

# ACADEMIC CALENDAR

## FALL SEMESTER, 2009

July 17, Friday

**Billing statements will be mailed to students who pre-enroll by 12:00 p.m. on Wednesday, July 15, 2009. Students enrolling after 12:00 p.m. on Wednesday, July 15, WILL NOT BE SENT A BILL. Students should check their Buzz In account for up-to-date account information.**

August 12, Wednesday

ACT Residual Test, 12:00-5:00 p.m., Visser Hall, Room 343.

### ATTENTION ENROLLED STUDENTS

August 14, Friday

**DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. ON FRIDAY, AUGUST 14 OR MAKE A \$150 ACCOUNT DOWN PAYMENT IN ORDER TO AVOID LOSING THEIR SCHEDULED CLASSES.**

**NOTE: Prior semester charges must be paid-in full before any student can retain their class schedule through the \$150 down payment. No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their transcripts and/or enrollment withheld.**

**Please note that financial aid must be authorized AND disbursed to be considered a payment on the account. Information regarding the extended payment agreement plan can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at <http://www.emporia.edu/busaff>.**

August 16, Sunday

Residence Halls Open

### NEW UNDERGRADUATE STUDENTS: AUGUST 18, TUESDAY

*New undergraduate students who have not previously attended ESU.*

“SWARM”, the new student program, will be held in the Kanza Room of the Memorial Union beginning at 9:00 a.m. (This program consists of an introduction to ESU, advisement, class enrollment, and fee payment for **new freshmen and new transfer students**, who DID NOT attend a new student program during the spring or summer.)

August 19, Wednesday

**Classes begin**, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

August 19, Wednesday

**\*\$50 administrative fee** charged to all students who have an account balance of \$100 or more. Students must sign and submit the Extended Payment Agreement. This form is available at [http://www.emporia.edu/busaff/payment\\_options.htm](http://www.emporia.edu/busaff/payment_options.htm)

August 22, Saturday

First meeting of Saturday Classes

September 1, Tuesday-Tenth day of classes

**Last day to enroll in classes.**

**Last day of official drop period**--no transcript entry for classes dropped on or before this date.

**Last day to withdraw from the university with full refund.**

Any student wishing to withdraw from the University with a full refund MUST initiate the withdrawal process through Registration prior to the refund period. More information is available at <http://www.emporia.edu/busaff/refund.htm>

September 7, Monday

Labor Day Holiday--no classes.

September 11, Friday

**Additional \$50 administrative fee** charged to all students who have an account balance of \$100 or more.

Students must have signed and submitted the **Extended Payment Agreement** by this date in order to avoid account holds.

September 12, Saturday

ETS/PRAXIS exams, 7:30 a.m., Visser Hall

**September 16, Wednesday**

**Twentieth day of classes**

September 18, Friday

Juniors should contact their advisors and submit a major contract and request a degree check in the Degree Analysis Office (108H Plumb Hall). This may be done whenever the student's degree objective becomes definite. The deadline is October 15 for students expecting to receive an undergraduate degree in December, 2010.

September 19, Saturday

**>>>> CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS**, 7:30 a.m., Visser Hall Atrium.

September 26, Saturday

**>>>> CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS**, 7:30 a.m., Visser Hall Atrium.

October 7, Wednesday  
Last day to pay account balance in full and avoid late fee penalties and holds.

October 8, Thursday  
All student account balances are considered past due. **\$25 late fee** assessed each month balance remains outstanding during the semester.  
Holds placed on student's account.

October 8-9, Thursday-Friday  
Fall Break, no classes.

October 9, Friday  
End of 8<sup>th</sup> week.  
Instructors must evaluate students' progress by end of 8th week.

October 13, Tuesday  
**Midterm grades are due.**

**October 15, Thursday**  
**Midterm grades are available for viewing on Buzz In.**

October 16, Friday  
End of first block.

October 16, Friday  
Deadline for students expecting to receive an undergraduate degree in December, 2010, to submit a major contract and request a degree check in the Degree Analysis Office, 108H Plumb Hall.

October 19, Monday  
Second block begins.

October 28, Wednesday  
Last day to withdraw from a class and receive automatic "W" on transcript (10 weeks).

October 28, Wednesday  
**Graduate students intending to graduate in May 2010** must file the "Intent to Graduate" form with the Graduate Office, 313 Plumb Hall.

October 31, Saturday  
Homecoming

November 11, Wednesday  
Veterans' Day Holiday, no classes.

November 24, Tuesday  
Thanksgiving vacation begins at 10:00 p.m.

November 30, Monday  
Classes resume, 8:00 a.m.

December 11, Friday  
Last day of classes.

December 14-18, Monday-Friday  
Final examinations.

December 19, Saturday  
Commencement.

**December 22, Tuesday**  
**Final grades are due.**

## ADMISSION TO THE UNIVERSITY UNDERGRADUATE

Emporia State University welcomes applications from all individuals who are interested in pursuing their postsecondary education and who will benefit from the programs offered. Recognizing that students vary in regard to ability, motivation, and goals, the University not only encourages applications from individuals with high academic ability, but also from individuals with unique qualities, unusual talents, and special areas of interest. In considering all applications for admission, the University adheres to the "Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy."

### Qualified Admission Requirements

#### FRESHMEN

##### Kansas High School Graduates

- Graduate from an accredited Kansas high school...AND
- ACT composite of 21 or higher...OR
- Rank in the top third of the graduating class...OR
- A grade point average of 2.00 on a 4.00 scale in core curriculum courses.

The core curriculum courses are four units of English, three units of math, three units of social studies, three units of natural sciences, and one unit of computer technology.

Admission to all state educational institutions will remain open for each Kansas resident who is 21 years of age or older and who has graduated from an accredited Kansas high school. For further information, contact the Office of Admissions.

Students who do not meet the qualified admissions standards will be automatically considered for admission through the 10% exception window (i.e., 10% of the previous year's fall freshmen class.)

##### Out-of-State High School Graduates

- Graduate from an accredited high school...AND
- ACT composite score of 21 or higher...OR
- Rank in the top third of the graduating class...OR
- A grade point average of 2.50 on a 4.00 scale in core curriculum courses.

The core curriculum courses are four units of English, three units of math, three units of social studies, three units of natural sciences, and one unit of computer technology.

For further information, contact the Office of Admissions. 1-877-GO-TO-ESU or [go2esu@emporia.edu](mailto:go2esu@emporia.edu).

First-time Freshmen should submit an ESU application for admission and the \$30 application fee required by the Kansas Board of Regents, American College Testing (ACT) *or* Scholastic Assessment Test (SAT) scores, a current high school transcript, and a final high school transcript.

#### TRANSFER STUDENTS

As defined by the Kansas Board of Regents, students who have successfully 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**

1. An ESU application for undergraduate admission and the \$30.00 application fee required by the Kansas Board of Regents. This application may be obtained from the ESU Admissions Office, from any Kansas community college, or completed online at the following web address: [www.emporia.edu](http://www.emporia.edu).

2. Complete and official transcripts of all college work attempted. These transcripts must be submitted from each college attended and show grades for all courses recorded. Students are encouraged to seek early admission which may necessitate the submission of an incomplete transcript. Complete and official transcripts of all college work attempted at every college where the applicant has enrolled are needed in the Admissions Office before the first day of classes.

