



SYLLABUS ATTACHMENT Spring 2009

WE ARE VERY CONCERNED ABOUT YOUR SUCCESS AS A STUDENT AT ETSU. THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS ASKED BY STUDENTS.

IMPORTANT DATES NOTE: *Anyone receiving Financial Aid equal to OR greater than their tuition and fees must confirm fee payment by authorizing the university to use Financial Aid proceeds. Fee payment must be completed by the close of business on Wednesday, January 14, 2009 or a \$100 late fee will be charged to students beginning Thursday, January 15, 2009. GoldLink-Online and in office of registration, drop-add, or fee payment will not be available from the close of business (6:00pm), Wednesday, January 14, 2009 until 8:00 am Thursday, January 15, 2009.*

*****ALL DEADLINES TAKE EFFECT AT THE CLOSE OF BUSINESS (4:30 P.M.) OF THAT DAY*****

Late Fee Charged Beginning	1/15/09
CLASSES BEGIN (fees due before this date)	1/15/09
Last day to Register/Add, Select P/F, Change to/from Audit without Departmental permit	1/19/09
Late Registration/Add with department permit	1/20/09
Last Day for 75% Refund of Fees	1/28/09
Last Day to Drop Without a "W"	1/28/09
Late Registration/Add only with Dean's permission	1/29/09
Last Day for 25% Refund of Fees	2/11/09
Last Day to Drop a Course without Dean's permission	3/6/09
Deadlines for Graduate Students (See p. 17 of Registration Guide)	
Pre-finals Week	4/27/09 – 5/1/09
Last Day to Withdraw from all classes	4/29/09
CLASSES END	5/1/09
Final Exams (YOUR CLASS TIMES MAY CHANGE - CHECK EARLY TO AVOID PERSONAL SCHEDULE CONFLICTS)	5/2/09 – 5/7/09
Commencement	5/9/09
Grades Available through Goldlink	5/12/09
SPRING SEMESTER HOLIDAYS	
Martin Luther King, Jr. Day	*1/19/09
Spring Break	3/9/09 – 3/14/09

*University Closed

GOLDMAIL ALL registered ETSU students have a campus email account (GoldMail). Please activate your account and check weekly. Email is our primary communication resource for students. Follow directions at: <http://www.etsu.edu/activate>

GoldLink REGISTRATION SYSTEMS Use **GoldLink** <http://www.etsu.edu/goldlink> to process registration, drops, adds, pay fees, and obtain grades.

Developmental studies courses should not be dropped without consulting an advisor in the University Advisement Center. Developmental Studies courses cannot be dropped without written permission after the first day of class (423)439-5244.

GoldLink Hours: Monday, 12:00 a.m. to 9:00 p.m., Tuesday – Friday 4:00 a.m. to 9:00 p.m., Saturday 4:00 a.m. to 11:59 p.m., and Sunday* 12:00 a.m. to 11:59 p.m. (exceptions will be noted on GoldLink)

*GoldLink will be unavailable every Sunday from 1:00a.m. to 5:00a.m. due to system maintenance.

STUDENT RESPONSIBILITY TO VERIFY GoldLink TRANSACTIONS

When doing any scheduling transaction using **GoldLink** (example: dropping, adding, withdrawing), **it is student's responsibility to verify that transaction by viewing the schedule.** This will ensure that the student has successfully completed the action. **STUDENTS STATING THEY "ATTEMPTED" TO DROP OR WITHDRAW BY GoldLink WILL NOT BE PERMITTED CONSIDERATION OF A LATE DROP OR WITHDRAWAL.** The student is responsible for confirming that the drop or withdrawal was received and correctly processed using **GoldLink**.

PREREQUISITES Many courses require prerequisites or special approval of the instructor prior to registration. Students should verify they meet the requirements for course registration in the university undergraduate or graduate catalog. Failure to comply with the stated prerequisites may result in the student being withdrawn from a course.

HOW TO CONTACT A FACULTY MEMBER If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours, phone number and/or in your class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session. You may also conduct a "People Search" on www.etsu.edu.

