



# Academic Advising Graduate Student Handbook

A Guide for Success at  
Kansas State University

## Introduction to Academic Advising Graduate Programs

Kansas State University's academic advising graduate programs are designed for advising professionals and future professional advisors seeking to enhance their knowledge and ability to work more effectively with college students in their academic and career planning.

The programs provide a coherently structured set of courses for professional education. They emphasize the need to recognize the contributions of diversity, theory, practice, and research to professional advising. Specifically, the advising programs' mission is to contribute to college student development and learning, advising of students, and theory-driven and research-guided practice.

K-State offers two academic advising programs developed in consultation with the National Academic Advising Association (NACADA).

- Graduate certificate program – 15 credit hours
- Master's degree program – 30 credit hours, plus a final project

The Kansas State University's academic advising graduate program does not include an internship or practicum component. We encourage students to look for a part time position or a volunteer position at a local institution - technical school, community/junior college, or four year school. Working in any area of post-secondary education will help you gain knowledge about the advising environment.

## Graduate Certificate in Academic Advising

The academic advising graduate certificate is designed to prepare students for positions as academic advisors in college and university settings and to provide additional skills and knowledge for advisors already in the field of academic advising.

To receive the certificate, students must complete the 15 credit hours of graduate coursework. All courses are offered online. Students in the graduate certificate program are designated as non-degree seeking.

## Length of Program

If students take one class per term, they can reasonably finish the graduate certificate in about two years. If students take two classes per term, they could finish the coursework in about one year. If students do not take classes in consecutive terms and they do not take classes for two years, they are put on inactive status and must reapply to the program. Courses may not be more than six years old when the certificate program is completed.

## Required Courses

- EDCEP 829. Learning Principles (3 hrs)
- EDCEP 835. Foundations of Academic Advising (3 hrs)
- EDCEP 838. Student Development Theory (3 hrs)
- EDCEP 851. Multicultural Aspects of Academic Advising (3 hrs)
- EDCEP 863. Trends in Career Development (3 hrs)

There are no prerequisites for any of the academic advising courses in the Certificate program, and there is no specific order in which the courses must be completed. Courses are offered on a rotational basis. Students may take the courses in the order that works best for them. However, it is recommended that all students take EDCEP 835 - Foundations of Academic Advising during the first or second semester in the program. For up to date listings of future course schedules, please review the academic advising website <https://kstateacademicadvisinggraduateprogram.org/courses/>

Please see below for course descriptions (Starting on page 10).

## Graded Work

Graduate work is graded A, B, C, D, F, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

## Incomplete Policy

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for theses and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

## Retake Policy

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.

A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

<https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html>

### **Transfer of Credit**

Kansas State University accepts graduate credit from other institutions only under the following conditions:

- The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred.
- The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements.
- The credit is applicable to the student's program of study for an advanced degree at Kansas State University.
- The program of study should consist solely of courses directly related to the master's degree.

Up to 6 hours of graduate coursework from an accredited university may be considered as transfer credit to the graduate certificate program. All requests for transfer should be made prior to enrollment into the program.

Courses considered must be graded A or B, must be equivalent to the courses for which they are being proposed for substitution, and must not have been taken more than six years prior to the semester that the student will complete the certificate program at Kansas State University.

Equivalence to the course for which substitution is proposed must be determined prior to enrollment. Official transcripts that show the courses and grades for approved transfer credit must be on file in the Graduate School. Final approval of the graduate certificate cannot be determined until all transcripts are received.

Questions about transfer credits should be directed to Dr. Ken Hughey, [khughey@ksu.edu](mailto:khughey@ksu.edu).

### **Graduate Certificate Programs Policies and Procedures**

All students at Kansas State University are responsible for following the All-University Regulations (<https://catalog.k-state.edu/content.php?catoid=43&navoid=7741>).

Please review the *Graduate Catalog*, and the *Graduate Handbook*, which outline academic requirements and University regulations. <https://www.k-state.edu/grad/graduate-handbook/>

Specific policies and procedures for certificate programs at Kansas State University may be found in the *Graduate Handbook, Chapter 4 – Graduate Certificate Programs*: <https://www.k-state.edu/grad/graduate-handbook/chapter4.html>

Below are a couple of important highlights:

**B.3** A minimum of two-thirds of the required credit hours for a graduate certificate must be completed at Kansas State University.

