



**NON-TRADITIONAL STUDENT
HANDBOOK**

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WELCOME!

The Non-Traditional Student Office would like to welcome you to Emporia State University. We are here to help provide support and to serve as a resource for the special interests and circumstances of non-traditional students.

A Non-Traditional student is someone who fits at least one of the following characteristics:

1. 24 years of age or older
2. Married
3. Has children
4. Member of the military or a veteran
5. Returning to school after a period of time

We have prepared this handbook with you in mind. We have attempted to identify the areas, ESU policies, and service that are of the most interest to you. If you have questions that cannot be answered in the handbook, additional information is available in the ESU Undergraduate Catalog, which is available in the Admissions Office; or call the Non-Traditional Student office at 341-5738.

ENROLLMENT

Prior to each semester, ESU hosts several *SWARM* days to give new students the opportunity to visit campus. New students are divided into groups; a *SWARM* leader will guide the tour, answer questions, and assist students to become familiar with ESU. We recommend that you attend a *SWARM*. This program allows for your complete enrollment, you can register for classes, obtain your Hornet Card, and become up-to-date on housing arrangements. Contact the Admissions Office at 620-341-5465 for a list of *SWARM* dates.

DROP/ADD PROCEDURE

After you have enrolled, paid your fees and classes have begun, you may realize that your schedule is not working for you or that a particular class is inappropriate. If you wish to make changes you must go through the “drop/add” process.

The official period for adding classes consists of the first five weekdays of each semester. No class may be added after the official “add” period without the instructor’s permission. (The instructor must sign the “Change of Registration” form for each course added) No class may be added after the 10th day of classes.

The official “drop” period consists of the first 10 weekdays of each semester. No record of classes that are dropped during the official drop period will appear on students’ transcripts.

Please note the dates in each semester's Class Schedule to insure that the changes are recorded correctly on your transcript. If you choose to withdraw from one or more classes after the official "drop" period (through the 12th week of a regular semester), the grade of "W" will be recorded on your transcript regardless of your standing in that class. The advisor must sign the withdrawal form. (To view class schedules on-line, visit Buzz-In Student information at:

<http://studentaccess.emporia.edu>

STUDENT ADVISING

All freshmen and undeclared students (except International students) are advised in the Student Advising Center (SAC). The advisors are faculty members representing each division of ESU which has an undergraduate program. The SAC, located in 206 Plumb Hall, is open from 8AM to 5PM, Monday through Friday.

SAC provides "intrusive" advising; periodically throughout semesters students are sent invitations to make an appointment with their Center advisor. If a student does not respond, a follow-up letter is sent, and if there is still no response, a telephone call or personal contact is made by the Center. Advisors focus particularly on becoming well acquainted with their advisees, making them aware of the services and facilities of the University, and assisting them to plan an appropriate and satisfying academic program.

The SAC also administers the Bachelor of General Studies degree program, coordinates the diagnostic/tutorial program, and coordinates activities among the academic skill labs in reading, mathematics, and writing.

WHAT IS AN "HOUR" OF CREDIT?

Semester Hour: a semester hour is the basic unit of credit towards graduation. Typically, a course may be worth 1 to 5 hours of credit. A 3-hour course will meet three times a week for 50 minutes or 2 times a week for 75 minutes. Laboratory courses are exceptions to this, usually meeting two hours for every one hour of credit.

At the end of the semester, the credit hours you have earned will be entered on your official transcript. When you complete your next semester classes, they will be added to your transcript.

OPPORTUNITIES FOR ADDITIONAL CREDITS

Any student who is enrolled at ESU is eligible to gain undergraduate credit by taking an examination or getting credit for previous work. Payment is generally required for these credits.

Credit by Examination: Certain CLEP general and subject examinations are accepted by the university as a means of earning credits for general education or university-wide degree requirements.

Students are urged to secure current policy statements on the use of CLEP credit from the Office of the Registrar before taking these examinations.

