

August 3, 2004

Dear Student,

Welcome to Emporia State University's BEST Elementary Education program in El Dorado! Summer is almost over and the fall semester is quickly approaching. You are receiving this letter because of your interest in or admittance to ESU. This letter has been designed to give you some brief information that will help you plan for the future semester.

We hope to meet with each of you to help you understand our program. If you are a perspective student, we ask that you take advantage of one of the information sessions. If you are enrolled as an ESU student in the fall of 2004, you are **required to attend an orientation meeting on Monday, August 23<sup>rd</sup> in room 15204 at 6:00 pm.** Basic information and program requirements will be discussed at each meeting. In addition, advisors will be glad to meet with students for individualized appointments.

#### ENROLLMENT/ADVISEMENT

ESU advisors will be available most Mondays, Tuesdays, Thursdays and Fridays from 9:00am-noon and 1:00-3:00pm. Our ESU Advising office is located in the 1500 Building, room 140. Merle Patterson, Matt Seimears, and Lori Mann serve as advisors at this location. Students may call the office during office hours or leave a voice mail at 316-322-3375. Advisors may also be reached by e-mail at [elemadvi@emporia.edu](mailto:elemadvi@emporia.edu). Please contact the office to schedule an appointment, leave a message or confirm our available hours.

#### INFORMATION SESSIONS

ESU advisors will present information about our program October 4<sup>th</sup> and December 6<sup>th</sup> at 1:00 pm in room 15207 and 6:00 pm in room 15204.

#### REQUIRED ORIENTATION (1<sup>st</sup> Monday of the semester at 6:00)

All students enrolled in fall 2004 Emporia State University classes are required to attend orientation on Monday, August 23<sup>rd</sup> at 6:00pm in room 15204 (15000 Building). Following orientation, notes will be posted on the Lifelong Learning website at [www.emporia.edu/lifelong/eled](http://www.emporia.edu/lifelong/eled).

#### CLASSES

Semester Starting Date: Aug. 23<sup>rd</sup>

Course offerings and a link to the STING screen with your schedule: [www.emporia.edu/lifelong/eled](http://www.emporia.edu/lifelong/eled)

#### BOOKS

It is important to order the required course materials and books early. Course materials and books can be purchased from the ESU Memorial Union Bookstore by calling (620) 341-5214. Books can either be mailed or delivered during orientation (please make payment arrangements ahead of delivery; books will not be delivered if payment is not received).

#### TUITION PAYMENT

Billing statements for the fall 2004 semester were sent out on July 23. Please make payment or payment arrangements as soon as possible. If you are not paid by the first day of class, you will be dropped.

If you have any questions regarding the fall 2004 semester or the BEST Elementary Education Program, please contact the Elementary Advising Office or the Office of Lifelong Learning. We look forward to visiting with you and we extend our best wishes for the fall semester!

Sincerely,  
ESU Elementary Education Advisors

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