**B.10** To be awarded a graduate certificate, the student (a) must not be on probation, (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework applied to the certificate, (c) must meet all the requirements of the Graduate School and the student's certificate program, (d) must be enrolled during the semester in which the certificate requirements are completed, and (e) must provide official transcripts for any approved transfer credits.

Please be sure to review the Kansas State University honor pledge in the Honor & Integrity System. This information can be found on the Honor & Integrity System website at <http://www.k-state.edu/honor>.

### **Certificate Completion**

When students are in the final semester of the academic advising graduate certificate program they should contact Ms. Cassandra Llewelyn, [cwalker@ksu.edu](mailto:cwalker@ksu.edu), to tell her they are finishing their last class. She will complete the required paperwork for the Graduate School, and a certificate will be processed. Students should make sure their contact information is accurate, especially the mailing and email addresses. It will take six to eight weeks for the certificate to be mailed.

### **Continuing on for the Master of Science in Academic Advising**

Students who have successfully completed the Graduate Certificate in Academic Advising will, upon application, be admitted to the master's degree program. **Students must apply to the Graduate School to continue working towards a master's degree.** For more information about applying to the Graduate School, please visit <http://global.k-state.edu/education/academic-advising/masters/>.

**Please continue reading on Page 8 for information important to Certificate students. Starting with Course descriptions.**

### **Master of Science in Academic Advising**

The Academic Advising master's degree program provides an opportunity for faculty, full-time academic advisors, and administrators to gain an understanding of the issues and skills needed to deliver effective academic advising at the post-secondary level of education and prepares students for positions in the field of academic advising at colleges and universities. This master's program offers additional coursework with three options: (1) History and Philosophy of Higher Education, (2) Assessment of Academic Advising, and (3) Current Issues in Intercollegiate Athletics.

To earn the master's degree, students must complete the 30 credit hours of graduate coursework and write an electronic final project. See page 6 for more information about the final project requirements.

Students wishing to earn the **Graduate Certificate in Academic Advising** concurrent with the master's degree should contact Pam McGlynn ([pmcglynn@ksu.edu](mailto:pmcglynn@ksu.edu)) to have this added to their student plan.

### **Length of Program**

It is recommended that students finish the program within a reasonable time frame. If students take one class per term, they can reasonably finish the M.S. degree in three and a half years. Students could take two classes per term and finish the coursework in less than two years. If students do not take classes in consecutive terms and do not take classes for two years, they are put on inactive status and must reapply to the program.

Courses for the 30-hour online **Master of Science in Academic Advising** are:

### **Required**

- EDCEP 816 – Research Methods (3 hrs)
- EDCEP 829 – Learning Principles (3 hrs)
- EDCEP 835 – Foundations of Academic Advising (3 hrs)
- EDCEP 836 – Interpersonal Relations for Academic Advising (3 hrs)
- EDCEP 838 – Student Development Theory (3 hrs)
- EDCEP 851 – Multicultural Aspects of Academic Advising (3 hrs)
- EDCEP 854 – College Student Athletes (3 hrs)
- EDCEP 863 – Trends in Career Development (3 hrs)
- EDSP 853 – College Students with Special Needs (3 hrs)

### **One elective is required**

- EDCEP 812 – History and Philosophy of Higher Education (3 hrs) – Offered Fall
- EDCEP 839 – Assessment of Academic Advising\* (3 hrs) – Offered Spring
- EDCEP 864 – Current Issues in Intercollegiate Athletics (3 hrs) – Offered Summer

**\*Only EDCEP 839 has a prerequisite – EDCEP 816.** All other academic advising courses may be taken in any order. Courses are offered on a rotational basis. Students may take the courses in the order that works best for them. However, it is recommended that all students take **EDCEP 835 – Foundations of Academic Advising during the first or second semester in the program.** It is also recommended that students take EDCEP 816 Research Methods before EDCEP 854.

For up to date listings of future course schedules, please review the academic advising website (<https://kstateacademicadvisinggraduateprogram.org/courses/>)

Please see below for course descriptions (Starting on page 10).

### **Graded Work**

Graduate work is graded A, B, C, D, F, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (a) must not be on probation (see Section F.2), (b) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the program of study, (c) must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, and (d) must be enrolled during the semester in which the degree requirements are completed.

### **Incomplete Policy**

The grade of Incomplete (I) is given in regular courses (except for theses and directed research courses) upon request of the student for personal emergencies that are verifiable. The faculty member has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the I during the next semester (Fall or Spring) after receiving the grade (except for theses and directed research courses). If the student does not make up the I during the next semester after receiving it, a grade may be given by the faculty member without further consultation with the student.

