

EMPORIA STATE
UNIVERSITY

■ GRADUATE SCHOOL &
DISTANCE EDUCATION

GRADUATE
& DISTANCE
STUDENT
GUIDE



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ACADEMIC RESOURCES

Thank you for your interest in graduate and distance education at Emporia State University! We are excited to share information with you and to assist you during your studies at Emporia State. This section outlines a variety of services, resources and information to help you be academically successful.

Academic Graduate Advisor

As a student, you will need to work closely with your academic department and academic advisor. Degree-seeking graduate students are immediately assigned to an advisor. Please check with your graduate advisor about questions related to program requirements, degree plans, and graduation requirements.

A list of the graduate advisors by graduate program may be found at www.emporia.edu/graduate-school/graduate-school-staff-contacts/department-contacts



Library Services

During your time at ESU, you will need to gather information and research to assist you in completing your assignments. The William Allen White Library staff and librarians are available to assist you in your studies and research. To meet the needs of graduate and distance students, the library provides access to resources in print, multimedia, and electronic formats. Students also have access to the Kellogg Online Catalog and other online search tools. You can access assistance from the library by:

Email your questions at libref01@emporia.edu.

Questions will be answered within 24 hours.

Phone the Reference desk at 620-341-5207 (or toll-free at 877-613-7323) during our open hours to speak with a librarian.

Monday - Thursday	7:30 AM - Midnight
Friday	7:30 AM - 6:00 PM
Saturday	9:00 AM - 6:00 PM
Sunday	1:00 PM - Midnight

Visit the Reference desk located on the 2nd floor of William Allen White Library and ask for assistance.

Search the WAW library website www.emporia.edu/libraries-archives/library-connect to search for more information and resources.

Search the Online Databases at emporia.beta.libguides.com/az.php

Academic Policies

As a student, it is important for you to be aware of the various academic policies the university has in place. All students are required to abide by university policies. Graduate and Distance Education Policy handbooks outline the policies and procedures related to all graduate and distance students.

Graduate Handbook

The Graduate Policy Handbook contains policies in effect for you as a graduate student at Emporia State University. If you have an inquiry concerning the Graduate Policy Handbook, please contact the Graduate School. You can access the Graduate Policy Handbook at www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies

ACADEMIC RESOURCES

Distance Education Policy Handbook

Distance Education Policies are intended to provide a consistent guide if you are enrolled in ESU courses either online or at off-campus sites. You can access information regarding the Distance Education Policy Handbook at <https://www.emporia.edu/online-distance-education/about-us/distance-education-policies/>

Academic Dishonesty Policy

Academic dishonesty is taken seriously at Emporia State University. As a student, you are responsible for creating your own work and giving credit to the work of others. You will be held responsible if you violate the academic dishonesty policy.

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question. The division chair should be advised of any action taken by the faculty member regarding academic dishonesty. The faculty member may consent to refer the case to other academic personnel for further action. Divisions, schools, and colleges may have provisions for more severe penalties than are set forth above. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. The student has the right to appeal the charge of academic dishonesty in accordance with the university's Academic Appeals policy and procedure as set forth in section 9A-04 of the Faculty Handbook.

You can access the Academic Dishonesty Policy at www.emporia.edu/academics-majors/academic-affairs/academic-dishonesty-policy

Academic Calendar

As a student, you will want to take a look at the academic calendar. On the calendar, the university outlines when classes begin and end, when scheduled breaks and holidays fall and when final exams take place. Look at the Emporia State academic calendar to be aware of important dates and holidays. You can access information on dates pertaining to the academic calendar at www.emporia.edu/academics-majors/academic-calendar

Tutoring Services

As a student, it is important for you to be aware of the free tutoring services available to help you. All students have access to ESU Academic Support Services, the Writing Center and Mathematics Computer Lab.

ESU Academic Support for Distance Students

Emporia State University is pleased to provide you with access to synchronous (aka, live) academic support at our Academic Center for Excellence and Success (ACES), which includes the Writing Center. ACES exists to enhance the academic success of Emporia State students by providing free peer tutoring, writing and research assistance, and individual and small group workshops covering a variety of academic support issues. Students can access this service via Zoom, a videoconferencing service that is provided free to all ESU students. Collaboration through Zoom allows both participants to view and manipulate a screen share, allowing for appropriate, custom, and timely academic support. For more information, please visit www.emporia.edu/academics-majors/academic-services-advising/academic-center-excellence-and-success

