIES

Home Away from Home

Our main campus is located in the western Kentucky town of Murray. There's plenty to do on campus - with an arboretum, art galleries, recreation centers and fields, museums, theaters and more - but the city of Murray and the surrounding community also offer several entertainment options. Visit any of our locally owned specialty shops and restaurants. Watch the latest blockbuster at Cheri Theatres or a riveting performance at Playhouse in the Park. Kayak or hike at Land Between the Lakes National Recreation Area. Plus, when it comes to making weekend plans, there are plenty of metropolitan destinations like Nashville, St. Louis and Memphis within reach.

Summer is the dominant season in Murray with generally warm days from March to November. December usually includes the beginning of our short winter season, which occasionally features heavy snow and ice, some very cold days, some warmer days, clouds and rain. But, before too long, spring arrives early in the Jackson Purchase region to allow the school year to close with a note of flowers, greenery and warm, sunny days once more. Above all else, though, Murray offers a friendly town, clean air, countless entertainment options and outdoor recreational activities. Welcome home.

Campus Communications

The Murray State News is the award-

MSU TV-11, the student cable station, airs KET 2 and local programming. Students who major in Television Production or minor in Media Production have the opportunity to create content that can be distributed on MSU TV-11ams through other resources. They can gain experience as media producers, content creators, camera operators, audio operators and lighting technicians. The studios are located on the eighth floor of the Price Doyle Fine Arts Building.

MSU Athletics

Intercollegiate Athletics - Murray State University is a member of the National Collegiate Athletic Association (NCAA) and is a member of the Missouri Valley Conference (MVC). The university takes pride in maintaining a balanced athletic program with teams challenging for conference championships in almost every sport each year. The university's athletic teams have demonstrated continued excellence through their consistent high placement in the Conference all-sports trophy competition.

Men's teams from Murray State compete in football, basketball, baseball, cross country and golf. MSU's women's teams compete in volleyball, basketball, indoor and outdoor track, golf, tennis, cross country, soccer and softball.

In addition to traditional sports, Murray State's coeducational rifle team has won three NCAA team national championships and has established itself as a recognized power in the sport. Its former athletes include a long list of All-Americans and Olympic medalists.

As a full-time student you are encouraged to attend all home athletic events. Your Murray State RacerCard entitles you to free admission to most home events.

MSU Speech and Debate Union

The Murray State Speech & Debate Union (SDU) is a nationally ranked and highly competitive team comprised of students committed to bettering themselves as public speakers, critical thinkers, and advocates. Although the SDU is housed in the Department of Organizational Communication & Leadership, team members of all majors and departments across campus travel the nation and compete on behalf of Murray State University. Members of the travel team meet 2-3 times per week to hone their skills and prepare for tournaments.

The SDU also provides opportunities for students to develop speech and debate skills to perform on campus. Murray State is committed to promoting open debate and discussion about local, regional, national, and international issues. Patterned after Oxford University's Union, the SDU serves as the umbrella organization comprised of the eight residential college debate societies. The SDU meets twice a month throughout the year within the various residential colleges to conduct skill-building workshops and prepare for competitions between residential college teams. Teams from each residential college participate in the Dean's Debate (fall semester) and the Provost premiere (spring semester) competitions. Topperforming members as these events may also have the opportunity to travel to state and

national competitions. Membership in the residential college debate societies is open to all students. Those interested in these activities should contact Dr. Goke at 270.809.4460.

Performing and Visual Arts Opportunities

The College of Humanities and Fine Arts sponsors numerous events around campus and in the community. Performances, lectures, poetry readings, art exhibits, concerts, recitals, musical theatre and dramatic performances, film festivals, and more happen each year. These events utilize the talents of both faculty and students from around the campus as well as external groups brought to campus by the College.

We encourage new experiences for students from across campus. The desire to participate is more important than experience or a student's major. Students are encouraged to participate in art, drama, dance, music, creative writing events, mock trial, Model UN, and other opportunities offered by the departments in the college. Students should inquire about events by viewing the University Calendar, contacting each department in the college, or by calling the College omwri7.79(nc)4(ee)4(s a)3(nd Fe Ac)4((e) (24(s7)-11(0)4(6937)4(s.4(.))]TJETQq0.00000912 0

student groups. Around campus you will find many outdoor recreational facilities including tennis courts, outdoor basketball courts, sand volleyball courts, and several grass playing fields.

