

2019-20

PARENT & FAMILY GUIDE



AP Austin Peay
State University



they grow up
so fast





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About the Parent & Family Guide:

The information contained herein was up to date at the time of publication. Every effort is expended to ensure accurate information is included, but it cannot be guaranteed that information contained herein will not change. APSU policies, procedures and programs are continually reviewed and may change. For the most current information, visit the websites or call Student Affairs at (931) 221-7341.

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apsu.edu/parents



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WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS



Dear APSU Families:

Welcome to the Governor family! As I enter my first year at Austin Peay, I am awestruck by the maturity and energy of our students. This is truly **a special place** and I am honored to serve as the Vice President for Student Affairs. This community of learners is exceptionally warm and welcoming to our students, drawing heavily from our Normal school heritage. We are here to teach your student and **support their educational experience**. I am confident you will find this to be consistent and exactly what you want us to provide your student.

I am thankful for all **your hard work** in getting them here and for trusting us with your most valuable investment. You have **supported your student** to have this opportunity through a variety of personal and professional challenges. Now, your student will need to take these next steps to further their development.

During their time here, they will need to **invest further in themselves** by attending programs, **engaging with services** early on and consistently, and they will **need to reflect** on all they are exposed to during their tenure. Our faculty and staff will provide a **stimulating and demanding environment**. This will be different than other educational programs both in speed and complexity. Encourage them to **ask questions, seek out answers** and to **ask for assistance** when needed. We, as a Division of Student Affairs, want your student to succeed and achieve their goals. Help us help them by **continuing your support**. Let us know if your student needs additional help. **We are here for both of you.**

We offer a host of programs to help you in supporting your student now and into the future. These are offered in persona and through virtual channels. I encourage you to be **appropriately involved** and supportive of your student, and stay connected with our campus.

Thank you again for joining the Gov family! **Lets Go Peay!**

Sincerely,

Eric Norman, Ed.D.

Vice President for Student Affairs

KEEP THIS PAGE!

STUDENT ACCOUNT

DATES: FALL 2019

Aug. 18: Students who have not paid fees and/or confirmed classes by 9 p.m. will be dropped

Aug. 26-28: Late registration

Aug. 28: Last day to add a class

Sept. 8: Last day to drop without record; last day to receive 75% fee adjustment

Sept. 21: Last day to receive 25% fee adjustment

Oct. 6: Last day to drop with an automatic "W"

Nov. 7: Last day to drop with a "W," "F"

Nov. 13-26: Priority advising and preregistration

CALENDAR DATES:

FALL 2019

Aug. 26: Classes begin

Sept. 2: Labor Day: University closed

Sept. 27-29: Family Weekend

Oct. 14-15: Fall Break: No classes

Nov. 9: Homecoming

Nov. 11: Veterans Day: No classes

Nov. 27: Thanksgiving Holiday: No classes

Nov. 28-Dec. 1: Thanksgiving Holiday: University closed

Dec. 4: Last day of classes

Dec. 5: Study day

Dec. 6-12: Final exams

For Spring 2020, visit the online academic calendar for important deadlines at www.apsu.edu/registrar/acadcal.

Join the Parent & Family Association (APPA). The APPA serves as one of the resources for parents and families through the journey towards graduation. Members receive communications, attend events on campus and volunteer.

APPA SOCIAL MEDIA:

Facebook @AustinPeayAPPA

Instagram @AustinPeayAPPA

Twitter @AustinPeayAPPA

STAY CONNECTED:

PARENT & FAMILY EXPERIENCE PORTAL

The APSU Parent & Family portal brings you up-to-date news, important calendar dates, and comprehensive information to help you assist and support your student. You can customize the information you receive based on your interests as well as how often you receive information. The portal also provides the opportunity for you to connect with your student, and with his or her permission, check account information, classes, holds and more. To join, visit www.apsu.edu/appa.

STAY INFORMED

RAVE Emergency Alerts: Text APSUGovs to 67283 to sign up or have your student add your email/mobile number at www.getrave.com/login/apsu.

APSU: Facebook @austinpeay | Instagram

@austinpeay | Twitter @austinpeay

Athletics: Facebook @letsgopeay | Instagram

@letsgopeay | Twitter @letsgopeay

HELPFUL WEBSITES & PHONE NUMBERS

Academic Calendar:

www.apsu.edu/registrar/acadcal

Athletics:

www.letsgopeay.com | (931) 221-7904

Campus Police:

www.apsu.edu/police | (931) 221-7786

Student Counseling Services:

www.apsu.edu/health-and-counseling | (931) 221-6162

Dining: www.apsu.edu/dining | (931) 221-7444

Disability Services:

www.apsu.edu/disability | (931) 221-6230

Financial Aid:

www.apsu.edu/financialaid | (931) 221-7907

Food Pantry:

www.apsu.edu/volunteer | (931) 221-6120

Govstech HELPDESK IT Support:

govstech.apsu.edu | (931)-221-4357

Student Health Services:

www.apsu.edu/health-and-counseling | (931) 221-7107

Housing:

www.apsu.edu/housing | (931) 221-7444

Registrar: www.apsu.edu/registrar | (931) 221-7150

Student Account Services: www.apsu.edu/student-account-services | (931)-221-6285

Student Affairs:

www.apsu.edu/student-affairs | (931) 221-7341

ACADEMICS: THE BASICS



Academic questions? See the Undergraduate Bulletin at catalog.apsu.edu.

ACADEMIC CALENDAR

View the full academic calendar online at www.apsu.edu/registrar/acadcal.

COURSE SYLLABUS

Your student will receive a syllabus in each class. The syllabus includes information such as class attendance, policies, required materials and textbooks, instructor contact information, assignments and due dates. Students should use their syllabus to plan for assignments and to help manage time.

CLASS LOAD

For undergraduate students, 12 hours for fall or spring semester is a full-time load in determining such things as veteran status, financial aid and insurance eligibility. However, the usual load is at least 15 hours to graduate on time. Because the summer term is shorter, APSU strongly recommends students register for no more than six hours in each summer term.

CLASS ATTENDANCE: IT'S EXPECTED.

Class attendance is one of the most important factors in student success, and students are expected to attend class regularly, be prepared and participate. The University requires all faculty to report students who have never attended or who stopped attending class. The impact of class attendance on the final grade is at the discretion of the faculty. Faculty inform students of their attendance

policies through the syllabus. Students who miss an exam because of extenuating circumstances must request approval from the instructor. Unless the student is officially representing the University off campus, the discretion of the instructor determines the action regarding missed exams or work. Class absenteeism that results in the grade of "FA" (failure, stopped attending) or "FN" (failure, never attended) may adversely affect the student's status, financial aid, scholarships and/or veteran's benefits.

STUDENT CLASSIFICATION

The classification of undergraduate students is based on number of credit hours they have earned as follows:

- **Freshman** = 0-29 credit hours earned
- **Sophomore** = 30-59 credit hours earned
- **Junior** = 60-89 credit hours earned
- **Senior** = 90 and above credit hours earned

ACADEMIC ADVISING

Students are assigned a faculty or professional adviser at the time of initial enrollment. Students can see their academic adviser's name in OneStop on the academic advising page. The adviser helps students clarify personal goals, career options, courses of study, program requirements and educational needs. While the adviser assists the student to identify and assess the alternatives and the consequences of academic decisions, academic choices rest with the students. Each department and college has policies specific to advisement. Students

who have declared a major will be advised through their academic department. Students who have not declared a major will be assisted in choosing an academic focus and appropriate core courses by student success coordinators in Miller Hall, Room 201.

APSU 1000

All first time freshman and students who enter with fewer than 12 hours earned in a college/university after high school must enroll in APSU 1000. In this class, students have the opportunity to work in groups with other new students, learn how to navigate the APSU academic system and develop skills that encourage academic success. Students must earn at least a C in order to pass the course.

ONLINE/WEB-BASED CLASSES

The department of Distance Education supports online technology, learning and teaching and provides resources and training on several technologies. The most common are the D2L online classroom, Tutor.com online tutoring, LinkedIn Learning videos and writing support. Visit www.apsu.edu/online for more information including an online courses guide, technology training resources, laptop loan program, FAQs and helpful tips. Online courses are not available in the D2L online classroom until the first day of classes as posted on the academic calendar. **Remind your student to log in to their online courses the first day and check back in daily.** Online courses are not self-paced; courses begin and end on specific dates and class work has assigned deadlines.

DROPPING CLASSES

Students receiving financial aid should always consult with the Office of Financial Aid prior to dropping a course. Dropping a class can cause financial aid to be lowered especially if the student drops below full-time. Dropping may also affect satisfactory academic progress, which also affects financial aid. After a student has officially registered for a class, the student is considered to be a member of the class unless the student officially drops the class, officially withdraws from the University, is canceled by administrative authority or is permanently excluded. All financial obligations are retained when the student discontinues class attendance without officially dropping or withdrawing from the University.

