



We are very committed to your success as a student at ESU. The following information answers questions most often asked by students.

**IMPORTANT DATES**

**Fall '09**

CLASSES BEGIN	08-19-09
Administrative Fee assessed on account balance of \$100 or more	08-19-09
Last Day to Enroll, Drop, or Withdraw from the University with a full refund	09-01-09
Additional Admin. Fee assessed on acct. bal. of \$100 or more	09-11-09
Late Fee Assessed Monthly on outstanding balances	10-07-09
Midterm grades available on <b>BUZZ IN</b>	10-14-09
December 2010 graduates submit application for degree by	10-15-09
Last Day to withdraw from any course with a "W" on transcript	10-28-09
Last Day of Regular Classes	12-11-09
Final Exams	12-14/18
Commencement	12-19-09
Grades available on <b>BUZZ IN</b>	12-23-09

**Spring '10**

CLASSES BEGIN	01-13-10
Administrative Fee assessed on account balance of \$100 or more	01-13-10
Last Day to Enroll, Drop, or Withdraw from the University with a full refund	01-27-10
Additional Admin. Fee assessed on acct. bal. of \$100 or more	02-05-10
May 2011 graduates submit application for degree by	02-15-10
Late Fee Assessed Monthly on outstanding balances	03-03-10
Midterm grades available on <b>BUZZ IN</b>	03-10-10
Last Day to withdraw from any course with a "W" on transcript	03-31-10
Last Day of Regular Classes	05-07-10
Final Exams	05-10/14
Commencement	05-15-10
Grades available on <b>BUZZ IN</b>	05-19-10

**FALL SEMESTER HOLIDAYS**

Labor Day	09-07-09
Fall Break	10-08/09
Veterans Day	11-11-09
Thanksgiving Vacation	11-25/29

**SPRING SEMESTER HOLIDAYS**

Martin Luther King Day	01-18-10
No Classes	02-19-10
Spring Break	03-15/21

**WHITE LIBRARY HOURS** (exceptions posted in library)

Sunday	12:00 pm - 11:00 pm
Monday-Thursday	7:30 am - 11:00 pm
Friday	7:30 am - 6:00 pm
Saturday	9:00 am - 6:00 pm

**MEMORIAL UNION BOOK STORE HOURS**

(exceptions posted in bookstore)

Sunday	Closed
Monday-Friday	8:00 am - 5:00 pm
Saturday	10:00 am - 2:00 pm

**SPECIAL HELP OPPORTUNITIES**

**Reading and Academic Success Center** - The Reading Center is located in Room 222 of Visser Hall and is available to all university students. The instruction focuses on improving reading comprehension, vocabulary, reading rate, systematic student techniques, time management, academic skills, and test taking. Students select the instructional assistance of their choice. The center is open 9 am - 3 pm Monday through Thursday; and Friday 9 am to noon during the Fall and Spring semesters, Summer hrs. are posted in May.

**Mathematics/Computer Science Laboratory** - The math lab is located in BL190 and offers tutoring to students in math classes. The math lab is open Monday thru Thursday from 3-9 pm.

**Writing Center** - Located in 304 Plumb Hall, the Writing Center offers help with all types of professional and academic writing. Those wanting help may drop in during regular academic year hrs: Mon.-Thurs. 9am -5pm and Tues. - Thurs. 7pm - 9pm, with Tues nights at White Library. Summer hrs. vary. For quick questions or more information, call (620) 341-5380.

**WHERE TO GO FOR STUDENT SERVICES**

**Academic Advising** - The Student Advising Center - The Center advises freshmen, undeclared students, and Integrated Studies degree students. The Center is open from 8 am to 5 pm, Monday through Friday and is located in Plumb Hall, Room 206. Students may call 341-5421 for appointments/information. Students with 30 hours who have declared a major are assigned an advisor in the appropriate academic department.

**Admissions** - For information regarding admissions applications and campus visits, contact the Admission Office, Room 106 in Plumb Hall or call 620-341-5465.

**Associated Student Government (ASG)** - The ASG offices are located in the Center for Student Involvement Office on Mainstreet of the Memorial Union. The members of ASG serve as advocates for the students. Contact 341-5481 or [asgpres@emporia.edu](mailto:asgpres@emporia.edu).

**Career Services** - Part-time employment, career counseling, internships, and assistance with full-time employment are just a few of the many services available. Contact Career Services at 620-341-5407, 433 South Morse Hall, or [www.emporia.edu/careerservices](http://www.emporia.edu/careerservices).

