KANSAS STATE BOARD OF REGENTS

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ADDRESSES FOR CORRESPONDENCE

Use this address following the appropriate title or office.
Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762
(316) 231-7000

Admission.......................................Office of Admission, 235-4251
or 800-854-PITT (toll free)
Catalogs...........................................................Bookstore, 235-4876
Employment (Civil Service) .Human Resource Services, 235-4187
Employment (Faculty and Administrative Professionals)
EEO Office, 235-4185
Enrollment..........................................Registrar's Office, 235-4200
or 800-854-PITT (toll free)
Graduate Program............... Office of Graduate Studies
and Research, 235-4223
Health Services.........................Student Health Services, 235-4452
Fees .......................................................Cashiers Office, 235-4161
Off-Campus Studies...............Continuing Studies, 235-4176
Student Activities...............Office of Student Affairs, 235-4233
Student Employment ..............Student Employment Office, 235-4146
Transcript Requests.................Registrar's Office, 235-4200
Veterans Information ..........Veterans' Counseling, 235-4202

FAX 316-235-4219
FAX 316-235-4015
FAX 316-235-4161
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UNIVERSITY CALENDAR

FALL SEMESTER 1999

August 23, Monday................................................. Classwork begins for Monday evening classes
August 23, Monday................................................. Enrollment
August 24, Tuesday................................................. Classwork begins
August 25, Wednesday............................................. Last day to add new classes
August 30, Monday................................................. Last day for late enrollment
August 30, Monday................................................. Final day for full fee refund
August 30, Monday................................................. Labor Day
August 31, Labor Day.............................................. Holiday
September 8, Wednesday....................................... Final day for dropping course without grade report
September 9, Thursday.......................................... Grades of WP or WF will be recorded for dropped courses
September 11, Saturday......................................... Family Day
October 2, Saturday............................................... Midsemester D and F grades due
October 15, Friday.................................................. Homecoming
October 16, Saturday............................................... Final day to apply for degrees
October 17, Monday................................................ Final day for dropping course unless student withdraws from school
October 17, Monday................................................ Final day for first draft of thesis and Ed.S. project
October 23, Tuesday after last class.......................... Classwork resumes
November 5, Friday............................................... Final day for dropping course unless student withdraws from school
November 9, Monday............................................. Last day to withdraw from university
December 17, Friday................................................ Final examinations close
December 17, Friday................................................ Semster closes
December 17, Friday................................................ Commencement

SPRING SEMESTER 2000

January 11, Tuesday................................................ Enrollment
January 17, Wednesday........................................... Martin Luther King, Jr. Holiday
January 19, Wednesday........................................... Fees must be paid by 3:30 p.m.
January 19, Wednesday........................................... Last day to add new classes
January 19, Wednesday........................................... Last day for full fee refund
January 27, Thursday............................................. Grades of WP and WF will be recorded for dropped courses
February 11, Friday.................................................. State University Commemoration Day
March 10, Friday..................................................... Midsemester D and F grades due
March 27, Monday.................................................. Classwork resumes
April 3, Monday..................................................... Final day to apply for Fall 2000 Spring 2001 Professional Education Semester
April 3, Monday..................................................... Final day for dropping course unless student withdraws from school
April 3, Monday..................................................... Final day for submission of thesis and Ed.S. project
April 3, Monday..................................................... Final day for dropping course unless student withdraws from school
April 21, Friday..................................................... Final day for submission of thesis and Ed.S. project
May 8, Monday...................................................... Final examinations begin
May 14, Friday....................................................... Final examinations close
May 14, Friday....................................................... Final day to apply for degrees
May 12, Friday....................................................... Commencement: College of Education, College of Technology
May 13, Saturday................................................... Commencement: College of Arts and Sciences, College of Business

SUMMER SESSION 2000: First Four Week June 5 - June 30

June 5, Monday..................................................... Enrollment
June 6, Tuesday..................................................... Classwork begins
June 23, Friday..................................................... Last day for one-half fee refund
June 24, Friday..................................................... Final day for submission of thesis and Ed.S. project
June 24, Friday..................................................... Final day for dropping course unless student withdraws from school
June 26, Friday..................................................... First Four Week Summer Session Closes

SUMMER SESSION 2000: Second Four Week July 3 - July 28

July 3, Monday..................................................... Enrollment
July 5, Wednesday.................................................. Holiday
July 5, Wednesday.................................................. Last day for late enrollment
July 5, Wednesday.................................................. Last day for full fee refund
July 6, Thursday................................................... Final day for dropping course without grade report
July 7, Friday....................................................... Grades of WP and WF will be recorded for dropped courses
July 10, Monday................................................... Final day for submission of thesis and Ed.S. project
July 17, Friday....................................................... Second Four Week Summer Session closes

FALL SEMESTER 2000

August 21, Monday............................................. Classwork begins for Monday evening classes
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22, Tuesday</td>
<td>Classwork begins</td>
<td></td>
</tr>
<tr>
<td>August 25, Monday</td>
<td>Last day to add new classes</td>
<td></td>
</tr>
<tr>
<td>August 28, Monday</td>
<td>Last day to late enrollment</td>
<td></td>
</tr>
<tr>
<td>August 28, Monday</td>
<td>Last day for full fee refund</td>
<td></td>
</tr>
<tr>
<td>September 6, Monday (Labor Day)</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>September 7, Thursday</td>
<td>Final day for dropping course without grade report</td>
<td></td>
</tr>
<tr>
<td>September 7, Thursday</td>
<td>Grades of WP or WF will be recorded for dropped courses</td>
<td></td>
</tr>
<tr>
<td>October 13, Friday</td>
<td>Midsemester D and F grades due</td>
<td></td>
</tr>
<tr>
<td>October 21, Friday</td>
<td>Final day to apply for degrees</td>
<td></td>
</tr>
<tr>
<td>November 3, Friday</td>
<td>Final day for dropping course unless student withdraws from school</td>
<td></td>
</tr>
<tr>
<td>November 10, Friday</td>
<td>Final day for first draft of thesis and Ed.S. project</td>
<td></td>
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<tr>
<td>November 21, Tuesday after last class</td>
<td>Dismissal for Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>November 27, Monday</td>
<td>Final day for submission of thesis and Ed.S. project</td>
<td></td>
</tr>
<tr>
<td>December 8, Friday</td>
<td>Classwork resumes</td>
<td></td>
</tr>
<tr>
<td>December 11, Monday</td>
<td>Final day for dropping course without grade report</td>
<td></td>
</tr>
<tr>
<td>December 13, Monday</td>
<td>Last day to withdraw from university</td>
<td></td>
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<tr>
<td>December 15, Friday</td>
<td>Final examinations close</td>
<td></td>
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<tr>
<td>December 15, Friday</td>
<td>Semester closes</td>
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</tbody>
</table>

