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FALL I 2009 OFFICIAL CALENDAR AUSTIN PEAY CENTER @ FORT CAMPBELL

June 15 – August 16	Advising and Preregistration for ACTIVE DUTY MILITARY begins.
July 27 - Monday	Advising and Preregistration for CIVILIANS begins.
August 10 - Monday	Application deadline (does not apply to active duty military). Civilian conditionally admitted students WILL NOT be allowed to register late.
August 10 - 14	Registration Week - Monday & Tuesday 8:00am – 4:30pm; Wednesday & Thursday 8:00am – 6:00pm; Friday 8:00am – 4:00pm. FCC Bookstore open Monday – Thursday 8:00 am – 6:00 pm; Friday 8:00 am – 4:00 pm
August 14 - Friday	Last day for 100 percent fee adjustment if dropping in person. Last day to confirm classes and/or pay fees in person by 4:00 pm.
August 16 - Sunday	Last day for 100 percent fee adjustment if dropping via AP OneStop. Last day to pay fees via AP OneStop by 7 pm. CLASSES WILL BE DROPPED FOR NON-CONFIRMATION AND/OR NON-PAYMENT AT 7:00 PM. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM AND REOPEN AT 8:00 AM ON AUGUST 17, 2009.
August 17 - Monday	Classes begin Direct Deposits will be available at students' bank.
August 17 - 18	Late registration, 8:00 a.m. - 6:00 p.m. Civilian conditionally admitted students WILL NOT be allowed to register late.
August 18 – Tuesday	Last day to submit fee waiver or discount form to the Business Office to received credit for Fall I. Last day to add classes or register late and pay fees and/or confirm classes for late registration in person by 4:00 pm or via AP Self Service by 7:00 pm. CLASSES WILL BE DROPPED FOR NON-CONFIRMATION AND/OR NON-PAYMENT AT 7:00 PM. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM AND REOPEN AT 8:00 AM ON AUGUST 20, 2009.
August 20 - Thursday	Balance checks will be mailed to students who do not have direct deposit.
August 21 - Friday	Last day to receive 75 percent fee adjustment if dropping in person.
August 23 - Sunday	Last day to receive 75 percent fee adjustment if dropping via AP OneStop.
August 28 - Friday	Last day to drop without record in person. Last day to receive 25 percent fee adjustment if dropping in person. Last day for textbook refund.
August 30 - Sunday	14th day of classes. Last day to receive 25 percent fee adjustment if dropping via AP OneStop. Last day to drop without record via AP OneStop. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM AND REOPEN AT 8:00 AM ON AUGUST 31, 2009.
September 7 – Monday	Labor Day – Education Center closed. Last day to drop with an automatic "W" and WITHOUT instructor's signature.
September 14 - Monday	Last day to drop with " W ", " F ", " FA ". Instructor's signature required.
September 15 - Tuesday	Mandatory " F " period begins. Instructor's and Dean's signature required to drop.
September 18 - Friday	Last day to apply for December 2009 graduation.
October 10 - Saturday	Last day of classes
October 13 - Tuesday	Grad Finale, 2 pm - 6 pm (University Center) Graduation fees must be paid in the Business Office, Browning Building, Monday – Friday, 8:00 am – 4:30 pm.
October 14 - Wednesday	Grad Finale, 10 am - 2 pm (University Center) Graduation fees must be paid in the Business Office, Browning Building, Monday – Friday, 8:00 am – 4:30 pm.
October 16 - Friday	Fall I grades available on AP OneStop.
December 18 - Friday	Commencement, Dunn Center

*On July 27th civilians may register through AP OneStop from any computer providing they have met with their advisors and have obtained an Alternate PIN. *To complete the registration process, students must pay fees in Room 257 by 4 pm, Friday, August 14, 2009 or via AP OneStop by 7 pm, Sunday, August 16, 2009. Soldiers receiving TA must register through GoArmyEd.com

FALL I IMPORTANT DATES

Fee Payment

Last day to pay fees/confirm classes in person August 14
Last day to pay fees/confirm classes via AP OneStop by 7:00 pm August 16

Fee Adjustment Periods

Last day for 100 percent fee adjustment (if dropping in person) August 14
Last day for 100 percent fee adjustment (if dropping via AP OneStop) August 16
Last day for 75 percent fee adjustment (if dropping in person) August 21
Last day for 75 percent fee adjustment (if dropping via AP OneStop) August 23
Last day for 25 percent fee adjustment (if dropping in person) August 28
Last day for 25 percent fee adjustment (if dropping via AP OneStop) August 30

