

## Transcripts, Ellington 120, 221-7121

Transcript requests may be made online through AP OneStop (<http://onestop.apsu.edu>), by mail, by fax or in person to the Office of the Registrar. For more information, visit <http://www.apsu.edu/records/transcripts/TransReq.htm>.

## TRiO Student Support Services, Ellington 337, 221-6142

Student Support Services is a federally funded TRiO program established to assist eligible low-income and first-generation college students in making a connection with the various campus resources.

In order to participate in TRiO Student Support Services, one or more of the following must be met based on the legislative requirements of the U.S. Department of Education:

- Family income meets published federal guidelines (low income, Pell grant eligible)
- Neither parent earned a four-year college degree (first generation)
- Referred by the Office of Disability Services (disabled)
- Additionally, the student must demonstrate an academic need for services and must have the potential to benefit from the services.

Application forms are available in Ellington, Room 337 or visit <http://www.apsu.edu/sss> to download an application. All services of TRiO SSS are free to eligible participants.

## FINANCIAL

### Business Office, Browning 134, 221-7671

The Business Office is responsible for handling student accounts, which include fee payments, placing charges and credits on accounts, answering inquiries about accounts, preparing and disbursing student refund/balance checks and disbursing student pay checks. The office also prepares bills for student accounts and is responsible for the collection of past due accounts. The office writes all vendor checks, sets up new accounts, manages security for financial reporting system and prepares all financial reports for the University. The responsibilities of the office include accounting and reporting functions for grants and foundation accounts and Perkins Loans.

APSU's Business Office provides and maintains the official University accounting records and related systems of internal control in accordance with accounting principles, University policies and the requirements of the Tennessee Board of Regents, the federal government and external funding sources.

### Confirmation of classes

Confirmation is necessary to prevent students' classes from being dropped. Even if a student's account shows a zero or credit balance, he or she must complete the confirmation process to retain his or her classes. Students may confirm their classes by logging on to AP OneStop at <http://onestop.apsu.edu>. Confirmation of classes must occur every semester. Instructions for confirming classes:

- After logging into the student account on OneStop, select the "Web Self Service" tab.
- Click on "Student" tab.
- Then will choose "Student Account" from the listing.
- Then choose "Account Detail for Term/Confirm Enrollment/Credit Card Payment" or "Electronic Check Payment".
- Choose the term to confirm from the drop-down box (e.g. Fall 2009 or Spring 2010) and click submit.

- At the top of the Account Detail for Term screen, two options are shown:
  1. Yes, I will attend . . .
    - Choosing “Yes, I will attend . . .” will result in the screen “Your registration has been confirmed. Your confirmation number is XXXXX” if no charges are owed.
    - If a student still owes money, he or she will be prompted to pay the balance or sign up for a payment plan. Once the payment is processed, a confirmation email will be sent.
  2. No, I will not be attending . . .
    - Choosing “No, I will not be attending . . .” will result in the screen “You have chosen to not attend [specific term]. Your classes will be deleted.”
    - Students who are withdrawing from the University must follow the procedures for withdrawing outlined in the Cancellation and withdrawal section of this handbook.

### Financial Aid and Veterans Affairs, Ellington 216, 221-7907

The purpose of financial aid is to enhance the growth, development and performance of all qualified students by providing financial resources and information that will enable students to maximize their educational experience.

Financial aid is available in the form of scholarships, grants, loans and work-study. Federal government, state of Tennessee, lending institutions, private agencies and postsecondary institutions may offer financial aid assistance. Most federal and state-funded financial aid programs are awarded on the basis of proven financial need. Need is defined as the difference between the cost of attendance and the Expected Family Contribution (EFC). The EFC is determined by a standard formula established by the U.S. Congress. Financial Aid does not always cover the cost of books.

It is each student’s responsibility to secure the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Other required forms may be obtained online at [www.apsu.edu/](http://www.apsu.edu/) financial aid. The student must reapply each academic year for financial aid.

Austin Peay State University has a Veterans Affairs Office at two locations. The main campus location is in the Ellington Student Services Building. The offsite is located at Fort Campbell, Ky., in the SSG Glenn H. English Jr. Army Educational Center (221-1462). Although the school considers each location as part of the same University, the U.S. Department of Veterans Affairs (DVA) has determined each location as a separate institution for payment of VA education benefits.

#### **Types of financial aid**

- Grants — Based on financial need. They, normally, do not have to be repaid but might have to be repaid if classes are dropped within certain timeframes.
- Student Loans — Borrowed money that must be repaid. Repayment begins 6 months after graduation or if student is no longer enrolled at half-time status. The maximum annual amount for freshmen is \$3,500 Subsidized and/or Unsubsidized. An additional \$2,000 Unsubsidized may also be requested.
- Parent’s Plus Loan — Borrowed money that must be repaid. Repayment begins within 60 days from the time funds are disbursed.
- Federal Work Study — Based on financial need. Student works for minimum wage in an office on campus for up to 20 hours per week
- Scholarships — For information please visit the scholarship website at <https://www.apsu.edu/secure/scholarships/www.apsu.edu/>

## **Other Important Loan Information**

- Students must accept their loans on AP OneStop (select the Web Self Service tab).
- Parents applying for a PLUS loan will print application from AP OneStop and submit to the financial aid office.
- Loan agreement is between the student and/or parent and the lender.
- The master promissory note is required by the lender.
- An entrance interview is required before loan can be disbursed to student's account.

