
SECTION THREE

Student Support and Services

OFFICE OF FINANCIAL AFFAIRS AND TREASURER

The Office of Financial Affairs and Treasurer coordinates the following areas of University operations: 1) accounting and financial services, 2) student accounting services, and 3) purchases and stores.

Students may view the mission statement of each of the above areas by visiting the Office of Financial Affairs and Treasurer web page www.financialaffairs.eku.edu.

Financial Obligations of the Student

Any student or former student who is indebted to the University and who fails to make satisfactory settlement within a time limit prescribed is liable for administrative action. Students who are indebted to the University may not register at the University nor will their transcript be released until the debt is paid. Any student indebted to the University who cannot meet his/her financial obligations within the time limit prescribed is responsible for calling on the Division of Student Accounting Services and explaining the reasons for failure to pay. Students who fail to pay their account balance in a timely manner may also be liable for additional collection costs incurred by the University in collecting the amount owed.

Refund Policy

No refund can be made on certain class fees and optional fees as established by the Eastern Kentucky University Board of Regents. Students wishing to withdraw from courses must do so online via **EKUDirect** (on the EKU homepage at www.eku.edu). When a student officially withdraws from the University or from any course, or courses, for which hourly rates apply, tuition and fees will be adjusted in the following manner:

<u>Time Period*</u>	<u>Refund</u>
During ADD/DROP period for any class (for full semester classes=1st week)	100%
From end of 1st week thru end of 2nd week of class	75%
From end of 2nd week thru end of 3rd week of class	50%
From end of 3rd week thru end of 4th week of class	25%
After the 4th week of class	0%

*Partial semester courses vary in length and the percentage of refunds and the effective dates will be modified accordingly.

This policy applies to refundable fees only; non-refundable fees are not included.

In no case shall a refund of rent be made to a person who remains a student but moves from University housing at his or her convenience.

An appeals process exists for students and/or parent(s) of students who feel that individual circumstances warrant exceptions from published policy. Request for an appeal should be addressed in writing to the Director of Student Accounting Services.

Refunds for reduction in course load for part-time students will be at the same percentage rate as for students who officially withdraw from the University; however, if the reduction in course

load results from the cancellation of a class or from the student having been permitted to enroll for a class for which he or she was not eligible, a full refund will be made of the registration fee for the course being dropped.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs assists students in all aspects of their EKU experience, which involves services, programs, and learning experiences, gained through out-of-classroom activities. Student Affairs interacts with students through organized services and programs to create a campus responsive to individual student needs. The mission of EKU's Student Affairs division is to provide quality services, leadership experiences, and learning opportunities that promote personal development and student success.

The following departments and areas are part of the Division of Student Affairs: 1) Bookstore, 2) Career Services, 3) Counseling Center, 4) Dining Services, 5) Extended Campus Student Affairs, 6) First Year Experience, 7) Greek Affairs, 8) Meditation Chapel, 9) Multicultural Student Affairs, 10) Parking & Transportation Services, 11) Police, 12) Recreation and Intramurals, 13) Student Health Services, 14) Student Involvement and Leadership, 15) University Housing, and 16) Volunteerism.

EKU Bookstore - Keen Johnson Building

Phone: (859) 622-2696 Fax: (859) 622-2660
www.eku.bkstore.com

The EKU Bookstore is located at the heart of campus in the Keen Johnson Building. The Bookstore is the place for one-stop shopping on all EKU Pride wear, textbooks, and much more. It offers a wide variety of products, services, and events including:

- Largest selection of USED textbooks
- Class supplies
- Trade books and magazines
- Convenience items
- Largest selection of officially licensed EKU gear
- Backpacks
- Textbook reservations
- Barnes & Noble gift cards
- Book signings
- Book reservations for upcoming releases
- Faculty receptions

The EKU Bookstore works diligently with departments, faculty and staff to ensure that textbooks and products required for each class are readily available to students.

Career Services (www.career.eku.edu)

Student Services Building 465
Phone: (859) 622-1568 Fax: (859) 622-1570
E-Mail: career@eku.edu www.career.eku.edu

Career Services assists students who are seeking employment and/or clarifying their career direction. The career services staff is available by appointment to discuss individual job search questions.

Career Exploration

For students who have a tentative career direction or major in mind, Career Services can help by providing information on: what students can do with a major...career paths, supply and demand, destinations of past graduates, salaries, and potential employers. FOCUS, an online career planning tool, is available to help students explore their interests and provide detailed information on a wide variety of occupations.