**SPRING SEMESTER 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>January 9, Tuesday</td>
<td>Enrollment</td>
<td></td>
</tr>
<tr>
<td>January 10, Wednesday</td>
<td>Classwork begins</td>
<td></td>
</tr>
<tr>
<td>January 17, Wednesday</td>
<td>Martin Luther King Jr. Day, Holiday</td>
<td></td>
</tr>
<tr>
<td>January 17, Wednesday</td>
<td>Fees must be paid by 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>January 17, Wednesday</td>
<td>Last day for late enrollment</td>
<td></td>
</tr>
<tr>
<td>January 17, Thursday</td>
<td>Last day to add new classes</td>
<td></td>
</tr>
<tr>
<td>January 24, Thursday</td>
<td>Final day for dropping course without grade report</td>
<td></td>
</tr>
<tr>
<td>January 25, Thursday</td>
<td>Grades of WP and WF will be recorded for dropped courses</td>
<td></td>
</tr>
<tr>
<td>February 9, Friday</td>
<td>Last day for one-half fee refund</td>
<td></td>
</tr>
<tr>
<td>March 9, Friday</td>
<td>Pittsburgh State University Spring Break Day</td>
<td></td>
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<tr>
<td>March 17, Saturday after last class</td>
<td>Final examinations begin</td>
<td></td>
</tr>
<tr>
<td>March 17, Saturday after last class</td>
<td>Final examinations close</td>
<td></td>
</tr>
<tr>
<td>March 30, Friday</td>
<td>Final day to apply for degrees</td>
<td></td>
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<tr>
<td>March 30, Friday</td>
<td>Final day for first draft of thesis and Ed.S. project</td>
<td></td>
</tr>
<tr>
<td>April 6, Friday</td>
<td>Final day for dropping course unless student withdraws from school</td>
<td></td>
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<tr>
<td>April 20, Friday</td>
<td>Final day for submission of thesis and Ed.S. project</td>
<td></td>
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<tr>
<td>May 5, Friday</td>
<td>Last day to withdraw from university</td>
<td></td>
</tr>
<tr>
<td>May 10, Friday</td>
<td>Final examinations begin</td>
<td></td>
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<tr>
<td>May 11, Friday</td>
<td>Final examinations close</td>
<td></td>
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<tr>
<td>May 11, Friday</td>
<td>Commencement: College of Arts and Sciences, College of Technology</td>
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<tr>
<td>May 12, Saturday</td>
<td>Commencement: College of Business, College of Education</td>
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**SUMMER SESSION 2001: First Four Week June 4 - June 29**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>June 4, Monday</td>
<td>Enrollment</td>
<td></td>
</tr>
<tr>
<td>June 5, Tuesday</td>
<td>Classwork begins</td>
<td></td>
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<tr>
<td>June 6, Wednesday</td>
<td>Last day for late enrollment</td>
<td></td>
</tr>
<tr>
<td>June 6, Wednesday</td>
<td>Last day to add new classes</td>
<td></td>
</tr>
<tr>
<td>June 7, Thursday</td>
<td>Last day for one-half fee refund</td>
<td></td>
</tr>
<tr>
<td>June 7, Thursday</td>
<td>Final day for dropping course without grade report</td>
<td></td>
</tr>
<tr>
<td>June 12, Tuesday</td>
<td>Last day for one-half fee refund</td>
<td></td>
</tr>
<tr>
<td>June 14, Tuesday</td>
<td>Final day for dropping course unless student withdraws from school</td>
<td></td>
</tr>
<tr>
<td>June 18, Friday</td>
<td>First Four Week Summer Session Closes</td>
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</table>

**SUMMER SESSION 2001: Second Four Week July 2 - July 27**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
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<tbody>
<tr>
<td>July 2, Monday</td>
<td>Enrollment</td>
<td></td>
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<tr>
<td>July 3, Monday</td>
<td>Classwork begins</td>
<td></td>
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<tr>
<td>July 5, Tuesday</td>
<td>Last day for late enrollment</td>
<td></td>
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<tr>
<td>July 5, Tuesday</td>
<td>Last day to add new classes</td>
<td></td>
</tr>
<tr>
<td>July 5, Tuesday</td>
<td>Last day for full fee refund</td>
<td></td>
</tr>
<tr>
<td>July 5, Thursday</td>
<td>Final day for dropping course without grade report</td>
<td></td>
</tr>
<tr>
<td>July 6, Friday</td>
<td>Grades of WP and WF will be recorded for dropped courses</td>
<td></td>
</tr>
<tr>
<td>July 9, Monday</td>
<td>Final day for first draft of thesis and Ed.S. project</td>
<td></td>
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<tr>
<td>July 13, Friday</td>
<td>Final day for submission of thesis and Ed.S. project</td>
<td></td>
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<tr>
<td>July 17, Friday</td>
<td>Final day for dropping course unless student withdraws from school</td>
<td></td>
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<tr>
<td>July 31, Monday</td>
<td>Final day for dropping course unless student withdraws from school</td>
<td></td>
</tr>
<tr>
<td>July 27, Friday</td>
<td>Second Four Week Summer Session closes</td>
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</tbody>
</table>

Final examinations will be held in the last regular class period of each summer course.

**FALL SEMESTER 2001**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
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<tbody>
<tr>
<td>August 20, Monday</td>
<td>Enrollment</td>
<td></td>
</tr>
<tr>
<td>August 21, Tuesday</td>
<td>Classwork begins for Monday evening classes</td>
<td></td>
</tr>
<tr>
<td>August 21, Tuesday</td>
<td>Classwork begins</td>
<td></td>
</tr>
<tr>
<td>August 25, Monday</td>
<td>Last day to add new classes</td>
<td></td>
</tr>
<tr>
<td>August 25, Thursday</td>
<td>Last day for late enrollment</td>
<td></td>
</tr>
<tr>
<td>August 27, Monday</td>
<td>Last day for one-half fee refund</td>
<td></td>
</tr>
<tr>
<td>August 27, Monday</td>
<td>Last day for full fee refund</td>
<td></td>
</tr>
<tr>
<td>August 27, Thursday</td>
<td>Fees must be paid by 3:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
SPRING SEMESTER 2002

January 1, Thursday..................................................................................................................................................................................Enrollment
January 6, Tuesday......................................................................................................................................................................................Classwork begins
January 10, Saturday.................................................................................................................................................................................Last day for full fee refund
January 14, Wednesday..............................................................................................................................................................................Last day to add new classes
January 16, Wednesday..............................................................................................................................................................................Last day for full fee refund
January 20, Sunday......................................................................................................................................................................................Last day to apply for degrees
January 31, Thursday (after last class).......................................................................................................................................................Last day for full fee refund
February 1, Monday.......................................................................................................................................................................................Last day for enrollment
February 5, Friday.........................................................................................................................................................................................Last day to apply for Fall 2002-Spring 2003 Professional Education Semester
February 11, Thursday...............................................................................................................................................................................Last day for application of WP or WF
February 25, Thursday..............................................................................................................................................................................Last day for first draft of thesis and Ed.S. project
March 3, Tuesday......................................................................................................................................................................................Last day for submission of thesis and Ed.S. project
March 11, Monday.....................................................................................................................................................................................Last day to withdraw from university
March 15, Friday.......................................................................................................................................................................................Commencement: College of Arts and Sciences, College of Business
March 16, Saturday after last class.............................................................................................................................................................Dismissal for Spring Vacation
March 18, Monday.....................................................................................................................................................................................Last day for full fee refund
March 22, Friday.........................................................................................................................................................................................Last day for full fee refund
March 29, Friday.......................................................................................................................................................................................Last day to apply for degrees
March 30, Saturday..................................................................................................................................................................................Last day for first draft of thesis and Ed.S. project
April 5, Thursday.....................................................................................................................................................................................Last day for submission of thesis and Ed.S. project
April 10, Thursday.........................................................................................................................................................................................Last day for drop in grade from WP to DF
April 13, Monday....................................................................................................................................................................................Last day to apply for degrees
April 15, Wednesday..................................................................................................................................................................................Last day for last day of late withdrawal
April 20, Monday ......................................................................................................................................................................................Last day to withdraw from university
April 23, Thursday....................................................................................................................................................................................Last day for graduation
April 25, Saturday.....................................................................................................................................................................................Last day for graduation
May 1, Friday.........................................................................................................................................................................................Commencement: College of Education, College of Technology
May 2, Monday.........................................................................................................................................................................................Second Four Week Summer Session closes
May 6, Friday.........................................................................................................................................................................................Second Four Week Summer Session closes
May 8, Saturday.....................................................................................................................................................................................Second Four Week Summer Session closes

SUMMER SESSION 2002: First Four Week June 3 - June 28

June 3, Monday.........................................................................................................................................................................................Enrollment
June 4, Tuesday.......................................................................................................................................................................................Classwork begins
June 5, Wednesday..................................................................................................................................................................................Last day for late enrollment
June 5, Wednesday..................................................................................................................................................................................Last day for full fee refund
June 6, Thursday......................................................................................................................................................................................Last day for full fee refund
June 9, Sunday .........................................................................................................................................................................................Last day to apply for degrees
June 11, Tuesday.....................................................................................................................................................................................Last day for graduation
June 12, Wednesday..................................................................................................................................................................................Last day to apply for degrees
June 18, Tuesday.....................................................................................................................................................................................Last day for last day of late withdrawal
June 21, Friday.......................................................................................................................................................................................Commencement: College of Arts and Sciences, College of Business
June 22, Saturday.....................................................................................................................................................................................Commencement: College of Education, College of Technology
June 25, Tuesday ....................................................................................................................................................................................Last day to withdraw from university
June 26, Tuesday.....................................................................................................................................................................................Second Four Week Summer Session closes

SUMMER SESSION 2002: Second Four Week July 1 - July 26

July 1, Monday.........................................................................................................................................................................................Enrollment
July 2, Tuesday.......................................................................................................................................................................................Classwork begins
July 4, Thursday.....................................................................................................................................................................................Holiday
July 5, Friday.........................................................................................................................................................................................Grades of WP and WF will be recorded for dropped courses
July 9, Monday.......................................................................................................................................................................................Last day for full fee refund
July 11, Wednesday..................................................................................................................................................................................Last day for graduation
July 13, Friday.......................................................................................................................................................................................Commencement: College of Arts and Sciences, College of Business
July 15, Monday.....................................................................................................................................................................................Last day to withdraw from university
July 26, Friday.....................................................................................................................................................................................Second Four Week Summer Session closes

Final examinations will be held in the last regular class period of each summer course.

