



---

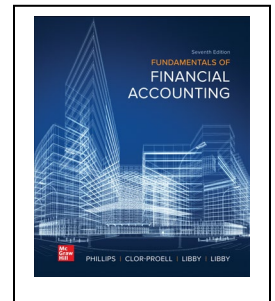
**Instructor:** Stephen D. Zornes CPA, Assistant Instructional Professor  
**Office:** Kelce 201G  
**Hours:** M & W 9:30 am-11:30 am, T & TH 9:30 am-11:30 am and by appointment  
**Phone:** Office: 620-235-6196; Cell: 417-629-2335 (if text, please include name and course)  
**E-mail:** szornes@pittstate.edu

---

### **Textbook**

Fundamentals of Financial Accounting, 7<sup>th</sup> Edition, Phillips, Clor-Proell, Libby & Libby, McGraw-Hill. McGraw-Hill's Connect Accounting is required and you have the option of choosing a hard copy textbook or the e-book. Students are required to bring a laptop to class as we will work problems on Connect during class. Students may also be required to use Microsoft Office 365.

*There is an accounting tutor lab in 209 Kelce. Staffed hours will be posted on the door. This lab and the tutor are a great resource if you need extra help.*



### **Catalog Course Description**

#### ACCTG-201: Financial Accounting (3 hours)

Emphasizes the basic economic concepts underlying general-purpose external financial statements and the uses of this information by producers and consumers.

### **Prerequisites**

None

### **Course Objectives / Learning Outcomes**

Students will be able to:

1. Identify the purpose, structure, and content of the four basic financial statements.
2. Interpret business activities, in-terms of financial accounting rules, processes and the accrual accounting system to demonstrate an understanding of the:
  - Different needs of financial statement users
  - Measurement, recording and valuation, reporting and disclosures relating to inventory
  - Measurement, valuation, reporting and disclosures relating to accounts and notes receivable
  - Recording of the acquisition, valuation, disposition and related reporting requirements of long-term assets
  - Identification, classification, reporting and disclosures relating to all liabilities
  - Recording and presentation of stockholder's equity transactions and accounts
3. Complete all steps in the accounting cycle including the preparation of the four basic financial statements; Income Statement, Statement of Changes of Stockholders Equity, Balance Sheet and Cash Flow Statement.
4. Identify the fundamental concepts underlying a system of internal controls.
5. Recognize the importance of ethics in all decision making.



### **Course Outline**

See tentative schedule at the end of this document

### **Teaching Methods**

Prior to coming to class, students are expected to read/study the textbook (Smart Book or hard copy text) and complete all other required assignments on Canvas and/or Connect. Many problems/exercises will be completed in class using Connect so students should bring a laptop to class.

Class participation is mandatory which includes coming to class prepared, participating in problem solving, general discussion, and all class activities. It is essential that you complete the required out-of-class assignments so that you can benefit fully from the activities completed in-class.

### **Canvas**

Canvas will be used for this course and should be checked regularly. Announcements, PowerPoint presentations, link to Connect, grades, and other course information can be found on Canvas.

### **Attendance Policy**

Class attendance is mandatory and coming to class late will not be tolerated (if you have extenuating circumstances, please communicate those with me). Regular attendance is essential for you to succeed in this course. Participating in all class activities is also required which includes coming to class prepared and completing the activities during class. Class attendance and participation will be considered when assigning grades. ***Excessive absences may result in being dropped from the course!***

### **Classroom Conduct**

Employers of our graduates frequently tell us that professionalism, ethics, and accountability are high on their list of qualities they seek in potential employees. In order to help students prepare for a professional career, professional conduct will be required in the classroom, including the following requirements:

1. Mutual respect is required at all times.
2. Electronic devices (cell phones, tablets, laptops, etc.) will be used during class time **but they should be used only for class-related work** and should not be used in such a way as to negatively impact the ability of others to focus. If this policy is violated, students may be dropped from the course or receive a failing grade for the course.
3. Arrive on time and be prepared for class. Each class period you should have access to your textbook (eBooks on laptop or tablet or hard copy text), access to Connect (laptop or tablet), the applicable PowerPoint presentation (Canvas), paper, pencil, calculator, and all other relevant items handed out in previous class periods.
4. Financial accounting can be a challenging subject. Unlike other courses where you may be able to get by with just reading or listening, this is a course where you will learn the most by doing. Students learn accounting by practicing accounting.
5. Ask questions, ask questions, ask questions. If you are having trouble understanding something, if I am moving through the material too quickly, or if I say something that doesn't make sense to you, please stop me.