Part-Time Job Program

The Part-Time Job Program allows students to get connected with the community by listing part-time jobs, temporary and summer assignments with local and regional businesses. Students who participate in the program gain real world experience in the workforce while networking in the community.

Career Preparation

The Career Services staff offers individual appointments, seminars, career fairs and other resources to help students with career preparation. These areas include resume and cover letter writing, tips on job search strategies, internet job posting, professional dress, dining etiquette, interviewing skills and assistance in identifying and connecting with potential employers.

EKU eRecruiting

This easy-to-use and innovative system gives students and alumni greater access to career resources for career exploration and job searches. EKU eRecruiting provides students and alumni with the ability to submit resumes to targeted online resume books, access to current internship and job listings, and ongoing notification of on-campus interviews and job fair opportunities.

Counseling Center

Student Services Building 571
Phone: (859) 622-1303 Fax: (859) 622-1305
www.counseling.eku.edu

The University Counseling Center offers services designed to promote the success of students in achieving their academic, social and personal goals. The Counseling Center staff consists of psychologists and counselors who provide personal and career counseling both individually and in groups. Substance abuse assessment and counseling are also available at the Counseling Center. Referral services are provided when the need is beyond the role and scope of the Counseling Center. Psychiatric services are available on a limited basis. Counseling relationships are considered confidential as delineated by the APA Code of Ethics and Kentucky state law. Current students are eligible for counseling services at no additional charge.

Counseling Services

Counseling is viewed as another form of learning while in college. Typical college student concerns that may result in counseling are: adjustment to college, interpersonal conflicts, dealing with loss, test anxiety, time management, stress, academic pressures, anxiety, depression, motivation, making health decisions, traumatic experiences, eating concerns and choice of major. Students can make appointments by calling 622-1303 or dropping by the Counseling Center.

Career Counseling Seminar (GCS 199 - one credit hour)

This course is offered each semester for students who are unsure of their major and career direction. Forty sections are

offered each year and are taught by the Counseling Center staff and part-time staff.

“Tuesdays with the Counseling Center”

Additional services of the Counseling Center include workshops designed to address top student issues. This is a workshop series offered to students on stress management, procrastination, time management, study skills and test anxiety.

Services for Faculty and Staff

The Counseling Center staff also provides consultation to the University community on referral and how to be most helpful to the distressed student. Guidelines for faculty on how to identify troubled students and referral to the Counseling Center can be found at www.counseling.eku.edu/faculty_staff/referring_students.php.

Dining Services

17 Powell Building
Phone: (859) 622-3691 Fax: (859) 622-6226

Colonel 1 Card Office
1st Floor Powell Building
Phone: (859) 622-2179 Fax: (859) 622-6226

EKU Dining Services provides food services to Eastern Kentucky University through the residence-dining program, retail operations, catering, and athletic concessions. It is the goal of both EKU Dining Services and Eastern Kentucky University to maintain high-quality food service for residence hall students and the campus community.

The Residence Dining program operates two dining facilities: the Fresh Food Company and the Stratton Cafe. There are also many retail food operations that are housed on Eastern Kentucky University's campus. The Fountain Food Court blends Aramark's signature Izzi's Southwest, Home Zone, Montague's Deli, an Bene Pasta & Pizzeria with Burger King, Chic-fil-a, Java City, and Freshens national brands. Java City at the Crabbe Library offers gourmet coffees, smoothies, bakery items, and quick service grab-and-go salads and sandwiches. In addition EKU Dining Services operates a convenience store and Blimpies Subs, located in the Martin Hall. It is open until midnight to accommodate students with evening classes.

EKU Dining Services also facilitates full-service catering for over 2500 functions annually. The dedicated catering staff provides a variety of services to both on-campus and off-campus sites.

EKU Dining Services and Eastern Kentucky University remain committed to enhancing the overall campus environment. Tremendous emphasis is placed on actively measuring customer satisfaction, responding to changing environments, and striving for continuous improvement.

Student Identification Card (Colonel One Card Office)

When a first-time student registers at Eastern Kentucky University, the student is given a combination identification - activity card bearing the student's photograph and student identification number. Students must carry their I.D. cards at all times and produce them when requested by members of the University staff. The cards are used when withdrawing books from the library, cashing checks, gaining entry into their assigned residence hall and at University activities. Students are liable for disciplinary action for misuse of I.D. cards.

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A fee will be charged for replacement if an I.D. card is lost. The loss of a card must be reported immediately to the Office of Student Life, Powell Student Center, room 128.