FALL SEMESTER 2002

August 21, Tuesday..................................................................................................................................................................................Enrollment
August 22, Wednesday..............................................................................................................................................................................Classwork begins
August 28, Wednesday..............................................................................................................................................................................Last day for late enrollment
August 31, Friday.....................................................................................................................................................................................Midterm grades due
September 4, Monday..................................................................................................................................................................................Midterm grades due
September 9, Monday (Labor Day)...........................................................................................................................................................Holiday
September 10, Tuesday..............................................................................................................................................................................Last day for drop in grade from WP to DF
September 11, Wednesday.......................................................................................................................................................................Last day to apply for degrees
September 18, Friday..................................................................................................................................................................................Last day to withdraw from school
October 15, Friday....................................................................................................................................................................................Last day for graduation
November 18, Friday..................................................................................................................................................................................Last day to withdraw from school
November 21, Monday..............................................................................................................................................................................Midterm grades due
November 25, Thursday.........................................................................................................................................................................Last day to apply for degrees
December 7, Monday..................................................................................................................................................................................Last day for graduation

Grades of WP and WF will be recorded for dropped courses
November 26, Tuesday after last class. Dismissal for Thanksgiving

December 2, Monday. Final day for submission of thesis and Ed. S. project. Classwork resumes

December 10, Tuesday. Final examinations begin

December 17, Tuesday. Final examinations close

December 24, Tuesday. Final day for dropping course without grade report. Last day to withdraw from university

December 25, Wednesday. Last day to withdraw from university

January 14, Tuesday. Enrollment

January 15, Wednesday. Martin Luther King, Jr. Day, Holiday

January 22, Wednesday. Last day to add classes

January 29, Wednesday. Final day for dropping course without grade report. Grades of WP and WF will be recorded for dropped courses.

February 14, Friday. Last day to apply for Fall 2003-Spring 2004 Professional Education Semester

March 6, Thursday. Last day to withdraw from classes. Pittsburgh State University Commencement Day

March 15, Saturday after last class. Dismissal for Spring Vacation

March 28, Monday. Last day to apply for degrees

April 11, Friday. Last day for first draft of thesis and Ed. S. project

April 25, Friday. Final day for dropping course unless student withdraws from school

May 9, Friday. Last day to withdraw from university

May 12, Monday. Final examinations begin

May 16, Friday. Final examinations close

May 17, Thursday. Commencement: College of Business, College of Education

SPRING SEMESTER 2003

SUMMER SESSION 2003: First Four Week June 2 - June 27

June 2, Monday. Enrollment

June 3, Tuesday. Classwork begins

June 4, Wednesday. Last day for late enrollment

June 6, Thursday. Last day to add classes

June 8, Saturday. Last day for full fee refund

June 10, Tuesday. Final day for dropping course without grade report

June 11, Wednesday. Grades of WP and WF will be recorded for dropped courses.

June 20, Friday. Last day for dropping course unless student withdraws from school

June 24, Tuesday. Last day to apply for degrees

June 27, Friday. First Four Week Summer Session Closes

SUMMER SESSION 2003: Second Four Week June 30 - July 25

July 1, Monday. Classwork begins

July 3, Tuesday. Classwork begins

July 4, Thursday. Final day for dropping course unless student withdraws from school

July 7, Tuesday. Last day for full fee refund

July 11, Friday. Last day for dropping course unless student withdraws from school

July 12, Sunday. Last day for one-half fee refund

July 25, Friday. Second Four Week Summer Session Closes

FALL SEMESTER 2003

August 25, Monday. Enrollment

August 28, Thursday. Classwork begins for Monday evening classes

September 1, Monday (Labor Day). Holiday

September 2, Tuesday. Final day for dropping course without grade report

September 4, Thursday. Last day to add classes

September 10, Wednesday. Last day for late enrollment

September 12, Friday. Last day for late enrollment

September 23, Tuesday. Last day for one-half fee refund

October 17, Friday. Final day to apply for degrees

November 14, Friday. Last day to withdraw from school

November 25, Tuesday. Last day to withdraw from university

December 1, Monday. Final day for dropping course unless student withdraws from school

December 10, Tuesday. Final examinations close
SPRING SEMESTER 2004

January 13, Tuesday .................................................................Enrollment begins
January 19, Monday .................................................................Martin Luther King, Jr. Day, Holiday
January 21, Wednesday .............................................................Fees must be paid by 3:30 p.m.
January 21, Wednesday .............................................................Last day to add new classes
January 21, Wednesday .............................................................Last day for late enrollment
January 28, Wednesday .............................................................Final day for dropping course without grade report
January 29, Thursday .............................................................Grades of WP and WF will be recorded for dropped courses
February 3, Friday .................................................................Last day for one-half fee refund
March 4, Thursday .................................................................Pittsburgh State University Commemoration Day
March 12, Friday .................................................................Midsemester D and F grades due
March 20, Saturday after last class .............................................Dismissal for Spring Semester
March 29, Monday .................................................................Classwork resumes
March 30, Tuesday .................................................................Last day to apply for Fall 2004-Spring 2005 Professional Education Semester
March 30, Tuesday .................................................................Final day to apply for degrees
April 9, Friday .................................................................Final day for first draft of thesis and Ed.S. project
April 23, Friday .................................................................Final day for submission of thesis and Ed.S. project
May 7, Friday .................................................................Last day to withdraw from university
May 10, Monday .................................................................Final examinations begin
May 14, Friday .................................................................Semester closes
May 14, Friday .................................................................Commencement: College of Education, College of Technology
May 15, Saturday .................................................................Commencement: College of Arts and Sciences, College of Business

SUMMER SESSION 2004: First Four Week June 7 - July 2

June 7, Monday .................................................................Enrollment begins
June 8, Tuesday .................................................................Classwork begins
June 9, Wednesday .............................................................Last day for late enrollment
June 9, Wednesday .............................................................Last day for full fee refund
June 10, Thursday .............................................................Grades of WP and WF will be recorded for dropped courses
June 15, Tuesday .............................................................Last day for one-half fee refund
June 17, Tuesday .................................................................Final day for dropping course unless student withdraws from school
June 21, Saturday .................................................................Final day for submission of thesis and Ed.S. project
July 2, Friday .................................................................First Four Week Summer Session Closes

SUMMER SESSION 2004: Second Four Week July 6 - July 30

July 5, Monday .................................................................Enrollment begins
July 6, Tuesday .................................................................Classwork begins
July 6, Tuesday .................................................................Last day to add new classes
July 7, Wednesday .............................................................Last day for full fee refund
July 9, Friday .................................................................Grades of WP and WF will be recorded for dropped courses
July 12, Monday .............................................................Last day for one-half fee refund
July 16, Friday .................................................................Final day for submission of thesis and Ed.S. project
July 20, Tuesday .................................................................Final day for dropping course unless student withdraws from school
July 30, Friday .................................................................Second Four Week Summer Session Closes

Final examinations will be held in the last regular class period of each summer course.

SCHEDULE OF FEES

UNIVERSITY FEES PER SEMESTER

UNDERGRADUATE FEES
Residents of Kansas Non-Residents
Undergraduate students enrolled in 10 hours or more...............................$1071.00 $3304.00
Fee per credit hour for undergraduates enrolled in 9 hours or less...............................$78.00 $227.00

GRADUATE STUDENT FEES

Graduate students enrolled in 7 hours or more.............................................$1233.00 $3134.00
Fee per credit hour for graduate students enrolled in 6 hours or less.............................................$105.00 $264.00

SUMMER SESSION

General Fee, per credit hour --
Undergraduate "Graduate
$78.00 $105.00 $227.00 $264.00

CHARGES RELATED TO NURSING

Students are required to purchase uniforms, liability insurance, National League of Nursing Achievement tests, course syllabi and laboratory kits. Students are also responsible for their own transportation to clinical areas.

LATE ENROLLMENT FEE

Students who enroll or pay fees after the deadline noted in the University Calendar will be charged a late penalty fee of $15.00. Exceptions: classes not scheduled to begin at the time of regular classes or enrollment delay due to university procedures as determined by the Registrar.

