GRADUATE SCHOOL AT EMPORIA STATE

A Guide for Undergrads
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While facts and data can be somewhat dull and boring, there are some facts that jump off of a page. Here are several facts that should be critically important for undergraduates to consider prior to completing their undergraduate degree.

1. According to the Bureau of Labor Statistics, 1/6th of the fastest growing occupations for 2006-2016 require a master’s or a doctoral degree.
2. The U.S. Census Bureau reported that individuals with advanced degrees earn an average of 44% more than those individuals with bachelor’s degrees.
3. Over the course of your lifetime, a person with a master’s degree will earn (on average) $400,000 more than workers with bachelor’s degrees. Those individuals with doctoral degrees will earn approximately $1.3 million more than workers with a bachelor’s degree (U.S. Census Bureau).

I understand that making the decision to come back to graduate school is a significant and difficult decision, but this could be the best long term professional decision you make to improve your future.

Dr. Kathy Ermler
Dean, Graduate School & Distance Education

ABOUT EMPIORIA STATE UNIVERSITY

Accredited by the Higher Learning Commission and many of the programs have national accreditation by an affiliated professional organization.

27 Master’s programs with 30 available areas of concentration
10 certificate programs
Ph.D. program with 3 available areas of concentration
Ed.S. program

Offering online degrees since 1996. Currently, we offer 16 graduate degree programs online. Classes are also offered in Overland Park, Kansas at the Emporia State University-Kansas City site and in Portland, Ore.; Salt Lake City, Utah; and Denver, Colo.

Emporia State faculty are well respected and recognized nationally for teaching excellence.
Deciding to continue your education is a big step so it is important to take time to learn about the graduate school at Emporia State University. Emporia State offers you the intimacy and student orientation of a small college while offering the graduate student all the amenities of a large university. As Emporia State is primarily a Master's granting graduate school, master's candidates have opportunities to work one-on-one with graduate faculty doing research and teaching that would, in larger schools, be accorded to doctoral candidates. Our faculty and staff are outstanding, and extremely student-centered. Our degree programs are on the leading edge and enjoy excellent reputations.

**FAQS**

**Do I need a graduate degree?**
Depending on the field you have chosen, a graduate degree can improve your chances for a promotion and higher salary. It is important to consider what type of work you want to do and what types of degrees are held by others in your field.

**What types of degrees can I get at Emporia State?**
Emporia State offers programs in numerous disciplines leading to MA, MAC, MBA, MED, MLS, MM and MS degrees. We also have an outstanding Specialist in Education (Ed. S.) program, and a cutting-edge Ph.D. in Library and Information Management.

**How long will it take to get my degree?**
Most master's programs take 2 years if a student is attending ESU full-time; students have 7 years to complete their program. The Ph.D. typically takes 4 years and students have 8 years to complete their program.

**Can I be a part-time graduate student?**
Yes, students often have other commitments that do not allow them to take a full class load. You should always check with your program to find out about course requirements and how many credit hours you should be taking.

**What if I just want to take graduate classes without pursuing a degree?**
Emporia State offers an option for non-degree seeking students to take classes. Students interested in this option need to have a bachelor's degree and need to complete a graduate application.

**Will I make more money with an advanced degree?**
Your salary depends on several factors. But according to the U.S. Census Bureau (2014), an individual with an advanced degree earns 44% more than someone with a bachelor's degree only.
How is graduate school different from undergraduate?

Grades: Graduate students are expected to perform at an A/B level and you may have to retake a class if you receive lower than a B.

Classes: Many of the classes that you were required to take as an undergraduate were part of your general education. Courses in graduate school are specific to your area of study.

Research: Graduate school offers several opportunities to do applied and basic research.

Application: Graduate work provides focused discipline-specific application of theoretical and research-based material.

Professors: Graduate faculty have content-specific backgrounds enriched by work with related research. Your professors are noted national, regional and state experts in their field.

Thesis: Many programs at Emporia State require you to complete a thesis or final research project that incorporates the research you have done during your course of study. There are also options for non-thesis programs. Talk with your advisor to see which option is best for you.

