2011-2012

East Tennessee State University

Student Planner

A publication of the Office of First Year Programs in Division of Student Affairs
Welcome

We are proud to welcome you to East Tennessee State University. We look forward to your being on campus. The New Student Handbook portion of this planner introduces you to the campus, describes services offered, and gives some helpful hints on how to make your transition to college a little easier.

Our primary interests are to aid your transition to campus and to enhance a successful college career. In the handbook you will find information on paying fees and receiving financial aid. You will learn how to better understand university "jargon" and how to make your orientation experience a success.

Additional information about university resources, student services, and academic schedules can be accessed at http://www.etsu.edu.

If you would like to provide feedback regarding this document, please sent it to our email address orientation@etsu.edu.

This planner belongs to:

| Name: ____________________________ |
| Address: __________________________ |
| Phone: ____________________________ |
| E-mail: ____________________________ |
Get Involved!

What does the research on successful college students tell us about involvement?

Students who get involved in meaningful experiences both in and out of the classroom tend to achieve better grades and are more likely to stay enrolled and graduate, and the first year is likely to determine the patterns students will follow for the next several years in college.

So take time to explore the many wonderful opportunities that are here for you at ETSU. Whether you are interested in joining a student organization, playing recreational sports, participating in community service, understanding the basics of advising, or exploring career possibilities through internships, this planner can serve as your guide. Use the information to take an active role in your academic and social life here at ETSU. You’ll be glad you did!

Stay connected with alerts and updates — GoldAlert

This emergency text messaging service will only be used in the event of an emergency and twice annually for testing. Examples of emergencies include school closures due to inclement weather, emergency situations that threaten campus safety, and severe weather events such as a tornado.

The GoldAlert emergency text messaging service is one component of the university’s mass notification system. It serves to complement the campus warning sirens, web page alerts, and campus-wide mass email notices. Register at: https://www.getrave.com/loginRedirect.do
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How to Have a Successful Orientation Experience

We want you to be able to accomplish a number of things while you are on campus for Orientation. Among those are getting your student ID card, registering for classes, taking care of housing, financial aid, and food service needs, and getting to know the faculty, staff, and students of East Tennessee State University. Follow these simple steps and your orientation experience is bound to be one to remember:

• **Attend ALL sessions.** Each session was specifically designed to assist you in your transition to campus life. We would hate for anyone to miss out on information he/she needs.

• **Ask questions.** You can help to make your time here today more successful by asking questions. Making sure your questions are answered before you leave campus will assure you a more comfortable trip home.

• **Listen carefully and take notes.** You will receive a great deal of information while at orientation and we realize it is impossible to remember everything. We encourage you to take notes during the sessions.

• **Look over the materials in your packet.** It is impossible to cover every topic and every detail you need to know today. Take time to look at the materials supplied to you.

• **Get to know people in your sessions.** Most of the groups are divided by some common factor: first time students, transfers, adults, majors, etc. These people could be a great asset in the future.

• **Keep this handbook.** Be sure to keep this and all other ETSU materials and correspondence together in a safe location.

• **Have fun!** We realize there is a lot of information being covered and, at times, it may become overwhelming. Take time to enjoy your visit to the campus and to get to know the staff and students.

If, at the end of orientation, you still have questions or you are not content with your schedule of courses, find an ETSU staff member and he or she will be happy to help. We want you to leave campus satisfied and excited about returning for classes.

Steps to Academic Success

**Read everything you are given.** When ETSU gives you information to read you must read it. You will be held responsible for knowing policies, dates, and deadlines. Lack of awareness of expectations is not an acceptable excuse for not fulfilling them. Be sure to check your university email account regularly.

**When should I buy books and what should I buy?** Buying books early means you might pick up some used books and save lots of money. On the
other hand, buying new books means that you don’t have to see someone else’s highlighting. You must keep your receipt to be able to return a book.

**Establish a Relationship with your academic advisor.** All students have an academic advisor and will benefit from meeting with their advisor on a regular basis. Consult with your advisor before making decisions that may affect your academic progress and success.

