ENROLLMENT INSTRUCTIONS
AND INFORMATION

NEW STUDENTS
Undergraduate students who have never attended Emporia State University will obtain new student enrollment information from the Admissions Office, 106 Plumb Hall, or call 620/341-5465. Graduate students should contact 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 to enroll in courses and/or to make changes to their Summer semester schedule of classes. SAC advisors are available to help first-year students navigate college. Students can learn about majors, campus policies, and multiple campus resources. Contact the SAC in 206 Plumb Hall or by phone at 620/341-5421. Students not needing to change their class schedule should follow the procedures listed under Fee Payment.

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.

STUDENTS PURSUING AN EDUCATION DEGREE
All Education majors not advised in the University’s Student Advising Center will be advised in the Elementary Advising Center which is located in 245 Visser Hall. Advisors work with sophomore, junior, and senior Elementary Education students to assist with long-range planning, enrollment, drop-add, and other program/career planning issues. You may contact the Elementary Advising Center during office hours as posted, you may e-mail elemadvi@emporia.edu, or you may call 620/341-5770.

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 December.)
Formed 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 informing them that it is time to make an advising/registration appointment. 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 Summer 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 contact the appropriate department to secure permission to register for these courses. 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, April 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, April 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 Summer 2012 course charges
• The student can
  (1) pay fees at Cashiering Services
  OR
  (2) pay fees online through your Buzz In account.
STUDENTS WHO WISH TO ENROLL
IN DISTANCE EDUCATION COURSES

Courses offered through Distance Education are identified by “X” or “Z” as the first of two section letters following the course number. The “X” designates graduate level credit and the “Z” indicates undergraduate level credit. Only personnel in the Distance Education office may enroll students in these courses. Students wishing to enroll in courses identified in this way should go to that office located in room 315, Plumb Hall.

Or, students may call the Distance Education office for enrollment information at 620/341-5385, toll free at 877/332-3415 or 1-877-GO-TO-ESU (468-6378), or go to the following web site: http://www.emporia.edu/distance/registration.html.

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.

Students who wish to attend ESU as a special undergraduate student, should complete and return (plus a $10 processing fee) a Special Undergraduate Student Application for Admission form to the Admissions Office, Box 4034, 1200 Commercial, Emporia, KS 66801-5087. 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. Students with questions may call (620) 341-5465 or 1-877-GO-TO-ESU (468-6378).

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 under-graduate 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.

Students who wish to enroll as a concurrent undergraduate student should complete and return (plus a $10 processing fee) a Concurrent Undergraduate Student Application for Admission form to the Admissions Office, Box 4034, 1200 Commercial, Emporia, KS 66801-5087. Financial aid is not available for concurrent students. Students with questions may call (620) 341-5465 or 1-877-GO-TO-ESU (468-6378).

READMSSION

Students who were required to withdraw the last time they attended ESU, or students returning to ESU after a semester or more absence, should go to the Registration Office, 108 Plumb Hall, to process a readmission form. The Registration Office will determine the student's previous advisor. Freshmen and undeclared upperclassmen will be advised by the Student Advising Center, 206 Plumb Hall.

Students who have been required to withdraw may not be reclassified as "special undergraduate students."

CREDIT HOUR LOAD

The normal credit hour load is considered to be one credit hour per week of attendance. Students with outstanding academic records may petition to exceed these limits. (See "Overload" procedure, below).

OVERLOAD

Overload permit forms are available in the Registration Office, 108 Plumb Hall. An overload form must be processed before enrolling in the class or classes that constitute the overload. This form must be signed by the student's advisor and the department chair of their major. Graduate students need signatures of their advisor, the department chair, and the dean of the college/school.

POLICY ON ADDING, DROPPING, AND WITHDRAWING FROM SUMMER CLASSES

• Adding Classes --
The instructor's and advisor's signatures are required to add a class after the second class meeting.

• Dropping Classes --
When a class is dropped there is no record of that class on the academic transcript. The length of the drop period in summer school varies with the length of the course. The schedule for dropping a class is:

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Drop by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 weeks</td>
<td>End of 2nd day of the class</td>
</tr>
<tr>
<td>3 weeks</td>
<td>End of 3rd day of the class</td>
</tr>
<tr>
<td>4 weeks</td>
<td>End of 4th day of the class</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>End of 1st week of the class</td>
</tr>
</tbody>
</table>

• Withdrawing from Classes --
Withdrawing from a class will result in a “W” for that course on your academic transcript. The length of time to withdraw from a
summer school class varies with the length of the class. The
schedule for withdrawing from a class is:

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Withdraw by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 weeks</td>
<td>Up to the last scheduled day of the class</td>
</tr>
<tr>
<td>3 weeks</td>
<td>End of 2nd week of the class</td>
</tr>
<tr>
<td>4 weeks</td>
<td>Tuesday of 3rd week of the class</td>
</tr>
<tr>
<td>5 weeks</td>
<td>First day of the 4th week of the class</td>
</tr>
<tr>
<td>6 weeks</td>
<td>End of the 4th week of the class</td>
</tr>
<tr>
<td>7 weeks</td>
<td>End of the 5th week of the class</td>
</tr>
<tr>
<td>8 weeks</td>
<td>Monday of the 6th week of the class</td>
</tr>
<tr>
<td>9 weeks</td>
<td>End of the 6th week of the class</td>
</tr>
<tr>
<td>10 or more weeks</td>
<td>Wednesday of the 7th week of the class</td>
</tr>
</tbody>
</table>

AUDITING OR VISITING A CLASS

A student who wishes to take a course, but does not need or want the credit counted toward degree requirements, may "audit" that course. The student should obtain an audit card from the Registration Office and secure the instructor's signature during enrollment. Additional information is available in the Office of the Registrar. Fees for auditing a class are the same as if enrolled for credit.

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 prefix, double section letter beginning with the letter "P", and an appropriate note such as "permission," "consent," etc., in the prerequisite column.

CREDIT BY EXAMINATION

Students may earn credit by examination in a number of departments of the university. Information in this regard should be obtained from the department concerned or the Office of the Registrar.

PASS-NO-CREDIT GRADING

A student may enroll in certain courses under the pass-no-credit option. This means that the grade which he/she receives for the course will be either "P" for passing or "N" meaning no credit.

This option is limited to certain areas and a student may not take a course in their major, minor, or teaching field under this option. Required general education courses are also excluded from this option.

Grades in certain other courses are recorded as pass or no credit for all students enrolled. Such grading practices are in courses designated by the department and approved by the university.

Interested students should inquire in the Office of the Registrar concerning full details of these plans.

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. For more information, see the current Undergraduate Catalog.

FEE INFORMATION

Buzz In allows students to see account information as it becomes available and may:

- 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

FEES FOR SUMMER

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Residents</td>
<td>$195.00</td>
<td>$261.00</td>
</tr>
<tr>
<td>*NEARR, per credit</td>
<td>$259.00</td>
<td>$359.00</td>
</tr>
<tr>
<td>Non-Residents</td>
<td>$541.00</td>
<td>$671.00</td>
</tr>
</tbody>
</table>

(Certain workshops and short courses may require additional fees.)

*NEARR program fees involve students from the states of Nebraska, Colorado, Oklahoma, Missouri and Texas.

DISTANCE EDUCATION

All courses with an “X” or “Z” as the first of two section letters are administered by Distance Education. Fee amounts per credit hour are:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$197.00</td>
<td>$263.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$261.00</td>
<td>$361.00</td>
</tr>
</tbody>
</table>

Off-campus technology fee for all Internet and Interactive TV courses, as well as the TELENET 2 media fee: $60.00 per course.

Fees for off-campus site facilities use are assessed at an amount not to exceed $30 per credit hour or a fee as required when other facilities are used.

PAYMENT OF ACCOUNT CHARGES

Beginning May 14, 2012 and ending August 2, 2012, the office hours for Cashiering Services are 7:00 a.m. to 5:30 p.m. Monday through Thursday. We will be closed on Fridays.

PLEASE NOTE: If you are enrolled but DO NOT PLAN to attend ESU for Summer 2012, you must withdraw from your classes by the end of the 100% refund period to
completely reverse assessed tuition and fees from your student account. If you withdraw, after receiving financial aid, federal regulations may require payment of financial aid funds. Failure to withdraw obligates the student to pay tuition and fees in full.

ANY STUDENT WHO DOES NOT PAY FEES OR MAKE FEE PAYMENT ARRANGEMENTS BY 5:30 P.M. CDT ON THE MONDAY OF THE WEEK IN WHICH THE CLASS BEGINS WILL BE DROPPED FROM SCHEDULED CLASSES. For payment to be credited to your account by the Monday of the week in which the course begins, please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account. Prior semester charges must be paid-in-full before any student can retain their Summer 2012 course schedule.

NOTE: Payment will retain the student’s class schedule. If payment has been applied to your account (i.e. personal payment, grants, scholarships, or loans) and you DO NOT PLAN to attend ESU, you must withdraw from your classes by the end of the 100% refund period to completely reverse assessed tuition and fees. Failure to do so obligates the student to pay tuition and fees in full.

