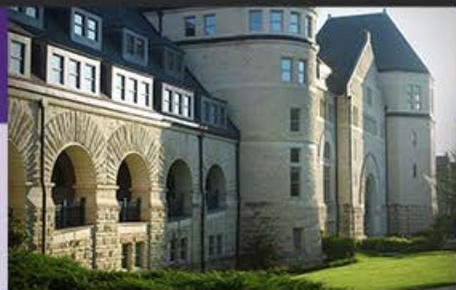


KANSAS STATE UNIVERSITY



the Leading Edge

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MARK YOUR CALENDAR

March 17-21

Spring Break

March 24

Enrollment for Summer and Fall 2014 semesters begins

March 31

Last day to drop a regular session course

April 5

All University Open House

April 25

Last day for graduate students to confirm (online) May

WELCOME BACK

Posted on: August 23, 2013

It is time again to celebrate the start of another semester at Kansas State University! Many of you are checking K-State Online for your course information, cleaning up your email and getting organized this week. Welcome back. While we may not see each other in person regularly, Student and Faculty Services (SFS) here at the Division of Continuing Education (DCE) values our communication with each of you, and we enjoy the start of the semester for the opportunity to reconnect with many of you again.



Left to right: Maleah Lundeen, Student Services Coordinator, Lydell Cox, Administrative Specialist, Jason Maseberg-Tomlinson, Director of Student and Faculty Services, and Laura Widenor, Faculty Services Coordinator.

Summer 2013 has brought some changes to the university and to SFS. I would like to talk about those changes and bring you all up to speed on what has happened and what to expect this semester.

Shortly, we will launch our revised website for student services. Our website will not only be updated and rearranged, we also have added an instant messaging feature so you can chat with us directly from the website via your computer, tablet or phone. Never has there been so many ways to connect with DCE. We have also updated our Examination Proctor Agreement, and we hope this improves our service to you.

commencement attendance and submit documentation for graduation

May 9

iSIS Graduation Application closes for all Spring candidates

May 12-16

Finals Week

May 16

Graduate School Commencement

May 17

Undergraduate Commencement

May 21

Final grades available in iSIS

HELPFUL LINKS

Connect to campus and distance education students on [Facebook](#).

Stay up-to-date on the news through the [K-State Collegian](#).

Share your art, stories, questions and comments at the [University Life Café](#).

Locally, we have extended our office space. For those of you taking exams in Manhattan, we have added a study table. If you come early for your exam, you can sit and study as you wait. Please make yourself comfortable in our office. While we have added some overflow testing areas to accommodate more test takers, we still ask that you schedule your exams as early as possible. We are seeing more students than ever take exams here at DCE. If you have not used our local proctoring service for online class exams, give us a call. We provide free proctoring in Manhattan for K-State distance courses.

As you head into the semester, you will also notice two other resource changes at K-State. Soon we will be updating our email system from Zimbra to Office 365. This transition will take place over the next few months, and we look forward to the new tools Office 365 has to offer students. You can learn more at [here](#). Secondly, you may have already noticed that our K-State Bookstore has changed management and is now the "K-State Campus Store." For those of you ordering books from Varney's, you will notice that they too are still supporting book sales.

We look forward to a great semester. We will be celebrating all of our online learners in November with National Distance Learning Week. Look for chances to win drawings and other contests through Twitter, Facebook, email and this blog. We are also wrapping up the university's celebration of K-State's 150th anniversary with the 2013 Homecoming. It has been a great year for K-State. We can't forget football and men's and women's basketball. These teams are all doing well, and it is great to hear about all of your watch parties and gatherings around the world.

Good luck to you all this semester and keep in touch if you need anything. SFS is here to serve you.

Comments are disabled for this post | **Posted In:** [Student Services](#)

