# ETSU Student Referral Guide - Fall 2014

## ADVISEMENT

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<th>Advisement Resource</th>
<th>How to Find My Advisor?</th>
<th>University Advisement Center</th>
<th>Undergraduate Advisement</th>
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| Career Center (ARC) | Use this quick reference list to contact your advisor [www.etsu.edu/advisement/continuingstudents/default.aspx](http://www.etsu.edu/advisement/continuingstudents/default.aspx)  
Still having trouble find your advisor? Call the ARC  
423-439-8650  
OR Call Undergraduate Student Advisement 423-439-8557 | Advises Undeclared and students taking Learning Support program courses (in Reading and Writing) [www.etsu.edu/arc](http://www.etsu.edu/arc)  
Located in ARC, 2nd level of D. P. Culp Center  
423-439-5244 | Requirements and Information [http://www.etsu.edu/advisement](http://www.etsu.edu/advisement)  
Advising and Registration [http://catalog.etsu.edu/content.php?catoid=6&navoid=197](http://catalog.etsu.edu/content.php?catoid=6&navoid=197) |

## GOLDMAIL

| ETSU uses GoldMail as primary communication with students. Students should activate their GoldMail as soon as they are admitted.  
Students must use their GoldMail e-mail when contacting instructors or staff at ETSU. Check your GoldMail account frequently. | Activating GoldMail | Need Help? |
|-------------------------------------------------|---------------------|------------|
| [http://www.etsu.edu/activate/](http://www.etsu.edu/activate/)  
[Introduction/tutorial](http://www.etsu.edu/oit/studentinfo/goldmail.aspx) | [Student OIT Help Desk 423-439-5648](http://www.etsu.edu/oit/studentinfo/goldmail.aspx)  
1st Floor of D. P. Culp Center  
shdesk@goldmail.estu.edu |
### REGISTRAR

**The Office of the Registrar**

- has everything you need to know in one place

  - Academic Calendar
  - Online Academic Catalogs- Graduate and Undergraduate
  - Programs A to Z
  - Policies and Procedures
  - Forms

**Office of the Registrar**

- [http://www.etsu.edu/reg/](http://www.etsu.edu/reg/)
  - Academic Catalog
  - [http://www.etsu.edu/reg/catalog/](http://www.etsu.edu/reg/catalog/)
  - Graduation Office
  - [http://www.etsu.edu/reg/graduation/default.aspx](http://www.etsu.edu/reg/graduation/default.aspx)
  - Registration Help Line
  - [http://www.etsu.edu/reg/registration/default.aspx](http://www.etsu.edu/reg/registration/default.aspx)
  - 423-439-5584
  - Academic Calendar
  - [http://www.etsu.edu/reg/academics/calendar.aspx](http://www.etsu.edu/reg/academics/calendar.aspx)

### CAREER

**University Career Services (UCS)**

*Available for assistance with:*

- Preparing for a job search: Resumes, cover letters, and interviews.
- Internships or CoOps using CCN, other web resources on majors and careers, and planning your search to find employment; Career planning and decision making; On-campus recruiting, career fairs and events. Job market information for college graduates. Consultation and assistance by appointment. Call 423-439-4450.

**Career Exploration Center** *(formerly the Peer Career Center)*

- Is available to assist with:
  - Choosing a Major or Career Direction (Assistance with career interest inventories, personality inventories, and an extensive career library).
- Located at 2nd Floor Culp Center
  - [http://www.etsu.edu/students/counsel](http://www.etsu.edu/students/counsel)
- Dr. Davis Smith, Coordinator
  - 423-439-8651
  - Call for Appointment

**Finding a Part-Time Job**

**On Campus-Financial Aid Office**

- 105 Dossett Hall
- [www.etsu.edu/finaid](http://www.etsu.edu/finaid)
- Click on link
  - “Student Work Positions”
- Campus positions posted on ETSU Financial Aid webpage.
  
