Ten Things You Should Know to Succeed at ETSU

A Success Manual for Adult, Commuter and Transfer Students and
A Resource Manual for Administrators

ETSU

You Can Do It!

Sponsored by the Office of Adult, Commuter and Transfer Services
(423) 439-5641
East Tennessee State University, Johnson City, Tennessee
2008 Edition
www.etsu.edu/students/acts
At Adult, Commuter and Transfer Services (ACTS) we strive to enhance the experience of adult, commuter and transfer students on the ETSU campus by offering a wide array of vital services central to the concerns of such students. We assist adult, commuter and transfer students with every component of their time at ETSU, from admissions and transfer concerns, to academic questions, concerns and advising, to helping them get their child into daycare, find a place to live, to participating in an adult student organization, or helping them to start their car if the battery were to die while on campus. We are here to clarify and simplify the often confusing process of beginning at a new university. We develop and maintain close associations not only with other administration and faculty members within ETSU, but also with the faculty and administration from other institutions of higher learning. This manual will help you in the process of becoming familiar with the ETSU experience. As you read, you will find information on the many procedures, services and departments in place at ETSU. If any questions should arise as you read this manual or as you begin your experience as an ETSU student, please let us help you! That is what we are here to do!

Who Will This Manual Help?
Students new to ETSU, whether you may be transferring to ETSU, just starting your academic career, or returning to complete your studies, will find this manual to be an extremely helpful source of information.

College administrators and faculty from institutions other than ETSU will find specific names, telephone numbers and detailed information about support and academic services available for transferring students.

Quick Contacts & Reference Pages
Adult, Commuter & Transfer Services [423-439-5641] - Page 4
Admissions [423-439-4213] - Page 9
Math Lab [423-439-7887] - Page 24
Writing & Communication Center [423-439-8202] - Page 23
Registrar [423-439-4230] - Page 31
Academic Advisors - Page 35
Ten Things You Should Know to Succeed at ETSU

Table of Contents

Number 1: Introductory Topics
Are You Ready to Succeed? ........................................... 3
Adult, Commuter and Transfer Services ....................... 4
Steps for a Smart Start ............................................. 5
Check Sheet ............................................................. 6

Number 2: Admissions Topics
Undergraduate Admission Procedures ........................ 9
Transfer Admission Procedures .................................... 9
Graduate School Admission Procedures ....................... 10
Special Undergraduate Admission Concerns ................ 10
ACTS Kickoff .......................................................... 10
Undergraduate New Student Orientations .................... 10
Graduate Orientations .............................................. 11
Developmental Studies ............................................. 11

Number 3: Financial Topics
Understanding Financial Aid .................................... 12
Applying for Financial Aid ...................................... 13

Number 4: Enrollment Topics
Enrollment Options .................................................. 15
Online Course and Degree Program Options ............... 15
Auditing ..................................................................... 16
Off-Campus Sites .................................................... 16
Distance Education at ETSU .................................... 16
School of Continuing Studies .................................... 17
Bachelor of General Studies (B.G.S.) ......................... 17
Bachelor of Applied Science (B.A.S.) ......................... 18
Bachelor of Science in Interdisciplinary Studies (B.S.I.S.) 18
Bachelor of Science in Professional Studies (B.S.P.S.) ... 18
Special Credit-Earning Options ................................. 19
The Honors College – Midway Scholars Program (for Transfer Students) & Honors-in-Discipline Program .................. 19
Undergraduate Research & Creative Activity Experiences 20

Number 5: Special Topics
General Education Requirements at ETSU ................. 21
Time Management ................................................... 21
Hints on Buying Books ............................................ 21
Parking & Commuter Services .................................. 22
Computer Labs ...................................................... 22
Counseling Center .................................................. 23
Advisement Resources Career Center (ARC) .............. 23
Career and Internship Services ................................. 24
Writing and Communication Center ......................... 24
Math Lab ............................................................... 25
Office of Trio Programs ......................................... 25
Veterans Affairs ..................................................... 25
Student Health Services .......................................... 25
On-Campus Housing .............................................. 26
Childcare Services ................................................ 26
Student Life ........................................................... 27
The Center for Physical Activity, SORC, Buctainment, Volunteer ETSU, The CELL, Service-Learning Program, The NET

Number 6: Academic Advising
What is Academic Advising at ETSU? ....................... 29
Who Should See an Advisor? .................................. 29
How Can An Advisor Be Assigned (or Changed)? .... 29
Academic Advising Rights and Responsibilities .......... 29
Student Rights and Responsibilities ....................... 29
Advisor Rights and Responsibilities ......................... 30
How Can I Get the Most Out of My Academic Advising Appointment? ................................................. 30
Tips for Meeting Your Advisor ................................ 30
What Does It Mean to Select a Major? ....................... 31
What Does It Mean to Change a Major? ..................... 31
What is the University Advisement Center? ............... 31
Registration ........................................................... 31
Goldlink .............................................................. 31
Access to Goldlink .................................................. 31
What If I Cannot Get the Schedule I Want? ................. 31
How Do I Receive My Grades? ............................... 31

Number 7:
ETSU Degrees by College & Major ......................... 32

Number 8:
Academic Advisors Contact List ............................... 34

Number 9:
University Terms .................................................. 41

Number 10: Final Tips
You Can Do It - They Did! ....................................... 44
Some Final Words ................................................. 44
ETSU Map .......................................................... 44

Ten Things You Should Know to Succeed at ETSU
Number 1:  
Introductory Topics

The adult, the commuter and the transfer student each enters ETSU with his/her own unique challenges and needs. This manual and the ACTS Office are all about helping these student populations meet the challenges and succeed. You are not alone. There are thousands of others just like you...they did it and so can you!

There are different dynamics for first-time adult students. Perhaps you have some of these major concerns about attending college as an adult student: finances, performing well academically, fitting in well with the younger student population, managing time, or concern over the effects that returning to school will have on your family. These issues must be considered as well as any other concerns specific to your own situation.

Be optimistic! All evidence indicates that adult students tend to achieve high levels of success in college. This is true both nationally and here at ETSU.

The adult student population at ETSU is diverse, ranging in age from 23 to 70+. These students made the decision to start or return to college for a wide variety of reasons. Many are in school to improve their status in life. They are preparing for a first career, changing careers, or are advancing in their present career. Some have a newfound maturity and determination to succeed after having experienced failures during earlier years. Others come simply for personal growth and fulfillment. Most would have returned earlier, but were unable due to other responsibilities. Regardless of their reasons, the majority of adult students are in college because it is something they really want to do.

Similarly adult students, the number and diversity of students who transfer to ETSU from other institutions is likewise well established. This population of students have numerous motivations behind transferring to ETSU. Some transfer students complete an Associate degree and transfer to ETSU to pursue a Baccalaureate (bachelor’s) or higher degree. Some earn credits while home on summer break and would like to transfer those credits back to ETSU. While others began their original bachelor’s degree at a different university, and are now wanting to complete that degree at ETSU. Several times a year various ETSU faculty, staff and student affairs professionals travel to community colleges in our immediate area to answer questions and provide information to potential students. Each year, the office of Adult, Commuter and Transfer Services (ACTS) coordinates these efforts in an ongoing attempt to make the transfer process as smooth as possible for students wishing to attend ETSU. These “ETSU Days” provide potential ETSU students with not only information, but also access to the higher education professionals and faculty members who can guide them through the transfer process.

In addition, more ETSU students commute to campus than live on campus. Many commuter students travel great distances each day to attend class. Commuting students have special concerns that must be addressed. Where do I park? What is the difference between gold and blue parking spaces? Where can I get my parking decal? Is carpooling an option, and, if so, where do we park? How do I know if classes are canceled due to inclement weather? Even questions of where to eat or study can be a source of anxiety to commuting students. ACTS can help the commuter student in addressing these concerns.

Likewise, as we all know, there is more to being a college student than attending classes and completing coursework. Driving to and from campus does not have to mean that commuting students miss the “university experience” or extracurricular activities offered on campus. There are many programs offered to commuter students by the university that serve to enhance their collegiate experience: joining a student organization such as The NET (ACTS’s Leadership Network), attending a sporting event, making time to experience a student-produced play or concert.

Adult, Commuter and Transfer Services can assist you, whether you are an adult, commuter, or transfer student, in making a smooth transition into your college career at ETSU. It's a balancing act in knowing how to juggle classes, maintain good grades, experience opportunities sponsored by the university, and using precious time wisely. Knowing how the university setting operates gives you the knowledge you need to navigate through this process. Such knowledge will help you to avoid costly mistakes, and in turn, make your college experience a more empowering one.

Other sources of valuable information that every student should obtain and with which s/he should become very familiar include: Undergraduate Catalog (particularly the one published for the academic year you enter ETSU), Spectrum - ETSU Student Handbook (found in back of the ETSU telephone directory), Schedule of Classes Bulletin (published each semester and available online), and “Commuting Student Services” manual (an ACTS publication). Each of these publications is available in the office of Adult, Commuter and Transfer Services, second level, D.P. Culp University Center inside the ARC.

We invite you to come to ETSU and join us!
Are You Ready to Succeed at ETSU?
Questions to Consider When Thinking of Starting,
Returning or Transferring to ETSU

The ease with which one makes student transitions is usually dependent upon how thoroughly that person has prepared. The following questions will help identify factors that will affect your university transition and assist you in making the best decision for you.

1. Why am I thinking of starting/transferring/returning to ETSU? What are my goals and what do I hope to gain?
2. Will my family support my decision? Can I depend upon them to offer me the assistance, patience and understanding that I will need?
3. Can I juggle my already busy schedule to include classes, homework, and study time? What can I do more efficiently? What can I eliminate?
4. What are my financial obligations and resources? Will I resent any necessary sacrifices? Can I really afford to go back to school? Will financial aid transfer? Am I eligible for any scholarships?
5. What are my options for childcare? Am I comfortable with the alternatives?
6. Am I academically strong enough? Do I need to take supplementary courses or brush up on my study skills before I return to school full time?
7. How will my transition to ETSU affect my work or home responsibilities? Can I combine work and study without feeling frustrated or overburdened?
8. What degree do I want to pursue? Do I want to be a full-time or part-time student? Is a day class or an evening class program better? Am I comfortable enough with technology to take an online course?
9. Is my desire to earn an upper-level degree strong enough to make the necessary sacrifices to reach my goal, or am I satisfied right where I am? Which decision is best for me, as well as for those who depend upon me?

You may find the information needed to answer some of these questions in this manual. ETSU contacts are listed who can guide you in finding some of your answers. We want to help you. Call (423) 439-5641 or e-mail us at acts@etsu.edu. We aim to help you discover, just as many ETSU students before you have realized, that, indeed, YOU CAN DO IT!
Adult, Commuter and Transfer Services

Adult, Commuter and Transfer Services (ACTS) is one of the best places to get started once you’ve made the decision to enter ETSU. This center provides a variety of academic and student support services designed to ease the transition of adult, re-entry, transfer and commuting students into the university setting. If you have questions or concerns regarding any aspect of this process, take advantage of the friendly, personal attention offered by both the professional and student staff of ACTS. Visit the ACTS Office in person on the second floor of the D.P. Culp University Center inside the ARC or call us at (423) 439-5641 for more information on the following:

Orientation
These opening sessions, geared specifically to Adult and Transfer concerns, help students begin the registration process. Following this orientation you will have your class schedule, your school I.D. card and an extensive set of ETSU catalogs, schedules and information.

Email Mentoring
During your first semester at ETSU, you can receive “been there, done that” support and advice from experienced ETSU students on, among other things, adjusting to university life.

Childcare Information
ACTS maintains a close affiliation with Little Bucs, the student childcare facility. ACTS also keeps a comprehensive list of daycare centers in surrounding counties (including information on accessing low income daycare opportunities).

Commuter Services
ACTS is the Commuting Student Service Center. We administer carpool parking applications (priority parking in reserved lots for students who carpool), keep a battery pack and air compressor on hand for loan to students with dead batteries or flat tires, as well as have copies of local bus routes and schedules. Come by our office today to pick up maps, find answers to your commuter questions, and get a copy of “Commuting Student Services” manual, our handy guide for commuting students.

Off-Campus Housing
As part of our commuter services, ACTS maintains an up-to-date web site of local rental properties that includes apartments, duplexes, townhouses, houses, rooms, mobile homes, and condos. You can pick up a hard copy of the listings at the office, or access the listings via the web at www.etsu.edu/students/acts/off_campus_housing.htm.

Transfer Services
ACTS can assist those students transferring to ETSU by helping them to determine where they are in the transfer process. Are my transcripts here? What else do I need to do? Which of my credits transferred and what ETSU courses did they substitute? What activities can I get involved in at ETSU? These are all questions that can and will be answered after visiting the ACTS office. In addition, the ACTS staff frequently visits local colleges, providing students who are contemplating a move from their college to East Tennessee State University with information and guidance. If a visit to ETSU and the ACTS office is difficult, prospective students can visit our helpful “Transfer Guide” on the web. Simply go to the ETSU home page at www.etsu.edu and type in “Transfer Guide” in the “Search ETSU” window. Once transfer students are admitted to the university, ACTS also sends a postcard referring to the “Transfer Guide” to serve as a source of information and direction during the time between admission and the first day of class.

Information Library
ACTS provides information on academic programs, student services, ETSU telephone directories, catalogs, scholarships, special testing, financial aid and much, much more. We are a comprehensive wealth of information for all adult, commuter and transfer students!
Ten Things You Should Know to Succeed at ETSU

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

   NEW STUDENTS take your first step here

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

3. COMPLETE COMPASS EXAM
   - If required (see next page for information)

4. ATTEND ORIENTATION
   - New Freshmen
   - New Transfers
   - Graduate Students

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

6. REGISTER FOR CLASSES
   - Everyone
   - Graduate assistants & tuition scholars must have at least 9 graduate hours

7. OBTAIN ID CARD
   - All students after registration

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

9. GET PARKING STICKER AND BUY BOOKS
   - Everyone

10. GO TO CLASS
    - Everyone

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

ETSU STEPS FOR A SMART START

> Indicates who needs to take this step
Check Sheet

1  ADMISSIONS
106 Dossett Hall, (423) 439-4213

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

First-time Transfer Students: Complete the undergraduate application for admission. Request official transcripts from high school and all colleges attended. Pay $15.00 application fee. Consult catalog for deadlines.

Readmit Students: Complete readmissions update form and provide transcripts from any colleges attended since last ETSU enrollment.

Undergraduate Special Students: Examples: 1) High school student seeking college coursework; 2) Visiting student from another college; 3) Degree holder seeking additional undergraduate courses. Complete application forms and consult the Office of Admissions for additional requirements. Pay $15.00 application fee.

Second Bachelor's Degree Applicants: Complete application for second degree. Provide official transcripts if not ETSU graduate. Pay $15.00 fee if not former ETSU student.

Graduate Students: Complete graduate application packet and pay $25 application fee.

2  FINANCIAL AID, SCHOLARSHIPS, HOUSING, MEAL PLANS
Office of Financial Aid
105 Dossett Hall, (423) 439-4300

✔ Complete the FAFSA at www.fafsa.ed.gov as soon as possible after January 1 using accurate tax information.

✔ Check your SAR (Student Aid Report) for accuracy. Read all comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.

✔ If you were selected for verification, contact the ETSU Office of Financial Aid for further instructions or assistance.

✔ Receive, review, sign, and return financial aid award letter by the due date to the ETSU Office of Financial Aid.

✔ If you accepted the Perkins Loan for the first time, complete, sign, and return the Master Promissory Note (MPN) and the Borrower’s Information sheet to the ETSU Office of the Comptroller. Complete Perkins entrance loan counseling online at www.mapping-your-future.org.

✔ If you accepted the Stafford Loan, complete the Stafford Lender selection form and return it to the ETSU Office of Financial Aid. If you are a first time borrower with Stafford, complete Stafford loan counseling online at www.mapping-your-future.org and complete the MPN with your lender. If your parents are requesting a PLUS Loan, they must complete the PLUS pre-approval process online or via phone and sign the PLUS MPN with their lender.

✔ If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at www.etsu.edu/finaid/jobsads

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

✔ Contact the ETSU Office of Financial Aid if you have questions.

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

✔ International GA/TS recipients must take the OPI.

✔ Review GA/TS availability at www.etsu.edu/gradstud/gasch

SCHOLARSHIPS
Welcome Center, Culp Center, (423) 439-7094

The Scholarship Office provides information to students concerning ETSU scholarships and external scholarships. Most scholarship deadlines are early in the spring semester. You can review ETSU scholarships at www.etsu.edu/Scholarships

HOUSING
Dept. of Housing & Residence Life
108 Dossett Hall, (423) 439-4446,
email: Housing@etsu.edu or
Web: www.etsu.edu/students/housing/housing

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

MEAL PLANS DINING LOCATIONS
Aramark Dining Services, Culp Center, (423) 439-4389

Students may apply for the Resident Advantage Plan through the Housing Office or other food plans through Aramark. Meal plans are optional.

3  COMPASS EXAM
University Advisement Center, ARC,
2nd Level of Culp, (423) 439-5244

The COMPASS test is required of students who are admitted to ETSU who have not taken the ACT/SAT or students submitting ACT/SAT scores that are over three
years old. Transfer students without college-level English or Math will also be required to test in the corresponding area. Students with high school deficiencies are also required to test COMPASS in the area of deficiency. The three portions of COMPASS are Writing, Reading, and Math. Students may have to take all or part of the test depending on their particular circumstance. To arrange to take the COMPASS test, call the University Testing Center at (423) 439-7842.

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

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

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

5 ADVISEMENT
Office of Undergraduate Student Advisement
ARC, Culp Center, (423) 439-8557

All students who entered with less than 60 credits are required to meet with an advisor prior to registration. First-time transfer students are required to meet with an advisor prior to registration for the first and second term of enrollment. Some colleges and departments may have additional advisement requirements. Consult with your academic advisor to determine your requirement. All students should confer with the advisor regularly.

Graduate students: Confer with graduate coordinator prior to enrolling every semester.

ADULT, COMMUTER AND TRANSFER SERVICES
(ACTS) located in ARC, Culp Center, (423) 439-5641

For help in putting all the pieces together, ACTS is the place to get your questions answered. We provide academic and student support services designed especially for adult students, commuter students and transfer students.

6 REGISTRATION
102 Dossett Hall, (423) 439-4230

New freshmen and new transfer students must register at or after attending a new student orientation. The schedule of classes offered is available online about a month before registration and the printed schedule book is available about 10 days before registration begins. An assigned registration appointment day and time will be placed in your campus post office box about a week prior to registration. Registration is available using GoldLink at https://goldlink.etsu.edu. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dossett Hall. GA/TS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full-time students.

7 ID CARD - ID Services
Culp Center, (423) 439-8316

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

8 CONFIRM REGISTRATION and PAY FEES
OR PAY FEES - Office of Comptroller,
202 Dossett Hall, (423) 439-4212

✓ Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, ECheck).
✓ To pay online click GoldLink from the ETSU web page at www.etsu.edu. You must use VISA, MasterCard, or an ECheck payment and have the student PIN.
✓ All students MUST confirm registration by the fee payment deadline. You may do this through GoldLink (https://goldlink.etsu.edu) or by calling the Comptroller at (423) 439-4212. Paying your full balance before the fee payment deadline will automatically confirm your registration.
✓ To pay by mail, enclose check and mail to Office of Comptroller, Box 70719, Johnson City, TN 37614. Please mail in time to be received in the Comptroller's Office before the payment deadline.
✓ To pay in person, assistance will be given by a cashier in the Comptroller's Office.
✓ Bills for tuition and fees will not be mailed to students who register for classes. You may visit GoldLink at https://goldlink.etsu.edu and log in to Student Services to view account.
✓ Confirm GA/TS contract by calling (423) 439-6146. GA/TS recipients must pay miscellaneous fees.
PARKING STICKER and BOOKS
Office of the Comptroller, 202 Dossett Hall, (423) 439-4212

Parking Permits: All students (including part-time) who intend to park a motor vehicle (including mopeds, motor scooters, or motorcycles) on the main campus, ETSU at Kingsport, or Nave Center, MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT. A parking permit must be secured through the Comptroller’s Office. Parking permit fees are included in the campus access fee for students. All visitors are requested to stop at the Department of Public Safety to obtain a visitor’s parking permit at no charge. Additional details are available at 439-5650.

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

Texts may be purchased beginning as early as a couple of weeks prior to the beginning of each semester. Shopping prior to the first day of classes can be beneficial in that you may avoid long lines and have access to the greatest selection of books.

The simplest, quickest, and most efficient way to buy your books is to come to either location with a printed copy of your schedule showing Department, Course Number, and Section Number. Our friendly, knowledgeable, and helpful staff can assist you in finding the correct materials in just minutes.

You may pay with cash, checks, all major credit cards, or with your BUC Card (currently only at the Culp Center location).

GO TO CLASS

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

Revised 10/2/07
Number 2:

Admissions Topics

Undergraduate Admissions Procedures

Freshman - No previous college work
1. Applications for admission and other necessary forms may be obtained from the Adult, Commuter and Transfer Services or write for an application to: Office of Admissions, ETSU, Box 70731, Johnson City, TN 37614 (or call 439-4213). A fee of $15 is required to process an application for new students. Students may apply electronically through the ETSU web site: www.etsu.edu.
2. An official high school transcript should be mailed to the ETSU Office of Admissions using the High School Transcript Request form contained in your admissions application. Applicants 18 years of age or older, who are not high school graduates, must qualify for admission on the basis of scores presented on the General Education Development Tests (GED) of the American Council on Education. Consult the catalog for GED score requirements.
3. Accepted students will be notified if required to take the Compass before registering for classes, to determine if developmental courses are necessary in certain key areas. The Compass Test can be taken at ETSU’s Testing Center and is offered at no charge for your convenience. Early applicants may also receive notice about the Freshman Core Exam, which is taken by all new ETSU students during their first semester. More information about these tests is contained in following sections.

Transfer Admissions Procedures

A great place to start if you are interested in transferring to ETSU is the ETSU Office of Articulated Programs' online “Transfer Guide” (http://www.etsu.edu/admissions/transfer/index.jsp). It has information on transfer policies and requirements, articulation agreements, advanced standing credit, university course equivalencies, and much more!

