



Membership Guide

Kansas State University Polytechnic Campus

“The mission of **Student Support Services** is to provide a foundation of support for students so they may excel personally and academically in community and family.”

Table of Contents

Welcome	3
Campus Information	4
Member Acceptance	8
Member Expectations	10
Services	11
Services/ Academic Policies	13
FERPA	14
Freshman & Sophomore Checklist	15
Junior & Senior Checklist	16

General Office Information

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www.polytechnic.k-state.edu/studentsupportservices/

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Kansas State University Polytechnic-TRiO Student Support Services



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Kansas State University Polytechnic-TRiO Student Support Services

WELCOME

Welcome to Student Support Services and TRiO.

You've taken the first step as a new member of our Student Support Services program here at K-State Polytechnic. Whether you are a returning student or brand new to college, Student Support Services is here to assist you in any way we can. We are so excited that you are a part of Student Support Services. As a participant (member) you will be eligible for numerous services which include but are not limited to: tutoring services, academic advising, financial aid counseling, personal counseling and our electronic hardware check out program. I must also mention our springtime scholarship which we award to our eligible participants.

I must share with you, as a first generation college student myself, I wish I would have had access to a program like Student Support Services. This program offers not only educational support but personal support and guidance.

Our excellent staff at Student Support Services is here to serve you, the student. We hope that you take advantage of the services we have to offer as our jobs are to help you succeed in college. As you become more familiar with the program and we get to know you better, we want to cater the program to meet your specific needs as a participant. Please take the time to review this handbook. In the following pages you will see contact information for staff and a summary of services that we offer at Student Support Services. We are glad you are here! We hope to see much of you during the upcoming semesters.

Good luck!

Jess W. Simpson
Assistant Director II



Campus Information

Quick Contact Information

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Cafeteria

The cafeteria is located on the first floor of the College Center. The cafeteria serves up a main dish selection, salad bar, dessert bar, soup, ice cream, pizza, grill and more every day.

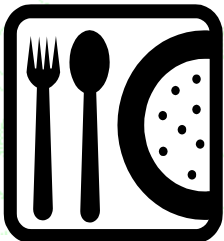
Visit the cafeteria during the following hours:

Breakfast – 7:00 a.m. to 9:00 a.m. Continental Breakfast – 9:00 a.m. to 10:00 a.m.

Lunch – 11:00 a.m. to 1:00 p.m. Soup, Salad and Grill – 1:00 p.m. to 2:00 p.m.

Dinner—4:45p.m. to 6:30p.m.

Weekend Hours: Brunch—11a.m. to 1p.m. and Dinner—5p.m. to 6p.m.



Parking Services

If you haven't already purchased your parking permit, do so ASAP! Vehicles without permits may be subject to a parking ticket. Parking Services is located in the College Center, room 209. Follow this link to parking services website for traffic and parking regulations:

[www.polytechnic.k-state.edu/fiscal affairs/parking/](http://www.polytechnic.k-state.edu/fiscal%20affairs/parking/)



Campus Information

K-State Student ID

If you missed getting your K-State Student ID card at enrollment, drop by the ID Card Center in College Center 208 and get yours today. You will need this to enter the Student Life Center, check out items from the Library, and more.

<http://polytechnic.k-state.edu/idcenter/index.html>

Wildcat Identification Number (WID)

Your WID is a 9-digit number beginning with an "8" that is assigned by K-State. It is found on the front of your K-State ID card and has replaced the social security number for many purposes. The WID is used by K-State to minimize the use and exposure of your social security number to help prevent identity theft.

<http://global.k-state.edu/students/start/wid/>

KSIS

KSIS is Kansas State University's student information system. The system manages all aspects of the enrollment and maintenance of undergraduate and graduate students, from applying and enrolling in classes, to accessing grades and paying for tuition.

<https://ksis.k-state.edu>

Webmail

Webmail is the university's student e-mail system. All email correspondence from K-State will be sent to your K-State EID, including billing information. You can use WebMail, or if desired, you can forward your K-State email to another email address.

<http://webmail.k-state.edu>

Information Systems (IS) Department

The K-State Polytechnic IS department provides, administers, and maintains university owned computing hardware and software, the wired/wireless campus networks, and connectivity to the Internet. Located in Tech. Center Room 184, they are open 8-5 M-F and can be reached at 785-826-2666.

<https://polytechnic.k-state.edu/infosys/index.html>



Medical Information

Health Insurance

<https://www.uhcsr.com/>

ComCare

Students needing to establish continuous health care in Salina should call COMCARE at 785-823-8221 to establish a physician.

- Always bring your health insurance card to all appointments.

For more information:

www.comcarepa.com

Med-A-Van

A FREE non-emergency medical transportation service to and from hospitals and/or medical facilities within Saline County area. Might be charges for rides to facilities outside Saline County.

