



<http://www.emporia.edu/business>

SB INFO

March 2008

• UPCOMING EVENTS •

March 1 – CAAP testing, 7:30 a.m. – Visser Hall

March 17-21 – Spring Break

• FROM THE BUSINESS ADVISING CENTER •

- Pre-enrollment for the Fall semester will begin March 24. The BAC will begin scheduling pre-enrollment appointments on March 10. Please call 341-5523, or come by the BAC, to make a pre-enrollment appointment. Students advised in the Student Advising Center (all freshmen and some sophomores) should contact that office at 341-5421 for an appointment.
- The entire Fall class schedule will be available under Sting by mid March at www.emporia.edu, under Buzz In. Printed class schedules of Fall semester business courses are now available in the BAC.
- Pre-enrollment for Summer courses begins March 3. Students may also pre-enroll for the Summer when they pre-enroll for the Fall, but internet classes fill up very quickly for the Summer. Students planning to take a summer course at another institution must complete a prior approval form (available in the BAC office) to ensure that the course is transferable to ESU. In addition, a transcript showing completion of the course must be sent by August 11 to Shelly Ogleby, Business Advising Center, Campus Box 4059.
- Students planning to take Business Policy in the Fall should be aware that the prerequisites for this class are completion of all business core classes, with the exception of Operations Management (MG 423), which can be taken concurrently. Students planning on graduating in the Fall may need to take some business core classes in the summer in order to take Business Policy.

• FREE INCOME TAX ASSISTANCE •

- February 5 through April 15 (closed March 18 & 20)
 - ❖ Tuesdays and Thursdays from 2:00 p.m. to 7:00 p.m.
 - ❖ ESU Cremer Hall, Room 320
 - First come, first served. No appointments. This assistance is available to taxpayers whose household income is below \$39,000. Bring all required documents, such as W-2's, 1099's, social security received on SSA-1099, etc. **Please bring your social security card, as well as cards of any dependents.** Call (620) 341-5693 with questions.

• LAB HOURS •

Accounting Lab – CH 519

Monday	12:00 pm – 3:00 pm	
Tuesday	12:00 pm – 3:00 pm	3:30 pm – 5:00 pm
Wednesday	12:00 pm – 3:00 pm	
Thursday	12:00 pm – 2:00 pm	3:30 pm – 5:00 pm

Computer Lab – CH 193

Monday – Thursday	7:00 am – 11:00 pm
Friday	7:00 am – 5:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	3:00 pm – 11:00 pm

Operations Management Lab – CH 420

Monday & Wed.	1:00 pm – 3:00 pm
Tuesday & Thurs.	11:00 am – 2:00 pm

Programming Lab – CH 193

Monday	9:00 am – 9:00 pm
Tuesday	9:00 am – 5:00 pm
Wednesday	5:00 pm – 11:00 pm
Friday	10:00 am – 12:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	3:00 pm – 11:00 pm

Statistics/Finance Lab – CH 420

Monday	9:00 am – 12:00 pm	1:00 pm – 3:00 pm
Tuesday & Thurs	10:00 am – 12:00 pm	2:00 pm – 3:00 pm
Wednesday	9:00 am – 12:00 pm	1:00 pm – 6:00 pm
Thursday	10:00 am – 12:00 pm	2:00 pm – 5:00 pm
Friday	9:00 am – 12:00 pm	1:00 pm – 5:00 pm