ETSU Math Lab (309 Warf-Pickel) - The Math Lab provides free tutoring services for ETSU students enrolled in undergraduate-level mathematics courses. The lab is open Monday through Thursday from 11:00 a.m. to 7:00 p.m., and Sunday from 1:00 p.m. – 5:00 p.m. Operating hours can change at the beginning of each semester. For questions, call the Department of Mathematics at 439-4349 or the Math Lab at 439-7611.

School of Graduate Studies (309 Burgin E. Dossett Hall, P. O. Box 70720) - The Graduate Office provides information on the GRE, GMAT, graduate assistantships, and all Graduate School offerings. CALL 439-4221 or visit our website at <http://www.etsu.edu/gradstud/>
Student Government Association - President: Josh Shearin; Vice President: Carshonda Harris; Sec./Treas.: Caroline Ross; Sec. of State: Zarah Cochran; Sec. of the Ext.: Michelle Miller. Email address is SGA@mail.etsu.edu or call 439-5325.

CLASS ATTENDANCE IS IMPORTANT!-Attendance usually has a high correlation with how well you do in a course. It is important to talk to your instructor about any absences. Many instructors consider attendance so essential that your grade will be affected by your absence. **SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.** Your Financial Aid will be reduced if you do not attend class. Check your course syllabus, or ask your instructor, for this information.

ADVISEMENT POLICY - All students who entered ETSU with less than 60 credits earned are required to meet with an advisor prior to registration. Transfer students are required to meet with an advisor prior to registration for the first and second term of enrollment. Readmitted students are required to meet with an advisor prior to registration their first term back at ETSU. 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 requirements. Please visit <http://www.etsu.edu/advisement/usa/students/index.jsp>

WHERE TO GO FOR HELP?

ACADEMIC ADVISING-All students have an assigned advisor and should confer with that advisor regularly. 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 (other than Developmental Math) should contact the University Advisement Center located in the ARC (2nd level of D.P. Culp) 423-439-5244 for advisement.

ADVISEMENT RESOURCES CAREER CENTER (ARC)

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 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 that 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. The ARC incorporates several academic and student support services listed below.

University Advisement Center-Undeclared (439-5244) The UAC provides academic, career and personalized counseling to those students who have not declared a major and/or who are taking developmental studies courses. By focusing on all aspects of student life, the UAC is able to assist each student in the accomplishment of academic success and attaining personal goals. In academics and career planning, counselors help students understand academic requirements and identify career options that affirm their academic strengths and interests. As a campus resource, counselors assist students with accessing the wide variety of campus services to meet their needs. Visit our web site at <http://www.etsu.edu/advisement> or call 423-439-5244.

Adult, Commuter and Transfer Services (439-5641) - Personalized counseling advisement for adult, commuter, and transfer students. Commuting Student Services: car pool, rideshare, off-campus housing listings, transit schedules, area maps and childcare information. One-Stop Shopping: campus forms, applications, catalogs, schedules, and information. The A.C.T.S Leadership Network (The Net) and Alpha Sigma Lambda (ASL) the adult student honor society. Advocates for adult, commuter, and transfer students to the greater campus community. Visit our website at www.etsu.edu/students/acts.

Arts and Sciences in the ARC (439-5248)- Associate Dean for the College of Arts and Sciences available in the ARC for dean's signature on student documents. Limited advisement available for majors in Criminal Justice and Criminology, Mass Communications undecided, Psychology (FR & SO), and Social Work (< 45 credits). See website for more details: www.etsu.edu/cas.

Career and Internship Services(439-4450) – provides students and alumni with individual assistance in researching, planning and locating job and internship opportunities. Internships, available in most disciplines, offer an opportunity to earn academic credit for approved work experience in business, industry, government, and health agencies. The office maintains BucLink, an employer generated job list and search service at www.etsu.edu/careers. All students are encouraged to register on BucLink and visit the CIS office for help with resumes, effective job search techniques, preparing for interviews, and other career-related assistance. Numerous class presentations, on-campus interviews, career fairs and special programs, are sponsored throughout the year.