WITHDRAWAL FROM THE UNIVERSITY

Not attending class does not remove the student from the class, relieve students from their financial obligations or entitle them to a refund. Students who withdraw before the first day of class will not incur tuition liability. Students receiving financial aid should meet with the financial aid counselor prior to withdrawal. Students will be responsible for charges in accordance with the refund schedule.

Withdrawal from the University may require repayment of financial aid, loss of lottery scholarship eligibility and loss of VA benefits. Official withdrawals are completed online in OneStop. Active-duty soldiers using GoArmyEd must withdraw from classes through the GoArmyEd portal.

Resident students must completely vacate their assigned housing before a withdrawal form is signed. For



more information, **contact the Office of the Registrar at (931) 221-7121.**

ACADEMIC STATUS, PROBATION AND SUSPENSION

Three levels of academic status exist: good standing, academic probation, and academic suspension. Students placed on academic probation or academic suspension receive notification from the Office of the Registrar at the end of the semester the status was earned. Students should check APSU email for official notification.

Good Standing means that the student is meeting the minimum standard for retention.

A student will be placed on **academic probation** at the completion of any semester/term when the student's cumulative GPA falls below the minimum requirement as stated in the Undergraduate Bulletin. Freshmen and sophomores placed on academic probation will be required to participate in and successfully complete the PASS academic strengthening program. Contact the **Office of Student Success at (931) 221-6643** for information about the program.

Students on academic probation who fail to earn the required GPA for that semester or raise their overall GPA to the required minimum will be **suspended** for the next semester. A student who is academically suspended for the second time will be suspended for one calendar year. Suspended students may file a written appeal with the Office of the Registrar no later than the deadline indicated in the suspension letter. Students who are indefinitely suspended must wait one year before they are permitted to appeal.

Conditionally admitted students enter on probation and will be subject to suspension after the first semester if their semester GPA is less than 1.50 and are not allowed to appeal. See the Undergraduate Bulletin online for additional requirements and details.

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains student academic records — courses registered for, attempted and completed, grades, transcripts, course substitutions, change of majors, residency status (in-state, out-of-state) and coordinates the registration process. The office provides registration assistance, verification of enrollment, address and official name changes, and questions related to graduation and course transfer equivalency. Most registration information, including grades, is available in Self Service through OneStop.

The Office of the Registrar is also responsible for the following:

- **FERPA release form** allows students to authorize the release of confidential academic, financial aid, discipline and student account information otherwise protected by the Family Educational

Rights and Privacy Act (FERPA) to designated persons. These designated persons will have access to the student's grades and progress reports, certain disciplinary records and other information related to academic progress, financial aid and student financial accounts. Students may go to www.apsu.edu/registrar/forms and click on "FERPA: Student Release of Confidential Information Form."

- **Official withdrawal** is ONLY completed if the student is dropping all classes for the semester. The withdrawal process is completed in OneStop by clicking the 'Withdraw from APSU' link.
- **Enrollment verification** for insurance, scholarship, tax or personal purposes, students request an enrollment verification in OneStop.
- **Privacy hold/release forms** are completed if the student would like a privacy hold on their account. With this hold, the University cannot release any student information or registration status to anyone. The form is at www.apsu.edu/registrar/forms/ and click on "Privacy Hold/Release Form."

AUSTIN PEAY CENTER AT FORT CAMPBELL (FCC)

Uniformed military personnel, veterans and civilians may take classes and can earn an associate, bachelor's or master's degree through the Austin Peay Center at Fort Campbell. FCC offers online, classroom, day, small-class sizes and evening course offerings. Many courses are fully online so students can PCS and continue to work toward the degree. The center offers accelerated 7.5-week terms five times per year. Visit the academic calendar at www.apsu.edu/registrar/acadcal. Students without military affiliation can receive a semester pass for hassle-free entry to the installation throughout the term. Staff will also evaluate students' military experience for academic credit to help achieve academic goals sooner.

INCLEMENT WEATHER PROTOCOL

APSU may remain open during periods of inclement weather. To be notified if classes are canceled or the University is closed due to inclement weather, students should sign up for AP Rave Alert text messaging. Students may also check email and the APSU homepage for cancelation or closing notices. Unless the University officially cancels classes, students are responsible for any academic work missed as a result of inclement weather. It is the student's responsibility to contact the instructor in order to make up any missed work. In cases of severe inclement weather and hazardous roads, students are to exercise their own judgment in making decisions about class attendance. For more information, **visit www.apsu.edu/police.**

ACADEMIC RESOURCES & SUPPORT



APSU offers several free resources to assist students with their studies.

ACADEMIC SUPPORT CENTER

The Academic Support Center provides instruction and support that assists students with their academic success. The center's peer tutoring and SLA workshop classrooms are in the Marks Building. The Writing Center is in the Woodward Library. For more information, call (931) 221-6550.

PEER TUTORING

Peer tutoring provides support for most core undergraduate courses. Students may attend sessions on either a scheduled or walk-in basis, subject to available spaces. To guarantee space in a session each week, students should schedule tutoring sessions at www.apsu.edu/asc.

ONLINE TUTORING

Online tutoring is available to undergraduate students through a partnership with the Academic Support Center and Distance Education through Tutor.com. Students access online tutoring through the "Resources" tab in D2L. This service provides 24/7 support for many undergraduate courses. Tutor.com does not provide writing assistance.

WRITING CENTER

The Writing Center, located on the main floor of the Woodward Library, provides assistance with any paper for any class in any writing style. Students may receive assistance in person through either scheduled or walk-in sessions, subject to available spaces, or they may submit their papers for review by email at writinglab@apsu.edu.

apsu.edu/asc





WOODWARD LIBRARY

Librarians help find information for completing papers, research and other assignments. Research assistance is available in person (appointments recommended), via online chat and email and over the phone. The library provides access to a wealth of print and electronic information via the library website. Students can log in to the library from any location with internet access.

Student instruction is a major focus of the library's services that include LILT (an online, self-paced information literacy tutorial), library instruction classes and one-on-one instruction. The library has:

- a wireless network
- 24 laptops and MacBooks for use in the building
- 35 computers in the Library Instruction Room
- 108 computers in the Library Information Commons

Other services available are:

- free book checkout
- two group study rooms
- study space for approximately 400 people
- interlibrary loan
- self-service photocopiers
- microfilm/fiche copiers
- specialty collections

Starbucks, the Writing Center and a lactation room are also on the main floor of the library.

STRUCTURED LEARNING ASSISTANCE (SLA)

SLA provides structured support to students who enroll in supported courses. Students who enter the University with an academic deficiency will be advised into an SLA-supported course to address the deficiency while earning core course credit. Additionally, students have the option to enroll in SLA-supported sections of many challenging courses. SLA sections are supported with workshops and require that students meet five hours each week, three hours for classroom instruction and two hours for the SLA workshops.

HELP A GOV

Help a Gov is a one-stop shop for questions regarding confirmation of classes, financial aid, housing and more located in the Ellington Building. Visit www.apsu.edu/enrollment-mgmt/help-a-gov for more information.

ACADEMIC ALERT

Academic Alert is a Web-based early alert system used to notify students of problems they may be having

in class. Alerts are submitted by faculty members who are concerned a student is in academic jeopardy due to issues such as poor class attendance, tardiness, lack of participation, incomplete assignments and/or poor performance on quizzes and tests. Typical recommendations for enhancing the opportunity for academic success include tutoring, improvement of study, test taking and time management skills and/or personal counseling.

FULL SPECTRUM LEARNING AUTISM PROGRAM

Full Spectrum Learning (FSL) is an APSU support program for students diagnosed with Autism Spectrum Disorder. This program is designed to promote retention and successful completion of a college degree. The program addresses the transition to college, academics, social and independence skills, and career readiness.

To qualify for the program, students must be admitted to the University and must be active in a full-time or part-time class schedule in fall or spring semesters. Students must apply for the FSL program and will be required to submit documentation of their ASD diagnosis to the Office of Disability Services as well as approve disclosure of their diagnosis to the FSL office. **The Office of Disability Services can be reached at disabilityservices@apsu.edu.**

There is a separate cost for FSL, however, all past and current program participants have worked closely with outside organizations to receive full funding throughout the program. To learn more about financial aid information, visit www.apsu.edu/full-spectrum-learning or call (931) 221-7543.

