We are very committed to your success as a student at ESU. The following information answers questions most often asked by students.

**IMPORTANT DATES**

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<th>Fall ‘16</th>
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<th>Spring ‘17</th>
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<tr>
<td><strong>CLASSES BEGIN</strong></td>
<td>08-22-16</td>
<td>01-18-17</td>
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<tr>
<td>Last Day to Enroll, Drop, or Withdraw from the University with a full refund</td>
<td>09-02-16</td>
<td><strong>VETERANS DAY</strong></td>
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<tr>
<td>Midterm grades available on BUZZIN</td>
<td>10-18-16</td>
<td>11-11-16</td>
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<tr>
<td>Last Day to withdraw from a full semester course with a “W” on transcript</td>
<td>10-28-16</td>
<td><strong>THANKSGIVING VACATION</strong></td>
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<tr>
<td>Last Day of Regular Classes</td>
<td>12-09-16</td>
<td>11-23/27</td>
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<tr>
<td>Final Exams</td>
<td>12-12/16</td>
<td><strong>SPRING SEMESTER HOLIDAYS</strong></td>
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<td>Commencement</td>
<td>12-17/16</td>
<td>Martin Luther King Day</td>
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<td>Grades available on BUZZIN</td>
<td>12-21-16</td>
<td>Spring Break</td>
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**FALL SEMESTER HOLIDAYS**

| Labor Day | 09-05-16 | **WHITE LIBRARY HOURS** [www.emporia.edu/libsv](http://www.emporia.edu/libsv) |
| Fall Break | 10-20/21 | Sunday | 1:00 pm - 12:00 am |
| Veterans Day | 11-11-16 | Monday-Thursday | 7:30 am – 12:00 am |
| Thanksgiving Vacation | 11-23/27 | Friday | 7:30 am - 6:00 pm |
| | | Saturday | 9:00 am - 6:00 pm |
| | | Check the library’s webpage for the rest of the library’s hrs. during breaks. |

**MEMORIAL UNION BOOK STORE HOURS**

| Sunday | Closed |
| Monday-Friday | 9:00 am - 5:00 pm |
| Saturday (except for football game day Sat.) | Closed |
| All other exceptions for holiday and special events will be posted at the bookstore or our website: [www.emporia.bookstore.com](http://www.emporia.bookstore.com) |

**SPECIAL HELP OPPORTUNITIES**

Reading & Academic Success Center – Located in VH 222, the Center offers a variety of instructional assistance improving reading comprehension, vocabulary, reading rate, systematic study skills/techniques, time management, academic tutoring, test taking and test preparation skills.

Hours: Spring/Fall Semesters Mon. – Thurs. 9-3, and Fri. 9-12. Summer hours are posted in May. Contact us at (620)-341-5495 for more information.

Mathematics Laboratory - The math lab is located in BL190 and offers a variety of services for math students. This includes tutoring in course work and make-up testing. The math lab is open Mon. – Thurs., 9 am – 9 pm. and Fri., 9 am-5 pm.

Writing Center - Located in WAW Library 209 C, the Writing Center offers help with all types of professional and academic writing. Please see room for hours. For quick questions or more information, call (620) 341-5380.

Counseling Services - Contact Counseling Services within the Department of Student Wellness at 250 SE Morse Hall, or call (620) 341-5222.

Disability Services – Located within the Student Advising Center, Plumb Hall 106. For information about academic accommodations, access and other services for students with disabilities, please contact the office at (620) 341-6637 or [disabser@emporia.edu](mailto:disabser@emporia.edu).

**WHERE TO GO FOR STUDENT SERVICES**

Academic Advising - The Student Advising Center (SAC) advises primarily freshmen and undeclared/exploratory students regarding classes, majors, and "how to do college". The Center is open from 8 am to 5 pm, Monday through Friday and is located in Plumb Hall, Room 106. Students may call (620) 341-5421 for appointments/information. Students should also connect to us on Facebook. Most students with 30 hours who have declared a major are assigned an advisor in the appropriate academic department.

