ACADEMIC CALENDAR
FALL SEMESTER, 2014

July 11, Friday
Electronic billing statements will be generated and available through the student’s Buzz In account. Please check your Buzz In account for updated information.

August 1, Friday, Deadline to enroll for Sept 6th CAAP Testing
August 13, Wednesday, ACT-Residual, PH316

NEW UNDERGRADUATE STUDENTS:
AUGUST 13, Wednesday
New undergraduate students who have not previously attended ESU. “HORNET CONNECTION”, the new student program, will be held on campus with check-in beginning at 8:30 a.m. The cost per student is $80. For more information please contact the Admissions Office. (This program consists of an introduction to ESU, advisement, class enrollment, and fee payment for new freshmen and new transfer students, who DID NOT attend a new student program during the spring or summer.)

August 15, Friday
Residence Halls Open
August 18, Monday
Classes begin, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

ATTENTION ENROLLED UNDERGRADUATE STUDENTS
August 22, Friday
DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. CT ON FRIDAY, AUGUST 24TH TO AVOID ADMINISTRATIVE FEES. GRADUATE STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES. A $50 administrative fee will be charged to all students who have an account balance greater than $100. Information regarding the extended payment agreement plan can be found at Cashiering Services and Student Accounts in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff.

August 23, Saturday
First meeting of Saturday Classes

ATTENTION ENROLLED GRADUATE STUDENTS
August 22, Friday
DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. CT ON FRIDAY, AUGUST 22ND TO AVOID ADMINISTRATIVE FEES.

ALL ENROLLED STUDENTS
If you are enrolled but DO NOT PLAN to attend ESU in Fall 2014, you must withdraw from your classes by the end of the 100% refund period (August 29, 2014) 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.

August 29, Friday-Tenth day of classes
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 before this date.

September 1, Monday
Labor Day Holiday--no classes.
September 6, Saturday, CAAP Testing ESU Visser Hall & ESU-KC location Overland Park, KS

September 15, Monday
Twentieth day of classes
Additional $50 administrative fee charged to all students who have an account balance of $100 or more.
Students must have signed and submitted the Extended Payment Agreement by this date in order to avoid account holds.

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

October 1, Wednesday, Deadline to Enroll for Nov. 1st ESU CAAP Testing
October 6, Monday
Last day to pay account balance in full and avoid late fee penalties and holds.

October 7, Tuesday
All student account balances are considered past due. $50 late fee assessed each month balance remains outstanding during the semester.
Holds placed on student’s account.
October 9-10, Thursday-Friday
Fall Break, no classes.

October 10, Friday
End of first block.
End of 8th week.
Instructors must evaluate students’ progress by end of 8th week

October 13, Monday
Second block begins.

October 14, Tuesday
Midterm grades are due.

October 15
Deadline for students expecting to receive an undergraduate degree in December, 2015, to submit an undergraduate application for degree in the Degree Analysis Office, 108H Plumb Hall.

October 18, Saturday, NBCC Testing, Visser Hall

October 24, Friday
Last day to withdraw from a class and receive automatic "W" on transcript (10 weeks).

October 31, Friday
Graduate students intending to graduate in May 2015 must file the "Intent to Graduate" form with the Graduate Office, 313 Plumb Hall.

November 1, Saturday CAAP Testing ESU Campus Only Visser Hall

November 11, Tuesday
Veterans' Day Holiday, no classes.

November 25, Tuesday
Thanksgiving vacation begins at 10:00 p.m.

December 1, Monday
Classes resume, 8:00 a.m.

December 5, Friday
Last day of classes.

December 8-12, Monday-Friday
Final examinations.

December 13, Saturday
Commencement.

December 16, Tuesday
Final grades are due.

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 score 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, three units of natural sciences, and one unit of computer technology.

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.

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, three units of natural sciences, and one unit of computer technology.

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 transferable 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.

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 are needed in the Admissions Office before the first day of classes.

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. (An $80* fee is required.)

Please direct questions about Hornet Connection and requests for information 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 or check out the following Website: <www.emporia.edu/admissions/>.

It is recommended that completed undergraduate applications be on file by no later than 5 working days before classes begin to insure 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.

CONCURRENT UNDERGRADUATE STUDENTS

Students who are enrolled in high school and wish to take courses as a part-time student may not normally enroll in more than 9 credit hours in one semester or summer session.

