

Student Handbook

Murray State University 102 Curris Center Murray, KY 42071

Welcome to Murray State University Racer Academy Program!

Congratulations! Your determination to succeed has opened up a great opportunity for you. Your enrollment in MSU's Racer Academy will earn you college credit before graduating from high school. You become part of the "RACER NATION" and the benefits that go with being a RACER.

- As a Murray State student, you will have the opportunity to familiarize yourself with college course work, faculty, and student services.
- You can shorten the time it takes to earn your college degree, and reduce your college tuition expenses by taking courses at a reduced rate.
- You will have access to Waterfield Library and computer labs.

High School

• Your student ID card will allow you to use the Wellness Center and receive discounts at athletic events and concerts.

College

There are differences between High School and College.

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Your time is structured by others.	You manage your own time.
You are told what your responsibilities are.	You take responsibility for your actions.
Each day you proceed directly from class to class.	You may have hours between classes.
Teachers remind you of incomplete work.	Professors will not remind you.
Teachers remind you of assignments and due dates.	Professors expect you to read the syllabus
Teachers approach you if they feel you need help.	Professors have office hours.
Teachers get back to you right away.	It may take a professor days to answer.

What are the Admissions requirements?

- High school junior or senior
- Minimum cumulative GPA of 3.0 or rank in top half of class
- Must have minimum ACT Composite of 18; ACT PLAN of 18; or SAT Composite of 870
- Must meet prerequisites for individual classes
- Must have written permission from your high school guidance counselor

How do I apply for admission?

- Complete the Racer Academy application.
- Pay an application fee. (Look on the Racer Academy web site for price.)
- Submit your official high school transcript and official ACT, PLAN, or SAT scores.
- Racer Academy forms can be found here: http://www.murraystate.edu/Students/Undergraduate/GettingStarted/RacerAcademy.aspx
- After you have completed your Racer Academy application, your guidance counselor will
 forward the application along with your test scores and transcript to Charlotte Bradshaw,
 Racer Academy Coordinator, 102 Curris Center, Murray, KY 42071. Mrs. Bradshaw
 will then admit you to Murray State University's Racer Academy.

What if I am Home Schooled?

• Home schooled students must follow the same procedures for admission as listed above.

What if I am a Returning Racer Academy Student?

- Students who have already taken one or more Racer Academy classes <u>do not</u> need to reapply to the university.
- Students who wish to take classes for more than one semester must have their guidance counselor email cbradshaw@murraystate.edu with the new classes the students wish to take.
- You only have to pay the application fee one time. Returning students are exempt from paying the application fee again.

What happens when I am admitted into Racer Academy?

- After you are admitted as a student in good standing, you will receive an acceptance letter with your UserName, Password, and Student ID Number. The UserName and Password will be necessary in order to log into the myGate system. From myGate you are able to view your schedule, pay your tuition, and see your grades.
- The Registrar's Office will enroll you in your course.

What do I do if I forgot my UserName or Password?

• If you forgot your UserName and/or Password, please call our Help Desk at 270-809-2346. If you do not receive an acceptance letter, contact Charlotte Bradshaw at cbradshaw@murraystate.edu or 270-809-2684.

What happens if I make a bad grade in my Racer Academy class?

- Students who earn a D or E in their course work will be placed on Academic Probation.
- A student who earned a D or E in a Racer Academy class must retake the course and must receive at least a C in that course in order to continue in the Racer Academy program. Please contact cbradshaw@murraystate.edu for more information.
- It is important to remember that Racer Academy classes are real university classes. The grades you earn will be entered onto your official Murray State University transcript.
- If you earn a D or E in a Racer Academy class, you will begin college on probation and you might lose any scholarships you have been awarded. Please make good grades so that this does not happen!

How Do I Drop or Withdraw From My Racer Academy Class?

- It is very important for students to understand that they will get a failing grade on their Murray State University transcript if they stop attending a class or if they never attend a class for which they are enrolled.
- If you decide that you no longer want to take your Racer Academy class you must first talk to your guidance counselor about this. After talking with your counselor, if you still need to drop/withdraw the course, you will find the necessary form here:

 http://www.murraystate.edu/Students/Undergraduate/GettingStarted/RacerAcademy.aspx
- Your guidance counselor will need to approve the withdrawal/drop.
- After obtaining the necessary signatures, the form should be faxed to Charlotte Bradshaw at 270-809-5377.
- Note that there is a deadline after which you cannot drop the class and receive a tuition refund and a deadline after which you cannot withdraw from the class without receiving a failing grade in the class. To see these drop and withdraw deadlines, please check the Academic Calendar at http://www.murraystate.edu/Students/Undergraduate/GettingStarted/RacerAcademy.aspx

Students who wish to become degree-seeking students at Murray State after high school graduation must apply to the Undergraduate Office of Admissions as an incoming freshman. The application fee will be waived. The Admissions Office may request updated ACT scores and updated transcripts from your high school.

What is the Cost of Racer Academy

- The average cost of textbooks is \$75-\$150 per class.
- The cost of each Racer Academy course **could** vary by academic year. Please check http://www.murraystate.edu/Students/Undergraduate/GettingStarted/RacerAcademy.aspx for current tuition rates.
- You are responsible for any additional course fees, as well as textbooks and supplies for each course.

Where do I Mail my Tuition check?

Murray State University Bursar'Office, Attention Amy Watters Sparks Hall Murray, KY 42071

Or

Charlotte Bradshaw
Murray State University, Racer Academy
102 Curris Center
Murray, KY 42071

You may also pay online through the myGate system. Instructions can be found on the Money Tab.

What About Parking on Campus?

• If you are attending a course on the Murray State Campus, you will be required to purchase a \$55 parking permit. A student ID card is \$20.