Time Management: Of course you learned excellent time management as an undergrad! As a graduate learner you will be balancing several more responsibilities. You have to attend class, find time to work on your thesis or final project, fulfill obligations to professional organizations, and work at a regular job or an assistantship. Remember, all of these things are in addition to your school responsibilities.

When should I start graduate school?

There are several factors that will help you to determine when you should start graduate school. If you feel like you are ready to start immediately, you should ask yourself:

1. Have I completed all of the admissions requirements for the Emporia State graduate school and my program of study?
2. What questions do I have about the ESU program I have selected?
3. Have I completed my application for Emporia State graduate school? If not, what do I have left to do?
4. Do I have the money to attend or have I completed the necessary paperwork for financial assistance?
5. Have I researched the requirements of my profession and talked to my ESU advisor about my career path?
6. Am I emotionally ready to continue (or return) to school?

If you feel like you might want to wait, you should ask yourself:

1. Do I know where I want to go with my career?
2. Do I need to take (or re-take) an admissions test?
3. Will I benefit by gaining work experience?
4. Will a potential employer help to finance my education if I get a job first?
5. Would it be better for me emotionally to wait on graduate school?

WHY SHOULD I GO TO GRADUATE SCHOOL?

Good reasons to attend graduate school

Mandatory study and licensure: Certain professions require professional degrees. Talk with your advisor about the requirements for your field.

Non-mandatory but recommended study: Several fields do not require an advanced degree but your chances of employment greatly improve if you have one. Research the educational level of other professionals in your field to determine if an advanced degree will be useful.

Enhance your skills: Graduate work gives you the opportunity to expand your knowledge of the field and to learn about new and innovative research.

Enhance your prospects for advancement: A graduate degree often improves your chances for promotion.

Questionable reasons to attend graduate school

You don't know what else to do.
You can't find a job.
You want to please your parents (or someone else).
You want the prestige of an advanced degree.
You want to maintain eligibility for student health insurance and delay repaying student loans.
Admission
Being admitted to ESU requires (1) admission to the graduate school and (2) admission to your program of choice. When you begin the application process, make sure you understand all of the requirements (refer to Part IV of this booklet for a detailed explanation of the application process). Emporia State graduate school requires a minimum GPA of 2.5 in the last 60 semester hours of study. GPA requirements and entrance exams vary by department so be sure to check the admission requirements of your graduate program.

Graduate Cost and Financing
Tuition and fee information can be found on the Emporia State graduate school website. ESU offers many different ways to help you finance your graduate education. You can explore these options in Part V of this booklet.

Location
Located in the heart of the scenic Flint Hills, Emporia State University is in close proximity to the three major metropolitan areas of Kansas — Wichita, Topeka and Kansas City. Emporia State serves 6,000 students — 2,200 of these are graduate students — in nationally recognized academic programs. Outstanding athletics and diverse offerings in theatre and the arts round out a unique and dynamic learning environment for students and visitors alike.

Many graduate programs are offered online or at off-campus locations in Kansas City. The SLIM program also offers hybrid programs in five locations — Portland, Oregon, Salt Lake City, Utah, Denver, Colorado, Kansas City, Kansas & Emporia, Kansas.

Facilities and Services
Emporia State University offers all students (on campus, online and off campus) access to:
- University Libraries and Archives
- Computer labs
- Smarthinking (online tutoring)
- Counseling
- Several SMART classrooms
- SkyLab
- Research labs
- Campus Health Services
- IT Services

Career Services
Emporia State graduate students also have access to Career Services that can assist in several ways during school and after graduation.
- Career counseling
- Job postings
- Career fairs
- Mock interviews
- Information on Ph.D. programs

Research opportunities
Graduate students at Emporia State University have several opportunities to do research in their field of interest. This includes laboratory work and fieldwork. Talk to your advisor and department chair about the current research being done in the department and the opportunities that are available to you.