The application of all credit earned while enrolled as a concurrent undergraduate student toward fulfilling degree requirements will be determined after the student has been admitted to the university and becomes a candidate for a particular degree.

Persons wishing to enroll as concurrent undergraduate students may obtain a concurrent undergraduate student application form from the ESU Admissions Office. Financial aid is not available for concurrent students.

GRADUATE

Application forms for admission to graduate study are available online via the Graduate School website at http://www.emporia.edu/grad/admissions/ and should be submitted 30 days before classes begin.

1. 1st Time Degree/Certificate Seeking Application Fee - $40.00
2. 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
3. 1st Time Licensure/Non-Degree Seeking Graduate - $25.00
4. Re-Admit Degree/Certification - Inactive degree and certification students who have not taken courses for more than three years (inactive) and are returning to the same degree - $25.00.
5. Returning Licensure/Non-Degree (If you have not taken courses for more than 3 years and have become inactive) - $25.00
6. Changing from Licensure/Non-Degree to Degree/Certificate Seeking - $40.00
7. 1st Time PhD - $50.00
8. Returning PHD (If you have not taken courses for more than 3 years and have become inactive)- $25.00
9. ESU will accept a McNair Application Fee Waiver. Please 620-341-6404 and ask about procedures to follow if you would like to submit a McNair Application Fee Waiver.

A graduate committee in each department determines a student's eligibility for graduate study. Students will receive electronic notification from the School of their eligibility status.

Students may apply for graduate study in any one of six degree 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 in the Graduate Policy Handbook on the Graduate School website at http://www.emporia.edu/grad/graduate-
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

The Student Advising Center is the primary “go to” location for all freshmen and exploratory students. The academic advisors are available to help students navigate college, choose a major, select courses, add/drop, understand university policies and procedures, locate campus resources, and ultimately work towards graduation. As students reach their sophomore year, those who are successfully making progress in their major will be assigned an advisor within the appropriate academic department. Exploratory students continue to be advised by the Center advisors until a major is selected. The Student Advising Center (and Disability Services) hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information, students should call 620/341-5421 or come by PH 106.

ENROLLMENT INSTRUCTIONS AND INFORMATION

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.

NEW STUDENTS

Undergraduate students who have never attended Emporia State University must obtain new student enrollment information from the Admissions Office, 105 Memorial Union, or call 620/341-5465. Graduate students should go to 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 with any questions related to major selection, add/drop, enrollment, University policies, and overall student success. Contact the SAC in 106 Plumb Hall or by phone at 620-341-5421. The Advising Center is the “go to” location for all freshmen and undecided students.

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.

NEW UNDERGRADUATE STUDENTS

All new undergraduate students that have not pre-enrolled during the summer and who are enrolling for the first time at ESU are required to attend the Friday, August 13, 2014 Hornet Connection. Students should contact ESU Undergraduate Admissions to sign-up for this program. This new student program includes academic advisement, class selection, enrollment, and fee payment.

FORMER STUDENTS

Definition: Students who have attended ESU before but were not in attendance during the 2014 Spring Semester OR students who received degrees from ESU in May or August.

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 to their emporia.edu email account informing them that it is time to make an advising appointment. Students advised in the SAC should meet with their advisor 3-4 times each semester. 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 2014 Fall 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 go to the appropriate department and secure a "Permit to Register" form to present to the Registration office along with the Advisement Form. 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 fall semester and enroll. You may be given a PIN to enroll yourself through your BuzzIn account. Remember all enrollment holds must be satisfied prior to class registration.
2. If your advisor is not participating in online class registration, the completed Advisement Form should be submitted to the Registration Office, 108 Plumb Hall to complete the enrollment process.
3. Update your student information through your BuzzIn account, including your mailing address and cell phone number.

Students pre-enrolled by 12:00 p.m. Friday, July 11, 2014
- An electronic billing statement will be generated and available through the student’s BuzzIn account. Please check your BuzzIn account for updated information.

Students pre-enrolling AFTER 12:00 p.m. Friday, July 11, 2014
- The student should see advisor to determine class schedule.
- SAC students should go to the Student Advising Center, PH 106 or call 620-341-5421.
- Check your BuzzIn account for Fall 2014 course charges
- The student can
  (1) pay fees at Cashiering Services
  OR
  (2) pay fees online through your BuzzIn account.