Independent Study: Students with special interests or abilities may be permitted to do individual research, investigative study or creative work in certain areas. Independent study may be undertaken in two or more areas if the approved project includes subject matter in more than one field. In this event, the project must have the approval of the chairs of the departments concerned.

Military Service: Students who have previously served in the U.S. armed forces may be allowed one credit per six months of active duty for a maximum of eight (8) credits. Credit may also be allowed for certain service schools completed. The equivalent of one semester of college work is the maximum of credit allowed for military service. Students who desire to receive military credit should submit a DD214 form or its equivalent to the Office of the Registrar.

The university will accept college level correspondence credit taken through the United States Armed Forces Institute in accordance with the same regulations that govern students taking correspondence work through the correspondence study center at the University of Kansas.

Correspondence Study & Extension Class Credit: The Correspondence Study Center located at the University of Kansas offers instruction by mail to those who find it impossible to come to the campus and enter resident classes. Work is offered in most academic fields. Correspondence study is open to any qualified student. Students may not repeat courses by correspondence to raise the grade received in a course previously taken in residence.

Extension credit may be used to fulfill requirements leading toward a bachelor's degree, *although not more than one-fourth of the credit needed for such a degree may be extension credit and correspondence credit combined.* Students should read the resident regulation to make sure their pattern of courses fits this regulation. Students may not repeat courses by extension to raise a grade of a course previously taken in residence.

Transfer Credits: As defined by the Board of Regents, students who have completed at least 24 hours of transferable course work will be subject to the transfer admissions requirement.

Admission Requirement: To be considered for unconditional admission, students are required to have a 2.0 cumulative grade point average (based on all previous college work)

Admission Materials Required: Students must complete an application for undergraduate admission and pay a \$30 application fee. This form may be obtained from the Admissions Office or by visiting www.emporia.edu and going to the Admissions section. Official transcripts must also be submitted from each college attended before the first day of class. Contact the Admissions Office for more information on transfer credits.

HOW IS GRADE POINT AVERAGE (GPA) FIGURED AND FOR WHAT IS IT USED?

The formula for figuring your GPA for a course is as follows:

| Course | # of Credits (Hours) | X | Grade Value | = | Points |
|-------------------|----------------------|---|-------------|---|---------------------|
| Example: Math 098 | 3.0 | X | 2.7 (B-) | = | 8.1 |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Credits: | _____ | | | | Total Points: _____ |

Total Points divided by Total Credits _____ = GPA

Your *cumulative* GPA is a re-averaging of your total completed hours and grades after each completed semester.

| Grade | Points | Meaning |
|-------|--------|------------|
| A | 4.0 | (Superior) |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | (Good) |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | (Average) |
| D | 1.0 | (Poor) |
| F | 0.0 | (Failure) |

DOES IT MATTER TO ANYONE BUT ME WHAT GRADES I GET?

YES! You will be considered in “good standing” if you achieve the following cumulative GPA or higher:

| Classification at End of Semester | Credits Towards Degree at End of Semester | Cumulative GPA at End of Semester |
|-----------------------------------|---|-----------------------------------|
| Freshman | under 30 | 1.7 |
| Sophomore | 30-59 | 1.8 |
| Junior | 60-89 | 2.0 |
| Senior | 90 or more | 2.0 |

GPA EFFECTS FEDERAL FINANCIAL AID as well as scholarships and scholastic standing. The most recent credits and grade earned are counted when a course is repeated.

FINANCIAL AID

The Financial Aid Office, 103 Plumb Hall, offers financial assistance to students through grants, academic scholarships, part-time employment and low-interest government loans.

Application for financial aid requires several steps:

1. Apply for admission and pay the application fee through the ESU Admission Office.
2. Complete and mail the “Free Application for Federal Student Aid” (FAFSA). This form is now available on-line at www.emporia.edu/finaid You must complete and submit the FAFSA form each year.
3. Furnish any requested academic and financial aid transcripts from previously attended schools and provide all requested documents.
4. If desiring academic scholarship assistance complete and return a Scholarship Application Form (priority date: Feb. 15). You must reapply for scholarships each school year.

