

**ACADEMIC CALENDAR
SPRING SEMESTER, 2010**

December 4, 2009, Friday

SWARM (an enrollment program for new students) Call the Office of Admissions at 877/468-6378 for details.

December 10, Thursday

Deadline for the January 9, 2010, ETS Praxis Testing PPST/PLT Exams. Registration form and fee payment must be sent directly to the Educational Testing Service and *must be received by this date. Enroll on-line at www.ets.org/praxis.*

December 11, Friday

Billing Statement will be mailed to students who are pre-enrolled by 12:00 p.m. on Wednesday, December 9, 2009. Students enrolling after 12:00 p.m. on Wednesday, December 9, will NOT be sent a bill. Students can look up tuition and fees owed on Buzz In and pay on-line or contact Cashiering Services to make arrangements for payment of tuition and fees.

January 4-8, 2010, Monday-Friday

Interim Period

January 6, Wednesday

Residual ACT Test, 12:00 noon, Visser Hall, Room 343.

ATTENTION ENROLLED STUDENTS

January 8, Friday

DEADLINE -- Students who pre-enrolled must pay account balance by 4:00 P.M. ON FRIDAY, JANUARY 8 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 official transcripts and/or enrollment withheld.

Please note that financial aid must be authorized AND disbursed to be considered a payment on your account.

Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at <http://www.emporia.edu/busaff>

January 9, Saturday

ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.

January 10, Sunday

Residence Halls open

NEW STUDENTS:

January 12, Tuesday

SWARM (an enrollment program for new students) begins at 9:30 a.m. in the Memorial Union. Further information is available in the Office of Admissions or in the Student Advising Center.

January 13, Wednesday

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

January 13, 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 Contract. This form is available at

<http://www.emporia.edu/busaff/paymentoptions.htm>.

January 16, Saturday

First meeting of Saturday classes.

January 18, Monday

Martin Luther King Day. Holiday - offices closed and no classes.

January 27, Wednesday

Seniors notify the Degree Analysis Office, 108H Plumb Hall, if they intend to graduate in May, 2010.

January 27, Wednesday

Tenth day of classes and 15th Calendar day.

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>

January 29, Friday

Deadline for registration and fee payment for the February 20 and February 27, CAAP competency exams.

February 5, 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 Contract** by this date in order to avoid account holds.

February 9, Tuesday

Juniors must submit major contract and request degree check in Degree

Analysis Office, 108H Plumb Hall.

February 10, Wednesday

Twentieth day of classes.

February 19, Friday, No classes.

February 22, Monday

Graduate students notify Graduate Office, 313 Plumb Hall, of their intent to graduate in Summer 2010.

February 20, Saturday

CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

February 27, Saturday

CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

March 3, Wednesday

Last day to pay account balance in full and avoid late fee penalties and holds.

March 4, 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.

March 5, Friday

End of first block and end of the 8th week.

Instructors must evaluate students by the end of the 8th week.

March 8, Monday

Second block begins.

March 9, Tuesday

Midterm grades are due.

March 12, Friday

Midterm grades are available for viewing on Buzz In.

March 14-21, Sunday through Sunday, Spring Break.

March 25, Thursday

Deadline for the April 24 ETS Praxis Testing PPST/PLT Exams. Registration form and fee payment must be sent directly to the Educational Testing Service and *must be received by this date.* Enroll on-line at www.ets.org/praxis.

March 31, Wednesday

Last day for automatic "W" on transcript (10 wks).

April 24, Saturday

ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.

May 7, Friday

Last day of classes.

May 7, Friday

Deadline for registration and fee payment for the June 5 CAAP competency exam.

May 10-14, Monday-Friday

Final examinations.

May 15, Saturday

Commencement, 9:30 a.m., Welch Stadium

May 18, Tuesday

Grades are due--12:00 Noon.

June 5, Saturday

>>CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

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, and three units of natural sciences.

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 and has not completed college coursework after high school graduation. 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, and three units of natural sciences.

For further information, contact the Office of Admissions. 1-877-GO-TO-ESU or 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 transferrable 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/admiss
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 must be on file in the Admissions Office before the end of the student's first semester.

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 and requests 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.

It is recommended that completed undergraduate applications be on file by no later than 10 working days before classes begin to ensure 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.