DISABILITY SERVICES

The Office of Disability Services (ODS) provides services for students with physical, mental or learning disabilities. Their motto is "Moving Toward Independence," and they promote self-reliance through education and self-improvement. ODS coordinates reasonable accommodations for registered students. The office serves as a liaison for students with areas across campus. To learn more, visit www.apsu.edu/disability or call (931) 221-6230. The office is in the Morgan University Center, Room 114.

ODS provides:

- **Alternative Format & Assistive Technology Orientation Programs:** The alternative format program provides books and materials in an alternative format such as eText, Daisy, MP3, Braille, tactile graphics and more. The assistive technology program offers individual and group orientation to the various assistive technology software and devices available through ODS and APSU.
- **Note-Taker Program:** ODS utilizes volunteer student note-takers to fill note-taking requests in classes. Students can check their APSU email to see if a



note-taker is needed in one of their classes and make a difference in the daily lives of students while earning up to 45 volunteer service hours in tandem with their academic course.

VETSUCCESS

VetSuccess On Campus is a comprehensive program offering adjustment counseling, support services, career counseling, peer-to-peer mentoring and tutoring, employment assistance, and guidance on the full range of VA benefits and health services available. In a collaborative and cooperative effort, APSU and VA work together to develop highly innovative and targeted transitional programs, services and activities for veterans, military and family members to assist with their transition to college life and to maximize their opportunities for success, both educationally and occupationally. The VetSuccess counselor provides the support needed to improve the chances for success in academics, as well as long-term career goals. Contact (931) 221-6194 for more information.

TRiO

TRiO SSS is a federally funded program to assist low-income, first-generation and/or disabled college students in making a connection with various campus resources. All TRiO services are free to eligible participants. Participants must meet eligibility requirements, and enrollment is limited. Applications are available in Ellington, Room 337 and at www.apsu.edu/ssss. The program provides academic counseling and coaching, tutoring, technology and writing assistance and other student support services.

FINANCIAL AID & STUDENT ACCOUNTS

Office of Financial Aid and Veterans Affairs: Ellington 216 | (931) 221-7907

Financial aid is available in the form of scholarships, grants, loans and federal work study. 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) which is established by the U.S. Congress. Students apply for aid by completing the FAFSA online at www.fafsa.gov. The FAFSA must be submitted every year aid is needed. The FAFSA opens each year on Oct. 1. Students are encouraged to check their financial aid status on OneStop. Students must meet Satisfactory Academic Progress for Federal Financial Aid. Students can lose eligibility to receive aid based on poor grades or attendance. Review Satisfactory Progress guidelines at www.apsu.edu/financialaid.

To provide parents access to financial records, students must complete the FERPA release form at www.apsu.edu/parents/student-info.

COURSE CHOICE COUNTS FOR FINANCIAL AID

For federal financial aid to pay for courses in the major, minor or other degree requirements, the course must be part of the program of study in the Degree Works system in OneStop. The U.S. Department of Education is requiring students enroll in courses that fulfill degree requirements. It is important for students to talk to their academic adviser to ensure they are enrolling in courses required for their degree. For information, visit www.apsu.edu/cpos.

FINANCIAL AID VERIFICATION

The federal government randomly selects about 30% of all financial aid application files for verification of data. The student's financial aid cannot be finalized until all verification documents are received.

COST OF ATTENDANCE (COA)

COA is the estimated expenses to attend the University including tuition, fees, housing, meals, average loan fees (for students receiving a Federal Direct Loan), etc. COA is the students budget for financial aid and is the maximum amount of aid that may be received. The financial aid award is based on the COA, and a student's total aid package cannot exceed their COA.

TYPES OF FINANCIAL AID

- **Grants:** Based on financial need and do not have to be paid back.
- **Student Loans:** Borrowed money that must be repaid. Repayment begins six months after graduation or when student is no longer enrolled half-time. Visit www.studentaid.gov for more information.
- **Parent Plus Loan:** Borrowed money that must be repaid. Repayment begins immediately from the time funds are disbursed, or a repayment plan may be selected.
- **Federal Work Study:** Based on financial need. Student works on campus up to 20 hours per week.
- **Scholarships:** For information about scholarships available at APSU, please visit the scholarship website at www.apsu.edu/scholarships.

NOTE: Financial aid does NOT always cover the cost of books.

VETERANS AFFAIRS

Veterans Affairs assists active-duty service members, veterans, reservists, Guardsmen and family members with U.S. Department of Veterans Affairs education benefits and services they have earned. If your student is using VA benefits, they may contact the office at www.apsu.edu/veterans-affairs or call (931) 221-7760.

MANAGING DEBT

Student loans are necessary for many students who cannot meet the cost of school without them. Even so, it is important to make intentional and wise decisions and only borrow what is needed. Students should plan to borrow only what is necessary. An excellent resource for tracking a loan balance is www.studentaid.gov. The repayment calculator shows students what to expect about payments after graduation.

HOPE LOTTERY SCHOLARSHIP

Completing the FAFSA is the only way to apply for HOPE and must be submitted each year. Eligibility will be reviewed by the institution at the end of the semester in which the student has attempted a total of 24, 48, 72,





96 and any subsequent multiples of 24 semester hours thereafter. Students must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain satisfactory academic progress. Lottery Scholarship recipients must get pre-approval to skip a semester (excluding summer term).

TENNESSEE PROMISE

APSU is one of only two four-year state universities where students can take advantage of the Tennessee Promise scholarship. Students must complete the Tennessee Promise application and service hours and be determined eligible for the program (please refer to TSAC Tennessee Promise checklist). Although the Tennessee Promise Scholarship is considered a last-dollar scholarship, it does not pay last dollar when utilized at a four-year institution. The scholarship only covers the average state community college costs of tuition and mandatory fees not met by gift aid from the Pell, TELS (including the HOPE scholarship, Access Grant, Aspire Scholarship, etc.) or TSAA programs.

- If a student's gift aid amount exceeds the average community college tuition and mandatory fees, the student will not be eligible for a Tennessee Promise Scholarship payment.
- Students must be admitted and seeking an associate degree.
- Students must be enrolled full-time, which is 12 credit hours or more for undergraduate students. Upper-division (3000-4000 level) courses cannot count toward the full-time eligibility requirement

and are not eligible for payment under Tennessee Promise.

- This scholarship may be used for up to five semesters of assistance, provided continuing eligibility is met.
- Students participating in athletics must declare a bachelor's degree, per NCAA regulations, and are not eligible for the Tennessee Promise Scholarship.

To use this scholarship, the student will need to enroll in one of the associate degree programs offered. Liberal Arts is an associate degree in which the student takes core courses and electives. This degree will feed into most four-year degree programs. The following is a list of associate degree programs offered:

- **Liberal Arts** on the Clarksville Campus and Fort Campbell Center.
- **Engineering Technology** (automotive, construction, electronics) at the Fort Campbell Center.
- **Management Technology** (restaurant management, food service, culinary arts) at the Fort Campbell Center.

IMPORTANT STUDENT FINANCIAL AID TO-DO'S

- Check AP email daily.
- Avoid procrastination when it comes to financial matters and call or visit the Financial Aid office immediately.
- Students should not drop courses without consulting the financial aid counselor.
- Refer to www.apsu.edu/financialaid for important dates and information.

Student Account Services & Cashier's Window: Ellington | (931) 221-6285

Student Account Services assesses and collects student fees, provides student fee information and general payment guidelines and disburses excess financial aid to students. If students preregister, the bill is electronically sent to their AP email address approximately six to eight weeks prior to the first day of classes. Payment for the semester is due by the date shown on the bill (usually the first week of August for fall and the first week of January for spring). If tuition is not paid by the due date, classes will be dropped, students have to re-register for classes and a \$50 late fee will be assessed. Dropped classes are not always available when re-registering. A copy of the tuition statement is available in OneStop.

Charges on the bill remain the student's obligation unless they properly withdraw from the University. If students withdraw before the first day of class, they will not incur tuition liability. After the first day, students will be responsible for the charges in accordance with the refund schedule. Not attending class does not relieve the student from their financial obligation or entitle them to a refund. Students who have confirmed their registration must withdraw officially from the University if they decide not to attend. Withdrawals are handled by the Office of the Registrar at (931) 221-7121 or online at www.apsu.edu/registrar. See www.apsu.edu/student-account-services for important dates. For appealing University fee decisions, visit www.apsu.edu/appeals.

TUITION PAYMENTS

Payments may be made online via OneStop or in person at the cashiers' windows in Ellington from 8 a.m.-4:30 p.m., Monday through Friday. Checks/money orders should be made payable to Austin Peay State University. The student's name and A-Number should be listed on any check, money order or correspondence.

Installment plans are available during the fall and spring semesters. For more information, visit www.apsu.edu/student-account-services.