8 a.m.-5 p.m., weekdays

Call 785-826-1583

For more information:

<https://salinacitygo.com/med-a-van-service/>

For emergency and minor illness, no appointment needed

MedExpress

2270 S. 9th Street

Salina, KS 67401

(785) 827-3551

8:00am—8:00pm 7 days a week

For more information:

<https://www.medexpress.com/location/ks/salina/slk/>

StatCare Minor Emergency Center

1001 South Ohio Street.

Salina, KS 67401

Open 8am-8pm, seven days a week. Closed on certain holidays.

785-827-6453

For more information:

<https://www.comcarepa.com/locations/statcare.php>

Urgent Care Clinic Salina Regional Health Center

2265 S. 9th Street

Salina, KS 67401

(785) 452-6000

8:00am—8:00pm 7 days a week

For more information:

<https://www.salinaurgentcare.com/>

Campus Information



Transportation Services



In partnership with the [City of Salina](#) and the [Kansas Department of Transportation](#), Salina-based [OCCK Inc.](#) operates and manages the Salina CityGo® fixed-route transit service. CityGo does not replace any of OCCK's current transportation services; it simply enhances them.

Salina's fixed-route bus system, CityGo, serves more than 80 percent of the city with safe, reliable, and cost-effective transportation service. In partnership with the City of Salina and the Kansas Department of Transportation, OCCK operates and manages CityGo transit services, including a fleet of eleven buses, 200 bus stops throughout Salina, and comprehensive accessibility.

Wave and Ride Routes are indicated by dashed lines on the CityGo map. Passengers may wave to a passing bus from any corner within this area, indicating that they want to board. Drivers will stop at the nearest safe location, usually the far side of an intersection.

CityGo spans the city from North to South and East to West with four routes, noted by colors on route maps and bus stops: red, blue, purple, green and yellow. There are six transfer points to make crossing from one line to the next fast and efficient. Service hours are:

- 6 a.m. to 9 p.m., Monday through Friday
- 9 a.m. to 5 p.m., Saturday
- Peak hours (service every 30 minutes): 6 a.m. to 9 a.m. and 12:30 p.m. to 6 p.m., Monday through Friday
- Non-peak hours (service every 60 minutes): 9 a.m. to 12:30 p.m. and 6 p.m. to 9 p.m., Monday through Friday. All day Saturday.
- There is no bus service on Sunday.

Fares for the CityGo buses are \$1 per trip, \$2 per one-day pass, \$5 for a six-trip pass, and \$35 for a monthly pass. Children 10 and under will ride for free, but must be accompanied by someone 16 or older. Personal Care Attendants will also ride without charge. Each bus is wheelchair accessible.

3 month (\$90.00), 6 month (\$180.00) and 12 month (\$360.00) passes are also available.