Do I Qualify for Financial Aid?

- As a Racer Academy student, you do not qualify for financial Aid.
- The Mary Jo Young Scholarship is sponsored by the Kentucky Higher Education Assistance Authority for eligible students with financial hardship. Please see your guidance counselor for more information on how to apply for this scholarship.

Students are bound by their financial obligation to Murray State University as listed on the following website:

http://www.murraystate.edu/Admissions/BursarsOffice/RightsAndResponsibilities.aspxtudents

How do I get myTextbooks?

- You can either purchase your textbooks from the Murray State Bookstore online or in person, or from an outside source. If your course requires an access code, the book will need to be purchased new.
- Please contact our bookstore at 1-800-749-8580 for additional information and hours of operation.

What is Canvas and How Do I Use It?

- Canvas is a web portal that offers you easy access to course materials and university resources. To get on Canvas, you must be a registered student at Murray State University and have a computer with internet access and a web browser. The following is information regarding our Canvas system.
- Canvas usernames are the same as myGate usernames
- Canvas uses your @murraystate.edu email account for communications. If you haven't logged in to your RacerMail in a while, you can access it or reset your password from the Home tab in myGate. Instructions are on the Support Site if you wish to forward your RacerMail to a personal email account

What if I Forgot My Password?

• If you've forgotten your password (or need to establish one), please login to myGate and click on the "Change/Activate Blackboard Password" link on the left side of the Home tab, under Web Account Services, then follow the instructions

Need Help with Canvas

- Learn more about Canvas through the On Demand Learning Center. The On Demand Learning Center includes short, interactive video lessons called Quick Tutorials designed to get you familiar with a feature in 15 minutes.
- Additional Help, specific to MSU's Canvas system, is available on our <u>Support Site</u>. You can also call our Help Desk at 270-809-2346.

What about Grades?

- Your final grade is determined by your professor according to the syllabus that is provided to you at the beginning of the semester. Final grades will be available at the end of the semester through myGate, Academics Tab.
- If you have a concern about a grade, you must first discuss the concern with the professor. If you are not satisfied with the professor's response, you must share your concerns with the chair of the department. If you are still not satisfied with the response given, you have the right to go to the dean of the college. The dean will then recommend that the student file a formal complaint. Contact cbradshaw@murraystate.edu or 270-809-2684 for help with this process.

Will my Credits Transfer to Another University?

• Murray State University is an accredited institution whose credits are accepted by most major colleges and universities. You should contact the university of your choice as to how your credits at Murray State will transfer.

How do I Order a Transcript?

• Go to http://www.murraystate.edu/Academics/RegistrarsOffice/Transcripts.aspx for information on ordering official transcripts.

Can I Use the Wellness Center?

If you have a valid Student ID, you can enjoy the benefits of the Bauerfeind Student Recreation and Wellness Center. Consult the website for hours of operation, policies, and other information.
 http://www.murraystate.edu/Campus/orgsRecreation/sportsRecWellness/recFacilities/wellnessCenter.aspx

What about Waterfield Library?

• Our reference librarians are here to help you with any library project or question you might have. They can help you with searching electronic databases, periodical indexes, reference books and any other sources you might need for your course. You can assess the library's databases from home; use the online catalog system to find books; and reserve materials at the Circulation Desk. Contact a librarian by phone, chat, text or mail.

To find out more about our library and their services, visit the library website at: http://lib.murraystate.edu/#

What is Academic Honesty?

Plagiarism is taking another person's ideas or work and presenting them as one's own.
 Cheating, plagiarism, or doing work for another person are impermissible and considered dishonest. Disciplinary action may be taken beyond the academic discipline administered by the professor who teaches the course. For Murray State's policy on academic honesty, please see the Undergraduate Bulletin 2011-2013, page 9.

What are the Guidelines for Academic Honesty?

• Know the rules. Read the academic code and department guidelines on cheating and plagiarism. Set clear boundaries. Refuse when others ask you to help them cheat .Improve time management. Be prepared for all tests and quizzes. This will mean you do not have to cheat in order to pass. Get help. There are lots of places to get assistance if you are struggling in a class. Consult your professor, join a study group, visit the campus learning center, or the library writing center.

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College is hard. It is supposed to be that way. It will take time and commitment from you in order to make a passing grade. Your challenge is to manage your time, family, and outside commitments in order to be successful in your course. Ask your professor and/or guidance counselor for help, if it is needed. Value your education and this great opportunity you have to succeed at the next level!

Student Classification

Freshman: 0 - 29 hours
Sophomore: 30 - 59 hours
Junior: 60 - 89 hours
Senior: 90 + hours

Helpful Sites

Murray State home page: the starting point for all information at the university. http://www.murraystate.edu

Racer Writing Center: information can be found on the library website. http://libguides.murraystate.edu/content.php?pid=117791

Career Services: career research, career counseling, resumes, employment information. http://www.murraystate.edu/HeaderMenu/Offices/CareerServicesPointer.aspx

Counseling and Testing Center: mental health services, testing services, and education. http://www.murraystate.edu/HeaderMenu/Administration/StudentAffairs/departments/CounselingAndTesting.aspx

Help Desk: http://www.murraystate.edu/InformationSystems/helpdesk.aspx

Study Abroad: http://www.murraystate.edu/Students/International/IIS/StudyAbroad.aspx

Racer Academy:

http://www.murraystate.edu/Students/Undergraduate/GettingStarted/RacerAcademy

References

Gardner, John. Step by Step to College and Career Success. Boston, MA. Bedford/St. Martin. 2013.

Murray State University Undergraduate Bulletin, 2011-2013, p. 9.

Northern Kentucky University Student Handbook, Educational Outreach Department, http://nkusbs,nku.edu. Retrieved December 17, 2012.