6. I am available for questions and to help you in any way that I can. I encourage you to stop by my office or schedule an online appointment if you have any questions or just to chat.

### **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

*In summary: **DO YOUR OWN WORK!***

*Accountants are held to the highest of ethical standards due to the nature of their professional obligations. This same level of ethics is required at Kelce College of Business.*

*Using solution manuals that are found online is inappropriate assistance. If you identify a solutions manual online, the right thing to do is to let your professor know that it is available online. Solution manuals are copyrighted and unfortunately, have been illegally made accessible through online cheating forums.*

*If you are assigned questions, the professor does not want to know whether you can search for the question bank on the internet, rather they are wanting you to find it in the course material to help you understand the subject. Ethics is commonly defined as doing the right thing even when no one is watching. My hope is that all of you will always do the right thing.*

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.



### **Course Evaluation Methods**

You earn your own grade in this course.

<u>Assignment Group</u>	<u>Percentage of grade</u>
In-class exercises (ICE)	20%
Homework (HW)	15%
Quizzes (QUIZ)	15%
Other	10%
Exams (4 @ 100 points each)	40%
Total	100%

Guaranteed grade cutoffs: 90% - A; 80% - B; 70% - C; 60% - D; Below 60% - F.

#### In-class exercises (ICE)

Points will be rewarded based on completion and grade achieved on in-class exercises. A variety of exercises/problems/multiple choice/true false/short answer/cases/etc. will be discussed and completed during class for each chapter using paper/pencil and Connect. Attendance will be taken each class period and participation noted. *If you have to miss a class, you should still complete the in-class exercises on Connect and talk to the instructor to get any handouts or other items missed.* These assignments will be 20% of your total grade.

*\*Class attendance and in-class exercises/participation will be required during dead week.*

#### Homework (HW)

Several exercises/problems will be assigned as homework for each chapter. The homework is to be completed using McGraw-Hill's Connect Accounting unless otherwise noted. Connect is an interactive homework manager and you will receive immediate feedback. All assignments must be completed by the due date. Check Canvas and/or Connect for assignments and due dates. Please note that the textbook offers many more exercises/problems at the end of each chapter than we cover in class or are assigned as part of your homework. These are the minimum which should be completed to ensure that you understand the material. **Please note you can "check your work" on all homework assignments BEFORE you submit.** These assignments will be 15% of your total grade. **NO LATE ASSIGNMENTS WILL BE ACCEPTED; however, your lowest HW score will be dropped at the end of the semester!** Please note Ch. 12 HW will be due during dead week!

#### Quizzes (QUIZ)

Several multiple choice, true/false and/or matching questions will be assigned as a quiz for each chapter. The quizzes are to be completed using McGraw-Hill's Connect Accounting unless otherwise noted. Connect is an interactive homework manager and you will receive immediate feedback. All quizzes must be completed by the due date. Check Canvas and/or Connect for assignments and due dates. ***Please note that you have 2 attempts to obtain the maximum points for each quiz.*** These assignments will be worth 15% of your total grade. **NO LATE ASSIGNMENTS WILL BE ACCEPTED, however, your lowest quiz score will be dropped at the end of the semester!** Please note Ch. 12 quiz will be due during dead week!

#### Other

Several other assignments including real-world financial analysis questions, data analytics, and mini-case type assignments will be required throughout the semester. Some of these are related to looking at and analyzing annual report(s) while others relate to skills important for students to develop such as critical thinking, analysis, judgment, communication, and ethical decision making. Specific



instructions for each assignment will be provided on Canvas. Watch Canvas for due dates. Additionally, attendance will be taken and participation tracked each class period. Attendance and participation are **REQUIRED** and grades for both will be included in this category of assignments. These assignments will be worth 10% of your total grade. **NO LATE ASSIGNMENTS WILL BE ACCEPTED!** *Your last assignment in this group will be due during dead week on Friday, December 9th.*

### Exams

Four examinations will be administered during the semester. Exams may consist of problems, multiple choice, true/false, matching, and short answer. The instructor should be informed ***in advance*** if a student must be absent on the day of an exam and arrangements must be made to take the exam ***in advance***. In the event of an emergency preventing a student from taking an exam, the instructor is to be informed as soon as possible and will determine if a makeup exam will be allowed, based on the circumstances. Exams will be worth 40% of your total grade. The 4<sup>th</sup> exam (which is the final) will be administered during the university scheduled final exam time.

