
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) EKU Bookstore, 2) Campus Recreation/Intramurals, 3) Career Services, 4) Colonel Card 1 Office, 5) Community Service and Student Engagement, 6) Counseling Center, 7) Dining Services, 8) Extended Campus Student Affairs, 9) First Year Programs, 10) Greek Life, 11) Meditation Chapel, 12) Multicultural Student Affairs, 13) Parking & Transportation Services, 14) EKU Police, 15) Student Health Services, 16) Student Health Promotion and Education, 17) Student Involvement and Leadership, and 18) University Housing.

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. Textbook requests are required from the departments and faculty by these dates:

- **March 1**
For the upcoming SUMMER sessions
- **March 15**
For the upcoming FALL semester
- **October 1**
For the upcoming SPRING semester

Textbook requests are required by the above dates for the following reasons:

- Allow ample time to receive all textbooks from the publishers in a timely manner
- To give out top dollar to students during Book Buyback
 - Book Buyback begins directly before Finals Week
 - If you use the same textbook in the next session, students will receive 50% back on their textbooks - but only if your textbook adoption is on file!
- To allow time to review orders and make any edition corrections if needed

Regular EKU Bookstore hours are:

Monday-Thursday 7:45 a.m. - 6:00 p.m.
 Friday 7:45 a.m. - 5:00 p.m.
 Saturday 11:00 a.m. - 3:00 p.m.

The Bookstore is open extended hours during the beginning and end of each semester and during special events.

Campus Recreation

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 five areas within Campus Recreation: facilities, fitness, adventure programs, intramurals, and massage therapy.

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 rooms
- Locker rooms
- Multipurpose gymnasiums
- Indoor track
- Climbing wall
- Student lounge with computers and big screen television
- Bouldering wall
- Full swing golf simulator

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
- Group cycling
- Cardio conditioning
- Tai Chi
- Toning

Adventure programs offers outdoor trips ranging from an afternoon to a week (or more), 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. The bouldering wall is climbing without ropes. It is a great way to learn climbing techniques and gain strength.

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 Eastern students. Examples of activities offered are flag-football, soccer, volleyball, corn hole, dodge ball, golf, basketball, and much, much more. There are also numerous individual and dual events.

Campus Recreation is excited to offer Massage Therapy. These days, a massage isn't just for feeling good anymore. It is a holistic therapy that reduces the heart rate, lowers blood pressure, increases blood circulation and lymph flow, relaxes muscles, improves range of motion, and increases endorphins, the body's natural painkillers. Therapeutic massage enhances medical treatment and helps people feel less anxious and stressed, relaxed yet more alert. It has been said that "Massage is to the human body what a tune-up is for a car."

Campus Recreation employs a licensed massage therapist who offers several types of massage therapy:

- **Myofascial Release** is a gentle therapy, consisting of a mixture of light stretching and massage work. During a session, the therapist will apply hands-on massage strokes in order to release tension from the fibrous bands of the muscles, bones, nerves and joints, by unblocking any scar tissue or adhesions due to injury in the muscles and surrounding tissues.
- **Deep Connective Tissue Massage** is a form of intense massage that aims to release myofascial (connective tissue) restrictions in the body, and to break up any restrictive scar tissue. It has also been known to help relieve chronic tension, to increase the body's range of motion, to improve posture and to enhance the natural harmony of the entire body and mind.
- **Cranio-Sacral Therapy**, or CST, is a gentle, hands-on manipulation of a physiological body system called the cranio-sacral system. This system is comprised of the soft tissue and bones of the cranium (or head), the spine and the pelvis. Massage therapists that perform cranio-sacral therapy also target the membranes and cerebrospinal fluids that surround and cushion the brain and spinal cord from injury during a therapy session.
- **Therapeutic Massage Therapy** is a general term for medical or therapeutic treatment by massage. It is considered a holistic therapy as it reduces the heart rate helping to relax all the muscles of the body. It also helps lower blood pressure, improves blood circulation, improves the lymphatic system, and increases the release of the body's natural painkillers (such as endorphins).

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, application to graduate and professional schools, and assistance in identifying and connecting with potential employers.

EKU JobLink

This easy to use and innovative system gives students and alumni greater access to career opportunities. EKU JobLink provides current part-time, internship and full-time job listings; info on graduate and professional school opportunities; on-going notification of on-campus interviews and job fairs; access to EKU's employer database; and targeted online resume books.