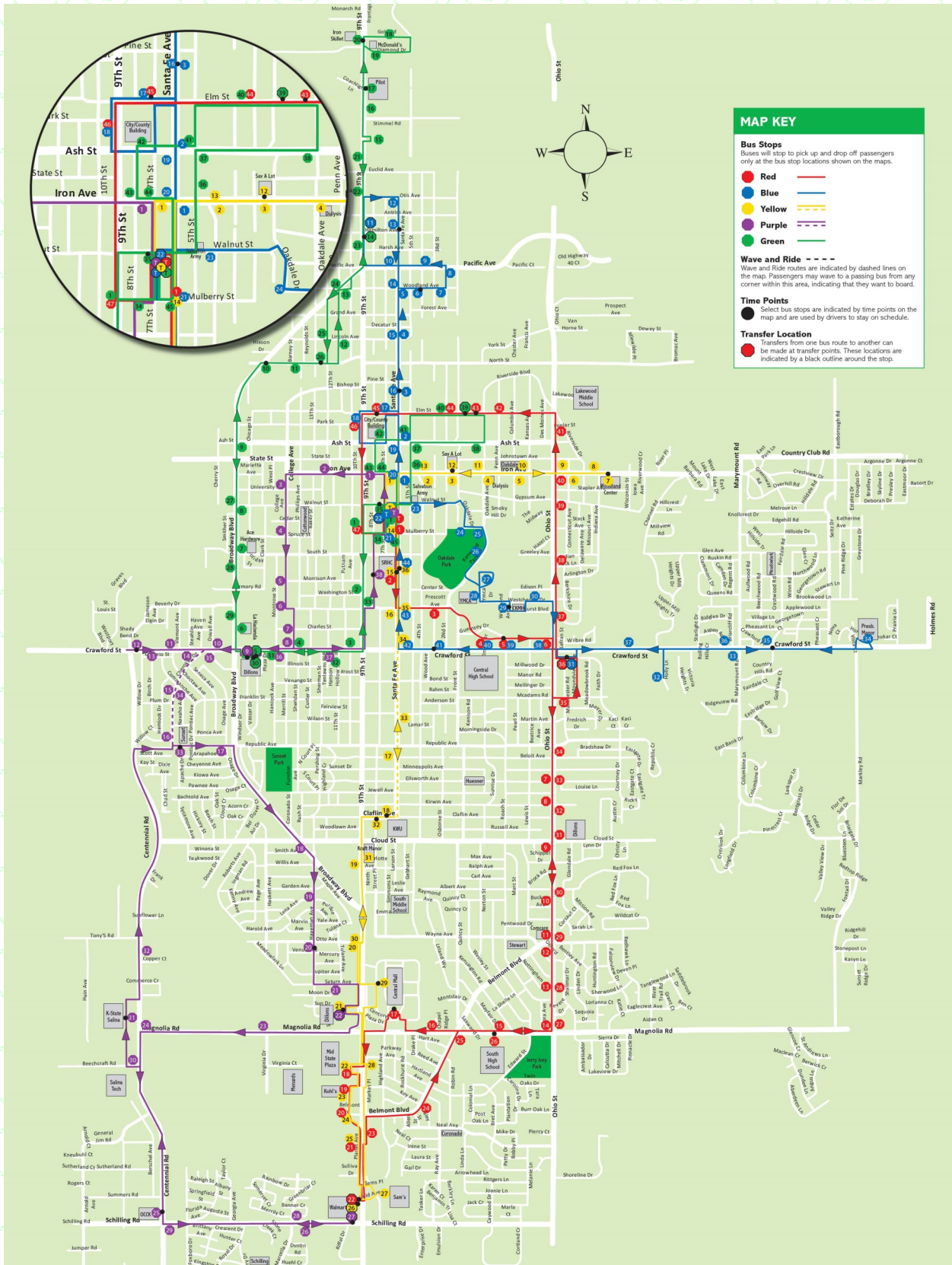
CityGo buses feature a green, organic design that is clearly marked "CityGo" and can be easily spotted.

Visit <https://salinacitygo.com/salinacitygo/> for more detailed schedules and routes.

