East Tennessee State University

Registration Guide

Register on GoldLink at http://goldlink.etsu.edu
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. 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 Family Educational Rights and Privacy Act (FERPA) is:

Registration Links

**Academic Calendar:** [http://www.etsu.edu/etsu/academicdates.asp](http://www.etsu.edu/etsu/academicdates.asp)

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

**Advisement:** Undergraduate [http://www.etsu.edu/advisement](http://www.etsu.edu/advisement)

**Bills for tuition:** *(GoldLink)*: [https://goldlink.etsu.edu](https://goldlink.etsu.edu)

**Bookstore:** [http://www.shopetsu.com](http://www.shopetsu.com)

**Campus Map:** [http://www.etsu.edu/maps/](http://www.etsu.edu/maps/)

**Catalog:** [http://catalog.etsu.edu/](http://catalog.etsu.edu/)

**Check Your Financial Aid Status on GoldLink:** [http://goldlink.etsu.edu](http://goldlink.etsu.edu)

**Course Schedule:** [http://goldlink.etsu.edu](http://goldlink.etsu.edu), click Look Up Classes information is continually updated

**Financial Aid:** [http://www.etsu.edu/finaid/](http://www.etsu.edu/finaid/)

**Fee Information:** [http://www.etsu.edu/fa/fs/bursar/](http://www.etsu.edu/fa/fs/bursar/)

**First Mate Information:** [http://www.etsu.edu/firstmate/mates/default.aspx](http://www.etsu.edu/firstmate/mates/default.aspx)

**Learning Support:** [http://www.etsu.edu/uac/learningsupport](http://www.etsu.edu/uac/learningsupport)

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

**Housing:** [http://www.etsu.edu/students/housing/](http://www.etsu.edu/students/housing/)

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

**Registration on GoldLink:** [http://goldlink.etsu.edu](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/](http://www.etsu.edu/summer/)

**Testing Services:** [http://www.etsu.edu/uged/cfaa/testing/default.aspx](http://www.etsu.edu/uged/cfaa/testing/default.aspx)

**Tuition and Fees:** [http://www.etsu.edu/fa/fs/bursar/tuitioninfo/feeschedule.aspx](http://www.etsu.edu/fa/fs/bursar/tuitioninfo/feeschedule.aspx)

**Tutoring:** [http://www.etsu.edu/uged/cfaa/learning/default.aspx](http://www.etsu.edu/uged/cfaa/learning/default.aspx)

**Winter Session:** [http://www.etsu.edu/winter/](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
McCune-Welch Hall
(423) 392-8000

ETSU at Kingsport Allandale Offices are open Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 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. Turn right on University Boulevard at Citizens Bank (just past Allandale Mansion). ETSU at Kingsport Allandale is approximately ½ mile at the end of the 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](http://www.etsu.edu/ARC) The ARC incorporates several academic and student support services including:

- Adult, Commuter & Transfer Services (ACTS)
- Career Exploration Center (CEC)
- College of Arts & Sciences Center for Advisement & Student Excellence (CASE)
- College of Arts & Sciences Medical Professions Advisement (MPA)
- College of Arts & Sciences Office of Student Affairs
- Scholarship Office
- University Advisement Center (UAC)
- University Career Services (UCS)
- Undergraduate Student Advisement (USA)

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

**ADVICEMENT** ([http://www.etsu.edu/advisement](http://www.etsu.edu/advisement))

**Definition:** Advisement at ETSU is a continuous interactive process between an advisor and student which facilitates the development and achievement of the student's overall goals. Advisement is a distinct part of a student's educational experience, provided by ETSU as a service.

**RESPONSIBILITY:** A successful relationship between an advisor and student depends upon shared responsibility. Advisors and others at ETSU provide mentoring, advice, referrals, and information to help students make wise, informed decisions. The relationship students develop with their advisor is important to their success at ETSU. Students should consult with their advisor each semester and especially before making decisions that may affect their academic progress and success. Discussions with the advisor may include: understanding degree requirements, dropping a class, withdrawing from ETSU, selecting courses, and exploring career options. Students are ultimately responsible for their academic decisions, including course selection, meeting prerequisites, and adhering to policies, procedures and deadlines at ETSU.

**Mandatory advisement:** Advisors are a personal link between the student and the university. All students have an advisor and should confer with their advisor each semester or when questions arise. In fact, ETSU requires most students consult with an advisor before registering each semester. Students will have an advisement hold each semester that will prevent registration until student has consulted with their major advisor. Students can view advisement holds on GoldLink.