Extended Campus Student Affairs

The Extended Campus Student Affairs Office serves as a student affairs liaison between the extended campuses and the main campus. Through this office, students attending the Corbin, Danville and Manchester campuses are provided quality programs and services that promote learning opportunities and leadership experiences to enhance personal development and academic success. Programs and services are offered at each of the extended campuses based on needs of that specific student body. The Extended Campus Student Affairs Office strives to create an inclusive environment with all campuses, promoting a sense of belonging among all members of the EKU extended campus community. The Extended Campus Student Affairs Office is located on the Richmond campus in the Student Services Building, Room 540, with satellite offices located at the Corbin, Danville, and Manchester campuses.

Meditation Chapel

University Chaplain

Phone: (859) 622-1723

www.studentaffairs.eku.edu/chapel/

The Chapel of Meditation is the realization of a dream begun in 1968 when the Eastern Kentucky University Alumni Association adopted the Century Fun Project to finance a non-denominational chapel. The chapel stands as a testimonial of the love and devotion of the alumni, faculty, students and friends, a fit to commemorate the 100th anniversary of higher education on the Eastern Kentucky University campus.

The chapel is non-sectarian and is open to students, faculty, staff, alumni, and friends of the University for meditation, prayer, and spiritual reflection. The chapel is also used for several other events such as:

- Weddings
- Memorial services
- Sorority and fraternity events
- Religious organization events and services
- Academic department meetings
- Honor Society events
- Athletic events

The University Chaplain's office is located in the basement of the chapel. The Chaplain coordinates the various activities of the chapel and is available to perform weddings. Besides providing a peaceful and serene setting for prayer and meditation, the chapel is used to house various student organization meetings and services, weddings, and annual memorial services.

Multicultural Student Affairs

Student Services Building 530

Phone: (859) 622-4373 Fax: (859) 622-2402

www.studentaffairs.eku.edu/multicultural/

Multicultural Student Affairs is an office that seeks to bring issues of cultural identity to the foreground of campus conversation through programs and services. As a division of

Student Affairs, this office exists primarily to serve all students as they question personal and collective notions of race, ethnicity, and culture. Multicultural Student Affairs hopes to enhance the student experience by encouraging the utilization of campus resources, participation in campus life, understanding and respecting cultural differences, and promoting tolerance and inclusiveness.

The Office of Multicultural Student Affairs is actively engaged in collaboration efforts on campus. The office sponsors many programs including:

- Cultural Awareness Month
- Mix-It-Up Lunch
- Hispanic Heritage Fiesta
- Interfaith Unity Breakfast
- UnityFest
- NPHC Step Show
- Women and AIDS Series

The office also supports the efforts of various Eastern Kentucky University student organizations such as the Student African American Brotherhood (S.A.A.B.), Black Union, FUSION (Multicultural Club), Eastern Kentucky University Gospel Ensemble, OWLS (Older Wiser Learners), Pride Alliance, International Student Association and the National Pan-Hellenic Council (NPHC): Alpha Kappa Alpha, Delta Sigma Theta, and Zeta Phi Beta.

Parking/Transportation Services

Brockton 400

Phone: (859) 622-1063 (Parking) (859) 622-1061 (Transportation)

Fax: (859) 622-2243

The mission of the Eastern Kentucky University Parking and Transportation Services provides parking and transportation options in support of the University's mission, by providing quality customer service and proper management of parking and transportation resources. We shall accomplish this mission by enforcing applicable parking rules and regulations, providing safe and efficient transportation services, conveying a positive attitude, and requiring the highest standards of personal and professional conduct.

The Parking Office provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, and enforces parking rules and regulations.

The Transportation Office provides day and evening shuttle transportation and motor pool/fleet services.

See Parking and Transportation website, www.parking.eku.edu, for additional parking and transportation information including parking regulations, shuttle schedules, and hours of operation.

Eastern Kentucky University Police

Brewer Building

Phone: (859) 622-2821 Fax: (859) 622-6279

www.police.eku.edu

The mission of the Eastern Kentucky University Police Department is to enhance the quality of life by providing a safe and secure environment through professional service to the community. The success of our mission depends on this partnership utilizing a community policing philosophy. The department places high

priority on honesty and integrity and values the need for effective and open communication with the community we serve. We value our employees and are committed to their professional development.

The University offers a variety of informational programs that inform students and employees on safety and security issues, including how to report crimes and how to prevent crimes. These programs are available on request by student groups, employees, or individuals. These programs include, but are not limited to:

- Crime Prevention and Security Awareness
- Drug and Alcohol Abuse Education Program
- Sexual Assault Prevention
- Residence Hall Security

The University Police provide 24-hour patrols of the Eastern Kentucky University campus buildings, parking lots, residence hall exteriors, and campus grounds. University police officers have full authority on all University property and concurrent jurisdiction on all roads and streets adjacent to the campus. The University Police has jurisdiction over all campus owned, leased or controlled property. The University Police also have the authority to investigate crimes committed on University property anywhere in the state.

