Register on GoldLink at www.etsu.edu

For Academic Calendar Information, please visit http://www.etsu.edu/calendar
Select Academic Calendar for Student under the Category search
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:


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
Registration Links

Academic Dates:
http://www.etsu.edu/calendar
select Academic Calendar for Student under Category(ies) at middle left

Admissions: Undergraduate
http://www.etsu.edu/admissions

Admissions: Graduate
http://www.etsu.edu/gradstud/admissions.asp

Bills for tuition (GoldLink):
https://epay.goldlink.etsu.edu/C20071_tsa/web/login.jsp

Bookstore:
http://www.etsubookstore.com/

Campus Map
http://www.etsu.edu/maps/

Course Schedule:
https://selfserv.etsu.edu, click Look Up Classes

Developmental Studies:
http://www.etsu.edu/advisement/devstudy/index.jsp

Financial Aid: http://www.etsu.edu/finaid/

GoldLink: https://selfserv.etsu.edu

Fee Information: http://www.etsu.edu/fa/fs/bursar/

Health Services: www.etsu.edu/studenthealth

Housing: http://www.etsu.edu/students/housing/

Orientation: http://www.etsu.edu/students/central/orient/registration.htm

Refund Policies: http://www.etsu.edu/fa/fs/bursar

Testing - http://www.etsu.edu/academicaffairs/testingcenter/webtestingcenter/
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
- 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. For more information about Policy and Procedures, please pick up a hard copy of the Spectrum.

Undergraduate Advisement Requirements

Advisors are a personal link between the student and the university. All students have an advisor and should confer with their advisor each semester. In fact, ETSU requires most students consult with an advisor before registering each semester. The following students must be advised before they are able to register each semester:

- All students who have less than 60 earned credits are required
- First-term-at-ETSU transfer students are required to meet with an advisor prior to registration for their first and second term of enrollment.
- Students who have been readmitted are required to meet with an advisor prior to registration their first term back at ETSU.
- Students who have not declared a major or who are required to complete Developmental Studies courses * are required to see an advisor in the University Advisement Center located in the Advisement Resources Career Center (ARC) located on the 2nd level of the D. P. Culp Center (423-439-5244).

*Note: students who are only required to take Developmental Studies Math courses will be advised by their major advisor.

These guidelines are the minimum advisement requirements. Some colleges and departments may have additional advisement requirements. Students should consult with their academic department or advisor to determine their advisement requirements.

Some students may have multiple advisors (major, minor, program, licensure) who will provide advisement in these areas. Students taking classes in Kingsport may contact the Kingsport Center for advisement information (423-392-8000). Other advisement or support areas such as Athletics, Adult, Commuter, and Transfer Services (ACTS), Student Support Services or Medical Professions Advisement may contact students to discuss additional advisement opportunities or requirements. Students who are pursuing secondary education licensure need to contact the College of Education during their first semester at ETSU (423-439-7626).

How to locate your advisor? Students who have declared a major should see an advisor in that major. Students should contact the department of their major for information or contact the Advisement Resource Career Center (ARC) located on the 2nd level of D.P. Culp Center, 423-439-8650 for additional information. A quick reference phone list for most majors is available at http://www.etsu.edu/students/acts/students/advisement.aspx (select the Click here for a list of Undergraduate Advisement Contacts for most majors option - right side of website). Students may also use the Advisement Coordinator list on the next page as a quick reference.
Advisement Coordinators
2010

COLLEGE OF ARTS AND SCIENCES
Dr. Dan Brown, Associate Dean 439-5248
Appalachian Studies 439-4748
Art and Design 439-4247
Astronomy 439-4231
Bluegrass 439-7072
Biological Sciences 439-4329
Chemistry 439-6913 or 94367
Communication 439-4491
Criminal Justice 439-8576
English 439-5990
Foreign Language 439-6901
Geosciences (Geology & Geography) 439-7528
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, International Affairs & Public Administration 439-4217
Pre-Engineering 439-4231
Psychology 439-4424
Social Work 439-6006
Sociology & Anthropology 439-4370
Women’s Studies 439-4125

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

COLLEGE OF PUBLIC HEALTH
Dr. Robert Pack
101 D John P. Lamb Hall
ETSU Box 70623
Johnson City, TN 37614-1709
(423) 439-4540

COLLEGE OF CLINICAL AND REHABILITATIVE HEALTH SCIENCES
Dr. Don Samples 439-7469er
Matt Johnson 439-7468
384 Lamb Hall
ETSU Box 70282
Johnson City, TN 37614-1709

ADULT, COMMUTER AND TRANSFER SERVICES
“ACTS”
Dr. Carla Warner
ARC - 2nd level D.P. Culp
ETSU Box 70604
Johnson City, TN 37614-1708
(423) 439-5641

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

SCHOOL OF CONTINUING STUDIES
AND
REGENTS ONLINE DEGREE PROGRAM
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

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

Office of Undergraduate Student Advisement
439-8557
March 2010
Graduate Student Advisement 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](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. 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 Courses and/or Research should check with the department chair to obtain either a permit or a signed request for course position card before registration.