REFUND POLICY

(1) A student who withdraws during the first week of the semester will be refunded, upon application, all fees except commencement, laboratory and computer access fees.
(2) A student who withdraws after the first week but during the first one-third of a semester will be refunded upon application, one-half fees except commencement, laboratory and computer access fees.
(3) A student who withdraws after the first one-third of a semester is not entitled to any refund.
(4) Fees for private lessons are not refunded.
(5) The refund policy shall apply to semesters. Sessions, or terms of study.
shorter duration will prorate refunds accordingly. (See university calendar).

COMMENCEMENT FEE

Candidates for degrees or certificates pay a fee to defray the cost of diploma and commencement activities. Commencement fees are:

- Associate and Baccalaureate Degree ............................................. $45.00
- Masters and Specialist in Education Degrees ................................. 55.00
- Students receiving the Bachelor of Music Education and Technical Education Center Certificate ............................................ $55.00
- Bachelor of Music degrees simultaneously .................................. $45.00
- Technical Education Center Certificate ........................................... $45.00

Candidates who write a thesis for a master’s degree pay an additional fee of $30.00 to defray the cost of binding three copies of the thesis. Candidates for the Specialist in Education degree pay an additional fee of $30.00 to defray the cost of binding three copies of the special project. This fee is not subject to refund.

TRANSCRIPT FEE

The university charges for all transcripts at the rate of $3.00 if mailed and $2.00 if picked up at the Registrar’s window.

CONTINUING STUDIES FEE

- Instruction fee per credit hour-- Undergraduate ............................................. $79.00
- Instruction fee per credit hour-- Graduate ............................................. 109.00
- Non-credit activity fees are set by program costs.

TECHNICAL EDUCATION CENTER FEES

- Residents of Kansas, Students enrolled in 10 hours or more ....................... $796.00
- Residents of Kansas, Students enrolled in 9 hours or less ............................... $60.00
- Non-Residents, Students enrolled in 10 hours or more ................................. $3022.00
- Non-Residents, Students enrolled in 9 hours or less ...................................... $207.00

EVENING-ADULT EDUCATION CLASSES

Fees are varied and are based on cost of instruction.

INSUFFICIENT FUND CHECKS

A $15.00 charge is made for all insufficient fund checks written to the university.

CHANGE IN FEES

This schedule of fees is for information purposes and does not constitute a contract. While this schedule was prepared with the latest information available on May 1, 1999, the statements on fees are subject to change.

PREPARE FOR YOUR CAREER

At Pittsburg State University

Men and women who wish to receive up-to-date education and training for a wide variety of specific careers in business and industry, for various professions, or for their general education can enroll in many courses and programs at Pittsburg State University. Courses are available for entering freshmen, transfer students, and for employed adults who wish to up-grade their professional and occupational skills or who may wish to begin new careers.

New Careers and Non-Degree Study: Not every student wants or needs a degree, nor does every career or personal objective require such. You may wish to put together new combinations of courses which meet your personal needs or which prepare you to enter the employment market through course work not usually combined in established academic programs. You can select the career courses you wish to take at Pittsburg State University.

Degree Programs: The following pages list more than 100 academic and professional career programs in 26 departments. Courses can be taken in two-year, four-year, and graduate programs of study. These well designed programs are for students who want to prepare for one of the well-known established career opportunities and for those who wish enriching study in many aspects of their daily lives. For those who do not wish to enroll in regular undergraduate degree programs, the greatest flexibility for a degree is provided by the four-year degree program in Bachelor of General Studies.

Plan the best program of study for you: The aim of the university is to provide the best courses of high quality to meet many needs. Flexibility and service to students are emphasized. You can set your own pace. The time schedule may involve part-time courses, full regular semesters, or summer sessions which are best suited to you. Careers, cultural enrichment, general education in the arts and sciences are among the opportunities for study at Pittsburg State University. Experienced advisors will help you plan your study at Pittsburg State University.
Career Opportunities

College of Arts and Sciences

Degree Available

Department of Art
- Art Education, BFA, MA
- Art Therapy, BFA, MA

Department of Biology
- Biology, BA, BS, BSED, MS
- Biology-Medical Technology, BS, MS
- Cell Biology (minor)
- Environmental Management (minor)
- General Science (minor)
- Natural History (minor)

Department of Chemistry
- Chemistry, BSED, MS
- Chemistry, Option I (ACS Approved), BS
- Chemistry, Option II, BS

Department of Communication
- Communication, BA, BSED, MA
- Journalism (minor)

Department of English
- English, BA, BSED, MA
- Technical/Professional Writing (minor)

Department of Family and Consumer Sciences
- Family and Consumer Sciences, BS
- Vocational Family and Consumer Sciences, BSED
- Early Childhood Development (minor)
- Fashion Merchandising (minor)
- Interior Design (minor)

Department of Foreign Languages
- French, BA, BSED
- Spanish, BA, BSED

Department of History
- History, BA, MA
- Social Studies (History), BSED

Department of Mathematics
- Mathematics, BA, BS, BSED, MS

Department of Military Science
- Military Science (minor)

Department of Music
- Music, MM
- Music Performance, BM
- Instrumental Music, BM
- Vocal Music, BM

Department of Nursing
- Nursing, BSN, MSN

Department of Physics
- Physical Science, BSED, BS, BSED, MS

Department of Social Science
- Geography, BA
- Justice Studies, BA
- Political Science, BA
- Social Science, BA, MS
- Social Work, BA, BS
- Sociology, BA, BS

General Studies, BGS

Program in Women's Studies
- Women's Studies, Certificate

Gladys A. Kelce College of Business

Department of Accounting
- Accounting, BBA, MBA

Department of Computer Science-Information Systems
- Computer Science, BBA
- Information Systems, BBA

Department of Economics, Finance and Banking
- Economics, BBA
- Finance, BBA

Department of Management and Marketing
- Management, MBA
- Marketing, MBA

Business Administration (minor)

College of Education

Department of Curriculum and Instruction
- Elementary Education, BSED
- Teaching, MS
- Early Childhood Education (minor)
- Multicultural Education (minor)

Department of Health, Physical Education and Recreation
- Physical Education, BSED, MS
- Recreation, MS
- Athletic Training (minor)
- Coaching (minor)

Department of Psychology and Counseling
- Counseling, MS, EdS
- Psychology, BA, BS, BSED, MS
- School Psychology, EdS
- Substance Abuse Services (minor)

Department of Special Services and Leadership Studies
- Community College and Higher Education, EdS
- Educational Leadership, MS
- Educational Technology, MS
- General School Administration, EdS
- Special Education Teaching, MS
- Special Education (minor)

College of Technology

Department of Engineering Technology
- Construction Engineering Technology, BSET
- Construction Management, BSET
- Electronics Engineering Technology, BSET
- Engineering Technology, BSET
- Mechanical Engineering Technology, BSET
- Plastics Engineering Technology, BSET
- Construction Technology (minor)
- Manufacturing Technology (minor)
- Mechanical Technology (minor)
- Plastics Technology (minor)

Department of Graphics and Imaging Technologies
- Commercial Graphics, BST
- Graphic Arts (minor)
- Graphic Design (minor)
- Multimedia (minor)
- Photography (minor)
### Department of Technical Education

- **Human Resource Development** .......................................................... MS
- **Industrial Education** ...................................................................... EdS
- **Technical Teacher Education** .......................................................... MS
- **Technology Management** .............................................................. BST
- **Vocational Technical Education** ..................................................... BSVTE
- **Human Resource Development (minor)**
- **Industrial Safety (minor)**

### Department of Technology Studies

- **Air Conditioning, Heating and Refrigeration Technology** ..... Certificate, AAS
- **Automotive Service Technology** ............................................... Certificate, AAS
- **Automotive Technology** ............................................................. BST
- **Electrical Technology** ................................................................. Certificate, AAS
- **Technology Education** ................................................................. MS
- **Wood Technology** ................................................................. AAS, BST
- **Industrial Management and Supervision (minor)**

### Interdisciplinary

- **International Studies (minor)**
- **Multicultural Studies (minor)**
UNIVERSITY OBJECTIVES

Pittsburg State University is a multi-purpose state-supported university whose primary objective is to offer strong undergraduate and graduate educational programs to those in its service area. Sound higher education should enhance the best intellectual, social, and personal development of the university community. Moreover, it must provide professional and vocational training of high quality. The university is committed to the basic concepts of democracy and to the democratic processes in solving common problems at all levels of government and in all areas of contemporary society.