GRADUATE

Application forms for admission to graduate study may be obtained in the Graduate Office, 313 Plumb Hall, or online via the Graduate Studies website at <http://www.emporia.edu/grad/appl3.htm>. An application fee of \$40 for masters, licensure, certificate, and non-degree seeking graduate 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 notification from the Office of Graduate Studies of their eligibility status.

Students may apply for graduate study in any one of six 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 at <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>.

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/moreinfo.htm>, 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, 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**. 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.- 5:00 p.m., Monday through Friday. The center is located in 206 Plumb Hall. For more information, students should call 620/341-5421.

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.

ENROLLMENT INSTRUCTIONS AND INFORMATION

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

Students who have not enrolled or those who want to make changes to their Spring Semester schedule of classes should go to PH 206. Students who do not want to change their class schedule should follow the procedures listed under Fee Payment.

STUDENTS PURSUING A BUSINESS DEGREE

All students pursuing a degree in business are advised in the School of Business Advising Center, 207 Cremer Hall. 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.

FORMER STUDENTS

(Definition: Students who have attended ESU before but were not in attendance during the 2009 Fall Semester OR students who received degrees from ESU in December.)

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 2010 Spring 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 spring semester.
2. a. If your advisor is participating in the on-line 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 on-line 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: Billing Statement will be mailed to students who are pre-enrolled by 5:00 p.m. on Wednesday, December 9, 2009. Students enrolling after 5:00 p.m. on Wednesday, December 9, will NOT be sent a bill. Students can look up tuition and fees owed on Buzz In and pay on-line or contact Cashiering

Services to make arrangements for payment of tuition and fees.

NOTE: ALL FEES ARE DUE AND PAYABLE ON FRIDAY, JANUARY 8, 2010 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, JANUARY 8, 2010 WILL BE DROPPED FROM SCHEDULED CLASSES.

SCHEDULE FOR DROP-ADD

Student Advised in the Student Advising Center

SAC advisees may drop and add classes on Friday and Monday, January 8 and 11, in 206 Plumb Hall. (No drop-add on Tuesday, January 12, due to SWARM, the program for new students.) **After** Tuesday, January 12, drop-add will be conducted in 206 Plumb Hall.

All Other Students

Pre-enrolled students may drop and add classes on Monday and Tuesday, January 11 and 12, in the Registration Office, 108 Plumb Hall.

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 post 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 post 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 BuzzIn (see previous page).**

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

ON-CAMPUS COURSES

Undergraduate students enrolled in **10 or MORE credit hours** and Graduate students enrolled in **7 or MORE credit hours** are assessed a fee of the following amounts:

	Resident	NEARR	Non-Resident
Undergraduate	\$2,187.00	\$3,044.00	\$6,789.00
Graduate	\$2,551.00	\$3,596.00	\$6,906.00

Undergraduate students enrolled in **LESS than 10 credit hours**, and Graduate students enrolled in **LESS than 7 credit hours** are assessed a per-credit-hour fee of the following amounts:

	Resident	NEARR	Non-Resident
Undergraduate	\$172.00	\$229.00	\$479.00
Graduate	\$231.00	\$318.00	\$594.00

NOTE: Billing Statement will be mailed to students who pre-enroll by 5:00 p.m. on Wednesday, December 9, 2009.

OTHER "ESTIMATED" EXPENSES

Students can expect additional expenses amounting to approximately \$5524.00 **per semester**. This amount is based on the following estimates:

<i>Room and Board</i>	<i>\$3,073 est.</i>
<i>Books and supplies</i>	<i>450.00 est.</i>
<i>Incidentals (personal & travel)</i>	<i>\$2,001 est.</i>
TOTAL ESTIMATE (per semester)	\$5524.00 est.

Students are required to purchase textbooks, calculators, fine arts supplies, parking permits and identification cards.

Please keep in mind that **this amount is an estimate** -- some students do not spend that much, while others spend more. Total

costs will depend upon the living accommodations chosen, eating habits, and incidental expenditures.

OFF-SITE & DISTANCE EDUCATION ENROLLMENT

Off-Site & 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 Off-Site & Distance Education. The "X" designates graduate level credit, the "Z" is undergraduate level credit. For information about enrollment and fees, please call Off-Site & Distance Education at (620) 341-5385 or toll free 1-877-332-4249.

