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## SPRING II 2012 OFFICIAL CALENDAR AUSTIN PEAY CENTER @ FORT CAMPBELL

**After the 14<sup>th</sup> day of classes, March 23, 2012, classes will be dropped every Saturday at 9:00 p.m. for non-payment/non-confirmation. Students may pay fees and/or confirm in the Office of the Bursar from 8:00a.m. – 4:30p.m., Monday – Friday, or by credit card via AP OneStop.**

January 14 - Saturday	Preregistration for <b><u>ACTIVE DUTY MILITARY</u></b> begins
February 2 - Thursday	Last day to apply for May 2012 Graduation
February 18 - Saturday*	Preregistration for <b><u>CIVILIANS</u></b> begins
February 27 – Monday	Grad Finale, 2:00 p.m. – 6:00 p.m.
February 28 - Tuesday	Grad Finale, 10:00 a.m. – 2:00 p.m.
February 29 - Wednesday	Application deadline
March 2 – Friday	Last day to submit direct deposit to Bursar’s Office.
March 8 - 9	Registration Week Thursday 8:00a.m.–6:00p.m.; Friday 8:00a.m. – 4:00p.m. FCC Bookstore opens Thursday 8:00 a.m. to 6:00 p.m.; Friday 8:00 a.m. – 4:00 p.m.
March 9 - Friday	Last day for 100 percent fee adjustment Last day to confirm classes and/or pay fees <b>Classes will be dropped for non-payment and/or non-confirmation at 9:00 p.m. AP Self Service will close at 9:00 p.m. and reopen at 8:00a.m., March 10, 2012</b>
March 10 - Saturday	<b>Classes begin</b> Direct Deposits will be available at students’ banks
March 12 - 13	Late registration Monday, 8:00 a.m. – 6:00 p.m. Tuesday, 8:00 a.m. – 4:30 p.m.
March 13 - Tuesday	Last day to submit fee waiver or discount form to the Office of the Bursar to receive credit for Spring II Last day to add classes or register late and pay fees and/or confirm classes for late registration in person by 4:30 p.m. or via AP OneStop by 9:00 p.m. <b>Classes will be dropped for non-payment and/or non-confirmation at 9:00 p.m. AP Self Service will close at 9:00 p.m. and reopen at 8:00a.m., March 14, 2012</b>
March 14 – Wednesday	Balance checks will be mailed to students who do not have direct deposit
March 16 – Friday	Last day to receive 75 percent fee adjustment
March 23 - Friday	Last day to drop classes without record Last day to receive 25 percent fee adjustment 14 <sup>th</sup> day of classes Last day for textbook refund <b>AP Self Service will close at 9:00 p.m. and reopen at 8:00 a.m. on March 24, 2012.</b>
March 30 – Friday	Last day to drop with an automatic “W”

# SPRING II 2012 OFFICIAL CALENDAR

## AUSTIN PEAY CENTER @ FORT CAMPBELL (continued)

April 6 – Friday	Good Friday – University and Education Center Closed
April 15 - Sunday	Last day to drop with “W”, “F”, “FA”
April 16 - Monday	Mandatory “F” period begins
May 4 – Friday	<b>Last day of classes</b> Spring Commencement, Dunn Center
May 11 – Friday	Spring II grades available on AP OneStop

**\*On February 18, 2012 civilians may register through AP OneStop from any computer providing they have met with their advisors. You will no longer be required to enter an Alternate PIN to register or drop courses. If you have already been advised and received an Alternate PIN you will need to enter your Alternate PIN when registering or dropping courses.**

**\*\*To complete the registration process, students must pay fees in Room 242 by 4 p.m., Friday, March 9, 2012 or via AP OneStop by 7 p.m. Soldiers receiving TA must register through GoArmyEd.com**

### SPRING II IMPORTANT DATES

#### Fee Payment

Last day to pay fees/confirm classes ..... March 9, 2012

#### Fee Adjustment Periods

Last day for 100 percent fee adjustment..... March 9, 2012  
 Last day for 75 percent fee adjustment..... March 16, 2012  
 Last day for 25 percent fee adjustment..... March 23, 2012

#### Withdrawal Dates

Last day to drop a course without record ..... March 23, 2012  
 Last day to drop with automatic “W” ..... March 30, 2012  
 Last day to drop with “W”, “F” or “FA” ..... April 15, 2012  
 Mandatory “F” period begins ..... April 16, 2012