SCHEDULE FOR DROP-ADD
Student Advised in the Student Advising Center
SAC advisees may drop and add classes in 106 Plumb Hall, 8am-5pm. Call 620-341-5421 for more information.

All Other Students
Students may drop and add classes in the Registration Office, 108 Plumb Hall. Advisor's signature is required for adding a class.

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.) Contact the Registrar for additional information.

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 go to the Registration Office, 108 Plumb Hall, 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 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 GRAADING

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 send to the Registrar's Office 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 send to the Registrar’s Office a midterm grade for each graduate student enrolled in the course. These midterm grades shall be made available to undergraduate and graduate students by the Registrar’s Office as soon as possible. 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 Buzz In.

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 Vice President for Academic Affairs 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 Vice President for Academic Affairs to withdraw with the grade of "W" after 5/8 of the class periods have been completed.

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. Copies are available in the Financial Aid Office, 103 Plumb Hall.

"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.

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.

FEE INFORMATION

STUDENT FEES

PLEASE NOTE: Exact fee amounts will not be available until after July 1, 2014. Student fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.

BuzzIn allows students to view account information online as it becomes available and may permit the student to:

- Register for semester courses, drop and add classes, print class schedules
- Check financial accounts, payment deadlines, financial aid payments
- Receive official emails from the University
- Receive targeted announcements from the University
- Print billing statement
- Set up scheduled payments, refund direct deposit account and authorized users

DISTANCE EDUCATION

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 the Distance Education Office. For additional information, please call the Distance Education Office at 620-341-5385 or toll free 1-877-332-4249. The office is located in 315 Plumb Hall.

Exact fees will not be available until after July 1, 2014. Fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.

PAYMENT OF ACCOUNT CHARGES

GRADUATE STUDENTS

All fees are due and payable on Friday, August 22, 2014 whether a billing statement is generated or not. For payment to be credited to your account by Friday, August 22nd please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account.

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 DO NOT PLAN to attend ESU in Fall 2014, you must withdraw from your classes by the end of the 100% refund period (August 29, 2014) 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 Friday, August 22, 2014 whether a billing statement is generated or not. For payment to be credited to your account by Friday, August 22nd, 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 Friday, August 22nd, 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/student-information

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. CT on Friday, August 22, 2014.

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 (August 29, 2014) to completely reverse assessed tuition and fees. Failure to do so obligates the student to pay tuition and fees in full. 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.

ALL STUDENTS – GRADUATE AND UNDERGRADUATE
Any student, with a balance greater than $100 on Friday, August 22, 2014 at 5:00 p.m. CT, will be charged an administrative fee of $50.

Cashiering Services and Student Accounts (“Cashiering Services”) is responsible for the collection of tuition, fees and residence hall payments. Payments can be made online or at the Cashiering Services window located in Plumb Hall. Students are not officially enrolled in classes until fees are paid or payment arrangements have been made.

To pay online, visit your BuzzIn 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 “Student Account Center”
4) Select “Make a Payment”
5) Follow the step by step instructions to complete payment
6) A receipt will be generated once payment has been processed
7) Logout

Students pre-enrolled by 12:00 p.m. Friday, July 11, 2014
• An electronic billing statement will be generated and available through the student’s BuzzIn account. Please check your BuzzIn account for updated information.

Students pre-enrolling AFTER 12:00 p.m. Friday, July 11, 2014
• The student should see advisor to determine class schedule.
• SAC students should go to the Student Advising Center, PH 106 or call 620-341-5421.
• Check your BuzzIn account for Fall 2014 course charges.
• The student can
  (1) pay fees at Cashiering Services
  OR
  (2) pay fees online through your BuzzIn account.