Graduate Advisement Coordinators

<table>
<thead>
<tr>
<th>Field</th>
<th>Chair</th>
<th>Office Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>Dr. Gary D. Burkette</td>
<td>5314</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Dr. Ester Verhovsek</td>
<td>547-0235</td>
</tr>
<tr>
<td>Anatomy and Cell Biology</td>
<td>Dr. Dennis DeFoe</td>
<td>2010</td>
</tr>
<tr>
<td>Archival Studies</td>
<td>Dr. Marie Tesdeo</td>
<td>5792</td>
</tr>
<tr>
<td>Art</td>
<td>Mr. Don Davis</td>
<td>7864</td>
</tr>
<tr>
<td>Audiology</td>
<td>Dr. Patricia Chase</td>
<td>5252</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Dr. Yue Zou</td>
<td>2124</td>
</tr>
<tr>
<td>Biological Sciences - Microbiology</td>
<td>Dr. Eric Mustain</td>
<td>4571</td>
</tr>
<tr>
<td>Biological Sciences--Biology</td>
<td>Dr. Mike Zavada</td>
<td>6919</td>
</tr>
<tr>
<td>Biological Sciences--Paleontology</td>
<td>Dr. Blaine Schubert</td>
<td>8419</td>
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<tr>
<td>Biomedical Sciences</td>
<td>Dr. Mitch Robinson</td>
<td>2028</td>
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<tr>
<td>Biostatistics Certificate</td>
<td>Dr. Joanne Flowers, Interim</td>
<td>4332</td>
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<tr>
<td>Business Administration--Accelerated</td>
<td>Mr. Pete Cornett</td>
<td>4622</td>
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<tr>
<td>Business Administration &amp; Certificate</td>
<td>Dr. Martha M. Pointer</td>
<td>5314</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Chi-Ngi Ho</td>
<td>6914</td>
</tr>
<tr>
<td>Clinical Nutrition</td>
<td>Ms. Beth Lowe</td>
<td>7537</td>
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<tr>
<td>Computer Science</td>
<td>Dr. Martin Barrett</td>
<td>7409</td>
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<tr>
<td>Computer Science</td>
<td>Dr. Phillip Pfeiffer</td>
<td>5355</td>
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<tr>
<td>Counseling</td>
<td>Dr. Janna Scarborough</td>
<td>7688</td>
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<tr>
<td>Criminal Justice</td>
<td>Dr. Steven Ellwanger</td>
<td>4671</td>
</tr>
<tr>
<td>Early Childhood Education, PhD</td>
<td>Dr. Pamela Evanshen</td>
<td>7694</td>
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<tr>
<td>Early Childhood Education, MA &amp; Med</td>
<td>Dr. Amy Malkus, (on leave)</td>
<td>7656</td>
</tr>
<tr>
<td>Economic Development &amp; Urban Planning Certificates</td>
<td>Dr. David Briley, Interim</td>
<td>6997</td>
</tr>
<tr>
<td>Educational Media &amp; Ed. Tech. (ECT Concentration)</td>
<td>Dr. Harold Lee Daniels</td>
<td>7843</td>
</tr>
<tr>
<td>Educational Media &amp; Ed. Tech. (Library Concentration)</td>
<td>Dr. Linda Steele</td>
<td>7851</td>
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<tr>
<td>Elementary Education (M.Ed.)</td>
<td>Dr. Leslie Perry</td>
<td>7602</td>
</tr>
<tr>
<td>ELPA - Ed.D. Post Secondary &amp; Private Leadership</td>
<td>Dr. Jim Lamply</td>
<td>7619</td>
</tr>
<tr>
<td>ELPA - Ed.S, Ed.D, School System/School Leadership</td>
<td>Dr. Pam Scott</td>
<td>7618</td>
</tr>
<tr>
<td>ELPA - Ed.S, Ed.D. Teacher &amp; Classroom Leadership</td>
<td>Dr. Virginia Foley</td>
<td>4430</td>
</tr>
<tr>
<td>ELPA--Ed.S., Counseling Leadership</td>
<td>Dr. Janna Scarborough</td>
<td>7688</td>
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<tr>
<td>Emerging Technologies Certificate</td>
<td>Dr. Marten Barrett</td>
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<tr>
<td>English</td>
<td>Dr. Robert Sawyer</td>
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<tr>
<td>Entrepreneurial Leadership Certificate</td>
<td>Dr. Andrew Czuchry</td>
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<tr>
<td>Environmental Health</td>
<td>Dr. Kurt Maier</td>
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<tr>
<td>Epidemiology Certificate</td>
<td>Dr. James Anderson</td>
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<tr>
<td>Gerontology Certificate</td>
<td>Dr. James Florence</td>
<td>6720</td>
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<tr>
<td>Gerontology Certificate</td>
<td>Dr. Don Samples</td>
<td>547-4905</td>
</tr>
<tr>
<td>Health Care Management</td>
<td>Dr. Brian Martin</td>
<td>4429</td>
</tr>
<tr>
<td>Health Care Management</td>
<td>Dr. Cynthia Taylor</td>
<td>8593</td>