The Eastern Kentucky University Police Department includes 24 sworn police officers, 3 dispatchers, 1 records office associate, and 7 student cadet officers. Police cruisers patrol campus and are highly visible along with bicycle patrol and foot patrol officers. The campus police department also houses a full time investigative detective who heads primary investigations and works closely with surrounding agencies. The Eastern Kentucky University Police Department has an excellent working relationship with state, local, and federal law enforcement agencies and other emergency providers.

Recreation and Intramurals

Fitness and Wellness Center, SRC 105
Phone: (859) 622-1244 Fax: (859) 622-6754
www.campusrec.eku.edu

The Department of Campus Recreation provides a variety of diverse facilities and recreational opportunities to the University community. The department promotes physical, emotional, and social growth of students, faculty and staff by encouraging the development of lifelong skills and positive attitudes through recreational activities. These are four areas within Campus Recreation: facilities, fitness, adventure programs, and intramurals.

Campus Recreation oversees the operation of the Fitness and Wellness Center, a state-of-art facility which includes:

- Full line of weight and fitness equipment
- Group exercise room
- Locker rooms
- Multipurpose gymnasiums
- Indoor track
- Climbing wall
- Student lounge with computers and big screen television

The department is also responsible for the Burke Wellness Center, Begley and Weaver gymnasiums, outdoor basketball courts and intramural field complex.

The fitness program is dedicated to enhancing the physical well-being of our students and faculty/staff members. A variety of

group fitness classes are offered each week in our 2,000 square foot group fitness studio and are taught by trained, motivated and friendly instructors. All fitness levels are welcome and each group fitness class is offered at no charge. Classes include:

- Step
- Kickboxing
- Yoga
- Pilates
- Toning
- Group Cycling
- Cardio Conditioning

Adventure programs offers outdoor trips ranging from an afternoon to a week (or more), teambuilding on Eastern Kentucky University's Challenge Course, and workshops that will teach you new skills! We offer a variety of trips and workshops each semester. Previous trips have included: hiking and camping, backpacking, kayaking/canoeing, spelunking, white water rafting, climbing, and canyoneering. The climbing wall is an exciting and engaging alternative to traditional exercise. The indoor climbing wall is a simulated rock formation with numerous hand and foot holds that provide mental and physical challenges to build strength, endurance, and self-confidence.

Intramural sports have been a campus tradition at Eastern Kentucky University for over 50 years. Students play with their friends or organizations and compete against fellow students. Examples of activities we offer are flag-football, soccer, volleyball, corn hole, dodge ball, golf, basketball, and much, much more. There are also numerous individual and dual events.

Student Health Services

Rowlett 103
Phone: (859) 622-1761 Fax: (859) 622-1767
www.healthservices.eku.edu

The mission of Student Health Services at Eastern Kentucky University is to provide our students with the best quality acute ambulatory medical care in a compassionate environment, while providing education on healthy lifestyles from which our students can benefit for the rest of their lives.

Student Health Services has three primary goals: first, to address any acute medical condition that threatens health, interferes with function, reduces performance, and serves as an obstacle to learning and personal growth; second, to educate our student body on healthy lifestyle choices that promote wellness and reduce the chances of disease - the preventive approach; third, to serve as a source of information and access to community based assistance programs. Services provided at the Health Center include:

- Outpatient clinic
- Allergy shots
- Laboratory
- Family planning clinic
- Immunizations
- X-Ray
- Tuberculosis skin testing
- Health education
- Pregnancy
- AIDS

Health Education Action Team (H.E.A.T.)

H.E.A.T. is a team of peer educators whose mission is to educate fellow students on healthy lifestyle choices, concentrating on issues pertinent to college students, by organizing events, holding presentations, and collaborating with other departments both in and out of class. Some of the issues addressed by the Department of Health Education include:

- Weight management
- Nutrition/counseling
- Exercise program
- Healthy relationships, domestic violence, and sexual assault (MARS)
- Sexually transmitted diseases
- Alcohol and substance abuse (in cooperation with Alcohol Beverage Control)
- Stress management
- Tobacco use

A variety of free pamphlets, booklets, and other materials are available at the SHS. Students may utilize the computer terminal with Internet access in the SHS lobby to look up health related topics of interest.