All students:
1. REVIEW YOUR BUZZIN 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 BuzzIn account or with the Registration Office.
3. Fees can be paid via your student BuzzIn account by electronic check or credit card. The University accepts Visa, 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. CT 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 BuzzIn account will receive excess financial aid funds by direct deposit no earlier than Thursday, August 14, 2014. Students who have not completed the direct deposit authorization will be issued a check. Checks will be available for students to pick up in Plumb Hall in the Rotunda beginning Monday, August 18, 2014. Checks not picked up will be mailed to the student’s current mailing address no earlier than Friday, August 22, 2014. If your mailing address has changed, you must update your address online through BuzzIn or with the Registration Office.
5. All students are required to be paid-in-full by Friday, August 22, 2014. Information regarding the extended payment option can be found at Cashiering Services in Plumb Hall or available at http://www.emporia.edu/busaff/student-information.
6. A $50 administrative fee will be charged on Friday, August 22, 2014 to all students who have an account balance greater than $100. Students must sign and submit the Extended Payment Agreement form in order to avoid account holds. 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. In order to avoid delay of processing excess financial aid
funds, all students are encouraged to have a Title IV Authorization Release Non-Institutional Charges and Prior Year Charges Form on file. This form is available at www.emporia.edu/busaff/payment_options.htm or at Cashiering Services.

8. 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.

9. 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

Monday, August 18th - First day of class

Friday, August 22nd - 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 greater than $100 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/student-information

Friday, August 29th - 10th day of class

Last day for a tuition refund
If you are enrolled but DO NOT PLAN to attend ESU in Fall 2014, you must withdraw from your classes.

Monday, September 15th - 20th day of class - Any account balance not paid in full on or before this date will be charged an additional $50 administrative fee.

Monday, October 6th - 35th day of class - Last day to pay account balance in full and avoid late fee penalties.

Tuesday, October 7th - Any account balance is considered past due.

- $50 late fee assessed each month balance remains outstanding.
- Holds placed on student’s account

REFUND POLICIES

The official REFUND period, for classes that are taught for the entire semester, shall consist of the first 10 class days of the semester. For classes taught less than the regular semester, the official REFUND period shall coincide with the official drop period as determined by the Registrar’s office.

Refunds are processed in the order they are received and may take two to three 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.

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 (See Refund Policies above). 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 INFORMATION

When necessary, the University may withhold a 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.

2014 FALL 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, TWF, T only, R only, RF, etc., the student will check the "TR" blocks.]

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

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

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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 Associate Provost to have one of the final examinations moved to a different day. This appeal to the Associate Provost should be initiated by December 1 for this semester.

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, the Collegiate Assessment of Academic Proficiency (CAAP) before admission to the teacher education program. Please contact your education advisor for questions regarding testing options. 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 CAAP Window. Window criteria are as follows:

- Candidates must have taken the CAAP once.
- Candidates must be within two points of the standardized 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 or Block 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. At the time of this publication, information related to PRAXIS/PPST testing is available by contacting Sharon Brown at sbrown20@emporia.edu or by calling 620-341-5770.

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 the Collegiate Assessment of Academic Proficiency (CAAP), or any other nationally standardized examination for which there is a published concordance with the 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. Meet the passing score requirements for ESU on the Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to receive these forms of test exemptions.

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.

   Receiving credit by examination for either MA 110 or MA 161. Meet the passing score requirements for ESU on the Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to receive these forms of test exemptions.

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.
   - Earning a “B minus” or higher (or credit by examination) in each course used to meet the general education requirements.

   Meet the passing score requirements for ESU on the Compass, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to receive these forms of test exemptions.

5. International students may take the Test of English as a Foreign Language (TOEFL) as an alternative to the reading and writing exams. 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 the CAAP 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 tests. Passing scores in lab tests fulfill the competency exam requirement.

Students who qualify for competency exemption options 2, 3, 4, or 5 must confirm exemptions with the Office of Institutional Research and Assessment (620-341-5103). Students should determine exemption status with their advisor prior to enrolling for CAAP courses. Advisors and students may also consult with the office or can make exemption inquiries via e-mail (bnichols@emporia.edu).

Students will be notified about the need to enroll in CAAP testing courses by e-mail prior to open enrollment dates each semester. This notification will be sent out by the Office of Institutional Research and Assessment. Students should enroll in CAAP courses immediately after completing coursework for Composition II (EG102) and/or College Algebra (MA110), if grades of A or A- are not achieved. Students transferring in coursework for these two subjects should enroll in CAAP courses, if transfer coursework grades were not in the A or A- grade range. Students who haven’t met exemptions for the Reading competency should enroll in the CAAP course no later than their junior year of study.

NOTE: For more information, contact the Office of Institutional Research & Assessment at 620-341-5103 or for further testing dates and information, please visit, www.emporia.edu/oira

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 Student Affairs, 260 Memorial Union or by calling 620/341-5267.

