



**West Virginia State University**

***College of Professional Studies***

**First Year Experience Guide:  
General Education 101  
2016-2017**

## TABLE OF CONTENTS

Content	Page Number
Introduction to Syllabi	5-7
WVSU Academic Advising Information	8-14
	8
Expectations for Students	8
Academic Advisor Question List	9
Course Schedule Planning Worksheet	10
Additional Information	11-13
Referral Information	14
WVSU Athletics	15
Fall 2016 University Calendar	16
Academic Success and Resources	17-39
	17
Understanding the Study Cycle	17
Academic Skills	18-19
Test Preparation	20
Managing Anxiety	21-22
Academic Assistance	23
Disability Services	24
Counseling Services	25-27
Drain Jordan Library	28
Informational Technology	29
WVSU Online Instructions	30-34
Student Resources	35
	35
Financial Aid	35
Career Planning	36-38
James C. Wilson University Union	39
Dining Services	40
Fitness Center	41
Health Services	42-44
Cooperative Education	45
Work Study Program	45
Leadership, Mentoring, and Judicial Affairs	46
Military Student Services	46
New Student Programs	47
Public Safety	48
WVSU Student Organizations	49-57
Student Rights and Responsibilities	58
	58-71
Student Rights, Responsibilities and Conduct	58-71
Title IX	72-73
Academic Forgiveness	74
Repeat and Replace D's and F's	75
Grade Appeal Process	75-78

## APPENDICES

Appendix	Content	Page Number
Appendix A	Declaration of Major Form	79
Appendix B	Major Codes	80
Appendix C	CLEP + DSST College Credit	81-83
Appendix D	Registration Instructions	84-88
Appendix E	Degree Maps	89
	General Education Requirements Information	90-91
	Criminal Justice	92-94
	Art Education	95
	Biology Education	96
	Business Education	97
	Chemistry Education	98
	Elementary Education	99
	English Education	100
	French Education	101
	General Science Education	102
	Math Education	103
	Music Education	104-105
	Social Studies Education	106
	Spanish Education	107
	Wellness Education	108
	Health Science	109
	Recreation	110-111
	Sports Studies	112-113
	Social Work	114
Appendix F	CPS Unique Features	115-120
Appendix G	Campus Contacts	121
Appendix H	CPS Advisor List by Department	122
Appendix I	Student Advising Feedback Form	126

Dear First Year Experience Students,

Welcome to West Virginia State University (WVSU) and the College of Professional Studies (CPS). The faculty and staff are excited that you have selected WVSU State to pursue your academic degree. The purpose of this *First Year Experience Guide* is to provide relevant and helpful information to assist you in being successful in achieving your goals at WVSU.

The following highlight some of the key focus areas of CPS Departments:

- **Criminal Justice** provides you with the opportunity to choose from one of the four certificate areas: Corrections, Generalist, Investigations, and Law Enforcement.
- **Health and Human Performance** houses three programs to select from: Health Sciences, Recreation and Tourism, and Sports Studies.
- **Education** offers many education certification areas to choose from including elementary, mathematics, English, social studies, biology, chemistry, general science, music, French, Spanish, and business. In addition, students can select from several 2<sup>nd</sup> certification focus areas.
- **Social Work** offers courses to prepare students in the field of social work
- **Military Science** offers courses in leadership and an opportunity to join ROTC.

Our Sports Studies, Social Work, and Education Departments are nationally accredited, and all our departments have student organizations and honor societies in which students can become members.

In closing, the mission of the College of Professional Studies is *to prepare qualified professionals to serve and lead in a global society*. The staff, faculty, and administration look forward to preparing you for your future profession.



Sincerely,

*J. Paige Carney*

J. Paige Carney, Ed.D.

College of Professional Studies Dean

# **Introduction to Syllabi 101**

The syllabus is your guide to each of your courses at WVSU. It provides valuable information about course objectives, assignments and expectations. Keep each syllabus with the books, notes and other materials you need for a class so you can continue to refer to it throughout the semester. A typical syllabus will look like this:

**Class Time:** M, W, F 11:00 -11:50 am

**Instructor:** Instructor's name  
Instructor's office  
Instructor's Email address & Office Number

**Office Hours:** Use them! This is your opportunity to ask questions/clarify topics in a 1 to 1 setting

## **Course Description:**

This course is an introduction to the fine art of reading a syllabus. This course is designed to provide the tools necessary to successfully understand, interpret, and put into practice the basic skills of figuring out what exactly your instructors want from you, how you will be evaluated, how your assignments will be weighted.

## **Course Objectives:**

1. To identify key areas of importance on the syllabus
2. To develop an understanding of how instructors outline their expectations in a syllabus
3. To learn and understand terms like: Blackboard, Rubric, Objectives, Outcomes and Expectations

## **Student Objectives:**

1. Students will identify key areas of importance on the syllabus.
2. Students will develop an understanding of how instructors outline expectations in a syllabus.
3. Student will understand terms like: Blackboard, Rubric, Objectives, Outcomes and Expectations.

**Assignments:**

- 1. Due Dates- Pay attention to these! Put them on your calendar at the beginning of the semester.
- 2. Description of Assignments-Read carefully and write down any additional explanations given in class.
- 3. Rubrics-These give you a clear explanation of the assignment and how it will be evaluated.

**Course Expectations:**

Under this section you might find the rules of the classroom. They often include:

- 1. Rules of Engagement - how you are expected to participate
- 2. Rules of Attendance, Missed Class Policies
- 3. Rules of Tardiness
- 4. Rules of WVSU Online - will it be used, and if so, how?
- 5. Late Assignment Policies

**Required Texts:**

Purchase/rent the needed books and complete the reading assignments. It’s that simple! We cannot begin a conversation unless you crack the book open.

**Evaluation/Grading:**

This section tells you how assignments will be weighted (how much each will contribute to your final grade). Your instructor might use percentages or points to express his or her weighting system.

Research	25%	125 points
Journals	5%	25 points
Exam 1	15%	75 points
Exam 2	15%	75 points
Exam 3	15%	75 points
Quizzes	15%	75 points
<u>Attendance</u>	<u>10%</u>	<u>50 points</u>
<b>TOTAL</b>	<b>100%</b>	<b>500 points</b>

This is a commonly used grade breakdown (and GPA equivalent) -some classes might use slightly different breakdowns:

A 90-100 (4.0)

B 80-89 (3.0)

C 70-79 (2.0)

D 60-69 (1.0)

F 59 or lower (0.0)

### **Other Information:**

\*Academic Integrity (Plagiarism, cheating, etc. Plagiarism sanctions differ depending on the severity).

\* Support Services: It is YOUR job to meet with a staff member from Disability Services and arrange accommodations.

### **Course Calendar:**

Assignment due dates, reading due dates, quizzes and other information will be given here. Instructors will provide you with detailed information; YOU must take responsibility for remembering and/or asking questions when you are unsure.

### **Online Learning**

All of West Virginia State University's (WVSU) online courses are fully supported by the University's Center for Online Learning. The mission of the Center for Online Learning (COL) at WVSU is to assist faculty members to use educational technologies that help support their teaching and enhance the learning and retention of their students. For more information visit The Center for Online Learning.

\*Web courses are designated as:

- **Web-30** means that the course is primarily F2F, but there may be a few alternative class sessions where you do web assignments online instead of meeting F2F. You may also be asked to complete assignments and tests online.
- **Web-50** means that the course is half F2F and half online. The breakdown of course work and assignments between the F2F and online components is determined by the instructor.
- **Web-80** means that the course is primarily online, but may have 1-4 F2F sessions.
- **Web-100** means that the course is completely online and no F2F sessions are required.

# **WVSU Academic Advising Information**

## **West Virginia State University Academic Advising**

As a student at West Virginia State University, you are assigned an academic advisor who will assist you in meeting your academic goals. Your advisor will help you to become a part of West Virginia State University's learning community, and he or she will respond to any questions or concerns you may have.

### **What is Academic Advising?**

An educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

### **What is the Mission of Advising?**

The mission of advising is to foster the relationship between advisors and students as a critical component of the educational experience. Through advising, students are empowered to develop and implement sound educational plans consistent with their personal values, goals and career plans. (National Academic Advising Association, 2005).

### **What does an academic advisor do? An academic advisor will:**

- Understand and communicate curriculum, degree mapping, requirements, policies, and procedures
- Listen to concerns and respect individual values and choices
- Support advisees in defining academic, career, and personal goals
- Assist in creating an educational plan that is consistent with those goals
- Discuss co-curricular activities and how they fit with professional goals
- Review academic performance
- Refer to campus resources
- Assist in registering for classes

At West Virginia State University, we strongly believe in empowering students to understand their own curriculum, learn the registration process, and seek assistance when needed.

### **Expectations for Students**

#### **A student will:**

- Recognize that advising is a shared responsibility.
- Learn and understand degree requirements, resources, policies, and procedures as appropriate.
- Come to appointments prepared with questions and/or topics to discuss.
- Monitor academic progress and take appropriate action in relation to non-academic responsibilities.



- Use advising tools, such as DegreeWorks (degree audit), college websites, schedule of classes, and the college catalog to gather information and track academic progress.
- Check My State account, webmail, and WVSU online courses regularly because this is a primary means of communication (e.g. email, announcements, and calendar).
- Accept final responsibility for all decisions and actions.

## **QUESTIONS ADVISORS MIGHT ASK STUDENTS**

### **First:**

- Have you looked at any classes? Have you developed a potential schedule? Do you know how?  
If you do not know how to look for courses, ask your advisor to show you.

### **Second:**

- Do you have an employment or sports schedule to work around?
- How do you feel about 8:00 AM classes? How do you feel about night classes?
- How do you feel about online classes?
- Are you looking for 2 days a week or 4 days a week for classes?  
Please note that while advisors will work to meet your preferences, it may be impossible depending on class schedules, availability, openings, pre-requisites, etc.

### **Third:**

- What do you want to do with you degree?  
This information is essential for getting you into the right electives at the right time. If your career goals are unknown, you may miss an elective that would be vital to your future employment success.

### **Fourth:**

- Do you know how to register?  
If you do not know how to register, refer to appendix D in this Handbook.

### **Fifth (if needed):**

- If you have an online course, do you know how to use WVSU online (logging in, navigating, etc.)?  
If you are unfamiliar with WVSU online, refer to page 30 of this Handbook.

# Course Schedule Planning Worksheet

This schedule worksheet is to assist you with planning for your next semester courses. Complete this planning sheet prior to meeting with your academic advisor to ensure a productive advising session.

COURSE & SECTION (EX. is-101-04)	CREDITS	DAYS (ex. M W F)	TIME

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.-9:15 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-9:15 a.m.	8:00 a.m.-9:15 a.m.	Times vary on Friday courses. Write in start and stop time and course name.
9:30 a.m.-10:45 a.m.	9:30 a.m.-10:45 a.m.	9:30 a.m.-10:45 a.m.	9:30 a.m.-10:45 a.m.	
11:00 a.m.-12:15 p.m.	11:00 a.m.-12:15 p.m.	11:00 a.m.-12:15 p.m.	11:00 a.m.-12:15 p.m.	
12:30 p.m.-1:45 p.m.	12:30 p.m.-1:45 p.m.	12:30 p.m.-1:45 p.m.	12:30 p.m.-1:45 p.m.	
2:00 p.m.-3:15 p.m.	2:00 p.m.-3:15 p.m.	2:00 p.m.-3:15 p.m.	2:00 p.m.-3:15 p.m.	
4:00 p.m.-5:15 p.m.	4:00 p.m.-5:15 p.m.	4:00 p.m.-5:15 p.m.	4:00 p.m.-5:15 p.m.	
Evening class times vary. Write in start and stop time and course name.	Evening class times vary. Write in start and stop time and course name.	Evening class times vary. Write in start and stop time and course name.	Evening class times vary. Write in start and stop time and course name.	

## Additional Information

### **Withdrawals**

Students, you can drop a class within the first week of classes and it will be removed entirely from your transcript. You may withdrawal from a class between weeks 1 and 9-10. However, with a withdrawal, the course will continue to show up on your transcript with a “W” instead of a letter grade. Please remember that multiple W’s or withdrawals from courses WILL affect your financial aid. Financial aid is based on the percent of courses you pass each semester, and a “W” counts the same as an “F” of failure. Dropping courses during the first week of each semester does NOT impact financial aid, but W’s do. If you as a student do not withdraw from a course during the withdrawal date listed on the academic calendar, then you can complete a Retroactive Withdrawal Form. The final day for withdrawal each semester is generally around week 9-10. You CANNOT withdrawal the last day of class. *Note: A “W” instead of DROP can impact a student’s financial aid.*

### **Credit Hours**

Students must take a minimum of 12 hours to be considered full-time. Students SHOULD take 15 hours as part of *15 to Finish*, WVSU’s initiative to help students graduate in four years. Students cannot take more than 19 hours in the Fall/Spring Semester or more than 9 hours in the Summer semester without a cumulative GPA of 3.25 and the approval of the Dean of the College. \*Please note that students on Academic Probation must take no more than 4 classes in the Fall/Spring (12-14 hours) and 1 class in the Summer (3 hours).

\*Students on Financial Aid Probation must take classes that count Gen Ed or Major requirements.

### **Change of Major**

If you wish to change out of your current major, then you need to see the Department Chair or the Department Administrative Assistant of the program you wish to transfer into. As a student, you will need to complete a NEW Declaration of Major form (*See Appendix B*).

### **Earning Credit as a Transient Student**

You may wish to earn credits toward your WVSU degree at another institution. For example, you may be returning to California for the summer and wanting to take a Natural Science course at the local community college; or if you’re a commuter student, you may wish to take an International Perspective course over the summer at Bridge Valley because that offering is 100% online and will save you a long commute each day.

Regular students in good academic standing may, with **prior approval** of the Department Chair of the major and the College Dean, take courses as transient students at other accredited institutions to apply to degree requirements. The Registrar must confirm that the student is in good academic standing. A maximum of 15 such hours may be accepted in fulfillment of degree requirements. **Credits taken without permission will not be accepted.**

Students who wish to earn credit for a course at another institution MUST complete the Approval to Earn Credits as Transient Student at Another Institution form available in the appendix or most administrative offices. It should be filled out by the student and advisor and

sent to the Department Chair. The Department Chair must review and sign it, then send it to the Dean. The Dean must review and sign it and send it to the Registrar's Office. The Registrar must review and sign it before the student can take specified course at another institution.

### **Test for Credit**

**CLEP** and **DSST** allow you to receive college credit by taking a standardized test of content covered in certain courses through the Office of Career Services and Cooperation Education. Appendix G provides available tests and the application process. Please note that these tests will count towards credit of a course but will not count toward your hours. So if you CLEP out of your SPAN 101 as your International Perspective, you will need to take an additional 3 hour elective to meet your overall hour total of 120 hours required for graduation. *(See Appendix C).*

### **DegreeMaps**

DegreeMaps for each program area of study are located online under each department's webpage. These maps provide a curriculum pathway for students to follow in order to graduate in a four year period and depict milestones that students must meet each semester *(See Appendix E).*

### **College of Professional Studies Departmental Unique Features**

As a student in the College of Professional Studies, it is important to know information about unique features of the departments and areas of study in the College of Professional Studies. Appendix H provides an overview of all departmental areas in the College *(See Appendix F).*

### **Student Advising Feedback Form**

The Student Advising Feedback Form is a way for students to provide feedback on their advising experience. It is important for us to understand our advising strengths and areas needing improvement. You will be provided with a copy of the feedback form during your advising session; please complete it and put it in the advising boxes located on each departmental floor. You may also obtain and complete the feedback form located on the College of Professional Studies webpage *(See Appendix I).*

### **WVSU Leadership Certificate**

This Leadership Certificate is housed in CPS. Through an interdisciplinary curriculum, the West Virginia State University Leadership Certificate Program will provide each student with the opportunity to develop core knowledge about leadership within the larger context of social action and social change and to demonstrate leadership through written, oral, and field-based experiences. This certificate is 12 credit hours containing three leadership courses CPS 215, CPS 315, and CPS 415.

### **Honors Program**

The Honors Program at WVSU offers enriched academic opportunities for students with high academic achievements. This program shall identify, recruit, and offer students academic challenges to enhance their skills and creativity. *Admission Requirements* are: First-time freshmen must have a 3.50 GPA, Composite ACT of 26 or higher, and Letter of Application. *Existing WVSU/Transfer Students* must have 12-35 credit hours completed, 3.50 GPA, and Letter of Application.

### **Dean's List Criteria**

The College of Professional Studies recognizes undergraduates whose academic performance has been outstanding through the Dean's List. The Dean's List recognizes those students who achieve a GPA of 3.75 or higher (on a 4.00 scale) while completing a minimum of 12 graded semester hours within a fall or spring semester.

### **Faculty Office Hours**

Faculty members who teach maintain regular office hours or provide other means to promote student-faculty consultation, in accordance with department policy. These office hours are included in course syllabi and are publicly posted each academic term. Arrangements more convenient to students than office visits (e.g., e-mail) may be substituted for office hours where provided for by department policy.

### **Graduation**

You have to apply for graduation during the semester in which you register for your final term. You should meet with your advisor to determine that you are registering for the correct courses. You and your advisor must be certain that your file in Registration and Records is complete and accurate with all documents (transcripts, grade changes, substitutions, and adviser approval letters) and information necessary for graduation. Please carefully review your Academic Advising Report for accuracy. It is your responsibility to contact your adviser with any questions regarding discrepancies that appear on this report. You can access the graduation application on-line via MyState.

## **Referral Information**

The following list provides information related to various offices on campus:

### **Placement Testing - Accuplacer**

W108 (1<sup>st</sup> floor, beside elevator). Contact [cass@wvstateu.edu](mailto:cass@wvstateu.edu) or 304-766-3200.

### **Office of Career Services and Cooperative Education**

W216, (304) 766-3250, [careerserv@wvstateu.edu](mailto:careerserv@wvstateu.edu)

Send students to this office for career planning, job searches, and CLEP or DSST tests (tests for College Level Credit).

### **Financial Aid**

125 Ferrell Hall, (304) 204-4639, [fadocs@wvstateu.edu](mailto:fadocs@wvstateu.edu)

Send students here for questions about financial aid, FAFSA, scholarship requirements, and work study.

### **Cashier's Office**

117 Ferrell Hall, (304) 766-3141, [cashier@wvstateu.edu](mailto:cashier@wvstateu.edu)

Send students here for financial holds on accounts, parking passes, parking tickets, billing questions.

### **Counseling and Academic Support Services**

125 Sullivan Hall East, (304) 766-3168, [toledoke@wvstateu.edu](mailto:toledoke@wvstateu.edu)

### **Registration and Records**

128 Ferrell Hall, (304) 766-4146

Students may come here for registration holds on records, transfer credit questions, adding/dropping courses after add/drop deadline, and withdrawals.

**Links to The Buzz** (student handbook), the University Catalog for the current year, and the Academic Calendar for the current semester. *(See Appendix G for Campus Contacts.)*

### **College of Professional Studies Academic Advisors**

A list of academic advisors is located in Appendix H. This list contains faculty emails, office locations, and phone numbers. Every semester advisors will post new semester office hours.

### **Leadership Certificate Program**

Contact Mr. Coston Davis, Jr. Director of Leadership, Mentor, and Judicial Affairs  
309 Sullivan Hall East (304) 766-5149 [costondavis@wvstateu.edu](mailto:costondavis@wvstateu.edu)

### **Honors Program**

Contact Academic Affairs **(304) 744-3146**

# WVSU Athletics

Facebook: WVSU Yellow Jackets

Twitter: @WVSU\_GoJackets

West Virginia State University's department encourages personal and group physical fitness and is responsible for all inter-collegiate competitions, club sport programs, and the center.

## Men's Sports

## Women's Sports

Baseball Basketball Football Golf Tennis	Basketball Softball Cross Country Volleyball Tennis
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## FALL 2016 University Calendar

This calendar provides important information related to academics. Make sure you follow the drop/add dates when dropping or adding courses.

August 12, 2016	*Dining and residence halls open for new residential students. *Final registration for all students through departmental offices 9:00 a.m. – 6:00 p.m.
August 13, 2016	*Final academic orientation, advising and registration for fully admitted new and transfer students.
August 17-19	*Extended drop/add
August 19, 2016	*End of 100 percent withdrawal refund period.
September 5, 2016	*Labor Day, no classes
September 16, 2016	*Final deadline for all official documents for provisionally admitted students.
September 29-October 1, 2016	*Homecoming
September 30, 2016	*Advisory grades are due to the Registrar. *Final 40 percent of tuition/fees due for students on the installment plan.
October 3, 2016	*Advising for spring and summer semesters begins.
October 5, 2016	*First half of spring semester classes end.
October 6, 2016	*Second half of spring semester classes begin.
October 10, 2016	*End of prorated refund period for total withdrawal—no refund after this date.
October 17, 2016	Open registration for fall semester begins.
October 21, 2016	“W” period ends – last day to withdraw from school
November 18, 2016	Deadline completed financial aid applications for the summer sessions.
November 20-27, 2016	*Thanksgiving Break, no classes
December 3, 2016	Last day of classes (final exams for Saturday classes on this date)
December 5-8, 2016	Final Examinations
December 10, 2016	Commencement 10:00 a.m. at the D. Stephen and Diane H. Walker Convocation Center



# Academic Success and Resources

College students are required to think at higher levels, to process more material in less time, and to work in high-pressure situations sometimes with very meticulous professors. As a new student, it can be difficult to adjust to the increased academic demands while having less structure than in high school, and while getting used to a new environment. At WVSU we understand that and we have in place a ray of resources to help students transition effectively and achieve academic success. However, be clear that having a successful transition and achieving academic success starts with you. You need to have a high sense of responsibility and independence. Here are other tips:

## Incorporate the 5 Step Study Cycle

Step 1. Preview. Preview assigned material and last class' notes the night before or day before the class. Look over bold and italicized print, headings, outlines, formulas, imaged and graphs, chapter summaries, etc.

Step 2. Attend class. Ask questions, take meaningful notes. Due to the preview, you will find yourself feeling more connected to what is going on.

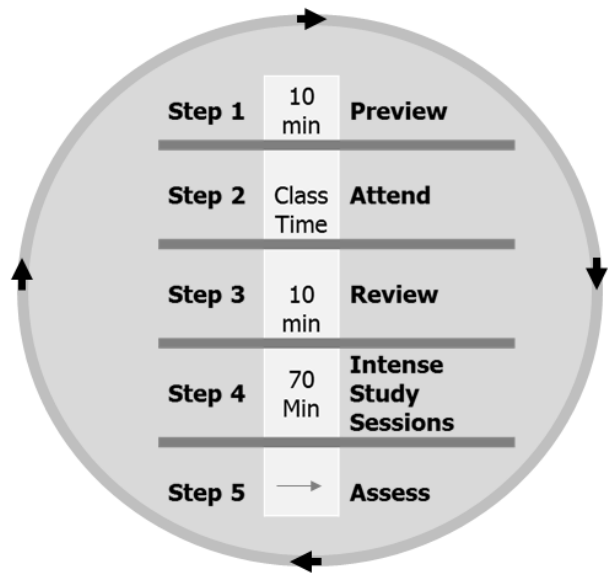
Step 3. Review. Look over class notes as soon after class as possible, make sure they are complete and accurate. Make note of questions of anything that was confusing.

### Step 4. Intense Study Sessions

- 2 minutes      Set a goal for the next 30- 50 minutes
- 50 minutes     Study with ACTION and FOCUS (read your text, highlight, fill in your notes, create mnemonics, concept maps, outlines, predict test questions...)
- 10 minutes     Take a break 5-10 minutes
- 5 minutes      Review what you have just studied

### Step 5. Assess

Take the time to ask yourself: How am I doing?, What questions do I still have?, Do I need additional help?



\*Louisiana State University – Center for Academic Success

# Important Academic Skills

**1. Time Management: Effective** time management assures that we structure our lives so that priorities are actually put first.

- Create a semester calendar. Include in it important dates/tasks from your syllabi and personal life (papers, exams, presentations, games, job or internship interviews, breaks etc.). This will allow you to see the big picture and know when papers are due, the dates of exams, when major projects are due, and when you will have crunch times.
- Create a weekly schedule. Write down how you will spend each half hour of your week. Plan it with regular study sessions for each class, time for exercise, and even downtime.
- Maintain a Weekly Master to do list. Here you compile EVERYTHING you need to complete for each class you are taking and for your personal life.

## Example Weekly Master to do

Week of \_\_\_\_\_

Math	✓	English	✓	Biology	✓	French	✓	Geog.	✓	Other	✓
Pgs. 80-90		Preview Ch.		Pgs. 30-39		Study Group		Ch. 2-3		Get a haircut	
Pgs. 90-10		Create Outline		Pgs. 40-48		Ch. 3		1 on 1 tutoring Wed 1 hour		Babysit cousin on Tue eve.	
Quiz Wed.				SI Session		Quiz Wed					
Tutoring Mon. 1 hour				Exam Thurs.		Homework Thurs.					

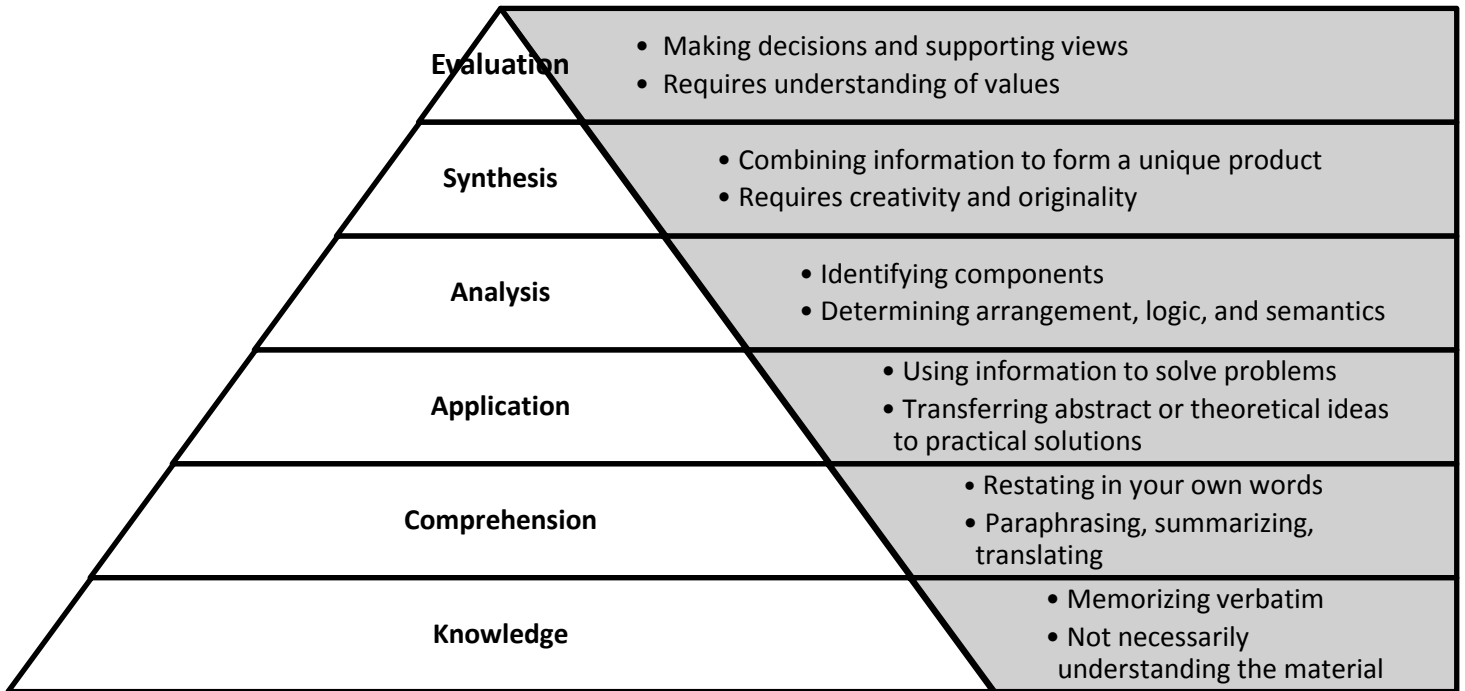
**2. Listening:** Listen with purpose. Limit external and internal distractions.

