



# KU Nontraditional Student Handbook

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*Revised January 2014*

## **Introduction**

**Welcome to the KU Nontraditional Student Handbook!**  
**This Handbook is specifically geared towards the nontraditional student needs and questions! In it you will find information on all kinds of topics as well as links to web sites that will give you detailed information on the covered topics!**

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## What is a KU Nontraditional Student?

### **KU's Definition of a Nontraditional Student**

### **What/Where is the Nontraditional Student Services office?**

*If you are reading this handbook, it is most likely that someone has told you that you are non-traditional student. But, what exactly is a non-traditional student? The definition of a non-traditional student varies by college or university. Some include commuting students that are considered to be traditional (18-22) in age, and others only consider Adult Learners to be non-traditional students.*

### **KU's Definition of a Nontraditional Student**

At the University of Kansas, a non-traditional student is some who:

- is a parent of dependent children,
- is married,
- is 3 or more years older than their classmates,  
e.g. 21 year-old freshman
- is a veteran, OR
- commutes 10 or more miles to campus (from home or work.)

### **What/Where is the Nontraditional Student Services office?**

The Non-traditional Student Services (NSS) office serves as a resource for non-traditional students. NSS disseminates information about scholarship opportunities, child-care, commuting, and other campus resources. The NSS also works with other organizations and offices in order to put on programming that will bring non-trads together.

The Non-traditional Student Services office is located on the 4th floor of the Kansas Union in room 400, also called the Student Involvement and Leadership Center.

#### The mailing address is:

The Student Involvement and Leadership Center  
Nontraditional Student Services  
The University of Kansas  
Kansas Union  
1301 Jayhawk Blvd. Room 400  
Lawrence, KS 66045

Office: 785-864-2802  
[nontrads@ku.edu](mailto:nontrads@ku.edu)

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## How do I Apply for Admission to KU?

### Requirements for Admission

#### What is a Non-degree-seeking Student?

#### What if I am a student who wants to apply for re-admission?

*The easiest way to apply for admission to KU is through the [KU Office of Admissions](#) web site! It has all of the information that you would need to answer your questions about the admissions process, and it has online applications for admission. Make sure that you know if you are a New Freshman, Transfer, Re-Admitted, or Non-degree-seeking student before filling out an application for admission!*

*The first question that you should ask yourself is, "How do I qualify for admission?" here are the requirements for **Undergraduate** admission into the College of Liberal Arts and Sciences at KU. **Submit a completed application with the \$30 fee before the appropriate deadline and meet one of the following:***

#### **New Freshman Students-Instate Students**

Achieve an ACT score of 21 or above or an SAT score of 980 or above, OR  
Earn at least a 2.0 GPA on a 4 point scale in the Kansas qualified admission college preparatory curriculum, OR  
Rank in the top one-third of the high school class.

#### **New Freshman Students-Out-of-State Students**

Achieve an ACT score of 24 or above or an SAT score of 1090 or above with a 2.0 cumulative GPA on a 4 point scale, OR  
Earn at least a 2.5 GPA on a 4 point scale in the Kansas qualified admission college preparatory curriculum, OR  
Rank in the top one-third of the high school class.

#### **Home-schooled Students-Instate Students**

Score a 21 or higher on the ACT or 980 on the SAT

#### **Home-schooled Students-Out-of-State Students**

Score a 24 or higher on the ACT or 1090 on the SAT

#### **Transfer Students-Instate Students**

Have at least 24 credit hours at the time of application with a 2.0 or higher GPA from a Kansas community college or a Kansas college or university. (Students with fewer than 24 hours when they apply must meet different requirements.) Find out what the requirements are for Transfer students with fewer than 24 credit hours.

#### **Transfer Students-Out-of-State Students**

Have at least 24 credit hours at the time of application with a 2.5 or higher GPA from a community college or another regionally accredited college or university. (Students with fewer than 24 hours when they apply must meet different requirements.) Find out what the requirements are for Transfer students with fewer than 24 credit hours.