Transfer Student Application Process
1. Transfer students may apply by:
   • Completing and returning the undergraduate paper-based or electronic application (found at the ETSU Admissions Web site http://www.etsu.edu/admissions/), along with the $15.00 application fee.
   • Requesting that an official transcript from every college you have previously attended and an official high school transcript (not needed if you graduated before 1989) be forwarded to the Office of Admissions, ETSU, Box 70731, Johnson City, TN 37614-1710; phone (423) 439-4213 or (800) 462-3878. Make sure transcripts sent from an institution you are currently attending is requested to be sent following the end of your current semester and includes final grades for that semester.
   • An academic transcript evaluation will be made only after the application for admission and all official academic transcripts have been received.
   • Applications and credentials must be submitted by August 15th for the Fall semester and December 15th for the Spring semester admission.

Transfer Student Financial Aid
If you will be applying for financial aid at ETSU, you are responsible for:
1. Including ETSU in your FAFSA (the ETSU code is 003487).
2. If you are a recipient of TSAC or Lottery Scholarship, you must contact TSAC to change the school information to ETSU (www.CollegePaysTN.com, click the Students and Parents and click Change of Institution Request Form. Follow their instruction.)
3. Completing the mid-year transfer form with the Office of Financial Aid at ETSU whether you did or did not attend another school the prior semester.
4. Contacting your previous school to cancel any aid scheduled for the semester you are transferring.
5. If you were selected for verification at the previous school, you must complete the same verification process with ETSU.

Articulation (Transfer) Agreements
Transfer/articulation agreements lead to the awarding of the associate degree by the two-year institution and the baccalaureate degree by East Tennessee State University. You must satisfy all academic regulations of the major, degree, college/school and university standards (such as grade point average and retention requirements). The transfer agreement outlines which courses to take at your community college to complete the hours required for the associate degree, and which ETSU courses to take after transfer to complete the bachelor’s degree in your major. The intent of the agreement is to encourage you to complete the associate degree prior to transfer to ETSU. Students completing the associate degree under the terms of the articulation agreement will enter ETSU at
junior status. Two-year institution credit indicated in the articulated program will be accepted in transfer without evaluation on a course-by-course basis (unless otherwise noted). ETSU has transfer agreements with 15 junior and community colleges in Tennessee, Southwest Virginia, and Western Carolina. Contact Transfer Articulation at (423) 439-4723 for more information.

**Advanced Standing Credit**

Under some circumstances, ETSU can accept credit from the following sources as a means of potentially being placed out of certain required or developmental coursework:

- **Transfer Credits**
- **Advanced Placement Credit**
- **College Level Examination Program (CLEP) Testing**
- **Credit for Serving in the Armed Forces**
- **Departmental Course Challenge Exams**
- **International Baccalaureate Program**
- **Excelsior College Examination (extremely limited)**
- **Credit for Experiential Learning**

Contact the Office of Admissions (423) 439-4213, ACTS (423) 439-5641 or Articulated Programs (423) 439-4723 for more information on transferring to ETSU!

**Graduate School Admission Procedures**

**Domestic Student Admissions Procedures**

Application for admission to certificate or master’s programs in the School of Graduate Studies at ETSU is open to anyone with a bachelor’s degree and a 2.5 GPA (on a 4.0 scale) from a regionally accredited college or university. Please refer to the Graduate Catalog http://www.etsu.edu/reg/ to obtain the specific requirements for post-master’s and doctoral programs, as well as specific program admissions criteria. Additional information is available at www.etsu.edu/gradstud/gradad/dome.asp.

Paper admissions materials and other forms are available from the School of Graduate Studies, Box 70720, Johnson City, TN 37614; phone (423) 439-4221. Preferred admissions deadlines are June 1 for Fall Semester, November 1 for Spring Semester, and March 15 for Summer Semester.

The following application materials must be submitted for certificate or degree-seeking graduate students*:

1. A completed application form.
2. A non-refundable $25.00 application fee.
3. A personal essay.
4. One official transcript of all undergraduate and graduate credits (not required for ETSU credits and degrees, which will be verified electronically).
5. A residency inquiry form, if claiming Tennessee residency.
6. If the GRE or GMAT is required by your selected program, you must request that the Educational Testing Service send your scores to the ETSU School of Graduate Studies. Those seeking graduate degrees in Business Administration take the GMAT in lieu of the GRE. Applications for the GRE and GMAT are available from the University Testing Center, 428 Warf-Pickel Hall (439-7842), in Adult, Commuter and Transfer Services office (439-5641), D.P. Culp University Center and the School of Graduate Studies, 309 Dossett Hall (439-4221).

The following application materials must be submitted for non-degree seeking students:

1. A complete non-degree application form.
2. A $25.00 non-refundable application fee.
3. A residency inquiry form, if claiming Tennessee residency.
4. An official transcript verifying a bachelor’s degree, submitted no later than the end of the first term of enrollment (not required for ETSU credits and degrees, which will be verified electronically).

*International students have specialized admission requirements, which can be found in the Graduate Catalog.

**Special Undergraduate Admissions Concerns**

Contact the Office of Admissions, Room 106, Dossett Hall (423) 439-4213 or (800) 462-3878

If you have questions or concerns regarding any of the following, please contact the Office of Admissions:

- Special Student (not seeking a degree) Admissions
- International Student Admissions
- Advanced Standing
- Determination of In-state or Out-of-state Status
- ACTS Campus Tours and Highlights

**ACTS Kickoff**

Following the ETSU Orientations in August and January, the ACTS Office conducts their semi-annual “Kickoff.” At this pre-semester program, new ETSU students get a chance to calm those last-minute jitters by attending computer and library workshops, meeting other incoming students, taking a tour of their individual class locations, and asking any remaining questions they may have. All of this takes place in a single afternoon. For further information about the ACTS Kickoff, call (423) 439-5641.

**Undergraduate New Student Orientations**

Once you have been admitted, you will attend one of the new student orientation sessions. At this orientation you can accomplish anything else necessary in becoming prepared for your classes and the university experience.
Any newly admitted ETSU student living within a 250-mile radius of the campus is required to attend Orientation. During Orientation, professional staff will guide you through academic advising, class selection and registration, you can pay your fees (optional), buy books, and even get an ID card made. You will also have the opportunity to meet with experienced adult students who ‘know the ropes’ and can provide insights on how to succeed in the academic world and how to get the most out of your college experience.

For students entering in fall semester, there are typically several sessions from which to choose. For spring semester entrants, you have two orientation sessions from which to choose. Those students starting in the summer have the availability of only one orientation session. For information and orientation dates, call the Office of Student Affairs at (423) 439-4210.

Graduate Orientation

Graduate students are oriented in the fall of each year, approximately one week prior to the beginning of classes. Both new and returning graduate students are invited to attend this half-day conference. For information on the graduate student Orientation call (423) 439-6146.

Developmental Studies Program

The Developmental Studies Program (DSP) offers a variety of courses designed to strengthen academic skills in math, writing, reading, and learning strategies. Courses are taught in several departments. Academic advising plays a key role in the program.

Assessment and Placement – Valid ACT or SAT (scores less than three years old) will be used to determine whether students will be placed in DSP courses. If the ACT sub scores (comparable SAT is 460) in English, Reading, and Math are less than 19, placement will be made in required DSP courses. For students 21 years of age or older who do not have valid ACT or SAT scores, the COMPASS is required. COMPASS is the computerized instrument used to determine placement into developmental classes when a student is not submitting ACT or SAT scores.

Transfer Students – are required to test the appropriate areas of COMPASS if they are transferring to ETSU without college-level Math or English. The Reading test may also be required. Students with high school unit deficiencies may also be required to take the COMPASS test.

Placement Challenge – Placement results can be challenged by taking the COMPASS test prior to the start of classes. A $20 non-refundable fee will be charged for challenge testing. Students who have previously enrolled in a course and failed to complete the course may not challenge Developmental Studies Program placement.

Credit Hour Computation – Credit hours earned in DSP courses are in addition to the minimum number of hours required for graduation for any degree program. Credit hours and grade points earned in these courses are used in the computation of a student’s overall grade point average (GPA), but are not computed for honors recognition or for meeting requirements for graduation.

Drop and Completion Policy – DSP courses cannot be dropped without permission from the University Advisement Center. Students must complete each DSP course in which they have been placed with a minimal grade of “C”.

COMPASS Testing – To schedule to take the COMPASS test, contact the University Testing Center at (423) 439-7842 or register online at www.etsu.edu/academicaffairs/testingcenter/webtestingcenter/ (Click on Register and then Register NOW). Students are required to bring a valid photo ID. The COMPASS test is a computerized test and is not timed.

Advisement – Academic counselors in the University Advisement Center provide academic advisement as well as career and personal counseling for students enrolled in DSP courses. Students who require only DSP math courses are advised in their major department.

For additional information about the Developmental Studies Program, contact the University Advisement Center at 423-439-5244. The office is located in the ARC, on the 2nd level of the D.P. Culp University Center.
Number 3:
Financial Topics

Understanding Financial Aid

Many sources of financial aid are available for students attending ETSU. Students are encouraged to apply early for consideration. Types of aid include scholarships, employer assistance programs, state and federal grants, loans, work-study programs, and other employment programs. Students must generally be registered for at least half time (six credit hours per semester). Limited funding may be available for less than half-time enrollment. Regular class attendance is required to receive funds.

Scholarships:

Many scholarships are available at ETSU. The scholarships are listed and an application form is available online at www.etsu.edu/scholarships. Apply early, the scholarship deadline is March 1 of each year. Look into/apply for the ETSU Re-entry Student Scholarship, and the Nontraditional Student Scholarship. Students with a strong academic record should consider applying for the Academic Performance Scholarship. This program comes with a student work requirement.

Students are encouraged to seek assistance from local community organizations and to participate in electronic scholarship searches. One electronic scholarship search engine is available at: http://www.fastweb.com/.

Tennessee Education Lottery Scholarships:

Some students will be eligible for a Tennessee Education Lottery Scholarship (Hope Scholarship) immediately upon high school graduation based on ACT/SAT scores or high school GPA. Some non-traditional students may also be eligible for a Hope Scholarship depending upon at what age they first start college, their financial need and how they perform academically during their first 24 hours of college work.

All students who wish to be considered for a Hope Scholarship must submit a Free Application for Federal Student Aid (FAFSA) by September 1 for fall term or by February 1 for spring and summer terms. For more information on the TELS program, visit the Tennessee Student Assistance Corporation web site at www.collegepaystn.com. For information on renewal criteria, please visit the scholarship office web site at www.etsu.edu/scholarships.

Employer assistance programs

Several area employers offer tuition assistance to enable their employees (or their dependents) to attend ETSU. Most state employees may apply for assistance under the Public Higher Education Fee Waiver Program. Employees should contact their Personnel or Human Resources Office to learn more about these programs and application procedures.

State and Federal Grants, Loans, and Work-Study

Grant, loan, and work-study programs may be a source of funding for students demonstrating financial need as determined by the Free Application for Federal Student Aid (FAFSA). Information is available at: www.fafsa.ed.gov. Students must complete the FAFSA every year as soon as possible after January 1st, using accurate income information from the prior year. April 15th is the ETSU priority date for filing the FAFSA to have aid ready for the following fall term. If you think you may be eligible for federal aid, submit the application as your aid can still be awarded after the semester begins. However, you must make arrangements for paying your fees whether or not you eventually receive aid. Tennessee residents should look at possible sources of assistance at: www.collegepaystn.com.

Short-term University loans

The Short-Term University Loan has limited funds to assist students when the student will have an alternative source of payment for tuition and fees soon after the semester starts. This loan is available only ONCE during the student’s ACADEMIC CAREER. The Student Government Association (SGA) Emergency Loan can be used to help students meet unexpected or emergency needs. There is a MAXIMUM of ONE SGA loan per ACADEMIC YEAR. The SGA Loan is for a maximum of $250. Application for both programs should be made in the Office of Financial Aid.

Employment

Information about full-time permanent positions at the university is available at the Human Resources Office, 307 Burgin Dossett Hall. Students may receive assistance in locating employment off campus at the Office of Career and Internship Services, ARC, D.P. Culp University Center.

ETSU offers Regular Student Work (RSW) - for this work program a student does not have to be eligible for Financial Aid, however, these student positions are fewer in number than the Federal Work Study (FWS) program. In order to be hired for FWS positions, students must meet eligibility requirements based upon information submitted on the FAFSA - the Free Application for Federal Student Aid. For both work programs, the student is paid twice a month according to the hours worked.

Federal Work Study, Regular Work Study, and Academic Performance Scholarship jobs are advertised on the ETSU Financial Aid web site, www.etsu.edu/finaid. Click on the student work positions icon and select the appropriate work program category. All jobs require the student to contact the listed supervisor for an interview. For Federal Work Study and Academic Performance jobs, the student must
first receive an award letter from the Office of Financial Aid to verify eligibility. Before beginning to work in any job, the student must complete all required forms with the hiring department, including a W-4 and I-9. Remember that a valid social security card is necessary to complete payroll documentation. Before the student begins to work, the departmental supervisor must verify processing of the necessary forms by confirming the student's record on the Timekeeping Record System or by contacting the student employment coordinator in the Office of Financial Aid.

Graduate School Assistantships and Tuition Scholarships

Application Process – Students who wish to be considered for a graduate assistantship or tuition scholarship should indicate in the appropriate place on the degree application for admission to Graduate School. When the degree application is forwarded to the department or program the student's qualifications for an assistantship or tuition scholarship are reviewed as part of the admission process.

The Graduate Office posts information regarding graduate assistantship and tuition scholarship positions at: http://www.etsu.edu/gradstud/assistscholar.asp and vacancies at: http://www.etsu.edu/gradstud/Positions.asp.

Graduate Assistantships – Graduate students admitted to the School of Graduate Studies and accepted into a graduate degree program may hold an assistantship. Graduate students admitted conditionally to a degree program may hold an assistantship for no more than one semester. Once the assistantship is awarded, the student must maintain a minimum cumulative 3.0 grade point average to remain eligible for the assistantship support. Graduate assistant recipients are required to register for a minimum of nine (9) graduate credit hours per term during the fall and spring semesters. The required nine graduate credit hours must be maintained the entire semester. Tuition scholarship recipients are required to register for a minimum of nine (9) graduate credit hours per term during the fall and spring semesters. The required nine graduate credit hours must be maintained the entire semester. Tuition scholarship contracts are renewable, but must be consecutive. A tuition scholarship recipient has a service obligation of eight (8) hours per week, and graduate tuition scholarships cover out-of-state tuition or the in-state maintenance fee.

These steps streamline the financial aid application process for students.

FINANCIAL AID CHECK LIST

1. My parent and I applied for a Personal Identification Number (PIN) at www.pin.ed.gov.
2. I completed a Free Application for Federal Student Aid (FAFSA) using accurate tax information at www.fafsa.ed.gov or mailed the completed paper version and listed Title IV Code 003487 for ETSU.
3. For FAFSA Online filers: My parent and I reviewed, signed my FAFSA using our PINs, printed a copy of the confirmation number page and are keeping it for my records. I understand that if I entered my email address on the FAFSA, I will receive a copy of the Student Aid Report (SAR) by email. I have read any comments listed on the SAR.
4. For FAFSA paper filers: I made a copy of all pages to keep for my records, signed and mailed the application to the FAFSA processor. I understand that if I entered my email address on the FAFSA, no paper copy of the Student Aid Report (SAR) will be mailed to me. I must go to the FAFSA web site to print out a paper copy of my SAR, read the SAR comments listed, and keep it for my records.
5. For ALL filers: I have received my SAR, checked it for accuracy and read all comments.
6. If corrections are required, I asked the ETSU Office of Financial Aid to assist me.
7. If I was selected for Verification. I contacted the ETSU Office of Financial Aid for further instructions or assistance.
8. I have received, reviewed, signed and returned my financial aid award letter, by the due date, to the ETSU Office of Financial Aid.
9. If I accepted the Stafford Loan, I completed the Stafford Lender Selection Form and returned it with my award letter. If I am a first-time borrower, I completed a Master Promissory Note (MPN) with my lender. I completed Stafford entrance loan counseling online at http://www.mapping-your-future.org.
10. If I accepted the Perkins Loan for the first time, I completed, signed and returned the MPN and the Borrower's Information Sheet to the ETSU Office of Bursar Financial Services. I completed the Perkins entrance loan counseling online at http://www.mapping-your-future.org.
11. If my parents requested a PLUS Loan, they completed the PLUS pre-approval process online or via phone and signed the PLUS MPN with their lender.

12. If I qualified for Federal Work Study or Academic Performance Scholarship, I checked the job listings at www.etsu.edu/finaid/jobsads.

13. I notified the Office of Financial Aid of other scholarships, loans, or assistance that I received which were not listed on my award letter. I realize that I will be required to repay any financial aid funds received in error.

14. I notified the Office of Financial Aid at other schools where I applied for assistance that I will not attend.

15. I have confirmed my class schedule online at https://goldlink.etsu.edu or paid my fees to the Office of Bursar Financial Services by the deadline.

Contact the Office of Financial Aid with any questions.

**Important Financial Aid Dates**

EARLY application every year remains the most important action in securing funds to assist with financing the student’s education. The university recommends the following dates as guidelines:

- **January 1** – Complete FAFSA as soon as possible with accurate tax information.
- **February 15** – Priority date to apply for TSAA using the FAFSA form. Deadline for new freshmen to apply for APS.
- **March 1** – Deadline to apply for ETSU Scholarships. Deadline to have FAFSA processed for TSAA.
- **April 15** – Priority date to have aid ready for Fall term.
- **May 15** – Deadline to apply for APS for new transfers.
- **November 15** – Priority date to have aid ready for Spring term.

**HELPFUL REFERENCES**

- FAFSA: www.fafsa.ed.gov
- USDE PIN: www.pin.ed.gov
- TN Lottery Scholarship Information: www.collegepaystn.com 1-800-342-1663
- Free Scholarship Search: www.fastweb.com
- The Smart Student Guide to Financial Aid: www.finaid.org
- Entrance and Exit Loan Counseling: www.mapping-your-future.org
- National Student Loan Data System: www.nslds.ed.gov
Number 4:  
Enrollment Topics

Enrollment Options

Full-time
Full-time students are expected to register for a minimum of twelve (12) semester hours. Any student is able to take up to but no more than nineteen (19) hours per semester. The individual may exceed 19 hours per semester only via approval for an “overload.” An average full-time course load is fifteen (15) hours.

Part-time
A student who is attending ETSU part time is any individual taking fewer than twelve (12) hours in a single semester. Please note that to be eligible for most types of financial aid, a part-time student must be enrolled for at least six (6) semester hours.

Evening Classes
For students who have difficulty attending solely daytime classes, certain degree programs and departments offer the opportunity to attend evening classes. In many cases, students can complete entire degree programs, both graduate and undergraduate level, through attendance at evening classes.

Summer Sessions
A variety of courses and course formats are available through the summer session. Following the spring semester, a three-week term of nontraditional courses is scheduled. The courses offered during this term frequently involve travel and other unique learning modalities. Following the three-week term, two five-week terms, with regular day and evening classes and a large selection of workshops, are scheduled both on and off campus. Students may complete up to 17 semester credits during the summer.

Online Degree Programs
For those individuals who have life demands that make attending a classroom lecture impractical, ETSU offers four undergraduate on-line degree programs, two graduate online degree programs and two B.S. completion programs, along with an RN to BSN program. In addition, ETSU has joined with the Tennessee Board of Regents in offering Regents Online Degree Programs (RODP) at ETSU. These programs lead to undergraduate, graduate level, or teacher education degrees.

Degrees Offered at ETSU
For a complete list of the degrees offered at ETSU, please refer to section Number 7 later in this manual. The degrees are listed by the college and major in/under which they are offered.

Internet Courses and Programs
Over 100 courses each semester are taught online at ETSU. A list of the online courses being offered for the current semester can be found at http://online.etsu.edu/inetcourses.htm.

In addition to the individual online courses, ETSU supports six online degree programs, two B.S. completion programs, and two Graduate Certificate programs:
• B.S. in Interdisciplinary Studies
• B.S. in Professional Studies
• B.S. in Dental Hygiene
• B.S. Allied Health Leadership
• Master of Public Health
• M.S. in Allied Health
• B.S. completion program in Radiology
• B.S. completion program in Cardiopulmonary Science

ETSU now also offers an RN to BSN as an online program.

Students must meet a series of specific technical requirements in order to take online courses. Students must have:
• An active Internet connection with at least a 56K modem connection
• A monitor capable of at least 800 x 600 resolution
• At minimum a 5.0 browser (Internet Explorer or Netscape)
• Basic computer skills and the skills needed to navigate a course Web site
• Specific software applications
• In addition, ETSU has joined with the other TBR institutions in offering the Regents Online Degree Programs (RODP). The following RODP degrees and programs are offered through ETSU.

Undergraduate Degrees
• Bachelor of Science in Professional Studies with concentrations in Information Technology or Organizational Leadership
• Bachelor of Science in Interdisciplinary Studies

Graduate Degrees
• Master of Education
• Master of Science in Nursing
**Teacher Education Programs**
- Additional Endorsements
- Alternative I or II Licensure Programs
- Occupational Licensure Program

For more information on online courses, online course skill requirements, online degree programs or the RODP program, contact the Office of Distance Education at (423) 439-6809 or http://online.etsu.edu

**Auditing**
Auditing a course means taking a course but receiving no credit. Some students choose to audit a course, perhaps to satisfy a curiosity about a particular subject or to preview a particularly difficult one. The student may then enroll in the course at a later time and receive credit for their work, all the while benefiting from the advanced knowledge received during the audit. This can be an expensive and time-consuming option, since registration fees are the same for audit as for credit and regular attendance is required. However, a student can change enrollment status from audit to credit if done before the published “Last Day to Add a Course.” Also, audit enrollment will not be considered part of the 12-hour minimum required for a normal “full-time” load but will be counted in determining overloads. Persons auditing classes can be administratively dropped for unsatisfactory class attendance.

Persons suffering a disability which totally incapacitates them from employment and persons 60 years of age or older, who are living in Tennessee, may audit courses without payment of registration fees if space in the classroom is available. Arrangements should be made through the Office of Admissions, Room 106, Burgin Dossett Hall, 439-4213.