### **New Student Enrollment**

All students are required to attend **SWARM**, a pre-enrollment program, to complete processing, obtain a student ID, acquire an academic advisor, and to pre-enroll in their classes. (*A \$50\* fee is required.*)

Please direct questions about SWARM and requests for information to the Admissions Office, Campus Box 4034, Emporia State University, 1200 Commercial, Emporia, KS 66801. Students may phone 620-341-5465 or 1-877-GO-TO-ESU. Also students may inquire via e-mail at [go2esu@emporia.edu](mailto:go2esu@emporia.edu) or check out the following Website: <[www.emporia.edu/admissions/](http://www.emporia.edu/admissions/)>

It is recommended that completed undergraduate applications be on file by no later than 5 working days before classes begin to insure admission status and registration. *\*The above fees are subject to change.*

### **SPECIAL UNDERGRADUATE STUDENTS**

The special undergraduate student classification is for individuals without bachelors degrees who take a few college courses without the intention of counting the credits toward a degree at Emporia State. A special undergraduate student may not normally enroll in more than ten credit hours in one semester or summer session. Exceptions to this policy may be granted by the university registrar. If, after time, the student is admitted to undergraduate study, the application of all credit earned while enrolled as a special undergraduate student toward fulfilling degree requirements will be determined after the student becomes a candidate for a particular degree.

Persons most frequently seeking the special undergraduate student classification include the following:

1. Those wishing to take a few courses only for the sake of enjoyment or personal improvement.
2. Students who are enrolled in another college (the parent institution) and wish to earn credit at Emporia State to be counted at the parent institution.
3. Persons enrolling in workshops, seminars, summer camps and summer Suzuki institutes. Field based courses are excluded.

4. Students who have been required to withdraw from the university may not be classified as special undergraduate students.

If you wish to attend ESU as a special undergraduate student, you should complete the special undergraduate student application for admission form that can be obtained from the Admissions Office. The requirements for other admission materials such as ACT scores or college transcripts are waived for special undergraduate students. Financial aid is not available for special undergraduate students.

### **CONCURRENT UNDERGRADUATE STUDENTS**

Students who are enrolled in high school and wish to take courses as a part-time student may not normally enroll in more than 10 credit hours in one semester or summer session.

The application of all credit earned while enrolled as a concurrent undergraduate student toward fulfilling degree requirements will be determined after the student has been admitted to the university and becomes a candidate for a particular degree.

Persons wishing to enroll as concurrent undergraduate students may obtain a concurrent undergraduate student application form from the ESU Admissions Office. Financial aid is not available for concurrent students.

## **GRADUATE**

Application forms for admission to graduate study are available online via the Graduate Studies website at <http://www.emporia.edu/grad/load.htm> and should be submitted 30 days before classes begin. An application fee of \$40 for masters, licensure, certificate, and non-degree seeking students and \$50 for Ph.D. students is required. Please check with the office of your intended major for additional application deadlines/requirements.

A graduate committee in each department determines a student's eligibility for graduate study. Students will receive written notification from the Office of Graduate Studies of their eligibility status.

Students may apply for graduate study in any one of six degree categories: (1) Masters, (2) Specialist in Education, (3) Doctorate, (4) Non-Degree, (5) Certificate or (6) Licensure. Applicants for admission to degree programs must submit official transcripts for all universities attended other than Emporia State University.

Knowledge of and compliance with the requirements for any graduate degree are primarily the responsibility of the student. Students admitted to graduate study are urged to familiarize themselves with all graduate policies and procedures. These can be found in the Graduate Policy Handbook on the Graduate Studies website at <http://www.emporia.edu/grad/pol.htm>.

For additional information students can call 620-341-5403 or 1-800-950-GRAD, request information via the Graduate Studies web page at <http://www.emporia.edu/grad/>, or write to the Graduate Office, 1200 Commercial, Campus Box 4003, Emporia State University, Emporia, KS 66801.

## **STUDENT ADVISING BUSINESS ADVISING CENTER**

All students pursuing a degree in business are advised in the **School of Business Advising Center**, 207 Cremer Hall, except for freshmen who are advised in the Student Advising Center. Business students are classified as pre-business majors (BUP) until junior status has been met and the School of Business admission requirements have been attained. The center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, please call 620/341-5523.

## **ELEMENTARY ADVISING CENTER**

The **Elementary Advising Center** is located in 245 Visser Hall. Advisors will work with sophomore, junior, and senior Elementary Education students to assist with long-range planning, enrollment, drop-add, and other program/career planning issues. You may contact the Elementary Advising Center during office hours as posted, you may e-mail [elemadvi@emporia.edu](mailto:elemadvi@emporia.edu), or you may call 620-341-5770.

## **STUDENT ADVISING CENTER**

All freshman and undeclared students (except some international students) are advised in the **Student Advising Center**, 206 Plumb Hall. The advisors are faculty members representing each department of the university which has an undergraduate degree program. Beginning with the sophomore year, students who have chosen a major are assigned an advisor within the appropriate academic department. Undeclared students continue to be advised by the center advisors until a major is selected. The Student Advising Center hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, students should call 620/341-5421.

## **ENROLLMENT INSTRUCTIONS AND INFORMATION**

### **BUZZIN**

BuzzIn is your central source for ESU information. Besides providing convenient, easy access to e-mail and university announcements, BuzzIn offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, financial aid and account information, record updates, and much more! Information can be accessed by logging in to BuzzIn, clicking on the Academic Life tab, and choosing the appropriate option from the Student Self Service Links box.

### **NEW STUDENTS**

Undergraduate students who have never attended Emporia State University must obtain *new student* enrollment information from the Admissions Office, 106 Plumb Hall, or call 620/341-5465. Graduate students should go to the Graduate Office, 313 Plumb Hall, or call 620/341-5403.

## **STUDENTS ADVISED IN THE STUDENT ADVISING CENTER**

Returning students who have not enrolled or those who want to make changes to their Fall Semester schedule of classes should go to PH 206. (SAC students will not be able to enroll or make changes to their schedule on Tuesday, August 18.) Students who do not want to change their class schedule should follow the procedures listed under Direct Fee Payment Process.

## **STUDENTS PURSUING A BUSINESS DEGREE**

All students pursuing a degree in business are advised in the School of Business Advising Center, 207 Cremer Hall, except for freshmen who are advised in the Student Advising Center. All students (business and non-business) need permission to enroll in School of Business upper-level classes (numbered 300 and above). Permission to enroll in these classes can only be obtained in the Business Advising Center. You may call 620/341-5523.

## **NEW UNDERGRADUATE STUDENTS**

All **new undergraduate students that have not pre-enrolled during the summer** and who are enrolling for the first time at ESU are to go to the Memorial Union Kanza Room at 9:00 a.m. on Tuesday, August 18, 2009. This new student program, now called SWARM, includes academic advisement, class selection, enrollment, and fee payment.

## **FORMER STUDENTS**

*(Definition: Students who have attended ESU before but were not in attendance during the 2009 Spring Semester OR students who received degrees from ESU in May or August.)*

Former students must be readmitted prior to enrollment. Graduate students should contact the Graduate Office, 313 Plumb Hall, 620/341-5403. Undergraduates should contact the Registration Office, 108 Plumb Hall, 620/341-5211.

## **CURRENTLY ENROLLED FRESHMEN, UNDECLARED STUDENTS, AND OTHER SAC ADVISEES**

### **Advising and Registration**

Freshmen, undeclared students, and others advised by the Student Advising Center will receive a card asking them to call 620/341-5421 or come to the Student Advising Center, 206 Plumb Hall, to make an advising/registration appointment. SAC is open Monday through Friday from 8 a.m. to 5 p.m.

## **ALL OTHER CURRENTLY ENROLLED STUDENTS**

### **Advisement**

Prior to enrollment, students must make an appointment to see their advisor and plan their schedule of classes for the 2009 Fall Semester. (Non-degree-seeking graduate students do not need to obtain an advisor's signature on their Advisement Form prior to enrolling.)

### Courses Requiring Permission to Enroll

Courses such as independent study, projects, research, thesis, etc., may REQUIRE permission of the department chair or instructor before students enroll. Students must go to the appropriate department and secure a "Permit to Register" form to present to the Registration office along with the Advisement Form. **These classes are indicated with a "Y" to the left of the course prefix**, double section letters beginning with the letter "P", and an appropriate note such as "permission," "consent," etc., in the prerequisite column.

