

ENROLLMENT INSTRUCTIONS AND INFORMATION

CLASS SCHEDULES

<http://www.emporia.edu/regist/schedule/>

ENROLLMENT INSTRUCTIONS

<http://www.emporia.edu/regist/enroll/>

FEE INFORMATION

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

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 Spring 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 summer 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 2018 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. 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.

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.

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:

Length of Class

1-2 weeks
3 weeks
4 weeks
5-11 weeks

Drop by:

End of 2nd day of the class
End of 3rd day of the class
End of 4th day of the class
End of 1st week of the class

**Drop date will be a weekday by 5:00 pm based on length of class.

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:

Length of Class

Less than 3 weeks
weeks
4 weeks
5 weeks
6 weeks
7 weeks
8 weeks
9 weeks
10 or more weeks

Withdraw by:

Up to the last scheduled day of the class
End of 2nd week of the class
Tuesday of 3rd week of the class
First day of the 4th week of the class
End of the 4th week of the class
End of the 5th week of the class
Monday of the 6th week of the class
End of the 6th week of the class
Wednesday of the 7th week of the class

Developmental Courses--A student enrolled in a developmental course or courses may not drop or withdraw from such courses unless withdrawing from the university.

ADMISSIONS

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

COMPETENCY EXAM INFORMATION

www.emporia.edu/teach/ctas

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

<http://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/>

REFUND POLICIES

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

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/>