STUDENTS TO TRANSITION TO OFFICE 365 AUGUST 22

Posted on: August 16, 2013

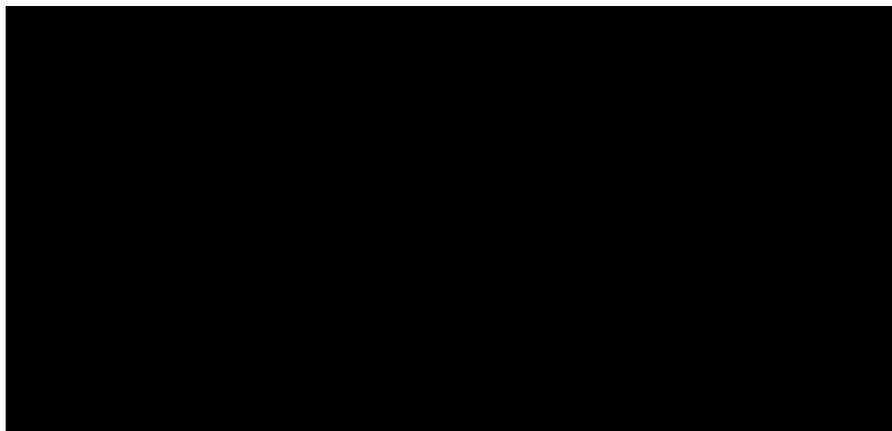
Kansas State University students will transition to a new email system on August 22. For the past several months, Information Technology Services (ITS) has been working diligently to prepare for the move from Zimbra to Office 365.

ITS recently announced that on August 22, they will begin to transition active students who enrolled by August 7.

On August 23, they will then move to students who:

- enrolled after August 7
- forward their email
- are not enrolled
- have left K-State within the last year

Faculty, staff and everyone else will be moved to the new system later this fall.





ITS recommends everyone clean out their mailboxes to reduce the number of emails as much as possible before August 22. ITS put together some helpful tips for [cleaning out your mailbox](#).

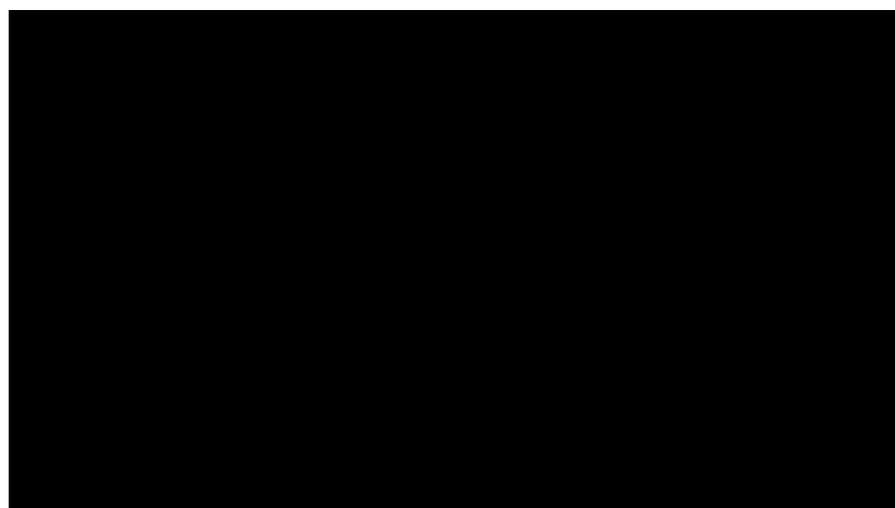
Any emails with attachments larger than 25MB cannot be moved, so make sure to save any important attachments to your desktop. To find emails larger than 25MB, type **bigger:25mb** into the search box at the top of Zimbra; click **Search**.

Comments are disabled for this post | **Posted In:** [Technology](#)

NOW PLAYING

Posted on: August 8, 2013

The Kansas State University Division of Continuing Education (DCE) now has its own [YouTube page](#)! The page will be used to communicate YOUR stories and YOUR excitement of being part of K-State with the rest of our distance education family.



DCE has also completed work on two new commercials—one for our recently launched Professional Master of Business Administration (PMBA) degree and another for distance education titled “Rewind.” You can catch the PMBA commercial, all of our student stories and—in a few weeks—the new distance education commercial on our [YouTube page](#).

If you would like to share your K-State distance education story, please contact Matt Blomberg at mblom@k-state.edu.

Comments are disabled for this post | **Posted In:** [Student Stories](#)

NEW CAMPUS BOOKSTORE OPENS

Posted on: July 31, 2013

The first of July marked the launch of a new partnership between the K-State Student Union and the Follett Higher Education Group to offer textbooks through the [K-State Campus Store](#), the university’s official bookstore and course material headquarters. This new partnership replaced the previous one held with Varney’s.



Follett Higher Education Group is a family-owned bookstore with a more than 140-year history providing bookstore management and services to colleges and universities in North America. They currently manage more than 930 bookstores nationwide. Follett had already established a history with Kansas State University as the official bookstore of K-State Salina.

