



**MURRAY STATE**  
UNIVERSITY

**Racer Academy**

# 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.
- Your RacerCard will allow you to use the Wellness Center and receive discounts at athletic events and concerts.

### **There are differences between High School and College.**

#### High School

Your time is structured by others.

You are told what your responsibilities are.

Each day you proceed directly from class to class.

Teachers remind you of incomplete work.

Teachers remind you of assignments and due dates.

Teachers approach you if they feel you need help.

Teachers get back to you right away.

#### College

You manage your own time.

You take responsibility for your actions.

You may have hours between classes.

Professors will not remind you.

Professors expect you to read the syllabus

Professors have office hours.

It may take a professor days to answer.



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

- If you forgot your UserName and/or Password, please call our 6HUYLESSk at 270-809-2346. If you do not receive an acceptance letter, contact Jennifer Smith at [jsmith143@murraystate.edu](mailto:jsmith143@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 [jsmith143@murraystate.edu](mailto:jsmith143@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: [murraystate.edu/raceracademy](http://murraystate.edu/raceracademy)
- Your guidance counselor will need to approve the withdrawal/drop.
- After obtaining the necessary signatures, the form should be faxed to Kristi Jackson at 270-809-5727.
- **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 [murraystate.edu/registrar/](http://murraystate.edu/registrar/)**

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 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 [murraystate.edu/raceracademy](http://murraystate.edu/raceracademy) for current tuition rates.
- You are responsible for any additional course fees, as well as textbooks and supplies for each course.

### **How do I pay my Tuition?**

You may pay your tuition online through the myGate system. Instructions can be found on the Money tab.

If you cannot pay online, tuition checks may be mailed to the Bursar's Office at Murray State University, Bursar's Office, Sparks Hall, Murray, KY 42071

### **What About Parking on Campus?**

If you are attending a course on the Murray State Campus, you will be required to purchase a \$100 parking permit. A student ID card is \$20. Costs may vary from academic year to academic year.

### **Do I Qualify for Financial Aid?**

- As a Racer Academy student, you do not qualify for financial aid.
- Students are bound by their financial obligation to Murray State University as listed on the following website:  
[murraystate.edu/Admissions/BursarsOffice/RightsAndResponsibilities.aspxstudents](http://murraystate.edu/Admissions/BursarsOffice/RightsAndResponsibilities.aspxstudents)

### **How do I get my Textbooks?**

- 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 Canvas 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 [CANVAS Student Orientation](#). 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 Murray State's Canvas system, is available on our [Canvas Student Guide](#). You can also call our Service 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 [jsmith143@murraystate.edu](mailto:jsmith143@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 [murraystate.edu/transcripts](http://murraystate.edu/transcripts) for information on ordering official transcripts.

### **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: [lib.murraystate.edu/](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.

**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.  
[murraystate.edu](http://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.  
[murraystate.edu/careerservices](http://murraystate.edu/careerservices)

University Counseling Services: mental health services and education.  
[murraystate.edu/headermenu/administration/studentaffairs/departments/counseling](http://murraystate.edu/headermenu/administration/studentaffairs/departments/counseling)

Service Desk: [murraystate.edu/InformationSystems/helpdesk.aspx](http://murraystate.edu/InformationSystems/helpdesk.aspx)

Study Abroad: [murraystate.edu/studyabroad](http://murraystate.edu/studyabroad)

Racer Academy:  
[murraystate.edu/raceracademy](http://murraystate.edu/raceracademy)

## **References**

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

Murray State University Undergraduate Bulletin, 2017-2018, p. 9.