**Don’t cut class.** Each hour of class costs you about $55 for tuition, books, room, board and transportation (not to mention lost earnings). Each class you cut is like throwing a fifty dollar bill in the trash. Not only will you be throwing money away, you will also be losing points on your final grade. An “A” will soon become a “B”, a “B” will soon become a “C.” You get the picture.

**Sit up front and center.** A 10-year study by sociologist E.J. Walsh and Howard Schuman discovered that the highest grades come from the first three rows. Be on time for class!

**Manage your time – don’t cram for tests or assignments.** Use your planner! Fill in exams and major assignments. Look at the calendar daily. By setting priorities a day at a time and setting short-term goals a week at a time, you will get through your workload and still be able to include time for yourself as one of your priorities. Learn to say “No” or take “rain checks” when your load gets too heavy.

**Take comprehensive notes - don’t be lazy in class.** If a professor has taken the time to present specific material in class, you can bet the professor believes that material is important enough to test on. Many times this material is not in your textbook. The only way you will learn this material is to take copious notes.

**Ask for help when you need it. Don’t wait till it’s too late.** It’s early in the semester and you bomb a test. What do you do - - Get help now! University Tutoring Services offer free tutoring in most of the core courses. Several departments provide study lounges with professors’ offices just a few steps away. Keep a list of your professors’ office hours. Don’t hesitate to make appointments with them.

**You are an adult and will be treated as one. “Spoon-feeding” is not practiced at ETSU.** This is not high school. No one is going to take you by the hand and tell you what you need to do. But when you seek us out, we will bend over backwards to help you succeed. We expect you to know your catalog and other policy statements. You must learn to read what we give you, mail you, or email to you. You will be held responsible for your choices and decisions. Make them wisely.
Find a mentor. A mentor can be defined as a trusted counselor or guide or coach. This is a person you would like to emulate personally and/or professionally. This person believes in you too. (S)he can be a professor, administrator, neighbor, business associate, friend or relative. (S)he can help keep you on the right track as you progress through college and your future career.

Get involved in an activity or organization outside the classroom. Involved students complete their degrees at a higher rate. These activities also provide valuable leadership experience for future roles. A large part of the college experience takes place outside of the classroom.

Be patient with yourself. No one has ever gone to college without making mistakes. You won’t either. Don’t get discouraged, and look at setbacks as part of your success.

Be yourself. Be an individual and make your own decisions.

Academic Advisement

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

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

Advisement required: 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.
• 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. Please see the Advisement Coordinator list that follows as a quick reference.

**Locating 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 University Center, 423-439-8650 for additional information.

**Additional advisement opportunities:** 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). All students will benefit from conferring with their assigned advisors on a regular basis.

**Academic Advising Responsibilities:** A guide for students and advisors relating to the advisor/advisee relationship and advising process.

**Student Responsibilities**
The student has the RESPONSIBILITY to:

• Learn the name and office location of his/her advisor early in his/her first semester at ETSU.

• Consult with his/her advisor on a regular basis each semester, especially prior to registration, when in academic difficulty, prior to changing minors or concentrations, prior to making changes in an approved schedule, or withdrawing from ETSU.
• Schedule and keep appointments with his/her advisor, at appropriate times each semester and notify advisor prior to scheduled appointment if student must reschedule.
• Seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
• Be familiar with ETSU Policies and Procedures, major department’s web site and program sheets as well as the Online Undergraduate Catalog.
• Maintain copies of his/her program of study including general education, proficiency intensive and graduation requirements.
• Be familiar with and utilize information available on GoldLink (registration status, holds, academic transcript, early semester progress grades and end of term grades).
• Update his/her contact information (address and phone numbers) in a timely manner using GoldLink.
• Regularly check his/her campus email account (GoldMail).
• Know and observe academic deadlines as posted on the ETSU online calendar and in GoldLink.
• Follow through with appropriate action after the advising session and to verify all GoldLink transactions especially as related to adding or dropping classes.
• Seek reassignment to a new advisor if differences between the advisor and student should develop.