### Registration Procedures for Currently Enrolled Students

*(Students not advised in SAC)*

1. You should meet with your advisor and discuss your schedule of classes for the fall semester.
2. a. If your advisor is participating in the online enrollment, he/she should enroll you at the time of advisement provided there are NO HOLDS.  
b. You and your advisor should sign the completed Advisement Form for internal records. (Non-degree-seeking graduate students do not need to obtain an advisor's signature on their Advisement Form prior to enrolling.)
3. If your advisor is not participating in the online enrollment, the Advisement Form should be taken to the Registration Office, 108 Plumb Hall.
4. To complete enrollment, students need to update their student information anytime in the Registration Office.

**NOTE: Students must be enrolled by 12:00 p.m. on Wednesday, July 15, 2009, in order to receive a billing statement in the mail. Students enrolling after 12:00 p.m. on Wednesday, July 15, will NOT be sent a bill. Students must contact Cashiering Services to make arrangements for payment of tuition and fees.**

**NOTE: If pre-enrolled students do not pay their fees or make arrangements for a deferment by 5:00 P.M. ON FRIDAY, AUGUST 14, 2009, their registration will be canceled and those classes will be made available to other students. Students will then have to repeat the registration process.**

### **SCHEDULE FOR DROP-ADD**

*Student Advised in the Student Advising Center*

SAC advisees may drop and add classes on Friday, August 14 and Monday, August 17, in 206 Plumb Hall. No drop-add on Tuesday, August 18, due to new student program (SWARM).

### *All Other Students*

Students may drop and add classes in the Registration Office, 108 Plumb Hall. Advisor's signature is required for adding a class.

### **AUDITING OR VISITING A CLASS**

Students who wish to take a course but do not need or want the credit to be counted toward degree requirements may "audit" that course. The student must secure the instructor's permission and inform the Registration Office during the **first ten days of classes, or prior to the first day of the class when it is less than one semester in length**. Students must pay the same fee for auditing a course as would be paid for taking the course for full credit. (Residents of Kansas who are 60 years of age or over may audit classes free of charge. For more information, see "Fee Waiver For Persons Age 60 or Over" located in the fee section of this schedule.) Contact the Registrar for additional information.

### **CREDIT BY EXAMINATION**

Students may earn credit by examination in a number of departments of the University. Information should be obtained from the department concerned or from the Office of the Registrar.

### **REINSTATEMENT / READMISSION**

Students who were required to withdraw the last time they attended ESU or students returning to ESU after a semester's absence should go to the Registration Office, 108 Plumb Hall, to process a **reinstatement or readmission** form. The Registration Office will determine the student's previous advisor.

### **LOAD**

Undergraduate students may take up to and including 18 hours with permission of their advisor. *(A student enrolled in one or more developmental courses will be limited to a total semester enrollment of thirteen credit hours. This applies to new students beginning in Fall 1999 and thereafter.)*

Graduate students may take up to and including 16 hours with permission of their advisor (12 hours for graduate assistants).

### **OVERLOAD**

Students with superior academic college records may petition to exceed the above stated loads. Written approval to carry an overload must be secured from the student's advisor, the chair of the department of the student's major, and the graduate dean, if for a graduate student. Forms are available in the Registration Office.

The overload form must be processed before the end of the first week of classes. Failure to process the form by this time may result in withdrawal from all or part of the student's classes.

## **POLICY ON DROP-ADD, WITHDRAWAL, AND MIDTERM GRADING**

**Add Period**--The official add period 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.

**Drop Period**--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 the student's transcript.

The Registrar will determine the official add and drop periods for classes taught in less than a full regular semester.

**Midterm Grades** --Each instructor shall, by the **end of the eighth week of each regular semester**, evaluate undergraduate students' progress and send to the Registrar's Office a midterm grade for each undergraduate student enrolled in the class. An instructor teaching a graduate-level course has the option of evaluating by the **end of the eighth week of each regular semester** all of the graduate students in the course. For this purpose, the instructor can assign graduate students a grade as appropriate for the course. The instructor who is teaching a graduate-level course and who chooses to give an eighth-week evaluation shall send to the Registrar's Office a midterm grade for each graduate student enrolled in the course. These midterm grades shall be made available to undergraduate and graduate students by the Registrar's Office as soon as possible. For classes taught in less than a full regular semester, the instructor will make the evaluation available to the student in time to allow the student to withdraw before completion of 5/8 of the course. **Midterm grades are available on Buzz In.**

**Withdrawal Policy**--If a student elects to withdraw from one or more classes **after the official drop period (first 10 weekdays) through the tenth week of a regular semester**, the grade of "W" will be recorded on the transcript regardless of the student's standing in that class. The advisor must sign the withdrawal form. After the tenth week of the regular semester, the student may not withdraw from class nor may the instructor assign the grade of "W". In extreme cases, the student may appeal to the Office of the Vice President for Academic Affairs to receive a grade of "W" after the tenth week.

Classes taught in less than the regular semester, will follow a similar pattern. If a student elects to withdraw from one of these shorter classes after the official drop period and before 5/8 of the class periods have been completed, the grade of "W" will be recorded on the transcript. After 5/8 of the class periods have been completed, the student may not withdraw nor may the instructor assign the grade of "W." In extreme cases, the student may appeal to the Office of the Vice President for Academic Affairs to withdraw with the

grade of "W" after 5/8 of the class periods have been completed.

**Developmental Courses**--A student enrolled in a developmental course or courses may not drop or withdraw from such courses unless withdrawing from the university.

## **INCOMPLETE GRADE POLICY**

Except for graduate research, thesis or the equivalent, all "incomplete" work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). Individual instructors may establish earlier deadlines or grant one semester extension for completion of the work. Students who do not complete the unfinished work by the end of the following semester or the established deadline will have the grade of "F" entered on their transcript and will be required to re-enroll to earn credit in the course. Students who receive federal financial aid should consult the current satisfactory academic progress policy concerning the treatment of "incomplete" grades. Copies are available in the Financial Aid Office, 103 Plumb Hall.

## **"PASS-NO-CREDIT" GRADING**

Students may enroll in certain courses under the pass-no-credit option. This means that the grade which the student receives for the course will be either "P" for passing, or "N" meaning no credit.

**This option is limited to certain courses and students may not take courses in their major, minor, or teaching field under this option. Required general education courses are also excluded from this option.**

Grades in certain other courses are recorded as pass or no credit for all students enrolled. Such grading practices are in courses designed by the department and approved by the University.

Interested students should inquire within the first five days of classes in the Office of the Registrar concerning full details of this grading option.

## **FEE INFORMATION STUDENT FEES**

**PLEASE NOTE: Exact fee amounts will not be available until after June 1, 2009. Student fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.**

Emporia State University has implemented Banner Student Self Service software. This software allows students to view account information on line as it becomes available. Students should become familiar with their Buzz In account information. Through Buzz In students may:

- Register for semester courses, drop and add classes, print class schedules
- Check financial accounts, payment deadlines,

- financial aid payments
- Receive official emails from the University
- Receive targeted announcements from the University
- Print billing statement

## OFF-SITE AND DISTANCE EDUCATION (FORMERLY LIFELONG LEARNING)

Off-Site and Distance Education courses address the academic needs of students who are seeking further education but are usually unable to participate in traditional on-campus courses and programs. Course sections beginning with “X” or “Z” are offered through the Off-Site and Distance Education Office. Fees for these courses differ from on-campus fees. For information about enrollment and fees, please call the Off-Site and Distance Education Office at 620-341-5385 or toll free 1-877-332-4249. The office is located in 315 Plumb Hall.

### OFF-SITE AND DISTANCE EDUCATION FEES

All off-campus courses and courses offered to students at a distance are administered by the Off-Site and Distance Education Office. **Exact fees will not be available until after June 1, 2009. Fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.**

### STUDENT FINANCIAL AID

All students are encouraged to apply for federal student financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA will be used to determine your eligibility for grants, student employment and loans.