  - Student Work Coordinator
  - 423-439-4300
  - -----
  - ETSU Dining & Catering Group
  - [http://www.etsudining.com](http://www.etsudining.com)
  - -----
  - Click “Contact Us” and then “Employment”
  - Newspapers
  - [http://www.easttennessean.com](http://www.easttennessean.com)
- Visit the external offices of the Culp Center to pick up an application
## FINANCIAL

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<th>Financial Aid Office</th>
<th>Scholarship Office</th>
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<tr>
<td>Obtaining a grant or loan</td>
<td>Obtaining a scholarship</td>
</tr>
<tr>
<td><a href="http://www.etsu.edu/finaid">http://www.etsu.edu/finaid</a></td>
<td><a href="http://www.etsu.edu/scholarships">http://www.etsu.edu/scholarships</a></td>
</tr>
<tr>
<td>105 Dossett Hall</td>
<td>ARC - 2nd Floor Culp Center</td>
</tr>
<tr>
<td>Financial Aid Counselor 423-439-4300</td>
<td>Kathy Feagins, Director</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:feaginsk@etsu.edu">feaginsk@etsu.edu</a> 423-439-7094</td>
</tr>
<tr>
<td>Scholarship for Study Abroad and Merit Scholarship for International Students</td>
<td>Veterans’ Affairs (Office of the Registrar)</td>
</tr>
<tr>
<td><a href="http://www.etsu.edu/honors/international/abroad/default.aspx">http://www.etsu.edu/honors/international/abroad/default.aspx</a></td>
<td>Obtaining veterans’ or dependents’ educational benefits</td>
</tr>
<tr>
<td>122 Yoakley Hall</td>
<td>101A Dossett Hall 423-439-6819</td>
</tr>
<tr>
<td>423-439-7737 <a href="mailto:costa@etsu.edu">costa@etsu.edu</a></td>
<td>Appointments not necessary</td>
</tr>
<tr>
<td>Appointment recommended or E-mail questions</td>
<td></td>
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<tr>
<th>University Career Services</th>
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<tr>
<td>Finding a job</td>
</tr>
<tr>
<td>ARC, 2nd Floor Culp Center</td>
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<tr>
<td>Dr. David Magee, Director</td>
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<tr>
<td>or Calvin Purvis, Asst. Directors</td>
</tr>
<tr>
<td>423-439-4450</td>
</tr>
<tr>
<td><a href="mailto:careers@etsu.edu">careers@etsu.edu</a></td>
</tr>
<tr>
<td>Appointment recommended, walk-ins if available</td>
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## INVolvement

<table>
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<tr>
<th>Student Organization Resource Center (Sorc)</th>
<th>Adult, Commuter, &amp; Transfer Services (ACTS)</th>
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<tbody>
<tr>
<td><a href="http://www.etsu.edu/sorc">http://www.etsu.edu/sorc</a> 1st Floor Culp Center 423-439-6633 Walk-ins Welcome</td>
<td><a href="http://www.etsu.edu/students/acts">www.etsu.edu/students/acts</a> ARC, 2nd Floor Culp Center Dr. Carla Warner, Director <a href="mailto:warnerc@etsu.edu">warnerc@etsu.edu</a> OR Jennifer Rice, Asst. Director <a href="mailto:ricejm@etsu.edu">ricejm@etsu.edu</a> 423-439-5641 Walk-ins Welcome</td>
</tr>
<tr>
<td>Assist with: meeting new friends; Student activities, clubs, and organizations; Fraternities and Sororities; Volunteer ETSU (Joy Fulkerson, Greek Advisor)</td>
<td>Offer: The NET (ACTS adult leadership network), Alpha Sigma Lambda (ASL), Tau Sigma Transfer Student Honor Society, Mentoring</td>
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<tr>
<th>Nexus Freshman Program (Tutoring, Academic Advising, Career Counseling, &amp; Workshops)</th>
<th>Campus Recreation Program Information</th>
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<tr>
<td>Student Support Services <a href="http://www.etsu.edu/academicaffairs/trio/sss/">http://www.etsu.edu/academicaffairs/trio/sss/</a> 3rd Floor Culp Center 423-439-5396</td>
<td>General Information: <a href="mailto:CampusRec@etsu.edu">CampusRec@etsu.edu</a> Intramurals: <a href="mailto:IMSports@etsu.edu">IMSports@etsu.edu</a> Fitness: <a href="mailto:Fitness@etsu.edu">Fitness@etsu.edu</a> Outdoor Adventure: <a href="mailto:OutdoorAdventure@etsu.edu">OutdoorAdventure@etsu.edu</a></td>
</tr>
<tr>
<td>Call or go by Student Support Services office to check eligibility requirements</td>
<td><a href="http://www.etsu.edu/students/campusrec/">http://www.etsu.edu/students/campusrec/</a> Basler Center for Physical Activity (CPA) Lynn Nester, Director 423-439-7980</td>
</tr>
<tr>
<td></td>
<td>Offer: Aquatics, Fitness, Personal Training, Intramural Sports, Non-credit Instruction, Outdoor Adventure, Sport Clubs and open recreation</td>
</tr>
</tbody>
</table>
# Housing and Residence Life

