

MSU-Henderson Regional Campus Student Guide

These policies and procedures are subject to change at any time.

Our Staff

MSU-Henderson has staff to provide services to all of our students, including program advising, registration and admissions. A staff member is available during daytime and evening hours (during course times). Please call our office if you ever have any questions at (270) 831-5111.

Mike Freels, Director

Kenneth Davis, Data Support Technician

Ashley Holland, Elementary Advisor/Coordinator

Kathy Bussiere, Site Representative

Ron Nunn, Night Manager

Jenna Graham, Student Worker

Absences

You are responsible for informing your instructor about an absence and making arrangements to complete any class work you missed.

Academic Honesty

Murray State faculty members currently use a software system that detects unoriginal content in student papers.

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity. For

more information about MSU's Academic Honesty Policy, please refer to the Student Life Handbook at www.murraystate.edu/studenthandbook.

Children & Family Policy

Children and/or other family members may not come to class with students, nor should they be left unsupervised in any area of a building.

Graduation

If you are graduating within the next year, there are some very important policies and deadlines you must meet to apply for graduation. Consult one of our staff members at MSU-Henderson, or [click here for more information](#).

Incomplete Grades

A grade of "*I*" (Incomplete) is assigned when, for reasons beyond a student's control (so long as the reason is satisfactory to the instructor), students engaged in passing work are unable to complete all class assignments.

Beginning Fall 2011, a student who receives an "*I*" grade must complete the work and the instructor must submit the grade by mid-term of the fall or spring term immediately following the term in which the "*I*" was received. "*I*" grades received in the fall must be rectified and grades submitted to the Registrar's Office by March 15th of the following spring term; spring and summer "*I*" grades, by October 15th of the following fall term. More information about this can be found on the MSU Registrar's web site: <http://www.murraystate.edu/Academics/RegistrarsOffice/Registration/Grades>

Interactive Television Courses (ITV)

Many of the courses offered at MSU-Henderson are transmitted via Interactive Television. These courses are broadcast our regional campus sites from the main campus. Our labs are equipped to display PowerPoint presentations and other instructional documents/materials to all students located at each site.

There are certain ITV policies and procedures that students should be aware of. Students will be provided a document that addresses these policies and procedures on the first day of class. Please keep in mind that the instructor views each broadcast site at least once every 45 seconds. Please keep your demeanor professional --students appreciate their fellow students keeping noise or distractions to a minimum.

There are digital recordings made of Interactive Television (ITV) courses that students may obtain access to with the instructor's permission. Students should make requests to the course instructor for access to the recording. *Please note: There are instances in which we have technical difficulties on campus and classes do not get recorded. We apologize for any inconvenience this causes the instructors and students.*

Instructions for viewing recordings (If you have been given access to view a digital recording of a class you missed): Students will be given a link where they can stream the video recording. When you click on the link, your computer will likely behave in one of two ways. If it opens up a media player or a browser window, you may watch the video there and there should be no further steps to take. However, your computer may bring up a context window that requires you to save a shortcut to the file. Save the shortcut then double click on that shortcut. Now your media player should open and begin playing the file. *Please note: Students will not download the actual video file. The video is streamed from an MSU streaming server.*

ITV Labs/Equipment

Should *ANYTHING* not function correctly in the lab, please do not try to fix this on your own. Please use the phone in the lab to call one of our staff members in the office and describe the error you are receiving. Please dial 1622, 1620 or 1621.

To use one of the laptops in the lab, please go to the laptop cabinet (cabinet will remain open) and record on the form at the top of the cabinet your name and which laptop you are using. Before returning the unit, go to "shut down" each time, and let the unit cycle down.

If you need to make an ITV presentation, a staff member needs to show you how to use the equipment at least 1 day in advance. We *CANNOT* promise your presentation will work without a trial run. There may be instances where you are using software that is incompatible with ours.

If your class is in Lab 10 or 4, and your instructor tells you that on a certain date you will be making a presentation, we need to move that class to lab 12 or Lab 3. So please let us know as soon as possible!

myGate, RacerMail & Canvas

myGate is an online portal that every MSU student should have access to. Within this portal students can pay bills, register for classes, view important announcements, request transcripts, view grades and much more. To access any campus system, students must be able to access myGate first. Students can log in at <http://mygate.murraystate.edu>.