If after the end of the next semester the I remains on the record, it will be designated as F (previously IX) for record keeping and will be computed in the student's GPA, weighted at 0 points per credit. A grade of NR will be treated in a like manner.

### **Retake Policy**

If the student received less than 3.0 in a course, the student may retake the course with approval of the major professor and the supervisory committee. If the course is retaken by the direction of the major professor and the supervisory committee, the original grade is noted as retaken and removed from the grade point average. The retake grade will always be used in computing the grade point average regardless of whether it is higher or lower than the original grade.

A student may retake a course with subsequent removal of the prior grade only once for each course and for a total of two courses in the program of study. An approved program of study must be on file in the Graduate School at the time the retake request is submitted. Retake requests must be made prior to enrolling in the course.

<https://www.k-state.edu/grad/student-success/graduate-handbook/chapter2.html>

### **Transfer Credits**

The following information is from the *Graduate Handbook*:

#### **Transferring Graduate Credit**

- Students who take two master's degrees may apply up to six hours of graduate credit from the first degree to the program of the second.
- Students who wish to earn a master's degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master's degree.

#### **Transfer of Credit**

Kansas State University accepts graduate credit from other institutions only under the following conditions:

- The other institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of the credit to be transferred.
- The credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements.
- The credit is applicable to the student's program of study for an advanced degree at Kansas State University.
- The program of study should consist solely of courses directly related to the master's degree.

Under normal circumstances, graduate credit transferred from other institutions may not exceed 10 credit hours for the master's degree, and then only for courses graded B or better. Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be transferred. The Graduate School may grant exceptions to these limits when justified by inter-institutional collaborations. Graduate programs that are granted such exceptions will present evidence of quality of the student's program of study during periodic program reviews.

Questions about transfer credits should be directed to Dr. Christy Craft, [ccraft@ksu.edu](mailto:ccraft@ksu.edu)

## **Advisor and Supervisory Committee**

Upon admission to the program, students will be assigned an advisor. The advisor will be available by e-mail or phone to assist with academic issues. Within the first year of study, a supervisory committee, including the advisor and at least two other graduate faculty members, will be assembled. This committee will approve a program of study, supervise progress, and evaluate the final project.

## **Graduate Faculty Available to Serve on Committees**

- Doris Carroll
- Christy Craft
- Judy Hughey
- Ken Hughey
- Marilyn Kaff
- Craig McGill
- Charlie Nutt
- Lisa Rubin
- Dan Wilcox

## **Program of Study**

Every master's degree student must file with the Graduate School, a Program of Study (POS), which is a formal list of the courses the student intends to take to fulfill the requirements of the degree. The Program of Study should consist solely of courses directly related to the master's degree. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

For students who have previously completed K-State's 15-credit-hour graduate certificate in academic advising, the POS should be filed during the first semester after being admitted to the master's degree program. For completed courses, the dates/semester that the student has actually taken the courses should be entered on the POS form.

To initiate the process of preparing the Program of Study, students are to contact Pam McGlynn (pmcglynn@ksu.edu) who will assist with the process. After the POS is complete, the advisor and program committee members will sign the form. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School. Subsequent changes in the Program of Study require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation.

Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be accepted.

In preparing the Program of Study, students may take one of the three electives based on their interests. The electives are History and Philosophy of Higher Education, Assessment of Academic Advising, or Current Issues in Intercollegiate Athletics.

## **Final Project**

All information regarding the final project can be found on the Academic Advising website: <http://academicadvising.wordpress.com/final-project/>

The Graduate School of Kansas State University requires comprehensive examinations. In order to fulfill this requirement, the Academic Advising faculty of the Department of Special Education, Counseling,

and Student Affairs adopted a final project system to ensure that all master's degree students possess the necessary knowledge and competencies for academic advising. In developing these final projects, students will demonstrate and apply what they have learned about academic advising from their coursework. Completed final projects should be uploaded to the K-State Online course by the deadline. Advisors will review and evaluate them in collaboration with the other members of the student's supervisory committee.

Final projects are due by the following dates:

- Graduating in Fall: October 8
- Graduating in Spring: March 8
- Graduating in Summer: July 1

Students must be enrolled during the semester they submit their final project and intend to graduate. The final project is expected to be a high quality, graduate document developed during the program. The final project content is expected to be substantive and professional in presentation. APA style (6th ed.) should be used in the presentation of the final project. An excellent reference for APA style is the Online Writing Lab at Purdue University (<http://owl.english.purdue.edu/owl/resource/560/01/>).