BLUE ROUTE		RED ROUTE		YELLOW ROUTE		PURPLE ROUTE		GREEN ROUTE	
Regular Time	Peak Time	Regular Time	Peak Time	Regular Time	Peak Time	Regular Time	Peak Time	Regular Time	Peak Time
<-> 7th & Walnut (All Transfer)	:00 - :30	<-> 7th & Walnut (All Transfer)	:00 - :30	<-> 7th & Walnut (All Transfer)	:55 - :25	<-> 7th & Walnut (All Transfer)	:55 - :25	<-> 7th & Walnut (All Transfer)	:55 - :25
1. Santa Fe & Iron (SE corner)	:01 - :31	1. Santa Fe & Iron (SE corner)	:01 - :31	1. United Building (Iron & 7th)	:56 - :26	1. Sacred Heart Cathedral (Iron & 8th)	:56 - :26	1. Bartlett Building (Iron & Hubery)	:56 - :26
2. Santa Fe & Ash (NE corner)	:03 - :33	2. Santa Regional Health Cr (Ironwood)	:02 - :32	2. Burger King (316 Iron)	:57 - :27	2. Phillips Park (610 W Iron)	:57 - :27	2. 9th & Washington	:57 - :27
3. OCCK Trans (340 N. Santa Fe)	:04 - :34	3. Windsor Estates (Prescott & S 9th)	:03 - :33	3. Speedy Wash (314 E Iron)	:58 - :28	3. S. College & University (1314 S. College)	:58 - :28	3. Crawford & 10th	:58 - :28
4. Chuck's Bar (600 N. Santa Fe)	:05 - :35	4. Salina Family Healthcare (Prescott & Ironwood)	:04 - :34	4. Saline County Daycare (702 E Iron)	:59 - :29	4. S. College & Spruce (182 S. College)	:59 - :29	4. W Crawford & Phillips (Sector Station)	:59 - :29
5. N. Santa Fe & Woodland	:06 - :36	5. Mowery Clinic (Prescott & Ash)	:04 - :34	5. 1000 E Iron	:00 - :30	5. S. College & Morrison (200 S. College)	:59 - :29	5. <-> Sunset Dillons (1201 W. Crawford)	:00 - :30
6. Woodland & N 4th	:06 - :36	6. Bike Tek (Prescott & S 5th)	:05 - :35	6. Iron & Connecticut	:01 - :31	6. S. College & Prescott (548 S. College)	:00 - :30	6. La Hacienda (641 S. Broadway)	:01 - :31
7. Woodland & N 2nd	:07 - :37	7. Ohio & Elsworth (1015 E. Elsworth)	:05 - :35	7. Woodland Corporate Center (55A)	:02 - :32	7. Phillips & Charles (424 Phillip)	:00 - :30	7. Ace Home Center	:01 - :31
8. N 2nd & Pacific	:08 - :38	8. Ohio & Krown (1025 E. Krown)	:06 - :36	8. Iron Wood Apartments (409 E. Iron)	:03 - :33	8. W Crawford & Phillips (Sector Station)	:01 - :31	8. Glass Services (Broadway & Walnut)	:02 - :32
9. Pacific & N 4th	:09 - :39	9. Ohio & Cloud (1020 E. Cloud)	:09 - :39	9. Berthring (1125 E. Iron)	:04 - :34	9. <-> Sunset Dillons (1201 W. Crawford)	:02 - :32	9. Broadway & Ash (overpass)	:03 - :33
10. Pacific & N 7th	:10 - :40	10. Spaulding/Friend Fitness (2030 S. Ohio)	:10 - :40	10. Bank of Tecumseh (1002 S. Santa Fe)	:05 - :35	10. W Crawford & Durall (1412 W. Crawford)	:03 - :33	10. Randy's Auto (1007 North)	:04 - :34
11. <-> 9th & Hamilton (Green Transfer)	:11 - :41	11. Commerce (200 S. Ohio)	:10 - :40	11. East Iron Office Complex (148 E. Iron)	:06 - :36	11. Ambassador Hotel (1412 W. Crawford)	:04 - :34	11. North & 13th (SE Corner)	:05 - :35
12. N.K. Child Center (1215 N. Santa Fe)	:12 - :42	12. Benchmark State Bank (210 S. Ohio)	:11 - :41	12. Sava A Lot (511 E. Iron)	:07 - :37	12. Broom's Brewery & W Crawford	:04 - :34	12. 11th & Lincoln	:07 - :37
13. Salvation Army (1137 N. Santa Fe)	:14 - :44	13. Ohio Crosswalk & 2150 Northham	:13 - :43	13. Iron & 4th Street (On Bridge)	:08 - :38	13. 1717 W Crawford	:07 - :37	13. Church of Christ	:11 - :41
14. Santa Fe & Woodland	:15 - :45	14. Ohio & Magnolia (2348 S. Ohio)	:13 - :43	14. Santa Fe & Mulberry (254 S. Santa Fe)	:09 - :39	14. Pit Life (1501 W Crawford)	:08 - :38	14. Econo Lodge (1444 N. 9th)	:12 - :42
15. Santa Fe & Lincoln	:16 - :46	15. Magnolia & Chapel Ridge	:15 - :45	15. Bank of Tecumseh (1002 S. Santa Fe)	:11 - :41	15. Cherokee Ware & Ride (Crawford to Republic)	:09 - :39	15. Pilot Travel Center	:13 - :43