**Fall 2009/Spring 2010** aid eligibility will be determined by the **2009-2010** FAFSA. You are encouraged to apply as soon as possible after **January 1, 2009**. Information you submit will be based on **2008 federal tax return(s)**. The priority date for submission of the FAFSA to the federal processor is February 15. Disbursement of aid will be based on your enrollment pattern.

For more information contact the Financial Aid Office at 620/341-5457 or 800/896-0567 outside of Emporia. You can also stop by the Office of Student Financial Aid and Scholarships(103 Plumb Hall), email [finaid@emporia.edu](mailto:finaid@emporia.edu), or write to ESU Office of Student Financial Aid and Scholarships, Campus Box 4038, 1200 Commercial, Emporia, KS 66801-5087.

### OTHER EXPENSES

In addition to tuition and fees, students can expect other expenses such as room and board, books and supplies, and incidentals (personal and travel). In addition to textbooks and identification cards, you may be required to purchase calculators, fine arts supplies, and parking permits.

Please keep in mind that the amount of “other expenses” can fluctuate -- some students spend more than others. Total costs will depend upon the living accommodations chosen, eating habits, and incidental expenditures.

### PAYMENT OF ACCOUNT CHARGES

**PLEASE NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Fall 2009, you must withdraw from your classes by the end of the 100% refund period (September 1, 2009) to completely reverse assessed tuition and fees from your student account. If you withdraw, after receiving financial aid, federal regulations may require payment of that excess. Failure to withdraw obligates the student to pay tuition and fees in full.**

**ALL FEES ARE DUE AND PAYABLE ON FRIDAY, AUGUST 14, 2009 WHETHER A BILLING STATEMENT IS RECEIVED OR NOT. ANY STUDENT WHO DOES NOT PAY FEES OR MAKE THE \$150 ACCOUNT DOWN PAYMENT BY 4:00 P.M. ON FRIDAY, AUGUST 14, 2009 WILL BE DROPPED FROM SCHEDULED CLASSES. For payment to be credited to your account by August 14<sup>th</sup> please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account. Prior semester charges must be paid-in-full before any student can retain their class schedule through the \$150 account down payment.**

**NOTE: A \$150 account down payment retains the student’s class schedule. If you have paid \$150 or more on your student account and you DO NOT PLAN to attend ESU, you must withdraw from your classes by the end of the 100% period to completely reverse assessed tuition and fees. Failure to do so obligates the student to pay tuition and fees in full.**

Cashiering Services is responsible for the collection of tuition, fees and residence hall payments. Payments can be made on-line or at the cashiering window located in Plumb Hall. Students are not officially enrolled in classes until fees are paid or payment arrangements have been made.

To pay on-line, visit your Buzz In account and follow these instructions:

- 1) Go to <http://buzzin.emporia.edu>
  - a. Login: Username and Password
    1. Contact the Help Desk for Login Questions (620-341-5555)
  - 2) Select the “Academic Life” Tab
  - 3) Select the credit card icon next to the dollar amount under your “My Account” Section
  - 4) Fill in the appropriate information
  - 5) Logout

**Students pre-enrolled by 12:00 p.m. Wednesday, July 15, 2009.**

- A billing statement will be mailed to the student’s permanent address no earlier than Friday, July 17, 2009. If your permanent address has changed you must update your address with the Registration Office. **Please check your Buzz In account for updated information.**

**Students pre-enrolling AFTER 12:00 p.m. Wednesday, July 15, 2009:**

- The student should see advisor to determine class schedule.
- SAC students should go to the Student Advising Center, PH 206 or call 620-341-5421.
- **The student should take class schedule to Cashiering Services and**
  - (1) pay fees**OR**
  - (2) pay fees on-line through your Buzz In account.

**All students:**

1. **REVIEW YOUR BUZZ IN ACCOUNT FOR HOLDS. THE STUDENT'S FEE PAYMENT CANNOT BE PROCESSED UNTIL ALL HOLDS ARE RESOLVED.**
2. **RETURN YOUR PERSONAL RECORD UPDATE CARD WITH PAYMENT.**
3. Fees can be paid via the Web by credit card or web check through your Buzz In account. Fees can also be paid at Cashiering Services in Plumb Hall during regular office hours from 8:00 a.m. to 5:00 p.m., through the mail (Campus Box 4080, Emporia, KS 66801) or by phone at 620-341-5135. **CUSTOMER LINES MAY EXIST IF PAYING IN PERSON.**
4. If a billing statement is received with an amount due and the student wants to pay by mail, the remittance form with payment must be received before Friday, August 14, 2009. A self-addressed envelope is provided with a priority return date of Friday, August 7, 2009.  
If no billing statement is received, and an amount is due, please print a remittance form found at <http://www.emporia.edu/busaff/documents/Blankremittanceform.pdf> and remit payment by Friday, August 14, 2009.
5. Any scholarships, grants or loans must first be applied to tuition and fees. Any excess funds that become available will be deposited to the student's Hornet Card/LCSB (Lyon County State Bank) checking account and will be available no earlier than Friday, August 14, 2009. Students who have not completed a direct deposit authorization will be issued a check. Checks will not be mailed until August 21, 2009 and will be sent to the student's mailing address. **If your mailing address has changed, you must update your address with the Registration Office.**
6. All students are required to be paid-in-full by Friday, August 14, 2009. If a student is unable to financially cover their entire account balance at that time, a \$150 payment can be made toward the account balance. This payment will retain the student's class schedule. Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or available at [http://www.emporia.edu/busaff/payment\\_options.htm](http://www.emporia.edu/busaff/payment_options.htm).

Administrative fees will be assessed for the extension of payment on a student's account. Processing and/or service charges may be assessed for some of the services. All reasonable charges necessary for the collection of any amount not paid when due will become the responsibility of the student.

**NOTE: Prior semester charges must be paid-in-full before any student can retain their class schedule through the \$150 account down payment. Financial aid must be**

**authorized AND disbursed to be considered a payment on your account.**

7. All payment for classes that start after August 19, 2009, i.e. workshops, second block classes or other classes starting later must be received by August 14, 2009 to reserve your seat in the course. **Any student who has not paid for these courses or made the \$150 account down payment will be dropped from classes on Friday, August 14, 2009.**
8. **A \$50 administrative fee will be charged on Wednesday, August 19, 2009 to all students who have an account balance. Students must sign and submit the Extended Payment Agreement in order to avoid account holds.**
9. **No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their transcripts and/or enrollment withheld.**
10. If the University receives a returned check for fees, the University reserves the right to withdraw the student from classes and to charge the student fees due as of that date.  
Certain bank credit cards are currently being accepted by Cashiering Services for payment of tuition, fees, room and board. Additional information is available from Cashiering Services.

**NOTE: The University reserves the right to correct clerical errors.**

## **PAYMENT CALENDAR**

**Friday, August 14<sup>th</sup>** – All students must be paid in full or make the \$150 down payment.

- *Students will be dropped from scheduled courses if payment is not made.*

**Wednesday, August 19<sup>th</sup>** – First day of class

- \$50 administrative fee charged to all students who have an account balance
- Student must sign and submit **Extended Payment Agreement** in order to avoid account holds. Form is available at Cashiering Services or online at [http://emporia.edu/busaff/payment\\_options.htm](http://emporia.edu/busaff/payment_options.htm).

**Wednesday, September 1<sup>st</sup>** – 10<sup>th</sup> day of class

*Last day for a tuition refund*

**Friday, September 11<sup>th</sup>** – Any account balance not paid in full on or before this date will be charged an additional \$50 administrative fee.

**Wednesday, October 7<sup>th</sup>** - Last day to pay account balance in full and avoid late fee penalties.

**Thursday, October 8<sup>th</sup>** – All account balances are considered past due

- \$25 late fee assessed each month balance remains outstanding
- Holds placed on student's account

## REFUND POLICIES

Students should inquire with the Office of Cashiering Services about refund amounts. The refund period depends on the how long the class lasts. No refund is available once the refund period is past.

