



ORIENTATION INFORMATION FOR STUDENTS AT K-STATE OLATHE

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Connect

Contact us at olathestudents@ksu.edu
or 913-307-7373. For more information, visit
olathe.k-state.edu/academics

KANSAS STATE
UNIVERSITY

Olathe

CAMPUS INFORMATION



BUILDING HOURS

Monday-Friday
7:30a.m.-10:30p.m.

Exterior doors are unlocked at 7:30 a.m. The front entrance of the building is locked at 7:30p.m. and the back entrance is locked at 10:30p.m. Exterior doors are unlocked when there are events/classes in the building outside of normal operating hours. Call the security office (913-307-7318 OR 913-953-7696) if you are locked out of the building during normal operating hours of the campus.

PARKING

Parking is free. Students are welcome to park in the front lot and the back lot. In case of emergency, Blue Light Emergency Phones can be found in the parking lots at K-State Olathe.

Quick Tip
Parking in the back lot is convenient if you are attending classes in Rms. 221-223 or visiting the Student Success Center (Rm 225).

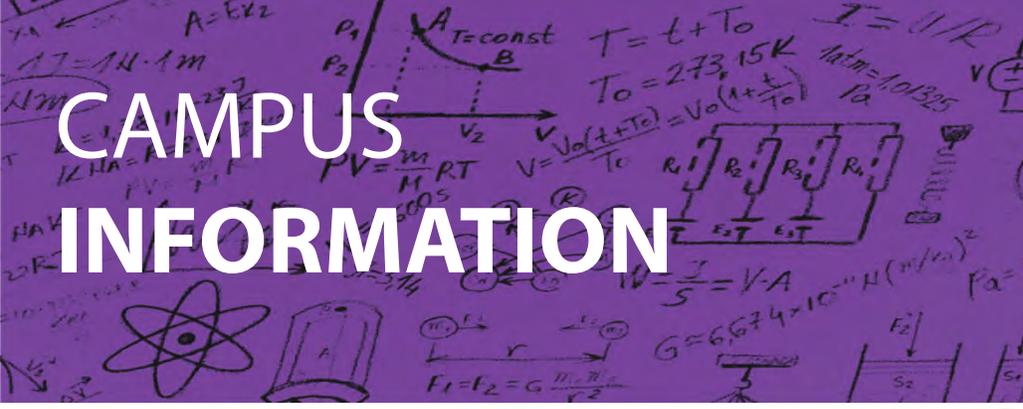
LOCATION

22201 W. Innovation Dr. | Olathe, KS 66061

Front Desk: 913-541-1220

Student Services: 913-307-7373

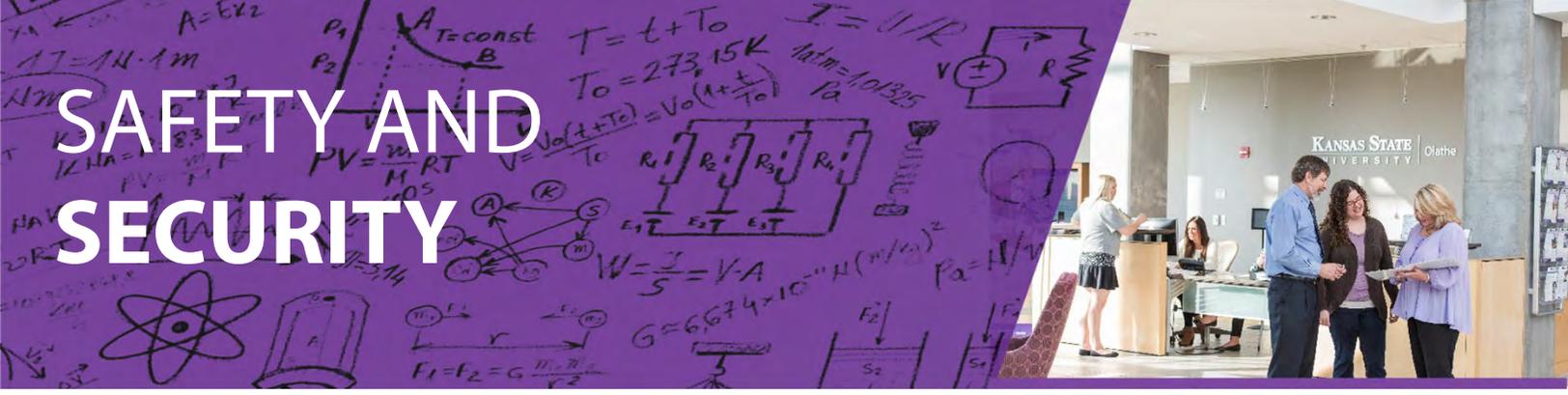




- 1 MAIN LOBBY
- 2 FORUM HALL
- 3 BOARDROOM
- 4 CONFERENCE ROOMS
- 5 RESTROOMS
- 6 ELEVATOR
- 7 OUTDOOR BISTRO/PATIO
- 8 BISTRO
- 9 STUDIO KITCHEN
- 10 FOYER
- 11 GREAT PLAINS ROOM
- 12 KITCHEN
- 13 DOCK
- 14 RESEARCH WING
- 15 2ND FLOOR CLASSROOMS

The K-State Olathe campus offers great spaces for students, including: The Student Success Center, bistro, outdoor patio, 2nd floor deck, and on-site locker room and showers (next to back entrance). The Student Success Center has computers, free printing, a private study room, campus pantry, and lounge seating.