Off campus you need not look far to see that you are in a recreational paradise. Four state parks, two of the largest man-made lakes in the United States, and the Land Between the Lakes Recreation Area are minutes away. Golf enthusiasts can enjoy pretty days at MSU's own Frances E. Miller Memorial Golf Course just 10 minutes from campus.

STUDENT ACADEMIC POLICIES AND POCEDURES

If you have any question about information in this

Bulletin and Racer Academic Completion Report (RACR)/Degree Audit can tell you how many credits a course is worth.

The grade point average (GPA) of a student is defined as the ratio of the total number of quality points to the total number of hours attempted. For example, a student who makes a B average for 128 semester hours would have 384 quality points and a GPA of 3.0.

In order to graduate from MSU, you will have to maintain a minimum 2.0 (C) GPA. Several programs require a higher GPA to receive a degree. The example shown below demonstrates how to calculate a GPA. **NOTE:** Courses in which grades of CR, P, R, AU, I, NR or W are received are not used in calculating GPA.

GPA Sample

Class	Earned Credits	Grade	QP	GPA Credits		Quality Points
English	4	A	(4 points)	x 4	=	16
History	3	D	(1 point)	х 3	=	3
D: 1						

Biology 4

Academic Advisement

In the process of obtaining a degree, front-line assistance is provided by your faculty or professional advisor. A degree audit (RACR) is also available on myGate. You should consult with your advisor prior to planning your schedule, any time you have academic or career questions or if you are thinking of changing your major. All undergraduate students and many graduate students are required to see an academic advisor prior to advance scheduling. Students can see any scheduling holds on myGate and myRegistration and will not be able to schedule until the holds are resolved.

However, please remember that while the student advisement program is designed to aid you in achieving success, you are ultimately responsible for your own education. Become familiar with requirements and policies that will affect your educational decisions.

If you are having difficulty in a particular class, discuss it with your instructor, or advisor. The Center for Student Engagement and Success, the Lowry Tutoring Center, and other support offices on campus are available for assistance.

Changing Address/Phone Information

Students are required to keep their addresses and telephone numbers current. Address changes can be submitted through myGate, student self-service, and should be verified/updated each semester through the Pre-registration verification form.

Changing Majors

It is not unusual for college students to change majors several times before graduation. If you would like some help in choosing a new major, the Counseling Center and the Center for Student Engagement and Success and Career Services are well equipped to provide you with such assistance. Degree audits (RACR), available on the Academics tab of myGate, are also

Schedules of classes are available in October for the winter and spring terms, and in March for the following summer and fall terms. The schedule of classes can be viewed on myGate, Academics Tab and online at *murraystate.edu*.

- It is the student's responsibility to be aware of and verify completion of class prerequisites prior to scheduling. Course descriptions which include any required prerequisites are listed in the *University Bulletin*, found on the Office of the Registrar webpage (*murraystate.edu/Registrar*) and on the RACR degree audit by clicking the course.
- It is the student's responsibility to complete ALL registration transactions through their

completed within the first week of the semester. Review the Academic calendar for specific dates and deadlines.

Auditing a course means to **attend and participate** in class without earning credit or a regular letter grade. **Auditing a class requires the written peto kulqp'qh'yj g'eqwt ugøt'hpwt wewt''**

Attendance Policy

Students are expected to attend all classes in which they are enrolled for credit or audit purposes. An instructor may establish attendance policies for each class so long as they: (1) are clearly published in the course syllabus, (2) distinguish between excused and unexcused absences and (3) are consistent with university policies as outlined in this Bulletin. Attendance in classes, labs, clinicals, practicums, or other required experiences shall be limited to enrolled students only, except in infrequent cases where a guest(s) of an enrolled student has prior approval of the instructor.

Attendance and participation in class activities are essential to success in college. Absences, for whatever purposes, can potentially undermine the shared goal of student learning. In cases where student absences are clearly unavoidable, it is essential that students and faculty alike approach the resolution of the difficulty with a clear commitment to the mutual goal of student learning.

Definition of an excused absence:

Students who will not attend a required course meeting must notify the instructor(s) as soon as they are able, particularly if they expect the absence to be considered excused. Excused absences should not count against a student's grade, but may when considering prior excessive absences within the same course. Students, in the guidance of the instructor, will initiate a plan for alternative assignments or the make-up of all work missed and complete this work within a time frame mutually agreed upon with the instructor. Instructors are expected, whenever possible, to make adjustments to course work or requirements missed due to absences that are considered excused.