**3. Notetaking:** Take notes during every class. Write the date on top of the paper. Summarize. Review notes from the previous week before each class.

**4. Reading:** It is affected by background knowledge, goals and attitude. Make sure you have a positive attitude and that you know what you want to achieve prior to starting to read.

**5. Memorization:** In order to memorize material it is important that you understand two main things; the material you need to memorize, and which of your senses you rely heavier on in order to understand and memorize.

**6. Thinking:** Employers do not look for people who have memorized textbooks; they look for workers who are problem solvers and decision makers that can take what they have learned and apply it.



**7. Metacognition:** Metacognition is the ability to think about thinking. It is to be consciously aware of yourself as a problem solver and to monitor and control your mental processing.

# Test Preparation

Your brain is like a body builder's muscle. You need to do "reps" or review material several times in order to send it into long-term memory. As you work on material over a period of time, you will find your ability to be mentally fit, intellectually agile and responsive improves.

**Organization is key.** Utilize calendars. Keep your syllabi, quizzes, essays, papers, and assignments to be used as study tools. Know the material that the test will cover to know what to study

**On Day of the Test.** Be well rested and fed. Arrive to the classroom early. Take time to relax. Write down information you do not want to forget. Read directions carefully. Preview the test (# of questions and types of questions). Calculate. Keep an eye on the clock. Go with your strength. Answer easy questions first

## **Common Types of test questions:**

**1. Problem Solving Questions:** Questions that involve critical thinking skills and more effort. ASK YOURSELF: What am I being asked to find? What tools or information do I need to answer this question? What am I already given by the test itself? What steps do I need to follow to solve the problem? By answering these questions, you already have the information laid out-- just organize it!

**2. Essay Questions:** Questions that require a written response involving a prompt. WHAT TO DO: Underline key parts of the prompt. Make checklist of prompt requirements; check off as you write. Sort ideas. (Suggestion: make an outline). Answer as directly as possible. Most essay questions do not have a minimum word requirement, so only write what you need to in order to answer the prompt! TIPS: Use vocabulary you learned in that chapter. Shows deeper understanding. Write legibly. If the instructor can't read your answer, they can't give you credit. If you have time at the end, proofread for correct spelling and grammar.

**3. Objective Questions:** Questions with a specified, non-arguable answer. Multiple-choice questions, True or False questions, Matching, Fill in the Blank questions. WHAT TO DO: Locate the main point and key words of the question. Cover all answer options and answer the question in your head, then find a matching answer. ALARMS: **Absolute Words** (Never, Always, All, None, etc. Words that leave no room for exceptions.) **Changing Answers** (Don't change an answer unless you are 100% sure of yourself. Studies show your intuition is right more often than not.) **Leave no blanks.** Make an educated guess based on what you know unless the test takes away points for wrong answers.

# Anxiety

Anxiety is a physiological and psychological response to a perceived danger or threat. Physiological Symptoms: upset stomach, restlessness, sleep problems, muscle tension, headaches, back pain. Psychological Symptoms: confusion, memory blocks, irritability, impaired concentration, poor judgment, frustration. These symptoms can undermine one's ability to perform in a test situation

## **Approaches to managing test anxiety**

**1. Cognitive Restructuring:** based on the premise that what you are feeling right now is altered by what you are thinking – internal messages or “self-talk.” The goal is to restructure negative and self-defeating thoughts that cause anxiety with messages that are empowering and true. It is not simply “positive thinking.”

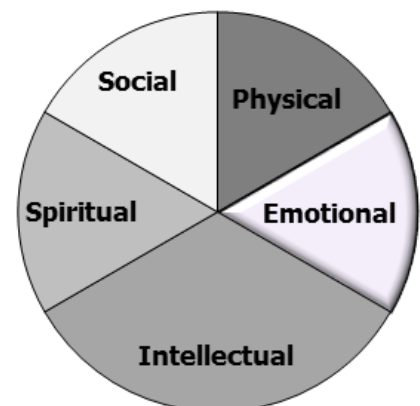
## **2. Relaxation Techniques:**

**Deep Breathing:** Inhale and exhale. As you inhale slowly, fill your lungs as full as you can. When you exhale, allow your muscles to relax as you visualize blowing out all tension and anxious thoughts. Repeat this several times. Do this before you study, in the middle of a break, just before a test, and in the middle of your tests. Not only do our bodies relax when we practice deep breathing, but our brains work much better with sufficient oxygen. This extra oxygen allows you to think more clearly and can help alleviate mental blocks. Try it!

**Progressive Relaxation.** An exercise whereby you slowly and methodically relax each muscle in your body while keeping your mind alert and calm. It can take from 5-20 or more minutes. It is a very calming and soothing way to relax your body and prepare for a test that may normally cause anxiety. It can also be an effective exercise to practice before studying. Calming music in the background is recommended while doing this exercise.

## **3. Balance - The Wellness Wheel**

It is important that you balance your academic life and the time you focus on studying with other elements of life. Take time to be with friends, exercise, attend to your sense of the spiritual, and take care of your emotional needs. The wellness wheel is dynamic and the sections are always changing in size based on what's happening in your life, but the ideal is a sense of balanced proportions.



**Intellectual Health.** Develop a love of learning. Adopt new learning strategies. Surround yourself with people who challenge you. Seek opportunities to expand your mind. Diversify! Read. Discuss. Read some more.

**Physical Health.** Eat colorful meals. Drink 6-8 glasses of water a day. Exercise 3-4 times a week. Make it fun! It increases the production of endorphins in your body.... Natural “feel good” chemicals that ward off depression and fatigue. Practice relaxation.

**Emotional Health.** Practice forgiveness of self and others. Find something you are passionate about. Set healthy boundaries. Develop really good friends. Communicate your feelings in appropriate ways. Serve and support others. Counseling available in CASS.

**Spiritual Health.** Take time for quiet solitude. Practice deeply private and public faith. Let it change your life continually. Don't be afraid to ask the question “Why am I here”?. Practice random acts of kindness, and senseless acts of beauty.

**Social Health.** Laugh. Be creative about social things to do. Put some effort into it! Seek to spend time with people who make you feel good about yourself and vice-versa. Limit TV. Limit video games and aimless web searching.

## **Academic Assistance**

The department of Counseling and Academic Support Services (CASS) provides a variety of services dedicated to helping West Virginia State University students achieve academic success. Our friendly staff is ready to assist whether you want to enroll in one of our supportive training courses, sign up for a tutor in a difficult class, meet with a counselor to discuss academic concerns or you just have a question and don't know who to ask. Please call (304) 766-3041, email [daisy.squirts@wvstateu.edu](mailto:daisy.squirts@wvstateu.edu), or come by the office, 117 Sullivan Hall, East, for assistance if you have questions. We are here to help you succeed at West Virginia State University.

### *Tutoring services available:*

- TAP Room:** 117 Wallace Hall, (304) 766-5231  
Drop in Math and Science tutoring  
Monday through Thursday 10:00 am - 7:00 pm  
Questions? Contact Daisy Squirts at [daisy.squirts@wvstateu.edu](mailto:daisy.squirts@wvstateu.edu)
- Writing Center:** 2nd Floor of the Library, (304) 766-3041  
Drop in assistance with Writing Assignments  
Monday through Thursday 10:00 am - 7:00 pm  
Questions? Contact Daisy Squirts at [daisy.squirts@wvstateu.edu](mailto:daisy.squirts@wvstateu.edu)
- Language Lab:** 218 Ferrell Hall, (304) 766-3217  
Spanish and French Tutoring  
Monday and Wednesday 9:30 am - 1:30 pm & 3:30 pm - 6:45 pm  
Tuesday and Thursday 8:00 am - Noon & 12:30 pm - 5:00 pm  
Questions? Contact Professor Rebecca Conner at [connerre@wvstateu.edu](mailto:connerre@wvstateu.edu)
- Peer Tutoring:** 117 Sullivan Hall, East, (304) 766-3041  
Tutoring by appointment in a variety of subjects  
Complete the Request a Tutor form and submit to 117 Sullivan Hall, East  
Questions? Contact Daisy Squirts at [daisy.squirts@wvstateu.edu](mailto:daisy.squirts@wvstateu.edu)
- Smarthinking:** (304) 766-3041  
Live, Online Tutoring - in a variety of subjects to help you succeed!  
24 hours a day  
Submit writing assignments for review  
Log on at [www.services.smarthinking.com](http://www.services.smarthinking.com)  
Username: your complete WVSU email address  
Password: wvstate  
Questions? Contact Daisy Squirts at [daisy.squirts@wvstateu.edu](mailto:daisy.squirts@wvstateu.edu)

# **Disability Services**

The Disability Services Office provides individualized accommodations and support for students with physical and/or learning disabilities. If you have a documented disability or would like assistance in determining if you have a disability, please contact our office immediately and print a copy of the Disability Services Handbook. It is the policy and practice of WVSU to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to, or participation in services, programs and activities of WVSU. The Disability Services Counselor is available to provide students with appropriate accommodations for differently-abled students. Students utilizing these services are afforded the confidentiality of this office and this institution. Before you came to college, your school records followed you; now they don't. There is still help available IF you let us know you need it.

## **Location and Hours**

Sullivan Hall, East 123

Monday through Friday from 8:30am - 5:00pm.

Phone number is (304) 766-3083 or (304) 766-3168

E-mail: [dso@wvstateu.edu](mailto:dso@wvstateu.edu).

## ***SERVICES / ACCOMMODATIONS AVAILABLE***

After appropriate application for services has been completed AND documentation of the student's disability has been submitted and reviewed, the following services/assistance may be provided depending on the need. This list is not exhaustive - the Disability Services Counselor will work with students on an individual basis to determine appropriate services and accommodations. Accommodations may include:

Note Taker	Extended Test Time	Alternative Test Area
Braille Materials	Oral or Large Print Exams	Test Proctor
Taped Text Books	Interpreter & Preferential Seating	



# Counseling Services

## Personal Counseling Services

The staff of Counseling and Academic Support Services appreciates the many pressures that college and everyday life can involve, and we understand that these pressures often impact a person's emotional well-being. Often times, many of us may not even realize the effects of these stressors until it is too late. For this reason, it is very important that you make the decision to seek help and allow the members of the counseling center to assist you with overcoming the challenges you face. Our services include confidential individual and/or couples counseling, and workshops for students with personal, social, academic or career related issues. We offer counseling to students in various areas, however, if a topic has not been identified,

please feel free to call our office (304) 766-3224 to arrange a consultation.

<b><i>Psychological Illnesses</i></b>	<b><i>Situational Factors</i></b>
<ul style="list-style-type: none"> <li>• Depression</li> <li>• Bipolar Disorder</li> <li>• Anxiety</li> <li>• Eating Disorders</li> <li>• Panic</li> <li>• Phobias</li> <li>• Seasonal Disorder</li> <li>• Personality Disorders</li> <li>• Obsessive-Compulsive</li> </ul>	<ul style="list-style-type: none"> <li>• Bereavement</li> <li>• Pregnancy</li> <li>• Single Parenting</li> <li>• Natural Disasters</li> <li>• Sexual Abuse</li> <li>• Date Rape</li> <li>• Domestic Violence</li> </ul>
<b><i>Addictions</i></b>	<b><i>Additional Areas</i></b>
<ul style="list-style-type: none"> <li>• Food</li> <li>• Drugs</li> <li>• Alcohol</li> <li>• Gambling</li> <li>• Smoking Cessation</li> </ul> <p><b><i>*We have a referral system in place for students requiring a psychiatric consult.</i></b></p>	<ul style="list-style-type: none"> <li>• Assertiveness</li> <li>• Self-Esteem</li> <li>• Anger Management</li> <li>• Test Anxiety</li> <li>• Studying Tips</li> <li>• Effective Communication</li> <li>• Sexual Identity</li> <li>• Conflict Resolution</li> <li>• Relationships</li> <li>• Healthy Boundaries</li> <li>• Stress Management</li> <li>• Job Stress</li> <li>• Decision Making</li> <li>• Time Management</li> </ul>

**Confidentiality**

Any information gathered during counseling will remain confidential and will not be available to sources outside of Counseling and Academic Support Services without your full written consent, except when doing so is necessary to protect clients or someone else from imminent physical and/or life-threatening harm; when a client lacks the capacity or refuses to care for him/herself and such lack of self-care presents substantial threat to his or her well-being; or when the abuse, neglect, or exploitation of a child, elder adult or dependent adult is suspected.

Documentation of all interactions between you and your counselor are securely maintained in the counseling center and remain separate from your student academic records. WVSU administrators and faculty do not have access to counseling files and these documents are destroyed within 5 years after your last session. The counseling center is committed to protecting your privacy.

**Counseling Process**

Upon initial contact, the counselor will complete an Intake/Psychosocial History in order to fully assess the depth and severity of your issue(s). At this time, you will be asked to discuss your needs and goals to assist with developing a personalized plan that meets both you and your counselor's expectations. Students are expected to take an active role in the counseling process in order to receive full benefit. This requires that you attend all scheduled sessions, canceling for emergencies only, as well as actively working on issues outlined in your treatment program.

**Appointments**

We recommend that you make an appointment with a Counseling and Academic Support Services staff member to ensure that a counseling professional will be available to discuss your concerns. You may call (304) 766-3168 or stop by in person at the information desk located on the first floor of Sullivan Hall, East.

**Referrals**

Occasionally a student may be struggling with issues/circumstances that warrant more extensive attention and/or training than we at the counseling center are able to offer. In these cases, we will gladly make a referral to a qualified professional to assist you.

## **Educational Workshops**

As a part of our continued efforts to reach all of the student body, we offer several educational workshops to those living in the residence halls, members of student organizations, as well as an integral part of class lectures. A partial list of topic areas is as follows:

- Self-Esteem
- Stress Management
- Hate Crimes
- Date Rape
- Depression
- Emotions
- Anger Management
- Coping Skills
- Learning Disabilities
- Relationships
- Communication Patterns
- Assertiveness Training

Please contact our office for a tentative semester schedule of planned workshops or to request a presentation for your group/class at (304) 766-3224 or [taborro@wvstateu.edu](mailto:taborro@wvstateu.edu)

**Fees.** We offer counseling services at no charge to West Virginia State University students.

## **Counseling Staff**

**Kellie Toledo**, Director and Mental Health Counselor, is a native of Charleston and a graduate of Marshall University. She received her Bachelor of Arts in Counseling and Rehabilitation in 1991, and her Master of Arts in Counseling and Rehabilitation with emphasis in Mental Health and Student Affairs in 1993. She began working at "State" in 1993 serving as both the Disabilities Counselor and Youth Specialist for Land Grant Programs before becoming Director for CASS. Kellie can be reached at (304)766-3168 or [toledoke@wvstateu.edu](mailto:toledoke@wvstateu.edu)

**Robin L. Tabor**, our Mental Health Specialist, is a native of Elkview and an alumnus of West Virginia State College. She graduated magna cum laude with a Bachelor's of Arts degree in psychology in 1996. She completed her graduate studies at Marshall University's Huntington Campus and received her Master's of Arts degree in Clinical Psychology in 1998. Robin Tabor can be reached at (304) 766-3224, [taborro@wvstateu.edu](mailto:taborro@wvstateu.edu) or in her office at 129 Sullivan Hall, East.

# The Drain-Jordan Library

## Hours:

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 7:00 p.m.
Sunday	1:00 p.m. – 9:00 p.m.

The Drain-Jordan Library houses nearly 150,000 book volumes, e-books, e-journals, government documents and a wealth of non-print and archival resources. The main floor is home to over 70 computers for public use, including laptops available for checkout within the building. Friendly, highly-trained staff is available to help you with all your information needs.

Drain-Jordan Library  
West Virginia State University  
P.O. Box 1002  
Campus Box L17  
Institute, WV 25112-1002

For additional information about the library, please contact us at the following number:  
(304) 766-3116



# **Information Technology**

WVSVU's Information Technology team manages the technology infrastructure for the University community including the following functions:

Desktop/laptop/tablet/ computers  
Google Apps (including email)  
Help Desk  
Internet services  
Stinger Super Computer  
TeamViewer  
Telephones  
VPN  
Website services  
Wi-Fi

The organization also creates and executes customized reports for the Banner student information system and provides data to internal and external requestors.

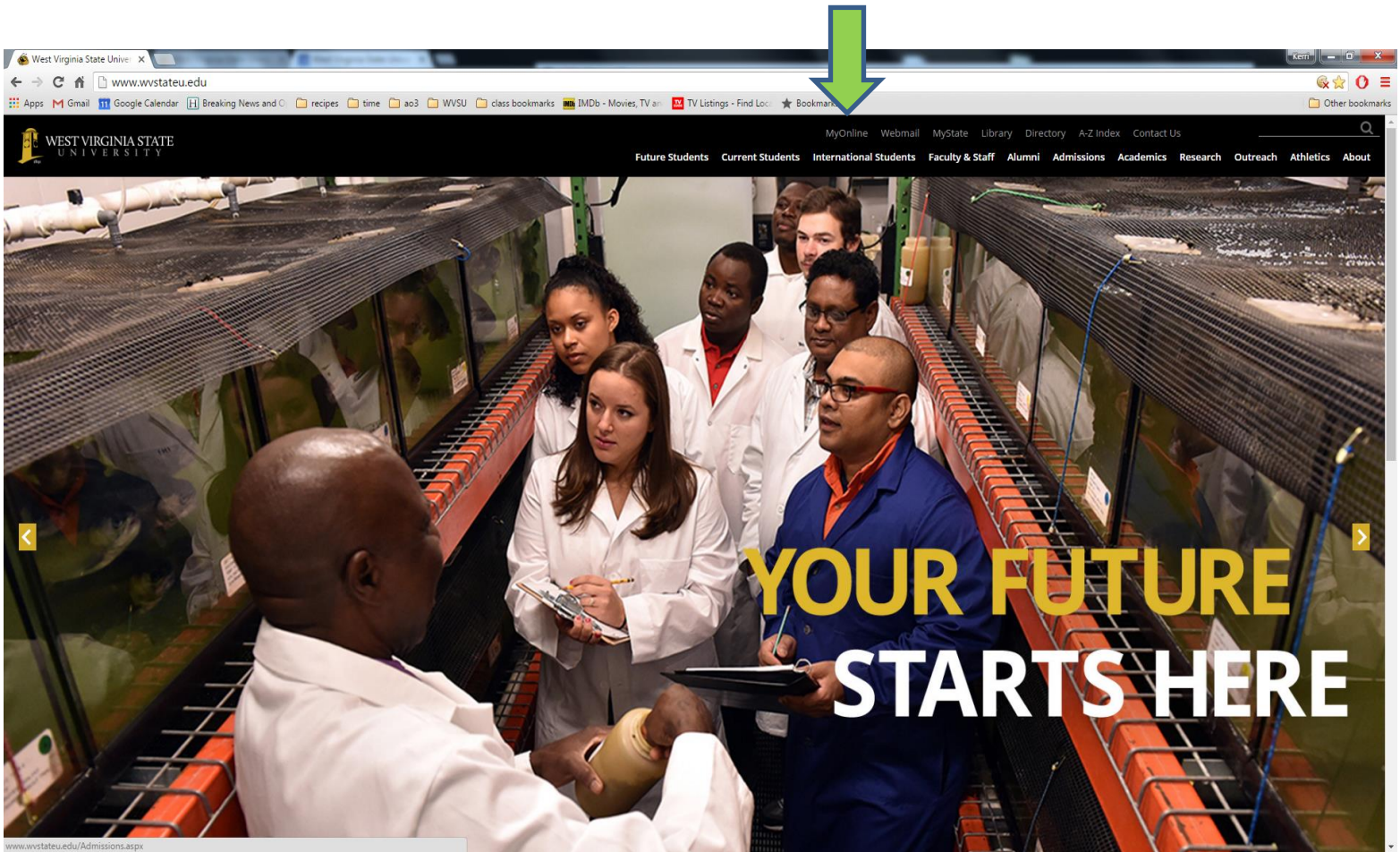
For help with PC hardware and software issues, network outages, report requests, or telephone problems please submit a work order by logging into <https://mystate.wvstateu.edu>

If you are unable to do that you may contact us directly.

Contact Information Technology:  
Hamblin Hall 123  
Phone: (304) 766-3261  
[helpdesk@wvstateu.edu](mailto:helpdesk@wvstateu.edu)

# WVSU Online Instructions

To find WVSU online, the link is on the main webpage at the top called MyOnline.



You will be taken to the main WVSU online page. This page includes your Login information on the left side (red arrow). Your user id is your WVSU email ID before the @ sign. For example, if your email is [janedoe2@wvstateu.edu](mailto:janedoe2@wvstateu.edu), your user ID is janedoe2. Your password is your password for your WVSU email and myState.

This page also includes information for on campus technical support (green arrow), links to school resources like library access (purple arrow), and links to student resources like academic assistance, counseling and academic services, smarthinking, etc. (blue arrow). These resource links will appear directly below the navigation bar on every WVSU online screen.

West Virginia State University Online

Welcome to West Virginia State University Online!  
West Virginia State University was founded under the provisions of the Second Morrill Act of 1890 as the West Virginia Colored Institute, one of 19 land-grant institutions authorized by Congress and designated by the states to provide for the education of black citizens in agriculture and the mechanical arts.

**LOGIN**

Username / email  
Password  
 Remember username  
Log in  
Lost password?

**NAVIGATION**

Home  
Courses

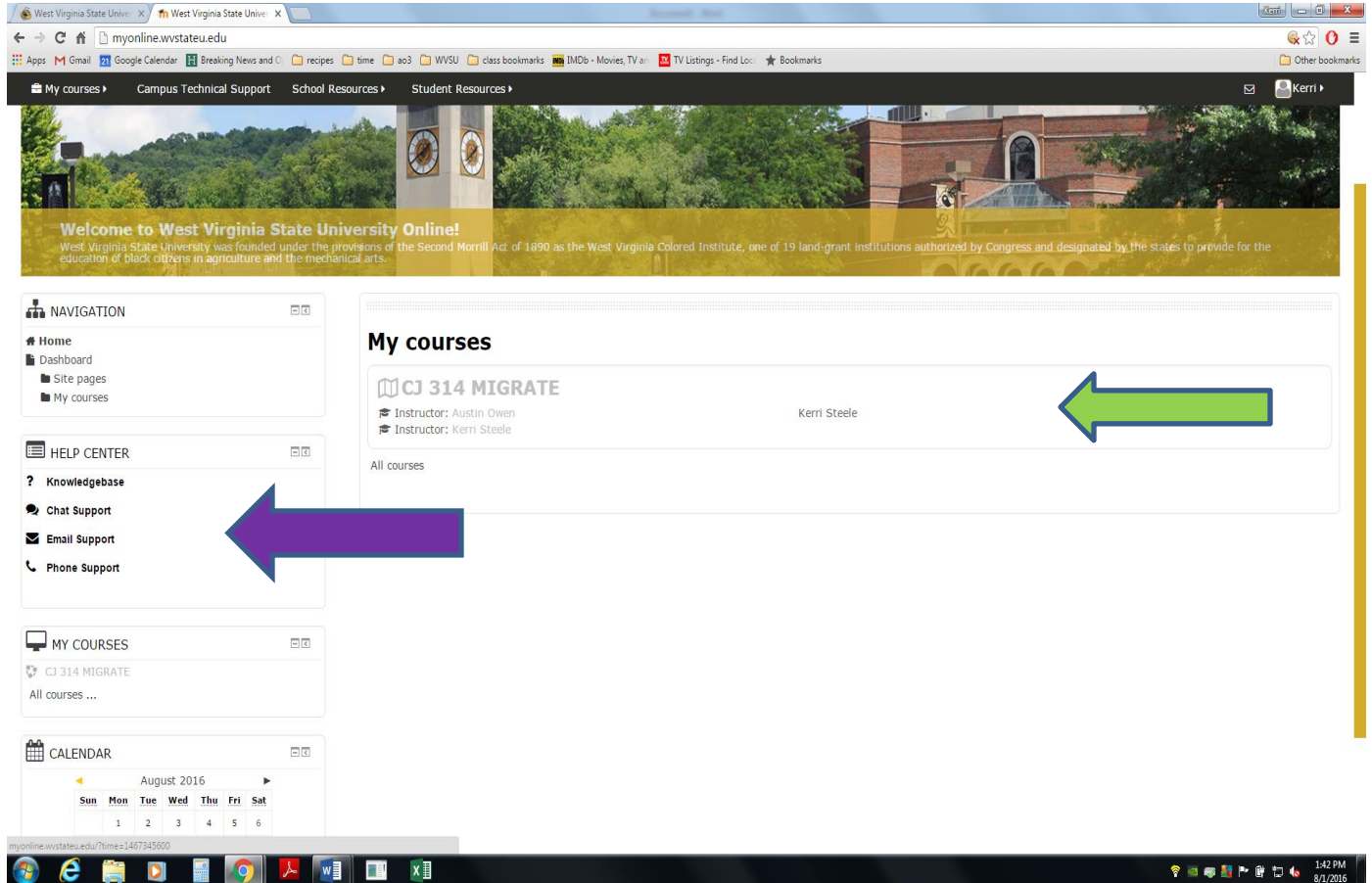
**HELP CENTER**

**Available courses**

- COMM 100 Fall 2016 (for Crysty)**  
for Crysty's review and setup
- EDUC 202 - Educational Psych & Learning**  
Instructor: Karlee Berg B. Hauser
- EDUC 299-01 SP: Core Math**  
Instructor: Karlee Berg R. Winter
- ENGL 250 Migrate**  
Instructor: Austin Owen



After logging in, you will be taken to your workspace with your courses appearing directly in the middle of the page (green arrow). Additionally, you will find the LearningHouse online help center. This offers articles on how to use Moodle (under Knowledgebase) or technical support via chat, email, or phone. Please note this is for technical support for things like assistance with posting to discussion forum, or uploading assignments. Academic assistance for things like tutoring and writing assistance is listed under student resources.



Select the course you want to enter from the middle of the page. You will enter the homepage for that course.



