

East Tennessee State University

# Registration Guide

Register on GoldLink at <http://goldlink.etsu.edu>

## REGISTRATION PREPARATION

This guide provides information and directions for registration each semester. 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.

### Disclaimer

Course offerings in GoldLink 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.

## Registration Links

**Academic Calendar:** <http://www.etsu.edu/etsu/academicdates.asp>

**Admissions: Undergraduate** <http://www.etsu.edu/admissions>

**Admissions: Graduate** [www.etsu.edu/gradstud/admissionsrequirements.aspx](http://www.etsu.edu/gradstud/admissionsrequirements.aspx)

**Advisement: Undergraduate** <http://www.etsu.edu/advisement>

**Bills for tuition:** (*GoldLink*): <https://goldlink.etsu.edu>

**Bookstore:** <http://www.shopetsu.com>

**Campus Map:** <http://www.etsu.edu/maps/>

**Catalog:** <http://catalog.etsu.edu/>

**Check Your Financial Aid Status on GoldLink:** <http://goldlink.etsu.edu>

**Course Schedule:** <http://goldlink.etsu.edu> , click Look Up Classes information is continually updated;  
<http://www.etsu.edu/reg/registration/resources.aspx>; updated biweekly

**Learning Support (formerly Developmental Studies):** <http://www.etsu.edu/uac/learningsupport>

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

**Fee Information:** <http://www.etsu.edu/fa/fs/bursar/>

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

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

**Orientation:** [www.etsu.edu/orientation](http://www.etsu.edu/orientation)

**Registration *on GoldLink*:** <http://goldlink.etsu.edu>

**Refund Policies:** [http://www.etsu.edu/fa/fs/bursar/tuitioninfo/Fee Adj Refund Policy.aspx](http://www.etsu.edu/fa/fs/bursar/tuitioninfo/Fee_Adj_Refund_Policy.aspx)

**Summer Session:** <http://www.etsu.edu/summer/>

**Testing Services:** <http://www.etsu.edu/uged/cfaa/testing/default.aspx>

**Tuition and Fees:** <http://www.etsu.edu/fa/fs/bursar/tuitioninfo/feeschedule.aspx>

**Tutoring:** <http://www.etsu.edu/uged/cfaa/learning/default.aspx>

**Winter Session:** <http://www.etsu.edu/winter/>

## Office of the Registrar

Registration & Scheduling Office  
102 Burgin E. Dossett Hall  
(423) 439-5584

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

**Registration on GoldLink**  
<http://goldlink.etsu.edu>

Registration instructions and class schedule available online at:  
<http://www.etsu.edu/reg/registration/resources.aspx>

### ETSU at Kingsport Allandale McCune-Welch Hall (423) 392-8000 or 2-8000 (From Main Campus)

The ETSU at Kingsport Allandale 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 Registration on GoldLink or in person at ETSU at Kingsport Allandale

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.

### ETSU at Elizabethton Nave Center (423) 547-4900 or 547-4902

The ETSU at Elizabethton Offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m. Students registering for Elizabethton classes may complete their registration via Registration on GoldLink. Student activity fees related to Radiography may be made at any time before the expressed deadline.

Directions:

Take the Elizabethton exit from Hwy 26. At the bottom of the ramp go right onto highway 67E/321S toward Elizabethton. This highway will become Elk Ave. in Elizabethton. Pass large Grindstaff auto sales lots on the right – continue straight ahead on Elk Ave. At the first red light (Wal-Mart on the left) turn right (south) onto Hudson Drive. At the next corner turn left onto Jason Witten Way. Travel ½ block. The Nave Center is the red brick, single level building on the right, just behind Elizabethton High School. The physical address of the Nave Center is 1000 Jason Witten Way.

### Evening Registration

Departmental and administrative offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m. During the week prior to the beginning of classes and Monday through Thursday of the first week of classes, many administrative offices will operate on extended hours to accommodate those students needing to register after 4:30 p.m. Students who are planning to register in person after 4:30 p.m. should call the particular office with which you plan to do business to verify hours of operation. 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 Learning Support approval.