### **What is a Non-degree-seeking student?**

A Non-degree-seeking Student is someone who:

Is attending another college or university and wants to enroll at KU for one or two courses, OR

Is an adult student not interested in a degree who would like to enroll in one or two courses, OR

Wants to take a college-level course(s) while still in high school, OR

Wants to take undergraduate courses for graduate school or for a certification program.

If you are applying as a non-degree-seeking student, you must, based on your standing, fill out either a freshman or transfer student application.

### **What if I am a student who wants to apply for re-admission?**

In order to apply for re-admission, you must fill out the **re-admit application**.

Applicants may be re-admitted if they were in good academic standing with all institutions that they have attended before enrolling at KU.

Applicants that were academically dismissed will be looked at on a case-by-case basis. Re-admission is not guaranteed to those who left or were dismissed from KU.

All information was gathered from the 2013-2014 KU Office of Admissions web site. If you would like more information please go to [www.admissions.ku.edu](http://www.admissions.ku.edu)

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## How do I Enroll in Classes?

**What if I am undecided on my major?**

**How do I find classes to enroll in?**

**Where do I enroll?**

*Once you have been admitted into the university and have applied for financial aid, you will want to figure out what classes you are going to take and then enroll in them! For ALL freshman and sophomores it is necessary to go to an advisor in order to enroll in classes. [The University Advising Center](#) is the place to find an advisor that will help you decide what classes to take for your major, or if you are undecided, they will help you find classes that will count for your general education requirements.*

If you are not majoring in the College of Liberal Arts and Sciences and are in another School (i.e. School of Engineering, School of Social Welfare, etc.) and need an advisor, you should contact your school's [advising office](#).

### **What if I am undecided on my major?**

Many incoming students have no idea what they want to major in; they are not sure what they want to do with their lives. The University of Kansas wants every student to succeed in what they pursue, and one of the best ways to succeed is to major in something that you are interested in! If you are unsure about what you are really interested in, [Career Counseling and Planning Services](#) can help you find your interests. The Freshman-Sophomore Advising Center also has a [tip sheet](#) for choosing a major. You can also look at the [Undergraduate Catalog](#) to see what may interest you.

### **How do I find classes to enroll in?**

The first thing that you should do is request a [KU Online ID](#). After receiving your KU Online ID, you can view open classes by going to [www.students.ku.edu](http://www.students.ku.edu) and logging in. You then click on the "Academics" tag and a list of links should pop up on the left hand side of the screen. In order to find classes, you need to click on the link that says "Browsable Timetable". The other way to find courses is to go to [www.opensections.ku.edu](http://www.opensections.ku.edu).

### **Where do I go to enroll?**

The University of Kansas has online enrollment; therefore, all enrolling in classes is done online unless otherwise specified by an instructor or department. To enroll, you will login to the [Kyou Student Portal](#) and click on the "Academics" tag. The links to the left should have one labeled "Enroll & Pay"; this is the link you will need to go to for enrolling in classes. From there, you will need to go through the following steps:

After logging in to the "Enroll & Pay" page,

1. enter in your KU Online ID and password.
2. click on "Enroll & Pay"
3. click on "Learner Services"

4. click on "Academics"
5. click on "Enroll in a Class"

From there, you should chose what term you are enrolling for, and then you will add your classes in!  
Most information in this section was gathered from the [University Advising Center web site](#).

If you have questions about enrolling online, please go to the [Enroll & Pay Help web page](#) for contact numbers and e-mail addresses.

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## How can I Receive Scholarships or Financial Aid?

**Office of Student Financial Aid**  
**Freshman Scholarships**  
**Transfer Scholarships**  
**Other Scholarships**

*Many nontraditional students do not realize that they can apply for scholarships and financial aid. Scholarships are given out to all different types of students, not just freshman. There is all kinds of money out in the world and on the internet that is waiting to be given to students; you just have to find it!*

### **Office of Student Financial Aid**

Financial aid is not just for traditional students; it is for everyone! The first step to getting financial aid starts with applying for a [PIN number](#) for federal financial aid. Your next step is to complete the [Free Application for Federal Student Aid \(FAFSA\)](#) form.

