

East Tennessee State University

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Registration Resources

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6-1-2009

### 2009 Summer - Registration Guide

Office of the Registrar, East Tennessee State University

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East Tennessee State University

# Registration Guide

Register on GoldLink  
at [www.etsu.edu](http://www.etsu.edu)

For Academic Calendar Information, please visit  
<http://www.etsu.edu/calendar>

Select Academic Calendar for Student under the Category search

## FERPA GUIDELINES

The university catalog is the official publication of the university and should be consulted by all students in matters relating to academic policy and program planning. The Spectrum provides information about policies, processes and procedures, student services and resources.

### Contract Disclaimer

Course offerings listed in this schedule of classes do not constitute a contract between students and the university. The university reserves the right to add, delete, or change courses or sections as circumstances may require.

### The Family Educational Rights and Privacy Act

The **Family Educational Rights and Privacy Act** (FERPA) affords students certain **rights** with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate **educational** interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate **educational** interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. Personally identifiable information may also be released without the prior written consent of the student under one or more of the conditions listed below:

In addition to other disciplinary action, the university reserves the right to notify a parent or legal guardian of a student under the age of 21 who is found guilty of violating federal, state, or local law or any rule or policy of the university governing the use or possession of alcohol or a controlled substance when it is believed that such behavior poses a serious threat, either by the severity or the repetitive nature of the behavior, to the welfare of that student or others in the community. The implementation of parental notification will be at the discretion of the Dean of Students. However, should the parent ask for such information, it will be released to the parent.

Upon request the university will disclose the final results of any disciplinary proceeding conducted by the university against a student who is an alleged perpetrator of any crime of violence (as that term is defined in section 16 of Title 18, United States Code) or a non-forcible sex offense, if the university determines as a result of disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed, and any sanction imposed by the university on the student. The university may include the name of any other student such as a victim or witness, only with the written consent of that other student. The university will notify victims of sexual assault of the outcome of any disciplinary proceeding against the alleged perpetrator.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Tennessee State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 600 Independence SW, Washington, DC 20202-4605.

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. ETSU is a Tobacco-Free Campus. Effective Aug. 11, 2008, all use of tobacco is restricted to private vehicles. Printed by East Tennessee State University Press TBR 000-000-08 14M

# Registration Links

## **Academic Dates:**

<http://www.etsu.edu/calendar>

select Academic Calendar for Student under the Category search

## **Admissions: Undergraduate**

<http://www.etsu.edu/admissions>

## **Admissions: Graduate**

<http://www.etsu.edu/gradstud/admissions.asp>

## **Bills for tuition (GoldLink):**

[https://epay.goldlink.etsu.edu/C20071\\_tsa/web/login.jsp](https://epay.goldlink.etsu.edu/C20071_tsa/web/login.jsp)

## **Bookstore:**

<http://www.etsubookstore.com/>

## **Course Schedule:**

<https://selfserv.etsu.edu>, click Look Up Classes

## **Developmental Studies:**

<http://www.etsu.edu/advisement/devstudy/index.jsp>

**Financial Aid:** <http://www.etsu.edu/finaid/>

**GoldLink:** <https://selfserv.etsu.edu>

**Fee Information:** [http://www.etsu.edu/comptrol/bursar\\_fees.htm](http://www.etsu.edu/comptrol/bursar_fees.htm)

**Health Services:** [www.etsu.edu/studenthealth](http://www.etsu.edu/studenthealth)

**Housing:** <http://www.etsu.edu/students/housing/>

**Orientation:** <http://www.etsu.edu/students/central/orient/registration.htm>

**Refunds:** [http://www.etsu.edu/comptrol/bursar\\_refunding.htm](http://www.etsu.edu/comptrol/bursar_refunding.htm)

**Testing -** <http://www.etsu.edu/academicaffairs/testingcenter/>

# UNDERGRADUATE STUDENT ADVISEMENT INFORMATION

## Advisement Resources Career Center

The Advisement Resources and Career Center (ARC) is located on the second level of the D.P. Culp University Center next to the Bookstore, phone: 439-8650. The ARC is open Monday - Friday - 8:00 a.m. - 4:30 p.m. The ARC incorporates several academic and student support services including the University Advisement Center and Developmental Studies Program; Adult, Commuter and Transfer Services (ACTS); Arts and Sciences in the Arc, Career and Internship Services, Medical Professions Advisement, Peer Career Center, University Tutoring Services; and the office of the Associate Dean of the College of Arts and Sciences. The ARC is staffed by professionals who evaluate students' academic progress as it relates to their personal aspirations and career goals. In addition to advising students, referrals for additional academic assistance are made when necessary. The ARC is user-friendly so that students can access advisement, career, and support services without ever leaving the facility. The ARC serves as a primary resource for students who have a variety of needs including those who are entering the university for the first time, those who are unsure about an academic major or career option, and those who wish to take advantage of various academic support services to enhance their classroom learning. For more information about Policy and Procedures, please pick up a hard copy of the Spectrum.

## Undergraduate Academic Advisement

All students with less than 60 credits earned are required to meet with an advisor prior to registration. First-time transfer students are required to meet with an advisor prior to registration for their first and second terms of enrollment. Students who are readmitted are required to contact an advisor prior to registration their first term of reenrollment regardless of earned hours. These guidelines are the minimum advisement requirement. Some colleges and departments may have additional advisement requirements. Students should consult with their academic advisor to determine advisement requirement.

An advisor can be assigned or changed by contacting the advisement coordinator for the college or school in which the student's major is offered. Please refer to the advisement coordinators section below.

Students who have declared a major should see an advisor in that major. Students who have not declared a major or who are taking Developmental Studies Program courses should go to the University Advisement Center located on the second floor of the D.P. Culp Center in the Advisement Resources and Career Center (ARC). Students who are only taking developmental math courses should see their major advisor. Students taking classes in Bristol or Kingsport may contact these centers for advisement information. Other areas may contact the student to discuss additional advisement opportunities such as Athletics, Adult, Commuter and Transfer Services (ACTS), Student Support Services, Medical Professions, and other Pre-Professional areas.

## Undergraduate Advisement Coordinators

### COLLEGE OF ARTS AND SCIENCES

Dr. Dan Brown, Associate Dean 439-5248  
Appalachian Studies 439-4748  
Art and Design 439-4247  
Astronomy 439-4231  
Biological Sciences 439-4329  
Bluegrass Program 439-7072  
Chemistry 439-6911 or 6913  
Communication 439-4491  
Criminal Justice 439-8576 or 5346  
English 439-5990  
Foreign Language 439-6901  
Geosciences (Geology & Geography) 439-7528  
History 439-4222  
Mathematics 439-4349  
Medical Professions (PreMed, PreVet, Pre-Pham, etc.) 439-5602  
Music 439-6948  
Philosophy and Humanities 439-4425  
Physics 439-4231  
Political Science 439-4217  
Pre-Engineering 439-4231  
Psychology 439-4424  
Social Work 439-6006  
Sociology & Anthropology 439-4370  
Women's Studies 439-4135

### COLLEGE OF BUSINESS AND TECHNOLOGY

Dr. Carroll Hyder, Associate Dean 439-4257  
213 Sam Wilson Hall  
ETSU Box 70699  
Johnson City, TN 37614-1710

Business Majors  
Tim Dills or Jennifer Douglas 439-5275  
316 Sam Wilson Hall

Computer & Information Sciences 439-5328  
Family and Consumer Science 439-7532  
Military Science 439-4269  
Technology and Geomatics 439-7822

Digital Media: Deborah Stephens 439-3170

### COLLEGE OF EDUCATION

Rebecca Loyd or Joel Tramel (423) 439-7626  
321 Warf-Pickel Hall  
ETSU Box 70685  
Johnson City, TN 37614-1709

### COLLEGE OF NURSING

Office of Academic Programs and Student Services (423) 439-4578  
Scott Vaughn, Director  
Jamie Bastian, Natalie Honeycutt  
230 Roy Nicks Hall  
ETSU Box 70664  
Johnson City, TN 37614-1709

### HONORS COLLEGE

Dr. Rebecca Pyles, Dean (423) 439-6076  
131 Yoakley Hall  
ETSU Box 70589  
Johnson City, TN 37614

### COLLEGE OF PUBLIC HEALTH

Dr. Robert Pack (423) 439-4540  
101 D John P. Lamb Hall  
ETSU Box 70623  
Johnson City, TN 37614-1709

### COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES

Dr. Don Samples (423) 439-7469 or  
Matt Johnson 439-7468  
384 Lamb Hall  
ETSU Box 70282  
Johnson City, TN 37614-1709

### ADULT, COMMUTER AND TRANSFER SERVICES "ACTS"

Dr. Carla Warner (423) 439-5641  
ARC - 2<sup>nd</sup> level D.P. Culp  
ETSU Box 70604  
Johnson City, TN 37614-1708

### ETSU at KINGSPOINT

Lisa Elliott, Stephanie Davidson, Academic Advisors (423) 392-8000  
1501 University Blvd.  
Kingsport, TN 37660  
ETSU Box 70727

### SCHOOL OF CONTINUING STUDIES AND REGENTS ONLINE DEGREE PROGRAM

Jordan Swingle, Francine Miller (423) 439-4223  
916 W. Maple Street  
ETSU Box 70659  
Johnson City, TN 37614-1701

### UNIVERSITY ADVISEMENT CENTER

"Undeclared and Developmental Studies Program"  
Dr. Caroline Jackson (423) 439-5244  
ARC - 2<sup>nd</sup> Level D.P. Culp  
ETSU Box 70590  
Johnson City, TN 37614-1708

### ATHLETICS

Robert Baker, Director Academic Services (423) 439-6439  
Memorial Center  
ETSU Box 70707  
Johnson City, TN 37614-1709

## Graduate Student Advisement Information Application For Graduate Study

Students who wish to work toward a graduate degree or certificate must be admitted to the School of Graduate Studies. Applications for admission are available in the Graduate School Office and on the web at <http://www.etsu.edu/gradstud/gradad.htm>

### Graduate Admission (Nondegree)

Students who wish to take non-degree course work should apply for admission as Non-degree Students.

All non-degree applicants must provide official transcripts which verify that they have earned a bachelor's degree from a regionally accredited institution. Graduate Non-degree Students must receive approval to register for a graduate level course from the chair (or graduate coordinator) of the department offering the course.

**Transfer Policy:** Students may petition for the transfer of a maximum of nine semester hours of graduate credit from ETSU or other approved institutions. Please see the Graduate Catalog for complete information and restrictions on transfer of credit.