**Off-Campus Sites**

**ETSU at Kingsport**
Day, evening, and weekend classes, including lower division, upper division, and graduate courses, are offered each term at the ETSU at Kingsport campus in Kingsport, Tenn. Undergraduate offerings meet most of the freshman and sophomore degree requirements for most ETSU programs. Graduate evening courses are available in selected academic areas. Scholarships for full- and part-time students are available. Courses are taught by full-time ETSU faculty based at the center, faculty from the main campus in Johnson City, and adjunct instructors from the community. Career counseling, academic advising, and financial aid assistance are available. A variety of intramural and other student activities are also available.

Facilities on the 100-acre site include computer registration via GoldLink Online, bookstore, library, biology and chemistry labs, computer labs, and a gymnasium/weight room.

Office hours: Monday-Friday 7:30 a.m. - 7 p.m.
Phone: (423) 392-8000   •   Fax: (423) 392-8014
www.etsu.edu/kingsport

**ETSU at Bristol**
Day and evening classes, including lower division, upper division, and graduate courses, are offered each term at ETSU at Bristol, located at 1227 Volunteer Parkway, Executive Park Plaza. Undergraduate core courses plus selected courses from several undergraduate and graduate majors are available. Courses are taught by full-time faculty or adjunct instructors from the community. Academic advising is available by appointment and additional support services are provided at designated times each semester.

Student services and facilities include registration and fee payment, student financial aid information, student I.D.s and tutoring library with computer connections to main campus, a computer laboratory, four instructional television classrooms, and a Grand Hall for community events.

Students may pursue a Bachelor of General Studies (B.G.S.), Bachelor of Applied Science (B.A.S.), Bachelor of Science in Interdisciplinary Studies (B.S.I.S.) or take classes leading to majors in business, education, criminal justice, social work and engineering technology. Other master’s degrees include: Reading, Professional Communications, Early Childhood Education, Library Media, Classroom Technology, Mathematics, School Counseling, Physical Education and Master of Business Administration (M.B.A.). Additional graduate programs planned for the future include the MSW and Motorsport Event Management.

Office hours: Monday - Thursday 8 a.m. - 7 p.m.
Friday 8 a.m. - 4:30 p.m.
Phone: (423) 844-6300   •   Fax: (423) 844-6303
www.etsu.edu/Bristol

**ETSU at Greeneville**
Working cooperatively with Walters State Community College, ETSU still offers junior, senior and graduate-level courses to the residents of the Greeneville area each semester. Both day and evening courses are delivered through ETSU’s distance education and cohort programs.

Located in the Greeneville - Greene County Center for Higher Education, at 215 North College Street, this site represents and enhances access to opportunities for advanced education and lifelong learning. ETSU and Walters State have an articulation agreement in Greeneville that improves student transfer between the community college and the university.

Phone: (423) 392-8000
www.etsu.edu/greeneville

**Distance Education at ETSU**

**Distance Education Courses**
The Office of Distance Education offers live, interactive televised courses, prerecorded telecourses, video checkout courses, and Internet-based courses. Live, interactive courses are offered through ETSU’s interactive television systems and prerecorded telecourses through WSJK channel 2 and WKOP channel 15, East Tennessee’s public television stations. The live interactive courses are usually campus classes transmitted to off-campus locations at Bristol, Kingsport, Greeneville, and Pellissippi State.
Technical Community College, through either a microwave (ITFS), compressed digital video, or fiber optic distribution network. ITFS courses, which support one-way video and two-way audio between the campus classroom and off-campus locations, are transmitted to ETSU at Kingsport, ETSU at Bristol, and ETSU at Greeneville. The fiber optic network, a two-way audio and video system, links together classrooms in selected locations in Northeast Tennessee. East Tennessee State University utilizes this network to teach courses from the Johnson City campus to classrooms in Mountain City, Kingsport, Bristol, and Greeneville. Courses can also be taught from the off-campus location to the Johnson City campus. Compressed digital video, a two-way audio and video system is designed and used primarily for long distance interactive linkages between ETSU and other educational institutions to deliver or receive live courses or programs outside of our primary service area. Internet-based courses are offered through Internet access to the Distance Education server at http://online.etsu.edu. These courses are designed for asynchronous teaching and learning and allow access to some ETSU courses and support services for students who cannot meet a regular class schedule on campus or at one of ETSU’s off-campus centers. Students interested in taking Internet-based courses should talk with the instructor about the requirements of the course before enrolling.

All interactive television (ITV) systems allow the university to serve undergraduate and graduate students at off-campus locations while also integrating them into the regular campus classroom. Classroom facilitators meet with the students during class at all receive-site locations. All class meetings are videotaped and available to students online.

Each semester the university offers a few prerecorded telecourses through WSJK channel 2 and WKOP channel 15. A limited number of telecourses are also available through video checkout. For broadcast and video checkout, telecourses are intended for students who have past college experience and who can learn in a more independent fashion than is required in a regular class. Although telecourses eliminate the requirement to attend weekly in-class lectures, the other regular academic requirements remain, e.g., textbooks, tests, and research papers. Students are supervised by a regular faculty member and attend scheduled meetings during the semester. An orientation for each course is held at the beginning of the semester. See departmental schedule for date, time, and location.

Standard registration procedures should be followed for all distance education courses. See departmental listings for further information or call (423) 439-6809.

**Continuing Studies Programs**

**School of Continuing Studies**

P.O. Box 70353  
Phone: (423) 439-8300 http://www.etsu.edu/scs

The School of Continuing Studies is the academic unit responsible for the special needs of adult and nontraditional students. In addition to the Office of the Vice President for Public Service and Dean of Continuing Studies, there are several centers with special programs or services.

**Division of Cross-Disciplinary Studies**

The Division of Cross-Disciplinary Studies administers the Bachelor of General Studies, Bachelor of Applied Science, Bachelor of Science in Interdisciplinary Studies, Bachelor of Science in Professional Studies and the Master of Arts in Liberal Studies degrees. This Division also facilitates credit classes at sites other than Johnson City, Bristol, Greeneville, and Kingsport. Arrangements for off-campus courses can be made by calling Cross-Disciplinary Studies at (423) 439-4223. In order to serve the needs of organizations such as business/industry and school systems, courses are taught on-site at organizations when appropriate faculty are available. The courses can be existing classes, or course content can be tailored to meet the organization’s needs within the approved limits established by ETSU academic departments and faculty.

**Office of Professional Development**

The Office of Professional Development responds to the demand for specialized continuing education, lifelong learning opportunities, and training. This is accomplished through offering courses and activities throughout the region, while highly defined and technical programs allow the scope of this unit to extend beyond the region. This unit is a major source for seminars, workshops, conferences, non-credit courses, teleconferences, and customized training for the professional, cultural, industrial, educational, and business communities. In-house programs can be designed to fit the needs of private or public sector employers and professional organizations. Interaction with the community occurs on a daily, ongoing basis. Lifelong learning and serving the public are major goals. When applicable, Professional Development partners with other ETSU departments and offices to achieve these goals.

**Bachelor of General Studies (B.G.S.)**

P.O. Box 70659  •  Phone: (423) 439-4223

The School of Continuing Studies offers the Bachelor of General Studies (B.G.S.) to provide adult students an alternative to traditional degree programs. A learner-centered program, the B.G.S. allows students the opportunity to develop an individualized program of study specifically tailored to their learning needs. The program is intended for the mature student, generally 21 or older, who wishes to complete an undergraduate degree while still fulfilling employment and family responsibilities. Each student follows an Individual Learning Plan (ILP). This plan is a written summary developed by the student and B.G.S. advisor that incorporates the student’s previous college credits and lists the student’s remaining courses for graduation. The ILP takes into consideration ETSU general education and graduation requirements as well as students’ personal and professional goals. Recognizing that learning takes place in nonacademic settings, the School of Continuing Studies encourages B.G.S. students to pursue credit for college-level prior learning. Students may also earn credit through such programs as the College Level Examination Program (CLEP), departmental challenge exams, or submission of a prior learning portfolio evaluated by ETSU faculty. Due to the unique nature of this degree,
the School of Continuing Studies does not permit B.G.S. students to double major.

**Bachelor of Applied Science (B.A.S.)**

P.O. Box 70659
916 W. Maple St. • Phone: (423) 439-4223

The Bachelor of Applied Science (B.A.S.) degree is designed to offer students with Associate of Applied Science (A.A.S.) degrees in technical fields the opportunity to obtain a baccalaureate degree. The B.A.S. program enables students to utilize more of their A.A.S. hours than normally transfer to a four-year institution. Students with degrees in health-related areas where articulation agreements with ETSU already exist may not enroll in the program. The B.A.S. is an individualized program that allows students to design a program of study based around a 27-hour concentration that best meets their needs for professional development and career enhancement.

**Bachelor of Science in Interdisciplinary Studies (B.S.I.S.)**

A Regents Online Degree Program (RODP) at ETSU

P.O. Box 70659
916 W. Maple St. • Phone: (423) 439-4223

The web-based Bachelor of Science in Interdisciplinary Studies (B.S.I.S.) is part of the Tennessee Board of Regents Online Degree Program (RODP). It is designed especially to meet the needs of those students whose access to higher education has been limited. This population is generally comprised of returning adult students whose work, geographical restriction, family obligation, and/or other confinements have made attendance in traditional, on-campus courses difficult and unlikely. It is intended for adults who have completed an associate degree or, at minimum, some college credit. The B.S.I.S. is not designed for those who have previously earned another four-year degree. Students must complete a concentration in either information technology or organizational leadership. The information technology concentration provides students with knowledge of the management information systems field and prepares students to work in most information systems departments in business, industry or government. The organizational leadership concentration provides the students the opportunity to learn and develop skills in management and communication for work in various management areas. Students may obtain this degree totally through online courses or in a combination of traditional classroom and online courses.

**Master of Arts in Liberal Studies (M.A.L.S.)**

P.O. Box 70659
Phone: (423) 439-4223

The Master of Arts in Liberal Studies is an interdisciplinary program that offers students from a variety of backgrounds an alternative graduate education. Firmly grounded in the values of interdisciplinary learning, the M.A. degree allows students to design an individualized program of study in the Arts, Humanities, Sciences, Social Sciences, and related fields. Students may thus pursue study in such areas as Women’s Studies, Appalachian Studies, and African American Studies, fields where graduate courses exist, but not graduate degrees. M.A.L.S. students, except those who choose Archives Concentration (see below), complete a common core, then combine graduate courses from other academic departments with either a thesis or a special project to complete their programs of study.

**Master of Professional Studies (M.P.S.)**

P.O. Box 70659
Phone: (423) 439-4223

The Master of Professional Studies (M.P.S.) is an online interdisciplinary graduate degree program in the social sciences and the professions. The 33-hour M.P.S. program is designed for working adults who wish to pursue graduate professional studies that combine two or more disciplines. Because the M.P.S. students’ academic needs and interests are multidisciplinary, they generally are not served by traditional professional programs. The M.P.S. allows for the development of professionally oriented programs that respond to the dynamic needs of students working in or preparing for rapidly changing professional environments and expectations. In this program of interdisciplinary graduate studies, students make connections between various professional fields and traditional social science disciplines. For the purposes of the M.P.S. program, profession is defined broadly, not limiting profession to traditional areas such as law and medicine. Professionals who might be served by the MPS program include individuals working in commerce, information technology, mass media, government, social services, health care, and education. The M.P.S. is a Regents Online Degree Program (RODP) offered cooperatively by all Tennessee Board of Regents universities.
Special Credit-Earning Options Can Save You Time and Money

1. **CLEP (College Level Examination Program)**
   
   **Test:** ETSU, along with over 2,000 other colleges and universities, grants college credit based on performance on CLEP examinations. The heart of CLEP is a series of examinations that allow you to show your knowledge in a wide range of subject areas. The tests reward you for what you know, no matter how or where this information was learned-in school, on the job, or through reading, observation, and life experiences. There are four general exams and 32 specific subject exams to choose from. You can take the CLEP examinations at nearby Milligan College or Northeast State Technical College. If you earn an acceptable score you will receive credit (three hours in most cases) and a “pass” notation on your transcripts. For information on available subjects, test schedules and fees, contact Milligan College at 423-461-8415 (www.milligan.edu) or Northeast State Technical College at 423-323-0214, ext. 3214.

2. **Cooperative Education:** Cooperative Education provides an opportunity to earn academic credit in most disciplines for carefully planned and supervised work experience in business, industry, and government. Students alternate between periods of study on campus and work assignments with a cooperative employer. More information can be obtained from the Office of Career & Internship Services, 2nd level, D.P. Culp University Center, phone 439-5388.

3. **Course challenge:** Test out of a course you already have a background in by getting permission to take a departmental exam or, if the department agrees, by an equivalent project. If results are satisfactory, you are added to the class list of a particular course and receive a letter grade, but you don’t attend the class. There is a charge of $15 per credit hour to process this option. Again at ETSU you get a bargain: many other institutions charge a significant fee to process and enter any special option credits on your transcript.

4. **Military credit:** Any previous training received while in the military which is listed for college credit (amount and level of credit given in a volume determined by the American Council on Education) is accepted by the ETSU Office of Admissions, 439-4213.

The Honors College at ETSU

**Phone:** 423.439.6076

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

The mission of the Honors College at ETSU is to provide access to honors-distinctive academic, creative, and enrichment opportunities for a broad spectrum of qualified students and to provide recognition for undergraduate students who excel in distinct areas of academic achievement. The College promotes and supports ambitious academic goals for talented and motivated undergraduate students, as well as supports and sponsors activities, events, and programs designed to enhance the collective cultural and intellectual environment and foster a more global perspective within the university community. The Honors College offers more traditional honors programs, such as the Midway Scholars, University Honors Scholars, Honors-in-Discipline, and the Fine and Performing Arts Scholars programs, but also offers opportunities available to ALL undergraduates in National and International Exchange and Study Abroad programs (scholarship support) and in Undergraduate Research (research and travel grants).

**Midway Scholars Program (A special opportunity for TRANSFER students)**

The Midway Scholars Program is a specially designed program that recognizes exceptional students who wish to transfer to ETSU. If you have excelled at a different university or have graduated from a Tennessee Community College and wish to pursue an enriched honors opportunity at ETSU, the Midway Scholars Program was designed with you in mind. This scholarship program will direct you to an honors-enriched curriculum and support your goals for special Honors opportunities, Study Abroad, Exchange, or Undergraduate Research. The Midway Scholars Program is limited in size and admission is competitive. To be considered for admission, you must have a minimum GPA (cumulative) of 3.5 from your current institution and an associate degree OR at least 30 earned credit hours. Each Midway Scholar is awarded a scholarship that provides full tuition and fees for four semesters of study, a book allowance each semester, AND an opportunity to apply for a $2,500 award that may be used for studying abroad, summer support for research, or a fifth semester at ETSU. This program requires special application before your first semester at ETSU. For more information or to receive application instructions, visit the web site at www.etsu.edu/honors/university/midway/ or call (423) 439-6456.

**Honors-in-Discipline Programs**

Honors-in-Discipline (HID) programs are departmental or college honors programs that are administered by coordinators of specific disciplines. These programs are designed to provide you specially designed, in-depth, and hands-on experiences in your area of study. You can apply to these programs as a freshman or later in your career at ETSU. Each of the HID programs requires honors coursework in the discipline, as well as completion of an honors thesis. Students successfully completing these programs receive recognition on their transcript. Tennessee residents who participate in an HID program may be eligible to receive an HID scholarship covering full tuition and fees for a maximum of eight semesters of study, contingent upon maintaining eligibility. Out-of-state students who participate in an HID program are eligible to receive an out-of-state waiver, contingent upon maintaining eligibility. For more information, refer to descriptions and instructions provided in each academic area. If you have specific questions about a particular HID program, please contact the Coordinator of the specific program. If you have general questions, please visit the web site www.etsu.edu/honors/university/discipline/ or contact (423) 439-6456.
University Honors Program

The University Honors Scholars Program is a four-year program specifically designed for outstanding students who enter ETSU as first-time freshmen. The program is tailored to students who desire an interdisciplinary approach to general education, in addition to their chosen fields of interest. University Honors Scholars may major in any academic program available at ETSU. Full scholarships are provided (including tuition, fees, costs of standard dormitory and meal plans, and a book allowance) for four years, as long as the student remains in good standing with the program. Completion of an Honors Thesis is required.

University Honors Scholars have unrestricted access to Honors House, with computer facilities, conference and meeting rooms, lounge, and study areas. The special application required for the University Honors Scholars program is only available from the University Honors Programs Office (914 W. Maple Street). Minimum qualifications for consideration include a 29 ACT or 1280 SAT (Reading + Math only) and a high school GPA of 3.5 on a 4.0 scale. High school curriculum, letters of recommendation, extracurricular activities, high school scholastic honors, and a personal essay are considered in the application process. Scholarships are awarded on a competitive basis each year. Special application is required and due on January 31 for admission the following fall. For more information, or if you have specific questions, please visit the web site www.etsu.edu/honors/university/ or contact (423) 439-6456.

Fine & Performing Arts Scholars Program

The Fine & Performing Arts Scholars Program at ETSU provides a unique approach to educating our artists of the 21st century. This four-year program is designed for outstanding students who enter ETSU as first-time freshmen. The program supports an interdisciplinary group of student artists who share their experiences of learning about art through their artistic endeavors, special interdisciplinary courses, and as a troupe of Roving Artists that bring artistry, in all its forms, to special projects across the campus and local community. Fine & Performing Arts Scholars have access to their own facility in Yoakley Hall, home of the Honors College, which provides project, study, and lounge space.

Admission to the Fine & Performing Arts Scholars Program requires special application and submission of a portfolio to support evidence of artistry. Minimum qualifications for consideration include a 22 ACT or 1050 SAT (Reading + Math only) and a high school GPA of 2.8 on a 4.0 scale. High school curriculum, letters of recommendation, and a personal essay are considered in the application process. Scholarships are awarded on a competitive basis each year and due on March 15 for admission the following fall. For more information, or if you have specific questions, please visit the web site, www.etsu.edu/honors/arts or contact (423) 439-6513 or (423) 439-6076.

Study Abroad and Exchange Programs (Open to all University Undergraduates)

International Exchange/Study Abroad - Studying abroad gives students the opportunity to gain a broader appreciation of cultures and people outside Tennessee and the United States. Besides the numerous programs and opportunities that exist at ETSU, there are also an infinite number of independent student abroad programs available. The Office of International Programs and Services has publications available in the Study Abroad Library, 122 Yoakley Hall. The office also has someone on staff to help guide you through the application process. For students who would like to study abroad, but are afraid they cannot afford the expense, there are numerous scholarships and grants available. This aid is available for undergraduate and graduate students and is from a variety of sources. If you are interested in this wonderful opportunity visit the Honors College's A Guide to Study Abroad/Exchange Programs online at www.etsu.edu/honors/international/exchange/, or contact the Office of International Programs within The Honors College at (423) 439-7737.

National Student Exchange - The National Student Exchange is a program designed to provide the opportunity for you to attend a college or university in another state without having to pay the high cost of out-of-state tuition. ETSU students who participate in the NSE remain as degree-seeking, registered students at ETSU. Any financial aid that is normally available can be applied to the exchange obligations. Because NSE is an officially approved program of the university, all courses with their respective credit hours and earned grades will be recorded on the ETSU transcript and be calculated in the GPA. For more information contact the Office of International Programs, (423) 439-7737.

Undergraduate Research & Creative Activities Experiences

(Open to all University Undergraduates)

Research and Creative Activities for undergraduates is defined as: any creative effort undertaken by an undergraduate that advances the knowledge of the student in an academic discipline and that leads to new scholarly insights or the creation of new works that adds to the wealth of the discipline. It can be associated with any discipline -- business, arts, sciences, history, languages, etc. At ETSU, we encourage ALL undergraduates to participate in these experiences. Completing a research or creative project gives you "hands-on" experience and a greater in-depth understanding in what you are studying, as well as helps you to develop the skills necessary to succeed in your field of study and future job. Additionally, it gives you a major project to show off to potential graduate/professional schools or employers.

Undergraduates work with a faculty member in a particular department to discern a research project in that discipline. Student-Faculty Collaborative grants (up to $1,000) are available, as well as travel grants to help you get to professional conferences to present your research, performance, or exhibit your work. These funds are available to ALL UNDERGRADUATES (deadlines apply). For more information on Undergraduate Research visit www.etsu.edu/honors/research/what.asp or call (423) 439-6076.
Number 5: Special Topics

General Education Requirements at ETSU

How General Education Requirements Benefit You
ETSU’s faculty and staff want every student to experience certain benefits of an undergraduate education, regardless of his or her career goals or major. The purpose of ETSU’s general education program is to help you achieve the following:

• Learn to think for yourself, support your opinions, and be a more insightful reader and listener.
• Keep learning and growing throughout your life.
• Gain greater understanding of your life and the world in which you live.
• Be able to resolve conflicts nonviolently and solve problems creatively, often by working with others.
• Appreciate the value of living in a diverse society.
• Be an active, involved citizen in your community and the larger world.
• Find greater joy, meaning and fulfillment in your life and help others do the same.

Time Management
One of the most common concerns about returning to school is: How much time should I expect to spend on my academic work and how can I manage my time more efficiently?

When a person returns to school, time becomes a critical issue. Most classes meet three times per week (55 minutes each) on Monday, Wednesday, and Friday; or twice weekly (80 minutes per class) on Tuesday and Thursday. This does not include the extra time required for laboratory courses or discussion sections where classes may be scheduled for more hours per week and in longer time blocks. Night classes meet once a week (175 minutes).

The rule of thumb for studying is that you should expect to spend an average of two hours per week for every hour spent in a reading or lecture class, and four hours per week for every hour spent in mathematics or problem-solving courses. For example, in a sociology class that meets three hours per week, you should plan to spend six hours outside of class in preparation and study time. In a 3-hour mathematics class, you should anticipate spending 12 hours per week in preparation time. This ‘rule’ varies with the class and the semester, and is heavily influenced by your individual skills and abilities. Using this rule as a point of reference from which to plan, however, you can readily see that a full-time student can spend a considerable amount of time outside of the classroom in studying and preparation.

During the semester, there are several periods when time becomes particularly critical. Major testing periods tend to fall during the fourth, seventh and eighth, 11th and 12th, and 15th weeks of the semester; term papers are usually due by the 14th week. Almost every professor issues a syllabus which tells, among other things, what and when assignments and tests can be expected. Communication with your family regarding these periods of temporarily increased work load may improve the support and cooperation you receive from them.

