

East Tennessee State University

Registration  
Guide

Spring 2009

Register on GoldLink  
at [www.etsu.edu](http://www.etsu.edu)

## A SCHEDULE OF SPRING TERM CLASSES

This schedule provides information and directions for registration each semester. The university catalog is the official publication of the university and should be consulted by all students in matters relating to academic policy and program planning.

### Contract Disclaimer

### The Family Educational Rights and Privacy Act

The **Family Educational Rights and Privacy Act** (FERPA) affords students certain **rights** with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate **educational** interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate **educational** interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. Personally identifiable information may also be released without the prior written consent of the student under one or more of the conditions listed below:

In addition to other disciplinary action, the university reserves the right to notify a parent or legal guardian of a student under the age of 21 who is found guilty of violating federal, state, or local law or any rule or policy of the university governing the use or possession of alcohol or a controlled substance when it is believed that such behavior poses a serious threat, either by the severity or the repetitive nature of the behavior, to the welfare of that student or others in the community. The implementation of parental notification will be at the discretion of the Dean of Students. However, should the parent ask for such information, it will be released to the parent.

Upon request the university will disclose the final results of any disciplinary proceeding conducted by the university against a student who is an alleged perpetrator of any crime of violence (as that term is defined in section 16 of Title 18, United States Code) or a non-forcible sex offense, if the university determines as a result of disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed, and any sanction imposed by the university on the student. The university may include the name of any other student such as a victim or witness, only with the written consent of that other student. The university will notify victims of sexual assault of the outcome of any disciplinary proceeding against the alleged perpetrator.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Tennessee State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 600 Independence SW, Washington, DC 20202-4605.

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. ETSU is a Tobacco-Free Campus. Effective Aug. 11, 2008, all use of tobacco is restricted to private vehicles. Printed by East Tennessee State University Press TBR 000-000-08 14M

## ACADEMIC CALENDAR Spring 2009

Calendar Events	Date
Preferred date to receive application for graduate admission (International Students)	Sep 30
Preferred date to receive application for graduate admission (Domestic Students)	Nov 1
Registration using <i>GoldLink</i> begins by appointment for currently enrolled, returning students and new graduate students.	Nov 10
Open registration using <i>GoldLink</i> begins for students eligible to register.	Nov 17
Residence halls open at 9:00 a.m.	Jan. 14
All fees due by close of business.	Jan. 14
Last day for students to withdraw from all classes and receive a 100% refund.	Jan. 14
Late registration fee (\$100) charged for late payment <b>after</b> this date.	Jan. 15
Classes begin.	Jan. 15
Martin Luther King, Jr. Day, offices closed, no classes	Jan. 19
Last day to late register, late add, select P/F, change to/from audit without <b>departmental permit</b>	Jan. 21
Begin late registration and late add <b>by departmental permit only.</b>	Jan. 22
Last day for graduate students to file intents to graduate, committee forms and forms for candidacy and programs of study for May 2009 graduation	Jan. 26
Last day for late registration and late add by <b>departmental permit only</b> ; last day to change schedule without affecting lottery transcript.	Jan. 28
Late registration/add only with dean's written approval; verifiable, extenuating circumstances required	Jan 29
Last day for 75% refund	Jan. 28
Last day to drop without a grade of "W"	Jan. 28
Last day for undergraduates to file intents to graduate for graduation in Aug '09	Jan. 30
Last day for 25% refund	Feb. 11
Deferred payment due (second payment)	Mar .1
Spring Break, no classes, offices open 8:00 am to 4:30 pm	Mar. 9-14
Late fee (\$25) charged for <b>late</b> deferred payment (second payment)	Mar. 11

***Dates published on this calendar are correct at the time of publication and are subject to change.***

## ACADEMIC CALENDAR Spring 2009

Last day to drop without college dean's written permission; justifiable, extenuating circumstances required after this date	Mar 6
Good Friday Holiday (No classes, offices closed)	Apr 10
Last day for graduate students to complete oral examinations for graduation in May '08	Mar 30
Last day for graduate students to file electronic review copies of theses and dissertations with the Graduate Office for graduation in May '09	Apr 6
Deferred payment due (final payment)	Apr 1
Late fee (\$25) charged for <b>late</b> deferred payment (final payment)	Apr 11
Pre-finals week	Apr 27- May 1
Last day to withdraw from all classes	Apr 29
Classes end	May 1
Final Exams	May 2-7
Last day for graduate students to pay microfilming fees in the Comptroller's Office for graduation in May '09	May 4
Last day for graduate students to file final copies of theses and dissertations for graduation in May '09	May 6
Rehearsal for Commencement ceremony 10:00 a.m. and 2:00 p.m.; time will be determined by college/school.	May 8
Commencement.	May 9
All grades due by 4:00 p.m.	May 11
May graduates pick up diplomas in Registrar's Office, 102-B, during office hours	May 20
REGISTRATION BY APPOINTMENT: Check your personal data and registration appointment form for the <i>date and time</i> to begin registration. Appointment times may be viewed on GoldLink.	
All graduate students	Nov. 10
Undergraduate students with 110 or more earned credit hours	Nov. 10
Undergraduate students with 80-109 earned credit hours	Nov. 11
Undergraduate students with 50-79 earned credit hours	Nov. 12
Undergraduate students with 20-49 earned credit hours	Nov. 13
Currently enrolled undergraduate students with 0-19 earned credit hours	Nov. 14

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**TUITION AND FEES**  
**Academic Year 2008-2009**

**FEES SUBJECT TO CHANGE BY THE TENNESSEE BOARD OF REGENTS WITHOUT NOTICE**

<u>Tuition</u>		<u>Fees</u>	
Undergraduate	\$ 189 per credit	<u>Application:</u>	<u>Registration:</u>
Undergraduate – 12 or more credits	\$ 2,151 full time	Undergraduate	
Undergraduate Out-of-State*	\$ 473 per credit	Domestic	\$15
Undergraduate Out-of-State*	\$5,446 full time	International	\$25
Graduate	\$ 305 per credit	Graduate	
Graduate – 10 or more credits	\$2,886 full time	Domestic	\$25
Graduate Out-of-State*	\$ 473 per credit	International	\$35
Graduate Out-of-State*	\$5,446 full time		
*These fees are in addition to the full-time tuition and registration fees.			

Special Course:  
Regents Online Degree \*\* No Maximum amount for RODP Fees  
 RODP Undergraduate Maintenance Fee \$189 per credit  
 RODP Graduate Maintenance Fee \$305 per credit  
 RODP Online Fee \$ 76 per credit  
 RODP Out-of-State Fee\* \$473 per credit  
 \* This fee is in addition to Maintenance and RODP Online fees.  
 \*\*Students enrolled in RODP online courses only do not pay registration fees EXCEPT \$100 late registration fee, if applicable.

**ETSU Online Distance Education:**

Undergraduate \$12 per credit  
 Graduate \$19 per credit

**Programs With Special Additional Fees:**

Applied Music	\$150/half hour lesson	Chemistry Materials	\$20
Art Materials Supply	\$10-\$100	CSCI1100	\$12
Astronomy Materials	\$20	Digital Media	\$100 per credit
Biology Materials	\$20	PHED/PEXS	\$10-\$30
Business Course	\$20 per credit	Physics Materials	\$20
		Radio & TV	\$7-\$41

**Program Service Fee:**

Undergraduate and Graduate  
 \$57 per credit  
 8 or more credits -- \$449.50 maximum

Programs Service Fee includes: Student Government Activity, Technology Access, Postal Services, international education, graduation, drop/add, student activity, athletic fees, CPA and parking fees.

**Deferred Payment:** \$50 if elected by student

**Returned Check:**

\$100 late registration fee assessed for returned check presented for registration and student may be unenrolled for term. \$30 for each returned check given for fees or any other purpose.

**Fee Payment for Financial Aid Recipients**

Students receiving financial aid will have estimated awards on their account statement. If the awarding of aid is complete and the student's tuition, fees and other charges are paid in full, the student's registration will be completed by confirmation of attendance. If fees are not paid in full by financial aid, the student must pay the balance due by the fee payment deadline.

**To CONFIRM your attendance,** go to GoldLink Online at [www.etsu.edu](http://www.etsu.edu). Enter Secure Area using your new E number and PIN, click on Student tab, Student Account, Account Detail/Confirm Attendance/Payments and Refunds, Select Term. View account information and click Yes, I will Attend. Please read the results and print the page for your records.

**Fee Payment**

- Class offerings and fees are subject to change. View current information go to GoldLink Online at [www.etsu.edu](http://www.etsu.edu). Enter Secure Area using your new E number and PIN.
- As a condition of registration each student must pay fees by the established deadline and prior to attending classes. Changes in class schedule after the billing date may change the balance due.
- Class schedule adjustment does not change the fee payment deadline.
- Student bills are loaded online to a secure location. To view or print an ebill, login to [https://epay.goldlink.etsu.edu/C20071\\_tsa/web/login.jsp](https://epay.goldlink.etsu.edu/C20071_tsa/web/login.jsp), using your E number and PIN.