Students can begin ordering their textbooks through the K-State Campus Store for the fall 2013 term. To find required textbooks, from your iSIS student center, use the “view course materials by term” option and click the course materials link. You can also click on the book icon next to your course in your iSIS class schedule.

The K-State Campus Store provides many textbook ordering options including new and used textbooks that can be shipped to your home, as well as textbook rental and digital textbook options. The store’s rental policy allows you to either bring or ship your textbook back to the store by the return date on your receipt. The used, rental and digital textbook options are a great way to save money. Used copies cost approximately 25 percent less than new. Digital textbooks can be anywhere from 40 to 60 percent less than the cost of a new textbook and rental prices on average are more than 50 percent off the new textbook price.

There is also a way to receive cash for your textbooks through the store’s [online buyback](#) program. The process is simple. You see how much your textbooks are worth online, ship them to the store, and they will offer you the current market value and mail your check the same day your textbooks arrive.

For more information on how to locate required textbooks, tips for purchasing textbooks and the textbook buyback program, visit the K-State Division of Continuing Education’s [textbook website](#).

Comments are disabled for this post | **Posted In:** [Course Materials](#)

HAVE A QUESTION? ASK AN ADVISER

Posted on: April 12, 2013

One of the most important people you’ll come in contact with as a distance student is your academic adviser. Your adviser is a wonderful source of information when you have questions on topics such as:



One of the most popular questions students ask their adviser is, “What classes should I be taking?”

However, the answer to that question can require additional planning that most on-campus students don't have to worry about. Many distance students are juggling family life that includes young children, a full-time job, volunteer activities and more—all in addition to working on their degree track. This is where an adviser can provide guidance.

Your adviser can help you determine the number of classes you can take within a semester based on the amount of time you have available and time requirements of the classes. They can also provide time management and study tips so you can maximize the hours you do have.

"It's really important to set a schedule," said Rachel Schafer, an adviser for General Business and Interdisciplinary Social Science. "Make sure you schedule out the time in your day or in your evening when you're going to work on your classes. Be in contact with your adviser and your instructors if something comes up. If there's a family emergency, then we need to know that so we can help."

When asked what advice she would give to distance students, Beth Stuewe, an adviser for Family Studies and Human Services, said she would encourage her students to be interactive in their classes and spend time talking with their instructors. "Don't just be a student in the class," she said. "Be a participant."

For more information about your role as an advisee, you can visit the [Academic Advising](#) website. You can contact your adviser via phone or email, and some advisers even use Skype, FaceTime, chat, social media and text.

Comments are disabled for this post | **Posted In:** [Student Services](#)

KANSAS STATE UNIVERSITY GARDENS EXPANSION UNDER WAY

Posted on:

The Kansas State University Gardens are not only among the most beautiful attractions on campus, they're also one of the oldest. Eight years after the university was established, the College of Agriculture purchased the Gale farmstead, which eventually became the Kansas State University Gardens.



Kansas State University Gardens

Among the different gardens are the Adaptive/Native Plant Garden, the Cottage Garden, the Conservatory Garden and the Butterfly Garden.

The Adaptive/Native Plant Garden features flowers and plants that can be found growing naturally in Kansas and the Great Plains. The Cottage Garden provides visitors with ideas for their own gardens with its use of herbs, fruits, vegetables and flowers that are planted around country homes.

Currently, the Conservatory Garden features collections of daylilies, iris and roses, but will soon include conifer, peony and hosta collections.

"They finished the peony collection garden walk this past fall," said Scott McElwain, director of the Kansas State University Gardens. "This summer, a new irrigation system will be added to both the daylily and peony collection gardens. Initial plantings to both of these collection gardens will begin this fall."



Kansas State University Gardens

Hundreds of native butterflies return each summer to the Butterfly Garden, which is being cultivated into a Butterfly Waystation that will offer an even more hospitable destination for its winged visitors.

The gardens are currently under expansion with plans to add ten new or expanded gardens. You can learn more about the expansion plans on the gardens' [website](#).

Manhattan-area students and visitors to campus, including distance students arriving in town for commencement, should make it a point to stop and literally smell the roses, daylilies or any of the other hundreds of species of flowers and plants found in the gardens. Those inspired to cultivate their own gardens can find resources to help them on K-State's [Horticulture Information Center website](#).

Comments are disabled for this post | **Posted In:** [Campus](#)

UNIVERSITY TO TRANSITION TO NEW EMAIL SYSTEM IN JULY

Posted on:

Kansas State University will transition to a new email system, Microsoft 365, this July. Microsoft 365 is a full-featured email client and will include the following enhancements:

- Improved reliability
- Enhanced security and spam and phishing protection
- More robust calendar features
- Compliance with federal data locations and security

Users who forward their email to open systems like Google, Yahoo and Hotmail will still be able to do so.