Hints on Buying Books
Once registered for classes you are ready to make a trip to the bookstore. There are two locations for you to choose from, the main ETSU University Bookstore located in the D.P. Culp University Center or the College Store which is located at 824 West Walnut Street on the edge of campus. Both locations carry a full selection of books for classes and stock as many used copies as they are able to. Finding books is an easy matter if you have a printed copy of your schedule. All books are grouped by department abbreviation, i.e., History (HIST), English (ENGL), etc., and sub-grouped by course ID number and section number in the same format as appears on your schedule. Once you find the proper department you simply match your course number and section number and all your required and optional books will be listed. If you are uncertain about how to find your books or have other questions, do not hesitate to ask for help from the bookstore staff. They are knowledgeable and available to assist with finding your course materials.

The texts for each semester are generally available for sale as early as a few weeks before the beginning of classes. The most comprehensive inventory of books will be available just prior to the start of the semester so the ideal time to purchase books is anytime preceding the first day of classes. You may purchase books with cash, local checks, all major credit cards, or with your Buc ID Card. Always save your receipts! Never write in a book or otherwise damage it until you are sure you have the right one! If you have purchased the wrong book or drop a class you may refund or exchange it during the first week of class for the fall and spring semesters. Summer classes have a shorter return period. A receipt is absolutely essential for receiving refunds or exchanges.

The main ETSU University Bookstore’s hours are, Monday - Thursday 7:45 a.m - 6:00 p.m. and Friday 7:45 a.m. - 5:00 p.m. The College Store is open Monday -
get a convenient parking spot, and get to class on time. 

be able to arrive on campus 10 minutes before class, 
as you will be ticketed, and do not expect that you will 
permits may be applied for at the Public Safety building 
office hours are 8 a.m. - 4:30 p.m. Temporary parking 
week of classes, for both spring and fall semesters. Regular 
decals; they are paid for as part of your student fees. 
obtain a temporary parking permit from Public Safety to avoid 
your permanent parking decal in the mail, you need to (1) 

One of your baccalaureate graduation requirements is 
to complete the Core Exit Exam. The purpose of this exam 
is to enable ETSU to continuously improve the quality 
education provided at this institution. The exam evaluates 
your strengths and weaknesses in the General Education 
Core (English, science, mathematics, social science), 
and helps ETSU make appropriate curricular changes. 
Even though this is a graduation requirement, you should 
not wait until your last semester to take the exam. Take 
the exam when you have completed 106 credit hours, 
unless you still have to take six or more hours of general 
education courses.

Please do your very best when taking the exam. When 
our students do well on the exam, ETSU receives significant 
funding. This funding is used to add sections of popular 
courses, buy or repair equipment for courses, etc. Thus, 
by doing well on this exam, you are contributing to the 
 improvement of your university. Your scores will be placed 
in your advisement and Student Information System (SIS) 
files. Assistance for mathematics review is available in the 
Math Lab in 308 Warf-Pickel (439-5968). 
The tests requires only one hour to complete, and 
you may bring a calculator. Class excuse forms will be 
available if you are unable to avoid a class conflict. Call 
the University Testing Center (439-7842) to register; seating 
is limited at each session. The test dates are listed each 
semester in the “Schedule of Classes Bulletin.” If English 
is not your primary language, please notify the Office 
of Outcomes Assessment at 439-7484. Students with 
disabilities or special accommodation needs should call 
the University Testing Center.

Parking Information

If you will be parking on campus and have not received 
your permanent parking decal in the mail, you need to (1) 
obtain a temporary parking permit from Public Safety to avoid 
receiving a citation, (2) inquire at the Parking Office about 
your decal. There is not a separate charge for student parking 
decals; they are paid for as part of your student fees.

The Parking Office is open until 6 p.m. Monday through 
Thursday the week before classes start and during the first 
week of classes, for both spring and fall semesters. Regular 
office hours are 8 a.m. - 4:30 p.m. Temporary parking 
permits may be applied for at the Public Safety building 
(439-4480).

A word to the wise: Do not park in staff/faculty parking 
as you will be ticketed, and do not expect that you will 
be able to arrive on campus 10 minutes before class, 
get a convenient parking spot, and get to class on time.

Parking spaces, although located throughout the ETSU 
campus, can be difficult to find at times especially before 
noon. There are 3427 parking spaces in lots designated for 
students and 1757 non-designated (open) spaces for use by 
anyone including students, for a total of 5184 spaces where 
students are allowed to park. In addition there are 154 
spaces reserved for the exclusive use of persons, including 
students, with disabilities.

Buc-Shot (shuttle van)

Consider parking in one of the lots on the western 
edge of campus (near physical plant, soccer fields, or in 
the lot on Greenwood Drive). You can then ride the Buc-
Shot (shuttle van) to any one of its stops on campus. The 
complete round-trip route takes only about 10 minutes.

Carpooling

ETSU offers priority parking for carpoolers. Carpool spaces 
are located in Lot 4 on the east side of campus, and in Lot 
21, the spaces on the southwest side of the tennis courts. 
These spaces are reserved for carpoolers from 7 a.m. until 
1 p.m. daily, and then are open to regular student parking. 
Students wishing to obtain priority parking permits to park in 
the ETSU carpool areas must come to Adult, Commuter and 
Transfer Services in the Culp Center. Two or more students 
must ride together in order to be approved for carpooling. 
Those students utilizing Little Bucs (with or without +1 adult 
in the car) may obtain a carpool pass for use in parking Lot 
21. Permits are free for approved carpoolers. ACTS hours are 
Monday - Friday 8 a.m. - 4:30 p.m.

Car Trouble On Campus

If you've locked your keys in your car, Public Safety (439-
4480) would be the best place to start. 
ACTS can also assistance you by phoning a towing service. 
If you’ve locked your keys in your car, Public Safety (439-
4480) would be the best place to start. 
Students should always notify Public Safety if their vehicle 
has broken down, especially if it is not in a designated 
student parking space. This will help you avoid the added 
aggravation of being cited for illegal parking. Public Safety 
never closes, but can only be of service on the ETSU campus.

Emergency Housing

Stranded on campus by ice and snow? Low-cost emergency housing in residence halls may be available by calling the Department of Housing & Residence Life, 439-4446. After 4:30 p.m., call Public Safety at 439-4480.

Computer Labs

There are four computer labs operated by Information Technology available for student use. Hours of operation are posted at lab entrances and on the Internet at http://www.etsu.edu/resnet/student_labs.htm. You may also call the Culp Center lab at 439-8211 for a schedule of hours for any of the campus computer labs. Internet access will require an account which can be obtained in the lab.
Counseling Center

The Counseling Center provides a variety of services to help you make the most of your life and to assist with difficulties you may encounter. We're here to help you learn about yourself, develop positive relationship dynamics, assist with decision-making including your choice of major or career, and to provide help with mental health concerns. Our staff consists of doctoral-level psychologists, an outreach coordinator, psychiatric residents, and graduate interns supervised by the senior staff. We are located on the third level of the Culp Center. We can be reached at 439-4841. Our services and programs include:

Personal Counseling
We provide free and confidential, short-term counseling services available to all currently enrolled ETSU students. Common issues addressed in counseling include: improving relationships, adjusting to college, depression, anxiety, stress management, surviving grief and loss, and substance abuse.

Campus Advocates Against Sexual Violence (CAASV)
CAASV is designed not only to support students who have been sexually assaulted, but also work to prevent sexual violence through education, outreach and empowerment. We provide individual counseling to survivors of assault or abuse and educational programming related to sexual assault and dating violence.

Alcohol and Other Drug Program (AOD)
The AOD program works to prevent student drug and alcohol abuse through education, and serves in implementing interventions when problems already exist. Our counselors can provide assessments, counseling, consultation, and referral for students with drug and alcohol-related concerns.

Emergency/Crisis Intervention Services
We provide 24-hour crisis response services. If a student is experiencing a mental health emergency after normal office hours, he/she should contact Public Safety (439-4480) who will contact the counselor on call.

To arrange an appointment or for more information, contact our office (3rd floor of Culp Center) at (439-4841) or visit our web site www.etsu.edu/students/counsel/counsel.htm.

Advisement Resources Career Center (The ARC)
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 Advisement Resources Career Center (ARC) is located on the second floor of the Culp Center next to the Bookstore, phone 439-8650. The ARC is open Monday - Friday 8 a.m. - 4:30 p.m. The ARC incorporates several academic and student support services including Adult, Commuter and Transfer Services; Arts and Sciences in the ARC; Career and Internship Services; Peer Career Center; University Tutoring Services; University Advisement; and Medical Professions Advisement, all of which are explained in more detail below:

Adult, Commuter and Transfer Services
Adult, Commuter and Transfer Services is designed to serve the special needs of ETSU’s adult, commuter and transfer population. As part of the division of Student Affairs, A.C.T.S. views the quality of the student experience in itself as a critical outcome of an East Tennessee State University education. In serving adult, commuter and transfer students, A.C.T.S. is a focal point for information, academic and career advisement, assistance and referral. Student’s benefit through personalized referrals and an increased ability to access university resources and events.

Arts and Sciences in the ARC
Arts and Sciences in the ARC assists students with majors in the College of Arts and Sciences with items such as those listed below:

Auditing Courses – Students must have the Dean’s approval to change from audit to credit or from credit to audit after the official last day to add a course

Late add after 2nd week of classes (verifiable extenuating circumstances)

Late drop after 8th week of classes (verifiable extenuating circumstances)

Overload permission

Request to apply transfer course for general education credit:

General Education Transfer Policy

2003 catalog and earlier

2004 catalog and later

B.A./B.S./B.S.S. degree exceptions

Catalog extension

Grade appeals

Academic misconduct charges by faculty, staff or students

~ 23 ~

Ten Things You Should Know to Succeed at ETSU
Career and Internship Services

The Office of Career and Internship Services is located in the ARC on the 2nd level of the Culp Center. Staff members in the Office of Career and Internship Services offer comprehensive services to all students seeking internships, part-time or seasonal employment, or full-time career opportunities. To utilize services and search jobs listed with the office, just register online at http://www.etsu.edu/careers. Students are encouraged to upload their resumes on the registration site where they can be reviewed by prospective employers.

Support for writing job search letters and resumes, planning a job search, preparing for an interview and finding job search resources can also be found on the web site, and may be particularly helpful to commuters who do much of their university-related work at home. An informational CD is available at the front desk of the office that will help you identify and use appropriate web resources. We encourage you to also schedule a personal appointment with a career or internship advisor by calling 439-4450.

Internships, available in most disciplines, provide an opportunity to earn academic credit for carefully planned and supervised work experiences in business, industry, government and health agencies. Students may work while taking classes, or choose to alternate between working and classroom semesters.

Requirements for co-op/internship placements vary by colleges and departments and complete information is available through the Career and Internship Services Office.

Peer Career Center

Through the Peer Career Center, located in the ARC (2nd Floor DP Culp Center) we provide career counseling, guidance, and information. The Peer Career Center serves as a campus resource for students who are seeking to clarify their academic major or career plans. We utilize resources such as the DISCOVER program, the Strong Interest Inventory, the Myers-Briggs Type Indicator, and career counseling to assist students in learning about themselves and potential careers. The phone number of the Peer Career Center is 439-8561.

University Advisement

Our mission in the University Advisement Center (UAC) is to provide high quality academic, career and personal counseling to those students who have not declared a specific major and to those who are required to enroll in Developmental Studies Program courses. Our focus on all aspects of student life makes it possible to assist the student in the accomplishment of academic success, enhancement of personal development goals and effective management of the stresses related to academic life.

The University Advisement Center is staffed by Academic Counselors, Graduate Assistants and a Records Coordinator who provide academic advisement and guidance to Undeclared Majors and students required to enroll in Developmental Studies Program courses. Students who are only taking developmental math courses should see their major advisor. University policy encourages all students with 60 hours or more to declare a major.

Medical Professions Advisement

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 disciplines are medicine, osteopathic medicine, physician surgeon assistant, podiatry, optometry, veterinary medicine, and chiropractic.

Preprofessional Professions are programs, not majors. Preprofessional 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. ETSU does offer an interdisciplinary Humanities minor to meet this need, and students are encouraged to consider this option.

University Tutoring Services

University Tutoring Services is a university-funded tutoring program that provides free online and group tutoring to any student enrolled at ETSU. Online tutoring takes place within the framework of ETSU’s D2L (Desire 2 Learn) system. Group Tutoring takes place at various times and in various campus locations. UTS also offers an online Tutor Referral Post. This site allows students who want to be a private, self-employed, one-on-one tutor a place to post their contact information. Alternately, students who need a one-on-one tutor may browse the available information or post a request. UTS suggests that students who use this service meet with the tutor at a public campus location (e.g., Sherrod Library) during regular hours. We also suggest that the tutor provide credentials, such as a current transcript with references, to the prospective tutee. Pay rates must be arranged between the tutor/tuttee. UTS offers the Tutor Referral Site as a courtesy to ETSU students and does not endorse or take responsibility for any tutor who posts his/her information on the site.

UTS’s primary focus is to help students succeed with core courses. Core courses are classes that all undergraduates are expected to complete, regardless of major or minor areas of study. Core course (aka General Education) requirements are listed in the ETSU Catalog. Unfortunately UTS is not able to provide tutoring for all courses listed as electives to fill the core course requirements. However, we do feel that we provide help with those courses in which students characteristically need the most support. For more information visit our home page at: http://www.etsu.edu/scs/uts/AboutUTS.asp

Other Tutoring Services Include:

Writing and Communication Center

The ETSU Writing and Communication Center, located in 409 Warf-Pickel Hall, provides free assistance for students
with determination of educational goals, academic vocational school enrollment. EOC staff assists participants 1000 adult students in obtaining a GED and with college or Center (EOC). The EOC is a free program designed to assist admission assistance.
counseling, financial aid workshops, career exploration, for eligible veterans include academic assessment and skills, science, and computer skills. Additional services include classes in English grammar and composition, for the GED exam. Course offerings for eligible veterans preparatory courses, or GED courses to help in preparation Program participants may receive instruction in college to help eligible veterans pursue their educational goals. criteria. All services are free.

Math Lab
East Tennessee State University has an open Math Lab in room 309 of Warf-Pickle Hall where students can walk in anytime during operating hours and get help with most math classes from qualified tutors. Tutors can also aid in formulating study plans for those without an understanding of how to study math. Hours of operation are Monday through Thursday 11 a.m. - 7 p.m., and Sunday 1 – 5 p.m. during the fall and spring semesters. However, we reserve the right to make minor changes in this basic schedule, on a per semester basis, due to occasional problems with tutor availability. The Math Lab is usually in operation during the summer sessions as well but operating hours tend to be somewhat more limited and variable. (A current schedule outlining hours of operation will be posted at the Math Lab each semester.) For more information, call 439-7611.

Office of TRIO Programs
The Office of TRIO Programs houses federal projects for high school students, college students, and veterans. There are eligibility requirements for each project.
The college student project, Student Support Services (SSS), assists students by providing support to succeed in the classroom and to graduate. Typical services consist of individual tutoring, academic advising, personal counseling, and career counseling. Once enrolled in the program, students are eligible to receive services throughout their college career. Services are available to a selected number of students who meet the program’s criteria. All services are free.
The Office of TRIO Programs also administers the Veterans Upward Bound Program (VUB), which is designed to help eligible veterans pursue their educational goals. Program participants may receive instruction in college preparatory courses, or GED courses to help in preparation for the GED exam. Course offerings for eligible veterans include classes in English grammar and composition, math (through precalculus), foreign language, study skills, science, and computer skills. Additional services for eligible veterans include academic assessment and counseling, financial aid workshops, career exploration, cultural enrichment activities, and post-secondary school admission assistance.
Another TRIO program is the Educational Opportunity Center (EOC). The EOC is a free program designed to assist 1000 adult students in obtaining a GED and with college or vocational school enrollment. EOC staff assists participants with determination of educational goals, academic assistance, completion of college admission and financial aid applications, college adjustment concerns and career exploration. The program can continue to assist students after they have begun college coursework. The EOC is located at the ETSU Kingsport Center.

Student Support Services: (423) 439-4758
Veterans Upward Bound: (423) 844-6304
Educational Opportunity Center: (423) 392-8043

Veterans’ Affairs
The mission of the ETSU Office of Veterans’ Affairs is to provide exemplary educational benefit programs and other supportive services to veterans’ and certain veterans’ dependents enrolled at ETSU. This office administers educational assistance benefit programs of the United States Department of Veterans Affairs (USDVA). To receive benefit payments, eligible student beneficiaries must have been found eligible, and each semester have their enrollment certified to the United States Department of Veterans Affairs (USDVA) Saint Louis Regional Processing Office. The appropriate procedures and forms for this certification process can be acquired by contacting Veterans’ Affairs.
Student beneficiaries making an initial application to programs must provide “Member Copy 4” of Department of Defense (DD) Form 214, Certificate of Release or Discharge from Active Duty, and copies of any supplemental education benefits documentation. If the student is a member of the National Guard or Reserve, submit Department of Defense Form 2384, Notice of Basic Eligibility. If the reserve force member has been mobilized since September 11, 2005, s/he must submit a copy of their most recent DD Form 214. Students who are dependents of permanently, totally and service-connected disabled or deceased veterans should provide a USDVA Disability Rating Decision (if available), birth certificate, and if the student is a step-child or dependent spouse, a copy of the veteran’s marriage license. All undergraduate student beneficiaries or any student seeking academic credit for military service should request a military registry transcript from the respective branch of service.
Further information on specific programs managed by Veterans’ Affairs may be obtained by contacting the Office of Veterans’ Affairs located within the Office of the Registrar in 101A Burgin E. Dossett Hall at (423) 439-6819 or by visiting the web site at www.etsu.edu/va/.

Student Health Services
What health services will be available to me as a student?
East Tennessee State University students enjoy the benefits of a modern health care service that promotes the maintenance and betterment of student health in an effort to allow students to make the most of their time at ETSU. Health services are available to all currently enrolled ETSU students at the Student Health Clinic. The health care providers include nurse practitioners, registered nurses, a health educator, and a physician consultant. Students
are encouraged to make use of this convenient access to professional health care services.

Location: Room 160 Roy S. Nicks Hall
Phone: (423) 439-4225
Hours: The clinic is open Monday - Friday 8 a.m. - 4:30 p.m. Same day appointments are available.

Women's Health and physician visits require a scheduled appointment. Failure to cancel an appointment will result in a no-show fee.

Cost: Visits with the professional staff at the clinic are free. Medications, lab tests, medical supplies and procedures are available at a very low cost. Students may pay their charges with ID BUCS, cash, or VISA/MasterCard. Student Health Services does not file insurance but will supply patients with the necessary information to file their own insurance.

Services: Services available to enrolled students include the following:
- Medical and nursing care for short-term acute illnesses and injuries.
- Referral for management of chronic disorders.
- Women's and Men's health care programs.
- Family planning services.
- Immunizations.
- Allergy clinics for those receiving allergy injections.
- Health education and self-care programs.
- Individual counseling for smoking cessation, diet, weight management, stress management and other lifestyle issues.

College Immunization Requirements

Full-time college students, defined as students taking 12 hours or more of academic credit, born after 1956 are required to show proof of immunization with two doses of Measles, Mumps, and Rubella vaccines. The first dose should be administered on or after the first birthday. Proof of immunization must be documented vaccination, documented disease, or positive titers of vaccine immunity. Effective 2001, a student who has attended a Tennessee school will be considered to have had two MMRs and does not need to provide documentation.

The waiver on Hepatitis B and Meningitis is required to be signed by all students. The waiver informs the students about the diseases and that vaccines are available. Neither the Hepatitis B nor the Meningitis immunization are required but highly recommended. The waiver can be signed on GoldLink just before registering for classes. Students under age 18 will need their parents' signature on the waiver. The waivers can be obtained by calling Student Health Services at (423) 439-4225.

Student Health Insurance

If you do not have health insurance you may be interested in reviewing the plans available through the university. Visits to the Student Health Clinic are free, but the cost of medications, lab tests, x-rays, referrals to other providers and hospitalizations are the responsibility of the student. For more information about the availability and coverage of student health insurance policies, call Student Health Services at (423) 439-4225.

On-Campus Housing

A variety of on-campus housing options are available such as: traditional residence halls and efficiency apartments for undergraduates; one and two bedroom apartments for couples and single parents; single efficiency apartments for graduate/medical students; and two- and four-bedroom apartments for sophomores, juniors, seniors, graduate and medical students.

A limited number of one- and two-bedroom apartments are available for married or single parents, and private efficiency apartments for graduate students. Rent for these apartments range from $1505 - $1830 per semester plus electricity. Apartments are provided with an electric heat pump, furniture, appliances and two central laundry facilities.

Sophomores and above will enjoy Buccaneer Ridge, two- and four-bedroom apartment units. Each apartment contains a furnished living area; single bedrooms with a double bed, closet, desk, and chest of drawers; kitchen facilities including full-sized refrigerator, stove, microwave and garbage disposal; washer and dryer; patio or balcony; and two bathrooms. Each bedroom is provided with an alarm system; telephone, cable TV and data jack; and individual locks.

Residents will enjoy a clubhouse with copier and fax availability; lounging pool; volleyball and basketball courts; individual leases with no connection fees.

The rent ranges from $1780 - $2476 per person per semester plus electricity, and includes water, telephone, cable TV and data access.

For more information, contact the Office of Housing and Residence Life, Room 108, Burgin Dossett Hall (Administration building) or call (423) 439-4446.

Childcare Services

The ETSU Child Study Center is located approximately 1 mile from the main campus at 2101 Signal Drive. The Child Study Center offers full-day, full-year childcare programs for children ages 3 months through 5 years. The Center offers a developmentally appropriate curriculum of hands-on experiences to facilitate the intellectual as well as the social and psycho-motor abilities of the child. Since there is a waiting list, students needing full-time childcare should apply as early as possible by contacting the Center at (423) 439-4888. Applications can also be obtained by logging on to the Child Study Center web site http://child.etsu.edu.

The Little Buccaneers Student Child Care Center offers ETSU students part-time childcare planned around their academic class schedule. The Center is located on campus in Warf-Pickel Hall (Education Building). Little Bucs also follows developmentally appropriate practices by providing the children a stimulating environment in a safe, creative, and nurturing atmosphere. For more information, call (423) 439-7549.