Withdrawal Dates

Last day to drop a course without record (if dropping in person)..... August 28
Last day to drop a course without record (if dropping via AP OneStop)..... August 30
Last day to drop with automatic "W" and without instructor's signature..... September 7
Last day to drop with "W", "F" or "FA"; instructor's signature required..... September 14
Mandatory "F" period begins; instructor's and dean's signature required September 15

Last day to apply for December 2009 Graduation September 18

Fall I term grades available on AP OneStop..... October 16

December 2009 Commencement..... December 18

IF YOU DO NOT CONFIRM YOUR REGISTRATION BY 7:00 pm ON AUGUST 16, 2009 YOUR REGISTRATION WILL BE DROPPED.

Austin Peay Center @ Fort Campbell now has PEER TUTORING available. There is no charge for this service. Sign up by contacting the Academic Support Center at (931) 221-6550.

FALL II 2009 OFFICIAL CALENDAR AUSTIN PEAY CENTER @ FORT CAMPBELL

August 17 – October 23	Advising and Preregistration – ACTIVE DUTY MILITARY ONLY.
September 18 - Friday	Last day to apply for December 2009 graduation.
October 2 - Friday	Advising and preregistration for CIVILIANS begins.
October 12 – Monday	Columbus Day – Education Center Closed.
October 13 - Tuesday	Grad Finale, 2 pm - 6 pm (University Center) Graduation fees must be paid in the Business Office, Browning Building, Monday – Friday, 8:00 am – 4:30 pm.
October 14 – Wednesday	Grad Finale, 10 am - 2 pm (University Center) Graduation fees must be paid in the Business Office, Browning Building, Monday – Friday, 8:00 am – 4:30 pm.
October 16 - Friday	Application deadline (does not apply to active duty military). Civilian conditionally admitted students WILL NOT be allowed to register late.
October 19 - 23	Registration Week - Monday & Tuesday 8:00am – 4:30pm; Wednesday & Thursday 8:00am – 6:00pm; Friday 8:00am – 4:00pm. FCC Bookstore open Monday – Thursday 8:00 am – 6:00 pm; Friday 8:00 am – 4:00 pm.
October 23 - Friday	Last day for 100 percent fee adjustment. Last day to pay fees in person by 4:00 pm or via AP OneStop by 7:00 pm CLASSES WILL BE DROPPED FOR NON-CONFIRMATION AND/OR NONPAYMENT AT 7:00 PM. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM, AND REOPEN AT 8:00 AM ON OCTOBER 24, 2009.
October 24 - Saturday	Classes begin.
October 26 – Monday	Direct deposits will be available at student's bank.
October 26 - 27	Late registration, 8:00 am - 6:00 pm. Civilian conditionally admitted students WILL NOT be allowed to register late.
October 27 - Tuesday	Last day to submit fee waiver or discount form to the Business Office to receive credit for Fall II. Last day to add classes or register late and pay fees and/or confirm classes for late registration in person by 4:00 pm or via AP OneStop by 7:00 pm. CLASSES WILL BE DROPPED FOR NON-PAYMENT AND/OR NON-CONFIRMATION AT 7:00 PM. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM, AND REOPEN AT 8:00 AM ON OCTOBER 28, 2009.
October 29 - Thursday	Last day to receive 75 percent fee adjustment. Balance checks will be mailed to students.
November 5 - Thursday	Last day to receive 25 percent fee adjustment.
November 6 – Friday	14 th day of classes. Last day to drop without record. Last day for textbook refund. ACCESS TO YOUR AP SELF SERVICE WILL CLOSE AT 7:00 PM, AND REOPEN AT 8:00 AM ON NOVEMBER 7, 2009.
November 11 – Wednesday	Veterans Day – Education Center Closed.
November 13 - Friday	Last day to drop with an automatic "W" and WITHOUT instructor's signature
November 20 - Friday	Last day to drop with "W", "F", "FA". Instructor's signature required to drop.
November 21 - Saturday	Mandatory "F" period begins. Instructor's and Dean's signature required.
November 26 – 29	Thanksgiving Holiday – Education Center Closed.
December 17 - Thursday	Last day of classes.
December 18 - Friday	Commencement, Dunn Center
December 24 - Thursday	Fall II grades available on AP OneStop.