For short term classes of 4 weeks or less, students must process the official drop on or before the Monday of the week in which the class begins in order to receive a refund.

For classes 5 to 8 weeks, students will receive a refund if the official drop is processed on the Friday of the week in which the class begins.

For classes 9 to 11 weeks, the official drop must be completed by the Monday following the first week of class.

If the class duration is 12 or more weeks, the official drop must be completed by September 1, 2009 (10<sup>th</sup> day of classes).

Refunds are processed in the order they are received and may take three to four weeks, depending on the level of activity in the Business Office at any particular time during the refund period. The official date the class was dropped will be the date posted on the student record. This drop may be made in person or via the Web. If a class is dropped after the above stated refund dates, no refund is issued.

**NOTE: Students attending Emporia State and receiving assistance through Title IV Student Financial Aid Programs may be eligible for a pro-rated refund. Inquire in Cashiering Services for additional information. This refund policy is based on official withdrawal through the Registrar's Office. Tuition refunds may require repayments to Emporia State University or Federal Financial Aid Programs based upon financial aid requirements.**

## MILITARY SERVICE REFUND POLICY

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund for tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy (See Refund Policies above). Room and board charges will be prorated to the extent that services have been provided. Please contact the Office of Student Affairs (620/341-5267) for additional information.

## FEE WAIVER FOR PERSONS AGE 60 OR OVER

Residents of Kansas who are 60 years of age or over may take courses at the university without paying the regular fee. A course taken free cannot be counted toward a degree. The person will be considered an auditor in the class, and admission to the class will be by permission of the instructor and only if space is available. Interested individuals should consult with the Registrar or the Director of Admissions.

## WITHHOLDING OF STUDENT INFORMATION

When necessary, the University may withhold a student's official transcript for the nonpayment of tuition and fees, loans, other charges, and for failure to return University property.

## COLLECTION POLICY

A student's official transcript may be held and/or permission to re-enroll denied for failure to pay any indebtedness or return any property to the University. Students may be required to pay

collection agency and attorney fees and all other charges necessary for the collection of any amount not paid when due, as allowed by law.

## 2009 FALL SEMESTER FINAL EXAMINATION SCHEDULE

*Regular full-semester courses will conclude the week before Final Examination Week.* The majority of classes fall into two basic scheduling patterns: (1) those meeting on Monday/Wednesday/Friday, and (2) those meeting on Tuesday/Thursday. The final examination schedule shown below includes 18 blocks of time for regular day classes to accommodate this pattern of scheduling.

The first day that a class regularly meets determines the final exam block. [Example: For a class that regularly meets MT, MW, MWF, MTWR, MTWRF, WRF, WF, M only, W only, F only, etc., the student will check the "MWF" blocks. For a class that regularly meets TR, TWR, TWRF, T only, R only, RF, etc., the student will check the "TR" blocks.]

The time within 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.]

After it has been determined which block fits a specific class, the student will check the far left column to determine the time of the examination and the top of the schedule to determine the day the examination will be given. Examples: The examination time for a 9:30 TR class would be 10:10-12:00 Wednesday, December 16. The examination for a 1:00 MWF class would be 1:00-2:50 on Monday, December 14. The examination for an 11:30 Thursday class would be 8:00-9:50 on Thursday, December 17.

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

Students with more than three examinations scheduled for the same day and who have not been able to resolve this situation among their instructors, will have the option of appealing to the Academic Vice President to have one of the final examinations moved to a different day. This appeal to the Academic Vice President should be initiated by December 1 for this semester.

## COMPETENCY EXAMINATION REQUIREMENT

All students seeking a baccalaureate degree from Emporia State University must demonstrate competency in reading, writing, and mathematics.

Teacher candidates seeking a degree in elementary, secondary, middle level, or PK-12 teaching field fulfill this requirement by passing the Pre-Professional Skills Test (PPST) or the Collegiate Assessment of Academic Proficiency (CAAP) before admission to the teacher education program. A candidate who passes two test areas but scores below the cut-off score in one test area-mathematics, reading, or writing-may be considered for the PPST or CAAP Window. Window criteria are as follows:

- Candidates must have taken the PPST once or the CAAP once.
- Candidates must be within two points of the standardized PPST or CAAP cut-off score.
- If the above two criteria apply, then candidates may use alternative ways  
(see non-teaching degree options 2-6 to the competency examination requirement listed below) to meet the Phase I requirement for the Teacher Education Program at Emporia State University.

Teacher candidates should take the examinations during their sophomore or junior year. Standards for passing the examinations have been established by the Council on Teacher Education and are not necessarily the same as those for non-education majors. There is no limit to the number of times a candidate may take the examinations.

Non-teaching degree students have several options for fulfilling the competency examination requirement as listed below.

1. Students may pass the reading, writing, and mathematics sub tests of the Pre-Professional Skills Test (PPST), the Collegiate Assessment of Academic Proficiency (CAAP), or any other nationally standardized examination for which there is a published concordance with the PPST or CAAP. If the standardized examination does not have a reading component, the student's ACT scores will substitute for the CAAP.

2. The **writing** portion of the requirement may also be fulfilled in any of the following ways:

Earning a grade of "A minus" in EG 102 (Composition II) in a resident, on- campus class.

Earning a grade of "A minus" or higher in a course equivalent to EG 102 from another accredited university or community college.

Earning a grade of "B" or higher in EG 105 Honors Composition II or EG301 Advanced Composition.

Receiving credit by examination for EG 102 – CLEP, Dept. test outs, or Advance placement tests.

3. The **mathematics** portion of the requirement may also be fulfilled in any of the following ways:

Earning a grade of "A minus" in MA 110 (College Algebra) in a resident, on-campus class.

Earning a grade of "A minus" or higher in a course equivalent to MA 110 from another accredited university or community college.

Earning a grade of "C" or higher in **any approved mathematics course** beyond MA 110. (e.g., MA160 Functions of Calculus, MA161 Calculus I or MA165 Basic Calculus.

Receiving credit by examination for either MA110 or MA161 – CLEP, Dept. test outs, or Advance placement tests.

4. The **reading** portion of the requirement may also be fulfilled by achieving a Reading score of at least 18 on the ACT Assessment, an equivalent score on any test for which there is a published concordance with the ACT, or completion of the ESU General Education requirements with a grade of "B minus" or better in each course.

5. International students may take the Test of English as a Foreign Language (TOEFL) as an alternative to the reading and writing exams. The passing score is the cutoff value (now 550) that the Institution uses to allow International students to enter graduate school without further testing of their language skills. To fulfill the mathematics requirement, students must earn a grade of "A minus" in MA 110 (College Algebra) or a grade of "C" or higher in **any approved mathematics course** beyond MA 110, College Algebra.

6. Those students who are unable to fulfill the requirement in any of the above ways and who have taken either the CAAP or the PPST and **are not an education major** may attend the reading, writing, and/or mathematics labs. In the lab, students will be given an opportunity to practice necessary skills and pass a lab test as a substitute for the CAAP/PPST. Passing scores in lab tests fulfill the competency exam requirement for that given area.

*Students who qualify for exemption options 2, 3, 4, or 5 above must complete and submit the "Application to Certify Completion of Competency Examination Requirements" form either online or at the Assessment & Teaching Enhancement Center (ATEC) located in Morse Hall, room 23. This form MUST be approved by ATEC for the exemptions to be official. We recommend that students contact ATEC prior to their senior year for an evaluation of their competency requirement status. Students who do not successfully complete the competency examination requirement, will NOT receive their degree at graduation.*

Please contact the Assessment & Teaching Enhancement Center (ATEC) at 620-341-5103 for questions. Information regarding the above is also found at [www.emporia.edu/asem](http://www.emporia.edu/asem).