Quick Tip
The Bistro has two vending machines with a range of drinks and snacks available for purchase.



SAFETY AND SECURITY

K-State Olathe is among the safest campuses in the United States. Campus safety is a shared responsibility of faculty, staff and students. Together we make K-State what it is: a safe, supportive and caring community.

Connect

K-State Alerts gives campus authorities the ability to communicate emergency information quickly to the university community. To receive notifications, sign up for K-State Alerts and select the Olathe Campus Alerts group at <https://www.k-state.edu/police/safety-services/alerts/>

Crisis Assistance

Resources are available for students who need support and assistance. Don't hesitate to contact a staff or faculty member to seek help. If you or another student needs crisis assistance but you prefer to keep it anonymous, you can report a concern at

https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16

If you witness a crime or incident, please report it to a staff or faculty member. You can also file a confidential Silent Witness report at <https://www.k-state.edu/police/safety-services/silent/>

Campus security contacts (available 7 a.m. – 11 p.m. on weekdays)

Security Office	913-307-7318
Security Cell Phone	913-953-7696

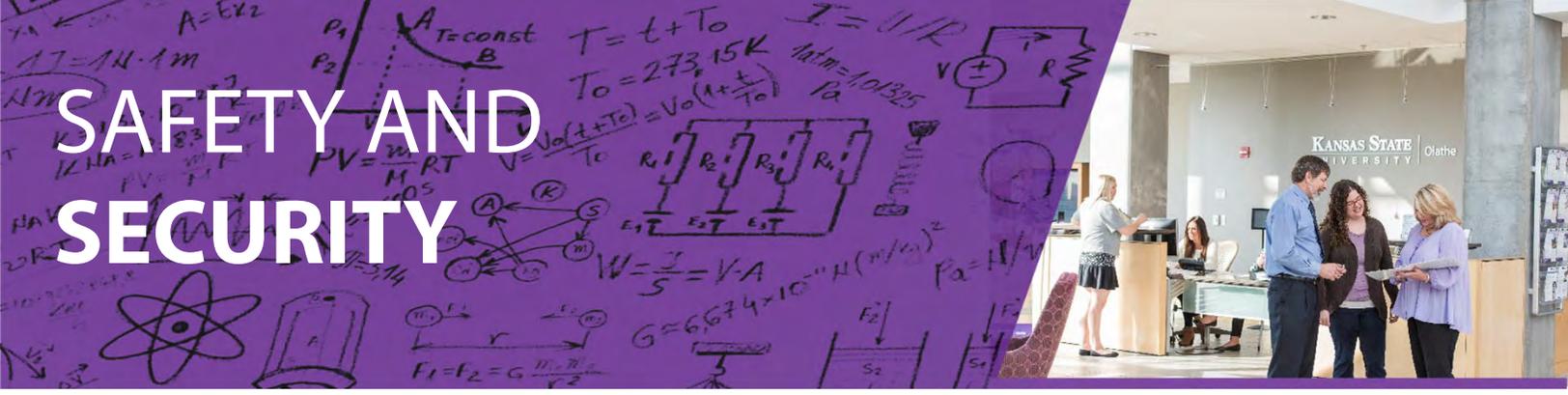
Emergency contacts

Please note: When calling from landline inside building, dial "9" before the phone number.

Olathe Police/Fire/Rescue	911
K-State Olathe Security Office	
Mon. - Fri. 7 am - 11 pm	913-307-7318
Afterhours	913-953-6050
Poison Control	913-588-6633
Olathe Medical Center	913-791-4200
Johnson County Health Dept.	913-894-2525

For more information on crime prevention, emergency procedures, reporting crimes and important security and emergency phone numbers, visit

<http://olathe.k-state.edu/about/safety/>

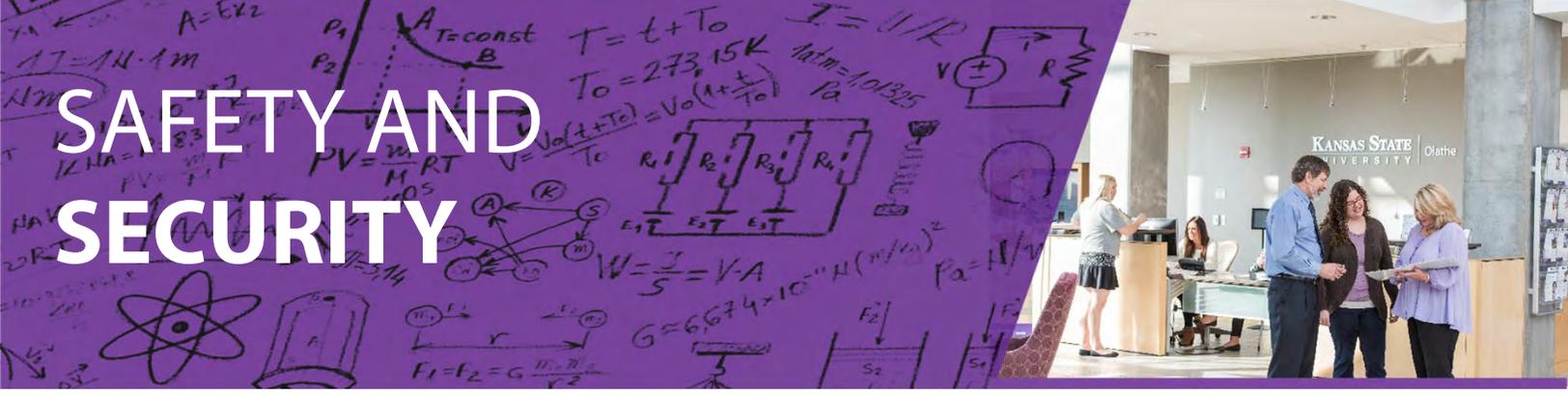


SAFETY AND SECURITY



Contacts for crisis assistance:





SAFETY AND SECURITY



Weapons Policy:

The Kansas Personal and Family Protection Act is the State of Kansas' policy permitting concealed carry, including on college campuses beginning on July 1, 2017.