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<tr>
<td>History</td>
<td>Dr. Mel Page</td>
<td>6802</td>
</tr>
<tr>
<td>Kinesiology--Exerc. Phys. &amp; Perf.</td>
<td>Dr. Mike Stone</td>
<td>5796</td>
</tr>
<tr>
<td>Kinesiology--P.E. K-12</td>
<td>Dr. Diana Mozen</td>
<td>6157</td>
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<tr>
<td>Kinesiology--Sports Management</td>
<td>Dr. Keunsu Han</td>
<td>4382</td>
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<tr>
<td>Liberal Studies</td>
<td>Dr. Marie Tesdeo</td>
<td>5792</td>
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<tr>
<td>Mathematics</td>
<td>Dr. Robert Gardner</td>
<td>6977</td>
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<tr>
<td>Microbiology</td>
<td>Dr. Rob Schoborg</td>
<td>6295</td>
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<tr>
<td>Nursing MSN NP</td>
<td>Dr. Linda Garrett</td>
<td>4084</td>
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<tr>
<td>Nursing MSN Non-NP</td>
<td>Dr. Kathy Martin</td>
<td>4399</td>
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<tr>
<td>Nursing MSN ROPD</td>
<td>Dr. Nancy Cranberry</td>
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<tr>
<td>Nursing, Ph.D.</td>
<td>Dr. Judith Anderson</td>
<td>4611</td>
</tr>
<tr>
<td>Nursing-Admissions</td>
<td>Ms. Amy Bower</td>
<td>4531</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Dr. Alok Agrawa</td>
<td>6336</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>Dr. Susan Epps</td>
<td>8275</td>
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<tr>
<td>Physiology</td>
<td>Dr. Tom Eyad</td>
<td>2046</td>
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<tr>
<td>Professional Communication</td>
<td>Dr. Jack Mooney</td>
<td>4168</td>
</tr>
<tr>
<td>Professional Studies</td>
<td>Dr. Jo Loberisti</td>
<td>4223</td>
</tr>
<tr>
<td>Psychology - Clinical</td>
<td>Dr. Peggy Cantrell</td>
<td>6660</td>
</tr>
<tr>
<td>Psychology - General</td>
<td>Dr. Russ Brown</td>
<td>5863</td>
</tr>
<tr>
<td>Public Administration</td>
<td>Dr. David Briley, Interim</td>
<td>6697</td>
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<tr>
<td>Public Health</td>
<td>Dr. James Florence</td>
<td>6720</td>
</tr>
<tr>
<td>Reading Concentration (Reading Education)</td>
<td>Dr. Jane Melendez</td>
<td>7910</td>
</tr>
<tr>
<td>Rural Health Graduate Certificate</td>
<td>Dr. Mary Ann Littleton</td>
<td>5247</td>
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<tr>
<td>Secondary Education</td>
<td>Dr. Tammy Barnes, Interim</td>
<td>4155</td>
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<tr>
<td>Social Work</td>
<td>Dr. David Cecil</td>
<td>6018</td>
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<tr>
<td>Sociology and Anthropology</td>
<td>Dr. Leslie McCallister</td>
<td>4998</td>
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<tr>
<td>Special Education--Graduate Program</td>
<td>Dr. James Fox</td>
<td>7556</td>
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<tr>
<td>Special Education--Undergraduate and Graduate</td>
<td>Dr. Cynthia Chambers</td>
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<tr>
<td>Speech Language Pathology</td>
<td>Dr. Vijay Guntapalli</td>
<td>4261</td>
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<tr>
<td>Storytelling Concentration (Reading Education)</td>
<td>Dr. Joseph Sobol</td>
<td>7863</td>
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<tr>
<td>Teacher Education with Multiple Levels (MAT)</td>
<td>Dr. Aimee Gott</td>
<td>7678</td>
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<tr>
<td>Teacher Education with Multiple Levels (MAT)</td>
<td>Dr. Tammy Barnes</td>
<td>4155</td>
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<tr>
<td>Teaching &amp; Learning, Adv. Studies ROPD</td>
<td>Dr. Martha Collins</td>
<td>7845</td>
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<tr>
<td>Teaching English as a Second Lang Certificate</td>
<td>Dr. Theresa McGarry</td>
<td>5995</td>
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<tr>
<td>Technology</td>
<td>Dr. Andy Clark</td>
<td>4164</td>
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<tr>
<td>Technology - Digital Media</td>
<td>Dr. Andy Clark</td>
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</tr>
</tbody>
</table>
**FEES SUBJECT TO CHANGE BY THE TENNESSEE BOARD OF REGENTS WITHOUT NOTICE**