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, April 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, April 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 Summer 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 7:00 a.m. to 5:30 p.m. Monday through Thursday 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. All students are required to be paid-in-full or make payment arrangements by the Monday of the week in which the course begins. For payment to be credited to your account by the Monday of the week in which the course begins, please allow time for mailing and processing. Financial aid must be authorized AND disbursed to be considered a payment on your account.

NOTE: Prior semester charges must be paid-in-full before any student can retain their class schedule through payment or a Deferred Payment Agreement plan. Financial aid must be authorized AND disbursed to be considered a payment on your account.

5. 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, June 1, 2012. Students who have not completed the direct deposit authorization will be issued a check. Checks will not be mailed until June 8, 2012 and will be sent to the students mailing address. If your mailing address has changed, you must update your address online through Buzz In or with the Registration Office.

6. In order to avoid delay of processing excess financial aid funds, all students are encouraged to have a Title IV Authorization Release Non-Institutional Charges and Prior Year Charges Form on file. This form is available at www.emporia.edu/busaff/payment_options.htm or at Cashiering Services.

7. Late fee assessment begins on Tuesday during the week the class begins.

8. No student shall be permitted to finalize enrollment for any semester if there are outstanding delinquencies from prior semesters. Students with outstanding debts to the University, whether financial or material, may have their transcripts and/or enrollment withheld.

9. If the University receives a returned check for fees, the University reserves the right to withdraw the student from classes and to charge the student fees due as of that date.
NOTE: The University reserves the right to correct clerical errors.

FEE PAYMENT/DEFERRED PAYMENT AGREEMENT
Students are not officially enrolled in classes until fees are paid or payment arrangements have been made. Fees can be paid in Cashiering Services during regular office hours from 7:00 a.m. to 5:30 p.m. Monday through Thursday. CLASSES THAT BEGIN PRIOR TO THE DISBURSEMENT OF FINANCIAL AID MUST BE PAID, OR ARRANGEMENTS MADE, BY MONDAY, JUNE 4, 2012. A non-refundable $25.00 administrative fee will be assessed for processing if the balance is unpaid after June 4, 2012.

Students with approved financial aid may be eligible for the summer Deferred Payment Agreement plan, administrative fees will apply. Deferred Payment Agreement plans may be arranged for in person at Cashiering Services in Plumb Hall or by completing the Deferred Payment Agreement plan available online at www.emporia.edu/busaff/payment_options.htm. These arrangements can not be accomplished by a third party or by telephone. Students may be required to pay collection agency and attorney fees and all other charges necessary for the collection, as allowed by law, of any amount not paid when due.

REFUND POLICY
Students should inquire with the Office of Cashiering Services about refund amounts. For short term classes of 4 weeks or less, students must process the official withdrawal on or before the Tuesday of the week in which the class begins in order to receive a refund. For classes 5 to 8 weeks, students will receive a refund if the official withdrawal is processed on the Friday of the week in which the class begins. For classes 9 or more weeks, the official withdrawal must be completed by the Monday following the first week of class. Refunds are processed in the order that they are received and may take three to four 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 withdrawal may be made in person or via the Web. If a class is dropped after the above stated refund dates, no refund is issued.

MILITARY SERVICE REFUND POLICY
Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund for tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. 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 Office of 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.

GENERAL INFORMATION
STUDENT IDENTIFICATION CARD
The Hornet Card is a student's official University identification card. The Hornet Card grants access to many University products and services.

*Building Access
* Library Access
* Meal Plan Access
*On-campus debit card (Hornet Bucks)
* Sporting/Cultural Event Access

Students are responsible for all University property obtained with their Hornet Card. If the ID card is lost, report it immediately to the University ID Center or the University Police and Safety Office. If a card is found, it may also be returned to either office.

Students must show proof of current enrollment to obtain a Hornet Card. The Hornet Card costs $15 and can be obtained in the University ID Center, located in the Memorial Union. The ID Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students who have questions concerning the Hornet Card may call 620/341-5859.

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.

**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 666801
Phone: 620/341-5264
E-mail: reslife@emporia.edu

**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.

ODS also serves as the voter registration site on campus. Voter registration forms are available in English and Spanish. When registering to vote in the state of Kansas, voters are registering for national, state, and local election participation. If the student’s permanent address is in a county other than Lyon County, the student can either continue registration in his or her home county or register in Lyon County. Applications for advance voting ballots are also available. Students can check their registration status and find their polling place on the Kansas Voter View (https://myvoteinfo.voteks.org/) website.