*On October 2nd civilians may register through AP OneStop from any computer providing they have met with their advisors and have obtained an Alternate PIN.
*To complete the registration process, students must pay fees in Room 257 by 4 pm, Friday, October 23, 2009 or via AP OneStop by 7 pm. Soldiers receiving TA must register through GoArmyEd.com

FALL II IMPORTANT DATES

Fee Payment

Last day to pay fees/ confirm classes October 23

Fee Adjustment Periods

Last day for 100 percent fee adjustment October 23

Last day for 75 percent fee adjustment..... October 29

Last day for 25 percent fee adjustment..... November 5

Withdrawal Dates

Last day to drop a course without record November 6

Last day to drop with automatic "W" and without instructor's signature..... November 13

Last day to drop with "W", "F" or "FA"; instructor's signature required..... November 20

Mandatory "F" period begins; instructor's and dean's signature required November 21

Last day to apply for December 2009 Graduation September 18

December 2009 Commencement December 18

Fall II term grades available on AP OneStop..... December 24

IF YOU DO NOT CONFIRM YOUR REGISTRATION BY OCTOBER 23, 2009 YOUR REGISTRATION WILL BE DROPPED.

Austin Peay Center @ Fort Campbell now has PEER TUTORING available. There is no charge for this service. Sign up by contacting the Academic Support Center at (931) 221-6550.

ADMISSIONS

APPLYING FOR ADMISSIONS

(931) 221-1400

800-844-2778 toll-free number

Applicants can file an application for admission with the Office of Admissions, the Information Window at Fort Campbell or online at <https://go.apsu.edu>. All Army active duty military must apply for admission at <https://www.GoArmyEd.com>.

TESTING

(931) 221-6269

COMPASS is a computerized test that provides important information about individual skills and your preparation for college-level courses. It is an untimed, adaptive test that measures skills in reading, writing and mathematics.

Sample questions are available at the following Web site: www.act.org/compass/student.

Prior to testing, an Application for Admission must be completed. **You must bring a photo I.D. and your APSU ID number in order to test.**

TESTING DATES

The COMPASS assessment is given at the Austin Peay Center @ Fort Campbell in the Education Center, Room 252.

Tests are administered on most Fridays at 8:30 am and 10:30 am and on the following days during registration week only at 8:30 am, 10:30 am and 1:30 pm.

Fall I Testing Dates:

Registration Week

Wednesday, August 12, 2009

Thursday, August 13, 2009

Fall II Testing Dates:

Registration Week

Wednesday, October 21, 2009

Thursday, October 22, 2009

Students may register for a test date by visiting APSU's Web site at www.apsu.edu/testing/compass.htm. Dates will be added to the Web site on a recurring basis. If you are unable to test on one of the days listed, please check the Web site periodically for alternate dates.

Allow two hours to complete the entire test. **There is no charge for the test unless it is an ACT challenge or COMPASS retest. These require a fee of \$20, payable by check or cash, on test day.** If you have any questions or need more information, please contact the Testing Center at (931) 221-6269.

An ACT Residual will be held **ON MAIN CAMPUS** on the following dates:

July 28, 2009
August 19, 2009
September 23, 2009

Students may register for the ACT Residual by calling 221-6269.

REGISTRATION

(931) 221-7121, 1-877-508-0056

AP OneStop

<http://onestop.apsu.edu>

Several options are available through AP OneStop: Information about admissions, fee payment, financial aid, registration, grades, transcripts and more. Just visit AP OneStop at <http://onestop.apsu.edu> and select the option of your choice. Enter your Student ID number and PIN number (Personal Identification Number).

An Alternate PIN is required for registration. Your advisor will give you your Alternate PIN after advisement. AP OneStop is available twenty-four hours a day, seven days a week (except periodically for maintenance.).

Drop/add or any schedule adjustment may be done to your schedule after you register through AP OneStop. Each time you drop/add, you will need to re-enter your Alternate PIN number.