A university email committee conducted a six-month examination of the current Zimbra email system due to support issues that led to lengthy outages. They consulted with students, faculty and staff on desired features and preferences for a new email system, including Google and Zimbra with a different service provider, before choosing Microsoft 365.

The transition to a new email system can be a challenging process. Information Technology Services (ITS) will keep you informed of plans and progress in the coming months, including through announcements in K-State Today and a website now in development that will include information and frequently-asked questions about Microsoft 365.

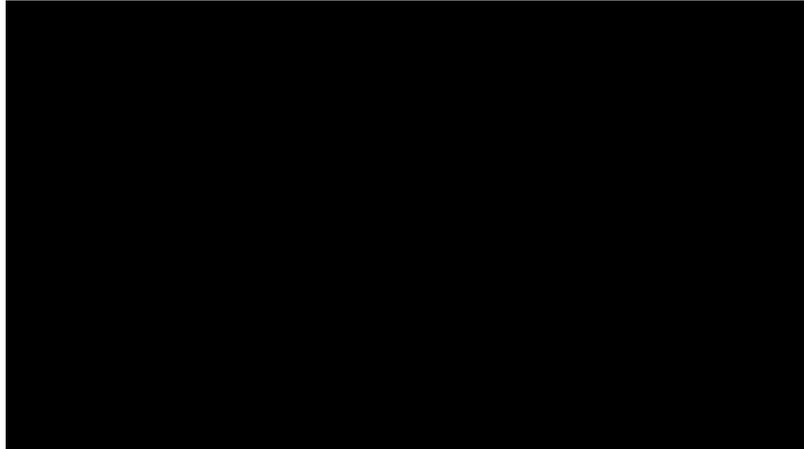
Please contact Ken Stafford, CIO and vice provost for ITS, at kens@k-state.edu with any questions or concerns.

Comments are disabled for this post | **Posted In:** [Technology](#)

NEW PROGRAM CAN HELP YOU REPAY STUDENT LOANS AND LEARN TO BUDGET

Posted on:

Kansas State University is now offering a free online financial planning tool for students and alumni called [SALT](#). The program is available through a partnership between K-State's Powercat Financial Counseling (PFC) program and American Student Assistance, with the help of the Lattner Family Foundation.



"SALTmoney.org is available free of charge to help K-State students and alumni learn how to borrow less, borrow wisely, repay loans and become financially savvy," said Jodi Kaus, director of PFC.

With SALT, users can:

- learn about budgeting and financial planning
- track all of their student loans in one place
- compare payment plans for loans
- use budgeting tools and calculators
- search for jobs, internships and scholarships

"SALT will build upon the successful foundation K-State has created with PFC, by taking our financial education offerings to the next level," Kaus said. "SALT will help ensure our alumni can successfully retire their student loan debt, gain the greatest return on their investment and boost their money skills for life."

To learn more or to get free access to SALT, go to <http://www.k-state.edu/salt>. For more information about PFC or to support the program, visit <http://www.k-state.edu/pfc/>.

Comments are disabled for this post | **Posted In:** [Student Services](#)

K-STATE LIBRARIES PROVIDES SERVICES FOR DISTANCE LEARNERS

Posted on: February 8, 2013

Hale Library | 785-532-3014 | library@k-state.edu | www.lib.k-state.edu

K-State Libraries' goal is to help distance learners succeed in their studies. They have many resources to help you, and all of their services for local K-Staters are available to you as a distance learner.

"Everything we have is available to help students wherever they are," said Jason Coleman, Undergraduate and Community Services Librarian. "We don't want distance to be an obstacle for them."





Left to Right: Undergraduate and Community Services Librarian Jason Coleman, Faculty and Graduate Services Librarian Laura Bonella, and Instructional Design Librarian Joelle Pitts

K-State's librarians are available for distance students through online chat, telephone, text, and email. They are there to answer your questions, and can also provide in-depth research consultations. If you need help but don't want to contact a librarian, there is also a free course on K-State Online titled "Research Help at K-State Libraries" that is available to all students.

K-State Libraries provides a multitude of online resources on their [website](#), including research databases, full-text online journals (e-journals), e-books, and subject and course guides. If you live outside of Manhattan, you can choose to receive items in the mail, such as books, maps, journals, videos, and music CDs. If you can't find the item you're looking for through K-State Libraries, you can place an interlibrary loan request and K-State Libraries will contact other libraries and ask them to provide the item for you.