The Office of Disability Services is located in 250 SE. Morse Hall and can be reached by phone (620-341-6637), tty (620-341-6646), or email (disabser@emporia.edu).

**LIBRARY & ARCHIVES HOURS FOR SUMMER 2012**

The following schedule applies from May 13 through August 4, 2012.

**LIBRARY -**

- **Monday-Thursday** 7:00 a.m. - 9:00 p.m.
- **Friday** CLOSED
- **Saturday** CLOSED
- **Sunday** 12:00 p.m.- 9:00 p.m.

Checkout and printing stop 15 minutes before the library closes.

The library web site is: http://library.emporia.edu.


**GRADUATE EXAMINATIONS**

Graduate Qualifying Examinations for all programs in the degree Master of Music. Students should contact the Music Department office in room 105 Beach Hall or call 341-5431 for dates and times of examinations.

Comprehensive Examinations for non-degree and degree (Master of Science) programs in the Teachers College. Students should contact their major department to get information about dates and times and to register for the examinations:

- Special Education & School Counseling, Room 252A, The Earl Center, 620/341-5220
- Curriculum & Instruction, Room 209, Visser Hall, 620/341-5776
- Educational Administration, Room 209, Visser Hall, 620/341-5776
- Early Childhood, Room 241, Visser Hall, 620/341-5445
- Master Teacher, Room 241, Visser Hall, 620/341-5445
- Health, Physical Education & Recreation, Room 219, Physical Education Building, 620/341-5926
- Psychology, Art Therapy, Rehabilitation, & Mental Health Counseling, Room 327, Visser Hall, 620/341-5317

**EQUAL EMPLOYMENT OPPORTUNITY, EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

Emporia State University values and welcomes the benefits of diversity, and pledges to current and prospective students, faculty, staff, administrators, and the public that we expect and demand the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual. The University regards inappropriate behavior, unfair treatment or harassment of any individual to be inconsistent with its goals of providing an atmosphere in which students, faculty, staff and administrators may safely learn, work and live.

Emporia State University is committed to equal employment opportunity, equal educational opportunity, and non-discrimination in the operations and administration of all University programs and services. All decisions with reference to employment (including, but not limited to, selection, discipline, promotion, or termination) and all decisions with reference to student status (including, but not limited to, admission, academic achievements, or discipline) will be made without regard to age.
race, color, religion, gender, marital status, national origin, handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Students who feel they have been discriminated against on the basis of any item set forth in the Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy should contact the Office of Student Life at 620-341-5267, 205 Plumb Hall, or the Affirmative Action Officer at 620-341-5379, 211 Plumb Hall. Staff, faculty, or members of the public should contact the Affirmative Action Officer.

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 subtests 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” or higher in EG 102 (Composition II) in a resident, on-campus class.
   - Earning a grade of “A minus” or higher in another approved writing course beyond MA 110, College Algebra.

3. The mathematics portion of the requirement may also be fulfilled in any of the following ways:

   - Earning a grade of “A minus” or higher in MA 110 (College Algebra) in a resident, on-campus class.
   - Earning a grade of “A minus” or higher in a course equivalent to MA 110 from another accredited university or community college.
   - Earning a grade of “C” or higher in any approved general education mathematics course beyond MA 110.
   - Receiving credit by examination for either MA 110 or MA 161.

4. The reading portion of the requirement may also be fulfilled in any of the following ways:

   - Receiving a reading score of at least 18 on the ACT Assessment.
   - Receiving an equivalent score on any test for which there is a published concordance with the ACT.
   - Earning a “B minus” or higher (or credit by examination) in each course used to meet the general education requirements.

5. International students may take the Test of English as a Foreign Language (TOEFL) as an alternative to the reading and writing exams. The passing score is the cutoff value (now 550) that the Institution uses to allow International students to enter graduate school without further testing of their language skills. To fulfill the mathematics requirement, students must earn a grade of “A minus” in MA 110 (College Algebra) or a grade of “C” or higher in any approved mathematics course beyond MA 110, College Algebra.

6. Those students who are unable to fulfill the requirement in any of the above ways and who have taken 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.

   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 at 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:

Assessment & Teaching Enhancement Center, Abigail Morse Hall 023
Student Advising Center, Plumb Hall 206
Elementary Advising Center, Visser Hall 245
HPER Department Office, Physical Educ. Bldg. 218

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.

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 or check only.

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

BUILDING ABBREVIATIONS

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

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

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.