In order to receive early consideration for federal sources (Federal Pell Grant, and Federal Stafford Loans) and federal campus-based aid (Federal SEOG, Federal Perkins Loan, Federal College Work Study), the FAFSA packet should be completed and mailed by March 15.

It is important to respond to every correspondence you receive as soon as you receive it! Often students fail to sign documents before turning them in. Carefully check over every document before you return it.

Approximately 4 weeks after mailing in the FAFSA, you will receive several pages containing the information given when the FAFSA was filed. Check it over carefully to be sure it is correct, sign it, and turn it into the Financial Aid Office. If you are married, your spouse must sign it also. The Financial Aid Officer will send you an award letter notifying you of the awards for which you qualify. It is YOUR responsibility to notify the Financial Aid Office which awards you accept. The FAFSA form is now available on-line. Visit the Financial Aid website <http://www.emporia.edu/finaid/> to learn more.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Students who receive financial aid must make satisfactory academic progress toward the completion of degree requirements.

If you are a full-time undergraduate student, satisfactory academic progress is defined as earning credit in at least twelve hours of course work per semester with a cumulative grade point average above minimum required levels for courses taken. Full-time graduate students with federal aid, at least seven hours per semester with a 3.0 (B) average is considered satisfactory progress.

Students are expected to complete their educational objectives in a reasonable length of time: 180 credit hours for undergraduate students and a maximum of 60 credit hours for graduate students. Contact the Financial Aid Office for a copy of the SAP policy or visit www.emporia.edu/finaid/consumer.htm.

WORK STUDY PROGRAM

Your financial aid package could include work-study funding. There are a number of work study positions available every semester. These positions are posted on the job board in the Memorial Union and also on-line at the Hire-A-Hornet site, <http://www.emporia.edu/career/hornetjb.htm>. Work study jobs are located on campus, require you to work 10-15 hours per week, and pay minimum wage or higher. The advantages of work study jobs are: you can often find a position that is in your major division or relates to your major; the work schedule can often be arranged to fit your class schedule; and it allows you to take out less in loan money. Your eligibility is determined by your FAFSA, and you must maintain satisfactory academic progress, be a US citizen, or hold a work permit/green card.

STUDENT LOANS

You may also qualify for Federal student loans. These loans may be arranged through the Financial Aid Office and include Stafford loans and Perkins Loans.

In addition, students may obtain emergency loans (up to \$25) through the Office of the Vice President of Student Affairs, 205 Plumb Hall. Loans through the ESU Foundation Association may be arranged for emergencies up to \$150 by contacting the Student Loan Accounting Office, Room 103-0 in Plumb Hall.

SCHOLARSHIPS

Scholarships are available based on donor's criteria, including: leadership, participation in activities, talent, selected major, or graduation from a particular high school. Also, various community groups offer scholarships. There are also scholarships available specifically for non-traditional students. For example, the Orville Redenbacher Foundation gives scholarships to students over thirty, and ABWA gives scholarships to women. Contact the Non-Traditional Student Office about scholarship opportunities for non-traditional students.

Single Parent with Children Scholarship

The Single Parents with Children scholarship was established to assist single, divorced, or widowed Emporia State University students who are raising children and attending school simultaneously pursue their dreams of acquiring an undergraduate degree. Scholarship funds in the amount of \$2000 are awarded for the academic year, with half of the disbursement in the fall semester and the remainder in the spring semester.

To be eligible for the scholarship the following criteria must be met:

- a. Be a single parent with custody of children
- b. Must complete the Free Application for Student Federal Aid (FASFA) for the school year in which the scholarship is to be received.
- c. Demonstrate financial need, which is determined from the information provided on the FASFA.
- d. Enrolled at ESU in at least 12 credit hours for the fall semester of the award year.

Scholarship information and most application forms can be obtained from the Financial Aid Office; the priority date is February 15 of each academic year. The minimum standard for scholarships is a grade point average of B (3.00) for first-time freshmen and B- (2.76) for transfer and continuing students.