All students are given a student email account on RacerMail. RacerMail is our campus email system, and it is powered by Google Apps for Education and gives access to Google Docs, Spreadsheets, Forms, Drive, etc. Students can log in at <http://racermail.murraystate.edu>.

Faculty members can elect to present some or all of a course's materials through an online system called Canvas. Some courses will use it for testing, display of grades, discussion forums and file download. If faculty members do elect to utilize Canvas, they will make this known to students and will grant access to their course in Canvas. Students can log in to Canvas at <http://ctlmsu.blogspot.com/2013/05/what-students-need-to-know-about-canvas.html> once the instructor establishes access.

For additional help or questions about myGate, RacerMail and Canvas:

- Students may browse an online Knowledgebase located at <http://support.murraystate.edu>.
- MSU's Helpdesk is available to assist users Monday – Friday, 8am – 4:30pm. Call (270) 809-2346 or email the Helpdesk at msu.helpdesk@murraystate.edu.

Office Equipment/Supply Usage

Students may utilize the copy machine or fax machine at MSU-Henderson. Any paper or fax transmission costs accrued will not be at the student's expense if *required* for a course you are currently enrolled in at MSU- Henderson. Please see a staff member if you need to utilize copy/fax services for personal reasons, as there is a fee for personal usage. Please avoid making color copies

unless you absolutely need them. Should you experience any problems with the equipment, please do not continue to attempt making copies. Report the problem to the office staff.

Parking

MSU-Henderson is located on the campus of Henderson Community College (HCC). Parking at HCC is first-come, first serve, however some parking spots are designated for certain persons.

Paying Your Bill

Your tuition should be paid in part or whole by the start of class. If your account is not in good standing with MSU's Bursar's Office, your course schedule could be purged, which means you could lose your seat in class. Students need to access their bills on myGate under the "Money" tab and can make online payments there. If you cannot access your myGate account and need to make a payment, please contact the Bursar's Office at 270-809-4226.

For more information about critical payment deadlines, payment arrangements and other FAQs, please visit the Bursar's web site at www.murraystate.edu/bursar.

Weather Cancellations

Murray State- Henderson will NOT close for most weather issues, unless there is a declared State of Emergency. The following are some established weather policies students should follow:

- If HCC is closed, MSU- Henderson is closed.

NOTE: Regional Campus closings will also be posted on the M.S.U. Homepage at www.murraystate.edu

- If MSU's main campus is closed, MSU- Henderson is closed.
- MSU- Henderson does not follow the local school closing policies.
- If classes are not closed, students are urged to use their own judgment to determine if they should drive.

- If MSU-Henderson closes, please check your email (and Canvas, if applicable) to see if there are any important messages you need to read.

MSU/Henderson suggests you use H.C.C.'s SNAP – the weather reporting system you can receive notifications either on your computer or cell phone.

- Please call MSU-Henderson's office at 831-5111 if you have any questions about closings or cancellations.

Additional MSU Student Policies:

[Student Life Policies](#)

[Student Life Handbook](#)

Tornado Procedures

- Move to the main hallway—do not go near windows in the classroom.
- If the hallways are full, go to the restrooms.
- Get down on the floor, bend forward toward the wall.
- Stay down until the danger passes.
- Do not go upstairs.
- Do not use the elevator.
- Exiting--leave by the stairwells, or the exit out of the art room at the northeast end of this hallway.
- Watch for downed power lines—don't touch them.

Fire Procedures

- Exit quickly. Do not use the elevator, unless it is a last resort.
- Use the Art Room exit first.
- There is an exit from the custodial room door. (we can show you where this is)
- Use the stairwell exits last.
- Move away from the building; do not re-enter until an "all clear" is given.
- Be aware of emergency vehicles entering the campus.

Earthquake Procedures

- If you are in the building, stay in—if out, stay out.

If in the building:

- Get down on the floor quickly, and under a table or desk if possible.
- If near a door jam, stand under it.
- Cover your head.
- After the tremor has subsided, be aware of aftershocks. You may need to seek cover again.
- If possible, move outside. Take the Art Room and Custodial exits first, then the stairwells. Do not re-enter.

If outside:

- Get down, but not near a structure (tree, building) that can fall on you.
- Do not enter the building.
- Look for downed power lines, or structural damage that may fall.

In case of any emergency, look for other persons you know. If you do not see them, let someone on campus know this. If you decide to leave, likewise let a MSU employee know.

