

ACADEMIC CALENDAR

SPRING SEMESTER, 2024

January 5, Friday

Electronic billing statements will be generated and available through the student's Hornet365.com account. Please check your Hornet 365.com account for updated information.

January 14, Sunday

Continuing ESU student move-in (all halls),

January 16, Tuesday

Classes begin, day, evening, & Internet.

Drop & add classes in Plumb Hall offices. (SAC advisees go to 206 Plumb Hall.)

January 20, Saturday

First meeting of Saturday Classes

January 22, Monday

DEADLINE - - Students must pay account balance by 5:00 P.M. CT ON MONDAY, January 22, 2024 OR ENROLL IN AN PAYMENT PLAN THROUGH THE STUDENT ACCOUNT CENTER. A \$50 fee will be charged to all students who have an account balance greater than \$100. A \$50 fee will also be charged to be enrolled in a payment plan, but no additional fees will be charged if the payments are made timely.

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 plans can be found at Cashiering Services and Student Accounts in Plumb Hall or via Hornet365 Account Center.

If you are enrolled but DO NOT PLAN to attend ESU in Spring 2024 you must withdraw from your classes by the end of the 100% refund period (January 29, 2024) 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.

January 29, Monday

- **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.

February 12, Monday

Twentieth day of classes

February 16, Friday

Juniors must submit "Intent to Graduate" form with Degree Analysis Office, if they intend to graduate in May 2025.

February 19th, 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.

March 1, Friday

Graduate students intending to graduate in Summer 2024 must file the "Intent to Graduate" form with the Graduate School.

March 8, Friday

- **End of first block.** End of 8th week. Instructors must evaluate students' progress by end of 8th week
- **Enrollment hold placed on students' accounts with balances over \$500.00**

March 11-17, Spring Break

March 12, Tuesday

Midterm grades are due.

March 18, Monday

- **Second block begins**
- **Staggered enrollment for Summer/Fall 2024 opens.** Check with advisor for your enrollment date.

March 20, Wednesday

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.

March 29, Friday

- **Last day to drop 2nd Block Classes**
- **Last day to Withdraw from full semester class and Receive an automatic "W" on transcript (10 weeks).**

April 19, Friday

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

April 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.

May 3, Friday

Last day of classes.

May 6-10, Monday-Friday

Final examinations.

May 10, Friday

Graduate Commencement, 6:00 pm, White Auditorium

May 11, Saturday

Undergraduate Commencement, 9:30 a.m. and 2:00 p.m. – White Auditorium
Residence Halls close for Spring 2024 semester (12:00 Noon)

May 14, Tuesday

Final grades are due by noon.

May 20, Monday

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.

FINAL EXAMINATION SCHEDULE

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 on Monday, May 6th. The examination for a 1:00 MWF class would be 1:00-2:50 on Monday, May 6th. The examination for an 11:30 Thursday class would be 8:00-9:50 on Tuesday, May 7th.

Spring 2024 Exam days-across Exam times-down	Day 1 Mon. May 6	Day 2 Tues. May 7	Day 3 Wed. May 8	Day 4 Thurs. May 9	Day 5 Fri. May 10
8:00-9:50	12:00 TR	11:00 TR	10:00 TR	12:00 MWF	8:00 TR
10:10-12:00	9:00 TR	8:00 MWF	9:00 MWF	11:00 MWF	10:00 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	--

Spring 2024

CLASS SCHEDULES

<https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/class-schedules/>

HORNET365.COM

Hornet365.com is your central source for ESU information. Besides providing convenient, easy access to e-mail and university announcements, Horent365.com 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 Hornet365.com clicking on the Academic Life tab, and choosing the appropriate option from the Student Self Service Links box.

WHITE LIBRARY HOURS

Library Learning Commons – ALWAYS OPEN Sunday 1:00 pm - 12:00

am Monday-Thursday 7:30 am –12:00 am

Friday 7:30 am - 6:00 pm

Saturday 9:00 am - 6:00

pm Please refer to the library's website at

<https://www.emporia.edu/libraries-archives/about-library/>

for additional hours, e.g. Thanksgiving, Christmas, etc.

MEMORIAL UNION BOOK STORE HOURS

Monday-Friday 9:00 am –4:30 pm

Saturday & Sunday (except for football game day Sat.) Closed

All other exceptions for holiday and special events will be posted at the bookstore or our website:

<https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/barnes-noble-bookstore/>

Associated Student Government (ASG) - Located in the Center for Student Involvement Office on Main street of the Memorial Union. The members of ASG serve as advocates for the students. Contact us at (620) 341-5494 or asgpres@emporia.edu.

Career Services – Located in MU 050 lower level. Provides career planning internship and job search resources to students. Contact us at (620) 341-5407 or <https://www.emporia.edu/alumni-careers/career-services/>.

Center for Student Involvement (CSI) - Located on Main street in the MU 150.