### Final Project Components

1. **Title Page.** Include name, contact information, date of final project submission, month/year of graduation, and advisor.
2. **Table of Contents.**
3. **Introduction.** The introduction is intended to be a brief description of the final project and its organization.
4. **Philosophy of Academic Advising Statement.** Write your personal philosophy of academic advising (approximately 500 to 750 words) in which you address beliefs and principles that guide your academic advising. In addition, include examples of how you apply or plan to apply that philosophy in your professional practice.

### 5. Final project.

#### Option 1—Case Studies

- Select three of the cases provided to address the four learning outcomes. One case must be associated with the restricted elective (EDCEP 812 – History and Philosophy of Higher Education, EDCEP 839 – Assessment of Academic Advising, or EDCEP 864 – Current Issues in Intercollegiate Athletics). Present a discussion of each case study in which you clearly demonstrate knowledge and application of the learning outcomes (see outcomes and expectations presented below). It is not expected that each outcome be addressed in the discussion for each case study. Files of cases and a set of questions to guide the conceptualization and development are available for download at <http://academicadvising.wordpress.com/final-project/academic-advising-case-studies/>.
- At least eight different references from coursework are to be cited in your responses to the case studies with at least two references cited for each case study. A reference list is to be presented in APA style (6<sup>th</sup> ed.). The discussion for each case study is to be no more than 1200 words.

#### Option 2—Comprehensive Plan for Academic Advising

Develop a comprehensive plan for an academic advising program for a college campus. Your plan must clearly demonstrate knowledge and application of the four learning outcomes and must include:

The rationale for the program, including how the program will fit the institutional type, mission, and student body; Clearly articulated mission and goals for the program; A description of the academic advising model and delivery system to be utilized; A plan for a comprehensive professional development program for the academic advisors; and an

assessment plan with multiple measures for assessment, including student learning outcomes. The total length for this option is expected to be no more than 20 pages. At least eight different references are to be cited in the presentation of the project and a reference list is to be presented in APA style (6<sup>th</sup> ed.).

### **Option 3—Alternative Project**

Develop an alternative project, approved by your advisor, that addresses the four learning outcomes. The expectation is that the presentation of the project clearly and explicitly demonstrates knowledge and application of the four student learning outcomes (see below for outcomes and expectations). It is expected that the way in which the knowledge and application of the learning outcomes are demonstrated will be addressed.

A PDF file of the complete final project requirements (revised 10/13) is available below.

<http://academicadvising.files.wordpress.com/2013/10/final-project-requirements-rev-10-13.pdf>

Two final project examples in PDF are below. They are posted with permission and presented as examples. They are not intended to be a model, as final projects will vary in terms of presentation (e.g., format, content, focus). Resumes are no longer required.

- **Final Project Example – Case Studies (PDF)**  
David Freitag, (Fall 2010)  
[http://academicadvising.files.wordpress.com/2011/04/david\\_freitag\\_-\\_ksu\\_capstone\\_project-v2.pdf](http://academicadvising.files.wordpress.com/2011/04/david_freitag_-_ksu_capstone_project-v2.pdf)
- **Final Project Example – Comprehensive Academic Advising Plan (PDF)**  
A Student Guide to the College of Humanities, Brigham Young University by Paula Landon & staff  
<http://academicadvising.files.wordpress.com/2011/03/byu-academic-advising-manual.pdf>

All information regarding the final project can be found on the Academic Advising website:

<http://academicadvising.wordpress.com/final-project/>

### **Approval to Schedule Final Examination**

Early in the semester that students are planning to graduate, they need to contact Pam McGlynn to let her know they plan to graduate. She will add the students to a Canvas course to submit the final project and an **Approval to Schedule Final Examination form** will be submitted to the Graduate School on the student's behalf. Students are not required to come to campus for a final exam.

### **Online Graduation Application**

The Graduate School requires all candidates for master's degrees to submit the **graduation application** via the student center in the K-State Student Information System (KSIS, formerly iSIS) **before the Final Exam form is processed**. The graduation application will add students to the list of candidates for degree completion as well as update the degree/diploma name and mailing address. In order to submit the graduation application you must log into KSIS and go to "Academics" in the "Student Center". Open the "Other Academic" list box and click "Apply for Graduation" and then click go (>>) and complete the

online application. Step by step instructions on applying for graduation are available in KSIS Help at the following link: <http://www.k-state.edu/isis/help/students/stuGraduationApply.html>

## **Graduation**

Students are welcome and encouraged to come to campus to participate in graduation ceremonies. The Graduate School recognizes graduates at one of two semi-annual University Commencement ceremonies scheduled for May and December. Formal participation in a University Commencement ceremony is reserved for those students who have satisfied all requirements for the degree. They must have submitted all materials, including notification of intent to participate in the ceremony, to the Graduate School by the specified deadline dates. Please visit the Graduate School website for more information (<http://www.k-state.edu/grad/students/gradandcomm.html>). Only master's degree students are eligible to participate in commencement ceremonies.