## **Tennessee HOPE Lottery Scholarship**

- FAFSA — Completing the FAFSA is the only way to apply, and must be submitted each year
- Sept. 1 — Final deadline to submit the FAFSA (recommend as early as possible after Jan. 1)
- Maintain the enrollment status for which you were awarded. For example, if awarded for full time, you must maintain full-time enrollment
- Cannot drop to part-time status without authorization from staff of the Registrar's Office
- GPA reviewed at 24, 48, 72, 96 and 120 attempted hours.
- Must maintain required GPA. For details, check with the Office of Financial Aid.
- Strict appeal process — most cannot be appealed — if scholarship is lost, it is lost for the remainder of a student's enrollment
- Seek tutoring assistance immediately if struggling academically
- Students are responsible for knowing and understanding criteria for retaining the scholarship(s)
- Go to <http://www.apsu.edu/financialaid/TELSLP%20link%20page.htm> for additional information.

## **Satisfactory Academic Progress for Federal Aid**

- Students must attend class!
- Students must maintain good academic progress in order to continue eligibility for financial aid, to include loans
- Students can lose eligibility to receive aid based on poor grades or attendance
- Review Satisfactory Progress guidelines at <http://www.apsu.edu/financialaid/forms/guidelns.pdf>.

## **Enrollment Status**

- Full Time = 12+ hours
- 3/4 Time = 9 to 11 hours
- Half-Time = 6 to 8 hours
- Less than Half-Time = 1 to 5 hours

Example: If students are awarded financial aid for full time and drop to 3/4 or part-time, they may be billed for the difference.

## **Verification**

- The Federal government randomly selects approximately 30 percent of all financial aid application files for verification of data.
- Students may be asked to provide the following:
  - Tax returns for parent and/or student
  - Leave and earnings statement
  - Various verification-type worksheets
  - Untaxed income
  - And other information

The student's financial aid cannot be finalized until all verification documents are received.

## Important fee payment dates

### Fee payment, refund, withdrawal and late registration dates for Main Campus, Fall 2009

July 29	Fee statements will be electronically sent to students who pre-registered by July 27
Aug. 19	Last day to submit direct deposit authorization forms
Aug. 23	Classes will be dropped at 7 p.m. for preregistered students who have not paid and/or confirmed their classes
Aug. 28	Last day for 100 percent refund of tuition and fees Last day for students who preregistered Aug. 24-28 to pay fees Classes will be dropped at 7 p.m. for preregistered students who have not paid and/or confirmed their classes
Aug. 29	Weekend classes begin
Aug. 29-Sept. 4	Late registration
Aug. 31	Weekday classes begin
Aug. 31	Direct Deposits will be available in students' bank accounts
Sept. 4	Last day to add a class
Sept. 7	Labor Day — University closed
Sept. 11	Last day to drop without record
Sept. 23	Last day to receive 25 percent refund of fees
Oct. 9	Last day to drop with an automatic "W" grade
Nov. 9	Last day to drop with "W," "F," "FA" grade

Visit <http://www.apsu.edu/records/calendar/acdcal.htm> for future semesters' important dates.

### Payment information, Business Office, Browning 134, 221-7671

Checks/money orders should be made payable to Austin Peay State University.

Payment can be made with Visa, MasterCard or American Express.

The student's name and "A" number should be listed on any check, money order and correspondence.

An installment plan is available: You can obtain more information about the installment plan via the APSU Web site at <http://www.apsu.edu/businessoffice/acctrec/installment.htm> or through AP OneStop.

Payments also may be made in person at the cashier's window in the Browning Administration Building from 8 a.m.-4:30 p.m., Monday through Friday or online via <http://onestop.apsu.edu>. For more payment information, please visit the Business Office Web site, <http://www.apsu.edu/businessoffice/acctrec/>.

### Student employment

#### General Campus Employment

To be eligible for general campus employment, students must be enrolled as students at APSU. Federal law requires that students must be enrolled at least half-time to work on campus. Students may not work more than 20 hours per week when classes are in session and no more than 40 hours per week when classes are not in session. All student employees must maintain a minimum 1.5 GPA.

To search for a job, follow these procedures:

1. Find the student job postings at <http://www.apsu.edu/hrhomepage/>, at the "Student General

Campus” link. New positions are posted as they are received in Human Resources (HR) and are posted for five working days.

2. Click on the job description to see more information about the position.
3. Complete a Student Employment Application and take to the departmental contact person listed on the job description by the deadline date.

