



**KENTUCKY STATE  
UNIVERSITY**

## CHAPTER 5 -- STUDENT ENGAGEMENT

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### Department of Student Success, Student Engagement and Campus Life

The Department of Student Success delivers student-centered services to enhance the student's academic experience from entry to completion. Student Success includes: BREDS Office, Career and Professional Development Center, University College, Upward Bound, Student Support Services, and the Thorobred Learning Center.

#### New Student Orientation

**Bred Prep New Student Orientation** is a student's first major step in becoming acquainted with the campus community. During Bred Prep students will meet other students, handle Thorobred business, learn about class registration, register for classes with an advisor, and receive a class schedule. The day will finish out at the finish line, where students will receive information regarding Bred Week, and next steps for the Fall Semester.

**Bred Week** is a five-day program, designed to assist first year residential students in their transition from home to college. Program participants move to campus a week before classes begin and benefit from the opportunity to get acclimated to campus before the upperclassmen arrive and begin building a social support network. During Bred Week, students will experience our Thorobred Parent Parting Ceremony, Freshman Confirmation Assembly, and "For Bred's Only" Celebration. Educational sessions, special events, and evening social activities provide program participants with opportunities to learn tips of the trade from student leaders, meet new people, and identify resources to help them succeed in and out of the classroom.

#### The University College Experience at KSU

As a unit within Enrollment Management and Student Engagement, University College has the singular mission to provide a series of programs, services, and curriculum to promote and support the academic success of the university's first year students. As each student begins their college journey, it is our hope that they will find that the transition to this new experience is a rewarding opportunity to learn and grow. By fostering productive academic habits for students through first year academic advising, academic support, and first year experience programs, University College will effectively and rapidly increase the likelihood for first-year students' academic success and retention. The College will strengthen students' academic foundations, so that they

can confidently and successfully progress toward their declaration of academic majors, and toward degree completion.

### Admission & First Year Experience

All incoming freshman students (and transfer students under 30 hrs) would be admitted into University College. Based on the meta-major they selected during their application process, each student is placed into one of ten learning communities. Bred Week (Welcome Week for First Year Students) is the first time they will be introduced to these learning communities and provides the opportunity for intentional relationship building early on. Additionally, the core implementation of the learning communities would be within the KSU seminar courses for first-year students.

### First Year Advising

During a student's first year at KSU, they will be assigned an academic advisor in the University College Center. The UC Advisor will provide personalized, one-on-one support in navigating the first year, and staying on track towards the students major of choice. Each student would meet their UC Advisor during Bred Week.

UC Advisors:

- Assist with the selection of majors and the fulfillment of the first-year curriculum requirements.
- Help students gain an understanding of the university Liberal Studies Core requirements.
- Assist with course selection and registration for the first three semesters until the student reaches 30 credit hours.
- Fall First Year (registration takes place in the Summer)
- Spring First Year (registration takes place in the Fall)
- Fall Sophomore Year (registration takes place in the Spring)
- Monitor academic progress.
- Assist with transition issues as needed, and provide referral to campus resources.

At the completion of 30 credit hours (sophomore status) and one academic year, students will be assigned to a faculty academic advisor in their major. If the student is still undecided, they will continue with their UC Advisor, who can help them consider options and make choices regarding a major.

Faculty Advisors:

- Assist with the understanding of major requirements.
- Help students relate the content of the major to the student's personal and professional goals.
- Assist in the preparation of long-range plans for the completion of degree requirements.
- Manages transfer equivalencies.
- Prepares and updates degree audits.

**Students will still have access to their UC Advisor for additional support, but would complete their academic advising with their faculty advisor once assigned.**

### Academic Support

The Thorobred Learning Center (TLC) is designed to facilitate student success, retention, and graduation. The Center provides learning assistance to meet the academic demands of all students along all points of their academic careers. TLC provides face-to-face group and

individual tutoring, writing support, math supplemental review sessions, embedded class peer support, success workshops, and individual academic coaching. The Thorobred Learning center can be reached at (502) 597-5599.

## Year 2 +

### Career and Professional Development Center

Kentucky State University's Career and Professional Development Center (CPDC) is here to assist students in making successful transitions from their academic pursuits to their first choice, post-graduation destinations based upon a clear understanding of the career development process, competitive credentials, access to a robust employer base, and mastery of contemporary strategies for identifying and securing career options that reflect their unique interests, skills, and aspirations.

The CPDC facilitates connections to educate, inspire confidence, and empower all students to launch professionally and personally fulfilling lives. The CPDC's mission is to help guide students with every aspect of career exploration and development.

The CPDC provides a variety of programs and services to empower students to take ownership of their continuous career development process. Career programs and activities allow students to actively explore interests and develop skills to effectively and efficiently achieve individual career goals. These career services are available to all enrolled students:

- Career assessment activities;
- Career and graduate and professional school fairs;
- Exploring career options;
- Graduate school admission preparation;
- Interview preparation;
- Networking with prospective employers;
- Resume writing workshops; and
- Search strategies for internships and jobs.