Excused absences fall into two broad categories:

- 1. Absence due to personal illness, a death in the immediate family, or other extraordinary personal circumstances.
- 2.

coaches of various student activities share an important role in ensuring that students understand their responsibilities with respect to this aspect of student performance. Specific guidelines and procedures should be developed for each sport or activity to ensure timely communication between students and faculty. Advance lists of varsity/participating students along with schedules of away or off-campus activities or matches should be provided to students so that they, in turn, can share this information with faculty at the beginning of the semester.

Questions and Appeals:

In the event of questions or concerns regarding the implementation of this policy in specific classroom situations, students and faculty should be guided by the following:

- 1. If there is a question regarding whether a specific activity is an officially sanctioned event for which terms of this policy might apply, the inquiry should be addressed to the Office of the Provost.
- 2. In the event a student is concerned with the implementation of this policy in a specific course, the student should try to resolve the matter by discussing it first with the instructor, then with the department chair, and if resolution is still not reached, then with the collegiate dean. If the matter is not settled through this process, the student may seek resolution through the appropriate collegiate grievance/appeal process.
- 3. Instances of student abuse or violation of the terms of this policy should be reported to the dean or director responsible for the sanctioned event and to the Vice President for Student Affairs.

For absences directly related to military service or veterans affairs, see the Registration and Academic Records section of the Bulletin.

Important Notice

Racer Academic Completion Report (RACR)

Students are assigned to the latest *Bulletin* in effect at the time of admission. Students who are re-admitted or transfer to Murray State may declare any active *Bulletin* since their initial enrollment at any accredited institution.

University Studies

Information on the University Studies curriculum is available in the *Academic Bulletin*, on the University Studies <u>webpage</u>, or available from your academic advisor.

Campus Activities Board

The Campus Activities Board is composed of 12 chairpersons with committees who plan and promote activities for students and the community. The chairpersons are students appointed by SGA each spring and the Residential College Activities chair, which is elected in the spring.

All members must maintain a 2.0 cumulative grade point average while in office.

Activities provided by the CAB include concerts, lectures, comedy and musical acts, the Miss MSU Pageant, Homecoming parade and events, spontaneous events in the Curris Center, multicultural events, plus much more.

- Innovative Acts: Musicians, comedians, magicians, novelty acts, street signs, custom koozies, Fun Flicks, Virtual Reality, Wax Hands and many other activities.
- **Showcasing**: Talented students across MSU who wish to showcase their talent (music, comedy, etc.) to the student body in organized events. Also oversees the movie series.
- **Miss MSU Scholarship Pageant:** Traditionally one of the finest university pageants in the country, which provides a total of \$2,000 in scholarships.
- **Performance:** Some of the biggest names and most interesting topics in the lecture field have appeared on MSU's campus. Past lecturers include Robert Kennedy Jr., Prime Minister Bhutto, Mike Ditka, Edward James Olmos, Dave Ramsey, Danny Glover, President F.W. deKlerk, Maya Angelou, Ben Stein, Blake Mycoskie, Jackie JoynerKersee, President Lech Walesa, Archbishop Desmund Tutu, Anthony Ervin, Stephen A. Smith and Bill Nye.

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The CAB meetings are held at the Center of Student Involvement, second floor Curris Center, and are open to the public. Please contact the office at 270.809.6951 for an updated meeting schedule.

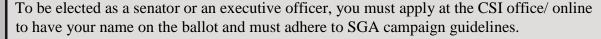
Judicial Board

The Judicial Board is the judicial body of SGA. To be one of the ten members, applicants must have at least sophomore status, a 2.5 grade point average, and not be an officer or member of any other branch of SGA. These positions are appointed in April of each year. At its meetings, the board reviews parking tickets and hears appeals.

Residential College Association

The Residential College Association (RCA) is a branch of thraits meetings, the bo

Student Senate



To be appointed a Senate chairperson, you must apply at the CSI office/online. You will interview before the executive officers of the Senate and be confirmed by the Senate members.

To be a member of the Freshman Council, you must be a freshman and be selected through an application and interview process.