### Optional Concept Overviews (CO)

Using Connect, students can review important concepts from each chapter, watch short videos, and answer knowledge check questions. These assignments are not required, but they are available for and may be useful for studying and learning the material.

### Optional Smart Book/Learn Smart Assignments

Using Connect, students have the option to read the chapter using Connect Smart Book and answer knowledge check questions using Connect Learn Smart (Smart Book/Learn Smart work together and are available on Connect). However, please note: **READING AND STUDYING EACH CHAPTER IS NOT OPTIONAL—ONLY THE LEARN SMART PART IS OPTIONAL.**

Smart Book/Learn Smart:

- highlights key concepts for you, saving you time.
- quizzes you along the way, making sure you understand the key concepts.
- helps you remember the key concepts long term—not just on test day.
- can be used on your laptop, tablet or smartphone—online or offline—via your browser or mobile app.
- tracks your progress so you know how well you understand the material.

### **Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time.



**Tentative Course Schedule**

Date		In-Class Coverage	Assignments
Monday	8/22/2022	Intro & Ch. 1	Review syllabus and study Ch. 1
Tuesday	8/23/2022		Connect Orientation due
Wednesday	8/24/2022	Ch. 1	Study Ch. 1
Friday	8/26/2022		Ch. 1 ICE, HW & Quiz Due
Monday	8/29/2022	Ch. 2	Study Ch. 2
Wednesday	8/31/2022	Ch. 2	Study Ch. 2
Friday	9/2/2022		Ch. 2 ICE, HW & Quiz Due
Monday	9/5/2022	Ch. 3	Study Ch. 3
Tuesday	9/6/2022		Case 1 Due
Wednesday	9/7/2022	Ch. 3	Study Ch. 3
Friday	9/9/2022		Ch. 3 ICE, HW & Quiz Due
Monday	9/12/2022	Review for Exam 1	Review Ch. 1-3 for Exam 1
Wednesday	9/14/2022	Exam 1 (Ch. 1-3)	
Monday	9/19/2022	Ch. 4	Study Ch. 4
Wednesday	9/21/2022	Ch. 4	Study Ch. 4
Friday	9/23/2022		Case 2 Due
Monday	9/26/2022	Ch. 4	Study Ch. 4
Tuesday	9/27/2022		Ch. 4 ICE, HW & Quiz Due
Wednesday	9/28/2022	Ch. 5	Study Ch. 5
Monday	10/3/2022	Ch. 5/Ch. 6	Study Ch. 6
Tuesday	10/4/2022		Ch. 5 ICE, HW & Quiz Due
Wednesday	10/5/2022	Ch. 6	Study Ch. 6
Friday	10/7/2022		Ch. 6 ICE, HW & Quiz Due
Monday	10/10/2022	Review for Exam 2	Review Ch. 4-6 for Exam 2
Wednesday	10/12/2022	Exam 2 (Ch. 4-6)	
Monday	10/17/2022	Ch. 7	Study Ch. 7
Tuesday	10/18/2022		Case 3 Due
Wednesday	10/19/2022	Ch. 7	Study Ch. 7
Friday	10/21/2022		Ch. 7 ICE, HW & Quiz Due
Monday	10/24/2022	Ch. 8	Study Ch. 8
Wednesday	10/26/2022	Ch. 8	Study Ch. 8
Friday	10/28/2022		Ch. 8 ICE, HW & Quiz Due
Monday	10/31/2022	Ch. 9	Study Ch. 9
Tuesday	11/1/2022		Case 4 Due
Wednesday	11/2/2022	Ch. 9	Study Ch. 9
Friday	11/4/2022		Ch. 9 ICE, HW & Quiz Due
Monday	11/7/2022	Review for Exam 3	Review Ch. 7-9 for Exam 3
Wednesday	11/9/2022	Exam 3 (Ch. 7-9)	
Monday	11/14/2022	Ch. 10	Study Ch. 10
Tuesday	11/15/2022		Case 5 Due
Wednesday	11/16/2022	Ch. 10/Ch.11	Study Ch. 11
Friday	11/18/2022		Ch. 10 ICE, HW & Quiz Due
Monday	11/21/2022	Fall Break	
Wednesday	11/23/2022	Fall Break	
Monday	11/28/2022	Ch. 11	Study Ch. 11
Tuesday	11/29/2022		Ch. 11 ICE, HW & Quiz Due
Wednesday	11/30/2022	Ch. 12	Study Ch. 12
Monday	12/5/2022	Ch. 12	Study Ch. 12
Tuesday	12/6/2022		Ch. 12 ICE, HW & Quiz Due
Wednesday	12/7/2022	Wrap up course/Work on Case 6	Review Ch. 10-12 for Exam 4
Friday	12/9/2022		Case 6 Due
Wednesday	12/14/2022	Exam 4 (Ch. 10-12)	