The Career and Professional Development Center is located in the Academic Service Building, Suite, 502-597-6700.

### Student Support Services

Student Support Services (SSS) is a TRIO program that provides exceptional academic and personal support for several students who qualify and are focused and determined to graduate with their degree. Student Support Services provides an opportunity for success to those who are selected for participation and are willing to commit themselves to the mission of SSS and their personal educational goals. Students enrolling in this unique program will be exposed to educational, social, and cultural opportunities that will broaden their sense of awareness, and enhance their skills so they can compete globally. SSS is located in the Academic Service Building,

## Division of Student Engagement and Campus Life

The Division of Student Engagement and Campus Life delivers student-centered services and activities to enhance the co-curricular experience of the Kentucky State University student, and the person as a whole in society. Student Engagement and Campus Life strives to nurture the student in the development of the personal, social, civic, safety, and professional growth aspects of their lives. The Division's main office is

located in Suite 320 of the Carl M. Hill Student Center and the phone number is 502-597-6400.

The offices of the Division of Student Engagement and Campus Life include: Dean of Students; Campus Life; Student Health Services; University Counseling Center; Accessibility and Disability Services; Residence Life; Student Residence Hall Facilities and Events; and Campus Safety and Police. Student Engagement and Campus Life also addresses matters concerning student conduct and discipline, provides case management services, and official university absence excuses.

### Dean of Students

The Office of the Dean of Students is responsible for shaping policies, programs, and services that support Kentucky State University students' overall success and wellness; develops and implements programs and opportunities of leadership and mentorship for students. In addition, the office of the Dean of Students ensures full compliance with all requirements of accrediting organizations, ethical codes, state and federal laws, and the university. The Dean of Students serves as the student conduct officer/judicial officer; assesses and oversees student concerns, community standards, and student conduct violations in a confidential, consistent, and timely manner in compliance with University policies within the student handbook/K-Book. The Dean of Students is Dr. Michelle Carter. The Dean of Students office is located in suite 330 of the Carl M. Hill Student Center and the phone number is 502-597-6152.

### Campus Life

The Office of Campus Life seeks to provide a student-centered environment, supporting the academic programs of study at Kentucky State University. The design and implementation of innovative programming aims to foster increased retention, develop healthy interpersonal relationships, provide outreach to the community, and offer opportunities to develop strong leadership skills through the following key areas: Student Government Association, Class-level Leadership, Fraternity & Sorority Life, Special Events & Activities, School Spirit, Student Policy, Activism & Service, University Ambassadorship, Spirituality, Recreation, and Homecoming. The Office of Campus Life recognizes that collaborative efforts across the institution, holistically supports and enhances the co-curricular student experience.

The leadership opportunities provided to students, places and emphasis on service, leadership, scholarship, unity, diversity, and school spirit infused in every experience. A student engaged through the Office of Campus Life associates themselves with values based, purpose-driven organizations that emphasize the teaching of transferrable skills in preparation to become global citizens of society. The office is located in suite 320 in the Carl M. Hill Student Center the phone number is 502-597-6785.

### Student Government Association

The Student Government Association (SGA) of Kentucky State University, serves as the student governing body, providing the students a voice in the affairs of the campus community. The executive officers and class officers manage many student-only projects, and one member serves as a voting member of the University's Board of Regents. The SGA plays a part in developing programs that enhance the social and cultural life of Kentucky State University students. Whether planning entertainment, presenting the student point of view to the University administration, or encouraging academic excellence among the student body, participants in student government help shape their community.

## Student Organizations

At Kentucky State University, “a chance to participate, and the opportunity to get involved” is much more than a phrase; it is a fact of campus life. The range of student organizations includes Greek-Letter fraternities and sororities, honor societies, academic clubs, literary groups, art/music clubs, and special interest organizations (LGBTQ, Nursing, International students, Chess, etc.).

Students with interests that are not represented may submit a petition to inaugurate a new student organization.

## Student Health Services

Kentucky State’s Office of Student Health Services helps ensure the physical health of University students. It is staffed by an advanced practice nurse practitioner, registered nurse, and licensed practical nurse. The Student Health Services office is located in Shauntee Hall, and can be contacted at 502-597-6271. Its program is broad in scope, encompassing preventive medicine, health education, physical and mental health care, wellness programs, and appropriate referrals. When necessary, Student Health Services refers students to appropriate health-care professionals or facilities in the Frankfort community or beyond. All records, treatments, and referrals are strictly confidential.

- The services provided to students by Student Health Services include the following: AIDS education;
- Educational counseling for alcohol and other drug abuse;
- Free screenings for high blood pressure, blood sugar, chlamydia and gonorrhea, HIV, urine pregnancy test, UTI’s, rapid strep test and mononucleosis;
- Health education workshops and seminars to promote healthy life-style
- Preventive and corrective health care (on an out-patient basis); an annual health fair.

