ACADEMIC CALENDAR
SPRING SEMESTER, 2012

December 2, 2011, Friday
Hornet Connection (an enrollment program for new students) Call the Office of Admissions at 877/468-6378 for details.

December 9, Friday
An electronic billing statement will be generated and available through the student’s Buzz In account. Students enrolling after 12:00 p.m. on Wednesday, December 7th, will NOT be sent a bill. Students can look up tuition and fees owed on Buzz In and pay online or contact Cashiering Services to make arrangements for payment of tuition and fees.

December 15, Thursday
Deadline for the January 14, 2012, ETS Praxis Testing PPST/PLT Exams. Registration form and fee payment must be sent directly to the Educational Testing Service and must be received by this date. Enroll on-line at www.ets.org/praxis.

January 2-6, 2012, Monday-Friday
Interim Period

January 4, Wednesday
Residual ACT Test, 12:00 noon, Visser Hall, Room 129.

January 8, Sunday
Residence Halls open 12:00 noon.

January 11, Wednesday
Classes begin, day & evening. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

January 11, Wednesday
*50 administrative fee charged to all students who have an account balance of $100 or more at 5:00 p.m. central time. Students must sign and submit the Extended Payment Contract. This form is available at http://www.emporia.edu/busaff/refund.htm.

January 14, Saturday
ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.

January 14, Saturday
First meeting of Saturday classes.

January 16, Monday
Martin Luther King Day. Holiday - offices closed and no classes.

ATTENTION ENROLLED STUDENTS
January 18, Wednesday (Fifth Day of Class)
DEADLINE – Undergraduate students who pre-enrolled must pay account balance by 5:00 P.M. central time ON January 18th OR MAKE A $150 ACCOUNT DOWN PAYMENT IN ORDER TO AVOID LOSING THEIR SCHEDULED CLASSES.

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 your account.

Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff

January 25, Wednesday
Seniors notify the Degree Analysis Office, 108H Plumb Hall, if they intend to graduate in May, 2012.

January 25, Wednesday
Tenth day of classes and 15th Calendar day.
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.

February 3, Friday
Deadline for registration and fee payment for the February 25, 2012 CAAP competency exams.

February 8, Wednesday
An additional $50 administrative fee charged to all students who have an account balance of $100 or more at 5:00 p.m. central time.

Students must have signed and submitted the Extended Payment Contract by this date in order to avoid account holds.
February 8, Wednesday
Juniors must submit major contract and request degree check in Degree Analysis Office, 108H Plumb Hall.

February 8, Wednesday
Twentieth day of classes.

February 17, Friday, No classes.

February 25, Saturday
CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

March 1, Thursday
Graduate students intending to graduate in Summer 2012 must file the “Intent to Graduate” form with the Graduate School.

March 1, Thursday
All student account balances are considered past due. A $50 late fee will be assessed each month the balance remains outstanding during the semester. Holds placed on student’s account.

March 2, Friday
End of first block and end of the 8th week. Instructors must evaluate students by the end of the 8th week.

March 5, Monday
Second block begins.

March 6, Tuesday
Midterm grades are due.

March 14, Wednesday
Deadline for registration and fee payment for the April 7, 2012 CAAP competency exams.

March 19-25, Monday through Sunday, Spring Break.

March 28, Wednesday
Last day to withdraw from a class and receive automatic "W" on transcript (10 wks).

March 29, Thursday
Deadline for the April 28 ETS Praxis Testing PPST/PLT Exams. Registration form and fee payment must be sent directly to the Educational Testing Service and must be received by this date. Enroll on-line at www.ets.org/praxis.

April 7, Saturday
CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

April 28, Saturday
ETS Praxis Testing PPST/PLT Exams, 7:30 a.m., Visser Hall Atrium.

May 4, Friday
Last day of classes.

May 4, Friday
Deadline for registration and fee payment for the June 2 CAAP competency exam.

May 7-11, Monday-Friday
Final examinations.

May 12, Saturday
Commencement, 9:30 a.m., Welch Stadium

May 15, Tuesday
Grades are due--12:00 Noon.

June 2, Saturday
>CAAP Competency Assessment Examination, 7:30 a.m., Visser Hall.

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, and three units of natural sciences.

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, and three units of natural sciences.

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 transferrable 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/admiss

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 must be on file in the Admissions Office before the end of the student’s first semester.