The NTSS Office also has materials for researching scholarships that can be checked out overnight. Contact the office for more information.

HELPFUL HINTS

Parking/Parking Permits & Meters:

If students want to park on campus, a parking permit is required for certain lots, or metered parking is also available. You may obtain a parking permit and parking rules/map from Police & Safety located on the northeast side of Welch Stadium.

The best time to find a parking place on campus is before 7:30 a.m. If you are coming to campus later than that, allow plenty of time to find a parking space. Parking is also available on residential streets surrounding campus, however space is limited.

Books:

After enrollment, take advantage of pre-paid textbook reservations from the Memorial Union Bookstore. Early purchase increases the possibility of finding used books, which is less expensive. Personnel at the Memorial Union Bookstore will package your textbooks if you give them the reference numbers for your courses so remember to take a copy of your class schedule with you! For returns, save your receipt and do not mark on the text. Contact the Bookstore, 341-5214, for time limitations for returning books.

Most full-time students will pay \$300-\$500+ each semester. Many books can be sold back at a reduced price to the Bookstore at the end of each semester.

Buildings and Classrooms:

Once you have your schedule of courses and before courses begin, take a tour of the campus to locate the buildings where you will have your classes. You can obtain Campus maps from Police & Safety.

If you plan to drive to campus, find several alternate parking lots in case your first choice is full. Next, locate the buildings and classrooms, this will make your first day less stressful and it can also be a fun family activity.

ACADEMIC ALTERNATIVES

Some Non-Traditional students find it difficult to take classes during the day or to come to the Emporia State campus; other students want to accelerate their

coursework. How long it takes to get a degree depends upon the person and the curriculum requirements.

If you are starting as a freshman with four or more years of school ahead, set intermediate goals such as becoming a sophomore; earning the equivalent of an Associate of Arts (2 years); accumulating enough hours for a salary increase, etc.

Some evening classes are available. Consult the Student Access section of Buzz-In. Also, visit the Life Long Learning site via the ESU home page.

POSITIVE HINTS FOR ACADEMIC SUCCESS

1. Before classes begin, take a tour of the campus. A list of building names and abbreviations is in the current class schedule and also in the front of the student directory. Locate the buildings where you will have classes, walk to the buildings, and then find your classrooms. Becoming more familiar with the campus will make your first day less stressful.
2. Attend class regularly! Notify your instructor if you must miss class. Most instructors have attendance policies regarding missing classes. Poor attendance can affect your final grade. Show him/her that you are interested in making up the missed material and that you will get notes from a classmate.
3. Keep current with reading assignments and papers. Take good notes.
4. Show enthusiasm and interest in class. Participate in class discussions, but do not dominate the discussions.
5. Know your academic advisor and be sure he/she has an opportunity to get to know you.
6. If you do not know, ASK. If after asking you still do not understand, stay after class and talk with the instructor or make an appointment to meet with him/her during office hours.
7. Become familiar with computers. Most occupations require familiarity with computers and word processing programs. There are several computer labs on campus which are for student use.
8. Type all reports and papers. If an instructor has trouble reading your paper, it can affect your grade. Typed papers make a better presentation.
9. Budget your time wisely. Develop a schedule that includes all “regular” activities such as classes, a part-time job, meals, and family. Reserve time

- for sleep, exercise, and recreation. Take short breaks. You need and deserve them. Set priorities including learning to say “No”.
10. Choose a quiet, well-lit place to study, free of distractions. This may seem impossible with a family, but you may be able to trade child care with another student or you may want to plan some time to go to White Library, the Emporia Public Library, or the study lounge in the Center for Student Involvement in the Memorial Union.
- If possible, study when you are most alert.
 - Do your homework as soon as possible after attending class while the material is still fresh in your mind.
 - Rotate the order you study so that you don't always study the same subject late at night when you are the most tired and least able to learn.
 - Schedule some open study time that can be used for whatever is most urgent.
 - Use time between classes to study.