## 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. <http://www.etsu.edu/ARC> The ARC incorporates several academic and student support services including:

- ◆ The University Advisement Center
- ◆ Adult, Commuter and Transfer Services (ACTS)
- ◆ Arts and Sciences in the ARC
- ◆ Career Exploration Center
- ◆ Medical Professions Advisement
- ◆ Scholarship Office
- ◆ The Office of the Associate Dean of the College of Arts and Sciences
- ◆ Undergraduate Student Advisement
- ◆ University Career Services

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.

## Undergraduate Advisement Requirements

Advisors are a personal link between the student and the university. All students have an advisor and should confer with their advisor each semester. In fact, ETSU requires most students consult with an advisor before registering each semester.

The following students must be advised before they are able to register each semester:

- \* All students who have less than 60 earned credits
- \* Students who have not declared a major are required to see an advisor in the University Advisement Center located in the Advisement Resource Center, 2<sup>nd</sup> floor DP Culp Center, 423-439-5244. These students will be advised on Academic Focus Areas to complement their career interests and support their academic planning.
- \* Students who are required to complete Learning Support requirements in Reading or Writing (Composition) are required to see an advisor in the University Advisement Center located in the Advisement Resource Center, 2<sup>nd</sup> floor DP Culp Center, 423-439-5244. Students who are only required to take Learning Support in Math will be advised by their major advisor.
- \* First-term-at-ETSU transfer students are required to meet with an advisor prior to registration for their first and second term of enrollment.
- \* Students who have been readmitted are required to meet with an advisor prior to registration their first term back at ETSU.

These guidelines are the minimum advisement requirements. Some colleges and departments may have additional advisement requirements. Students should consult with their academic department or advisor to determine their advisement requirements.

Some students may have multiple advisors (major, minor, program, licensure) who will provide advisement in these areas. Students taking classes in Kingsport may contact the Kingsport Center for advisement information (423-392-8000). Other advisement or support areas such as Athletics, Adult, Commuter, and Transfer Services (ACTS), Student Support Services or Medical Professions Advisement may contact students to discuss additional advisement opportunities or requirements. Students who are pursuing secondary education licensure need to contact the College of Education during their first semester at ETSU (423-439-7626).

How to locate your advisor?: A quick reference advisor phone list for most majors is available at <http://www.etsu.edu/advisement/continuingstudents/AdvisorContactList.aspx>

If you still need help locating your advisor please contact the Advisement Resource Career Center (ARC) located on the 2nd level of D.P. Culp Center, 423-439-8650 for additional information or by emailing [arc@etsu.edu](mailto:arc@etsu.edu)

# Graduate Student Information

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

## 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 [https://selfserv.etsu.edu/pls/PROD/bwskalog.P\\_DisplLoginNon](https://selfserv.etsu.edu/pls/PROD/bwskalog.P_DisplLoginNon)

## Graduate Admission (Non-Degree)

Students who wish to take non-degree course work should apply for admission as non-degree (undeclared graduate) 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.

**Readmission:** Students who have skipped a fall or spring term must be readmitted. This applies to all graduate students whether they are working toward a degree or not. **Graduate students must complete the Deferred Admission and Readmission Update form before they register.** Forms are available in the School of Graduate Studies or online at <http://www.etsu.edu/gradstud/forms.aspx>.

## Special Courses

Students registering for Thesis, Dissertation, Independent Studies, Special Topics and/or Readings and Research should check with the department chair and obtain a permit, if required.