**Graduate students who have not attended East Tennessee State University in the past year or longer must complete a readmission form before they register.** Forms are available in the School of Graduate Studies or online at <http://www.etsu.edu/gradstud/forms.asp>. Students who have skipped **one** term must call or stop by to be updated. This applies to all graduate students whether they are working toward a degree or not.

### Special Courses

Students registering for Thesis, Dissertation, Independent Studies, Special Topics and/or Readings and Research should check with the department chair and obtain either a permit or a signed request for course position card before registration.

### Graduate Advisement Coordinators

Accountancy	Dr. Gary D. Burkette	5314	Health Care Management	Ms. Cynthia Taylor	8593
Allied Health	Dr. Ester Verhovsek	547-0235	History	Dr. Mel Page	6802
Anatomy and Cell Biology	Dr. Dennis DeFoe	2010	Kinesiology--Exerc. Phys. & Perf.	Dr. Mike Stone	5796
Archival Studies	Dr. Marie Tedesco	5792	Kinesiology--P.E. K-12	Dr. Diana Mozen	6157
Art	Mr. Don Davis	7864	Kinesiology--Sports Management	Dr. Keunsu Han	4382
Audiology	Dr. Patricia Chase	5252	Liberal Studies	Dr. Marie Tedesco	5792
Biochemistry	Dr. Yue Zou	2124	Mathematics	Dr. Robert Gardner	6977
Biological Sciences - Microbiology	Dr. Eric Mustain	4571	Microbiology	Dr. Rob Schoborg	6295
Biological Sciences--Biology	Dr. Mike Zavada	6919	Nursing MSN NP	Dr. Linda Garrett	4084
Biological Sciences--Paleontology	Dr. Blaine Schubert	8419	Nursing MSN Non-NP	Dr. Kathy Martin	4399
Biomedical Sciences	Dr. Mitch Robinson	2028	Nursing MSN RODP	Dr. Nancy Granberry	4611
Biostatistics Certificate	Dr. Joanne Flowers, Interim	4332	Nursing, Ph.D.	Dr. Judith Anderson	4611
Business Administration--Accelerated	Mr. Pete Cornett	4622	Nursing-Admissions	Ms. Amy Bower	4531
Business Administration & Certificate	Dr. Martha M. Pointer	5314	Pharmacology	Dr. Alok Agrawa	6336
Chemistry	Dr. Chu-Ngi Ho	6914	Physical Therapy	Dr. Susan Epps	8275
Clinical Nutrition	Ms. Beth Lowe	7537	Physiology	Dr. Tom Ecay	2046
Computer Science	Dr. Martin Barrett	7409	Professional Communication	Dr. Jack Mooney	4168
Computer Science	Dr. Phillip Pfeiffer	5355	Professional Studies	Dr. Jo Lobertini	4223
Counseling	Dr. Janna Scarborough	7688	Psychology - Clinical	Dr. Peggy Cantrell	6660
Criminal Justice	Dr. Steven Ellwanger	4671	Psychology - General	Dr. Russ Brown	5863
Early Childhood Education, PhD	Dr. Pamela Evanshen	7694	Public Administration	Dr. David Briley, Interim	6697
Early Childhood Education, MA & Med	Dr. Amy Malkus, (on leave)	7656	Public Health	Dr. James Florence	6720
Economic Development & Urban Planning			Reading Concentration (Reading Education)	Dr. Jane Melendez	7910
Certificates	Dr. David Briley, Interim	6997	Rural Health Graduate Certificate	Dr. Mary Ann Littleton	5247
Educational Media & Ed. Tech. (ECT Concentration)	Dr. Harold Lee Daniels	7843	Secondary Education	Dr. Tammy Barnes, Interim	4155
Educational Media & Ed Tech. (Library Concentration)	Dr. Linda Steele	7851	Social Work	Dr. David Cecil	6018
Elementary Education (M.Ed.)	Dr. Leslie Perry	7602	Sociology and Anthropology	Dr. Leslie McCallister	4998
ELPA - Ed.D. Post Secondary & Private Leadership	Dr. Jim Lampley	7619	Special Education--Graduate Program	Dr. James Fox	7556
ELPA - Ed.S, Ed.D, School System/School Leadership	Dr. Pam Scott,	7618	Special Education--Undergraduate and Graduate	Dr. Cynthia Chambers	7687
ELPA - Ed.S, Ed.D. Teacher & Classroom Leadership	Dr. Virginia Foley	4430	Speech Language Pathology	Dr. Vijay Guntupalli	4261
ELPA--Ed.S., Counseling Leadership	Dr. Janna Scarborough	7688	Storytelling Concentration (Reading Education)	Dr. Joseph Sobol	7863
ELPA--M.Ed., Ed.S., Ed.D--Admin. Endorsement	Dr. Eric Glover	4430	Teacher Education with Multiple Levels (MAT)	Dr. Aimee Govett	7678
Emerging Technologies Certificate	Dr. Martin Barrett	7409	Teacher Education with Multiple Levels (MAT)	Dr. Tammy Barnes	4155
English	Dr. Robert Sawyer	6670	Teaching & Learning, Adv. Studies RODP	Dr. Martha Collins	7845
Entrepreneurial Leadership Certificate	Dr. Andrew Czuchry	5314	Teaching English as a Second Lang Certificate	Dr. Theresa McGarry	5995
Environmental Health	Dr. Kurt Maier	7635	Technology	Dr. Andy Clark	4164
Epidemiology Certificate	Dr. James Anderson	4332	Technology - Digital Media	Dr. Andy Clark	4164
Gerontology Certificate	Dr. James Florence	6720			
Gerontology Certificate	Dr. Don Samples	547-4905			
Health Care Management	Dr. Brian Martin	4429			

# HOW TO READ THE SCHEDULE

## Course I.D. Number

The course I.D. number consists of three parts:

- The Subject Abbreviation** (Abbrev.) - The first four characters of the course I.D. number refer to the academic subject under which the class is offered. See subject codes under General Information.
- The Catalog Number** (Cat. #) - Characters five through eight of the course I.D. number. These four numbers refer to the course description listed under this program in the University Catalog. The first digit of the catalog number indicates the level of the course.
- The Section Number** (Sec. #) - The last three digits of the course I.D. number make the course unique.

## Section Numbers

000-099	Campus Day Classes
100-199	Classes Administered as campus classes taught at off-campus facilities
200-299	Campus Evening Classes
300-399	Classes taught at ETSU at Kingsport
400-499	Classes at ETSU at Bristol
500-599	Distance Education Classes
600-699	Classes at ETSU at Greeneville
700-799	Elizabethton Classes at the Nave Center
800-898	Special assigned classes meeting at various specified locations
899	Accelerated Masters' in Business Classes
900	Online Classes
R50	Regents Online Degree Program Classes

## The Course Reference Number (CRN)

The CRN the five-digit number keyed in the boxes on the drop add screen.

## Credits

The credit (CR) value represents the number of term-hours credit of a particular section.

## Standard Day Class Times

The length of class periods is determined by dividing the minimum required teacher/student contact time by the number of class meetings in each session. The minimum required lecture contact time is 750 minutes per hour of credit. Classes with a laboratory component will always exceed the minimum (and is usually at least double the minimum) time for lecture only classes. The ETSU calendar and standard class periods are designed to ensure that 3 credit hour courses will meet the minimum teacher/student contact hours for a given term.

MWF	TR
7:10 - 8:05	6:45 - 8:05
8:15 - 9:10	8:15 - 9:35
9:20 - 10:15	9:45 - 11:05
10:25 - 11:20	11:15 - 12:35
11:30 - 12:25	12:45 - 2:05
12:35 - 1:30	2:15 - 3:35
1:40 - 2:35	3:45 - 5:05
2:45 - 3:40	
3:50 - 4:45	

Classes meeting after 4:00 which meet on one evening a week:

M	T	W	R	F
4:00 - 6:50	4:00 - 6:50	4:00 - 6:50	4:00 - 6:50	4:00 - 6:50
7:00 - 9:50	7:00 - 9:50	7:00 - 9:50	7:00 - 9:50	7:00 - 9:50

## S (Saturday)

8:00 - 11:00  
11:15 - 2:15

## U (Sunday)

No standard time for Sunday classes

The following times may overlap other meeting times:

MW	TR
1:40 - 3:00	5:30 - 6:50
3:10 - 4:30	7:00 - 8:20
5:30 - 6:50	8:30 - 9:50
7:00 - 8:20	
8:30 - 9:50	

## Day Codes

Day Symbols may be used alone or in combination.

M - Monday	W - Wednesday	F - Friday
T - Tuesday	R - Thursday	
S - Saturday	U - Sunday	

## Class Location

The location of a class is indicated by the building and room numbers. Notes may also indicate location of non-university sites.

## Building Codes

A002	Alexander Hall (University School)
A003	D. M. Brown Hall (Science)
A005	Mathes Hall (Music)
A006	Ernest C. Ball Hall (Fine Arts)
A007	Memorial Center - East Side (Mini-Dome)
A008	Warf-Pickel Hall (Education)
A009	Memorial Hall (Brooks Gym)
A010	Gilbreath Hall (Math., Comp Sciences, & Theatre)
A012	Sam Wilson Hall (Business & Technology)
A014	Burleson Hall (English)
A015	Hillrise Hall (Social Work)
A017	Wilson-Wallis Hall (Technology)
A018	Hutcheson Hall (Family and Consumer Sciences)
A019	John P. Lamb, Jr. Hall (Public Health, Clinical & Rehabilitative Health Sciences)
A020	Roy S. Nicks Hall (College of Nursing)
A021	Rogers-Stout Hall (Social Sciences)
A062	Art Annex
A092	D. P. Culp University Center (Student Center - Student Affairs)
A129	Yoakley Hall (International Programs & Services Honors College)
A307	Memorial Center - West Side (Mini-Dome)
A330	Wayne G. Basler Center for Physical Activity
A476	Stanton-Gerber Hall-A
A477	Stanton-Gerber Hall-B
A478	Stanton-Gerber Hall-C
A701	ETSU at Elizabethton
AARR	Arranged meeting place (contact department)
AAVL	Advanced Visualization Lab, Millennium Park
ABRS	ETSU at Bristol
AGRN	ETSU at Greeneville
KGPT	ETSU at Kingsport
AILAB	Innovative Laboratory

## Instructor

The instructor is the teacher of record at the time this schedule of classes was printed and is subject to change. "Staff" is used to indicate that a specific instructor has not been assigned.