16. OCCK Trans (Parking Lot)	:17 - :47	17. Central Mall (K/Paneway)	:16 - :46	16. Santa Fe & 4th Street (On Bridge)	:09 - :39	16. Cherokee & Redwood Drive (1613 Redwood)	:11 - :41	16. Gold Road	:16 - :46
17. Learning Center (Iron & 8th)	:18 - :48	18. Petro/Big Lots (Near State Plaza)	:19 - :49	17. Santa Fe & Mulberry (254 S. Santa Fe)	:10 - :40	17. Republic & Osage (1819 W. Republic)	:12 - :42	17. The Home Depot	:18 - :48
18. Senior Center (Iron & 6th)	:19 - :49	19. Kohns (2100 S. Ohio)	:20 - :50	18. KUIV by Crosswalk (100 E. Clifton)	:15 - :45	18. Broadway & Smith (1300 S. Broadway)	:13 - :43	18. La Granda	:16 - :46
19. Santa Fe & Ash	:22 - :52	20. Goodwill (2400 Plumer)	:21 - :51	19. Genesis (1814 S. 9th)	:17 - :47	19. Hagaman & Lena (302 Lena)	:14 - :44	19. La Granda	:16 - :46
20. Santa Fe & Iron	:23 - :53	21. Tucson Steakhouse (2750 S. 9th)	:22 - :52	20. Planet Plaza (Plumer & Ohio)	:19 - :49	20. Heartland Programs (Hagaman & Vemos)	:15 - :45	20. The Home Depot	:18 - :48
21. Santa Fe & Mulberry (256 S. Santa Fe)	:24 - :54	22. <-> Walmart (2000 S. 9th)	:24 - :54	21. Super Dillons (2350 Plumer)	:21 - :51	21. Citywide Self Storage (Salem & Talena)	:16 - :46	21. Thomas Park	:19 - :49
22. <-> 7th & Walnut	:25 - :55	23. Parkland Plaza (Ohio & Albert)	:25 - :55	22. Kohns (2100 S. Ohio)	:24 - :54	22. <-> Super Dillons (2350 Plumer)	:17 - :47	22. 2nd & Lincoln	:22 - :52
23. Walnut & 4th	:31 - :01	23. Market Place Apts (2713 Market Place)	:29 - :59	23. Kohns (2100 S. Ohio)	:24 - :54	23. K-State Salina (Magnolia & Centennial)	:19 - :49	23. Dollar General (405 S. Broadway)	:23 - :53
24. Oakdale Park (North Entrance)	:32 - :02	24. Belmont & Ivy (Ivy Station)	:30 - :00	24. Goodwill (2400 Plumer)	:25 - :55	24. State Salina (Magnolia & Centennial)	:19 - :49	24. Aflinor Motel (Broadway & Woodland)	:22 - :52
25. Oakdale Park (TP Center)	:32 - :02	25. Magnolia & Belmont	:31 - :01	25. Tucson Steakhouse (2750 S. 9th)	:26 - :56	25. OCCK Parking Lot & Centennial	:22 - :52	25. 12th & Lincoln	:23 - :53
26. Kenwood Park Drive (Foot Bridge)	:33 - :03	26. South High School	:32 - :02	26. Tucson Steakhouse (2750 S. 9th)	:26 - :56	26. Casey's General Store (725 W. Schilling)	:24 - :54	26. Community of Christ (1201 W. Crawford)	:22 - :52
27. Kenwood Cove (701 Remond Park)	:34 - :04	27. Ohio & Nottingham (2343 S. Ohio)	:33 - :03	27. Super Dillons (2350 Plumer)	:27 - :57	27. <-> Walmart (2000 S. 9th)	:27 - :57	27. 11th & Lincoln	:27 - :57
28. YMCA (2700 W. Iron)	:35 - :05	28. Ohio & Wayne (2073 S. Ohio)	:34 - :04	28. Kung King Buffet (2515 Market Place)	:28 - :58	28. Wal-Mart (2000 S. 9th)	:27 - :57	28. Dollar General (405 S. Broadway)	:23 - :53
29. Central Kansas Mental Health	:36 - :06	29. Parkland Plaza (Ohio & Albert)	:35 - :05	29. Kohns (2100 S. Ohio)	:24 - :54	29. Salina Area Technical College	:30 - :00	29. Community of Christ (1201 W. Crawford)	:22 - :52
30. SIF (191 Woodman)	:37 - :07	30. Dillons (2100 S. Ohio)	:36 - :06	30. Planet Plaza (Plumer & Ohio)	:19 - :49	30. Salina Area Technical College	:30 - :00	30. <-> Sunset Dillons (Purple Transfer)	:29 - :59
31. <-> Faith Dr. (Red Transfer)	:39 - :09	31. Church of Jesus Christ (Hagaman & Nancher)	:37 - :07	31. K-State Salina (Magnolia & Centennial)	:19 - :49	31. K-State Salina (Magnolia & Centennial)	:19 - :49	31. Crawford @ RR tracks	:34 - :04
32. Hospice of Salina (on request)	:39 - :09	32. Concorde (Ohio & Republic)	:39 - :09	32. <-> Walmart (2000 S. 9th)	:27 - :57	32. Solutions Outreach (Schilling & Centennial)	:35 - :05	32. Community of Christ (1201 W. Crawford)	:22 - :52