## Graduate Coordinators

For the most complete and up-to-date listing of Graduate Coordinators, please see the following link:

<http://www.etsu.edu/gradstud/faculty/coordinators.aspx>

Making Fee Payments		
How	Where	What
GoldLink	Go to <a href="http://goldlink.etsu.edu">http://goldlink.etsu.edu</a> Log in using your ETSU username and password. Choose My Student Info, Confirm Attendance Block, Confirm Attendance with Financial Aid or Fee Payment	Credit Card: VISA, MasterCard or Discover American Express echeck
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 Regular Office Hours 8:00 a.m.-4:30 p.m. Monday-Friday	Credit Card: VISA, MasterCard, Discover ID Buc\$ Card Personal check Money Order/Cash American Express

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/fa/fs/bursar/tuitioninfo/paymentpolicy.aspx> 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/fa/fs/bursar/eduforms/default.aspx>. 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.**

ETSU employees who utilize a fee waiver (PC191) and/or Employee Audit should have the form signed by the immediate supervisor and then submitted to the **Human Resource Office**, Room 307 Burgin Dossett Hall. The employee can register at the appointed time.

ETSU employees using the Tuition Reimbursement Program register at the appointed times and return the form to the **Bursar's Office**, Room 202 Burgin Dossett Hall.

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.

Teacher's Dependent, 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: RODP online fees are not covered by a fee discount.

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. Fees associated with the course are an additional expense to the student.

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. Fees associated with the course are an additional expense to the student.

### 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. Undergraduate students can obtain and complete an application form through the Office of Admissions. Graduate students can obtain and complete form through the School of Graduate Studies.

\*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/fa/fs/bursar/tuitioninfo/Fee\\_Adj\\_Refund\\_Policy.aspx](http://www.etsu.edu/fa/fs/bursar/tuitioninfo/Fee_Adj_Refund_Policy.aspx)

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

To **CONFIRM** your attendance, go to *GoldLink* at <http://goldlink.etsu.edu> Log in using your ETSU username and password. Click on My Student Info, Student Account, Account Billing Details by Term, click Yes, I will Attend. Please read the results and print the page for your records.

## What Fees Are Refundable

TYPE OF FEE	REFUNDABLE	REFUNDABLE CONT.	NON-REFUNDABLE
Program	<ul style="list-style-type: none"> <li>• Business and Technology Courses</li> <li>• CSCI1100</li> <li>• Online Distance Education</li> <li>• Mass Communication</li> <li>• PHED/PEXS</li> <li>• Academic Health Science Course Fee</li> <li>• Art Fees</li> <li>• Science Lab Fees</li> </ul>	<ul style="list-style-type: none"> <li>• Dental Hygiene</li> <li>• Physical Therapy</li> <li>• Learning Support</li> <li>• Social Work</li> <li>• Public Health</li> <li>• College of Education Academic Course Fee</li> <li>• Surveying/Engineering/Interior Design</li> <li>• Applied Music</li> <li>• Physics</li> </ul>	Course Fees paid to a provider
Services			Deferred Payment Service
Registration	Program Service Fee		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

- Refunds due will be processed starting two weeks after the last date of the 25% refund period. No refund will be made thereafter.
- 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	Distribution of Title IV Refunds
<p><u>Return of Non-Title IV Aid</u> Students dropping or withdrawing during the institutional refund period will have non-Title IV aid returned according to the following schedule:</p> <ol style="list-style-type: none"> <li>1. State: Vocational rehabilitation, Tennessee Lottery Scholarship programs, other state aid</li> <li>2. Institutional aid: athletic scholarships, tuition assistance programs, academic performance and public performance scholarships</li> <li>3. Employee benefit programs, tuition waivers, employee discounts, staff scholarships</li> </ol> <p><u>Return of Title IV Federal Student Aid</u> This requirement applies to you ONLY if:</p> <ol style="list-style-type: none"> <li>1. You receive federal student aid, and</li> <li>2. You withdraw prior to completing 60% of the period for which the aid was provided</li> </ol>	<p>Refunds will be credited back to student aid program accounts in the following order:</p> <p><u>Title IV programs</u></p> <ul style="list-style-type: none"> <li>Unsubsidized Federal Stafford Loans</li> <li>Subsidized Federal Stafford Loans</li> <li>Federal Perkins Loans</li> <li>Federal PLUS Loans</li> <li>Federal Pell Grants</li> <li>ACG Grant</li> <li>National SMART Grant</li> <li>Federal SEOG program</li> </ul> <p><u>Other refunds</u></p> <ul style="list-style-type: none"> <li>Institutional aid</li> <li>Private aid</li> <li>The student</li> </ul> <p>Federal law requires federal aid recipients to "earn" the aid they</p>

### 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/reg/documents/PDF/Appeals\\_Request\\_Form.pdf](http://www.etsu.edu/reg/documents/PDF/Appeals_Request_Form.pdf)

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.



