

# SYLLABUS ATTACHMENT/REGISTRATION GUIDE

## SPRING SEMESTER, 2021

### 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.

January 6, 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.**

January 14, Thursday

ACT-Residual, VH 125D

January 17, Sunday

Residence halls open for Spring semester at 12 Noon for all residents (all halls)

January 25, Monday

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

### January 29, Friday

**DEADLINE** - - Students must pay account balance by 5:00 P.M. CT ON FRIDAY, JANUARY 29<sup>TH</sup> 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.

January 30, Saturday

First meeting of Saturday Classes

### February 5, Friday

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

**Last day of official drop period for full semester and 1<sup>st</sup> 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 Spring 2021 you must withdraw from your classes by the end of the 100% refund period (February 5, 2021) 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.***

### February 19, Friday

**Twentieth day of classes**

**Juniors must submit an "Intent to Graduate" form with Degree Analysis Office, if they intend to graduate in May 2022**

### February 20, Saturday

**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.

### March 1, Monday

**Last day to Withdraw from 1<sup>st</sup> Block class and receive an automatic "W" on transcript.**

March 1, Monday

**Graduate students intending to graduate in Summer 2021** must file the "Intent to Graduate" form with the Graduate School. **Enrollment hold placed on students' accounts with balances over \$500.00**

### March 5, Friday – No Class

### March 15, 12:01 a.m.

**Staggered enrollment for Summer/Fall 2021 opens. Check with advisor for your enrollment date.**

March 19, Friday

End of first block.

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

**March 20, Saturday**

**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.

**March 22, Monday**

**Second block begins.**

**March 23, Tuesday**

**Midterm grades are due**

**April 2, Friday**

**Last day to Withdraw from full semester class and receive an automatic "W" on transcript. (10 wks)**  
**Last day of official drop period for 2<sup>nd</sup> block classes** – no transcript entry for classes dropped on or before this date.

**April 16, Friday – No Class****April 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.

**April 23, Friday**

**Last day to withdraw from 2<sup>nd</sup> block class and receive an automatic "W" on transcript.**

**May 7, Friday**

Last day of classes

**May 10-14, Monday-Friday**

Final Examinations

**May, 14, Friday**

Graduate Commencement, 6:00 pm, White Auditorium

**May 15, Saturday**

Undergraduate Commencement-  
 9:30 am and 2:00 pm – White Auditorium  
 Residence Halls close for Spring 2021 semester (12:00 Noon)

**May 18, Tuesday**

Grades are due – 12:00 Noon

**May 20, Thursday**

**Late fee added to any account with a balance over \$100**

**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, F only, etc., the student will check the "MWF" blocks. For a class that regularly meets TR, TWR, TWRF, T only, R only, RF, etc., the student will check the "TR" blocks.]

The time within each block on the final exam schedule is determined by dropping the minutes off the regular class time. [Example: For a class that regularly begins at 9:15, 9:30, or 9:45 on Wed., the student will check the 9:00 MWF block.]

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

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