*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, 2nd 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.*

**How to Find Your Advisor:** visit the Advisor Contact List at [http://www.etsu.edu/advisement](http://www.etsu.edu/advisement). Students who have not declared a major are required to see an advisor in the University Advisement Center located in the Advisement Resource Center, 2nd 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.

**Additional advisement opportunities:**

- Some students may have multiple advisors (major, minor, program, licensure) who will provide advisement in these areas.
- Students taking classes at ETSU Kingsport Allandale 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 should contact the College of Education during their first semester at ETSU (423-439-7626).
- All students will benefit from conferring with their assigned advisors on a regular basis.
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_DispLoginNonGraduate 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
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 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.

Students with a permanent disability and persons 60 years of age or 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

<table>
<thead>
<tr>
<th>Change of a Student’s status may permit a refund</th>
<th>Situations that may permit a refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change from full-time to part-time student</td>
<td>Dropping a course(s)</td>
</tr>
<tr>
<td>Change in part-time student’s schedule which results in fewer class hours</td>
<td>Withdrawing from the institution</td>
</tr>
<tr>
<td></td>
<td>Cancellation of a class by the institution</td>
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<tr>
<td></td>
<td>Death of a student</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>REFUNDABLE</th>
<th>REFUNDABLE CONT.</th>
<th>NON-REFUNDABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>• Business and Technology Courses</td>
<td>• Dental Hygiene</td>
<td>Course Fees paid to a provider</td>
</tr>
<tr>
<td></td>
<td>• CSCI1100</td>
<td>• Physical Therapy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Online Distance Education</td>
<td>• Learning Support</td>
<td></td>
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<tr>
<td></td>
<td>• Mass Communication</td>
<td>• Social Work</td>
<td></td>
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<td></td>
<td>• PHED/PEXS</td>
<td>• Public Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Academic Health Science Course Fee</td>
<td>• College of Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Art Fees</td>
<td>• Academic Health Science Course Fee</td>
<td>Academic Course Fee</td>
</tr>
<tr>
<td></td>
<td>• Science Lab Fees</td>
<td>• Surveying/Engineering/Interior</td>
<td>Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Applied Music</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Physics</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td>Deferred Payment Service</td>
</tr>
<tr>
<td>Registration</td>
<td>Program Service Fee</td>
<td></td>
<td>Late Registration</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>Returned Check</td>
</tr>
</tbody>
</table>

### How Much Is Refundable And When

<table>
<thead>
<tr>
<th>Event</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>100% of all fees</td>
</tr>
<tr>
<td>Classes cancelled by the University</td>
<td>100% of all fees</td>
</tr>
<tr>
<td>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)</td>
<td>75% of tuition, registration, refundable program and service fees and dormitory rent</td>
</tr>
<tr>
<td>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</td>
<td>25% of tuition, registration, refundable program and service fees and dormitory rent</td>
</tr>
<tr>
<td>Student death</td>
<td>100% of all fees</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Return of Non-Title IV Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students dropping or withdrawing during the institutional refund period will have non-Title IV aid returned according to the following schedule:</td>
</tr>
<tr>
<td>1. State: Vocational rehabilitation, Tennessee Lottery Scholarship programs, other state aid</td>
</tr>
<tr>
<td>2. Institutional aid: athletic scholarships, tuition assistance programs, academic performance and public performance scholarships</td>
</tr>
<tr>
<td>3. Employee benefit programs, tuition waivers, employee discounts, staff scholarships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return of Title IV Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>This requirement applies to you ONLY if:</td>
</tr>
<tr>
<td>1. You receive federal student aid, and</td>
</tr>
<tr>
<td>2. You withdraw prior to completing 60% of the period for which the aid was provided</td>
</tr>
</tbody>
</table>

### Distribution of Title IV Refunds

- Refunds will be credited back to student aid program accounts in the following order:
  - Title IV programs
    - Unsubsidized Federal Stafford Loans
    - Subsidized Federal Stafford Loans
    - Federal Perkins Loans
    - Federal PLUS Loans
    - Federal Pell Grants
    - ACG Grant
    - National SMART Grant
    - Federal SEOG program
  - Other refunds
    - Institutional aid
    - Private aid
    - The student

Federal law requires federal aid recipients to “earn” the aid they receive.