Writing Center

As a student, you will have to submit papers during your coursework. It's helpful to have someone else look over your work, proofread your paper and provide you with feedback. The Writing Center at ESU will read your papers and provide you with feedback for FREE. The Virtual Writing Center site allows you to email your documents for review, evaluation, and consultation. At night, you may still email documents with the understanding that you may have to wait twenty-four hours (or in the case of Fridays and weekends, until Monday or Tuesday) to get a response. You can access the Writing Center at the following website:

www.emporia.edu/academics-majors/academic-services-advising/academic-center-excellence-and-success-writing-center

Mathematics Computer Lab

You may struggle with mathematics or statistics during your data collection. As a student, free assistance is provided to all students enrolled in mathematics courses at ESU. You can access more information on the Mathematics Computer Lab by visiting the following website: www.emporia.edu/academics-majors/academic-services-advising

ACADEMIC RESOURCES

Student Accessibility and Support Services

If you have a documented disability, then it is important for you to get the services you need to be successful. The Office of Student Accessibility and Support Services (SASS) is a resource available to you if you have a documented disability including Learning Disabilities, ADHD, physical or health related disabilities/impairments and mental health conditions. SASS can also assist you in receiving accommodations for temporary or recently acquired disabilities or impairments. You should call the SASS for more information to receive accommodations at (620)-341-6637. You can also access information on SASS at:

www.emporia.edu/academics-majors/academic-services-advising/student-accessibility-support-services



Proctoring Distance Guidelines

As a student, your instructor may require a proctored exam. If this is the case, you are responsible for finding a qualified proctor to administer the exam. The proctor must be a teacher, professor, or administrator in a nearby secondary school, college, university, or testing center. In some instances, a professional employment supervisor may also serve as a proctor, with the instructor's permission. For assistance finding a proctor, you can contact your academic advisor or the distance education office at Emporia State.

The Consortium of College Testing Centers is an organization that has testing centers across the country and abroad that provide proctoring services for you. ESU is a member of this consortium. Centers are located in 44 states and Canada. Any fees for proctoring at a specific site you select are your responsibility to pay. You will submit your proctor information to the ESU Distance Education Office no later than a week before the campus exam. You can access the Consortium of College Testing Centers at the following website: www.ncta-testing.org/cctc

GradShare

If you want to make the most out of your graduate school experience then you will need to have the right tools and information. GradShare is an online community where graduate students help each other succeed! GradShare offers guidance on the full breadth of the graduate experience, such as dissertation topic selection, grants, financial aid, and work- life balance. Moreover, students can find and share advice on research, writing, publishing, job search, and other topics that help them become more effective in their work. You can access information on GradShare by visiting the following website:

www.gradshare.com

National Association of Graduate-Professional Students

As a student, it is important for you to develop a professional network with other graduate student from across the nation. There are benefits to you if you develop this network of colleagues. The *National Association of Graduate-Professional Students (NAGPS)* is a student-run national, non-profit organization dedicated to improving the quality of life of graduate & professional students across the United States. Founded by student leaders in 1987, NAGPS is the only national organization that represents the interests of graduate & professional students in public and private universities at local, state, regional and national levels. You can learn more information on how to get involved with the national organization at: www.nagps.org/

POST-ENROLLMENT INFORMATION AND REGISTRATION

When you enroll as a graduate or distance student, you are given a student ID number, an Emporia State University email account, and access to Emporia State's online learning platform, Canvas. As a student, you will also be responsible for purchasing your textbooks, paying tuition and fees, and adding or dropping classes. This section will provide you with information on where to locate and how to access all of this information.

Student ID Number

As a student, you are given a Student ID number when you apply. This number has been assigned to you for you to conduct university business including registering for classes and requesting transcripts. ID numbers are sometimes referred to as your "E number" or your "Banner Student ID". To look-up your Student ID, go to the following website: <https://id-lookup.emporia.edu/> You will need your Last Name, Last 4 digits of SSN or Birthdate, or contact the Help Desk at 1-877-341-5555 to obtain your ID.

Emporia State University Email

You now have an Emporia State email account upon admittance to the university. This is your official ESU email account and where you will receive information for financial aid and enrollment, as well as email from Emporia State faculty. Your student email is hosted by Google and is accessible from Hornet 365 home page.

From hornet365.com login with your university username and password. First Time User: for more information about accessing your ESU Email account visit the following website:

<https://sites.google.com/g.emporia.edu/emporiastateuniversity/first-time-user>

Hornet 365

As a student, you now have access to all of your university information through Hornet 365. Hornet 365 is Emporia State University's portal. Hornet 365 portal will serve as the single point of entry for the university's information assets. You can look up your financial aid, review your course schedule, view your transcript and so much more through this portal. Forgot your username Look it up here: <https://id-lookup.emporia.edu/>.