Class confirmation is necessary to prevent classes from being dropped. Confirming means paying tuition either by using Financial Aid or by paying out of pocket. Even if a student's account shows a "0" or a credit balance, they must still confirm classes. Students may confirm their classes by logging on to OneStop. Confirmation of classes must occur every semester.

If the student will be receiving a refund from financial aid (Pell, TSACC, Hope Lottery, federal student loans and scholarships) they can set up direct deposit online. Direct deposit must be completed once and remains good until the student graduates or changes banking information. Students should check their banking information at the beginning of each term to verify it is correct. Direct deposit

will be delayed if accounts changed and are not updated.

IMPORTANT E-BILLING DATES

JULY 19: Fall semester charges will be sent

AUG. 18: Last date to pay fall tuition

NOV. 29: Spring semester charges will be sent

JAN. 12: Last date to pay spring tuition

**If tuition is not paid or confirmation of classes does not occur by due date, students will lose their classes.*

CAN A STUDENT GRANT A PARENT ACCESS TO THEIR STUDENT ACCOUNT?

The student can set their parent as an authorized user for financial information through Student Account Services. The student must log in to OneStop or Self Service, select the Student tab, select Student Account and then select View Statements, Update Profile and Add/Update Authorized Users. They will be directed to a secure site. An authorized user can make payments and has access to the details of the student's account activity. Because of federal regulations on the right to privacy, the student is the only one who can set up authorized users. Parents may not receive information regarding their student's account by phone unless there is a FERPA release on file. This form can be found on the Registrar's website www.apsu.edu/registrar/forms/FERPA.pdf.

TUITION DISCOUNT FORMS

The most common discounts are for dependents of public school teachers and state employees, retired state employees and for retired school teachers. If you are eligible for a discount, forms must be submitted by the last day of late registration. Students receiving financial aid deferments must turn discount forms in to the cashiers' window by the last day of late registration. A new form is required each term. The fee discount program is not retroactive.

BOOKSTORE DEBIT PROGRAM

Students who have a credit on their account, have confirmed their classes, have signed their Title IV authorization forms and have a valid student Govs ID will have the option to charge books and supplies at the campus bookstore during a specific time. Check the academic calendar for dates. Title IV forms are included in the student's financial aid packet. Questions should be directed to the Student Financial Aid Office at (931) 221-7907.



BEYOND THE CLASSROOM

CENTER FOR SERVICE-LEARNING & COMMUNITY ENGAGEMENT

The Center for Service-Learning & Community Engagement (CSLCE) provides students with opportunities to connect their academic and personal growth to the betterment of their community.

Students benefit from an array of community engagement programs, including alternative break trips, ENGAGE living community, service-learning courses, days of service, volunteer opportunities, **food pantry**, plus a free thrift shop.

- **Service-Learning Courses:** Students who would like to combine their service with course work can register for service-learning courses. There are 50 designated service-learning courses available.
- **Living Communities:** Students can apply to live together on campus in a service-learning community. Living communities such as ENGAGE create a cohort of students with common passions and interests.
- **Alternative Break Trips:** Students can spend their breaks volunteering in other communities across the country. These trips are planned and led by student trip leaders, and every trip is assigned a faculty or staff member chaperone. The cost is kept to a minimum to encourage participation.

- **Volunteer Opportunities:** The center connects students to volunteer opportunities in the greater Clarksville region. Students can also volunteer with the center and support the food pantry and campus kitchen program through gardening, meal preparation, donating to the food pantry and more.

OFFICE OF CAREER SERVICES

Career Services assists students in planning for life after college whether that's entering the workforce or continuing with graduate school. The office offers one-on-one career counseling and assessments that help students with the career-decision making process. Students can access "What Can I Do With This Major ...," a tool that shows the many career possibilities likely from particular majors. The office assists students with resume development, mock interviews, job search strategies and has a library for career-related advice. Career Services offers workshops for students throughout the academic year that cover a variety of career-related topics.

Students have access to employers nationally, regionally and locally by signing in to their **Jobs4Gobs account**. Through Jobs4Gobs, students can search for jobs and internships that employers post, and can publish their resume so employers can search for students. The office also hosts many networking and on-campus recruitment

events for students to discuss opportunities with employers and hand out resumes.

All services are free for students and alumni. For more information, visit www.apsu.edu/careers or call (931) 221-6544. Career Services is in the Morgan University Center, Room 210.

STUDENT EMPLOYMENT ON CAMPUS

Working on campus is a great way to connect and meet new people, enrich personal growth, and develop meaningful skills. Student employees are a vital part of the campus community.

- **General campus employment** is part-time work in University departments. Students must meet eligibility requirements for general campus employment and must apply and be selected for an open position. Students apply for general campus jobs through Career Services at www.apsu.edu/careers/jobs4govs. **Students can email careerservices@apsu.edu for additional information or call (931) 221-6544.**
- **Federal Work Study (FWS)** provides job placement for eligible students to earn money to assist with paying for educational expenses. In order to receive FWS, students must complete the FAFSA each year. FWS is not available to pay registration, tuition, or fees. Repayment of income earned through the FWS employment program is not required. Students should check www.apsu.edu/financialaid and their OneStop. **For more information, contact the Office of Financial Aid at (931) 221-7907.**

MILITARY STUDENT CENTER

The Military Student Center assists veterans, active-duty, reservists, National Guardsmen, retirees, ROTC students and family members that attend the University with transition from the military to college life.

The center offers the Texts for Vets program, which provides textbooks to students free of charge through donations. The center provides a computer lab, student/peer coaching, a dining area and lounge for homework space or to relax. The center helps students resolve academic and personal issues. Programs are offered all year to address the unique challenges of military-connected students.

The center works closely with other campus offices including Disability Services, Financial Aid and Veterans Affairs, Registrar's Office, Career Services, Student Counseling Services, VetSuccess On Campus, etc. to ensure the students' needs are being met. Visit the MSC in the Morgan University Center, Room 120, or contact at msc@apsu.edu or (931) 221-1685.



HISPANIC CULTURAL CENTER

¡Bienvenidos! All students are welcome at the Hispanic Cultural Center (HCC) located in the Morgan University Center. The HCC offers free tutoring for students enrolled in Spanish courses. Educational programs are offered to support student learning such as Hispanic Heritage Month and showcasing Hispanic countries. The HCC provides computers, library of Hispanic books, dictionaries, movies and magazines, as well as Spanish textbooks, Spanish editions of popular games, and Rosetta Stone language software. The center offers a competitive \$500 scholarship each spring to be used in the fall. Visit www.apsu.edu/student-life/hcc or call (931) 221-6645.

WILBUR N. DANIEL AFRICAN AMERICAN CULTURAL CENTER

The Wilbur N. Daniel African American Cultural Center (WANDAACC) was founded in 1991 and was named in honor of the first African-American male student to graduate from APSU. The center, in Clement Building, Room 120, hosts a wide variety of educational programs.

The center supports student learning with a checkout (borrowing) program for students needing technology for classes such as TI-83 calculators, laptops, MacBooks, netbooks and more than 1,600 library resources. There are stationary computers with the Respondus program, and an 80-inch TV for students to use for watching and practicing presentations.

The Achievers & Scholars program assists African-

American males who are classified as freshmen and transfer students up to 29 hours by connecting them to resources at the institution. This program helps integrate academic, social and supportive components to engage the participants in the APSU community, aid retention of these students, ensure their graduation and connect them to graduate school or professional opportunities.

All students are welcome to stop by for a snack, to study, relax, connect with other students, watch TV or play games. Visit www.apsu.edu/aacc, or call (931) 221-7120.

ADULT, NONTRADITIONAL & TRANSFER STUDENT CENTER

The Adult, Nontraditional & Transfer Student Center (A.N.T.S.) is open to all students and provides transition programs and assistance to students transferring or attending school for the first time in years.

The A.N.T.S. Center creates relevant programs for career focused individuals and are family friendly. The center also supports commuting students who may need some of the comforts their campus-resident peers have, such as a refrigerator, toaster oven or microwave. A.N.T.S. has test exam study books, umbrella check-outs for rainy days and a lactation space. Located in the Morgan University Center, Room 112, the center has a computer lab, study support materials and a professional college counselor to answer questions and provide support. Follow A.N.T.S. on Facebook @antscenter, Instagram @antscenter and Twitter @antscenter.

STUDENT PUBLICATIONS

Student Publications is home to the editorially independent student newspaper, *The All State*, APSU's student newspaper since 1930. The department offers a learning environment where students can develop and enhance writing, editing and design skills, leadership, teamwork, decision making, ethical reasoning and time management in a practical environment.