The Board of Regents and Kansas State University are taking important steps to keep the university community safe and informed, including an online weapons policy training available to all faculty, staff, students and the community. If you would like to learn more, please complete the [Weapons Policy Training](https://kstate.qualtrics.com/SE/?SID=SV_6zkoPaeDI6g9Sdf&Q_JFE=0) (https://kstate.qualtrics.com/SE/?SID=SV_6zkoPaeDI6g9Sdf&Q_JFE=0).

Here are a few points you should know:

- *Concealed carry means completely concealed.*
- *Open carry is not allowed.*
- *Must be 21 years or older and legally eligible to carry a weapon.*
- *A weapon must be in an individual's custody at all times.*
- *Failure to comply with the policy may result in a charge of trespassing.*
- *For training and full information, visit <http://www.k-state.edu/police/weapons/>.*

For more information and questions about the university's weapons policy, contact: Andrena Keesee, facilities manager at 913-307-7319 or andrena@k-state.edu, or Christine Splichal, director of communications and marketing at 913-307-7341 or csplichal@k-state.edu.



SCHOLARSHIPS & FINANCIAL AID

Earning a degree is a significant investment in your future, and K-State Olathe strives to support our students and their goals. Learn about the many types of financial support available to students, including scholarships, grants and loans.

JCERT Scholarship Program

K-State Olathe offers scholarships sponsored by the Johnson County Education and Research Triangle, or JCERT. Scholarship awards are based on availability of funds. Applicants may be awarded up to \$7,500 for the duration of their program of study, provided they meet minimum academic and enrollment requirements. Scholarship amounts vary depending on fund availability, merit and need.

Scholarships for new undergraduate students

New students who are admitted to the Personal Financial Planning or Hospitality Management bachelor's degree programs at K-State Olathe may be eligible for a scholarship. Funds are awarded evenly over the first two to three semesters of enrollment in the program. Priority will be given to students based on their admitted date and will be awarded while funds remain available. These scholarships are non-renewable. Email Student Services to learn more:

olathetransfer@ksu.edu

Scholarships for undergraduate transfer students

Undergraduate students who transfer to K-State Olathe are eligible for scholarships. Scholarships are either \$3,000 over three years or \$6,000 over three years, depending on GPA. Feb. 1 is the priority date for the fall semester for future transfer students. Dec. 1 is the priority date for the spring semester.

Legacy scholarships for undergraduate transfer students

First-year undergraduate transfer students who have parents or grandparents who attended K-State can apply for a \$2,000 K-State Alumni Association Legacy Scholarship. These legacy scholarships are awarded each winter for the following scholastic year.

Scholarships for Urban Food Systems students

Graduate students in the Urban Food Systems master's degree program may be eligible for the Daniel C. and Kathy Richardson Graduate Student Support for Agriculture, Food and Related Disciplines Scholarship. Eligible applicants will be awarded \$1,275.



SCHOLARSHIPS & FINANCIAL AID

Scholarship for Animal Health Data Analytics and Insights graduate certificate students

Students in the Data Analytics and Insights in Animal Health graduate certificate program can earn a \$2,000 scholarship. These scholarships are from C&F, a data and cloud solutions company located in Warsaw, Poland, that provides services to life science and regulated industries. Three \$2,000 scholarships will be awarded in 2025 and three more will be awarded in 2026.

Apply Today

Explore eligibility and apply at <https://olathe.k-state.edu/academics/student-resources/scholarships-aid/>. Applicants may apply for support in the next semester or up to two semesters prior to the start of a program. Applicants will be notified of the scholarship committee decision within one month of each priority deadline. If you miss the priority deadline for a cycle, you may still apply. Applicants who apply after the priority deadline will be considered for awards based on availability of funding.

Other Financial Aid

The Kansas State University Office of Student Financial Assistance and the K-State Graduate School offer additional opportunities for financial support and assistance. Every student at K-State is assigned a personal financial aid advisor to help successfully guide each student through the scholarship and financial aid process. Contact your assigned financial aid advisor to get individualized assistance: finaid@k-state.edu. Learn more: <https://www.k-state.edu/grad/financial-support/>

Apply By:	Notification By:
July 1	August 1
December 1	January 1



FREE & DISCOUNTED SOFTWARE

K-State teamed up with enterprise software providers and distributors to reduce the cost of software you may need for course work. Also, you can download Microsoft Office on your personal computers for FREE while you are a current K-State student.

Microsoft Office

Microsoft Office is available from your Office 365 or Webmail account. Please note - the version of Office available is determined by Microsoft and will typically be the most recent version. Each user account is allowed up to 5 concurrent installations of the software on home computing devices.

1. Login to webmail using your eID and password.
 2. Click the **Office 365 Launcher** button at the top left of your browser window, then **Microsoft 365**.
 3. Click **Install apps**, then **Microsoft 365 apps** to install the latest version on a Windows or Mac operating system based computer.
 4. Click **Other install options** for additional Office installs, including those for mobile devices.
 5. Click **My account > View apps** - If you have performed an installation before, you will see a list of computer names you have installed Office on from your account.
- Note – if you reach the maximum number of installs (5) and need another, you have the option of deactivating a previous installation.



