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

**IMPORTANT DATES**

**Fall '14**
- CLASSES BEGIN: 08-18-14
- Admin. Fee assessed on account balance of $100 or more: 08-22-14
- Last Day to Enroll, Drop, or Withdraw from the University with a full refund: 08-29-14
- Additional fees assessed on acct. bal. of $100 or more: 09-15-14
- Late Fee Assessed Monthly on outstanding balances: 10-07-14
- Midterm grades available on BUZZIN: 10-15-14
- Last Day to withdraw from a full semester course with a "W" on transcript: 10-24-14
- Last Day of Regular Classes: 12-05-14
- Final Exams: 12-08/12
- Commencement: 12-13-14
- Grades available on BUZZIN: 12-17-14

**Spring '15**
- CLASSES BEGIN: 01-21-15
- Admin. Fee assessed on account balance of $100 or more: 01-27-15
- Last Day to Enroll, Drop, or Withdraw from the University with a full refund: 02-03-15
- Additional fees assessed on acct. bal. of $100 or more: 02-17-15
- Late Fee Assessed Monthly on outstanding balances: 03-11-15
- Midterm grades available on BUZZIN: 03-25-15
- Last Day to withdraw from a full semester course with a "W" on transcript: 04-08-15
- Last Day of Regular Classes: 05-08-15
- Final Exams: 05-11/15
- Commencement: 05-16-15
- Grades available on BUZZIN: 05-20-15

**FALL SEMESTER HOLIDAYS**
- Labor Day: 09-01-14
- Fall Break: 10-09-10
- Veterans Day: 11-11-14
- Thanksgiving Vacation: 11-26/28

**SPRING SEMESTER HOLIDAYS**
- Martin Luther King Day: 01-19-15
- Spring Break: 03-16/20

**WHITE LIBRARY HOURS**

- www.emporia.libks/ 
  - Sunday: 1:00 pm - 12:00 am
  - Monday-Thursday: 7:30 am – 12:00 pm
  - Friday: 7:30 am - 6:00 pm
  - Saturday: 9:00 am - 6:00 pm

**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.bkstore.com](http://www.emporia.bkstore.com)

**SPECIAL HELP OPPORTUNITIES**

**Reading and Academic Success Center** - Located in VH 222, the center is available to all university students. Choice of instructional assistance is student driven and focuses on improving reading comprehension, vocabulary, reading rate, systematic study techniques/skills, time management, academic tutoring/skills, and test taking skills. The center is open 9 am – 3 pm Mon. – Thurs., and Fri. 9 am – 12 pm during the Fall and Spring semesters. Summer hrs. are posted in May. Contact us at (620) 341-5495 for more information.

**Mathematics Laboratory** - The 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 WAX 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 dissertation@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 part-time jobs listings, career counseling, choosing a major, internships, resume reviews, practice interviews, job search strategies, on-campus interviews with employers, 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)

- Macintosh Computer Lab - Visser Hall - Rm. 122 (620) 341-5746
  - Mon.-Thurs.: 9:00 am - 8:00 pm
  - Fri.: 9:00 am - 1:00 pm
  - Sat. & Sun. Closed

- Richel Learning Space - Cremer Hall – Rm. 193 (620) 341-5555
  - Available services: Classroom with 40 computers, 8 Sky Stations, SkyPrint Stations, 4 group rooms with SkyView computer, and Lounge & snack area

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

- Visser Hall Computer Lab - Visser Hall – Rm. 124 (620) 341-5586
  - Mon.-Thurs.: 9:00 am - 8:00 pm
  - Fri.: 9:00 am - 1:00 pm
  - Sat. & Sun. Closed

- HPER Computer Lab - Physical Education Bldg - Rm. 202
  - The lab will be open during the following class times:
    - MW: 9:00 am - 11:00 am
    - 2:00 pm – 4:30 pm
    - TR: 11:00 am - 4:30 pm
    - F: 9:00 am – 1:00 pm
  - The lab will also be closed for reserved time from other classes. Notices will be posted on the door.

**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 250 South 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](http://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](http://www.fafsa.gov).

**Non-traditional Student Services** - Located in Dean of Students Office, Memorial Union 260.

**Police and Safety** - Located at 1701 Wooster Drive northeast of Welch Stadium, are very concerned about safety, security, and the overall welfare of the campus community. Call (620) 341-5337 to report suspicious activity or to request police assistance. Dial (620) 341-6043 for information regarding parking.

**Student Health Services** - Health Services is 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) 341-5667.

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

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

07/10/14
Gender Program - The Gender Program is located in the Department of Student Wellness, 250 SE Morse Hall. The Gender Program is an advocate and support for all students who are experiencing discrimination, abuse, or harassment and to further the enhancement of gender equality.

UNIVERSITY HONORS PROGRAM
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) 341-3899. The criteria for membership in the Honors College are as follows:

Freshmen: ACT Score of 26 or higher, or a cumulative high school GPA of 3.50 or above.

Transfer Students: A GPA of 3.50 or higher in college/university coursework transferred to ESU.

ESU Students: Current ESU students who do not satisfy the criteria above can achieve membership by earning a GPA of 3.50 or higher at Emporia State University.

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

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

TEACHING LICENSING
Applications or information may be obtained by contacting the Teacher Licensing Specialist, Shannon Hall, shalls@emporia.edu or in the Office of Field Placement and Licensure, Visser Hall Room 208.

FINAL EXAMINATION SCHEDULE
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.
- For a class that regularly meets MT, MW, MF, TR, TWR, TRW, TF, or TRF, etc., the student will check the “MWF” blocks.
- For a class that regularly meets TR, TWR, TRW, TF, TRF, TF, 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. For 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.

EXPLANATION OF OFFICE LOCATION CODES:
- BC Butcher Education Center
- PE Physical Education
- BH Beach Hall
- PH Plumb Hall
- BL Brighton Lecture Hall
- RH Roosevelt Hall
- CH Cremer Hall
- SH Science Hall
- HC Hammond Complex
- VH Visser Hall
- KI King Hall
- WL White Library

HAVE A GREAT SEMESTER!
APPLY BEFORE MARCH 15TH FOR 2015 – 2016 FINANCIAL AID!