PRE-REGISTRATION

Fall I 2009 Term:

June 15, 2009.....Pre-registration for **ACTIVE DUTY MILITARY** begins

July 27, 2009.....Pre-registration for **CIVILIANS** begins

Fall II 2009 Term:

August 17, 2009.....Pre-registration for **ACTIVE DUTY MILITARY** begins

October 2, 2009.....Pre-registration for **CIVILIANS** begins

GO ARMY ED

- Log onto <http://www.GoArmyEd.com> and create your account.
- Complete the Common Application.
- Print the Statement of Understanding (SOU), complete it and take it to the ACES counselor (you only need to do this one time).
- See your APSU advisor.
- Log on to <http://www.GoArmyEd.com> and register for classes after you are admitted to APSU.

DROP AND ADD

Drop and/or add or any schedule adjustment may be done to your schedule after you register through AP OneStop. You will need your alternate PIN number to drop and/or add. If you are an active duty soldier using TA, you must drop your course(s) through GoArmyEd.com.

WITHDRAWALS

WITHDRAWALS

WITHDRAWAL FROM THE UNIVERSITY

Complete withdrawal from the University is defined as dropping ALL classes during a given semester. After the automatic "W" period, your grade is determined by your professor. This grade is based on his or her assessment of your progress at the time of withdrawal and may be a "W", "F" or "FA." Please consult your advisor before making the decision to withdraw.

Any student who wishes to withdraw officially from the University and drop all courses must complete the process through AP OneStop. The link is found under the registration link on the Student tab. Refunds will be based on the published schedule and date the withdrawal process is complete.

If you receive Lottery Scholarship or federal student financial aid such as Federal Pell Grant and Federal Stafford loans, you may owe a repayment when you withdraw from the University. For additional information, contact your financial aid counselor. If you receive VA educational benefits, you may owe a repayment when you withdraw from the University. For additional information, contact your VA counselor.

ACADEMIC POLICIES AND PROCEDURES

Education Rights and Privacy Act of 1974

Please see the "Confidentiality of Student Records" section of the **STUDENT HANDBOOK**.

PREREQUISITES AND CO-REQUISITES

It is the student's responsibility to check for satisfactory completion of prerequisites and necessary co-requisites as listed in the appropriate Bulletin. To register for a class with prerequisites, the student must have passed the prerequisite course(s) or be enrolled in it.

STUDENT CLASSIFICATION AND CREDIT LOAD

Undergraduates: To be classified a regular, full-time undergraduate student at Austin Peay Center @ Fort Campbell, students must enroll in a minimum of six semester hours. Students requesting more than the maximum regular load of 12 semester hours must complete an Overload Form.

Graduates: To be classified a regular, full-time graduate student at Austin Peay Center @ Fort Campbell, students must enroll in a minimum of six semester hours. Graduates requesting more than the maximum regular load of 9 semester hours must complete an Overload Form.

NOTE: Your total credit load includes ALL course registrations on campus, off campus, at the Austin Peay Center @ Fort Campbell and at all other colleges and universities.

DROPPING COURSES

After a student has registered officially for a class, the student is considered to be a member of the class unless the student officially drops the class, withdraws from the University, is canceled by administrative authority or is excluded permanently by the Student Academic Grievance Committee. **DISCONTINUING CLASS ATTENDANCE WITHOUT OFFICIALLY DROPPING OR WITHDRAWING FROM THE UNIVERSITY WILL BE AN UNOFFICIAL WITHDRAWAL AND THE STUDENT WILL RETAIN FINANCIAL OBLIGATION.** Failure to file a notification via AP OneStop or on the approved form with the Office of the Registrar will result in a grade of F, FA or FN. For students using financial aid, dropping courses before the 14th day of class can affect your financial aid award.

ACADEMIC POLICIES AND PROCEDURES (continued)

OVERLOAD

An overload will allow you to register for additional hours over the maximum allowable for the semester.

- Obtain an Overload Form from online at <http://www.apsu.edu/Registrar/forms.aspx>
- Obtain approval from your academic advisor or director.
- Bring form to the Information Window at Fort Campbell or the Office of the Registrar, Ellington Building, Room 316 on campus for processing.

REPEATING A COURSE

If you are repeating a course, you may need to complete a Course Repeat form. **Forms must be completed for courses that were taken originally at APSU prior to Fall Quarter 1979 or taken at another institution and transferred to APSU as elective credit.** Forms are available online at <http://www.apsu.edu/Registrar/forms.aspx> and must be filed with the Office of the Registrar during the first week of classes.