Study Abroad
Emporia State gives you the world. Take your education to new places with our study abroad programs. Short-term, summer, semester, and year programs are available. Visit the following site for all the options available to you; www.emporia.edu/oie/study-abroad

Every graduate school has different things to offer prospective students and there are several things to consider before you begin your journey at Emporia State University.
Take time to carefully evaluate the programs that interest you before you make a final decision. You will be amazed at the variety of options available to you at Emporia State University. For instance, if you are considering getting an advanced degree in education, you have nearly 10 different options. Make a list of things you wish to accomplish by getting your graduate degree. Call the departments you are interested in and ask questions to discover which degree fits best with your career plan.

### PART III: SELECTING A PROGRAM

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<th>Department</th>
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<tr>
<td>Accounting and Information Systems</td>
<td>620-341-5346</td>
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<tr>
<td>Biological Sciences</td>
<td>620-341-5311</td>
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<tr>
<td>Business Administration</td>
<td>620-341-5345</td>
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<td>Counselor Education</td>
<td>620-341-6200</td>
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<td>Elementary Education, Early Childhood Education, and Special Education</td>
<td>620-341-5445</td>
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<td>English, Modern Languages, and Journalism</td>
<td>620-341-5216</td>
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<td>Forensic Science</td>
<td>620-341-5619</td>
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<tr>
<td>Health, Physical Education, &amp; Recreation (HPER)</td>
<td>620-341-5926</td>
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<tr>
<td>Instructional Design &amp; Technology (IDT)/TESOL</td>
<td>620-341-5829</td>
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<tr>
<td>Mathematics, Computer Science, and Economics</td>
<td>620-341-5281</td>
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<td>Music</td>
<td>620-341-5432</td>
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<td>Physical Science</td>
<td>620-341-5330</td>
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<td>Psychology</td>
<td>620-341-5317</td>
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<td>Social Sciences</td>
<td>620-341-5462</td>
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<td>School Leadership/Middle and Secondary Teacher Education</td>
<td>620-341-5776</td>
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<tr>
<td>School of Library &amp; Information Management (SLIM)</td>
<td>620-341-5203</td>
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Make sure you are prepared before you begin your application. Ideally, you should begin thinking about your application several months in advance. Before you begin:

☐ **Check your GPA**
Make sure you will be able to meet the minimum GPA requirements for ESU graduate school and your program of interest. If you do not meet the requirements, you should contact an advisor.

☐ **Admission tests**
Make sure you have taken the required entrance tests for your program of interest. The chart below shows which degrees require entrance exams. You can contact Distance Education (620-341-5385) for information on prep courses for these exams.

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<td>Physical Science</td>
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<tr>
<td>Accounting</td>
<td>Clinical Counseling</td>
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<td></td>
<td>Clinical Psychology</td>
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<td></td>
<td>Psychology</td>
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<td></td>
<td>Rehabilitation Counseling</td>
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<td>School Counseling</td>
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<td></td>
<td>School Psychology</td>
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☐ **References**
Make a list of potential references and begin the process of asking for letters of recommendation. References can include professors, former employers, or other professional contacts.

☐ **Resume/CV**
Update your résumé or curriculum vitae.

☐ **Transcripts**
Contact all previous schools to have official transcripts sent to the ESU Graduate School.

☐ **Interview**
Contact your department of interest to find out if they require an entrance interview.

☐ **Application fee**
Complete the application and pay the application fee.

Once you have gathered all of the necessary materials, you can begin your application.

To apply go to www.emporia.edu/grad, select Apply Now.

Specific application deadlines are determined by departments. The Graduate School suggests the following deadlines:

- Fall enrollment - March 1
- Spring enrollment - October 1
- Summer enrollment - March 1
PART V: COSTS AND FINANCING

There are several things to consider when you think about paying for your graduate education. Emporia State University offers graduate students a variety of options for financing your advanced degree.

Financial Aid
Graduate students are eligible to receive traditional student loans through the federal government. It is important to understand that you will have to repay these loans after you receive your degree. If you plan on paying with student loans, you should start the process well in advance of your start date by filling out a FAFSA (www.fafsa.ed.gov/). The FAFSA information will help ESU to determine how much aid you are eligible to receive.