Admissions - For information regarding admissions applications and campus visits, contact the Admission Office, Room 105 in Memorial Union or call (620) 341-5465.

Associated Student Government (ASG) - The ASG offices are located in the Center for Student Involvement Office on Mainstreet of the Memorial Union. The members of ASG serve as advocates for the students. Contact (620) 341-5494 or [asgpres@emporia.edu](mailto:asgpres@emporia.edu).

Career Services – provides career planning resources to students including career testing and counseling, choosing a major, part-time job listing, internships, resume revisions, practice interviews, job search strategies, on-campus recruiting, and application to graduate or professional school. Contact us at (620) 341-5407, 050 Memorial Union Lower Level, or [www.emporia.edu/careerservices](http://www.emporia.edu/careerservices).

Center for Student Involvement (CSI) - Located on Mainstreet in the Memorial Union, Room 150.

Computer Lab Hours (hours are subject to change)

Computer Lab - Visser Hall - Rm. 122 (620) 341-5746

Mon.-Thurs. 8:00 am – 8:00 pm
Fri. 8:00 am - 1:00 pm
Sat. & Sun. Closed

Richel Learning Space - Cremer Hall – Rm. 193 (620) 341-5555

Available services: Classroom with 40 computers, 9 Sky stations, 2 SkyPrint, 1 scanning station, 4 group rooms with SkyView computer, study tables and comfortable seating. Class schedule is posted on door to the Learning Space.

*Access after regular business hrs. and weekends with Hornet Card.*

HPR Computer Lab - Physical Education Bldg. - Rm. 202

The lab will be open during the following class times:

- MWF 10:00 am - 1:00 pm
- 2:00 pm – 4:00 pm
- TR 12:00 am – 4:00 pm
- 8:00 am – 10:00 pm

The lab will also be closed for reserved time from other classes. Notices will be posted.

ADAP - The Alcohol and Drug Abuse Prevention (ADAP) Program seeks to support students, faculty, and staff in creating and maintaining a campus environment that encourages and supports healthy lifestyles Services include consultations, referrals, and presentations. Our resource center, located in SE 250 Morse Hall, has both print and non print materials available. The Prime for: On Campus Talking About Alcohol Class meets the requirements for Alcohol Information School required by the courts. Please contact the Alcohol & Drug Abuse Prevention office at (620) 341-5222 or visit our website at [www.emporia.edu/adap](http://www.emporia.edu/adap).

Financial Aid - Information is available at [www.emporia.edu/finaid](http://www.emporia.edu/finaid) or in Plumb Hall Room 103, or by phone at (620) 341-5457 or (800) 896-0567. To apply for federal aid online go to [www.fafsa.gov](http://www.fafsa.gov).

Thruplus (Non-traditional) Student Services - Located on Mainstreet, Memorial Union, Rm. 150.

Police and Safety - Located at 1701 Wooster Drive northeast of Welch Stadium, are very concerned about safety, security, and the overall welfare of the campus community. Call (620) 341-5337 to report suspicious activity or to request police assistance. Dial (620) 341-6043 for information regarding parking.

Student Health Services - Health Services is located within the Student Wellness Center at 250 SE Morse Hall. Clinic hours are 8am-5pm, Monday through Friday with extended hours until 7pm on Thursday when class is in session. Call (620) 341-5222 for appointment and leave prescription refill messages at (620) 341-5867.

Transcript Credit Evaluation - For an evaluation or questions regarding the transfer of credits from previous colleges, contact the Registration Office, Room 108.

Veterans Services – Information on Veterans’ Educational Benefits are available in Plumb Hall Rm. 103 or by calling (620) 341-5457.