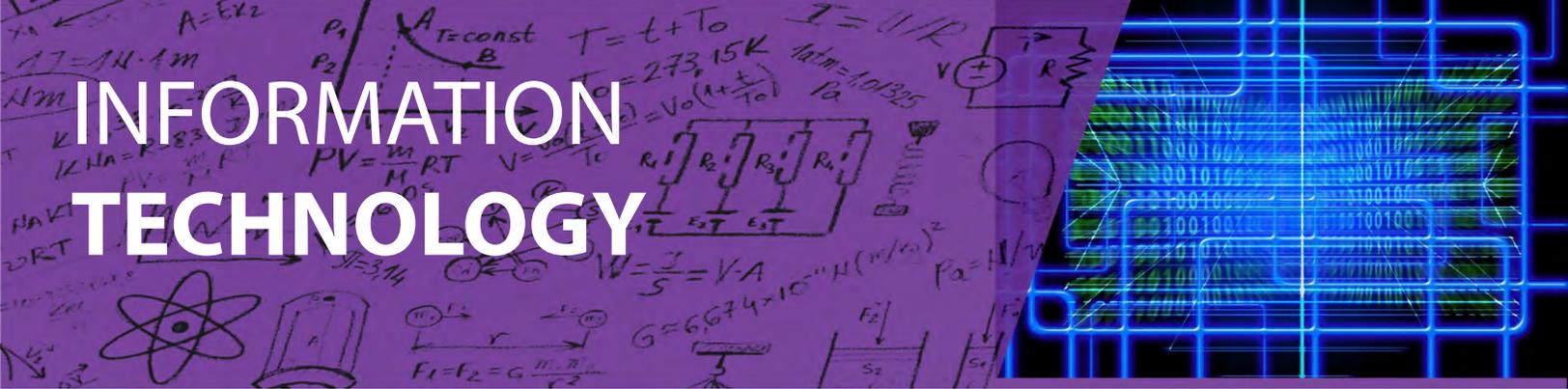
FREE & DISCOUNTED SOFTWARE

Discounted Software – (Adobe Products, SPSS, Minitab, EndNote and others)

K-State has a partnership with an online software reseller which can be accessed at the link below. Some packages are heavily discounted like **Adobe Creative Cloud Suite for \$19.99**, while others are more modest discounts.

<https://k-state.onthehub.com>

1. Create an account by clicking on Register.
2. Enter your eID@ksu.edu email address when prompted for your organization issued email address. Complete registration with your name and role at K-State (student, staff, faculty).
3. Once this information is submitted, a verification email will be sent to the K-State email account entered in the registration process.
4. Click the link to verify your account, and begin browsing the available software.



INFORMATION TECHNOLOGY

IT Help

If any IT assistance is needed at K-State Olathe, please contact: olatheit@ksu.edu

IT Service Desk (phone, email, and remote support): <https://www.k-state.edu/it/>

Phishing Scams

Be aware of phishing emails appearing in your inbox. K-State will NEVER ask for your password in an email. ANY EMAIL THAT ASKS FOR YOUR PASSWORD IS A SCAM. Delete it, even if it's from a K-State email address. Forward any suspicious emails to abuse@ksu.edu

Wi-Fi

To access the free wireless network at K-State Olathe, log in to the secured KSU Wireless network. You will need to enter your KSU username/eID and password to access the secured network. For more information visit: <https://support.ksu.edu/TDClient/30/Portal/KB/ArticleDet?ID=96>

Antivirus Software

To download free antivirus software: <http://www.k-state.edu/its/antivirus/>

Buying a Computer

For recommendations on buying a new computer: <http://www.k-state.edu/its/buying/>

KSIS

K-State Student Information and Enrollment System: <https://signin.k-state.edu>

KSIS Help: <http://www.k-state.edu/ksis/help/students/>

Canvas

Log in to Canvas, K-State's learning management system: www.canvas.k-state.edu

Office 365

Office 365 integrates K-State email, calendaring, notes, task management, and cloud-based storage (OneDrive). K-State sends official correspondence to you via your primary K-State email address, with the full expectation that communications will be received and read in a timely fashion. More about Office 365 can be found at <http://www.k-state.edu/its/office365/>.

INFORMATION TECHNOLOGY

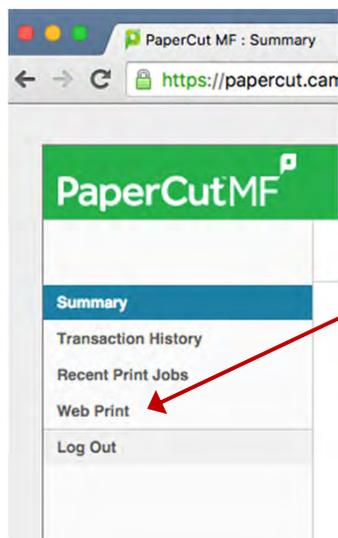
Student Success Center Printing Instructions From Personal Computers through Web

1. Open a web browser (Chrome, Firefox, etc.) and navigate to: <https://papercut.ksu.edu/user>
2. Sign in using your eID and password