33. Crawford & Marymount	:41 - :11	33. Church of Jesus Christ (Hagaman & Nancher)	:37 - :07	33. Saline Fieldhouse (Ash & 9th)	:46 - :16	33. Republic & Virginia	:34 - :04	33. Community of Christ (1201 W. Crawford)	:22 - :52
34. Presbyterian Manor (2011 E. Crawford)	:43 - :13	34. Ohio & Elsworth (1100 E. Newmarket)	:38 - :08	34. First Bank Kansas (1303 W. Crawford)	:46 - :16	34. Republic & Virginia	:34 - :04	34. Community of Christ (1201 W. Crawford)	:22 - :52
35. Fairdale & Crawford	:45 - :15	35. <-> Faith Drive (Blue Transfer)	:41 - :11	35. First Bank Kansas (1303 W. Crawford)	:46 - :16	35. Republic & Virginia	:34 - :04	35. Community of Christ (1201 W. Crawford)	:22 - :52
36. Crawford & Blairville	:46 - :16	36. Concorde (Ohio & Republic)	:39 - :09	36. Crawford @ RR tracks	:47 - :17	36. Republic & Virginia	:34 - :04	36. Community of Christ (1201 W. Crawford)	:22 - :52
37. Hill Burke Park	:47 - :17	37. Ohio & Elsworth (1100 E. Newmarket)	:38 - :08	37. Community of Christ (1201 W. Crawford)	:48 - :18	37. Republic & Virginia	:34 - :04	37. Community of Christ (1201 W. Crawford)	:22 - :52
38. May Retail (901 E. Crawford)	:48 - :18	38. Ohio & 1101 Gypsum	:44 - :14	38. Morrison House (2115 8th)	:49 - :19	38. Republic & Virginia	:34 - :04	38. Community of Christ (1201 W. Crawford)	:22 - :52
39. Mowery Clinic (Crawford & Road)	:49 - :19	39. Ohio & 1100 Gypsum	:44 - :14	39. Morrison House (2115 8th)	:49 - :19	39. Republic & Virginia	:34 - :04	39. Community of Christ (1201 W. Crawford)	:22 - :52
40. Simon Center/Central High	:50 - :20	40. Dasher Truck Center (Ohio & E Iron)	:45 - :15	40. Morrison House (2115 8th)	:49 - :19	40. Republic & Virginia	:34 - :04	40. Community of Christ (1201 W. Crawford)	:22 - :52
41. Crawford & 3rd	:51 - :21	41. N Ohio Crosswalk (1101 Newmarket)	:46 - :16	41. Morrison House (2115 8th)	:49 - :19	41. Republic & Virginia	:34 - :04	41. Community of Christ (1201 W. Crawford)	:22 - :52
42. Santa Fe & Crawford	:52 - :22	42. Elm & N Penn (721 E Elm)	:47 - :17	42. Morrison House (2115 8th)	:49 - :19	42. Republic & Virginia	:34 - :04	42. Community of Christ (1201 W. Crawford)	:22 - :52
43. Harbor Medical (S. Santa Fe & Prescott)	:53 - :23	43. 617 E Elm	:48 - :18	43. Morrison House (2115 8th)	:49 - :19	43. Republic & Virginia	:34 - :04	43. Community of Christ (1201 W. Crawford)	:22 - :52
44. Salina Regional Health Cr (Parking Garage)	:54 - :24	44. Hazardous Waste (111 E Elm)	:48 - :18	44. Morrison House (2115 8th)	:49 - :19	44. Republic & Virginia	:34 - :04	44. Community of Christ (1201 W. Crawford)	:22 - :52
<-> 7th & Walnut (All Transfer)	:55 - :25	45. Learning Center (Iron & 8th)	:49 - :19	45. Morrison House (2115 8th)	:49 - :19	45. Republic & Virginia	:34 - :04	45. Community of Christ (1201 W. Crawford)	:22 - :52
		46. Senior Center (Iron & 6th)	:50 - :20	46. Morrison House (2115 8th)	:49 - :19	46. Republic & Virginia	:34 - :04	46. Community of Christ (1201 W. Crawford)	:22 - :52
		47. Bartlett Building (Iron & Hubery)	:52 - :22	47. Morrison House (2115 8th)	:49 - :19	47. Republic & Virginia	:34 - :04	47. Community of Christ (1201 W. Crawford)	:22 - :52
		<-> 7th & Walnut	:55 - :25	48. Morrison House (2115 8th)	:49 - :19	48. Republic & Virginia	:34 - :04	48. Community of Christ (1201 W. Crawford)	:22 - :52
				49. Morrison House (2115 8th)	:49 - :19	49. Republic & Virginia	:34 - :04	49. Community of Christ (1201 W. Crawford)	:22 - :52
				50. Morrison House (2115 8th)	:50 - :20	50. Republic & Virginia	:34 - :04	50. Community of Christ (1201 W. Crawford)	:22 - :52
				51. Morrison House (2115 8th)	:51 - :21	51. Republic & Virginia	:34 - :04	51. Community of Christ (1201 W. Crawford)	:22 - :52