Senate members must maintain a 2.0 cumulative grade point standing while in office. The Senate meets every Wednesday at 4:30 p.m. in the Barkley Room of the Curris Center. CSI is located on the 1st floors of the Curris Center

Campus Activities Board

Except for the Residential College Affairs chairperson, all other chairs must file an application in the office and interview before a committee made up of members from the four branches of SGA. Members of CAB must maintain a 2.5 cumulative grade point standing during their term in office. Anyone may serve on a committee.

Judicial Board

To be eligible to serve on the Judicial Board, you must file an application with the CSI office and have at least a sophomore status, a 2.5 grade point average and not be an officer or member of any other branch of SGA. You will interview before the Senate members



Residential College Association Elections for RCA officers will be held two weeks after the SGA elections in April. To be elected as an RCA officer, you must apply in the RCA office to have your name on the ballot. All candidates for office must adhere to RCA campaign guidelines. Candidates will be elected to their position by a popular vote of the student body. The elections will be held over a two-day period, and polling stations will be set up in each Residential College. The other members of the RCA, including the Residential College presidents, senators, and RCA representatives, are elected by popular vote within each Residential College and according to their respective election processes. RCA committee chairpersons are appointed by the RCA president, and are confirmed by the RCA Executive Board. All members of RCA must maintain a 2.0 minimum cumulative GPA for their entire term of office. The Residential College Association meets every Monday at 5 p.m. in the Barkley Room of the Curris Center.

students gain skills in areas such as leadership, problem solving, goal setting, public relations and diplomacy. Student organization directories are available on the Student Organizations website. The directories include information about a group such as its purpose, advisor, and president and how to get in contact with the group. This directory can be found at https://www.murraystate.edu/campus/orgsRecreation/StudentOrrganizations/directory.aspx

Registration Process

Any student organization wishing to use university facilities or property, the university name, or to solicit membership on campus must register with the Center for Student Involvement office no later than the second Monday in September each year. Registration is available online at the Student Organization website.

Many registered student organization officers and campus leaders are also affiliated with a Greek organization. Greek students consistently maintain high GPAs and are active both as students and alumni.

Each fraternity and sorority has its own set of standards and values, and these organizations are also held to community standards of leadership, service and philanthropy, brotherhood and sisterhood, and scholarship. These organizations commit to making a well-rounded experience for their members while at Murray State University and preparing them for life after college.

The Greek community at Murray State University is comprised of 24 individual fraternities and sororities, one honor society and three governing councils.

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(of Kentucky Revised Statutes) to which a violator or organization may be subject."

Murray State University defines hazing as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfiguration, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs.

This prohibition against hazing applies equally to student organizations, individual students, faculty and staff members, visitors to the campus, and licensees and invitees on the campus. Anyone who witnesses an act of hazing should report it at once to Student Affairs.

HOUSING & RESIDENCE LIFE

Residential Colleges

The residential college is the hub of the collegiate living and learning experience at Murray State University. The residence hall is at the heart of each residential college and is the focal point for residential college activities.

Each residential college is composed of residential and commuting students from a variety of academic majors, grade classifications, ethnic backgrounds, and extra-curricular interests. This

- A challenging and supportive environment conducive to personal growth
- Effective utilization of resources
- Clean, comfortable facilities
- The personalization of individual space
- An emphasis on programming
- Community membership and interaction
- Leadership opportunities
- Mutual respect and consideration of others
- Participation in student governance
- Competent and committed staff
- Academic opportunities

Living on Campus- L

college council has representation in this organization. RCA also is nationally recognized by NACURH (National Association of College and University Residence Halls) and NRHH (National Residence Hall Honorary). Representatives of this organization have opportunities to attend leadership conferences on the state, regional, and national levels. RCA affords many

Students who have reached their twenty-first (21) birthday prior to the first day of classes of the semester they are applying for the exemption.

Served two (2) years of military services including National Guard Married and/or Living with dependent children

Graduated fr

In February, returning students will be asked to go back into the online housing application system to submit a new application for the next academic year. During this time, returning students are able to reserve their current room or a different room in this process. The student must complete the application to reserve a room. Failure to complete the application appropriately could result in the student losing priority on their desired room. In addition, if a resident fails to complete the online application by the designated time, the resident will lose priority on their room and the room deposit may be forfeited.

The university reserves the right to deny or cancel at any time the housing contract of a student evidencing an inability to abide by applicable laws or rules while living in housing at Murray

the Subcommittee shall be involved in the determination on appeal which shall be made by the

on the list have been completed. During this check, staff will also note any issues or violations in the space.