**Last day to apply for Spring 2012 Graduation ..... February 2, 2012**

**Spring 2012 Commencement..... May 4, 2012**

**Spring II term grades available on AP OneStop ..... May 11, 2012**

**IF YOU DO NOT CONFIRM YOUR REGISTRATION BY 9:00 p.m. ON March 9, 2012 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) 221-7661

800-844-2778 toll-free number

The Application for Admission filed with the Office of Admissions in the lobby of the Ellington Building or online at <http://www.apsu.edu/admissions> is the first step in the admissions process. All Army active duty military, National Guard and Reservists must apply for admission at <http://www.GoArmyEd.com>.

Transient students are admitted for one semester only; transient student applicants must submit with their application a letter documenting good standing or an official transcript from the college or university in which they are currently enrolled. Prospective transient students should seek assurance from their home institutions APSU credit will transfer back to the home institution.

International students from non-English speaking countries must submit proof of proficiency in the English language; satisfactory TOEFL exam scores are required with the application.

All new freshmen students and students applying for readmission (students returning after being out one or more regular terms) must apply for admission and clear the admissions process. New students who are under 21 must present ACT or SAT scores taken within three years of the first day of the first term of their first enrollment; new students 21 and over who do not have ACT or SAT scores must complete the COMPASS assessment before they can be admitted. Active duty military are exempt from submitting ACT or SAT scores if valid scores are not available; COMPASS assessment must be taken in its place.

Prospective students must complete all admissions requirements before the published deadline stated in the University Bulletin. Those who do not complete these requirements by the stated deadline may be asked to delay enrollment until the following semester or term.

## TESTING

(931) 221-6269

COMPASS is a computer-based assessment used to place students appropriately in courses. It is an untimed, adaptive assessment that measures skills in reading, writing and mathematics. The results provide the student and the academic advisor with important information about the student's individual skills, preparation for the program or degree sought, and the student's unique educational needs. COMPASS scores are used in admission decisions.

Students applying for admission to APSU who are 21 and over who are unable to present ACT scores completed within 3 years of the first day of the student's entering semester or term must complete the COMPASS assessment. Students who require this assessment in order to be considered for admission to the university include:

- ***Prospective students 21 and older*** who are applying to Austin Peay who cannot provide ACT/SAT scores taken within three years of the first day of their first term of enrollment must complete the entire COMPASS assessment before being admitted.
- ***International students*** without ACT/SAT scores must complete the entire COMPASS assessment.
- ***Transfer students*** 21 and older who have earned fewer than 12 hours of transferable college credit from a regionally accredited college or university and who cannot provide ACT/SAT scores taken within three years of the first day of their first term of enrollment at APSU must complete the entire COMPASS assessment.
- ***Transfer students*** with 12 or more hours who are unable to document reading proficiency and transferable college-level English and mathematics courses from a regionally accredited college or university must complete appropriate COMPASS assessments.

## ADMISSIONS (continued)

The COMPASS assessment is used for academic placement. Students whose scores fall below the level of college ready are required to enroll in enhanced sections of core courses. Deficiencies in reading and writing (English) must be removed during the student's entering semester or term. A mathematics deficiency must be addressed within the first 30 hours of enrollment.

Prior to testing, an Application for Admission must be completed and submitted to the Office of Admissions. Prospective students must bring a photo ID and 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 1206. Dates for the COMPASS assessment can be found at [www.apsu.edu/testing/schedule](http://www.apsu.edu/testing/schedule).

Students may register for a test date by calling the Testing Center at (931) 221-6269 or by visiting APSU's Web site at [www.apsu.edu/testing/test/compass](http://www.apsu.edu/testing/test/compass). 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.

### ACT RESIDUAL

If you are younger than 21 and did not take the national ACT while still in high school, you must take the ACT. Dates for the ACT Residual can be found at [www.apsu.edu/testing/schedule](http://www.apsu.edu/testing/schedule). Call the Testing Center at (931) 221-6269 to schedule the ACT Residual.

## REGISTRATION

Education Rights and Privacy Act of 1974

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

### AP OneStop

[onestop.apsu.edu](http://onestop.apsu.edu)

You will access AP OneStop by entering your username and your password.

