

ACADEMIC CALENDAR
FALL SEMESTER, 2011

July 13, Wednesday

Electronic billing statements will be generated and available through the student's Buzz In account. Please check your Buzz In account for updated information.

August 10, Wednesday

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

**NEW UNDERGRADUATE STUDENTS:
AUGUST 12, FRIDAY**

New undergraduate students who have not previously attended ESU.

"HORNET CONNECTION", the new student program, will be held on campus beginning at 8:30 a.m. For more information please contact the Admissions Office. (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 14, Sunday

Residence Halls Open

August 17, Wednesday

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

August 20, Saturday

First meeting of Saturday Classes

ATTENTION ENROLLED "UNDERGRADUATE" STUDENTS

August 23, Tuesday

DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. ON TUESDAY, AUGUST 23rd OR MAKE A \$150 ACCOUNT DOWN PAYMENT IN ORDER TO AVOID LOSING THEIR SCHEDULED CLASSES. A \$50 administrative fee will be charged to all students who have an account balance of \$100 or more.

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 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>.

ATTENTION ENROLLED "GRADUATE" STUDENTS

August 23, Tuesday

DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. ON TUESDAY, AUGUST 23rd TO AVOID ADMINISTRATIVE FEES. GRADUATE STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES. A \$50 administrative fee will be charged to all students who have an account balance of \$100 or more. 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>.

NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Fall 2011, you must withdraw from your classes by the end of the 100% refund period (August 30, 2011) 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.

August 30, 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 5, Monday

Labor Day Holiday--no classes.

September 14, Wednesday

Twentieth day of classes

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 16, 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, 2012.

September 17, Saturday

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

October 5, Wednesday

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

October 6, Thursday

All student account balances are considered past due. **\$50 late fee** assessed each month balance remains outstanding during the semester. Holds placed on student's account.

October 7, Friday
End of 8th week.
Instructors must evaluate students' progress by end of 8th week

October 8, Saturday
>>>> **CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS**, 7:30 a.m., Visser Hall Atrium.

October 11, Tuesday
Midterm grades are due.

October 13, Thursday
Midterm grades are available for viewing on Buzzin.

October 14, Friday
End of first block.

October 14, Friday
Deadline for students expecting to receive an undergraduate degree in December, 2012, to submit a major contract and request a degree check in the Degree Analysis Office, 108H Plumb Hall.

October 17, Monday
Second block begins.

October 20-21, Thursday-Friday
Fall Break, no classes.

October 26, Wednesday
Last day to withdraw from a class and receive automatic "W" on transcript (10 weeks).

October 26, Wednesday
Graduate students intending to graduate in May 2012 must file the "Intent to Graduate" form with the Graduate Office, 313 Plumb Hall.

November 5, Saturday
>>>> **CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS**, 7:30 a.m., Visser Hall Atrium.

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

November 22, Tuesday
Thanksgiving vacation begins at 10:00 p.m.

November 28, Monday
Classes resume, 8:00 a.m.

December 9, Friday
Last day of classes.

December 12-16, Monday-Friday
Final examinations.

December 17, Saturday
Commencement.

December 20, 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 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.

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.

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 or check out the following Website: < 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/appinstr.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 electronic 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/>, email gradinfo@emporia.edu, 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

The Student Advising Center is the primary "go to" location for all ESU freshmen and undeclared students (except some international students). The academic advisors are available to help students navigate college, choose a major, select courses each semester, add/drop, understand university policies and procedures, locate campus resources, and ultimately work towards graduation. As students reach their sophomore year, those who are successfully making progress in their major will be 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.

WHO IS MY ACADEMIC ADVISOR?

All current ESU students can learn the name of their academic advisor through BuzzIn. **INSTRUCTIONS:** Once logged into BuzzIn, click on "Academic Life". Under the box "Academic Profile", the advisor's name and department are listed.

STUDENTS ADVISED IN

THE STUDENT ADVISING CENTER (SAC)

Students who are advised in the Student Advising Center must make an appointment with their SAC advisor with any questions related to major selection, add/drop, enrollment, University policies, and overall student success. Contact the SAC in 206 Plumb Hall or by phone at 620-341-5421. The Advising Center is the "go to" location for all freshmen and undecided students.

STUDENTS PURSUING A BUSINESS DEGREE

All Pre-Business and Business majors not advised in the University's Student Advising Center will be 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.

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 required to attend the Friday, August 12, 2011 Hornet Connection. Students should contact ESU Undergraduate Admissions to sign-up for this program. This new student program 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 2011 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

Students advised by SAC will receive an email to their emporia.edu email account informing them that it is time to make an advising appointment. Students advised in the SAC should meet with their advisor 3-4 times each semester. 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 contact their advisor and plan their schedule of classes for the 2011 Fall Semester. (Non-degree-seeking graduate students do not need to contact an advisor to enroll.)