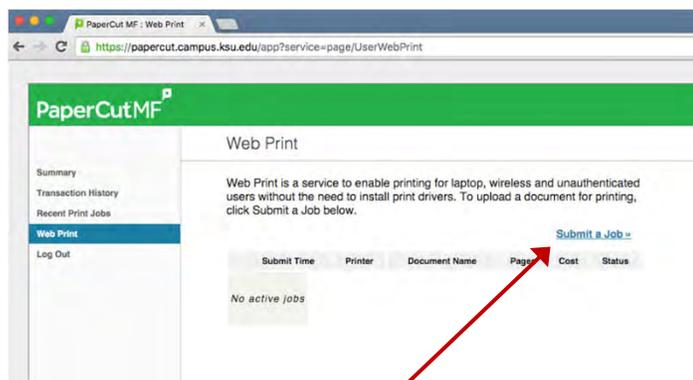


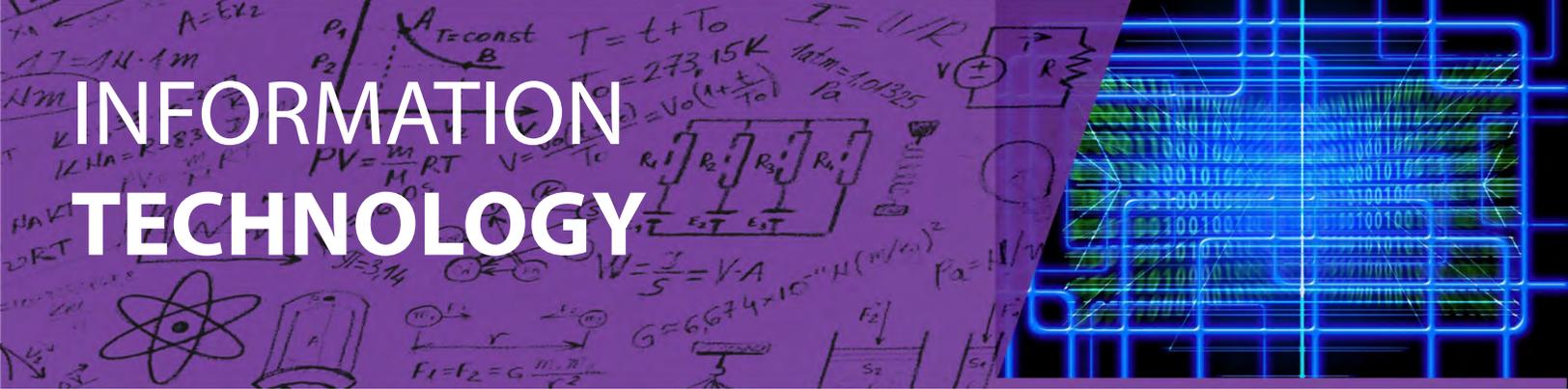
The image shows the PaperCut MF login interface. It features the PaperCut MF logo at the top, followed by the instruction "Please login using your eID and password." Below this are three input fields: "Username", "Password", and "Language" (set to "English"). A "Log in" button is located at the bottom right of the form.

3. Click **Web Print** on the left navigation pane.



4. Click **Submit a Job**.





INFORMATION TECHNOLOGY

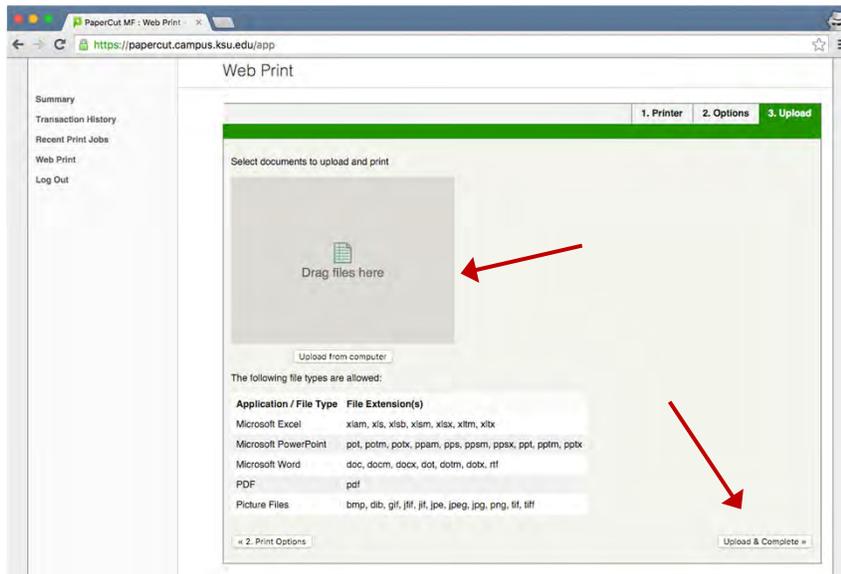
Student Success Center Printing Instructions From Personal Computers through Web

