ACADEMIC CALENDAR
FALL SEMESTER, 2012

July 13, 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.

NEW UNDERGRADUATE STUDENTS:
AUGUST 10, FRIDAY
New undergraduate students who have not previously attended ESU.
“HORNET CONNECTION”, the new student program, will be held on campus beginning at 8:30 a.m. 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.)

ATTENTION ENROLLED “UNDERGRADUATE” STUDENTS
August 21, Tuesday
DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. CDT ON TUESDAY, AUGUST 21ST 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 of $100 or more. Information regarding the extended payment agreement plan can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff.

NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Fall 2012, you must withdraw from your classes by the end of the 100% refund period (August 28, 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.

August 11, Saturday
Towers Complex Residence Halls Open
August 12, Sunday
Morse Hall Residence Halls Open
August 15, Wednesday
Classes begin, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)
August 18, Saturday
First meeting of Saturday Classes

ATTENTION ENROLLED “GRADUATE” STUDENTS
August 21, Tuesday
DEADLINE -- Students who pre-enrolled must pay account balance by 5:00 P.M. CDT ON TUESDAY, AUGUST 21ST 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 of $100 or more. Information regarding the extended payment agreement plan can be found at Cashiering Services in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff.

NOTE: If you are enrolled but DO NOT PLAN to attend ESU in Fall 2012, you must withdraw from your classes by the end of the 100% refund period (August 28, 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.

August 18, Saturday
First meeting of Saturday Classes

September 3, Monday
Labor Day Holiday--no classes.

September 12, Wednesday
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.

September 22, Saturday
>>>> CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS, 7:30 a.m., Visser Hall Atrium.

October 3, Wednesday
Last day to pay account balance in full and avoid late fee penalties and holds.

October 4, Thursday
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 5, Friday
   End of 8th week.
   Instructors must evaluate students’ progress by end of 8th week
October 9, Tuesday
   **Midterm grades are due.**
October 12, Friday
   End of first block.
October 15
   Deadline for students expecting to receive an undergraduate degree in December, 2013, to submit an undergraduate application for degree in the Degree Analysis Office, 108H Plumb Hall.
October 15, Monday
   Second block begins.
October 18-19, Thursday-Friday
   Fall Break, no classes.
October 24, Wednesday
   Last day to withdraw from a class and receive automatic "W" on transcript (10 weeks).
November 1, Thursday
   **Graduate students intending to graduate in May 2013** must file the "Intent to Graduate" form with the Graduate Office, 313 Plumb Hall.
November 17, Saturday
   >>>> **CAAP Competency Assessment Exams for NON-EDUCATION STUDENTS & TEACHER EDUCATION STUDENTS**, 7:30 a.m., Visser Hall Atrium.
November 12, Monday
   Veterans' Day Holiday, no classes.
November 20, Tuesday
   Thanksgiving vacation begins at 10:00 p.m.
November 26, Monday
   Classes resume, 8:00 a.m.
December 7, Friday
   Last day of classes.
December 10-14, Monday-Friday
   Final examinations.
December 15, Saturday
   Commencement.
December 18, 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 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.

Admission to all state educational institutions will remain open for each Kansas resident who is 21 years of age or older and who has graduated from an accredited Kansas high school. For further information, contact the Office of Admissions.

Students who do not meet the qualified admissions standards will be automatically considered for admission through the 10% exception window (i.e., 10% of the fall freshmen class.)

**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.
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. *(A $50* 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 bachelor's 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 10 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 Studies website at http://www.emporia.edu/grad/appinstr.htm and should be submitted 30 days before classes begin. An application fee of $40 for masters, licensure, certificate, and non-degree seeking students and $50 for Ph.D. students is required. 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 electronic notification from the Office of Graduate Studies 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 Studies website at http://www.emporia.edu/grad/gradpol.htm.

For additional information students can call 620-341-5403 or 1-800-950-GRAD, request information via the Graduate Studies web page at http://www.emporia.edu/grad/, email gradinfo@emporia.edu, or write to the Graduate Office, 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 elmadvi@emporia.edu, or you may call 620-341-5770.

STUDENT ADVISING CENTER

The Student Advising Center is the primary “go to” location for all ESU freshmen and undeclared students (except some international students). The academic advisors are available to help students navigate college, choose a major, select courses each semester, 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. 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. to 5:00 p.m., Monday through Friday. For more information, students should call 620/341-5421.