How	Where	What	When
Goldlink Online	Enter Secure Area using your new E number and PIN, click on Student tab, Student Account, Account Detail/Confirm Attendance/Payments and Refunds, Select Term	Credit Card: VISA, MasterCard or Discover  echeck	Nov. 10, 2008 – Jan. 14, 2009 Late fee assessed January 15, 2009
Telephone	(423) 439-4212	Credit Card: VISA, MasterCard or Discover	Nov. 10, 2008 – Jan. 14, 2009 Late fee assessed January 15, 2009
Mail	Bursar Office ETSU, Box 70719 Johnson City, TN 37614	Personal check or Money Order Include student ID number; allow adequate time for delivery	Nov. 10, 2008 – Jan. 14, 2009 Late fee assessed January 15, 2009
In Person	Cashier Lobby Bursar Office Room 202 Burgin Dossett Hall	Credit Card: VISA, MasterCard, Discover ID Buc\$ Card Personal check Money Order/Cash	Nov. 10, 2008 – Jan. 14, 2009 Late fee assessed January 15, 2009

Regular Cashier Office Hours: 8:00 a.m. – 4:30 p.m. Monday-Friday (Special Hours January 7-20, 8:00 a.m.-6:00 p.m.)

Deferred payment of up to 50% may be available upon request by students in good financial standing. A \$50 service charge applied each term. Refer to [http://www.etsu.edu/comptrol/bursar\\_deferred\\_payment\\_policy.htm](http://www.etsu.edu/comptrol/bursar_deferred_payment_policy.htm) for complete deferred payment policy.

The listing of fees in this publication does not constitute a contract between the university and the student.

### Fee Payment with Discounts

Crediting of various fee discount programs require completion of specific forms. Educational benefit forms are available online at <http://www.etsu.edu/comptrol/frm.htm#Student>. Return completed forms to specified office.

TBR/UT employees and state employees who utilize a fee waiver (PC191) MUST submit a form to the **Bursar Office**, Room 202 Burgin Dossett Hall, by the fee payment due date but no earlier than 4 weeks prior to the first official day of classes.

**Employees of Boards of Education, City/County School Systems, Human Resource Agencies and other political subdivisions are not eligible to participate in the fee waiver program.**

Completed ETSU Spouse/Dependent Discount forms are verified in the **Human Resource Office**, Room 307 Burgin Dossett Hall, then forwarded to the **Financial Aid Office** for credit to the students' account.

Employee Audit form is to be signed by the immediate supervisor and then submitted to the **Human Resource Office**, Room 307 Burgin Dossett Hall.

Teacher's Dependent and State Employee Dependent and TBR/UT Dependent Discount forms should be returned to the Financial Aid Office, Room 105 Burgin Dossett Hall, immediately after the student enrolls for the term. Note: TBR/UT and other State and government employees must pay RODP Online course fees.

University employees using Staff Scholarship (Maintenance/Tuition Fee Payment) register at the appointed times and return the form to the **Records Office**, Room 101 Burgin Dossett Hall.

Persons who are totally disabled or 65 years of age or older who are domiciled in Tennessee may enroll in courses for credit at the cost of 50% of the regular rate per credit hour for graduate or undergraduate courses, not to exceed \$70 per term.

Persons with a permanent disability and persons 60 years of age and older who are domiciled in Tennessee may AUDIT courses without paying tuition and fees. Admission to AUDIT will be limited based on space availability.

### Out-Of-State Waiver

Students studying part-time\* who work full-time in Tennessee but are not domiciled in Tennessee will be classified as out-of-state. Those who document by employer letter that they are employed full time in Tennessee in what is likely to be continuous employment, may apply for a waiver of out-of-state tuition. Obtain and complete an application form through the Office of Admissions.

\*undergraduate 1-11 credits, graduate 1-9 credits

### Summary of Institutional Refunds

Refunds are defined as the portion of tuition, registration fees, program and service fees, and university housing charges due as a rebate when a student drops, withdraws or is expelled from the university. The refund amount during the refund period for students not receiving Title IV aid is based upon the state policy. Complete refund policy is available at [http://www.etsu.edu/comptrol/bursar\\_refunding.htm](http://www.etsu.edu/comptrol/bursar_refunding.htm)

<p><b>Change of a Student's status may permit a refund</b></p> <p>Change from full-time to part-time student Change in part-time student's schedule which results in fewer class hours</p>	<p><b>Situations that may permit a refund</b></p> <p>Dropping a course(s) Withdrawing from the institution Cancellation of a class by the institution Death of a student</p>
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### What Fees Are Refundable

TYPE OF FEE	REFUNDABLE	NON-REFUNDABLE
Program	Business Course CSC1100 Digital Media Online Distance Education Radio & TV PHED/PEXS	Applied Music Materials: Art, Astronomy, Biology, Chemistry, Physics
Services		Campus P.O. Box Rental Deferred Payment Service
Registration	Debt Service General Access	Student Government Activity Late Registration
Other		Returned Check

### How Much Is Refundable And When

Drops and withdrawals prior to the first official days of classes for the regular academic terms and prior to the beginning of the summer term	100% of all fees
Classes cancelled by the University	100% of all fees
Drops or withdrawals within 14 calendar days beginning with and including the first official day of classes or within a proportional period for short-term courses (including RODP courses)	75% of tuition, registration, refundable program and service fees and dormitory rent
Drops or withdrawals following the 14 calendar days after the first official day of classes through the expiration of one-fourth of the time covered by the term	25% of tuition, registration, refundable program and service fees and dormitory rent
Student death	100% of all fees

- Refunds due will be processed starting two weeks after the last date of the 25% refund period. No refund will be made thereafter.
- Students who withdraw prior to completing 60% of the semester for which they received federal student aid may be required to return some or all of the aid they were awarded
- The law assumes that you used the Title IV student aid to pay your institutional charges -- tuition, fees, dorm room, and board. Thus, if you withdraw prior to completing 60% of the semester for which you were awarded aid, a pro-rata amount of your aid must be returned to the federal government. (This policy is based on 34 FR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended).

#### How Refunds Will Be Applied

##### Return of Non-Title IV Aid

Students dropping or withdrawing during the institutional refund period will have non-Title IV aid returned according to the following schedule:

1. State: Vocational rehabilitation, Tennessee Lottery Scholarship programs, other state aid
2. Institutional aid: athletic scholarships, tuition assistance programs, academic performance and public performance scholarships
3. Employee benefit programs, tuition waivers, employee discounts, staff scholarships

##### Return of Title IV Federal Student Aid

This requirement applies to you ONLY if:

1. You receive federal student aid, and
2. You withdraw prior to completing 60% of the **period for which the aid was provided.**

#### Distribution of Title IV Refunds

Refunds will be credited back to student aid program accounts in the following order:

##### Title IV programs

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants
- ACG Grant
- National SMART Grant
- Federal SEOG program

##### Other refunds

- Institutional aid
- Private aid
- The student

Federal law requires federal aid recipients to "earn" the aid they

### Refund Appeal Procedure

Students contesting the refund policy must file the Refund Appeal within one year of the drop or withdrawal to receive consideration by the Refund Appeals committee. The student may obtain a refund appeal form at <http://www.etsu.edu/comptrol/frm.htm#Student> or in the Financial Services Office, 202 Dossett Hall.

It is the student's responsibility to provide written documentation substantiating reasons for the appeal.

Withdrawals or reductions in course load due to personal illness/injury require a statement from a licensed medical physician stating withdrawal was necessary due to the health of the student. A death in the immediate family can be verified with a copy of the obituary. Immediate family includes spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, sibling, grandparents, and grandchildren. Other reasons must be supported by written documentation.

# GENERAL INFORMATION

## Adding and Dropping Courses

**Adding a Course:** A course(s) may be added during the late registration/late add period without special permission, unless the course has reached the established maximum enrollment. To add any class that has reached the enrollment limit requires permission of the instructor and department chair. After the late registration/late add period, special permission must be obtained from the instructor, the department chair, the dean, and the registrar.

**Dropping a Course:** A course(s) may be dropped during the first eight calendar weeks of a regular semester. Courses dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of 'W.' (During the summer session, or when courses do not conform to established term dates, this schedule is adjusted appropriately to fit the condensed time frames.)

Developmental Studies courses cannot be dropped without written permission from the University Advisement Center located in the ARC on the second level of the D.P. Culp Center.

After the eighth week, students may not drop a course except where verifiable, extenuating circumstances can be demonstrated. Verifiable extenuating circumstances are reasons beyond the control of the student, such as illness or accidental injury. Poor performance in a class is not an extenuating circumstance.

Students seeking permission for late drops must present a petition to the dean of the college or school in which they are majoring as of the beginning of the semester. Students whose majors are undecided must apply to the University Advisement Center located in the ARC (2nd level of D.P. Culp Center.)

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

## Withdrawing from the University

Students may withdraw from all classes through the published last day to withdraw for a term. Students withdrawing during the first two weeks of classes will not have those courses appear on their permanent records. Withdrawals from the university from the beginning of the third week through the end of the eighth week will be recorded with a grade of 'W.' Withdrawals from the university after the eighth week will be recorded with a grade of 'W' or 'WF' at the discretion of the instructor. (During the summer session or other shortened terms, this schedule is adjusted appropriately to fit the condensed time frame.) All requests for withdrawal from the university must be received in the Office of the Registrar no later than the close of business hours two days before the last day of classes of any academic term. Students will not be permitted to withdraw from the university after that date.

Students who do not withdraw by the official procedure will receive an 'F' for each course.

## Milligan College/Emmanuel/ETSU Agreement

Full-time undergraduate students (12 credits or more) may take courses at Milligan College and Emmanuel School of Religion. Courses taken through this agreement may be used for elective credit only. Students who wish to cross enroll under this plan may obtain additional information from the Office of the Registrar, Burgin E. Dossett Hall, Room 101.