Room Deposit

The \$150 deposit paid during the online housing application shall be held by the university as long as the resident resides on campus. Once the resident has moved permanently from campus, the room deposit shall be refunded within four to six weeks provided the resident has complied with the terms of the contract. Any unpaid costs for damages to the room, items missing from the room, or outstanding debts to the university will be deducted from the deposit prior to any monies being refunded.

Rights of Privacy/Room Inspection, Entry and Search

The housing prior to the staff respects residents' right to privacy but must sometimes enter a

Residents will be notified of packages delivered to lockers in the Blackburn Science Breezeway by an email from noreply. Residents are encouraged to check their mailboxes frequently. Residents need to contact the housing office immediately if they have a problem with mail.

Use of Student Mailboxes

Persons, groups, or organizations not connected with the university must use the U.S. mail to distribute materials to individuals.

Individually addressed items may be distributed through the residential college post offices from one resident to another.

Residential college post offices will distribute:

- 1. Mail sent through the U.S. mail.
- 2. Mail sent through the campus mail service.

Residential college post offices will distribute individually addressed mail (which includes name and box number) from university organizations or groups if the following conditions are met:

- 1. The group or organization must be registered through the Student Organizations office or a university department.
- 2. Each piece of mail must be identified with the name of the organization or department and the return address and number.

RESNET

RESNET is the computer network exclusively for Murray State University housing and residence life students. Wired and wireless access is available in each room. Residents preferring to use the wired network port will need to request their network port be activated, either by calling the Service Desk at 270.809.2346, or by accessing the Service Catalog from within myGate, and submitting the request form for "Activate a Wired Port on ResNet." Students using the wired network port will need to provide their own network cable.

All wired and wireless devices accessing ResNet will need to be registered through Bradford. Students can register their gaming, cellular, and other personal devices by visiting resnet.murraystate.edu. Students needingeeol wire(c)4(e)-15n2(e)4(rv3(e)-17, or b)-6(y16(y)20(c)4(a0 G[7)-15)2(e)4(rv3(e)-17, or b)-6(y16(y)20(c)4(a0 G[7)-15)2(e)4(a0 G[7)-15)2(

on-call in the building 4:30 p.m. to 8 a.m. each day. These on-call staff members complete periodical rounds of the building to check outside entrances and safety equipment throughout the building, in addition to responding to other situations that may occur in the building.

Walking on Campus at Night

Residents should act responsibly when walking on campus at night. Acting responsibly means staying in well-lit areas, not walking alone, and using the escort service provided by the Murray State Police Department. This escort service is available seven days a week. Call 270.809.2222 or use the LiveSafe app to contact an escort or to report safety concerns. It is always wise to take safety seriously.

Theft in the Residence Halls

Residents should immediately report in detail any item that has been stolen from their room to the Resident Advisor and the Murray State Police Department (270.809.2222). The university does not purchase insurance to cover the theft or loss of personal property; and the university does not accept responsibility for any such loss or theft. Residents and/or parents' should check their homeowner's insurance or obtain renter's insurance to assure these items are covered.

HOUSING REGULATIONS (HR)

Each resident of university housing, by signing the housing contract, agrees to abide by all laws and the housing and university rules as contained in the MSU Student Life Handbook. Violation of any of these rules could result in disciplinary action and/or termination of the room and board contract. If the resident's housing contract is canceled for this reason, the room and board fee will not be refunded.

Students and student organizations have a right to expect enforcement of these rules and regulations. The University also has the right to expect good-faith efforts to enforce these rules and regulations. The University also has the (sc)rnU1ct(orexs th(x)-9(pe)4(s)5(suSt)-3(udules a)3ue)4(si[thg