View complete list of current tuition and fees at [http://www.etsu.edu/fa/fs/bursar](http://www.etsu.edu/fa/fs/bursar)

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
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<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td><strong>Application:</strong></td>
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<tr>
<td>Undergraduate</td>
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<tr>
<td>$ 189 per credit</td>
<td>$15</td>
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<tr>
<td>Undergraduate – 12 or more credits</td>
<td>$ 2,151 full time</td>
</tr>
<tr>
<td>Undergraduate Out-of-State*</td>
<td>$ 473 per credit</td>
</tr>
<tr>
<td>Undergraduate Out-of-State*</td>
<td>$5,446 full time</td>
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<tr>
<td>Graduate</td>
<td>$ 305 per credit</td>
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<tr>
<td>Graduate – 10 or more credits</td>
<td>$2,886 full time</td>
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<tr>
<td>Graduate Out-of-State*</td>
<td>$ 473 per credit</td>
</tr>
<tr>
<td>Graduate Out-of-State*</td>
<td>$5,446 full time</td>
</tr>
</tbody>
</table>

*These fees are in addition to the full-time tuition and registration fees.

**Fees**

- **Application:**
  - Undergraduate: $15
  - Domestic Graduate: $25
  - International Graduate: $35

- **Registration:**
  - Late Registration: $100

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.

**ETSU Online Distance Education:**

- Undergraduate: $12 per credit
- Graduate: $19 per credit

**Programs With Special Additional Fees:**

- Applied Music $150/half hour lesson
- Art Materials Supply $10-$100
- Astronomy Materials $20
- Biology Materials $20
- Business Course $20 per credit
- Chemistry Materials $20
- CSCI1100 $12
- Digital Media $100 per credit
- PHED/PEXS $10-$30
- Physics Materials $20
- Radio & TV $7-$41
- Other course fees may apply to selected courses

**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 [http://www.goldlink.etsu.edu](http://www.goldlink.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.
- 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.
Regular Cashier Office Hours: 8:00 a.m. – 4:30 p.m. Monday-Friday

Deferred payment of up to 50% may be available upon request by students in good financial standing. A $50 service charge applied each term. Refer to [http://www.etsu.edu/fa/fs/bursar/tuitioninfo/paymentpolicy.aspx](http://www.etsu.edu/fa/fs/bursar/tuitioninfo/paymentpolicy.aspx) for complete deferred payment policy.

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

### Fee Payment with Discounts

Crediting of various fee discount programs require completion of specific forms. Educational benefit forms are available online at [http://www.etsu.edu/comptrol/frm.htm#Student](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)

### Change of a Student’s status may permit a refund

- Change from full-time to part-time student
- Change in part-time student’s schedule which results in fewer class hours

### Situations that may permit a refund

- Dropping a course(s)
- Withdrawing from the institution
- Cancellation of a class by the institution
- Death of a student
What Fees Are Refundable

- Refunds due will be processed starting two weeks after the last date of the 25% refund period. No refund will be made thereafter.

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>REFUNDABLE</th>
<th>NON-REFUNDABLE</th>
</tr>
</thead>
</table>
| Program     | Business Course  
CSCI1100  
Digital Media  
Online Distance Education  
Radio & TV  
PHED/PEXS  
Applied Music  
Materials:  
Art, Astronomy, Biology, Chemistry,  
Physics  
Services | Deferred Payment Service |
| Registration | Debt Service  
General Access  
Late Registration |
| Other       | Returned Registration |

How Much Is Refundable And When

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

- 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

- 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:
  1. Unsubsidized Federal Stafford Loans
  2. Subsidized Federal Stafford Loans
  3. Federal Perkins Loans
  4. Federal PLUS Loans
  5. Federal Pell Grants
  6. ACG Grant
  7. National SMART Grant
  8. Federal SEOG program

Other refunds:
- Institutional aid
- Private aid
- The student

Federal law requires federal aid recipients to "earn" the aid they receive by staying enrolled in college at least half time.

Refund Appeal Procedure

Students contesting the refund policy must file the Refund Appeal within one academic year prior to last day of the term year of the drop or withdrawal to receive consideration by the Refund Appeals committee. Student concerns regarding fees will only be addressed within 18 months from the date when grades were assigned for the term in question. The student may obtain a refund appeal form at


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, grand-
# HOW TO READ THE SCHEDULE

## Course I.D. Number

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

1. **The Subject Abbreviation (Abbrv.)** - The first four characters of the course I.D. number refer to the academic subject under which the class is offered. See subject codes under General Information.

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

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

### Section Numbers

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Campus Day Classes</td>
</tr>
<tr>
<td>100-199</td>
<td>Classes Administered as campus classes taught at off-campus facilities</td>
</tr>
<tr>
<td>200-299</td>
<td>Campus Evening Classes</td>
</tr>
<tr>
<td>300-399</td>
<td>Classes taught at ETSU at Kingsport</td>
</tr>
<tr>
<td>400-499</td>
<td>Classes at ETSU at Bristol</td>
</tr>
<tr>
<td>500-599</td>
<td>Distance Education Classes</td>
</tr>
<tr>
<td>600-699</td>
<td>Classes at ETSU at Greeneville</td>
</tr>
<tr>
<td>700-799</td>
<td>Elizabethon Classes at the Nave Center</td>
</tr>
<tr>
<td>800-898</td>
<td>Special assigned classes meeting at various specified locations</td>
</tr>
<tr>
<td>899</td>
<td>Accelerated Masters' in Business Classes</td>
</tr>
<tr>
<td>900</td>
<td>Online Classes</td>
</tr>
<tr>
<td>R50</td>
<td>Regents Online Degree Program Classes</td>
</tr>
</tbody>
</table>