New Student Enrollment

All students are required to attend Hornet Connection, 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 and requests 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.

It is recommended that completed undergraduate applications be on file by no later than 10 working days before classes begin to ensure 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.

GRADUATE

Application forms for admission to graduate study may be obtained online via the Graduate School website at http://www.emporia.edu/grad/appinstr.htm. The application fee for graduate study is as follows:

- 1st Time Degree/Certificate Seeking Application Fee - $40.00
- Returning New Degree/Dual Degree (If you already have a graduate degree or have applied for a graduate degree and are returning to a new graduate degree) - $20.00
- 1st Time Licensure/Non-Degree Seeking Graduate - $25.00
- Returning Licensure/Non-Degree (If you have not taken courses for more than 3 years and have become inactive) - $25.00
- Changing from Licensure/Non-Degree to Degree/Certificate Seeking - $40.00
- 1st Time PhD - $50.00
- Returning PHD (If you have not taken courses for more than 3 years and have become inactive) - $25.00

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 notification from the Graduate School of their eligibility status.

Students may apply for graduate study in any one of six 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 at http://www.emporia.edu/grad/docs/policyhandbook2.pdf.

For additional information students can call 620-341-5403 or 1-800-950-GRAD, request information via the Graduate School web page at http://www.emporia.edu/grad/moreinfo.htm, or write to the Graduate School, 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
All freshman and undeclared students (except some international students) are advised in the Student Advising Center. The advisors are faculty members representing each department of the university which has an undergraduate degree program. Beginning with the sophomore year, students who have chosen a major are 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. - 5:00 p.m., Monday through Friday. The center is located in 206 Plumb Hall. For more information, students should call 620/341-5421.

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.

ENROLLMENT INSTRUCTIONS AND INFORMATION

NEW STUDENTS
Undergraduate students who have never attended Emporia State University will obtain new student enrollment information from the Admissions Office, 106 Plumb Hall, or call 620/341-5465. Graduate students should contact 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 to enroll in courses and/or to make changes to their Spring semester schedule of classes. Contact the SAC in 206 Plumb Hall or by phone at 620-341-5421. Students who do not want to change their class schedule should follow the procedures listed under Fee Payment.

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.

FORMER STUDENTS
(Definition: Students who have attended ESU before but were not in attendance during the 2011 Fall Semester OR students who received degrees from ESU in December.)
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 informing them that it is time to make an advising/registration appointment. 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 2012 Spring 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 contact the appropriate department to secure permission to register for these courses. 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. An advisor may opt to assist you with enrolling rather than providing you with your PIN to enroll yourself. Remember all enrollment holds must be satisfied prior to class registration.
2. If you have problems with your enrollment the Registration Office will assist you.
3. Update your student information through your BuzzIn account, including your mailing address and cell phone number.

NOTE: An electronic billing statement will be mailed to students who pre-enroll by 5:00 p.m. on Wednesday, December 7, 2011.
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.) Students should consult their academic advisor before signing up to audit a course.

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 contact the Registration Office, 108 Plumb Hall or by phone at 620-341-5211, 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 approximately 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 post 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 post a midterm grade for each graduate student enrolled in the course. 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 BuzzIn (see previous page).

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 Associate Provost 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 Associate Provost 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. The policy is online at www.emporia.edu/finaid.

"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. Students should consult their academic advisor before enrolling in a pass-no-credit 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.

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<tr>
<th>FEE INFORMATION</th>
<th>STUDENT FEES</th>
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<tbody>
<tr>
<td><strong>ON-CAMPUS COURSES</strong></td>
<td><strong>STUDENT FEES</strong></td>
</tr>
<tr>
<td>Undergraduate students enrolled in <strong>10 or MORE credit hours</strong> and Graduate students enrolled in <strong>7 or MORE credit hours</strong> are assessed a fee of the following amounts:</td>
<td><strong>Resident</strong></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$2,476.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$2,886.00</td>
</tr>
<tr>
<td>Undergraduate students enrolled in <strong>LESS than 10 credit hours</strong>, and Graduate students enrolled in <strong>LESS than 7 credit hours</strong> are assessed a per-credit-hour fee of the following amounts:</td>
<td><strong>Resident</strong></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$195.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$261.00</td>
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</table>

NOTE: An electronic billing statement will be mailed to students who pre-enroll by 5:00 p.m. on Wednesday, December 7, 2011.