Campus Information

Transportation Services



MEMBER ACCEPTANCE

Criteria for Acceptance

Student Support Services (SSS) has a capacity of 160 members. In order to be accepted as a member, you must be a U.S. citizen or permanent resident and meet at least one of the following criteria:

- Be a first-generation college student (neither parent/guardian has obtained a Bachelor's Degree.)
- Meet certain income guidelines as determined by the U.S. Department of Education.
- Have a documented disability.

To document financial eligibility, members must provide a copy of their federal taxes, or we will obtain the necessary information from the Financial Aid office. Financial eligibility is determined by the taxable income on the student's and parents' tax forms.

To document first-generation status, members will be asked to indicate their parents' educational attainment on their application.

Members are asked to document their disability status on their application. To confirm this, members will be asked to provide a copy of their IEP documentation or other official documentation for review by SSS staff.

Waiting List

Acceptance into the program is very competitive. Potential members who meet the criteria for acceptance will be placed on a waiting list if the program is at capacity, and invited into the program as other members graduate and leave the program for other reasons. Because SSS must maintain specific numbers of members who meet the first-generation, income, and disability criteria, members may not enter into the program in the same order in which they are placed on the waiting list. Applicants who declare full-time status may receive priority admission.



MEMBER ACCEPTANCE

Denial of Admission

SSS Staff reserve the right to deny admission to the program even if the member meets the criteria for admission. Possible reasons for denial to the program may include:

- The member has a history of very poor academic performance.
- The member has erratic enrollment patterns.
- The member shows consistent part-time enrollment.
- The member has no desire to seek a degree.
- The member has already achieved a bachelor's degree.
- The member has a poor disciplinary record on campus.

Inactive Status

Members who need to withdraw from a fall or spring semester may request to be placed on inactive status with SSS for the duration of the semester. Inactive status guarantees that a member will have a spot in the program if they return the following semester. If the member does not return the following semester, they must reapply to SSS upon returning to school. (Note: Members who withdraw in the spring semester do not have to return in the summer to reactivate their status.)

Removal from SSS

Members who are accepted into SSS may be removed from the program for a variety of different reasons.

Some examples are:

- Demonstrating disrespectful or abusive behavior toward program staff or other students.
- Deciding not to pursue a degree.
- Ceasing communication with the SSS staff.
- Exhibiting disciplinary problems on campus.
- Failing to attend mandatory meetings.
- Failing to meet with the SSS advisor while on Academic Warning.
- Dropping out of school for more than one semester.
- Being academically suspended from school.

MEMBERSHIP EXPECTATIONS

Student Support Services (SSS) members are required to meet with the Academic Services Coordinator or the Associate Director at least twice each semester. These meetings are designed to help members stay on track and remind them of important calendar dates and deadlines. It is also necessary to periodically review the Educational Development Plan and the success of members following their specifically designed plan of action.

It is very important for the SSS office to have members correct contact information. Members who change mailing addresses, phone numbers, etc. need to contact the SSS office immediately so that we may make the appropriate changes to our data base.

Needs Assessment and Educational Development Plan

Once a student enters the program, they will be asked to complete a Needs Assessment and Educational Development Plan. The Educational Development Plan (EDP) will include the student's academic plan and career aspirations, strengths, weaknesses, objectives, activities to help improve their weaknesses, and build on their strengths. After the EDP is developed, an intensive academic support system using both one-on-one and group methods will be initiated. These documents will remain in the students file and be updated each semester.



Assessments:

K-State students have the ability to take the following placement tests if needed for their program, from the following offices:

Compass: Measures achievement levels in reading, language and mathematics (Professional Education & Outreach). <http://polytechnic.k-state.edu/profed/testingcenter/placement.html>

Focus 2 Career Planning Workbook: Measures career aspirations, interests, occupational skills and abilities.

Self-directed Search (SDS): SDS will provide valuable career information. This assessment helps tie your personal work preferences to corresponding work environments.

Both Focus 2 and SDS are free career assessment tests that can be found on the Career Services website at: <https://www.k-state.edu/careercenter/students/exploration/assessments.html>

SERVICES

Academic Advising

Members are encouraged to walk in or make an appointment with the Academic Services Coordinator or the Assistant Director if they have questions about their academics. Members may visit with them to discuss academic difficulty, a graduation plan, choosing classes, etc.

Career Counseling

Members may walk in or make an appointment with the Academic Services Coordinator or the Assistant Director to discuss major or career options. SSS staff have a wide variety of resources to assist members in making the best major or career decision for them.

Personal Counseling

SSS members may walk in or make an appointment with the Academic Services Coordinator or the Assistant Director to talk about personal concerns. All concerns discussed in counseling are kept strictly confidential. SSS staff also has a wide network of local referral sources for members in need of additional services. Kansas State University Polytechnic partners with Salina Regional Health Center, Veridian Behavioral Health, for formal counseling services. Some common issues members face include: adjusting to college, stress management, depression, balancing school, work, family, and relationship problems.

Cultural Events

Members will have an opportunity to travel to area cultural sites and conferences with SSS. Some travel opportunities will be available to all SSS members while others will require an application and interview process. While traveling, SSS will pay for all transportation, meals, and admission tickets. SSS cannot transport or pay for participants other than SSS members. Members who are inactive may not travel with SSS.



Equipment Loan Program

SSS has several types of equipment available for checkout. Laptop computers, graphing calculators, tape recorders, financial calculators and a text books are available. Members will be asked to complete and Equipment Loan Agreement before any equipment can be checked out. Members who are inactive may not check out equipment.