PASS/FAIL OR AUDIT

For a detailed description of the Pass/Fail and Audit processes and the limitations that apply, please refer to the current Undergraduate Bulletin.

Obtain a Pass/Fail or Audit Card online at <http://www.apsu.edu/Registrar/forms.aspx>, complete the form and obtain permission from the instructor, register for the course through AP OneStop or come to the designated registration location. Bring Pass/Fail or Audit Card to the Office of the Registrar.

NOTE: The last day to convert a class to Pass/Fail or Audit is August 19, 2009 for Fall I and October 27, 2009 for Fall II. Students cannot receive financial aid for auditing classes.

PROBATION AND SUSPENSION

For a description of the regulations and conditions associated with academic probation and suspension, please refer to the appropriate Bulletin.

CLASS ATTENDANCE

Regular class attendance is expected of all students. Specific class attendance policies are determined by the teaching faculty who will inform you of their requirements at the beginning of the term. Title IV and veterans benefit recipients are required to attend class regularly.

CHANGE OF MAJOR/MINOR/BULLETIN

A Change of Major/Minor Form is required when you make any change(s) to your major, minor or Bulletin. Changes should be submitted online at <http://www.apsu.edu/Registrar/forms.aspx>

CHANGE OF ADVISOR

If you want to change your academic advisor, you must go to the academic department of your major.

REGISTERING WITH OTHER SCHOOLS

If you are planning to take classes with other schools to include those schools located in the Army Education Center, before you register you are required to do the following:

- Obtain a Coursework Approval form online at <http://www.apsu.edu/Registrar/forms.aspx>
- Get all required signatures before you register for the course.

Students who have remedial/developmental (R/D) courses may not register for courses that require skills in which the student is deficient. Any student with R/D requirements who registers in college-level courses will be required to complete, with APSU or other TBR schools, the courses in which he/she is deficient before transfer credit is awarded. Until said requirements have been satisfied, in accordance with TBR policy, college-level transfer credit will not be awarded.

ACADEMIC POLICIES AND PROCEDURES (continued)

STUDENTS 60 YEARS OF AGE OR OLDER

Adults 65 years of age or older during the semester, domiciled in Tennessee, may register in courses for credit on a space available basis and pay a maximum tuition of \$70 and all applicable fees. A Tennessee resident who is 60 years of age or older may audit a course if space is available at no cost (according to Tennessee law) by filing with the Office of the Registrar a birth certificate. If you continue your enrollment in subsequent semesters, you will need to notify the Office of the Registrar at 221-6448 on your intent to re-enroll.

STUDENTS WITH DISABILITIES

A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis and pay a maximum tuition of \$70 and all applicable fees or may audit a course if space is available at no cost (according to Tennessee law) by filing an Application for Tuition Reduction due to Disability and submit proof that you are considered 100% disabled through Social Security or other appropriate state or federal agency. To request tuition reduction for disability, you must submit this documentation for each term of enrollment. Requests must be submitted prior to the last day of registration.

Students with disabilities who need special assistance should contact the Office of Disability Services (931) 221-6230 Voice or (931) 221-6278 TTY.

Disabled parking decals are issued to qualified students/faculty/staff in lieu of any other decal. Decals are obtained from public safety/campus police upon the presentation of a license or placard issued by any state specifically to the person requesting the decal. Decals may be obtained by visiting public safety/campus police at the Shasteen Building, 133. Temporary disabled permits are issued under the authority of the director of Health Services and entitle the bearer to the same parking privileges for short periods of time. Temporary disabled permits may be obtained by visiting Boyd Health Services, Ellington 104.

FEE PAYMENTS AND AJUSTMENTS

REQUIRED FEES FOR 2009-2010 (Fall I will be charged 2008-2009 fees**)**

Undergraduate Registration and Maintenance Fees:

Active Duty Military and Dependents (Stationed at Fort Campbell):

(Military ID Card required at tuition payment)

(0000 through 2999 level courses) \$111 per credit hour
(3000 through 4999 level courses) \$191 per credit hour

Civilians:

In state (0000 through 4999 level course) \$191 per credit hour
Out of state (0000 through 4999 level course)..... \$688 per credit hour
DSP courses \$111 per credit hour

Tennessee residents 65 years of age or older or permanently disabled (Special Course Fees must be paid by student and are not included in \$70):

Per credit hour..... \$70
Maximum..... \$70

Graduate Registration and Maintenance Fees:

In state \$308 per credit hour
Out of state..... \$854 per credit hour

*Fee does not include Technology Access Fee, which also is required.