Reduced Tuition
Emporia State offers three types of reduced tuition depending on your resident status:

Corky Plus tuition
Students from the following listed Missouri counties qualify for Corky Plus tuition (same as resident tuition): Buchanan, Cass, Clay, Jackson and Platte. Students from the following listed Oklahoma counties also qualify for Corky Plus tuition: Cleveland, Cherokee, Creek, Kay, Lincoln, Logan, Muskogee, Noble, Nowata, Oklahoma, Okfuskee, Okmulgee, Osage, Pawnee, Payne, Pottawatomie, Rogers, Tulsa, Wagoner, and Washington.

MSEP tuition
Students who are residents of the following listed states are eligible for MSEP tuition (150% of Kansas Resident Tuition): Illinois, Indiana, Michigan, Missouri, Minnesota, Nebraska, North Dakota, and Wisconsin.

NEARR tuition
Students who are residents of the following listed states are eligible for NEARR tuition (150% of Kansas Resident Tuition): Colorado, Missouri, Nebraska, Oklahoma, and Texas.

Graduate Assistantships
Graduate assistants receive a tuition waiver and a stipend during their university employment. They are also eligible for health insurance that is partially covered by Emporia State. If you know the graduate program you wish to study, contact the chair of the department to ask if any GA positions are available. Eligibility requirements and an application are available at www.emporia.edu/grad, select graduate assistantships.

Scholarships
A variety of scholarships are available for graduate students. In addition to those available through the graduate school, students are encouraged to ask their academic department about funding opportunities. Graduate school scholarship applications can be found at www.emporia.edu/grad, select scholarships.

McNair Scholars
The application fee is waived for all undergraduate McNair Scholars. Scholarships are also available for McNair Scholars. McNair scholarship applications are available on ESU’s graduate website.
## IMPORTANT CONTACTS

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<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td><strong>GRADUATE SCHOOL OFFICE</strong></td>
<td>620-341-5403</td>
<td><a href="mailto:gradinfo@emporia.edu">gradinfo@emporia.edu</a></td>
</tr>
<tr>
<td></td>
<td>620-341-5909 (fax)</td>
<td></td>
</tr>
<tr>
<td><strong>GRADUATE/DISTANCE REGISTRATION</strong></td>
<td>620-341-5385</td>
<td></td>
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<tr>
<td><strong>BOOKSTORE</strong></td>
<td>620-341-5214</td>
<td><a href="mailto:mmcrell@emporia.edu">mmcrell@emporia.edu</a></td>
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<tr>
<td><strong>POLICE AND SAFETY</strong></td>
<td>620-341-5337</td>
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<tr>
<td><strong>CASHIERS (TUITION)</strong></td>
<td>620-341-5170</td>
<td><a href="mailto:cashier@emporia.edu">cashier@emporia.edu</a></td>
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<tr>
<td><strong>DISTANCE EDUCATION</strong></td>
<td>620-341-5385</td>
<td><a href="mailto:distance@emporia.edu">distance@emporia.edu</a></td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>620-341-5457</td>
<td><a href="mailto:finaid@emporia.edu">finaid@emporia.edu</a></td>
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<tr>
<td><strong>INTERNATIONAL STUDENT OFFICE</strong></td>
<td>620-341-5374</td>
<td><a href="mailto:esuoie@emporia.edu">esuoie@emporia.edu</a></td>
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<tr>
<td><strong>IT HELP DESK</strong></td>
<td>620-341-5555</td>
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<tr>
<td><strong>RECREATION SERVICES</strong></td>
<td>620-341-5944</td>
<td><a href="mailto:mwise@emporia.edu">mwise@emporia.edu</a></td>
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<tr>
<td><strong>REGISTRATION</strong></td>
<td>620-341-5211</td>
<td><a href="mailto:reguser@emporia.edu">reguser@emporia.edu</a></td>
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<td><strong>RESIDENTIAL LIFE</strong></td>
<td>620-341-5264</td>
<td><a href="mailto:reslife@emporia.edu">reslife@emporia.edu</a></td>
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<tr>
<td><strong>TRANSCRIPTS/RECORDS</strong></td>
<td>620-341-5419</td>
<td><a href="mailto:recordsroom@emporia.edu">recordsroom@emporia.edu</a></td>
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