The academic and activity programs of the university are designed to enrich and improve the state, national, and international cultural heritage; to assist all individuals to contribute to the common good of society by developing personal integrity and vocational competence; and to encourage the development of the individual’s creative ability. To achieve its mission the university recognizes six main areas of educational endeavors. Each area described below has its own aims and objectives and contributes in a significant way to the mission of the university.

The university must provide sound higher education for students at all levels of the instructional program. It is essential that Pittsburg State University maintain those educational programs and instructional practices which historically and by consensus are part of the mission of the university. At same time, the university must continue to develop new educational concepts, new academic and related programs, and new techniques of instruction which provide for the contemporary needs and interests of students and society.

**General Education**

General education is that academic study and those activities which should be common to all members of the student body, especially in the achievement of undergraduate degrees. The essential objective of general education is to educate the individual student to be a rational and humane person—one who will use rational procedures in daily life; who will be motivated to continue self-study in a world of accelerating change; who knows and understands how to use effectively accepted scientific and intellectual processes; and who will appreciate and enjoy the best cultural values and activities. The main characteristics of the general education program can be attained through study in a wide variety of departments and academic disciplines and in some respects includes what is commonly described as liberal education.

**Liberal Arts and Sciences**

Liberal education provides for a comprehensive back-ground and concentrated investigation in one or more specialized fields, intending thereby to develop that receptivity to new ideas which stimulates intellectual curiosity and leads to learning as worthwhile in itself. The liberal arts and sciences curricula also prepare students for professional careers and for graduate work in one of the academic disciplines. The purposes of a liberal education are as follows: to impart knowledge and develop intellectual concepts; to develop the capacity to cope with various kinds of knowledge to define a problem, analyze it, seek out relevant factual information for its understanding and to place problems in their proper historical, philosophical, and ethical perspective; and to teach how to extract from the knowledge bank what is relevant to a student's purposes and to teach the use of such knowledge in a discriminating and constructive way.

**Professional and Pre-Professional Education**

The purpose of professional education is to develop the competencies of individuals so that they may meet the demands and requirements of modern occupations and professions. Two types of interrelated basic experiences are necessary for the achievement of maximum competency: first, a thorough background in general education, and secondly, an adequate preparation in an area of specialization. The realization of these objectives involves the acquisition of a broad cultural background in the arts and sciences, and understanding of the fundamentals of a particular profession, or field of interest, and the development of the necessary skills required in a specialty within the field of concentration. Professional preparation of this nature is significant to the individual and enables the individual to make maximum contribution to our economic society. Professional education academic programs are available in the areas of business, education, and the technologies. Pre-professional education provides a broad base of liberal arts and sciences oriented toward a profession requiring an academic program in addition to the two or four-year curriculum. These programs prepare students for further educational experiences in law, education, engineering, medicine, dentistry, veterinary, and agriculture.
Graduate Education

Graduate study is designed for the qualified student who desires to increase competence in a chosen field and who wants to broaden intellectual interests and abilities. It endeavors to develop judgment, deepen knowledge, and strengthen inclination to self-education. By guiding the student in the methods of advanced study and formal research, graduate education attempts to inculcate a respect for scholarship and to stimulate the proper use of the research and scholarship of others.

Continuing Studies, Community Services, and Research

The university attempts to serve individuals, business, industry, and the professions of this area by providing facilities and leadership. It organizes and promotes conferences, institutes, workshops, and credit or non-credit courses for professional development, cultural, and avocational purposes. It affords cultural enrichment of the area through the sponsorship of lectures, musical and dramatic productions, art exhibits and workshops. It also encourages study and research by means of reduced teaching loads for research, faculty summer stipends for research, sabbatical leaves, and by providing space and facilities for research projects sponsored by agencies outside the university.

ACCREDITATION

Pittsburg State University is accredited by the North Central Association of Colleges and Schools, National Council for Accreditation of Teacher Education, National Association of Schools of Music, The National League for Nursing, and by the Council on Social Work Education. The baccalaureate programs in construction engineering technology, electronics engineering technology, manufacturing engineering technology, mechanical engineering technology and plastics engineering technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. The university is on the list of approved schools published by the American Chemical Society, The Architectural Woodwork Institute and The Foundry Education Foundation. The community agency counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs.

The university has institutional memberships in the following:

1. American Association of Colleges for Teacher Education
2. American Association of State Colleges and Universities
3. American Council on Education
4. College and University Personnel Association
5. Council for the Advancement and Support of Education
6. Council of Graduate Schools in the United States
7. National/Central Association of College and University Business Offices
8. National Association of Student Personnel Administrators
9. National Commission on Accrediting

MISSION STATEMENT

Pittsburg State University, a comprehensive regional university, provides undergraduate and graduate programs and services to the citizens of southeast Kansas, but also to others who seek the benefits offered. This is accomplished by the unique combination of academic programs in arts and sciences, business, education and technology. The university is equally committed to fulfilling its statewide mission in technology and economic development by facilitating partnerships with secondary and postsecondary educational institutions, businesses and industries.

The university supports an organizational and interpersonal structure which actively encourages individuals to achieve their potential. The university provides programs and services that create opportunities for students and other individuals to develop intellectually, ethically, aesthetically, emotionally, socially and physically. The university provides intellectual leadership and multicultural experiences which contribute to the preservation of the heritage of the region and the enhancement of its inhabitants. Finally, the university recognizes the world as interdependent and, thus, seeks to promote a broad and interactive international perspective.

The university fulfills the traditional academic missions of teaching, scholarship and service. Excellence in teaching is the primary focus of the university. The university recognizes that active scholarship and creativity add vitality to teaching, expand and refine the knowledge base and are instrumental to the professional development of the faculty and staff. Programs of professional and community service promote and strengthen university endeavors.

VISION STATEMENT

Pittsburg State University fosters a value-based learning environment, encourages leadership, embraces change and promotes success.
CORE VALUES

1. The dignity and worth of all people.
2. A student and other constituent-centered philosophy.
3. The contributions of staff, faculty and administrators.
4. Diversity and cultural sensitivity.
5. Freedom of expression and inquiry.
6. Futuristic thinking through strategic planning, assessment, innovation and managed enrollment growth.
7. Clear policies and procedures, shared governance and collegiality.
8. Excellence in teaching, research and scholarship, and service.
9. A campus community characterized by respect, justice, honesty, integrity and civility.
10. A well-maintained, attractive and modern campus environment.
11. The opportunity to provide leadership to the state and nation in an effort to improve the quality of life of its citizens.
12. Continuing support of alumni and friends.
13. The partnerships with the larger community and the people of Kansas.
14. Governmental leadership at local, state and national levels.
15. The highest quality in all that we do.
ACADEMIC SUPPORT SERVICES

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ADMISSION OF UNDERGRADUATE STUDENTS

The Office of Admission is the initial contact point for undergraduate students. The Office of Admission collects all necessary records of new students and is responsible for the evaluation of transcripts from high schools and colleges.

Office of Admission
118 Whitesitt Hall
1701 S. Broadway
Pittsburg, Kansas 66762-7520
(316) 235-4251
1-800-854-PITT (7488)
Fax number (316) 235-6003
psuadmit@pittstate.edu
http://www.pittstate.edu

Admission

Staff members of the Office of Admission participate in College Planning Clinics to provide college admission counseling. Members of the university faculty are available for consultation with individual students or for group conferences, both on and off the campus. Inquiries, suggesting time, place and number of students, and fields of interest of the students, should be addressed to the Director of Admission and Retention or the Assistant Director of Admission and Campus Events.

New students entering in the fall of 2001 are required to meet the Qualified Admission statute as adopted by the Kansas legislature under KSA 76-717.

New Freshmen

Entering Before Fall Semester of 2001:

As a state supported institution, Pittsburg State University, by law, admits all graduates of Kansas high schools accredited by the State Board of Education. Applicants with previous college credit, earned after graduation from high school, are not eligible under this provision. Graduates of accredited high schools outside Kansas are eligible for admission if the academic record places the students in the upper one-half of their graduating class and they have a minimum 2.0000 grade point average on a 4.0000 scale. Qualified admission to all Kansas Regent’s universities begin with the entering freshmen class of 2001.

Entering Fall Semester of 2001:

Pittsburg State University will admit all Kansas high school graduates or anyone under the age of 21 that meets one of the following criteria:

1. An ACT* of at least 21, or
2. Rank in the top one/third of high school graduation class, or
3. A grade point average of "C"/2.0000 grade point average on a 4.0000 scale in the Kansas precollege curriculum. The precollege curriculum requirements are four units of English, three units of math, three units of social studies, three units of natural science and one unit of computer technology.

