Registration Guide

Registration on GoldLink at http://goldlink.etsu.edu
A SCHEDULE OF 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

Course offerings listed in the schedule of classes do not constitute a contract between students and the university. The university reserves the right to add, delete, or change courses or sections as circumstances may require.

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 wish to inspect, 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 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 wish to inspect, 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:

Registration Links

**Academic Calendar:**
http://www.etsu.edu/etsu/academicdates.asp

**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 information is continually updated;

http://www.etsu.edu/reg/registration/resources.aspx; updated biweekly

**Developmental Studies:** http://www.etsu.edu/devstudy

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

**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/firstyear/orientation.aspx

**Registration on GoldLink:** http://goldlink.etsu.edu

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

**Testing Services:** http://testingcenter.etsu.edu/index.php

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

Registration on GoldLink
http://goldlink.etsu.edu

Registration instructions and class schedule available online at:
http://www.etsu.edu/reg/registration/resources.aspx

ETSU at Kingsport

McCune-Welch Hall

(423) 392-8000 or 2-8000 (From Main Campus)

The ETSU at Kingsport Offices are open Monday through Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 4:30 p.m. Students registering for Kingsport classes may complete their registration via Registration on 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.

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.
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
- The Office of the Associate Dean of the College of Arts and Sciences

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

Undergraduate 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. A quick reference advisor phone list for most majors is available at http://www.etsu.edu/ advisement/continuingstudents/AdvisorContactList.aspx

If you still need help locating your advisor please contact the Advisement Resource Career Center (ARC) located on the 2nd level of D.P. Culp Center, 423-439-8650 for additional information.
Graduate Student Information
http://www.etsu.edu/gradstud/

Application For Graduate Study

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

Graduate Admission (Nondegree)

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

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

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

Special Courses

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

Graduate Advisement Coordinators

For the most complete and up-to-date listing of Graduate Advisement Coordinators, please see the following link:

http://www.etsu.edu/gradstud/Coordinators.aspx
# Making Fee Payments

<table>
<thead>
<tr>
<th>How</th>
<th>Where</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>GoldLink</td>
<td>Go to <a href="http://goldlink.etsu.edu">http://goldlink.etsu.edu</a> Log in using your ETSU username and password. Choose Banner Self-Service, Click on Student, Student Account, Account Detail/Confirm Attendance/Payments and Refunds, Select Term</td>
<td>Credit Card: VISA, MasterCard or Discover American Express echeck</td>
</tr>
<tr>
<td>Telephone</td>
<td>(423) 439-4212</td>
<td>Credit Card: VISA, MasterCard or Discover</td>
</tr>
<tr>
<td>Mail</td>
<td>Bursar Office ETSU, Box 70719 Johnson City, TN 37614</td>
<td>Personal check or Money Order Include student ID number; allow adequate time for delivery</td>
</tr>
<tr>
<td>In Person</td>
<td>Cashier Lobby Bursar Office Room 202 Burgin Dossett Hall Regular Office Hours 8:00 a.m.-4:30 p.m. Monday-Friday</td>
<td>Credit Card: VISA, MasterCard, Discover ID Buc$ Card Personal check Money Order/Cash</td>
</tr>
</tbody>
</table>

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/fa/fs/bursar/eduforms/default.aspx](http://www.etsu.edu/fa/fs/bursar/eduforms/default.aspx). Return completed forms to specified office.

**TBR/UT employees and state employees who utilize a fee waiver (PC191)** MUST submit a form to the Bursar Office, Room 202 Burgin Dossett Hall, by the fee payment due date but no earlier than 4 weeks prior to the first official day of classes. Employees of Boards of Education, City/County School Systems, Human Resource Agencies and other political subdivisions are not eligible to participate in the fee waiver program. 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/fa/fs/bursar/default.aspx](http://www.etsu.edu/fa/fs/bursar/default.aspx)

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

To **CONFIRM your attendance**, go to GoldLink at [http://goldlink.etsu.edu](http://goldlink.etsu.edu) Log in using your ETSU username and password. Click on Student, 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.
What Fees Are Refundable

<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 Check | |

How Much Is Refundable And When

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

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

How Refunds Will Be Applied

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

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

Distribution of Title IV Refunds

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

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

Refund Appeal Procedure

Students contesting the refund policy must file the Refund Appeal within one academic year prior to last day of the term year of the drop or withdrawal to receive consideration by the Refund Appeals committee. Student concerns regarding fees will only be addressed within 18 months form the date when grades were assigned for the term in question. The student may obtain a refund appeal form at http://www.etsu.edu/fa/fs/bursar/default.aspx or in the Financial Services Office, 202 Dossett Hall.