Students are not required to have previous experience. Any enrolled student is welcome to apply for an array of positions from writing, to designing and advertising by visiting www.apsu.edu/student-pubs.

During the 2018-19 academic year, *The All State* earned 8 national, 5 regional and 3 state awards for a total of 16 awards. Student staff have the opportunity to travel to local, regional and national conferences to compete and enhance their educational experience while representing APSU.

The Office of Student Publications produces the Student Handbook & Calendar as well as this guide and collaborates with departments across campus in support of student learning.

You can read *The All State* online at www.theallstate.org and on Facebook @theallstate, Twitter @TheAllState and

Instagram @theallstate_apsu. For more information, call (931) 221-7376, or email studentpublications@apsu.edu.

HONORS PROGRAM

The Honors Program offers high-achieving students the opportunity to experience a more rigorous set of courses in their discipline, and to gain recognition for their work by having "Honors Program" on their permanent transcripts. Honors students have 24/7 access to a study/lounge area, enjoy priority registration and have the opportunity to apply for additional scholarship funds. For more information, call (931) 221-7118.

OFFICE OF STUDY ABROAD AND INTERNATIONAL EXCHANGE

The Office of Study Abroad and International Exchange offers both short-term and long-term study abroad programs. These programs help students gain knowledge of the world, experience intercultural education and develop skill sets needed to succeed in an international society.

Students can benefit from international programs without travel by participating in the Bridge Program, a peer-mentor group, which consists of both international and APSU students. This helps international students explore American culture and history while teaching others about the culture and history of their countries. For parent and family specific questions on study abroad, see www.apsu.edu/study-abroad-exchange.

STUDENT RESEARCH

The Office of Student Research & Innovation involves the areas of Business, Education, Humanities, Social Sciences and STEM. The office helps connect students with opportunities to conduct research and creative activity. Students can also apply to receive funding for their project. Research and creative activity is common in all fields of study. These experiences connect students with faculty and help them become immersed in a field of study. For more information, call (931) 221-7625 or visit www.apsu.edu/osri.

ROTC

Reserve Officers' Training Corps is a series of electives that allows students to participate in one of the nation's premier undergraduate leadership development programs. The ultimate goal of ROTC is to become fully qualified to serve as a commissioned officer in the U.S. Army upon graduation. However, any student may benefit from taking the freshman- and sophomore- level ROTC courses without incurring a military obligation. Financial assistance is available. Visit www.apsu.edu/rotc, or call (931) 221-6156 or (800) 581-7394. The department is in the Memorial Health Building on the Clarksville Campus.

CAMPUS LIFE & COMMUNITY



HOUSING, RESIDENCE LIFE & DINING SERVICES

The Housing, Residence Life & Dining Services office provides a quality living and learning environment for students housed in the University residence hall and apartment system. Housing staff are responsible for the oversight and management of residence services, campus food services, residence hall facilities and educational programming. The staff provides many opportunities for the development and enhancement of human relation skills, personal value systems and leadership skills. Living on campus includes academic and personal support, convenient location, Public Safety patrol 24/7 and live-in residence hall staff.

Resident students may also reside and participate in Living and Learning Communities, which are designed to bridge academics and campus living. Students should check the website to see available communities for the 2019-20 academic year. For more information, call (931) 221-7444 or visit www.apsu.edu/housing.

The University Residency Policy requires all single freshmen students younger than 21 years old not residing with their parents or legal guardians must reside in University housing and participate in a University meal plan. All freshmen younger than 21 who choose to live

off campus will need to complete a Freshman Residency Webform and return it to Housing/Residence Life and Dining Services no later than move-in day.

STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement (SLE) strives to connect academic and out-of-class experiences through programming and leadership development creating a diverse and interactive learning community. The department sponsors a multitude of programs such as Family Weekend, Homecoming, Unity Celebration, Student Organization and Leader Awards, as well as diversity and awareness programs. Leadership programs are offered to meet the needs of every student. Students gain resume worthy experiences through involvement and leadership experience. Applications, information, and dates are on PeayLink, a tool students use to connect to student organizations and events. The office is in the Morgan University Center, Room 211.

SLE provides leadership development programs for students at all levels of experience and interest. Leadership skills are in demand from employers and contribute to the overall development of successful students. SLE staff work with students, departments and organizations all over

campus on leadership skill building, communication skills, teamwork and personal development, and offer numerous opportunities to get students involved. For information, visit www.apsu.edu/student-life.

Leadership opportunities include:

- **GOVS LEAD (Leadership Education and Development)** connects students to leadership opportunities, educates on theory, builds skills and offers opportunities for leaders to showcase their strengths and experiences.
- **Leadership Series:** There is a workshop for everyone! From getting leadership experience started with a solid foundation to rounding it out with development and reflection, an opportunity is available. The full calendar is on the website.
- **Fall Leadership Experience:** An immersive one-day leadership experience where students learn about themselves as a leader, are introduced to impactful leadership practices and gain an understanding of the huge opportunity to make a difference. Space will be limited. Applications will be available during the first week of classes on PeayLink and the website.
- **Leadership Certificate:** Our Leadership Certification program recognizes students demonstrating a dedication to developing leadership skills through participation in a variety of seminars, workshops, opportunities to serve and roles on campus. Four active participation levels can be achieved. Students with challenging schedules or those completing their education entirely online, have the option of a self-directed certificate.
- **Ziegler Leadership Forum:** Each spring, SLE hosts a campus-wide leadership forum planned by a committee of students. Each forum includes an impactful professional speaker and multiple breakout opportunities. Students also have the chance to present on their experiences and ideas.

SLE involvement opportunities include:

- **Student Organizations** promote leadership development, community spirit, activism, public service and social and cultural interaction. Organizations are student initiated and completely student led. There are more than 130 registered student organizations including honor societies, professional and service organizations, religious/faitth-based groups, social fraternities and sororities, sport clubs and many more. Students gain resume-worthy experiences through involvement and leadership roles.
- **Govs Programming Council** is a student-led organization that plans, promotes and executes entertainment and educational programs such



as performances by comedians, lecturers and musicians, as well as movie showings, open mic nights, game shows and many other social activities. Members have the opportunity to develop leadership and organizational skills, meet a variety of people with diverse backgrounds, and host a variety of national and local entertainers while building their resume.

FRATERNITY & SORORITY AFFAIRS

Fraternity & Sorority Affairs oversees and supports the social fraternities and sororities on campus and promotes an experience focused on academic achievement, student involvement, community service and lifelong friendships. Individual chapters elect officers to manage the day-to-day operations of the organization, and these officers are assisted by alumni whose organization offers support, advice and direction through paid professional staff and regional volunteers. Each fraternity or sorority is also held accountable by one of three governing councils: Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) and College Panhellenic Council (Panhellenic). Financial obligations differ among individual chapters. Financial information is shared during the recruitment process.

APSU has a zero-tolerance hazing policy that is consistent with Tennessee laws regarding hazing. If you have concerns about hazing, please contact the Fraternity & Sorority Affairs office at (931) 221-6570 to make a confidential report.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) serves as the voice for all students and is the liaison between students and the faculty, staff and University administration. The SGA is composed of the executive board, senate and Student Tribunal (judicial board). Additionally, students are recommended by the SGA Executive Board to serve on numerous standing University committees.

SGA Senate designates five freshmen to be elected each fall semester. Applications will be available the first day of class at www.apsu.edu/sga. SGA meets weekly at 4 p.m., Wednesday, in the Morgan University Center, room 307. The first 10 minutes of every senate meeting are open to any/all students who have concerns or want to ask SGA to act on a concern.

SGA also sponsors a variety of programs and events held annually. Some of these include:

- **MudBowl:** A campus tradition! It's a fun time for students to get down and dirty playing volleyball in the mud!

- **Homecoming:** In cooperation with Student Life & Engagement, SGA is one of the co-sponsors of events held throughout the week.
- **G.H.O.S.T.:** Once a year Austin Peay becomes a G.H.O.S.T. town. "Greater Halloween Options for Safe Trick-or-Treating" is a longtime tradition sponsored by SGA. Originally intended for the children of students, faculty and staff, G.H.O.S.T. also draws children from the local community and provides a welcome environment for children to trick-or-treat on the Clarksville campus.
- **The Big Event:** The Big Event is a city-wide service project centered around students giving back to the Clarksville community.

NCAA ATHLETICS

Austin Peay Athletics is a huge part of campus life. A member of the Ohio Valley Conference since 1963, Austin Peay has compiled 40 regular-season championships in 12 sports. In addition, the Gobs have claimed 22 tournament championships in six sports. Admission is free for all Clarksville Campus students to all regular season home events with a valid Gobs ID. Families are encouraged to follow the Austin Peay Athletics social media accounts on Facebook, Instagram and Twitter for the latest information. Tickets and additional information can be found at www.letsgopeay.com.