*Per K.S.A. 76-717

Admission Policy for Home Schooled Students

All home schooled students seeking admission to Pittsburg State University will be evaluated individually by the Director of Admission and Retention for course content and completion. PSU follows regulations that are congruent with the admission policies of the other Kansas Regents' institutions. (Completion of a 21 or better on the ACT* or 50% plus overall score on the General Education Development (GED) certificate.)

Non-High School Graduates/Non-Accredited High School Graduates

Non-high school graduates may be eligible for admission on the basis of the following scores on examinations:

1. General Education Development (GED) score of at least 50 overall.
2. ACT* examination composite score of 21 or better.

Students graduating from a non-accredited high school may be eligible for admission by submitting a portfolio of coursework and seek admission under the qualified admission window or show "ability to benefit" for financial assistance regulations on the basis of the scores on examinations:

1. General Education Development (GED) certificates score of at least 50.
2. ACT* examination composite score of 21 or better.

*SAT composite score will be converted to the ACT standard composite score.

Freshmen Guidelines For Students Who Did Not Graduate From An Accredited High School

In order to meet federal guidelines for "ability to benefit" the admission office will request the following documentation from degree seeking freshmen students who did not graduate from an accredited high school.

1. GED and partial high school transcript or
2. ACT scores of 18 or higher (SAT may be substituted with a score of 700 or above).

Freshmen Application Procedure

1. Complete an application for admission and mail with a check or money order in the amount of $20.00 to: Office of Admission, Pittsburg State University, 118 Whitesitt Hall, 1701 S. Broadway, Pittsburg, Kansas 66762-7520. Applications will be sent to the student upon request, or when ACT results are received by the Office of Admission.

2. Provide ACT results to the Office of Admission by coding 1449 on test form or request the high school or community college to forward official test results to Pittsburg State University. Test results will be used to determine qualified admission standards for freshmen entering in the fall semester of 2001 and thereafter.

3. Arrange for an official high school transcript to be sent directly to the Office of Admission. All applicants should have a high school transcript sent when applying for admission. An official final transcript should be sent upon graduation from high school. Students should request that their rank in class, GPA, precollege curriculum and graduation date be recorded on all final high school transcripts submitted to Pittsburg State University.

4. It is required all freshmen not living at home and under 21 years of age live in the residence halls. Write or call the University Student Housing office to make reservations for residence hall rooms.

5. Out of state students applying to Pittsburg State University for fall semester of 2001 must meet qualified admission standards. If an out of state student does not qualify on the ACT or top third of their graduating class they must have a 2.5000 in the precollege curriculum as per K.S.A. 76-717.

Transfer Students

Pittsburg State University welcomes applications from qualified students who complete university level work at another college or university. Transfer students are defined as those students seeking admission to Pittsburg State University who have completed 24 or more credit hours of university level course work at another college or university. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting component of a regional accrediting body, such as the North Central Association of Colleges and Schools.

Transfer students with a 2.0000 or higher grade point average on a 4 point scale are eligible for admission to the university.

Information about institutions previously attended and official transcripts must be furnished regardless of the applicant's wishes concerning advanced standing. Failure to provide transcripts will disqualify the applicant. To be official, transcripts must be sent directly from each college previously attended. Hand-carried transcripts and transcripts sent by students are unofficial even though they may carry the college seal.

All courses taken at previous institutions are recorded on the student's permanent record at Pittsburg State University. All grades, including D's and F's, are used in determining the student's cumulative grade point average.

Transfer students earning credits at community colleges in Kansas and contiguous counties in Missouri and Oklahoma can access course evaluations on the Pittsburg State University web site (www.pittstate.edu) or call the admission office and request a transfer equivalency guide. Community college students are encouraged to obtain these equivalency guides from the community college counseling offices, the PSU Academic Service Center Director, or from the Office of Admission at Pittsburg State University.

Transfer Guidelines For Students Who Did Not Graduate From An Accredited High School

In order to meet federal guidelines for "ability to benefit" the admission office will request the following documentation from degree seeking transfer students who did not graduate from an accredited high school.

1. Associate degree from an accredited community college or
2. GED average of 50 or better and partial high school transcript and transcript(s) for college credit earned
3. ACT of 21 or better if under the age of 21 with less than an associate degree.

Transfer Application Procedure

1. Complete an application for admission and mail with a check or money order in the amount of $20.00 to: Office of Admission, Pittsburg State University, 118 Whitesitt Hall, 1701 S. Broadway, Pittsburg, Kansas 66762. Application forms will be sent upon request.

2. Arrange to have official transcripts sent from each university previously attended. Students attending another college at the time of submitting the application should submit a partial transcript. A final official transcript should be provided when final grades are posted from the last college attended.

3. Out of state transfers from Kansas community colleges may not meet Kansas Board of Regents requirements for residency. Students must be prepared to prove in-state residency status.

Undergraduate International Students

Pittsburg State University is committed to international education for current domestic students and for students from countries outside the United States. The university seeks highly qualified and highly motivated students from other countries. International students may be classified as degree seeking or exchange students. Those classifications are not
limited to but may be as follows: cultural exchange, degree seeking, homestay with exchange, study abroad, or credit hour by home institution-not PSU.

International students, entering the university directly from their home country, or by transfer from another college or university in the United States, are required to file an international application and furnish appropriate records. All records must be translated into English and must be properly certified.

Degree seeking international students from countries in which English is not the language of instruction must submit a minimum score on the Test of English as a Foreign Language (TOEFL) of 190 on the computerized test or a 520 on the standard test. Language proficiency may be documented with any one of the following:

1. General Education Degree (GED) -- 50 average of the 5 subsets
2. SATIV+M -- 980+
3. ACT -- 21+
4. Twenty-four transfer hours with English Composition.
6. Graduation from an accredited high school in the United States.

International students wishing to apply for admission to the university should write to: Office of Admission, Pittsburg State University, 1701 S. Broadway, Pittsburg, Kansas 66762. The Office of Admission will provide the appropriate application form and other information to assist the student in applying for admission.

Admission requirements and procedures for international students are subject to change according to the recognized needs of students and the university. All international students are required by the Immigration and Naturalization Service (INS) to be full-time students. The INS requires undergraduate students to complete at least 12 hours and graduate students at least 9 hours each fall and spring semester to maintain their student status. When a student fails to maintain his/her INS status, it can result in many lost benefits for the student. Students may be less than full-time their final (graduating) semester.

Special Students

Pittsburg State University distinguishes that there are students interested in completing courses and are not currently seeking a PSU degree. Pittsburg State University has established a simplified admission policy for these students. Non-degree seeking students or students needing courses to apply toward a degree at another college may take one or more courses without beginning study toward a degree. They can enroll as a special student. Test scores and transcripts will not be required in order to be admitted as a special student.

If admission is sought to complete a degree at Pittsburg State University, regular admission requirements must be met. Courses completed under special status will have credit awarded, but whether courses taken as a special student will fully apply to degree requirements will depend on the nature and applicability of the course(s).

Students are not eligible for financial aid under this classification.

Guest Students

High school students wishing to enrich their academic background may take one or more courses for credit at the university prior to high school graduation. Pittsburg State may seek acknowledgement/permission from high school officials depending on the desired course or require a standardized test score to qualify the student for admission as a guest student. For additional information contact the Director of Admission through the Office of Admission.

Advanced Standing and Credit by Examination

Students will qualify for, and receive, advanced standing and credit at the university if they have earned credit at another accredited college or university, or if credit has been obtained by one of the sources listed below.

Advanced Standing for Military Service

In general the university follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits will be given to veterans for formal service school courses on the basis of the recommendations of ACE. Credit earned by correspondence and/or extension is limited to a maximum of 30 hours to be allowed for graduation.

Advanced Placement

Pittsburg State University cooperates in the Advanced Placement Program sponsored by the College Entrance Examination Board. Credits are granted for course areas in which a student has completed Advanced Placement Examinations with scores of 5, 4, or 3.

College Level Examination Program (CLEP)

A maximum of 24 semester hours of credit may be earned by successfully completing the CLEP General Examinations provided that the credit does not represent a duplication of credit previously earned. No credit is awarded for the English section of the General Examination. Appropriate credit will be awarded for the successful completion of the subject examinations. At Pittsburg State University, credit is awarded for scores at or above the 50th percentile.
Departmental Examinations

Departmental examinations are available for both placement and credit. Some examinations are given routinely while others are available by special arrangement.

During each enrollment period, the Department of English schedules the examination for English Composition. Students with no credit in English Composition are invited to write this examination for possible credit in ENGL 101 English Composition.