### The Course Reference Number (CRN)

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

### Credits

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

### Standard Day Class Times

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

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

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

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 – 6:50 4:00 – 6:50 4:00 – 6:50 4:00 – 6:50 4:00 – 6:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 – 9:50 7:00 – 9:50 7:00 – 9:50 7:00 – 9:50 7:00 – 9:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**S (Saturday)**

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

No standard time for Sunday classes

The following times may overlap other meeting times:

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

### 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.

<table>
<thead>
<tr>
<th>Building Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A002</td>
</tr>
<tr>
<td>A003</td>
</tr>
<tr>
<td>A005</td>
</tr>
<tr>
<td>A006</td>
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<td>A007</td>
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<td>A008</td>
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<tr>
<td>A009</td>
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<tr>
<td>A010</td>
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<tr>
<td>A012</td>
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<tr>
<td>A014</td>
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<tr>
<td>A015</td>
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<td>A017</td>
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<td>A018</td>
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<td>A019</td>
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<td>A020</td>
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<tr>
<td>A021</td>
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<tr>
<td>A062</td>
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<tr>
<td>A092</td>
</tr>
<tr>
<td>A129</td>
</tr>
<tr>
<td>A307</td>
</tr>
<tr>
<td>A330</td>
</tr>
<tr>
<td>A476</td>
</tr>
<tr>
<td>A477</td>
</tr>
<tr>
<td>A478</td>
</tr>
<tr>
<td>A701</td>
</tr>
<tr>
<td>AARR</td>
</tr>
<tr>
<td>AAVL</td>
</tr>
<tr>
<td>ABRS</td>
</tr>
<tr>
<td>AGRNV</td>
</tr>
<tr>
<td>KGFT</td>
</tr>
<tr>
<td>AILAB</td>
</tr>
</tbody>
</table>

### 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.

### Summer Section Numbers

In the Summer Term, the middle digit of the section number is used to designate the session into which the course falls. Session codes are used to further identify the correct session.

### Session Code | Section Number
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pre-Summer</td>
</tr>
<tr>
<td>B</td>
<td>Pre-Summer Plus Session 1</td>
</tr>
<tr>
<td>C</td>
<td>Complete Session</td>
</tr>
<tr>
<td>D</td>
<td>Session 1</td>
</tr>
<tr>
<td>E</td>
<td>Dual Session</td>
</tr>
<tr>
<td>F</td>
<td>Session 2</td>
</tr>
<tr>
<td>R</td>
<td>RODP</td>
</tr>
</tbody>
</table>

Standard meeting times below are for the sessions indicated.

<table>
<thead>
<tr>
<th>Pre-Summer</th>
<th>Sessions I, II, &amp; Dual</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWRF</td>
<td>MTWRF</td>
</tr>
<tr>
<td>8:00-10:45</td>
<td>8:00-9:30</td>
</tr>
<tr>
<td>11:05-1:50</td>
<td>9:40-11:10</td>
</tr>
<tr>
<td>2:00-4:45</td>
<td>11:20-12:50</td>
</tr>
<tr>
<td>1:00-2:30</td>
<td>2:40-4:10</td>
</tr>
</tbody>
</table>
1. APPLY FOR ADMISSION
   - First-Time Freshmen
   - Transfer Students
   - Realmits
   - Graduate Students
   - Special Students

2. COMPLETE PROCESS FOR FINANCIAL AID, HOUSING, MEAL PLAN, IMMUNIZATION
   - Any interested student
   - FAFSA
   - 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
   - Proof of immunization

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 must have at least 9 graduate hours
   - Activate your campus email

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

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
   - Check your email weekly

10. GO TO CLASS
    - Everyone

NEW STUDENTS
take your first step here

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

A VERY IMPORTANT STEP!

Indicates who needs to take this step
(2) FINANCIAL AID - Office of Financial Aid 105 Dossett Hall (423) 439-4300

Go On-Line, Not In-Line and use ETSU’s GoldLink student system to check your financial aid status http://www.etsu.edu
1) Complete the FAFSA at http://www.fafsa.gov as soon as possible after January 1 to begin the financial aid process.
2) Check your SAR (Student Aid Report) for accuracy http://www.fafsa.gov. Read all SAR comments. If corrections are required, ask the ETSU Office of Financial Aid for assistance.
3) If you were selected for verification, go to http://www.etsu.edu/financialaid/verification.aspx for information and forms.
4) Receive, review, and complete the financial aid award (accept or decline awards) through Goldlink at http://www.etsu.edu. Enter the secure area and click ‘Financial Aid then Accept Award.’
5) Go On-Line, Not In-Line and use Goldlink to check your Financial Aid Status for your Student Requirements. Complete any Unsatisfied Requirements and allow 2-3 days for the Student Requirements to be satisfied; they are not satisfied immediately. Check your Student Requirements frequently because new requirements can be added each time changes are made to your financial aid.
6) If you accepted the Perkins Loan for the first time, look for an email from ESCI instructing you to complete and sign the Perkins Master Promissory Note (MPN). On-line. You will also need to complete Perkins entrance loan counseling online at http://www.ecasl.edu. You will need to complete your entrance counseling if you have accepted a PLUS Loan. The promissory note must be completed and signed online each year by the Direct Loan Program at http://www.etsu.edu/goldlink
7) ETSU Stafford and PLUS (Parent and Grad) Loans are through the Federal Direct Loan Program. If you accepted the Federal Direct Stafford Loan through your Goldlink account, you will need to complete the Direct Loan Program at http://www.etsu.edu/goldlink to complete your electronic Master Promissory Note (MPN).
8) If you qualified for Federal Work Study or Academic Performance Scholarship, check the job listings at http://www.etsu.edu/financialaid/default.aspx
9) Notify the ETSU Office of Financial Aid of residency changes and other scholarships, loans, or assistance that are not listed on your Goldlink account under ‘Awards.’
10) You must attend classes regularly and meet the requirements of the Financial Aid Satisfactory Academic Progress Policy to receive aid.
11) Review GATS availability at http://www.etsu.edu/gat/admissions/. International GATS recipients must take the OPI.