STUDENT RIGHTS & RESPONSIBILITIES

The associate vice president (AVP) for Student Affairs and dean of students is an advocate for student interests, a resource for questions and assistance for students and families, and the primary contact for student emergencies. The dean of students also oversees the student disciplinary/judicial process through the Student Code of Conduct. The code is a comprehensive document that explains the rights and responsibilities of students. The office is located in the Morgan University Center, Room 206.

CODE OF STUDENT CONDUCT

The Code of Student Conduct provides students with a comprehensive document that explains the rights and responsibilities of students who enroll at Austin Peay State University. Anyone who enrolls at APSU is entitled to all rights granted to him/her by the Constitution of the United States and is entitled to the full protection of the law. Apart from those rights and duties enjoyed by non students, enrollment in the University carries with it special privileges and imposes special responsibilities. The University has established regulations and certain due process procedures essential to an atmosphere of mutual respect that is sensitive to rights of all individuals. The Code of Student Conduct can be found in the Student Handbook & Calendar.

STUDENT HANDBOOK & CALENDAR

Free APSU Student Handbook & Calendars are distributed at the beginning of fall and spring semesters. The student handbook includes the Student Code of Conduct, student rights and responsibilities, a calendar/planner and viewing important dates. The student handbook is also available online.

OFFICE OF STUDENT CONDUCT AND CASE MANAGEMENT (SCCM)

SCCM is responsible for the investigation and adjudication of violations of the Student Code of Conduct, working with students who are displaying signs of distress, and educational programs pertaining to sexual assault/domestic violence. The office works in concert with the AVP for Student Affairs and dean of students to ensure that our campus community is thriving in and out of the classroom setting. The office is committed to providing impartial and educational processes that foster the highest



standards of ethical behavior, student learning and civic responsibility while promoting an environment that respects the rights of all students.

Our disciplinary standard is based upon preponderance — this means that if we determine it is more likely than not that something occurred, your student will be held accountable through our administrative processes. The office may reach out to parents in the event that your student has violated our drug or alcohol policy or if we have reason to believe that your student is in danger of hurting themselves or others. If you are concerned about your student, please call (931) 221-7341.



ACADEMIC HONESTY

APSU strives to promote values and attitudes that are reflective of solid academic character and integrity. All students are expected to complete their own work and conduct research and author assignments independently of others (unless specifically authorized to work together by their respective faculty). Academic integrity is the cornerstone of educational experience.

A violation of the University's Academic Misconduct Policy can result in disciplinary action which could include failure for an assignment, failure for an entire course, probation, suspension or expulsion from the University. If students are not certain whether a practice would be considered academic misconduct, they should always consult with their instructors or visit www.apsu.edu/policy.

Academic misconduct is defined as the following:

- **Plagiarism:** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution.
- **Cheating:** Using or attempting to use unauthorized materials, information or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication:** Unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitation or Collusion:** Assisting or attempting to assist another to violate a provision of the institution's student code of conduct regarding academic misconduct.

Copyright infringement is a legal offense and students are at risk of disciplinary and legal action against them if they are found to have engaged in copyright infringement. Copyright is a legal right to control the copying distribution, modification, display and performance of certain types of works. It applies to text, graphics, video, audio and many other forms of expression or works owned by someone else such as books, magazines, movies, papers, art, music, illegal file sharing, information



or files downloaded from the Internet, etc. Visit www.copyright.gov for more copyright information.

FERPA: ACCESS TO STUDENT RECORDS

Throughout your student's education you have been involved and informed, and your interest in your student's grades, finances and other records will likely continue. It is important for you to know that in college, your access to these records will be different due to FERPA. The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted to protect the privacy of students and prohibit higher education institutions from disclosing any student information, including grades and financial information, without the explicit authorization of the student. FERPA considers college students to be adults regardless of age, and rights transfer from the parent to the student when the student reaches age 18 or attends a postsecondary institution at any age. This means that for you to have access to your student's college records or to discuss your student with most areas of the university, your student will need to give prior consent. You are encouraged to discuss FERPA with your student.

Your student can simply share their information with you if they choose to do so. FERPA applies to your access to your student's records through the University.

How does my student provide consent for me to access their records? Your student must complete the



FERPA Student Release of Confidential Information form at www.apsu.edu/govnow/pdfs/FERPA.pdf. The completed form must be submitted to the Registrar's Office in the Ellington Building, Room 316.

Can I view my student's grades and account? The easiest way for you to receive information about your student's tuition statement, account, grades, and other information is for your student to provide it to you. Your student can view their information through OneStop and can print it, screenshot it or email it to you. Your student will need to complete the FERPA release if you plan to discuss their records with University departments and if you pay your student's bill.

FERPA Exceptions: Without your student's consent, FERPA allows the University to release information to you if at least one of these statements applies:

- Your student is considered a "dependent" for tax purposes for the most recent tax year. You must

verify this with a copy of your most recent tax return.

- Your student is under age 21 and has violated any law or university policy concerning the use or possession of alcohol or a controlled substance.
- A health or safety emergency involves your student.
- The information an official is sharing is based on personal knowledge or observation of your student and is not based on information in an education record.

For more information about FERPA, visit the U.S. Department of Education's website.

You are always welcome to visit or contact the Office of Student Affairs for any questions or concerns or contact the AVP for Student Affairs and Dean of Students Gregory R. Singleton or Director of Student Conduct/Case Management Jo Baldwin at (931) 221-7341.



STUDENT SERVICES

DINING ON CAMPUS

AP Dining provides several retail locations and all-you-can-eat residential dining options making dining on campus convenient. Multiple meal-plan options are available for resident and commuter students. From the Caf with buffet-style options to choices in the University Center Food Court to Starbucks in the library, there is a location to meet students' needs. Freshmen living on campus are required to purchase a 10 meal plan or higher and choose the plan through the Housing website. Commuter students may visit www.dineoncampus.com/apsu to purchase a meal plan. Meal plans are sold by the semester and expire at the end of the semester.

Visit the website for meal plan details, menus, hours, nutrition information, special events and more.

- **The Terrace:** Martha Dickerson Eriksson Hall, made-to-order favorites like pizza, burgers and more.

- **Einstein Bros. Bagels:** Morgan University Center, fresh coffee and sandwiches all day.
- **Elements Café:** Sundquist Science Complex, sandwiches, coffee, drinks and more.
- **The Peay Pod, The Knight Stand & The Hand Stand:** grab-and-go options.
- **The Caf:** Morgan University Center, all-you-can-eat buffet-style dining.
- **Food Court:** Morgan University Center, various retail options with plenty of seating.
- **Starbucks:** Woodward Library, Study while drinking coffee.
- **Subway:** Catherine Evans Harvill Building, a full-service Subway beside the bookstore.

GOVS ID CARD

The Govs Card is the official ID card of the University.

Students must carry their Govs ID card with them at all times while on campus. The Govs ID card ensures identification as a student with campus access. Students should never allow anyone else to use their Govs ID card.

With the Govs Card, students have access to the following:

- **Meal Plan:** Student's meal plans will be accessed through their ID cards.
- **Govs Bucks:** Funds can be placed on the ID card using a declining balance system. Govs Bucks can be used to purchase items at any on-campus food location, the Peay Pod (convenience store), copiers, printers and vending machines.
- **Access to Library and Residence Halls:** All students must have their ID cards to enter the Woodward Library after 9 p.m. Students who live in campus housing must have their ID cards to enter their residence hall buildings and access the laundry facilities.
- **Admission to Events:** Students gain access to regular season athletic games, concerts, campus events and shows. They may have the opportunity to get free T-shirts or free food with their Govs ID card.
- **Off-Campus Banking:** The University has partnered with US Bank to allow students to use their Govs Cards as debit cards off campus. See www.apsu.edu/govscard/usbankpartnership for details.

AUSTIN PEAY BARNES & NOBLE BOOKSTORE

The APSU Barnes & Noble Bookstore provides course materials students require and many other items to support students' academic career, including study guides, notebooks, backpacks, electronics, spirit items, apparel and much more. The bookstore is also the source for textbooks: rent or buy new, used or digital. Price match our new, used and rental texts through Amazon, bn.com and local competitors.

Contact the bookstore located in the Catherine Evans Harvill Building for the Clarksville Campus or SSG Glenn H. English Jr. Army Education Center at the Fort Campbell Center for price match terms. Textbook rentals can save a student up to 80%. Students can use their financial aid credit weeks prior to the start of classes on everything in the store. Connect with the bookstore through the My College Bookstore App or visit www.apsubookstore.com.