Credit for ENGL 101 English Composition is offered to those students submitting an English score of 27 or higher on the American College Test (ACT).

Other placement and credit examinations are available by special arrangement. Arrangements to take department examinations may be initiated through the individual academic department involved. No fee is charged for the departmental examinations.

Enrollment Procedure

Students who apply for admission well in advance of the starting date will receive information about early enrollment for each semester. New freshmen are required to attend orientation and enrollment offered in June, July, August and January. Transfer students are invited to pre-enrollment on the 4th Monday or Tuesday of April for summer/fall. Spring semester enrollment for transfer students is the last two days of current student enrollment in early November. Students who are unable to enroll during early enrollment may enroll during the regular enrollment period. Instructions for the Pittsburg State University on-line enrollment are printed in the Schedule of Classes or may be found through the home page (www.pittstate.edu) under GUS. The Schedule may be requested through the Office of Admission or the Registrar's Office.

Social Security Number

Each entering student is asked to provide the university with a social security number. While students may choose not to provide this information, no student may receive financial aid from any federally funded program or state payroll unless the social security number is on file. The university may be required to provide your social security number to the Kansas Division of Accounts and Reports for use in detection of fraudulent or illegal claims against state monies in accord with the general authority of K.S.A. 75-3728b.

Residency

Residency for tuition and fee purposes at Kansas Regents institutions is governed by the state of Kansas under statute K.S.A. 76-729. Adult persons enrolling in state educational institutions under the Kansas Board of Regents who have not been residents of the state of Kansas for twelve (12) months prior to enrollment for any term or session are non-residents for fee purposes. Minors’ residency is determined by the parents' residency status.

Special tuition plans for out-of-state students attending Pittsburg State University are the Contiguous County Plan and the Midwest Student Exchange Plan. The Contiguous County Plan (CCO) is applicable to students from Barton, Bates, Jasper, McDonald, Newton, and Vernon counties in Missouri and Craig, Nowata, Ottawa, and Washington counties in Oklahoma. The Midwest Student Exchange Plan (MSEP) is a scholarship tuition plan for students from Missouri, Minnesota, Michigan and Nebraska. Both of these plans require a separate application process. For more information contact the Office of Admission.

STUDENT FINANCIAL ASSISTANCE

The Office of Student Financial Assistance is especially concerned with students who need financial assistance to attend Pittsburg State University. Financial aid is provided through a combination of sources including scholarships, grants, loans, and part-time employment.

The Free Application for Federal Student Aid must be used to help determine the student's financial aid eligibility. Information used in determining eligibility includes family income, assets, number of family members, number in college, etc. The university will attempt to assist the student with the difference between the total expected family contribution and the cost of attending the university. Students are encouraged to use FAFSA on the Web, the electronic application, to speed up processing: www.fafsa.ed.gov

Any student admitted to or attending Pittsburg State University is encouraged to apply early for financial aid. Entering students who wish to be considered for scholarships should file as early as February 1.

Scholarship and Grants

Each year scholarships are awarded to incoming freshmen as well as to upperclassmen. Criteria employed by scholarship committees in making these awards are: past academic performance, leadership, character, and financial need. Some awards are based entirely on merit. The Office of Student Financial Assistance will send an application and a list of Pittsburg State University scholarships on request. Students interested in athletic scholarships should contact the Athletic Director. Applicants for music scholarships should contact the chairperson of the Department of Music.

The university participates in all federal aid programs including PELL Grants, Supplemental Education Opportunity Grants, Army ROTC Scholarships, the College Work Study Program, etc.
Program, and the Federal Family Education Loan Programs.

Loans

The university participates in the following federal programs: Perkins Loan, Stafford Loan, Unsubsidized Stafford Loan, PLUS Loan, and Nursing Student Loan.

Short-Term Loans

Students who are in good standing and who have a temporary need for funds to pay school-related expenses may borrow a University Short Term Loan for a period not to exceed the end of the semester.

For complete information on financial assistance, phone, write, or visit:
- Office of Student Financial Assistance
  Room 123, Whitesitt Hall
  Pittsburg State University
  Pittsburg, Kansas 66762
  Phone: 316-235-4240 or 1-800-854-PITT (toll free).

Student Employment

A part-time job can be a valuable and rewarding experience. More than 1,000 PSU students work on campus and earn over $1 million. Some part-time jobs require students to demonstrate financial need (college work-study), while others are open to all students (regular state employment). Students work on the average of 15 hours per week. The university has an active referral system for part-time jobs. Listings are provided to the Student Employment Office, and referrals are made through the school year. Although a job cannot be guaranteed, usually all who want to work and are persistent find jobs.

REGISTRAR'S OFFICE

The Registrar's Office, 105 Whitesitt Hall, maintains the official student records of Pittsburg State University. Technical questions concerning enrollments, degree requirements, academic regulations, or transcript evaluations should be asked of the Registrar, Assistant Registrar for Student Records, Assistant Registrar for Degree Certification or Assistant Registrar for Transcript Analysis.

The Registrar's Office is responsible for maintaining correct records of student enrollments. Students wishing to verify their proper enrollments should see either the Registrar or the Assistant Registrar for Student Records.

Changes in enrollments are initiated in the Registrar's Office or on the WEB based enrollment system.

The Registrar's Office processes attendance verification forms for employers, Social Security, and other agencies.

Early enrollments are coordinated by the Registrar's Office as are the regular enrollment periods at the beginning of each semester or summer session. The Registrar's Office assesses the fees of each student.

Degree Certification Office

When a student attains 85 semester hours of credit (including current enrollment), the student should apply for a degree check in the Degree Certification Office. Written application must be made for the degree on an approved form in the Registrar's Office, Degree Certification Section. The student's permanent record and current enrollment will be examined in detail to assess progress toward the degree objective. A letter is written to the student following the record analysis outlining specific requirements which must be met before a degree may be granted. A copy of this letter is sent to the student's advisor.

An automated degree audit is provided to all undergraduates through their advisors at the time of early enrollment each semester. The degree audit lists all requirements to be met for the degree, major and minor as selected by the student. The degree audit is also available through the on line WEB based enrollment system.

Veterans' Coordinator

Programs of educational benefits to veterans and war orphans are coordinated by the veterans' coordinator in the Office of the Registrar. Veterans are assisted in obtaining benefits for their selected programs and in providing certifications to the Veterans Administration. The university is approved for veterans training by the Kansas Veterans Commission.

In order to qualify for full payment benefits, an undergraduate veteran or war orphan must carry a minimum of 12 hours of credit per semester. Graduate student veterans qualify for full payment by carrying nine hours of credit per semester. Pay rates for summer sessions are determined on an equivalency basis.

CONTINUING STUDIES

The Division of Continuing Studies, in cooperation with university academic departments, provides academic courses and educational programs throughout the university's service region. Academic Service Centers are located at each of the six regional Kansas community college campuses and the Southside Education Center in Wichita to assist students with enrolling in PSU programs. Noncredit programs are offered on the university campus throughout the year for professional development, personal growth, and staff development.

Individuals interested in any of these services may contact one of the continuing studies professional staff in 117
STUDENT AFFAIRS

The Division of Student Affairs provides a number of programs and services which provide academic support, creative and cultural enrichment, career and life planning, and personal and leadership development. Major services of the division are: Career Services, Jack H. Overman Student Center, Student Health, University Housing, Admission, Student Financial Assistance, Student Support Services, and Multicultural Student Affairs.

Students who have questions about any services or regulations at Pittsburg State University should visit the Office of the Vice President for Student Affairs, 208 Whitesitt Hall.

Student Health

The Student Health Center is located at 1801 South Joplin. The student health and wellness program at Pittsburg State University is designed to provide medical assistance to students who are attending the university. A listing of specific services provided is available at the Student Health Center and is outlined in the Student Health Center brochure.

Any student who is enrolled at Pittsburg State University is eligible for the services provided at the Student Health Center. Services are made available from the first day of official university registration for the semester in which the student is enrolled. Eligibility continues during the semester in which the student health fee has been paid until the last official day of the semester. Eligibility for services at the Student Health Center will cease on the date of official withdrawal from the university. All students enrolled during the summer terms will be eligible for student health services from the first official day of registration until the last official day of the session. Students who were enrolled for the spring semester, not attending in the summer session, but planning on returning in the fall semester, are eligible for services if the summer session health fee is paid. The Student Health Center is open Monday through Friday from 8:00 a.m. until 4:00 p.m.