FEE PAYMENTS AND ADJUSTMENTS (continued)

Technology Access Fee:

Per credit-hour.....	\$11.25
Maximum.....	\$112.50

Special Fees:

Application Fee

Undergraduate	\$15
Graduate	\$25

Graduation Fee

Associate Degree.....	\$25
Baccalaureate Degree	\$30
Master's/Specialist Degree	\$35

Online Course Fee

Undergraduate (per credit hour).....	\$23
Graduate (per credit hour).....	\$37

Business Course Fee

Upper division undergraduate courses (per credit hour)	\$20
Graduate courses (per credit hour).....	\$20

Returned Check Service Fee (per check) \$30

FEE WAIVERS/DISCOUNTS FOR FALL I & II 2009

To receive credit for Fall I or Fall II 2009, any student eligible for a fee waiver or discount must submit the appropriate form to the Business Office by the last day of late registration. A student whose fees are paid with financial aid, scholarship or other educational assistance and whose registration is confirmed by Student Financial Aid must submit any applicable fee waivers or discount forms to the Business Office by the last day of late registration. Forms include APSU and non-APSU Spouse/Dependent Discount, Dependent of Public School Teacher, Dependent of State Employee or Retired State Employee discount and State Employee fee waiver.

1098-T TAX RELIEF ACT OF 1997

The Tax Relief Act of 1997 provides tax benefits for people who are paying higher education costs for themselves and/or members of their families. These benefits include the Hope Scholarship and The Lifetime Learning Credit. To get more information about these credits, "Publication 970-Tax Benefits for Higher Education" is available from any IRS office or on the Web at <http://www.irs.ustreas.gov>.

Form 8893 is used to file for the credit. To assist in completing this form, higher education institutions are required to issue a 1098-T form. The 1098-T forms are mailed at the end of January to all students enrolled at any time in the previous calendar year. This information is also available through AP OneStop. The following information is included on the form 1098-T:

Box 2 - Amounts billed in the calendar year for qualified tuition and related expenses.

Box 4 - Adjustments to qualified expenses - Scholarships, grants and fee waivers which cannot be used to claim the credit.

FINANCIAL AID AND VETERANS AFFAIRS

(931) 221-7907

<http://www.apsu.edu/financialaid/>

Students may go to the Veterans Affairs/Student Financial Aid window to receive assistance with applying for federal financial aid or pick up financial aid forms. Students also may submit any requested documents and/or satisfactory progress appeals at this same location. You are encouraged to apply for financial aid at least four to six weeks prior to the beginning of the term to ensure that funds are available to pay fees and purchase books. You may apply for financial aid online at <http://www.fafsa.ed.gov>.

FEE DEFERMENTS

*As of **July 1, 2003**, eligible students may obtain only one financial aid fee deferment. **If you received a financial aid fee deferment since July 1, 2003, you are not eligible for another fee deferment.**

SATISFACTORY PROGRESS

If you are in violation of federally mandated Satisfactory Academic Progress Guidelines, your Federal Financial Aid Award will be canceled and removed from your account. If you wish to appeal for reinstatement, you should submit a completed appeal form, with supporting documentation, to the Student Financial Aid/Veterans Affairs Office. Once a student is in violation of Satisfactory Progress Guidelines, he/she will not be able to confirm classes using federal student financial aid or receive a federal financial aid balance check unless an appeal has been approved.

WITHDRAWALS AND FA/FN GRADES

Our office is required to refund a portion or all federal financial aid received for students receiving FA (failure to attend class) or FN (never attended) grades. We also are required to review all total withdrawals for possible repayment of federal funds and/or Lottery Scholarships.

DROP/ADD

If you change your enrollment status within the first 14 days of classes, your financial aid and/or Lottery Scholarship will be adjusted accordingly and you possibly may be billed.

GENERAL INFORMATION

You can visit our Web site at <http://www.apsu.edu/financialaid/> for forms, applications and general information.

It is recommended that students access their APSU personal Web mail address on a regular basis. It will be the primary source for communication. Students may check their financial aid information on AP OneStop.

