

SYLLABUS ATTACHMENT/REGISTRATION GUIDE

FALL SEMESTER, 2020

ESU Health & Safety Protocols

1) Perform a Self-Assessment every day before coming to campus

Questions include whether you have a fever or have experienced any possible symptoms of COVID-19:

- * If you answer yes, please do not come to campus. Stay home and contact your health provider.
- * If your condition changes after coming to campus, go home and contact your health provider.
- * The full self-assessment is online.

2) Face Masks are Required

Employees, students, vendors and visitors are required to wear a face mask while in campus buildings. They must be worn in outdoor settings where safe social distancing is not possible. The following in-building exceptions apply:

- * Employees working alone in their offices
- * Students in their residence hall room
- * While participating in activities in which a face mask cannot be worn, or would prohibit respiratory function (like eating, drinking, playing a musical instrument or singing, playing sports)
- * Individuals with a recognized disability and have an accommodation that prevents the wearing of a mask.

3) Maintain 6 feet social distance

4) Wash hands frequently

- * Wash hands frequently with soap and water OR use a 60%-90% alcohol-based hand sanitizer.

5) Control your personal space (imagine being in a bubble)

- * Avoid touching eyes, nose, mouth
- * Keep your cellphone on your person
- * Carry your own pens or pencils to use
- * Limit elevator cars to one person at a time-use knuckle to push button
- * Replace handshakes with waves, nods and "Stingers Up."

6) Limit In-Person meetings & gatherings

- * Keep the size of your group small
- * Maintain social distance of 6 feet between people
- * Use virtual tools like tele/video conference platforms whenever possible.

Dates and Deadlines listed below are for non-accelerated programs

July 15, Wednesday

Electronic billing statements will be generated and available through the student's Hornet365.com account. Please check your Hornet 365.com account for updated information.

August 12, Tuesday, ACT-Residual, VH 125

August 12-14, Friday

New first year student and transfer student move-in (all halls)

August 15-16, Saturday & Sunday

Upper-class student move-in (all halls)

August 17, Monday

Classes begin, day, evening, & Internet.
Drop & add classes with your advisor.

August 21, Friday

DEADLINE - - Students must pay account balance by 5:00 P.M. CT ON FRIDAY, AUGUST 21ST OR ENROLL IN AN PAYMENT PLAN THROUGH THE STUDENT ACCOUNT CENTER. A \$50 fee will be charged to all students who have an account balance greater than \$100. A \$50 fee will also be charged to be enrolled in a payment plan but no additional fees will be charged if the payments are made timely.

STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES.

NOTE: Prior semester charges must be paid-in full before any student can retain their class schedule. 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 payment plans can be found at Cashiering Services and Student Accounts in Plumb Hall or via Hornet365 Account Center.

August 22, Saturday

First meeting of Saturday Classes

August 28, Friday

Tenth day of classes- Last day to enroll in classes.

Last day of official drop period for full semester and 1st Block classes--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 before this date.

If you are enrolled but DO NOT PLAN to attend ESU in Fall 2020 you must withdraw from your classes by the end of the 100% refund period (August 28, 2020) 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.

September 7, Monday

Labor Day Holiday--no classes.

September 14, Monday

Twentieth day of classes

September 20, Sunday

Additional \$50 late fee charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees.

September 21, Monday

Last day to Withdraw from 1st Block class and receive an automatic "W" on transcript.

October 9, Friday

End of first block.

End of 8th week. Instructors must evaluate students' progress by end of 8th week

Enrollment hold placed on students' accounts with balances over \$500.00

October 12, Monday

Second block begins.

October 12, Monday 12:01 a.m.

Staggered enrollment for Spring 2021 opens. Check with advisor for your enrollment date.

October 13, Tuesday

Midterm grades are due.

October 15, Thursday

Juniors must complete/submit undergraduate "Intent to Graduate" form which is found on your Academic Life Tab in Hornet365.com under Student Records, if they intend to graduate in December of 2021.

October 20, Tuesday

Additional \$50 late fee charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees.

October 23, Friday

Last day to drop 2nd Block classes
Last day to withdraw from a full semester class and receive automatic "W" on transcript (10 weeks).

October 30, Friday

Graduate students intending to graduate in May 2021 must file the "Intent to Graduate" form with the Graduate Office, 313 Plumb Hall.

November 11, Wednesday

Veterans' Day Holiday, no classes.

November 16, Monday

Last day to Withdraw from a 2nd Block class and receive automatic "W" on transcript

November 20, Friday

Additional \$50 late fee charged to all students who have an account balance of \$100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees.

November 23, Monday

Thanksgiving vacation begins.

November 30, Monday

Classes resume remotely, 8:00 a.m.

December 4, Friday

Last day of classes.

December 7-11, Monday-Friday Final Examinations delivered remotely.

December 11, Friday

Graduate Commencement, 6:00 pm, White Auditorium.

December 12, Saturday

Undergraduate Commencement, 9:30 am, White Auditorium
Residence Halls close for Fall 2020 semester (12:00 Noon)

December 15, Tuesday

Final grades are due.

December 20, Sunday

Additional \$50 late fee charged to all students who have an account balance of \$100 or more and have not made payment arrangements. All accounts not paid in full are considered past due.

FINAL EXAMINATION SCHEDULE

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, E_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, Dec. 10th. The examination for a 1:00 MWF class would be 1:00-2:50 on Tuesday, Dec. 8th. The examination for an 11:30 Thursday class would be 8:00-9:50 on Friday, Dec. 11th.

Fall 2020 Exam days-across	Day 1 Mon. Dec. 7	Day 2 Tues. Dec. 8	Day 3 Wed. Dec. 9	Day 4 Thurs. Dec. 10	Day 5 Fri. Dec. 11
Exam times-down					
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	--

Spring 2021 Exam days-across	Day 1 Mon. May 10	Day 2 Tues. May 11	Day 3 Wed. May 12	Day 4 Thurs. May 13	Day 5 Fri. May 14
Exam					
8:00-9:50	11:00 TR	10:00 TR	12:00 MWF	8:00 TR	12:00 TR
10:10-12:00	8:00 MWF	9:00 MWF	11:00 MWF	10:00 MWF	9:00 TR
1:00-2:50	3:00 MWF	1:00 TR	1:00 MWF	2:00 MWF	
3:10-5:00	4:00 MWF	4:00 TR	3:00 TR	2:00 TR	
7:00-9:00	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #4	--