All of this information (and more) can be found on the [KU Office of Student Financial Aid's](#) web site. The web site includes an [Application Checklist](#) for completing the various forms for receiving financial aid.

### **Freshman Scholarships**

[Freshman Scholarships](#) are given to incoming students who:

have at least a 3.25 cumulative GPA on a 4.0 scale,  
have not attended another college or university after graduating from high school,  
and have submitted their complete application by the appropriate date.

### **Transfer Scholarships**

[Transfer Scholarships](#) are given to transfer students who:



have at least a 3.25 cumulative GPA,  
have attended an accredited college or university since graduating from high school,  
have complete at least 24 credit hours by the time of submitting the application,  
and have submitted the application by the appropriate date.

### **Other Scholarships**

The Nontraditional Student Services office posts information in the Spring about scholarships that are specifically for nontrads. The scholarships include both grads and undergrads, and allow international students to apply. Applications are typically out in the end of March and beginning of April. If you are interested, you will need to contact the [Non-traditional Student Services](#) office.

Most information was gathered from the 2013-2014 KU Office of Admissions and the Office of Student Financial Aid web sites. If you would like more information please go to [www.admissions.ku.edu](http://www.admissions.ku.edu) for scholarship information, or [www.affordability.ku.edu](http://www.affordability.ku.edu) for information on financial aid.

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## **All About the Campus**

**Getting your KUID**  
**Getting your Books**  
**Parking**

*KU is a big place, and sometimes it is hard to figure out what you need to do and where you need to go! If you have trouble figuring out what needs to be done, make sure you ask someone.*

### **Getting Your KUID**

First you may ask yourself, what is a KUID? What is the difference between my KU Online ID and my KUID? Well, the KUID is the actual card that you will use throughout your time here at KU. Some classes require that you show them your KUID during tests in order to prove that you are in the class and are the person who is supposed to take the test. In order to do many things on campus, you must present your KUID. The KUID has benefits for students by letting you get student tickets for sports events (as well as student discounts around town!)

Your KU Online ID is only used for online purposes such as e-mail, finding out information about your account statuses, and logging on to the KYou website.

### **Getting Your Books**

There are several options as to where to get your books. The KU Bookstore is located on the second floor of the Kansas Union and students have the capability to order their books through the website and pick them up at the beginning of the semester. If you want more information about how to order textbooks please visit <http://www.kubookstore.com/>

## Parking

KU Parking & Transit strives to provide exceptional customer service and accurate information, contributing to a safe campus environment for the University community and its visitors. Visit [www.parking.ku.edu](http://www.parking.ku.edu) for more information

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## Nontraditional Students and College Life?

### Nontraditional Students in Classes Ways to Get Involved

*Many nontraditional students feel like they are not a part of the University, but this is not the case. There are around 4000 nontraditional students on campus! Sometimes this is hard to believe because there may be very few nontrads in your classes, but you are not alone! When many students first come to KU, they commonly feel a bit overwhelmed. KU's campus is large and diverse, so some students may have a little trouble finding their spot in KU. This feeling can be overcome if you ask for help! Sometimes people just need to be pointed in the right direction.*

### Non-traditional Students in Classes

As a nontraditional student in a class full of traditional students, it can be a little overwhelming. That is why it is important for you to get to know your peers (nontraditional and traditional). Once you get to know how the other people in your class are feeling, you will find that it is easier to communicate in class. Though many nontrads happen to be older than the traditional student, age does not have to be a barrier! You may find that you actually have similar interests to the traditional students.