Medical Professions Advisement Program (MPAP) (423)439-5602 – The office of Medical Professions Advisement operates under the auspices of the Dean of the College of Arts and Sciences. The mission of the Office of Medical Professions Advisement is to provide information, academic advisement, and other support functions to students who wish to be admitted to professional schools in medically related disciplines. Among those are disciplines in medicine, pharmacy, dentistry, osteopathic medicine, physician/surgeon assistant, podiatry, optometry, veterinary medicine, and chiropractic. Premedical Professions are programs, not majors. Pre-professional students must select an academic major and minor in addition to meeting admissions requirements for the professional school of their choice. Professional schools do not usually require or even suggest a specific major and/or minor, but most schools do recommend that students seek a solid, broad-based, general undergraduate education with substantial exposure to the humanities and social sciences. In other words, professional schools prefer students who are well educated, not merely well trained. <http://www.etsu.edu.cas.mpa>

Peer Career Center (439-8651)-Located in the ARC, the Peer Career Center is a starting place for students who are uncertain about their choice of academic major or career. With the assistance of our professional staff, career interest inventories, personality inventories, and an extensive career library, we can help students identify career options that suit their personal needs. These services are free to current ETSU students. Limited services are available to potential students and ETSU alumni. Visit our website at www.etsu.edu/students/counsel/peercareer.htm

Writing and Communication Center (409 Warf -Pickel) - Students at any grade and ability level can receive free assistance with writing or speaking project from our staff of graduate and undergraduate consultants. Whether you are working on a paper or fine-tuning a presentation, you can find answers to your questions at the WCC. Open Monday – Thursday, 9 am-6 pm; and Sundays 3-7 pm. CALL 439-8202 with questions or to make an appointment.

WELCOME CENTER

Scholarship Office (439-7094) - Located on the 2nd level of Culp Center. Coordinates most of the academic and need based scholarships. The office provides information and scholarship applications for ETSU scholarships and serves as a resource for external scholarship information. Visit our website at www.etsu.edu/scholarships

Undergraduate Student Advisement (439-8557)-Located on the 2nd level of Culp Center. Responsible for the coordination and continuous improvement of advisement. For advisement information, visit our website <http://www.etsu.edu/advisement>

Student Support Services is a federally funded TRiO program that provides tutoring, academic advising, personal and career counseling, and job shadowing to eligible students. Located on the 3rd level of the Culp Center. Call 439-5396 or visit our website at www.etsu.edu/sss for more information and eligibility requirements.

University Tutoring Services- (439-4758) – An academic support program that offers a variety of tutoring approaches. UTS offers group and online tutoring for selected high-risk core courses. These services are free and available to all ETSU students. Visit our website at www.etsu.edu/scs/uts

Counseling Center (340 Culp) - The Counseling Center is staffed by psychologists and other mental health professionals, who provide personal counseling, career counseling, psychiatric services, consultation, and educational programs. Counseling services are confidential and free to all ETSU students. Also, the Counseling Center staff teaches the course "Solving the Puzzle of Life" (HDAL 2350). CALL 439-4841, or visit our web site: <http://www.etsu.edu/students/counsel/counsel.htm>

Disability Services - It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services. Any questions regarding the program and services offered by the Department may be answered by visiting us on the third floor of the D.P. Culp Center, calling 439-8346 or visiting our website at www.etsu.edu/students/disable/disable.htm

Campus Recreation - Campus Recreation offers programs and services through the Center for Physical Activity and Basler Challenge Course in five areas: intramurals, fitness, outdoor adventure, non-credit instruction, and sports clubs. Any questions regarding the programs and services offered by the Department may be answered by visiting our website at www.etsu.edu/rec or by calling 439-7980.

OFFICE OF INFORMATION TECHNOLOGY LAB HOURS

For information on all OIT labs, call 439-8211. Information on equipment, location, and operating systems available at <http://www.etsu.edu/oit/computing/labs/default.asp>.

LIBRARY HOURS

Sherrad Library:

Sunday 2:00 p.m. - 11:00 p.m.
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.