Student Involvement and Leadership

Powell Building 128
Phone: (859) 622-3855 Fax: (859) 622-6598
www.studentlife.eku.edu

The Office of Student Life provides numerous activities to Eastern Kentucky University students, which include registered student organizations, leadership development opportunities, and social events. The office also provides unique educational sessions to assist students in their collegiate holistic development inside and outside the classroom. In addition to academic programs, the University provides many services and activities that promote mental/physical health and social/academic well being. There are several ways to get involved. Eastern Kentucky University is home to more than 170 registered student organizations in nine different categories:

- Activity/interests
- Residence Hall Councils
- Club sports
- Departmental
- Honorary
- Social fraternity
- Social sorority
- Service
- Religious

The mission of the Leadership Development program at Eastern Kentucky University is to support the development of leadership skills among current and emerging student leaders through conferences, classes, workshops, consultations and a resource center.

Workshops and Seminars

The Office of Student Life offers many programs ideal for meetings, special programs, and informal gatherings. Topics include: goal setting, group dynamics, time management, ethics, diversity, motivation, recruitment/retention, stress management, women and leadership, assertiveness, leadership styles, conflict management, and FISH! for college.

E-LEAD Eastern's Leadership Education and Development

E-LEAD is a leadership development initiative that has been created by Student Affairs professionals and focuses on the personal growth of young aspiring leaders. To strengthen registered student organizations, E-LEAD also provides ongoing developmental workshops and activities. All Eastern Kentucky University students have the opportunity to participate.

Office of Volunteerism

Student Services Building 532
Phone: (859) 622-2642

www.studentaffairs.eku.edu/volunteerism/default.php

The Office of Volunteerism is responsible for planning several University wide service projects as well as serving as liaison to other community service events throughout Madison County. The Office of Volunteerism serves as a liaison to Madison County's Promise, an organization that allows Eastern Kentucky University students ample volunteer and service-learning opportunities. Students may sign up on the volunteerism list-serv to learn about opportunities to serve throughout the Richmond and surrounding communities.

STUDENT SERVICES

The Alumni Association

The Eastern Kentucky University National Alumni Association serves as a link between the University and its alumni by maintaining records, fostering communication, and sponsoring programs and activities designed to enhance this relationship.

All Eastern Kentucky University degree recipients and former students with 25 or more credit hours are considered alumni of EKU. The National Alumni Association is served by a board of 26 alumni volunteers who meet three times annually. Their work includes selection of the Alumni Awards, Alumni Scholarship recipients and other duties.

In addition to active Alumni Chapters, the Alumni Association coordinates multiple gatherings across the nation to encourage alumni and friends of EKU to come together.

Other regular Association activities include Alumni Weekend held annually in April and Fall Homecoming. These events bring alumni back to campus to reconnect with their classmates as well as giving the opportunity to see students and learn about our academic programming.

The Alumni Association helps to publish an Alumni Directory, usually every five years. This directory is a compilation of information about alumni including their name, class year, occupation and contact information.

Computer and Related Resources

ITDS (Information Technology and Delivery Services) provides technology laboratories for student use in numerous campus locations including a small cluster in each residence hall. Over 400 state-of-the-art computers are available for student use, many 24 hours per day. All locations provide laser printing, some in color. Assistance with computer-related projects and assignments is available in our staffed labs - Crabbe Library, Combs Classroom Building, and the Student Services Building.

ITDS Helpdesk provides information and solutions to computer-related problems. Please call (859) 622-3000 or come to Combs Classroom Building Room 207 to contact a Consultant.

The EKU Computer Store, conveniently located in the Student Services Building, sells technology-related equipment (computers, printers, cameras, and accessories) and software at academic discount pricing. The store also provides a print station for digital photography, a fax machine, and CD duplication. It is open Monday through Friday from 8:30 a.m. - 4:00 p.m.

Printing Services offers assistance to students and student organizations in designing and reproducing their projects with a professional appearance. Same-day service for most projects (e.g., coil and spiral binding, multiple page copying, color copying, laminating, and 3-hole punching) is available at a reasonable cost. Projects can be processed from most desktop publishing and word processing software.

EKUDirect is an ITDS service that provides internet access to student records and many University business functions such as registration, bill payment, advising information, and automobile registration. Through EKUDirect, students can do business with the University anytime from anywhere.

ITDS provides e-mail and web space for personal web sites to all students. ITDS provides an email antispam solution. To view your trapped spam or increase your level of filtering aggressiveness please login to antispam.eku.edu. Information on how to activate your student email is available on EKU's web page <http://www.eku.edu>. Information is also available via the web about how to change/reset your password.