Information about admissions, fee payment, financial aid, registration, grades, and transcripts are options available through **AP OneStop**. An **Alternate PIN** is no longer required for registration. If you have already been advised and received an Alternate PIN you will need to enter your Alternate PIN when registering or dropping courses.

Drop/add or any schedule adjustment may be done to your schedule after you register through **AP OneStop**.

### PRE-REGISTRATION

#### **Spring II 2012 Term:**

January 14, 2012.....Pre-registration for **ACTIVE DUTY MILITARY** begins

February 18, 2012.....Pre-registration for **CIVILIANS** begins

## REGISTRATION (continued)

### GO ARMY ED

- Log onto <http://www.GoArmyEd.com> and create your account
- Complete the Common Application
- Print the Statement of Understanding (SOU) and take it to the ACES counselor (you only need to do this one time a year)
- Consult with your APSU advisor
- Log onto <http://www.GoArmyEd.com> and register for classes
- Soldiers receiving tuition assistance must register through **GoArmyEd**.

### DROP AND ADD

Drop and add or any schedule adjustment may be done to your schedule after you preregister through **AP OneStop**. For drop and add dates, refer to Important Dates for details. If you are an active duty soldier using TA, you must drop your course(s) through **GoArmyEd.com**.

If you change your enrollment status after classes begin, your Financial Aid and Lottery Scholarship will be adjusted accordingly, and you possibly may be billed.

### WITHDRAWAL FROM THE UNIVERSITY

Complete withdrawal from the University is defined as dropping ALL classes during a given semester. During the “W”, “F”, “FA” period, your grade is assigned by your professor. This grade is based on the faculty member’s assessment of your progress at the time of withdrawal. Please consult your academic advisor or your financial aid counselor 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. Fee adjustments will be made only when the withdrawal is completed within the dates published in this schedule. Freshmen must consult with the Academic Alert coordinator before withdrawing.

If you receive 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

### PREREQUISITES AND CO-REQUISITES

The University Bulletin lists the prerequisites and co-requisites that academic departments have determined to be necessary for success in certain courses. Students are expected to enroll only in those courses for which they have satisfactorily completed all prerequisites and to enroll in necessary co-requisites as listed in the appropriate Bulletin. Students who are currently enrolled in a prerequisite course may enroll in the subsequent course during priority registration. If you fail the prerequisite, you will be dropped from the course prior to the term beginning.

### 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 6 credit hours. Students requesting more than the maximum regular load of 12 credit 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 6 credit hours. Graduates requesting more than the maximum regular load of 9 credit 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.

## **ACADEMIC POLICIES AND PROCEDURES (continued)**

### **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 cancelled 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.

### **OVERLOAD**

To register for additional hours over the maximum allowable for the semester:

- Get Overload Forms online at <http://www.apsu.edu/Registrar/forms.aspx>
- Obtain approval from your Academic Advisor, Dean, Director or Designee.
- Bring completed form to the Office of the Registrar for processing.

### **REPEATING A COURSE**

Students repeating courses with grades other than "A" or "B" must complete and file with the Office of the Registrar a Course Repeat Card. Students must file the cards by the end of late registration. The form is available online at <http://www.apsu.edu/Registrar/forms.aspx>.

Students should not repeat a course for which they previously have received a grade of "A" or "B." Approval to repeat courses with grades of "A" or "B" may be granted only by the provost and vice president for academic and student affairs.

### **PASS/FAIL OR AUDIT**

For a detailed description of the pass/fail and audit processes and the limitations that apply, please refer to the **2011-2012 Undergraduate Bulletin**.

- The pass/fail or audit form is available 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
- Bring pass/fail or audit form to the Office of the Registrar
- Financial aid is not available for auditing classes

**NOTE:** Please refer to Important Dates for the last day to convert a class to pass/fail or audit.

### **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**

Students are expected to attend and participate in all class meetings. 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 and may lose benefits for not doing so. Students who do not attend classes and who are not prepared for classes and place themselves in academic jeopardy may expect to be referred through the University's Academic Alert online academic referral system.