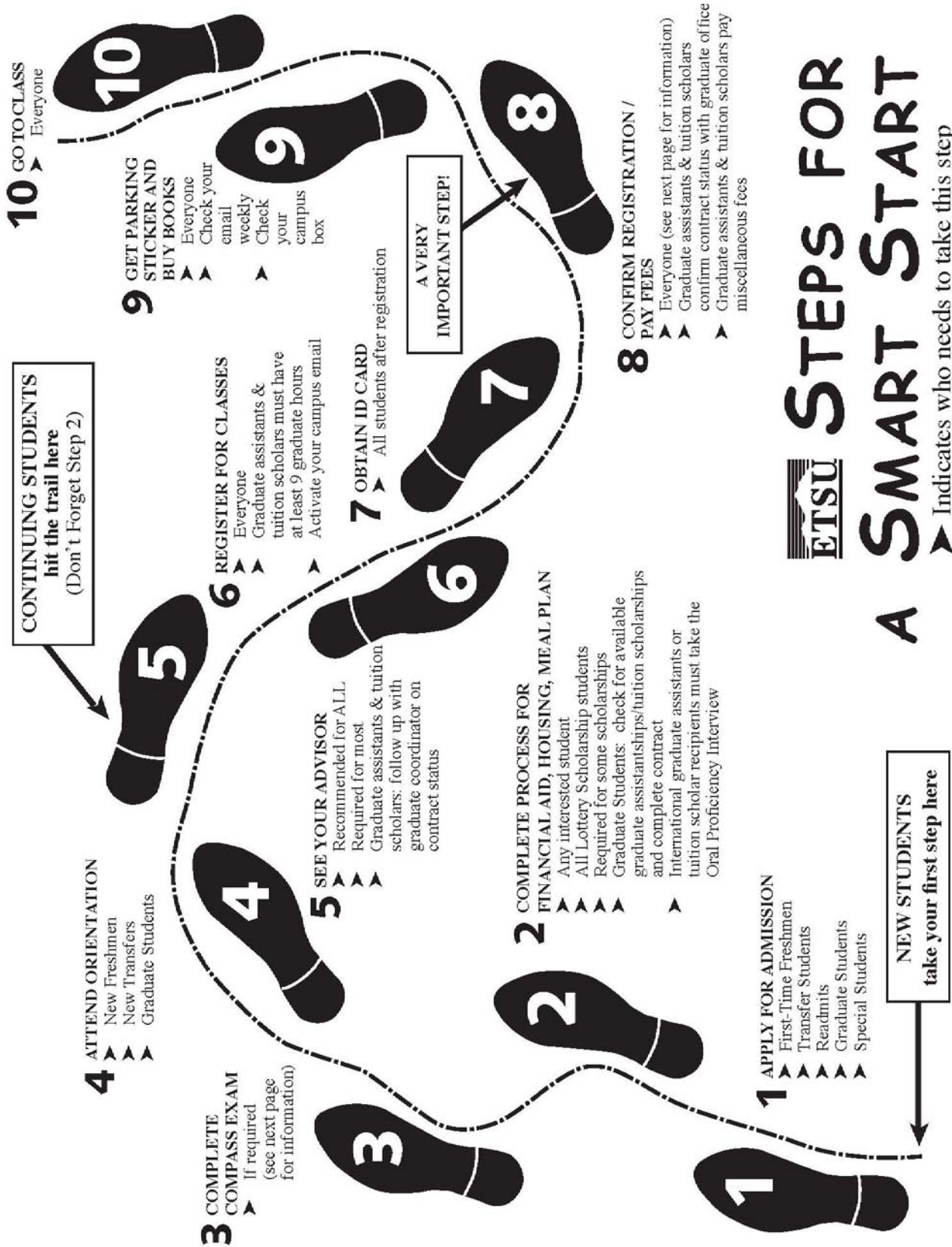
## Summer Section Numbers

In the Summer Term, the middle digit of the section number is used to designate the session into which the course falls. Session codes are used to further identify the correct session.

Session Code	Section Number
A Pre-Summer	X01-X09
B Pre-Summer Plus Session 1	X70-X79
C Complete Session	X80-X89
D Session 1	X10-X49
E Dual Session	X90-X99
F Session 2	X50-X69
R RODP	R50

Standard meeting times below are for the sessions indicated.

Pre-Summer	Sessions I, II, & Dual
MTWRF	MTWRF
8:00-10:45	8:00-9:30
11:05-1:50	9:40-11:10
2:00-4:45	11:20-12:50
1:00-2:30	
2:40-4:10	



**10 GO TO CLASS**  
 > Everyone

**9 GET PARKING STICKER AND BUY BOOKS**  
 >> Everyone  
 >> Check your email weekly  
 > Check your campus box

**6 REGISTER FOR CLASSES**  
 >> Everyone  
 >> Graduate assistants & tuition scholars must have at least 9 graduate hours  
 > Activate your campus email

**7 OBTAIN ID CARD**  
 > All students after registration

**A VERY IMPORTANT STEP!**

**8 CONFIRM REGISTRATION / PAY FEES**  
 >> Everyone (see next page for information)  
 >> Graduate assistants & tuition scholars confirm contract status with graduate office  
 >> Graduate assistants & tuition scholars pay miscellaneous fees

**CONTINUING STUDENTS hit the trail here (Don't Forget Step 2)**

**4 ATTEND ORIENTATION**  
 >> New Freshmen  
 >> New Transfers  
 >> Graduate Students

**3 COMPLETE COMPASS EXAM**  
 > If required (see next page for information)

**5 SEE YOUR ADVISOR**  
 >> Recommended for ALL  
 >> Required for most  
 >> Graduate assistants & tuition scholars: follow up with graduate coordinator on contract status

**2 COMPLETE PROCESS FOR FINANCIAL AID, HOUSING, MEAL PLAN**  
 >> Any interested student  
 >> All Lottery Scholarship students  
 >> Required for some scholarships  
 >> Graduate Students: check for available graduate assistantships/tuition scholarships and complete contract  
 > International graduate assistants or tuition scholar recipients must take the Oral Proficiency Interview

**1 APPLY FOR ADMISSION**  
 >> First-Time Freshmen  
 >> Transfer Students  
 >> Readmits  
 >> Graduate Students  
 >> Special Students

**NEW STUDENTS take your first step here**

# ETSU STEPS FOR A SMART START

> Indicates who needs to take this step



## (1) ADMISSIONS -

106 Dosssett Hall, (423) 439-4213

<http://www.etsu.edu/admissions/>

**First-time freshmen:** Complete the undergraduate application for admission. Request an official high school transcript including ACT or SAT scores. Pay \$15.00 application fee. GED scores should be provided if completed. **First-time**

**Transfer Students:** Complete the undergraduate application for admission. Request official transcripts from high school and all colleges attended. Pay \$15.00 application fee. Consult catalog for deadlines. **Readmit Students:** Complete readmissions update form and provide transcripts from any colleges attended since last ETSU enrollment.

**Undergraduate Special Students:** Examples: 1) High school student seeking college coursework; 2) Visiting student from another college; 3) Degree holder seeking additional undergraduate courses. Complete application forms and consult the Office of Admissions for additional requirements. Pay \$15.00 application fee. **Second Bachelor's Degree Applicants:** Complete application for second degree. Provide official transcripts if not ETSU graduate. Pay \$15.00 fee if not former ETSU student. **Graduate Students:** Complete graduate application packet and pay \$25 application fee.

## (2) FINANCIAL AID -

Office of Financial Aid 105 Dosssett Hall (423) 439-4300

Go On-Line, Not In-Line and use ETSU's GoldLink

student system to check your financial aid status

<http://www.etsu.edu>

1) Complete the FAFSA at <http://www.fafsa.edu> as soon as possible after January 1 using accurate tax information.

2) Check your SAR (Student Aid Report) for accuracy <http://www.fafsa.edu>. Read all SAR comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.

3) If you were selected for **verification**, go to <http://www.etsu.edu/finaid/Verification/> for information and forms.

4) Receive, review, and complete the financial aid award (accept or reject offers) to the ETSU Office of Financial Aid through Goldlink at <http://www.etsu.edu>. Enter the secure area and check your Financial Aid Status.

5) **Summer 2009:** Review the Financial Aid & Prior Balances Authorization Form inside your award letter packet, select **one** of the available options, sign, date, and return the form to the Office of Financial Aid. Form is also available on the financial aid website <http://www.etsu.edu/finaid>

**Fall 2009:** The printed form will not be necessary. Go On-Line, Not In-Line and use Goldlink to complete your Authorization Form by selecting one of the available options for the Financial Aid & Prior Balance Authorization from the drop down menu for the ETSU Office of Financial Aid through Goldlink <http://www.etsu.edu>. Enter the secure area and check your Financial Aid Status.

6) If you accepted the Perkins Loan for the first time, complete, sign, and return the Master Promissory Note (MPN) and the Borrower's Information sheet to the ETSU Office of Bursar/Financial Services. Complete Perkins entrance loan counseling online at <http://www.mappingyourfuture.org>.

7) **Summer 2009:** If you accepted the Federal Stafford Loan, complete the Stafford Lender selection online through Goldlink by selecting a lender from the drop down menu <http://www.etsu.edu>. If you are a first time borrower with Stafford, complete Stafford loan counseling online <http://www.mappingyourfuture.org/> and complete the MPN with your lender. If you have been awarded a PLUS Loan, your parents must complete the PLUS pre-approval process online or via phone and sign the PLUS MPN with their lender.

**FALL 2009: ETSU Stafford Loans will be through the Federal Direct Loan Program.** If you accepted the Federal Stafford Loan through your Goldlink account, once you accept your loans you will need to proceed to the **Direct Lending website** at <https://dlenote.ed.gov/emprlinks.jsp> to complete your electronic Master Promissory Note (eMPN). Stafford Loan borrowers will also need to complete the Direct Loan Entrance Counseling at

<http://www.ed.gov/offices/OSFAP/DirectLoan/student.html>.

After you complete the entrance counseling, you will be given confirmation. Please print this out and keep for your records. ETSU will be notified that you completed your entrance counseling. If you have been awarded a PLUS Loan, your parents must complete the PLUS pre-approval process online or via phone and sign the PLUS MPN through the Direct Lending website at

<https://dlenote.ed.gov/emprlinks.jsp>.

8) If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at [www.etsu.edu/finaid/jobsads](http://www.etsu.edu/finaid/jobsads)

9) Notify the ETSU Office of Financial Aid of other scholarships, loans, or assistance that are not on your award letter.

10) You must attend classes regularly and meet the requirements of the Financial Aid Satisfactory Academic Progress Policy to receive financial aid.

11) Review GA/TS availability at [www.etsu.edu/gradstud/gasch](http://www.etsu.edu/gradstud/gasch). International GA/TS recipients must take the OPI.

## SCHOLARSHIPS -

Welcome Cnt. Culp Center, (423) 439-7094

[www.etsu.edu/Scholarships](http://www.etsu.edu/Scholarships)

The Scholarship Office provides information to students concerning ETSU scholarships and external scholarships. Most scholarship deadlines are early in the spring semester.