Wireless access is now available in all academic buildings. The wireless network is based on the 802.11g standard and provides up to 54Mbps connectivity. Access to the wireless network requires the use of a client software package called Aegis. The Aegis Client provides secure network login (using your E-key username and password) and provides encryption of your network traffic. The Aegis Client is available at no charge to University faculty, staff, and students.

ITDS provides high speed internet access (no wireless as of yet) in all of the residence halls and free computer anti-virus software. For computers to be used in the residential halls, ITDS recommends the following:

Required Equipment

10 or 10/100 Ethernet card (PCMCIA for laptops)
Network cable (RJ45 CAT5) (25' recommended length)

Minimum Computer Requirements

Windows Compatible (Desktop/Laptop)

400 MHz Processor or better (Pentium, Celeron, AMD)
64 MB RAM (Windows Me)
128MB RAM (Windows 2000 or XP)
8 GB Hard Disk with 1GB free disk space
Windows Me/2000/XP (Home, Professional, or Media Edition*)
CD-ROM, USB, and/or 3.5" floppy
Symantec Anti-Virus software**

Macintosh (Desktop/Laptop)

Power PC or better Processor
System 8.5 or greater running Open Transport 1.1 or above
32 MB RAM
500 MB free disk space

CD-ROM and/or 3.5" floppy
Symantec Anti-Virus software**

*We strongly recommend Windows XP Professional. Ninety percent of all computers connected to ResNet use Windows XP.

*May be downloaded free from EKU once connected to ResNet.

In support of student learning, seven computer classroom laboratories maintained by ITDS are available for reservation by instructors to enhance the classroom experience of their students. ITDS is responsible for the BlackBoard Online Learning System used by many of our instructors to enhance the student learning experience with web-related teaching, messaging, and testing.

Entitlements

The **VETERANS PROGRAM** at Eastern Kentucky University is approved by the Kentucky Approving Agency for Veterans Education for the education of veterans and their eligible dependents. Students concerned with veterans training should have, at the time of registration, a certificate of eligibility. This is secured from the regional office of the Veterans Administration. The University is responsible for the completion of certain Veterans Administration forms and the other necessary information about students who receive this aid.

If you have completed courses while in the armed forces, ask the Registrar about the possibility of receiving credit for such courses.

VETERANS ADMINISTRATION BENEFITS. War orphans, widows, children and wives of deceased and disabled veterans should contact the Veterans Administration, 600 Federal Place, Louisville, Kentucky (phone 1-800-827-1000). Application forms are available in the Eastern Kentucky University Office of Veterans Affairs. For information concerning tutorial assistance or refresher courses, contact the Office of Veterans Affairs at Eastern Kentucky University in the Student Services Building, Room 251. The telephone number is (859) 622-2345.

VOCATIONAL REHABILITATION. This program offers assistance for students with physical disabilities of various kinds. The telephone number is (502) 564-7172 or toll free 1-800-372-7172. For more information about eligibility criteria call the Department of Voc Rehab at (502) 564-7172.

FELLOWSHIPS

African-American students who have been accepted to the graduate school and are 1) eligible for in-state resident fee status and 2) registered as part-time students may apply for a \$500.00 African American Graduate Fellowship through the graduate office. Awards are available for the fall and spring semesters and can be applied toward tuition, books/material and incidentals.

GRADUATE ASSISTANTSHIPS

Graduate Assistantships are offered in many academic areas to full time graduate students with outstanding academic records. Duties may include laboratory supervision, teaching, and research related tasks. Stipends are competitive and include a scholarship to cover the out-of-state portion of the tuition. Additional assistantships are available through the Office of Student Housing.

DR. RODNEY GROSS SCHOLARSHIP

The Dr. Rodney Gross Scholarship provides financial assistance to high-achieving black U.S. citizens who are residents of the Commonwealth of Kentucky as defined by the Council on Higher Education's residency-for-fees policy. Applications may be received by contacting the Office of Scholarships by phone (859) 622-8032 or via the web at www.scholarships.uky.edu.

Student Loans

The **FEDERAL PERKINS LOAN** is a 5 percent simple interest loan awarded to exceptionally needy students. This loan is made to degree seeking post-baccalaureate and graduate students. Rank I students are not eligible.

Repayment begins nine months after the student ceases to be enrolled on at least a half time basis. There are certain occupations which allow a student to cancel a percentage of the money they borrow from this program. Contact the Loan Accounts office in the Student Services Building (SSB), Room 216, for more information regarding the cancellation and deferment options. All first time Federal Perkins Loan borrowers must be enrolled for thirty (30) days before their first Perkins disbursement can be released.

