ACADEMIC CALENDAR
SPRING SEMESTER, 2016

December 4, 2015
Hornet Connection (an enrollment program, for new students) Call the Office of Admissions at 620-341-5465.

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

January 13, Wednesday, ACT-Residual, PH316

NEW UNDERGRADUATE STUDENTS:
January 15, Friday
New undergraduate students who have not previously attended ESU.
“HORNET CONNECTION”, the new student program, will be held on campus with check-in beginning at 8:30 a.m. The cost per student is $80. For more information please contact the Admissions Office. (This program consists of an introduction to ESU, advisement, class enrollment, and fee payment for new freshmen and new transfer students, who DID NOT attend a new student program during the spring or summer.)

January 17, Sunday
Residence Halls Open at 12:00 p.m./noon
January 18, Monday
Martin Luther King Day. Holiday – offices closed

ATTENTION ENROLLED UNDERGRADUATE STUDENTS
January 26, Tuesday
DEADLINE -- Students must pay account balance by 5:00 P.M. CT ON TUESDAY, January 26 OR MAKE PAYMENT ARRANGEMENTS WITH THE STUDENT ACCOUNTS OFFICE. A $50 late fee will be charged to all students who have an account balance greater than $100. STUDENTS WILL NOT BE DROPPED FROM CLASSES FOR NON-PAYMENT OF TUITION AND FEES. NOTE: Prior semester charges must be paid-in full before any student can retain their class schedule. Students with outstanding debts to the University, whether financial or material, may have their official transcripts and/or enrollment withheld. Please note that financial aid must be authorized AND disbursed to be considered a payment on the account. Information regarding payment plan options can be found at Cashiering Services and Student Accounts in Plumb Hall or via the Web. Online information is available at http://www.emporia.edu/busaff

January 20, Wednesday
Classes begin, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

January 23, Saturday
First meeting of Saturday Classes

February 2, Tuesday-Tenth day of classes
Last day to enroll in classes.
Last day of official drop period--no transcript entry for classes dropped on or before this date.
Last day to withdraw from the University with full refund.
Any student wishing to withdraw from the University with a full refund MUST initiate the withdrawal before this date.

February 12, Friday
Juniors must submit an undergraduate application for degree in Degree Analysis, Plumb Hall 108H, if they intend to graduate in May 2016.

February 16, Tuesday
Twentieth day of classes

February 20, Saturday
Additional $50 late fee charged to all students who have an account balance of $100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.

February 26, Friday
Graduate students intending to graduate in Summer 2016 must file the “Intent to Graduate” form with the Graduate School.

March 5, Saturday
ESU CAAP Examination 7:30 am (ESU Campus Only) Visser Hall Atrium

March 7, Monday
Enrollment begins for Summer 2016 and Fall 2016

March 11, Friday
End of first block and end of the 8th week. Instructors must evaluate students by the end of the 8th week.

March 14-20, Monday through Sunday, Spring Break

March 20, Sunday
Additional $50 late fee charged to all students who have an account balance of $100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.

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Additional $50 late fee charged to all students who have an account balance of $100 or more and have not made payment arrangements. Students must have made payment arrangements prior to this date in order to avoid additional fees. All accounts not paid in full considered past due.
March 21, Monday
Second block begins.

March 22, Tuesday
Midterm grades are due

April 6, Wednesday
Last day to withdraw from a class and receive automatic “W” on transcript (10 wks).

May 6, Friday
Last day of classes

May 9-13, Monday-Friday
Final examinations

May 14, Saturday
Undergraduate Commencement, 9:30 a.m., White Auditorium
Graduate Commencement, 2:00 pm, Albert Taylor Hall in Plumb Hall

May 17, Tuesday
Grades are due – 12:00 Noon

May 20, Friday
Late fee added to any account with a balance over $100.00

CLASS SCHEDULES
http://www.emporia.edu/regist/schedule/

ENROLLMENT INSTRUCTIONS AND INFORMATION
http://www.emporia.edu/regist/enroll/

NEW STUDENTS
Undergraduate students who have never attended Emporia State University will obtain new student enrollment information from the Admissions Office, 105 Memorial Union, 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 Spring semester schedule of classes. Contact the SAC in 106 Plumb Hall or by phone at 620-341-5421. Students who do not want to change their class schedule should follow the procedures listed under Fee Payment.

STUDENTS PURSUING A BUSINESS DEGREE
All 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.

FORMER STUDENTS
(Definition: Students who have attended ESU before but were not in attendance during the 2015 Fall Semester OR students who received degrees from ESU in December.)
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 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 2016 Spring 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. An advisor may opt to assist you with enrolling rather than providing you with your PIN to enroll yourself. Remember all enrollment holds must be satisfied prior to class registration.

2. If you have problems with your enrollment the Registration Office will assist you.

3. Update your student information through your Buzzin account, including your mailing address and cell phone number.

**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.) Students should consult their academic advisor before signing up to audit a course.

**CREDIT BY EXAMINATION**

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

**REINSTATEMENT / READMISSION**

Students who were required to withdraw the last time they attended ESU or students returning to ESU after a semester's absence should contact the Registration Office, 108 Plumb Hall or by phone at 620-341-5211, 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 approximately 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 post 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 post a midterm grade for each graduate student enrolled in the course. 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 Buzzin (see previous page).**

**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 Associate Provost 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 Associate Provost 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.

**STUDENT ADVISING**

**BUSINESS ADVISING CENTER**

All students pursuing a degree in business are advised in the School of Business Advising Center, 301 Cremer Hall, except for freshmen who are advised in the Student Advising Center. 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 225 Visser Hall. Advisors will work with sophomore, junior, and senior Elementary Education students to assist with long-range planning,
enrollment, drop-add, and other program/career planning issues.

You may contact the Elementary Advising Center during office hours as posted, you may e-mail elemadvi@emporia.edu, or you may call 620-341-5770.

**STUDENT ADVISING CENTER**

All first-year students, undeclared students, and visiting international students are advised in the Student Advising Center. Upon successful completion of approximately 30 hours in a declared major, students are transferred to the appropriate academic department. Undeclared students continue to be advised in the Center until a major is selected.

Students are advised by full-time, professional academic advisors. The Student Advising Center is located in 106 Plumb Hall and is open Monday-Friday 8a-5p. For more information, students may call 620-341-5421 or visit the website at http://www.emporia.edu/sac.

**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.

**2016 SPRING SEMESTER FINAL EXAMINATION SCHEDULE**

Regular full-semester courses will conclude the week before Final Examination Week. The majority of classes fall into two basic scheduling patterns: (1) those meeting on Monday/Wednesday/Friday, and (2) those meeting on Tuesday/Thursday. The final examination schedule shown below includes 18 blocks of time for regular day classes to accommodate this pattern of scheduling.

The first day that a class regularly meets determines the final exam block. [Example: For a class that regularly meets MT, MW, MWF, MTWR, MTWRF, WRF, W, only, W only, F only, etc., the student will check the “MWF” blocks. For a class that regularly meets TR, TWR, TRWRF, 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 Monday, May 9. The examination for a 1:00 MWF class would be 1:00-2:50 on Tuesday, May 10. The examination for an 11:30 Thursday class would be 8:00-9:50 on Tuesday, May 10.

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.

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