**HOUSING** – Dept. of Housing & Residence Life  
108 Dosssett Hall, (423) 439-4446, [Housing@etsu.edu](mailto:Housing@etsu.edu) or <http://www.etsu.edu/students/housing/housing.htm>

The university offers a variety of on-campus housing options for single undergraduate, married, single parents, and graduate students.

## MEAL PLANS DINING LOCATIONS -

Aramark Dining Services, Culp Center, (423) 439-4389

[www.etsudining.com](http://www.etsudining.com)

Students may apply for the Resident Advantage Plan through the Housing Office or other food plans through ETSU Dining and Catering Group.

## STUDENT HEALTH/IMMUNIZATION

Student Health Service, 160 Nicks Hall, 439-4241

The State of Tennessee requires that all students enrolled meet certain immunization requirements prior to their initial enrollment in the university or college. These requirements include: 1) Proof that the Student has received **Two MMR** (Measles, Mumps, and Rubella) **Shots and 2)** A signed waiver acknowledging that the student is aware of the risk associated with Hepatitis B and Meningitis Infections on a college campus. For information:

[www.etsu.edu/studenthealth](http://www.etsu.edu/studenthealth) and Click the Immunizations Tab

## (3) COMPASS TEST

University Advisement Center, ARC, 2<sup>nd</sup> Level of Culp, (423) 439-5244

The COMPASS test is required of students who are admitted to ETSU who have not taken the ACT/SAT or students submitting ACT/SAT scores that are over three years old. Transfer students without college-level English or Math will also be required to test in the corresponding area. The three

portions of COMPASS are Writing, Reading, and Math. Students may have to take all or part of the test depending on their particular circumstance. To arrange to take the COMPASS test, call the University Testing Center at (423) 439-7842.

## (4) ORIENTATION -

Student Affairs, Culp Center, (423) 439-4210

Students will see an advisor and register for classes at orientation. Required for all new students who live within a 250-mile radius of campus. Special programs for traditional age students, adults, transfers and parents.

**What you get:** Class schedule, resource information, new student handbook. Reserve your books, obtain ID, campus email information. **Graduate students:** Orientation is held every fall, the Monday prior to the beginning of classes, call (423) 439-4221 for additional information.

## (5) ADVISEMENT -

Office of Undergraduate Student Advisement

Welcome Cnt., Culp Center, (423) 439-8557

All students who entered with less than 60 credits are required to meet with an advisor prior to registration. First-time transfer students are required to meet with an advisor prior to registration for the first and second term of enrollment. Some colleges and departments may have additional advisement requirements. All students should confer with the advisor regularly. **Graduate students:** Confer with graduate coordinator prior to enrolling every semester.

## ADULT, COMMUTER AND TRANSFER

**SERVICES** - <http://www.etsu.edu/acts/>.

(ACTS) located in ARC, Culp Center, (423) 439-5641  
For help in putting all the pieces together, ACTS is the place to get your questions answered. We provide academic and student support services designed especially for adult students, commuter students services include off-campus housing listings, carpool and rideshare programs.

## (6) REGISTRATION -

102 Dosssett Hall, (423) 439-4230

New freshmen and new transfer students must register at or after attending a new student orientation. The schedule of classes offered is available online about a month before registration and the printed Registration Guide is available about 10 days before registration begins. An assigned registration appointment day and time will be emailed about a week prior to registration. Registration is available using **GoldLink** at <https://goldlink.etsu.edu>. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dosssett Hall. GA/TS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full time students. All registered students have a Goldmail email account. Please activate your account and check weekly. Email is our primary communication resource with students <http://www.etsu.edu/oit/students/goldmail/>

## (7) ID CARD - ID Services

Culp Center, (423) 439-8316 <http://www.etsu.edu/id>

Have your ID card made at the ID Office **any time after you have registered for classes**. The ID Card will allow students to access many activities on campus. Students may also use their ID as a campus debit card (ID BUC\$). A brochure explaining all the features is provided in the orientation packet or you may request a copy at the ID Services Office located on the middle level of the Culp Center.

## (8) CONFIRM REGISTRATION

**OR PAY FEES** - Financial Service - Bursar, 202 Dosssett Hall, (423) 439-4212

Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, ECheck).

1) To pay online click **GoldLink** from the ETSU web page at [www.etsu.edu](http://www.etsu.edu). You may use VISA, MasterCard, Debit or an ECheck payment and have the student PIN.

2) All students **MUST confirm registration by the fee payment deadline**. You may do this through **GoldLink** (<https://goldlink.etsu.edu>) or by calling the Comptroller at (423) 439-4212. Paying your full balance before the fee payment deadline will automatically confirm your registration.

3) To pay by mail, enclose check and mail to Financial Services – Bursar, Box 70719, Johnson City, TN 37614. Please mail in time to be received in the Comptroller's Office before the payment deadline.

4) To pay in person, assistance will be given by a cashier in the Bursar's Office.

5) **Bills for tuition and fees will not be mailed to students** who register for classes. You may visit **GoldLink** at <https://goldlink.etsu.edu> and log into Secure Area, Student, Student Account, Account Detail/Confirm Registration/Payments and Refunds to view account. Click, Yes, I will attend, to confirm attendance, print a retain confirmation number.

6) Financial Aid not on Your Student Account? E-Sign Financial Aid Agreement Promissory Note (former Affidavit), Go to [www.etsu.edu](http://www.etsu.edu) and click on: GoldLink, Enter Secure Area and login, Student, Student Account, Financial Aid Agreement Promissory Note (former Affidavit), Select a Term, Review the Promissory Note text and E-sign with the last 4 digits of your E number. Please print the confirmation page and retain for your records. Monitor your financial aid status online and respond to all requests for documents immediately, until your aid is credited and your account and balance is paid in full. Questions about aid? Contact Financial Aid at 423-439-4300 or at [finaid@etsu.edu](mailto:finaid@etsu.edu) Questions about confirming attendance or making payment? Review your account online through GoldLink or email [bursar@etsu.edu](mailto:bursar@etsu.edu)

7) Confirm GA/TS contract by calling (423) 439-6146. GA/TS recipients must pay miscellaneous fees.

## (9) PARKING - Parking Office,

908 W. Maple Street, (423) 439-5650

[http://www.etsu.edu/dps/parking\\_regs.asp](http://www.etsu.edu/dps/parking_regs.asp)

Parking Permits: All students (including part-time) who intend to park a motor vehicle (including mopeds, motor scooters, or motorcycles) on the main campus, ETSU at Kingsport, or Nave Center, **MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT**. Parking permit fees are included in the campus access fee for students. All visitors are requested to stop at the Department of Public Safety to obtain a visitor's parking permit at no charge.

**BUY BOOKS** - ETSU Bookstore in the Culp Center, (423)439-4436 or The College Store at 824 West Walnut St., (423)926-0838

The simplest, and most efficient way to buy your books is to come to either location with a printed copy of your schedule showing Department, Course Number, and Section Number. For more textbook information go to <http://www.etsubookstore.com>

**STILL HAVE QUESTIONS? CALL OR VISIT THE ARC, Located on the 2<sup>nd</sup> Level of the D.P. Culp Center, (423) 439-8650.**

Revised March 2009

## TUITION AND FEES

For specific fee information please go to [http://www.etsu.edu/comptrol/bursar\\_fees.htm](http://www.etsu.edu/comptrol/bursar_fees.htm)  
 Fees for Summer 2009 are listed under the Academic Year 2008-2009. Fees for Fall 2009 will be listed under the 2009-2010 and should be available in July 2009.

### FEES SUBJECT TO CHANGE BY THE TENNESSEE BOARD OF REGENTS WITHOUT NOTICE

<p><b><u>Tuition</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Undergraduate</td> <td style="padding: 2px; text-align: right;">\$ 189 per credit</td> </tr> <tr> <td style="padding: 2px;">Undergraduate – 12 or more credits</td> <td style="padding: 2px; text-align: right;">\$ 2,151 full time</td> </tr> <tr> <td style="padding: 2px;">Undergraduate Out-of-State*</td> <td style="padding: 2px; text-align: right;">\$ 473 per credit</td> </tr> <tr> <td style="padding: 2px;">Undergraduate Out-of-State*</td> <td style="padding: 2px; text-align: right;">\$5,446 full time</td> </tr> <tr> <td style="padding: 2px;">Graduate</td> <td style="padding: 2px; text-align: right;">\$ 305 per credit</td> </tr> <tr> <td style="padding: 2px;">Graduate – 10 or more credits</td> <td style="padding: 2px; text-align: right;">\$2,886 full time</td> </tr> <tr> <td style="padding: 2px;">Graduate Out-of-State*</td> <td style="padding: 2px; text-align: right;">\$ 473 per credit</td> </tr> <tr> <td style="padding: 2px;">Graduate Out-of-State*</td> <td style="padding: 2px; text-align: right;">\$5,446 full time</td> </tr> </table> <p style="font-size: small;">*These fees are in addition to the full-time tuition and registration fees.</p>	Undergraduate	\$ 189 per credit	Undergraduate – 12 or more credits	\$ 2,151 full time	Undergraduate Out-of-State*	\$ 473 per credit	Undergraduate Out-of-State*	\$5,446 full time	Graduate	\$ 305 per credit	Graduate – 10 or more credits	\$2,886 full time	Graduate Out-of-State*	\$ 473 per credit	Graduate Out-of-State*	\$5,446 full time	<p><b><u>Fees</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b><u>Application:</u></b></td> <td style="width: 30%;"></td> <td style="width: 40%;"><b><u>Registration:</u></b></td> </tr> <tr> <td>Undergraduate</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Domestic</td> <td style="text-align: right;">\$15</td> <td><b>Late Registration \$100</b></td> </tr> <tr> <td style="padding-left: 20px;">International</td> <td style="text-align: right;">\$25</td> <td></td> </tr> <tr> <td>Graduate</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Domestic</td> <td style="text-align: right;">\$25</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">International</td> <td style="text-align: right;">\$35</td> <td></td> </tr> </table>	<b><u>Application:</u></b>		<b><u>Registration:</u></b>	Undergraduate			Domestic	\$15	<b>Late Registration \$100</b>	International	\$25		Graduate			Domestic	\$25		International	\$35	
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**Special Course:**

**Regents Online Degree** \*\* No Maximum amount for RODP Fees

RODP Undergraduate Maintenance Fee	\$189 per credit
RODP Graduate Maintenance Fee	\$305 per credit
RODP Online Fee	\$ 76 per credit
RODP Out-of-State Fee*	\$473 per credit

\* This fee is in addition to Maintenance and RODP Online fees.

\*\*Students enrolled in RODP online courses only do not pay registration fees EXCEPT \$100 late registration fee, if applicable.