After the deadline date, the department will review all applications and contact selected applicants for an interview. If selected for the position, the student will be contacted by the department. Students hired for General Campus employment will be required to submit the following employment documentation to the department:

1. Student Employment Application
2. W-4
3. I-9
4. Original Social Security Card
5. I-9 acceptable photo I.D.
6. Direct Deposit authorization with voided check or verifiable account information statement from bank.

After the employment documentation has been submitted, students will be given a start date via email by the Human Resources Office.

### **Federal Work-Study Employment**

The Federal Work-Study (FWS) program is an employment program sponsored by the federal government. The program is intended to promote and encourage part-time employment of students, as well as assisting the University and its surrounding community.

FWS provides jobs for students to earn money to assist in paying for educational expenses. FWS is not available to pay registration tuition and fees. Income earned through FWS does not have to be repaid.

To search for a job, follow these procedures:

1. Complete the Free Application for Federal Student Aid (FAFSA) each year after Jan. 1 as soon as tax information is available.
2. The priority deadline date for campus-based aid is March 1 of each year. March 1 is the date by which students’ Financial Aid files and all required documentations are complete.
3. If awarded FWS on the Award Notification, the student must ACCEPT the offer online through AP OneStop (select the Web Self Service tab). Students must maintain at least a 1.5 GPA and be enrolled at least half time. If a student did not meet the priority deadline date, but meets all eligibility requirements, he or she can complete the FWS Request Card and be placed on a waiting list. Upon availability of FWS funds, applicants will be reviewed on a first-come, first-served basis.
4. Schedule an appointment with the Financial Aid Office for a job placement.
5. Report to the department listed on the placement form to make certain a work schedule is suitable.
  - If yes, then complete the required forms and give them to the department supervisor; next, return all paperwork to the Financial Aid Office.
  - If no, return to the Financial Aid Office to seek another placement.
6. If students wish to be re-assigned, they must contact the Financial Aid Office.
7. Students will be given a start date once paperwork is submitted and approved by the Human Resources Office. Human Resources will notify the student and the department by e-mail.

For current tuition and fee information for Main Campus, see [http://www.apsu.edu/BUSINESSOFFICE/ACCTREC/tuition\\_fees.htm](http://www.apsu.edu/BUSINESSOFFICE/ACCTREC/tuition_fees.htm).

## STUDENT LIFE

### AP Mail, APSU E-mail System

AP Mail system is the official means of communication at APSU. Correspondence between the university and students will be sent to the students' AP Mail accounts; other e-mail accounts will not be utilized. Students are encouraged to check their AP Mail account on a regular basis. To check AP Mail, visit <http://onestop.apsu.edu> or <http://apbrsm2.apsu.edu/IClient/Login.aspx>.

### Athletics, Dunn Center 141, 221-7904

Admission is free for main campus students to all regular season home games with a valid Govs ID Card.

Intercollegiate athletics at Austin Peay State University aspires to provide educational and broad-based competitive opportunities at the NCAA Division I level for eligible male and female student athletes. Seeking to maintain a proper balance between athletic and academic programs, the University is committed to preparing students for productive, fulfilling and responsible lives. In addition to developing individual ability and successful programs, those athletic experiences will be instrumental in developing the concepts of teamwork, sportsmanship, loyalty and self-confidence, plus the qualities of leadership and discipline.

Athletic teams include: baseball, men's basketball, women's basketball, cheerleading, men's cross country, women's cross country, football, men's golf, women's golf, pom squad, women's soccer, softball, men's tennis, women's tennis, track and field and volleyball.

### Campus Police/Public Safety, Shasteen 133, 221-7786

Austin Peay State University Department of Campus Police/Public Safety is a 24-hour, seven-day-a-week, 365-day-a-year law enforcement agency. The Public Safety Department station, located in the Shasteen Building, is open for walk-in service or calls for service by telephone. The department's dispatcher can be reached at (931) 221-7786 both on and off campus. On-campus emergency calls should be made by dialing 911. All officers are trained at the Tennessee Law Enforcement Training Academy, certified by the Tennessee Peace Officer's Standard Training Commission (P.O.S.T) and must meet the same requirements as all law enforcement officers in the state. Officers patrol the campus by various means. Public Safety works closely with city, county, state and federal agencies to ensure the safety of the University community. Crime statistics are available online at <http://www.apsu.edu/police/statistics.html>. The Department of Public Safety dispatchers are certified through the state of Tennessee and must meet stringent requirements to achieve this certification.

The Public Safety/Campus Police staff strives to meet the needs of the diverse groups of the University. It is the goal of the department to maintain and provide an environment free of fear that is conducive to learning, not only in the classroom, but also in the University community. It is the department's goal to enforce the laws of the state of Tennessee, the rules and regulations of Austin Peay State University without regard for nationality, race, creed, color, gender or sexual orientation. See pages 193-199 for APSU Traffic and Parking regulations.

#### **Crime Prevention Programs and Presentations**

Austin Peay State University Public Safety Division offers crime prevention and safety related