Computer Lab - Located at VH 122. Hours subject to change. Contact us at (620) 341-5746

IT Help Desk – is in Cremer Hall room 149. We help with hardware, software and account problems for students, staff, and faculty. Appointments are strongly encouraged, and although walk-ins are accepted, preference will be given to those with appointments. To reserve your time, go to the Bookings tab on Hornet 365. Go wo www.emporia.edu/it for contact information and hours.

Mathematics Laboratory - Located in BL 190. Offers a variety of services for math students including tutoring in course work and exam proctoring. Hours subject to change. Please contact Robert Kornowski rkornowski@emporia.edu for the latest on Math Lab Hours. Online tutoring available upon request.

Police and Safety -Located at 1701 Wooster Drive northeast of Welch Stadium, are very concerned about safety, security, and the overall welfare of the campus community. Call (620) 341-5337 to report suspicious activity or to request police assistance. Contact us at (620) 341-6043 for information regarding parking.

Student Accessibility & Support Services (SASS) at Emporia State University ensures that students with disabilities have full and equal access to the programs and services of ESU without discrimination. Any student who feels they may need academic accommodations or access to accommodations based on the impact of a documented disability should contact and register with SASS during the first week of class or as soon as possible after the diagnosis of a disability. SASS is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with SASS must obtain a new accommodation memo each semester. Contact info: William Allen White Library, 209K (620)341-6637 or sass@emporia.edu.

Student Wellness Center– 620-341-5222

Health Services - Clinic hours are Monday – Friday at 8am to 5pm. You can make appointments in person, by phone, or via the patient portal (see tile on Hornet 365). Refill requests can be left at (620) 341-5867. Covid 19 info: If you have symptoms or believe you have been exposed please call first for assessment and instructions on how to proceed.

Alcohol and Drug Abuse Prevention (ADAP) - Program seeks to support students, faculty, and staff by providing substance abuse prevention education and supporting healthy lifestyles to the campus community. Services include substance abuse counseling, consultations, referrals, and presentations. Alcohol and Drug Information School (ADIS) programming meets court mandated requirements. Contact us at (620) 341-5222 or visit our website. See link on last page of guide.

Counseling Services- hours are Monday-Friday 8am to 5pm. You can make appointments in person, by phone or through Hornet 365 via the patient portal tile. On-call counseling is available Monday-Friday 8 am-5pm. Most counseling sessions are provided through teletherapy via confidential Zoom for Healthcare.

THRIVE - (Healthy Relationship and Interpersonal Violence Education Program). Is committed to creating and promoting a safe environment for the ESU community through educational initiatives and outreach. Seeks to reduce sexual violence and empower individuals to engage in healthy relationships

TradPlus (Non-traditional) Student Services - Located on Main street MU 150.

Transcript Credit Evaluation – Located in PH 108. For an evaluation or questions regarding the transfer of credits from previous colleges contact us at (620) 341-5211.

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 call620/341-5403.

ACADEMIC CENTER FOR EXCELLENCE AND SUCCESS (ACES)

The Academic Center for Excellence and Success (ACES) is the primary learning center at Emporia State University. ACES assists students by providing free services and resources which include tutoring, writing services, student success coaching, and more! We work closely with students, faculty and staff to provide collaborative relationships that support students all across campus. The primary goal of ACES is to assist students with defining and achieving academic success so they can complete their undergraduate degrees. ACES can be contacted via phone at 620-341-5033 or email at aces@emporia.edu.

WHO IS MY ACADEMIC ADVISOR?

All current ESU students can learn the name of their academic advisor through Hornet365.com. INSTRUCTIONS: Once logged into Hornet365.com, 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 2023 Spring Semester OR students who received degrees from ESU in Dec.) 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.

BizHornet Center

All students pursuing a degree in business are advised in the **BizHornet Center**, 128 Cremer Hall, except for first year students 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.

The Teacher's College Advising Center

The Teacher's College Advising Center is located in 225 Visser Hall. Advisors will work with sophomore, junior, and senior students majoring in Elementary Education, Psychology and all the HPER majors. Advisors assist students with long-range planning, enrollment, drop-add, and other program/career planning issues.

Students are advised by full-time, professional academic advisors. The Teacher's College Advising Center is open Monday-Friday 8a-5p. For more information you may call 620- 341- 5770 or email tcac@emporia.edu.

Liberal Arts & Sciences Advising

The LA&S Advising Center is located in Plumb Hall 106. Advisors work with sophomore, junior and senior students majoring in any of the Liberal Arts & Sciences majors. Advisors assist students with long-range planning, enrollment, drop/add, and other program/career planning.

Students are advised by full-time, professional academic advisors. The Liberal Arts & Sciences Advising office 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>.

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 their upper-level major advisor. 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.