**ETSU Online Distance Education:**

Undergraduate	\$12 per credit
Graduate	\$19 per credit

**Programs With Special Additional Fees:**

Applied Music	\$150/half hour lesson	Chemistry Materials	\$20
Art Materials Supply	\$10-\$100	CSC11100	\$12
Astronomy Materials	\$20	Digital Media	\$100 per credit
Biology Materials	\$20	PHED/PEXS	\$10-\$30
Business Course	\$20 per credit	Physics Materials	\$20
		Radio & TV	\$7-\$41
		Other course fees may apply to selected courses	

**Program Service Fee:**

Undergraduate and Graduate  
 \$57 per credit  
 8 or more credits -- \$449.50 maximum

Programs Service Fee includes: Student Government Activity, Technology Access, Postal Services, international education, graduation, drop/add, student activity, athletic fees, CPA and parking fees.

**Deferred Payment:** \$50 if elected by student

**Returned Check:**

\$100 late registration fee assessed for returned check presented for registration and student may be unenrolled for term. \$30 for each returned check given for fees or any other purpose.

### Fee Payment for Financial Aid Recipients

Students receiving financial aid will have estimated awards on their account statement.

If the awarding of aid is complete and the student's tuition, fees and other charges are paid in full, the student's registration will be completed by confirmation of attendance.

If fees are not paid in full by financial aid, the student must pay the balance due by the fee payment deadline.

**To CONFIRM your attendance**, go to GoldLink Online at [www.etsu.edu](http://www.etsu.edu), Enter Secure Area using your new E number and PIN, click on Student tab, Student Account, Account Detail/Confirm Attendance/Payments and Refunds, Select Term. View account information and click Yes, I will Attend. Please read the results and print the page for your records.

#### Fee Payment

- Class offerings and fees are subject to change. View current information go to GoldLink Online at [www.etsu.edu](http://www.etsu.edu), Enter Secure Area using your new E number and PIN.
- As a condition of registration each student must pay fees by the established deadline and prior to attending classes. Changes in class schedule after the billing date may change the balance due.
- Class schedule adjustment does not change the fee payment deadline.
- Student bills are loaded online to a secure location. To view or print an ebill, login to [https://epay.goldlink.etsu.edu/C20071\\_tsa/web/login.jsp](https://epay.goldlink.etsu.edu/C20071_tsa/web/login.jsp), using your E number and PIN.

How	Where	What
Goldlink Online	Enter Secure Area using your new E number and PIN, click on Student tab, Student Account, Account Detail/Confirm Attendance/Payments and Refunds, Select Term	Credit Card: VISA, MasterCard or Discover echeck
Telephone	(423) 439-4212	Credit Card: VISA, MasterCard or Discover
Mail	Bursar Office ETSU, Box 70719 Johnson City, TN 37614	Personal check or Money Order Include student ID number; allow adequate time for delivery
In Person	Cashier Lobby Bursar Office Room 202 Burgin Dossett Hall	Credit Card: VISA, MasterCard, Discover ID Buc\$ Card Personal check Money Order/Cash

Regular Cashier Office Hours: 8:00 a.m. – 4:30 p.m. Monday-Friday

Deferred payment of up to 50% may be available upon request by students in good financial standing. A \$50 service charge applied each term. Refer to [http://www.etsu.edu/comptrol/bursar\\_deferred\\_payment\\_policy.htm](http://www.etsu.edu/comptrol/bursar_deferred_payment_policy.htm) for complete deferred payment policy.

The listing of fees in this publication does not constitute a contract between the university and the student.

### Fee Payment with Discounts

Crediting of various fee discount programs require completion of specific forms. Educational benefit forms are available online at <http://www.etsu.edu/comptrol/frm.htm#Student>. Return completed forms to specified office.

TBR/UT employees and state employees who utilize a fee waiver (PC191) MUST submit a form to the **Bursar Office**, Room 202 Burgin Dossett Hall, by the fee payment due date but no earlier than 4 weeks prior to the first official day of classes.

**Employees of Boards of Education, City/County School Systems, Human Resource Agencies and other political subdivisions are not eligible to participate in the fee waiver program.**

Completed ETSU Spouse/Dependent Discount forms are verified in the **Human Resource Office**, Room 307 Burgin Dossett Hall, then forwarded to the **Financial Aid Office** for credit to the students' account.

Employee Audit form is to be signed by the immediate supervisor and then submitted to the **Human Resource Office**, Room 307 Burgin Dossett Hall.

Teacher's Dependent and State Employee Dependent and TBR/UT Dependent Discount forms should be returned to the Financial Aid Office, Room 105 Burgin Dossett Hall, immediately after the student enrolls for the term. Note: TBR/UT and other State and government employees must pay RODP Online course fees.

University employees using Staff Scholarship (Maintenance/Tuition Fee Payment) register at the appointed times and return the form to the **Records Office**, Room 101 Burgin Dossett Hall.

Persons who are totally disabled or 65 years of age or older who are domiciled in Tennessee may enroll in courses for credit at the cost of 50% of the regular rate per credit hour for graduate or undergraduate courses, not to exceed \$70 per term.

Persons with a permanent disability and persons 60 years of age and older who are domiciled in Tennessee may AUDIT courses without paying tuition and fees. Admission to AUDIT will be limited based on space availability.

### Out-Of-State Waiver

Students studying part-time\* who work full-time in Tennessee but are not domiciled in Tennessee will be classified as out-of-state. Those who document by employer letter that they are employed full time in Tennessee in what is likely to be continuous employment, may apply for a waiver of out-of-state tuition. Obtain and complete an application form through the Office of Admissions.

\*undergraduate 1-11 credits, graduate 1-9 credits

### Summary of Institutional Refunds

Refunds are defined as the portion of tuition, registration fees, program and service fees, and university housing charges due as a rebate when a student drops, withdraws or is expelled from the university. The refund amount during the refund period for students not receiving Title IV aid is based upon the state policy. Complete refund policy is available at

[http://www.etsu.edu/comptrol/bursar\\_refunding.htm](http://www.etsu.edu/comptrol/bursar_refunding.htm)

Change of a Student's status may permit a refund	Situations that may permit a refund
Change from full-time to part-time student Change in part-time student's schedule which results in fewer class hours	Dropping a course(s) Withdrawing from the institution Cancellation of a class by the institution Death of a student

### What Fees Are Refundable

- Refunds due will be processed starting two weeks after the last date of the 25% refund period. No refund will be made thereafter.

TYPE OF FEE	REFUNDABLE	NON-REFUNDABLE
Program	Business Course CSC1100 Digital Media Online Distance Education Radio & TV PHED/PEXS	Applied Music Materials: Art, Astronomy, Biology, Chemistry, Physics
Services		Deferred Payment Service
Registration	Debt Service General Access	Late Registration
Other		Returned Check

### How Much Is Refundable And When

Drops and withdrawals prior to the first official days of classes for the regular academic terms and prior to the beginning of the summer term	100% of all fees
Classes cancelled by the University	100% of all fees
Drops or withdrawals within 14 calendar days beginning with and including the first official day of classes or within a proportional period for short-term courses (including RODP courses)	75% of tuition, registration, refundable program and service fees and dormitory rent
Drops or withdrawals following the 14 calendar days after the first official day of classes through the expiration of one-fourth of the time covered by the term	25% of tuition, registration, refundable program and service fees and dormitory rent
Student death	100% of all fees

- Students who withdraw prior to completing 60% of the semester for which they received federal student aid may be required to return some or all of the aid they were awarded
- The law assumes that you used the Title IV student aid to pay your institutional charges -- tuition, fees, dorm room, and board. Thus, if you withdraw prior to completing 60% of the semester for which you were awarded aid, a pro-rata amount of your aid must be returned to the federal government. (This policy is based on 34 FR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended).

### How Refunds Will Be Applied

#### Return of Non-Title IV Aid

Students dropping or withdrawing during the institutional refund period will have non-Title IV aid returned according to the following schedule:

1. State: Vocational rehabilitation, Tennessee Lottery Scholarship programs, other state aid
2. Institutional aid: athletic scholarships, tuition assistance programs, academic performance and public performance scholarships
3. Employee benefit programs, tuition waivers, employee discounts, staff scholarships

#### Return of Title IV Federal Student Aid

This requirement applies to you ONLY if:

1. You receive federal student aid, and
2. You withdraw prior to completing 60% of the **period for which the aid was provided.**

### Distribution of Title IV Refunds

Refunds will be credited back to student aid program accounts in the following order:

#### Title IV programs

Unsubsidized Federal Stafford Loans  
Subsidized Federal Stafford Loans  
Federal Perkins Loans  
Federal PLUS Loans  
Federal Pell Grants  
ACG Grant  
National SMART Grant  
Federal SEOG program

#### Other refunds

Institutional aid  
Private aid  
The student

Federal law requires federal aid recipients to "earn" the aid they receive by staying enrolled in college at least half time.

### Refund Appeal Procedure

Students contesting the refund policy must file the Refund Appeal within one academic year prior to last day of the term year of the drop or withdrawal to receive consideration by the Refund Appeals committee. Student concerns regarding fees will only be addressed within 18 months from the date when grades were assigned for the term in question. The student may obtain a refund appeal form at

<http://www.etsu.edu/comptrol/frm.htm#Student> or in the Financial Services Office, 202 Dossett Hall.

It is the student's responsibility to provide written documentation substantiating reasons for the appeal.

Withdrawals or reductions in course load due to personal illness/injury require a statement from a licensed medical physician stating withdrawal was necessary due to the health of the student. A death in the immediate family can be verified with a copy of the obituary. Immediate family includes spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, sibling, grandparents, and grandchildren. Other reasons must be supported by written documentation.

# GENERAL INFORMATION

## Academic Calendar

To view the Academic Calendar go to the main ETSU webpage at <http://www.etsu.edu> and click Academic then Academic Calendar for Student under the category search or click <http://www.etsu.edu/calendar> select Academic Calendar for Student under the Category.

## Adding and Dropping Courses

**Adding a Course:** A course(s) may be added during the late registration/late add period without special permission, unless the course has reached the established maximum enrollment. To add any class that has reached the enrollment limit requires permission of the instructor and department chair. After the late registration/late add period, special permission must be obtained from the instructor, the department chair, the dean, and the registrar.

**Dropping a Course:** A course(s) may be dropped during the first eight calendar weeks of a regular semester. Courses dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of 'W.' (During the summer session, or when courses do not conform to established term dates, this schedule is adjusted appropriately to fit the condensed time frames.)

Developmental Studies courses cannot be dropped without written permission from the University Advisement Center located in the ARC on the second level of the D.P. Culp Center.