### **CHANGE OF MAJOR/MINOR/BULLETIN**

You must complete the online Change of Major and Minor when you make any change(s) to your major, minor or Bulletin under which you wish to graduate. This is found in AP OneStop under the student tab. Changes in majors most likely will result in a change of academic advisor. You may check for your new advisor in AP OneStop. Please see your academic department of your major for advisor assignment questions.

### **REGISTERING WITH OTHER SCHOOLS**

If you are planning to take classes with other schools, before you register you must complete a Coursework Approval form available from the Office of the Registrar or online at <http://www.apsu.edu/Registrar/forms.aspx>.

## ACADEMIC POLICIES AND PROCEDURES (continued)

### ENHANCED AND DEVELOPMENTAL COURSE REQUIREMENT

Students entering APSU with ACT/SAT/COMPASS scores that do not meet college readiness requirement (TBR A-100 Guideline) must complete appropriate course(s) to remove the deficiencies during the initial terms of enrollment and for mathematics within the first 30 hours of enrollment. Students who enter with a high school foreign language deficiency must remove the deficiency within the first 30 hours of enrollment.

### 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 221-7216 on your intent to re-enroll.

### STUDENTS WITH DISABILITIES

#### Tuition Reduction

A Tennessee resident who is permanently and totally disabled may register in courses for credit on a space available basis, 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, 931-221-7121, Office of the Registrar, Ellington 316.

#### Educational Accommodations

**Students with disabilities seeking academic adjustments should contact the Office of Disability Services (931) 221-6230 Voice or (931) 221-6278 TTY.**

#### Parking

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 ADJUSTMENTS

### REQUIRED FEES FOR 2011-2012

#### 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) ..... \$129 per credit hour

(3000 through 4999 level courses) ..... \$217 per credit hour

Civilians:

In state (0000 through 4999 level course) ..... \$217 per credit hour

Out of state (0000 through 4999 level course)..... \$782 per credit hour

DSP courses ..... \$129 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

## FEE PAYMENTS AND ADJUSTMENTS (continued)

### Graduate Registration and Maintenance Fees:

In state .....	\$350 per credit hour
Out of state.....	\$971 per credit hour

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

### Technology Access Fee:

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

### Special Fees:

Application Fee	
Undergraduate .....	\$15
Graduate .....	\$25

### Graduation Fee

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

### Online Course Fee

Undergraduate (per credit hour).....	\$26
Graduate (per credit hour).....	\$42

### Business Course Fee

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

Returned Check Service Fee (per check).....	\$30
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### **FEE WAIVERS/DISCOUNTS FOR SPRING II 2012**

To receive credit for Spring II 2012, a student who is eligible for a discount or waiver of fees must submit any applicable fee waivers or discount forms to the Office of the Bursar **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. **A new form is required for each term**.

### **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 anytime 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

## FINANCIAL AID

All financial aid paperwork must be completed with the Student Financial Aid Office prior to fee payment. Estimated federal aid (including student loans that have been guaranteed) will be on the fee statement if you have completed the entire application/award loan process. Please refer to the online 2011-2012 Financial Aid Calendar at <http://www.apsu.edu/financialaid/> for important dates and deadlines.

**If you have a zero balance or a credit balance (CR beside “pay this amount”) on your fee statement, you may use AP OneStop to confirm your classes. You must confirm your classes by March 9, 2012 or your classes will be cancelled.**

Types of financial aid awards that **WILL NOT** appear on the fee statement are the following:

- Federal Work Study Program (funds are earned during the term and are not available at registration)
- Most scholarships awarded from sources other than APSU
- Vocational rehabilitation (VA and state)

As of **July 1, 2008**, eligible students may obtain only one Financial Aid Fee Deferment. **If you have received a financial aid fee deferment since July 1, 2008, you are not eligible for another fee deferment.**

If you are in violation of federally mandated Satisfactory Academic Progress Guidelines, your federal financial aid award and most state funded assistance 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. Appeals submitted during late registration will not be reviewed until after late registration. 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.

Our office may be required to refund portions of or all Federal Financial Aid received for students receiving an FA (failure to attend class) or an FN (never attended) grades and for those students who totally withdraw. You may have to repay part or all of federal and/or state aid received.