West Virginia State Univ... Course: CJ 314 MIGRATE X

myonline.wvstate.edu/course/view.php?id=2086

My courses Campus Technical Support School Resources Student Resources This course

WEST VIRGINIA STATE UNIVERSITY Online

Home 30-50\_MIGRATE\_CJ\_314 Turn editing on

Welcome

**CJ 314 - Statistics for Professional Studies**

Migration Notes  
News forum

Course Resources

- CJ 314 Spring 2016
- Spring 2016 update schedule
- General Discussion
- Association (Pearson's r)

**Topic 1**

**Lesson One**

Learning Resources

- Objectives and Introduction

HELP CENTER

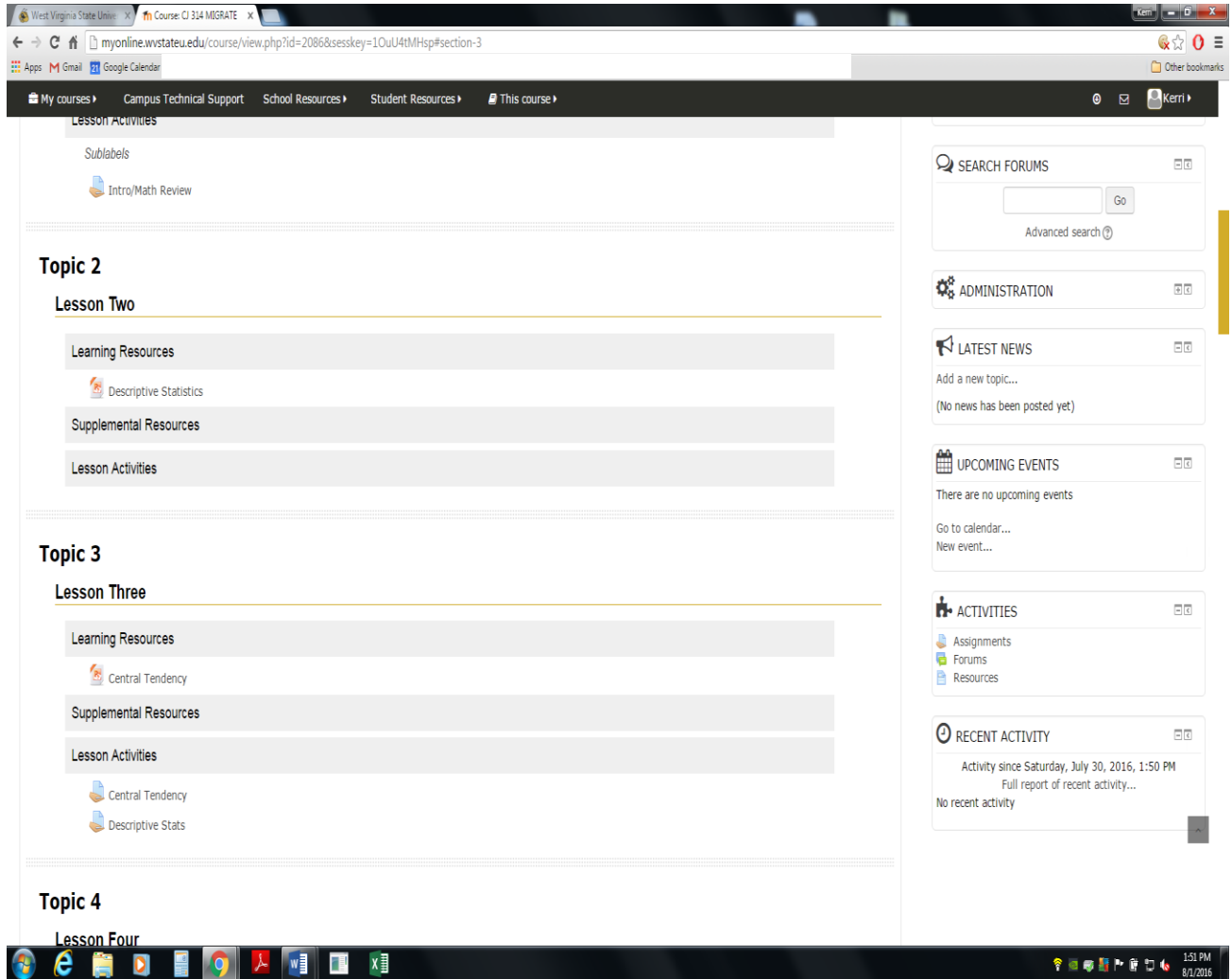
- Knowledgebase
- Chat Support
- Email Support
- Phone Support

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
  - 30-50\_MIGRATE\_CJ\_314
    - Participants
    - Badges
    - General
    - Topic 1
    - Topic 2
    - Topic 3
    - Topic 4
    - Topic 5
    - Topic 6
    - Topic 7
    - Topic 8
    - Topic 9
    - Topic 10
    - Topic 11
    - Topic 12
    - Topic 13

Along the right side of your screen is the index of topics you will use to navigate the course (blue arrow.) You may also navigate the course by scrolling down on the main course homepage until you reach the topic needed. The options in your index will vary based on your course and your professor. Your technical help center can be found above this index (purple arrow).

Each topic should include learning objectives, learning resources (things like PowerPoints and handouts), supplemental resources (further readings), and lesson activities which will include discussions, assignments, tests, quizzes, and other activities. Along the right side of your screen, you will see news, events, and upcoming activities.



Remember, for technical assistance with navigating the site, uploading assignments, posting to forums, etc, please refer to Campus Technical Support (top of page) or the Help Center.

For academic assistance with course material, tutoring, writing assistance, etc. please refer to Student Resources (top of page).

# Student Resources

## Financial Aid

Ferrell Hall-125

Joann Ross-Director, Financial Assistance

(304)204-4361

Our Financial Aid office is dedicated in assisting you through your financial aid process. We understand that this process can be very overwhelming, especially if this is your first college experience. Our office will make every effort to help you to complete all the appropriate forms and meet deadlines. We are here to assist you with questions or concerns until your graduation from WVSU!

We realize that parents often take the responsibility of completing the financial aid forms and paying students' balances. However, we cannot stress enough to our students the importance of taking an active role in financing your education. By making this a family process, you'll be educated about your loan debt and will become a credit conscious consumer while you are in school and after you graduate. Another reason we ask for student involvement is that your name will appear on the invoices and loan promissory notes.

We encourage you to visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov). This is a website designed to help students/families understand the importance of financial aid. It also provides other tools and resources as you prepare for your financial future.

### **Financial Aid Checklist**

Complete the Free Application for Federal Student Aid (FAFSA) **EACH ACADEMIC YEAR online at [www.fafsa.gov](http://www.fafsa.gov).**

- Request parent and student FSA ID at [www.pin.gov](http://www.pin.gov)
- Priority deadline for filing is
- Enter "West Virginia State University" for the school name, federal school code
- If you do not plan on filing a FAFSA, please notify the Financial Aid office in writing

Student aid Report (SAR) sent by the federal processor after submitting FAFSA:

- Three to 10 days to process online FAFSA
- If email address was provided on the FAFSA, you will receive your results electronically
- Corrections can be made on the Web with FSA ID

## **Career Planning**

If you are undecided or are not sure about your choice of career field/program of study, then we recommend you seek assistance with this important decision by scheduling an individual appointment with the Career Counselor. The Career Counselor will take you through specific steps to help you make an informed choice. The steps are as follows:

1. Assess Yourself - Learn about your interests, skills, and values.
2. Gather Career/Major Information - Research career information such as job descriptions, salary and job outlook. Learn more about WVSU majors and academic requirements.
3. Make a Decision- about possible career and major options, as well as the skills you will need to enter that particular field.
4. Develop a Career Plan - Identify your next step to move ahead, develop short-term and long-term goals.

There are many career assessments available to you such as the Self-Directed Search, Myers-Briggs Type Indicator, and the Career Occupational Preference System (COPS). Also, the Office provides an online guidance program (SIGI3) and online career library to help you with making an informed choice. All services are confidential. Call (304) 766-3250 to schedule an appointment.

### **Freshman Year (0-29 credits) – Adjust, Inquiry, Awareness**

- Learn about the University and the student resources available on campus.
- Become familiar with the college catalog regarding general studies and requirements for majors.
- Get involved to build skills by participating in college organizations, clubs, and community service (such as WVSU Cares Day); attend special programs and lectures.
- Get to know your faculty, advisors, student affairs counselors, staff, and administrators.
- Visit the Career Services and Co-op Office and meet with a counselor to work on identifying your interests, abilities, values and goals.
- Research the various majors and minors.
- Get off to a good start academically. Work hard in your classes! Develop strong time management and study skills to help you succeed in the classroom. Take advantage of free tutoring if necessary. Maintain a strong GPA.

### **Sophomore Year (30-59 credits) – Self Awareness, Exploration**

- Reassess your interests, skills, values by meeting with a career counselor.
- Talk to faculty and current students in the major(s) you are interested in to learn more about the field and academic requirements.
- Conduct informational interviews or follow a professional who is working in a field that interests you.
- Choose a major and meet with your new faculty advisor to set up an academic plan and discuss your goals. Meet with a career counselor to clarify your decision. Get to know faculty in your major.
- Learn your career options available within your major; research employment opportunities and employment statistics (such as rate of growth, salary trends) in your major.

- Continue to participate in student/community organizations, think about taking a leadership role.
- Begin to review your digital footprint \*(through all the social media outlets) by googling yourself; clean up your pages and make sure that your photos and photos of you posted by others, as well as your comments and posts, are suitable for viewing by employers and/or other professional entities.
- Attend career related programs such as career fairs, and employer of the week programs; begin to develop a list of potential employer contacts.
- Explore internships, cooperative education, volunteer and work related experiences.

### **Junior Year (60-89 credits) – Explore Options**

- Re-explore your interests, personality, values, and life goals through career assessment inventories, as well as develop specific work-related criteria (location, size of business, opportunities for growth, benefits).
- Pursue an internship, co-op, volunteer work, research project, and summer or part-time job related to your interests in order to continue to gain experiences; log into Jobweb to search for positions.
- Research potential graduate schools if you intend to further your education. Now is the time to start preparing. Research admission policies and requirements. Participate in strategy sessions and practice tests for the appropriate entrance exam.
- Choose your courses carefully to stay on track for graduation. Consider a minor to enroll in classes that will complement your major or career goals; relate course projects and papers to your career field and begin to develop portfolio/brag file (contents include papers and research projects in which you received good grades, any awards, commendations, etc.).
- Research potential employers that might interest you and learn about their industry.
- Develop face to face networking skills; attend career related program and job fairs.
- Become knowledgeable about the job search process; develop a resume and practice your interviewing skills.
- Continue to conduct informational interviews with professionals in your field.
- Continue to participate and gain leadership experience through part-time positions, volunteer opportunities, professional associations and student/community organizations.
- Begin to use social media outlets for professional branding purposes and building a professional network; set-up a LinkedIn account, use your Facebook network professionally and use Twitter to follow businesses and CEOs of interest. Begin to observe the contents of a professional tweet and other online professional/networking etiquette/practices.
- Continue to attend career related programs such as career fairs and employer of the week programs; add to a list of potential employer contacts.

## **Senior Year (90+ credits) – Job Search and Graduate School Search**

- Begin job search and/or graduate school application process.
- Schedule an appointment with the career counselor to refine your resume and discuss job search strategies.
- Take entrance exams for graduate or professional school early on in your senior year; complete applications – be aware of deadlines!
- Use social media outlets to network professionally with potential employers and maintain your online professional brand.
- Develop interviewing skills by practicing with a career counselor.
- Continue to attend job fairs and other career related programs; check Jobweb for career openings.
- Continue to participate and gain leadership experience through part-time positions, volunteer opportunities, professional associations, and student/community organizations.
- Complete an internship or co-op experience in your proposed field.
- Network both online and face to face with family, friends, faculty, campus personnel, acquaintances, past employers, and potential employers.
- Talk with individuals (professors, current or previous employers, mentors) who will serve as your reference and give them a copy of your resume.
- Research potential employers and review literature from businesses, school districts, and government agencies.
- Apply and interview for positions.

# **James C. Wilson University Union**

## **HOURS OF OPERATION**

During Academic Semesters

Monday - Friday

7 a.m. - 10 p.m.

Saturday - Sunday

9 a.m. - 9 p.m.

During Breaks and Holidays

Monday - Friday

7 a.m. - 7 p.m.

Saturday-Sunday

Closed

The University Union closes for the entire week of Thanksgiving and for approximately two weeks around the Christmas holiday. The Union re-opens on Jan. 2, or the Monday after if on the weekend.

The James C. Wilson University Union, through facilities and programs, is the focal point of the campus where students, faculty, administration, staff, alumni, and guests develop an enduring connection to West Virginia State University. As a campus community center, the Union assists in the development and retention of students, while allowing for understanding and appreciation of cultural pluralism and ethnic diversity. As a bridge between formal learning and life experience, co-curricular activities, coordinated by the Union components, serve as a training ground for the development of future leaders while enhancing an appreciation for responsibility.

Every member of the institution is a potential patron of the University Union programs, services, and various operations. It is the goal of the University Union to meet the diverse needs of the institution and community, to be receptive to and responsive to changing needs, and encourage the institution and community to utilize the programs and services available to them through the University Union.

# Dining Services

<p><b>Goldston Dining Room</b> Located at James C Wilson University Union</p> <table border="1"> <tr> <td>Sunday</td> <td>10:45am-12:15pm 4:30pm-6:00pm</td> </tr> <tr> <td>Monday</td> <td>7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm</td> </tr> <tr> <td>Tuesday</td> <td>7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm</td> </tr> <tr> <td>Wednesday</td> <td>7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm</td> </tr> <tr> <td>Thursday</td> <td>7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm</td> </tr> <tr> <td>Friday</td> <td>7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm</td> </tr> <tr> <td>Saturday</td> <td>10:45am-12:15pm 4:30pm-6:00pm</td> </tr> </table>	Sunday	10:45am-12:15pm 4:30pm-6:00pm	Monday	7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm	Tuesday	7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm	Wednesday	7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm	Thursday	7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm	Friday	7:30am-9:30am 11:30am-1:30pm 5:00pm-7:00pm	Saturday	10:45am-12:15pm 4:30pm-6:00pm	<p><b>William F. Pickard Café</b> Located at Keith Scholars Hall Monday through Friday 7:00pm-11:00pm</p> <hr/> <div style="display: flex; align-items: center;">  <p><b>BRB - Be Right Burger</b> Located at James C Wilson University Union.</p> </div> <table border="1" style="margin-top: 10px;"> <tr> <td>Monday</td> <td>11:00am-10:00pm</td> </tr> <tr> <td>Tuesday</td> <td>11:00am-5:00pm</td> </tr> <tr> <td>Wednesday</td> <td>11:00am-10:00pm</td> </tr> <tr> <td>Thursday</td> <td>11:00am-5:00pm</td> </tr> <tr> <td>Friday</td> <td>11:00am-10:00pm</td> </tr> </table>	Monday	11:00am-10:00pm	Tuesday	11:00am-5:00pm	Wednesday	11:00am-10:00pm	Thursday	11:00am-5:00pm	Friday	11:00am-10:00pm				
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<div style="display: flex; align-items: center;">  <p><b>Mondo Subs</b> Located at James C Wilson University Union</p> </div> <table border="1" style="margin-top: 10px;"> <tr> <td>Sunday</td> <td>11:00am-4:00pm</td> </tr> <tr> <td>Monday</td> <td>11:00am-5:00pm</td> </tr> <tr> <td>Tuesday</td> <td>11:00am-10:00pm</td> </tr> <tr> <td>Wednesday</td> <td>11:00am-5:00pm</td> </tr> <tr> <td>Thursday</td> <td>11:00am-10:00pm</td> </tr> <tr> <td>Friday</td> <td>11:00am-3:00pm</td> </tr> <tr> <td>Saturday</td> <td>11:00am-4:00pm</td> </tr> </table>	Sunday	11:00am-4:00pm	Monday	11:00am-5:00pm	Tuesday	11:00am-10:00pm	Wednesday	11:00am-5:00pm	Thursday	11:00am-10:00pm	Friday	11:00am-3:00pm	Saturday	11:00am-4:00pm	<div style="display: flex; align-items: center;">  <p><b>Starbucks</b> Located at James C Wilson University Union</p> </div> <table border="1" style="margin-top: 10px;"> <tr> <td>Sunday</td> <td>10:45am-12:30pm 4:30pm-6:00pm</td> </tr> <tr> <td>Monday</td> <td>7:00am-7:00pm</td> </tr> <tr> <td>Tuesday</td> <td>7:00am-7:00pm</td> </tr> <tr> <td>Wednesday</td> <td>7:00am-7:00pm</td> </tr> <tr> <td>Thursday</td> <td>7:00am-7:00pm</td> </tr> <tr> <td>Friday</td> <td>7:00am-7:00pm</td> </tr> <tr> <td>Saturday</td> <td>10:45am-12:30pm 4:30pm-6:00pm</td> </tr> </table>	Sunday	10:45am-12:30pm 4:30pm-6:00pm	Monday	7:00am-7:00pm	Tuesday	7:00am-7:00pm	Wednesday	7:00am-7:00pm	Thursday	7:00am-7:00pm	Friday	7:00am-7:00pm	Saturday	10:45am-12:30pm 4:30pm-6:00pm
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## **Fitness Center**

The University Union Fitness Center is a facility designed for students, faculty, and staff; providing quality opportunity for exercise. The facility is located on the lower level of the Union. The fitness center offers a variety of equipment. A WVSU ID card is required for admittance.

All currently enrolled students are welcome to use the Fitness Center. A Waiver, Release of Liability and Consent to Medical Attention must be signed before first use. Alumni, Staff and Faculty can obtain a membership for \$20 per month. Community and guests memberships are available for \$25 per month. Extended memberships are available at discounted rates. Call (304) 766-3174 for more details.

### **Hours of Operation**

#### ***During Academic Semesters***

M-F, 7:00am – 9:00pm

Sat & Sun, 10:00am – 8:00pm

#### ***During Breaks***

M-F, 7:00am – 7:00pm

Sat & Sun, CLOSED

The Fitness Center is closed the week of Thanksgiving and approximately two weeks during Christmas.



# **Thomas Care Clinic**

The WVSU Medical Staff invites you to visit the Health Center. We look forward to meeting you and helping with your healthcare needs. As health educators, we think this department is an important aspect of your college success.

Should you require immediate medical attention and are physically unable to report to the Care Clinic, please call 911 and then 304-766-3181.

## **OFFICE HOURS**

Monday through Friday

8:30 AM-5:00 PM

No appointment is needed; students are seen on a walk-in basis.

Office Location: James C. Wilson University Union (Room 004)

## **ELIGIBLE STUDENTS**

Any WVSU student who has a current Student ID is welcome to utilize the Care Clinic and take advantage of the services provided there. WVSU will cover the co-pay for the visit; however students should bring student ID and insurance card. If you do not have insurance, Thomas Care Clinic will have an application for students to complete.

## **SERVICES AND TREATMENTS**

- Walk-ins and Appointments
- Cold/Sore Throat/Influenza
- Sprains
- Lumps/Bumps/Cuts
- Wellness Visits
- Full Service Lab Testing
- Health Screenings
- Immunizations
- Vaccinations
- Asthma (treatment, therapy)
- Bronchitis, Early Pneumonia
- Comprehensive Physicals

## **STUDENT RESPONSIBILITIES**

There is no cost for most services provided by the Thomas Care Clinic at WVSU. However, there are some costs students will be individually responsible for, should the need arise.

- Cost of any medication
- Cost of any dental services
- Cost of X-rays or laboratory work done outside the Care Clinic

- Cost of referred specialist
- Cost of hospital services
- Cost of emergency transportation (ambulance)
- Cost of optical services (glasses, etc)

## **PRIVACY POLICY**

We care about our patients' privacy and strive to protect the confidentiality of your medical information at this practice. New federal legislation requires that we issue this official notice of our privacy practices. You have the right to the confidentiality of your medical information, and this practice is required by law to maintain the privacy of that information.

This practice is required to abide by the terms of the Notice of Privacy Practices currently in effect, and to provide notice of its legal duties and privacy practices with respect to protected health information. If you have any questions about this Notice, please contact the Privacy Officer at the Health Center.

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

Effective Date: April 14, 2003

Privacy Officer: Dr. Elias G. Haikal, Health Center Director

### **Who Will Follow This Notice**

Any health care professional authorized to enter information into your medical record; all employees, staff and other personnel at this practice who may need access to your information must abide by this Notice. All subsidiaries, business associates (e.g. a billing service), sites and locations of this practice may share medical information with each other for treatment, payment purposes or health care operations described in this Notice. Except where treatment is involved, only the minimum necessary information needed to accomplish the task will be shared.

### **Changes to This Notice**

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice, with the effective date on the posted copy.

### **How We May Use and Disclose Medical Information About You**

The following categories describe different ways that we may use and disclose medical information without your specific consent or authorization. Examples are provided for each category of uses or disclosures. Not all possible uses or disclosures are listed.

For Treatment - We may use medical information about you to provide you with medical treatment or services. Example: in treating you for a specific condition, we may need to know

if you have allergies that could influence which medications we prescribe for the treatment process.

**For Payment** - We may use and disclose medical information about you so that the treatment and services you receive from us may be billed and payment may be collected from you, an insurance company or a third party. Example: we may need to send your protected health information, such as your name, address, office visit date, and codes identifying your diagnosis and treatment to your insurance company for payment.

**For Health Care Operations** -We may use and disclose medical information about you for health care operations to assure that you receive quality care. Example: we may use medical information to review our treatment and services and evaluate the performance of our staff in caring for you.

#### Other Uses or Disclosures That Can Be Made Without Your Consent or Authorization

- As required during an investigation by law enforcement agencies
- To avert a serious threat to public health or safety
- As required by military command authorities for their medical records
- To workers' compensation or similar programs for processing of claims
- In response to a legal proceeding
- To a coroner or medical examiner for identification of a body
- If an inmate, to the correctional institution or law enforcement official
- As required by the US Food and Drug Administration (FDA)
- Other healthcare providers' treatment activities
- Other covered entities' and providers' payment activities
- Other covered entities' healthcare operations activities (to the extent permitted under HIPAA)
- Uses and disclosures required by law
- Uses and disclosures in domestic violence or neglect situations
- Health oversight activities
- Other public health activities

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

#### **Uses and Disclosures of Protected Health Information Requiring Your Written Authorization**

Other uses and disclosures of medical information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you give us authorization to use or disclose medical information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will thereafter no longer use or disclose medical information about you for the reasons covered by your written authorization. We are unable to take back any disclosures we have already made with your authorization, and we are required to retain our records of the care we have provided you

# **Cooperative Education**

## **Academic Credit through Work Experience**

Cooperative Education at West Virginia State University is an academic program designed to integrate classroom learning with practical experience. Students may attend classes on a part-time basis concurrently with their work experience or alternate periods of work experience with classroom study.

There are many ways in which students can benefit from Co-op. The most obvious benefit is academic. Co-op students earn credit for their work experience. The next is financial. Co-op students are paid a wage. There are intangible benefits as well which are often the most beneficial. Co-op students are able to “reality test” the theories they have learned in class, and this often translates into better classroom performance. Students who Co-op can determine if they’ve made a good career choice before graduation and can make changes if necessary. There is no way to measure how one’s self-confidence increases and how that impacts on one’s sense of responsibility and judgment. *To be accepted into the Cooperative Education program at West Virginia State University, a student must:*

- Complete 24 semester hours at the 100 level and above
- Maintain an overall GPA of 2.0 and a minimum of 2.50 in major courses
- Complete English 101 with at least a grade of "C"
- Attend a Co-op orientation meeting
- Have a positive recommendation from the Department Chair for the student's major
- In some situations, be willing to participate in two semesters of Co-op placement

## **Work Study Program**

The Federal College Work Study program is a form of financial aid that provides the opportunity to earn more than minimum wage working on campus or at a community service site. Students interested in this program must first request work study in the Financial Aid Office. Work study placement is coordinated through the Office of Career Services and Cooperative Education.

In order to participate in this program a student must be eligible for financial aid. Contact the Office of Student Financial Assistance for the eligibility requirements. Once awarded College Work Study funds, the student may contact the Office of Career Services and Cooperative Education for placement. Most of the work sites are on campus, but there are a few community service sites off campus. The amount of the award received will determine the amount of hours worked. The pay rate is \$9.00 or \$9.50 depending on the job site. If the student receives the maximum award (\$2,250 per semester), the student will work approximately 15-16 hours per week. To be placed, a student must come by the Office with a copy of the Award Letter or Notification and two pieces of identification. Students must spend about 15 minutes to complete paperwork and meet with the Placement Coordinator to discuss potential employment sites. All first-time work study students will be required to watch a work study orientation DVD. Students are normally placed during the first week of classes; however, other times are available by appointment. Call (304) 766-3250.

## **Leadership, Mentoring, and Judicial Affairs**

The purpose of The Leadership Institute Program is to build tomorrow's leaders today. Each participating student will go through levels of training. At each level, students will gain understanding of the aspects and responsibility of an effective leader. We have a diverse group of participants. The program includes guest speakers, topic discussions, public speaking, community activities as well as campus activities.

Judicial Affairs coordinates the University judicial system, which provides an opportunity to confront and resolve academic, residential, student conduct, and disciplinary conflicts. Judicial Affairs seeks to educate the university community stakeholders, including parents, future students, current students, local law enforcement, and alumni, about the student conduct system. The office provides counseling, information, and referrals for students.

### **Contact: Mr. Coston Davis**

Leadership, Mentoring, and Judicial Affairs  
309 Sullivan Hall East  
(304) 766-5149  
[costondavis@wvstateu.edu](mailto:costondavis@wvstateu.edu)

## **Military Student Services**

Military Student Services Center engages and supports military students and veterans, so they can thrive while completing their education and pursuing career goals. As a military friendly school, our goal is to help ease the educational journey of our military and veteran students and their families with helpful staff, and a wide range of resources and services. From easy access to information about benefits, to connecting with other veterans through our military student organizations, we are here to support you through your transition, and with any questions you have while pursuing your degree at State.

WVSU is a student-centered university that has an enviable amount of diversity within our student body. Many non-traditional students find a home here, with understanding faculty, supportive student peers, and staff who truly relate to students as individuals. As a military student or veteran here at State, you will find a community that is ready to embrace you and help you attain your desired college degree.

The Center is located in Sullivan Hall, room 333. If you have any questions regarding services or resources available for veterans, please do not hesitate to stop by, call us at (304) 766-3290, or email us at [militarystudentservices@wvstateu.edu](mailto:militarystudentservices@wvstateu.edu).

## **New Student Programs**

The Office of New Student Programs, a department of Enrollment Management & Student Affairs supports the mission and goals of West Virginia State University through a variety of first-year success initiatives. Grounded in the belief that all students entering post-secondary education can learn, the Office aims to enable students to develop their academic and life skills by providing a supportive and nurturing first-year experience. The Office of New Student Programs is responsible to a diverse student population and works to develop and implement exemplary programs and services targeted to meet the unique needs of West Virginia State students.

The primary goal of the Office of New Student Programs is to ensure that all entering students at WVSU are given opportunities to work toward their full potential. The Office offers a wide array of services, including:

*Providing a first-year experience class for students*

*Coordinating the Thurgood Marshall College Fund Program*

*Providing other first-year college experiences*

Our programs and services are based in the belief that all students have the potential for college success; all deserve to be treated with dignity; and all are to be respected for their differences. Further, the Office believes that high-quality New Student Programs will enhance students' ability to function effectively both inside and outside the college environment, strengthening the likelihood that they will persist in their educational efforts and meet their academic goals.

Office of New Student Programs

West Virginia State University

416 Wallace Hall

Institute, WV 25112

Phone: (304) 766-3078, (800) 987-2112, ext. 3078

# **Public Safety**

## **Emergency Procedures**

It is unlikely that a major emergency will occur in our community of Institute, West Virginia. Nevertheless, it is essential for our faculty, staff, and students to be prepared in the event such an unexpected situation would occur. By reading the “Emergency Procedures Guide” found on our website at <http://www.wvstateu.edu/wvsu/media/Academics/Emergency-Procedures-Guide-Oct-16-2012.pdf> , you help make West Virginia State a safer place.

We are always better prepared with knowledge. Know the proper responses to the sounds of the emergency siren, confidently proceed to an assembly area if need be, and we will be more safe awaiting what will probably be an ALL CLEAR MESSAGE. The message will likely be to return to our daily activities because we have just participated in a Practice Drill.

If you are sight impaired or would like additional information about Emergency preparedness, please call: 34-ASKME or 342-7563.

Emergency drills will be held throughout the year to familiarize faculty, staff, and students of West Virginia State with relevant Emergency Response Plan procedures. The drills tests personnel, procedures, and equipment; help to refine procedures and help improve the ability of the college to safely and effectively cope with a wide variety of emergencies which could impact the campus.

Campus occupants need to know that in the vast majority of possible emergencies that may impact the camps an “evacuation” protective action would not be the safest initial response. “Shelter-In-Place” protective action drills are held regularly, so that the proper response becomes a habit.

Every member of the campus family should read this Emergency Response Guide and thoroughly understand it in order to know what to do in an emergency situation. During a real emergency, there will be little time to review procedures. Prompt actions are required and are the obvious keys to safety in time of emergency.

