

# SUMMER 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, Hornet365.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 - 6:00pm

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](mailto: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 to [www.emporia.edu/it](http://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](mailto: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. Office & contact information: SE Morse Hall 250, (620)341-6637 or [sass@emporia.edu](mailto: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 call 620/341-5403.

### 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](mailto: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 2024 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](mailto: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 Fall 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 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 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  
5-8 weeks  
9-11 weeks  
12-16 weeks

#### Drop by:

End of 2<sup>nd</sup> day of the week the course begins  
End of 3<sup>rd</sup> day of the week the course begins  
End of 4<sup>th</sup> day of the week the course begins  
End of 5<sup>th</sup> day of the week the course begins  
Please consult the Registrars office  
Please consult the Registrars office

\*\*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:

<b>Length of Class</b>	<b>Withdraw by:</b>
Less than 3 weeks	Up to the last scheduled day of the class
3 weeks	End of 2nd week of the class
4 weeks	Tuesday of 3rd week of the class
5 weeks	First day of the 4th week of the class
6 weeks	End of the 4th week of the class
7 weeks	End of the 5th week of the class
8 weeks	Monday of the 6th week of the class
9 weeks	End of the 6th week of the class
10-12 weeks	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.

### **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 Honors College office is located, 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 <sup>st</sup> 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](mailto:aces@emporia.edu)

### **ADMISSIONS**

**1-877-GO-TO-ESU or [go2esu@emporia.edu](mailto: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/general-education/>

### **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](mailto: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/>