**Pittsburg State University**  
**Syllabus Supplement – Fall 2022**

**PUBLIC HEALTH ADVISORY – COVID-19**

The latest information about COVID-19 can be found at <https://www.pittstate.edu/office/health-services/coronavirus/index.html>. Due to the evolving pandemic, course delivery is subject to change at any time. Modifications made to course delivery due to the pandemic will not result in any changes to tuition and fees and will not alter a student's residency when used in determining applicable tuition and fee rates.

**STUDENT COMPUTER RECOMMENDATIONS**

It is highly recommended that students have access to a computer to complete online and hybrid classes. While most tasks in Canvas can be completed on a mobile device, you need to have access to a computer for certain assignments or to use additional tools. Student computer recommendations can be found at [https://www.pittstate.edu/it\\_files/documents/studentcomputerrecommendations.pdf](https://www.pittstate.edu/it_files/documents/studentcomputerrecommendations.pdf)

**IMPORTANT DATES**

8/22.....	Classes begin
8/29.....	Tuition due
8/29.....	Last day for full tuition refund
8/29.....	Last day to add classes w/o permission of instructor
9/5.....	Labor Day (Holiday)
9/6.....	Final day to drop w/o transcript notation
9/27.....	Last day for half refund
10/17.....	Mid-term D and F grades available after 5:00 pm
11/6.....	Enrollment by classification for 2023 SP term begins
11/7.....	Final day to drop a course unless withdrawing from all classes
11/21.....	Fall Break/Thanksgiving Holiday begins
11/28.....	Classes resume
12/1.....	Last day to withdraw from all classes
12/12.....	Finals week through 12/16
12/16.....	Deadline to remove/extend IN grades for 2022 SP and SU semester

Students in the Professional MBA program and in the College of Education eight-week course graduate programs do not follow the standard academic calendar. Important dates can be found at <https://academics.pittstate.edu/academic-calendar/index.html>

**DROPPING A COURSE OR WITHDRAWING FOR THE SEMESTER**

Beginning the 12<sup>th</sup> week through the 16<sup>th</sup> week of full-term courses, individual courses cannot be dropped.

A student who does not officially withdraw from a course or from the university will be assigned an "F" grade in the course or courses concerned. These "F" grades will be included in the computation of the GPA.

The dates for dropping courses that run fewer than sixteen weeks are proportionate to the length of the course (e.g. the last day to drop an eight week course would be the end of the sixth week). Consult your instructor or the Registrar's Office for questions about a specific course. For students who wish to withdraw from all classes after the 12<sup>th</sup> week of the term, the instructor must assign a grade of W or F.

To drop a course after the 5<sup>th</sup> day of class or for clarification on drop/add policies, contact the Registrar's Office, 103 Russ Hall, 620-235-4200 or [registrar@pittstate.edu](mailto:registrar@pittstate.edu)

**IMPORTANT INFORMATION FOR STUDENTS RECEIVING FINANCIAL ASSISTANCE**

Student aid is available each semester for students who qualify. Please contact the Office of Student Financial Assistance for any questions at 620-235-4240 or by email at [fnaid@pittstate.edu](mailto:fnaid@pittstate.edu).