**MJR. William H. Porterfield**  
**(304) 766-4267**  
**porterwh@wvstateu.edu**



# WVSU Student Organizations

<b>Student Leadership Organizations</b>	
<b>WVSU Student Government Association</b> <i>Student Government Office            212 University Union            304.766.3122            sga@wvstateu.edu</i>	This is a central organization through which students promote the interest and welfare of the University community; promote cooperation with faculty and staff in regulation and promotion of student activities; assist with programs to further the development of a wholesome relationship between the administration and the student body. All University students are automatically members of the organization.
<b>The Leadership Institute</b> <i>Mr. Coston Davis            304.766.5149            costondavis@wvstateu.edu</i>	The purpose of The Leadership Institute Program is to place heavy emphasis on building tomorrow's leaders today. By establishing the value of Leadership and its place in everyday life through education. Each member will go through levels of training, with the purpose being that each individual will gain understanding of the aspects and responsibility of an effective leader. We have a diverse group of participants that define the diversity of West Virginia State University. We have guest speakers, topic discussions, public speaking, community activities as well as campus activities. The first Friday of May is our annual Leadership Awards Luncheon.
<b>Omicron Delta Kappa</b> <i>Mr. Coston Davis            304.766.5149            costondavis@wvstateu.edu</i>	The Purpose of The Omicron Delta Kappa Society is to recognize those who have attained a high standard of efficiency in collegiate activities and to inspire others to strive for conspicuous attainments along similar lines; to bring together the most representative students in all phases of collegiate life and thus to create an organization which will help to mold the sentiment of the institution on questions of local and intercollegiate interest; and to bring together members of the faculty and student body of the institution, as well as other Omicron Delta Kappa members, on a basis of mutual interest, understanding and helpfulness.
<b>Student Activities Council</b> <i>Mr. Chris Jackson            304.766.3107            jacksoc@wvstateu.edu</i>	Plans, promotes and evaluates recreational, educational and social activities for students. We are the team behind the planning. Volunteers are encouraged to join.
<b>Student Organizations Council</b> <i>Student Government Office            212 University Union            304.766.3122            sga@wvstateu.edu</i>	As the governing body for all organizations, the council consists of a representative from each organization and helps promote good relations amongst themselves.
<b>Faith Based Organizations</b>	
<b>Fellowship of Christian Athletes</b> <i>Nathan Gainer            304.766.3145            ngainer@wvstateu.edu</i>	FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.
<b>Campus Awakening</b>	Our mission at Campus Awakening is to empower students to bring prayer and power to university and high school campuses to see transformation in all areas of society.

<b>Catholic Campus Ministries</b> <a href="http://wvsucatholic.com">http://wvsucatholic.com</a>	Welcome all students, faculty, staff, administrators, and alumni of West Virginia State University Catholic Campus Ministry! We meet weekly for lunch, prayer, and social time. We celebrate Mass on campus monthly and on Holy Days. We participate in social service projects, retreats, and social activities.
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**Art, Music & Theater Organizations**

<b>Collegiate Music Educators National Conference (C-MENC)</b> <i>Mr. Scott Woodard</i> 304.766.3190 <i>swoodar1@wvstateu.edu</i>	Music allows us to celebrate and preserve our cultural heritages, and also to explore the realms of expression, imagination, and creation resulting in new knowledge. Therefore, every individual should be guaranteed the opportunity to learn music and to share in musical experiences. The National Association for Music Education is to advance music education by encouraging the study and making of music by all.
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<b>Marching and Symphonic Band</b> <i>Mr. Scott Woodard</i> 304.766.3190 <i>swoodar1@wvstateu.edu</i>	This group performs at all home football games as well as several concerts during the year. The group is comprised of both music majors and non-music majors. Students receive one credit hour for participating in this activity. Scholarships are available for complete tuition waiver.
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<b>Motivational Organization of New Artists (MONA)</b> <i>Ms. Molly Erlandson</i> 304.766.3338 <i>erlandms@wvstateu.edu</i>	The sole purpose of M.O.N.A. is to create accessibility to art for students from all majors who are interested. We're focused on traveling during the semester, raising funds for small trips throughout the semester, and one major trip at the end of the school year. In the past, we have visited New York City, Chicago, and Asheville. The purpose of our travels is to venture out in to other art communities and to return inspired. We feel that art should be available to everyone and we're here to help make that happen.
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**Political Organizations**

<b>College Republicans</b> <i>Mr. Frank Vaughan</i> 304.766.3046 <i>fvaughan@wvstateu.edu</i>	A national organization for college and university students who support the Republican Party of the United States. The organization is known as an active recruiting tool for the Republican Party and has produced many prominent Republican and conservative activists and introduced more party members to the Republican party than any other organization in the nation.
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<b>State Democrats</b> TBA	The all-encompassing purpose of the "State Democrats" shall be to practice and promote the ideas of Justice, Liberty, Equality, and Freedom that America was founded on. Furthermore, that the observance of these customs is not to be dependent on concern of personal race, sex, religion, disability, age, sexual orientation, or national origin. We shall pursue and preserve these ideas through support of the Democratic Party.
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**Media & Publications Organizations**

<b>Kanawha Review</b> <i>Dr. Rob Wallace</i> 304.766.4114 <i>wallacer@wvstateu.edu</i>	The Kanawha Review is an annual publication of the WVSU Office of Student Affairs. Contributors to the magazine are students and former students of the University. Selections are made by the student editors and by a faculty editor (who is from the English Department) and do not necessarily reflect the attitudes of the University. The editors believe that a variety of styles, voices and views should be represented in the magazine.  Students are encouraged to submit their poems, fiction, essays, scripts, drawings and photographs to be considered for future issues. Materials to be considered for publication should be brought or mailed to Dr. Rob Wallace, 207 Hill Hall.
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<b>The Yellow Jacket</b> <i>Ms. Jessica Barnes-Pietruszynski</i> 304.766.3077 <i>jbarnesp@wvstateu.edu</i>	The student newspaper is published by and for students of WVSU.
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<b>FGreek Organizations</b>	
<b>National Pan-Hellenic Council</b> <i>Mr. Eric Jackson</i> 304.766.5734 <i>jackson@wvstateu.edu</i>	The NPHC Undergraduate Councils promotes academic excellence; demonstrates values of NPHC, member organizations, and host institutions; develop leadership skills; develop positive relationships; and develop citizenship through community service and outreach
<b>Alpha Kappa Alpha</b> <i>Mrs. Patricia Wilson</i> 304.766.3312 <i>wilsonpat@wvstateu.edu</i>	Alpha Kappa Alpha seeks women who will promote and extend its policies and programs. In return, the Sorority is a conduit through which individuals can grow and develop, personally and professionally, while simultaneously providing "Service to All Mankind."
<b>Alpha Phi Alpha</b> TBA	The first African-American inter-collegiate fraternity in the world, Alpha Phi Alpha strives to develop leadership through academic excellence, personal growth, and socialization.
<b>Delta Sigma Theta</b> <i>Ms. Andrea Robinson</i> 304.766.3353 <i>andrea@wvstateu.edu</i>	This organization is designed to form a closer union among college women for the fostering of high ideals and moral, social, and intellectual life.
<b>Kappa Alpha Psi</b> TBA	An organization that promotes Achievement in Every Field of Human Endeavor; spiritual, scholastic, professional, athletics, etc. A bond of brothers tighter knit than a family. A world-wide network that reaches throughout the United States, the U.K., Germany, Japan, South Africa, the Virginia Islands, Korea, the Bahamas, Bermuda, and etc. A once in a lifetime opportunity!
<b>Omega Psi Phi</b> <i>Mr. Chris Jackson</i> 304.766.3107 <i>jacksonc@wvstateu.edu</i>	This fraternity aims to bring about a union of college men of similar high ideas of scholarship and manhood in order to stimulate the attainment of ideals and ambitions of its members.
<b>Phi Beta Sigma</b> TBA	<p>Phi Beta Sigma Fraternity was founded at Howard University in Washington, D.C., January 9, 1914, by three young African-American male students. The Founders, Honorable A. Langston Taylor, Honorable Leonard F. Morse, and Honorable Charles I. Brown, wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service.</p> <p>The Founders deeply wished to create an organization that viewed itself as "a part of" the general community rather than "apart from" the general community. They believed that each potential member should be judged by his own merits, rather than his family background or affluence...without regard to race, nationality, skin tone or texture of hair. They desired for their fraternity to exist as part of an even greater brotherhood which would be devoted to the "inclusive we" rather than the "exclusive we".</p>
<b>Zeta Phi Beta</b> <i>Dr. Sonya Armstrong</i> 304.766.3390 <i>armstrso@wvstateu.edu</i>	This sorority is designed to promote the cause of education by encouraging high standards of scholarship, uplifting worthwhile projects, and fostering the spirit of sisterly love.

**Honorary Organizations**

<p><b>Alpha Delta Mu</b> Mrs. Rita Brown 304.766.3273 <a href="mailto:brownri@wvstateu.edu">brownri@wvstateu.edu</a></p>	<p>The Alpha Delta Mu Nation Social Work Honor Society was chartered in April 1977. Its purpose is to advance excellence in social work practice and to encourage, stimulate and maintain scholarship of the individual members in all fields, particularly in Social Work. To be eligible for membership, a student must be a Social Work or Social Welfare major in a program that is accredited by the Council on Social Work Education.</p>
<p><b>Alpha Kappa Delta</b> Ms. Gail Mosby 304.766.3047 <a href="mailto:gmosby@wvstateu.edu">gmosby@wvstateu.edu</a></p>	<p>Membership in the national honor society in sociology is open to students who have completed sixty hours, 15 of which must be in Sociology. Students must have attained an overall 3.0 GPA with a 3.5 GPA in the Sociology classes.</p>
<p><b>Alpha Kappa Mu</b> Dr. Sonya Armstrong 304.766.3390 <a href="mailto:armstrso@wvstateu.edu">armstrso@wvstateu.edu</a></p>	<p>Membership in the national honor society is open to students in any field of study who have completed sixty hours. Students must have attained an overall 3.30 GPA.</p>
<p><b>Alpha Mu Gamma</b> TBA</p>	<p>Alpha MU Gamma is the National Foreign Language Honor Society. Members must adhere to the ideals of Alpha Mu Gamma, which are to encourage interest in the study of foreign languages, literature and civilizations; to strive for linguistic attainment, and to foster sympathetic understanding of other peoples. Members should contribute to the strength of the local chapter at West Virginia State University by helping with ideas, and by planning, carrying out and attending Alpha Mu Gamma-sponsored events and activities. Members must also volunteer a specified number of hours per semester in activities of AMG.</p>
<p><b>Alpha Phi Sigma</b> Dr. Cassandra Whyte 304.766.3169 <a href="mailto:whytec@wvstateu.edu">whytec@wvstateu.edu</a></p>	<p>Membership in the national honor society in criminal justice is open to students who have completed 12 hours in Criminal Justice. Students must have attained an overall 3.0 GPA with a 3.2 GPA in the Criminal Justice classes.</p>
<p><b>Alpha Psi Omega</b> Mrs. Susan Marrash-Minnerly 304.766.5110 <a href="mailto:minnerly@wvstateu.edu">minnerly@wvstateu.edu</a></p>	<p>Alpha Psi Omega is a national theatre honor society. It is open to students who have a minimum GPA of 2.5, who have participated in theatre for at least two semesters, and who have earned a total of 75 points based on the national organization's point system. Points are accumulated in the areas of performance, production, dramaturgy, and /or playwriting.</p>
<p><b>Beta Kappa Chi</b> Dr. Ernest Sekabunga 304.766.5132 <a href="mailto:sekabuej@wvstateu.edu">sekabuej@wvstateu.edu</a></p>	<p>This is the scientific honor society. Undergraduate students are eligible for membership if they rank in the upper fifth of their class; have completed at least 64 semester hours of course work (with at least seventeen (17) semester hours in one of the sciences recognized by BKX ); a GPA of at least B in the science area; and, a general college average of at least "B". Graduate students are eligible if they have completed at least fifteen (15) semester hours in one of the sciences recognized by the Society with a GPA of "A" in at least 1/3 of the hours and at least a "B" in the remaining 2/3 semester hours.</p>
<p><b>Delta Mu Delta</b> Mr. Mike Lewis 304.766.3058 <a href="mailto:lewis@wvstateu.edu">lewis@wvstateu.edu</a></p>	<p>Membership in the international honor society in business administration is open to students who have completed sixty-five hours, 15 of which must be in Business Administration. Students must have attained a 3.25 GPA and be recommended by a BA faculty member.</p>
<p><b>Honors Program</b> Contact Academic Affairs <b>(304) 744-3146</b></p>	<p>The Honors program at WVSU offers enriched academic opportunities for students with high academic achievements. This program shall identify, recruit, and offer students' academic challenges that enhance their skills and creativity.</p>
<p><b>Kappa Delta Pi</b> Professor Barbra Korn 304.766.3310 <a href="mailto:bkorn@wvstateu.edu">bkorn@wvstateu.edu</a></p>	<p>Kappa Delta Pi is an international honor society in education. Our members sponsor professional development programs for education students, as well as community service projects. Examples of some of these projects include our annual Mitten Tree when we collect hats, scarves and gloves for students of low socioeconomic backgrounds, Parent's Night Out when we provide childcare for children with special needs for an evening and Literacy Alive when we use funds collected from our annual Scholastic Bookfair to purchase books for a school</p>

	<p>serving students from low socioeconomic standings.</p> <p>"So to TEACH that our words inspire a will to learn. So to SERVE that each day may enhance the growth of exploring minds. So to LIVE that we may guide young and old to know the truth and love the right."</p>
<p><b>Lambda Iota Tau</b>  <i>Dr. David Wilson</i>  304.766.4263  <a href="mailto:dwilson5@wvstateu.edu">dwilson5@wvstateu.edu</a></p>	<p>Lambda Iota Tau is an international literary honor society. Membership constitutes a reward for academic excellence. To join, you must meet the following requirements:  Attained Junior standing (60 or more semester hours); achieved a minimum grade point average of 3.0; completed 15 semester hours of literature courses (writing courses such as English 101, 102, 112, &amp; 204 don't count here) and have averaged at least 3.0 in the literature courses; and submitted to the Society's faculty advisors an acceptable "initiation" paper (research or critical) on a literary topic (usually this is one you've done in a course).</p>
<p><b>Omicron Delta Epsilon</b>  <i>Dr. Suvayan De</i>  304.766.3095  <a href="mailto:sde@wvstateu.edu">sde@wvstateu.edu</a></p>	<p>Membership in the international economics honor society is open to students who have completed 12 hours in economics and have attained a 3.0 GPA.</p>
<p><b>Phi Alpha Theta</b>  <i>Mr. T.J. Park</i>  304.766.3060  <a href="mailto:tpark@wvstateu.edu">tpark@wvstateu.edu</a></p>	<p>Phi Alpha Theta is a national honors society for students in history to promote the study of history through publications, conferences, and the exchanges of opinions. It has many chapters throughout the nation and we have a local chapter here at WVSU.</p>
<p><b>Phi Eta Sigma</b>  <i>Dr. James Spencer</i>  304.766.3233  <a href="mailto:spencer@wvstateu.edu">spencer@wvstateu.edu</a></p>	<p>Membership in the national college scholastic honor society is open to freshmen with a 3.5 GPA who enrolled in a four-year program.</p>
<p><b>Pi Sigma Alpha</b>  <i>Dr. Frank Vaughan</i>  304.766.3046  <a href="mailto:fvaughan@wvstateu.edu">fvaughan@wvstateu.edu</a></p>	<p>The national political science honor society is open to upper-class political science students with at least a 3.0 GPA.</p>
<p><b>Pinnacle</b>  <i>Kellie Toledo</i>  304.766.3262  <a href="mailto:toledoke@wvstateu.edu">toledoke@wvstateu.edu</a></p>	<p>The Pinnacle is an academic honor society for non-traditional students. Membership allows students 25 years of age or older, the opportunity to participate in campus life by attending social events geared for older students and their families, participation in beneficial community projects, as well as recognition from a national honorary. There is two levels of membership; Level One is general membership for those students seeking only a club supporting social events, whereas Level Two is the honorary requiring a grade point average of at least 3.00.</p>
<p><b>Psi Chi</b>  <i>Dr. James Spencer</i>  304.766.3349  <a href="mailto:spencer@wvstateu.edu">spencer@wvstateu.edu</a></p>	<p>Membership in the national honor society in psychology is open to students who have completed at least three psychology classes and have earned a 3.0 GPA.</p>
<p><b>Sigma Tau Delta</b>  <i>Jessica Barnes-Pietruszynski</i>  304.766.3077  <a href="mailto:jbarnesp@wvstateu.edu">jbarnesp@wvstateu.edu</a></p>	<p>ΣΤΔ is an international English honor society reflecting high achievement in language and literature, including writing. To join, you must have: Completed three semesters, with a minimum of two courses in English language or literature (beyond freshman composition); Maintained a B average; and Rank in the top 35% of your class.</p>
<p><b>The National Broadcasting Society – Alpha Epsilon Rho</b>  <i>Mrs. Sherri Shafer</i>  304.766.3382  <a href="mailto:sshafer1@wvstateu.edu">sshafer1@wvstateu.edu</a></p>	<p>The honor society component of the National Broadcasting Society. Undergraduate candidates (a) shall have completed at least the equivalent of three semesters of full-time college work, (b) shall not rank lower than the upper one third of their college class in overall scholarship, and (c) shall have completed at least three semester courses in communication, each of at least three credit hours or the</p>

<b>Special Interests Organizations</b>		media
<p><b>Alpha Kappa Psi</b>  <i>Ms. Sharon Smith Banks</i>            304.766.3078  <i>banksss@wvstateu.edu</i></p>	<p>Alpha Kappa Psi was founded on the principles of educating its members and the public to appreciate and demand higher ideals in business and to further the individual welfare of members during college and beyond.</p> <p>College men and women everywhere are discovering that Alpha Kappa Psi is much more than just another organization or club—it is a unique, prestigious association of students, professors, graduates and professionals with common interests and goals. They join Alpha Kappa Psi to take advantage of valuable educational, friendship and networking opportunities.</p>	<p>ion            or            ave            ds for</p>
<p><b>American Chemical Society</b>  <i>Dr. Micheal Fultz</i>            304.766.3106  <i>mfultz@wvstateu.edu</i></p>	<p>The Student Members is a diverse group of students who want to advance science and science education in the area. Any student who is interested in science can participate in community outreach and career development. Outreach activities include trips to local schools and civic groups and career development involves seminars, professional meetings, and industrial visits.</p>	
<p><b>American Criminal Justice Association – Lambda Alpha Epsilon</b>  <i>Mr. Mark Addesa</i>            304.766.3080  <i>addesama@wvstateu.edu</i></p>	<p>Membership in the Association is composed of individuals employed in the criminal justice system or taking a course of study in criminal justice at an accredited college or university at the time the application is submitted. The club is open to students with other majors besides Criminal Justice as well.</p>	
<p><b>C.R. Byrd Chapter – Public Relations Student Society of America (PRSSA)</b>  <i>Dr. Trevellyya (Tee) Ford-Ahmed</i>            304.766.3327  <i>tfordahmed@wvstateu.edu</i></p>	<p>A pre-professional organization chartered in 1991 by the New York Office of the Public Relations Society of America to cultivate a mutually advantageous relationship between students and professional public relations practitioners. It further aims to foster students' understanding of modern theories and procedures, to instill in them a professional attitude and to encourage them to adhere to the highest ideals of the practice of public relations. Benefits include networking opportunities w/ professionals in the field, practical experience, monthly newspaper of the trade, national/regional conferences, workshops, internships and employment opportunities around the nation.</p>	
<p><b>Charles E. Jones Historical Society</b>            TBA</p>	<p>The C. E. Jones Historical Society is dedicated to History awareness and preservation. We maintain close ties with the community by working together to preserve the past. With their help we are able to keep History alive. The C. E. Historical Society is a nonprofit organization and supported by donations and fundraisers. Our organization is student governed, and is located on the West Virginia State University Campus.</p>	
<p><b>CHOICES Peer Educators</b>  <i>Ms. Robin Tabor</i>            304.766.3168  <i>taborro@wvstateu.edu</i></p>	<p>Includes an educational component and a series of activities that provide alternatives to alcohol abuse by college students.</p> <p>Promotes responsible social norms that recognize the appropriateness of choices, including the choice not to drink. Emphasizes safe, responsible and legal drinking practices for those who choose to drink.</p> <p>Incorporates the use of peer educators to bring alcohol</p>	

	<p>education to students.</p> <p>Incorporates the use of numerous media -- print, lecture and theatrical -- to send the message of awareness and prevention.</p>
<p><b>Daniel L. Ferguson Sociological Society</b>  <i>Ms. Gail Mosby</i>  304.766.3047  gmosby@wvstateu.edu</p>	<p>The Daniel L. Ferguson Sociological Society is a student based social organization open to anyone with an interest in sociology. The Society is committed to promoting social tolerance, equality, and cultural understanding on all levels from the local to the international. The Society is constantly engaged in a number of community service and fun social activities.</p>
<p><b>Delta Nu Alpha (DNA)</b>  <i>Dr. Tim Ruhnke</i>  304.766.3210ruhnketr@wvstateu.edu</p>	<p>This is a social organization for lovers of the outdoors (animals, plants, environment, and nature.) Members have opportunities to participate in varied activities, such as spelunking and canoeing. This group performs community service on and off campus. Membership is open to all students.</p>
<p><b>English Club</b>  <i>Dr. David Wilson</i>  304.766.4263  Dwilson5@wvstateu.edu</p>	<p>The English Club is organized to discuss and spread enjoyment of literature, film and other pertinent subjects both within the group and within the WVSU community. The group meets colleagues in a non-classroom setting and interrelates with professors at a high level of mutual respect.</p>
<p><b>Gay-Straight Alliance</b>  <i>Ms. Sharon Smith Banks</i>  304.766.3078  banksss@wvstateu.edu</p>	<p>This club is established to ensure a safe environment for all people regardless of race, gender, and/or sexual orientation, and functions to educate the student body as well as its members of the lesbian, gay, bi-sexual, and transgendered, in order to bridge the gap between cultures.</p>
<p><b>HHPLS Club</b>  <i>Ms. Patricia King</i>  304.766.3232  kingpr@wvstateu.edu</p>	<p>This is an organization for those interested in Health, Human Performance, and Leisure Studies.</p>
<p><b>Minorities in Agriculture and Natural Resources Association (MANRA)</b>  <i>Ms. Lisa Williamson</i>  304.204.4300  lwilliamson@wvstateu.edu</p>	<p>The purpose of this society shall be to provide a framework for the academic, professional and social development of minority students within the fields of Agriculture and related areas. The national society for Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) is the governing body.</p>
<p><b>National Association for the Advancement of Colored People (NAACP)</b>  <i>Mr. Oree Banks</i>  304.766.3231  obanks@wvstateu.edu</p>	<p>This organization strives to improve the political, educational, social, and economic status of minority groups; eliminate racial prejudice; and keep the public aware of the adverse effects of discrimination. Membership is open to all students.</p>
<p><b>NYANSA</b>  <i>Mr. Simuel Bowles</i>  304.766.5144  bowlessa@wvstateu.edu</p>	<p>NYANSA (pronounced n-yon-sah) is the Ghanaian word for wisdom and knowledge. Members of the organization believe that wisdom encompasses four areas: Life choices (for progress), knowledge (for education), association or affiliation (positively begets positively), and individual growth (goal orientation and commitment). The NYANSA organization stresses all phases of productivity, responsibility and independence. With the conception of NYANSA have come numerous activities that contribute to the betterment of WVSU and the surrounding communities.</p>



<b>Peer Tutors</b> <i>Ms. Daisy Squirts</i> 304.766.3041 <i>dsquirts@wvstateu.edu</i>	Tutoring for most subjects is available free of charge to any WVSU student. The TAP Room, in 117 Wallace Hall, is open for walk-in math tutoring, and the Writing Center, in 304 Ferrell Hall, has writing tutors available throughout the week.
<b>Philosophy Club</b> <i>Dr. Tayoba Ngenge</i> 304.766.3079 <i>ngenge@wvstateu.edu</i>	The purposes of the is organization are: to search for wisdom through rational and other means; to enhance our academic performance; to hone our critical, conceptual, and expressive skills; and to further develop our effectiveness.
<b>Pre-Alumni Organization</b> <i>Ms. Belinda Fuller</i> 304.766.3387 <i>bfuller@wvstateu.edu</i>	This organization, open to all students, attempts to establish loyalty for WVSU, encourages participation in community service projects, encourages student retention, bridges the gap between student and alumni, and encourages high academic standards.
<b>Sociology Club</b> <i>Ms. Gail Mosby</i> 304.766.3047 <i>gmosby@wvstateu.edu</i>	The Sociology Club is open to all sociology majors, minors and others interested in sociological theory, thought and social issues. Sociology Club promotes empathy with the human condition locally and globally as well as community services for the well-being of all without discrimination.
<b>Student National Education Association (SNEA)</b> <i>Ms. Patricia Wilson</i> 304.766.3312 <i>wilsonpat@wvstateu.edu</i>	The SNEA encourages members to be focused on public school student achievement and success, be role models for public school students, and have the potential to be a member of the teaching profession.
<b>Students Organized for Disability Awareness (SODA)</b> TBA	The purpose of this group shall be to organize a group of students on campus in order to build relationships among the members and promote disability awareness across campus.
<b>Student Social Work Organization</b> <i>Dr. Raphael Mutepa</i> 304.766.3234 <i>musondam@wvstateu.edu</i>	The SSWO's purpose is to stimulate interest in the field of social work within the University and community.
<b>Student Veterans of America</b> <i>Mr. Coston Davis</i> 304.766.5149 <i>costondavis@wvstateu.edu</i>	The Student Veterans of America is a group of college-based military veterans and supporters dedicated to supporting military veterans, their families, and their communities.
<b>Tobacco Free Yellow Jackets</b> <i>Ms. Patricia King</i> 304.766.3232 <i>kingpr@wvstateu.edu</i>	Tobacco Free Yellow Jackets focus on promoting a smoke-free campus and educating the WVSU community about the harmful effects of tobacco use and second hand smoke.
<b>Women in Communications</b> <i>Dr. Robin Broughton</i> 304.766.3274 <i>rbroughton@wvstateu.edu</i>	The Association for Women in Communications is a professional organization that champions the advancement of women across all communications disciplines by recognizing excellence, promoting leadership and positioning its members at the forefront of the evolving communications era.

## Student Rights and Responsibilities

## **Student Rights**

The following is a summary of basic legal rights, state and local criminal laws, and legal terms about which students have frequently sought information. This summary is intended to provide a basic understanding of law, but this synopsis is no substitute for legal advice for a specific problem.

### **Selected Legal Rights of Students**

#### **Freedom of Religion and of the Press.**

The first amendment to the United States Constitution provides that: Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances. Rights guaranteed by the United States Constitution cannot be violated by the States, including any state university. This protection is provided for in Section One of the Fourteenth Amendment, which in part provides that: ...No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law, nor deny to any person within its jurisdiction the equal protection of the laws.

#### **Right to Vote.**

A student enrolled at West Virginia State University has the right to register and vote in Kanawha County, if he/she has reached the age of eighteen and is a citizen of the United States.

Register at: Voters Registration Office (Kanawha County Clerk's Office)

409 Virginia Street,  
Charleston, WV Phone  
(304)357-0110

#### **Right to Privacy.**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent

or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- 

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

A student may elect to withhold directory information by contacting the Office of Registration and Records (101 Ferrell Hall). The hold will: prevent the release of attendance, withdrawal or graduation information, even after the student leaves the university (unless the student submits a written authorization to release it); and prevent the university from releasing contact information. For students who withhold directory information, University officials are prohibited from releasing any form of

information without a written release from the student. The University requires this release before it will verify employment, enrollment or the status of students who make applications for employment, auto loans, good student discounts, apartment leases, etc.

Eligible students need to sign a FERPA Consent Release Form if they consent to the release of personally identifiable information to their parents.

### **Security from Unwarranted Search and Seizure.**

The Fourth Amendment to the United States Constitution provides that:

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or Affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

The protection given by this Amendment are applicable to the entry of University residence hall rooms as well as private homes and to searches of student's person by police, security, and other government officials. (Under state law, University public safety officers are given the same powers and authority as county deputy sheriffs.)

Students should be aware that administrative actions by colleges and/or universities do not preempt criminal charges, which may be issued from state and city law enforcement agencies.

Students should be aware that, in addition to being in violation of the administrative sanctions provided in the Standard of Conduct Code and other pertinent portions of the Student Handbook, they may also be subject to criminal charges, penalties, and fines under city ordinances and State laws. A student at West Virginia State University is expected to conduct him/herself in a manner consistent with the city ordinances of the surrounding cities and the State of West Virginia.

### **Student Violations Involving Dual Jurisdiction**

Students' actions on campus that violate both civil law and campus regulations give rise to the possibility of dual jurisdiction and are dealt with in one of the following ways:

The student is turned over to civil authority and subjected only to the sanctions imposed by that authority; or

The student may, in the case of minor infractions, be subjected only to sanctions imposed by campus authority. The exercise of campus authority, however, does not mean the Institution seeks to put itself and its students above the law; or

The student may be subjected to sanctions imposed by both civil authority AND campus authority. This is not considered double jeopardy.