As a K-State student, you can also create a RefWorks account for free. RefWorks allows you to easily keep track of resources used during research and will automatically generate references cited lists. Students can also share individual folders within their accounts to help facilitate team work.

To learn more, please visit the [Distance Learning webpage](#) and don't hesitate to [Ask a Librarian](#) if you have trouble finding the information you need for your studies or research.

Comments are disabled for this post | **Posted In:** [Student Services](#)

HAPPY BIRTHDAY TO K-STATE AND UFM COMMUNITY LEARNING CENTER!

Posted on: February 7, 2013

Kansas State University celebrates its 150th birthday this year, and started with a Kickoff on February 14. The Kickoff event took place in Ahearn Field House and was open to the public. K-State celebrated with birthday cupcakes and Call Hall ice cream. An exhibition featured displays from colleges, units, and other campus groups.



[View more events celebrating K-State's sesquicentennial.](#)

K-State's UFM Community Learning Center will also be celebrating a birthday—its 45th! UFM was started in 1968 by K-State faculty and students who wanted to reach out to the Manhattan community. Originally named University for Man, the moniker was changed in the early 1990s to University for Mankind, and then to UFM Community Learning Center in 1999.

To help celebrate K-State's sesquicentennial, UFM is offering two classes devoted to K-State history:

- 150 Years of the People & Places of KSU takes participants on a two-hour trolley ride of some of the historic buildings, homes, and sites of K-State and Manhattan. This class will take place April 26 from 1-3 p.m.
- Biscuits, Beef, and Butterscotch Pie: 150 Years of K-State Food Traditions examines K-State's food heritage and its influence on communities around the world. This class will take place April 4 from 7:30-9 p.m.

[View UFM's entire course catalog.](#)

Comments are disabled for this post | **Posted In:** [Events](#)

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Last day for graduate students to confirm (online) May

BRIGADIER GENERAL MARK R. STAMMER NAMED DCE ALUMNI FELLOW



Brigadier General Mark R. Stammer

Posted on: February 4, 2013

Distance Education Alumni Fellow Brigadier General Mark R. Stammer will visit the Division of Continuing Education on February 20-22 as part of Kansas State University's Alumni Fellows Week.

Brig. Gen. Stammer received a Master of Science degree in Adult Occupational and Continuing Education from K-State's Division of Continuing Education in 1999. When speaking about his education, he said, "The fundamental principles of my adult education experience continue to inform and shape my leadership philosophy and all my actions."

As the Commanding General of Joint Task Force North, Fort Bliss, Texas, Brig. Gen. Stammer's mission is to provide unique military support to the nation's drug law enforcement agencies.

Prior to his assignment to the Joint Task Force North, Brig. Gen.

Stammer commanded the 1st Brigade Combat Team, 82nd Airborne Division, at Fort Bragg, North Carolina and during Operation Iraqi Freedom. He also commanded 2nd Battalion (Airborne) 503rd Infantry, 173rd Airborne Brigade in Vicenza, Italy and during Operation Enduring Freedom in Afghanistan.

[View a listing of the 2013 K-State Alumni Fellows.](#)

Comments are disabled for this post | **Posted In:** [Alumni](#)

K-STATE ONLINE INTRODUCES SOCIAL MEDIA TOOL

Posted on:

[K-State Online](#) has introduced a new blogging and wiki tool that can be used in courses at Kansas State University. This tool, powered by Campus Pack, allows users to do the following:

commencement attendance and submit documentation for graduation

May 9

iSIS Graduation Application closes for all Spring candidates

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Finals Week

May 16

Graduate School Commencement

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May 21

Final grades available in iSIS

- Course instructors can create as many blogs or wikis needed for a course.
- Course instructors can choose to create a blog or wiki for the course, for each student, or for a group created using the K-State Online Student Groups function.
- Students and faculty can receive email notifications for the blogs and wikis to which they subscribe.
- Student participation in the course blog or wiki may be monitored by the instructor.
- Blogs and wikis can be shared with the public, although the public cannot participate.

Help documents and video tutorials are available in the K-State Online help, which can be accessed by clicking the help button in the top-right corner of any K-State Online page.

The tool has been piloted in K-State courses, and was launched for all faculty and students in January.

Comments are disabled for this post | **Posted In:** [Technology](#)

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