The Office of Student Financial Assistance is required to recalculate financial aid eligibility for students who withdraw, stop attending or are dismissed prior to completing 60 percent of a semester. This Return to Title IV calculation applies to students receiving the following Title IV funds including:

- Federal Pell Grant
- Federal SEOG (supplemental grant)
- Federal TEACH Grant for education majors
- Federal Direct Loans
- Federal Parent PLUS Loans

Federal financial aid is returned to the federal government based on the percent of unearned aid disbursed toward institutional charges for tuition, fees,

on-campus room and board, and book voucher funding. Students may be required to repay a portion of the aid funds received.

When aid is returned, the student will owe a balance to the University and/or Department of Education Title IV Programs. Please contact Student Financial Aid if you are considering dropping hours during the semester to see how you will be affected.

**IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS**

International students studying on F or J visas must be in proper immigration status and are required to always be in full time enrollment (minimum 12 hours undergraduate or 9 hours graduate). For additional information visit <https://admission.pittstate.edu/international-admission-information.html>

**CLASS ATTENDANCE POLICY**

Students at Pittsburg State University are expected to attend class regularly and participate fully in class activities. It is the responsibility of the course instructor to set the attendance policy for his or her courses and communicate that policy to students in the course syllabus. The syllabus should address whether and how attendance affects the course grade, the issue of excused absences, and whether students will be dropped for nonattendance or excessive absence.

Students who have not attended or who have been excessively absent from a class may be dropped from the course by the instructor. In such instances, this policy must be clearly stated in the syllabus and uniformly enforced. Students may be dropped at anytime in the semester based on course policy. Instructor drops after the beginning of the 12<sup>th</sup> week of a full semester class will result in a grade of "F" for the course.

Regardless of the faculty prerogative to drop a student for nonattendance or excessive absence, the ultimate responsibility for monitoring and maintaining up-to-date course enrollment rests with the student.

**UNIVERSITY SPONSORED STUDENT ACTIVITIES**

Pittsburg State recognizes the transformational values of out-of-class activities. Whether initiated or sponsored by faculty or other University representatives, these activities add value to our programs, whether academic, cultural, professional or athletic. While ideally none of these University-sponsored or sanctioned activities would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. For guidance in these situations, please visit

[https://www.pittstate.edu/faculty-staff\\_files/documents/faculty-senate/documents/university-sponsored-activity-policy-5-5-22.pdf](https://www.pittstate.edu/faculty-staff_files/documents/faculty-senate/documents/university-sponsored-activity-policy-5-5-22.pdf)

**INCLEMENT WEATHER POLICY**

If forecasts or weather conditions suggest that travel in the area could become hazardous a policy is in place to determine if campus will be closed. The notification process for inclement weather closures can be found at <https://www.pittstate.edu/police/safety.html#undefined5>. Notification methods typically include the PSU website, local news media, and text messaging for those who subscribe to this service.

If the University declares an inclement weather day, it is at the instructor's discretion to determine any shifts to course work.

**ACADEMIC INTEGRITY POLICY**

Academic dishonesty by a student is defined as unethical activity associated with course work or grades.

It includes, but is not limited to:

- (a) Giving or receiving unauthorized aid on examinations,
- (b) Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
- (c) Submitting the same work for more than one course without the instructor's permission,
- (d) Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing other individuals' ideas or concepts without acknowledging their work, or contribution,
- (e) Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honest.



The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor.

Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates that "F" was the result of academic dishonesty) for the entire class and dismissal from the university. For a full copy of this policy see Article 30, Academic Misconduct: <https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html>

#### MID-TERM GRADES

After the eighth week of the fall and spring semester, mid-semester "D" and "F" grades submitted by faculty are reported by the Office of the Registrar to the dean of the college in which you are majoring. All "D" and "F" grades submitted by faculty will be reported by the Registrar to you and your academic advisor through GUS Classic. No mid-semester report of "D" and "F" grades are distributed for the summer session.