## **Course Descriptions**

**\*Only EDCEP 839 has a prerequisite – EDCEP 816.** All other academic advising courses may be taken in any order. Courses are offered on a rotational basis. Students may take the courses in the order that works best for them. However, it is recommended that all students take **EDCEP 835 – Foundations of Academic Advising during the first or second semester in the program.** It is also recommended that students take EDCEP 816 Research Methods before EDCEP 854.

**EDCEP 812 – History and Philosophy of Higher Education** – History and development of higher education with a study of the philosophy, objectives, and functions of various types of institutions.  
**Elective – offered Fall semester**

**EDCEP 816. Research Methods.** (3 hrs) This course is a survey of qualitative and quantitative social science research methods. It is practitioner centered and provides a critical analysis of published research and action research to foster research-enlightened decision-making in professional practice.

**EDCEP 829. Learning Principles.** (3 hrs) Exploration of learning theories and an overview of research on factors that enhance academic performance, including psychosocial variables, learning styles, and learning strategies. The course covers strategies for enhancing student academic performance, ranging from assessment to implementation.

**EDCEP 835. Foundations of Academic Advising.** (3 hrs) Examines the foundations of academic advising as essential components of student success and retention in higher education. Topics include developmental advising; research on academic advising; models and delivery systems; advising skills, including diverse populations; and evaluation, assessment, and reward systems for advisors and advising programs.

**EDCEP 836. Interpersonal Relations for Academic Advising.** (3 hrs) This course focuses on developmental communications/interpersonal relations skills. Topics to be addressed include influences on the helping process such as personal characteristics, verbal and nonverbal responses and behaviors, and ethical considerations.

**EDCEP 838. Student Development Theory.** (3 hrs) This course is designed to introduce students to the major human development theories involving college students in American higher education. Special attention will be given to contemporary student development theory and research. Focus will also be directed toward understanding how this body of theory and research can be used to guide the design of

policies and practices in higher education. Beneficial to advisors, counselors, and student affairs professionals.

**EDCEP 839 – Assessment of Academic Advising** – The role of quality academic advising is key to student success, graduation, and completion as identified in the research and literature on the undergraduate student experience. However, the quality and the effectiveness of the academic advising experiences must be assessed. This course will focus on a review of the foundations of academic advising, the key

terms and processes of assessment, and the strategies and processes used to assess academic advising.

**Elective – Offered Spring semester, EDCEP 816 is a prerequisite**

**EDCEP 851. Multicultural Aspects of Academic Advising.** (3 hrs) This course introduces students to the various cultural, ethnic, racial, and linguistic issues associated with advising practice.

**EDCEP 854. College Student Athletes.** (3 hrs) Study of college student athletes. Topics include the role of intercollegiate athletics, pressures and challenges on student athletes, student development theory, life skills programming, National Collegiate Athletic Association policy, diversity, and gender issues.

**EDCEP 863. Trends in Career Development.** (3 hrs) This course addresses the role of work in people's lives across the life span, with an emphasis on the application of career development theories, research, practice, and resources to higher education. Topics are presented to help professionals in higher education facilitate students' academic and career development, planning, and decision-making within the context of the changing world of work.

**EDCEP 864. Current Issues in Intercollegiate Athletics.** (3 hrs) Examines policies and procedures of the NCAA, roles and responsibilities within a department of intercollegiate athletics. Topics include marketing, fundraising, external relations, sports information, coaching, academic support, among others. **Elective – Offered Spring and Summer semesters**

**EDSP 853. College Students with Special Needs.** (3 hrs) This course focuses on college students who have disabilities. Topics to be addressed include: who are the students with disabilities; disability as culture; historical, legal, and ethical considerations; equity and access to campus; universal design/technology issues; academic, social, emotional, and mental health issues; and services and supports.