The 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.

DISABILITY SERVICES

The Office of Disability Services (ODS) coordinates reasonable accommodations for students with documented disabilities at Emporia State University in order to afford equal opportunity and full participation in university programs and services for all students. Students must register with ODS in order to receive accommodations. Students with disabilities who do not require accommodations may choose to register with the office in order to be informed of scholarships, employment opportunities, and disability-related events. ODS provides information and referrals to promote successful transitions to college and to work.

We encourage students to plan ahead to facilitate the timely provision of accommodations.

ODS serves as the voter registration site on campus. Voter registration materials are available in both English and Spanish.

In person: 308 South Morse Hall
Mail: Department of Residential Life
1200 Commercial, Box 4009
Emporia, KS 66801
Phone: 620/341-5264
E-mail: disabser@emporia.edu

HOUSING

University housing is available to students with a range of needs and wants. The University offers residence hall spaces on campus for both men and women.

Students are urged to make reservations early because space is limited. Housing assignments are based on a first come, first served basis. To view information about housing and to obtain a housing application/contract, students can visit the Department of Residential Life’s website at: www.emporia.edu/reslife.

Residential Life can also be contacted through any of the following means:
In person: 308 South Morse Hall
Mail: Department of Residential Life
1200 Commercial, Box 4009
Emporia, KS 66801
Phone: 620/341-5264
E-mail: reslife@emporia.edu

CAMPUS FOOD SERVICE

The Memorial Union Dining Service provides a variety of food service options for students living on or off campus. A popular area is the Hornet’s Nest, an excellent spot for meeting friends, having a quick snack, a game of pool, or a few minutes rest between classes.

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 Hornet’s Nest or Skyline Room; 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.

To contract for these plans (except declining balance), contact the Department of Residential Life, 620-341-5264. To purchase a declining balance 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 students with an educational experience that promotes their personal well-being, prepares them for career success and provides for the common good. This program is at the core of the university experience and complements a student’s major program of study.

GOVERNANCE:
The overall General Education Program is the responsibility of the Dean of The College of Liberal Arts and 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 the general education. Faculty in the arts and sciences play a key role in the definition and delivery of the General Education Program.

GENERAL INFORMATION
The General Education Program at Emporia State University has six foundational goals with outcomes under each goal. These goals and outcomes represent what ESU considers to be the foundation of a well-rounded educational experience essential for student success as they complete their careers, prepare for careers, and engage as involved citizens. Each course in the General Education Program is aligned with at least one of these outcomes and provides an educational experience that will satisfy the outcome with which that course is aligned. These goals and outcomes, as well as the courses aligned with them, satisfy requirements of the Kansas Board of Regents (Foresight 20/20), the Kansas State Board of Education, and other accrediting bodies.

Students must complete the General Education Program outlined below. Students whose first enrollment occurred prior to the fall of 2009 may have the option of satisfying the requirements of the General Education Program that were in force when they enrolled provided that the requirements of “Reasonable Continuity” have been satisfied. Such students should check with their academic advisor, Registration Office Personnel, or the Director of General Education for a final determination of this issue.

Students must study these general education requirements carefully and consult with their academic advisor to ensure that they are completing the appropriate requirements as some degree programs require specific courses in the Program. Such program requirements are presented below. When appropriate, students in consultation with their academic advisors, can petition the Director of General Education for the substitution of specific courses requirements, or, in extraordinary circumstances, for exemption from specific course 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 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 applicable university 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 GOALS

1. Acquire proficiency in core skills necessary for academic success.
   A. Demonstrate effective communication skills in writing.
      Complete both courses:
      EG 101 Composition I 3 hrs.
      EG 102 Composition II 3 hrs.
      (Must have a “C” or better in each)
   B. Demonstrate effective communication skills in speaking and listening.
      Complete one course:
      SP 100 Interpersonal Communication 3 hrs.
      SP 101 Public Speaking 3 hrs.

   Major/Degree Requirements
   Business, Elementary/Secondary Education, and Nursing Majors must select:
   SP 101 Public Speaking 3 hrs.

   C. Demonstrate effective skills in quantitative and mathematical reasoning.
      Complete one course:
      MA 110 College Algebra 3 hrs.
      MA 111 College Algebra with Review 5 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 complete one of the following:
   MA 110 College Algebra 3 hrs.
   MA 111 College Algebra with Review 5 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 111 College Algebra with Review 5 hrs.
   MA 161 Calculus I 5 hrs.