Reset your password here:

<https://circuit.emporia.edu/smop/>



POST-ENROLLMENT INFORMATION AND REGISTRATION

Canvas

Canvas is the course portal through which all online courses at ESU are delivered. You can access Canvas directly through Hornet 365. Login to Hornet 365 and click on the **Canvas Icon** located middle of page. You can also login to Canvas directly by going to:

canvas.emporia.edu

Textbooks

You will need to purchase textbooks for your courses. The Memorial Union Bookstore provides distance students the opportunity to order textbooks entirely online and have materials shipped directly to them. Using the Memorial Union Bookstore is an easy way to make sure you order the right textbooks and to make sure you have them delivered to you before classes start! Students are not required to purchase textbooks from this vendor.

You can order your textbooks from the Memorial Union Bookstore at the following website.

emporia.bncollege.com



Paying Tuition and Fees

You are responsible for paying all tuition and fees on-time. Emporia State is pleased to offer a streamlined payment process for you. It is an Emporia State University policy that you must pay all charges. As a graduate student, you will not be dropped from your classes if you do not pay on time, but you will be assessed administrative fees. If you do not expect to have your balance paid in full on the date it is due, you must enter into an Extended Payment Agreement. To learn more visit the Financial Center on Hornet 365:

<https://sites.google.com/g.emporia.edu/emporiastateuniversity/financial-center>. For more information on

Tuition and Fees you can visit the following website.

<https://www.emporia.edu/about-emporia-state-university/business-office/student-information/tuition/>

Adding, Dropping and Withdrawal Policies

Any degree-seeking student who wishes to drop, add or withdraw from a course offered through Distance Education must contact their academic advisor. Any non-degree seeking student needs to contact the Distance Education Office at distance@emporia.edu to add, drop, or withdraw from distance classes.

Refund Policy

At some point, you may be inquiring about a refund from the university. You will work with the Cashier's Office to learn about refund amounts and the process to obtain your refund. Listed below are the various refund policies available at Emporia State University.

- Non-Military Refund
- Policy Military Service
- Refund Maryland Refund
- Policy
- Financial Aid Tuition Refunds and Return of Title IV Funds
- Withdrawal from the University
- Collection Policy
- Petition for Tuition/Fee Adjustment

You can contact Pam Norton or call 620-341-5135. You can also find more information on Refund Policies by visiting the following website.

www.emporia.edu/about-emporia-state-university/business-office/student-information/refund-and-collections

POST-ENROLLMENT INFORMATION AND REGISTRATION

FINANCIAL AID, TUITION, AND SCHOLARSHIPS

As a graduate or distance student, you have funding resources available to you. It is important for you to apply for as much financial assistance as you personally need to help you. This section will outline how you can explore applying for financial aid, scholarships and graduate assistantships.

Financial Aid

You can use the financial aid office on campus to answer any questions you may have in regards to applying and accepting your financial aid. The Office of Financial Aid, Scholarships, & Veterans Services is dedicated to serving all students and providing financial resources available to them.

You never know what type of financial aid is available to you unless you apply! To apply for financial aid you need to fill out the FAFSA form. The FAFSA is available online as early as the first day of January prior to the start of each academic award year. The priority date for ESU is March 15. For Kansas aid programs, the FAFSA is required to be completed by April 1 and the deadline for the state application is May 1.

You can access more information on Graduate Financial Aid information visit the following website.

www.emporia.edu/financial-aid

Scholarships

As a student, you are entitled to apply for all scholarships and awards available to you. Scholarships and awards are important sources of funding designed to help you meet your educational and research expenses. You can explore scholarships and awards available through the Emporia State Graduate School at www.emporia.edu/graduate-school/admissions-costs/financial-assistance/scholarships

Graduate Assistantships

A great way for you to gain professional experience at the university is through various graduate assistantships offered through the university; Graduate Teaching Assistantship (GTA), Graduate Research Assistantship (GRA) or Graduate Assistant (GA). You can check out the link below to find information regarding policies, awards, forms, and publications that pertain to graduate assistants at Emporia State University. Jan Gerstner administers the graduate assistants at Emporia State University and will be happy to answer any questions regarding graduate assistantships. Her email address is jgerstn1@emporia.edu

www.emporia.edu/graduate-school/admissions-costs/financial-assistance/graduate-assistantships

Corky Plus Tuition

If you qualify for Corky Plus Tuition, you qualify for the same tuition as Kansas in-state students. Graduate students from the following **Missouri** counties qualify for Corky Plus tuition (same as resident tuition) at Emporia State; Andrew, Bates, Buchanan, Caldwell, Cass, Clay, Clinton, DeKalb, Jackson, Johnson, Lafayette, Livingston, Platte, and Ray.