### **Off-Campus Violations**

Students apprehended for off-campus violations are clearly within the jurisdiction of civil authority. The Institution's concern does not ordinarily extend to off-campus activities except in exceedingly rare cases such as when a student uses the Institution's name to falsify its position or associate it with a cause not approved by the Institution; when a student interferes with a person entering or leaving the campus or interferes with classroom instruction or other essential functions of the institution even though he is not actually on campus at the time of such action: WHEN A STUDENT'S ACTION IS CLEARLY AND DISTINCTLY DAMAGING TO THE INSTITUTION'S SPECIAL INTERESTS AS AN ACADEMIC COMMUNITY.

### **The Student and the Law**

When a student has been apprehended for violation of law, campus authorities cannot request special consideration for the student because of his/her status as a student. Such action promotes disrespect for the law, retards the growth of responsibility and tends to create the erroneous impression that the campus sees itself as a sanctuary for lawbreakers. Although the institution may want to ensure that its students are accorded their full civil and legal rights, neither civil nor campus authorities should unequally favor those citizens who are students.

The student is subject to the criminal sanctions administered within the judicial system and to penalties ranging from small fines to imprisonment. In his/her role as student, he/she is subject to the regulations of the Institution and to penalties ranging from probation to expulsion.

## **Student Responsibilities**

### **Disciplinary Proceedings**

If a student is accused of committing conduct violations, disciplinary proceedings must be consistent with constitutional provisions guaranteeing due process of law. Institutional disciplinary procedures shall guarantee a student adequate notice of the charges, notification of the time of adjudication, a fair and impartial hearing of those charges, the opportunity to present his/her own defense (including witnesses at the hearing), the right to question his/her accusers, and the right to appeal the decision to a higher authority. At no time shall a presumption of guilt be attached to the accused party. Only when there is clear evidence that continued presence in the academic community may prove detrimental to others is the privilege of attendance to be suspended prior to adjudication - and then without unwarranted penalty.

### **Standards of Conduct Code**

Every student is responsible for understanding and acting in accordance with established regulations.

Any conduct or behavior which is in violation of Institution Regulations, the West Virginia State University Student Handbook, city, county, state, or federal ordinances, statutes or laws; to include any act which is considered detrimental to the safety and welfare of the campus community or which tends to bring disgrace or discredit upon West Virginia State University may be termed "misconduct."

The following specific examples of acts of misconduct warranting the educational sanctions of probation, suspension, or expulsion should be interpreted as being severe in nature, and if any court of competent jurisdiction finds any of these rules to be unauthorized, or unauthorized within the context in which it is enforced, it is the expressed intention of the Institution that all of the remaining rules shall remain in full force and effect.

## **Prohibited Student Conduct**

### **I. Type One Behavior**

A student who has been found in violation of any provisions of this section and in the opinion of the appropriate authority does not merit a more severe sanction may receive an official oral or written warning or reprimand. A repetition of or any further violation may result in a more severe sanction(s). A copy of any warning letter or letter of reprimand will be kept in the Office of Student Affairs and remains active for the specified time stated in the letter.

## II. Type Two Behavior

The following behavior may result in a maximum sanction of conduct probation, or any lesser sanction authorized by this code.

**A. Alcoholic Beverages.** (Alcoholic liquor, wine, or non-intoxicating beer.) The legal age in West Virginia for purchasing alcoholic liquor, wine or beer is 21. An individual who is less than 21 years of age cannot purchase alcoholic liquor, wine, or beer. Any student who is disruptive while under the influence of alcoholic beverages is considered in violation of Institutional regulations. Possession or use of alcoholic beverages on state property is prohibited.

**B. Placing Banners, Posters, and Stickers on Institution Property without Proper Authorization.**

**C. Bringing Dogs or Other Pets onto the Campus.** For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in Institution buildings or on Institution property.

**D. Gambling.** Gambling by organizations or individuals is prohibited.

**E. Solicitation.** The term "solicitation" is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on Institution property except by contract with the West Virginia Higher Education Policy Commission, or as a regular process that is necessary to support an administrative or academic service of West Virginia State University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia State University will audit all solicitation activities.

**F. Smoking (Tobacco).** For health and safety reasons, state law prohibits smoking in certain Institution owned buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in all Institution facilities. Smoking is permitted outdoors farther than twenty (20) feet from all entrances and exits to buildings.

**G. Failure to Appear on Official Request before a Duly Constituted Judicial Body.**

**H. Public Use of Abusive or Obscene Language.**

**I. Disrespect toward an Institution Faculty or Staff Member or Administrator.** Treats a faculty, staff, or administrator with contempt or is disrespectful in language or deportment.

**J. Disturbing the Peace.** Disruption of peace on campus by fighting, disorderly conduct, etc. Includes violation of Institutional policies concerning demonstrations and use of sound amplifying equipment.

**K. Failure to Maintain a Current Address with the College.**

## III. Type Three Behavior

The following behavior may result in a maximum sanction of suspension from the Institution for a period not to exceed one year or any lesser sanction authorized by the Code.

**A. Misuse of Institution Documents.** Forging, transferring, altering or otherwise misusing any student identification card or registration form or any other official student or Institution document.

**B. Misuse of Institution Telephones.** Placing long-distance telephone calls by using fictitious and unauthorized billing numbers, and/or obtaining unauthorized access of telephone for long-distance calls.

**C. Negligent Destruction of Institutional or Personal Property.** Failure to exercise care, thereby damaging, defacing, or destroying Institutional property or property of any person while on Institution premises or Institution related premises.

**D. Negligent Infliction or Threat of Bodily Harm, including but not limited to:**

1. Failure to exercise care, thereby causing bodily harm to any person while on Institution property or related Institution premises;
2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on Institution property or related Institution premises.

**E. Misbehavior at Sporting Events, Concerts, & Social/Cultural Events, including but not limited to:**

1. Bringing onto the field, court, stage, or other venue any banners, flags, bottles, cans, or thermos jugs;
2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.

**F. Use or Illegal Drugs.** Possession or use of any drug that is illegal by municipal, state, or federal law. Go to Table of Contents

**G. Unauthorized Use of Institutional Keys.** Causing the unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room property, or facility owned or controlled by the Institution.

**H. Bad Checks.** The passing of worthless check(s) or failure to redeem promptly a worthless check.

**I. Violations of Housing Contract General Conditions.** Otherwise covered in this Code, all general conditions of the housing contract.

**J. Violation of Residence Life or Dining Service Regulations.** Except as may be superseded by regulations previously set forth in this Code, this includes any and all rules, regulations, and policies established for student use of residence hall and dining service facilities.

**K. Drunken or Reckless Driving.** Operation of any vehicle on the campus while drunk, high on illegal drugs, or in a reckless or wanton manner.

**L. Under the Influence of Alcohol or Illegal Drugs in Class or on a Campus Job.** Found to be under the influence of alcohol or illegal drugs in class or on a campus job.

**M. Unauthorized Possession of Institutional Property.**

**N. Perjury.** In a hearing, willfully and knowingly giving any false testimony material to the issue of matter of inquiry.

#### **IV. Type Four Behavior**

The following behavior is considered of the utmost gravity by the Institution and may result in a maximum sanction of expulsion from the Institution or any other sanction authorized by this code. Expulsion is the cessation of all educational services.

**A. Dishonesty including, but not limited to:**



1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of Institutional or organizational funds.
2. False statements in an Institution disciplinary hearing or to Institution officials conducting investigations.

**B. Disruptive Conduct.** Disruptive picketing, protesting, or demonstrating on Institution owned or controlled property or at any place in use for an Institution sponsored or supervised function. Such disruptive activity includes but is not limited to:

1. Unauthorized occupancy of Institution facilities or buildings;
2. Interference with the rights of students, faculty, staff, and/or administration to gain access to any Institution facility for the purpose of attending classes, going to work, participating in interviews and conferences, or any other authorized purpose;
3. Interference with the orderly operations of the Institution by destruction of property, breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance;
4. Deliberate interference with Institution pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on Institution owned or controlled property or at Institution sponsored or supervised functions;
6. Failure to comply with the directions of Institution officials, police, and other law enforcement officers acting in performance of their duties.

**C. Weapons and/or Explosive Devices.** A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon or any other tool or instrument capable of inflicting bodily injury as a weapon. The only exception to this rule is in an academic program where these activities are part of completion of the degree, program and/or course requirements. In these cases, the student must be under the direct supervision of the course instructor who must be present at the time the student engages in these activities. If the instructor is not present, then the student may not engage in these activities. The terms “weapons,” “tools,” or “instruments” shall include by way of illustration, but are not limited to, the following items:

1. any loaded or unloaded firearm (pistol, blank pistol, signal pistol, revolver, rifle, shotgun, stun gun, pellet gun, BB gun, bows and arrows, etc.)
2. any knife (Bowie, Dirk, lockblade, hunting, pen, pocket, X-Acto knives, dissection tools, switchblade, utility, etc.)
3. any martial arts device (Chinese Star, nunchaku, dart, etc.)
4. any razor (straight, regular, retractable, etc.)
5. any defensive device (gas repellent, mace, stun gun, chemical sprays, chemical acids, etc.)
6. any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this offense section, which by way of illustration, shall include, but is not limited to:

- a) blackjack
- b) chains
- c) clubs
- d) metal, brass, or any artificial knuckles
- e) nightstick
- f) rings
- g) pipe
- h) studded or pointed bracelets
- i) ax handles
- j) etc.

7. A student shall not supply, possess, handle, use, threaten to use, or transmit any explosive device or item that ejects or releases a spray, foam, gas, spark, fire, smoke, odor, etc.. By way of illustration, such devices or items shall include, but are not limited to:

- a) bullets
- b) ammunition of any type
- c) fireworks of any type and size
- d) smoke or stink bomb
- e) any type of homemade bomb
- f) or item which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., fake bombs, fireworks fuse, explosive devices, detonators, etc.)
- g) chemical acids

A student is deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on Institution property, or in any vehicle a student brings on Institution property being used by the Institution, at any Institution function or activity, or any Institution event held away from the Institution. The responsible administrator shall prosecute any violation of this policy that may constitute a violation of state and/or of federal criminal statutes in the form of a juvenile petition of a criminal complaint. The use, possession, or transmittal on Institution property or at any Institution function or activity of non-facsimile water pistols or matches is not permitted. However, if such water pistols or matches are not used offensively, then the penalty for violation of this rule shall range from a conference with the student to suspension.

**D. Infliction or Threat of Bodily Harm.** Assault, battery, abuse of or threat to any person, or conduct that threatens or endangers the health, safety, or well-being of other persons on Institution owned or controlled property or at an Institution sponsored or supervised function.

**E. Theft or Unauthorized Possession of Property.** Theft, commandeering, or misuse of or to Institution owned or controlled property or to a member of the

West Virginia State University community or any person on Institution owned or controlled property. Unauthorized possession of keys to Institution owned or controlled property.

**F. Destruction of Institution Property.** Malicious destruction, misuse of, or damage to Institution owned or controlled property or to a member of the West Virginia State University community or any person on Institution owned or controlled property.

**G. Unauthorized use of Emergency or Safety Equipment.** Tampering with or unnecessary use of Institution fire alarm systems and firefighting equipment, and or any other Institution equipment of an emergency or safety nature.

**H. False Reporting of Emergency.** False reporting of a fire or that a bomb or other explosive has been placed in any Institution building or on Institution owned or controlled property.

**I. Distribution or Sale of Illegal Drugs.** The distribution or sale of any drug of which is illegal by municipal, state, or federal law on the campus or in West Virginia State University owned or controlled property.

**J. Hazing.** Any action or situation created intentionally, whether on or off campus, to produce a mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include paddling in any form; creation of excessive fatigue, i.e., any activity which deprives a student of at least six (6) hours of continuous sleep; physical or psychological shocks; inappropriate suggestions, i.e., stealing of items; treasure hunts, scavenger hunts, off campus, or in Greek House. Wearing publicly any apparel which is conspicuous and not normally in good taste, as defined by the people hearing bodies; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; or any other activities which are not consistent with fraternal law, ritual, or policies or regulations of national organizations or this educational institution. Any act that would degrade or otherwise compromise the dignity of the individual, including forced uses and abuse of alcohol and drugs.

**K. Trespassing.** Knowingly entering in, upon, or under a structure, conveyance, or vehicle owned or controlled by West Virginia State University without having been authorized, licensed, or invited and is requested to depart by the owner, tenant, agent, or official of West Virginia State University but refuses to do so.

**L. Misuse of the Institution Computer Network and/or Computer System.**

1. Disruption or interference with the normal use of computers, computer related equipment, data, or programs of individuals, the network, or the Institution;
2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
3. Attempts to breach security in any manner;
4. Use of a computer account for other than the purpose for which assigned;

5. Illegal Download & Distribution. Includes any unauthorized distribution and/or downloading of copyrighted materials through use of University or personal computers on the institutional network.

**M. Unlawful Discrimination.** Discrimination on the basis of race, sexual orientation, color, religion, national origin, political affiliation, handicap, or age.

**N. Conspiracy.** Any student subject to this code who conspires with any other person to commit an offense under this code, if one or more of the conspirators does an act to effect the object of the conspiracy.

**O. Rape.** Commits an act of sexual intercourse or sexual intrusion without the other person's consent or engages in sexual intercourse or intrusion with another person who would be outside the statutory age of consent for this person's age group.

**P. Nonconsensual Sexual Intercourse and Contact.** Any student found responsible for violating the policy on Nonconsensual Sexual Intercourse will face a recommended sanction of suspension or expulsion\*. Nonconsensual sexual intercourse means any act between persons involving penetration, however slight, of the female sex organ by the male sex organ or involving contact between the sex organs of one person and the mouth or anus of another person. Nonconsensual sexual contact means any intentional touching, either directly or through clothing, of the breasts, buttocks, anus or any part of the sex organs of another person, or intentional touching of any part of another person's body by the actor's sex organs, and the touching is done for the purpose of gratifying the sexual desire of either party. Nonconsensual sexual intrusion means any act between persons involving penetration, however slight, of the female sex organ or of the anus of any person by an object for the purpose of degrading or humiliating the person so penetrated or for gratifying the sexual desire of either party.

**Q. Sexual Harassment.** Gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

1. Hostile environment sexual harassment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
2. Quid pro quo sexual harassment exists when there are: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and Submission to or rejection of such conduct results in adverse educational or employment action
3. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

**R. Sexual Exploitation** occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior

does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

1. Prostituting another student;
2. Nonconsensual video- or audio-taping of sexual activity;
3. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
4. Engaging in peeping or voyeuristic behaviors;
5. Knowingly transmitting a sexually transmitted disease (STD) or HIV to another student.

**S. Stalking and Harassment.** WVSU is determined to provide a campus environment free of violence for all members of the campus community. For this reason, WVSU does not tolerate stalking or harassment, and will sanction those found guilty to the fullest extent possible. WVSU is also committed to supporting victims of stalking or harassment through the appropriate provision of safety and support services. This policy applies to all students, employees, faculty and staff of WVSU.

**What Behaviors Constitute the Crimes of Stalking and Harassment?** Stalking, according to West Virginia law, is clearly identifiable as repeatedly following another person. Harassment, using the West Virginia definition of "willful conduct," could include numerous behaviors. The following is a list of behaviors that could potentially be considered stalking or harassment (Stalking Resource Center; WV Foundation for Rape Information Services); however, note that the list is not all inclusive:

- Surveillance or watching the victim (sitting in a car in front of the victim's house, going through the victim's trash, contacting the victim's family and friends, etc.);
- Pursuing/following the victim;
- Unexpected appearances where the victim works, lives, goes to school or visits;
- Approaching or confronting the victim, perhaps even in violation of a protective order;
- Telephone harassment, which might include playing disturbing music, hangups or threats; • Sending/giving unwanted gifts, letters or e-mails to the victim;
- Monitoring of telephone calls or computer use;
- Use or misuse of technology to stalk and harass (see below);
- Spreading rumors or otherwise defaming the victim's character;
- Vandalism or other destruction of property;
- Threat to the victim and/or her/his family, friends and pets;
- Physical attacks; and
- Sexual assault.

It is the cumulative pattern of behaviors that forms the "course of conduct" that can cause the targeted individual to be afraid and distressed. For example, a single e-mail or bouquet of flowers may not be frightening, but 150 e-mails, bouquets of dead flowers and late night threatening calls become something that cannot and should not be ignored.

**T. Cyberstalking and Cyber Harassment.** WVSU addresses cyberstalking and cyberbullying as forms of harassment and/or discrimination. It is important that students report being harassed so investigations can occur, talk about options and students' rights, as well as be provided with on or off campus resources as needed.

**Use of Technology to Stalk** Technology has provided stalkers with additional tools and added new dimensions to the impact on victims. This use/misuse of technology by stalkers is sometimes referred to as "cyberstalking." For example:

- Stalkers can use hidden cameras to watch their victims or global positioning systems (GPS) to track victims (Stalking Resource Center);
- "Spy phone" software programs and devices that utilize GPS allow stalkers to monitor victims' cell phone conversations and text messages;
- Software is available that enables stalkers to remotely access victims' computers and know their every keystroke or each website they visited;
- Stalkers can post comments and pictures about victims on message boards or social networking sites;
- Stalkers can fill victims' e-mail with spam or send a virus or other damaging programs to victims' computers; and
- Stalkers can easily and legally obtain public information about victims through online searches, such as phone and address listings, court records, property records, subscriptions, etc. (Stalking Resource Center). That information might later be used to gain access to victims' homes, pets, families and/or friends.

**Stalking and harassment** are crimes in West Virginia and are subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action through the WVSU Office of Judicial Affairs. This can include expulsion from WVSU and/or criminal prosecution simultaneously.

**Reporting Stalking or Harassment** WVSU encourages reporting of all incidents of stalking or harassment to law enforcement authorities, and respects that whether or not to report to the police is a decision that the victim needs to make. Advocates at your local rape crisis center are available at REACH Rape Crisis Center at 304-340-3676. Additionally Counseling and Academic Support Services (CASS) can provide assistance if you are being stalked or harassed at 304-766-3168 or the Campus Police at 304-766-3353. These resources can also inform you of your legal options.

**Reducing Your Risk** Although no prevention strategy is 100% effective, following basic safety measures can help reduce your risk of being a victim of cyberstalking or cyber harassment. Individuals who consent to sex must be able

to understand what they are doing. Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

**V. Repetition of Misconduct**

If a student is found in violation of an offense that occurred during the specified term of a previous disciplinary action sanction, the student will be subject to the maximum sanction of “expulsion” or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found in violation of conduct proscribed in the code, that student may be subject to the next higher sanction authorized in the Code.

**VI. Restitution** Restitution may be ordered by the appropriate official or West Virginia State University hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia State University for damages to, destruction of, or misappropriation of property.

**VII. Failure to Observe Sanction** Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

**VIII. General Conduct Provision** All disorders and neglects to the prejudice of good order and discipline at the Institution, all conduct of a nature to bring discredit upon the Institution, and crimes and offenses not covered above of which a student is found guilty.

## **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to many programs at WVSU. While compliance with the law is everyone's responsibility at the university, there are staff members who have primary responsibility for Title IX compliance.

### **Title IX Coordinators**

#### For Complaints Against Faculty or Staff (or individuals who do business with WVSU):

If you have a complaint against a WVSU faculty or staff member for sexual harassment, sex discrimination, or sexual assault, please contact:

#### **Joyce Chaney**

Title IX Coordinator  
Director of Human Resources  
105 Cole Complex  
304-766-5224  
[jchaney@wvstateu.edu](mailto:jchaney@wvstateu.edu)

#### For Complaints Against Students:

If you have a complaint against a WVSU student for sexual harassment, sex discrimination, or sexual assault, please contact:

Trina Sweeney  
Director, Adult & Commuter Student Services  
Student Affairs  
100 Curtis House  
304-204-4328  
[sweeneyt@wvstateu.edu](mailto:sweeneyt@wvstateu.edu)

#### Gender Equity in Athletics



If you have a complaint about gender equity in WVSU athletics programs, please contact:

Shannon Gerencir  
Head Coach – Women’s Volleyball/Senior Women’s Administrator  
Athletics  
210 Fleming Hall  
304-766-5750  
[gerencir@wvstateu.edu](mailto:gerencir@wvstateu.edu)

### **Additional Resources**

To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff or student) and you may also contact:

WVSU Public Safety  
305 Barron Drive  
304-766-3353 (non-emergency)  
911 (emergency)  
<http://www.wvstateu.edu/administration/public-safety>

To Report Confidentially

All of the individuals identified above will investigate and report all complaints. All employees, operating in their official capacity, are required to report alleged harassment and assault. If you desire that details of the incident be kept confidential, you may speak with on-campus counselors, campus health service providers or off-campus rape crisis resources, who will maintain confidentiality. Counseling and Academic Support Services (CASS) has campus counselors that are available to help you free of charge, and are located on the first floor of Sullivan Hall, East. In addition, you may speak off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

## Academic Forgiveness

Consistent with the West Virginia Higher Education Policy Commissions Title 133 Procedural Rule, Series 22 Sections 4 and 5, West Virginia State University (WVSU) will extend to students academic forgiveness related to grade point averages required for graduation under the following listed professional conditions. (This policy pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensing boards, external agencies, or the West Virginia Board of Education). A student who has grades of "F" and/or "D" may petition the Director of Registration to disregard the grade for the purpose of computation of the cumulative grade point average under the following conditions:

1. Only "F" and/or "D" grades from courses taken at least five years prior to the request may be disregarded for grade point computation. (Students must choose to keep all "D" grades or have all eligible "D" grades forgiven).
2. When "F" and/or "D" grades are disregarded for grade point average computation, these grades will not be deleted from the student's permanent record (transcript).
3. Once a "D" grade is disregarded for the purpose of grade point average computation, the credit earned is also disregarded.
4. The student requesting academic forgiveness must not have been enrolled in any college or university on a full time (12 or more credit hours) basis during any semester or term in the previous five years. If the student has enrolled on a part-time basis (less than 12 credit hours) during the specified five years, the student must have earned at least a "C" grade point average (2.0) in all coursework attempted.
5. Students may apply for academic forgiveness through a signed application (see reverse). The student must certify that he/she has not been enrolled as a full-time student in any college or university for the five consecutive years prior to the request.
6. Once the student has completed the 12 credit hours of required courses at WVSU, with no grade lower than a "C", the Director of Registration will calculate the grade point average and grant academic forgiveness for the "F" and/or "D" grades the student has earned at least five years earlier.

NOTE: Students who receive academic forgiveness may be eligible for graduation with honors. All grades, including those that were "forgiven" will be used to determine honors for graduation.

## Repeat and Replace D's and F's

Students who receive D or F grades early in their college careers may have such grades excluded in calculating their GPA when repeated under the following conditions:

1. The D or F must have been earned no later than the semester or summer term when the student attempts his/her 60th credit hour.
2. The grade received on the second attempt will be used in calculating the student's GPA. While the first grade will continue to appear on the transcript designated with an E for excluded, it will not be used in calculating the GPA.
3. Any course with designation (A-F) will be used to calculate the GPA but will not count towards hours earned for graduation.

## Appeal of Final Grades

A student who believes that the final grade as posted for a particular class does not accurately reflect the student's performance, as determined by the grading procedure outlined on the class syllabus, he/she may wish to appeal the final grade. Prior to an official appeal of the grade, however, it is advisable for the student to ask the instructor to review his or her record of performance to determine whether the grade was accurately assigned. If it is determined that an error has occurred, the instructor can have the grade corrected by completing and processing a Special Grade Report for submission to the Registration and Records Office. Oral discussions regarding possible errors often resolve the student's questions and are not considered official appeals of final grades. If the student still believes the final grade is in error after an informal review of the record, an official appeal of the final grade may be initiated. The student should monitor the appeal process at all stages, taking careful note of all deadlines as the appeal moves forward.

- I. A student initiates an official appeal of a final grade by obtaining a Final Grade Appeal Form from the office of the college dean, completing and signing the form, and submitting it to the instructor through the office of the department in which the grade was awarded. The instructor will sign the form and a copy will be retained in the department office for the record while the first stage of the appeal is proceeding. This appeal must be initiated within the first 30 days after the first day of classes of the next regularly scheduled semester. For grades assigned for a fall semester, no later than 30 days into the following spring semester; for grades assigned for spring semester or summer session, no later than 30 days into the following fall semester.

The instructor must respond to the Final Grade Appeal Form with a decision within five business days of receiving it.

A. If the appeal is granted:

1. The instructor indicates the reason(s) for the change on the Final Grade Appeal Form, signs and submits the form to the department office.
2. The instructor initiates a Special Grade Report to complete the official change of grade in the student's record.

B. If the appeal is not granted:

1. The instructor indicates the reasons(s) for denying the appeal on the Final Grade Appeal Form and submits the form to the student as well as the department office. At this point, the student's reason(s) for appeal and the instructor's reason(s) for agreement or denial have been stated on the Final Grade Appeal Form. No new written material may be added by either the student or the instructor beyond this point except at the request of those hearing an appeal.
2. The student may appeal the instructor's decision by forwarding the Final Grade Appeal Form to the department chair no later than five business days following receipt of the Final Grade Appeal Form with the instructor's decision.
3. Upon receiving the Final Grade Appeal Form, the department chair should attempt to resolve the matter. The department chair may base the decision on the documentation provided on the Final Grade Appeal Form or he/she may choose to gather additional information from the student, the instructor, or other relevant sources. The Final Grade Appeal Form with the chair's decision should be returned to the student within five business days after the form has been submitted by the student to the department chair. A copy will be retained in the department office.
4. If there is not a satisfactory resolution of the matter at the department chair level, the student may forward the Final Grade Appeal Form with the chair's decision to the college dean no later than five business days after receiving the chair's decision.
5. The college dean may (a) decide the case directly based on the documentation provided on the Final Grade Appeal Form, (b) choose to gather additional information from the student, the instructor, or other relevant sources, or (c)

request the Academic Appeals Committee (AAC) to hear the case and submit an advisory opinion on the appeal.

6. If the case is referred to the AAC for an advisory opinion, the college dean must refer the case to the committee within five business days after receiving the appeal. The AAC in turn must convene to hear the case within five business days after receiving appeal from the college dean.
  - a. The instructor and the student have the opportunity to present their reasoning at a hearing before the committee.
  - b. Each party may be accompanied by an advisor of choice from the institution. Such an advisor may consult with but may not speak on behalf of the student or faculty member or otherwise participate in the proceedings, unless given specific permission to do so by the AAC Chair.
  - c. Within five business days after the hearing, the AAC must convey its advisory opinion on the Final Grade Appeal Form to the college dean.
7. Within five business days of receiving the appeal from the student, or if the appeal is referred to the AAC within five days of receiving the advisory opinion from the AAC, the college dean will forward the determination of the dean or the AAC, as the case may be, to the Provost and Vice President for Academic Affairs on the Final Grade Appeal Form.
8. Within five business days of receiving the Final Grade Appeal Form the Provost and Vice President for Academic Affairs will either affirm or deny the determination as sent, record the reason(s) for his/her decision on the Final Grade Appeal Form, and return the form to the college dean. The Final Grade Appeal Form will constitute a full record of the action on the student's appeal.
9. If the appeal is granted, the college dean initiates a Special Grade Report to change the grade officially in the student's record.
10. The college dean distributes copies of the Final Grade Appeal Form to all parties.
11. The decision of the Provost and Vice President for Academic Affairs is final.

II. In cases involving a faculty member who has left the University, either permanently or for an extended leave of absence, the procedure is the following:

- a. It is the responsibility of the student to submit the Final Grade Appeal Form to the department chair within 30 days after having received the final grade.

- b. The department chair will base his/her decision on all relevant documentation available, including grade books and syllabi, and may consult with any parties who may be able to supply additional information.
- c. Within ten business days after receiving the appeal, the department chair must inform the student, in writing, of the decision reached.
- d. If there is not a satisfactory resolution of the issue at this stage, the student should follow the procedures stated earlier, beginning with B- 4.

