ORIENTATION INFORMATION
FOR STUDENTS AT K-STATE OЛАTHE

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Connect
Contact us at olatheapp@k-state.edu
or 913-307-7373. For more information, visit
olathe.k-state.edu/academics
BUILDING HOURS
Monday-Friday Exterior doors will be unlocked 7:30 a.m.-7:00 p.m. The campus will be open until 11:00 p.m.
Weekends Exterior doors will be unlocked when there are events/classes in the building.

Call the security office (913-307-7318 OR 913-481-0575) if you need access to the building when it is locked but open (from 7 – 11 p.m. on weekdays).

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.

LOCATION
22201 W. Innovation Dr. | Olathe, KS 66061
By GPS: 22201 College Blvd. | Olathe, KS 66061
olatheinfo@k-state.edu
913-541-1220

Quick Tip:
Parking in the back lot is convenient if you are attending classes in Rms. 223-221 or planning to study in the Cat’s Pause (Rm 225).
The K-State Olathe campus offers great spaces for students, including: Cat’s Pause, bistro, outdoor patio, 2nd floor deck, on-site locker room and showers (next to back entrance). The Cat’s Pause lounge (Rm 225) has computers, free printing, white boards and a collaboration station.

**Quick Tip:**
The Bistro has a hot beverage machine with a range of coffees and hot chocolate available for purchase.
Many measures have been put into place to help keep you safe. However, please remember it only works if everyone follows best practices and procedures to reduce the spread of COVID-19. Our priority, as always, is the health and safety of you and our community. Everyone needs to act responsibly in order for all to benefit.

All are expected to take personal responsibility in observing instructions for 6-feet social distancing, wearing face covering, washing hands, personal hygiene, sanitizing personal desk space, remaining home if sick, etc. **Note that social distancing (6 ft apart) and the use of face covering will remain in place for an indefinite period of time.**

**Building Access**

- **Building Access:** In order to support contact tracing, the South door will remain locked. All students should enter through the North door and leave contact information at the front desk in case we need to inform you of exposure to someone who has contracted COVID-19. The North door will typically be open from 7:30 AM – 10:30 PM. In the evenings, there will be a QR code linked to a short survey to fill out to check in. **Please check in at the front desk each time you visit campus.**

- Administrative Offices/Faculty and Staff Offices on the Second Floor: Access is available from 7:30 AM through 5:30 PM.
- All students are asked to voluntarily take the [Every Wildcat a Wellcat pledge](#).
- All students are asked to complete “[Come Back ‘Cats-Reopening K-State](#)” online COVID-19 and [Face Mask Safety Training](#) before coming to campus.
General Operating Procedures

• If you are not comfortable with returning to campus in-person contact your faculty members and the student services team to discuss available options.
• Furniture in the building has been rearranged to help ensure social distancing as much as possible. Please do not move the furniture!
• A mask should be worn in compliance with university policy (see Face Covering Policy). This requires students, faculty, staff, and visitors to wear face coverings in hallways, public spaces, classrooms, and other common areas of campus buildings. Students should come prepared with their own mask if needed at work. If you did not bring your mask and one is needed, you can obtain a disposable mask from the Security Office (behind the front desk in the lobby). Faculty members will deny students who refuse to wear a mask access to the classroom. Students who need reasonable accommodations and assistance related to the required face covering may contact the Student Access Center at accesscenter@k-state.edu.
• Avoid clustering or lingering in hallways, kitchens, and office aisle ways. If you use the Cat’s Pause or other areas in the building, please maintain social distancing and wear your face covering.
• Please follow the outlined conference room and classroom room capacity and distancing placement for meetings. Tables and chairs have been properly spaced or have a chair coaster (place marker).
• Observe social distancing floor markings in common areas.
• Disinfection cleaning supplies for hard surfaces are provided in each classroom on the Olathe campus. Classrooms at the Olathe campus are professionally cleaned and sanitized each morning, but you are welcome to wipe down hard surfaces (desks, chairs, etc.) before and after use.
HEALTH & WELLNESS
GUIDANCE FOR OLATHE

Health and Wellness

- Students should self-assess their symptoms and should not come to campus if they are sick, have a temperature over 100.4° F, or have other illness symptoms of the coronavirus posted throughout the building or listed on the U.S. Center for Disease Control Prevention (CDC) website. If you develop any of these symptoms while on campus, you should return home immediately. COVID-19 tests are available through your primary health care provider or through the Johnson County Department of Health and Environment (https://www.jocogov.org/dept/health-and-environment/home).