After the eighth week, students may not drop a course except where verifiable, extenuating circumstances can be demonstrated. Verifiable extenuating circumstances are reasons beyond the control of the student, such as illness or accidental injury. Poor performance in a class is not an extenuating circumstance.

Students seeking permission for late drops must present a petition to the dean of the college or school in which they are majoring as of the beginning of the semester. Students whose majors are undecided must apply to the University Advisement Center located in the ARC (2nd level of D.P. Culp Center.)

If a late drop is approved, the student will receive a grade of 'W' (Withdrawn) or 'WF' (Withdrawn-Failing), as assigned by the instructor of the course.

It is the student's responsibility to register for courses that are needed to satisfy graduation requirements. Transfer courses must be reflected on the student's transcript before being recognized as meeting degree or prerequisite requirements. It is the responsibility of all students to review completed coursework prior to registration to avoid unnecessary repeats.

## Withdrawing from the University

Students may withdraw from all classes through the published last day to withdraw for a term. Students withdrawing during the first two weeks of classes will not have those courses appear on their permanent records. Withdrawals from the university from the beginning of the third week through the end of the eighth week will be recorded with a grade of 'W.' Withdrawals from the university after the eighth week will be recorded with a grade of 'W' or 'WF' at the discretion of the instructor. (During the summer session or other shortened terms, this schedule is adjusted appropriately to fit the condensed time frame.) All requests for withdrawal from the university must be received in the Office of the Registrar no later than the close of business hours two days before the last day of classes of any academic term. Students will not be permitted to withdraw from the university after that date.

Students who do not withdraw by the official procedure will receive an 'F' for each course.

## Milligan College/Emmanuel/ETSU Agreement

Full-time undergraduate students (12 credits or more) may take courses at Milligan College and Emmanuel School of Religion. Courses taken through this agreement may be used for elective credit only. Students who wish to cross enroll under this plan may obtain additional information from the Office of the Registrar, Burgin E. Dossett Hall, Room101.

## Undergraduate Pass/Fail Grading Policy

The purpose of this policy is to allow qualified undergraduate students to explore, in a limited manner, their interests and ability in courses of study that are unfamiliar to them and to receive a pass or fail grade instead of a regular letter grade. Consult the current Undergraduate Bulletin for the complete policy.

### Audit Policy

Students are permitted to enroll in regular university courses as auditors. Registration fees are the same for audit as for credit. Regular attendance is required. Audit enrollment will not be considered part of the 12-credit minimum required for a full-time load. Audit enrollment will be counted in determining overloads.

After the published "Last Day to Add a Course" students may not change their enrollment status in a course from credit to audit or from audit to credit.

Persons 60 years of age or older who are domiciled in Tennessee may audit courses without payment of registration fees, if space in the classroom is available. Arrangements should be made through the director of Admissions. Other unclassified part-time students may enroll for noncredit seminars by paying the fee designated for each term.

Students auditing courses may be administratively dropped by the instructor for unsatisfactory class attendance.

### Academic Dismissal

#### Period of Suspension

Students on probation who do not meet academic retention standards shall be suspended from the university for one term. The summer session may not count as a term of suspension. On the second (or subsequent) suspension for failure to meet academic retention standards, the period of suspension is for two terms or longer and requires that the appeal procedure for reinstatement be followed.

#### Appeals for Readmission Following Suspension

Where extenuating circumstances are established as primary factors relating to low grades, a student may petition to waive the period of suspension. This petition must describe the verifiable, extenuating circumstances which may include: illness as evidenced by medical documentation; personal problems; accidental injury; or other circumstances beyond the student's control.

Upon receipt of (1) the written petition, (2) a current academic transcript, and (3) any supporting documents, a preliminary decision will be made as to whether there are satisfactory, extenuating circumstances to warrant a formal appeal hearing. If granted, the student will be notified of the time and place of the appeal hearing before representatives of the Office of Student Affairs and the dean's office of the student's major area of study. If the appeal hearing is declined, the student may contact the academic dean in the college in which the student is majoring for a review of the decision.

### Undergraduate Class Load Policy

**Standard Load:** The minimum number of credits for full-time enrollment is 12 credits. The normal (average) course load is 16 or 17 credits for full-time students. The maximum course load is 19 credits, unless permission for an overload is approved.

**Overload:** The academic advisor and the dean of the student's college/school must approve, in writing on the appropriate form, registration for an overload. Following completion of 45 credits, students with a cumulative 3.0 GPA may be approved for up to 21 credits. Graduating seniors who do not have grade point deficiencies, may be approved to enroll for up to 21 credits in order to complete graduation requirements during that term. Audit enrollment will be included in determining all class overloads.

**Probationary Load:** Any student on academic probation at the time of registration may enroll for not more than 13 credits, including audits, except by approval of the student's advisor and college/school dean.

**Regulated Enrollment Load:** Any student admitted to the regulated category may enroll for not more than 12 credit hours, until such time as they progress beyond the classification. Exceptions require approval of the student's advisor and college/school dean.

**Exceptions:** Exceptions to the class load policy, as stated above, require approval of the academic advisor, college/school dean, and the Vice President for Academic Affairs (or designee).

## Graduate Class Load Policy

**Graduate Course Load:** The course load for full-time graduate students is 9 credits per term.

**Graduate Assistant Course Load:** All graduate assistants are required to take a minimum of nine graduate-level credits each term. Full-time graduate assistants/tuition scholars may not exceed 15 graduate-level credits each term; half-time graduate assistants may not exceed 15 graduate-level credits each term. Graduate assistants may take 15 graduate credits only with approval of the departmental advisor. Requests for exceptions to this policy will be decided individually through consultation with the department chair and the approval of the dean of Graduate Studies prior to the beginning of the term.

### Undergraduate Students Repeating a Course

The following regulations apply to repeating courses:

1. A course in which an undergraduate student has an 'A' or 'B' grade may not be repeated.
2. If a course in which the student has a 'C', 'D', or 'F' grade is repeated, only the most recent attempt (excluding 'I', 'W', or 'WF' grades) will be used in calculating the grade point average. However, all grades earned in the third and subsequent attempts will be used in calculating the summary line (grade point average).

Note: All courses attempted count in hours attempted and all attempts will continue to show on the record.

### Graduate Students Repeating a Course

If a student chooses to repeat a course, all grades earned are computed in the grade point average. The grade earned on the repeat does not replace the original.

### Veterans' & Certain Veterans' Dependents' Education Benefit Programs

The United States Department of Veterans Affairs (USDVA) has approved all degree and certificate programs offered by the university. USDVA education benefit program beneficiaries desiring payments must contact the Veterans' Affairs office each semester to complete an enrollment certification request and any other required form(s). USDVA claims processing is typically slow and students wanting prompt payment delivery should complete the required forms as soon as possible following registration.

Written inquiries may be sent to the Central Region Processing Office, United States Department of Veterans Affairs, Post Office Box 66830, Saint Louis, Missouri 63166-6830 or electronically at <https://www.gibill2.va.gov>. Telephone inquiries should be directed to 1.888.GI.BILL.1 (442.4551).

Other related services and assistance can be provided by the Veterans' Affairs office located within the Office of the Registrar in 101A Burgin E. Dossett Hall. Office hours are 8:00 a.m. to 4:30 p.m. weekdays and the office may be reached by telephone at 423.439.6819 and electronically at [va@etsu.edu](mailto:va@etsu.edu).

### Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded

#### Educational Assistance Benefits

Servicemembers, veterans, and certain veterans' dependents that are eligible beneficiaries of United States Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may request, upon application, to defer payment of required tuition and fees until the last day of the term. Application for a deferment must be made no later than 14 days after the beginning of the term, and the deferred amount cannot exceed the total monetary benefits expected for the term. Students granted deferments are expected to make timely payments toward tuition and fees once education benefits are being delivered. Eligibility for continued deferments shall terminate if the student fails to abide by the rules or regulations, or to act in good faith in making timely payments. [This notice is published pursuant to Public Chapter 279, Tennessee General Assembly Acts of 2003, effective July 1, 2003.]

## On-Campus Housing

The Department of Housing and Residence Life offers several affordable and convenient housing options for today's busy students. Options available include residence halls; efficiency apartments; one bedroom apartments for married/single parents; and two- and four- individual bedroom apartments for single students, sophomores and above. The rooms/apartments are furnished; air-conditioned; equipped with telephone, data, and cable access; laundry and kitchen facilities; and conveniently located to the library, academic buildings, and recreational facilities. Space is available on a first-come, first-served basis and requires at least an academic year lease. Limited private, guest, or emergency housing is available. Contact the Department of Housing and Residence Life at (423) 439-4446; email: [housing@etsu.edu](mailto:housing@etsu.edu); or visit Room 108 Burgin Dossett Hall for more information.

### Resident Advantage Food Plan

The Resident Advantage Food Plan is a specially packaged set of university services and benefits at a discounted cost which is only available to residential students. The plan is a two term housing and food plan with other cost-saving benefits. Residents may choose 15 meals per week with \$100 in dining dollars; 10 meals per week with \$200 in dining dollars; or 19 meals per week with \$100 dining dollars. For additional information, please contact the Department of Housing and Residence Life at (423) 439-4446 or ETSU Dining Services at (423) 439-4389

### Declaring a Major

Undergraduate students must declare a major in the first term after completion of 60 credits. Transfer students who transfer in excess of 60 credits must declare a major by the end of their first term at East Tennessee State University. See the college or school of the new major for details and change of major forms.

### ACT or SAT Requirement

All freshmen under 21 years of age enrolling for the first time for regular degree credit programs will be required to take the ACT or SAT test and have scores on file in the Office of Admissions before registering. The requirement that new students take the ACT or SAT test is part of a plan adopted by the Tennessee Board of Regents to better assess students' abilities and improve their progress at all of the institutions governed by the regents. ACT or SAT scores will be used to identify students who may need developmental studies to improve their performance in degree programs.

### COMPASS Testing

Contact the Testing Center to schedule appointment date and time for COMPASS test at 439-6708, or email [testing@etsu.edu](mailto:testing@etsu.edu), or register online at

<http://www.etsu.edu/academicaffairs/testingcenter/webtestingcenter/>.

Valid photo ID is required on day of test. Test results will be mailed to student by the University Advisement Center (423) 439-5244. A \$20 non-refundable fee is charged for students who are challenging their DSP placement based on ACT/SAT scores or prior COMPASS test results. Students who are required to take the COMPASS test for initial placement in DSP courses are not required to pay the \$20 fee.