**Finality of Grades:** The awarding of a degree is based on grades of record at the time the degree is awarded. Therefore, once a student has been awarded a baccalaureate or master's degree by the University all grades used to award the degree are final and may no longer be appealed or changed.

Appendix A

West Virginia State University  
College of Professional Studies  
Declaration of Major

I \_\_\_\_\_ would like to declare \_\_\_\_\_

as my major within the College of Professional Studies.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student ID# (A-number) \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Please change the major code listed for this student to Major Code # \_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please forward this completed form to College of Professional Studies Dean for signature:

Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Send to: Dr. J. Paige Carney in Wallace Hall 520**  
**The Office of Registration and Records will update in the Banner Student Database System**

Appendix B

**College of Professional Studies – Major Codes**

**Criminal Justice: Bachelor of Science**

- 0295 = CJ/Corrections
- 0300 = CJ/Generalist
- 0297 = CJ/Investigation
- 0298 = CJ/Law Enforcement

**Health and Human Performance: Bachelor of Science**

- 0316 = Health Science/Community Health Education
- 0317 = Health Science/Leadership in AH & Rehabilitation
- 0390 = Recreation
- 0395 = Recreation/ Travel & Tourism
- 0330 = Sports Studies

**Education: Bachelor of Science in Education**

***Elementary Education (Pre-K-6)***

- 0551 = E Ed/ Elementary Ed (K-6)

***Pre-K/Adult Ed***

- 0563 = EMA Ed/ Art
- 0568 = EMA Ed/ French
- 0564 = EMA Ed/ Music
- 0569 = EMA Ed/ Spanish
- 0501 = EMA Ed/Wellness (Combines Health and Physical Education)

***Middle/ Adolescent Education (5-Adult)***

- 0559 = MA Ed/ Business Ed (5-Adult)
- 0560 = MA English Ed (5-Adult)
- 0570 = MA Ed/General Science (5-Adult)
- 0561 = MA Ed/ Mathematics (5-Adult)
- 0562 = MA/ Ed Social Studies (5-Adult)

***Adolescent Education (9-Adult)***

- 0556 = A Ed/ Biology (9-Adult)
- 0557 = A Ed/ Chemistry (9-Adult)

**Social Work: Bachelor of Science**

- 0370 = Social Work



## Appendix C

### Test for Credit Program

#### CLEP and DSST Standardized Tests

**CLEP** and **DSST** allow you to receive college credit by taking a standardized test over material covered in certain courses. Over sixty tests are available through these two tests. If you are attending another institution, **you** are responsible for knowing what your particular institution will accept as a course substitution for a CLEP/DSST exam.

The **CLEP** ([www.collegeboard.com/clep](http://www.collegeboard.com/clep) ) and **DSST** ([www.getcollegecredit.com](http://www.getcollegecredit.com) ) examinations are given each month at WVSU. Test scores will be available upon completion of the examination (some exceptions apply to CLEP exams). The test fees are as follows:

- **CLEP \$80.00 (per test)** Prior to the test date, candidates will need to create an account through the **“My Account”** Registration portal on the **CLEP website** and submit payment directly there. After you have completed the payment process through CLEP, please complete the attached registration form or go online to our page, complete registration and submit to Office of Career Services & Cooperative Education. On test day, you will bring **CLEP Exam Registration Ticket**.
- **DSST \$80.00 (per test)** in the form of a credit card payment (Master Card, Visa, or American Express only). Test fees for DSST will be done on the test day.
- A **\$15.00 administration fee payment for both CLEP and DSST (per test)** in the form of a check or money order is payable to West Virginia State University on test day.

#### **Mail or drop off completed registration form to:**

West Virginia State University  
Office of Career Services & Cooperative Education  
P.O. Box 1000  
216 Wallace Hall  
Institute, WV 25112-1000

To register online, go to: <http://www.wvstateu.edu/administration/office-career-services-and-cooperative-education/test-credit-options.aspx> - click on the registration form desired (left top); complete registration and submit by email. For additional information or questions, please contact the Office of Career Services and Cooperative Education at (304)766-3250.

**Please note:** Examination fact sheets are available upon request.

WVSU Course	Examination		Type	Credit Hours	Passing Score
Art 204 or 205	Art of the Western World		DSST	3	400
Biology 101	General Biology		CLEP	3	50
Biology 101&Physical Science Survey 101	Natural Sciences		CLEP	6	50
Business Administration 115	Introduction to Business		DSST	3	400
Business Administration 203	Principles of Statistics		DSST	3	400
Business Administration 210	Introductory Business Law		CLEP	3	50
Business Administration 215	Financial Accounting		CLEP	3	50
Business Administration 301	Principles of Management		CLEP	3	50
Business Administration 305	Principles of Marketing		CLEP	3	50
Business Administration 310	Human Resource Management		DSST	3	400
Business Administration 313	Principles of Finance		DSST	3	400
Business Administration 320	Organizational Behavior		DSST	3	400
Chemistry 105	General Chemistry		CLEP	3	65
Communications 100*	Principles of Public Speaking*		DSST	3	400
Computer Science 106	Introduction to Computing		DSST	3	400
Computer Science 106	Information Systems & Computer Applications		CLEP	3	50
Criminal Justice 101	Criminal Justice		DSST	3	400
Criminal Justice 223	Introduction to Law Enforcement		DSST	3	400
Criminal Justice 299	Fundamentals of Cybersecurity ****		DSST	3	400
Criminal Justice 311	Substance Abuse		DSST	3	400
Economics 201	Principles of Macroeconomics		CLEP	3	50
Economics 202	Principles of Microeconomics		CLEP	3	50
Elective Credit (RBA 300)	Management Information Systems		DSST	3	400
Elective Credit (RBA 300)	Ethics in America		DSST	3	400
Elective Credit (RBA 300)	Analyzing & Interpreting Literature		CLEP	6	50
Elective Credit (RBA 300)	Fundamentals of Counseling		DSST	3	400
Elective Credit (RBA 300)	English Literature		CLEP	3	50
English 101**	College Composition**		CLEP	3	50
English 112	Technical Writing		DSST	3	400
English 316 & 317	American Literature		CLEP	6	50
French 101 & 102 (Level 1)	French Language		CLEP	6	50
French 201 & 202 (Level 2)			CLEP	***6	59
Geography 202	Human/Cultural Geography		DSST	3	400
German 101 & 102 (Level 1)	German Language		CLEP	6	50
German 201 & 202 (Level 2)			CLEP	***6	60
Health & Human Performance 157	Here's to Your Health		DSST	3	400
History 201	Western Civilization I :Ancient Near East-1648		CLEP	3	50
History 202	Western Civilization II: 1648-Present		CLEP	3	50
History 207	History of US I: Early Colonization - 1877		CLEP	3	50
History 208	History of US II: 1865 – Present		CLEP	3	50
History 416	The Civil War & Reconstruction		DSST	3	400
History Elective (RBA 300)	A History of the Vietnam War		DSST	3	400
Mathematics 120	College Algebra		CLEP	3	50
Mathematics 111	College Mathematics		CLEP	3	50
Mathematics 121	Precalculus		CLEP	4	50
Mathematics 206	Calculus		CLEP	3	50
Philosophy 308	Introduction to World Religions		DSST	3	400

<b>WVSU Course</b>	<b>Examination</b>	<b>Type</b>	<b>Credit Hours</b>	<b>Passing Score</b>
Physics 101	Principles of Physical Science I	DSST	3	400
Physics 120	Astronomy	DSST	3	400
Political Science 101	American Government	CLEP	3	50
Psychology 151	Introductory Psychology	CLEP	3	50
Psychology 290	Lifespan Developmental Psychology	DSST	3	400
Science Elective (RBA 300)	Environment & Humanity: The Race to Save the Planet	DSST	3	400
Social Science 150	Social Sciences & History	CLEP	6	50
Sociology 101	Introductory Sociology	CLEP	3	50
Spanish 101 & 102 (Level 1)	Spanish Language	CLEP	6	50
Spanish 201 & 202 (Level 2)		CLEP	***6	63

\* In addition to a minimum score of 400 on the multiple choice test, an examinee must also pass the oral speech requirement. A special test day/time will be scheduled on an individual basis.

\*\* Additional Essay required.

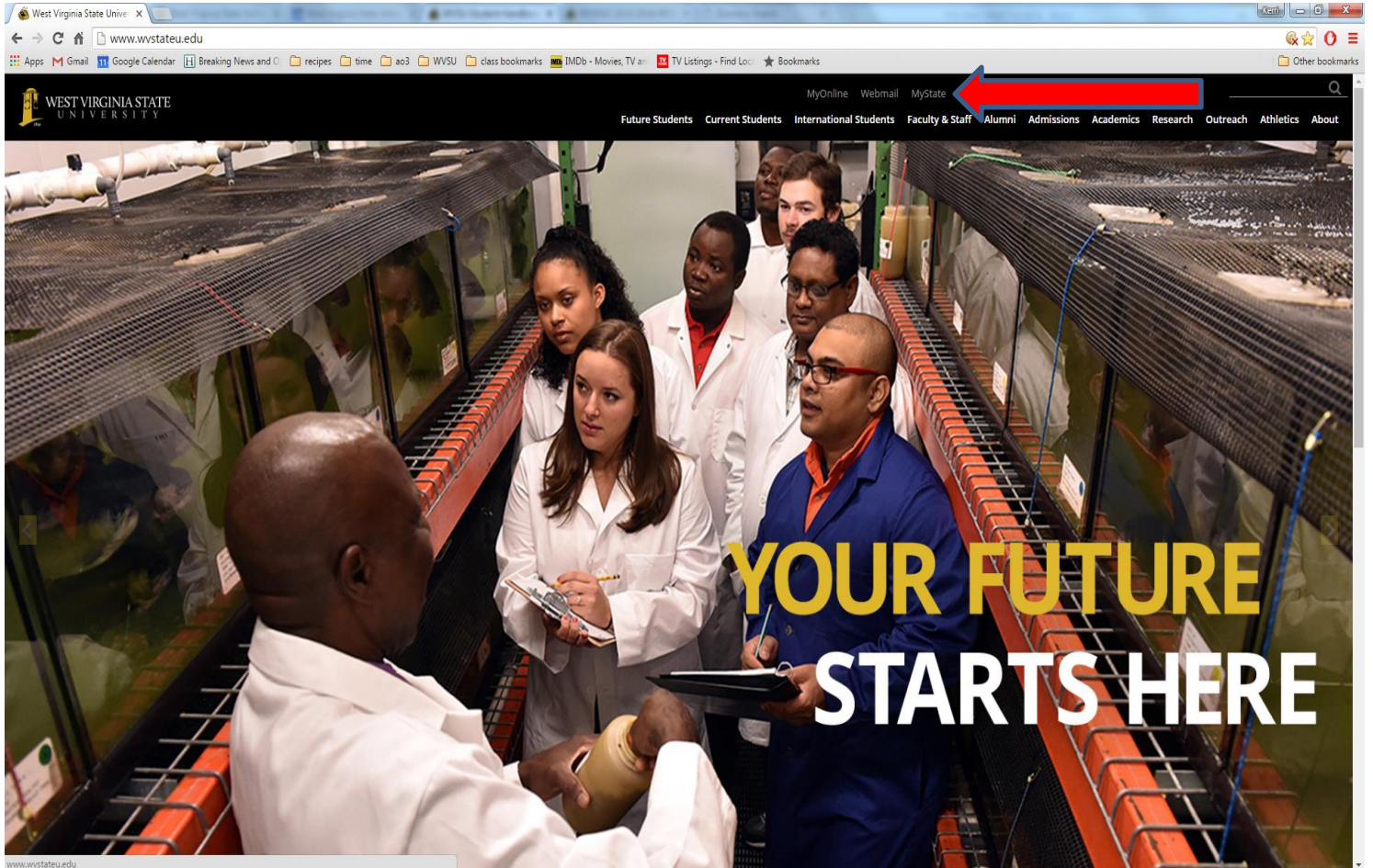
\*\*\* Credit hours from Level 1 will be added to this number.

\*\*\*\* Cost of this exam (Fundamentals of Cybersecurity) is \$90.00.

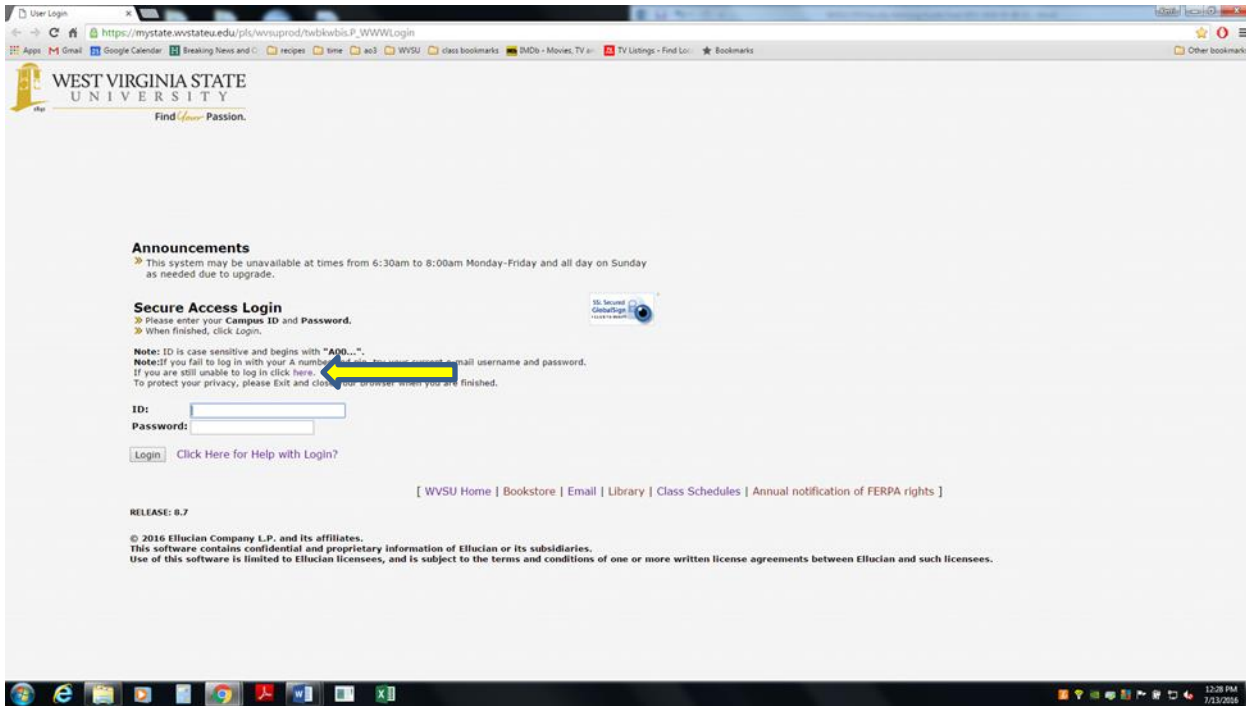
## Appendix D

# Registration Instructions

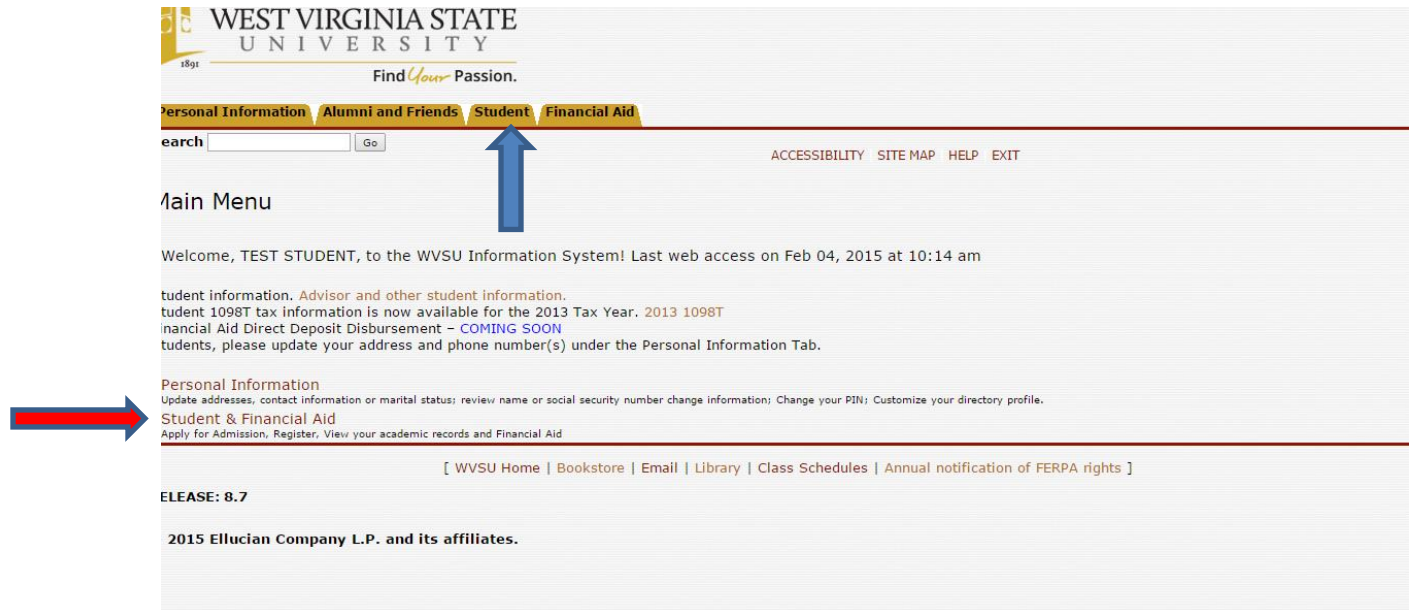
From the main page, click the MyState in light gray at the top, 3<sup>rd</sup> link (red arrow).



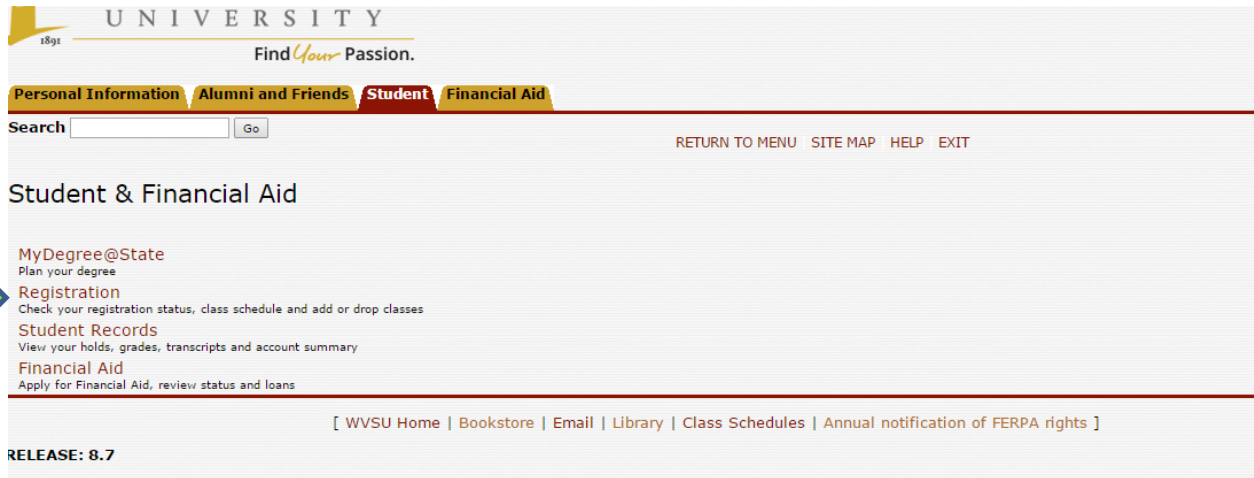
You will be taken to the MyState login page. Your ID is your A number and your password is the same password used for your email. If you have not logged onto MyState or your email before, you will need to create a password. Do so by clicking the purple word **HERE** highlighted with the yellow arrow below.



Once you have logged in, you will be taken to the main page. You will choose either the Student tab along the top (blue arrow) or the Student and Financial Aid tab in the middle (red arrow). Both will lead you to the same menu.



Once in the student menu, choose the Registration option (green arrow).



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Personal Information Alumni and Friends **Student** Financial Aid

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

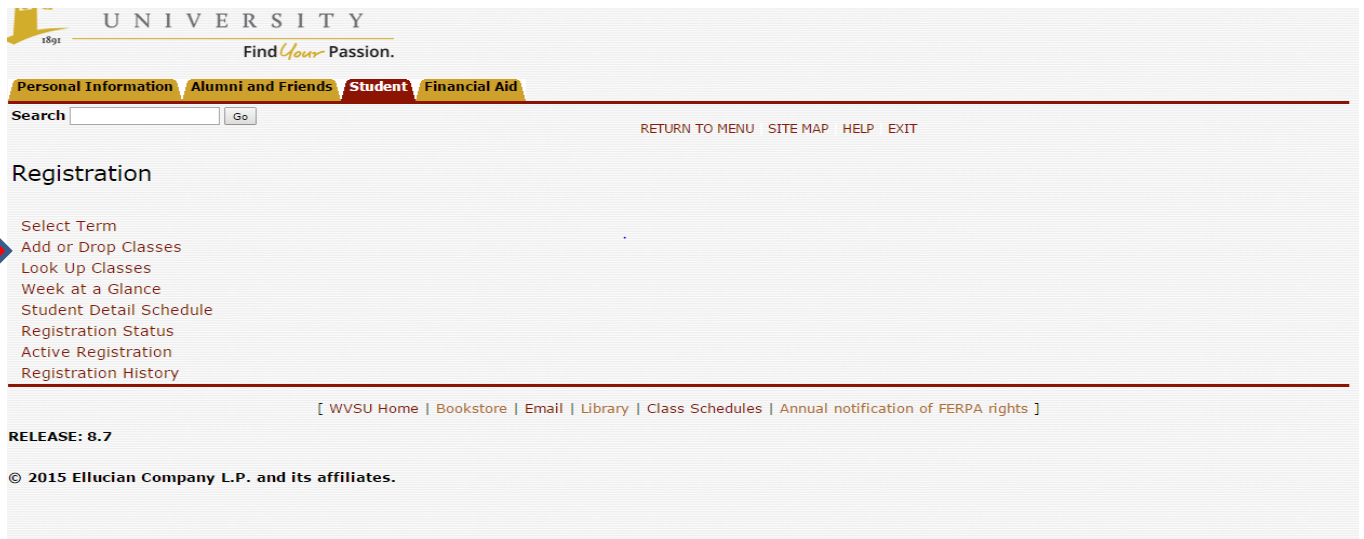
### Student & Financial Aid

- MyDegree@State**  
Plan your degree
- Registration**  
Check your registration status, class schedule and add or drop classes
- Student Records**  
View your holds, grades, transcripts and account summary
- Financial Aid**  
Apply for Financial Aid, review status and loans

[ WVSU Home | Bookstore | Email | Library | Class Schedules | Annual notification of FERPA rights ]

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Under the Registration tab, choose the tab to Add or Drop Classes (red arrow).



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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Registration

- Select Term
- Add or Drop Classes**
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Status
- Active Registration
- Registration History

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The next screen will allow you to choose the term for which you are registering. Please double-check this and make sure you've set it to the correct term. Use the drop down arrow at the side of the term to change terms (green arrow).


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search  Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Term A11111111 TEST STUDENT  
Feb 11, 2015 10:45 am

Select a Term: Summer 2015 

Submit

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You will be asked for your alternate pin number to complete registration. This is the pin number (normally 6 digits) that is given to you by your advisor during advising. Enter it at the red arrow.

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:  

Submit

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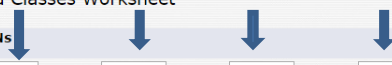
RELEASE: 8.7

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### Adding Courses:


After entering your pin number, you will be taken to the CRN screen to sign up for courses. You may enter multiple CRN's at each time, just use a different box for each CRN (blue arrows). Once you have added all of your CRN's, push the submit button (yellow arrow).

Add Classes Worksheet

CRNs 

Submit Changes Class Search Reset

[ View Holds | Change Class Options | Registration Fee Assessment ]



Successfully added class will look like this on your screen:

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**REGISTERED ONLINE** on Oct 27, 2014	None	1052	C J	299	01	Undergraduate Level 3.000	Normal	Grading	Mode	SP TOP: HOMELAND SECURI
**REGISTERED ONLINE** on Nov 03, 2014	None	1051	C J	226	01	Undergraduate Level 3.000	Normal	Grading	Mode	COURT SYSTEMS IN THE US

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 10.000  
Date: Feb 24, 2015 09:36 am

Once you have successfully added your classes, you can print out your schedule for the bookstore or log out of MyState.

To drop a course, use the pull-down list beside the course you are registered for and choose the drop option (red arrow). Press submit changes (blue arrow) and the course will be dropped.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**REGISTERED ONLINE** on Oct 27, 2014	DROP / DELETE	1052	C J	299	01	Undergraduate Level 3.000	Normal	Grading	Mode	SP TOP: HOMELAND SE
**REGISTERED ONLINE** on Nov 03, 2014	None	1051	C J	226	01	Undergraduate Level 3.000	Normal	Grading	Mode	COURT SYSTEMS IN TH

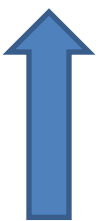
Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 10.000  
Date: Feb 24, 2015 09:53 am

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset





## Appendix E

### **Degree Maps**

Degree maps are a semester-by-semester course schedule. The milestones listed to the right of each semester are designed to keep you on course to graduate in four years. The schedule serves as a general guideline to help you build a full schedule each semester. Courses must be selected to satisfy all General Education requirements unless your program meets these requirements with major courses. Milestones are courses and special requirements necessary for timely progress to complete a major. Missing milestones will result in major delays in your graduation. If a student is in non-compliance with milestones for two consecutive semesters, he or she should consider changing their major in consultation with the advisors.

#### **IMPORTANT INFORMATION:**

- \* Courses cannot be duplicated to fulfill degree requirements for General Education. For example, although the same class options are listed for the “Natural Science” and “Scientific Reasoning” requirements, two separate classes have to be taken to fulfill both requirements.
- \* All degrees must have a minimum requirement of 120 course hours. You must have this amount in order to graduate.
- \* Certain departments offer classes on a rotating schedule. Because of this, courses may only be offered every other semester. Please take this into account when looking at your degree map, for the spring and fall suggested courses may be on a rotation.
- \* For certain classes, prerequisite courses are needed. For example, a prerequisite for English 102 is English 101. You will not be able to register for English 102 without having first taken English 101.
- \* The intended degree map schedules could be modified if a student earns credit during summer sessions.

**REMEMBER - If you have questions about your curriculum pathway, please do not hesitate to ask your advisor!**

<b>Degree Map</b>	<b>Page</b>
Criminal Justice	
CJ Online	
Art Education	
Biology Education	
Business Education	
Chemistry Education	
Elementary Education	
English Education	
French Education	
General Science Education	
Math Education	
Music Education	
Social Studies Education	
Spanish Education	
Wellness Education	
Health Science	
Recreation-Travel/Tourism	
Recreation	
Sports Studies	
Sports Studies Pre-Professional	
Social Work	

## General Education Requirements

The following table provides you with the courses that fulfill the different General Education (GEN ED) requirements for your degree. On your degree map, you will find the following titles throughout different semesters of your college career: Arts, Humanities, International Perspectives, History, Natural Science, Social Science, and Wellness. When you see these categories on your map, use the table below to choose a class that will fulfill that requirement. The choice of which class to take under the specific category is completely up to you; however, please note that although some courses fall under two different categories, the credit will NOT be duplicated. For example, if you choose to take BIOL 101 for your Natural Science credit, this will NOT double as your Scientific Reasoning Credit.