Faculty Resources

The staff is available for class presentations and is happy to incorporate their services into the classroom curriculum. Resources are provided on the career service's website on legal and ethical guidelines for referring students, writing reference letters and more.

Colonel Card 1 Office

1st floor Powell Building
 Phone: (859) 622-2176 Fax: (859) 622-6226

The Colonel Card 1 Office provides students with a variety of services regarding their EKU student identification card, the Colonel 1 Card. This identification card is used for meal plans, Colonel Cash, campus vending machines, laundry rooms in residence halls, at the EKU Bookstore and EKU Computer Store. The Colonel 1 Card Office is responsible for issuing new and replacement ID cards. Furthermore, the Colonel 1 Card Office will troubleshoot any issues that a student may have with their card or accounts associated with the card. In addition, students are able to sign up for their meal plans and add money to their accounts in the office.

The Colonel 1 Card will allow students access to the following:

- Athletic events
- University Library facilities
- Cashing checks
- Campus recreation
- University sponsored events
- Student Health Services

The Colonel 1 Card has three different accounts associated with the card:

- **Colonel Cash** - This is a prepaid account that can be used at the following locations: EKU Dining locations, EKU Bookstore, EKU Computer Store, campus vending machines, and laundry rooms in the residence halls. This account will carry balances over from year-to-year.
- **Meal Plans** - EKU Dining Services has several different meal plans to accommodate any student's needs. Meal plans can be used at any EKU Dining location. Please check with EKU Dining Services regarding terms and conditions associated with the meal plans.
- **Optional Flex** - This is a prepaid account that can be used at any EKU Dining location. Please check with EKU Dining Services regarding terms and conditions associated with this account.

Acceptable methods of payment are: cash, Visa or Mastercard, check, University account (meal plans only).

The Colonel 1 Card Office is open during the following normal business hours:

Monday, Wednesday, Thursday	8:00 a.m. - 5:00 p.m.
Tuesday	8:00 a.m. - 6:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.

The Colonel 1 Card is property of EKU and is issued for convenience. It must be presented (or surrendered) upon request by authorized officials of the University. This card is to be returned upon termination of the holder's relationship with the University. Any expenditure associated with the use of this card is the responsibility of the holder until it is reported lost/stolen. A fee will be charged for damage made to the I.D. or if the card is lost or stolen. The loss of a card must be reported immediately to the Colonel 1 Card Office, Powell Student Center, (859) 622-2179.

Community Service and Student Engagement

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

Who We Are

The Office of Student Life provides opportunities for students to get involved off campus by giving back to the Richmond community. The Department for Community Service and Student Engagement, located within the Office of Student Life, oversees the University's community service program.

What We Do

- Promote a culture of service to the EKU community to enhance student learning and personal development while teaching the need for civic responsibility and life-long service.

- Expose EKU students to diverse cultures and populations through community service activities.
- Provide a centralized location for EKU students, faculty and staff to connect with local community agencies.
- Work with Registered Student Organizations (RSO's), Living Learning Communities, and individual students to counsel and connect them with local volunteer and leadership opportunities.
- Provide local community partners with an accessible location on the EKU campus to publicize volunteer opportunities and recruit student leaders.

Why should EKU students volunteer? Community service extends learning and development outside of the traditional classroom setting. When students are able to directly connect community service with their academic curriculum, something powerful happens: they are able to consider how their skills, their education, their time, and their effort can truly make a visible impact on those around them. Students can learn valuable life skills, explore career interests, and make new friends. The benefits of volunteering are immeasurable.

Programs

- **Volunteer Fair:** The EKU Volunteer Fair is an occasion for EKU students to learn about the numerous volunteer opportunities in Madison County and the surrounding region. This event allows EKU students, faculty and staff the opportunity to speak directly with representatives from local nonprofit agencies regarding specific community needs.
- **Alternative Spring Break:** The EKU Alternative Spring Break program places teams of students in communities throughout the United States to engage in volunteer service and experiential learning during their spring break period. EKU students will complete short term community service assignments while learning about issues such as homelessness, hunger, poverty, disaster relief, literacy, and the environment. The primary goal of the EKU Alternative Spring Break program is to provide students with the tools that they will need to develop into engaged and mindful citizens who can not only identify important social issues and community needs, but who also take responsibility and action to meet these needs. Upon return to their own communities, students will transfer the lessons learned during their trip. This improved social responsibility will create lasting relations between EKU students and our local community through volunteer service.
- **Freshman Service Project:** During New Student Days, EKU students will have the opportunity to participate in a one-time service project meeting an identified need in Madison County. Whether it be helping to build a house, painting a homeless shelter, or organizing items in a food pantry, students will have the opportunity to start off the year showing off their talents and skills to their community all while making new friends and having fun!