Graduate students from the following **Oklahoma** counties qualify for Hornet Nation Waiver tuition (same as resident tuition) at ESU; Canadian, Cleveland, Cherokee, Creek, Garfield, Grady, Grant, Kay, Kingfisher, Lincoln, Logan, McClain, Muskogee, Noble, Nowata, Oklahoma, Okfuskee, Okmulgee, Osage, Pawnee, Payne, Pottawatomie, Rogers, Tulsa, Wagoner, and Washington. You can access more information on Corky Plus Tuition by visiting the following website:

www.emporia.edu/admissions-costs/admissions-and-costs/undergraduate-tuition-costs/corky-plus

NEARR and MSEP Tuition

If you qualify for NEARR and MSEP Tuition, you qualify for special ESU tuition rates. The Neighbors in Education and Recruitment and Retention (NEARR) Program includes Colorado, Missouri, Nebraska, Oklahoma and Texas. The Midwest Student Exchange Program (MSEP) includes Illinois, Indiana, Michigan, Missouri, Minnesota, Nebraska, North Dakota, and Wisconsin. You must be a degree seeking student to qualify for MSEP tuition. Residents of all noted states are eligible for 150% of Kansas resident tuition. You can access more information by visiting the following website <https://www.emporia.edu/financial-aid/financial-information-consumers/>

Net Price Calculator

You may want help calculating your out-of-pocket expenses. The Net Price Calculator (NPC) estimates what a student's typical out-of-pocket expenses might be if she/he attended the institution based on data from current attending students. Please note that Net Price Calculators are estimates and should not be used for actual awarding, final determination, or final net price information. You can use this information to help you prepare for the costs associated with your academic plans. The NPC is only an early estimate of possible assistance and results cannot present a complete picture. To use the Net Price Calculator visit the following website: www.collegeportraits.org/KS/ESU/estimator/agree

STUDENT SERVICES AND CENTERS

Emporia State University has a wide variety of student services and centers you can use to help prepare you for graduation. These services are offered to you for free and can be used any time during your time as an Emporia State student. This section will outline career services resources and grant and research opportunities.

Career Services

Career Services at Emporia State University assists students in exploring their interests, learning about career options, and developing professional skills in order to find rewarding careers. Career Services provides a full range of professional services to aid in your development as a professional. All of these services are available both virtually and face-to-face. Contact us at career@emporia.edu or by phone at 620-341-5407. You can access Career Services website for more information at <https://www.emporia.edu/alumni-careers/career-services/>

Individual Career Counseling – Virtual or Face-to-Face

You can schedule an individual career counseling appointment to discuss areas of interest and learn about matching career paths. To schedule a phone, skype or face-to-face appointment, simply contact Career Services by phone or email.

Career Testing

Emporia State University offers a wide variety of career assessments. You can take standardized career assessments to determine your career interests, personality type, and best fitting career environments. You can schedule an appointment and take an online career assessment for free by contacting career services by phone or email.

Professional Development

As a student, you will want to take time to get ready for your next job or career journey. Career Services Office offers a variety of educational programs to promote professional development during your time at Emporia State. Career Counselors will train you in the following areas of professionalism. Simply call Career Services at 620-341-5407.

Emporia State University's Career Services offers a variety of services through Handshake.

Handshake allows you to:

- Career Exploration
- Resume Development
- Interviewing
- Job Search/Internships

www.emporia.edu/alumni-careers/career-services/student-services/

Research and Grants Center

You may conduct research during your academic courses at Emporia State University. As a student, you are eligible to apply for assistance from the Research and Grants center to help support your research. The Research and Grants Center (R&G) is responsible for facilitating activities of students, faculty, and staff seeking external support for research and scholarly/creative projects by:

- coordinating university-wide policies and procedures relevant to externally sponsored programs;
- disseminating information on funding opportunities;
- assisting with all aspects of proposal submission;
- assisting with fiscal administration of grants and contracts; and,
- ensuring compliance with federal, state, and university regulations governing externally sponsored programs.

You can access more information on the Research and Grants Center by visiting the following website.

www.emporia.edu/academics-majors/research-and-grants/

Graduate Research and Travel Assistance

As a graduate student, you are eligible for graduate research and travel assistant funding. Information and applications can be located at the following sites.

Graduate Student Travel Assistance from graduate is located at: www.emporia.edu/graduate-school/graduate-student-resources/graduate-forms/

Information on Graduate Student Research Grants can be found at: <https://www.emporia.edu/academics-majors/research-and-grants/grants/>

EMPORIA STATE UNIVERSITY

GRADUATE SCHOOL &
DISTANCE EDUCATION

FOLLOW US



for additional opportunities
for financial assistance,
prizes, and more!

Emporia State University
Graduate School
Campus Box 4003
1 Kellogg Circle
Emporia, Kansas 66801-5415

graduate.emporia.edu