<b>ART (3 cr.)</b>	<b>HUMANITIES (3 cr.)</b>
<b>ART 101:</b> Studio I – Introduction to Art <b>ART 101H:</b> Studio I – Introduction to Art (Honors) <b>COMM 170:</b> The Art of the Theater <b>MUSIC 107:</b> Appreciation of Music	<b>ART 100:</b> Art Appreciation <b>COMM 140:</b> Film Appreciation <b>COMM 140H:</b> Film Appreciation (Honors) <b>ENGL 150:</b> Introduction to Literature <b>ENGL 150H:</b> Introduction to Literature (Honors) <b>MUSC 104:</b> American Music: A Panorama
<b>INTERNATIONAL PERSPECTIVES (3 cr.)</b>	<b>NATURAL SCIENCE (3-4 cr.)</b>
<b>COMM 446:</b> International Cinema <b>INTS 210:</b> Introduction to International Perspectives <b>INTS 250:</b> Diversity in Africana Studies <b>ENGL 350:</b> World Literature: Classical Era <b>ENGL 351:</b> World Literature: Modern Era <b>ENGL 440:</b> Interpreting the Holocaust <b>FREN 101:</b> Beginning French <b>FREN 102:</b> Elementary French <b>FREN 205:</b> A View of Changing Culture <b>FREN 443:</b> West African Culture <b>GERM 101:</b> Beginning German <b>GERM 102:</b> Elementary German <b>SPAN 101:</b> Beginning Spanish <b>SPAN 102:</b> Elementary Spanish <b>SPAN 205:</b> Spain and its Culture <b>POSC 210:</b> International Relations <b>POSC 415:</b> Arab Middle East <b>PHIL 308:</b> World Religions <b>EDUC 319:</b> Content Area Literacy <b>EDUC 321:</b> Teaching Writing in the Elementary School	<b>BIOL 101:</b> Principles of Biology (4 cr.) <b>BIOL 101H:</b> Principles of Biology (Honors) (4 cr.) <b>BIOL 108:</b> Environmental Biology (4 cr.) <b>BIOL 110:</b> Economic Biology (4 cr.) <b>BIOL 120:</b> Fundamentals of Biology (4 cr.) <b>CHEM 100:</b> Consumer Chemistry (3 cr.) <b>CHEM 100H:</b> Consumer Chemistry (Honors) (3 cr.) <b>PHYS 101:</b> Physical Science Survey I (3 cr.) <b>PHYS 102:</b> Physical Science Survey II (4 cr.) <b>PHYS 103:</b> Elements of Physical Science (3 cr.) <b>PHYS 106:</b> Introduction to Physical Geology (4 cr.) <b>PHYS 107:</b> Historical Geology (4 cr.) <b>PHYS 110:</b> Weather and Climate (4 cr.) <b>PHYS 111:</b> Energy and the Environment (4 cr.) <b>PHYS 120:</b> Astronomy (3 cr.) <b>PHYS 121:</b> Astronomy Lab (1 cr.)

**General Education Requirements Continued**

<p><b>SOCIAL SCIENCE (3 cr.)</b></p>	<p><b>SCIENTIFIC REASONING (3-4 cr.)</b></p>
<p><b>BA 210:</b> Business Law  <b>BA 312:</b> Personal Finance  <b>ECON 101:</b> American Economy  <b>POSC 100:</b> Introduction to Government and Politics  <b>POSC 101:</b> American National Government  <b>POSC 101H:</b> American National Government (Honors)  <b>PYSC 151:</b> General Psychology  <b>SOC 101:</b> Introduction to Sociology  <b>SOC 305:</b> Birth, Death, and Migration  <b>EDUC 201:</b> Human Growth and Development</p>	<p><b>BIOL 101:</b> Principles of Biology (4 cr.)  <b>BIOL 101H:</b> Principles of Biology (Honors) (4 cr.)  <b>BIOL 108:</b> Environmental Biology (4 cr.)  <b>BIOL 110:</b> Economic Biology (4 cr.)  <b>BIOL 120:</b> Fundamentals of Biology (4 cr.)  <b>CHEM 100:</b> Consumer Chemistry (3 cr.)  <b>CHEM 100H:</b> Consumer Chemistry (Honors) (3 cr.)  <b>PHYS 101:</b> Physical Science Survey I (3 cr.)  <b>PHYS 102:</b> Physical Science Survey II (4 cr.)  <b>PHYS 103:</b> Elements of Physical Science (3 cr.)  <b>PHYS 106:</b> Introduction to Physical Geology (4 cr.)  <b>PHYS 107:</b> Historical Geology (4 cr.)  <b>PHYS 110:</b> Weather and Climate (4 cr.)  <b>PHYS 111:</b> Energy and the Environment (4 cr.)  <b>PHYS 120:</b> Astronomy (3 cr.)  <b>PHYS 121:</b> Astronomy Lab (1 cr.)</p>
<p><b>HISTORY (3 cr.)</b></p>	<p><b>WELLNESS (2 cr.)</b></p>
<p><b>HIST 201:</b> World History  <b>HIST 201H:</b> World History (Honors)  <b>HIST 202:</b> World History  <b>HIST 207:</b> American History to 1865  <b>HIST 208:</b> American History from 1865</p>	<p><b>HHP 122:</b> Fitness for Living  <b>HHP 157:</b> Healthy Living  <b>HHP 157H:</b> Healthy Living (Honors)  <b>HHP 242:</b> Team Sports II (Only for Sports Studies and Wellness majors)</p>

## College of Professional Studies

### Criminal Justice Department – Bachelor of Science Degree 2016 - 2017

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
CJ 101	3	CJ 223	3
GEN ED 101 (First Year Experience)	3	CJ 226	3
ENG 101 (GEN ED)	3	Oral Communication (GEN ED)	3
CJ 204	3	ENG 102 (GEN ED)	3
Arts (GEN ED)	3	MATH 111 OR 120 (GEN ED)	3
Total Hours	15	Total Hours	15

#### Sophomore Year

Third Semester	Credit Hours	Fourth Semester	Credit Hours
CJ 224	3	CJ 307	3
CJ Elective	3	CJ 308	3
CJ 225	3	CJ Elective	3
Humanities (GEN ED)	3	History (GEN ED)	3
Scientific Reasoning (GEN ED)	4	HHP 122 OR 157 (GEN ED)	2
Total Hours	16	Total Hours	14

#### Junior Year

Fifth Semester	Credit Hours	Sixth Semester	Credit Hours
CJ 313	3	CJ 315	3
CJ 314	3	CJ 320	3
CJ Certificate Elective	3	CJ Certificate Elective	3
Natural Science (GEN ED)	3	International Perspectives (GEN ED)	3
Elective	3	Social Science (GEN ED)	3
Total Hours	15-16	Total Hours	15

#### Senior Year

Seventh Semester	Credit Hours	Eighth Semester	Credit Hours
CJ 330	3	CJ 425	3
CJ 322	3	CJ Certificate Elective	3
CJ 380	3	CJ Certificate Elective	3
CJ 415	3	Elective	3
Elective	3	Elective	3
Total Hours	15	Total Hours	15
*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.			<b>Total Degree Hours: 120</b>

## Criminal Justice Certificates

Students must focus on one certificate area and then select four courses from the choices listed below.

<b>Corrections Certificate – Select Four Courses</b>
CJ 312 Community Corrections
CJ 350 Correctional Institutions
CJ 408 Correctional Law
CJ 413 Internship in CJ
CJ 418 Treatment of Offenders

<b>Generalist Certificate Select Four</b>
CJ 299 Special Topics
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 370 International Terrorism
CJ 399 Special Topics
CJ 420 Law & Social Control
CJ 435 Fingerprinting
CJ 465 Sex Crimes
CJ 475 Homicide Investigation
CJ 499 Special Topics

<b>Investigation Certificate Select Four</b>
CJ 301 Intro to Forensic Science
CJ 385 Criminal Investigation
CJ 435 Fingerprinting
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

<b>Law Enforcement Certificate Select Four</b>
CJ 362 Contemporary Issues in Policing
CJ 385 Criminal Investigation
CJ 413 Internship in CJ
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

## College of Professional Studies

### Online Criminal Justice Department – Bachelor of Science Degree

#### Freshman Year

*Fall 2016*

First Semester	Credit Hours	Second Semester	Credit Hours
CJ 101	3	CJ 223	3
GEN ED 101 (First Year Experience)	3	CJ 226	3
ENG 101 (GEN ED)	3	Oral Communication (GEN ED)	3
CJ 204	3	ENG 102 (GEN ED)	3
Arts (GEN ED)	3	MATH 111 OR 120 (GEN ED)	3
Total Hours	15	Total Hours	15

#### Sophomore Year

Third Semester	Credit Hours	Fourth Semester	Credit Hours
CJ 224	3	CJ 307	3
CJ Elective	3	CJ 308	3
CJ 225	3	CJ Elective	3
Humanities (GEN ED)	3	History (GEN ED)	3
Scientific Reasoning (GEN ED)	4	HHP 122 OR 157 (GEN ED)	2
Total Hours	16	Total Hours	14

#### Junior Year

Fifth Semester	Credit Hours	Sixth Semester	Credit Hours
CJ 313	3	CJ 315	3
CJ 314	3	CJ 320	3
CJ Certificate Elective	3	CJ Certificate Elective	3
Natural Science (GEN ED)	3	International Perspectives (GEN ED)	3
Elective	3	Social Science (GEN ED)	3
Total Hours	15-16	Total Hours	15

#### Senior Year

Seventh Semester	Credit Hours	Eighth Semester	Credit Hours
CJ 330	3	CJ 425	3
CJ 322	3	CJ Certificate Elective	3
CJ 380	3	CJ Certificate Elective	3
CJ 415	3	Elective	3
Elective	3	Elective	3
Total Hours	15	Total Hours	15
*Note: If you have received the Promise Scholarship, you MUST take 60 credit hours over an academic year to continue your scholarship eligibility.		<b>Total Degree Hours:</b>	<b>120</b>

Students must focus on one certificate area and then select four courses.

**Corrections Certificate (Select 4):** CJ 312, CJ 350, CJ 408, CJ 413, or CJ 418

**Generalist Certificate (Select 4):** CJ 299, CJ 304, CJ 311, CJ 370, CJ 399, CJ 420, CJ 435, CJ 465, CJ 475, CJ 499

**Investigation Certificate (Select 4):** CJ 301, CJ 385, CJ 435, CJ 445, CJ 455

**Law Enforcement (Select 4):** CJ 362, CJ 385, CJ 413, CJ 445, CJ 455

## College of Professional Studies

### Art Education (Pre K-Adult) – Bachelor of Science Degree 2016-2017

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200 (GEN ED)	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Art 103	3
Math 111 or 120 (GEN ED)	3	HHP 122 or 157 (GEN ED)	2
Art 101 (Arts – GEN ED)	3	Art 201	3
		Scientific Reasoning (GEN ED)	3-4
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>17-18</b>

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (Humanities – GEN ED)	3	Oral Communication (GEN ED)	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
History (GEN ED)	3	Art 205	3
Art 204	3	Art 203	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED)	3	Art 208	3
Education 331	3	Art 209	3
Natural Science (GEN ED)	3-4	Art 217	3
Art 206	3	Art 202, 314, 315, 316, 317, 318, 319, 320, 350, 450, or 451 (Specialized Art History)	3
Art 207	3	Elective**	(1-2)
<b>Total Hours</b>	<b>15-16</b>	<b>Total Hours</b>	<b>12-14</b>

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
Art 308	3		
Art 230	3		
Advanced Studio Course – Must schedule with content advisor	3		
Art 414	3		
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>
		<b>Total Degree Hours:</b>	<b>120-122</b>

**\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.**

**\*\*This elective course will ensure that you meet the 120 overall hour requirement for your degree if you did not take 4 hour courses for the Scientific Reasoning and Natural Science GEN ED requirements**

## College of Professional Studies

### Biology Education (9-Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Biology 121	4
Biology 120 (GEN ED – Natural Science)	4	Arts (GEN ED)	3
Math 120 or 206 (GEN ED)	3-4	HHP 122 or 157 (GEN ED)	2
Total Hours	16-17	Total Hours	15

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (GEN ED – Humanities)	3	Oral Communication (GEN ED)	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
History (GEN ED)	3	Chemistry 105	3
Biology 210	4	Chemistry 107	2
Total Hours	16	Total Hours	14

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED)	3	Biology 250	4
Education 331	3	Biology 270	4
Education 411	3	Math 222	3
Chemistry 106	3	Chemistry 201	4
Chemistry 108	2		
Total Hours	14	Total Hours	15

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
Biology 341	4		
Biology 385	4		
Biology 490	1		
Electives	2-3		
Total Hours	14-15	Total Hours	15
			<b>Total Degree Hours:</b>
			<b>120-121</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*



## College of Professional Studies

### Business Education (5-Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED)	3
GEN ED 101 – First Year Experience	3	Math 111 or 120 (GEN ED)	3
Scientific Reasoning (GEN ED)	3-4	HHP 122 or 157 (GEN ED)	2
English 160	3	Arts (GEN ED)	3
Total Hours	15-16	Total Hours	14

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (Humanities – GEN ED)	3	Oral Communication (GEN ED)	3
Education 202	3	Business 115	3
Education 227	3	Education 316	3
Natural Science (GEN ED)	3-4	Education 300	3
History (GEN ED)	3	Business 203	3
English 204	3		
Total Hours	18-19	Total Hours	15

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	Business 215	3
Education 331	3	Business 301	3
Business 209	3	Business 313	3
Business 210	3	Business 409	3
Economics 201	3	Economics 202	3
Total Hours	15	Total Hours	15

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Business 216	3	Education 480 – Student Teaching	15
Business 305	3		
Business 310	3		
Business 420	3		
Education 426	3		
Total Hours	15	Total Hours	15
<b>Total Degree Hours:</b>			<b>122-124</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Chemistry (9-Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Chemistry 105	3
Biology 120 (Scientific Reasoning – GEN ED)	4	Chemistry 107	2
Math 120 (GEN ED)	3	HHP 122 or 157 (GEN ED)	2
		Math 102	3
Total Hours	16	Total Hours	16

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (GEN ED – Humanities)	3	Oral Communication (GEN ED)	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
Chemistry 106	3	Math 222	3
Arts (GEN ED)	3	Chemistry 205	3
Chemistry 108	2	Chemistry 207	2
Total Hours	17	Total Hours	17

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	Chemistry 211	4
Education 331	3	Math 206	4
History(GEN ED)	3	Physics 201	4
Chemistry 206	3		
Chemistry 208	2		
Total Hours	14	Total Hours	12

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
Chemistry 301 or 331	3		
Chemistry 460	1		
Education 411	3		
Natural Science (GEN ED)	3-4		
Total Hours	13-14	Total Hours	15

<b>Total Degree Hours:</b>	<b>120-121</b>
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*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Elementary Education (K-6) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Math 104	3
Biology 101 (GEN ED – Scientific Reasoning)	4	Geography 200 or 201	3
Math 103	3	Science 1 - Chem 100, PHYS 101, or PHYS 103 (GEN ED-Natural Science)	3-4
		Music 105	3
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>18-19</b>

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (Humanities – GEN ED)	3	Oral Communication (GEN ED)	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
History 207 or 208	3	Science 2 - Physics 102, 106, 110, or 120	3-4
Arts (GEN ED)	3	English 324	3
Math 105	3		
<b>Total Hours</b>	<b>18</b>	<b>Total Hours</b>	<b>15-16</b>

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 320	3	Education 331	3
Education 321 (GEN ED – International Perspectives/Content)	3	Education 423	3
History 201 or 202 (GEN ED)	3	Education 318	3
Education 324	3	Art 416	3
WV History 209	3	HHP 359	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
Education 436	3		
HHP 369	2		
HHP 446 (GEN ED – Wellness/Content)	3		
Education 325	3		
<b>Total Hours</b>	<b>14</b>	<b>Total Hours</b>	<b>15</b>
		<b>Total Degree Hours:</b>	<b>126-128</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

**English Education (5-Adult) – Bachelor of Science Degree**

**2016-2017**

### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	English 150 (GEN ED – Humanities)	3
Math 111 or 120 (GEN ED)	3	HHP 122 or 157 (GEN ED)	2
Comm 100 (GEN ED)	3	Arts (GEN ED)	3
Total Hours	15	Total Hours	14

### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 250	3	English 303	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
Scientific Reasoning (GEN ED)	3-4	English 315	3
English 255	3	English 230 or 306	3
Total Hours	15-16	Total Hours	15

### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	English 320, 321, 350, or 351	3
Education 331	3	English 334	3
History (GEN ED)	3	English 401	3
English 322	3	English 402, 403, 405, 406, 407, or 409	3
English 325	3	English 337, 338, 339, 342, or 343	3
Total Hours	15	Total Hours	15

### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
English 316, 317 or 408 (Select Two)	6		
English 421	3		
English 477	3		
Natural Science (GEN ED)	3-4		
Total Hours	18-19	Total Hours	15
<b>Total Degree Hours:</b>			<b>122 - 124</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### French Education (Pre K-Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	French 102	3
Math 111 or 120 (GEN ED)	3	HHP 122 or 157 (GEN ED)	2
French 101	3	Scientific Reasoning (GEN ED)	3-4
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>14-15</b>

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
French 201	3	English 150 (GEN ED – Humanities)	3
Education 202	3	French 202	3
Education 227	3	Education 316	3
Oral Communication (GEN ED)	3	Education 300	3
History (GEN ED)	3	Arts (GEN ED)	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	French 311	3
French 305	3	Education 331	3
French 306	3	French 307	3
Elective	3	French 407	3
Elective	3	Natural Science (GEN ED)	3-4
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15-16</b>

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Education 426	3	Education 480 – Student Teaching	15
French 312	3	French 402	3
French 401	3		
Elective	3		
Elective**	(0-2)		
<b>Total Hours</b>	<b>12-14</b>	<b>Total Hours</b>	<b>18</b>
<b>Total Degree Hours:</b>			<b>120</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

*\*\*This elective course will ensure that you meet the 120 overall hour requirement for your degree if you did not take 4 hour courses for the Scientific Reasoning and Natural Science GEN ED requirements.*

## College of Professional Studies

**General Science (5-Adult) – Bachelor of Science Degree**

**2016-2017**

### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Biology 121	4
Biology 120 (GEN ED – Scientific Reasoning/Content)	4	HHP 122 or 157 (GEN ED)	2
Math 120 or Math 206 (GEN ED)	3-4	Arts (GEN ED)	3
<b>Total Hours</b>	<b>16-17</b>	<b>Total Hours</b>	<b>15</b>

### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
English 150 (GEN ED – Humanities)	3	Oral Communication(GEN ED)	3
Education 202	3	Chemistry 105	3
Education 227	3	Education 316	3
Biology 250	4	Education 300	3
History (GEN ED)	3	Chemistry 107	2
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>14</b>

### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	Education 411	3
Education 331	3	Physics 106 (GEN ED – Natural Science)	4
Chemistry 106	3	Physics 201	4
Chemistry 108	2	Physics 203	1
Math 102 or 206	3-4	Math 222	3
<b>Total Hours</b>	<b>14-15</b>	<b>Total Hours</b>	<b>15</b>

### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Physics 202	4	Education 480 – Student Teaching	15
Physics 204	1		
Education 426	3		
Physics 120	3		
Elective	1-3		
Capstone (B 490, C460, P299)	1		
<b>Total Hours</b>	<b>13-15</b>	<b>Total Hours</b>	<b>15</b>
<b>Total Degree Hours:</b>			<b>120-122</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Math Education (5 - Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Math 102 or Elective	0-3
Scientific Reasoning (GEN ED)	3-4	Arts (GEN ED)	3
Math 120 or 121 (GEN ED)	3-4	Oral Communication (GEN ED)	3
Total Hours	15-17	Total Hours	15

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
Math 103	3	Math 206	4
Education 202	3	History (GEN ED)	3
Education 227	3	Education 316	3
Computer Science 101	3	Education 300	3
Math 205	3	English 150 (GEN ED – Humanities)	3
Total Hours	15	Total Hours	16

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	Math 208	4
HHP 122 or 157	2	Math 300	3
Math 207	4	Math 307	3
Math 222	3	Math 309	4
Natural Science (GEN ED)	3-4	Education 331	3
Total Hours	15-16	Total Hours	17

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Math 308	3	Education 480 – Student Teaching	15
Math 408	2		
Math 411	3		
Education 426	3		
Elective**	(0-3)		
Total Hours	11-14	Total Hours	15

<b>Total Degree Hours:</b>	<b>120-123</b>
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*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

*\*\*This elective course will ensure that you meet the 120 overall hour requirement for your degree if you did not take 4 hour courses for the Scientific Reasoning and Natural Science GEN ED requirements.*

## College of Professional Studies

### Music Education (Pre K- Adult) – Bachelor of Science Degree 2016-2017

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science )	3
GEN ED 101 – First Year Experience	3	Music 116	1
Music 115	1	HHP 122 or 157 (GEN ED)	2
Music 101	3	Music 102	3
Music 150 or 160	1	Music 150 or 161	1
Music 191	1	Music 192	1
Music 110	1	Music 111	1
		Math 111 (GEN ED – Math)	3
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>18</b>

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
Music 201	3	Scientific Reasoning (GEN ED)	3-4
Education 202	3	English 150 (GEN ED - Humanities)	3
Education 227	3	Music 320 (Credit for EDU 300)	3
Music 123	1	Music 202	3
Music 207 (Prerequisite for Music 307)	3	Music 216	1
Music 215	1	Music 150 or 161	1
Music 150 or 160	1	Music 292	1
Music 291	1	Music 211	1
Music 210	1	Music 124	1
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>17-18</b>

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 316	3	Education 319 (GEN ED – International Perspectives)	3
Music 150 or 160	1	Oral Communication (GEN ED)	3
Music 303 (GEN ED – Arts)	3	Music 304	3
Music 305	3	Music 306	3
Music 307	3	Music 150 or 161	1
Music 391	2	Music 392	2
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>



### Music Education (Continued) Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
History (GEN ED)	3	Education 426	3
Music 313	3	Natural Science (GEN ED)	3-4
Education 331	3	Music 314	3
Music 150 or 160	1	Music 150 or 161	1
Music 405	3	Music 492	2
Music 491	2		
Total Hours	15	Total Hours	12-13
Ninth Semester	Hours		
Education 480 – Student Teaching	15		
	<b>Total Degree Hours</b>	<b>140-</b>	<b>142</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Social Studies Education (5-Adult) – Bachelor of Science Degree

**2016-2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	English 150 (GEN ED - Humanities)	3
Scientific Reasoning (GEN ED)	3-4	HHP 122 or 157 (GEN ED)	2
Math 111 or 120 (GEN ED)	3	Arts (GEN ED)	3
		Sociology 101	3
Total Hours	15-16	Total Hours	17

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
Geography 200	3	History 202	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
Natural Science (GEN ED)	3-4	History 207	3
History 201 (GEN ED)	3	Oral Communication (GEN ED)	3
Economics 201	3		
Total Hours	18-19	Total Hours	15

#### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	History 208	3
Education 331	3	Political Science 210	3
Political Science 101	3	Sociology 270	3
Geography 201	3	History 209	3
Economics 202	3	History Course 300-400	3
Total Hours	15	Total Hours	15

#### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
History Course 300-400	3	Education 480 – Student Teaching	15
History Course 300-400	3		
History Course 300-400	3		
Education 426	3		
Education 405	3		
Total Hours	15	Total Hours	15
<b>Total Degree Hours:</b>			<b>125-127</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

**Spanish (Pre K-Adult) – Bachelor of Science Degree**

**2016-2017**

### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101 – First Year Experience	3	Spanish 102	3
Spanish 101	3	HHP 122 or 157 (GEN ED)	2
Math 111 or 120 (GEN ED)	3	Scientific Reasoning (GEN ED)	3-4
Total Hours	15	Total Hours	14-15

### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
Spanish 201	3	Spanish 202	3
Education 202	3	Education 300	3
Education 227	3	Education 316	3
History (GEN ED)	3	Oral Communication (GEN ED)	3
English 150 (GEN ED - Humanities)	3	Elective	3
Total Hours	15	Total Hours	15

### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	Education 331	3
Spanish 305	3	Natural Science (GEN ED)	3-4
Spanish 306	3	Spanish 307	3
Elective	3	Spanish 311	3
Arts (GEN ED)	3	Spanish 407	3
Total Hours	15	Total Hours	15-16

### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
Elective	3	Education 480 – Student Teaching	15
Spanish 312	3	Spanish 402	3
Spanish 401	3		
Education 426	3		
Elective**	(1-2)		
Total Hours	12-14	Total Hours	18
<b>Total Degree Hours:</b>			<b>122-127</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

*\*\*This elective course will ensure that you meet the 120 overall hour requirement for your degree if you did not take 4 hour courses for the Scientific Reasoning and Natural Science GEN ED requirements*

## College of Professional Studies

**Wellness Education (5 - Adult) – Bachelor of Science Degree**

**2016-2017**

### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101(GEN ED)	3	English 102 (GEN ED)	3
Education 200	3	Education 201 (GEN ED – Social Science)	3
GEN ED 101- First Year Experience	3	Biology 210	4
Biology 101 (GEN ED – Scientific Reasoning)	4	HHP 242	3
HHP 135 (Fall only)	2	HHP 150	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>16</b>

### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
Oral Communication (GEN ED)	3	HHP 329	3
Education 202	3	HHP 252 (Spring only)	2
English 150 (GEN ED - Humanities)	3	Education 316	3
HHP 238 (Fall only)	2	Education 300	3
Chemistry (GEN ED - Natural Science)	3	HHP 400	3
		Arts (GEN ED)	3
<b>Total Hours</b>	<b>14</b>	<b>Total Hours</b>	<b>17</b>

### Junior Year

Fifth Semester	Hours	Sixth Semester	Hours
Education 319 (GEN ED – International Perspectives)	3	HHP 352	3
Education 331	3	HHP 359	3
History (GEN ED)	3	HHP 327 (Spring only)	3
HHP 225 (Fall only)	3	HHP 340 (Spring only)	3
Math 111 or 120 (GEN ED)	3	HHP 456	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>

### Senior Year

Seventh Semester	Hours	Eighth Semester	Hours
HHP 458	3	Education 480 – Student Teaching	15
HHP 341	3		
HHP 446	3		
HHP 251 (Fall only)	3		
Education 426	3		
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>
<b>Total Degree Hours:</b>			<b>122</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Health Science – Bachelor of Science Degree

**2016-2017**

#### **Community Health**

#### **Freshman Year**

<b>First Semester</b>	<b>Credit Hours</b>	<b>Second Semester</b>	<b>Credit Hours</b>
English 101 (GEN ED)	3	PSYCH 151 (Social Science – GEN ED)	3
Art (GEN ED)	3	English 102 (GEN ED)	3
GEN ED 101 – First Year Experience	3	Biology 120-Fundamentals of Biology (Sci.-Reasoning GEN ED & Pre-req.)	4
Math 120 (GEN ED/pre-req)	3	BA 115-Business Info Skills	3
HHP 150-Introduction to HHP	3	ENGL 150 (Humanities GEN-ED)	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>16</b>

#### **Sophomore Year**

<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
HHP 122 or 157 (Wellness - GEN ED)	2	EDUC 201-Growth and Development	3
ENGL 204-Writing for Professionals	3	Communication (GEN ED)	3
History (GEN ED)	3	Chemistry 100 (Natural Science GEN ED)	3
BIOL 210-Anatomy and Physiology	4	PSYCH 306 - Health Psychology	3
HHP 251-Consumer Health	3	CJ 314-Statistics	3
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>15</b>

#### **Junior Semester**

<b>Fifth Semester Courses</b>	<b>Hours</b>	<b>Sixth Semester</b>	<b>Hours</b>
International Perspective (GEN ED)	3	HHP 352-Community health	3
BIO 303-Nutrition	3	HHP 451-Issues in Rural Health	3
HHP 354-Contemporary Issues in Health	3	HHP 453-Nutrition in Health	3
HHP 454-Theory in Health	3	HHP 457-Comprehensive Health Assessment	3
Elective	3	Elective	3
Elective	2		
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>15</b>

#### **Senior Semester**

<b>Seventh Semester Courses</b>	<b>Hours</b>	<b>Eighth Semester</b>	<b>Hours</b>
HHP 456-Methods and Strategies	3	HHP 458-Planning, Implementing & Evaluation	3
HHP 460-Research	3	HHP 461-Leadership In Health	3
HHP 455-Epidemiology in Health	3	INTERNSHIP in Health Science	6
Elective	3		
Elective	3		
<b>Total Hours</b>	<b>15</b>	<b>Total Hours</b>	<b>12</b>
		<b>Total Degree Hours:</b>	<b>120</b>