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

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

The Course Reference Number (CRN)
The CRN the five-digit number keyed in the boxes on the drop add screen.

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

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

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

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

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

S (Saturday) U (Sunday)
8:00 - 11:00 No standard time for Sunday
11:15 - 2:15 classes

The following times may overlap other meeting times:

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

Building Codes
- A002 Alexander Hall (University School)
- A003 D. M. Brown Hall (Science)
- A005 Mathes Hall (Music)
- A006 Ernest C. Ball Hall (Fine Arts)
- A007 Mountain States Health Alliance Athletic Center (Mini-Dome)
- A008 Warf-Pickel Hall (Education)
- A009 Memorial Hall (Brooks Gym)
- A010 Gilbreath Hall (Math., Comp Sciences, & Theatre)
- A012 Sam Wilson Hall (Business & Technology)
- A014 Burleson Hall (English)
- A015 Lyle House (Social Work)
- A017 Wilson-Wallis Hall (Technology)
- A018 Hutcheson Hall (Family and Consumer Sciences)
- A019 John P. Lamb, Jr. Hall (Public Health, Clinical & Rehabilitative Health Sciences)
- A020 Roy S. Nicks Hall (College of Nursing)
- A021 Rogers-Stout Hall (Social Sciences)
- A062 Art Annex
- A092 D. P. Culp University Center (Student Center – Student Affairs)
- A129 Yoakley Hall (International Programs & Services)
- A131 Ross Hall
- A330 Wayne G. Basler Center for Physical Activity
- A476 Stanton-Gerber Hall-A
- A477 Stanton-Gerber Hall-B
- A478 Stanton-Gerber Hall-C
- A501 ETSU Eastman Valleybrook
- A701 ETSU at Elizabethton
- AARR Arranged meeting place (contact department)
- AAVL Advanced Visualization Lab, Millennium Park
- AGRNV ETSU at Greeneville
- KEGPT ETSU at Kingsport
- AILAB Innovative Laboratory

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

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

Summer Section Number Rubric
1.) Go to www.etsu.edu/reg
2.) Click on the Registration tab
3.) Click on Registration and Course Resources
4.) Rubric is under “Other Useful Registration Resources”
5.) Summer 2011 Section Number/Session Code Rubric

Standard meeting times below are for the sessions indicated.

Pre-Summer Sessions I, II, & Dual

<table>
<thead>
<tr>
<th>MTWR</th>
<th>MTWR</th>
</tr>
</thead>
<tbody>
<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>
To view the Academic Calendar go to the main ETSU webpage at [http://www.etsu.edu](http://www.etsu.edu) and click Academic then Academic Calendar for Student under the category search or click [http://www.etsu.edu/calendar](http://www.etsu.edu/calendar) select Academic Calendar for Student under the Category.

### 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

If you are required to take a COMPASS exam, you must register for the exam through the University Advisement Center. Call 439-5244 for registration details.

### Adding and Dropping Courses

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

**Dropping a Course:** Courses may be dropped during the first eight calendar weeks of a regular semester. Courses dropped during the first two weeks will not appear on the student's permanent record. Students who drop a course after the second full week of classes through the eighth 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 frame.) All requests for withdrawal from the university must be received in the Office of the Registrar no later than the close of business hours two days before the last day of classes of any academic term. Students will not be permitted to withdraw from the university after that date.

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

### Withdrawing from the University

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

**Student Responsibility to Verify Registration through GoldLink Transactions**

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

### Milligan College/Emmanuel/ETSU Agreement

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

### Undergraduate Pass/Fail Grading Policy

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

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.

### 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).

Note: All courses attempted count in hours attempted and all attempts will continue to show on the record.