**Students are responsible for having sufficient funds to purchase books.**

Per federal regulations (34 CFR 668.20), a student may receive financial aid for developmental/remedial (DSP) courses. However, a student can only receive financial aid for a maximum of 30\* *attempted hours* in developmental/remedial coursework. Once this limit is reached, a student's financial aid may be affected. (\**Attempted hours* are all developmental/remedial coursework that has been passed (P), failed (F), incomplete (I) and withdrawn (W, FA, FN)). **NOTE: If a student borrows his/her maximum loan eligible in Fall and spring, there will be no eligibility for any loans during the summer terms.**

## 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 live 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**

Main Campus 931-221-7907 Toll Free number 1-877-508-0057

Fort Campbell Campus (931) 221-1462

Email: ova@apsu.edu

Website 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 CRF priority deadline date, OVA will assure that your enrollment certification will be processed and sent to DVA prior to the beginning of the term. DVA in St. Louis, MO., will process the enrollment certifications to award the VA student monthly entitlements.

### **Spring II**

CRF Priority deadline for Spring II 2012: ..... February 17, 2012

VA Online Fee Deferment Dates:..... February 18 – March 2, 2012

Closed for processing Spring II 2012: ..... March 16, 2012

Advance payment request for Summer III 2012: ..... April 17 – May 1, 2012

CRF and other OVA forms are available online at [http://www.apsu.edu/vaoffice/online\\_forms.aspx](http://www.apsu.edu/vaoffice/online_forms.aspx)

\*\*After the 14<sup>th</sup> day of class, you may check your OVA certification status by using AP OneStop for students.

\*\*Accelerated courses may affect your VA monthly entitlement.

### **VA Vocational Rehabilitation:**

**Effective immediately!** You must have all Web-based courses **prior approved** by your VA Vocational Rehabilitation counselor. The OVA must receive the prior approval in writing prior to the registration of the Web-based courses and the submission of your Certification Request Form (CRF). If you **fail** to receive prior approval from your counselor, you will be billed for the courses.

**Effective Spring 2009 and thereafter!** You have a **\$75 limit** per term for routine supplies. Any supplies that exceed **the \$75 limit must be prior approved** by your VA Vocational Rehabilitation counselor.

### **Tennessee VA Deferments**

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.

**\*NOTE:** Students who have a VA education benefits overpayment are not eligible for a deferment.

## **SPECIAL ACADEMIC PROGRAMS**

### **EXTENDED AND DISTANCE EDUCATION**

(931) 221-7816

The Center for Extended and Distance Education enables the University to reach beyond the traditional campus by facilitating various methods of instructional delivery. Courses are available online via the web, through interactive television (video conferencing), and with on-site instructors. Graduate and undergraduate courses are available. For more information, call the Center for Extended and Distance Education at (931) 221-7816.

### **ONLINE LEARNING**

<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. Online classwork offers convenience and flexible schedules. You simply access your virtual classroom through the Web. If you have a busy life, 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 RODP.

If you have questions regarding online learning through APSU, contact the academic advisor for online students at [online@apsu.edu](mailto:online@apsu.edu) or call (931) 221-6484, or toll free 1-877-861-2778, ext. 6484. If you have any questions or would like more information on online learning through RODP, contact the RODP coordinator at [rodp@apsu.edu](mailto:rodp@apsu.edu), or (931) 221-1373, or toll-free at 1-877-861-2778, ext. 1373. To connect to your online class, go to <http://elearn.rodp.org>.

### **APSU ONLINE**

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

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/>. Conditionally admitted students may not enroll in online courses. APSU online courses are note self-paced; courses begin and end on specific dates, and there is a set schedule for assignments and testing.

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. State and TBR employees entitled to a fee waiver still are required to pay the online per credit-hour fee of \$26 undergraduate and \$42 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.**

### **PRIOR LEARNING ASSESSMENT/EXPERIENTIAL LEARNING**

(931) 221-6487

Austin Peay State University offers The Experiential Learning Program for assessing college-level knowledge gained through work and life experience. Prior learning may be evaluated through a variety of assessment tools. Each department may determine whether it will participate in the experiential credit process or accept credits earned via the portfolio process. For more information, please see the 2011-2012 Undergraduate Bulletin, e-mail [exted@apsu.edu](mailto:exted@apsu.edu), or call (931) 221-6487.