The **FEDERAL SUBSIDIZED STAFFORD LOAN PROGRAM** is a need based program available to students who are enrolled at least half time. This loan is for degree seeking graduate students and post-baccalaureate students. Rank I students are not eligible. The interest rate is variable. It is set each year based on the 91 day Treasury bill plus 2.5 percent. Contact the Division of Student Financial Assistance after July 1 for the current year interest rate.

The Federal Government pays the interest while the student is enrolled at least half time. A student has six months after ceasing to be enrolled as a half time student before repayment begins.

All first time Federal Stafford Loan borrowers (subsidized as well as unsubsidized) must complete entrance counseling before their loan applications can be certified. Counseling can be completed on the Web. Go to www.finaid.uky.edu and click on the KHEAA Entrance Loan Counseling link.

The **FEDERAL UNSUBSIDIZED STAFFORD LOAN PROGRAM** is not based on need. It has the same interest rate as the Federal Subsidized Stafford Loan Program, but the student is responsible for paying the interest on this loan.

Graduate students may borrow up to \$8500 subsidized and \$12,000 unsubsidized per academic year. The actual loan amount will depend on the amount of other educational resources.

Keep in mind that the unsubsidized Stafford and the subsidized Stafford Loans combined cannot exceed the student's cost of education minus all other student financial assistance.

***Each annual loan limit is for one award year (12 month period; i.e., fall, spring, and summer).**

To apply for a Federal Subsidized or Unsubsidized Stafford Loan, all students must complete a Free Application for Federal Student Aid. Division of Student Financial Assistance will certify the loan and electronically submit the information to Kentucky Higher Education Assistance Authority (KHEAA). If the student has a signed Master Promissory Note (MPN) on file at KHEAA, the loan funds will be sent to Eastern Kentucky University on the specified disbursement dates. If the student does not have a

signed MPN on file at KHEAA, an MPN must be signed electronically at www.kheaa.com.

Post-Baccalaureate Students - Students returning to work on a second undergraduate degree are not automatically eligible for the senior annual loan limit of \$5,500. Each student must submit documentation which indicates how many hours that student has toward the second degree.

The **STUDENT AID SOCIETY** (Emergency Loan) program is designed to provide emergency short-term loans to students. It must be repaid. Students may borrow a small amount of money on a personal note at a legal rate of interest for a one month period. Money is made available through contributions of the University, alumni, private organizations and many individual friends of the University.

You must be enrolled as a full time student, have a 2.0 ("C") overall grade point average and a good credit rating. All students are eligible to apply for these short-term loans regardless if they are receiving other forms of financial aid. An application form obtained from the Loan Accounts Office in the Student Services Building, room 216 must be completed. Allow at least two days for processing.

The loan must be repaid within four weeks and you are charged an interest rate of 6 percent or \$2 (whichever is greater). Students who have delinquent loans will have their grades sealed in the Registrar and will not be allowed to register for the next semester. Delinquent loans will be collected through a collection agency. Any additional expenses incurred in the collection of the note will be added to the student's repayment.

Office of Services for Individuals with Disabilities

The Office of Services for Individuals with Disabilities assists students, faculty and staff with disabilities by coordinating campus and program accessibility as well as providing support in the attainment of educational and work goals. The Assistant Director and Coordinator of the Disabilities Office, is located in the Student Services Building, room 361. Appointments are made by calling (859) 622-2933 (V/TDD) or coming to SSB, 361.

Individuals seeking services are required to provide the appropriate Coordinators with current disability documentation. Guidelines for documenting a disability are available at the office and on the office web site, <http://www.disabled.uky.edu>. Services are determined on an individual basis and may include but are not limited to: notetakers, books on tape, use of assistive technology, equipment loan, building accessibility information, academic/test accommodations, handicapped parking and individual appeal cases.

Applications for **Project Success**, a comprehensive program for students with specific learning disabilities are located in SSB, room 361. Appointments are made by calling (859) 622-2933 (V/TDD) or coming to SSB, room 361.

Office of Deaf and Hard of Hearing Services

The Office of Deaf and Hard of Hearing Services enables students who are deaf and hard of hearing to achieve their educational goals, both academic and career. The office provides and coordinates accessible services including but not limited to: notetakers, interpreters, test accommodations, use of assistive listening technology and equipment loan which afford individuals

equal opportunity to attain their goals. Current disability documentation is required. Services are determined on an individual basis. A comprehensive list of services may be found on the web at <http://www.disabled.eku.edu/terpserve/>. The Interpreter Coordinator is located in Case Annex, room 207. Appointments are made by calling (859) 622-2937 (V/TDD) or coming to Case Annex, room 207.