### **Course Delivery**

All coursework is offered at a distance via Canvas, the course management system at Kansas State University. Classes are made up of readings, videos, discussion boards, or other online learning activities. Classes vary in format. There may be quizzes, tests, or papers. However, students will not be required to have a proctor. Students work independently; yet share comments and questions via Canvas. Classes are delivered within a semester time frame. Fall and spring terms are 16 weeks. Summer classes are eight weeks.

Students use their eID and password to sign into Canvas. When the semester starts classes will appear on the Dashboard. Classes are not available prior to the first day of the semester. Most professors also contact students via email the first week of classes.

## Canvas

Learning management system designed for use as an interactive web-based classrooms with audio/video streaming, online assignments, chat rooms, grade book, message board, calendar, and more. <https://www.k-state.edu/its/helpdesk/resources-services/index.html>

## Technology Recommendations

For information regarding technology recommendations please visit <https://www.k-state.edu/its/buying/index.html>

## Wildcat ID

The Wildcat ID (WID) is the student number assigned by the Graduate School upon admission to the University. This is a nine-digit number that always begins with an "8." It will be listed on the top of the acceptance letter. Students should maintain this number for their records. It is required to complete the Program of Study document and other official forms. It can also be found on the eID profile page in the upper right-hand side of the page. The eID profile can be found by logging into <http://eid.k-state.edu>.

## K-State eID

All students are required to have a K-State eID. eID is short for electronic identity. It is the name for a student's central computer ID that serves as the primary electronic identity at K-State. The eID becomes the first part of the K-State email address (i.e., eID@ksu.edu).

To register for a K-State eID, go to <http://eid.k-state.edu>.

The eID is required to access many K-State resources:

- The university's student information system (KSIS)
- Enroll for classes
- Access eBill
- View final grades
- Use K-State email account
- Access courses through K-State Online (KSOL)
- Download university licensed software

For more information about eIDs please visit: <https://www.k-state.edu/its/helpdesk/eids-passwords/index.html>

Students must remember their eID and password. Passwords must be changed twice per year. Students lose access to e-mail and other computing resources if they do not enroll, but they do not lose access to KSIS if they keep their password current.

## Global Campus ID Card

Kansas State University ID Center will now provide distance students with student identification cards. Students should visit the K-State ID Center website: <https://union.k-state.edu/shopping-services/id-center>

Scroll Down to Global Campus ID and click.

Students will login with their eID and password. They will upload a photo per specific guidelines, upload a federal or state issued ID, and pay the same \$18 fee as on-campus students. The ID will indicate it is

not for identification purposes since they did not get the ID in person, but still can be used as proof they are a student and for discounts, etc.

### **KSIS and Enrollment**

Students enroll online using the interactive KSIS system. KSIS is Kansas State University's student information system (formerly iSIS). The system manages the maintenance of student records, including enrolling in classes, accessing grades, and paying tuition. This interactive system is available at <https://ksis.k-state.edu>

KSIS can also be accessed directly from the K-State home page: <http://www.k-state.edu/>

For questions about KSIS, see <http://www.k-state.edu/isis/help/students/>. Resources for specific help topics and Frequently Asked Questions are available. For help signing in to KSIS, contact the IT Help Desk at (785) 532-7722 or toll free 1-800-865-6143.

The **Course Schedule** is available on the K-State web site at <http://courses.k-state.edu/>. This schedule provides a listing of all classes offered during the semester, a description of enrollment procedures, an academic calendar, and other useful information.

The Course Schedule will provide the **class number**, which is needed to enroll in the course through iSIS. Academic Advising courses can be found by clicking on the term one is registering for, then the College of Education, and then Department of Special Education, Counseling, and Student Affairs. Courses are listed in numerical order and have the same numbers as stated above in the course descriptions.

### **Global Campus Student Services**

The K-State Global Campus Student and Faculty Services office is your one-stop shop for the information and services you need as a Kansas State University distance education student.

<http://global.k-state.edu/students/services/index>

### **Textbooks**

Students can access textbook and related course materials from links provided in KSIS and the K-State Course Schedule. Information provided includes the name of the book, author, ISBN number, and associated costs.

To find Textbook Information in KSIS or K-State Course Schedule please visit the following website:

<http://www.k-state.edu/isis/help/students/stuFindBookInfo.html>

Some required textbooks and materials are available from NACADA. A NACADA Student Membership is \$20. Members receive discounts on NACADA publications. A list of membership benefits is available at <http://www.nacada.ksu.edu/Member-Services/Become-a-Member.aspx>

Contact [Pam McGlynn](mailto:Pam.McGlynn@ksu.edu) to receive a Student Membership form. Contact Bev Martin at [bmartin@ksu.edu](mailto:bmartin@ksu.edu) if you have questions regarding student memberships to NACADA.