- **HR 2.3: Disorderly Conduct-** Abusive, drunk and disorderly, indecent, obscene, violent, or excessively noisy conduct on University owned or controlled property or at University functions is prohibited.
 - **HR 2.4:** Gambling- Gambling in any form is prohibited in the building.
- **HR 2.5: Horseplay-** Horseplay including, but not limited to, playing football or basketball, using athletic equipment, Frisbees, skateboards, skates, roller-blades, water guns, or golf equipment in hallways or other common areas including the exteriors of the residential buildings (within 50 feet) is prohibited.
- **HR 2.6: Inappropriate behavior-** The authorized occupant(s) of any room is (are) responsible for all behavior that takes place in that room. Authorized occupants of a community are also responsible for the behavior of any guest that they bring into the community. Certain inconsiderate behaviors include but are not limited to:
- Threatening language or behavior
- Intentionally provoking conflict with residents or staff
- Defacing university or personal property
- Behavior that endangers the safety of others
- Other inappropriate behaviors or actions as determined by the Housing Office to be disruptive to the community living environment
- **HR 2.7:** Large Group Gatherings- Students participating in the formation or prolonging of large groups to disturb the peace, to do violence to any person or property, or in order to disrupt the performance of duties shall be subject to university disciplinary action.
- **HR 2.8: Noise-** In an effort to create a positive educational study environment, any noise or conduct that is considered loud, indecent, or obscene is forbidden in the residential community. Residents who fail to comply with requests to keep noise to reasonable levels may forfeit the privilege of having musical equipment or other noise producing equipment in their rooms. These courtesy hours are in effect at all times.
 - **HR 2.8.1: Musical Instruments-** The use of loud musical instruments including, but not limited to, band or amplified instruments, that may disturb other residents are not allowed.

HR 2.8.2: Quiet Hours-

- Residents residing on a quiet floor/wing must abide by the hours established by the members of the quiet floor/wing community.
- **HR 2.9: Occupancy-** Unauthorized occupancy of University facilities, buildings, or restricted areas is prohibited.
- **HR 2.9.1:** Unauthorized Entry- Utilizing emergency exits, falsifying information, or employing any measure in order to provide or obtain unauthorized access to a university facility is prohibited. This includes circumventing the residence hall visitation process or front desk ID verification process by "sneaking in."
- **HR 2.10: Sales Activities-** The use of university facilities and/or property for commercial sales activities by individual or non-university organizations is prohibited.
- **HR 2.11: Traffic-** Any activity that results in substantial interference with University pedestrian or vehicular traffic is prohibited.
- HR 3: Fire Safety and Community Welfare- The presence of any item or activity that endangers or threatens to endanger the university and residential communities is prohibited. Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, the penalties for intentionally setting any fire or intentionally causing any false fire alarm, for vandalizing or tampering with any fire alarm or fire protection equipment (including sprinklers), and/or for violating requirements limiting use of electrical equipment are severe. Probable sanctions are removal from the residence hall, suspension from the university, and/or criminal prosecution.
 - **HR 3.1:** Criminal Conduct ó Any conduct on campus or at University functions which constitutes a violation of the criminal codes of the City of Murray, the Commonwealth of Kentucky, or the United States may be grounds for campus disciplinary action.
- **HR 3.2: Evacuations-** All residents *must* leave the building when the fire alarm sounds. Residents may not re-enter the building until the all-clear signal is given.
- **HR 3.3: False Reports-** Anyone who knowingly makes a false oral or written statement to any University committee, judicial body, office, or to any member of the faculty, administration, staff, or student body with the intent to deceive may be disciplined accordingly.
 - **HR 3.3.1: Altering, Counterfeiting, or Forgery-** It is impermissible to counterfeit, tamper with, or alter in any way, manner, shape, or form, any record, document, or identification form used or maintained by the University.
 - **HR 3.3.2: Bomb Threats-** Reporting the false presence of an explosive or incendiary device is prohibited.
 - **HR 3.3.3: Fire/Threat of Fire:** Reporting the existence of a non-existent fire or threat of fire is prohibited.
 - **HR 3.3.4: False Alarms:** Creation of false alarms and/or evacuations through non-emergency or use unauthorized by university officials of fire alarms or other emergency management devices is prohibited. False reports of a danger to the university or residential community will not be tolerated.

providing authentication of residency or without being signed in at the desk and escorted is prohibited.

HR 5.4: Solicitation- To protect residents from a constant flow of salesmen and to protect their privacy, the university does not permit door-to-door solicitation, including solicitation by students. This prohibition includes, but is not limited to, the solicitation of membership, ideas, products, and services. Also, advertisements may not be delivered to each door. All flyers and information disseminated in or around the residence halls must be approved by the Housing Office. Residents may invite salespeople into their room to talk with them whenever they wish as long as they comply with the visitation policy. Residents should contact the Murray State University Police Department (2222) immediately upon being approached by a solicitor in the residence halls or university apartments.