(3) COMPASS TEST
University Advisement Center, ARC, 2nd Floor of Culp, (423) 439-5244
http://www.etsu.edu/uac/default.aspx

The COMPASS is used to determine eligibility for programs offered in the D.P. Culp Center for Adult Education as well as determine eligibility for other programs and services. ETSU students who are admitted to ETSU who have not taken the ACT/SAT or who did not take the COMPASS are eligible to take the test. All students must take the test to determine eligibility for the COMPASS. The COMPASS is available on-line or in person at the D.P. Culp Center.

(4) ORIENTATION - Student Affairs, Culp Center, (423) 439-4210
http://www.etsu.edu/uac/student_firstyear/orientation.aspx

Students will see an advisor and register for classes at orientation. Orientation is required for all new students who live within a 25-mile radius of campus. Special programs for traditional age students, adults, transfers and parents. You will get: Class schedule, resource information, new student handbook. Reserve your books, obtain ID, campus email information, Graduates orientation is held every Friday, the Monday prior to the beginning of classes, call (423) 429-4221 for additional information.

(5) ADVISEMENT - Office of Undergraduate Student Advisement - Welcome Center, Culp Center, (423) 439-8957
http://www.etsu.edu/advisement

All students with less than 60 credits, first-time transfer students and readmitted students are required to meet with an advisor prior to registration each term. Some colleges and departments may have additional advisement requirements. All students should confer with their advisor regularly.

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

ADULT, COMMUTER AND TRANSFER SERVICES - http://www.etsu.edu/acts/ (ACTS) located in ARC, Culp Center, (423) 439-5641
Whether you are a transfer student, an adult or a commuter student, ACTS can answer your questions. We provide academic and student support services designed especially for you. Commuter student services use an on-line campus housing listing, carpool and rideshare programs. And, on those rare days when you need it, we have a battery charger and air compressor.

(6) REGISTRATION - 102 Dossett Hall, (423) 439-4230
http://www.etsu.edu/uac/default.aspx

New freshmen and new transfer students must register at or after attending a new student orientation. The online Schedule of Classes and Registration Guide are available about 10 days before a new session begins. An assigned registration appointment day and time will be emailed about a week prior to registration. Registration is available using Goldlink at http://www.etsu.edu/gotlink. If problems arise, request in person at the Student Registration Office, 102 Burgin Dossett Hall or contact the Goldlink Helpline at 423-434-5584 (M-F 8:00 am - 4:30 pm EST). GATS recipients must register for a minimum of 9 graduate hours. Undergraduates must be in class in at least 12 hours to be considered full-time students.

GOLDMAIL - http://www.etsu.edu/uac/goldmail/

All registered students must activate their Goldmail email account. ETSU corresponds with students primarily with the Goldmail system. Please check your Goldmail account weekly.

(7) ID CARD - id Services, Culp Center, (423) 439-8316
http://www.etsu.edu/id/id/default.aspx

You must 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 privileges 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
OR PAY FEES - Financial Services - Bursar, 202 Dossett Hall, 423-439-4212
http://www.etsu.edu/bursar

Confirm registration and pay fees. Fees may be paid by cash, check, or credit card (Visa, MasterCard, ECheck).
1) To pay online go to Goldlink at http://www.etsu.edu/goldlink
2) To pay by phone call the Bursar’s office at 423-439-9850. Call the Bursar’s office directly and provide the student PIN.
3) All students MUST confirm registration by the fee payment deadline. You may do this through Goldlink http://www.etsu.edu/goldlink or by calling a cashier (423) 439-4212. Paying your full balance before the fee payment deadline will automatically confirm your registration.
4) To pay by mail, enclose check and mail to Financial Services - Bursar, Box 70719, Johnson City, TN 37614. Payment may be received in the Bursar’s Office before the payment deadline.
5) To pay in person, assistance will be given by a cashier in the Bursar’s Office.
6) Bills for tuition and fees will be mailed to students who register for classes. You may visit Goldlink at http://www.etsu.edu/goldlink and log into Secure Area, Student, Student Account, Account Details. Confirm Registration/Payments and Refunds to view account status. Click ‘Yes, I will attend, to confirms attendance and print a confirmation number.
7) Financial Aid not on Your Student Account? E-Sign Financial Aid Agreement Promissory Note (formal Affidavit), go to Goldlink at http://www.etsu.edu/goldlink. Enter Secure Area and Log in. Student, Account Financial Aid Agreement Promissory Note (formal Affidavit). Select a Term. Review the Promissory Note text and E-sign with the last 4 digits of your E number. Please print the confirmation page and retain for your records. Monitor your financial aid status online and respond to all requests for documents immediately, until your aid is credited and your account and balance is paid in full. Questions about aid? Contact Financial Aid at 423-439-4300 or email faid@etsu.edu.