Financial Aid Counseling

SSS provides many services to assist members with financial aid. SSS staff assist members with filing their annual FAFSA paperwork. SSS staff also monitor several on-line scholarship searches and keep scholarship applications on file in the office. Members are welcome to come in and search for scholarships anytime during business hours.

Graduate School Preparation

SSS members who are planning to go to graduate school can utilize SSS staff to assist them with completing applications, preparing for tests and securing financial aid. The SSS office has GRE, GMAT, and LSAT test preparation books that members may check out.

SERVICES

Grant Aid Requirements

Each semester, SSS awards a various number of scholarships to members who meet the following criteria:

- Freshman or Sophomore Status.
- Maintain a cumulative 2.0 GPA or higher.
- Receive a Pell grant through Financial Aid.
- Must utilize services that SSS provides at least two times per semester.
- Attend at least one Financial Literacy workshop per semester.
- Complete the Budgeting, Student Loans, and Student Loan Repayment workshop viz SALT, a free financial services website for all K-State students, found here: <https://www.saltmoney.org/index.html>

Members who are awarded grant aid through SSS will have the grant aid added to their total financial aid award. Members are expected to complete classes that the grant aid has paid for. If a member receives aid and cannot complete the classes, they must contact SSS staff before dropping any classes. If a member receives grant aid and drops classes without contacting Student Support Services, they may not reapply for grant aid through SSS.

Tutoring

SSS members who are having difficulty in classes may request tutoring services. The offices of Student Support Services, the library, and the Writing Center have partnered together to recruit, select and train excellent student peers to serve as tutors. All students must register at <https://k-state.mywconline.net/>. If you have trouble registering you can may stop by the SSS office or library for assistance. You can also view this tutorial for assistance: <https://k-state.instructure.com/courses/67899/assignments/708441>

You are allowed to receive one hour of tutoring per academic hour, (i.e. 3 credit hour class = 3 hours of tutoring per week).

SSS members can expect the following from their tutors:

- The tutor will keep each assigned appointment.
- The tutor will assist members in reviewing course materials, answer questions, and help prepare them for examinations.
- The tutor will assist members in developing stronger study skills.
- The tutor will act as a role model for the members.

SSS members are expected to:

- Be on time for tutoring appointments.
- Come prepared for the tutoring session. Members should bring textbooks, homework, and questions to the session.
- Members must be honest with their tutor about material they do not understand.
- To cancel a tutoring appointment, the student needs to contact the tutor directly, or if that fails, contact the library.

If a student misses three tutoring appointments, they will have to be re-approved to receive tutoring services.



FERPA

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Visit the KSU website for the entire FERPA policy and FERPA forms.

www.k-state.edu/registrar/ferpa/ferpa.html

Freshman Checklist

- Check your K-State email frequently or forward it to an email account you check on a daily basis.
- Check Canvas/ K-State Online frequently to stay caught up with course assignments and exams.
- Update your address and phone number in KSIS.
- Attend all of your classes. If you're not a morning person, take afternoon/ evening classes.
- Make sure to check your mail box often for letters and other important mail from home.
- Make sure and remain confident that you will complete the semester successfully.
- Utilize a calendar / planner to keep track of important dates, homework, test dates and your social life.
- Read your syllabi, read your syllabi, read your syllabi.
- Remember to meet with your advisor. In October/November (Fall) and March/April (Spring) you will be able to enroll for the spring semester. Double check the curriculum guide to make sure you are taking all of the required courses, and at least 31 hours per year to complete your degree in 4 years.
- Meet with your Financial Aid officer to plan for your finances, and complete FAFSA for next year.
- Get your vision checked.
- Visit Career Services to set up your CES account.

Sophomore Checklist

- Update your phone number and address in KSIS.
- Complete your KSIS To Do List.
- Attend all of your classes.
- Complete your FAFSA and accept aid when it has been awarded.
- If you have not decided on a major, talk with your academic advisor, consider taking some career and skills inventories to guide you the right degree for you.
- Begin to consider your after graduation plans.
- If you have changed your major remember to have KSIS updated so that your DARS will reflect appropriately.
- Visit Career Services to start writing your resume and cover letter for future employment.

Junior Checklist

- Complete your FAFSA and accept aid when it has been awarded.
- Meet with your advisor and run your DARS report. Make sure you are on the right track to graduate.
- Attend all of your classes.
- Complete your internship if your degree requires you complete one. Visit Career Services if you need help with finding an internship.
- Make sure the registrar has received all transfer credits if you attended a college other than K-State.
- Make sure your contact information is updated in KSIS.

Senior Checklist

- Make sure your resume and cover letter are up to date.
- Attend all of your classes.
- Visit Career Services to find information on potential job openings and career fairs.
- Complete your graduation application. Check with the Registrar for due dates. These MUST be complete before any student is permitted to participate in Commencement.
- Meet with your advisor to complete a DARS check.