   D. Demonstrate effective skills in Information Technology
      Complete one course:
      CS 301 Fluency with Info Technology 3 hrs.
      IS 110/113 Intro to Micro Computer App/Lab 0/3 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.

2. Demonstrate knowledge of concepts and principles in a wide range of academic disciplines including:
   A. The Creative Arts
   Select one course from any of the following three areas:
   1. Art
      AR 105 Art Appreciation 2 hrs.
      AR 225 Art History I 3 hrs.
      AR 235 Art History II 3 hrs.
   2. Music
      MU 226 Music Appreciation 2 hrs.
      MU 326 Focus on Fifteen Classical Music Composers 3 hrs.
   3. Theater
      TH 105 Theatre Appreciation 2 hrs.

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 course from two different areas.

All Art majors choose AR 225 and one course from each of the other two areas.

B. Humanities
   Select two courses, one each from any two of the following three areas:
   1. 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.
   2. Literature/Mass Media
      EG 207 Literary Perspectives 3 hrs.
      JO 200 Mass Communications 3 hrs.
   3. 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 (Music Education majors may choose MU 329 Music History II to fulfill the history requirement) and one course from either of the other two areas.

Nursing majors choose either PI 225 or PI 301 and one history course.

C. The Life Sciences
   Select one course and one lab from the following:
   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.

Major/Degree Requirements

Biology Majors and Nursing Majors
GB 140/141 Principles of Biology/Lab 3/1 hrs.

Elementary Education Majors
Select one General Biology Section (GB 100-103) 3 hrs.
GB 303 Field and Lab Biology 3 hrs.

D. The Physical Sciences
   Select one course and one lab from the following:
   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 3/1 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.

Nursing Majors
CH 120/121 General Chemistry/Lab 3/2 hrs.

E. Social and Behavioral Sciences (6 Credit Hours)
   Select two courses, one from any two of the following six areas:
   1. Anthropology
      AN 325 Native Peoples of North America 3 hrs.
   2. Economics
      EC 101 Basic Economics 3 hrs.
      BC 103 Principles of Economics I 3 hrs.
   3. Geography
      GE 200 Introduction to Geography 3 hrs.
   4. Political Science
      PO 100 Intro to Gov and Political Science 3 hrs.
      PO 121 American National Government 3 hrs.
      PO 322 State and Local Gov and Politics 3 hrs.
   5. Psychology
      PY 100 Introduction to Psychology 3 hrs.
   6. Sociology
      SO 101 Introduction to Sociology 3 hrs.
      SO 202 Social Problems 3 hrs.
      SO 354 Info, Technology, and Society 3 hrs.
      SO 370 Race and Ethnic Relations 3 hrs.
      SO 400 Family in Social Context 3 hrs.

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 one of the other areas 3 hrs.

Business Majors
BC 103 Economics I 3 hrs.
Select one other course from one of the other areas 3 hrs.
Crime and Delinquency Studies Majors
SO 101 Introduction to Sociology 3 hrs.
Select one other course from one of the other areas 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.

3. Demonstrate knowledge of similarities and differences among the world’s cultures, past and present.
A. Critically examine the characteristics of one’s own culture and other cultures.
B. Critically examine how one’s own culture and other cultures shape one’s attitudes and opinions.
C. Demonstrate knowledge of the importance of tolerance and respect towards people of diverse cultures.

Select two courses, one from any two of the following five areas:
1. Anthropology
   AN 210 Contemporary Cultures 3 hrs.
2. Ethnic and Gender Studies
   ID 301 Issues in Ethnic and Gender Studies 3 hrs.
3. Geography
   GE 101 World Regional Geography 3 hrs.
   GE 454 Cultural Geography 3 hrs.
4. Political Science
   PO 330 International Relations 3 hrs.
5. Modern Languages
   AB 110 Arabic Lang and Culture I 5 hrs.
   AB 210 Arabic Lang and Culture II 5 hrs.
   AS 110 Chinese Lang and Culture I 5 hrs.
   AS 210 Chinese and Lang and Culture II 5 hrs.
   FR 110 French Lang and Culture I 5 hrs.
   FR 210 French Lang and Culture II 5 hrs.
   GR 110 German Lang and Culture I 5 hrs.
   GR 210 German Lang and Culture II 5 hrs.
   SA 110 Spanish Lang and Culture I 5 hrs.
   SA 210 Spanish Lang and Culture II 5 hrs.
   One Advanced Level (200 or above) Modern Language Course 3/4 hrs.

