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

**IMPORTANT DATES**

**Fall ’11**
- CLASSES BEGIN: 08-17-11
- Administrative Fee assessed on account balance of $100 or more: 08-23-11
- Late Day to Enroll, Drop, or Withdraw from the University: 08-30-11
- Additional Admin. Fee assessed on acct. bal. of $100 or more: 09-14-11
- Late Fee Assessed Monthly on outstanding balances: 10-05-11
- Midterm grades available on BUZZ IN: 10-13-11
- Last Day to withdraw from a full semester course with a "W" on transcript: 10-26-11
- Last Day of Regular Classes: 12-09-11
- Final Exams: 12-12/16
- Commencement: 12-17-11
- Grades available on BUZZ IN: 12-21-11

**Spring ’12**
- CLASSES BEGIN: 01-11-12
- Administrative Fee assessed on account balance of $100 or more: 01-18-12
- Last Day to Enroll, Drop, or Withdraw from the University with a full refund: 01-25-12
- Additional Admin. Fee assessed on acct. bal. of $100 or more: 02-08-12
- Late Fee Assessed Monthly on outstanding balances: 02-29-12
- Midterm grades available on BUZZ IN: 03-07-12
- Last Day to withdraw from a full semester course with a "W" on transcript: 03-30-12
- Last Day of Regular Classes: 05-04-12
- Final Exams: 05-07/11
- Commencement: 05-12-12
- Grades available on BUZZ IN: 05-16-12

**FALL SEMESTER HOLIDAYS**
- Labor Day: 09-05-11
- Fall Break: 10-20/21
- Veterans Day: 11-11-11
- Thanksgiving Vacation: 11-23/25

**SPRING SEMESTER HOLIDAYS**
- Martin Luther King Day: 01-16-12
- No Classes: 02-17-12
- Spring Break: 03-19/23

**WHITE LIBRARY HOURS**
- www.emporia.edu/libsv/services/hours
  - Sunday: 2:00 pm - 11:00 pm
  - Monday-Thursday: 7:30 am - 11:00 pm
  - Friday: 7:30 am - 6:00 pm
  - Saturday: 9:00 am - 6:00 pm

**MEMORIAL UNION BOOK STORE HOURS**
- (exceptions posted in bookstore)
  - Sunday: Closed
  - Monday-Friday: 8:00 am - 5:00 pm
  - Saturday: 9:00 am – 5:00 pm

**SPECIAL HELP OPPORTUNITIES**

**Reading and Academic Success Center** - The Reading Center is located in Room 222 of Visser Hall and is available to all university students. The instruction focuses on improving reading comprehension, vocabulary, reading rate, systematic student techniques, time management, academic skills, and test taking. Students select the instructional assistance of their choice. The center is open 9 am - 3 pm Monday through Thursday; and Friday 9 am to noon during the Fall and Spring semesters, Summer hrs. are posted in May.

**Mathematics/Computer Science Laboratory** - The math lab is located in BL190 and offers tutoring to students in math classes. The math lab is open Monday thru Thursday from 3-9 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 the Counseling Center within the Department of Student Wellness at 211 South Morse Hall, or call (620) 341-5221.

**Disability Services** – Located in 250 SE Morse Hall. For information about accommodations and services for students with documented disabilities, please contact ODS at (620) 341-5222 or 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 206. 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 106 in Plumb Hall 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) 341-5481 or asgpres@emporia.edu.

**Career Services** - Part-time employment, career counseling, internships, and assistance with full-time employment are just a few of the many services available. Contact Career Services at (620) 341-5407, 433 South Morse Hall, or visit www.emporia.edu/careerservices.