## PPST EXAMINATIONS

### For Teacher Education and Non-Education Students

Students seeking teacher certification must pass the PPST or CAAP examinations **before they can be admitted to the teacher education program**. These students must take the tests during their sophomore year in order to be able to enter Block I at the beginning of their junior year.

#### Registering for PPST Exams

Students must **register** directly with the testing company at [www.ets.org/praxis](http://www.ets.org/praxis). This registration includes payment of the appropriate amount to cover whatever tests are needed. Registration materials have been distributed to the following locations:

Assessment & Teaching Enhancement Center,  
Abigail Morse Hall 023  
Student Advising Center, Plumb Hall 206  
Elementary Advising Center, Visser Hall 245  
HPER Department Office, Physical Educ. Bldg. 218

#### Registration Fees

**Fees are subject to change**, therefore, please check the *Educational Testing Company* registration information for exact amount of fees, 1-800-772-9476 or [www.ets.org/praxis](http://www.ets.org/praxis).

PRAXIS/PPST EXAMS FOR  
Teacher Education Students  
and Non-Education Students  
Test date and registration deadline  
available on  
Education Testing Company website.  
[www.ets.org/praxis](http://www.ets.org/praxis)

**\*\* Please send the PPST registration form and payment directly to the Educational Testing Company at [www.ets.org/praxis](http://www.ets.org/praxis).  
Must be received by the deadlines specified.**

## CAAP EXAMINATIONS

### For Non-Teacher Education Students & Teacher Education Students

#### Registering for CAAP Exams:

Student must complete a registration form in the Assessment & Teaching Enhancement Center located in Abigail Morse Hall, Room 23. Payment **MUST** be made at this time. Cash or check only.

**Registration Fees & Testing Dates** – Check the Assessment website at [www.emporia.edu/asem](http://www.emporia.edu/asem) for the latest fees and testing dates.

Visit [www.emporia.edu/asem](http://www.emporia.edu/asem) for information regarding the:

CAAP EXAMS FOR  
TEACHER & NON-TEACHER  
EDUCATION STUDENTS

**NOTE: For more information, contact the Assessment Center, Abigail Morse Hall, Room 23, 620/341-5103.**

## GENERAL INFORMATION

### EQUAL EMPLOYMENT OPPORTUNITY, EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Emporia State University values and welcomes the benefits of diversity, and pledges to current and prospective students, faculty, staff, administrators, and the public that we expect and demand the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual. The University regards inappropriate behavior, unfair treatment or harassment of any individual to be inconsistent with its goals of providing an atmosphere in which students, faculty, staff and administrators may safely learn, work and live.

Emporia State University is committed to equal employment opportunity, equal educational opportunity, and non-discrimination in the operations and administration of all University programs and services. All decisions with reference to employment (including, but not limited to, selection, discipline, promotion, or termination) and all decisions with reference to student status (including, but not limited to, admission, academic achievements, or discipline) will be made without regard to age, race, color, religion, gender, marital status, national origin, handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Students who feel they have been discriminated against on the basis of any item set forth in the Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy should contact the Office of Student Life at 620-341-5267, 205 Plumb Hall, or the Affirmative Action Officer at 620-341-5379, 211 Plumb Hall. Staff, faculty, or members of the public should contact the Affirmative Action Officer.

## STUDENT IDENTIFICATION CARDS

The Hornet Card is a student's official University identification card. The Hornet Card grants access to many University products and services:

- \* Library Access
- \* Meal Plan Access
- \* Vending Purchase Card
- \* On- and off-campus Debit Card

- \* Sporting/Cultural Event Access
- \* ATM Card (Set up our **FREE** checking/debit account with Lyon County State Bank 620/341-6112)

Students are responsible for all University property obtained with their Hornet Card. If the ID card is lost, report it immediately to the University ID Center or the University Police and Safety Office. If a card is found, it also may be returned to either office.

Students must show proof of current enrollment to obtain a Hornet Card. The Hornet Card costs \$15 and can be obtained in the University ID Center, located in the Memorial Union next to the convenience store. The ID Center is open Monday through Friday, from 8:00 a.m. to 5:00 p.m. Students who have questions concerning the Hornet Card, may call 620/341-5859.

### **VETERANS EDUCATIONAL SERVICES**

The University is approved by the Kansas Commission on Veterans Affairs and operates under a contract whereby veterans and their dependents may obtain the benefits of educational assistance when eligible. Veterans' counseling is available in the Office of Student Life, 205 Plumb Hall or by calling 620/341-5267.

The Kansas Commission on Veterans Affairs has notified Emporia State University that any dependent of a prisoner of war, a person missing in action, or a dependent of a person who died as a result of a service connected disability suffered during the Vietnam Conflict, may be eligible for a waiver of tuition and fees. Please see <http://www.emporia.edu/stuaff/vahome.htm>.

### **DISABILITY SERVICES**

The Office of Disability Services coordinates accommodations for students with documented disabilities at Emporia State. Students must register with the office to receive accommodations. Students with disabilities who do not require accommodation may choose to register with the office in order to be informed of scholarships, employment opportunities, and disability-related events. The office provides information and referrals to promote successful transitions to college and to work. We encourage students to plan ahead to facilitate the timely provision of accommodations.

The Office of Disability Services also serves as the voter registration site on campus. Voter registration forms are available in the office in English and Spanish.

The Office of Disability Services is located in 211 S. Morse Hall and can be reached by phone (620-341-6637), tty (620-341-6646), or email ([disabser@emporia.edu](mailto:disabser@emporia.edu)).

### **HOUSING**

University housing is available to students with a range of needs and wants. The University offers residence hall spaces on campus for both men and women. Additionally, a 96-unit apartment complex is located five blocks from campus and is available primarily to families, couples, single parents, graduate, and non-traditional students.

Students are urged to make reservations early because space is limited. Housing assignments are based on a first come, first served basis. To view information about housing and to obtain a housing application/contract, students can visit the Department of Residential Life's website at: [www.emporia.edu/reslife](http://www.emporia.edu/reslife).

Residential Life can also be contacted through any of the following means:

In person: 308 South Morse Hall  
 Mail: Department of Residential Life  
 1200 Commercial, Box 4009  
 Emporia, KS 666801  
 Phone: 620/341-5264  
 E-mail: [reslife@emporia.edu](mailto:reslife@emporia.edu)

### **CAMPUS FOOD SERVICE**

The Memorial Union Dining Service provides a variety of food service options for students living on or off campus. A popular area is the Hornet's Nest, an excellent spot for meeting friends, having a quick snack, a game of pool, or a few minutes rest between classes.

Students who live in the residence halls have the following options for eating in the Memorial Union Cafeteria:

**All Access Plan** - - This plan allows total flexibility for ESU students. Students will be able to come and go into Lakeview as many times as desired on any given day. If students would like to eat at 11:00 a.m., again at 12:30 p.m., and again at 1:30 p.m., they can.

**15-Block Plan** - - Every week students on the plan will be given 15 meals to use. You choose how to use your meals. If you want to have an early lunch and then eat again later during the lunch hour, you can. Just keep in mind that once the 15 meals are used, you will have to wait for the new week to have more meals. On this plan you can treat friends or family members to a meal using part of your 15 meals for the week.

**10-Block Plan** - - This plan is just like the 15-Block Plan but you are limited to 10 meals per week.

**7-Block Plan** - - This plan is just like the 15 and 10-Block Plans but you are limited to 7 meals per week.

Off-campus students have several meal options: They may pay cash in the Lakeview Cafeteria, Skyline Room, or Hornet's Nest; they may purchase a meal plan in the Lakeview Cafeteria; or they may take advantage of our declining balance plan that allows the purchase of credits for use in any of the dining areas with a minimum deposit of \$25.00. This plan gives a bonus of 10%, plus it can be used in Subway and the MU Bookstore.