FINANCIAL AID AND VETERANS AFFAIRS (continued)

VETERANS AFFAIRS

VA toll-free number: 1-888-GIBILL1 (1-888-442-4551)

VA Web site address: <http://www.gibill.va.gov>

OVA Web site address: <http://www.apsu.edu/vaoffice>

All VA students are required to complete a **Certification Request Form** (CRF) each semester.

Listed below are the CRF Deadline Dates. By meeting the dates, OVA will assure that your enrollment certification will be processed and sent to DVA on the first day of the term. DVA in St. Louis, Mo., will process these enrollment certifications to award the VA monthly entitlements.

Fall I

Priority deadline for Fall I 2009: July 27, 2009
Closed for processing Fall I 2009: August 21, 2009
Advance payment request for Fall II 2009: July 1, 2009 – July 24, 2009

Fall II

Priority deadline for Fall II 2009: October 10, 2009
Closed for processing Fall II 2009: October 30, 2009
Advance payment request for Spring I 2009: September 7, 2009 – September 28, 2009

CRF is available online at http://www.apsu.edu/vaoffice/online_forms.htm.

VA Vocational Rehabilitation and School Supplies:

Students participating in the VA Vocational Rehabilitation program will have a \$50 limit per term for routine supplies. Any supplies that exceed the \$50 limit must have prior written approval by your VA Vocational Rehabilitation counselor.

VA Vocational Rehabilitation and Web-based Courses:

You must have all Web-based courses approved prior to registering for classes by your VA vocational rehabilitation counselor. The OVA must receive the approval in writing (memo, e-mail, fax, etc.) prior to the registration of Web-based courses and submission of the Certification Request Form (CRF). If you fail to receive prior approval from your counselor, you may be billed for the courses.

ELIGIBILITY FOR DEFERMENT OF PAYMENT OF TUITION AND FEES BY CERTAIN ELIGIBLE STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS OR OTHER GOVERNMENTALLY FUNDED EDUCATIONAL ASSISTANCE BENEFITS

Service members, veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

SPECIAL ACADEMIC PROGRAMS

AFTER HOURS

Earn your degree after work or after dinner. After Hours is designed to help you earn a degree attending evening and weekend classes as a full- or part-time student. Completion time varies depending on any transfer credits. A full range of financial aid services are available from the APSU Student Financial Aid Office.

APSU ONLINE

<http://www.apsu.edu/online/>

APSU online learning offers the convenience of classroom accessibility 24 hours a day, seven days a week, from virtually anywhere in the world. Because you do all your classroom work when it is convenient for you, your schedule is flexible. You simply access your virtual classroom through the Web. If you have a busy schedule, APSU online is the ideal way to earn your degree.

At APSU, there are two sources for online course offerings: online courses offered through APSU and online courses offered through the Regents Online Degree Program (RODP). While all courses offered are online, there is a difference in cost for online courses offered through the RODP. If you have any questions or would like more information about online learning through APSU, contact Mike Dunn, online resource coordinator, at **online@apsu.edu** or (931) 221-6484. If you have any questions or would like more information about online learning through RODP, contact Loretia Duncan, RODP coordinator, at **rodps@apsu.edu**, (931) 221-1373 or toll-free at 1-877-861-2778, ext. 1373.

All core courses required for the Bachelor of Science are available online. For a complete listing of our online programs, please visit the following Web site: **<http://www.apsu.edu/online>**.

If you are considering taking an APSU online course, please visit the online orientation at **<http://www.apsu.edu/online/orientation/>**. This orientation will help you decide if you have the necessary skills and equipment for online learning.

REGENTS ONLINE DEGREE PROGRAM (RODP)

<http://www.apsu.edu/regentsdegree/degrees.htm>

For a complete listing of our online programs, please visit the following Web site: **<http://www.apsu.edu/online>**.

All courses completed in the Regents Online Degree Program (RODP) are transferable among all the participating institutions. This is not a self-paced program. Courses begin and end on specific dates and class work is assigned deadlines.

Regents' degree courses are charged tuition and fees per credit hour and viewed separately from APSU courses. State and TBR employees entitled to a fee waiver are not required to pay the RODP online per credit-hour fee of \$76 undergraduate and graduate. The fee is considered a special course fee.

SOCAD

Active duty soldiers and their family members who have completed six semester hours with APSU are eligible for a SOCAD. A SOCAD will be processed automatically for soldiers once they have earned six semester hours. Family members must request a SOCAD through the Office of the Registrar at (931) 221-7153.