Counsel and Connect

Whether it's to fulfill a class requirement or just because they want to get involved, students looking for volunteer opportunities can visit the Department for Community Service and Student Engagement to be connected with local volunteer and leadership opportunities that meet their individual needs and fit their busy schedules!

Other Programs

The Department of Community Service and Community Engagement oversees the development and implementation of several University sponsored programs including EKU Make a Difference Day, Martin Luther King Jr. Day of Service, and the EKU Holiday Giving program. Sign up to receive weekly emails announcing how you can get involved with these and other service 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. Counseling is offered on a short-term basis. Referral is provided when the need for counseling services is beyond the role and scope of the Counseling Center. Substance abuse assessment and counseling are also available at 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.

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 a 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"

The Counseling Center offers workshops to address top mental health concerns. Top student issues include: stress management, procrastination, time management, ingredients of effective relationships, 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. When a faculty member wishes to refer a student for immediate help, it is recommended that the faculty member call and speak with a counselor for consultation to discuss the appropriate action. 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

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, and 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 each year. 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.

Extended Campus Student Affairs

Student Services Building 532

Phone: (859) 622-2052 Fax: (859) 622-2402

With joint responsibility to Continuing Education and Outreach and the Division of Student Affairs, the Coordinator for Extended Campus Student Affairs works with the Corbin, Danville, Lancaster and Manchester campuses and serves as a liaison with the Richmond campus. The department strives to assist students with programs, activities, events and learning opportunities gained in addition to the classroom experience. The office sponsors many programs and events including:

- Student Appreciation Days
- Intramural sports
- Clubs and organizations
- Transition to Richmond campus tours
- College experience enhancing programs

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 department within the 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 collaborative efforts with other departments and academic areas on campus. The office sponsors many programs including:

- Cultural Awareness Month
- Mix-It-Up Lunch
- Cultural excursions
- Unity Fest
- Real Women's Brunch

The office also supports the efforts of various Eastern Kentucky University student organizations such as R.E.A.L. Men (Responsible, Educated, Accountable, Leaders), 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).

Parking/Transportation Services

Mattox Hall Suite A

Phone: (859) 622-1063

Fax: (859) 622-2243

www.parking.eku.edu

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.

This mission is accomplished 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.

EKU Police

Mattox Hall

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 also have the authority to investigate crimes committed on University property anywhere in the state.

The Eastern Kentucky University Police Department includes 26 sworn police officers, 3 dispatchers, 1 records office associate, and 7 student cadet officers. The University Police has jurisdiction over all campus owned, leased or controlled property, on all roads through and adjacent to campus, and anywhere in the state if a crime is committed on campus. They have police cruisers that patrol throughout 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.

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 acute medical care
- Allergy shots
- Basic laboratory tests
- Family planning clinic
- Certain immunizations
- X-Ray requests
- Tuberculosis skin testing
- Health education
- Pregnancy testing
- AIDS education/testing referral

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 Health Promotion and Education

Rowlett Building 103

Phone: (859) 622-6221

www.healthservices.eku.edu/HEAT/

The Office of Student Health Promotion and Education works in partnership with students, faculty, and staff to promote optimal health. Our mission is to share information, develop skills and empower students to make healthy lifestyle choices. We support health and wellness throughout the University community and provide opportunities for University-wide collaboration.