## HOW TO READ THE ONLINE SCHEDULE OF CLASSES

Course I.D. Number	Class Location																																																																																																																														
<p><b>The course I.D. number consists of three parts:</b></p> <ol style="list-style-type: none"> <li><b>The Subject Abbreviation</b> (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.</li> <li><b>The Catalog Number</b> (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.</li> <li><b>The Section Number</b> (Sec. #) - The last three digits of the course I.D. number make the course unique.</li> </ol> <p style="text-align: center;"><b>The Course Reference Number (CRN)</b></p> <p>The CRN the five-digit number keyed in the boxes on the drop add screen.</p> <p style="text-align: center;"><b>Credits</b></p> <p>The credit (CR) value represents the number of term-hours credit of a particular section.</p> <p style="text-align: center;"><b>Standard Day Class Times</b></p> <p>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.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">MWF</th> <th style="text-align: center;">TR</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">7:10-8:05</td><td style="text-align: center;">6:45-8:05</td></tr> <tr><td style="text-align: center;">8:15-9:10</td><td style="text-align: center;">8:15-9:35</td></tr> <tr><td style="text-align: center;">9:20- 10:15</td><td style="text-align: center;">9:45-11:05</td></tr> <tr><td style="text-align: center;">10:25-11:20</td><td style="text-align: center;">11:15-12:35</td></tr> <tr><td style="text-align: center;">11:30- 12:25</td><td style="text-align: center;">12:45-2:05</td></tr> <tr><td style="text-align: center;">12:35-1:30</td><td style="text-align: center;">2:15-3:35</td></tr> <tr><td style="text-align: center;">1:40- 2:35</td><td style="text-align: center;">3:45-5:05</td></tr> <tr><td style="text-align: center;">2:45-3:40</td><td></td></tr> <tr><td style="text-align: center;">3:50-4:45</td><td></td></tr> </tbody> </table> <p>Classes meeting after 4:00 which meet on one evening a week:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">M</th> <th style="text-align: center;">T</th> <th style="text-align: center;">W</th> <th style="text-align: center;">R</th> <th style="text-align: center;">F</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4:00 – 6:50</td> <td style="text-align: center;">4:00 – 6:50</td> <td style="text-align: center;">4:00 - 6:50</td> <td style="text-align: center;">4:00 – 6:50</td> <td style="text-align: center;">4:00 – 6:50</td> </tr> <tr> <td style="text-align: center;">7:00 – 9:50</td> <td style="text-align: center;">7:00 – 9:50</td> <td style="text-align: center;">7:00 – 9:50</td> <td style="text-align: center;">7:00 – 9:50</td> <td style="text-align: center;">7:00 – 9:50</td> </tr> </tbody> </table> <table style="margin-left: auto; margin-right: auto; margin-top: 20px;"> <thead> <tr> <th style="text-align: center;">S (Saturday)</th> <th style="text-align: center;">U (Sunday)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8:00 - 11:00 11:15 - 2:15</td> <td style="text-align: center;">No standard time for Sunday classes</td> </tr> </tbody> </table> <p>The following times may overlap other meeting times:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">MW</th> <th style="text-align: center;">TR</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1:40 - 3:00</td><td style="text-align: center;">5:30 - 6:50</td></tr> <tr><td style="text-align: center;">3:10 - 4:30</td><td style="text-align: center;">7:00 - 8:20</td></tr> <tr><td style="text-align: center;">5:30 - 6:50</td><td style="text-align: center;">8:30 - 9:50</td></tr> <tr><td style="text-align: center;">7:00 - 8:20</td><td></td></tr> <tr><td style="text-align: center;">8:30 - 9:50</td><td></td></tr> </tbody> </table> <p style="text-align: center;"><b>Day Codes</b></p> <p>Day Symbols may be used alone or in combination.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>M - Monday</td> <td>W - Wednesday</td> <td>F – Friday</td> </tr> <tr> <td>T - Tuesday</td> <td>R -Thursday</td> <td></td> </tr> <tr> <td>S - Saturday</td> <td>U – Sunday</td> <td></td> </tr> </table>	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		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)	U (Sunday)	8:00 - 11:00 11:15 - 2:15	No standard time for Sunday classes	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		M - Monday	W - Wednesday	F – Friday	T - Tuesday	R -Thursday		S - Saturday	U – Sunday		<p>The location of a class is indicated by the building and room numbers. 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## GENERAL INFORMATION