OFF-SITE & DISTANCE EDUCATION FEES

All off-campus classes and classes offered to students at a distance are administered by Off-Site & Distance Education. Fee amounts per semester hour are:

	Resident	Non-Resident *
Undergraduate Credit	\$182.00	\$239.00
Graduate Credit	\$241.00	\$328.00

*An exception or waiver would be allowed for out of state residents who are employed in Kansas. Verification must be made with the Office of the Registrar.

Off-campus technology fee for all Internet, Interactive TV, and TELENET 2 courses: Undergraduate and graduate, \$60 per course. Students attending classes at Distance Education site will be assessed a site facility fee not to exceed \$30.00 per credit hour or a fee as required when other facilities are used.

NOTE: Students enrolled in Off-Site & Distance Education classes will pay tuition and Off-Site & Distance Education fees at the per credit hour rate. These charges will be applicable regardless of whether a student is enrolled in on-campus classes.

OUT OF STATE ON-SITE CLASSES – SLIM CLASSES

All non-resident students will pay the non-resident rates per credit hour plus an area fee per credit hour when taking classes taught out-of-state face to face. Kansas residents will pay resident rates per credit hour plus an area fee per credit hour:

	Resident	Non-Resident
Graduate Credit	\$241.00	\$604.00

STUDENT FINANCIAL AID

To determine your eligibility for grants, loans, and part-time work-study employment, you must complete the "Free Application for Federal Student Aid" (FAFSA). If you have already completed a 2009-2010 form, and a copy has been forwarded to ESU (code 001927), you are not required to complete a new form for the 2010 Spring Semester. Students who have not previously completed the 2009-2010 FAFSA form are encouraged to do so by November 1, 2009, in order to be considered for spring financial aid. **The federal processor will not accept 2009-2010 forms after June 30, 2010.**

Students interested in financial aid for the 2010 Summer Session should complete the 2010-2011 FAFSA form by the February 15 priority date. Students must be enrolled in summer classes before aid will be offered. This application determines your eligibility for Summer 2010, Fall 2010 and Spring 2011.

Please contact the Office of Student Financial Aid & Scholarships (103 Plumb Hall) or call 620/341-5457 or 1-800-896-0567 for further information.

For information concerning satisfactory academic progress, refund/repayment, withdrawals, graduation rates and other pertinent consumer information, go online at www.emporia.edu/finaid/ >. If you need a paper copy of this information contact the Financial Aid Office.

ACADEMIC SCHOLARSHIPS

All undergraduate scholarship recipients must successfully complete 12 or more credit hours per semester. Scholarships are awarded based on academic year disbursement (half of the annual award for the fall semester and half for the spring semester). All scholarships are subject to available funds.

Hornet Award

Hornet Awards are available to incoming first-time freshmen attending ESU full-time during the 2009-2010 academic year. Eligibility for this award is based on a combination of ACT composite scores and high school gpa information receive by the 20th day of class. An application is required and the award is renewable for 3 additional semesters.

Hornet Transfer Award

Hornet Transfer Awards are available to new transfer students who will be attending ESU full time during the 2009-2010 academic year. Eligibility for this award is based on a combination of cumulative GPA and transfer credit hours. Official transcript must be received prior to the 20th day of class. An application is required and the award is renewable for 3 additional semesters.

Information:

Requests for Hornet Award information may be directed to:

Office of Admissions
1200 Commercial
Campus Box 4034
Emporia, KS 66801
620-341-5465
877-468-6378
go2esu@emporia.edu

General Scholarship:

Information available at www.emporia.edu/finaid/scholarships/index2.htm

PAYMENT OF ACCOUNT CHARGES

PLEASE NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Spring 2010, you must withdraw from your classes by the end of the 100% refund period (January 27, 2010) 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, JANUARY 8, 2010 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, JANUARY 8, 2010 WILL BE DROPPED FROM SCHEDULED CLASSES. For payment to be credited to your account by January 8th 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, December 9, 2009.