Some of the issues addressed by the Office of Student Health Promotion and Education include:

- Weight Management (FAB): FAB is a weight-loss support group conducted weekly to help EKU students and staff adopt a healthy lifestyle. There are weekly weigh-ins, support group meetings to share tips and knowledge and a graduate nutrition student to lead the sessions. At least once a month during the sessions there will be specific nutrition topics covered by the nutritionist. Walking groups are available upon request. These groups meet at Student Health Services.
- Nutrition/counseling
- Exercise program
- Healthy relationships, domestic violence and sexual assault
- Sexually transmitted diseases

SECTION THREE - STUDENT SUPPORT AND SERVICES

- Alcohol and substance abuse (in cooperation with Alcohol Beverage Control)
- Stress management
- Tobacco use
- Breast and testicular cancer awareness
- Diabetes awareness
- Peer education
- Health Education Action Team (H.E.A.T.) A team of peer educators whose mission is to educate fellow students on healthy lifestyle choices. The team concentrates on issues pertinent to college students, and advances its message through events organized and presented in collaboration with other departments of the University and community agencies, both in and out of the classroom. H.E.A.T. is a campus organization that is geared towards empowering students with knowledge and facts concerning health issues. Our aim is not to enforce ideas but, to assist students in making informed decisions.
- Men Advocating Awareness about Rape and Sexual Assault (M.A.R.S.) This group provides educational programming to all students on campus on rape and sexual assault issues. They utilize the MVP (Mentors in Violence Prevention Program) model and generally present programs in teams. M.A.R.S. also sponsors the yearly Take Back the Night and other awareness events.
- Student Athlete Peer Health Education Team (S.A.P.H.E.T.) This group is designed to meet the educational needs of student athletes. The peers involved in this group are student athletes who work directly with the athletic teams.

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.

Leadership Course (GSD 225)

This seminar course is designed to introduce current and emerging leaders to leadership theory and development. Information will be provided through group activities, guest speakers, role playing, class discussions, and assignments.

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.

Student Activities

"You can go to college and earn a degree or you can get involved and receive an education." (author unknown) Here at Eastern Kentucky University the Office of Student Life is dedicated to making sure that every student has the opportunity to get involved. Thursday Alternative Getaway (TAG), Breaking Point Music Series, Student Activities Council, and One Night Stand Comedy Series are excellent programs geared toward entertaining Eastern Kentucky University students, faculty, staff and the surrounding community. Whether you want to help select the acts, perform technical functions at the show, or simply show up and enjoy the entertainment, there is something for everyone! Breking Point takes place every Wednesday in the Fountain Food Court on the lower level of Powell. TAG events are designed to be alternative social options on Thursday nights. TAG is on alternating Thursdays. One Night Stand Comedy Series is on alternating Tuesday nights, and features performers who have appeared at some of the nation's top comedy clubs. All TAG, One Night Stand, and Breaking Point events are FREE. The Student Activities Council is a division of the Student Government and provides other entertainment opportunities throughout the year. See you at the show!

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, Powell Building, and the Student Services Building. Laptops, projectors and other types of technology related equipment are available for student checkout.

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 8:00 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, poster and banner printing, 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 available in all academic buildings and we are in the process of implementing it in outdoor environments and residence hall lobbies. The wireless network is based on the 802.11g standard and provides up to 54Mbps connectivity. Both secured and unsecured (limited access) wireless is available. For PC configuration information go to wireless.eku.edu.

ITDS provides high speed internet access in all of the residence halls (ResNet) and free computer anti-virus software. For computers to be used in the residence halls, ITDS requires the following:

Required Hardware/Software

10 or 10/100 Ethernet card (PCMCIA for laptops)
Network cable (RJ45 CAT5) (25' recommended length)
EKU version of Symantec Antivirus
Cisco Clean Access Agent

Minimum Computer Requirements

Windows Compatible (Desktop/Laptop)

Pentium 3 or better
800 MHz processor or better (Pentium, Celeron, AMD)
256 MB RAM (Windows 2000 or XP)
512 MB RAM (Windows Vista)
10GB Hard Disk with 1GB free disk space
Windows 2000/XP/Vista
CD-ROM, USB, and/or 3.5" floppy
EKU Symantec Anti-Virus software**
Cisco Clean Access Agent**

Macintosh (Desktop/Laptop)

Power PC or better processor
OS X 10.1 or higher
64 mB RAM
1GB free disk space
CD-ROM and/or 3.5" floppy
Symantec Anti-Virus software**

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

In support of student learning, eight 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.

Your E-Key account provides access to BlackBoard, EKU's online learning system. Online courses, thousands of classroom courses, and many campus organizations use BlackBoard for web-related teaching, communications 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

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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.eku.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 fixed. 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.eku.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 means of repayment. 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.eku.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 EKU 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

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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.