(Adapted from the Reading and Study Skills Center, Wichita State University)

11. Always carry a book and/or class notes with you. Then, if you are waiting to pick up kids or waiting for an appointment, you can get in a few minutes of study.
12. Become familiar with the library. Ask for help. The librarians are happy to assist you in finding materials. Use them as source people. The computers have step-by-step instructions for looking up references, books, journal articles and other materials.
13. Learn to manage stress. The Student Life & Counseling Center has biofeedback available to students, as well as counselors on staff to assist you in managing the stress in your life. The Earl Center, 1501 Highland Street, also offers counseling services to students and families.

SUPPORT SERVICES AVAILABLE TO STUDENTS

The Non-Traditional Student Services Office, located in the Center for Student Involvement of the Memorial Union, is the place to come for information about resources for non-traditional students. Information on financial aid resources, child care resources, and housing options are available. 620-341-5481.

Career Services Office, located at 433 S. Morse Hall, assists students in determining career paths through individual career assessment and counseling, provides professional development training on job search skills such as resume preparation, interviewing techniques, and dressing for success in the workplace, sponsors etiquette dinners, maintains an electronic resume database, and brings employers to campus for interview opportunities. The office also manages the Hire-A-Hornet website which lists both on and off-campus employment opportunities. For more information contact the office at 341-5407.

Center for Early Childhood Education, is located on campus at 18th and Merchant. The Center began operation in August 1982, through the cooperative efforts of several ESU divisions and organizations. The Center provides a high quality early childhood environment for children of ESU students, faculty, and the surrounding community. In addition, the Center serves as a practicum and observation site for ESU students training to be early childhood and early childhood special education teachers. The campus location also makes it an ideal location for research and development activities for both ESU faculty and students studying young children. For more information, contact 341-5290.

East Central Kansas Child Care Resource & Referral Center, The Family Resource Center Child Care Resource and Referral is one of seven district offices in Kansas. The offices are part of the Kansas Association of Child Care Resource and Referral Agencies (KACCRRRA) network. This state network of resource and referral agencies provides professional development and technical assistance to child care providers, helps parents find quality child care, and educates the community on the importance of quality child care for all children, including infants, toddlers, and school age children.

Parents in need of child care may contact the district office 1-866-678-2548 and a referral specialist will match parents' child care needs with a list of child care providers. All providers on the list are in good standing with the Kansas Department of Health and Environment. *The child care list provided by the agency is for referral purposes only and should not be taken as recommendations.*

Educational Opportunity Fund (EOF) EOF grants/scholarships help ESU students pay for daycare expenses. Contact the Non-Traditional Student Office at 620-341-5481 for information regarding applications and eligibility.

Project Challenge offers tutorial services, instruction in basic academic skills, and counseling for eligible students. For more information, contact 341-5097.

Student Health Center, located on the west side of the Memorial Union, the Health Center serves currently enrolled students of Emporia State University. There is no charge for the initial visit to see the doctor, nurse practitioner, or nurses. Small fees are charged for additional services such as lab work,

prescriptions, and medical equipment. Appointments are recommended. A \$10 no-show fee is charged if students fail to cancel appointments ahead of time.

Payments are expected at the time of service and can be made with cash, personal check or with declining balance on the Hornet Card. A pharmacy is also available at the Health Center and provides low-cost prescription services. Special items can be ordered by request and the pharmacy also offers some over-the-counter items.

For more detailed information on services, please contact the Student Health Center at 620-341-5223 or visit their website at <http://www.emporia.edu/shc>

Counseling Center, located at 211 S. Morse Hall, aids students with personal counseling for individual, marital, family, and vocational concerns. Counselors will work with you in drug/alcohol abuse prevention, stress management, assertion training, relaxation training, sexual assault, relationship abuse, biofeedback, support groups, disabled student services, goal setting, time management and career exploration.

Women's Center, housed within the Counseling Center, offers programming, a small library, and personal counseling on concerns such as abuse, rape, sexual assault, relationships, and other women's issues.