THRIVE - (Healthy Relationship and Interpersonal Violence Education Program) is committed to creating and promoting a safe environment for the ESU community through educational initiatives and outreach. Seeks to reduce sexual violence and empower individuals to engage in healthy relationships. Located in Student Wellness, 250 SE Morse Hall.
**HONORS COLLEGE**
The University Honors College is open to highly motivated students from all academic disciplines who have excelled academically at high school or on campus. The Honors College provides opportunities for students to learn and practice civic leadership, complete an enhanced curriculum that complements coursework in their respective majors, learn from faculty mentors, participate in educationally-rich travel experiences, interact in learning communities, and receive scholarship assistance. The Director is Gary Wyatt, Plumb Hall Room 205, (620) 341-5899.

Application is required. See Honors College web page at [www.emporia.edu/honors/students/application.html](http://www.emporia.edu/honors/students/application.html) for membership criteria and application information.

**GRADUATION WITH HONORS**
**Summa cum laude** - Students with a CGPA equal to or higher than 3.90 shall have this designation entered on the diploma and the transcript.

**Magna cum laude** - Students with a CGPA less than 3.90 but equal to or greater than 3.70 shall have this designation entered on the diploma and the transcript.

**Cum laude** - Students with a CGPA less than 3.70 but equal to or greater than 3.50 shall have this designation entered on the diploma and the transcript.

**UNDERGRADUATE SCHOLASTIC STANDINGS**
A student is in “good standing” when the following cumulative grade point average* or higher is achieved:
- Freshmen under 30 hours 1.8
- Sophomores 30-59 hours 2.0
- Juniors 60-89 hours 2.0
- Seniors 90 or more hours 2.0

A=4.0, A- =3.7, B+=3.3, B=3.0, B- =2.7, C+=2.3, C=2.0, D=1.0, and F=0.0.

**PRIOR APPROVAL**
Students who wish to take course work at another institution should complete a prior approval form and obtain the required signatures to ensure that such course work is transferable to ESU. Prior approval forms are available in the Degree Analysis Office, Plumb Hall Room 108H. A similar application must be completed for a minor, a second teaching field, or a double major. The application requires the signatures of the advisor and the chair of the department.

**CREDIT FOR PRIOR LEARNING**
ESU offers various opportunities for Advanced Placement and Credit by Examination. Further information is available in the Registration Office, Plumb Hall Room 108.

**CREDIT FOR MILITARY SERVICE**
Students who have previously served in the U.S. armed forces may be allowed some college credit for their military experience. Students who desire to receive military credit should submit a DD214 form or its equivalent to the Office of the Registrar. The maximum credit allowed for military service is 18 hours.

**TEACHER LICENSING**
Applications or information may be obtained by contacting the Licensure Officer, Andrea Baldwin, [abaldwin@emporia.edu](mailto:abaldwin@emporia.edu) or in the Office of Field Placement, Licensure and Alternate Route, Visser Hall Room 208.

**FINAL EXAMINATION SCHEDULE**
Regular fall 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.

**ACCESS TO STUDENT RECORDS**
In accordance with the 1975 Family Educational Rights and Privacy Act (FERPA), the university has established a policy concerning access to student records. The full policy is available upon request from the Registration Office. The following items are included here because of their general interest:
1. Grades are available on BUZZIN, probation and suspension letters and other correspondence are sent directly to all students who achieve the required cumulative GPA.
2. Access to student records by parents or outside agencies is permitted only upon receipt of a written release by the student.
3. Students may not have access to parental financial records submitted in support of financial aid applications.
4. With certain exceptions, each student has access to his or her personal and academic records.

**EXPLANATION OF OFFICE LOCATION CODES:**
- **BC** Butcher Education Center
- **PE** Physical Education
- **BH** Beach Hall
- **PH** Plumb Hall
- **BL** Brighton Lecture Hall
- **RH** Roosevelt Hall
- **CH** Cremer Hall
- **SH** Science Hall
- **HC** Hammond Complex
- **VH** Visser Hall
- **KI** King Hall
- **WL** White Library

**HAVE A GREAT SEMESTER!**