Information about other childcare centers in the area is available in the Adult, Commuter and Transfer Services
office, where you can also obtain a list of private babysitters, usually dorm students, who can be contacted for services on an individual basis.

Disability Services
Responsible for the coordination of programs and services for qualified applicants and enrolled students with disabilities, the Office of Disability Services arranges reasonable and appropriate accommodations for students with a documented disability and promotes increased awareness of disability-related issues to the campus community. Disability Services is located on the third level of the D.P. Culp University Center. For more information call 423/439-8346 V/TDD, or look for them on the web at www.etsu.edu/students/disable/disable.htm.

Multicultural Affairs
The Office of Multicultural Affairs is responsible for creating and fostering a campus-wide climate of respect while promoting a culturally diverse and nondiscriminatory campus community. The office offers year-round programs to expose students, faculty, and staff to other cultures and ethnicities. The annual Multicultural Expo provides new students with an opportunity to acquire more information about campus and community resources - enabling a sense of belonging - creating an environment in which incoming students can interact and connect with major campus organizations, other students, faculty, staff and members of the administration. Programs offered throughout the semester include the annual Unity Picnic, comedy shows, Halloween Party, Multicultural Career Fair, lectures, plays, international fashion shows, salsa lessons, Dr. Martin Luther King, Jr. Birthday Celebration, and many programs designed to inform and to bring the ETSU community together. Additionally, the office provides orientation sessions to acclimate students of color to campus life. The director serves as an advocate for students of color, advises The Black Affairs Association, The Greek Life and the Black Affairs associations. The SORC provides work areas and resources for all registered student groups and houses key university sponsored groups and professional staff members. A Things-To-Do bulletin board is kept current on the wall at the base of the ramp on the first floor of the D.P. Culp University Center or check the online calendar at www.etsu.edu/studentlife.

The mission of the SORC is to...
• Enhance communication between student organizations and university staff
• Improve collaboration and synergy between organizations and administrators in order to form partnerships and offer higher quality and better attended programs
• Increase respect for the diversity of people and ideas at ETSU
• Increase awareness of the range of student organizations, activities and available resources for all students
• Strengthen communication, leadership, and organization skills for members of student organizations
• Enhance visibility for student groups, their needs and their programs

Student Life
The Center for Physical Activity
The Center for Physical Activity offers the following features to support the department's programs: three basketball courts; 15,000 sq. ft. weightroom; 4,000 sq. ft. aerobics/martial arts studio; indoor climbing wall; swimming pool; 1/8th mile suspended indoor running track; two lighted ball fields; personal training suite; fitness resource library; outdoor patio area; casual care facility; food service area; and sporting goods/outdoor equipment rental center.

Spouses and dependents (21 and under) are eligible to purchase memberships to the Center for Physical Activity. One-year memberships for spouses of students are $120 and dependent memberships are $75. For more information regarding membership rates, schedule of events and programs, call 439-7980 or online at www.etsu.edu/students/intramur.

A current, valid ETSU ID card is required for actual admission to the Center for Physical Activity. No one under 16 is permitted in the building without an adult.

The SORC
(Student Organization Resource Center)
Lowest Level of the D.P. Culp University Center
(423) 439-6827
http://www.etsu.edu/students/sorc/

Pronounced “SOURCE”, this new facility for student organization use is just that...A source for all your needs! It is the place where students plan campus entertainment, service projects, and discuss governance issues and more. Groups here include Multicultural Affairs, Volunteer ETSU, Buctainment, Student Government, Residence Hall Associations, Greek Life and the Black Affairs associations. The SORC provides work areas and resources for all registered student groups and houses key university sponsored groups and professional staff members. A Things-To-Do bulletin board is kept current on the wall at the base of the ramp on the first floor of the D.P. Culp University Center or check the online calendar at www.etsu.edu/studentlife.

Buctainment
Buctainment provides a wide variety of entertainment and educational programs for all ETSU students and the general community. Among some of the events offered are: movies, lectures, comedy, musical performances, Homecoming, and Winter Cruise, a day-long winter festival in February. Buctainment is a student organization open to all students.

~ 27 ~

Ten Things You Should Know to Succeed at ETSU
For more information, call the Buctainment office at 439-6828 or e-mail etsufun@etsu.edu. The office is located within the SORC on the lower level of the Culp Center.

Volunteer ETSU

Volunteer ETSU is a student-organized community service resource center that promotes, organizes and supports a variety of public service opportunities for the campus community. It continues a long tradition of service to the community by students, faculty, staff and alumni of East Tennessee State University.

Guided by the principle that everyone can serve, Volunteer ETSU promotes volunteerism and coordinates the major service projects and activities for students, encouraging thoughtful experiences in services and challenging participants to actively address the problems we face as a society. For more information or to become involved in Volunteer ETSU or any of its numerous projects, call 439-4254 or e-mail at vestu@etsu.edu. Volunteer ETSU is located in Suite B of the SORC on the lower level of the D.P. Culp Center.

The CELL (Center for Community Engagement, Learning and Leadership)

1st Floor D.P. Culp University Center
(423) 439-5675
www.etsu.edu/student/cell

The mission of the Center for Community Engagement, Learning, and Leadership is to foster life-long learning and commitment in students toward their growth as leaders and their development of social awareness and civic responsibility. The CELL provides support for service-learning courses, offers a wide range of leadership seminars, hosts the America Reads Challenge program, advises students enrolled in the Interdisciplinary Minor in Leadership Studies, advises the Leadership House, and supports other learning and leadership communities on campus. These are valuable learning opportunities for all students! They not only enhance the academic experience, but likewise lead to personal growth as well. Come by the CELL to explore your competitive edge.

Service-Learning Program

ETSU’s Service-Learning program offers students the opportunity to combine community service with an academic course. Service-Learning uses community service combined with guided reflection, to enrich student learning. The Service-Learning program is the perfect way to get college credit for meaningful, hands-on community service. Register for the class, SRVL 1020, Introduction to Service-Learning, an oral- and writing-intensive core elective available to all students. Also, look for service-learning components in other academic courses as well as the Advanced Service-Learning class SRVL 2000. For more information, contact the Office of Service-Learning in the Center Community Engagement, Learning and Leadership at 439-5675 or visit www.etsu.edu/student/cell.

The NET (The Adult, Commuter & Transfer Services Adult Leadership Network)

The NET is a service/social/leadership organization for adult students on the ETSU campus. It is, in part, an Internet-based information clearinghouse and communication network for adult students’ needs, interests and concerns. The NET is also an avenue for engaging in leadership training opportunities, discussion groups and meetings, community activities, as well as exciting social events for you and your family. The NET is a new vision in adult student leadership and involvement on the ETSU campus. It is a networking opportunity unlike any other. Are you on The NET??? Contact Adult, Commuter and Transfer Services at 439-5641 for information.

The NET is a student organization of non-traditional/adult students who are juggling life obligations and classes. It is internet based and helps non-traditional students stay informed and connected with ETSU and with each other. The NET advocates for non-traditional students and their needs; creates interaction opportunities for and among adult students; hosts social activities; and encourages participation in leadership and training opportunities.

If you are not on The NET, you should be. To join, contact the ACTS office at (423) 439-5641, send an email to acts@mail.etsu.edu, or in person at the Adult, Commuter & Transfer Services office (2nd Floor of the Culp Center) inside the ARC.

Fall into The NET!
Number 6:  
**Academic Advising**

What is Academic Advising at ETSU?

Academic Advising at ETSU is defined as a continuous interactive process between an advisor and student which facilitates the development and achievement of the student’s overall goals.

Academic Advising is a distinct part of your educational experience. ETSU has made the commitment to provide you with the best academic advising possible. Discussions between you and your advisor should assist you in exploring and clarifying educational, career, and life goals. Taking advantage of the resources ETSU has available for you and gathering the relevant information needed for decision making will facilitate your progress toward meeting your goals.

Some important reasons why you need to see your advisor:
- to discuss academic progress, educational goals, and future plans
- to explore career interests
- to ask questions about requirements for a major, minor, and/or electives
- to receive advisement on course selection prior to registration
- to discuss personal concerns, especially those that may interfere with your academic success
- to access campus resources (i.e., tutoring, counseling, labs, etc.)
- to discuss dropping or adding a class
- to discuss the decision to withdraw from ETSU

Who Should See an Advisor?

ALL students should meet with their advisor throughout their college career. Your advisor may contact you to discuss various issues. Do not wait for your advisor to contact you; if you have questions, contact your advisor. Your advisor is a personal link between you and the university. The relationship you develop with your advisor is important to your success at ETSU.

All students with less than 60 credits earned are required to meet with an advisor prior to registration. Transfer students are likewise required to meet with an advisor prior to registration for the first and second term of enrollment. These guidelines are the minimum advisement requirement. Some colleges and departments may have additional advisement requirements. Students should consult with their academic advisor to determine advisement requirement. Registration will not be possible until you have met with your advisor and have been cleared for registration.

How Can An Advisor Be Assigned (or Changed)?

Contact the departmental office of your major or the appropriate advisement coordinator to request that an advisor be assigned or changed. You can refer to the Academic Advising Contact List (Appendix B), at the back of this manual, for a list of the academic advisors and advising coordinators for each Major and Department. To determine the college or school where your major is listed see the Degrees at ETSU (Appendix A) section at the back of this manual. If you have declared a major you should see an advisor in your major. If you are undeclared or taking developmental studies courses, you should see an advisor in the University Advisement Center. If you are taking classes in Kingsport or Bristol, advisement is available in these locations. Other areas may contact you to discuss additional advisement opportunities such as Athletics, Adult, Commuter and Transfer Services (ACTS), Pre-Professional, and Student Support Services.

Academic Advising Rights and Responsibilities

The Academic Advising Rights and Responsibilities is an outline for students and advisors relating to the advisement process. To achieve the goal of providing the best possible advising to students, guidelines outlining some rights and responsibilities of the student and the advisor are listed below.

Student Rights and Responsibilities:

1. The student has the RIGHT to an advisor and has the RESPONSIBILITY to learn the name and office location of the advisor early in his/her first semester.
2. The student has the RESPONSIBILITY to schedule appointments with his/her advisor and to keep them. If the student finds that it is not possible to keep the scheduled appointment, the student will notify the advisor before the appointed time.
3. The student has the RIGHT to expect his/her advisor to thoroughly understand the university’s structure and its academic policies on such things as registration, add/drop, withdrawal, payment options, and academic grievances.
4. The student has the RIGHT to expect his/her advisor will be familiar with the variety of degree offerings, the procedure for referral to and the types of support services available.
5. The student has the RESPONSIBILITY for decisions made. The student will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
6. The student has the RIGHT to expect his/her advisor to help plan a program of study, designed through personal interaction between the student and the advisor, which reflects the student’s academic background, course prerequisites, and educational goals.

7. The student has the RIGHT to expect the advisor to create an atmosphere of openness, caring and concern so meaningful communication and trust can occur.

8. The student has the RESPONSIBILITY to consult with his/her advisor on a regular basis, when in academic difficulty, prior to changing majors, prior to making changes in an approved schedule, transferring to another college, or withdrawing from college.

9. The student has the RESPONSIBILITY to follow through with appropriate action after the advising session.

10. The student has the RESPONSIBILITY to seek reassignment to a new advisor if differences between the advisor and student should develop.

Advisor Rights and Responsibilities:

1. The advisor has the RESPONSIBILITY to know his/her advisees’ names.

2. The advisor has the RESPONSIBILITY to keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.

3. The advisor has the RIGHT to expect the student to be knowledgeable about policies, procedures and requirements. They are listed in a variety of sources (e.g. catalog, schedule of classes, student handbook, department check-sheets).

4. The advisor has the RESPONSIBILITY to gain the necessary knowledge and skills to effectively and accurately articulate specific degree requirements, as well as the college Core Curriculum, Areas of Proficiency, TBR requirements, and licensure requirements, if applicable.

5. The advisor has the RESPONSIBILITY to provide the student with accurate information about alternatives, limitations and possible consequences of academic decisions.

6. The advisor has the RIGHT to expect that the student will clarify personal values and goals in advance of the advisement session and will be prepared. The student will have an idea of the kind of courses required and a list of alternatives.

7. The advisor has the RIGHT to be treated in a respectful manner and to become acquainted with the advisee.

8. The advisor has the RESPONSIBILITY to maintain a complete and accurate file on the student in order to monitor progress toward goals and graduation requirements.

9. The advisor has the RIGHT to expect the student to meet with the advisor at appropriate times to receive advice in a timely fashion.

10. The advisor has the RESPONSIBILITY to assist in that reassignment process.

Source: Advising Skills, Techniques, & Resources, David S. Crockett, Editor (NACADA)

How to Get the Most Out of Your Academic Advising Appointment?

Before meeting with your advisor, you need to be prepared. Review materials you received at Orientation or during your last advising appointment. Review the Undergraduate Catalog, Schedule of Classes, New Student Handbook and/or Program/Curriculum Checksheet.

ETSU Undergraduate Catalog - The current year ETSU Undergraduate Catalog is given to students at Orientation. The Undergraduate Catalog contains valuable information that will assist you throughout your academic career. The Undergraduate Catalog contains information about:

1. Enrolling at ETSU
2. Financial Aid
3. Student Services and Resources
4. Organizations
5. Academic Regulations
6. Degree and Graduation Requirements
7. Majors, Degrees, and Concentrations
8. Requirements of each College and Major
9. Course Listings and Descriptions
10. Faculty Listings and Administrative Directory

Schedule of Classes - A listing of all courses to be offered at ETSU for a specific term. The Schedule of Classes is available prior to each registration period. The Schedule of Classes contains information about:

1. Calendar of Academic Deadlines
2. Registration Checklist/Instructions/Locations
3. GoldLink Information
4. List of Intensive Courses
5. Final Examination Schedule
6. Fee Information
7. General Information such as drop/add and withdrawal policies

ETSU Web Site - See ETSU’s web site for information about ETSU, the college of your major, services and resources, etc. www.etsu.edu.

Tips for Meeting Your Advisor

1. Make an appointment.
2. Make a list of questions you wish to ask your advisor.
3. If you are selecting courses for the next term:
   a. Consider your work schedule or family obligations to determine your class load.
   b. Read course descriptions.
   c. Make a list of courses you would like to take.
   d. Discuss course options and questions with your advisor.
   e. Discuss registration procedures (e.g. GoldLink).
4. Communicate to your advisor your personal and academic goals.
career interests, values, and goals.
5. Ask if a handbook for your major is available.
6. Use the information your advisor gives you.

What Does It Mean to Select a Major?

One of the most important academic decisions you will make in college is your choice of major. A major is a curriculum of courses which provide for in-depth study in a clearly defined academic area. For some students, choosing a major is a relatively easy decision. For others, choosing a major requires more time and thought. You will find that some investigation of your personal goals, interests, and abilities combined with careful consideration of alternative fields, and employment opportunities will lead to a good choice. Changing majors can sometimes delay your progress toward graduation so early planning is to your advantage. Students are required to declare a major before earning 60 credits.

What Does It Mean to Change a Major?

First, it means that a student has undergone some change in personal or career interests. Many students change majors at least once. However, it is a decision that should not be taken lightly. You should discuss this decision with your advisor. Requirements in the new major could require you to take additional coursework. Second, changing the major means that you must complete an Undergraduate Change of Major Form to officially change university documents and to transfer your advisement records. This form is available from your advisor or the Office of the Registrar, Burgin E. Dossett Hall, Room 102.

What is the University Advisement Center?

The University Advisement Center is the academic home for all students who have not yet declared a major and those taking developmental studies courses. The Center is located on the second floor of the D.P. Culp University Center, across from the ID Office, and is staffed with counselors who are there to help students identify their academic strengths and interests. In the University Advisement Center you can likewise receive academic advising structured to aid you in completing your general education core requirements in a timely manner.

The professional staff in the Center maintains close contact with students through letters, phone calls, and office visits. Special programs are offered through the Center to stimulate exploration of various areas of study. Referrals are made to other campus resources when deemed appropriate. For more information call 439-5244 or visit the web site at www.etsu.edu/univadvctr/uac/

Registration

Continuing student registration for the next term takes place near the end of each semester. The ETSU Schedule of Classes is published and made available to students a few weeks before registration begins. You will receive an appointment card in the mail detailing your appointment date and time and any encumbrances (holds) you may need to clear. You will need to consult with your advisor and plan a schedule of classes for the next semester. Students can register via GoldLink or if problems arise, in person in the Office of the Registrar.

GoldLink

Access to GoldLink

After you have completed the appropriate advising and made your course selections, you can access GoldLink Online:
1. Open a web browser.
2. Type www.etsu.edu
3. Click on Goldlink.
4. Click Login to Student Services
5. Type in your Student Identification Number
6. Type in your PIN (Personal Identification Number). Initially, your PIN is the MM - month, DD - day, YY - year of your birth. Example: February 7, 1971 would be 020771. The first time you use GoldLink, you must change your PIN to another number. Use a memorable set of numbers or use the letters on the telephone keypad to form a memorable 6 letter word. You are responsible for the security and use of GoldLink and this access to your student records. You will then be given a menu of items from which to choose (see GoldLink Menu in the Schedule of Classes). Just follow the instructions it's that simple!
7. Select Term
8. Select Registration and Schedule
9. Click Drop/Add Classes
10. Type in the five digit call numbers in the blank boxes

What If I Cannot Get the Schedule I Want?

If a satisfactory schedule cannot be arranged using the primary and alternate selections decided upon by you and your advisor, you can:
1. Go ahead and secure the rest of your courses and call for assistance at the help desk during office hours.
2. Come to campus (Johnson City, Bristol, & Kingsport) and work with an advisor or a terminal operator in the Registrar's Office to build the best schedule possible.

The GoldLink help line is (423) 439-5584 (9-5584 on campus) - during office hours.

How Do I Receive My Grades?

Grades are available each term through GoldLink. Follow the menu instructions above. During the two weeks after grades are posted, you may request the printing of a grade mailer at the end of hearing your grades.
**Number 7**

**ETSU Degrees by College & Major**

**Degree Program Majors & Concentrations By College & Department**

### College of Arts & Sciences

**Art & Design**
- Art
- Art History- B.A., M.A.

**Biological Science**
- Biology- B.S., M.S.
- Biochemistry- B.S.
- Microbiology- M.S.
- Paleontology-M.S.

**Chemistry**
- Chemistry
- ACS Chemistry- B.S.
- Biochemistry- B.S.
- Chemistry- B.S., M.S.
- Chemistry Professional- B.S.

**Communication**
- Mass Communications
- Advertising- B.A., B.S.
- Broadcasting- B.A., B.S.
- Journalism- B.A., B.S.
- Public Relations- B.A., B.S.
- Speech- B.A., B.S.
- Theatre- B.A., B.S.
- Professional Communication-M.A.
- Women's Studies- B.A.

**Criminal Justice and Criminology**
- Criminal Justice and Criminology- B.A., B.S., M.A.

**English**
- English- B.A., M.A.
- Teaching English to Speakers of Other Languages-Graduate Certificate

**Foreign Languages**
- Foreign Languages
- French- B.A.
- German- B.A.
- Spanish-B.A.

**History**
- History-B.A., B.S., M.A.

**Mathematics**
- Mathematics-B.S.
- Mathematical Sciences- M.S.

**Music**
- Music
- Music Education- B.M.
- Performance- B.M.

### Philosophy & Humanities

**Philosophy**
- Philosophy-B.A., B.S.
- Philosophy & Religious Studies- B.A., B.S.

### Physics, Astronomy, & Geology

**Physics**
- B.S.
- Geology- B.S.

### Political Science

**Political Science**
- Political Science- B.A., B.S.

### Psychology

**Psychology**
- Psychology
- Behavioral Neuroscience- B.A., B.S.
- Child Psychology- B.A., B.S.
- Clinical Psychology- B.A., B.S., M.A., Ph.D.
- Cognitive Science- B.A., B.S.
- General Psychology- B.A., B.S., M.A.

### Social Work

**Social Work**
- Social Work- B.S.W.
- Traditional Standing- M.S.W.
- Advanced Entry- M.S.W.

### Sociology & Anthropology

**Anthropology**
- B.A.

**Sociology**
- B.A., B.S.
- Applied Sociology- M.S.
- General Sociology- M.A.

### College of Business & Technology

**Accountancy**
- Accounting- B.B.A., M.Acc.

**Computer & Information Sciences**
- Computing
- Computer Science- B.S.
- Information Systems Science- B.S.
- Information Technology- B.S., M.S.
- Computer and Information Sciences- M.S.
- Applied Computer Science- M.S.
- E-Business- Graduate Certificate
- Emerging Technologies- Graduate Certificate

### Economics, Finance

**Economics**
- B.A.
- Business Economics- B.B.A.
- General Business- B.B.A.

**Finance**
- Corporate Finance & Investments-B.B.A.
- Banking- B.B.A.
- Real Estate- B.B.A.
- Urban Planning- Graduate Certificate

### Family & Consumer Sciences

**Family & Consumer Sciences**
- Child/Family/Consumer Studies-B.S.
- Interior Design- B.S.
- Merchandising- B.S.
- Nutrition & Food- B.S.
- Clinical Nutrition- M.S.

**Management & Marketing**
- Business Administration- Graduate Certificate, M.B.A.
- Entrepreneurial Leadership- Graduate Certificate
- Health Care Management- Graduate Certificate
- Management
- Legal Studies- B.B.A.
- Logistics/Supply Chain
- Management- B.B.A.
- Human Resources Management- B.B.A.
- General Management- B.B.A.
- Management Information Systems- B.B.A.
- Marketing
- Food Marketing- B.B.A.
- Integrated Marketing
- Communications- B.B.A.
- Marketing Management- B.B.A.
- Public Administration
- City Management- M.C.M.
- Not for Profit Administration-M.P.A.
- Planning & Development- M.P.A.
- Public Financial Management- M.P.A.

### Technology & Geomatics

**Digital Media**
- Digital Animation- B.S.
- Digital Interaction- B.S.
- Digital Visualization- B.S.
- Engineering Technology
- Biomedical Engineering Technology- B.S.
- Construction Technology- B.S.
- Electronics Engineering Technology- B.S.
Manufacturing Engineering - B.S.
Industrial Technology- B.S.
Product Development- B.S.
Geography- B.S.
Technology
Digital Media- M.S.
Engineering Technology- M.S.
Geoscience- M.S.
Surveying & Mapping Science- B.S.