OFF-SITE & DISTANCE EDUCATION ENROLLMENT

Off-Site & 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 Off-Site & Distance Education. The “X” designates graduate level credit, the “Z” is undergraduate level credit. For information about enrollment and fees, please call Off-Site & Distance Education at (620) 341-5385 or toll free 1-877-332-4249.

OFF-SITE & DISTANCE EDUCATION FEES

All off-campus classes and classes offered to students at a distance are administered by Off-Site & Distance Education. Fee amounts per semester hour are:

<table>
<thead>
<tr>
<th><strong>Resident</strong></th>
<th><strong>Non-Resident</strong></th>
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</thead>
<tbody>
<tr>
<td>Undergraduate Credit</td>
<td>$197.00</td>
</tr>
<tr>
<td>Graduate Credit</td>
<td>$263.00</td>
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</table>

*An exception or waiver would be allowed for out of state residents who are employed in Kansas. Verification must be made with the Office of the Registrar.

Off-campus technology fee for all Internet, Interactive TV, and TELNET 2 courses: Undergraduate and graduate, $60 per course. Students attending classes at Distance Education site will be assessed a site facility fee not to exceed $30.00 per credit hour or a fee as required when other facilities are used.

NOTE: Students enrolled in Off-Site & Distance Education classes will pay tuition and Off-Site & Distance Education fees at the per credit hour rate. These charges will be applicable regardless of whether a student is enrolled in on-campus classes.
STUDENT FINANCIAL AID

To determine your eligibility for grants, loans, and part-time work-study employment, you must complete the "Free Application for Federal Student Aid" (FAFSA). If you have completed a 2011-2012 form, and a copy has been forwarded to ESU (code 001927), you are not required to complete a new form for the 2012 Spring Semester. Students who have not previously completed the 2011-2012 FAFSA form are encouraged to do so by November 1, 2011, in order to be considered for spring financial aid.

Students interested in financial aid for the 2012 Summer Session should complete the 2012-2013 FAFSA form by the February 15 priority date. Students must be enrolled in summer classes before aid will be offered. This application determines your eligibility for Summer 2012, Fall 2012 and Spring 2013.

Please contact the Office of Student Financial Aid & Scholarships (103 Plumb Hall) or call 620/341-5457 or 1-800-896-0567 for further information.

For information concerning pertinent consumer information, go online at <www.emporia.edu/finaid/>. If you need a paper copy of this information contact the Financial Aid Office.

ACADEMIC SCHOLARSHIPS

Scholarship Information is available at:
www.emporia.edu/finaid/scholarships/index2.htm

PAYMENT OF ACCOUNT CHARGES

PLEASE NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Spring 2012, you must withdraw from your classes by the end of the 100% refund period (January 25, 2012) 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.

DO NOT PLAN to attend ESU in Spring 2012, you must withdraw from your classes by the end of the 100% refund period (January 25, 2012) 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 Wednesday, January 18, 2012 whether a billing statement is generated or not. For payment to be credited to your account by January 18th 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 January 18th, 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. central time on Wednesday, January 18, 2012.

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 (January 25) 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 Wednesday, January 18, 2012 at 5:00 p.m. central time, 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 on-line or at the cashiering window located in Plumb Hall. Students are not officially enrolled in classes until fees are paid or payment arrangements have been made.

To pay on-line, 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 credit card icon next to the dollar amount under your “My Account” Section
4) Fill in the appropriate information
5) Logout

SCHOOL OF LIBRARY AND INFORMATION MANAGEMENT (SLIM)

All non-resident students will pay the non-resident rates per credit hour plus an area fee per credit hour when taking SLIM classes. Kansas residents will pay resident rates per credit hour plus an area fee per credit hour:

Graduate Credit

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<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>$263.00</td>
<td>$673.00</td>
<td></td>
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GRADUATE STUDENTS

All fees are due and payable on Wednesday, January 18, 2012 at 5:00 p.m. central time whether a billing statement is generated or not. For payment to be credited to your account by January 18th, 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 January 8, 2012 at 5:00 p.m. central time, 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
Students pre-enrolled by 12:00 p.m. Wednesday, December 7, 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, December 7, 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 Spring 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. central time 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, January 6, 2012. Students who have not completed the direct deposit authorization will be issued a check. Checks will not be mailed until January 13, 2012 and will be sent to the students 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 on Wednesday, January 18, 2012. 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](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 January 11, 2012, i.e. workshops, second block classes or other classes starting later must be received by January 18, 2012 to reserve your seat in the course.
8. A $50 administrative fee will be charged on Wednesday, January 18, 2012 at 5:00 p.m. central time to all students who have an account balance. 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, January 11th - First day of class**

**Wednesday, January 18th - 5th day of class** All students 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](http://www.emporia.edu/busaff/payment_options.htm).