HR 5.5: Visitation-

guests under 18 or requesting an exception to any visitation policy must obtain written approval from the Residence Director at least one week prior to the expected visitation date.

HR 5.5.4.1: University Apartments- Overnight visitation is permitted in university apartments. However, guests staying in these locations shall not be permitted for more than 7 nights consecutively or 10 nights total within a one month period, as this

- **HR 6:** Use of Equipment/Prohibited Items- The possession or use of the following items is prohibited in the residence halls and university apartments (unless under the conditions were exceptions are granted below). Items found in violation of this policy are subject to confiscation.
- **HR 6.1: Bunk Beds/Lofts-** Only university- built/purchased bunk beds are permitted in residents' rooms. Only lofts provided by a Housing Office approved vendor are allowed for use in university housing.
- **HR 6.6.1: Headboards** Only headboards provided by the university are permitted in the residence halls
- **HR 6.2: Bicycles-** Storing bicycles in residents' rooms is not allowed unless disassembled and stored either under the bed or in a closet. Students may walk their bicycles to their room with both wheels attached but one wheel must be removed once in their room.
- **HR 6.3: Candles and incense-** The use of candles and incense is prohibited in the buildings. Students may possess candles for decorative purposes or on wax warmers only if the wicks have been cut out/down or if the candle remains in the original cellophane wrap. This includes university apartments. Candles or incense that have been burned will not be returned to the resident following confiscation.
- **HR 6.4:** Cooking in the Building- Cooking is only allowed in the designated areas of the residence halls. Certain cooking utensils may be available for checkout at the college desk.
- **HR 6.4.1: Cooking equipment-** Microwaves, Keurig coffee makers, blenders, and mini refrigerators are the only appliances allowed in the residence halls.
- **HR 6.4.2: Cooking equipment in University Apartments** Cooking appliances are allowed in University Apartments, with the exception of pressure cookers and oil fryers. Additional exceptions may be made as appliances are evaluated by the University.
 - HR 6.5: Darts/Dart Boards are not permitted.
 - **HR 6.6:** Free weights- Free weights over 50 pounds are prohibited.
 - HR 6.7: Gasoline, lighter fluid, and other accelerants are not permitted.
- **HR 6.8: Items that were created to contain alcohol-** Shot glasses, wine glasses, beer steins, pint glasses, and similar items created for the consumption of alcohol are permissible for decorative use only. The possession or use of these items in conjunction with a suspected alcohol violation may result in their confiscation. Flasks are not permitted.
 - **HR 6.9:** Orbeez Guns Orbeez guns are prohibited on campus.
- **HR 6.10:** Maximum wattage- Each circuit in the hall has a maximum capacity of 1500 watts. No single appliance or combination of appliances should be utilized on a single circuit beyond this capacity.
- **HR 6.10.1: Microwaves-** Only *one* microwave, no larger than 700 watts, is allowed per resident room.

- **HR 6.10.2: Refrigerators-** Only *one* refrigerator of 4.6 cubic feet or less is allowed per resident room.
- **HR 6.11:** University Equipment Check Out- There are a variety of items available for checkout at the front desk of the residence halls. These items should be used for their intended purpose and returned in their original condition. These items must be returned after use of the item is no longer needed so that they are available for other students. Items may not be checked out for longer than 24 hours.
- HR 6.12: Skateboards, longboards, rollerblades, trampolines, scooters, etc. may be stored in resident rooms. The use of these items within the residence halls is prohibited. The use or possession of a hoverboard or electric skateboard on campus is prohibited.
 - HR 6.13: Sunlamps, halogen lamps, and lava and lava-like lamps are prohibited.
- **HR 6.14: Technology Usage** The use of personal routers on the ResNet system is prohibited. Illegal downloads are monitored and traced to your network account.
 - **HR 6.15: Waterbeds** are not permitted.
- **HR 6.16:** Pools/Water slides Purchased and/or homemade pools or water slides are not permitted in the residence halls or university apartments.
- **HR 6.17: Space Heaters** Space heaters are prohibited in the Residence Halls and university apartments as they present a fire hazard.
- **HR 7:** Weapons, explosives, and dangerous substances- A student may not possess, use, or sell on campus any weapons (including, but not limited to, knives, bows, and arrows), firearms, or any incendiary, explosive, or destructive device, including fireworks. Furthermore, a student may not possess, use, or sell on campus any dangerous article or substance which could injure or discomfort another person. This includes air guns, simulated weapons/firearms, and simulated explosives/devices. Items found in violation of this policy are subject to confiscation