### Academic Calendar

To view the Academic Calendar visit <http://www.etsu.edu/etsu/academicdates.asp> or go to the main ETSU webpage at <http://www.etsu.edu> and click the Current Student tab. Under the Academics section click the appropriate link next to Academic Calendar.

### 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 are required Learning Support.

\*\*ACT or SAT scores will be used to identify students who may need learning support to improve their performance in degree programs.

### COMPASS Testing

If you are required to take a COMPASS exam, you must register for the exam through the University Advisement Center. Call 439-5244 for registration details.

### Adding and Dropping Courses

**Adding a Course:** Courses 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:** Courses 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 or winter session, or when courses do not conform to established term dates, this schedule is adjusted appropriately to fit the condensed time frames.)

Once enrolled, students may not drop courses meeting Learning Support requirements without written permission and under special circumstances as determined by staff in the University Advisement Center located in the ARC, 2<sup>nd</sup> floor DP 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 (2<sup>nd</sup> 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.

**Late add, late drop and withdrawal forms available online at: <http://www.etsu.edu/reg/forms.aspx>**

### 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.

### Student Responsibility to Verify Registration through 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*. 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.

### 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, Room 101.

### 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 Online Catalog 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.

### Undergraduate Students Repeating a Course

[http://catalog.etsu.edu/content.php?catoid=11&navoid=522#Repeating\\_a\\_Course](http://catalog.etsu.edu/content.php?catoid=11&navoid=522#Repeating_a_Course)

The following regulations apply to repeating courses:

- For a course the student repeats, 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.

## Academic Dismissal

### Period of Suspension

At the end of the semester of academic probation, a student who has failed to attain either the cumulative GPA standard or a 2.0 GPA for the semester will be suspended one major term (spring or fall semester). The summer semester does not fulfill the requirement as a term of suspension. On the second (or subsequent) suspension for failure to meet academic retention standards, the period of academic suspension is for two semesters or longer and requires that the appeal procedure for reinstatement be followed. Re-enrolling at ETSU after serving a period of indefinite academic suspension will require the completion of an application for readmission. Enrolling at another institution during a period of academic suspension will result in being required to meet the transfer admission requirements for readmission to ETSU.

### 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.

<http://www.etsu.edu/students/currentstudents/academicappeals.aspx>

### 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.

**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 students in a master's degree or doctoral degree program may not enroll in more than 15 hours per term without the permission of the Dean of Graduate Studies. Non-degree graduate students may not enroll in more than nine hours per term without the permission of the Dean of Graduate Studies.

**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, graduate advisor, and graduate dean. 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.

### 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.

## 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.

## Degree and Graduation Requirements Notice

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

Undergraduate students are required 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. For specific requirements, check with the departmental office of your major.

Graduate Students, see Graduate Student Information section in this bulletin for filing forms. Graduate students are required to submit intent to graduate forms to the School of Graduate Studies by the deadline listed in the graduate catalog.