## Undergraduate Pass/Fail Grading Policy

The purpose of this policy is to allow qualified undergraduate students to explore, in a limited manner, their interests and ability in courses of study that are unfamiliar to them and to receive a pass or fail grade instead of a regular letter grade. Consult the current Undergraduate Bulletin for the complete policy.

## Audit Policy

Students are permitted to enroll in regular university courses as auditors. Registration fees are the same for audit as for credit. Regular attendance is required. Audit enrollment will not be considered part of the 12-credit minimum required for a full-time load. Audit enrollment will be counted in determining overloads.

After the published "Last Day to Add a Course" students may not change their enrollment status in a course from credit to audit or from audit to credit.

Persons 60 years of age or older who are domiciled in Tennessee may audit courses without payment of registration fees, if space in the classroom is available. Arrangements should be made through the director of Admissions. Other unclassified part-time students may enroll for noncredit seminars by paying the fee designated for each term.

Students auditing courses may be administratively dropped by the instructor for unsatisfactory class attendance.

## Academic Dismissal

### Period of Suspension

Students on probation who do not meet academic retention standards shall be suspended from the university for one term. The summer session may not count as a term of suspension. On the second (or subsequent) suspension for failure to meet academic retention standards, the period of suspension is for two terms or longer and requires that the appeal procedure for reinstatement be followed.

### Appeals for Readmission Following Suspension

Where extenuating circumstances are established as primary factors relating to low grades, a student may petition to waive the period of suspension. This petition must describe the verifiable, extenuating circumstances which may include: illness as evidenced by medical documentation; personal problems; accidental injury; or other circumstances beyond the student's control.

Upon receipt of (1) the written petition, (2) a current academic transcript, and (3) any supporting documents, a preliminary decision will be made as to whether there are satisfactory, extenuating circumstances to warrant a formal appeal hearing. If granted, the student will be notified of the time and place of the appeal hearing before representatives of the Office of Student Affairs and the dean's office of the student's major area of study. If the appeal hearing is declined, the student may contact the academic dean in the college in which the student is majoring for a review of the decision.

## Undergraduate Class Load Policy

**Standard Load:** The minimum number of credits for full-time enrollment is 12 credits. The normal (average) course load is 16 or 17 credits for full-time students. The maximum course load is 19 credits, unless permission for an overload is approved.

**Overload:** The academic advisor and the dean of the student's college/school must approve, in writing on the appropriate form, registration for an overload. Following completion of 45 credits, students with a cumulative 3.0 GPA may be approved for up to 21 credits. Graduating seniors who do not have grade point deficiencies, may be approved to enroll for up to 21 credits in order to complete graduation requirements during that term. Audit enrollment will be included in determining all class overloads.

**Probationary Load:** Any student on academic probation at the time of registration may enroll for not more than 13 credits, including audits, except by approval of the student's advisor and college/school dean.

**Regulated Enrollment Load:** Any student admitted to the regulated category may enroll for not more than 12 credits hours, until such time as they progress beyond the classification. Exceptions require approval of the student's advisor and college/school dean.

**Exceptions:** Exceptions to the class load policy, as stated above, require approval of the academic advisor, college/school dean, and the Vice President for Academic Affairs (or designee).

## Graduate Class Load Policy

**Graduate Course Load:** The course load for full-time graduate students is 9 credits per term.

**Graduate Assistant Course Load:** All graduate assistants are required to take a minimum of nine graduate-level credits each term. Full-time graduate assistants/tuition scholars may not exceed 15 graduate-level credits each term; half-time graduate assistants may not exceed 15 graduate-level credits each term. Graduate assistants may take 15 graduate credits only with approval of the departmental advisor. Requests for exceptions to this policy will be decided individually through consultation with the department chair and the approval of the dean of Graduate Studies prior to the beginning of the term.



### Repeating a Course

The following regulations apply to repeating undergraduate courses:

1. A course in which an undergraduate student has an "A or B" grade may not be repeated.
2. If a course in which the student has a "C, D, or F" grade is repeated, only the most recent grade earned (excluding "I, W, or WF") will be used in calculating the grade point average, except that all grades earned in the third and subsequent attempts will be used in calculating the grade point average.

Please inform the Office of the Registrar when enrolling in courses in which the first attempt was prior to Fall 1991 or in courses that have had a number of changes since the first attempt.

### Veterans' & Certain Veterans' Dependents' Education Benefit Programs

The United States Department of Veterans Affairs (USDVA) has approved all degree and certificate programs offered by the university. USDVA education benefit program beneficiaries desiring payments must contact the Veterans' Affairs office each semester to complete an enrollment certification request and any other required form(s). USDVA claims processing is typically slow and students wanting prompt payment delivery should complete the required forms as soon as possible following registration.

Written inquiries may be sent to the Central Region Processing Office, United States Department of Veterans Affairs, Post Office Box 66830, Saint Louis, Missouri 63166-6830 or electronically at <https://www.gibill2.va.gov>. Telephone inquiries should be directed to 1.888.GI.BILL.1 (442.4551).

Other related services and assistance can be provided by the Veterans' Affairs office located within the Office of the Registrar in 101A Burgin E. Dossett Hall. Office hours are 8:00 a.m. to 4:30 p.m. weekdays and the office may be reached by telephone at 423.439.6819 and electronically at <va@etsu.edu>.

### Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Servicemembers, veterans, and certain veterans' dependents that are eligible beneficiaries of United States Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may request, upon application, to defer payment of required tuition and fees until the last day of the term. Application for a deferment must be made no later than 14 days after the beginning of the term, and the deferred amount cannot exceed the total monetary benefits expected for the term. Students granted deferments are expected to make timely payments toward tuition and fees once education benefits are being delivered. Eligibility for continued deferments shall terminate if the student fails to abide by the rules or regulations, or to act in good faith in making timely payments. [This notice is published pursuant to Public Chapter 279, Tennessee General Assembly Acts of 2003, effective July 1, 2003.]

### On-Campus Housing

The Department of Housing and Residence Life offers several affordable and convenient housing options for today's busy students. Options available include residence halls; efficiency apartments; one bedroom apartments for married/single parents; and two- and four- individual bedroom apartments for single students, sophomores and above. The rooms/apartments are furnished; air-conditioned; equipped with telephone, data, and cable access; laundry and kitchen facilities; and conveniently located to the library, academic buildings, and recreational facilities. Space is available on a first-come, first-served basis and requires at least an academic year lease. Limited private, guest, or emergency housing is available. Contact the Department of Housing and Residence Life at (423) 439-4446; email: [housing@etsu.edu](mailto:housing@etsu.edu); or visit Room 108 Burgin Dossett Hall for more information.

### Resident Advantage Food Plan

The Resident Advantage Food Plan is a specially packaged set of university services and benefits at a discounted cost which is only available to residential students. The plan is a two term housing and food plan with other cost-saving benefits. Residents may choose 15 meals per week with \$100 in dining dollars; 10 meals per week with \$200 in dining dollars; or 19 meals per week with \$100 dining dollars. For additional information, please contact the Department of Housing and Residence Life at (423) 439-4446 or ETSU Dining Services at (423) 439-4389

### Declaring a Major

Undergraduate students must declare a major in the first term after completion of 60 credits. Transfer students who transfer in excess of 60 credits must declare a major by the end of their first term at East Tennessee State University. See the college or school of the new major for details and change of major forms.

### ACT or SAT Requirement

All freshmen under 21 years of age enrolling for the first time for regular degree credit programs will be required to take the ACT or SAT test and have scores on file in the Office of Admissions before registering. The requirement that new students take the ACT or SAT test is part of a plan adopted by the Tennessee Board of Regents to better assess students' abilities and improve their progress at all of the institutions governed by the regents. ACT or SAT scores will be used to identify students who may need developmental studies to improve their performance in degree programs.

### COMPASS Testing

Contact the Testing Center to schedule appointment date and time for COMPASS test at 439-6708, or email [testing@etsu.edu](mailto:testing@etsu.edu), or register online at <http://www.etsu.edu/academicaffairs/testingcenter/webtestingcenter/>. Valid photo ID is required on day of test. Test results will be mailed to student by the University Advisement Center (423) 439-5244. A \$20 non-refundable fee is charged for students who are challenging their DSP placement based on ACT/SAT scores or prior COMPASS test results. Students who are required to take the COMPASS test for initial placement in DSP courses are not required to pay the \$20 fee.

We will administer the exam every Tuesday, Wednesday and Thursday in the months of February, March, and April. See our website for all testing dates and times and to register for the tests at: <http://testingcenter.etsu.edu/tests/registration.php>

### California Critical Thinking Skill Test (CCTST)

Students who have completed 106 hours and the General Education Core Part 1 are required to take the California Critical Thinking Skill Test (CCTST). Call the Testing Center 439-6708 208 Campus Center Bldg,

### Spring 2009 Senior Major Field Test

Students majoring in the following areas are required to complete Major Field Tests: Geography, Mass Communication, Sociology, and Psychology. Contact major department for test schedule.

### Degree and Graduation Requirements Notice

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

Undergraduate students are asked to file an Intent to Graduate form and approved major/minor sheets with the Graduation Office two semesters before the anticipated graduation date in order that a graduation audit can be started. All graduating students will be required to take the Core Exit Exam before receiving their degree and some majors will be required to take an exam in their major field. Students are required to complete these exams with due seriousness and diligence. For specific requirements, check with the departmental office of your major.

Graduate Students, see Graduate Student Information section in this bulletin for filing forms.