- A billing statement will be mailed to the student's permanent address no earlier than Friday, December 11, 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, December 9, 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 by Friday, January 8, 2010. 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, January 8, 2010.
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 bank account and will be available no earlier than Friday, January 8, 2010. Students who have not completed a new direct deposit authorization will be issued a check. **IMPORTANT NOTICE: Beginning January, 2010 students may deposit excess financial aid funds into ANY bank account. The student is no longer required to have a Lyon County State Bank account in order to receive a direct deposit. ALL STUDENTS requesting funds to be received by direct deposit will need to update their bank account information through their Buzz In account. This process must be completed even if the direct deposit method was used in prior semesters. Detailed instructions will be sent with the billing statement in order to initiate this NEW direct deposit process. Instructions will also be posted on line at <http://www.emporia.edu/busaff>. Any student that does not complete this process on line will be issued a check. Checks will not be mailed until January 15, 2010 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, January 8, 2010. 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. 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 January 13, 2010, i.e. workshops, second block classes or other classes starting later must be received by January 8, 2010 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, January 8, 2010.**
8. **A \$50 administrative fee will be charged on Wednesday, January 13, 2010 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, January 8th – 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, January 13th – 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.

Wednesday, January 27th – 10th day of class

Last day for a tuition refund

Friday, February 5th – Any account balance not paid in full on or before this date will be charged an additional \$50 administrative fee.

Wednesday, March 3th- Last day to pay account balance in full and avoid late fee penalties.

Thursday, March 4th – 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 Tuesday 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 January 27, 2010 (10th day of classes).

Refunds are processed in the order that 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. 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 RECORDS

When necessary, the University may withhold the 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.

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" or higher 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 104 (Honors Composition II) or in EG 301 (Advanced Composition).
- Receiving credit by examination for EG 102.

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

- Earning a grade of "A minus" or higher 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 general education mathematics course beyond MA 110.
- Receiving credit by examination for either MA 110 or MA 161.

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

- Receiving a reading score of at least 18 on the ACT Assessment.
- Receiving an equivalent score on any test for which there is a published concordance with the ACT.
- Earning a "B minus" or higher (or credit by examination) in each course used to meet the general education requirements.

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.

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.

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. 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.

<p>PRAXIS/PPST EXAMS FOR Teacher Education Students and Non-Education Students JANUARY 9, 2010 7:30 A.M. Visser Hall Atrium <i>Registration & Payment must be received by December 10, 2009**</i></p>	<p>PRAXIS/PPST EXAMS FOR Teacher Education Students and Non-Education Students APRIL 24, 2010 7:30 A.M. Visser Hall Atrium <i>Registration & Payment must be received by March 25, 2010**</i></p>
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**** Please send the PPST registration form and payment directly to the Educational Testing Company at 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 – Check the Assessment website at www.emporia.edu/asm for the latest fees and testing dates.

Exam days-across Exam times-down	Day 1 Monday May 10	Day 2 Tuesday May 11	Day 3 Wednesday May 12	Day 4 Thursday May 13	Day 5 Friday May 14
8:00-9:50	10:00 TR	12:00 MWF	8:00 TR	12:00 TR	11:00 TR
10:10-12:00	9:00 MWF	11:00 MWF	10:00 MWF	9:00 TR	8:00 MWF
1:00-2:50	1:00 TR	1:00 MWF	2:00 MWF	3:00 MWF	--
3:10-5:00	4:00 TR	3:00 TR	2:00 TR	4:00 MWF	--
7:00-9:00	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #4	--

<p>Emporia State University CAAP EXAM FEBRUARY 20, 2010 & FEBRUARY 27, 2010 7:30 A.M. Visser Hall Atrium <i>ESU Registration & Fee Payment</i> <i>Deadline is Jan. 29, 2010**</i> <i>for both test dates.</i> <i>Abigail Morse Hall, Room 23</i></p>	<p>Emporia State University CAAP EXAM JUNE 5, 2010 7:30 A.M. Visser Hall Atrium <i>ESU Registration & Fee Payment</i> <i>Deadline is May 7, 2010**</i> <i>Abigail Morse Hall, Room 23</i></p>
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NOTE: For more information, contact the Assessment Center, Abigail Morse Hall, Room 23, 620/341-5103.

2010 SPRING 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 on Thursday, May 13. The examination for a 2:00 MWF class would be 1:00-2:50 on Wednesday, May 12. The examination for a 12:30 Thursday class would be 8:00-9:50 on Thursday, May 13.

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 May 1 for this semester. FSB 87012 / 91004

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 Assistant Vice President for 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

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 the 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>.

LIVING AREAS

The University offers a wide variety of choices in housing accommodations to suit the various needs of the students.