**Wednesday, January 25th – 10th day of class**

**Last day for a tuition refund**

**Wednesday, February 8th - 20th day of class** Any account balance not paid in full on or before this date will be charged an additional $50 administrative fee.

**Thursday, March 1st -35th day of class** 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 the 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 January 25, 2012 (10th day of classes).

Refunds are processed in the order that 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.

NOTE: Students attending Emporia State and receiving assistance through Title IV Student Financial Aid Programs may be eligible for a pro-rated refund. Inquire in Cashiering Services for additional information. This refund policy is based on official withdrawal through the Registrar's Office. Tuition refunds may require repayments to Emporia State University or Federal Financial Aid Programs based upon financial aid requirements.

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. 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 RECORDS

When necessary, the University may withhold the 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.

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” or higher 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 104 (Honors Composition II) or in EG 301 (Advanced Composition).
   - Receiving credit by examination for EG 102.

3. The mathematics portion of the requirement may also be fulfilled in any of the following ways:
   - Earning a grade of “A minus” or higher 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 general education mathematics course beyond MA 110 (e.g., MA160, MA161, MA165 or MA 112).
Receiving credit by examination for either MA 110 or MA 161.

4. The reading portion of the requirement may also be fulfilled in any of the following ways:
   - Receiving a reading score of at least 18 on the ACT Assessment.
   - Receiving an equivalent score on any test for which there is a published concordance with the ACT. Students must provide official documentation.
   - Earning a “B minus” or higher (or credit by examination) in each course used to meet the general education requirements.

5. International students may take the Test of English as a Foreign Language (TOEFL) as an alternative to the reading and writing exams. Students must provide official documentation. 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. 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.

   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). 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/arem.

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 |
|-----------------------------|-----------------------------|
| **JANUARY 14, 2012**       | **APRIL 28, 2012**         |
| 7:30 A.M.                   | 7:30 A.M.                   |
| Visser Hall Atrium          | Visser Hall Atrium          |
| Registration & Payment must be received by December 15, 2011** | Registration & Payment must be received by March 29, 2012** |

** 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. Payment MUST be made at this time. Cash, check or credit card.

Registration Fees – Check the Assessment website at www.emporia.edu/arem for the latest fees and testing dates.

CAAP EXAM
February 25, 2012 (deadline to register is Feb. 1, 2012)
7:30 A.M.
Visser Hall Atrium
ESU Registration & Fee Payment Deadline is May 4, 2012

NOTE: For more information, contact the Assessment & Teaching Enhancement Center, at 620/341-5103.
2012 SPRING 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, TR 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 Wednesday, May 9. The examination for a 2:00 MWF class would be 1:00-2:50 on Wednesday, May 9. The examination for a 12:30 Thursday class would be 8:00-9:50 on Wednesday, May 9.

<table>
<thead>
<tr>
<th>Exam days-across</th>
<th>Day 1 Monday May 7</th>
<th>Day 2 Tuesday May 8</th>
<th>Day 3 Wednesday May 9</th>
<th>Day 4 Thursday May 10</th>
<th>Day 5 Friday May 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:50 MWF</td>
<td>12:00 TR</td>
<td>8:00 TR</td>
<td>12:00 TR</td>
<td>11:00 TR</td>
<td>10:00 TR</td>
</tr>
<tr>
<td>10:10-12:00 MWF</td>
<td>11:00 MWF</td>
<td>10:00 MWF</td>
<td>9:00 TR</td>
<td>8:00 MWF</td>
<td>9:00 MWF</td>
</tr>
<tr>
<td>1:00-2:50</td>
<td>1:00 TR</td>
<td>1:00 MWF</td>
<td>2:00 MWF</td>
<td>3:00 MWF</td>
<td>--</td>
</tr>
<tr>
<td>3:10-5:00</td>
<td>4:00 TR</td>
<td>3:00 TR</td>
<td>2:00 TR</td>
<td>4:00 MWF</td>
<td>--</td>
</tr>
<tr>
<td>7:00-9:00</td>
<td>Special Exam #1</td>
<td>Special Exam #2</td>
<td>Special Exam #3</td>
<td>Special Exam #4 #4</td>
<td>--</td>
</tr>
</tbody>
</table>

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 May 1 for this semester.