## Teacher Education Information

TESTING--Students seeking admission to teacher education must achieve satisfactory scores on the Pre-Professional Skills Test (PPST), ACT, or SAT. For testing, contact the University Testing Center, Room 208, College of Medicine, (423) 439-6708.

### Pre-Teacher Education-Declaration of Intent

All ETSU students desiring to complete a teacher education or other public school licensure program (for initial licensure, add-on endorsement, or advanced study in education) must file a Declaration of Intent in the Office of Education Student Services, 321 Warf-Pickel Hall. The Declaration of Intent should be filed before 30 credits of coursework have been completed or, in the case of transfer and post-baccalaureate students, in the first term at ETSU. Delay or failure to file the Declaration of Intent may result in incomplete advisement. Students who have not filed the Declaration of Intent will not be considered for admission to teacher education and may be ineligible to enroll in many professional education courses.

#### Who must file a Declaration of Intent?

- ◆ undergraduates pursuing first-time teaching licensure
- ◆ transfer students pursuing first-time teaching licensure
- ◆ post-baccalaureates pursuing first-time teaching licensure or additional endorsements
- ◆ students enrolled in master's degree programs desiring to earn teacher licensure or additional public school endorsement

**ADMISSION TO TEACHER EDUCATION**--In order to complete a program for initial teaching certification, students must be admitted through the Teacher Education Admissions Board interview. Candidates must meet the following qualifications to apply for admission to Teacher Education:

#### COMPLETE THE FOLLOWING:

- English 1010 & 1020 (6 hrs.)
  - Sciences (8 hrs.) (specific to major or degree)
  - Using Mathematics (3 hrs.) (specific to major or degree)
  - At least 15 additional hours from the General Education Core (other than English, Science, or Mathematics)  
**(Total of at least 32 Credit Hours)**
  - Achieve a GPA of at least 2.5 on all general education work as reflected in the calculated grade point average (excluding Developmental Studies courses and CSCI 1100).
  - Pass UIT Proficiency Exam or pass CSCI 1100 (0-3 hrs.) (Beginning Fall 2004.)
- PLUS:**
- EDFN 2100 Orientation to the Profession of Education (1 hr.) with a "C" or higher.
- AND**
- EDFN 2300 Foundations for Teaching (2hrs.) with a "C" or higher. To register for this class, a student must meet **s c o r e** requirements on one of the state mandated tests. (See below.)

#### Additionally :

**PreK-3 majors:** ECED 2150 Foundations of Early Childhood (3hrs.) with a "C" or higher.

#### ACHIEVE A MINIMUM SCORE ON:

- ACT:** 22 **E,R,M, & S only** (21 prior to 10/89) **OR**  
**SAT:** 1020 **R (old V) & M only** (920 prior to 4/1/95) **OR**

#### PRAXIS I: PPST\*\*(9/1/99) C-PPST\*\*\*(1/1/02)

Reading	174	174
Math	173	173
Writing	173	173

\*\* paper/pencil version  
\*\*\* Computerized PPST

- Make formal application to the College of Education Teacher Education Program (applications available Warf-Pickel 321)

#### In addition, students must:

- Complete a background check and receive clearance. (This **MUST** be initiated through CCOE Advisement Office, Warf-Pickel, 321)
- Demonstrate good moral character and sign a notarized Statement of character.
- Achieve passing scores on an approved speech and hearing test.
- Demonstrate freedom from any condition that would impair 10

effectiveness as a teacher.

- Submit a portfolio to the COE Admissions Board as initiated in EDFN 2300.
- Receive positive recommendation of unconditional admission from College of Education Admission Board.

**STUDENT TEACHING**--In order to be placed in student teaching, a student must complete the following:

One term prior to Student Teaching, a student must apply for placement by the established deadline date (check in Warf-Pickel 321 for deadlines).

Complete all courses required for placement in Student Teaching.

Obtain a "C" or higher for all professional education and content studies' courses.

Achieve a GPA of at least 2.5 in the following:

- Overall GPA
- Professional education courses
- Teaching content areas

Students Planning to teach fall 2001 and after will be required to meet state-mandated test scores on the following before being allowed to student teach:

- Principles of Learning and Teaching specific to licensure area
- Specialty Area tests specific to licensure area.

**TEACHER LICENSURE** - Applications and information concerning procedures for Tennessee Teaching Licensure and NTE/Praxis requirements are available in Warf-Pickel 321.

#### Classification Codes

- FR Freshman:** (0-29.9 credits earned)
- SO Sophomore:** (30.0-59.9 credits earned)
- JR Junior:** (60.0-89.9 credits earned)
- SR Senior:** (90.0 and up credits earned)
- SPU Undergraduate Special Student:** A student who does not hold a bachelor's or advanced degree and who is not working toward a certificate or degree.
- SPU Visiting Undergraduate:** An undergraduate student taking work to transfer to another school.
- SPG Visiting Graduate:** A graduate student taking work to transfer to another school.
- SPG Graduate Non-Degree Student (Post Grad):** A student who holds a bachelor's or higher degree, who is not working toward a degree, and who is not a postdoctoral student.
- MS Master's Candidate (Graduate Student):** A student who has been formally admitted to graduate school for the purpose of pursuing a master's degree.
- SED Candidate for Specialist in Education:** A student who has been formally admitted to graduate school for the purpose of pursuing a specialist degree.
- DE Doctoral Candidate, Early Stage:** A student formally admitted to graduate study whose major academic endeavor consists of formal course work directed toward fulfilling requirements for a doctorate.
- DL Doctoral Candidate, Late Stage:** A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward completion of a dissertation.
- PD Postdoctoral Student:** A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite.

#### Classification of Courses by Level

All courses in the 1000 series are freshman courses, all in the 2000 series are sophomore courses, all in the 3000 series are junior courses, and all in the 4000 series are senior courses. All 5000, 6000, and 7000 series are graduate courses.

Undergraduate students may not enroll in courses numbered higher than one level above their current classification (See Classification Codes). For example, a sophomore may enroll for junior courses but may not enroll for senior courses. This policy does not apply in the College of Business where 3000 and 4000 level courses are open to juniors and seniors who have completed the appropriate course prerequisites.

## Student Health Services

The Student Health Clinic is located in Room 160 in Roy Nicks Building. The phone number is 439-4225. The clinic office is open Monday-Friday from 8 a.m. to 4:30 p.m. Health services at the clinic are available to all currently enrolled ETSU students. A valid current student ID card is required.

Hours: Clinic office is open 8:00 – 4:30 Monday through Friday. Same-day appointments are available.

Appointments: Students are advised to call Student Health Services early in the day to schedule a same-day appointment with a nurse practitioner. During high volume times, the number of available appointments may need to be limited. Students unable to be seen on a same-day basis will be offered several other options including an evaluation by a Registered Nurse, an appointment the following day, or referral to an off-campus urgent care facility. All specialty appointments (women's health or physician consultation) must be scheduled in advance. Students who fail to show up for any scheduled appointments will be charged a non-refundable no-show fee.

Cost: Students are not charged for visits to the clinic, but there are some charges for medications, lab tests and special procedures.

### Student Health Clinic services include:

- Medical and nursing care for acute and episodic illness and injury.
- Referral for management of chronic disorders.
- Women's and men's health care programs.
- Family planning services.
- Immunization clinics.
- Allergy clinic for those receiving allergy injections.
- Health education and self-care programs.
- Individual health counseling for smoking cessation, diet, weight loss, stress management, and other lifestyle changes.

East Tennessee State University students enjoy the benefits of a modern health care service that helps them make the most of their time at ETSU. All registered ETSU students are eligible for health services.

### MMR Requirements

Full-time (12 credits or more) college students are required by law to have proof of two doses of MMR vaccine administered on or after their first birthday. Full time students must provide proof of receipt of the first MMR vaccine dose prior to the first day of class of the student's initial semester at ETSU. Subsequently, the student who is completing the MMR vaccination series as a condition of enrollment must submit receipt of the second dose of the MMR vaccine as soon as possible after the proscribed twenty-eight (28) day waiting period between doses, but no later than the beginning of the next semester.

Note that the following categories of full-time college and university students are exempt from compliance with the MMR immunization regulation:

Students born prior to January 1, 1957

Students who provide a signed written statement, affirmed under penalty of perjury, that their religious tenets and practices prohibit their receipt of any type of vaccination (Note: A parent or guardian must sign the statement if a student is under the age of eighteen (18) years. The statement need not be issued by a member of the clergy and/or notarized.)

Students with written documentation from a physician certifying that they are allergic to the MMR vaccine.

Students with written documentation from a physician attesting that they have had a diagnosed case of all three diseases covered by the MMR vaccine (e.g., measles, mumps, and rubella.)

Students with written documentation from a physician or clinic of their laboratory confirmed immunity to all three diseases covered by the MMR vaccine (e.g., measles, mumps, and rubella)

Students who graduated from a public or private high school in Tennessee in May 1999 or at any point in time thereafter

Students who attended a public or private school in Tennessee for grades kindergarten through twelve for any period of time on or after July 1, 2001

Students who graduated from a public or private Tennessee high school between May 1979 and December 1998 are not required to provide proof of immunization with the first dose of the MMR vaccination. However, students who graduated from a public or private Tennessee high school between May 1979 and December 1998 are required to provide proof of receipt of the second dose of the MMR vaccination.

Students who are classified as active duty military personnel and provide proof of their active duty status.

Students who were previously enrolled as a full-time student at a TBR college or university for at least one full semester after August 1, 2007.