COMPUTER AND NETWORK SUPPORT

The Office of Information Technology (OIT) provides the access for computer resources to the APSU community. Student resources, such as the GOVSTECH Help Desk, computer labs, usage regulation and multimedia classrooms, are all provided by the OIT. GOVSTECH Help

GOVSTECH HELP DESK

LOCATION: Morgan University Center Info Desk

PHONE: (931) 221-4357

WEBSITE: govstech.apsu.edu

EMAIL: govstech@apsu.edu

Desk is the first point of contact for computing, email, networking, hardware/software, PC, Apple and printer problems at the University. University personnel will NEVER ask for your student's personal information or login information. Please remind your student to never provide that information to anyone.

APSU has an agreement with Microsoft to provide Office to enrolled students for free, on their personal computers. This helps ensure students always have the latest version of Word, Excel, PowerPoint, OneNote and more, at no additional cost, for as long they're a student here. Students may visit Office.com/GetOffice365 and follow the on-screen instructions to get their complimentary Office software.

The largest computer lab is in the Woodward Library where more than 100 Dell computers and printers are available for student use. Information about other computer labs can be found at www.apsu.edu/csci. Access to the University's technology resources is a privilege granted to students. Users are expected to use these resources responsibly.

CAMPUS POST OFFICE

Students living in campus housing will have a pre-paid post office box for package and mail delivery. Students who do not live on campus can rent a campus post office box for \$9 per semester. Student post office box information and mailing address information is in the student's One Stop. Emails are sent to APSU email address regarding package pickup; call the office at (931) 221-6161 or visit the APSU website to sign up for text alerts.

The Post Office operates as a full contract postal unit station with the U.S. Postal Service. Students may purchase forever stamps, mail letters and packages, issue postal money orders; and accepts pre-paid FedEx, UPS Ground and packages for pickup and shipping.

PRINTING SERVICES

Printing Services serves the printing, duplicating, copying, binding and laminating needs of the campus and the local community. Students can print a wide range of products — simple flyers, oversized prints, artwork, booklets, postcards and posters using state-of-the-art digital printers at reasonable pricing. Students may fax local or toll-free numbers at no cost. Printing Services is



in the Library, Room 124, on the lower level or use rear entrance facing Archwood parking lot.

COCA-COLA AND SNACK VENDING MACHINES

APSU holds an exclusive agreement with Coca-Cola Bottling Works of Tullahoma, Inc. and the TBE/Blind services snack machines. Coke vending machines accept cash/bankcard/Apple pay/APSU Gov Bucks (not APSU plus dollars). Snack vending machines accept cash, with most also accepting bankcard payments. For refunds or stocking issues, contact (931) 221-6164 or visit the Campus Post Office.

THE LITTLE GOVS CHILD LEARNING CENTER

The Child Learning Center provides full-time and part-time child care services for children ages 2 to 5 years of



APSU students, staff and faculty as well as children in the community. The center's primary objective is to promote the continuous well-being of the children in order to meet their social, emotional and cognitive needs. The center is licensed by the Tennessee Department of Human Services with a 3-Star Quality Rating and a Gold Sneaker Facility. Visit www.apsu.edu/clc for more information or call (931) 221-6234.

DIVISION OF STUDENT AFFAIRS

Student Affairs provides opportunities for students to build alliances between the classroom and campus life and experience the excitement and responsibility that comes from being an active member of a community of higher learning. The vice president's office serves as an advocate for students and supports student learning and engagement.

The vice president is responsible for the division of Student Affairs, including the Adult, Nontraditional & Transfer Student Center, Wilbur N. Daniel African American Cultural Center, Associate Vice President and Dean of Students, Career Services, Center for Service-Learning & Community Engagement, Fraternity & Sorority Affairs, Hispanic Cultural Center, Housing/Residence Life & Dining Services, Little Goves Child Learning Center, Military Student Center, Office of Disability Services, Student Conduct and Case Management, Student Life & Engagement, Student Affairs Programs and Assessment, Student Counseling & Health Services, Student Publications and University Recreation. Students are always welcome in Student Affairs, and are encouraged to visit or call for assistance.

The departments in Student Affairs provide a variety of educational, social and engaging programs for students throughout the year. Student Affairs is also the home of the APSU Parent & Family Association. Call Student Affairs if you need assistance at (931) 221-7341 or visit Morgan University Center, Room 206. Stay connected with us on Facebook @APSUStudentAffairs.



HEALTH & WELLNESS

**Student Health and Counseling Services — Ard Building, 524 College St.
— includes adjacent parking. Visit www.apsu.edu/health-and-counseling.**

STUDENT HEALTH SERVICES

Boyd Health Services helps keep students well and offers treatment when they are a little under the weather. Care is provided by certified nurse practitioners, certified medical assistants, consulting physicians and a pharmacist. There is no fee for enrolled students to see a provider. Students requiring lab tests and medications will be billed on their account. Health Services provides acute and chronic illness care, allergy injections and immunizations, prescription and nonprescription medication, health screenings and education, labs and family planning. Student records are confidential. For more information, call (931) 221-7107.

- APSU strongly encourages each student to have **private health insurance**. Information regarding locating private insurance can be obtained at Health Services. The clinic does not file insurance.

- **The state of Tennessee requires** all new and readmitted full-time students to provide proof of two immunizations with Measles, Mumps and Rubella (MMR) vaccines and two chicken pox (varicella) immunizations, which were administered on or after the first year of birth. The student will not be allowed to register for classes until this requirement is met.
- **A current meningitis vaccine will be required** for all incoming freshmen living on campus under age 22. APSU strongly encourages all students to consider taking this vaccine.

STUDENT COUNSELING SERVICES

Student Counseling Services is here to help students deal with challenges, improve their mental health and succeed academically and in life. Counseling staff provide

scheduled counseling services for individual students, groups and couples. Situations requiring psychiatric (medical) attention may need to be referred to specialists in the Nashville area.

Counselors also provide informal drop-in counseling at one of our “Let’s Talk” locations across campus. Each semester, an updated “Let’s Talk” schedule with times and locations is posted on the website. These brief, drop-in sessions typically last about 20 minutes.

All counseling records are confidential. Counseling services are free for currently enrolled students.

For more information, call (931) 221-6162.

- **Emergencies:** If there is an emergency or crisis, a counselor is available 24/7 by contacting Campus Police at (931) 221-7786.

UNIVERSITY RECREATION

University Recreation provides recreational and wellness programs at the 78,000 square-foot Foy Fitness & Recreation Center. The Foy Center features a three-court gymnasium, an outdoor pool, a 10,000-square-foot cardio space, an indoor climbing wall with a large bouldering feature, racquetball courts, indoor track, fitness studios, personal training, indoor cycling studio, locker rooms with private showers and changing areas, and equipment rental for outdoor activities. University Recreation is open extended hours and is one of the largest student employers on campus.

University Recreation offers a variety of fitness programs, aquatics programs, multiple intramural sports, sports clubs and more.

The Govs Outdoors program provides adventures for all skill levels. Govs Outdoors has offered water rafting on the Ocoee, canoeing, hiking at Land Between the Lakes and backpacking in the Smoky Mountains. For future adventures, visit www.apsu.edu/recreation.

The department also offers Junior Govs Summer Camp, a recreational day camp that promotes healthy lifestyles among children ages 5-14.

Clarksville campus students access the facility with a valid Govs ID. Students not enrolled on the Clarksville campus may pay access fees to use the facility. Alumni and family members age 16 and older may access the facility and services with a membership and fees. For more information, call (931) 221-7564.

APSU is smoke-free except in areas designated on the campus map.



S.O.S. (SAVE OUR STUDENTS) FOOD PANTRY

The Center for Service-Learning & Community Engagement provides a campus food pantry that offers extra help for students with financial challenges. Students can receive three days worth of food at a time. The food pantry is supplied through donations and food drives throughout the year. Students may also volunteer to help with the food pantry.

LOCATION: 322 Home Ave. (look for the red door)

PHONE: (931) 221-6590

WEBSITE: www.apsu.edu/volunteer

PARKING & SAFETY

The Clarksville Campus parking map can be viewed at www.apsu.edu/police/parking.

CAMPUS POLICE

The Campus Police department works together with the University community and is committed to making campus a safe and secure place. The department provides multiple safety services and crime prevention programs to enhance the safety and quality of life at APSU.