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, employees, or members of the public 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 Judy Anderson, Affirmative Action Officer/Title IX Coordinator, Emporia State University, Office of Human Resources, Campus Box 4044, 1200 Commercial, Plumb Hall Rm. 211, Emporia, KS 66801-5087; phone 620-341-5379; email jander21@emporia.edu. Employees with inquiries may also contact the Equal Employment Opportunity Commission or the Kansas Human Rights Commission. Students with inquiries may also contact the Office of Civil Rights in the U.S. Department of Education or the Kansas Human Rights Commission.

GENERAL INFORMATION

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.

* 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 the 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](http://www.emporia.edu/stuaff/vahome.htm).

**LIVING AREAS**

The University offers a wide variety of choices in housing accommodations to suit the various needs of the students.

**First Year Student Live-In Requirement**

Emporia State University requires all freshmen to live in the residence halls. Exceptions are limited to those students commuting 30 miles or less to the campus while living with a member of their immediate family (father, mother, sister, brother, aunt, uncle or grandparents); are married (with documentation); or have graduated from high school at least one year before entering Emporia State University and are 19 years of age or older by the 1st day of class Fall semester. Any student enrolled for 12 hours or more, filing for a waiver must provide notarized letters of support from a parent and the family member with whom the student will reside. Waivers of Residential Requirement forms and information are available by writing or calling the Department of Residential Life. **Failure to fulfill the university’s housing contract or to adhere to the university’s housing regulations may result in the student’s transcript and/or enrollment being withheld.**

**HOUSING OPTIONS:**

- **Residence Halls** --- The on-campus location of two residence hall complexes provides housing accommodations for approximately 1,000 students. They are conveniently located and make available facilities, services, programs, and professional staff in the heart of the campus.

- **Emporia State Apartments (family housing)** --- Located east of the campus, these university owned apartments provide 90 one and two bedroom units available primarily to married students, single parents, single graduate students, and non-traditional students. Contact the Department of Residential Life, 308 South Morse Hall, or 620/341-5264, for contract information about the residence halls and Emporia State Apartments.

**Fraternities and Sororities** --- Members of Emporia State university fraternities and sororities have the opportunity to live off-campus in chapter houses after their freshmen year. For additional information contact the Center for Student Involvement in the Memorial Union, 620/341-5481.

**CAMPUS FOOD SERVICE**

The Memorial Union Dining Service provides a variety of food service options for students living on or off campus. 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.

Off-campus students have several meal options: They may pay cash in the Lakeview Cafeteria, Skyline Room, or Hornet Express; 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 the MU Bookstore.

On-campus students contract for meal plans through their housing and food service contract. Contact the Department of Residential Life, 620-341-5264 for more information. To purchase a declining balance, purchase meal plans for off-campus students, 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**

**MISSION:**

The General Education Program at ESU provides a coherent, well-rounded curriculum, consisting of a body of knowledge and skills designed to prepare a person to function successfully and effectively in a global society and workplace. This Program is at the core of the college experience at ESU and complements a student’s major program of study.

**GOALS:**

The general education curriculum ensures that students will:
1. Acquire proficiency in core skills necessary for academic success, including written and spoken communication, quantitative and mathematical reasoning, and information technology and literacy.
2. Be able to think critically and analytically about an issue, an idea, or a problem.
3. Demonstrate knowledge of concepts and principles in a wide range of academic disciplines, including the Creative Arts, Humanities, Life and Physical Sciences, and Social and Behavioral Sciences.
4. Be able to make connections among the ideas and perspectives of multiple disciplines.
5. Demonstrate knowledge of similarities and differences among the world’s cultures, past and present.
6. Demonstrate knowledge and skills necessary for promoting personal and social well-being.