5. Select the **Black_and_White_Double_Sided (virtual)** printer, then click **Print Options and Account Selection**.

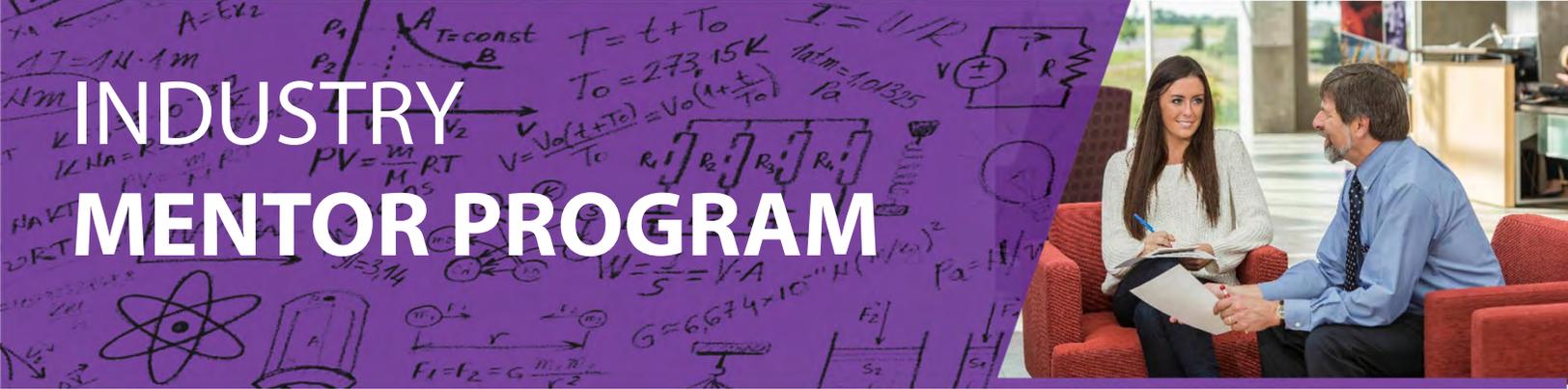


6. In the Copies box, type the number of copies you want, then click **Upload documents**.

7. Drag the document(s) you want to print onto the **Drag files here** box or click **Upload from computer**; select the document you want to print, then click **Upload & Complete**.



Note: Your job will now be uploaded and the server will process it for printing. Go to the print release station in Student Success Center (Room 225) and login with your eID and password to release the print job.



INDUSTRY MENTOR PROGRAM

The Industry Mentor Program provides students with the opportunity to learn from experienced professionals. Whether you are a full-time student, just starting out, or are a mid-career professional, mentoring can reap huge benefits in expanding your growth potential.

Industry mentors are professionals who partner with K-State Olathe and volunteer their time to work with students. Some of the ways a mentor can help are:

- Map the next steps in your career
- Identify job opportunities
- Work with you on interpersonal skills and professional communication
- Provide perspective on industry trends
- Review your resume and/or CV
- Practice interview

What to expect

Pairs are encouraged to connect at least once per month for a period of one year. Schedule meetings based on what works best for you and your mentor (in person, via phone, video conference, etc.).

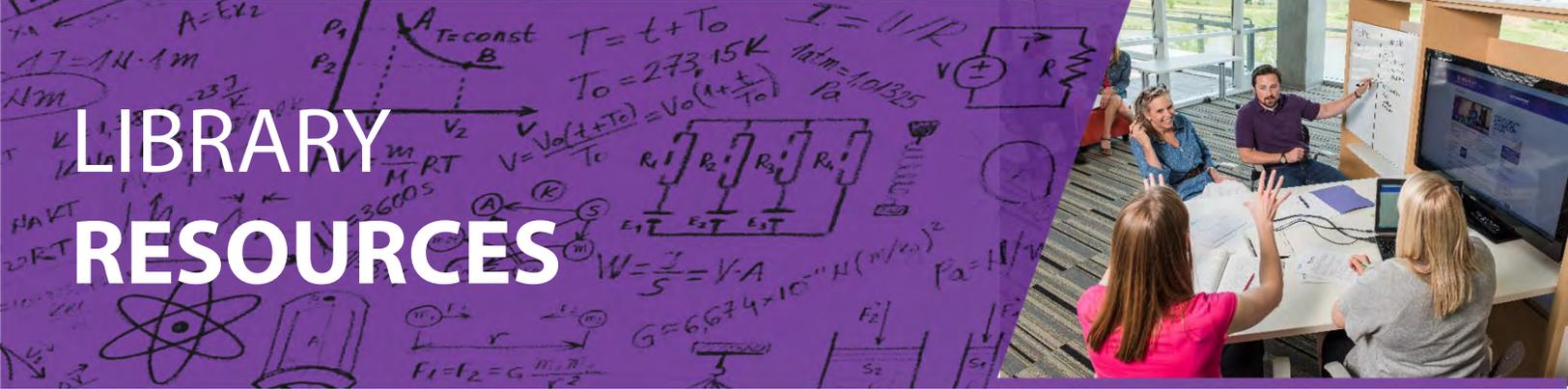
Learn more and apply today

www.olathe.k-state.edu/mentoring

Once your application is submitted, we will work to identify a mentor who matches your interests and goals. You will be contacted via email to confirm your match.

Questions?

Contact Student Services at olathestudents@ksu.edu | 913-307-7373.



LIBRARY RESOURCES

Most library resources and services are available to all K-State students. When you are connected to the K-State network, you can access online databases, e-journals and e-books. Connect to the K-State network on campus with your eID and password. When you are off campus, connect to the network through a VPN connection. Learn how to set up a VPN connection at www.ksu.edu/its/security/vpn/

Graduate Student Resources

Information about library workshops, launching your research, data management and preservation, as well as awards and grants opportunities can be found at <https://lib.k-state.edu/services-support/teaching-resources/graduate-student-workshops/>
To search for materials such as articles, books, e-books, documents, audio and video, visit <http://www.lib.k-state.edu/>.

Materials Check Out

Materials can be mailed from the K-State Library on the Manhattan campus to your home or the Olathe campus free of charge for students.