### Meningitis/Hepatitis Policy

The State of Tennessee mandates that all students be informed about Hepatitis B infection and Meningococcal Meningitis infection. A waiver indicating that the student is aware of the risks of the diseases and the availability of vaccines for the diseases of hepatitis and meningitis must be signed. The waiver may be signed electronically on **Goldlink** as the student starts to register for classes. **Goldlink** will tell the student that a hold has been put onto his account and will not allow registration. The waiver will then appear for completion. After completion of the waiver, the student may resume registering. If the student is **less than 18 years of age** the waiver may be obtained from the web site of Student Health Services or calling Student Health Services (423-439-4225). A parent must sign the waiver if the student is less than 18 years of age. The waiver may be faxed to Student Health Services at 423-439-4560. The law does not require hepatitis or meningitis vaccinations for enrollment at this time.

### Sherrod Library

#### Library Phone numbers

Reference Desk	(423) 439-4307
Circulation	(423) 439-4303
Periodicals	(423) 439-5311
Government Documents	(423) 439-5334

#### Schedule of Operating Hours

Monday-Thursday	8 a.m. – 11 p.m.
Friday	8 a.m. – 6 p.m.
Saturday	10 a.m. – 6 p.m.
Sunday	2 p.m. – 11 p.m.

#### Government Document Hours

Monday – Thursday	10 a.m. – 8 p.m.
<a href="#">New hours listed below</a>	
Friday- Saturday	10 a.m. – 6 p.m.
<a href="#">New hours listed below</a>	
Sunday	2 p.m. – 8 p.m.
<a href="#">New hours listed below.</a>	

First floor study area Continuous I.D. card access  
(Library hours change during holidays and between terms.)

#### New Government Document Hours

Monday-Thursday	8 a.m. – 11 p.m.
Friday	8 a.m. – 6 p.m.
Saturday	10 a.m. – 6 p.m.
Sunday	2 p.m. – 11 p.m.

### ETSU at Kingsport Library Operating Hours

Monday-Thursday	8 a.m. – 9 p.m.
Friday	8 a.m. – 4:30 p.m.
Saturday	9 a.m. – 3 p.m.

## Campus Bookstore Information

### Operating Hours

Monday-Thursday	7:45 a.m. – 6 p.m.
Friday	7:45 a.m. – 4:30 p.m.

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

### Student Responsibility to Verify GoldLink Transactions

When doing any scheduling transaction using GoldLink (example: dropping, adding, withdrawing) it is the student's responsibility to verify that transaction by checking the status on the student detail schedule on GoldLink-Online. This will ensure that the action has been completed successfully. The student is responsible for confirming that the drop or withdrawal was received and correctly processed using GoldLink. Students stating they "attempted" to drop or withdraw by GoldLink but the transaction was not completed will not be permitted consideration of a late drop or withdrawal.

### Change Of Name Or Address

It is the obligation of every student to notify the Office of the Registrar of any change in name or address. Failure to do so can cause serious delay in the handling of emergencies or in receiving mail in a timely manner. Change of name may only be accomplished by presenting proper legal documentation (marriage certificate, divorce decree or court order) and social security card.

### Student I.D. Card

All students must obtain a permanent East Tennessee State University I.D. card in order to have full access to all university facilities and services. Your ID card will not only provide student identification, but will also allow you to create a debit account (ID BUC\$) for convenient use in the campus bookstore, food services, laundry facilities, Student Health Clinic, CPA, library services, selected area merchants, and Coke and snack machines on campus. Your ID also will allow controlled door access to residence halls and selected class rooms and access to meal plans purchased from campus food service. ID's will be issued during Orientations or any time after registering for classes. Please contact Campus ID Services Office on the 2nd floor of the D.P. Culp University Center at (423) 439-8316 for additional information.

#### Fall & Spring Semester Hours

Monday	8:00 a.m. - 6:00 p.m.
Tues. - Fri.	8:00 a.m. - 4:30 p.m.

#### Summer & Break Hours:

Mon. - Fri.	8:00 a.m. - 4:30 p.m.
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### Public Safety

The main objective of the Department of Public Safety is to ensure a safe, crime-free environment for the students, staff, and faculty of ETSU.

The Department of Public Safety is located at the main entrance, east side, on University Parkway. Personnel are on duty 24 hours a day to assist you. The number is 911 or (423) 439-4480; for business and for non-emergencies the number is (423) 439-4480.

### Campus Security Report

East Tennessee State University makes available to prospective students and employees the ETSU Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from East Tennessee State University, Department of Public Safety, Box 70646, Johnson City, TN 37614-1702. The report can be accessed on the Internet at:

[http://www.etsu.edu/dps/security\\_report.htm](http://www.etsu.edu/dps/security_report.htm)

## Voter Registration

### If you are over 18 it's time to register to vote

East Tennessee State University expects its students to participate in their communities in many ways. Being a registered voter is an important way to be involved. To help students with information about how to register, the ETSU Center for Community Engagement, Learning and Leadership has registration forms for voting in Tennessee as well as voter registration information from other states. Contact Deborah Harley at (423) 439-5675 or CELLINFO@ETSU.edu for more information. The Center for Community Engagement, Learning and Leadership is located on the first floor of the D. P. Culp Center.

### Inclement Weather Policy

East Tennessee State University and its branch campuses will normally remain open during periods of inclement weather. However, under certain extreme conditions, the president may elect to officially close (or suspend selected activities of) the university and/or branch campuses or the Nave Center. Determination of extreme conditions will be made as early in the day as possible and broadcast on area radio and TV stations. Announcements of closing or suspension of activities will be broadcast every 30 minutes on WETS-AM and WETS-FM.

Students are responsible for any academic work which they miss as a result of inclement weather. It is the individual student's responsibility to take the initiative in making up any missed work, and it is the faculty's responsibility to provide students a reasonable opportunity to make up missed work.

### GRADES ARE PROVIDED THROUGH GOLDLINK

Grades for Spring 2009 will be available on **GoldLink** beginning the Tuesday following Commencement. By using the student ID and PIN (personal identification number), students may access their grades using our *GoldLink* system during its normal operating hours.

### FOLLOW THESE STEPS TO VIEW YOUR GRADES:

- Open a web browser
- Type [www.etsu.edu](http://www.etsu.edu)
- Click on *GoldLink*
- Click Enter *Secure Area*
- Type in your Student Identification Number
- Type in your PIN (personal identification number)
- [Click on Student Records](#)
- Click on *Final Grades*
- Select Term and click Submit
- View and print grades

# ADVISEMENT INFORMATION

## Advisement Resources Career Center

The Advisement Resources and Career Center (ARC) is located on the second level of the D.P. Culp University Center next to the Bookstore, phone: 439-8650. The ARC is open Monday - Friday - 8:00 a.m. - 4:30 p.m. The ARC incorporates several academic and student support services including the University Advisement Center and Developmental Studies Program; Adult, Commuter and Transfer Services (ACTS); Arts and Sciences in the Arc, Career and Internship Services, Medical Professions Advisement, Peer Career Center, University Tutoring Services; and the Office of the Associate Dean of the College of Arts and Sciences.

The ARC is staffed by professionals who evaluate students' academic progress as it relates to their personal aspirations and career goals. In addition to advising students, referrals for additional academic assistance are made when necessary. The ARC is user-friendly so that students can access advisement, career, and support services without ever leaving the facility. The ARC serves as a primary resource for students who have a variety of needs including those who are entering the university for the first time, those who are unsure about an academic major or career option, and those who wish to take advantage of various academic support services to enhance their classroom learning.

## Undergraduate Academic Advisement

All students with less than 60 credits earned 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 their first and second terms of enrollment. Students who are readmitted are required to contact an advisor prior to registration their first term of reenrollment regardless of earned hours. 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.

An advisor can be assigned or changed by contacting the advisement coordinator for the college or school in which the student's major is offered. Please refer to the advisement coordinators section below.

Students who have declared a major should see an advisor in that major. Students who have not declared a major or who are taking Developmental Studies Program courses should go to the University Advisement Center located on the second floor of the D.P. Culp Center in the Advisement Resources and Career Center (ARC). Students who are only taking developmental math courses should see their major advisor. Students taking classes in Bristol or Kingsport may contact these centers for advisement information. Other areas may contact the student to

## Advisement Coordinators 2008 - 2009

### COLLEGE OF ARTS AND SCIENCES

Dr. Dan Brown, Associate Dean	439-5248
Appalachian Studies	439-4748
Art and Design	439-4247
Astronomy	439-4231
Biological Sciences	439-4329
Chemistry	439-6911 or 96913
Communication	439-4491
Criminal Justice	439-8576 or 5346
English	439-5990
Foreign Language	439-6901
Geosciences (Geology & Geography)	439-7516
History	439-4222
Mathematics	439-4349
Medical Professions (PreMed, PreVet, Pre-Pham, etc.)	439-5602
Music	439-6948
Philosophy and Humanities	439-4425
Physics	439-4231
Political Science	439-4217
Pre-Engineering	439-4231
Psychology	439-4424
Social Work	439-6006
Sociology & Anthropology	439-4370
Women's Studies	439-4135

### COLLEGE OF BUSINESS AND TECHNOLOGY

Dr. Carroll Hyder, Associate Dean	439-4257
213 Sam Wilson Hall	
ETSU Box 70699	
Johnson City, TN 37614-1710	
Business Majors	
Tim Dills or Jennifer Douglas	
316 Sam Wilson Hall	439-5275
Computer & Information Sciences	439-5328
Family and Consumer Science	439-7532
Military Science	439-4269
Technology and Geomatics	439-7822