- **If you test positive for COVID-19, or if you have been exposed in direct contact to someone that tested positive, please contact Kimberly Ramacciotti, Director of Student Services, at kramacciotti@ksu.edu or 913-307-7373.** This will help with contact tracing and notifications, as we coordinate with Johnson County Public Health Department and the University’s Clery Compliance Officer. Your name will not be revealed, but those who may have come into contact with you while you were in the building will be notified of the possible exposure to COVID-19.

- Students may be asked to self-quarantine or enter isolation in order to prevent further spread of COVID-19. Faculty members will work with you to ensure that you can continue working on your courses during this time. Guidance on self-quarantine and isolation can be found here: Covid-19 Exposure Protocol

- If a student in a K-State Olathe “in person” course tests positive for COVID-19, the course may be moved to distance instruction for a minimum of 14 days, depending on the character of the classroom contact.

- **Every Wildcat a Wellcat Kits:** Every student is welcome to pick up a kit containing a face mask, first aid kit, a no-touch key for elevator buttons and door handles, and more. You can pick up your kit at the front desk in the lobby between 8 a.m. and 5 p.m. If you have an evening class, the kits will be available in your classroom. Read more about the kits at https://www.k-state.edu/today/students/announcement/?id=66746.
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 http://www.k-state.edu/safety/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 http://www.k-state.edu/studentlife/crisisassistance/studentconcern.html
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/silent/

Campus security contacts (available 7 a.m. – 11 p.m. on weekdays)
Security Office 913-307-7318
Security Cell Phone 913-481-0575

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/
Contacts for crisis assistance:

- Metropolitan Organization to Counter Sexual Assault (MOSCA) 816-531-0233 913-642-0233
- Office of Institutional Equity 785-532-6220
- Olathe Police Department 913-911-2500
- K-State Olathe Security Department 913-907-9318
- AdventHealth Shawnee Mission 913-362-2800
- State of Kansas Employment Assistance Program (EAP) 1-888-275-1205
- K-State Olathe Security Department 913-307-7373
- Office of Student Life 913-907-3372
- SAFEHOME 913-362-2800
- SAFEHOME 913-362-2800
- MEDICAL EXAMS AND SERVICES 913-362-2800
- MEDICAL EXAMS AND SERVICES 913-362-2800
- COUNSELING 913-362-2800
- COUNSELING 913-362-2800
- ACADEMIC ASSISTANCE 913-362-2800
- ACADEMIC ASSISTANCE 913-362-2800
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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).

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 cspllichal@k-state.edu.
Earning a graduate 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. Scholarship awards are based on availability of funds. Applicants may be awarded up to $4,000 for the duration of their program of study, provided they meet minimum academic and enrollment requirements.

**Apply Today**
Explore eligibility and apply at [olathe.k-state.edu/scholarships](http://olathe.k-state.edu/scholarships). There are two application review cycles each year. Applications can be submitted within a cycle for support in the current semester or up to 3 semesters prior to the start of a program.

<table>
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<th>Apply By:</th>
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Questions? Contact Kimberly Ramacciotti, director of student services, at 913-307-7373 or kramacciotti@k-state.edu.

**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. Learn more: [www.k-state.edu/grad/financing](http://www.k-state.edu/grad/financing)
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 **Office 365**.

3. Click **Install Office apps** to install Office 2016 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 > Install Status** - 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.

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### 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](https://k-state.onthehub.com)

1. Create an account by clicking on Register.
2. Enter your elD@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.
IT Help
If any IT assistance is needed at K-State Olathe, please contact: Nate Scherman (nscherman@ksu.edu) at 913-307-7359 or Eric Racki (racki@ksu.edu) at 913-307-7420.

IT Help Desk (phone, email, and remote support): http://www.k-state.edu/its/helpdesk/

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.