## University Counseling Center/Mental Health Services

The University Counseling Center provides quality counseling services to support students with their needs relating to mental and emotional health and wellness. All Kentucky State University students are eligible for free counseling services. We can assist in many ways, including:

- Personal counseling
- Collaborative crisis intervention
- Support group facilitation
- Psycho-educational training
- Educational seminars on mental health and wellness
- Substance abuse counseling

All records and counseling sessions are strictly confidential. Information from records is not released for any reason without specific written consent or if there is danger to self or others.

## Accessibility and Disability Services

The Office of Accessibility and Disability Services provides equal access and opportunities throughout the campus to individuals who have a documented and registered disability. This unit advocates for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, our purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community. Additionally, we promote greater disability awareness campus-wide. The University also provides

reasonable accommodations to students and campus visitors with disabilities through the Office of Accessibility and Disability Services in Hathaway Hall room 107. This office can be reached by phone at 502-597-6041 for information on eligibility, required documentation, and available services.

## Residence Life

The University provides residential housing for full-time students who want to live on campus. The Office of Residence Life oversees the operation of all University-owned and operated housing facilities for students and coordinates all programs, services, and activities associated with these facilities. Most full-time undergraduate students live in the University’s residence halls. Residence halls vary in size and architectural style, and they provide double-room accommodations in most instances. A limited number of single rooms are available on a first-come, first-serve basis based on certain criteria. All the residences are professionally staffed by full-time Resident Directors and supported by students who serve as Resident Assistants. Meals are provided at the Underwood Cafeteria in the Student Center.

The Office of Residence Life encourages personal development through in-hall programs, academic and social activities, and is responsible for ensuring that students have an atmosphere conducive to studying. Students are encouraged and supported to assume responsibilities that foster growth away from home. The Office of Residence Life ensures that the physical condition of the residence halls is maintained at an optimal level and that opportunities are provided for social interaction in the residence halls. Security of all residence halls is a priority. All exterior doors in the residence halls are locked 24 hours-a-day, 7 days-a-week. Upon entering any residence hall on campus, all students and staff must have proper photo identification.

Applications for room assignments can be submitted year-round; however, applications are processed only after students have been officially admitted to the University. Requests for room reservations should be addressed to the **Office of Residence Life**, 317 Academic Services Building, 502-597-5951. Each student who wants to live in University housing will be required to sign a Kentucky State University Two Semester Residence Hall Contract and pay a Housing Reservation Fee. All fees must be paid in the form of cash, certified check, cashier’s check, money order, personal check, or major credit card. Housing reservation fees are non-refundable.

Every effort will be made to honor an applicant’s preference of residence hall and roommate assignment; however, a particular room is not guaranteed. Assignments are made on a first-come, first-served basis according to the date the deposit is received with the discretion of the Office of Residence Life. Each student will be required to sign a University Two Semester Residence Hall Contract, which sets forth the conditions for student housing. Semester room charges must be paid per two semesters during the regular academic year. Summer session room fees are due at the beginning of the summer term. All fees and expenses are payable in accordance with the fee payment deadlines found in the Academic Calendar.

## Room and Board Refunds

Any room and board refund eligibility are determined by the agreement set forth in the housing contract. The schedule and amount of eligible room and board refunds is governed by the University Tuition and Fee Refund Policy (found on the Bursar’s website, [www.kysu.edu/administration-governance/finance-business/bursar](http://www.kysu.edu/administration-governance/finance-business/bursar)) ([http://](http://www.kysu.edu/administration-governance/finance-business/bursar)

[www.kysu.edu/administration-governance/finance-business/bursar/](http://www.kysu.edu/administration-governance/finance-business/bursar/)) for each semester.

### **University Property Damage**

Students are expected to care for their rooms and to keep them clean and orderly. Kentucky State University attempts to make it possible for students to enjoy good living conditions; therefore, it expects those who occupy rooms in the residence halls to keep them in good condition. Students will be charged for any damage to University property.

### **Property Insurance Requirement**

The University requires each resident to pay annually for a Theft, Fire, Natural Disaster and Accidental Damage insurance policy. Kentucky State University shall not be responsible for any resident student's loss of property, theft of property, or damage of property. Students will be responsible for filing the appropriate claims through the insurance policy provider.

### **Campus Safety and Police**

The Kentucky State University Police Department ensures the safety and security of all campus visitors. The police officers of the Kentucky State University Police Department are fully trained and sworn peace officers and are required to be certified through the Kentucky Department of Criminal Justice Training in accordance with KRS 15.380(1)(d). Through KRS 164.955, Kentucky State University police officers have general police powers including the power of arrest. This unit is also fully staffed with a police chief, security officers, and dispatchers. We are a full-service agency and operate 24 hours a day, 7 days a week, 365 days a year, located in Exum. Dispatch can be contacted at 502-597-6878; to report anonymous information text 502-545-7370. Services from this unit includes:

- Overseeing safety and security of the KSU campus community
- General patrol by both vehicle and on foot
- Response to criminal and vehicle collision reports
- Medical calls and fire alarms
- Maintenance of emergency notification systems
- Providing safety tips and information on campus safety
- Vehicle registration
- Crime statistic records and logs