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, 106 Plumb Hall, 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 206 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 12, 2011 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 2012 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 2012 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 spring 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. Wednesday, July 11, 2012:
• 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, July 11, 2012:
• 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 Fall 2012 course charges
- The student can
  (1) pay fees at Cashiering Services
  OR
  (2) pay fees online through your Buzz In account.

**SCHEDULE FOR DROP-ADD**

**Student Advised in the Student Advising Center**

SAC advisees may drop and add classes on Monday, August 13 and Tuesday, August 14, in 206 Plumb Hall, 8am-5pm. No drop-add on Friday, August 10, due to new student program (Hornet Connection). 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.

**REINSTATMENT / 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 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 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.

**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. 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. Copies are available 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, 2012. Fee amounts will be made available as soon as they are approved by the Kansas Board of Regents.

Buzz In 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

PAYMENT OF ACCOUNT CHARGES

GRADUATE STUDENTS

All fees are due and payable on Tuesday, August 21, 2012 whether a billing statement is generated or not. For payment to be credited to your account by August 21st, 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 2012, you must withdraw from your classes by the end of the 100% refund period (August 28, 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 Tuesday, August 21, 2012 whether a billing statement is generated or not. For payment to be credited to your account by August 21st, 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 August 21st, 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. cdt on August 21, 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 (August 28) 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 August 21, 2012 at 5:00 p.m. cdt, 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 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 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 “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. Wednesday, July 11, 2012:
• 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, July 11, 2012:
• 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 Fall 2012 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. 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, August 10, 2012. 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 August 15, 2012. Checks not picked up will be mailed to the student’s current mailing address no earlier than Friday, August 17, 2012. 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 Tuesday, August 21, 2012. 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 Tuesday, August 21, 2102 to all students who have an account balance of $100 or more. 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. 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.
8. 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, August 15th - First day of class

Tuesday, August 21st - 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/student-information

Tuesday, August 28th - 10th day of class
Last day for a tuition refund
Graduate students will not be dropped for non-payment. If you are enrolled but DO NOT PLAN to attend ESU in Fall 2012, you must withdraw from your classes.

Wednesday, September 12th - 20th day of class -Any account balance not paid in full on or before this date will be charged an additional $50 administrative fee.

Wednesday, October 3rd - 35th day of class - Last day to pay account balance in full and avoid late fee penalties.
Thursday, October 4th - All account balances are 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 for 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.

2012 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, MWF, RF, WF, M only, W only, F only, etc., the student will check the "MWF" blocks. For a class that regularly meets TR, TWR, TWRF, T only, R only, RF, etc., the student will check the "TR" blocks.]

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

After it has been determined which block fits a specific class, the student will check the far left column to determine the time of the examination and the top of the schedule to determine the day the examination will be given. Examples: The examination time for a 9:30 TR class would be 10:10-12:00 Thursday, December 13. The examination for a 1:00 MWF class would be 1:00-2:50 on Wednesday, December 12. The examination for an 11:30 Thursday class would be 8:00-9:50 on Friday, December 14.

| Exam days- | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| 8:00-9:50 | 10:00 | 12:00 | 8:00 | 12:00 | 11:00 |
| 10:10-12:00 | 9:00 | 11:00 | 10:00 | 9:00 | 8:00 |
| 1:00-2:50 | 3:00 | 1:00 | 1:00 | 2:00 | -- |
| 3:10-5:00 | 4:00 | 4:00 | 3:00 | 2:00 | -- |
| 7:00-9:00 | Special Exam #1 | Special Exam #2 | Special Exam #3 | Special Exam #4 | -- |

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. FSB 87012/91004

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" 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 105 Honors Composition II or EG301 Advanced Composition.
   - Receiving credit by examination for EG 102 – CLEP, Dept. test outs, or Advance placement tests.
   - Meeting the passing score requirements for ESU on the Compass, C-Base, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to accept 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" 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 mathematics course beyond MA 110. (e.g., MA160 Functions of Calculus, MA161 Calculus I or MA165 Basic Calculus.
   - Receiving credit by examination for either MA110 or MA161 – CLEP, Dept. test outs, or Advance placement tests. 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 accept these forms of test exemptions.

4. The reading portion of the requirement may also be fulfilled by achieving a Reading score of at least 18 on the ACT Assessment, an equivalent score on any test for which there is a published concordance with the ACT, or completion of the ESU General Education requirements with a grade of "B minus" or better in each course.

   - Meet the passing score requirements for ESU on the Compass, C-Base, GRE, IELTS, G-MAT or TOEFL. Official scores must be on file with ESU in order to accept 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. The IELTS, G-Mat, GRE or Compass tests may also be used. Minimum passing scores must be achieved and official scores must be on file with ESU to accept these tests. 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 for that given area.