Major/Degree Requirements

Bachelor of Arts
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 ID 301 and a course from one of the other areas.

4. Demonstrate knowledge and skills necessary for promoting personal and social well-being.
A. Demonstrate the ability to gather, analyze, and use information to make decisions that promote personal and social well-being.

Select two courses from those listed below:
1. Business
   BU 241 Personal Finance 3 hrs.
   BU 293 Ethics, Social Responsibility & Sustainability 3 hrs.
2. Leadership Skills
   LR 170 Principles of Leadership 3 hrs.
3. Health and Well-being
   HL 150 Critical Issues and Decisions in Health 3 hrs.
   PE 100 Active Living 1 hr.
4. Sociology
   SO 261 Intimate Relationships 3 hrs.

Major/Degree Requirements

Business Majors
BU 293 Ethics, Social Responsibility & Sustainability 3 hrs.
Select one other course from this area 1-3 hrs.

Business Education Majors
BU 241 Personal Finance 3 hrs.
HL 150 Critical Issues and Decisions in Health 3 hrs.

Elementary/Secondary Education Majors
HL 150 Critical Issues and Decisions in Health 3 hrs.
Select one other course from this area 1-3 hrs.

B. Demonstrate awareness of operations of civic and societal institutions.
C. Identify issues that inform and affect civic and societal institutions.

Courses aligned with these outcomes (6B and 6C) are found in the Social and Behavior Science area. Consequently, these objectives will be met as students complete the Social and Behavior Science requirement.

5. Be able to think critically and analytically about an issue, an idea, or a problem.
A. Identify and define an issue, an idea, or a problem.
B. Gather, analyze, and evaluate relevant and reliable information from diverse perspectives.
C. Formulate and support a well-reasoned argument, perspective or conclusion.

A wide variety of courses in the General Education Program assist students in developing critical thinking skills. Students will acquire these skills as they complete the General Education Program without the need to select a specific course.

6. Be able to make connections among the ideas and perspectives of multiple disciplines.
A. Explore and compare complex ideas for multiple disciplines.
B. Apply knowledge from the perspective of multiple disciplines.

A wide variety of courses in the General Education Program assist students in making connections from one discipline to another. Students will learn to make these connections as they complete the General Education Program without the need to select a specific course.
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 MA 097 Beginning & Intermediate Algebra (4 hours).

Developmental Classes - if needed . . .
EG 001 Basic Writing
MA 097 Beginning & Intermediate Algebra
EL 072 Improvement in Reading Skills

GENERAL EDUCATION APPROVED SUBSTITUTIONS
(These substitutions apply only to students who were elementary education majors when they took the specified general education courses in fine arts, physical science, and life science, but have since changed their major.)

Fine Arts:
Basic Music (MU 124) substitutes for Music Appreciation (MU 226).

Physical Science:
Our Physical World (PS 115) substitutes for the five-hour physical science requirement (lecture and lab).

Life Science:
Field and Lab Biology (GB 303) substitutes for Biology Laboratory (GB 101).

GENERAL EDUCATION ADVANCED COURSES

Art: AR 225 or AR 235, Art History I or II, may be substituted for AR 105, Art Appreciation.

Fine Arts: TA 315, Survey of Dramatic Literature, may be substituted for TA 125, Theatre Appreciation.

Literature and Ideas: GR 365, SA 365, FR 419, EG 220, EG 221, EG 230, EG 231, EG 240, EG 241, EG 350, EG 355, and EG 360 may be substituted for EG 207.

Mathematics: Education majors may take MA 161, Calculus I, to satisfy the mathematics requirement. Grades of "C" require evaluation by the Mathematics Department. Students pursuing other majors may take either MA 160, Functions of Calculus; MA 161, Calculus I; or MA 165, Basic Calculus.

Physical Science: Students may take either CH 123/124, Chemistry I/Lab, PH 140/141, College Physics/Lab, or PH 190/191/192, Physics I/Recitation to satisfy this requirement.