NACADA member-produced publications utilized in the Graduate Certificate and Master's Degree Programs in Academic Advising are the following (subject to change):

- *New Advisory Guidebook* – ISBN 9781118823415 (EDCEP 835)
- *Advising Students with Disabilities: NACADA Monograph (M19)* – ISBN No. 9781935140191 (EDSP 853) – PDF
- *Career Advising: An Academic Advisor's Guide* – ISBN 9780787983673 (EDCEP 863)

- *The Handbook Of Career Advising* (P10) – ISBN 9780470373682 (EDCEP 863)

The link for the NACADA Bookstore is <https://www.nacada.ksu.edu/Resources/Store.aspx?category=1>  
If you are having trouble figuring out the textbook, please contact Pam McGlynn ([pmcglynn@ksu.edu](mailto:pmcglynn@ksu.edu))  
or the course instructor

### **Email**

All email correspondence from K-State, including eBill information, will be sent to K-State email accounts. WebMail can be used to access K-State email accounts (see below), or many email programs can be set to check for additional email accounts including, K-State email. Most professors in the academic advising graduate program prefer students use K-State email accounts to avoid any problems with forwarding course documents to other email accounts, especially Hotmail.

### **WebMail**

For instructions on using K-State WebMail, go to <http://www.k-state.edu/its/e-mail/>.

### **K-State IT Help Desk**

Most courses in the academic advising graduate program require use of technology and media. The K-State IT Help Desk is there to assist with questions regarding the technology used in courses. The IT Help Desk can be reached in the following ways:

Website: <http://www.k-state.edu/its/helpdesk/>

Email: [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

Phone: 785-532-7722 or toll free 1-800-865-6143

### **Costs**

Tuition and fees for the **2020-2021** year are **\$495.50** per graduate credit hour for distance learning courses. All academic advising courses are three credits at a cost of \$1,486.50 per course. **This is a reduction in tuition due to Covid-19.** Tuition is subject to change by the Kansas Board of Regents and is finalized each year for the upcoming fall semester in late June or early July. A tuition and fees calculator is available at <https://online.k-state.edu/paying-for-school/tuition-fees.html>

Financial aid/scholarships are not available for the graduate certificate program, but may be available for students enrolled in the master's degree program. <https://global.k-state.edu/tuition-fees/>

### **Paying Tuition**

An electronic bill (eBill) detailing tuition charges will be made available by the K-State Cashier's Office. An email with information about the eBill is sent to K-State email addresses. The eBill can also be view by logging into KSIS, (<https://ksis.k-state.edu>).

eBilling begins for each semester as follows: Fall - July 15th, Spring - December 15th, Summer - May 15th. The payment is due by the 14th of the next month. Any charges not paid on or before 4:00 p.m. on the due date will be subject to a 1.5% default charge. **Please do not send payment or tuition assistance**

**forms to the Cashier's Office until receipt of the first statement.** It is the student's responsibility to drop courses. Classes will not be dropped for non-payment. Not receiving a bill does not eliminate responsibility to pay. For questions regarding eBill or payment options contact:

### **K-State Cashier's Office**

Hours: M-F, 8:00am – 5:00pm

Website: <http://www.k-state.edu/finsvcs/cashiers/>

Email: [controll@k-state.edu](mailto:controll@k-state.edu)

Phone: 785-532-6317

### **Financial Aid**

Financial aid is available for the master's degree but not for the graduate certificate program. Applying for financial assistance almost always begins with completing a Free Application for Federal Student Aid (FAFSA). The FAFSA is an application for federal loans and work-study funding. The [U.S. Federal Department of Education](#) uses the information you provide on the [FAFSA](#) to determine your eligibility for federal financial assistance.

Contact Student Financial Assistance for any financial aid questions, by phone, toll free at 877-817-2287, locally at 532-6420, or visit the web site (<http://www.k-state.edu/sfa/>).