### 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 form 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/Appelles_Request_Form.pdf](http://www.etsu.edu/reg/documents/PDF/Appelles_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.
**Course I.D. Number**

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

1. **The Subject Abbreviation** (Abbrv.) - 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.

2. **The Catalog Number** (Cat. #) - Characters five through eight of the course I.D. number. These four numbers refer to the course description listed under this program in the University Catalog. The first digit of the catalog number indicates the level of the course.

3. **The Section Number** (Sec. #) - The last three digits of the course I.D. number make the course unique.

**The Course Reference Number (CRN)**

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

**Credits**

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

**Standard Day Class Times**

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

<table>
<thead>
<tr>
<th>MWF</th>
<th>TR</th>
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<tbody>
<tr>
<td>7:10-8:05</td>
<td>6:45-8:05</td>
</tr>
<tr>
<td>8:15-9:10</td>
<td>8:15-9:35</td>
</tr>
<tr>
<td>9:20-10:15</td>
<td>9:45-11:05</td>
</tr>
<tr>
<td>10:25-11:20</td>
<td>11:15-12:35</td>
</tr>
<tr>
<td>11:30-12:25</td>
<td>12:45-2:05</td>
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<tr>
<td>12:35-1:30</td>
<td>2:15-3:35</td>
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<tr>
<td>1:40-2:35</td>
<td>3:45-5:05</td>
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<tr>
<td>2:45-3:40</td>
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<tr>
<td>3:50-4:45</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>4:00 – 6:50</td>
<td>4:00 – 6:50</td>
<td>4:00 – 6:50</td>
<td>4:00 – 6:50</td>
<td>4:00 – 6:50</td>
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<tr>
<td>7:00 – 9:50</td>
<td>7:00 – 9:50</td>
<td>7:00 – 9:50</td>
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<td>7:00 – 9:50</td>
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<table>
<thead>
<tr>
<th>S (Saturday)</th>
<th>U (Sunday)</th>
</tr>
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<tbody>
<tr>
<td>8:00 - 11:00</td>
<td>No standard time for Sunday classes</td>
</tr>
<tr>
<td>11:15 - 2:15</td>
<td></td>
</tr>
</tbody>
</table>

The following times may overlap other meeting times:

<table>
<thead>
<tr>
<th>MWF</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:40 - 3:00</td>
<td>5:30 - 6:50</td>
</tr>
<tr>
<td>3:10 - 4:30</td>
<td>7:00 - 8:20</td>
</tr>
<tr>
<td>5:30 - 6:50</td>
<td>8:30 - 9:50</td>
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<tr>
<td>7:00 - 8:20</td>
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<tr>
<td>8:30 - 9:50</td>
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</tbody>
</table>

**Day Codes**

Day Symbols may be used alone or in combination.

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

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### Class Location

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

**Building Codes**

- A002 Alexander Hall (University School)
- A003 D. M. Brown Hall (Science)
- A005 Mathes Hall (Music)
- A006 Ernest C. Ball Hall (Fine Arts)
- A007 Mountain States Health Alliance Athletic Center (Mini-Dome)
- A008 Warf-Pickel Hall (Education)
- A009 Memorial Hall (Brooks Gym)
- A010 Gilbreath Hall (Math., Comp Sciences, & Theatre)
- A012 Sam Wilson Hall (Business & Technology)
- A014 Burleson Hall (English)
- A015 Lyle House (Social Work)
- A017 Wilson-Wallis Hall (Technology)
- A018 Hutcheson Hall (Family and Consumer Sciences)
- A019 John P. Lamb, Jr. Hall (Public Health, Clinical & Rehabilitative Health Sciences)
- A020 Roy S. Nick Hall (College of Nursing)
- A021 Rogers-Stout Hall (Social Sciences)
- A02 Art Annex
- A092 D. P. Culp University Center (Student Center – Student Affairs)
- A129 Yoakley Hall (International Programs & Services)
- A131 Ross Hall
- A330 Wayne G. Basler Center for Physical Activity
- A477 Stanton-Gerber Hall-A
- A478 Stanton-Gerber Hall-B
- A478 Stanton-Gerber Hall-C
- A501 ETSU Eastman Valleybrook
- A701 ETSU at Elizabethton
- AARR Arranged meeting place (contact department)
- AAIV Advanced Visualization Lab, Millennium Park
- AGRNV ETSU at Greeneville
- KGPT ETSU at Kingsport Allandale
- DKPT ETSU at Downtown Kingsport
- AILAB Innovative Laboratory
- WINTER Winter Session Online Course

**Instructor**

Staff is used to indicate that a specific instructor has not been assigned.

