IMPORTANT DATES

**Fall '15**
- Classes Begin: 08-17-15
- Last Day to Enroll, Drop, or Withdraw from the University with a full refund: 08-28-15
- Midterm grades available on BUZZIN: 10-14-15
- Last Day to withdraw from a full semester course with a “W” on transcript: 10-23-15
- Last Day of Regular Classes: 12-04-15
- Final Exams: 12-07/11
- Commencement: 12-12-15
- Grades available on BUZZIN: 12-16-15

For fee information see: www.emporia.edu/busaff

**Spring '16**
- Classes Begin: 01-20-16
- Last Day to Enroll, Drop, or Withdraw from the University with a full refund: 02-02-16
- Midterm grades available on BUZZIN: 03-23-16
- Last Day to withdraw from a full semester course with a “W” on transcript: 04-05-16
- Last Day of Regular Classes: 05-06-16
- Final Exams: 05-09/13
- Commencement: 05-14-16
- Grades available on BUZZIN: 05-18-16

For fee information see: www.emporia.edu/busaff

**Fall Semester Holidays**
- Labor Day: 09-07-15
- Fall Break: 10-15/16
- Veterans Day: 11-11-15
- Thanksgiving Vacation: 11-25/27

**Spring Semester Holidays**
- Martin Luther King Day: 01-18-16
- Spring Break: 03-14/18

**WHITE LIBRARY HOURS**

**Library Learning Commons – ALWAYS OPEN**
- Sunday: 1:00 pm - 12:00 am
- Monday-Thursday: 7:30 am - 12:00 am
- Friday: 7:30 am - 6:00 pm
- Saturday: 9:00 am - 6:00 pm

Check the library’s webpage for the rest of the library’s hrs. during breaks.

**MEMORIAL UNION BOOK STORE HOURS**
- Sunday: Closed
- Monday-Friday: 9:00 am - 5:00 pm
- Saturday-(except for football game day Sat.) Closed

All other exceptions for holiday and special events will be posted at the bookstore or our website: www.emporia.bookstore.com

**SPECIAL HELP OPPORTUNITIES**

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

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

**Mathematics Laboratory** - The math lab is located in BL190 and offers a variety of svc/s. for math students. This includes tutoring in course work, make up testing, procedures for completing the mathematics competency exams.

The math lab is open Mon. – Thurs., 9 am – 9 pm, and Fri., 9 am-5 pm.

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

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

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

WHERE TO GO FOR STUDENT SERVICES

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

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

**Associated Student Government (ASG)** - The ASG offices are located in the Center for Student Involvement Office on Mainstreet of the Memorial Union. The members of ASG serve as advocates for the students. Contact (620) 341-5481 or asgpres@emporia.edu.

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

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

**Computer Lab Hours** (hours are subject to change)
- Computer Lab - Visher Hall - Rm. 122 (620) 341-5746
  - Mon.-Thurs. 8:00 am - 8:00 pm
  - Fri. 8:00 am - 1:00 pm
  - Sat. & Sun. Closed

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

Available services: Classroom with 40 computers, 9 Sky stations, 1 SkyPrint station, 1 scanning station, 4 group rooms with SkyView computer, study tables and comfortable seating.

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

**HPER Computer Lab** - Physical Education Bldg. - Rm. 202

The lab will be open during the following class times:
- MWF 10:00 am - 1:00 pm
- 2:00 pm - 4:00 pm
- TR 12:00 am - 4:00 pm
- 8:00 am - 10:00 pm

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

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

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

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

**Policing and Safety** - Located at 1701 Wooster Drive northeast of Welch Campus, are very concerned about safety, security, and the overall welfare of the campus community. Call (620) 341-5377 to report suspicious activity or to request police assistance. Dial (620) 341-6043 for information regarding parking.

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

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

**Veterans Services** – Information on Veterans’ Benefits are available in Plumb Hall Rm. 103 or by calling (620) 341-5167.

**THRIVEE** - (Healthy Relationship and Interpersonal Violence Education Program) is committed to creating and promoting a safe environment for the ESU community through educational initiatives and outreach. Seeks to reduce sexual violence and empower individuals to engage in healthy relationships. Located in Student Wellness, 250 SE Morse Hall.

07/28/15
HONORS COLLEGE

The University Honors College is open to highly motivated students from all academic disciplines who have excelled academically at high school or on campus. The Honors College provides opportunities for students to learn and practice civic leadership, complete an enhanced curriculum that complements coursework in their respective majors, learn from faculty mentors, participate in educationally rich travel experiences, interact in learning communities, and receive scholarship assistance. The Director is Gary Wyatt, Plumb Hall Room 205, (620) 341-5899. Application is required. See Honors College web page at www.emporia.edu/honors/students/application.html for membership criteria and application information.

GRADUATION WITH HONORS

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

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

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

UNDERGRADUATE SCHOLASTIC STANDINGS

A student is in “good standing” when the following cumulative grade point average* or higher is achieved:

- Freshmen: under 30 hours
  - 1.8
- Sophomores: 30-59 hours
  - 2.0
- Juniors: 60-89 hours
  - 2.0
- Seniors: 90 or more hours
  - 2.0

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

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

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

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

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

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

ACCESS TO STUDENT RECORDS

In accordance with the 1975 Family Educational Rights and Privacy Act (FERPA), the university has established a policy concerning access to student records. The full policy is available upon request from the Registration Office. The following items are included here because of their general interest:

1. Grades are available on BUZZIN, probation and suspension letters and other correspondence are sent directly to all students.
2. Access to student records by parents or outside agencies is permitted only upon receipt of a written release by the student.
3. Students may not have access to parental financial records submitted in support of financial aid applications.
4. With certain exceptions, each student has access to his or her personal and academic records.

PRIOR APPROVAL

Students who wish to take course work at another institution should complete a prior approval form and obtain the required signatures to ensure that such course work is transferable to ESU. Prior approval forms are available in the Registration office Plumb Hall 108.

APPLICATION FOR DEGREE

At the time the student’s degree objective becomes definite (and not later than the end of the junior year), the student must submit an official application for a degree with the Degree Analysis Office, Plumb Hall Room 108H. A similar application must be completed for a minor, a second teaching field, or a double major. The application requires the signatures of the advisor and the chair of the department.

CREDIT FOR PRIOR LEARNING

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

CREDIT FOR MILITARY SERVICE

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

TEACHING LICENSING

Applications or information may be obtained by contacting the Licensure Officer, Andrea Baldwin, abaldwin@emporia.edu or in the Office of Field Placement, Licensure and Alternate Route, Visser Hall Room 208.

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 TR, TWR, TRWF, 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 2:15, 2:30, or 2:45 on Wed., the student will check the 2:00 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 Friday, December 11. The examination for a 1:00 MWF class would be 1:00-2:50 on Monday, December 7. The examination for an 11:30 Thursday class would be 8:00-9:50 on Monday, December 7.

FALL ‘15

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EXPLANATION OF OFFICE LOCATION CODES:

BC Butcher Education Center
BH Beach Hall
BL Brighton Lecture Hall
CH Cramer Hall
HC Hammond Complex
KI King Hall
P Physical Education
PH Plumb Hall
RH Roosevelt Hall
SH Science Hall
VH Visser Hall
WL White Library

HAVE A GREAT SEMESTER!