A SOCAD is required for Tuition Assistance.

GRADUATION

DEGREE AUDIT

Degree audits are available on AP Self Service. You may access your Degree Audit online through AP OneStop at <https://onestop.apsu.edu>.

Graduating December 2009?

Students planning to graduate December 2009 must complete the following steps by September 18, 2009:

- **Complete an Application for Degree** - Forms are available at the Austin Peay Center @ Fort Campbell Information Window or online at www.apsu.edu/Registrar/forms.aspx.
- **Pay Graduation Fee** - Ranges from \$25-35 and must be paid at the cashier's window in the Browning Administrative Building during the final semester.

Fall 2009 Commencement will be held on December 18, 2009. The 10:00 am ceremony will be for the College of Arts and Letters, the College of Science and Mathematics and the School of Technology and Public Management. The 2:00 pm ceremony will be for the College of Professional Programs and Social Sciences.

SENIOR EXIT EXAM

Senior Exit Exam - Participation in the Senior Exit Exam and any major testing is a requirement for all students receiving a Bachelor of Science degree. Major testing will be scheduled by the department. Unless otherwise stated by your individual program, no minimum score is required for graduation. There is no charge for taking this test. For more information, please contact the Office of Institutional Research and Effectiveness at 221-6184.

BOOKSTORE

The bookstore is located in the SSG Glenn H. English Jr. Army Educational Center, Room 1115.

You also may shop online at <http://www.apsubookstore.com>.

A receipt is required for all refunds and exchanges. Dates and hours of operation are subject to change. Book buyback hours will be posted at a later date.

PARKING

INSTALLATION PARKING

Extended gate passes for Austin Peay Center at Fort Campbell may be obtained during your designated registration time.

A location will be identified for processing the required items and obtaining the installation parking permit.

The following items are required to receive a permit:

- Valid driver's license
- Vehicle registration
- Proof of insurance
- Validated "Fee Statement"

Parking in non-designated areas (grass, loading areas, etc.) will result in violators being ticketed.

PARKING (continued)

PARKING ON CAMPUS

Parking decals are required for parking on campus at APSU. **ALL** students, faculty and staff who wish to park on campus must purchase and display the proper decal. Decals may be purchased on campus at the Shasteen Building, Campus Police, between 7:00 am and 3:00 pm, Monday through Friday. Those failing to display the proper decal for the area in which they are parked or those parked in Visitor/Guest spaces will receive the appropriate citation. **Parking regulations are available every day 24 hours a day at the Shasteen Building for anyone desiring a copy.**

STUDENT ACCESS

As of the date of printing, civilians will have access to Fort Campbell with an extended pass. The form to obtain an extended pass will be available during registration. When withdrawing from the University, the extended pass must be returned.

OFFICIAL COMMUNICATION FROM APSU

The speed of communication made available by electronic mail (e-mail) has proven to be a prompt and efficient means for the university to inform and notify students. Official electronic notifications, including those required by statutes, those required by University policy and instructions from University officials, will be sent to students' Austin Peay State University assigned e-mail addresses: username@apmail.apsu.edu. Delivery of communication to a student's University provided e-mail address will constitute constructive notice. Students should therefore routinely check, read and respond to (as may be appropriate) the contents of their University provided e-mail address mailbox. **Your APSU e-mail address will be considered your official form of communication for all APSU correspondence.**

INFORMATION

From the desk of the Chief, Army Education Center:

- The R.F. Sink Library operating hours are 10:00 am – 8:00 pm, Monday - Wednesday; 10:00 am – 6:00 pm, Thursday – Saturday. The library is closed on Sundays and federal holidays.
- Students may not bring children to the Education Center while attending classes, nor may they have their children left outside the classroom. It is **NOT** the prerogative of the instructor to make an exception. **The Military Police will be called to pick up unattended children found by the Education Center staff.**
- The main entrance to the Education Center is a **NO SMOKING** area.
- Comments, questions and suggestions: Education Division, ATTN: AFZB-ED (Ms. Cathy Owens, Marketing & QC), 202 Bastogne Ave., Fort Campbell, KY 42223-5341, or e-mail to **owensc@emh2.campbell.army.mil** or by completing a customer comment card available at the reception desk in the main lobby.