To contract for these plans (except declining balance), contact the Department of Residential Life, 620-341-5264. To purchase a declining balance or to obtain additional information, contact the ID Card Center (620/341-5859) or the Dining Services Office (620/341-5277) located in the Memorial Union.

## GENERAL EDUCATION REQUIREMENTS

Students whose first enrollment in an accredited college or university occurred in the Fall 2009 or later must complete the general education curriculum outlined below in order to graduate from Emporia State University.

The General Education CORE requirements are common to all students regardless of major. However, there are some requirements unique to specific majors and degrees.

The check-off list below clarifies the CORE requirements and denotes any variations as determined by major or degree requirements. Some majors or programs may require a minimum grade for specific General Education courses. Students should contact their academic advisors and consult the current undergraduate catalog for details.

See also the **General Education Prerequisites, General Education Approved Substitutions, and General Education Honors Courses** sections at the end of this document.

## GENERAL EDUCATION PROGRAM

### I. Core Skills (14-17 Credit Hours)

#### A. Writing – (6 hours)\*\*

##### Core Requirement

- \_\_\_EG 101 Composition I 3 hrs.  
(Must have a “C” or better)
- \_\_\_EG 102 Composition II 3 hrs.  
(Must have a “C” or better)

\*\*Students with ACT scores of 24 or above in both English and Reading may Take EG 103 and EG 104, Honors Composition I and II, to satisfy the writing requirement.

#### B. Speaking and Listening (3 hours)

##### Core Requirement

Select **one** of the following:

- \_\_\_SP 100 Interpersonal Communication 3 hrs.
- \_\_\_SP 101 Public Speaking 3 hrs.

### Major/Degree Requirements

#### Business, Elementary/Secondary Education, and Nursing Majors

- \_\_\_SP 101 Public Speaking 3 hrs.

#### C. Quantitative and Mathematical Reasoning (3-5 hours)

##### Core Requirement

Select **one** of the following:

- \_\_\_MA 110 College Algebra 3 hrs.
- \_\_\_MA 156 Principles of Mathematics 3 hrs.
- \_\_\_MA 160 Functions of Calculus 3 hrs.
- \_\_\_MA 161 Calculus I 5 hrs.
- \_\_\_MA 165 Basic Calculus 5 hrs.

### Major/Degree Requirements

Business and Information Resources Studies majors must select **one** of the following:

- \_\_\_MA110 College Algebra 3 hrs.
- \_\_\_MA 161 Calculus I 5 hrs.

- \_\_\_MA 165 Basic Calculus 5 hrs.

Education majors must select **one** of the following:

- \_\_\_MA110 College Algebra 3 hrs.
- \_\_\_MA 161 Calculus I 5 hrs.

### D. Information Technology (2-3 hours)

#### Core Requirement

Select **one** of the following:

- \_\_\_CS 301 Fluency with Info Technology 3 hrs.
- \_\_\_IS 113 Intro to Micro Computer Applications 3 hrs.
- \_\_\_UL 100 Info Literacy and Technology 2 hrs.
- \_\_\_An approved technology course in the discipline 2-3 hrs.

### Major/Degree Requirements

#### Business, Elementary/Secondary Education

- \_\_\_ Business majors must take IS 113.
- \_\_\_ Elementary Education majors must take IT 325 Instructional Technology for Educators; Secondary Education majors may take IT 325 or an approved technology course in their discipline. 2-3 hrs.

### II. Creative Arts (2-8 Credit Hours)

#### Core Requirement

Select **one** course from any of the following three areas:

#### A. Art

- \_\_\_AR 105 Art Appreciation 2 hrs.
- \_\_\_AR 225 Art History I 3 hrs.  
(Pre-History to the Middle Ages)
- \_\_\_AR 235 Art History II 3 hrs.  
(Renaissance to the Present)

#### B. Music

- \_\_\_MU 226 Music Appreciation 2 hrs.
- \_\_\_MU 324 World Music 2 hrs.
- \_\_\_MU 328 Music History I 3 hrs.
- \_\_\_MU 329 Music History II 3 hrs.

#### C. Theater

- \_\_\_TH 105 Theatre Appreciation\*\* 2 hrs.

\*\*TH 381, Survey of Dramatic Literature, may be substituted for TH 105, Theatre Appreciation.

### Major/Degree Requirements

**Bachelor of Arts, Bachelor of Science in Education, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education, Bachelor of Science in Nursing majors choose two courses, one course from two different areas.**

**All Art majors choose AR 225 and one course from each of the other two areas.**

### III. Humanities (6 Credit Hours)

### Core Requirement

Select **two** courses, one from any two of the following three areas:

#### A. History

|                                      |        |
|--------------------------------------|--------|
| ___HI 101 World Cultures to 1500     | 3 hrs. |
| ___HI 102 Modern World Civilizations | 3 hrs. |
| ___HI 111 U.S. History to 1877       | 3 hrs. |
| ___HI 112 U.S. History since 1877    | 3 hrs. |
| ___HI 302 Introduction to History    | 3 hrs. |

#### B. Literature/Mass Media

|                                   |        |
|-----------------------------------|--------|
| ___EG 207 Literary Perspectives** | 3 hrs. |
| ___JO 200 Mass Communications     | 3 hrs. |

\*\*GR365, SA 365, FR 419, EG 220, EG 221, EG 230, EG231, EG 240, EG 241, EG 350, EG 355, and EG 360 may be substituted for EG 207.

#### C. Philosophy

|   |        |
|---|--------|
| ___PI 225 Introduction to Philosophy      | 3 hrs. |
| ___PI 301 Ethics                          | 3 hrs. |
| ___PI 325 Social and Political Philosophy | 3 hrs. |

### Major/Degree Requirements

**Elementary and Secondary Education majors choose one history course and one course from either of the other two areas.**

**Nursing majors choose either PI 225 or PI 301 and one history course.**

### IV. Life and Physical Sciences (9-11 Credit Hours)

#### Core Requirement

Select **one** course and lab from each of the following two areas:

#### A. Biological Sciences and Lab

|   |        |
|---|--------|
| ___GB 100 General Biology                       | 3 hrs. |
| ___GB 101 General Biology Laboratory            | 1 hrs. |
| <i>(required to accompany GB 100 or GB 103)</i> |        |
| ___GB 102 General Bio: Field Biology and Lab    | 4 hrs. |
| ___GB 103 General Bio: History Emphasis         | 3 hrs. |

### Major/Degree Requirements

#### Biology Majors and Nursing Majors

|   |        |
|---|--------|
| ___GB 140/141 Principles of Biology and Lab | 4 hrs. |
|---|--------|

#### Elementary Education Majors

Select **one** General Biology Section (GB 100-103)

|                                 |        |
|---------------------------------|--------|
| ___GB 303 Field and Lab Biology | 3 hrs. |
|---------------------------------|--------|

#### B. Physical Sciences and Lab

|   |          |
|---|----------|
| ___CH 110/111 Introduction to Chemistry/Lab     | 4/1 hrs. |
| ___CH 123/124 Chemistry I/Lab                   | 3/2 hrs. |
| ___ES 110/111 Introduction to Earth Science/Lab | 4/1hrs.  |
| ___PH 110/111 Introduction to Space Science/Lab | 4/1 hrs. |
| ___PH 140/141 College Physics/Lab               | 3/2 hrs. |

|                                 |            |
|---------------------------------|------------|
| ___PH 190/191/192 Physics I/Lab | 3/1/1 hrs. |
|---------------------------------|------------|

### Major/Degree Requirements

#### Elementary Education Majors

|                              |        |
|------------------------------|--------|
| ___PS 115 Our Physical World | 5 hrs. |
|------------------------------|--------|

#### Nursing Majors

|                                     |          |
|-------------------------------------|----------|
| ___CH 120/121 General Chemistry/Lab | 3/2 hrs. |
|-------------------------------------|----------|