## GRADUATION

### DEGREE EVALUATIONS

#### **SPRING 2012 GRADUATES**

Students planning to graduate in May 2012 must complete the following steps:

- Application for Degree - Forms are available online beginning November 28, 2011, at <http://www.apsu.edu/Registrar/forms.aspx> and must be submitted by February 2, 2012. Choose the Degree Application option under Online Forms, follow the instructions and submit.
- Graduation fee - Ranges from \$25-35 and must be paid at the Cashier's Windows in the Browning Administration Building during your final semester.
- Commencement – May 4, 2012, Dunn Center. The 10:00 a.m. ceremony will be for the College of Arts and Letters, College of Science and Mathematics and the School of Technology and Public Management. The 2:00 p.m. ceremony will be for the College of Behavioral & Health Sciences, College of Education and the College of Business. Masters degree students will participate in the ceremony in which their major is located.

### 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's 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 at 221-6184.

### DEGREE AUDIT

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

## BOOKSTORE

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

Please visit our website at <http://www.apsubookstore.com> for an online shopping experience, store hours, and more!

**Bookstore Debit Program** – Students who have credits on their student accounts, have completed the Title IV authorization, have a valid student ID and have confirmed their classes will be able to charge books and supplies at the campus bookstore according to the following schedule:

#### **Spring II Fort Campbell**

Students who have **Direct Deposit Refunds** will be able to charge on Monday, February 20 thru Friday, March 2, 2012.

Students should receive their direct deposits no later than March 10.

Students who are not on Direct Deposit and will receive refund checks will be able to charge their books and supplies at the campus bookstore from Monday, February 20 thru Friday, March 9, 2012.

Refund checks will be mailed on Wednesday, March 14, 2012.

## 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 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@my.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.

# COLLEGE AND DEPARTMENT DIRECTORY

## College of Arts and Letters

	<b>Dr. Dixie Webb, Interim Dean</b>	<b>Harned 127</b>	<b>221-6445</b>
	<b>Dr. Dwonna Goldstone, Associate Dean</b>	<b>Harned 220</b>	<b>221-7886</b>
African-American Studies	Dr. Dwonna Goldstone	Harned 220	221-7886
Art	Dr. Kell Black, Interim Chair	Trahern 203	221-7333
Center Excellence Creative Arts	Dr. Christopher Burawa, Director	Music/Mass Comm 165	221-7643
Communication and Theatre	Dr. Mike Gotcher, Chair	Music/Mass Comm 173	221-7378
History and Philosophy	Dr. Dewey Browder, Chair	Harned 339	221-7919
Honors	Dr. Linda Barnes, Coordinator	Harned 215	221-7891
International Studies	Dr. Matthew Kenney, Coordinator	Clement 150	221-6424
Languages and Literature	Dr. David Guest, Chair	Music/Mass Comm 212	221-7818
Music	Dr. Douglas Rose, Chair	Music/Mass Comm 138	221-7808
Theatre and Dance Program	Dr. Darren Michael, Coordinator	Trahern 240	221-6767
Women's Studies	Dr. Jill Eichhorn, Coordinator	Harned 143	221-6314

## College of Graduate Studies

<b>Dr. Dixie Dennis, Dean</b>	<b>Kimbrough 203</b>	<b>221-7414</b>
<b>Dr. Becky Glass, Associate Dean</b>	<b>Kimbrough 207</b>	<b>221-4458</b>

## College of Behavioral & Health Sciences

	<b>Dr. David Denton, Dean</b>	<b>McCord 114</b>	<b>221-6380</b>
	<b>Dr. Marcy Maurer, Associate Dean</b>	<b>Dunn 267</b>	<b>221-6111</b>
Health and Human Performance	Dr. Marcy Maurer, Interim Chair	Dunn 267	221-6111
Military Science and Leadership	LTC Robert Gordon	Memorial Health	221-6155
Nursing, School of	Dr. Patty Orr, Director	McCord 218	221-7737
Political Science	Dr. David Kanervo, Chair	Clement 143	221-7515
Psychology	Dr. Samuel Fung, Chair	Clement 205	221-7233
Social Work	Dr. Mary Fran Davis, Chair	Clement 143	221-7730
Sociology	Dr. David Steele, Chair	Clement 151	221-7519

## College of Business

<b>Dr. Carmen Reagan, Interim Dean</b>	<b>Kimbrough 104</b>	<b>221-7674</b>
<b>Dr. William Rayburn, Program Director</b>	<b>Kimbrough 153</b>	<b>221-6377</b>