**College of Professional Studies**  
**Recreation/Travel & Tourism–Bachelor of Science Degree**  
**2016-2017**

**Freshman Year**

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	HHP 200	3
Natural Science (GEN ED)	3-4	English 102 (GEN ED)	3
GEN ED 101 – First Year Experience	3	HHP 150	3
Math 111 or 120 (GEN ED)	3	Oral Communication (GEN ED)	3
HHP 180	3	HHP 170	3
Total Hours	15-16	Total Hours	15

**Sophomore Year**

Third Semester	Hours	Fourth Semester	Hours
HHP 280	3	HHP 250	3
HHP 285	3	HHP 315	3
HHP 289	3	Humanities (GEN ED)	3
Sociology 101 (Social Science – GEN ED)	3	HHP 360	3
Scientific Reasoning (GEN ED)	3	HHP 370	3
Total Hours	15	Total Hours	15

**Junior Semester**

Fifth Semester Courses	Hours	Sixth Semester	Hours
HHP 380	3	HHP 404	3
HHP 386	3	HHP 460	3
Education 201	3	Art 101 (Arts - GEN ED)	3
CJ 314 or PSYC 200	3-4	HHP 390	3
History (GEN ED)	3	International Perspective (GEN ED)	3
Total Hours	15-16	Total Hours	15

**Senior Semester**

Seventh Semester Courses	Hours	Eighth Semester	Hours
HHP 122 or 157 (GEN ED)	2	HHP 407	6
HHP 395	3	Elective	3
HHP 470	3	Elective	3
HHP 485	3	Elective	3
HHP 490	1		
Elective	3		
Total Hours	15	Total Hours	15
			<b>Total Degree Hours:</b>
			<b>120-121</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

**College of Professional Studies  
Recreation – Bachelor of Science Degree  
2016-2017**

**Freshman Year**

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	HHP 200	3
Natural Science (GEN ED)	3-4	English 102 (GEN ED)	3
GEN ED 101 – First Year Experience	3	HHP 150	3
Math 111 or 120 (GEN ED)	3	Oral Communication (GEN ED)	3
HHP 180	3	Elective	3
Total Hours	15-16	Total Hours	15

**Sophomore Year**

Third Semester	Hours	Fourth Semester	Hours
HHP 280	3	Elective	3
HHP 285	3	HHP 315	3
HHP 289	3	Humanities (GEN ED)	3
Sociology 101 (Social Science – GEN ED)	3	HHP 360	3
Scientific Reasoning (GEN ED)	3-4	HHP 370	3
Total Hours	15-16	Total Hours	15

**Junior Semester**

Fifth Semester Courses	Hours	Sixth Semester	Hours
HHP 380	3	HHP 404	3
HHP 386	3	HHP 460	3
Education 201	3	Art 101 (Arts - GEN ED)	3
CJ 314 or PSYC 200	3-4	Elective	3
History (GEN ED)	3	International Perspective (GEN ED)	3
Total Hours	15-16	Total Hours	15

**Senior Semester**

Seventh Semester Courses	Hours	Eighth Semester	Hours
HHP 122 or 157 (GEN ED)	2	HHP 407	6
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
HHP 490	1		
Elective	3		
Total Hours	15	Total Hours	15
<b>Total Degree Hours:</b>			<b>120-121</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

**College of Professional Studies**  
**Sports Studies – Bachelor of Science Degree 2016-2017**

**Freshman Year**

<b>First Semester</b>	<b>Credit Hours</b>	<b>Second Semester</b>	<b>Credit Hours</b>
English 101 (GEN ED)	3	Biology 210	4
Biology 101 (Natural Science – GEN ED)	3	English 102 (GEN ED)	3
HHP 126	3	HHP 150	3
Math 111 or 120 (GEN ED)	3	Oral Communication (GEN ED)	3
GEN ED 101 – First Year Experience	3	HHP 252	2
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>15</b>

**Sophomore Year**

<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
HHP 242 (GEN ED)	3	International Perspectives (GEN ED)	3
HHP 225	3	Humanities (GEN ED)	3
HHP 220	2	History (GEN ED)	3
HHP 140	2	HHP 327	3
Psychology 151 or Sociology 101 (Social Science – GEN ED)	3	HHP 400	3
Chemistry 100 (Scientific Reasoning – GEN ED)	3		
<b>Total Hours</b>	<b>16</b>	<b>Total Hours</b>	<b>15</b>

**Junior Semester**

<b>Fifth Semester Courses</b>	<b>Hours</b>	<b>Sixth Semester</b>	<b>Hours</b>
HHP 399/02	3	HHP 350	3
HHP 238	2	HHP 420	3
HHP 341	3	HHP 340	3
HHP 331	3	HHP 428	3
Arts (GEN ED)	3	HHP 333	3
Elective	3		
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>15</b>

**Senior Semester**

<b>Seventh Semester Courses</b>	<b>Hours</b>	<b>Eighth Semester</b>	<b>Hours</b>
HHP 440	2	HHP 450	12
HHP 430	3		
Elective	3		
Elective	3		
Elective	3		
<b>Total Hours</b>	<b>14</b>	<b>Total Hours</b>	<b>12</b>
		<b>Total Degree Hours:</b>	<b>120</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*



## College of Professional Studies

### Sports Studies (Pre-Professional Track)–Bachelor of Science Degree 2016-2017

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	Scientific Reasoning (GEN ED)	3-4
Biology 120 (Natural Science – GEN ED)	4	English 102 (GEN ED)	3
HHP 150	3	Arts (GEN ED)	3
Math 120 (GEN ED)	3	Oral Communication (GEN ED)	3
GEN ED 101 – First Year Experience	3	HHP 252	2
		HHP 122 or HHP 157	2
Total Hours	16	Total Hours	16-17

#### Sophomore Year

Third Semester	Hours	Fourth Semester	Hours
BIOL 331	4	International Perspectives (GEN ED)	3
HHP 225	3	Humanities (GEN ED)	3
MATH 102	3	BIOL 332	4
BIOL 121	4	HHP 327	3
Psychology 151 (Social Science – GEN ED)	3	HHP 400	3
Total Hours	17	Total Hours	16

#### Junior Semester

Fifth Semester Courses	Hours	Sixth Semester	Hours
HHP 399/02	3	CHEM 106	3
PHYS 201	4	HHP 420	3
CHEM 105	3	HHP 340	3
HHP 331	3	CHEM 108	2
PHYS 203	1	HHP 333	3
CHEM 107	2	PSYC 200	4
Total Hours	16	Total Hours	18

#### Senior Semester

Seventh Semester Courses	Hours	Eighth Semester	Hours
PSYC 290	3	HHP 450	12
HHP 430	3		
HIST (GEN ED)	3		
PHYS 202	4		
HYS 204	2		
Total Hours	15	Total Hours	12
		<b>Total Degree Hours:</b>	<b>126-127</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## College of Professional Studies

### Social Work Department – Bachelor of Science Degree

**2016 - 2017**

#### Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
English 101 (GEN ED)	3	English 102 (GEN ED)	3
International Perspective (GEN ED)	3	Arts (GEN ED)	3
GEN ED 101 – First Year Experience	3	Math 103, 111, or 120; or BA 312 (GEN ED)	3
Oral Communication (GEN ED)	3	Sociology 101 (GEN ED – Social Science)	3
SWK 131	3	SWK Elective	3
Total Hours	15	Total Hours	15

#### Sophomore Year

Third Semester	Credit Hours	Fourth Semester	Credit Hours
History (GEN ED)	3	Education 201	3
Natural Science (GEN ED)	4	Psychology 151	3
HHP 122 or 157 (GEN ED)	2	Scientific Reasoning (GEN ED)	3-4
S WK 200	3	English 150 (GEN ED - Humanities)	3
S WK 202	3	S WK Elective	3
Total Hours	15	Total Hours	15-16

#### Junior Year

Fifth Semester Courses	Credit Hours	Sixth Semester	Credit Hours
Psychology 200 or CJ 314	3-4	POSC 204	3
S WK 245	3	S WK 316	3
S WK Elective	3	S WK 342	3
Free Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Total Hours	15-16	Total Hours	15

#### Senior Year

Seventh Semester Courses	Credit Hours	Eighth Semester	Credit Hours
S WK 403	3	S WK 400	3
S WK 404	6	S WK 405	3
Free Elective	3	S WK 406	6
Free Elective	3	Free Elective	1-3
Total Hours	15	Total Hours	13-15
<b>Total Degree Hours:</b>			<b>120</b>

*\*Note: If you have received the Promise Scholarship, you MUST take 30 credit hours over an academic year to continue your scholarship eligibility.*

## Appendix F

### College of Professional Studies Departmental Unique Features

#### **Criminal Justice Department**

##### **Degree: Bachelor of Science**

The Criminal Justice Department is committed to preparing you for these careers through a challenging curriculum focusing on one of the following certificate areas.

#### **Program Certificates**

- Investigation
- Corrections
- Law Enforcement
- Generalist

#### **Departmental Highlights**

- Fall 2016 will offer 100% on-line Criminal Justice Program
- First Criminal Justice Department in West Virginia
- Master's Degree in Criminal Justice Administration
- Experiences with internships
- Opportunities to participate in criminal justice organizations and attend various criminal justice conferences

#### **Student Organization and Criminal Justice Honor Society**

Criminal Justice Club

Alpha Phi Sigma Criminal Justice Honor Society

#### **Careers in the Field**

- Attorney
- Correctional Officer
- Criminal Investigator
- FBI Agent

See website for more information: <http://www.wvstateu.edu/criminal-justice.aspx>

## **Education Department**

### **Degree: Bachelor of Science in Education**

The Teacher Education Program combines rigorous academic courses with over 800 clock hours of public schools placements and internships to prepare future teachers with the instructional pedagogy to meet the needs of all public school students in a global society.

### ***Content Specializations Available:***

#### **Elementary Education K-6**

##### **Pre-K – Adult Education**

- Art
- French
- Music
- Spanish
- Wellness

#### **Middle/Adolescent Education 5-Adult**

- Business Education
- English
- General Science
- Mathematics
- Social Studies

#### **Adolescent Education 9-Adult**

- Biology
- Chemistry

#### **Second Endorsements**

- Early Childhood Pre K-K
- English 5-9
- Mathematics 5-9
- Multi-Categorical K-6
- Multi-Categorical 5-Adult
- Reading K-6
- Reading 5-Adult
- Social Studies 5-9

#### **Accreditation**

The Teacher Preparation Program is fully accredited by the Council for the Accreditation of Educator Preparation (CAEP), formerly known as the National Council for the Accreditation of Teacher Education (NCATE). The Program is approved by state, regional and national accrediting agencies to grant degrees and recommend graduates for teacher licensure.

## Departmental Highlights

- Partnership for Teacher Quality - Most of the internship hours are in one of our Professional Development Schools. Sixteen Kanawha and Putnam County schools participate in professional development partnerships with West Virginia State University.
- First in state to provide the Teacher-In-Residence Program (TIR) to teacher education candidates during their final program year allowing candidates to complete clinical experiences in counties where a WVSU TIR partnership agreement has been established.
- Candidates participate in tutoring with local elementary school students as part of coursework for Education methods courses
- Candidates complete a senior professional portfolio prior to student teaching showcasing their content specific academic projects, professional development, and community service events.

## Student Organizations

Kappa Delta Pi International Education Honor Society and the Student National Education Association

## Careers in the Field

Teacher/Educator

See website for more information: <http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Education.aspx>

## **Health and Human Performance Department**

### **Degree: Bachelor of Science**

The Health and Human Performance Department prepares students to assume positions in delivering health, physical education and recreation programs and services to communities, schools, agencies, and businesses.

### **Program Areas**

- Health Sciences
- Recreation
- Recreation Travel and Tourism
- Wellness Education (Pre-K-Adult)
- Sports Studies
- Sports Studies Pre-Professional Track

### **Department Highlights**

- The Bachelor of Science in Sports Studies is currently recognized by the National Strength and Conditioning Association-Educational Recognition Program.

### **Student Organization**

Health and Human Performance Club

### **Careers in the Field**

- Physical Education Teacher
- Health Education Teacher
- Park Ranger
- Addiction Counselor
- Strength and Conditioning Specialist

See website for more information: [http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Health,-Human-Performance-and-Le-\(1\).aspx](http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Health,-Human-Performance-and-Le-(1).aspx)

## **Military Science-ROTC**

Military Sciences or ROTC is an elective course of study specializing in management, leadership and life skills. Its primary purpose is to produce junior officers in the US Army, Army Reserve and the National Guard. These junior officers will become the future leaders for America.

### **Army ROTC Scholarships:**

Scholarships are awarded based on a student's merit and grades, and not financial need.

### **Careers in the Field:**

- Air Defense Artillery
- Chemical (CBRN)
- Infantry
- Aviation
- Medical Specialist

See website for more information: <http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/ROTC.aspx>

## **Social Work Department**

### **Degree: Bachelor of Science**

The Social Work Program prepares students for the beginning level of professional practice as social work generalists in a wide range of settings with diverse populations.

### **Accreditation**

Social Work Program is fully accredited by the Council on Social Work Education.

### **Departmental Highlights**

- Title IV-E Grants - Title IV-E grants provide qualified Social Work majors with stipends and tuition awards through funding from the West Virginia Department of Health and Human Resources (WVDHHR).
- Recent research and community projects include the *Community Assessment and Education to Promote Behavioral Health Planning and Evaluation* Project and the *Bright Futures* mentoring program.

### **Student Organizations**

Social Work Student Organization and Alpha Delta Mu Honor Society

### **Careers in the Field**

- Child Welfare
- Mental Health
- Youth Services
- Hospice and Nursing Homes & Disabilities Services and Aging

See website for more information: [http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Social-Work-\(1\).aspx](http://wvstateu.edu/Academics/Colleges/College-of-Professional-Studies/Department-of-Social-Work-(1).aspx)



## Appendix G

WVSU Campus Contacts and Locations			2016-2017
Office	Location	Extension	Contact Name
Academic Affairs	101 Ferrell Hall	(304) 766-3146	Fatiema Wilkerson wilkersf@wvstateu.edu
Admissions	124 Ferrell Hall	(304) 204-4340 Main Office	Ashley Weir <a href="mailto:ashley_weir@wvstateu.edu">ashley_weir@wvstateu.edu</a>
Adult and Commuter	Student Activities Office	(304) 204-4328	Trina Sweeney <a href="mailto:sweenyt@wvstateu.edu">sweenyt@wvstateu.edu</a>
Alumni Relations	East Hall	(304) 766-3387	Belinda Fuller <a href="mailto:bfuller@wvstateu.edu">bfuller@wvstateu.edu</a>
Athletics	210 Fleming Hall	(304) 766-3165	Sandy Kessell <a href="mailto:Skessel1@wvstateu.edu">Skessel1@wvstateu.edu</a>
Bookstore	Student Union	(304) 766-3351	Mark Akers <a href="mailto:akersm@wvstateu.edu">akersm@wvstateu.edu</a>
Campus Police	Ferrell House	(304) 766-3353 non-emergency (304) 766-3181 emergency	Major William Porterfield prterwh@wvstateu.edu
Career Service	Wallace Hall	(304) 766-3250	Sandy Maharaj <a href="mailto:smaharaj@wvstateu.edu">smaharaj@wvstateu.edu</a>
Cashier	130 Ferrell Hall	(304) 766-3004	James Buchanan <a href="mailto:Buchanan@wvstateu.edu">Buchanan@wvstateu.edu</a>
Center for Online Learning	227 Wallace Hall	(304) 766-3170	Thomas Kiddie <a href="mailto:tkiddie@wvstateu.edu">tkiddie@wvstateu.edu</a>
Continuing Edu/Early Enrollment	Ferrell Hall A-101	(304) 766-3145	Nathan Gainer <a href="mailto:ngainer@wvstateu.edu">ngainer@wvstateu.edu</a>
Copy Center	Welcome Center	(304) 766-3089	Andrea Robinson <a href="mailto:andrea@wvstateu.edu">andrea@wvstateu.edu</a>
Counseling	125 Sullivan Hall	(304) 766-3262	Kellie Toledo <a href="mailto:toledoke@wvstateu.edu">toledoke@wvstateu.edu</a>
Cultural Activities	401 Davis Fine Arts	(304) 766-3188	Richard Wolfe <a href="mailto:rwolfe@wvstateu.edu">rwolfe@wvstateu.edu</a>
Financial Aid	Ferrell Hall A-125	(304) 204-4361	JoAnn Ross <a href="mailto:jross15@wvstateu.edu">jross15@wvstateu.edu</a>
Fitness Center	Student Union (2 <sup>nd</sup> Floor)	(304) 766-3174	Rick Ray Athletics/ Training Room <a href="mailto:rayrl@wvstateu.edu">rayrl@wvstateu.edu</a>
Food Services	Union	(304) 766-3358	Chris Cheatham chris.cheatham@thompsonhospitality.com
General Education	223 Hill Hall	(304) 766-3075	Jeff Pietruszynski <a href="mailto:jpietrus@wvstateu.edu">jpietrus@wvstateu.edu</a>
Honors Program	215 Hamblin Hall	(304) 766-3292	Genia Sklute <a href="mailto:gsklute@wvstateu.edu">gsklute@wvstateu.edu</a>
Internships	827 Wallace Hall	(304) 204-4025	Azam Bejou <a href="mailto:abejou@wvstateu.edu">abejou@wvstateu.edu</a>
Library	17 Drain- Jordan Library	(304) 766-3239	Willette Stinson <a href="mailto:wstinson@wvstateu.edu">wstinson@wvstateu.edu</a>
Mail Room	McNeill Facility Building	(304) 766-3113	Steve Hale <a href="mailto:halest@wvstateu.edu">halest@wvstateu.edu</a>
Office of International Affairs	306 Ferrell Hall	(304) 766-3063	<a href="mailto:international@wvstatu.edu">international@wvstatu.edu</a>
President's Office	103 Ferrell Hall	(304) 766-3111	Crystal Walker <a href="mailto:walkercr@wvstateu.edu">walkercr@wvstateu.edu</a>
Registration and Records	127 Ferrell Hall	(304) 766-4146	Cynthia Reynolds <a href="mailto:Crey nol2@wvstateu.edu">Crey nol2@wvstateu.edu</a>
Student Activities	Student Union	(304) 766-3288	Chris Jackson <a href="mailto:jacksoc@wvstateu.edu">jacksoc@wvstateu.edu</a>
Student Life and Engagement	107 Wilson University Union	(304) 766-3260	Dakota Doman ddoman@wvstateu.edu
Student Support Services	223 Sullivan Hall	(304) 766-3088	Barbara Cary <a href="mailto:carybw@wvstateu.edu">carybw@wvstateu.edu</a>
TRIO Programs	219 Sullivan Hall	(304) 766-3088	Barbara Cary <a href="mailto:carybw@wvstateu.edu">carybw@wvstateu.edu</a>
Tap Room	Wallace (1 <sup>st</sup> floor)	(304) 766-3041	Daisy Squirts <a href="mailto:dsquirts@wvstateu.edu">dsquirts@wvstateu.edu</a>
Thomas Health Services	Student Union (Basement)	(304) 766-3323	Medical Staff

Appendix H

WVSU College of Professional Studies -- Academic Advisors

Criminal Justice Department

Faculty Name & Office Number	Email Address & Phone Number
<p><b>Mark Addesa</b>                      Assistant Professor                      Wallace Hall-518                      Advisor for students: A-D</p>	<p><a href="mailto:addesama@wvstateu.edu">addesama@wvstateu.edu</a>                      (304)-766-3080</p>
<p><b>Dr. Michael J. Kane</b>                      Associate Professor                      Wallace Hall-528                      Advisor for students: M-R</p>	<p><a href="mailto:mkane@wvstateu.edu">mkane@wvstateu.edu</a>                      (304)-204-4052</p>
<p><b>LeighAnn Davidson</b>                      Instructor                      Wallace Hall 517                      Students: E-L</p>	<p><a href="mailto:ljustice1@wvstateu.edu">ljustice1@wvstateu.edu</a></p>
<p><b>Dr. Walter Stroupe, Chair</b>                      Associate Professor                      Wallace Hall-525                      Advisor for: Graduate Students only</p>	<p><a href="mailto:wstroupe@wvstateu.edu">wstroupe@wvstateu.edu</a>                      (304)-766-3315</p>
<p><b>Dr. Cassandra B. Whyte</b>                      Associate Professor                      Wallace Hall-526                      Advisor for students: S-Z</p>	<p><a href="mailto:whytec@wvstateu.edu">whytec@wvstateu.edu</a>                      (304)-766-3311</p>
<p><b>William R. Whyte</b>                      Assistant Professor                      Wallace Hall-527</p>	<p><a href="mailto:wwhyte@wvstateu.edu">wwhyte@wvstateu.edu</a>                      (304)-766-3311</p>

## Education Department

Faculty Name & Office Number	Email Address & Phone Number
<b>Dr. Mickey Blackwell</b> Assistant Professor Wallace Hall-619 Advisor for students: Sti-Z	<a href="mailto:mblackwell@wvstateu.edu">mblackwell@wvstateu.edu</a> (304)-766-5108
<b>Dr. Daton Dean-Leonard</b> Associate Professor Wallace Hall-617 Advisor for students: Cas-Fr	<a href="mailto:ddean1@wvstateu.edu">ddean1@wvstateu.edu</a> (304)-766-4059
<b>Billie Hauser</b> Assistant Professor Wallace Hall-620 Advisor for students: Mi-P	<a href="mailto:bhauser@wvstateu.edu">bhauser@wvstateu.edu</a> (304)-766-3030
<b>Barbara Korn</b> Assistant Professor Wallace Hall-621 Advisor for students: Jo-Me	<a href="mailto:bkorn@wvstateu.edu">bkorn@wvstateu.edu</a> (304)-766-3025
<b>Kathy McDilda</b> Instructor Wallace 616 Students: Fu-Ji	<a href="mailto:kmcdilda@wvstateu.edu">kmcdilda@wvstateu.edu</a> (304)-766-3205
<b>Dr. Emily Waugh</b> Associate Professor Wallace Hall-625 Advisor for students: A-Car	<a href="mailto:ewaugh@wvstateu.edu">ewaugh@wvstateu.edu</a> (304)-766-5192
<b>Dr. Brenda Wilson</b> Professor Wallace Hall-624 Advisor for students: Q-Ste	<a href="mailto:wilsonbr@wvstateu.edu">wilsonbr@wvstateu.edu</a> (304)-766-3246
<b>Patricia Wilson, Chair</b> Associate Professor Wallace Hall-627 Senior Capstone Evaluation	<a href="mailto:wilsonpat@wvstateu.edu">wilsonpat@wvstateu.edu</a> (304)-766-3381 (Office) (304)-741-1608 (Cell)

## Health Human Performance Department

Faculty Name & Office Number	Email Address & Phone Number
<p><b>Debra Anderson-Conliffe</b>  Assistant Professor  Health and Physical Education  Fleming Hall N158  Advisor for: Wellness Education</p>	<p><a href="mailto:andersonde@wvstateu.edu">andersonde@wvstateu.edu</a>  (304)-766-3237</p>
<p><b>Oree Banks</b>  Associate Professor  Fleming Hall N157</p>	<p><a href="mailto:obanks@wvstateu.edu">obanks@wvstateu.edu</a>  (304)-766-3131</p>
<p><b>Matthew Bradley</b>  Instructor Sports Studies  Fleming Hall 151</p>	<p><a href="mailto:mbradley2@wvstateu.edu">mbradley2@wvstateu.edu</a>  (304) 766-3365</p>
<p><b>Lindsey Good</b>  Instructor Health Sciences  Fleming Hall 155</p>	<p><a href="mailto:lgood5@wvstateu.edu">lgood5@wvstateu.edu</a>  (304) 766-3233</p>
<p><b>Patricia King</b>  Assistant Professor  Recreation &amp; Health Sciences  Fleming Hall N154  Advisor for: Health Sciences</p>	<p><a href="mailto:kingpr@wvstateu.edu">kingpr@wvstateu.edu</a>  (304)-766-3232</p>
<p><b>Bryan Poore</b>  Instructor  Men's Basketball Coach  Fleming Hall N160A  Sports Studies: Letters N – Z Majors</p>	<p><a href="mailto:poorebr@wvstateu.edu">poorebr@wvstateu.edu</a>  (304)-766-3226</p>
<p><b>Dr. Steven Richards</b>  Professor  Fleming Hall N156  Recreation  Advisor for: Recreation Majors</p>	<p><a href="mailto:srichards@wvstateu.edu">srichards@wvstateu.edu</a>  (304)-766-3003</p>
<p><b>Dr. Aaron Settle, Chair</b>  Professor  Fleming Hall N148A  Advisor for:  Sport Studies A – Mc Majors</p>	<p><a href="mailto:asettle1@wvstateu.edu">asettle1@wvstateu.edu</a>  (304)-766-3367</p>

## Military Science Department

Faculty Name & Office Number	Email Address & Phone Number
<b>William Kinsey</b> Ferguson-Lincoln-101D	<a href="mailto:wkinsey@wvstateu.edu">wkinsey@wvstateu.edu</a> (304) 766-3295
<b>LTC Derrick Spears</b> Professor of Military Science Ferguson-Lincoln-102	<a href="mailto:dspears1@wvstateu.edu">dspears1@wvstateu.edu</a> (304)766-3291
<b>Captain Lonnie Wilson</b> Asst. Prof. of Military Science Ferguson-Lincoln-104	<a href="mailto:lwilson11@wvstatu.edu">lwilson11@wvstatu.edu</a> (304)-766-3294

## Social Work Department

Faculty Name & Office Number	Email Address & Phone Number
<b>Rita Brown</b> Associate Professor Internships & Title IV-E Wallace Hall-928 Advisor for students: M-Z	<a href="mailto:brownri@wvstateu.edu">brownri@wvstateu.edu</a> (304)-766-3273
<b>Dr. Raphael Mutepa</b> Associate Professor Wallace Hall-926 Advisor for students: A-L	<a href="mailto:musondam@wvstateu.edu">musondam@wvstateu.edu</a> (304)-766-3234
<b>Dr. Brenda Wamsley, Chair</b> Professor Wallace Hall-916 Advisor for students: All transfer students	<a href="mailto:wamsleyb@wvstateu.edu">wamsleyb@wvstateu.edu</a> (304) 766-5240
<b>Dr. Kerri Steele</b> Assistant Professor Wallace Hall-923	<a href="mailto:ksteele1@wvstateu.edu">ksteele1@wvstateu.edu</a>

**Appendix I**

**West Virginia State University  
Academic Advising Student Feedback Form**

WVSU is committed to providing students with optimal academic advising experiences. Our role is to assist and support you in your quest for obtaining a degree in a timely manner. Please provide us with feedback on your advising experience so that we can improve our academic advising process.

**Department:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Faculty Advisor (optional)** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Status – Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_
  
2. Over the past year, I was in contact with my Advisor (one-on-one, group meetings, e-mail, or phone calls)  
 Never \_\_\_\_\_ 1 time \_\_\_\_\_ 2-3 times \_\_\_\_\_ 4+ times \_\_\_\_\_
  
3. If you answered “Never” above, please tell us why:

Select the response that represents your advising experience. The rating scale of “5” indicates strong agreement and “1” indicates strong disagreement. Select “NA” if the statement is not applicable to your experience.

<b>Professional Disposition/Knowledge/Effectiveness</b>	<b>5 Strongly Agree</b>	<b>4 Agree</b>	<b>3 Neutral</b>	<b>2 Disagree</b>	<b>1 Strongly Disagree</b>	<b>N/A Not Applicable</b>
1. My advisor communicated effectively.						
2. My advisor encouraged me to ask questions and discuss my concerns.						
3. My advisor is easy to get in touch with for advising sessions.						
4. My advisor was knowledgeable about program requirements in my major area of study.						
5. My advisor was aware of and referred me to the appropriate campus resources to assist me with concerns or issues (e.g. career services, tutoring, counseling).						
6. My advisor helped me to understand the sequence of courses related to my Degree Map.						
7. My advisor helped to encourage me to assume an active role in my academic planning and career.						
8. My advisor and I spent a sufficient amount of time together to meet my academic needs.						

*Thank you for completing this feedback form.*