## California Critical Thinking Skills Test (CCTST)

The state of Tennessee requires students attending state-supported colleges and universities to complete a general education assessment as a graduation requirement. ETSU administers the CCTST, California Critical Thinking Skills Test, to meet this requirement. Students may take the CCTST after completing 96 credit hours of coursework. Please be advised that failure to take the exam will result in having your diploma held until this condition is met. Some students may be exempt from the CCTST. For more information, see:

<http://www.etsu.edu/uged/cfaa/assessment/faq.aspx#cctst>

Most students take the CCTST in the Center for Academic Achievement – Testing Services, located on the first floor of Sherrod Library. For hours of operation and guidelines for test-takers, please see:

<http://www.etsu.edu/uged/cfaa/testing/default.aspx>.

Online and distance education students may take the CCTST at an approved offsite location, subject to a small fee. See <http://www.etsu.edu/uged/cfaa/testing/test/cctst.aspx> for more information.

## Senior Major Field Test

A Major Field Test (MFT) evaluates students' knowledge in their discipline of study. MFT results help the department and the university to evaluate the curriculum and make improvements where indicated. Students will be contacted by their departments with dates and locations of test.

- The Major Field Tests required for Performance Funding in 2015-16 are: Anthropology, Human Services, International Affairs, Philosophy, Psychology, and Sport and Leisure Management. Note that these are subject to change.

For more information, please see:

[http://www.etsu.edu/uged/cfaa/assessment/faq.aspx#major\\_fields\\_tests](http://www.etsu.edu/uged/cfaa/assessment/faq.aspx#major_fields_tests)

## 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	10:00 a.m. — 6:00 p.m.
Sunday	2:00 p.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.– 6:30 p.m.
Friday	8:00a.m.– 12:00 p.m.

### **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. Dosssett 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.]

### **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 Deborah Harley at (423) 439-5675 or [CELLINFO@ETSU.edu](mailto:CELLINFO@ETSU.edu) for more information. The Center for Community Engagement, Learning and Leadership is located on the first floor of the D. P. Culp Center.

### **Student Health Services**

Student/University Health Services is a modern College of Nursing nurse managed health care facility. Care is provided by Board Certified Advanced Practice Nurses (nurse practitioners), RN's and a physician preceptor. Health Services located in Suite 160 of Roy S. Nicks Hall. To schedule an appointment please call 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.

Students who fail to show up for any scheduled appointments will be charged a non-refundable no-show fee.

Cost: Students are not charged an office visit fee, 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.
- ◆ Health education and self-care programs.
- ◆ Individual health counseling for smoking cessation, diet, weight loss, stress management, and other lifestyle changes.

All registered ETSU students are eligible for health services. For more information about the Student/University Health Services go to <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. 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 regulations:

- ◆ 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 calling Student Health Services (423-439-4225)**. **A parent must sign the waiver if the student is less than 18 years of age, but the State of Tennessee does require completion of this waiver even if you have received these vaccinations.** 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)

### **Varicella Requirements**

If you were born on or after January 1, 1980, to be a full-time enrolled student, you must provide proof of two doses of the Varicella (Chicken Pox) vaccine or physician signed documentation of a history of the disease. If you cannot provide this documentation, you may provide proof of the results of a positive titer from a medical laboratory or a provider's office for this disease. Students born before January 1, 1980, or if you are a fulltime online only student, you are exempt from the Varicella requirement. You will have to complete the On-Line Only Immunization form and submit it to the Registrar's Office.

All new, incoming students must receive two doses of the Varicella vaccination, which are given at least 28 days apart. ETSU will allow students to register for full-time courses for one semester if they have had only the first dose of the Varicella and the first dose of MMR; however, the second vaccination must be administered before they can register for the following semester. Please complete the One-Semester Only Immunization Waiver if you have received the first dose of both of these vaccinations. Persons who believe they had chicken pox in the past must present medical documentation to ETSU Student/University Health Services from a medical practice or health department. Those who are unable to show proof, or are not sure if they have had the disease, can have a titer, or blood test, which would indicate if the person has immunity. Students who have been admitted to ETSU can have the titer done at ETSU Student/University Health Services or any local health department.