## College of Education

	<b>Dr. Carlette Hardin, Interim Dean</b>	<b>Claxton 106B</b>	<b>221-7696</b>
Teaching and Learning	Dr. Rebecca McMahan, Chair	Claxton 232	221-7513
Education Specialties	Dr. Moniqueka Gold, Chair	Claxton 106D	221-7518

## College of Science and Mathematics

	<b>Dr. Jaime Taylor, Interim Dean</b>	<b>Harned 132</b>	<b>221-7964</b>
	<b>Dr. Cindy Taylor, Associate Dean</b>	<b>Sundquist SC C203</b>	<b>221-7784</b>
Agriculture	Dr. Donald Sudbrink, Interim Chair	Sundquist SC D226	221-7266
Allied Health Sciences	Dr. Rex Ameigh, Chair	Sundquist SC B124	221-6455
Biology	Dr. Don Dailey, Chair	Sundquist SC D123	221-7781
Center for Excellence Field Biology	Dr. Steven Hamilton, Director	Sundquist SC D105	221-7781
Chemistry	Dr. Robin Reed, Chair	Sundquist SC A308	221-7626
Computer Science & Information Tech	Dr. Bruce Myers, Chair	Claxton 304A	221-7840
Mathematics	Dr. Nell Rayburn, Chair	Claxton 304B	221-7833
Physics and Astronomy	Dr. Alex King III, Chair	Sundquist SC B323	221-6116
Geosciences	Dr. Robert Sirk, Chair	McCord 203B	221-7454

## COLLEGE AND DEPARTMENT DIRECTORY (continued)

### Center for Extended and Distance Education

	<b>Dana Willet, Executive Director</b>	<b>McReynolds 119</b>	<b>221-7779</b>
Extended Education Programs	Julia McGee, Director	McReynolds 119	221-7743
Regents Online Programs	Loretia Duncan, Coordinator	McReynolds 109	221-1373
APSU Online Advising	Melissa Conwell, Advisor	McReynolds 107	221-6484
Non-credit/Customized Programs	Mary Alice Burkhart, Coordinator	McReynolds 118B	221-6487
English as a Second Language	Christina Kelso, Coordinator	McReynolds 202	221-6270
Instructional Technologist	Dr. Robert Anderson	McReynolds 103	221-7933
Multimedia Specialist	Katherine Bailey	McReynolds 116	221-1013
Course Management System	Marcy Dickson, Manager	McReynolds 104B	221-6638
Tenn. Small Business Development Center	Feleesha Johnson, Director	McReynolds 111	221-1370
High School Upward Bound	April Miller, Director	400 Ford Street	221-6224
Tri-County Upward Bound	Daniel Botula, Director	McReynolds 210	221-6410
Veterans Upward Bound	Dr. Arthur Neal, Director	McReynolds 212	221-7600
Educational Opportunity Center	John Johnson, Director	Ellington 325	221-7481
TRiO Student Support Services	Marissa Chandler, Director	Ellington 337	221-6142

### Austin Peay Center at Fort Campbell - School of Technology and Public Management

	<b>William Cox, Exec. Director</b>	<b>AP Center @ FC</b>	<b>221-1400</b>
Engineering Technology	Dr. Adel Salama, Chair	Bldg 202	221-1470/1427
Professional Studies	Dr. Robyn Hulsart, Chair	Bldg 203	221-1439
Public Management	Dr. Waheeduzzaman, Chair	Bldg 203	221-1480
Criminal Justice	Dr. Thomas O'Connor, Chair	Bldg 203	221-1477

### Enrollment Mgt and Academic Support

	<b>Dr. Beverly Boggs, Associate Provost</b>	<b>Ellington 207</b>	<b>221-6540</b>
Office of the Registrar	Telaina Wrigley, Registrar	Ellington 302	221-6238
Student Financial Aid & Veteran's Affairs	Donna Price, Director	Ellington 229	221-7907
Office of Admissions	Amy Deaton, Interim Director	Ellington 118	221-7661
Advisement Center for Undeclared Students	Barbara Blackston, Director	Morgan UC 210	221-7896
Student Transitions	Mike Dunn, Interim Director	Marks 243	221-7607