**Center for Student Involvement** - Located on Mainstreet in the Memorial Union, across from Lyon County State Bank.

**Computer Lab Hours** (hours are subject to change)  
Macintosh Computer Lab - Visser Hall - Rm. 122 (341-5746)  
Mon. - Thurs. 9:00 am - 8:00 pm  
Fri. 9:00 am - 3:00 pm  
Sat. - Sun. Closed

Richel Business Computer Lab - Cremer Hall - Rm. 193 (341-5471)  
Mon. - Thurs. 7:00 am - 11:00 pm  
Fri. 7:00 am - 5:00 pm  
Sat. 10:00 am - 4:00 pm  
Sun. 3:00 pm - 11:00 pm

Visser Hall Computer Lab - Visser Hall - Rm. 124 (341-5586)  
Mon. - Thurs. 9:00 am - 8:00 pm  
Fri. 9:00 am - 3:00 pm  
Sat. - Sun. Closed

Memorial Union Computer Lab - Memorial Union Basement (341-5859)  
Mon.- Thurs. 8:00 am - 10:00 pm  
Fri. 8:00 am - 5:00 pm  
Sat. 10:00 am - 4:00 pm  
Sun. Noon - 10:00 pm

HPER Computer Lab - Physical Education Bldg - Rm. 202  
The lab will be close during the following class times:  
MWF 8:00 am - 10:00 am  
MWF 1:00 pm - 2:00 pm

The lab will also be closed for reserved time from other classes. Notice will be posted on the door.

**Counseling Services** - Contact the Counseling Center within the Department of Student Wellness at 211 South Morse Hall, or call 620-341-5221.

**ADAP** - The Alcohol and Drug Abuse Prevention Program is located in the Counseling Center, 211 South Morse Hall, or call 620-341-5221. Services include: Individual and Group Addiction Counseling, presentations to classes or groups, referrals, state required Court Evaluation and Alcohol Information School (for DUI's, MIC's, MIP's and possession of drug), self-help materials, and print/non-print resources for check-out.

**Disability Services** - Located in 211 S Morse Hall. For information about accommodations and services for students with documented disabilities, please contact ODS at 341-6637 or [disabser@emporia.edu](mailto:disabser@emporia.edu).

**Financial Aid** - Information on grants, part-time employment and student loans is available in Plumb Hall Room 103, 620-341-5457 or 800-896-0567. To apply for federal aid online go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Non-traditional Student Services** - Located in the Memorial Union Center for Student Involvement.

**Police and Safety** - Located at 1701 Wooster Drive northeast of Welch Stadium, are very concerned about safety, security, and the overall welfare of the campus community. Call 620-341-5337 to report suspicious activity or to request police assistance. Dial 620-341-6043 for information regarding parking.

**Student Health Center/Pharmacy** - Located in the Memorial Union, with entrance off Union Square. Clinic hours are 8am-5pm, Monday through Friday with extended hours until 7pm on Thursday when class is in session. Call (620) 341-5223 for appointment. Prescription refills call (620) 341-5867.

**Transcript Credit Evaluation** - For an evaluation or questions regarding the transfer of credits from previous colleges, contact the Registration Office, Room 108.

**Veterans Educational Services** - Veterans and/or their dependents may obtain educational assistance when eligible. Information is available in 205 Plumb Hall (620) 341-5267.

**Women's Center** - The Women's Center is located in the Counseling Center, 211 South Morse Hall. The Women's Center is an activity center which invites participation by students, faculty, staff, and community members to encourage discussion and action on issues of importance to women and men.

**UNIVERSITY HONORS PROGRAM**

The University Honors Program is open to highly motivated students with outstanding high school or college records regardless of their degree program or major. The honors program provides opportunities for students to meet and work individually with faculty, to attend special presentations planned for honors students, to meet distinguished visitors to the university, to travel to special lectures and exhibits in the region. The Honors Council recognizes those students who have satisfactorily participated in the program with the designation "with honors" entered on the diploma and the transcript. The program director is William H. Clamurro, Roosevelt Hall 205D, 341-5519. Main Honors office, South Morse Hall, Room 434, 341-5998.

The criteria are as follows:

**Freshmen** - ACT score - 26+ or 80 percentile

High School GPA 3.50 or above

**Transfer Student** - students with a GPA of 3.5 or above are encouraged to apply to the Honors Council for admission to the program.

**GRADUATION WITH HONORS**

**Summa cum laude** - Students with a CGPA equal to or higher than 3.90 shall have this designation entered on the diploma and the transcript.

**Magna cum laude** - Students with a CGPA less than 3.9 but equal to or greater than 3.70 shall have this designation entered on the diploma and the transcript.

**Cum laude** - Students with a CGPA less than 3.70 but equal to or greater than 3.50 shall have this designation entered on the diploma and the transcript.

**UNDERGRADUATE SCHOLASTIC STANDINGS**

A student is in "good standing" when the following cumulative grade point average\* or higher is achieved:

Freshmen	under 30 hours	1.7
Sophomores	30-59 hours	1.8
Juniors	60-89 hours	2.0
Seniors	90 or more hours	2.0

A=4.0, A- =3.7, B+=3.3, B=3.0, B- =2.7, C+=2.3, C=2.0, D=1.0, and F=0.0.

**Placed on Probation** - When the cumulative GPA falls below these levels the student will be placed on scholastic probation after attempting a minimum of 12 semester hours.