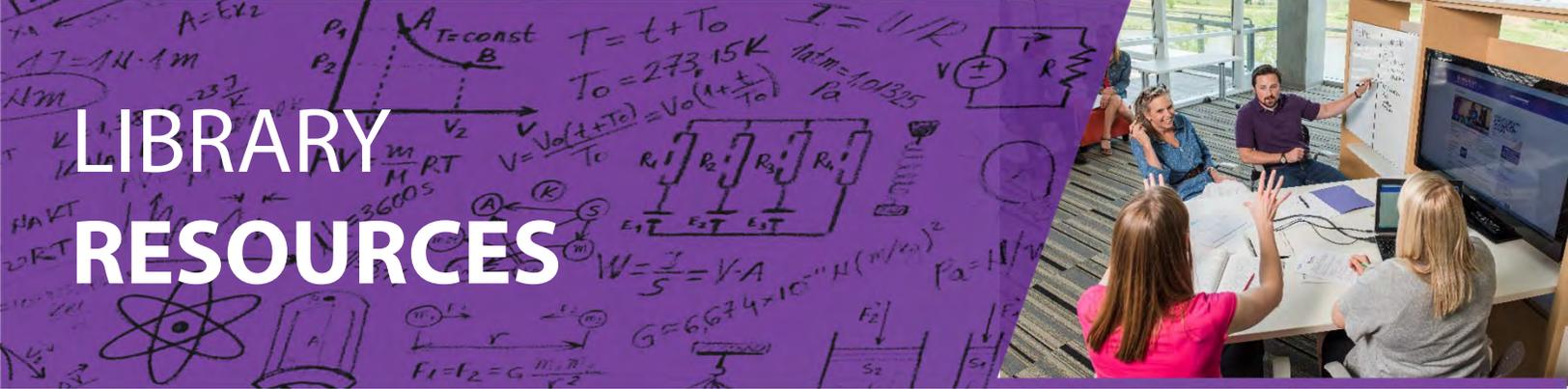
Materials Return

Return your K-State Library materials to the Library Drop Boxes in front of the Student Success Center and the front lobby at K-State Olathe. The Student Services staff will ship materials back to the Manhattan campus free of charge for students. For more information, contact Student Services at olathestudents@ksu.edu | 913-307-7373.

Citation and Bibliography Tools

To ensure your research papers and essays are properly cited, use RefWorks (<http://guides.lib.k-state.edu/citations/refworks>) or Zotero (<https://www.zotero.org>).

Quick Tip:
K-State Library materials can be returned free of charge to the drop boxes at K-State Olathe



LIBRARY RESOURCES

Library Research Workshops

To find information on library research workshops such as “Finding the Data You Need” and Preparing Your ETDR for Submission” and much more, visit

<https://lib.k-state.edu/services-support/teaching-resources/graduate-student-workshops/>.

Student Success Center

The Student Success Center is your student lounge and resource center at K-State Olathe. The space was designed to provide a quiet place to study and meet to collaborate on group projects. The student center is equipped with work spaces, a private study room, lounge seating, computers with free software (including SAS) and free printing, copying and scanning. Take advantage of this student space whenever the campus is open.

Interlibrary Loan

Using interlibrary loan, students have access to K-State Libraries' materials, but also the print and electronic holdings at libraries around the world. Articles and book chapters up to 50 pages can be delivered electronically. Physical items such as books and videos can be shipped to you in 4-12 days via UPS.

Additional Information

Class and Research Guides and for Librarian help visit: <http://guides.lib.k-state.edu/>

STUDENT RESOURCES



ANNOUNCEMENTS

Check your K-State email inbox regularly for important announcements. If you prefer another email provider, set your K-State email to auto-forward.

CASHIER'S OFFICE

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

Payment Options: <http://www.k-state.edu/finsvcs/cashiers/payment/>

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

Sponsors: <https://www.k-state.edu/finsvcs/cashiers/payment/sponsor.html>

CAREER CENTER

Career Resources: <http://www.k-state.edu/ces/students/>

CAT'S CUPBOARD CART (K-State Olathe's free campus food pantry)

Campus Pantry info: <https://olathe.k-state.edu/academics/student-resources/cats-cupboard/>

Follow these steps to subscribe to our LISTSERV to get updates on our campus pantry:

1. Address email to listserv@listserv.ksu.edu (and to no other email addresses)
2. In the body of the email, type: **SUB ksocatscupboardcart Your Name**

COURSE SCHEDULE

K-State Class Search: <https://www.k-state.edu/academics/courses/>

EXAM SERVICES

The university has a contract with Examity. Contact Kimberly Voight at kvoight@ksu.edu, 913-307-7373 to learn more.

GRADUATE SCHOOL

Graduate Handbook: <http://www.k-state.edu/grad/graduate-handbook/>

Graduate Catalog: <https://courses.k-state.edu/courses/catalogs/>

Degrees and Certificates: <http://www.k-state.edu/grad/academics/>

Forms and Checklists: <http://www.k-state.edu/grad/academics/forms/>

Program of Study (Master's Degrees): <http://www.k-state.edu/grad/students/masters/>

Program of Study (Doctoral Degrees): <http://www.k-state.edu/grad/students/doctors/>

Electronic Theses, Dissertations, and Reports: <http://www.k-state.edu/grad/etdr/>

STUDENT RESOURCES



HONOR AND INTEGRITY

K-State Honor Pledge: *On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.*

NON-CREDIT LEARNING OPPORTUNITIES

Archived Graduate School Workshops: <http://www.k-state.edu/grad/students/workshops.html>