#### INCOMPLETE GRADES

Incomplete grade may be assigned in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. You must have completed a majority of the coursework to be eligible for this consideration. Unless granted an extension by the instructor, students have only one semester to complete the work.

If you feel like you qualify for an Incomplete grade, you should visit with your instructor and not assume an IN grade will be assigned automatically.

#### CREDIT FOR PRIOR LEARNING

Pittsburg State University accepts credit for AP, CLEP and IB exams. Learn more at <https://www.pittstate.edu/registrar/credit-for-prior-learning.html> Additional information may also be found in the catalog under Academic Regulations.

#### FINAL GRADE REPORTS

Final grades are reported to the Registrar's Office at the conclusion of the course. You may access your grades in GUS Classic immediately upon grade posting.

#### GRADE APPEALS

Final course grades are to be awarded upon criteria communicated to the student at the beginning of the semester. Additional work after a final grade was submitted cannot be used to change the grade.

If you believe that an error has been made in the assignment or recording of a final grade, you should first confer with the instructor. If such a conference does not resolve the problem, a grade appeal form must be submitted to the head of the academic department that offers the course in question. This appeal form must be submitted no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received.

The appeal form is available online on the Registrar's Office and Graduate School's webpage under forms.

#### DEAD WEEK POLICY

No tests or major assignment(s), worth 10% or more of the final grade, shall be presented, assigned, given or be made due during the week prior to final examination week, unless identified in the course syllabus presented at the start of the semester.

#### FINAL EXAM SCHEDULE

Final examinations will be given according to the schedule of examinations available at <https://registrar.pittstate.edu/final-exam-schedule.html>

#### FINAL EXAM OVERLOAD POLICY

If you have three or more final exams officially scheduled for a single day you are entitled to arrange with the faculty member instructing the highest numbered course (the 3-digit number following the department code) a different day for the exam. If two courses have the same number, the course with the lower enrollment would be rescheduled.

Students requesting accommodation should submit their request on the form found at <https://www.pittstate.edu/registrar/files/documents/forms/overload-petition-for-final-exams.pdf> along with a copy of their class schedule, at least two weeks prior to the beginning of final exam week. The faculty member has until the Monday of pre-finals week to arrange a mutually convenient time for administration of the final exam. If the matter cannot be resolved between student and faculty member, you may take the request to the Office of the Provost, 220 Russ Hall, no later than the Wednesday of dead week.

#### WEAPONS and CONCEALED CARRY POLICY

Weapons Policy website

<https://www.pittstate.edu/police/polioies.html#undefined1>

Concealed Carry Weapons Policy

<https://police.pittstate.edu/files/documents/Concealed-Carry-Weapons-Policy.pdf>

The handgun must be in the person's custody and control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items). The suitable carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

#### WHERE TO GO FOR ASSISTANCE

Pittsburg State administration, faculty, and staff are here to assist you in your academic success. If you have questions or concerns that affect your academic success, it is important that we hear from you.

#### Your Instructor

Faculty members usually include their office hours and contact information in the class syllabus. If not, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office for instructor availability.

#### Writing Assistance

The Writing Center offers free writing consultations for students at any stage of the writing process for any writing project. Writing Center consultants are experienced writers who are committed to helping you achieve your writing goals.

Dr. Janet Zepemick, Director Writing Center

Telephone: 620-235-4694 [http://www.pittstate.edu/office/writing\\_center/](http://www.pittstate.edu/office/writing_center/)

#### Library

Library Services, whether in the Leonard H. Axe Library or the Kansas Technology Center Library, is committed to providing innovative and learner-centered environments that will help students be successful, support the research and information needs of our campus and community library users, and enhance the University experience. Library Services offers one-on-one research assistance, print collections, online reference services, remote access to our databases, e-books and e-journals, digital archives, research guides, scanning, printing, a computer lab, and instruction programs to support the curriculum. Axe Library is also home to the Student Success Center, the Writing Center, Honors College, the Women's and Gender Resource Center, and food and beverage services. More information is available at: <https://axe.pittstate.edu/index.html> or call 620-235-4879 or 620-235-4880.

#### Financial Assistance

- Need some help with how to make the payments? See Student Financial Assistance. <https://www.pittstate.edu/financial-aid/index.html>
- Don't forget to check with us before you make changes to your schedule to avoid future semester ineligibility.