**Continued on Probation** - A student who is placed on probation and achieves a 2.00 term GPA the following semester will be continued on probation if the required cumulative GPA is not achieved.

**Removed from Probation** - A student on probation who achieves the required cumulative GPA will be removed from probation.

**Required Withdrawal** - If the student on probation fails to achieve a 2.00 term GPA the following semester and fails to achieve the required cumulative GPA, he/she will be required to withdraw from the university for one semester. Students may petition the Registrar for reinstatement.

\*Cumulative grade point average is the average of all grades.

**ACCESS TO STUDENT RECORDS**

In accordance with the 1975 Family Educational Rights and Privacy Act (FERPA), the university has established a policy concerning access to student records. The full policy is available upon request from the Registration Office. The following items are included here because of their general interest:

1. Grades are available on BUZZ IN, probation and suspension letters and other correspondence are sent directly to all students.
2. Access to student records by parents or outside agencies is permitted only upon receipt of a written release by the student.
3. Students may not have access to parental financial records submitted in support of financial aid applications.
4. With certain exceptions, each student has access to his or her personal and academic records.

**PRIOR APPROVAL**

Students who wish to take course work at another institution should complete a prior approval form and obtain the required signatures to ensure that such course work is transferable to ESU. Prior approval forms are available in the Registration office Plumb Hall 108.

**APPLICATION FOR DEGREE**

At the time the student's degree objective becomes definite (and not later than the end of the junior year), the student must submit an official application for a degree with the Degree Analysis Office, Plumb Hall Room 108H. A similar application must be completed for a minor, a second teaching field, or a double major. The application requires the signatures of the advisor and the chair of the department.

**CREDIT BY EXAMINATION**

ESU offers various opportunities for Advanced Placement and Credit by Examination. Further information is available in the Registration Office, Plumb Hall Room 108.

**CREDIT FOR MILITARY SERVICE**

Students who have previously served in the U.S. armed forces may be allowed some college credit for their military experience. Students who desire to receive military credit should submit a DD214 form or its equivalent to the Office of the Registrar. The maximum credit allowed for military service is 18 hours.

**TEACHING LICENSING**

Applications or information about on-line applications may be obtained by contacting the teacher licensing specialist, [shall6@emporia.edu](mailto:shall6@emporia.edu) or Room 208 in the Office of Professional Education of Visser Hall.

**FINAL EXAMINATION SCHEDULE**

The first day that a class regularly meets determines the final exam block. (Example: For a class that regularly meet MT, MW, MWF, MTWR, MTWRF, WRF, WF, M only, F only, etc., the student will check the "MWF" blocks.) The time within each block on each block on the final exam schedule is determined by dropping the minutes off the regular class time. (Example: For a class that regularly begins at 9:15, 9:30, or 9:45 on Wed., the student will check the 9:00 MWF block.)

**FALL '09**

Exam days-across	Day 1 Mon. Dec. 14	Day 2 Tues. Dec. 15	Day 3 Wed. Dec. 16	Day 4 Thurs. Dec. 17	Day 5 Fri. Dec. 18
<b>8:00 - 9:50</b>	12:00 MWF	8:00 TR	12:00 TR	11:00 TR	10:00 TR
<b>10:10-12:00</b>	11:00 MWF	10:00 MWF	9:00 TR	8:00 MWF	9:00 MWF
<b>1:00-2:50</b>	1:00 MWF	2:00 MWF	3:00 MWF	1:00 TR	---
<b>3:10 - 5:00</b>	3:00 TR	2:00 TR	4:00 MWF	4:00 TR	---
<b>7:00 - 9:00</b>	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #4	---

**SPRING '10**

Exam days-across	Day 1 Mon. May 10	Day 2 Tues. May 11	Day 3 Wed. May 12	Day 4 Thurs. May 13	Day 5 Fri. May 14
<b>8:00 - 9:50</b>	10:00 TR	12:00 MWF	8:00 TR	12:00 TR	11:00 TR
<b>10:10 - 12:00</b>	9:00 MWF	11:00 MWF	10:00 MWF	9:00 TR	8:00 MWF
<b>1:00 - 2:50</b>	1:00 TR	1:00 MWF	2:00 MWF	3:00 MWF	---
<b>3:10 - 5:00</b>	4:00 TR	3:00 TR	2:00 TR	4:00 MWF	---
<b>7:00 - 9:00</b>	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #4	---

**EXPLANATION OF OFFICE LOCATION CODES:**

BC Butcher Education Center	PE Physical Education
BH Beach Hall	PH Plumb Hall
BL Brighton Lecture Hall	RH Roosevelt Hall
CH Cremer Hall	SH Science Hall
HC Hammond Complex	VH Visser Hall
KI King Hall	WL White Library

**HAVE A GREAT SEMESTER!**

**APPLY BEFORE FEBRUARY 15TH FOR 2010 – 2011 FINANCIAL AID!**