ENROLLMENT INSTRUCTIONS AND INFORMATION

<https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/course-enrollment-procedures-information/>

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)

I. 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 Hornet 365.com 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 Hornet365.com account, including your mailing address and cellphone 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.) Students should consult their academic advisor before signing up to audit a course.

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 complete 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 Hornet365.com (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.

HONORS COLLEGE

The University Honors College is open to highly motivated students from all academic disciplines who have excelled academically at high school or on campus. The Honors College provides opportunities for students to learn and practice civic leadership, complete an enhanced curriculum that compliments coursework in their respective majors, learn from faculty mentors, participate in educationally-rich travel experiences, interact in learning communities, and receive scholarship assistance. The Dean is Gary Wyatt, Plumb Hall Room 205, (620) 341-5899. Application is required.

See Honors College web page at <https://www.emporia.edu/honors-college/> for membership criteria and application information.

UNDERGRADUATE SCHOLASTIC STANDINGS

A student is in "good standing" when the following cumulative grade point average* or higher is achieved:

1 st year	under 30 hours	1.8
Sophomores	30-59 hours	2.0
Juniors	60-89 hours	2.0
Seniors	90 or more hours	2.0

A=4.0, A- =3.7, B+ =3.3, B =3.0, B- =2.7, C+ =2.3, C =2.0, D =1.0, and F =0.0.

Placed on Probation - When the cumulative GPA falls below these levels the student will be placed on scholastic probation after attempting a minimum of 12 semester hours.

Continued on Probation - A student who is placed on probation and achieves a 2.00 term GPA the following semester will be continued on probation if the required cumulative GPA is not achieved.

Removed from Probation - A student on probation who achieves the required cumulative GPA will be removed from probation.

Required Withdrawal - If the student on probation fails to achieve a 2.00 term GPA the following semester and fails to achieve the required cumulative GPA, the student will be required to withdraw from the university for one semester. Students may petition the Registrar for reinstatement.

*Cumulative grade point average is the average of all grades.

ACCESS TO STUDENT RECORDS

In accordance with the 1975 Family Educational Rights and Privacy Act (FERPA), the university has established a policy concerning access to student records. The full policy is available upon request from the Registration Office. The following items are included here because of their general interest:

1. Grades are available on HORNET 365, probation and suspension letters and other correspondence are sent directly to all students.
2. Access to student records by parents or outside agencies is permitted only upon receipt of a written release by the student.
3. Students may not have access to parental financial records submitted in support of financial aid applications.

4. With certain exceptions, each student has access to their personal and academic records.

PRIOR APPROVAL

Students who wish to take course work at another institution should complete a prior approval form and obtain the required signatures to ensure that such course work is transferable to ESU. Prior approval forms are available in the Registration Office Plumb Hall 108.

APPLICATION FOR DEGREE

At the time the student's degree objective becomes definite (and not later than the end of the junior year), the student must submit an undergraduate Intent to Graduate form, which is found on the Academic Life Tab in Hornet 365 under Student Records.

CREDIT FOR PRIOR LEARNING

ESU offers various opportunities for Advanced Placement and Credit by Examination. Further information is available in the Registration Office, Plumb Hall Room 108.

Academic Center for Excellence and Success (ACES)-email
aces@emporia.edu

ADMISSIONS

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

Alcohol and Drug Abuse Prevention (ADAP)

<https://www.emporia.edu/student-life/health-wellness/counseling-services/alcohol-drug-abuse-prevention-program/>

CAREER SERVICES

<https://www.emporia.edu/alumni-careers/career-services/>

DISTANCE EDUCATION

<https://www.emporia.edu/online-distance-education/>

Emporia State University's ETS Certified Test

Administration Site <https://www.emporia.edu/testing-center/>

FEE INFORMATION – PAYMENT OPTIONS – REFUND POLICIES

<https://www.emporia.edu/about-emporia-state-university/business-office/student-information/>

FINANCIAL AID

<https://www.emporia.edu/financial-aid/>

GENERAL EDUCATION INFORMATION

<https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/grades/transfer-information-transcript-analyst/general-education-information/>

GRADUATE SCHOOL

<https://www.emporia.edu/graduate-school/>

REGISTRATION

<https://www.emporia.edu/academics-majors/academic-affairs/office-registrar/enrollment-registration-courses/>

RESIDENTIAL LIFE

<https://www.emporia.edu/student-life/res-life-dining/>

STUDENT ACCESSIBILITY & SUPPORT SERVICES(SASS)

disabser@emporia.edu or 620-341-6637

<https://www.emporia.edu/academics-majors/academic-services-advising/student-accessibility-support-services/>

STUDENT IDENTIFICATION CARDS

<https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/hornet-id-card/>

TEXTBOOK INFORMATION

<https://www.emporia.edu/student-life/mem-union-rec-center/memorial-union/barnes-noble-bookstore/>

VETERANS EDUCATIONAL SERVICES

<https://www.emporia.edu/financial-aid/veterans-educational-services/>