Student Financial Assistance at [finaid@pittstate.edu](mailto:finaid@pittstate.edu) or 620-235-4240.

#### Student Success Programs

Support is available to all students in Student Success Programs. Academic Success Workshops are provided throughout the semester to allow student to enhance their academic skills. Topics include note-taking strategies, test preparation, time management, among many other options. Tutoring for select General Education and Pitt State Pathway courses is available. One-on-one academic success coaching can be scheduled to develop study plans and learn new strategies. Student-led study group support is also available when requested.

Heather Eckstein

Student Success Programs, 113 Axe

Telephone: 620-235-6578 Email: [heckstein@pittstate.edu](mailto:heckstein@pittstate.edu)

Ashley Wadell

Student Success Programs, 113 Axe

Telephone: 620-235-4951 Email: [awadell@pittstate.edu](mailto:awadell@pittstate.edu)

<http://www.pittstate.edu/office/student-success-programs/>





#### **Tutoring**

Tutoring programs related to General Education and Pitt State Pathway classes are available. Whether you are studying for a test, writing a paper or preparing a presentation, tutors can help you sharpen your skills and increase your knowledge. If you are struggling with a class, then a tutor can help you get back on track. Use tutoring to get better grades!

<https://www.pittstate.edu/office/student-success-programs/tutoring.html>

#### **Computer/Technology Assistance**

Gorilla Geeks Help Desk is responsible for assisting students with various technology needs. Services available include help with GUS and GUS Passwords, PSU email, assistance with campus system problems and support of the campus wireless network.

In addition, we help with technology needs that are essential for academic success. Services include assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas support and other campus applications; help with many computer issues; wireless connectivity; and configuring new computers.

Gorilla Geeks Help Desk

Telephone: 620-235-4600 E-mail: [geeks@pittstate.edu](mailto:geeks@pittstate.edu)  
<https://www.pittstate.edu/it/index.html>

#### **Services for Students with Learning and Physical Disabilities**

Coordinator, Center for Student Accommodations

113 Axe Library, Telephone: 620-235-6578

<https://www.pittstate.edu/office/center-for-student-accommodations/index.html>

#### **Student Health Center**

Telephone: 620-235-4452

<https://pittstate.edu/office/health-services/index.html>

#### **University Counseling Services**

Telephone: 620-235-4452

<https://www.pittstate.edu/office/university-counseling/index.html>

#### **Career Services**

Telephone: 620-235-4140 Email: [car@pittstate.edu](mailto:car@pittstate.edu)

<https://careers.pittstate.edu/>

**Prevention & Wellness**, a component of Student Life, promotes a culture of respect and inclusion through education designed to empower students to maintain healthy lifestyles and make informed decisions. We help educate students on a variety of health topics including mental health.

If you or someone you know are experiencing mental health concerns there is help. For help when in Crisis, text HELLO to 741741. If you are experiencing suicidal ideation call the Suicide Prevention Lifeline at 1-800-273-TALK (8255). Additionally, there is help here on campus. If you feel a student is in crisis, please assist them in seeking services, such as walking with them to the health center. In the event of an immediate crisis please contact 911 or the University Police as this is the fastest way to receive assistance. Prevention & Wellness located in the Student Life Office can provide educational training on Suicide Prevention Awareness and Response.

Prevention and Wellness  
Student Life | 221 Russ Hall  
620-235-4231

#### **Sexual Assault and Relationship Violence**

Pittsburg State University prohibits all forms of sexual misconduct and relationship violence to include rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

Reporting Incidents of Sexual Misconduct or Relationship Violence:  
<https://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined2>

Resources for Victims of Sexual Misconduct or Relationship Violence:  
<https://studentlife.pittstate.edu/get-help/sexual-misconduct.html#undefined3>

Title IX (Pregnant and Parenting Students are covered under Title IX.)  
<https://studentlife.pittstate.edu/title-ix.html>

#### **Notice of Nondiscrimination**

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. The following position has been designated to address inquiries regarding the nondiscrimination policies: Title IX Coordinator, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4186, [equity@pittstate.edu](mailto:equity@pittstate.edu).