(9) PARKING - Parking Services Office 101 Burdick St., (423) 456-4570

Parking Passes. All students (including part-time) who intend to park on campus MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT. The ETSU Parking Services Office is located at 908 Maple St. Parking permits are available 7:30 am - 4:30 pm Monday through Friday. Visitor’s Passes are available 7:30 am - 4:30 pm. Parking permit fees are included in the Program Service Fee for students. All visitors must obtain a visitor's parking permit at no charge at the Parking Services Office. For additional details contact our office.

BUY BOOKS - ETSU Bookstore in the Culp Center, (423) 439-4346 or The College Store at 824 West Walnut St., (423) 439-3222
http://www.etsu.edu/bookstore
The simplest, 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. For more textbook information go to the website above.

(10) GO TO CLASS
Successful students attend class regularly.
GENERAL INFORMATION

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 credit hours, until such time as they progress beyond the classification. Exceptions require approval of the student's advisor and college/school dean.

Exceptions: Exception to the class load regulations set forth above, require approval of the academic advisor, college/school dean, and the Vice President for Academic Affairs (or designee).

Academic Calendar

To view the Academic Calendar go to the main ETSU webpage at http://www.etsu.edu and click Academic then Academic Calendar for Student under the category search or click http://www.etsu.edu/calendar select Academic Calendar for Student under the Category.

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.

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

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 these 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 a '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 College 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. Hossett Hall, room 101.
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.

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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 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.

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/fellowship 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).

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 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>.

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, 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

(Proposal to Graduate, Application for the Degree, Exams)

Undergraduate students are asked to file an Intent to Graduate from 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-Pickle 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 admission. 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.
- EDFN 2300 Foundations for Teaching (2 hrs.) with a “C” or higher. To register for this class, a student must meet score requirements on one of the state mandated tests. (See below.)

Additionally:

- Prek-3 majors: ECD 2150 Foundations of Early Childhood (3 hrs.) 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 4/795) OR

PRAXIS I:

<table>
<thead>
<tr>
<th>PPST**</th>
<th>(9/1/99) C-PPST***</th>
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<tr>
<td>Reading</td>
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<td>*** Computerized PPST</td>
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- 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 COCE 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 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

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<th>Classification Codes</th>
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<tr>
<td>FR Freshman: (0-29.9 credits earned)</td>
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<tr>
<td>SO Sophomore: (30.0-59.9 credits earned)</td>
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<tr>
<td>JR Junior: (60.0-89.9 credits earned)</td>
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<tr>
<td>SR Senior: (90.0 and up credits earned)</td>
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<tr>
<td>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.</td>
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<tr>
<td>SPU Visiting Undergraduate: An undergraduate student taking work to transfer to another school.</td>
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<tr>
<td>SPU Visiting Graduate: A graduate student taking work to transfer to another school.</td>
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<tr>
<td>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</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>SED Candidate for Specialist in Education: A student who has been formally admitted to graduate school for the purpose of pursuing a specialist degree.</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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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.
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 are exempt from compliance with the MMR immunization regulation.

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 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.
New hours listed below
Friday- Saturday 10 a.m. – 6 p.m.
New hours listed below
Sunday 2 p.m. – 8 p.m.
New hours listed below.

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
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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
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 Plaza 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.
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.

Undergraduate Students Repeating a Course
The following regulations apply to repeating 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 attempt (excluding 'I', 'W', or 'WF' grades) will be used in calculating the grade point average. However, all grades earned in the third and subsequent attempts will be used in calculating the summary line (grade point average).

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.gibill.va.gov. Telephone inquiries should be directed to 1-888-GI-BILL-1 (442-4451).

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. For additional information, please contact the Department of Housing and Residence Life at (423) 439-4446; email: housing@etsu.edu, or visit Room 108 Burgin Dossett Hall for more information.

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.

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, 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 Admisssion 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 test at: http://testingcenter.etsu.edu/tests/regitation.php

California Critical Thinking Skill Test (CCTST)
Students who have completed 96 hours and the General Education Core Part 1 are required to take the California Critical Thinking Skill Test (CCTST). Call the Testing Center to schedule appointment date and time at 439-6708, 208 Campus Center Bldg, web registration available at http://testingcenter.etsu.edu/index
2009-2010 Senior Major Field Test

Students majoring in the following areas are required to complete Major Field Tests: Chemistry, Social Work, Sociology, Public Health, Environmental Health, MCOM, SPCH, SOAA, and PSYC.

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.

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.