SCHOOL OF CONTINUING STUDIES

CROSS-DISCIPLINARY STUDIES
Applied Science
Professional Development- B.A.S.
Archival Studies- Graduate Certificate
General Studies- B.G.S.
Liberal Studies
Archival Studies- M.A.L.S.

REGENTS ONLINE DEGREE PROGRAM
Advanced Studies in Teaching & Learning
Early & Middle Childhood/Literacy: Reading-Language Arts-M.Ed.
Family Nurse Practitioner-Graduate Certificate
Interdisciplinary Studies- B.S.
Professional Studies
Information Technology- B.S.
Organizational Leadership- B.S.
Strategic Leadership- M.P.S.

CLEMMER COLLEGE OF EDUCATION

CURRICULUM & INSTRUCTION
Advanced Studies in Teaching and Learning
Early and Middle Childhood Literacy: Reading-Language Arts-M.Ed.
Elementary Education- M.Ed., M.A.T.
Interdisciplinary Studies- Elem Ed-B.S.Ed.
Secondary Education Classroom Technology- M.Ed.
Secondary Education- M.A.T., M.Ed.
Reading Reading Education- M.A.
Storytelling- M.A.
Educational Media & Educational Technology
School Library Media- M.Ed.
Educational Communication & Technology- M.Ed.

HUMAN DEVELOPMENT & LEARNING
Counseling Community Agency Counseling- M.A.
Higher Education-M.A.

EDUCATIONAL LEADERSHIP & POLICY ANALYSIS
Educational Leadership Educational Leadership- M.Ed.
Administrative Endorsement- M.Ed., Ed.S., Ed.D.
Classroom Leadership- Ed.D.
Counselor leadership-Ed.S.
Postsecondary & Private Sector-Ed.D.
Educational Leadership- Ed.D.
School Leadership- Ed.D.
School System Leadership- Ed.S.
Teacher Leadership- Ed.S.

ENVIRONMENTAL HEALTH
Developmental Health Developmental Health Practices- B.S.E.H.
Occupational Health & Safety- B.S.E.H.
Administrative Program- M.S.E.H.
Specialist Program- M.S.E.H.
Environmental Health- Ph.D.

HEALTH SCIENCES
Health Sciences Microbiology- B.S.

PHYSICAL THERAPY
Physical Therapy- D.P.T.

PUBLIC HEALTH
Public Health Community Health- B.S., M.P.H., DrPH
Health Administration- B.S.
Health Education- B.S.
School Health- B.S.
Biostatistics- Graduate Certificate M.P.H.
Epidemiology- Graduate Certificate, M.P.H.
Environmental Health- M.P.H.
Health Services Administration- M.P.H.
Gerontology- Graduate Certificate Health Care Management-Graduate Certificate

COLLEGE OF MEDICINE

BIOMEDICAL SCIENCES
Anatomy- M.S., Ph.D.
Biochemistry- M.S., Ph.D.
Microbiology- M.S., Ph.D.
Pharmacology- M.S., Ph.D.
Physiology- M.S., Ph.D.
Medicine-M.D.

COLLEGE OF DENTISTRY

ALLIED HEALTH SCIENCES
Allied Health- B.S.
Allied Health- MSAH
Allied Health Leadership- B.S.
Cardiopulmonary Science- B.S.
Radiography- B.S.
Dental Hygiene- B.S.D.H.

COLLEGE OF PHARMACY
Pharmacy- Pharm.D.

Ten Things You Should Know to Succeed at ETSU
## Academic Advisors Contact List

### 2008 - 2009

<table>
<thead>
<tr>
<th>College</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE OF ARTS AND SCIENCES</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Dan Brown, Associate Dean</td>
<td>439-5248</td>
</tr>
<tr>
<td>Appalachian Studies</td>
<td>439-4748</td>
</tr>
<tr>
<td>Art and Design</td>
<td>439-4247</td>
</tr>
<tr>
<td>Astronomy</td>
<td>439-4231</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>439-4329</td>
</tr>
<tr>
<td>Chemistry</td>
<td>439-6911 or 96913</td>
</tr>
<tr>
<td>Communication</td>
<td>439-4491</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>439-8576 or 5346</td>
</tr>
<tr>
<td>English</td>
<td>439-7400</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>439-6901</td>
</tr>
<tr>
<td>Geology</td>
<td>439-4231</td>
</tr>
<tr>
<td>History</td>
<td>439-4222</td>
</tr>
<tr>
<td>Mathematics</td>
<td>439-4349</td>
</tr>
<tr>
<td>Medical Professions</td>
<td>(PreMed, PreVet, Pre-Pham, etc.)</td>
</tr>
<tr>
<td>(439-5602)</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>439-6948</td>
</tr>
<tr>
<td>Philosophy and Humanities</td>
<td>439-4425</td>
</tr>
<tr>
<td>Physics</td>
<td>439-4231</td>
</tr>
<tr>
<td>Political Science</td>
<td>439-4217</td>
</tr>
<tr>
<td>Pre-Engineering</td>
<td>439-4231</td>
</tr>
<tr>
<td>Psychology</td>
<td>439-4424</td>
</tr>
<tr>
<td>Social Work</td>
<td>439-6006</td>
</tr>
<tr>
<td>Sociology &amp; Anthropology</td>
<td>439-4370</td>
</tr>
<tr>
<td>Women's Studies</td>
<td>439-4135</td>
</tr>
</tbody>
</table>

| **COLLEGE OF BUSINESS AND TECHNOLOGY** |                                                                                       |
| Dr. Carroll Hyder, Associate Dean | 439-4257                                                                             |
| 213 Sam Wilson Hall             |                                                                                       |
| Johnson City, TN 37614-1710     |                                                                                       |

| Business Majors               |                                                                                       |
| Tim Dills or Jennifer Douglas | 439-5275                                                                             |
| 316 Sam Wilson Hall           |                                                                                       |
| Johnson City, TN 37614-1710   |                                                                                       |

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

| **COLLEGE OF EDUCATION**       |                                                                                       |
| Stacy Onks or Rebecca Loyd    | (423)439-7518                                                                           |
| 321 Warf Pickel Hall          |                                                                                       |
| ETSU Box 70685                |                                                                                       |
| Johnson City, TN 37614-1709   |                                                                                       |

| **COLLEGE OF NURSING**         |                                                                                       |
| Dr. Jo-Ann Marris, Associate Dean |                                                                                       |
| Office of Academic Programs and Student Services |                                                                                       |
| Scott Vaughn, Mike Stephens, Jamie Bastian, Tina Bishop |                                                                                       |
| 230 Roy Nicks Hall            |                                                                                       |
| ETSU Box 70664                |                                                                                       |
| Johnson City, TN 37614-1709   |                                                                                       |
| (423)439-4578                 |                                                                                       |

| **HONORS COLLEGE**            |                                                                                       |
| Dr. Rebecca Pyles, Dean       |                                                                                       |
| 131 Yoakley Hall              |                                                                                       |
| ETSU Box 70589                |                                                                                       |
| Johnson City, TN 439-6076     |                                                                                       |

| **COLLEGE OF PUBLIC HEALTH**  |                                                                                       |
| Dr. Creg Bishop, Associate Dean |                                                                                       |
| 101 D John P. Lamb Hall       |                                                                                       |
| ETSU Box 70623                |                                                                                       |
| Johnson City, TN 37614-1709   |                                                                                       |
| (423)439-4540                 |                                                                                       |

| **COLLEGE OF CLINICAL & REHABILITATIVE HEALTH SCIENCES** |                                                                                       |
| Matt Johnson                  |                                                                                       |
| 102 John P. Lamb Hall         |                                                                                       |
| ETSU Box 70623                |                                                                                       |
| Johnson City, TN 37614-1709   |                                                                                       |
| (423)439-7801                 |                                                                                       |

| **ADULT, COMMUTER AND TRANSFER SERVICES “ACTS”** |                                                                                       |
| Dr. Carla Warner              |                                                                                       |
| ARC - 2nd level D.P. Culp     |                                                                                       |
| ETSU Box 70604                |                                                                                       |
| Johnson City, TN 37614-1709   |                                                                                       |
| (423)439-5641                 |                                                                                       |

| **ETSU at BRISTOL**           |                                                                                       |
| Dr. Sue Fulmer, Director      |                                                                                       |
| 1227 Volunteer Parkway, Executive Park Plaza |                                                                                       |
| Bristol, TN 37620             |                                                                                       |
| ETSU Box 70306                |                                                                                       |
| (423) 844-6300                |                                                                                       |

| **ETSU at KINGSPORT**        |                                                                                       |
| Lisa Elliott, Academic Advisor |                                                                                       |
| 1501 University Blvd.        |                                                                                       |
| Kingsport, TN 37660          |                                                                                       |
| ETSU Box 70727               |                                                                                       |
| (423) 392-8000               |                                                                                       |

| **SCHOOL OF CONTINUING STUDIES AND REGENTS ONLINE DEGREE PROGRAM** |                                                                                       |
| Amy Johnson, Jordan Swingle  |                                                                                       |
| 916 W. Maple Street          |                                                                                       |
| ETSU Box 70659               |                                                                                       |
| Johnson City, TN 37614-1701  |                                                                                       |
| (423) 439-4223               |                                                                                       |

| **UNIVERSITY ADVISEMENT CENTER** | “Undeclared and Developmental Studies Program” |                                                                                       |
| Dr. Caroline Jackson          |                                                                                       |
| ARC - 2nd Level D.P. Culp     |                                                                                       |
| ETSU Box 70590                |                                                                                       |
| Johnson City, TN 37614-1708   |                                                                                       |
| (423) 439-5244                |                                                                                       |

<p>| <strong>ATHLETICS</strong>                |                                                                                       |
| Robert Baker, Director       |                                                                                       |
| Memorial Center              |                                                                                       |
| ETSU Box 70707               |                                                                                       |
| Johnson City, TN 37614-1709  |                                                                                       |
| (423) 439-6439               |                                                                                       |</p>
<table>
<thead>
<tr>
<th>Department</th>
<th>Box #</th>
<th>Area or Concentration</th>
<th>Advisor Name</th>
<th>Location</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult, Commuter and Transfer Services (ACTS)</td>
<td>70604</td>
<td>Director</td>
<td>Carla Warner</td>
<td>2nd level / Culp</td>
<td>95641</td>
<td><a href="mailto:warnerc@etsu.edu">warnerc@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70604</td>
<td>Assistant Director</td>
<td>Jeff Howard</td>
<td>2nd level/Culp</td>
<td>95641</td>
<td><a href="mailto:howards@etsu.edu">howards@etsu.edu</a></td>
</tr>
<tr>
<td>Allied Health Sciences</td>
<td>70573</td>
<td>Radiography</td>
<td>Matt Johnson</td>
<td>102 Lamb</td>
<td>97801</td>
<td><a href="mailto:johnsonm@etsu.edu">johnsonm@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70573</td>
<td>Cardiopulmonary</td>
<td>Matt Johnson</td>
<td>102 Lamb</td>
<td>97801</td>
<td><a href="mailto:johnsonm@etsu.edu">johnsonm@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70690</td>
<td>Dental Hygiene</td>
<td>Charles Faust</td>
<td>080 Lamb</td>
<td>94499</td>
<td><a href="mailto:faust@etsu.edu">faust@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70690</td>
<td>BS Completion Online</td>
<td>Debbie Dotson</td>
<td>079 Lamb Hall</td>
<td>95232</td>
<td><a href="mailto:dotsond@etsu.edu">dotsond@etsu.edu</a></td>
</tr>
<tr>
<td>Art and Design Department</td>
<td>70708</td>
<td>Art History</td>
<td>Vida Hull</td>
<td>309 Ball</td>
<td>95608</td>
<td><a href="mailto:hullv@etsu.edu">hullv@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Art History</td>
<td>Peter Pawlowicz</td>
<td>310 Ball</td>
<td>95315</td>
<td><a href="mailto:pawlowicz@etsu.edu">pawlowicz@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Art History Theory</td>
<td>Scott Koterbay</td>
<td>407 Ball</td>
<td>98208</td>
<td><a href="mailto:koterbay@etsu.edu">koterbay@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Ceramics</td>
<td>Don Davis</td>
<td>105 Art Annex</td>
<td>97864</td>
<td><a href="mailto:davisd@etsu.edu">davisd@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Drawing - Associate Dean</td>
<td>Anita DeAngelis</td>
<td>Gilbreath Hall</td>
<td>95673</td>
<td><a href="mailto:deangelis@etsu.edu">deangelis@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Fibers</td>
<td>Pat Mink</td>
<td>407 Ball</td>
<td>95739</td>
<td><a href="mailto:mink@etsu.edu">mink@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Graphic Design</td>
<td>David Dixon</td>
<td>212 Ball</td>
<td>94206</td>
<td><a href="mailto:dixonj@etsu.edu">dixonj@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Chair Art &amp; Design / Graphic Design</td>
<td>Wayne Dyer</td>
<td>410 Ball</td>
<td>95681</td>
<td><a href="mailto:dyerw@etsu.edu">dyerw@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Jewelry/Metalsmithing</td>
<td>Mindy Herrin</td>
<td>B 11 Ball</td>
<td>95393</td>
<td><a href="mailto:minherrin@hotmail.com">minherrin@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Painting</td>
<td>Mira Gerard</td>
<td>409 Ball</td>
<td>94292</td>
<td><a href="mailto:miragerard@yahoo.com">miragerard@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Photography</td>
<td>Mike Smith</td>
<td>106 Ball</td>
<td>95688</td>
<td><a href="mailto:smithm@etsu.edu">smithm@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Printmaking</td>
<td>Ralph Slatton</td>
<td>121 Ball</td>
<td>95296</td>
<td><a href="mailto:slatton@etsu.edu">slatton@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Sculpture</td>
<td>Catherine Murray</td>
<td>109 Art Annex</td>
<td>98303</td>
<td><a href="mailto:murrayc@etsu.edu">murrayc@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70708</td>
<td>Foundations</td>
<td>Travis Graves</td>
<td>310 Ball Hall</td>
<td>95682</td>
<td><a href="mailto:graverst@etsu.edu">graverst@etsu.edu</a></td>
</tr>
<tr>
<td>Arts and Sciences Coordinator</td>
<td>70307</td>
<td>Advisor</td>
<td>Dennis Hamm</td>
<td>ARC, Culp Center</td>
<td>95246</td>
<td><a href="mailto:hammdd@etsu.edu">hammdd@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70307</td>
<td>Graduate Assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>70707</td>
<td>Director of Academic Services/Advisor</td>
<td>Bob Baker</td>
<td>Memorial Center</td>
<td>94618</td>
<td><a href="mailto:bakerrb@etsu.edu">bakerrb@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70707</td>
<td>Learning Specialist</td>
<td>Maya McCoy</td>
<td>Memorial Center</td>
<td>96435</td>
<td><a href="mailto:mccoym@etsu.edu">mccoym@etsu.edu</a></td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>70703</td>
<td>Standard Biology A-M</td>
<td>Leonard Robertson</td>
<td>344 Brown</td>
<td>94228</td>
<td><a href="mailto:robertjl@etsu.edu">robertjl@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70703</td>
<td>Secondary Ed/Standard Biology</td>
<td>Leonard Robertson</td>
<td>344 Brown</td>
<td>94228</td>
<td><a href="mailto:robertjl@etsu.edu">robertjl@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70703</td>
<td>Standard Biology N-Z</td>
<td>Hugh Miller</td>
<td>306 Brown</td>
<td>96928</td>
<td><a href="mailto:millerh@etsu.edu">millerh@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70703</td>
<td>Biochemistry Concentration</td>
<td>Hugh Miller</td>
<td>306 Brown</td>
<td>96928</td>
<td><a href="mailto:millerh@etsu.edu">millerh@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70703</td>
<td>Honors in Discipline</td>
<td>Lev Yampolsky</td>
<td>338 Brown</td>
<td>94359</td>
<td><a href="mailto:yampolsk@etsu.edu">yampolsk@etsu.edu</a></td>
</tr>
<tr>
<td>Bristol, ETSU AT</td>
<td>70306</td>
<td>Director</td>
<td>Sue Fulmer</td>
<td>1227 Volunteer Pkwy Bristol</td>
<td>97777</td>
<td><a href="mailto:fulmer@etsu.edu">fulmer@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70306</td>
<td>Academic Advisor</td>
<td>Lisa Elliot</td>
<td>has office hours in Kpt and Bristol.. 392-8000</td>
<td><a href="mailto:elliottk@etsu.edu">elliottk@etsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>70699</td>
<td>Professional Advisor</td>
<td>Tim Dills</td>
<td>213 Sam Wilson</td>
<td>95275</td>
<td><a href="mailto:dillsttim@etsu.edu">dillsttim@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70699</td>
<td>Professional Advisor</td>
<td>Jennifer Douglas</td>
<td>213 Sam Wilson</td>
<td>95275</td>
<td><a href="mailto:douglasj@etsu.edu">douglasj@etsu.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>70710</td>
<td>Accountancy</td>
<td>Murray Anthony</td>
<td>113 Sam Wilson</td>
<td>95302</td>
<td><a href="mailto:anthonytm@etsu.edu">anthonytm@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Lana Becker</td>
<td>105 Sam Wilson</td>
<td>98392</td>
<td><a href="mailto:beckerman@etsu.edu">beckerman@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Gary Berg</td>
<td>108 Sam Wilson</td>
<td>95336</td>
<td><a href="mailto:berggi@etsu.edu">berggi@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Robert Morgan</td>
<td>106 Sam Wilson</td>
<td>95298</td>
<td><a href="mailto:morganr@etsu.edu">morganr@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Kent Schneider</td>
<td>107 Sam Wilson</td>
<td>95335</td>
<td><a href="mailto:kent@etsu.edu">kent@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Shelby Sparks</td>
<td>109 Sam Wilson</td>
<td>98657</td>
<td><a href="mailto:sparkss@etsu.edu">sparkss@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70710</td>
<td>Accountancy</td>
<td>Mark E. Steadman</td>
<td>104 Sam Wilson</td>
<td>95322</td>
<td><a href="mailto:steadamn@etsu.edu">steadamn@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70700</td>
<td>Banking</td>
<td>Larry White</td>
<td>222 Sam Wilson</td>
<td>94402</td>
<td><a href="mailto:white1t@etsu.edu">white1t@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Economics</td>
<td>Jafar Alavi</td>
<td>331 Sam Wilson</td>
<td>94455</td>
<td><a href="mailto:Alavijf@etsu.edu">Alavijf@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Economics</td>
<td>Doug Dotterweich</td>
<td>303 Sam Wilson</td>
<td>95357</td>
<td><a href="mailto:dotterweich@etsu.edu">dotterweich@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Geography</td>
<td>Charles Gunter, Jr.</td>
<td>215 Wilson Wallis</td>
<td>94162</td>
<td><a href="mailto:gunterch@etsu.edu">gunterch@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Geography</td>
<td>David Jennings</td>
<td>112 Wilson Wallis</td>
<td>98639</td>
<td><a href="mailto:jenningsd@etsu.edu">jenningsd@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70625</td>
<td>Legal Studies</td>
<td>Michael McKinney</td>
<td>210 Sam Wilson</td>
<td>95391</td>
<td><a href="mailto:mckinneyi@etsu.edu">mckinneyi@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Finance</td>
<td>Joe Mason, Jr.</td>
<td>325 Sam Wilson</td>
<td>95368</td>
<td><a href="mailto:masonej@etsu.edu">masonej@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70686</td>
<td>Finance</td>
<td>William Trainor</td>
<td>327 Sam Wilson</td>
<td>99668</td>
<td><a href="mailto:trimnorw@etsu.edu">trimnorw@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70625</td>
<td>Human Resource Management Option</td>
<td>Kurt Loess</td>
<td>111 Sam Wilson</td>
<td>95389</td>
<td><a href="mailto:loesskk@etsu.edu">loesskk@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70625</td>
<td>Human Resource Management Option</td>
<td>Karen Tarnoff</td>
<td>214 Sam Wilson</td>
<td>95299</td>
<td><a href="mailto:tarnoffk@etsu.edu">tarnoffk@etsu.edu</a></td>
</tr>
<tr>
<td></td>
<td>70625</td>
<td>Logistics/Supply Chain Mgmt Option</td>
<td>Kerry Swinehart</td>
<td>126 Sam Wilson</td>
<td>95395</td>
<td><a href="mailto:swineharr@etsu.edu">swineharr@etsu.edu</a></td>
</tr>
</tbody>
</table>
70625 ...........................................Management...............................John Quigley ....................................131B Sam Wilson .....................................93397 ........................ jquigley@.etsu.edu
70625 ...........................................Management...............................Michaela Driver ..................................171 Sam Wilson ........................................95593 ........................ drivere@.etsu.edu
70625 ...........................................Management...............................Joel Ryman ........................................121 Sam Wilson ........................................94434 ........................ rymanj@.etsu.edu
70625 ...........................................Management...............................Edward Stead .....................................119 Sam Wilson .........................................95399 .................... steadej@.etsu.edu
70625 ...........................................Management...............................Jean Stead ........................................116 Sam Wilson .........................................95398 .................... steadj@.etsu.edu
70625 ...........................................Management...............................Craig Turner ..........................................115 Sam Wilson .........................................95303 ........................ turnerj@.etsu.edu
70625 ...........................................Management...............................Mahmoud Yasin .....................................203 Sam Wilson .........................................93877 ................................ mmyasin@.etsu.edu
70625 ...........................................Marketing.................................Donald Shemwell ..................................128 Sam Wilson .........................................96987 ................................ shemweld@.etsu.edu
70625 ...........................................Marketing.................................Ronald Weir ..........................................102 Sam Wilson .........................................95667 ................................ weir@.etsu.edu
70625 ...........................................Marketing.................................Ugur Yavas ...............................................103 Sam Wilson .........................................95382 ................................ raxyavas@.etsu.edu
70625 ...........................................Marketing.................................Kelly Price ...............................................127 Sam Wilson .........................................95854 ................................ pricekb@.etsu.edu
70686 ...........................................Real Estate Option.......................Edward Baryla ........................................227 Sam Wilson ..........................................93669 ................................ baryla@.etsu.edu
70695 ...........................................Pre-Pharmacy and Chemistry ..........Richard Kop........................................433 Brown .................................................96911 ........................ kopp@.etsu.edu
70695 ...........................................Pre-Pharmacy and Chemistry ..........Ray Mohseni ........................................462 Brown .................................................96913 ........................ mohseni@.etsu.edu
70307 ...........................................Pre-Pharmacy Advisor.................Martha Edde-Adams ..................................ARC, Culp Center .......................................95602 ...................... eddem@.etsu.edu
70667 ...........................................Advertising .................................Stephen Marshall ........................................526 Warf-Pickel .........................................97575 ................................ marshallj@.etsu.edu
70667 ...........................................Broadcasting .................................Tom Headley ...........................................115 Warf-Pickel .........................................97572 ................................ headleyt@.etsu.edu
70667 ...........................................Chair .............................................Charles Roberts .......................................519 Warf-Pickel .........................................97577 ................................ roberts@.etsu.edu
70667 ...........................................Journalism .....................................Jack Mooney .............................................518 Warf-Pickel .........................................94168 ................................ mooneyj@.etsu.edu
70667 ...........................................Public Relations.........................Charles Roberts ........................................519 Warf-Pickel .........................................97577 ................................ roberts@.etsu.edu
70667 ...........................................Speech ...........................................Charles Roberts ........................................519 Warf-Pickel .........................................97577 ................................ roberts@.etsu.edu
70667 ...........................................Theatre ...........................................Pat Cronin ................................................216 Old COM Bldg. .....................................96513 ................................ croninj@.etsu.edu
70667 ...........................................Undecided Mass Communication ..Dan Brown .............................................518 Warf-Pickel .........................................94171 ................................ browning@.etsu.edu
70711 ...........................................Undergraduate Adv. Coordinator ....Todd Franklin ...........................................461 Nick Hall ..............................................97413 ................................ frankli@.etsu.edu
70711 ...........................................Graduate Coordinator .................Phil Peiffer ..............................................467 Nick Hall ..............................................95355 ................................ phil@.etsu.edu