A Religious Exemption form is available from Student Health Services or a Temporary Medical Waiver may be obtained for women who are pregnant or breastfeeding. A student may also receive a Medical Exemption for cases of severe medical conditions or adverse reactions related to immunizations. Those individuals should contact ETSU Student Health to arrange for the waiver. Students who will be taking only online and distance-learning courses will also be exempt but must sign a waiver each semester. These waiver forms are available on the ETSU Office of the Registrar Web site at [www.etsu.edu/reg/](http://www.etsu.edu/reg/).

### **Immunization Requirements Status**

Please login to GoldLink and click on the Immunization Status link to view missing requirements. Missing requirements will be noted in **RED**. To view the State of Tennessee Immunization Requirements and to determine how to meet the missing requirements related to registration, please visit the Student Health Services website.

### **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 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 dining dollars; 10 meals per week with dining dollars; or 19 meals per week with 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.

### **Campus Bookstore Information**

Please contact (423) 439-4436 for operating hours. *There will be extended hours during Rush.* Please contact (423) 439-4436. For the convenience of students registering at off-campus sites, contact those sites. See Registration Locations page for contact information.

### **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.

### **Student Complaint Form**

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <https://www.tbr.edu/academics/program-integrity-student-complaint-form>

Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Please visit the Registrar's homepage for more information. [www.etsu.edu/reg](http://www.etsu.edu/reg)

### 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.

### 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/safetysecurity/securityreport.aspx>

### 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 (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://www.getrave.com/login/etsu>. 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.

### View your Grades on GoldLink

Grades will be available on **GoldLink** beginning the week following Commencement. By using a domain login and password students may access their grades using our **GoldLink** system.

Type <http://goldlink.etsu.edu>

Log in using your ETSU domain login and password

Click Student

Click on Student Records

Click on Final Grades

Select Term and click Submit

### 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 50 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 50 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 50 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/reg/academics/intensivecourses.aspx> for a complete list of instructions.

Oral communication, information technology, and writing skills are essential for success on the job and in our personal lives. To help build these skills throughout the college years, ETSU requires all students to meet "proficiency-intensive" requirements. These requirements do not necessarily add course hours to a student's program of study, but typically are met by courses being taken for the major or general education or as electives. Certain courses within every major, as well as selected courses in the general education core, are declared oral communication-intensive, using information technology-intensive, or writing-intensive. These courses offer students the opportunity to practice the identified skills while learning the subject matter of the course. ETSU's proficiency-intensive courses are indicated on GoldLink each term. ETSU's proficiency-intensive requirements do not apply to students pursuing second baccalaureate degrees.

A Master Table of Proficiency-Intensive Courses is now available at <http://www.etsu.edu/uged/gened/default.aspx>

**FINANCIAL AID**  
**ETSU Office of Financial Aid**  
**105 Dossett Hall (423) 439-4300 [finaid@etsu.edu](mailto:finaid@etsu.edu)**  
**Check your Financial Aid Status**  
[ETSU's GoldLink Portal](#)

To apply for federal aid such as grants, loans, and work study including the lottery, complete the [Free Application for Federal Student Aid \(FAFSA\)](#) as soon as possible after January 1 using accurate tax information. View [ETSU Office of Financial Aid](#) website for information and important dates and deadlines. April 15 is the priority deadline to have your FAFSA filed, verification complete, all corrections made, and file ready to package for fall term. Do not forget to follow up frequently on GoldLink, Goldmail, and with the Office of Financial Aid to ensure your funds will be available in a timely manner each semester.