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. Meet with your advisor and discuss your schedule of classes for the spring semester and enroll. You may be given a PIN to enroll yourself through your BuzzIn account. Remember all enrollment holds must be satisfied prior to class registration.
2. If your advisor is not participating in online class registration, the completed Advisement Form should be submitted to the Registration Office, 108 Plumb Hall to complete the enrollment process.
3. Update your student information through your BuzzIn account, including your mailing address and cell phone number.

Students pre-enrolled by 12:00 p.m. Wednesday, July 13, 2011:

- An electronic billing statement will be generated and available through the student's Buzz In account. **Please check your Buzz In account for updated information.**

Students pre-enrolling AFTER 12:00 p.m. Wednesday, July 13, 2011:

- 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.
- Check your Buzz In account for Fall 2011 course charges
- **The student can**
 - (1) pay fees at Cashiering Services
 - OR
 - (2) pay fees online through your Buzz In account.

SCHEDULE FOR DROP-ADD

Student Advised in the Student Advising Center

SAC advisees may drop and add classes on Friday, August 12 and Monday, August 15, in 206 Plumb Hall. No drop-add on

Tuesday, August 16, due to new student program (SWARM). **After** Tuesday, August 16, drop-add will be conducted in 206 Plumb Hall. Call 620-341-5421 for more information.

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 July 1, 2011. Student fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.

Buzz In allows students to view account information online as it becomes available and may permit the student to:

- 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
- Set up scheduled payments, refund direct deposit account and authorized users

DISTANCE EDUCATION

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 Distance Education Office. For additional information, please call the Distance Education Office at 620-341-5385 or toll free 1-877-332-4249. The office is located in 315 Plumb Hall. **Exact fees will not be available until after July 1, 2011. 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.gov. The FAFSA will be used to determine your eligibility for grants, student employment and loans.

Fall 2011/Spring 2012 aid eligibility will be determined by the **2011-2012** FAFSA. You are encouraged to apply as soon as possible after **January 1, 2011**. Information you submit will be based on **2010 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, 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 living accommodations chosen, eating habits, and incidental expenditures.

PAYMENT OF ACCOUNT CHARGES

GRADUATE STUDENTS

All fees are due and payable on Tuesday, August 23, 2011 whether a billing statement is generated or not. For payment to be credited to your account by August 23rd please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account. Any student, with a balance of \$100 or more on August 23, 2011 at 5:00 p.m., will be charged an administrative fee of \$50.

GRADUATE STUDENTS (including non degree seeking graduate students) will NOT BE DROPPED from class for non-payment of tuition and fees. If you are enrolled but DO NOT PLAN to attend ESU in Fall 2011, you must withdraw from your classes by the end of the 100% refund period (August 30, 2011) 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.

UNDERGRADUATE STUDENTS

All fees are due and payable on Tuesday, August 23, 2011 whether a billing statement is generated or not. For payment to be credited to your account by August 23rd please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account.

If a student is unable to financially cover their entire account balance by August 23rd, 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.

UNDERGRADUATE STUDENTS will BE DROPPED from class for non-payment of tuition and fees if payment is not made on a student account by 5:00 p.m. on August 23, 2011.

NOTE: A \$150 account down payment retains the student's class schedule. If you have paid \$150 or more on your student account (including grants, scholarships, and/or loan payments) and you DO NOT PLAN to attend ESU, you must withdraw from your classes by the end of the 100% period (August 30) to completely reverse assessed tuition and fees. Failure to do so obligates the student to pay tuition and fees in full.

ALL STUDENTS – GRADUATE AND UNDERGRADUATE

Any student, with a balance of \$100 or more on August 23, 2011 at 5:00 p.m., will be charged an administrative fee of \$50.

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

To pay online, 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 “Student Account Center”
- 4) Select “Make a Payment”
- 5) Follow the step by step instructions to complete payment
- 6) A receipt will be generated once payment has been processed
- 7) Logout

Students pre-enrolled by 12:00 p.m. Wednesday, July 13, 2011:

- An electronic billing statement will be generated and available through the student’s Buzz In account. **Please check your Buzz In account for updated information.**

Students pre-enrolling AFTER 12:00 p.m. Wednesday, July 13, 2011:

- 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.
- Check your Buzz In account for Fall 2011 course charges
- **The student can**
 - (1) pay fees at Cashiering Services