WiFi
To access the free wireless network at K-State Olathe, log in to the KSU Wireless network. You may have to enter your KSU username/eID and password. For more instructions, visit http://wireless.k-state.edu/index.html

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

K-State Online
Log in to K-State Online, K-State’s learning management system: http://public.online.ksu.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/.
Cat’s Pause Printing Instructions From Personal Computers through Web

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

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

4. Click **Submit a Job**.
Cat’s Pause Printing Instructions From Personal Computers through Web

5. Select the itac-pcut-pps01\Q_Black_and_White (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 Cat’s Pause (Room 225) and login with your eID and password or swipe your K-State ID card to release the print job.
The Industry Mentor Program provides students with the opportunity to learn from experienced professionals working in STEM fields. 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 graduate 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](http://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 Emily Loeb, program/project coordinator at 913-307-7349 or esurdez@k-state.edu.
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 http://www.lib.k-state.edu/faculty-graduate-students.
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 Cat’s Pause and the front library 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 Kimberly Ramacciotti via email (kramacciotti@k-state.edu) or phone (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: Drop boxes | K-State Olathe
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 http://www.lib.k-state.edu/library-and-your-research-workshops.

Cat's Pause East Lounge
Cat's Pause is your student lounge at K-State Olathe. The space was designed to provide a quiet place to study and meet to collaborate on group projects. The lounge is equipped with work spaces, white boards, 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
Ask a Librarian: http://k-state.ask.libraryh3lp.com/
Class and Research Guides: http://guides.lib.k-state.edu/
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:
http://www.k-state.edu/finsvcs/cashiers/forms/sponsor/Sponsorship%20Authorization.pdf

CAREER CENTER
Career Resources: http://www.k-state.edu/ces/students/studentsgraduate.html

COURSE SCHEDULE
K-State Olathe Schedule: http://olathe.k-state.edu/academics/course-schedule/index.html
K-State Global Campus Schedule: https://eis.global.ksu.edu/CreditReg/CourseSearch/

EXAM SERVICES
The university has a contract with Examity. Contact Emily Loeb (esurdez@k-state.edu, 913-307-7349) to learn more.

GRADUATE SCHOOL
Graduate Handbook: http://www.k-state.edu/grad/graduate-handbook/
Graduate Catalog: http://catalog.k-state.edu/index.php?catoid=2
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(doctoral)/
Electronic Theses, Dissertations, and Reports: http://www.k-state.edu/grad/etdr/
Graduate Faculty in Olathe: http://olathe.k-state.edu/people/faculty/index.html
Graduation and Commencement: http://www.k-state.edu/grad/students/graduation/
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.
A Note to New Graduate Students: http://www.k-state.edu/honor/student/gradnote.html

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 Online Financial Management: http://www.k-state.edu/pfc/salt/
Free Financial Counseling: http://www.k-state.edu/pfc/services/
Powercat Financial Counseling Workshops: http://www.k-state.edu/pfc/workshops/

REGISTRAR’S OFFICE
General Information: http://www.k-state.edu/registrar/
Enrollment: http://www.k-state.edu/registrar/students/enroll/
Academic Calendar: http://www.k-state.edu/cgi-bin/eventview/registrar/academic
Tuition and Fees: http://www.k-state.edu/registrar/tuition.html
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: http://www.k-state.edu/osas/sls/
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: http://union.k-state.edu/shopping-services/other-services.

WRITING CENTER
Online Consultations and Tutoring: https://k-state.mywconline.com/.
CURRENT STUDENT SERVICES
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 Ramacciotti
Student Services Director
913-307-7313
kramacciotti@k-state.edu
Office: 210C

Emily Loeb
Project Coordinator
913-307-7349
esurdez@k-state.edu
Office: 210L

PRE-ADMISSION SERVICES
Our recruitment 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.

Lauren Racki
Recruiter
913-307-7358
laurenv@k-state.edu
Office: 210B

Suzanne Lane
Recruiter, K-State Olathe and K-State Global
913-307-7319
suzlane@k-state.edu
Office: 210M
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 B. Myers
President

Charles S. Taber
Provost and Executive Vice President