### Ways to Get Involved

A great way to meet a variety of people on campus is to get involved in an organization. There are many organizations on campus, over 600! It is likely that you will find something that interests you, but if there is not, then you can make your own organization! You can find information about the organizations by contacting the [Student Involvement and Leadership Center](#). This is where the student organizations on campus are registered. You can also go online and find information about organizations by going to <http://www.rockchalkcentral.ku.edu>.

The Non-traditional Student Foundation (NTSF) is an organization specifically for non-traditional students. The purpose of the organization is to create connections and foster relationships with other non-traditional students, as well as obtain information that is related to being a non-traditional student. If you would like to become involved with NTSF please visit <https://rockchalkcentral.ku.edu/organization/ntsf> for officer contact information.

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## How Do I Succeed in My Classes?

### Study Habits and Skills

### Class Attendance

### Getting to Know People

*This question is asked by all students at every different level in Higher Education. The key to succeeding is finding a way to study that works for you; not someone else! Some people try different study skills. Others make sure that they attend every class, and some try to get to know people within their classes to study and swap notes with. Whatever method you choose, it should be the one that is easiest for you, and helps you understand the topics that you are studying.*

### Study Habits and Skills

Many people do not know where to start when it comes to studying. The [Academic Achievement and Access Center \(AAC\)](#) offers information about study skills and strategies that come in handy for all students. They also offer different [workshops](#) throughout the year that are geared towards academic success. The SDC also has a list of [tutoring services](#) that are available in the different academic departments during the semester.

### Class Attendance

One of the easiest ways to succeed in a class is to go to it! Many classes have attendance policies, so it is necessary to go to class in order to maintain a grade. The other classes (who don't have attendance policies) are equally important to your education. If you have to miss a class, make sure to let your instructor know in advance. If it is an emergency, try to write the professor an e-mail or give them a call in their office to let them know why you could not attend.

### Getting to Know People

Another way to succeed in a class is to meet the instructor and the people in the class. Some students find that they feel more confident and comfortable when they know who their peers and instructors are. By getting to know your peers, you make contacts and resources. The resources that your peers can provide can be very helpful when it comes to studying! Many students form study groups. Some people may understand a subject better than you might, so let them help you! The only downside to study groups would be the possibility of an uneven work load. Make sure that everyone takes part equally!

Getting to know your instructor can be very important. Feedback about what the students do and do not understand helps the instructor with lesson planning, so make sure that you let them know if you don't get something; it is likely that other students do not understand too! Building a teacher/student relationship with your instructor can also come in handy when you need reference letters and recommendations, so let your instructor know that you are there and want to learn!

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## Where can I Find Help for My Classes and Class Projects?

**Faculty**

**Libraries and Museums**

**Tutoring Services**

*If you need help with your classes or other class projects, make sure that you ask someone! Many students fail to get help when they need it. If you have trouble understanding something, make sure that you ask questions; that is what the instructors and student services people are there for!*

### **Ask Faculty**

The first person that you should ask for clarification or help is your instructor. Try and get all of the information about what they want from your assignment. If you have questions that seem too simple, make sure you ask them anyway! You never know what kind of answer you will receive.

### **Use Libraries and Museums**

There are many different types of [libraries and museums](#) on campus. They are a great resource for student projects and assignments. Libraries can also be a peaceful place to study during breaks and during the evening.

The library staff is always willing to help you find what you need! If you want to search for information by yourself, a good resource is the [University of Kansas Libraries](#) web site. The web site contains an online catalog of books that the libraries carry. This is a fast way to find the books that you need before you actually go to the library and get them. The site also has links to library hours and locations.

### **Tutoring Services**

If you need one-on-one help with a certain subject, there are many ways that you can get someone to tutor you! One of the easiest ways is to contact your instructor to see what or who they recommend. Another way to get tutoring services is to contact the [Student Development Center \(SDC\)](#). The SDC offers [tutoring services](#) in several different areas of study. There are also [other tutoring services](#) on campus such as the [Writing Center](#) and the Help Rooms for subjects such as math.