First Year Student Live-In Requirement

Emporia State University requires all freshmen to live in the residence halls. Exceptions are limited to those students commuting 30 miles or less to the campus while living with a member of their immediate family (father, mother, sister, brother, aunt, uncle or grandparents); are married (with documentation); or have graduated from high school at least one year before entering Emporia State University and are 19 years of age or older by the 1st day of class Fall semester. Any student enrolled for 12 hours or more, filing for a waiver must provide notarized letters of support from a parent and the family member with whom the student will reside. Waivers of Residential Requirement forms and information are available by writing or calling the Department of Residential Life. **Failure to fulfill the university's housing contract or to adhere to the university's housing regulations will result in the student's transcript and/or enrollment being withheld.**

HOUSING OPTIONS:

Residence Halls --- The on-campus location of nine residence halls provides housing accommodations for over 1,000

students. They are conveniently located and make available facilities, services, programs, and professional staff in the heart of the campus.

Emporia State Apartments (family housing) --- Located east of the campus, these university owned apartments provide 96 one and two bedroom units available primarily to married students, single parents, single graduate students, and non-traditional students. Limited space is available to undergraduate students above junior standing. Contact the Department of Residential Life, 308 South Morse Hall, or 620/341-5264, for contract information about the residence halls and Emporia State Apartments.

Fraternities and Sororities --- Members of Emporia State university fraternities and sororities have the opportunity to live off-campus in chapter houses after their freshmen year. For additional information contact the Center for Student Involvement in the Memorial Union, 620/341-5481.

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. This plan is not available to freshmen.

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 the MU Bookstore.

On-campus students contract for meal plans through their housing and food service contract. Contact the Department of Residential Life, 620-341-5264 for more information. To purchase a declining balance, purchase meal plans for off-campus students, 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

MISSION:

The General Education Program at ESU provides a coherent, well-rounded curriculum, consisting of a body of knowledge and skills designed to prepare a person to function successfully and effectively in a global society and workplace. This Program is at the core of the college experience at ESU and complements a student's major program of study.

GOALS:

The general education curriculum ensures that students will:

1. Acquire proficiency in core skills necessary for academic success, including written and spoken communication, quantitative and mathematical reasoning, and information technology and literacy.
2. Be able to think critically and analytically about an issue, an idea, or a problem.
3. Demonstrate knowledge of concepts and principles in a wide range of academic disciplines, including the Creative Arts, Humanities, Life and Physical Sciences, and Social and Behavioral Sciences.
4. Be able to make connections among the ideas and perspectives of multiple disciplines.
5. Demonstrate knowledge of similarities and differences among the world's cultures, past and present.
6. Demonstrate knowledge and skills necessary for promoting personal and social well-being.

GOVERNANCE:

The overall general education program is the responsibility of the Dean of The College of Liberal Arts & Sciences and his or her designated Director of General Education. ESU's Council on General Education, which is composed of faculty, students and administrators, assists the director and has responsibility for approving, monitoring, and reviewing all policies, procedures, and curricula pertaining to general education. Faculty in the arts and sciences play a key role in the definition and delivery of the general education program.

GENERAL INFORMATION

A student who enrolled under an earlier program, withdrew from the university, and then was readmitted, has the option of completing the general education requirements that were in effect at the time of his or her first enrollment in an accredited college or university, unless either of the following conditions exist:

1. Different requirements have been imposed by external agencies (e.g., accrediting bodies, the Kansas Board of Regents, the Kansas State Board of Education, etc.).
2. The student has not shown reasonable continuity in his or her education. "Reasonable continuity" is defined as at least 25 semester hours of credit in the immediate past five-calendar-year period. However, a student who has made application for a degree and has a degree check on file in the registration office may complete the remaining general education requirements identified on that degree check unless ten years have elapsed since the degree check was filed, or requirements of external agencies make that procedure impossible.

In special cases, the determination of which general education requirements are to be met will be made by the Director of General Education.

The student should check with his or her advisor about possible recent changes in the following requirements.

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. |
| <i>(Must have a "C" or better)</i> | |
| ___EG 102 Composition II | 3 hrs. |
| <i>(Must have a "C" or better)</i> | |

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/Business Education 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 (Pre-History to the Middle Ages) 3 hrs.
- ___ AR 235 Art History II (Renaissance to the Present) 3 hrs.