- Check your [FAFSA](#) Student Aid Report (SAR) for accuracy. Read all SAR comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.
- If you were selected for verification visit the [ETSU Office of Financial Aid](#) website for information and forms. Do the IRS Data Retrieval on the FAFSA if you qualify or order your Federal Tax Return Transcript from the IRS as soon as possible each year.
- Use the Office of Financial Aid's Steps to Start and [GoldLink Guide to Financial Aid](#) to help you successfully navigate your way through the financial aid process.
- Many scholarship programs are available to assist students, including those awarded by the [ETSU Scholarship Office](#), individual [Colleges and Academic Departments](#), and the [University Honors College](#). Athletic scholarships are also available and are awarded by Intercollegiate Athletics. For more information on athletic scholarships, contact the [head coach](#) regarding a particular sport. [Search and Apply](#) for ETSU scholarships and apply online for general scholarships. Tennessee residents apply for the Tennessee Education Lottery Scholarship Program by submitting the [FAFSA](#).
- Sign the Promise to Pay through GoldLink if you have been awarded enough financial aid to cover your fees. You must complete the Promise to Pay to Confirm Registration by fee payment due date each semester.
- Be a wise borrower of student loans; [Know Your Limits!](#) Budget your money and only borrow what you need; [Your Money Matters!](#)
- You must attend classes regularly and meet the requirements of the [ETSU Financial Aid Satisfactory Academic Progress Policy](#) to receive financial aid.

<b>Subject</b>	<b>Description</b>	<b>Subject</b>	<b>Description</b>
ACCT	Accounting	HSCI	Health Sciences
ADVR	Advertising	HSMP	Health Services Management and Policy
AFAM	African/African-Amer Stud	HUMT	Humanities
ALHE	Allied Health	INTD	Interior Design
ANTH	Anthropology	JAPN	Japanese
APST	Appalachian Studies	JOUR	Journalism
ARTA	Art	LANG	Languages
ARTH	Art History	LATN	Latin
ASTR	Astronomy	MALS	Liberal Studies
AVST	Archival Studies	MATH	Mathematics
BADM	Management	MCOM	Mass Communication
BGSD	General Studies	MEDA	Media Services
BIEP	Biostatistics and Epidemiology	MGMT	Management
BLUE	Bluegrass	MKTG	Marketing
BSPS	Professional Studies	MSCI	Military Science
CDIS	Communicative Disorders	MUSC	Music
CHEM	Chemistry	NMST	New Media Studio
CHIN	Chinese	NNSE	National Student Exchange
CJCR	Criminal Justice & Criminology	NRSE	Nursing
COBH	Community and Behavioral Health	NTFD	Nutrition and Foods
COUN	Counseling	PEXS	Physical Educ & Exercise Sci
CPSC	Cardiopulmonary Science	PHED	Physical Educ & Exercise Sci
CSCI	Computer & Information Science	PHIL	Philosophy
CUAI	Curriculum & Instruction	PHYS	Physics
DANC	Dance	PHYT	Physical Therapy
DHYG	Dental Hygiene	PMGT	Public Management
DIGM	Digital Media	PREH	Pre-Health Professions
ECED	Early Childhood Education	PSCI	Political Science
ECON	Economics	PSYC	Psychology
EDFN	Educational Foundations	PUBR	Public Relations
ELPA	Educ Ldrshp& Policy Analysis	RADT	Radiologic Technology
ENGL	English	READ	Reading
ENTC	Technology	RELI	Religion
ENVH	Environmental Health	RTVF	Radio Television & Film
ENVS	Environmental Studies	SALM	Sport & Leisure Management
ETSU	ETSU	SCED	Science Education
EXCH	Exchange Student	SOAA	Sociology & Anthropology
FNCE	Finance	SOCI	Sociology
FREN	French	SOWK	Social Work
GEOG	Geography	SPAN	Spanish
GEOG	Geology	SPCH	Communication Studies/Speech
GEOS	Geoscience	SRVL	Service Learning
GERM	German	STAT	Statistics
GRAD	Graduate	STOR	Storytelling
GREK	Greek	SURV	Surveying & Mapping
HDAL	Human Development & Learning	THEA	Theatre
HIST	History	UHON	University Honors
		WMST	Women's Studies