For purposes of this policy, "weapons" is defined as:

Any item readily capable of producing death, bodily harm, or physical injury

Any bow and/or arrow

Any firearm, ammunition for firearms, BBs, and pellet guns

Any knife, other than an ordinary pocket knife with a blade less than 4 inches long, or

Shuriken or death star Slingshots and slingshot pellets Tasers or stun guns

Specifically, alcohol and drug violations are broken down into the following categories:

Alcohol and Drug Policy Violations

Category A:

Possession of, being in the presence of, or consumption of alcohol Exhibiting drunken or intoxicated behavior (vomiting, impaired coordination, incoherent or slurred speech, belligerent attitude/actions, etc.) on university property Possession of items that contain, were created to contain, or previously contained alcohol Possession of or use of alcohol-related paraphernalia

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Category A	\$50	\$100	\$150	\$200 & Suspension

Restitution for Damages \acute{o} In addition to the penalties described previously, a resident may be requi

Fire Safety cont.

Smoke detectors have been installed in every room for the safety of the residents. These devices are checked monthly by housing staff to ensure they are working correctly. If a smoke detector has been found to be tampered with (disconnected or covered by and object) during one of these checks, the student will be subject to university disciplinary sanctions and/or civil penalties since this is a violation of state laws.

Earthquake Emergency Procedures

The chance of an earthquake exists in our area because of the New Madrid fault which runs through this regions of the country. Should there be an earthquake and you are indoors, stay

Adults Belong in College

Welcome to Murray State University! You are a part of the growing national trend of adults returning to college. You are probably excited as well as apprehensive about making good grades and fitting in at college. More than likely you will do well in the classroom because you have realized the importance of a good education. You have the motivation and determination to succeed in college, and you will make the sacrifices necessary to earn your degree.

Generally sp

your needs, interest and busy schedule. It is possible to earn credit for life experience via educational portfolio credit, CLEP testing or departmental challenge exams. Learning may be done independently through educational portfolios, and away from traditional on-campus classrooms through online courses and regional campus courses. More information on the Integrated Studies program, please visit www.murraystate.edu/integratedstudies.

Special Services for Adult Students

If you have been out of school for a while, returning to or enrolling in college can be a frightening experience. The Adults Belong in College contact is located on the 1st floor of the Curris Center in the Enrollment Services Office and provides the following services to adults entering or considering college:

- Information about how to be admitted.
- Orientation for Adult Students
- · Honor society and Adult Student scholarships

To contact the Adult Student Liaison office, call 270.809.5796.

Tips from Adult Students

We asked our successful adult students to give you advice, and these are their suggestions:

- Don't overload yourself. Take it slow and work your way up. If you need to start with just a couple of classes, then that's okay.
- Don't isolate yourself from the other adult students. You will need their support and advice. Also, depend on your family members for help. A college student needs many support systems to succeed!
- Be realistic about your abilities when you first come back. Don't sign up for upper-level s]TJ1 0 10 612 792 reW* nBT/F1 12 Tf1 0 0 1 508.18 444.43 Tm0 g0 G[lev) reW* n(Honor)0ndflo0902

> Division of Student Affairs

The Division of Student Affairs' primary concern is the student. This concern encompasses retention, welfare, and growth and development in all dimensions of student life including educational, vocational, social-cultural, civility and tolerance, psychological, values, clarification, and physical. The division provides a variety of educational and administrative services, programs, and activities in support of the Strategic Plan of the university. It is committed to excellence in, and the integration of, classroom and non-classroom activities to ensure a supportive living-learning environment for the whole student. The guiding concepts for the division are those of human growth and development; personal discipline; an open, supportive environment; and the provision of programs, activities and services for personal growth. A complete Division of Student Affairs directory is listed below.

Don Robertson...6839

Vice President for Student Affairs and Enrollment Management

Roslyn White...5344
Assistant Vice President for Enrollment Management

Jennifer Caldwell...6833 Coordinator of Student Conduct and Special Projects

			270.809.
Campus Recreation and Wellness Center	Director	Jordan Williams	6791
Career Services	Director	Matt Purdy	3375
Council of College Heads	Chair	Chris Trzepacz	5375

Student Enrichment, Academic Executive Director S.G. Carthell 6836

Excellence and Leadership

Post Office