### COLLEGE OF EDUCATION

Rebecca Loyd	(423) 439-7626
321 Warf-Pickel Hall	
ETSU Box 70685	
Johnson City, TN 37614-1709	

### COLLEGE OF NURSING

Office of Academic Programs and Student Services	(423) 439-4578
Jamie Bastian, Tina Bishop	
230 Roy Nicks Hall	
ETSU Box 70664	
Johnson City, TN 37614-1709	

### HONORS COLLEGE

Dr. Rebecca Pyles, Dean	(423) 439-6076
131 Yoakley Hall	
ETSU Box 70589	
Johnson City, TN 37614	

### COLLEGE OF PUBLIC HEALTH

101 D John P. Lamb Hall	(423) 439-4243
ETSU Box 70623	
Johnson City, TN 37614-1709	

### COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES

Dr. Don Samples	439-7469 or
Matt Johnson	439-7468
384 Lamb Hall	
ETSU Box 70282	
Johnson City, TN 37614-1709	

### ADULT, COMMUTER AND TRANSFER SERVICES "ACTS"

Dr. Carla Warner	(423) 439-5641
ARC - 2 <sup>nd</sup> level D.P. Culp	
ETSU Box 70604	
Johnson City, TN 37614-1708	

### ETSU at BRISTOL

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

### ETSU at KINGSPOINT

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

### SCHOOL OF CONTINUING STUDIES AND

<b>REGENTS ONLINE DEGREE PROGRAM</b>	
Jordan Swingle, Francine Miller	(423) 439-4223
916 W. Maple Street	
ETSU Box 70659	
Johnson City, TN 37614-1701	

### UNIVERSITY ADVISEMENT CENTER

<b>"Undeclared and Developmental Studies Program"</b>	
Dr. Caroline Jackson	(423) 439-5244
ARC - 2 <sup>nd</sup> Level D.P. Culp	
ETSU Box 70590	
Johnson City, TN 37614-1708	

### ATHLETICS

Robert Baker, Director Academic Services	(423) 439-6439
Memorial Center	
ETSU Box 70707	
Johnson City, TN 37614-1709	

# HOW TO READ THE SCHEDULE

## Course I.D. Number

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

- The Subject Abbreviation** (Abbrev.) - The first four characters of the course I.D. number refer to the academic subject under which the class is offered. See subject codes under General Information.
- The Catalog Number** (Cat. #) - Characters five through eight of the course I.D. number. These four numbers refer to the course description listed under this program in the University Catalog. The first digit of the catalog number indicates the level of the course.
- The Section Number** (Sec. #) - The last three digits of the course I.D. number make the course unique.

## Section Numbers

000-099	Campus Day Classes
100-199	Classes Administered as campus classes taught at off-campus facilities
200-299	Campus Evening Classes
300-399	Classes taught at ETSU at Kingsport
400-499	Classes at ETSU at Bristol
500-599	Distance Education Classes
600-699	Classes at ETSU at Greeneville
700-799	Elizabethton Classes at the Nave Center
800-	Special assigned classes meeting at various specified locations
899	Accelerated Masters' in Business Classes
R50	Regents Online Degree Program Classes

## The Course Reference Number (CRN)

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

## Credits

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

## Standard Day Class Times

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

MWF	TR
7:10 - 8:05	6:45 - 8:05
8:15 - 9:10	8:15 - 9:35
9:20 - 10:15	9:45 - 11:05
10:25 - 11:20	11:15 - 12:35
11:30 - 12:25	12:45 - 2:05
12:35 - 1:30	2:15 - 3:35
1:40 - 2:35	3:45 - 5:05
2:45 - 3:40	
3:50 - 4:45	

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

M	T	W	R	F
4 - 6:50	4 - 6:50	4 - 6:50	4 - 6:50	4 - 6:50
7 - 9:50	7 - 9:50	7 - 9:50	7 - 9:50	7 - 9:50

## S (Saturday)

8:00 - 11:00  
11:15 - 2:15

## U (Sunday)

No standard time for Sunday classes

The following times may overlap other meeting times:

MW	TR
1:40 - 3:00	5:30 - 6:50
3:10 - 4:30	7:00 - 8:20
5:30 - 6:50	8:30 - 9:50
7:00 - 8:20	
8:30 - 9:50	

Off-campus standard class times are the same as standard campus times

## Day Codes

Day Symbols may be used alone or in combination.

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

## Class Location

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

## Building Codes

A002	Alexander Hall (University School)
A003	D. M. Brown Hall (Science)
A005	Mathes Hall (Music)
A006	Ernest C. Ball Hall (Fine Arts)
A007	Memorial Center - East Side (Mini-Dome)
A008	Warf-Pickel Hall (Education)
A009	Memorial Hall (Brooks Gym)
A010	Gilbreath Hall (Math., Comp Sciences, & Theatre)
A012	Sam Wilson Hall (Business & Technology)
A014	Burleson Hall (English)
A015	Hillrise Hall (Social Work)
A017	Wilson-Wallis Hall (Technology)
A018	Hutcheson Hall (Family and Consumer Sciences)
A019	John P. Lamb, Jr. Hall (Public Health, Clinical & Rehabilitative Health Sciences)
A020	Roy S. Nicks Hall (College of Nursing)
A021	Rogers-Stout Hall (Social Sciences)
A062	Art Annex
A092	D. P. Culp University Center (Student Center - Student Affairs)
A129	Yoakley Hall (International Programs & Services Honors College)
A307	Memorial Center - West Side (Mini-Dome)
A330	Wayne G. Basler Center for Physical Activity
A476	Stanton-Gerber Hall-A
A477	Stanton-Gerber Hall-B
A478	Stanton-Gerber Hall-C
A701	ETSU at Elizabethton
AARR	Arranged meeting place (contact department)
AAVL	Advanced Visualization Lab, Millennium Park
ABRS	ETSU at Bristol
AGRNV	ETSU at Greeneville
KGPT	ETSU at Kingsport
AILAB	Innovative Laboratory

## Instructor

The instructor is the teacher of record at the time this schedule of classes was printed and is subject to change. "Staff" is used to indicate that a specific instructor has not been assigned.

**COURSE SUBJECT ABBREVIATIONS  
AND COURSE SUBJECT DESCRIPTIONS**

<b>ABBR</b>	<b>DESCRIPTION</b>	<b>ABBR</b>	<b>DESCRIPTION</b>
ACCT	ACCOUNTANCY	HIST	HISTORY
ADVR	ADVERTISING	HSCI	HEALTH SCIENCES
ALHE	ALLIED HEALTH	HUMT	HUMANITIES
ALNU	ADULT NURSING	IDGE	INTERDISCIPLINARY GERONTOLOGY
AMBA	ACCELERATED BUSINESS ADMIN.	JAPN	JAPANESE
ANCB	ANATOMY & CELL BIOLOGY	JOUR	JOURNALISM
APST	APPALACHIAN STUDIES	LANG	LANGUAGES
ARTA	ART & DESIGN	LATN	LATIN
ARTH	ART HISTORY	MALS	MASTER OF ARTS IN LIBERAL STUD
ASTR	ASTRONOMY	MATH	MATHEMATICS
AVST	ARCHIVAL STUDIES	MCOM	MASS COMMUNICATIONS
BADM	BUSINESS ADMINISTRATION	MDED	MEDICAL EDUCATION
BGSD	GENERAL STUDIES	MEDA	EDUC MEDIA AND EDUC TECH
BIOC	BIOCHEMISTRY	MGMT	MANAGEMENT
BIOL	BIOLOGICAL SCIENCES	MICR	MICROBIOLOGY
BLUE	BLUEGRASS AND COUNTRY MUSIC	MKTG	MARKETING
BSIS	BACH OF SCI – INTERDISC STUDIES	MSCI	MILITARY SCIENCE
BSPS	BACH OF SCI – PROFESSIONAL STUDIES	MUSC	MUSIC
CDIS	COMMUNICATIVE DISORDERS	PEXS	PHYSICAL EDUC/EXERCISE SCIENCE
CHEM	CHEMISTRY	PHAR	PHARMACOLOGY
CHIN	CHINESE	PHED	PHYSICAL EDUCATION ACTIVITIES
CJCR	CRIMINAL JUSTICE AND CRIMINOLOGY	PHIL	PHILOSOPHY
CPSC	CARDIOPULMONARY SCIENCE	PHSI	PHYSIOLOGY
CSCI	COMPUTER & INFORMATION SCIENCE	PHYS	PHYSICS
CUAI	CURRICULUM AND INSTRUCTION	PHYT	PHYSICAL THERAPY
DANC	DANCE	PMGT	PUBLIC MANAGEMENT
DHYG	DENTAL HYGIENE	PMNU	PROF ROLES/MENTAL HEALTH NURS
DIGM	DIGITAL MEDIA	PSCI	POLITICAL SCIENCE
DSPW	DEVELOPMENTAL COMPOSITION	PSYC	PSYCHOLOGY
DSPM	DEVELOPMENTAL MATH	PUBH	PUBLIC HEALTH
DSPR	DEVELOPMENTAL READING	PUBR	PUBLIC RELATIONS
DSPS	DEVELOPMENTAL STUDY SKILLS	RADT	RADIOLOGIC TECHNOLOGY
ECON	ECONOMICS	READ	READING
ECED	EARLY CHILDHOOD	RTVF	RADIO/TELEVISION/FILM
EDFN	EDUCATIONAL FOUNDATIONS	SALM	SPORTS AND LEISURE MANAGEMENT
ELPA	EDUCATIONAL LEAD/POL ANAL	SCED	SCIENCE EDUCATION
ENGL	ENGLISH	SOAA	SOCIOLOGY AND ANTHROPOLOGY
ENTC	TECHNOLOGY	SOCI	SOCIOLOGY AND ANTHROPOLOGY
ENVH	ENVIRONMENTAL HEALTH	SOWK	SOCIAL WORK
FACS	FAMILY AND CONSUMER SCIENCES	SPAN	SPANISH
FCNU	FAMILY/COMM HEALTH NURSING	SPCH	SPEECH
FNCE	FINANCE	SPED	SPECIAL EDUCATION
FREN	FRENCH	SRVL	SERVICE LEARNING
GEOG	GEOGRAPHY	SURV	SURVEYING AND MAPPING
GEOL	GEOLOGY	THEA	THEATRE
GERM	GERMAN	URBS	URBAN STUDIES
HDAL	HUMAN DEVELOPMENT AND LEARN		

**Office of the Registrar**

Registration/Scheduling Center  
102 Burgin E. Dossett Hall  
(423) 439-4744

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

**GoldLink Registration**

[www.etsu.edu](http://www.etsu.edu)  
Click "GoldLink at top

Eligible students may use *GoldLink* to register, drop/add classes, and list schedules. Please see *GoldLink* instructions pages for more information.