*For any on-campus housing issue?*  
Contact your **Resident Director** or **Asst. RD** in your residence hall/apartment or **Housing Office - Room** 108 Burgin E. Dossett Hall or housing@etsu.edu  
Dr. Bonnie Burchett or Dr. Renee Couch  
423-439-4446  
http://www.etsu.edu/students/housing

# Counseling Center

http://www.etsu.edu/students/counsel  
Room 345 Culp Center  
Dr. Steve Brown, Director  
423-439-4841  
Walk-in hours: 10-11:30AM or 2-3:30PM Mon.-Thurs.  
Or call for an appointment  
Offers assistance with: Problems adjusting to college; family concerns; relationship problems; anxiety; depression; major/career decisions; eating concerns; substance abuse problems, and other concerns.

# The Career Exploration Center

Is available to assist with: Choosing a Major or Career Direction (Assistance with career interest inventories, personality type indicators, and an extensive career library).  
Located at 3rd Floor Culp Center  
http://www.etsu.edu/students/counsel  
Dr. Davis Smith, Coordinator  
423-439-8651 - Call for Appointment

# Student Support Services

Focus Program  
Career and Personal Counseling  
www.etsu.edu/sss  
Student Support Services, 3rd Floor Culp Center  
Donna Lockaby-Morrow, LMFT  
Focus Asst. Director  
lockaby@etsu.edu 423-439-6451  
Call or go by Student Support Services offices to check eligibility requirements

# Disability Services

Room 326, 3rd Floor Culp Center  
Linda Gibson, Director/ADA Coordinator  
Gibson@etsu.edu  
423-439-8346 or 423-439-8370 TDD  
Appointment recommended, walk-ins welcome

# Adult, Commuter, and Transfer Services

http://www.etsu.edu/acts  
A.C.T.S. in the ARC, 2nd Floor Culp Center  
Carla Warner or Jennifer Rice 423-439-5641  
Appointment recommended, walk-ins welcome
## SPECIFIC

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<th>Multicultural Affairs</th>
<th>International Programs and Services</th>
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<tr>
<td>SORC, 1st Floor Culp Center</td>
<td>Yoakley Hall 122</td>
</tr>
<tr>
<td><a href="http://www.etsu.edu/students/multcult/">http://www.etsu.edu/students/multcult/</a></td>
<td><a href="http://www.etsu.edu/honors/international">http://www.etsu.edu/honors/international</a></td>
</tr>
<tr>
<td>Laura Terry, Director of Multicultural Affairs 524-439-5377</td>
<td>Issues of interest to International Students or Study Abroad and National Student Exchange Kelly Hill 423-439-7737</td>
</tr>
<tr>
<td>Programs and Services for underrepresented students. Organization within the office include Black Affairs Association, South Asian Culture Exchange, and Gospel Choir</td>
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## TUTORING

<table>
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<tr>
<th>The Center for Academic Achievement</th>
<th>Student Support Services (SSS)</th>
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<tr>
<td>1st Floor Sherrod Library <a href="http://www.etsu.edu/academicaffairs/cfaa">www.etsu.edu/academicaffairs/cfaa</a></td>
<td><a href="http://www.etsu.edu/academicaffairs/trio/sss/">http://www.etsu.edu/academicaffairs/trio/sss/</a></td>
</tr>
<tr>
<td>CFAA Main Desk – 423-439-7111</td>
<td>This is a federally funded TRiO program, offers free tutoring as well as other types of academic support to students who qualify for the program.</td>
</tr>
</tbody>
</table>
| **Available:**  
Mon.-Thurs. 9AM-9PM  
Fri. 9AM-5PM  
Sat. 11AM-5PM  
Sun. 3PM-9PM  | Please stop by the office on the 3rd floor of the D.P. Culp Center  
Or  
Call 423-439-5396 for more information. |
| Online resources available 24/7 at [http://cfaalearning.etsu.edu](http://cfaalearning.etsu.edu) | Writing, Speaking, Mathematics, Sciences, Most General Education Courses |
Health Services

Student Health Services

Student/University Health Services has licensed Nurse Practitioners and Registered Nurses who will provide you with professional health care for a happy, healthy experience at ETSU!

Plus Immunization Information

http://www.etsu.edu/nursing/shserv/default.aspx

Nicks Hall
Room 1-160

423-439-4225

PLEASE CALL FOR AN APPOINTMENT