

ACADEMIC CALENDAR

SPRING SEMESTER, 2018

December 1, 2017

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

December 15, Friday

Electronic billing statements will be generated and available through the student's Buzzin account. Please check your Buzzin account for updated information.

January 10, Wednesday, ACT-Residual, Visser Hall

NEW UNDERGRADUATE STUDENTS:

January 12, 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 first year students and new transfer students**, who DID NOT attend a new student program during the spring or summer.)

January 14, Sunday

Residence Halls Open at 12:00

p.m./noon January 15, Monday

Martin Luther King Day. Holiday – offices closed

ATTENTION ENROLLED STUDENTS

January 23, Tuesday

DEADLINE -- Students must pay account balance by 5:00 P.M. CT ON TUESDAY, January 23 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 17, Wednesday

Classes begin, day, evening, & Internet. Drop & add classes in Plumb Hall offices. (SAC advisees go to 106 Plumb Hall.)

January 20, Saturday

First meeting of Saturday Classes

January 23, Tuesday

\$50 late fee charged to all students who have an account balance greater than \$100.

January 30, Tuesday-Tenth day of classes

Last day to enroll in classes.

Last day of official drop period for full semester and 1st Block classes--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.

ALL ENROLLED STUDENTS

If you are enrolled but DO NOT PLAN to attend ESU in Spring 2018 you must withdraw from your classes by the end of the 100% refund period (January 30, 2018) to completely reverse assessed tuition and fees from your student account. If you withdraw, after receiving financial aid, federal regulations may require payment of that excess. Failure to withdraw obligates the student to pay tuition and fees in full.

February 15, Thursday

Juniors must submit an "Intent to Graduate" form with Degree Analysis Office, if they intend to graduate in May 2019.

February 13, Tuesday

Twentieth day of classes

February 19, Monday

Last day to Withdraw from 1st Block class and receive an automatic "W" on transcript.

February 20, Tuesday

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 1, Thursday

Graduate students intending to graduate in Summer 2018 must file the "Intent to Graduate" form with the Graduate School.

March 3, Saturday

ESU CAAP Examination, ESU Campus (Visser Hall)

March 5, Monday

Enrollment begins for Summer and Fall 2018

March 9, Friday

End of first block and end of the 8th week.

Instructors must evaluate students by the end of the 8th week.

March 12, Monday

Second block begins.

March 13, Tuesday**Midterm grades are due**

March 19-25, Monday through Sunday, Spring Break

March 20, Tuesday

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 30, Friday

Last day of official drop period for 2nd block classes--no transcript entry for classes dropped on or before this date.

April 4, Wednesday

Last day to withdraw from a full semester class and receive automatic "W" on transcript (10 wks).

April 20, Friday

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.

April 20, Friday

Last day to Withdraw from 2nd Block class and receive an automatic "W" on transcript.

May 4, Friday

Last day of classes

May 7-11, Monday-Friday

Final examinations

May 12, Saturday

Undergraduate Commencement, 9:30 a.m., White Auditorium

Graduate Commencement, 2:00 pm, White Auditorium

Residence Halls close at Noon

May 15, Tuesday

Grades are due – 12:00 Noon

May 20, Sunday

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.

ACADEMIC CENTER FOR EXCELLENCE AND SUCCESS (ACES)

Located on 2nd floor of WAW Library. Offer individual and small group tutoring for a variety of courses, interactive academic and personal development workshops, and specialized coaching for students wanting to further their academic success. It also exists to serve as a recourse to faculty members, extending learning beyond the classroom. Contact us at (620) 341-5033 or aces@emporia.edu.

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.

FORMER STUDENTS

(Definition: Students who have attended ESU before but were not in attendance during the 2017 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.

SCHOOL OF BUSINESS ADVISING CENTER

All students pursuing a degree in business are advised in the **School of Business Advising Center**, 207 Cremer Hall, except for first year students who are advised in the Student Advising Center. 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. 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>.

Students who do not want to change their Spring class schedule should follow the procedures listed under Fee Payment.

ALL OTHER CURRENTLY ENROLLED STUDENTS

Advisement

Prior to enrollment, students must contact their advisor and plan their schedule of classes for the 2017 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 (full semester)--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 (full semester)--The official drop period consists of the first 10 week days 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 week days) 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.

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.

2018 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, WF, M only, W only, F only, etc., the student will check the "MWF" blocks. For a class that regularly meets TR, TWR, TWRF, 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 Thursday, May 10. The examination for a 1:00 MWF class would be 1:00-2:50 on Monday, May 7. The examination for an 11:30 Thursday class would be 8:00-9:50 on Friday, May 11.

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. FSB 87012 / 91004

Spring 2018 Final Exam Schedule

Exam days-across	Day 1 Mon. May 7	Day 2 Tues. May 8	Day 3 Wed. May 9	Day 4 Thurs. May 10	Day 5 Fri. May 11
Exam times-down					
8:00-9:50	10:00 TR	12:00 MWF	8:00 TR	12:00 TR	11:00 TR
10:10-12:00	9:00 MWF	11:00 MWF	10:00 MWF	9:00 TR	8:00 MWF
1:00-2:50	1:00 MWF	2:00 MWF	3:00 MWF	1:00 TR	--
3:10-5:00	3:00 TR	2:00 TR	4:00 MWF	4:00 TR	--
7:00-9:00	Special Exam #1	Special Exam #2	Special Exam #3	Special Exam #4	--

ADMISSIONS

1-877-GO-TO-ESU or go2esu@emporia.edu or
<http://www.emporia.edu/admissions/>

COMPETENCY EXAM INFORMATION

www.emporia.edu/oira

DISABILITY SERVICES

disabser@emporia.edu or 620-341-6637
<http://www.emporia.edu/disabilityservices/>

DISTANCE EDUCATION

<http://www.emporia.edu/distance/>

FEE INFORMATION

<http://www.emporia.edu/busaff/> - Student Information

GENERAL EDUCATION INFORMATION

<https://www.emporia.edu/las/general-education/gen-ed-requirements.html>

GRADUATE SCHOOL

<http://www.emporia.edu/grad/>

PAYMENT OF ACCOUNT CHARGES

<http://www.emporia.edu/busaff/student-information/tuition-payment.html>

REFUND POLICIES

<http://www.emporia.edu/busaff/student-information/refund-collection-policies.html>

RESIDENTIAL LIFE

<http://www.emporia.edu/reslife/>

STUDENT IDENTIFICATION CARDS

<https://www.emporia.edu/union/services/hornetcard.html>

TEXTBOOK INFORMATION

<http://emporia.bncollege.com>

VETERANS EDUCATIONAL SERVICES

<http://www.emporia.edu/finaid/veterans/>