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

The ETSU at Kingsport Offices are open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Friday 7:30 a.m. to 4:30 p.m. Students registering for Kingsport classes may complete their registration via *GoldLink* or at ETSU at Kingsport during these hours on scheduled registration days and may make fee payments at any time before the announced deadlines.

**Directions:**

Travel South on Highway 11W/West Stone Drive. Just past Allandale Mansion, turn right on University Boulevard at Citizens Bank. ETSU at Kingsport is approximately ½ mile at end of street.

**ETSU at Bristol  
Executive Plaza Suite 600  
1227 Volunteer Pkwy  
(423) 844-6300**

The ETSU at Bristol offices are open Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:30 p.m. Students registering for Bristol classes may complete their registration via *GoldLink* or at ETSU at Bristol during these hours on scheduled registration days and may make fee payments at any time before the announced deadlines. Students enrolling for Bristol classes may also obtain advisement, by appointment, during registration periods and throughout the term by contacting (423) 844-6300.

**Directions from Johnson City to ETSU at Bristol:**

From Johnson City take 11E to Bristol. Bristol campus is approximately 3 miles past the Bristol Motor Speedway. After passing the traffic light intersection with Food City and Lowe's on left, look for Executive Park Plaza signs on the right. Turn right between the Soft Cloth Car Wash and the Bank of Tennessee.

**Evening Registration**

Departmental and administrative offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m. During the week prior to the beginning of classes and Monday through Thursday of the first week of classes, many administrative offices will operate on extended hours to accommodate those students needing to register after 4:30 p.m. Students who are planning to register in person after 4:30 p.m. should call the particular office with which you plan to do business to verify hours of operation. Please be aware that registration cannot be processed if the student has any registration holds, if the class requires a permit, or the student needs advisor or developmental studies approval.

**Absentee Registration**

If a student cannot register though *GoldLink Online* and is not able to be present at the time designated for registration, another individual may bring the student's ID card or a signed note and completed registration materials to the registration area to be processed after the registration appointment time. During the priority registration days only one person's registration will be processed for each person coming to the terminal. This absentee procedure is also valid for payment.



## NEW STUDENT INFORMATION

### New Students:

#### First-Time at ETSU

All undergraduate students planning to attend East Tennessee State University for the first time must apply for admission and be fully admitted through the Office of Admissions, 106 Burgin E. Dossett Hall, and register and attend orientation before attempting to register for classes. Office of Admissions phone: (423) 439-4213 or (1-800-462-3878). Graduate students should apply to the School of Graduate Studies, 309-B Burgin E. Dossett Hall: (423) 439-4221. Those who have attended other colleges must provide complete, official transcripts to be considered for admission.

### Orientation

Once you have been admitted to the University, you will receive a reservation to attend orientation from the Office of Student Affairs, located on the 3<sup>rd</sup> floor of D. P. Culp University Center. Reservations must be received at least three days prior to orientation. Reservations can be made via the website. For more information, students age 23 and older may contact the Center for Adult, Commuter, and Transfer Services at (423) 439-5641. All others seeking additional information should contact the Office of Student Affairs at (423) 439-4210.

#### 2008 Undergraduate Orientation Dates

##### Spring Orientations:

Dec. 2, 2008—Tuesday—5 p.m.  
Jan. 7, 2009—Wednesday—8:30 a.m.

#### 2009 Undergraduate Orientation Dates

By Invitation Only: April 18—Saturday  
May 15—Friday  
Summer: June 11-12—Thursday-Friday  
June 23-24—Tuesday-Wednesday  
July 9-10—Thursday-Friday  
July 24-25—Friday-Saturday  
Fall: Aug. 13-14—Thursday-Friday

#### Graduate Orientation

August 17—Monday

## FORMER STUDENTS

All former ETSU students who have not been enrolled for one major term (fall or spring) must apply for readmission. Readmission forms are available in the Office of Admissions, Burgin E. Dossett Hall room 106 for undergraduates or via the web at [www.etsu.edu](http://www.etsu.edu). Graduate students go to the Office of Graduate Studies, 309-B Burgin E. Dossett Hall, or <http://www.etsu.edu/gradstud/forms/index.html>.

Students who have attended another college since their last enrollment at East Tennessee State University are required to have an official transcript from that school on file in the Admissions Office.

Former undergraduate students who are continuing undergraduate studies are not required to attend an orientation. Former undergraduate students entering graduate school are not "former students" for readmission purposes. They are classified as new graduate students who must be properly admitted to the School of Graduate Studies before attempting the registration process.

## GRADUATE STUDENT INFORMATION

### Application For Graduate Study

Students who wish to work toward a graduate degree or certificate must be admitted to the School of Graduate Studies. Applications for admission are available in the Graduate School Office and on the web at <http://www.etsu.edu/gradstud/gradad.htm>

#### Graduate Admission (Nondegree)

Students who wish to take non-degree course work should apply for admission as Non-degree Students.

All non-degree applicants must provide official transcripts which verify that they have earned a bachelor's degree from a regionally accredited institution. Graduate Non-degree Students must receive approval to register for a graduate level course from the chair (or graduate coordinator) of the department offering the course.

**Transfer Policy:** Students may petition for the transfer of a maximum of nine semester hours of graduate credit from ETSU or other approved institutions. Please see the Graduate Catalog for complete information and restrictions on transfer of credit.

**Graduate students who have not attended East Tennessee State University in the past year or longer must complete a readmission form before they register.** Forms are available in the School of Graduate Studies or online at <http://www.etsu.edu/gradstud/forms.asp>. Students who have skipped one term must call or stop by to be updated. This applies to all graduate students whether they are working toward a degree or not.

### Special Courses

Students registering for Thesis, Dissertation, Independent Studies, Special Topics and/or Readings and Research should check with the department chair and obtain either a permit or a signed request for course position card before registration.

### Deadlines for Filing Graduation Forms

January 26  
Absolute last day for graduate students to file intents to graduate, committee forms, and forms for candidacy and programs of study for May 2009 graduation.

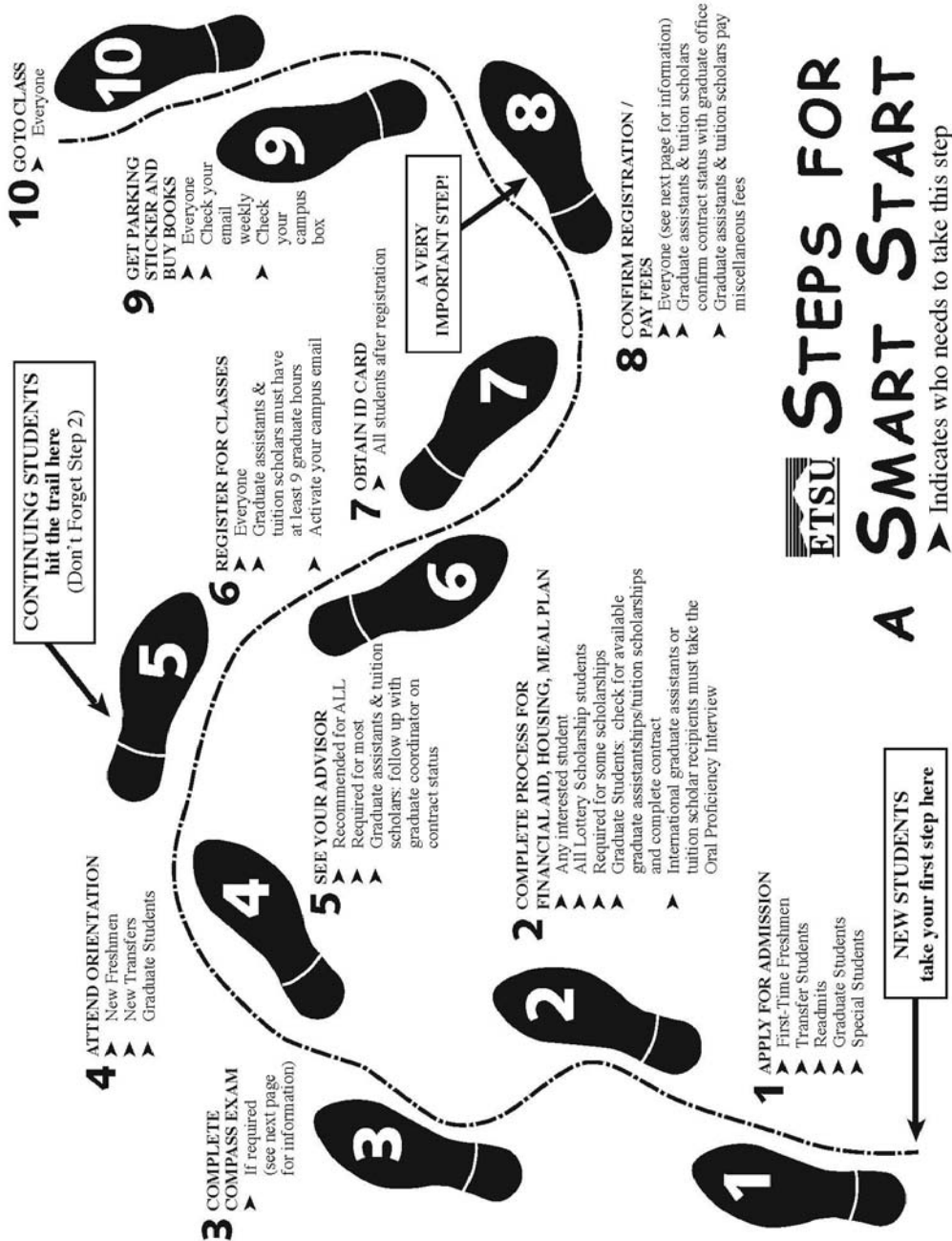
March 16  
Last day to schedule oral exams with the Graduate Office for May 2009 graduation.