### Graduate Students Repeating a Course

If a student chooses to repeat a course, all grades earned are computed in the grade point average. The grade earned on the repeat does not replace the original.
Degree and Graduation Requirements Notice

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

Undergraduate students are required to file an Intent to Graduate form and approved major/minor sheets with the Graduation Office two semesters before the anticipated graduation date in order that a graduation audit can be started. All graduating students will be required to take the 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. For specific requirements, check with the departmental office of your major.

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

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). All exams are administered at the Center for Academic Achievement. Please visit the Testing Services site or call (423) 439-6708 for more information. The CCTST is a 45-minute computer-based exam that does not require an appointment. You may walk in and take the exam any time during Testing Services hours of operation.

Schedule of Operating Hours

Monday-Thursday 8:00 a.m. – 11:00 p.m.
Friday 8:00 a.m. — 6:00 p.m.
Saturday 10:00 a.m. — 6:00 p.m.
Sunday 2:00 p.m. - 11:00 p.m.

ETSU at Kingsport Library Operating Hours

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

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.
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 Testing Services, Room 208, College of Medicine, (423) 439-6708.

Pre-Teacher Education-Declaration of Intent

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

Who must file a Declaration of Intent?

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

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

COMPLETE THE FOLLOWING:

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

Additionally:

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

ACHIEVE A MINIMUM SCORE ON:

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

PRAXIS I: PPST*** (8/1/99) C-PPST*** (1/1/02)

☐ Reading 174
☐ Math 173
☐ Writing 173

*** paper/pencil version

☐ Computerized PPST

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

In addition, students must:

☐ Complete a background check and receive clearance. (This MUST be initiated through CCOE Advisement Office, Warf-Pickel, 321)
☐ Demonstrate good moral character and sign a notarized Statement of character.
☐ Achieve passing scores on an approved speech and hearing test.
☐ Demonstrate freedom from any condition that would impair effectiveness as a teacher.
☐ Submit a portfolio to the COE Admissions Board as initiated in EDFN 2300.

☐ Receive positive recommendation of unconditional admission from College of Education Admission Board.

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

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

Complete all courses required for placement in Student Teaching.

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

Achieve a GPA of at least 2.5 in the following:

Overall GPA
Professional education courses
Teaching content areas

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

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

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

Classification Codes

FR Freshman: (0-29.9 credits earned)
SO Sophomore: (30.0-59.9 credits earned)
JR Junior: (60.0-89.9 credits earned)
SR Senior: (90.0 and up credits earned)

SPU Undergraduate Special Student: A student who may or may not hold a bachelor's or advanced degree and who are not enrolled for a degree.

SPU Visiting Undergraduate: An undergraduate student taking work to transfer to another school.

SPG Visiting Graduate: A graduate student taking work to transfer to another school.

SPG Graduate Non-Degree Student (Post Grad): A student who holds a bachelor's or higher degree, who is not working toward a degree, and who is not a postdoctoral student.

MS Master's Candidate (Graduate Student): A student who has been formally admitted to graduate school for the purpose of pursuing a master's degree.

SED Candidate for Specialist in Education: A student who has been formally admitted to graduate school for the purpose of pursuing a specialist degree.

DE Doctoral Candidate, Early Stage: A student formally admitted to graduate study whose major academic endeavor consists of formal course work directed toward fulfilling requirements for a doctorate.

DL Doctoral Candidate, Late Stage: A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward completion of a dissertation.

PD Postdoctoral Student: A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite.

Classification of Courses by Level

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

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

Voter Registration

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

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

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.

MRR Requirements

Full-time (12 credits or more) college students are required by law to have proof of two doses of MMR vaccine administered on or after their first birthday. Students must provide proof of receipt of the first MMR vaccine dose prior to the first day of class of the student’s initial semester at ETSU. Subsequently, the student who is completing the MMR vaccination series as a condition of enrollment must submit receipt of the second dose of the MMR vaccine as soon as possible after the 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 regulations:

- Students born prior to January 1, 1957.
- Students who attended a public or private school in Tennessee for grades kindergarten through twelve for any period of time on or after July 1, 2001.
- Students who were previously enrolled as a full-time student at a TBR college or university for at least one full semester after August 1, 2007.

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.]