Each year the Student Health Advisory Committee selects a student accident and hospitalization insurance program for the students at Pittsburg State University, which provides maximum coverage at the lowest cost.
University Career Services, 120 Whitesitt Hall, provides a full range of opportunities to students and alumni. Individual career counseling and consultation is available by appointment. Self-assessment tools and computer-assisted guidance are often utilized in this process. Career information fairs are held each year for the business, government, and health fields, teacher placement, and internships/summer employment. These provide all students the opportunity to investigate occupations and companies, practice interview techniques, and make valuable contacts. Most of these services are free, with minimal fees charged to alumni requesting credentials and vacancy bulletins. The Student Employment Office, 120 Whitesitt Hall, maintains a daily listing of part-time openings both on and off the campus. Students are encouraged to scan this listing on the university computer bulletin board, check the bulletin board on first floor of Whitesitt Hall, or come to 120 Whitesitt to search for work opportunities. These listings include positions for federal work study, Kansas work study, state funding, and private employment.

Graduating students and alumni can register with this office for access to vacancies, on-campus interviews, and referral to potential employers. Registration is done through the use of a computer disk that is purchased in 120 Whitesitt. Additional openings can be viewed in 120 Whitesitt, where vacancy bulletins from other colleges and universities, listings for specific fields, large regional Sunday newspapers, and The Chronicle of Higher Education are available.

The Career Information Library, 120 Whitesitt, maintains an extensive collection of resources for individual occupations, business and government employers, school districts, job search skills, and graduate schools. Workshops are conducted each semester to assist students in developing job search skills, tools, and strategies. Staff are available to assist students in utilizing these resources.

Student Support Services Office

The Office of Student Support Services provides a variety of approaches to fully integrate students into campus life at Pittsburg State University. The office serves as an integral part of Pittsburg State University's retention initiatives as defined in the division's long range goals. The central location provides access for all students to academic and tutorial enhancement, mentoring programs, intrusive advisement and learning methodology. A full range of opportunities are provided for students of color, commuter students and non-traditional students. All new student orientation, family focus and returning student programs plus new retention initiatives are directed from the Office of Student Support Services. The programs established from this office monitor and assist students in reaching their academic goals through an increased persistence to graduation, improved satisfaction with the undergraduate experience and an educational experience which translates into career and personal success.

The Director of Student Support Services is located in this office. A peer advisor assists the adult returning or non-traditional student organizations.

Multicultural Student Affairs Office

The Multicultural Student Affairs Office (MSAO), located in 104 Overman Student Center, assists African-American, Hispanic, Asian-American, and Native American students to enroll in college, complete a college degree, enroll in graduate programs and increase employment potential following graduation. The MSAO provides information and services on financial aid, employment opportunities, internships, graduate and professional schools, general information and orientation, career exploration, tutoring, academic advising, referral services and personal support and guidance. The MSAO also assists the minority student organizations with their activities.

LEARNING RESOURCES DIVISION

LIBRARY SERVICES

The mission of the Leonard H. Axe Library is to provide materials and services which effectively enable members of the Pittsburg State University academic community and Kansas citizens to reach their learning, teaching, research, and service goals. Two subsidiary missions are the education of present and potential library users in efficient use of the library's information resources, and the collection and preservation of the region's cultural and intellectual heritage.

Axe Library is dedicated to meeting the needs of the "Information Age" not only through the traditional print sources of books and journals, but also through the new technologies of computers and electronic information dissemination. Access to information has expanded beyond the walls of the library through the innovative uses of computer searching, computerized interlibrary loan, and telefacsimile reproduction. Information about the library's holdings is available virtually anywhere through the World Wide Web.

The Internet and CD-ROM technology now provide rapid and easy access to vast amounts of information which previously required tedious searching through print resources. Student exposure to the best sources of information, be it modern or traditional, is encouraged in order to enhance academic success as well as to prepare students for their future roles in society.

Resources are selected to provide materials and services to support course offerings and to foster independent study and research. The library staff places great emphasis upon patron services. Assistance is provided with reference materials, automated information sources, periodicals, government documents, special collections, and the general book collection. Materials relating to the region's heritage are collected, preserved and made available through the nationally recognized Special Collections and University Archives Department. Axe Library is also the home of the most extensive collection of government information in the region. Automation is utilized to speed and improve the processes of
INSTRUCTIONAL MEDIA

The Office of Instructional Media has as its mission the application of the techniques and processes of modern communication technologies in support of the Pittsburg State University academic program.

The emphasis on media as they can be used to facilitate individualized learning is another essential part of the OIM's mission.

The staff and facilities of the Instructional Media Center in Hartman Hall provide consulting, planning, technical and logistical services supportive to the selection, acquisition, design, production and utilization of a wide range of instructional materials. These services include desktop publishing, photographic services, video production, videodisc interactive systems, and special graphics and illustrations.

A comprehensive collection of catalogs of rental and sponsored video tapes, 16mm films, filmstrips, and multimedia packages is maintained and the Office of Instructional Media provides complete acquisition services and a substantial subsidy to rental costs. Audiovisual equipment associated with the use of such materials is available upon request.

Pittsburg State University has been a pioneer in the development and utilization of CCTV (closed circuit television) for instructional purposes. A studio complete with video and audio taping facilities is located in Hartman Hall. Some 340 classrooms across campus are equipped to receive video programming via the campus cable system. Three satellite down-links (earth stations) provide educational video programming and satellite video conferencing capabilities.

Several classrooms on campus provide a totally flexible teaching atmosphere using modern technology. Conventional classroom and auditorium teaching/learning facilities are complemented by integrated media systems. University classes are provided to other sites around the region using interactive television technology.

Courses in the area of Instructional Media are offered under the Department of Special Services and Leadership Studies.

There is no charge to departmental budgets for the majority of Instructional Media services; they are, however, intended for instructional purposes and services must be requested through faculty.

The equipment, materials, and services of the Pittsburg State University Office of Instructional Media are intended for the support of university instructional and administrative programs. Availability and use is thereby restricted to university personnel and/or official university agencies. They are not generally available to residents of the community, private or municipal agencies or organizations.

Please contact the coordinator of the Office of Instructional Media for clarification or interpretation of this policy and for further information regarding Instructional Media services at 235-4840.

INFORMATION SYSTEMS
http://www.pittstate.edu/ois/

The Office of Information Systems (OIS) at PSU furnishes the campus with information technology to assist the community's informational needs. This is accomplished through campus-wide access and integrated education of the information, services and resources available to the campus community. OIS is committed to assisting the campus community in the appropriate use of information systems in academic and administrative environments.

ACADEMIC COMPUTING AND DESKTOP SUPPORT SERVICES

OIS provides professional knowledge and skills to faculty, staff and students. The focus is on access, support, training and integration of appropriate computing technology through collaboration between OIS and the campus community. Computing and Desktop Support Services works closely with individuals, departments, and students to provide computer facilities both at the desktop and in laboratory settings. Both Windows/Intel and Macintosh systems are widely supported.

ANALYSIS AND PROGRAMMING SERVICES

PSU maintains and develops a wide array of applications for administrative and academic use. OIS analyst and systems programmers support over 20 core applications that include Web based applications for student advising, degree audits, transcripts, and course enrollment. Each is integrated with the campus databases to provide a seamless system to students, faculty and staff.

COMMUNICATIONS SERVICES

PSU communications are carried over both copper and fiber managed by OIS' professional team of technicians and managers. The Nortel 81C phone switch services 1500+ phones and voicemail boxes for the campus and residence halls. The campus data network is based on an OC12, OC3 and FDDI backbone with fiber to all academic and administrative buildings. Fiber service and Category 5 Copper complete the building infrastructure and provide 10baseT connectivity to the desktop.

PRINTING AND POSTAL SERVICES
OIS operates a professional full-service print shop, copy center, and post office for the campus needs. Quickprint provides copy service, folding and binding for the campus and student community. Printing Services operates desktop publishing services, offset printing, binding, and brokering of specialty jobs. The University Post Office maintains a Federal Post Office window, campus mail, and bulk mail services.

SYSTEMS SUPPORT

The OIS systems support team provides development, maintenance and expansion for campus-wide servers using UNIX and Windows NT. Goals set by the Systems Group are those of high server reliability and fast access to ensure uninterrupted and quality services for both academic and administrative uses.

OIS ADMINISTRATION

The OIS administrative team provides leadership for campus Information Technology. This includes the coordination of policies, computer accounts, computer and information technology purchasing, webpage development and maintenance, and computer and distance learning scheduling.