March 30  
Last day to complete oral exams for May 2009 graduation.

April 6  
Last day for graduate students to file initial review copies of theses and dissertations with the Graduate Office for May 2009 graduation

May 4  
Last day for graduate students to pay microfilming fees in the Comptroller's Office for May 2009 graduation.

May 6  
Last day to file final electronic copies of theses and dissertations with the Graduate Office for May 2009 graduation.



# ETSU STEPS FOR A SMART START

- 1) **(1) ADMISSIONS** - 106 Dosssett Hall, (423) 439-4213  
First-time freshman. 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) **(2) FINANCIAL AID** - Office of Financial Aid 106 Dosssett Hall, (423) 439-4300  
1) Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as soon as possible after January 1 using accurate tax information.  
2) Check your SAR (Student Aid Report) for accuracy. **Read all comments.** If corrections are required, ask the ETSU Office of Financial Aid for assistance.  
3) If you were selected for verification, contact the ETSU Office of Financial Aid for further institutions or assistance.  
4) Receive, review, sign, and if necessary, return the financial aid award letter by the due date to the ETSU Office of Financial Aid.  
5) Review the Federal Aid & Prior Balances Authorization Form, select one of the available options, and return the form to the Office of Financial Aid.  
6) 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 Bursar/Financial Services. Complete Perkins entrance loan counseling online at [www.mappingyourfuture.org](http://www.mappingyourfuture.org).  
7) 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 (<http://www.mappingyourfuture.org>) and complete the MPN with your lender. If you have been awarded a PLUS Loan, your parents must complete the PLUS pre-approval process online or via phone and sign the PLUS MPN with their lender.  
8) If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at [www.etsu.edu/finaid/jobsads](http://www.etsu.edu/finaid/jobsads)

- 9) Notify the ETSU Office of Financial Aid of other scholarships, loans, or assistance that are not on your award letter.
  - 10) You must attend classes regularly and meet the requirements of the Financial Aid Satisfactory Academic Progress Policy to receive financial aid.
  - 11) Review GATTS availability at [www.etsu.edu/gradstud/aaasch\\_international](http://www.etsu.edu/gradstud/aaasch_international)  
GATTS recipients must take the OPI.
  - 12) Contact the ETSU Office of Financial Aid if you have questions.
- SCHOLARSHIPS** -  
Welcome Center, Culp Center, (423) 439-7064  
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](http://www.etsu.edu/Scholarships)
- HOUSING** - Dept. of Housing & Residence Life  
106 Dosssett Hall, (423) 439-4446; email: [Housing@etsu.edu](mailto:Housing@etsu.edu) or Web: [www.etsu.edu/students/housing/housing.htm](http://www.etsu.edu/students/housing/housing.htm)  
The university offers a variety of on-campus housing options for single undergraduate, married, single parents, and graduate students.
- MEAL PLANS/DINING LOCATIONS** -  
Arcmark Dining Services, Culp Center, (423) 439-4389  
Web: [www.etsudining.com](http://www.etsudining.com)  
Students may apply for the Resident Advantage Plan through the Housing Office or other food plans through ETSU Dining and Catering Group.

- 1) **(5) ADVISEMENT** - Office of Undergraduate Student Advisement ARC, Culp Center, (423) 439-8657  
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.
- 2) **(6) REGISTRATION** - 102 Dosssett 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 emailed about a week prior to registration. Registration is available using [GoldLink](http://www.etsu.edu) at <http://www.etsu.edu>. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dosssett Hall. GATTS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full time students.

- 1) **(6) REGISTRATION** - 102 Dosssett 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 emailed about a week prior to registration. Registration is available using [GoldLink](http://www.etsu.edu) at <http://www.etsu.edu>. If problems arise, register in person at the Office of the Registrar, 102 Burgin Dosssett Hall. GATTS recipients must register for a minimum of 9 graduate hours. Undergraduates must enroll in at least 12 hours to be considered full time students.
- 2) **(7) ID CARD - ID Services** - Culp Center, (423) 439-8316 <http://www.etsu.edu/id>  
Have your ID card made at the ID Office any time after you have registered for classes. The ID Card will allow students to access many activities on campus. Students may also use their ID as a campus debit card (ID BUCS). 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.

- 1) **(9) PARKING** - Parking Office, 906 W. Maple Street, (423) 439-5650  
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 Financial Services 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.
- 2) **BUY BOOKS** - ETSU Bookstore in the Culp Center, (423) 439-4436 or The College Store at 824 West Walnut St., (423) 926-0838  
1) 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.  
2) 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.

- 1) To pay online click [GoldLink](http://www.etsu.edu) from the ETSU web page at [www.etsu.edu](http://www.etsu.edu). You may use VISA, MasterCard, Debit or an eCheck payment and have the student PIN.
- 2) All students MUST confirm registration by the fee payment deadline. You may do this through [GoldLink](http://www.etsu.edu) (<http://www.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.
- 3) To pay by mail, enclose check and mail to Financial Services - Bursar, Box 70719, Johnson City, TN 37614. Please mail in time to be received in the Comptroller's Office before the payment deadline.
- 4) To pay in person, assistance will be given by a cashier in the Bursar's Office.
- 5) Bills for tuition and fees will not be mailed to students who register for classes. You may visit [GoldLink](http://www.etsu.edu) at <http://www.etsu.edu> and log in to [Student Services to view account](http://www.etsu.edu).
- 6) Confirm GATTS contract by calling (423) 439-6146. GATTS recipients must pay miscellaneous fees.

- 1) **(8) CONFIRM REGISTRATION** - OR PAY FEES - Financial Service - Bursar, 202 Dosssett Hall, (423) 439-4212  
Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, eCheck).
- 2) **(8) CONFIRM REGISTRATION** - OR PAY FEES - Financial Service - Bursar, 202 Dosssett Hall, (423) 439-4212  
Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, eCheck).

- 1) **(8) CONFIRM REGISTRATION** - OR PAY FEES - Financial Service - Bursar, 202 Dosssett Hall, (423) 439-4212  
Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, eCheck).
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Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (VISA, MasterCard, eCheck).

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

Revised October 2008

Revised October 2008

Revised October 2008

Revised October 2008

**OFFICE HOURS – SPRING 2009**

OFFICE	REGULAR HOURS					FIRST WEEK OF CLASSES				SECOND WEEK OF CLASSES				CLASSES NOT IN SESSION BREAKS, ETC.							
	Day	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End						
ADMISSIONS 439-4213	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
ARC / ACTS 439-8650 / 5641	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
BURSAR 439-4212	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00a.m. – 6:00p.m. Extended hours will be 1/7/09-1/9-09, 1/12/09-1/16/09,					8:00	a.m.	–	4:30	p.m.					
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	4:30	p.m.
FINANCIAL AID 439-4300	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
GRADUATE STUDIES 439-4221	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
HOUSING 439-4446	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
REGISTRAR 439-4230 GoldLink Helpline 439-5584	Monday through Thursday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
ETSU at Kingsport 392-8000	Monday through Thursday	7:30	a.m.	–	7:00	p.m.	7:30	a.m.	–	6:00	p.m.	7:30	a.m.	–	6:00	p.m.	7:30	a.m.	–	7:00	p.m.
	Friday	7:30	a.m.	–	4:30	p.m.	7:30	a.m.	–	6:00	p.m.	7:30	a.m.	–	6:00	p.m.	7:30	a.m.	–	4:30	p.m.
ETSU at Bristol 844-6300	Monday through Thursday	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	4:30	p.m.
University Center Office 439-4286	Monday through Friday	8:00	a.m.	–	10:00	p.m.	8:00	a.m.	–	7:00	p.m.	8:00	a.m.	–	10:00	p.m.	8:00	a.m.	–	4:30	p.m.
ID Office 439-8316	Monday	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.
	Tuesday through Friday	8:00	a.m.	–	4:30	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	6:00	p.m.	8:00	a.m.	–	4:30	p.m.