Training for Research and Sponsored Projects: <http://www.k-state.edu/research/rcrp.html>

POWERCAT FINANCIAL COUNSELING

Free Financial Counseling: <http://www.k-state.edu/pfc/services/>

Financial Resources and Tools: <https://www.k-state.edu/powercatfinancial/resources/>

REGISTRAR'S OFFICE

General Information: <http://www.k-state.edu/registrar/>

Academic Calendar: <http://www.k-state.edu/cgi-bin/eventview/registrar/academic>

Tuition and Fees: <https://www.k-state.edu/finsvcs/cashiers/costs/>

Transcripts: http://www.k-state.edu/registrar/t_v/

RESEARCH

Responsible Conduct of Research: <http://www.k-state.edu/research/rcrp.html>

Research Compliance: <http://www.k-state.edu/research/comply/>

Research Foundation: <http://www.k-state.edu/tech.transfer/>

Intellectual Property Policy: <http://www.k-state.edu/policies/ppm/7000/7095.html>

Research Agreements: <https://www.k-state.edu/research/industry/faculty/forms.html>

STUDENT ACCESS CENTER

K-State is committed to providing equal access and opportunity for all students.

Register for accommodation and services: <http://www.k-state.edu/accesscenter/>

STUDENT LEGAL SERVICES

Request appointment with an attorney: <https://www.k-state.edu/legal/appointments/>

STUDENT RESOURCES



TEXTBOOKS

Official K-State Bookstore: <http://www.k-state.bkstr.com/>

VETERANS AFFAIRS

Resources for Veterans: <http://www.k-state.edu/veteran/>

WILDCAT ID CARDS

It is not necessary to have a Wildcat ID card to access services at K-State Olathe. However, students are welcome to purchase a Wildcat ID card. The ID Center issues Wildcat ID cards through an online application: <https://union.k-state.edu/shopping-services/id-center>

WRITING CENTER

Online Consultations and Tutoring: <https://k-state.mywconline.com/>

MENTAL HEALTH SUPPORT



If you are in a crisis and need help now, call 785-626-8878. You can talk to someone trained to help with urgent emotional situations—any time, no app, no login, no delay.

You don't have to do college alone.

Kansas State University has partnered with [TimelyCare](https://www.timelycare.com) to introduce a new virtual health and well-being platform for students. Through either a mobile app or your desktop, TimelyCare provides 24/7 access to virtual care from anywhere in the United States at no cost.

Whether you're feeling anxious or overwhelmed, you can speak with a licensed provider to receive the care you need via phone or secure video visits. For more information, please refer to the FAQs below.

How can I access TimelyCare?

Visit [timelycare.com/kstate](https://www.timelycare.com/kstate) or download the TimelyCare app from your app store and register with your school email address. You can then start visits from any web-enabled device—smartphone, tablet, laptop, or desktop—anywhere in the United States.

Who can use TimelyCare?

Any enrolled Kansas State University student.

What services are available?

- **TalkNow:** 24/7, on-demand emotional support.
- **Scheduled Counseling:** Select the day, time, and mental health provider of your choice.
- **CrisisNow:** 24/7, phone-based mental health support when facing urgent emotional challenges. No sign-up, no wait, just call and connect with a trained counselor in just a few seconds. **785-626-8878.**
- **Health Coaching:** Support for developing healthy behaviors.
- **Self-Care Content:** 24/7 access to self-care tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.
- **Peer Community:** An anonymous and judgment-free space where you can connect with, react to, and support other students going through similar situations.
- **Basic Needs Support:** Get connected to free or reduced-cost community resources.





STUDENT SUCCESS CENTER

The Student Success Center is your space to study, relax, meet with your Student Success Coach, and find resources on campus. Amenities in the student center include:

Free printing, copying, and scanning | Free coffee/tea | Access to the Cat's Cupboard Cart, which provides no-cost, grab and go food items | Reservable, private study room | Lounge seating and work spaces | Fireplace and TV | Computers with free software (including SAS) | Access to Student Services team

- *The Student Success Center is open whenever K-State Olathe is open!*



ADVOCATING FOR STUDENT SUCCESS

KANSAS STATE UNIVERSITY | Olathe



CURRENT STUDENT SERVICES TEAM

Our student services team members are here to help you succeed as a K-State Olathe student. We can help with connecting you to resources on our campus and in Manhattan, including:

- Proctoring exams
- Accommodation services
- Orientation
- Enrollment
- Career services
- Library services
- And much more! We have an open door. Please contact us anytime with questions.



Kimberly Voight
Student Services Director
913-307-7313
kvoight@ksu.edu



Steven Brockschmidt
Student Success Coach
913-307-7321
sjbrock@ksu.edu



Brett Bachelor
Student Success Coach
913-307-7358
bbachelor@ksu.edu



Suzanne Lane
Recruiter
913-307-7319
suzlane@ksu.edu

PRE-ADMISSION SERVICES

Our recruitment and student services team members are here to help you find your fit as a K-State Olathe student. We can help you explore degrees and certificates that match your interests and career goals as well as answer questions about:

- Admissions
- Scholarships
- Information on programs
- And more! Contact us anytime with questions or to schedule your personal campus visit.

PRINCIPLES OF COMMUNITY



Kansas State University is a land-grant, public research university committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the value of human diversity for community.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.

We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

These principles have been endorsed by the following university governance bodies:

- Student Governing Association
- Graduate Student Council
- Graduate Council
- Faculty Senate
- University Support Staff Senate

Richard H. Linton
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