A Transition Specialist provides services geared towards assisting deaf/hard of hearing students in achieving college success. The specialist is located in Case Annex, room 202. Appointments are made by calling (859) 622-8456 (V/TDD) or stopping by the office.

ADA/504 Coordinator

The Director/ADA/504 Coordinator is located at the Turley House, room 101. Appointments with the Coordinator are made by calling (859) 622-1500 (V/TDD). Services for Individuals with Disabilities are made available in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Current students, faculty, staff and others interested in disability issues are invited to attend the EKV ADA Awareness and Accessibility Committee. A schedule of meetings and committee notes are available on line at <http://access.eku.edu>.

Speech-Language-Hearing Clinic

The Communication Disorders Program in the Department of Special Education offers services to students, faculty, staff, and members of the community at the Speech-Language-Hearing Clinic in Wallace 278.

Diagnostic and clinical treatment services provided by the Clinic include the following:

1. Screening for speech, language, and hearing problems.
2. Assessment and treatment of articulation disorders, phonological delays, delayed or disordered language, stuttering, voice disorders including laryngectomy, speech and language problems resulting from stroke or head injury, language disorders related to learning disability, and speech and language problems of individuals in areas of exceptionality such as mental retardation, cerebral palsy, cleft palate, hearing impairment, autism spectrum disorder, and emotional/behavioral disorder.
3. Assessment and treatment of hearing loss; treatment via fitting, programming, and maintenance of hearing aids and/or assistive listening devices, aural rehabilitation (including auditory training) and speech reading, and counseling regarding adjustment to hearing aid use.
4. Speech improvement for speakers of English as a second language and those desiring Standard English skills.

Anyone interested in the above services should contact the Clinic office manager at (859) 622-4444, Wallace 278, or visit the Clinic website: www.specialed.eku.edu/cd/clinic.

Student Automobiles

In order to facilitate parking for all students, faculty, and staff, Eastern Kentucky University requires the registration of motor vehicles utilizing campus parking facilities. Vehicle

registration information can be obtained by contacting the Parking Office (859) 622-1063 or by logging on www.parking.eku.edu.

During the registration period, prior to the first day of classes, students registering for classes may park in any legal, non-reserved parking space in all areas, except employee parking lots (Zone E) which are marked by yellow signs.

After the commencement of classes, residential hall lots (Zone B) which are marked by blue signs, are restricted to residence hall permits 24 hours per day, seven days a week. Enforcement of employee and commuter parking zone regulations begins at 2:00 a.m. Monday-Friday. Commuter permits are also valid from 4:30 p.m. to 7:00 p.m. in employee (Zone E) parking lots. The Case Lot, Jones Lot, and a section of the Martin Lot are exceptions to this rule and are reserved for employees only until 9:00 p.m. After 7:00 p.m., parking zone restrictions are not enforced in non-residence hall lots.

Visitors may obtain temporary permits from the Parking Office located in 400 Brockton, Monday-Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 4:30 p.m. Visitor permits are also available from the Division of Public Safety located in the Brewer Building from 5:00 p.m. to 7:30 a.m., seven days a week.

Student Publications

Eastern Kentucky University provides a variety of laboratory experiences through student publications. The Eastern Progress Advisory Board has been established to provide professional involvement in the activities of the Eastern Progress; the University's student newspaper. Academic and support units coordinate the institutional support of the publications, but do not govern the content. The courts have consistently held that where a tradition of student decision making exists in student publications, those publications are afforded the same Constitutional First Amendment protection as other publications. Concomitant with those rights, go certain responsibilities, which also accrue to the student publications. Accordingly, the responsibility for the content of the publications is that of the student editors and writers, and not Eastern Kentucky University or its Board of Regents.

The Eastern Progress, a 10,000-circulation weekly newspaper, is the official student publication of the University and all students are encouraged to take advantage of the journalism and advertising training it offers. The Progress has consistently been rated as an All American Newspaper by Associated Collegiate Press and a Medalist paper by Columbia Scholastic Press Association. Since 1987, the Progress has won more than 20 national awards, including four national Pacemakers and three Gold Crown awards. It was recognized as the Best All-Around Campus Newspaper by the Society of Professional Journalists in 1997 and 1998. Reach the Progress online at <http://www.easternprogress.com>.

Aurora is a magazine of student writings published by its student staff to encourage interest in literary activity. Aurora accepts poems, one-act plays, short stories, prose sketches, and essays from any Eastern Kentucky University student. Editions are published in the fall (online by the ENG 420 class) and spring (hard copy). Cash prizes are awarded for the best works (fiction and poetry) at the time of the spring publication.