**Section Number and Session Code Rubrics**

**Fall Section Number Rubric**

1.) Go to www.http://www.etsu.edu/reg
2.) Click on the Registration tab
3.) Click on Registration and Course Resources
4.) Rubric is under “Other Useful Registration Resources”
5.) Section Number Rubric

**Summer Section Number Rubric**

1.) Go to http://www.etsu.edu/reg/
2.) Click on the Registration tab
3.) Click on Registration and Course Resources
4.) Rubric is under “Other Useful Registration Resources”
5.) Summer Section Number/Session Code Rubric
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, 2nd 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 (2nd level of D.P. Culp Center.)

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

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

Courses that are taken to meet Learning Support Requirements may not be dropped without advisor permission and only for extenuating circumstances.

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 uncatalogued 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?coid=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

Academic Probation

For baccalaureate and certificate programs, students who fail during an academic term or fall below the student's major's standing to maintain the cumulative GPA standard for the semester will be suspended one major term (spring or fall semester). The student must meet the academic probation standards, the period of academic suspension will result in being placed on academic probation for the subsequent semester (including summer session) of their enrollment. Any student on academic probation should meet with their academic advisor.

<table>
<thead>
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<th>Semester Hours</th>
<th>Required Cumulative GPA (Net)</th>
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<tr>
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<td>1.4</td>
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<tr>
<td>29.1-45</td>
<td>1.7</td>
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<tr>
<td>60+</td>
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</table>

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. Re-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. On the second (or subsequent) suspension for failure to meet academic probation 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.

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 student's academic advisor. 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.

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

(Graduation, Academic, Admission 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 California Critical Thinking Skills Test 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 graduation held until this condition is met. Some students may be exempt from the CCTST. For more information, see:


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.

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 major field tests. Please be advised that failure to take the MFT will result in having your graduation held until this condition is met.

- Summer graduates are not required to take the MFT for Quality Assurance Funding.
- The Major Field Tests required for Quality Assurance Funding in 2016-17 are: Communication Studies, English, History, Criminal Justice and Physical Education. Note that these are subject to change.

For more information, please see:

**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.

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### 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: 8:00 a.m.– 6:30 p.m.
- Friday: 8:00 a.m.– 12:00 p.m.

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### 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 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. Statements granted deferrals 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.]

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### 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), RNs and a physician preceptor. Health Services located in Suite 160 of Roy S. Nick's 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.

**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](http://www.etsu.edu/studenthealth)
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 for more information. The Center for Community Engagement, Learning and Leadership is located on the first floor of the D. P. Culp Center.

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 prescribed 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 (423-439-5525). 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

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 full-time 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 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/.

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; or visit Room 108 Burgin Dossett Hall for more information.

Anytime Dining Meal Plans
Beginning Fall 2016, the University will offer a new concept in Dining Services called Anytime Dining which will include unlimited access to Marche-style dining in the Anytime Dining venue during all operating hours. All new entering freshmen (30 earned credit hours or less) who live on campus, except for freshman living in the Buccaneer Ridge Apartments, will be automatically enrolled for a 7 Day Silver Meal Plan, but can opt for a greater plan. Dining Service hours and offerings will be expanded under this concept. For information, please contact the Department of Housing and Residence life at www.etsu.edu/housing or housing@etsu.edu or call 423-439-4446.

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.F. 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/req
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/documents/annual%20report.pdf

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

FINANCIAL AID
ETSU Office of Financial Aid
105 Dossett Hall (423) 439-4300 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.
- Guide to Using GoldLink for Financial Aid to help you successfully navigate your way through the financial aid process.
- Many scholarship programs are available to assist students. Find scholarships that meet your needs and apply online ETSU Scholarship Office. Get Started Today for ETSU scholarships and apply online for general scholarships. Tennessee residents apply for the Tennessee Education Lottery Scholarship Program by submitting the FAFSA. 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.
- 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; Financial Planning is Important!
- You must attend classes regularly and meet the requirements of the ETSU Financial Aid Satisfactory Academic Progress Policy to receive financial aid.
<table>
<thead>
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<th>Subject</th>
<th>Description</th>
<th>Subject</th>
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