### **Scholarships**

#### **K-State Scholarship Network (KSN)**

The K-State Scholarship Network (KSN) is an online application portal that will connect you to scholarship opportunities. You will create a profile in the system that will help match you to specific scholarship opportunities provided by K-State donors and offered through university departments, potentially including your own academic college and/or department. Scholarship opportunities are available for incoming and continuing students. To be considered for scholarships, you must complete the KSN application by February 15 each year. All scholarship awards in the KSN are made for the fall semester. <https://www.k-state.edu/sfa/aid/scholarships/ksn/>

**NACADA** also offers some scholarships

<http://www.nacada.ksu.edu/Events-Programs/Awards/Scholarships.aspx>

#### **Drop Course/Refunds**

There are drop deadlines each semester. Check the Academic Advising website for important dates. **Dropping all of your classes** requires contacting the Graduate School to withdraw for the semester.

#### **View Final Grade**

Grades are not mailed. Final grade reports are viewed and printed through KSIS at <https://isis.k-state.edu/psp/ISIS/?cmd=login>.

#### **Library Services**

Distance learners can get research help from librarians via e-mail, online chat, or by calling a toll-free number. See our Ask a Librarian information at <https://www.lib.k-state.edu/>

#### **Help for Distance Learners**

<http://www.lib.k-state.edu/distance-learning>

K-State Libraries can also assist in obtaining books, journal articles, and other library materials. Students can access the Libraries' online databases and electronic journal collections by using their eID and password. All materials in the Libraries are accessible to distance students through the Interlibrary Loan Service. Students can receive PDFs of articles and up to 50 pages of a book. Interlibrary Services will also mail books and other physical items that the Libraries own or borrow from other libraries.

Local students who would like to come to the library but do not have a K-State ID card, can call ahead to the circulation desk to make arrangements. Students should specify that they are not an on-campus student.

### **K-State Library Circulation Desk**

Hours: M-F, 8:00am – 6:00pm

(785) 532-3014 or toll free at (855) 457-8542

### **Master’s Degree Programs Policies and Procedures**

All students at Kansas State University are responsible for following the All-University Regulations, <http://catalog.k-state.edu/content.php?catoid=2&navoid=94>. Please review the *Graduate Catalog*, the *Graduate Handbook*, and other publications that outline degree requirements and University regulations. Please be sure to review the Kansas State University honor pledge in the Honor & Integrity System. This information can be found on the Honor & Integrity System website (<http://www.k-state.edu/honor>). Specific policies and procedures for master’s degree programs at Kansas State University may be found in [Chapter 2 of the Graduate Handbook](#).

### **Global Campus Student Services**

The K-State Global Campus Student and Faculty Services office is your one-stop shop for the information and services you need as a Kansas State University distance education student.

<http://www.dce.k-state.edu/students/services/current>

### **Online Learning Support**

Three graduates from the online Master of Science in Adult and Continuing Education program have shared their experiences with online learning in the following video series. The series provides a first-hand look into the fears and challenges they faced, as well as the strategies they learned to be successful.

- [Online Learning Talk Series 1/4: First Online Learning Experience](#)
- [Online Learning Talk Series 2/4: Challenges and Strategies of Online Learning](#)
- [Online Learning Talk Series 3/4: Strategies for Joining Online Discussion](#)
- [Online Learning Talk Series 4/4: Strategies for Online Group Assignment](#)

### **NACADA**

NACADA: The Global Community for Academic Advising promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and publications. NACADA is an excellent organization, and we encourage students to join; however, it is not required. The NACADA web site has a wealth of information for academic advisors (<http://www.nacada.ksu.edu/>).

### **The Academic Advising Graduate Program Website**

In an effort to communicate more effectively with students in the program, we have created a website. Please take the time to visit the website for updated information about the program, including deadlines and course schedules. Students should subscribe to the website to receive notification when the website is updated (<http://academicadvising.wordpress.com/>).

### **Program Contact Information**

For general questions related to course schedules, enrollment, or completing forms, please contact:

#### **Pam McGlynn**

Program Assistant  
Academic Advising Graduate Programs  
Department of Special Education, Counseling, & Student Affairs  
College of Education  
Kansas State University  
369 Bluemont Hall  
1114 Mid-Campus Drive North  
Manhattan, KS 66506  
[pmcglynn@ksu.edu](mailto:pmcglynn@ksu.edu)  
785-532-6103  
785.532.7304 fax

Email is the best way to reach Pam, as she works part-time.

For advising or academic questions related to classes, coursework, or the final project, please contact your **advisor or the course instructor**.

Some policies and procedures are at the direction of the Graduate School. The Graduate School can be contacted directly at:

#### **Graduate School**

Kansas State University  
<http://www.k-state.edu/grad/>  
785-532-6191  
800-651-1816 (toll free)  
[grad@k-state.edu](mailto:grad@k-state.edu)