GOVERNANCE:
The overall general education program is the responsibility of the Dean of The College of Liberal Arts & Sciences and his or her designated Director of General Education. ESU’s Council on General Education, which is composed of faculty, students and administrators, assists the director and has responsibility for approving, monitoring, and reviewing all policies, procedures, and curricula pertaining to general education. Faculty in the arts and sciences play a key role in the definition and delivery of the general education program.

GENERAL INFORMATION
A student who enrolled under an earlier program, withdrew from the university, and then was readmitted, has the option of completing the general education requirements that were in effect at the time of his or her first enrollment in an accredited college or university, unless either of the following conditions exist:
1. Different requirements have been imposed by external agencies (e.g., accrediting bodies, the Kansas Board of Regents, the Kansas State Board of Education, etc.).
2. The student has not shown reasonable continuity in his or her education. “Reasonable continuity” is defined as at least 25 semester hours of credit in the immediate past five calendar year period. However, a student who has made application for a degree and has a degree check on file in the registration office may complete the remaining general education requirements identified on that degree check unless ten years have elapsed since the degree check was filed, or requirements of external agencies make that procedure impossible.

In special cases, the determination of which general education requirements are to be met will be made by the Director of General Education.

The student should check with his or her advisor about possible recent changes in the following requirements.

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:

___MA 110 College Algebra 3 hrs.

___MA 161 Calculus I 5 hrs.

___MA 165 Basic Calculus 5 hrs.

Education majors must select one of the following:

___MA 110 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 3 hrs. (Pre-History to the Middle Ages)
- AR 235 Art History II 3 hrs. (Renaissance to the Present)

B. Music
- MU 226 Music Appreciation 2 hrs.
- MU 326 Focus on Fifteen Classical Music Composers 3 hrs.

C. Theater
- TH 105 Theatre Appreciation** 2 hrs.

**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 majors choose two courses, one 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.
- IO 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 1 hrs. (required to accompany GB 100 or GB 103)
- GB 102 General Bio: Field Biology and Lab 4 hrs.
- GB 103 General Bio: History Emphasis 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 4/1 hrs.
- 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

Biology Majors and Nursing Majors
- GB 140/141 Principles of Biology and Lab 4 hrs.

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 4/1 hrs.
- 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.
### V. Social and Behavioral Sciences (6 Credit Hours)

#### Core Requirement
Select two courses, one from any two of the following six areas:

<table>
<thead>
<tr>
<th>A. Anthropology</th>
<th>AN 325 Native Peoples of North America</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Economics</td>
<td>BC 103 Principles of Economics I</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>BC 101 Economics</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>C. Geography</td>
<td>GE 200 Introduction to Geography</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>D. Political Science</td>
<td>PO 100 Intro to Gov and Political Science</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>PO 121 American National Government</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>PO 332 State and Local Gov and Politics</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>E. Sociology</td>
<td>SO 101 Introduction to Sociology</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>SO 202 Social Problems</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>SO 354 Info, Technology, and Society</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>SO 370 Race and Ethnic Relations</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>SO 400 Family in Social Context</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>F. Psychology</td>
<td>PY 100 Introduction to Psychology</td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

### 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:**

<table>
<thead>
<tr>
<th>A. Anthropology</th>
<th>AN 210 Contemporary Cultures</th>
<th>3 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Ethnic and Gender Studies</td>
<td>CW 301 Issues in Ethnic and Gender Studies</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>C. Geography</td>
<td>GE 101 World Regional Geography</td>
<td>3 hrs.</td>
</tr>
<tr>
<td></td>
<td>GE 454 Cultural Geography</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>D. Political Science</td>
<td>PO 330 International Relations</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>E. Modern Languages</td>
<td>AB 110 Arabic Lang and Culture I</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>AB 210 Arabic Lang and Culture II</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>AS 110 Chinese Lang and Culture I</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>AS 210 Chinese and Lang and Culture II</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>FR 110 French Lang and Culture I</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>FR 210 French Lang and Culture II</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>GR 110 German Lang and Culture I</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>GR 210 German Lang and Culture II</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>SA 110 Spanish Lang and Culture I</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>SA 210 Spanish Lang and Culture II</td>
<td>5 hrs.</td>
</tr>
<tr>
<td></td>
<td>One Advanced Level (200 or above) Modern Language Course</td>
<td>3/4 hrs.</td>
</tr>
</tbody>
</table>

**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 Health 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 Health 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/regist/analyst/cexam.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.