We will administer the exam every Tuesday, Wednesday and Thursday in the months of February, March, and April. See our website for all testing dates and times and to register for the tests at:

<http://testingcenter.etsu.edu/tests/registration.php>

### California Critical Thinking Skill Test (CCTST)

Students who have completed 96 hours and the General Education Core Part 1 are required to take the California Critical Thinking Skill Test (CCTST). Call the Testing Center to schedule appointment date and time at 439-6708, 208 Campus Center Bldg, web registration available at

<http://testingcenter.etsu.edu/index>

### 2009-2010 Senior Major Field Test

Students majoring in the following areas are required to complete Major Field Tests: Chemistry, Social Work, Sociology, Public Health, Environmental Health

#### Degree and Graduation Requirements Notice

*(Intent to Graduate, Application for the Degree, Exams)*

Undergraduate students are asked to file an Intent to Graduate form and approved major/minor sheets with the Graduation Office two semesters before the anticipated graduation date in order that a graduation audit can be started. All graduating students will be required to take the Core Exit Exam before receiving their degree and some majors will be required to take an exam in their major field. Students are required to complete these exams with due seriousness and diligence. For specific requirements, check with the departmental office of your major.

Graduate Students, see Graduate Student Information section in this bulletin for filing forms.

#### Pre-Teacher Education-Declaration of Intent

All ETSU students desiring to complete a teacher education or other public school licensure program (for initial licensure, add-on endorsement, or advanced study in education) must file a Declaration of Intent in the Office of Education Student Services, 321 Warf-Pickel Hall. The Declaration of Intent should be filed before 30 credits of coursework have been completed or, in the case of transfer and post-baccalaureate students, in the first term at ETSU. Delay or failure to file the Declaration of Intent may result in incomplete advisement. Students who have not filed the Declaration of Intent will not be considered for admission to teacher education and may be ineligible to enroll in many professional education courses.

**ADMISSION TO TEACHER EDUCATION**--In order to complete a program for initial teaching certification, students must be admitted through the Teacher Education Admissions Board interview. Admission criteria may be obtained in Warf-Pickel 321.

**STUDENT TEACHING**--In order to be placed in student teaching, a student must complete the following:

One semester prior to Student Teaching, a student must apply for placement by the established deadline date (check in Warf-Pickel 321 for deadlines).

Complete all courses required for placement in Student Teaching. Obtain a "C" or higher for all professional education and content studies' courses.

Achieve a GPA of at least 2.5 early of in the following:

- Overall GPA
- Professional education courses
- Teaching content areas

Students Planning to teach fall 2001 and after will be required to meet state-mandated test scores on all required PRAXIS II exams.

**TEACHER LICENSURE** - Applications and information concerning procedures for Tennessee Teaching Licensure and NTE/Praxis requirements are available in Warf-Pickel 321.

### Classification Codes

<b>FR</b>	<b>Freshman:</b> (0-29.9 credits earned)
<b>SO</b>	<b>Sophomore:</b> (30.0-59.9 credits earned)
<b>JR</b>	<b>Junior:</b> (60.0-89.9 credits earned)
<b>SR</b>	<b>Senior:</b> (90.0 and up credits earned)
<b>SPU</b>	<b>Undergraduate Special Student:</b> A student who does not hold a bachelor's or advanced degree and who is not working toward a certificate or degree.
<b>SPU</b>	<b>Visiting Undergraduate:</b> An undergraduate student taking work to transfer to another school.
<b>SPG</b>	<b>Visiting Graduate:</b> A graduate student taking work to transfer to another school.
<b>SPG</b>	<b>Graduate Non-Degree Student (Post Grad):</b> A student who holds a bachelor's or higher degree, who is not working toward a degree, and who is not a postdoctoral student.
<b>MS</b>	<b>Master's Candidate (Graduate Student):</b> A student who has been formally admitted to graduate school for the purpose of pursuing a master's degree.
<b>SED</b>	<b>Candidate for Specialist in Education:</b> A student who has been formally admitted to graduate school for the purpose of pursuing a specialist degree.
<b>DE</b>	<b>Doctoral Candidate, Early Stage:</b> A student formally admitted to graduate study whose major academic endeavor consists of formal course work directed toward fulfilling requirements for a doctorate.
<b>DL</b>	<b>Doctoral Candidate, Late Stage:</b> A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward completion of a dissertation.
<b>PD</b>	<b>Postdoctoral Student:</b> A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite.

### Classification of Courses by Level

All courses in the 1000 series are freshman courses, all in the 2000 series are sophomore courses, all in the 3000 series are junior courses, and all in the 4000 series are senior courses. All 5000, 6000, and 7000 series are graduate courses.

Undergraduate students may not enroll in courses numbered higher than one level above their current classification (See Classification Codes). For example, a sophomore may enroll for junior courses but may not enroll for senior courses. This policy does not apply in the College of Business where 3000 and 4000 level courses are open to juniors and seniors who have completed the appropriate course prerequisites.

## Student Health Services

The Student Health Clinic is located in Room 160 in Roy Nicks Building. The phone number is 439-4225. The clinic office is open Monday-Friday from 8 a.m. to 4:30 p.m. Health services at the clinic are available to all currently enrolled ETSU students. A valid current student ID card is required.

Hours: Clinic office is open 8:00 – 4:30 Monday through Friday. Same-day appointments are available.

Appointments: Students are advised to call Student Health Services early in the day to schedule a same-day appointment with a nurse practitioner. During high volume times, the number of available appointments may need to be limited. Students unable to be seen on a same-day basis will be offered several other options including an evaluation by a Registered Nurse, an appointment the following day, or referral to an off-campus urgent care facility. All specialty appointments (women's health or physician consultation) must be scheduled in advance. Students who fail to show up for any scheduled appointments will be charged a non-refundable no-show fee.

Cost: Students are not charged for visits to the clinic, but there are some charges for medications, lab tests and special procedures.

### Student Health Clinic services include:

- Medical and nursing care for acute and episodic illness and injury.
- Referral for management of chronic disorders.
- Women's and men's health care programs.
- Family planning services.
- Immunization clinics.
- Allergy clinic for those receiving allergy injections.
- Health education and self-care programs.
- Individual health counseling for smoking cessation, diet, weight loss, stress management, and other lifestyle changes.

East Tennessee State University students enjoy the benefits of a modern health care service that helps them make the most of their time at ETSU. All registered ETSU students are eligible for health services. For more information about the student Health Clinic go to [www.etsu.edu/studenthealth](http://www.etsu.edu/studenthealth)

## MMR Requirements

Full-time (12 credits or more) college students are required by law to have proof of two doses of MMR vaccine administered on or after their first birthday. Full time students must provide proof of receipt of the first MMR vaccine dose prior to the first day of class of the student's initial semester at ETSU. Subsequently, the student who is completing the MMR vaccination series as a condition of enrollment must submit receipt of the second dose of the MMR vaccine as soon as possible after the proscribed twenty-eight (28) day waiting period between doses, but no later than the beginning of the next semester.

Note that the following categories of full-time college and university students are exempt from compliance with the MMR immunization regulation:

Students born prior to January 1, 1957

Students who attended a public or private school in Tennessee for grades kindergarten through twelve for any period of time on or after July 1, 2001

Students who were previously enrolled as a full-time student at a TBR college or university for at least one full semester after August 1, 2007.

## Meningitis/Hepatitis Policy

The State of Tennessee mandates that all students be informed about Hepatitis B infection and Meningococcal Meningitis infection. A waiver indicating that the student is aware of the risks of the diseases and the availability of vaccines for the diseases of hepatitis and meningitis must be signed. The waiver may be signed electronically on **Goldlink** as the student starts to register for classes. **Goldlink** will tell the student that a hold has been put onto his account and will not allow registration. The waiver will then appear for completion. After completion of the waiver, the student may resume registering. If the student is **less than 18 years of age** the waiver may be obtained from the web site of Student Health Services or calling Student Health Services (423-439-4225). A parent must sign the waiver if the student is less than 18 years of age. The waiver may be faxed to Student Health Services at 423-439-4560. The law does not require hepatitis or meningitis vaccinations for enrollment at this time.

For more information on Immunization Requirements, go to

[http://www.etsu.edu/nursing/shserv/about/Immun\\_Requirements.aspx](http://www.etsu.edu/nursing/shserv/about/Immun_Requirements.aspx)

## Sherrod Library

### Library Phone numbers

Reference Desk	(423) 439-4307
Circulation	(423) 439-4303
Periodicals	(423) 439-5311
Media Center	(423) 439-4326

### Schedule of Operating Hours

Monday-Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. — 6:00 p.m.
Saturday	10 a.m. — 6:00 p.m.
Sunday	2:00p.m. - 11:00 p.m.

First floor study area Continuous I.D. card access  
(Library hours change during holidays and between terms.)

## ETSU at Kingsport Library Operating Hours

Monday-Thursday	8:00a.m.– 9:00p.m.
Friday	8:00a.m.– 4:30 p.m.

## Campus Bookstore Information

For a list of textbook information please visit the Bookstore at <http://www.etsubookstore.com/>

### Operating Hours

Monday-Thursday	7:45 a.m. – 6 p.m.
Friday	7:45 a.m. – 4:30 p.m.

For store hours, please contact (423) 439-4436 or visit the above website.

For the convenience of students registering at off-campus sites, contact those sites. See Registration Locations page for contact information.



### Student Responsibility to Verify *GoldLink* Transactions

When doing any scheduling transaction using *GoldLink* (example: dropping, adding, withdrawing) it is the student's responsibility to verify that transaction by checking the status on the student detail schedule on *GoldLink*-Online. This will ensure that the action has been completed successfully. The student is responsible for confirming that the drop or withdrawal was received and correctly processed using *GoldLink*. Students stating they "attempted" to drop or withdraw by *GoldLink* but the transaction was not completed will not be permitted consideration of a late drop or withdrawal.

### Change Of Name Or Address

It is the obligation of every student to notify the Office of the Registrar of any change in name or address. Failure to do so can cause serious delay in the handling of emergencies or in receiving mail in a timely manner. Change of name may only be accomplished by presenting proper legal documentation (marriage certificate, divorce decree or court order) and social security card.

### Student I.D. Card

All students must obtain a permanent East Tennessee State University I.D. card in order to have full access to all university facilities and services. Your ID card will not only provide student identification, but will also allow you to create a debit account (ID BUC\$) for convenient use in the campus bookstore, food services, laundry facilities, Student Health Clinic, CPA, library services, selected area merchants, and Coke and snack machines on campus. Your ID also will allow controlled door access to residence halls and selected class rooms and access to meal plans purchased from campus food service. ID's will be issued during Orientations or any time after registering for classes. Please contact Campus ID Services Office on the 2nd floor of the D.P. Culp University Center at (423) 439-8316 for additional information.

<http://www.etsu.edu/students/univcent/id.htm>

#### Fall & Spring Semester Hours

Monday 8:00 a.m. - 6:00 p.m.  
Tues. - Fri. 8:00 a.m. - 4:30 p.m.