**Center for Student Involvement (CSI)** - Located on Mainstreet in the Memorial Union, across from the ID Center.

**Computer Lab Hours** (hours are subject to change)
- Macintosh Computer Lab - Visser Hall - Rm 122 (620) 341-5746
  - Mon.-Thurs. 9:00 am - 8:00 pm
  - Fri. 9:00 am - Noon
  - Sat. & Sun. Closed
- Richel Business Computer Lab - Cremer Hall - Rm 193 (620) 341-5471
  - Mon.-Thurs. 7:00 am - 11:00 pm
  - Fri. 7:00 am - 5:00 pm
  - Sat. 10:00 am - 4:00 pm
  - Sun. 3:00 pm - 11:00 pm
- Visser Hall Computer Lab - Visser Hall - Rm 124 (620) 341-5586
  - Mon.-Thurs. 9:00 am - 8:00 pm
  - Fri. 9:00 am - Noon
  - Sat. & Sun. Closed

**Memorial Union Computer Lab** - The Memorial Union lab has been taken offline for the renovation. After renovations are complete, we will be converting to kiosk-style access. Computers will be placed throughout the building to allow better access for patrons of the Union.

**HPER Computer Lab - Physical Education Bldg** - Rm 202
- The lab will be close during the following class times:
  - MWF 8:00 am - 10:00 am
  - MWF 1:00 pm - 2:00 pm
- The lab will also be closed for reserved time from other classes.

**Financial Aid** - Information is available at 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.

**Non-traditional Student Services** - Located in Student Life PH 205.

**Police and Safety** - Located at 1701 Hooser 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 now 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 Educational Services - Veterans and/or their dependents may obtain educational assistance when eligible. Information is available in 205 Plumb Hall (620) 341-5267.

Women’s Center - The Women’s Center is located in the Counseling Center, 211 South Morse Hall. The Women’s Center is an activity center which invites participation by students, faculty, staff, and community members to encourage discussion and action on issues of importance to women and men.

UNIVERSITY HONORS PROGRAM
The University Honors Program is open to highly motivated students with outstanding high school or college records regardless of their degree program or major. The honors program provides opportunities for students to meet and work individually with faculty, to attend special presentations planned for honors students, to meet distinguished visitors to the university, to travel to special lectures and exhibits in the region. The Honors Council recognizes those students who have satisfactorily participated in the program with the designation "with honors" entered on the diploma and the transcript. The program director is William H. Clamurro, Plumb Hall 404F, (620) 341-5519. Main Honors office, South Morse Hall, Room 434, (620) 341-5998.

The criteria are as follows:
Freshmen - ACT score - 26+ or percentile High School GPA 3.50 or above
Transfer Student - students with a GPA of 3.50 or above are encouraged to apply to the Honors Council for admission to the program.

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.

Placed on Probation - When the cumulative GPA falls below these levels the student will be placed on scholastic probation after attempting a minimum of 12 semester hours.

Continued on Probation - A student who is placed on probation and achieves a 2.00 term GPA the following semester will be continued on probation if the required cumulative GPA is not achieved.

Removed from Probation - A student on probation who achieves the required cumulative GPA will be removed from probation.

Required Withdrawal - If the student on probation fails to achieve a 2.00 term GPA the following semester and fails to achieve the required cumulative GPA, he/she will be required to withdraw from the university for one semester. Students may petition the Registrar for reinstatement.

*Cumulative grade point average is the average of all grades.

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 BUZZ IN, probation and suspension letters and other correspondence are sent directly to all students.
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.

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 Registration Office Plumb Hall 108.

APPLICATION FOR DEGREE
At the time the student’s degree objective becomes definite (and not later than the end of the junior year), the student must submit an official application for a degree with 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 BY EXAMINATION
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.

TEACHING LICENSING
Applications or information about on-line applications may be obtained by contacting the teaching licensing specialist, Shannon Hall, shalld@emporia.edu or Room 208 in the Office of Professional Education Services of Visser Hall.

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, F only, etc., the student will check the “MWF” 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 2:15, 2:30, or 2:45 on Wed., the student will check the 9:00 MWF block.)

FALL ’11

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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!
APPLY BEFORE FEBRUARY 15TH FOR 2012 – 2013 FINANCIAL AID!

08/01/11