The Staff consists of a Graduate Assistant, a Sexual Assault Educator and Art Therapist provided by SOS of Emporia, and an undergraduate Peer Educator. The Women's Center is not just for women; it supports men who are the primary or secondary victims of rape or sexual assault.

For more information, contact 341-5221.

Reading Lab, located in 222 Visser Hall. The Reading Lab is staffed by a faculty member, graduate, and undergraduate assistants. It is available to all students who would like individualized help in improving reading skills, comprehension, speed, and vocabulary. Assistance is also given on topics such as study skills, time management, and test taking skills. For more information, contact 341-5495.

Mathematics Lab, located in 190C Brighton Lecture Hall, is a tutorial center where assistance with homework, test review, and preparing for competency exams is provided. For more information, contact 341-5342.

Writing Lab, located in 304 Plumb Hall, assists students with questions about writing. Students may drop by or may be referred by an instructor. The staff includes English faculty members, graduate and undergraduate assistants. There is also a Writer's Hotline. For more information, contact 341-5380.

Computer Labs: There are computer labs available for student use in Cremer Hall, the residence halls, and on the lower lever of the Memorial Union. Students need to supply their own disks and paper.

TIME MANAGEMENT TIPS:

1. Set priorities including learning to say “No” so that you have study time.
2. Make a schedule, whether daily or weekly, experiment to find what works best for you.
3. Plan when you will study for each class and write this into your schedule. Be specific. For example, from 7:30-8:30a.m. write “ready psychology”
4. Scheduling tips:
 - a. Study when you are most alert
 - b. Do homework as soon after class as possible so problems are fresh in your mind.
 - c. Once a week rapidly review notes taken since your last exam.
 - d. Read your text

YOU AND YOUR FAMILY:

If you feel your spouse, family, parents, or friends are not supportive of you being in college; step back and try to consider their view. They may be feeling threatened with the idea of you changing and what that change will mean for them. It is important to discuss this decision with your family; talking will help decrease your family’s fears. Returning to school is a huge decision; one that should not be done without carefully weighing all options.

Let your family participate as much as possible in your new endeavor. This can be a perfect opportunity to let others feel important and needed. Develop a schedule with your family for household chores, coordinating schedules, “family time” activities, etc.

Being successful in school is important; however it shouldn’t become so important that you neglect your family. Make sure when coming up with a schedule that you devote time for your family.

IMPORTANT PHONE NUMBERS:

| | | |
|----------------------------------|---------------------------------|------------------------|
| Emergency Assistance | | 911 |
| ESU Police & Safety | | 341-5337 |
| Emporia Police Dept. | 522 Mechanic | Non-Emergency 342-1766 |
| Emporia Fire Department | 120 East 5 th | Non-Emergency 343-4230 |
| Financial Aid Office | 103 Plumb Hall | 341-5457 |
| Non-Trad Student Services Office | Memorial Union | 341-5481 |
| Residential Life | 323 S Morse Hall | 341-5264 |
| Student Life | 205 Plumb Hall | 341-5267 |
| Counseling Center | 211 S. Morse | 341-5221 |
| White Library | | 341-5207 |
| | | |
| CableOne | 714 Commercial | 342-3535 |
| Emporia Chamber of Commerce | 719 Commercial St. | 342-1600 |
| Lyon County Health Dept. | 420 W. 15 th Ave | 342-4864 |
| Newman Memorial Hospital | 1201 W. 12 th Ave | 343-6800 |
| USD 253 School Board Office | 501 Merchant Street | 341-2200 |
| Public Library | 110 E. 6 th Ave | 342-6524 |
| Water Department | Mechanic & East 5 th | 343-4244 |
| Westar Energy | Customer Service | 800-383-1183 |
| | Electric Outage | 800-544-4857 |

Please contact the Non-Traditional Student Services Office if you have questions, concerns, or suggestions. We want your ESU experience to be positive!

**Welcome to Emporia State University
and have a wonderful year!**