   - 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) located in Morse Hall, room 23. 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 www.emporia.edu/atec

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:
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.

** 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 located in Abigail Morse Hall, Room 23. Payment MUST be made at this time. Cash, check or credit card.

Registration Fees & Testing Dates – Check the Assessment website at www.emporia.edu/atec for the latest fees and testing dates.

Visit www.emporia.edu/atec for information regarding the:

CAAP EXAMS FOR

TEACHER & NON-TEACHER EDUCATION

September 22, 2012 (ESU & Metro Learning Center Campus)
Deadline to register is August 24, 2012 & November 17, 2012 (ESU Campus Only)
Deadline to register: Oct. 19, 2012

NOTE: For more information, contact the Assessment Center, Abigail Morse Hall, Room 23, 620/341-5103.
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 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.

DISABILITY SERVICES
The Office of Disability Services coordinates accommodations for students with documented disabilities at Emporia State. Students must register with the office to receive accommodations. Students with disabilities who do not require accommodation may choose to register with the office in order to be informed of scholarships, employment opportunities, and disability-related events. The office 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.

The Office of Disability Services also serves as the voter registration site on campus. Voter registration forms are available in the office in English and Spanish.

The Office of Disability Services is located in 250 SE Morse Hall and can be reached by phone (620-341-6646), or email (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. Additionally, a 96-unit apartment complex is located five blocks from campus and is available primarily to families, couples, single parents, graduate, and non-traditional students.

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 which 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 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 course 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.
- JO 200 Mass Communications 3 hrs.

**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.

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.
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.

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

V. Social and Behavioral Sciences (6 Credit Hours)
Core Requirement
Select two courses, one from any two of the following six areas:

A. Anthropology
____AN 325 Native Peoples of North America 3 hrs.

B. Economics
____EC 101 Economics 3 hrs.
____BC 103 Principles of Economics I 3 hrs.

C. Geography
____GE 200 Introduction to Geography 3 hrs.

D. Political Science
____PO 100 Intro to Gov and Political Science 3 hrs.
____PO 121 American National Government 3 hrs.
____PO 332 State and Local Gov and Politics 3 hrs.

E. 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.

F. Psychology
____PY 100 Introduction to Psychology 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 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 other course from this area 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:**

A. Anthropology
____AN 210 Contemporary Cultures 3 hrs.

B. Ethnic and Gender Studies
____CW 301 Issues in Ethnic and Gender Studies 3 hrs.

C. Geography
____GE 101 World Regional Geography 3 hrs.
____GE 454 Cultural Geography 3 hrs.

D. Political Science
____PO 330 International Relations 3 hrs.

E. 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.
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
   ___ LR 170 Principles of Leadership 3 hrs.

C. Health and Well-being
   ___ HL 150 Critical Issues and Decisions in Hlth 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 Hlth 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/crexam.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.
## COURSE INFORMATION

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<td>IR Information Resources</td>
<td>IS Information Systems</td>
<td>IE Intensive English</td>
<td>IT Instructional Technology</td>
<td>JO Journalism</td>
<td>LE Laboratory Experiences</td>
<td>LI Library Information</td>
<td>LR Leadership</td>
<td>MA Mathematics</td>
<td>MC Microbial &amp; Cellular Biol</td>
<td>MG Management</td>
<td>MH Mental Health Counseling</td>
<td>MK Marketing</td>
<td>MU Music</td>
<td>NU Nursing</td>
<td>PE Physical Education</td>
<td>PH Physics</td>
<td>PO Political Science</td>
<td>PS Physical Science</td>
<td>PY Psychology</td>
<td>RC Recreation</td>
<td>RE Rehabilitation Education</td>
<td>SA Spanish</td>
<td>SD Special Education</td>
<td>SO Sociology</td>
<td>SP Speech Communication</td>
<td>SS Social Science</td>
<td>TH Theatre</td>
<td>TS TESOL</td>
<td>ZO Zoology</td>
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## 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
- EI 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

## 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 in Accounting and Information Systems
- 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.

### 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.

### Definitions:

- **Graduate I** - Courses and thesis for Masters students who will ordinarily have accumulated from one through 30 graduate hours and students enrolled in professional schools (Law, Veterinary Medicine, M.D., Architecture, etc).
- **Graduate II** - Courses for Specialists and Doctoral students who will ordinarily have completed greater than 30 hours of graduate work.