Continuing Studies
BGS / BAS / BSIS / BSPS or Regents Online Degree Program
(RDOP) 70659 ...............................................Jordan Swingle .........................................916 W. Maple ...........................................94223 ................................ swingle@.etsu.edu

BGS / BAS / BSIS / BSPS or Regents Online Degree Program
(RDOP) 70659 ...............................................Kim Crowder ..............................................916 W. Maple ...........................................94223 ................................ crowder@.etsu.edu

Criminal Justice and Criminology
70307 ...........................................All Students ........................................Dennis Hamm ...........................................ARC, Culp Center .......................................95246 ................................ hammmd@.etsu.edu

Dental Hygiene
70690 ...........................................BS Completion Online ................Debbie Dotson .........................................004 Lamb Hall .........................................95232 ................................ dotsond@.etsu.edu
70690 ...........................................Dental Hygiene Advisor/Program Director ....Charles Faust .........................................003 Lamb Hall .........................................94499 ................................ faust@.etsu.edu

Developmental Studies Program PLEASE SEE UNIVERSITY ADVISMENT CENTER

Digital Media (See Technology & Geomatics)
Disability Services
70605 ...........................................Disability Services Center ........Linda Gibson .........................................Lower Level Culp .......................................98346 ................................ gibsonl@.etsu.edu

EDUCATION - COLLEGE OF
70685 ...........................................Professional Advisor ...............Rebecca Loyd ...........................................321 Warf-Pickel .........................................97628 ................................ loydr@.etsu.edu
70685 ...........................................Professional Advisor ...............Stacy Onks ..............................................321 Warf-Pickel .........................................97518 ................................ onkss@.etsu.edu

ISED Program (elementary) advises by year of expected graduation and by content areas (secondary).
Education - Curriculum and Instruction
70684 ...........................................ISED 2008 graduation date ........Amy Govett ............................................410 Warf-Pickel .........................................97678 ................................ govett@.etsu.edu
70684 ...........................................ISED 2008 graduation date ........Tammy Barnes ...........................................410 Warf-Pickel .........................................94155 ................................ barnestl@.etsu.edu
70684 ...........................................ISED 2008 graduation date ........Delanna Reed ..........................................410 Warf-Pickel .........................................97601 ................................ reeddk@.etsu.edu
70684 ...........................................ISED 2008 graduation date ........Lee Daniels ...........................................410 Warf-Pickel .........................................97843 ................................ danielsl@.etsu.edu
70684 ...........................................ISED 2008 graduation date ........Rosalind Gann ......................................410 Warf-Pickel .........................................97596 ................................ gannr@.etsu.edu
70684 ...........................................ISED 2008 graduation date ........Marcia Dossor ......................................471A Warf-Pickel .......................................97594 ................................ dossorj@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Martha Collins ..........................................410 Warf-Pickel .........................................97845 ................................ collinsm@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Edward Dwyer ..........................................410 Warf-Pickel .........................................97593 ................................ dwyerj@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Joseph Sobol ..........................................410 Warf-Pickel .........................................97863 ................................ sobolj@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Jane Melendez ..........................................410 Warf-Pickel .........................................97910 ................................ melendezj@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Leslie Perry ...........................................410 Warf-Pickel .........................................97602 ................................ perryl@.etsu.edu
70684 ...........................................ISED 2009 graduation date ........Linda Turnbo ..........................................410 Warf-Pickel .........................................97851 ................................ turnbool@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Amy Govett ...........................................410 Warf-Pickel .........................................97678 ................................ govett@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Delanna Reed ..........................................410 Warf-Pickel .........................................97601 ................................ reeddk@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Lee Daniels ...........................................410 Warf-Pickel .........................................97843 ................................ danielsl@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Rosalind Gann ......................................410 Warf-Pickel .........................................97596 ................................ gannr@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Marcia Dossor ......................................471A Warf-Pickel .......................................97594 ................................ dossorj@.etsu.edu
70684 ...........................................ISED 2010 graduation date ........Tammy Barnes ...........................................410 Warf-Pickel .........................................94155 ................................ barnestl@.etsu.edu

~ 36 ~

Ten Things You Should Know to Succeed at ETSU
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Hamm</td>
<td><a href="mailto:hamm@etsu.edu">hamm@etsu.edu</a></td>
</tr>
<tr>
<td>Lawrence H. Evans</td>
<td><a href="mailto:evanshep@etsu.edu">evanshep@etsu.edu</a></td>
</tr>
<tr>
<td>Pam Evans</td>
<td><a href="mailto:evansp@etsu.edu">evansp@etsu.edu</a></td>
</tr>
<tr>
<td>J. Miller</td>
<td><a href="mailto:millerm@etsu.edu">millerm@etsu.edu</a></td>
</tr>
<tr>
<td>Jean Hamm</td>
<td><a href="mailto:hamm@etsu.edu">hamm@etsu.edu</a></td>
</tr>
<tr>
<td>Karen J. Gajda</td>
<td><a href="mailto:gajda@etsu.edu">gajda@etsu.edu</a></td>
</tr>
<tr>
<td>Thomas L. Groveson</td>
<td><a href="mailto:groveson@etsu.edu">groveson@etsu.edu</a></td>
</tr>
<tr>
<td>Jack E. Ralston</td>
<td><a href="mailto:ralston@etsu.edu">ralston@etsu.edu</a></td>
</tr>
<tr>
<td>Lissy Gloeckler</td>
<td><a href="mailto:gloeckler@etsu.edu">gloeckler@etsu.edu</a></td>
</tr>
<tr>
<td>Elizabeth Ralston</td>
<td><a href="mailto:ralston@etsu.edu">ralston@etsu.edu</a></td>
</tr>
<tr>
<td>Karin Bartozuk</td>
<td><a href="mailto:bartozuk@etsu.edu">bartozuk@etsu.edu</a></td>
</tr>
<tr>
<td>Laurelle Phillips</td>
<td><a href="mailto:philipps@etsu.edu">philipps@etsu.edu</a></td>
</tr>
<tr>
<td>Cecilia Blankenship</td>
<td><a href="mailto:blankens@etsu.edu">blankens@etsu.edu</a></td>
</tr>
<tr>
<td>Karin Bartozuk</td>
<td><a href="mailto:bartozuk@etsu.edu">bartozuk@etsu.edu</a></td>
</tr>
<tr>
<td>Alison Barton</td>
<td><a href="mailto:alison@etsu.edu">alison@etsu.edu</a></td>
</tr>
<tr>
<td>Steve Cockerham</td>
<td><a href="mailto:cockerha@etsu.edu">cockerha@etsu.edu</a></td>
</tr>
<tr>
<td>Blake Snider</td>
<td><a href="mailto:snider@etsu.edu">snider@etsu.edu</a></td>
</tr>
<tr>
<td>Cindy Hales</td>
<td><a href="mailto:hales@etsu.edu">hales@etsu.edu</a></td>
</tr>
<tr>
<td>Martha Coutinho</td>
<td><a href="mailto:coutinho@etsu.edu">coutinho@etsu.edu</a></td>
</tr>
<tr>
<td>James Fox</td>
<td><a href="mailto:foxe@etsu.edu">foxe@etsu.edu</a></td>
</tr>
<tr>
<td>Linda Payne</td>
<td><a href="mailto:payne@etsu.edu">payne@etsu.edu</a></td>
</tr>
<tr>
<td>Lori Marks</td>
<td><a href="mailto:marks@etsu.edu">marks@etsu.edu</a></td>
</tr>
<tr>
<td>Clarissa Willis</td>
<td><a href="mailto:willisc@etsu.edu">willisc@etsu.edu</a></td>
</tr>
<tr>
<td>Tom Coates</td>
<td><a href="mailto:coates@etsu.edu">coates@etsu.edu</a></td>
</tr>
<tr>
<td>Jason Davis</td>
<td><a href="mailto:davistj@etsu.edu">davistj@etsu.edu</a></td>
</tr>
<tr>
<td>Danny Hedrick</td>
<td><a href="mailto:hedrick@etsu.edu">hedrick@etsu.edu</a></td>
</tr>
<tr>
<td>Diana Mozen</td>
<td><a href="mailto:mozenda@etsu.edu">mozenda@etsu.edu</a></td>
</tr>
<tr>
<td>Harry Lehwald</td>
<td><a href="mailto:lehwald@etsu.edu">lehwald@etsu.edu</a></td>
</tr>
<tr>
<td>Tom Coates</td>
<td><a href="mailto:coates@etsu.edu">coates@etsu.edu</a></td>
</tr>
<tr>
<td>Travis Teague</td>
<td><a href="mailto:teague@etsu.edu">teague@etsu.edu</a></td>
</tr>
<tr>
<td>Anne DelMartini</td>
<td><a href="mailto:demartini@etsu.edu">demartini@etsu.edu</a></td>
</tr>
<tr>
<td>Judith Slagle</td>
<td><a href="mailto:slagle@etsu.edu">slagle@etsu.edu</a></td>
</tr>
<tr>
<td>Thomas Alan Holmes</td>
<td><a href="mailto:holmes@etsu.edu">holmes@etsu.edu</a></td>
</tr>
<tr>
<td>Karen Cjka</td>
<td><a href="mailto:cjka@etsu.edu">cjka@etsu.edu</a></td>
</tr>
<tr>
<td>Thomas Crofts</td>
<td><a href="mailto:crofts@etsu.edu">crofts@etsu.edu</a></td>
</tr>
<tr>
<td>Theresa McGarry</td>
<td><a href="mailto:mcgarry@etsu.edu">mcgarry@etsu.edu</a></td>
</tr>
<tr>
<td>Yousif Elhindi</td>
<td><a href="mailto:elhind@etsu.edu">elhind@etsu.edu</a></td>
</tr>
<tr>
<td>Ron Giles</td>
<td><a href="mailto:giles@etsu.edu">giles@etsu.edu</a></td>
</tr>
<tr>
<td>Steven Gross</td>
<td><a href="mailto:gross@etsu.edu">gross@etsu.edu</a></td>
</tr>
<tr>
<td>Kathleen Grover</td>
<td><a href="mailto:grover@etsu.edu">grover@etsu.edu</a></td>
</tr>
<tr>
<td>Darryl Haley</td>
<td><a href="mailto:haley@etsu.edu">haley@etsu.edu</a></td>
</tr>
<tr>
<td>Mark Holland</td>
<td><a href="mailto:hollan@etsu.edu">hollan@etsu.edu</a></td>
</tr>
<tr>
<td>Mary Hurd</td>
<td><a href="mailto:hurd@etsu.edu">hurd@etsu.edu</a></td>
</tr>
<tr>
<td>Don Johnson</td>
<td><a href="mailto:johnson@etsu.edu">johnson@etsu.edu</a></td>
</tr>
<tr>
<td>Tess Lloyd</td>
<td><a href="mailto:lloyd@etsu.edu">lloyd@etsu.edu</a></td>
</tr>
<tr>
<td>John Morefield</td>
<td><a href="mailto:morefield@etsu.edu">morefield@etsu.edu</a></td>
</tr>
<tr>
<td>Katherine Weiss</td>
<td><a href="mailto:weissk1@etsu.edu">weissk1@etsu.edu</a></td>
</tr>
<tr>
<td>Martha Michieka</td>
<td><a href="mailto:michieka@etsu.edu">michieka@etsu.edu</a></td>
</tr>
<tr>
<td>Kevin O’Donnell</td>
<td><a href="mailto:odonnell@etsu.edu">odonnell@etsu.edu</a></td>
</tr>
<tr>
<td>Graduate Director</td>
<td><a href="mailto:Sawyer@etsu.edu">Sawyer@etsu.edu</a></td>
</tr>
<tr>
<td>Robert Sawyer</td>
<td><a href="mailto:resawyer1@msn.com">resawyer1@msn.com</a></td>
</tr>
<tr>
<td>Marcia Songer</td>
<td><a href="mailto:songerm@etsu.edu">songerm@etsu.edu</a></td>
</tr>
<tr>
<td>Bonny Stanley</td>
<td><a href="mailto:stanley@etsu.edu">stanley@etsu.edu</a></td>
</tr>
<tr>
<td>Fred Waage</td>
<td><a href="mailto:waage@etsu.edu">waage@etsu.edu</a></td>
</tr>
</tbody>
</table>
### Environmental Health

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70683</td>
<td>Shawna Lichtenwalner</td>
<td>408 Burleson Hall</td>
<td>95993</td>
<td><a href="mailto:lichtenw@etsu.edu">lichtenw@etsu.edu</a></td>
</tr>
<tr>
<td>70683</td>
<td>Phyllis Thompson</td>
<td>306 Butlerson Hall</td>
<td>95996</td>
<td><a href="mailto:thompson@etsu.edu">thompson@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Phil Scheuerman *(A-D)</td>
<td>55 Lamb Hall</td>
<td>97073</td>
<td><a href="mailto:philsche@etsu.edu">philsche@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Troy Burrow *(E-I)</td>
<td>55 Lamb Hall</td>
<td>94542</td>
<td><a href="mailto:burrow@etsu.edu">burrow@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Ken Silver *(J-N)</td>
<td>55 Lamb Hall</td>
<td>97635</td>
<td><a href="mailto:silver@etsu.edu">silver@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Kurt Maier *(O-R)</td>
<td>55 Lamb Hall</td>
<td>97632</td>
<td><a href="mailto:maier@etsu.edu">maier@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Michelle Crimi</td>
<td>55 Lamb Hall</td>
<td>97066</td>
<td><a href="mailto:crimi@etsu.edu">crimi@etsu.edu</a></td>
</tr>
<tr>
<td>70682</td>
<td>Tricia Metts (W-Z)</td>
<td>065 C Lamb Hall</td>
<td>94539</td>
<td><a href="mailto:metts@etsu.edu">metts@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Family and Consumer Sciences

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70671</td>
<td>Anna Roberts</td>
<td>208 B Hutcherson</td>
<td>97536</td>
<td><a href="mailto:aroberts@etsu.edu">aroberts@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Beth Lowe</td>
<td>101 Hutcherson</td>
<td>97537</td>
<td><a href="mailto:lowee@etsu.edu">lowee@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Alison Schaefer</td>
<td>104 Hutcherson</td>
<td>97532</td>
<td><a href="mailto:schaefer@etsu.edu">schaefer@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Angela Lewis</td>
<td>208 C Hutcherson</td>
<td>97534</td>
<td><a href="mailto:lewisar@etsu.edu">lewisar@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Angela Lewis</td>
<td>208 C Hutcherson</td>
<td>97532</td>
<td><a href="mailto:lewisar@etsu.edu">lewisar@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Alison Schaefer</td>
<td>104 Hutcherson</td>
<td>97532</td>
<td><a href="mailto:schaefer@etsu.edu">schaefer@etsu.edu</a></td>
</tr>
<tr>
<td>70671</td>
<td>Jerome Mwinyelle</td>
<td>213 A Gilbreath</td>
<td>96901</td>
<td><a href="mailto:mwinyell@etsu.edu">mwinyell@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Health Sciences

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70673</td>
<td>Michael Gallagher</td>
<td>249 G Lamb Hall</td>
<td>94563</td>
<td><a href="mailto:gallaghe@etsu.edu">gallaghe@etsu.edu</a></td>
</tr>
<tr>
<td>70672</td>
<td>Doug Burgess</td>
<td>107 Rogers-Stout</td>
<td>96691</td>
<td><a href="mailto:burgessw@etsu.edu">burgessw@etsu.edu</a></td>
</tr>
<tr>
<td>70672</td>
<td>Henry Antkiwicz</td>
<td>105 Rogers-Stout</td>
<td>96695</td>
<td><a href="mailto:antkiwew@etsu.edu">antkiwew@etsu.edu</a></td>
</tr>
<tr>
<td>70589</td>
<td>Rebecca Pyles</td>
<td>131 Foakley</td>
<td>96076</td>
<td><a href="mailto:pyles@etsu.edu">pyles@etsu.edu</a></td>
</tr>
<tr>
<td>70589</td>
<td>Patrick Cronin</td>
<td>216 ‘old’ COM</td>
<td>96513</td>
<td><a href="mailto:cronin@etsu.edu">cronin@etsu.edu</a></td>
</tr>
<tr>
<td>70294</td>
<td>Michael Gody</td>
<td>914 W. Maple Street</td>
<td>96456</td>
<td><a href="mailto:codym@etsu.edu">codym@etsu.edu</a></td>
</tr>
<tr>
<td>70294</td>
<td>Marcia Songer</td>
<td>914 W. Maple Street</td>
<td>96456</td>
<td><a href="mailto:songerm@etsu.edu">songerm@etsu.edu</a></td>
</tr>
<tr>
<td>70589</td>
<td>Foster Levy</td>
<td>409 Brown Hall</td>
<td>96926</td>
<td><a href="mailto:levyf@etsu.edu">levyf@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Geomatics (See Physics Department)

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70679</td>
<td>Marian Clark</td>
<td>101 C. Wilson Wallis</td>
<td>97656</td>
<td><a href="mailto:mmclark@etsu.edu">mmclark@etsu.edu</a></td>
</tr>
<tr>
<td>70679</td>
<td>Jerry W. Nave</td>
<td>112 Wilson Wallis</td>
<td>97657</td>
<td><a href="mailto:jwnave@etsu.edu">jwnave@etsu.edu</a></td>
</tr>
</tbody>
</table>

### History

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70672</td>
<td>Doug Burgess</td>
<td>107 Rogers-Stout</td>
<td>96691</td>
<td><a href="mailto:burgessw@etsu.edu">burgessw@etsu.edu</a></td>
</tr>
<tr>
<td>70672</td>
<td>Henry Antkiwicz</td>
<td>105 Rogers-Stout</td>
<td>96695</td>
<td><a href="mailto:antkiwew@etsu.edu">antkiwew@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Honors College

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70589</td>
<td>Rebecca Pyles</td>
<td>131 Foakley</td>
<td>96076</td>
<td><a href="mailto:pyles@etsu.edu">pyles@etsu.edu</a></td>
</tr>
<tr>
<td>70589</td>
<td>Patrick Cronin</td>
<td>216 ‘old’ COM</td>
<td>96513</td>
<td><a href="mailto:cronin@etsu.edu">cronin@etsu.edu</a></td>
</tr>
<tr>
<td>70294</td>
<td>Michael Gody</td>
<td>914 W. Maple Street</td>
<td>96456</td>
<td><a href="mailto:codym@etsu.edu">codym@etsu.edu</a></td>
</tr>
<tr>
<td>70294</td>
<td>Marcia Songer</td>
<td>914 W. Maple Street</td>
<td>96456</td>
<td><a href="mailto:songerm@etsu.edu">songerm@etsu.edu</a></td>
</tr>
</tbody>
</table>

### International Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70668</td>
<td>Maria Costa</td>
<td>110 Foakley</td>
<td>97737</td>
<td><a href="mailto:costa@etsu.edu">costa@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Kingsport, ETSU AT

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70727</td>
<td>Lisa Elliot</td>
<td>1501 University Blvd. Kingsport</td>
<td>392-8000</td>
<td><a href="mailto:elliotlk@etsu.edu">elliotlk@etsu.edu</a></td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70663</td>
<td>Michel Helfgott</td>
<td>308G Gilbreath</td>
<td>96977</td>
<td><a href="mailto:helfgott@etsu.edu">helfgott@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Anant Godbole</td>
<td>312 A Gilbreath</td>
<td>95359</td>
<td><a href="mailto:godbolea@etsu.edu">godbolea@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Mary Dave Blackman</td>
<td>101 Mathes Hall</td>
<td>96948</td>
<td><a href="mailto:blackman@etsu.edu">blackman@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Rebecca Paluzzi</td>
<td>103 Mathes Hall</td>
<td>95788</td>
<td><a href="mailto:paluzzi@etsu.edu">paluzzi@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Benjamin Caton</td>
<td>208 Mathes Hall</td>
<td>94405</td>
<td><a href="mailto:caton@etsu.edu">caton@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>David Champouillon</td>
<td>10 Mathes Hall</td>
<td>96955</td>
<td><a href="mailto:champoui@etsu.edu">champoui@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Allison Deadman</td>
<td>201 Mathes Hall</td>
<td>96432</td>
<td><a href="mailto:deadmana@etsu.edu">deadmana@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Rebecca Paluzzi</td>
<td>103 Mathes Hall</td>
<td>96956</td>
<td><a href="mailto:paluzzi@etsu.edu">paluzzi@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Rande Sanderbeck</td>
<td>19 Mathes Hall</td>
<td>95783</td>
<td><a href="mailto:sanderbe@etsu.edu">sanderbe@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Tom Jenette</td>
<td>210 Mathes Hall</td>
<td>96949</td>
<td><a href="mailto:jenette@etsu.edu">jenette@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Sunny Oh</td>
<td>206 Mathes Hall</td>
<td>96943</td>
<td><a href="mailto:oh@etsu.edu">oh@etsu.edu</a></td>
</tr>
<tr>
<td>70663</td>
<td>Christian Zembower</td>
<td>14 Mathes Hall</td>
<td>94296</td>
<td><a href="mailto:zembower@etsu.edu">zembower@etsu.edu</a></td>
</tr>
</tbody>
</table>

### NEXUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>70714</td>
<td>Chris Strode</td>
<td>96187</td>
<td></td>
<td><a href="mailto:strode@etsu.edu">strode@etsu.edu</a></td>
</tr>
</tbody>
</table>
**Nursing**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Nicks Hall</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Stephens</td>
<td></td>
<td>94578</td>
</tr>
<tr>
<td>Scott Vaughn</td>
<td></td>
<td>94578</td>
</tr>
<tr>
<td>Jamie Bastian</td>
<td></td>
<td>94578</td>
</tr>
<tr>
<td>Tina Smith</td>
<td></td>
<td>94578</td>
</tr>
</tbody>
</table>

**Philosophy and Humanities**

<table>
<thead>
<tr>
<th>Chair</th>
<th>ARC - 2nd Level of Culp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Gold</td>
<td>95810</td>
</tr>
<tr>
<td>Richard Kortum</td>
<td>96492</td>
</tr>
<tr>
<td>Leslie MacAvoy</td>
<td>96623</td>
</tr>
<tr>
<td>Keith Green</td>
<td>94442</td>
</tr>
</tbody>
</table>

**Physics, PreEngineering, Astronomy, Geology**

<table>
<thead>
<tr>
<th>Director, Legal Studies Minor and University</th>
<th>205 Rogers-Stout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Battista</td>
<td>96628</td>
</tr>
</tbody>
</table>

**Political Science**

<table>
<thead>
<tr>
<th>Chair</th>
<th>301 B Rogers-Stout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Luttermoser</td>
<td>97064</td>
</tr>
</tbody>
</table>

**Psychology**

<table>
<thead>
<tr>
<th>Chair</th>
<th>420 A Rogers-Stout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andi Clements</td>
<td>96661</td>
</tr>
<tr>
<td>Russ Brown</td>
<td>95863</td>
</tr>
<tr>
<td>Jon Ellis</td>
<td>96658</td>
</tr>
<tr>
<td>Chris Dula</td>
<td>98307</td>
</tr>
<tr>
<td>Jon Webb</td>
<td>94466</td>
</tr>
<tr>
<td>Stacey Williams</td>
<td>94615</td>
</tr>
<tr>
<td>Jody Polaha</td>
<td>94614</td>
</tr>
<tr>
<td>Ginnette Blackhart</td>
<td>94613</td>
</tr>
<tr>
<td>Wallace Dixon</td>
<td>96656</td>
</tr>
</tbody>
</table>

**Physical Therapy**

<table>
<thead>
<tr>
<th>Chair</th>
<th>420 A Rogers-Stout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Johnson</td>
<td>97801</td>
</tr>
</tbody>
</table>

**Public Health**

<table>
<thead>
<tr>
<th>Chair</th>
<th>415 Rogers-Stout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynda Anastasia</td>
<td>94449</td>
</tr>
<tr>
<td>Mike Dunn</td>
<td>94548</td>
</tr>
<tr>
<td>Jim Florence</td>
<td>96720</td>
</tr>
<tr>
<td>Mary Ann Littleton</td>
<td>95247</td>
</tr>
<tr>
<td>Chul-Young Roh</td>
<td>94483</td>
</tr>
<tr>
<td>Mike Stoots</td>
<td>94456</td>
</tr>
</tbody>
</table>

**Radiography (PLEASE SEE Allied Health Sciences)**

<table>
<thead>
<tr>
<th>Chair/Undergraduate</th>
<th>207 Hillrise Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Baggett</td>
<td>96011</td>
</tr>
</tbody>
</table>

**Social Work**

<table>
<thead>
<tr>
<th>Chair</th>
<th>315 Yoakley Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynda Anastasia</td>
<td>97895</td>
</tr>
<tr>
<td>J. P. Burnham</td>
<td>93003</td>
</tr>
<tr>
<td>David Cecil</td>
<td>96018</td>
</tr>
<tr>
<td>Mary Ellen Cox</td>
<td>93004</td>
</tr>
<tr>
<td>Bruce Dalton</td>
<td>96016</td>
</tr>
<tr>
<td>Barbara Grissett</td>
<td>96015</td>
</tr>
<tr>
<td>Helene Halvorson</td>
<td>96014</td>
</tr>
<tr>
<td>Daphne Henderson</td>
<td>97894</td>
</tr>
<tr>
<td>Kay Kuczymski</td>
<td>93006</td>
</tr>
<tr>
<td>Robyn Lennon-Dearing</td>
<td>96019</td>
</tr>
<tr>
<td>Patty Gibbs Wahlberg</td>
<td>96009</td>
</tr>
<tr>
<td>Scott Beck</td>
<td>96648</td>
</tr>
<tr>
<td>Richard Blaustein</td>
<td>94748</td>
</tr>
<tr>
<td>Anthony Cavender</td>
<td>96649</td>
</tr>
<tr>
<td>Betsy Cole</td>
<td>96654</td>
</tr>
</tbody>
</table>

**Ten Things You Should Know to Succeed at ETSU**

~ 39 ~
### Technology and Geomatics

<table>
<thead>
<tr>
<th>Student Support Services</th>
<th>Donna Lockaby-Morrow</th>
<th>Student Support Services Office</th>
<th>96451</th>
<th><a href="mailto:lockaby@etsu.edu">lockaby@etsu.edu</a></th>
</tr>
</thead>
</table>

### University Advisement Center

(Underdeclared majors and Developmental Studies Program assistance)

| 70590 | Interim Director of University | Caroline Jackson | ARC - 2nd Level Culp | 94098 | cjackson@etsu.edu |

### Developmental Studies Program

| 70590 | Interim Director | Teresa Jackson | ARC - 2nd Level Culp | 96940 / 94675 | williata@etsu.edu |

| 70590 | Counselor | Linda Potter | ARC - 2nd Level Culp | 97066 | linda@etsu.edu |

| 70590 | Graduate Assistant | Shelley Bell | ARC - 2nd Level Culp | 95244 |

| 70590 | Graduate Assistant | Margaret Mullins | ARC - 2nd Level Culp | 95244 |

| 70590 | Graduate Assistant | Katie Sims | ARC - 2nd Level Culp | 95244 |

| 70590 | Graduate Assistant | Joel Tramel | ARC - 2nd Level Culp | 95244 |

### Undergraduate Student Advisement

| 70291 | Interim Director | Teresa Williams | Welcome Center | 94675 | williata@etsu.edu |

| 70291 | Information Research Tech. I | Suzy Hooven | Welcome Center | 98537 | hooven@etsu.edu |

| 70667 | Information Research Tech. I | Amber Kinser | COM Bldg. 235 | 94135 | kinsera@etsu.edu |

---

Ten Things You Should Know to Succeed at ETSU
University Terms - What Do They Mean?

Every occupation or field of endeavor has terminology known only to “insiders.” As an adult student entering college for the first time or reentering the college community after a lapse of some years, you may find some of the terms baffling. Listed below are some of the many terms which you will hear over and over again in college:

**ACTS:** The office of Adult, Commuter & Transfer Student Services: The place to come for all of your answers!

**Advisor:** Professional staff or faculty member who advises students about their individual academic program.

**Area of Concentration:** An alternative combination of courses constituting a distinct procedure for meeting the requirements of an approved major and eliminating the need for a separate minor.

**Articulation (Transfer) Agreement:** A preset outline of the courses you will need to take at your community college to complete the hours required for the associate degree, and the ETSU courses you will be required to take after transferring to ETSU in order to complete the bachelor’s degree in your determined major.

**Audit:** To take a course without credit. Student is not required to take exam or submit work for review.

**Call Number:** The number given to each academic course that a student must have and use in order to register for that course. They can be found on GoldLink or in your Schedule of Classes.

**Classification:** Level of progress toward the bachelor’s degree. An undergraduate student is classified as Freshman, Sophomore, Junior, or Senior, depending on the number of semester hours completed and grade points earned.

**CLEP Tests:** Tests developed by the College Entrance Examination Board which determine the extent of a student’s knowledge in a particular subject area. These tests are used to award college credit in certain subject areas.

**Co-Requisite:** A course which must be taken at the same time as another specified course.

**Core Exit Exam:** Students who have completed 105 hours and the General Education Core Part 1 are required to take the Academic Profile. All graduating students will be required to take the Academic Profile Exam before receiving their degree. Call the Testing Center (439-7842) to register for the exam.

**Credit:** The numerical value awarded upon completion of specified studies, usually based on class meeting length and frequency. At ETSU, credit is stated in semester hours.

**Curriculum:** The whole body of courses offered by the college, or by one of its divisions or departments.

**Department:** An organizational unit representing a discipline or related disciplines, such as Department of Foreign Languages.

**Desire2Learn or D2L:** System (replacing Blackboard in 2007-08) that allows for courses to be taught online either exclusively or in conjunction with traditional classroom instruction. It allows for instructors to post assignments, give tests, post grades, and make additional course material available. It allows students to retrieve their assignments, submit their work, take tests, view their grades, and communicate with the instructor(s) and classmates.

**Developmental Studies Courses:** Undergraduate courses designed to equip students with essential skills in math, reading, writing & learning strategies that they will need in order to succeed in college.

**Discipline:** An area of study representing a branch of knowledge, such as Mathematics.

**Elective:** A course not specifically required for a particular major or minor.

**Exam:** Usually a comprehensive test given at mid-term, at the end of a course, or at the end of some significant portion of a course.

**Exit Exam:** A mandatory exam, taken during final semester, required of all students receiving an undergraduate degree. Results are used for gathering statistical data in comparison with students’ Freshman Core Exam results.

**Fine Arts Courses:** Certain courses in art, theatre and music.

**Fully-Matriculated Student:** An enrolled student who has been accepted through the Office of Admissions as a degree candidate.

**Fresh Start:** Academic Fresh Start is a plan of academic
forgiveness provided for students who have a record of poor academic performance. This program is designed to assist students by allowing calculation of grade point average and credit hours toward graduation to be based only on work completed after returning to college under the Academic Fresh Start policy.

**General Education Core:** Courses designed to help students acquire a broad base of knowledge and capabilities fundamental to the concept of a university education.

**GoldLink:** The Internet-based link to the registrar’s office. On GoldLink you can process registration, drops, adds, pay fees, view your schedule, obtain your grades, request a transcript, and review your financial aid information. You can also view and search course listings that are offered during a particular semester.

**Goldmail:** Student email account (see z account)

**Grade:** A letter (A, A-, B+, B, B-, C+, C, C-, D+, D, F) representing the professor’s evaluation of the student’s work.

**Grade Points:** A numerical representation of the value of a letter grade for a course \((A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0)\) multiplied by the semester hours awarded for a course. Examples: a grade of “A” for a 1-semester-hour physical education course is worth four grade points; a “B” in a 3-semester-hour English course is worth 9 grade points; a “C-” in a 3-semester-hour math course is worth 5.1 grade points.

**Grade Point Average:** The total number of grade points earned divided by the total number of semester hours carried. For example, a student who earns 36 grade points while carrying a course load of 15 semester hours would earn a GPA of 2.40 for the semester.

**Graduate Student:** A student who has received a bachelor's degree and has been admitted to the School of Graduate Studies for work toward an advanced degree.

**High School Unit Deficiency:** As part of the admissions requirements, students are expected to have a specific number of high school courses in certain academic areas. Some students are admitted who lack these requirements and will be required to complete analogous college-level courses with a grade of C or better.

**Hold:** A restriction that is put on your student account that will temporarily prohibit you from certain ETSU services, such as registering, graduating, obtaining financial aid checks, etc. Some examples are advisor holds (if you are required to meet with an advisor before registering for courses), student health center hold (if you have not submitted all of your inoculation records), a bursar hold (if you have not yet paid all of your fees or have unpaid parking fines), etc.

**Humanities Courses:** Certain courses in English, history, foreign languages, and philosophy and religion.

**ID Number or Student Number:** The arbitrary number given to all ETSU students that acts as an identification system for the university. Originally your ID may be your social security number, but upon being admitted to ETSU, each individual is provided a new number for identification. This number will be asked of you frequently. It is a good idea to memorize this number. Your ID/Student number is likewise printed on your ID Card.

**Interdisciplinary Courses:** Courses which deal with two or more academic subjects.

**Intensive Courses (Intensives):** Courses which fulfill the general education core for Writing Intensive, Communicating Orally (i.e., oral intensives), and Using Information Technology (i.e., technology intensives) requirements. These courses are indicated in the Schedule of Classes each term.

**Life-Long Learning:** An expression of the concept that education should continue throughout one’s lifetime.

**Major:** The academic area in which a student chooses to place principal emphasis, requiring a minimum of 24 credit hours of specified courses in a particular field of study.

**Major Requirements:** Requirements that a specific major sets forth to fulfill a degree. These requirements are in addition to the general education and graduation requirements endorsed by ETSU and the Tennessee Board of Regents.

**Midterm:** The approximate halfway point of a semester.

**Minor:** A coherent curriculum of study that is less extensive than a major and consists of specified courses from one or more fields of study.

**Non-Credit Courses:** Courses offered by the School of Continuing Studies which address the personal and professional development needs of the ETSU community but do not carry academic credit.

**Online Courses:** Courses which are taught solely through the use of computers and the Internet. There is no physical classroom meeting time or location. Such courses predominantly use the BlackBoard Internet-based learning system.

**Orientation:** Activities and programs designed to help the new student become acquainted with the college.

**Permanent Record:** The card on which the registrar lists all the student’s courses, semester hours of credit, grades, status and certain personal information.

**Placement Tests:** Tests given by college departments which determine a student’s level of proficiency in a particular subject area. These tests are used to place students in classes at the appropriate level for their abilities.

**Post-Baccalaureate Student:** A student who has already received a bachelor’s degree and is taking more undergraduate courses.

**Pre-registration:** An opportunity for students already enrolled at the college to select courses for the next semester before new students register.

**Prerequisite:** A requirement which must be met before a particular course can be taken.
Quiz: A brief test, sometimes unannounced, and usually not requiring a full class period.

RODP (Regents Online Degree Program): RODP courses and degree programs are courses exclusively taught online that were established by the Tennessee Board of Regents in conjunction with their participating technology centers, community colleges and universities.

Schedule: The courses for which a student is enrolled during a semester or summer term.

Semester (Term): A portion of the school year in which courses can be completed. Spring and fall semesters are about 15 - 16 weeks; summer semesters are much shorter.

Semester Hour: The unit of credit used by schools on the semester plan.

Social Science Courses: Courses in anthropology, economics, political science, psychology, or sociology.

Special student: A student who has been admitted for the purpose of taking courses of interest, but who is not working toward a degree at ETSU. Special students do not have advisors since their courses are self-selected.

Syllabus: A syllabus is an outline or other brief statement of what a professor expects to cover for the entire semester. It will often include an exact schedule of assignment due dates, test dates, grading system, and any issues a professor wishes to make absolutely clear.

TBR (Tennessee Board of Regents): The governing board for ETSU and select other academic institutions in Tennessee.

Term Paper: A written assignment requiring students to gather knowledge through documented research, from numerous sources, on a specific topic and present it in an orderly fashion; length varies, but 5 - 10 typewritten pages is not unusual.

Text: The assigned book for a course.

Transcript: An official copy of a student's permanent academic record.

Transfer Course Equivalencies: How a course transfers from an outside institution into ETSU and for which ETSU courses the transfer courses will be considered.

Undeclared Major: A student who is undecided about his/her major.

Undergraduate: A college student who has not yet received a bachelor's degree.

Z-account: This is your student email account. All student email accounts begin with the letter “z” and are often followed by your initials and (a) number(s). The remainder of the email account is @goldmail.etsu.edu. This is the account that professors and the school often use to contact students about important dates/events/requirements. It is important that once you get a “z-account” that you access it, and, if you prefer to use an outside email account, make sure you link your z-account to your preferred email account.
For 20 years Tammy had been a housewife and the mother of three children. She was devastated when her husband suddenly died several years ago, leaving her with no marketable skills and for the first time in her adult life, on her own. A friend suggested she consider going to college. Tammy had always wanted to be a nurse so, since her children were nearly grown, she decided to take her friend’s good advice and enter East Tennessee State University’s nursing program. Today, she has a good job as a registered nurse at a local hospital and is financially secure.

John had a fairly good job in a restaurant but longed for more challenge, not to mention a larger paycheck. Using skills learned in the fast-food industry, he entered ETSU on a part-time basis to study nutrition. His degree helped him secure a career as a nutritionist in a large school system, fulfilling his desire for new challenges, increased pay, and a more satisfying future.

After dropping out of ETSU, Summer took time off from school to work and figure out what she was going to do with her life. A year later she got a professional position in journalism and discovered that she had a great enthusiasm for the field. Her work schedule allowed her to go back to school, so she took classes at a local community college. Articulation agreements between the community college and ETSU helped her make a smooth transition when she decided to come back to ETSU to major in journalism. When she initially left ETSU, her GPA was below a 2.0. Now it is a 3.5 and she is proud to say she sees the light at the end of the tunnel. With the encouragement of her professors and instructors, she has almost finished her Bachelor of Science degree.

An accountant for 10 years, Paul was hampered in his efforts to be promoted because he did not have proficient computer skills - a necessity in his profession. He entered ETSU and obtained a degree in computer science by attending mostly evening classes. This new skill, coupled with his accounting experience, enabled him to obtain a job with a firm that offered him nearly unlimited promotional opportunities.
Some Final Words

This manual has been prepared by people, just like you, who reflected on their own experiences when beginning their college careers and wanted to help others in similar situations. The information regarding admission, registration, academic advising, and student services that can be found within this manual, was written with you in mind. If you have specific questions about returning to school, or any aspect of the process that has been outlined in this manual, please feel free to call the Office of Admissions at (423) 439-4213 or Adult, Commuter and Transfer Services (ACTS) at (423) 439-5641. You are also invited to visit ACTS when you are on campus. We are located on the 2nd level of the D.P. CULP University Center and are open from 8 a.m. - 4:30 p.m. Monday - Friday. Appointments are helpful but not required. You can drop by and discuss your educational goals with a professional staff member, a knowledgeable student worker, or other adult students. Best wishes from your friends at ETSU and Adult, Commuter, and Transfer Services!
East Tennessee State University Welcomes You!

ETSU Building Index
1 Burgin E. Dossell Hall (Administration/Office of Graduate Studies)
2 Alexander Hall (University School)
3 Gillbreath Hall (College of Arts and Sciences/Math/Budy Fine Arts Theatre)
4 D.M. Brown Hall (Science)
5 Memorial Center (Mini-Dome)
6 East Tennessee State University
7 Library
8 Gentry Field
9 Walker Track
10 Burleson Hall (English)
11 Mathes Hall (Music)
12 Ernest C. Bull Hall (Fine Arts)
13 Memorial Hall (Brooks Gym)
14 Power Plant
15 Sam Wilson Hall (College of Business and Technology)
16 Old Student Center
17 Carter Hall (Women’s Residence Hall)
18 John P. Lamb, Jr. Hall (Health’s College of Public and Allied Health)
19 Hutchinson Hall (Family and Consumer Sciences)
20 Wilson-Valle Hall (Technology)
21 Cleckler-Kirby Building - Chiller Plant
22 Wilt-Pickett Hall (Caudle G. Climer College of Education)
23 Hillside Hall (Social Work)
24 ETSU Foundation Carillon and Alumni Plaza
25 Lucille Clement Hall (Women’s Men’s Residence Hall)
26 Residence
27 Office of Rural and Community Health (Kerns)
28 Lye Barn
29 Storage Building
30 Bond Building (Physical Plant)
31 Lunsford Apartments (Women’s Efficiency Apartments)
32 Nell Jefferson Dossell Hall (Women’s Residence Hall)
33 West Hall (Women’s Residence Hall)
34 Powell Hall (Men’s Residence Hall)
35 Yarsity Hall (International Programs and Services/Honors College)
36 Stone Hall (Women’s Residence Hall)
37 D.P. Culp University Center (Student Center - Student Affairs)
38 Amphitheater
39 Roy S. Nickle Hall (College of Nursing)
40 Reece Museum
41 Rogers-Stout Hall (Social Sciences)
42 Charles A. Sherrill Library
43 ETSU Foundation Carillon and Alumni Plaza
44 Governors Hall (Women’s Men’s Residence Hall)
45 McCord Hall (Men’s Residence Hall)
46 Cooper Hall (Women’s Residence Hall)
47 Davis Apartments (Women’s Men’s Efficiency Apartments)
48 Art Annex
49 Log Cabin
50 Wesley Foundation
51 Presbyterian Campus Ministry
52 Baptist Campus Ministry
53-54 Buccaneer Village (Family/Graduate Housing)
55 Central Dining and Physical Plant Warehouse
56 WETS-FM Public Radio Station
57 First Tennessee Regional Public Health Office
58 Information and Public Safety Building
59 ETSU Family Medicine Associates
60 Internal Audit
61 Division of Cross-Disciplinary Studies
62 Honors House
63 Office of Distance Education
64 Information Technology/Telecommunications
65 Headquarters Building
66 Biscuit Ridge Apartments
67 Tennessee’s Early Intervention System (College of Education)
68 School of Continuing Studies
69 Wayne G. Boesler Center for Physical Activity
70 Scott M. Niswander Digital Media Center
71 ETSU Foundation Carillon and Alumni Plaza

The Harry D. Powell Observatory is located off Narrow Lane, south of campus.
The Frederick B. Warren-William B. Greene Jr. Golf Center is located adjacent to the Powell Observatory.
The Innovation Laboratory and the Tennessee Small Business Development Center are located at 2000 W. Market Street.