### V. Social and Behavioral Sciences (6 Credit Hours)

#### Core Requirement

Select **two** courses, one from any two of the following six areas:\*

#### A. Anthropology

|   |        |
|---|--------|
| ___AN 325 Native Peoples of North America | 3 hrs. |
|---|--------|

#### B. Economics

|                                     |        |
|-------------------------------------|--------|
| ___EC 101 Economics                 | 3 hrs. |
| ___BC 103 Principles of Economics I | 3 hrs. |

#### C. Geography

|                                     |        |
|-------------------------------------|--------|
| ___GE 200 Introduction to Geography | 3 hrs. |
|-------------------------------------|--------|

#### D. Political Science

|  |        |
|--|--------|
| ___PO 100 Intro to Gov and Political Science | 3 hrs. |
| ___PO 121 American National Government       | 3 hrs. |
| ___PO 332 State and Local Gov and Politics   | 3 hrs. |

#### E. Sociology

|   |        |
|---|--------|
| ___SO 101 Introduction to Sociology     | 3 hrs. |
| ___SO 202 Social Problems               | 3 hrs. |
| ___SO 354 Info, Technology, and Society | 3 hrs. |
| ___SO 370 Race and Ethnic Relations     | 3 hrs. |
| ___SO 400 Family in Social Context      | 3 hrs. |

#### F. Psychology

|                                      |        |
|--------------------------------------|--------|
| ___PY 100 Introduction to Psychology | 3 hrs. |
|--------------------------------------|--------|

### Major/Degree Requirements

#### Elementary Education

|  |        |
|--|--------|
| ___PY 100 Introduction to Psychology           | 3 hrs. |
| ___Select one of the Political Science courses | 3 hrs. |

#### Secondary Education

|   |        |
|---|--------|
| ___PY 100 Introduction to Psychology      | 3 hrs. |
| ___Select one other course from this area | 3 hrs. |

#### Business Majors

|   |        |
|---|--------|
| ___BC 103 Economics I                     | 3 hrs. |
| ___Select one other course from this area | 3 hrs. |

#### Nursing Majors

|  |        |
|--|--------|
| ___PY 100 Introduction to Psychology   | 3 hrs. |
| ___Select one of the Sociology courses | 3 hrs. |

### Information Resource Studies Major

|                                      |        |
|--------------------------------------|--------|
| ___SO 101 Introduction to Sociology  | 3 hrs. |
| ___PY 100 Introduction to Psychology | 3 hrs. |

## VI. Multicultural Perspectives (6-13 Credit Hours)

### Core Requirement

Select **two** courses, one from any two of the following five areas:\*\*

#### A. Anthropology

|                                 |        |
|---------------------------------|--------|
| ___AN 210 Contemporary Cultures | 3 hrs. |
|---------------------------------|--------|

#### B. Ethnic and Gender Studies

|   |        |
|---|--------|
| ___CW 301 Issues in Ethnic and Gender Studies | 3 hrs. |
|---|--------|

#### C. Geography

|  |        |
|--|--------|
| ___GE 101 Global Regions in Transition | 3 hrs. |
| ___GE 354 Cultural Geography           | 3 hrs. |

#### D. Political Science

|                                   |        |
|-----------------------------------|--------|
| ___PO 330 International Relations | 3 hrs. |
|-----------------------------------|--------|

#### E. Modern Languages

|  |          |
|--|----------|
| ___AB 110 Arabic Lang and Culture I                            | 5 hrs.   |
| ___AB 111 Arabic Lang and Culture II                           | 5 hrs.   |
| ___AS 110 Chinese Lang and Culture I                           | 5 hrs.   |
| ___AS 111 Chinese and Lang and Culture II                      | 5 hrs.   |
| ___FR 110 French Lang and Culture I                            | 5 hrs.   |
| ___FR 111 French Lang and Culture II                           | 5 hrs.   |
| ___GR 110 German Lang and Culture I                            | 5 hrs.   |
| ___GR 111 German Lang and Culture II                           | 5 hrs.   |
| ___SA 110 Spanish Lang and Culture I                           | 5 hrs.   |
| ___SA 111 Spanish Lang and Culture II                          | 5 hrs.   |
| ___One Advanced Level (200 or above)<br>Modern Language Course | 3/4 hrs. |

\*\*Students may also fulfill this requirement by taking study abroad courses or by participating in university-related study abroad experiences. Before taking a course or embarking on a study abroad experience, students need to contact the Director of General Education for prior approval as well as for specific stipulations and requirements. Students who wish to use study abroad transfer credit for this requirement must submit their requests to the Director of General Education.

### Major/Degree Requirements

**Bachelor of Arts majors need ten (10) hours of one Modern Language (plus one (1) additional 3 hour course from one of the other areas). To meet this requirement, students will demonstrate proficiency at the 111: Language and Culture II level. Proficiency will be demonstrated by successfully completing a Modern Languages and Literatures course numbered 111 or above, for a minimum of three and a maximum of ten hours of language courses. International students for whom English is not their native language may meet**

**the language requirement upon successful completion of EG 102: Comp II.**

\_\_\_Elementary and Secondary Education Majors choose either AN 210 or CW 301 and a course from one of the other four areas.

## VII. Personal and Social Well-Being (4-6 Credit Hours)

### Core Requirement

Select **two** courses from those listed below:

#### A. Business

|  |        |
|--|--------|
| ___BU 241 Personal Finance                               | 3 hrs. |
| ___BU 293 Ethics, Social Responsibility & Sustainability | 3 hrs. |

#### B. Leadership Skills

|                                    |        |
|------------------------------------|--------|
| ___CE 170 Principles of Leadership | 3 hrs. |
|------------------------------------|--------|

#### C. Health and Well-being

|   |        |
|---|--------|
| ___HL 150 Critical Issues and Decisions in Hlth | 3 hrs. |
| ___PE 100 Active Living                         | 1 hr.  |

(Students with documented disabilities may be eligible for PE 105 Adapted Active Living. Contact the Director of Disability Services)

#### D. Sociology

|                                  |        |
|----------------------------------|--------|
| ___SO 261 Intimate Relationships | 3 hrs. |
|----------------------------------|--------|

### Major/Degree Requirements

#### Elementary/Secondary Education Majors

|   |          |
|---|----------|
| ___HL 150 Critical Issues and Decisions in Hlth                     | 3 hrs.   |
| ___Select one other course from Personal and Social Well-Being area | 1-3 hrs. |

## GENERAL EDUCATION PREREQUISITES

### Writing . . .

Students whose test scores indicate a need for strengthening basic writing skills are required to take EG 001, Basic Writing (3 hours) before enrolling in EG 101.

### Mathematics . . .

Students whose test scores indicate a need for strengthening basic computational or algebraic skills are required to take either MA 095, Computation and Algebra Skills Development (3 hours) and/or MA 098, Intermediate Algebra (3 hours).

### Developmental Classes - if needed . . .

|  |
|--|
| ___EG 001 Basic Writing                              |
| ___MA 095 Computation and Algebra Skills Improvement |
| ___MA 098 Intermediate Algebra                       |
| ___EL 072 Improvement in Reading Skills              |

## GENERAL EDUCATION APPROVED SUBSTITUTIONS

Students who took PS 115: Our Physical World when they were elementary education majors and have since changed their major may

substitute PS 115 for the five-hour physical science requirement (lecture and lab). GB 303: Field and Lab Biology substitutes for GB 101: General Biology Laboratory.

### **TEST OUTS AND CREDIT BY EXAMINATION**

Information on advanced placement and certain general education courses is available at the following address:

<http://www.emporia.edu/regist/analyst/crexam.htm>

### **GENERAL EDUCATION HONORS COURSES**

Students are encouraged to consider taking the "Honors" classes as part of their general education experience. All honors sections are designated by a letter followed by "Z," for example MA161DZ, Calculus.