Late Night Study Room is open continuously; ETSU ID card is required for access. Please refer to posted service hours in each library department.

ETSU at Kingsport Library:

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

ETSU at Kingsport serves to make your college career a positive experience. We have a convenient location, accessible parking close to the building, a friendly atmosphere, more than 100 courses from which to choose, and a wide variety of services designed to make your life a little easier. Open Monday-Thursday 7:30 a.m. until 7:00 p.m. and Friday, 7:30 a.m. - 4:30 p.m. Closed Saturdays and Sundays.

ETSU HONOR CODE East Tennessee State University is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion.

DROPPING, LATE DROPPING OR WITHDRAWING Students often confuse these terms. Dropping a Course (or courses) may occur during the first eight weeks of the semester. This means, however, that the student is still enrolled in other course work. Developmental studies courses should not be dropped without consulting and advisor in the University Advisement Center. Developmental studies courses cannot be dropped without written permission after the first day of class (423)-439-5244. Late Dropping of a course may occur after the eighth week, but only when verifiable extenuating circumstances can be demonstrated. Verifiable extenuating circumstances must be reasons beyond control of the student, such as illness or accidental injury. Poor performance in class is not an extenuating circumstance. Withdrawing from the university means that you are discontinuing all your course work, and are no longer enrolled. This may occur until two days before the last day of classes. **Dropping from full-time to part-time status after census date could result in the loss of your Tennessee Educational Lottery Scholarship. Dropping classes or withdrawing from the University may impact the student's future financial aid eligibility. Students should be familiar with the ETSU Financial Aid Satisfactory Academic Progress Standards.**

D.P.Culp Computer Lab (439-8211)

Mon - Thur. 8:00 a.m. - 2:00 a.m. , Fri. 8:00 a.m. - 12:00 a.m. , Sat. Noon - 12:00 a.m. Sun. Noon - 2:00 a.m.

Lucille Clement (439-7913)

Mon - Thur. 10:30a.m. - 2:00a.m., Fri. 10:30a.m. - 12:00a.m., Sat. Noon - 12:00a.m., Sun. Noon - 12:00 a.m.

Library

Mon - Thur. 8:00 a.m. - 11:00 p.m. , S Fri. 8:00a.m. - 6:00p.m., Sat. 10:00a.m. - 6:00p.m., Sun. 2:00p.m. - 11:00 p.m.

Other open labs and contacts: Sam Wilson 318/320 (contact College of Business,439-5271), Kingsport Center (contact main office, 392-8000).

SPECIAL BOOKSTORE HOURS

The ETSU Bookstore has special hours at the beginning of each Fall Semester.

Regular Hours:

Monday - Thursday 7:45 a.m. - 6:00 p.m.
Friday 7:45 a.m. - 5:00 p.m.

Extended Hours:

1/10/09 – 1/11/09	Closed
1/12/09 – 1/14/09	8:00am – 5:30pm
1/15/09	7:45am – 9:30pm
1/16/09	7:45am – 6:30pm
1/17/09 – 1/19/09	10:30am – 6:30pm
1/20/09	7:45am – 9:30pm
1/21/09	7:45am – 8:00pm
1/22/09	7:45am – 8:00pm
1/23/09	7:45am – 6:00pm
1/24/09	10:30am – 6:00pm
1/25/09	10:30am – 5:00pm

For information about our off-campus location, the College Store, located on West Walnut Street, call 926-0838. For information about the **Kingsport Bookstore's** hours, call 392-8000.

CORE EXIT EXAMINATION

This exam is required for graduation and should be taken when students have completed 96 hours and their general education courses. To register for the test, go to the University Testing Center web site at <http://testingcenter.etsu.edu/index.php>

SEEK ANSWERS TO YOUR QUESTIONS

The ETSU Faculty and Staff want you to be successful in your educational pursuits. If you have any questions or concerns, seek help EARLY. We are here to assist you.

HAVE A GREAT SEMESTER!

APPLY early for financial Aid for 2009-2010 using accurate 2008 tax and/or income information!