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Varicella Requirements

If you were born on or after January 1, 1980, to be a full-time enrolled student, you must provide proof of two doses of the Varicella (Chicken Pox) vaccine or physician signed documentation of a history of the disease. If you cannot provide this documentation, you may provide proof of the results of a positive titer from a medical laboratory or a provider’s office for this disease. Students born before January 1, 1980, or if you are a full-time online only student, you are exempt from the Varicella requirement.

Incoming students who will begin full-time classes at East Tennessee State University starting this summer and beyond will be required to show proof of having the Varicella (chicken pox) vaccine or proof of immunity to this disease. This policy is part of a new state law that applies to incoming new full-time students at all Tennessee colleges and universities, including those in undergraduate, graduate, and doctoral programs. The law is applicable only to incoming students. Persons born before Jan. 1, 1980, will be exempt, along with those who were enrolled at ETSU prior to the 2011 summer semester.

New students must receive two doses of the Varicella vaccination, which are given at least 28 days apart. ETSU will allow students to register for full-time courses for one semester if they have had only the first of the two vaccinations; however, the second vaccination must be administered before they can register for the following semester. Persons who believe they had chicken pox in the past must present medical documentation to ETSU Student/University Health Services from a medical practice or health department. Those who are unable to show proof, or are not sure if they have had the disease, can have a titer, or blood test, which would indicate if the person has immunity. Students who have been admitted to ETSU can have the titer done at ETSU Student/University Health Services or any local health department. The fee for the titer at ETSU is $22, though the cost may vary among health departments.

For the two Varicella vaccinations, ETSU will charge $140 per vaccine for a total of $280. However, persons under the age of 19 may be eligible to discuss fees as well as the availability of the vaccine. A temporary waiver of the vaccine requirement will be given to anyone who has religious concerns or to women who are pregnant or are breastfeeding. Those individuals should contact ETSU Student Health to arrange for the waiver. Students who will be taking only online and distance-learning courses will also be exempt but must sign a waiver each semester. These waiver forms are available on the ETSU Office of the Registrar Web site at www.etsu.edu/regc.

Immunization Requirements Status

Please visit GoldLink and click on the Immunization Status link to view missing requirements. Missing requirements will be noted in RED. To view the State of Tennessee Immunization Requirements and to determine how to meet the missing requirements related to registration, please visit the Student Health Services website.

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.

On-Campus Housing

The Department of Housing and Residence Life offers several affordable and convenient housing options for today’s busy students. Options available include residence halls, efficiency apartments, one-bedroom apartments for married/single parents, and two- and four- individual bedroom apartments for single students, sophomores and above. The rooms/apartments are furnished; air-conditioned; equipped with telephone, data, and cable access; laundry and kitchen facilities; and conveniently located to the library, academic buildings, and recreational facilities. Space is available on a first-come, first-served basis and requires at least an academic year lease. Limited private, guest, or emergency housing is available. Contact the Department of Housing and Residence Life at (423) 439-4446; email housing@etsu.edu, or visit Room 108 Burgin Dossett Hall for more information.
Public Safety
The main objective of the Department of Public Safety is to ensure a safe, crime-free environment for the students, staff, and faculty of ETSU. The Department of Public Safety is located at the main entrance, east side, on University Parkway. Personnel are on duty 24 hours a day to assist you. The number is 911 or (423) 439-4480; for business and for non-emergencies the number is (423) 439-4480.

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

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

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

GoldAlert Email and Text Messages
A mass notification system is used to provide email and text messages to members of the campus community. To receive these messages, you must provide a cell phone number or e-mail address on the GoldAlert registration website https://www.getrave.com/login/etsu.  This URL is located on ETSU’s Homepage. Simply log into GoldAlert with your ETSU username and password, and fill in the requested information. Your information will never be used for anything other than emergency purposes.

View your Grades on GoldLink
Grades will be available on GoldLink beginning the 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.

Type http://goldlink.etsu.edu
Log in using your ETSU username and password
Click Student
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 50 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 50 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 50 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/reg/academics/intensivecourses.aspx for a complete list of instructions.

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.

A Master Table of Proficiency-Intensive Courses is now available at http://www.etsu.edu/gened/PICourseMasterTable.xlsx.
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