B. Music

- ___ MU 226 Music Appreciation 2 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.
(required to accompany GB 100 or GB 103)
- ___ 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) 3 hrs.
- ___ 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 4/1 hrs.
- ___ 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 World Regional Geography 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 210 Arabic Lang and Culture II 5 hrs.
- ___AS 110 Chinese Lang and Culture I 5 hrs.
- ___AS 210 Chinese and Lang and Culture II 5 hrs.
- ___FR 110 French Lang and Culture I 5 hrs.
- ___FR 210 French Lang and Culture II 5 hrs.
- ___GR 110 German Lang and Culture I 5 hrs.
- ___GR 210 German Lang and Culture II 5 hrs.

- ___SA 110 Spanish Lang and Culture I 5 hrs.
- ___SA 210 Spanish Lang and Culture II 5 hrs.
- ___One Advanced Level (200 or above) 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 210: Language and Culture II level. Proficiency will be demonstrated by successfully completing a Modern Languages and Literatures course numbered 210 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

- ___SC 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.

COURSE INFORMATION COURSE PREFIX

AB Arabic	HI History
AC Accounting	HL Health
AN Anthropology	IR Information
Resources	
AR Art	IS Information Systems
AS East Asian Studies	IT Instructional
Technology	
AT Art Therapy	JO Journalism
BC* Economics *(School of Business)	LE Laboratory
Experiences	
BE Business Education	LI Library Information
BO Botany	MA Mathematics
BU General Business	MC Microbial & Cellular
Biology	
CD Early Childhood	MG Management
CH Chemistry	MH Mental Health
Counseling	
CS Computer Science	MK Marketing
CW College Wide	MU Music
EA Educational Administration	NU Nursing
EB Environmental Biology	PE Physical Education
EC* Economics* (LA&S)	PH Physics
ED Education	PI Philosophy
EE Elementary Education	PO Political Science
EL Elementary	PS Physical Science

EG English	PY Psychology
ER Educational Research	RC Recreation
ES Earth Science	RE Rehabilitation
Education	
FI Finance	SA Spanish
FL Modern Language	SC School Counseling
FR French	SD Special Education
GB General Biology	SO Sociology
GE Geography	SP Speech
Communication	
GO Geology	SS Social Science
GP Great Plains	TH Theatre
GR German	ZO Zoology

COURSE LEVELS

000-099 -- No credit courses. (Hours may not be included in the 124-hour requirement for a degree.)

100-299 -- Lower division, undergrad. Designed as freshman and sophomore courses.

300-499 -- Upper division, undergrad. Designed as junior and senior courses.

500-699 -- Upper division, undergraduate. Primarily for juniors and seniors, with enrollment of less than 50% Graduate I students.

700-799 -- Graduate and upper division. For Graduate I students primarily; with enrollment of less than 50% undergraduates.

800-899 -- Designed primarily for Graduate I* students.

900-999 -- Designed primarily for Graduate II* students.

Definitions:

***Graduate I** - Courses and thesis for Masters students who will ordinarily have accumulated from one through 30 graduate hours and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc).

***Graduate II** - Courses for Specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.

BUILDING ABBREVIATIONS

These abbreviations are used to designate buildings in which classes are held.

AA Art Annex
BC Butcher Education Center
BH Beach Music Hall
BL Brighton Lecture Hall
CH Cremer Hall
CM Cora Miller Hall, Nursing Department, 1127 Chestnut
EC The Earl Center, 1601 State Street
KI King Hall
MC Morse Complex
MU Memorial Union
PE Physical Education Building
PH Plumb Hall
RH Roosevelt Hall
SH Science Hall
VH Visser Hall
WL William A. White Library
WS Welch Stadium

PROGRAMS OF INSTRUCTION

Emporia State University is authorized by the Kansas State Board of Regents to award the following degrees:

Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Integrated Studies
Bachelor of Music
Bachelor of Music Education
Bachelor of Science
Bachelor of Science in Business
Bachelor of Science in Education
Bachelor of Science in Nursing
Master in Accounting and Information Systems
Master of Arts
Master of Arts in Teaching
Master of Business Administration
Master of Legal Information Management
Master of Library Science
Master of Music
Master of Science
Education Specialist
Doctorate of Library & Information Management

In addition to the above degrees, the Emporia State University offers a number of pre-professional or cooperative degree programs. See the general catalog for descriptions of these programs.

The University also offers specialized study programs in business and cooperates with area business and industry in developing special programs to serve their needs.