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. Admission criteria may be obtained in Warf-Pickel 321.

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

One semester 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 early of 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 all required PRAXIS II exams.

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

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 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. For more information about the student Health Clinic go to www.etsu.edu/studenthealth

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

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

Meningitis/Hepatitis Policy

The State of Tennessee mandates that all students be informed about Hepatitis B Infection and Meningococcal Meningitis infection. A waiver indicating that the student is aware of the risks of the diseases and the availability of vaccines for the diseases of hepatitis and meningitis must be signed. The waiver may be signed electronically on Goldlink as the student starts to register for classes. Goldlink will tell the student that a hold has been put onto his account and will not allow registration. The waiver will then appear for completion. After completion of the waiver, the student may resume registering. If the student is less than 18 years of age the waiver may be obtained from the web site of Student Health Services 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.

For more information on Immunization Requirements, go to http://www.etsu.edu/nursing/shserv/about/Immun_Requirements.aspx

Sherrod Library

Library Phone numbers
Reference Desk (423) 439-4307
Circulation (423) 439-4303
Periodicals (423) 439-5311
Media Center (423) 439-4326

Schedule of Operating Hours
Monday-Thursday 8:00 a.m. – 11:00 p.m.
Friday 8:00 a.m. – 6:00 p.m.
Saturday 10 a.m. – 6:00 p.m.
Sunday 2:00p.m. - 11:00 p.m.
First floor study area Continuous I.D. card access
(Library hours change during holidays and between terms.)

ETSU at Kingsport Library Operating Hours
Monday-Thursday 8:00a.m.– 9:00p.m.
Friday 8:00a.m.– 4:30 p.m.

Campus Bookstore Information
For a list of textbook information please visit the Bookstore at http://www.etsubookstore.com/

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

For store hours, please contact (423) 439-4436 or visit the above website.
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 BUCS) 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.

http://www.etsu.edu/students/univcent/id.htm

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.

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.

http://www.etsu.edu/safety/

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/etsu/security.asp

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 Carla Warner at (423) 439-5641 Adult, Commuter and Transfer Services Community Engagement, Learning and Leadership is located on the second 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, delay opening (or suspend selected activities of) the university and/or branch campuses or the Nave Center. Determination of extreme conditions will be made as early in the day as possible and broadcast on area radio and TV stations. Announcements of closing or suspension of activities will be broadcast every 30 minutes on WETS-AM and WETS-FM.

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

GoldAlert Email and Text Messages

A mass notification system is used to provide email and text messages to members of the campus community. To receive these messages, you must provide a cell phone number or e-mail address on the GoldAlert registration website:

https://etsuis.etsu.edu/GoldAlert

This URL is located on ETSU's Homepage. Simply log into GoldAlert with your ETSU username and password, and fill in the requested information. Your information will never be used for anything other than emergency purposes.

Grades Are Provided Through GoldLink

Grades 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
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
Proficiency Intensive Information

ETSU requires all students to take courses in their majors and across the curriculum that offer concentrated experience in oral communication, writing, and using information technology.

Students who enter ETSU as freshman or with less than 60 transfer hours must take:

- 2 oral communication-intensive courses, of which at least one must be in the major
- 1 using information-intensive course in the major
- 4 writing-intensive courses. At least 2 of these must be in the major; at least 2 must be at the 3000-4000 level.

Students who transfer to ETSU after earning an associate degree or 60 or more hours of transfer credit must take:

- 1 oral communication-intensive course
- 1 using information-intensive course
- 2 writing-intensive courses

The reduced proficiency-intensive requirements also apply to readmission students with 60 or more hours, whose last term of enrollment at ETSU was prior to 1995.

Students must meet proficiency-intensive requirements through courses taken at ETSU.

How to View Intensives on GoldLink

Go to [http://www.etsu.edu/](http://www.etsu.edu/)

1. Click GoldLink
2. Click Look Up Classes
3. Select Term from pull down menu (example: Fall Term 2010)
4. Click Submit (This will pull up the Interactive Class Schedule Search)
5. To see the proficiency-intensive courses offered in a subject, select that subject from the Subject dropdown menu. To see ALL proficiency-intensive courses offered in all subjects, hold down shift, select the first subject on the list then scroll to the last subject, and all subjects will be highlighted.
6. Go to Attribute Type
7. Click on the Intensive Type you wish to see (example: Intensive Info Tech (ITEC)). To see ALL proficiency-intensive courses, use the shift key to select all three intensive types—oral communication, writing and information technology.
8. Click Class Search

Oral communication, information technology, and writing skills are essential for success on the job and in our personal lives. To help build these skills throughout the college years, ETSU requires all students to meet “proficiency-intensive” requirements. These requirements do not necessarily add course hours to a student’s program of study, but typically are met by courses being taken for the major or general education or as electives. Certain courses within every major, as well as selected courses in the general education core, are declared oral communication-intensive, using information technology-intensive, or writing-intensive. These courses offer students the opportunity to practice the identified skills while learning the subject matter of the course. ETSU’s proficiency-intensive courses are indicated on GoldLink each term. ETSU’s proficiency-intensive requirements do not apply to students pursuing second baccalaureate degrees.