#### Summer & Break Hours:

Mon. - Fri. 8:00 a.m. - 4:30 p.m.

### Public Safety

The main objective of the Department of Public Safety is to ensure a safe, crime-free environment for the students, staff, and faculty of ETSU.

The Department of Public Safety is located at the main entrance, east side, on University Parkway. Personnel are on duty 24 hours a day to assist you. The number is 911 or (423) 439-4480; for business and for non-emergencies the number is (423) 439-4480.

<http://www.etsu.edu/safety/>

### Campus Security Report

East Tennessee State University makes available to prospective students and employees the ETSU Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from East Tennessee State University, Department of Public Safety, Box 70646, Johnson City, TN 37614-1702. The report can be accessed on the Internet at

[http://www.etsu.edu/dps/security\\_report.asp](http://www.etsu.edu/dps/security_report.asp)

### Voter Registration

#### If you are over 18 it's time to register to vote

East Tennessee State University expects its students to participate in their communities in many ways. Being a registered voter is an important way to be involved. To help students with information about how to register, the ETSU Center for Community Engagement, Learning and Leadership has registration forms for voting in Tennessee as well as voter registration information from other states. Contact Carla Warner at (423) 439-5641 Adult, Commuter and Transfer Services Community Engagement, Learning and Leadership is located on the second floor of the D. P. Culp Center.

### Inclement Weather Policy

East Tennessee State University and its branch campuses will normally remain open during periods of inclement weather. However, under certain extreme conditions, the president may elect to officially close, delay opening (or suspend selected activities of) the university and/or branch campuses or the Nave Center. Determination of extreme conditions will be made as early in the day as possible and broadcast on area radio and TV stations. Announcements of closing or suspension of activities will be broadcast every 30 minutes on WETS-AM and WETS-FM.

Students are responsible for any academic work which they miss as a result of inclement weather. It is the individual student's responsibility to take the initiative in making up any missed work, and it is the faculty's responsibility to provide students a reasonable opportunity to make up missed work.

### GoldAlert Email and Text Messages

A mass notification system is used to provide email and text messages to members of the campus community. To receive these messages, you must provide a cell phone number or e-mail address on the GoldAlert registration website

<https://etsuis.etsu.edu/GoldAlert>

This URL is located on ETSU's Homepage. Simply log into GoldAlert with your ETSU username and password, and fill in the requested information. Your information will never be used for anything other than emergency purposes.

### Grades Are Provided Through *GoldLink*

Grades will be available on *GoldLink* beginning the Tuesday following Commencement. By using the student ID and PIN (personal identification number), students may access their grades using our *GoldLink* system during its normal operating hours.

#### FOLLOW THESE STEPS TO VIEW YOUR GRADES:

- Open a web browser
- Type [www.etsu.edu](http://www.etsu.edu)
- Click on *GoldLink*
- Click Enter *Secure Area*
- Type in your Student Identification Number
- Type in your PIN (personal identification number)
- [Click on Student Records](#)
- Click on *Final Grades*
- Select Term and click Submit
- View and print grades

# REGISTRATION LOCATIONS

## Office of the Registrar

Registration/Scheduling Center  
102 Burgin E. Dossett Hall  
(423) 439-4744

Open Monday through Friday 8:00 a.m. – 4:30 p.m.

### GoldLink Registration

[www.etsu.edu](http://www.etsu.edu)

Click “GoldLink” at top

Eligible students may use *GoldLink* to register, drop/add classes, and list schedules. Please see *GoldLink* instructions pages for more information.

### To look up classes go to:

[https://selfserv.etsu.edu/pls/PROD/bwckschd.p\\_disp\\_dyn\\_sched](https://selfserv.etsu.edu/pls/PROD/bwckschd.p_disp_dyn_sched)

## ETSU at Kingsport

### McCune-Welch Hall

(423) 392-8000 or 2-8000 (From Main Campus)

The ETSU at Kingsport Offices are open Monday through Thursday 7:30 a.m. to 6:00 p.m and Friday. 7:30 a.m. to 4:30 p.m. Students registering for Kingsport classes may complete their registration via GoldLink or at ETSU at Kingsport during these hours on scheduled registration days and may make fee payments at any time before the announced deadlines.

#### Directions:

Travel South on Highway 11W/West Stone Drive. Just past Allandale Mansion, turn right on University Boulevard at Citizens Bank. ETSU at Kingsport is approximately ½ mile at end of street.

## Evening Registration

Departmental and administrative offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students who are planning to register in person after 4:30 p.m. should contact the office with which you plan to do business to verify hours of operation.

To view operating hours go to: <http://www.etsu.edu/reg/>

Please be aware that registration cannot be processed if the student has any registration holds, if the class requires a permit, or the student needs advisor or developmental studies approval.

## Proficiency Intensive Information

ETSU requires all students to take courses in their majors and across the curriculum that offer concentrated experience in oral communication, writing, and using information technology

Students who enter ETSU as freshman or with less than 60 transfer hours must take:

- 2 oral communication-intensive courses, of which at least one must be in the major
- 1 using information-intensive course in the major
- 4 writing-intensive courses. At least 2 of these must be in the major; at least 2 must be at the 3000-4000 level.
- Students who transfer to ETSU after earning an associate degree or 60 or more hours of transfer credit must take:
  - 1 oral communication-intensive course
  - 1 using information-intensive course
  - 2 writing-intensive courses

The reduced proficiency-intensive requirements also apply to readmission students with 60 or more hours, whose last term of enrollment at ETSU was prior to 1995.

Students must meet proficiency-intensive requirements through courses taken at ETSU.

### How to View Intensives on GoldLink

Go to <http://www.etsu.edu/>

1. Click GoldLink
2. Click Look Up Classes
3. Select Term from pull down menu (example: Spring Term 2009)
4. Click Submit (This will pull up the Interactive Class Schedule Search)
5. To see the proficiency-intensive courses offered in a subject, select that subject from the Subject dropdown menu. To see ALL proficiency-intensive courses offered in all subjects, hold down shift, select the first subject on the list then scroll to the last subject, and all subjects will be highlighted.
6. Go to Attribute Type
7. Click on the Intensive Type you wish to see (example: Intensive Info Tech (ITEC)). To see ALL proficiency-intensive courses, use the shift key to select all three intensive types—oral communication, writing and information technology.
8. Click Class Search

## COURSE SUBJECT ABBREVIATIONS AND COURSE SUBJECT DESCRIPTIONS

ABBR	DESCRIPTION	ABBR	DESCRIPTION
ACCT	ACCOUNTANCY	HUMT	HUMANITIES
ADVR	ADVERTISING	IDGE	INTERDISCIPLINARY GERONTOLOGY
ALHE	ALLIED HEALTH	JAPN	JAPANESE
ALNU	ADULT NURSING	JOUR	JOURNALISM
AMBA	ACCELERATED BUSINESS ADMIN.	LANG	LANGUAGES
ANCB	ANATOMY & CELL BIOLOGY	LATN	LATIN
APST	APPALACHIAN STUDIES	MALS	MASTER OF ARTS IN LIBERAL STUD
ARTA	ART & DESIGN	MATH	MATHEMATICS
ARTH	ART HISTORY	MCOM	MASS COMMUNICATIONS
ASTR	ASTRONOMY	MDED	MEDICAL EDUCATION
AVST	ARCHIVAL STUDIES	MEDA	EDUC MEDIA AND EDUC TECH
BADM	BUSINESS ADMINISTRATION	MGMT	MANAGEMENT
BGSD	GENERAL STUDIES	MICR	MICROBIOLOGY
BIOC	BIOCHEMISTRY	MKTG	MARKETING
BIOL	BIOLOGICAL SCIENCES	MSCI	MILITARY SCIENCE
BLUE	BLUEGRASS AND COUNTRY MUSIC	MUSC	MUSIC
BSIS	BACH OF SCI – INTERDISC STUDIES	PEXS	PHYSICAL EDUC/EXERCISE SCIENCE
BSPS	BACH OF SCI – PROFESSIONAL STUDIES	PHAR	PHARMACOLOGY
CDIS	COMMUNICATIVE DISORDERS	PHED	PHYSICAL EDUCATION ACTIVITIES
CHEM	CHEMISTRY	PHIL	PHILOSOPHY
CHIN	CHINESE	PHSI	PHYSIOLOGY
CJCR	CRIMINAL JUSTICE AND CRIMINOLOGY	PHYS	PHYSICS
CPSC	CARDIOPULMONARY SCIENCE	PHYT	PHYSICAL THERAPY
CSCI	COMPUTER & INFORMATION SCIENCE	PMGT	PUBLIC MANAGEMENT
CUAI	CURRICULUM AND INSTRUCTION	PMNU	PROF ROLES/MENTAL HEALTH NURS
DANC	DANCE	PSCI	POLITICAL SCIENCE
DHYG	DENTAL HYGIENE	PSYC	PSYCHOLOGY
DIGM	DIGITAL MEDIA	PUBH	PUBLIC HEALTH
DSPW	DEVELOPMENTAL COMPOSITION	PUBR	PUBLIC RELATIONS
DSPM	DEVELOPMENTAL MATH	RADT	RADIOLOGIC TECHNOLOGY
DSPR	DEVELOPMENTAL READING	READ	READING
DSPS	DEVELOPMENTAL STUDY SKILLS	RTVF	RADIO/TELEVISION/FILM
ECON	ECONOMICS	SALM	SPORTS AND LEISURE MANAGEMENT
ECED	EARLY CHILDHOOD	SCED	SCIENCE EDUCATION
EDFN	EDUCATIONAL FOUNDATIONS	SOAA	SOCIOLOGY AND ANTHROPOLOGY
ELPA	EDUCATIONAL LEAD/POL ANAL	SOCI	SOCIOLOGY AND ANTHROPOLOGY
ENGL	ENGLISH	SOWK	SOCIAL WORK
ENTC	TECHNOLOGY	SPAN	SPANISH
ENVH	ENVIRONMENTAL HEALTH	SPCH	SPEECH
FACS	FAMILY AND CONSUMER SCIENCES	SPED	SPECIAL EDUCATION
FCNU	FAMILY/COMM HEALTH NURSING	SRVL	SERVICE LEARNING
FNCE	FINANCE	STOR	STORYTELLING
FREN	FRENCH	SURV	SURVEYING AND MAPPING
GEOG	GEOGRAPHY	THEA	THEATRE
GEOL	GEOLOGY	URBS	URBAN STUDIES
GERM	GERMAN		
HDAL	HUMAN DEVELOPMENT AND LEARN		
HIST	HISTORY		
HSCI	HEALTH SCIENCES		