- **Emergency Text Alerts:** APSU offers RAVE Alert, an emergency text message system that enables designated APSU officials to send announcements about any imminent emergency affecting the campus. **Students must opt-in to the system.** RAVE Alert is another means to be notified of weather-related closings and emergencies. Students can sign up to receive emergency notifications by providing his/her cell phone information, as described on the web at www.getrave.com/login/apsu. **Parents can receive alerts** by signing up in one of the following ways: parents can opt-in for text messages by texting APSUGovs to 67283, or the student can register the parent by logging in to the system.
- **Emergency telephones (blue boxes)** are found in many locations around campus. In an emergency, simply press the button on the callbox. This will immediately connect the caller with a dispatcher. The dispatcher will send the appropriate agency to respond.
- **A security escort service** is provided on the Clarksville campus. This service operates 24/7 by calling Campus Police. Students may also use the blue emergency boxes to call for an escort.
- **Download the free LiveSafe app** from the app store, which allows students, faculty and staff to quickly and conveniently communicate with APSU Campus Police.
- **Motorist assistance services** are provided 24/7 to assist students on the Clarksville campus. Services such as battery jump-start, obtain gas for the vehicle, water for an overheated vehicle and should the student need a wrecker, Campus Police will wait with them until the tow arrives.

CAMPUS POLICE: (931) 221-7786

PARKING

All persons who live, work, and/or attend classes on the Clarksville campus, **must have a decal for the vehicle** they operate. Decals for students are available at Campus Police at the Shasteen Building and at peak times in the University Center lobby, near the Information Desk. The University uses a hanging decal system which allows the decal to be moved and used with any vehicle the registered person operates. Because of this flexibility, and the limited parking on campus, students are entitled to only one decal. Students must present a current Govs ID card and a paid fees statement to obtain their decal. Students must also provide a description and tag number for the vehicle most commonly used.

Students **must park in lots color coded to their decal.** Violations will result in parking tickets. Commuter students are assigned to green lots, and resident students are assigned to silver lots. Lots marked black are open parking, and any color decal may park there. Blue parking is ADA only and must display a blue decal. Violations in these spaces will result in a \$200 fine. Visitors should obtain a temporary parking pass from Campus Police upon arrival to campus.

Students may appeal a parking citation within three business days at Campus Police, but parking fines must be paid for grade or transcript release.

CAMPUS TRANSPORTATION: THE PEAY PICKUP SHUTTLE AND CLARKSVILLE TRANSIT BUSES

Through a partnership with the Clarksville Transit System (CTS), APSU provides students **free transportation** around campus via the Peay Pickup shuttle and free transportation around the city on CTS buses.

CTS operates two Peay Pickup shuttle routes from 7:30 a.m.-7 p.m., Monday-Friday, through final exams each semester. The Peay Pickup routes run on the north and south side of the campus, with Marion Street being the dividing line. Each shuttle takes approximately 5-6 minutes to complete a route circuit. Students must have their Peay Pickup card and Govs ID ready when boarding. Cards are distributed by Campus Police with parking decals. Students can flag the shuttle down or wait at a shuttle sign. Additionally, APSU **students ride free on any CTS city bus** with a valid Peay Pickup card and a valid Govs ID card. For route information, visit www.ridects.com/routes. CTS buses run from 4:30 a.m.-9 p.m. six days a week. The Transit Center can be reached at (931) 553-2429. There is no CTS service on Sundays.



Get the App

- 1 Download "LiveSafe" for free from Google Play or the App Store.
- 2 Register with your mobile phone number and fill out your profile. Verify your account.
- 3 Select "Austin Peay State University."

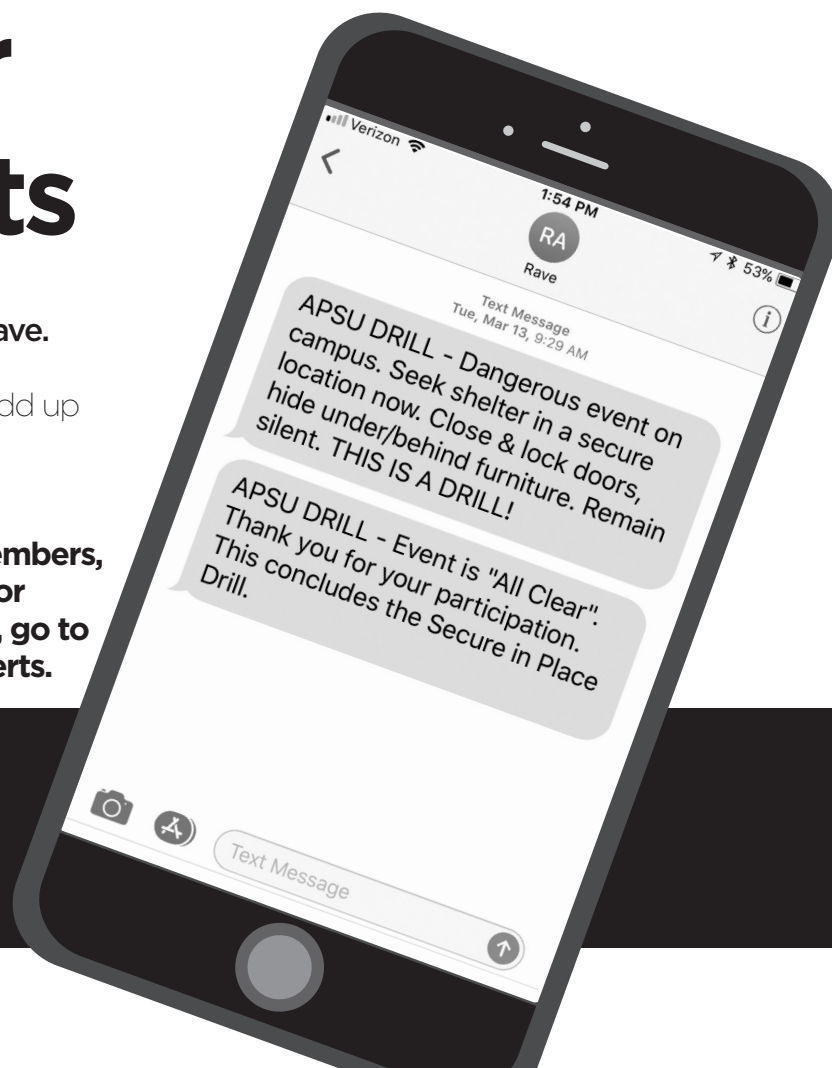


Sign up for RAVE Alerts

Receive notifications via:

- Text Messages: Log in to www.getrave.com/login/apsu using your APSU username and password. You can add up to 3 mobile numbers
- Email: All apsu.edu email addresses

For parents and other community members, text APSUGovs to 67283 to register for text messages. For more information, go to www.apsu.edu/police/emergency-alerts.



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And more!

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THE PEAY PICKUP

In a partnership with the Clarksville Transit System (CTS), APSU provides students, faculty and staff free transportation around campus via the Peay Pickup and free transportation around the city on CTS buses.

CTS operates the two Peay Pickup routes from 7:30 a.m. - 7 p.m., Monday- Friday, through final exams each semester. Please have your University Peay Pickup card and APSU I.D. ready when boarding.

APSU students, faculty and staff must show the Peay Pickup operator a valid Peay Pickup card and a valid APSU I.D. card to ride for free.

Cards are distributed by the Parking & Transportation Office.

» RIDE CLARKSVILLE « CITY BUSES FREE!

Additionally, APSU students, faculty and staff who show the bus operator a valid Peay Pickup card and a valid APSU I.D. card ride for free on any CTS bus.



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The S.O.S. Food Pantry supports Austin Peay State University's students through troubling times by helping fight hunger.

The Food Pantry is dependant on donations and food drives.

LOCATION: 322 Home Ave. (look for the red door) | **PHONE:** (931) 221-6590 | **WEBSITE:** www.apsu.edu/volunteer



Disability Services

The Office of Disability Services (ODS) mission is to ensure equal access for students with disabilities to all curricular and co-curricular opportunities offered by Austin Peay State University.

Accommodations may include but not limited to:

- Testing accommodations
- Note-taking accommodations
- Interpreting/CART services
- Alternate format materials
- Assistive technology
- Large print materials
- Reader
- Scribe
- Preferential seating
- Adaptive technology
- Housing accommodations
- Special table/chair

Morgan University Center, Suite 114 • Phone: (v) (931) 221- 6230
Email: disabilityservices@apsu.edu | Website: www.apsu.edu/disability

CLEAN OUT YOUR CLOSET

AND RECYCLE YOUR STYLE

PLATO'S
CLOSET

How to Sell

STEP 1

Bring in your gently used, current style name brand clothes, shoes and accessories. No appointment necessary.

STEP 2

We'll review your items while you check out the latest styles in the store.

STEP 3

The buyer will make you an offer based on style, condition and brand for all items accepted.

STEP 4

Once you accept the offer, you'll be on your way with some extra cash or a hot new outfit.

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