OR

 - (2) pay fees online 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. Update your permanent and mailing address information through your Buzz In account.
3. Fees can be paid via your student Buzz In account by electronic check or credit card. The University accepts Discover, MasterCard, and American Express credit card payments. Convenience fees apply for credit card payments. Check, cash and money order payments can be paid at Cashiering Services in Plumb Hall during regular office hours from 8:00 a.m. to 5:00 p.m. or through the mail (Campus Box 4080, Emporia, KS 66801). Please do not mail cash. A computer will be available in Plumb Hall for those needing assistance with the online payment process. **CUSTOMER LINES MAY EXIST IF PAYING IN PERSON.**
4. Any scholarships, grants or loans must first be applied to tuition and fees. Any excess funds that become available will be refunded to the student. Students that have set up direct deposit authorization online through their student Buzz In account will receive excess financial aid funds by direct deposit no earlier

than Friday, August 12, 2011. Students who have not completed the direct deposit authorization will be issued a check. Checks will be mailed to the student’s current mailing address. If your mailing address has changed, you must update your address online through Buzz In or with the Registration Office.

5. All students are required to be paid-in-full by Tuesday, August 23, 2011. 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.
6. 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.
7. All payment for classes that start after August 17, 2011, i.e. workshops, second block classes or other classes starting later must be received by August 23, 2011 to reserve your seat in the course.
8. **A \$50 administrative fee will be charged on Tuesday, August 23, 2011 to all students who have an account balance of \$100 or more. Students must sign and submit the Extended Payment Agreement form 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 official 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. Additional information is available from Cashiering Services.

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

PAYMENT CALENDAR

Wednesday, August 17th - First day of class

Tuesday, August 23rd - 5th day of class - All student must be paid in full or complete the conditions of the Extended Payment Agreement. *Undergraduate Students will be dropped from scheduled courses if payment is not made.*

- \$50 administrative fee charged to all students who have an account balance of \$100 or more AND
- Student must sign and submit the Extended Payment Agreement form in order to avoid account holds. The form is available at Cashiering Services or online at http://www.emporia.edu/busaff/payment_options.htm.

Tuesday, August 30th - 10th day of class

Last day for a tuition refund

Graduate students will not be dropped for non-payment. If you are enrolled but DO NOT PLAN to attend ESU in Fall 2011, you must withdraw from your classes.

Wednesday, September 14th - 20th day of class -Any account balance not paid in full on or before this date will be charged an additional \$50 administrative fee.

Wednesday, October 5th - 35th day of class - Last day to pay account balance in full and avoid late fee penalties.

Thursday, October 6th - All account balances are considered past due.

- \$50 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 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 August 30, 2011 (10th 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.

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.

2011 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 Tuesday, December 13. The examination for a 1:00 MWF class would be 1:00-2:50 on Monday, December 12. The examination for an 11:30 Thursday class would be 8:00-9:50 on Wednesday, December 14.

Exam days-across Exam times-down	Day 1 Mon. Dec. 12	Day 2 Tues. Dec. 13	Day 3 Wed. Dec. 14	Day 4 Thurs. Dec. 15	Day 5 Fri. Dec. 16
8:00-9:50	8:00 TR	12:00 TR	11:00 TR	10:00 TR	12:00 MWF
10:10-12:00	10:00 MWF	9:00 TR	8:00 MWF	9:00 MWF	11:00 MWF
1:00-2:50	1:00 MWF	2:00 MWF	3:00 MWF	1:00 TR	--
3:10-5:00	3:00 TR	2:00 TR	4:00 MWF	4:00 TR	--
7:00-9:00	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #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.
- Meet the passing score requirements for ESU on the Compass, C-Base, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to accept these forms of test exemptions.

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. Meet the passing score requirements for ESU on the Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to accept these forms of test exemptions.

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.

Meet the passing score requirements for ESU on the Compass, C-Base, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to accept these forms of test exemptions.

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. The IELTS, G-Mat, GRE or Compass tests may also be used. Minimum passing scores must be achieved and official scores must be on file with ESU to accept these tests. 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.

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.

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

**** 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 & Testing Dates – Check the Assessment website at www.emporia.edu/asem for the latest fees and testing dates.

Visit 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.

- *Building Access
- * Library Access
- * Meal Plan Access
- *On-campus debit card (Hornet Bucks)
- * 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 may also 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. 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).

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.

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 66801

Phone: 620/341-5264

E-mail: 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/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.
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C. Theater

___TH 105 Theatre Appreciation**	2 hrs.
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**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 (required to accompany GB 100 or GB 103)	1 hrs.
___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.
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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	4/1hrs.
___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.

Crime and Delinquency Studies and Sociology Majors

___SO 101 Introduction to Sociology 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 454 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 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/register/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	HL	Health
AC	Accounting	IR	Information Resources
AN	Anthropology	IS	Information Systems
AR	Art	IE	Intensive English
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 Bio
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	Ecology & Biodiversity	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	TS	TESOL
HI	History	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 Interdisciplinary 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.