Social and Behavioral Science: Students may take either BC 103, Economics I, or BC 104, Economics II, in place of EC 101, Basic Economics.

Writing: 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. (Students eligible for this course may choose EG 101, Composition I, and EG 102, Composition II, instead.)
### COURSE INFORMATION

#### COURSE PREFIX

- **AB** Arabic
- **AC** Accounting
- **AN** Anthropology
- **AR** Art
- **AS** East Asian Studies
- **AT** Art Therapy
- **BC** Economics *(School of Bus)*
- **BE** Business Education
- **BO** Botany
- **BU** General Business
- **CD** Early Childhood
- **CE** Counselor Education
- **CH** Chemistry
- **CS** Computer Science
- **CW** College Wide
- **EA** Educational Administration
- **EB** Ecology & Biodiversity
- **EC** Economics* (LA&S)
- **ED** Education
- **EE** Elementary Education
- **EL** Elementary
- **EG** English
- **ER** Educational Research
- **ES** Earth Science
- **FI** Finance
- **FL** Modern Language
- **FR** French
- **GB** General Biology
- **GE** Geography
- **GO** Geology
- **GP** Great Plains
- **GR** German
- **HI** History
- **HL** Health
- **IR** Information Resources
- **IS** Information Systems
- **ID** Interdisciplinary Stds
- **IE** Intensive English
- **IT** Instructional Techn
- **JO** Journalism
- **LE** Lab Experiences
- **LR** Leadership
- **LI** Library Information
- **MA** Mathematics
- **MC** Microbial/Cellular Bio
- **MG** Management
- **MH** Mental Health Couns
- **MK** Marketing
- **MU** Music
- **NU** Nursing
- **PO** Political Science
- **PS** Physical Science
- **PY** Psychology
- **RC** Recreation
- **RE** Rehabilitation Educ
- **SA** Spanish
- **SD** Special Education
- **SO** Sociology
- **SP** Speech Comm
- **SS** Social Science
- **TH** Theatre
- **TS** TESOL
- **ZO** Zoology

### BUILDING ABBREVIATIONS

These abbreviations are used to designate buildings in which classes are held.

- **AA** Art Annex
- **BC** Butcher Education Center
- **BH** Beach Music Hall
- **BL** Brighton Lecture Hall
- **CH** Cremer Hall
- **CM** Cora Miller Hall, Nursing Department, 1127 Chestnut
- **EC** The Earl Center, 1601 State Street
- **KI** King Hall
- **MC** Morse Complex
- **MU** Memorial Union
- **PE** Physical Education Building
- **PH** Plumb Hall
- **RH** Roosevelt Hall
- **SH** Science Hall
- **VH** Visser Hall
- **WL** William A. White Library
- **WS** Welch Stadium

### COURSE LEVELS

- **000-099** - No credit courses. (Hours may not be included in the 124-hour requirement for a degree.)
- **100-299** - Lower division, undergrad. Designed as freshman and sophomore courses.
- **300-499** - Upper division, undergrad. Designed as junior and senior courses.
- **500-699** - Upper division, undergraduate. Primarily for juniors and seniors, with enrollment of less than 50% Graduate I students.
- **700-799** - Graduate and upper division. For Graduate I students primarily; with enrollment of less than 50% undergraduates.
- **800-899** - Designed primarily for Graduate I* students.
- **900-999** - Designed primarily for Graduate II* students.

### PROGRAMS OF INSTRUCTION

Emporia State University is authorized by the Kansas State Board of Regents to award the following degrees:

- Bachelor of Arts
- Bachelor of Fine Arts
- Bachelor of Interdisciplinary Studies
- Bachelor of Music
- Bachelor of Music Education
- Bachelor of Science
- Bachelor of Science in Business
- Bachelor of Science in Education
- Bachelor of Science in Nursing
- Master of Accountancy
- Master of Arts
- Master of Arts in Teaching
- Master of Business Administration
- Master of Legal Information Management
- Master of Library Science
- Master of Music
- Master of Science
- Education Specialist
- Doctorate of Library & Information Management

In addition to the above degrees, the Emporia State University offers a number of pre-professional or cooperative degree programs. See the general catalog for descriptions of these programs.

The University also offers specialized study programs in business and cooperates with area business and industry in developing special programs to serve their needs.