Advisor Responsibilities
The advisor has the RESPONSIBILITY to:
• Maintain adequate posted office hours and appointment times for advisement.
• Keep all scheduled appointments and to notify the student in advance if it is not possible to keep the scheduled appointment.
• Gain the necessary training to effectively advise, guide and refer students to ETSU resources applicable to the student’s program of study.
• Use ETSU resources including online Undergraduate Catalog, departmental web sites, general education, proficiency intensive, graduation, program requirements and licensure requirements to guide and refer students.
• Maintain a complete and accurate advisement record for each student in order to monitor progress towards goals and graduation requirements.
• Regularly check and respond to student emails in a timely manner.
• Refer students to the academic deadlines as posted on the ETSU online calendar and in GoldLink.
• Assist in the advisor reassignment process when applicable.
• Understand and comply with the mandates of the Family Education Rights and Privacy Act of 1974 as Amended (FERPA).
How Can I Get the Most Out of My Advisement Appointment? Before meeting with your advisor, you need to be prepared. Also use the ETSU website (http://www.etsu.edu), online Undergraduate Catalog (http://www.etsu.edu/reg/catalog), Registration Guide (http://www.etsu.edu/reg/registration/information.aspx) and New Student Planner as information resources.

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

Contacting Your Advisor
A complete guide to locating your advisor and information on contacting them is available on the following advisement website:
http://www.etsu.edu/advisement

ETSU Undergraduate Catalog - The current year ETSU Undergraduate Catalog is available online at: (http://www.etsu.edu/reg/catalog/) The Undergraduate Catalog contains valuable information that will assist you throughout your academic career. The Undergraduate Catalog contains information about:

1. Enrolling at ETSU
2. Financial Aid
3. Student Services and Resources
4. Organizations
5. Academic Regulations
6. Degree and Graduation Requirements
7. Majors, Degrees, and Concentrations
8. Requirements of each College and Major
9. Course Listings and Descriptions
10. Faculty Listings and Administrative Directory
Schedule of Classes - An online pdf listing of all courses to be offered at ETSU for a specific term can be found on the ETSU Registrar’s Office web site. The Registration Guide is available online prior to each registration period (http://www.etsu.edu/reg/registration/information.aspx). The Registration Guide contains information about:
- Policies and Procedures
- General Information such as drop/add and withdrawal

New Student Planner - This planner, distributed at Orientation, introduces you to ETSU, describes services offered, and provides helpful information to enhance your college career.

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

What does it mean to select a major? One of the most important academic decisions you will make in college is your choice of major. A major is a curriculum of courses which provide for in-depth study in a clearly defined academic area. For some students, choosing a major is a relatively easy decision. For others, choosing a major requires more time and thought. You will find that some investigation of your personal goals, interests, and abilities combined with careful consideration of alternative fields, and employment opportunities will lead to a good choice. Changing majors can sometimes delay your progress toward graduation so early planning is to your advantage. Students are required to declare a major before earning 60 credits. The Peer Career Center, located in the ARC, 2nd floor, D.P. Culp University Center, is a great starting place for students who are uncertain about their choice of academic major or career and who want to explore their options.

What does it mean to change a major? First, it means that a student has undergone some change in personal or career interests. Many students change majors at least once. However, it is a decision that should not be taken lightly. You should discuss this decision with your advisor. Requirements in the new major could require you to take additional coursework. Second, changing the major means that you must complete an Undergraduate Change of Major Form to officially change university documents and to transfer your advisement records. This form is available from your advisor, the Office of the Registrar, Burgin E. Dossett Hall, Room 101, the ARC, 2nd level of the D.P. Culp University Center, or on the web at http://www.etsu.edu/reg/forms.aspx.

What is the University Advisement Center? The University Advisement Center (UAC) is the academic home for students who have not declared a specific major and/or who are taking developmental studies courses. By focusing on all aspects of student life, the UAC is able to assist each student in accomplishment of academic success and attaining personal goals. In academics and career planning, counselors help students understand academic requirements and identify career options that affirm their academic strengths and interests.
The professional staff in the Center maintains close contact with students through letters, phone calls, and office visits. As a campus resource, counselors assist students with accessing the wide variety of campus services to meet their needs. The Center is located in the ARC, 2nd floor, D.P. Culp University Center. Visit the web site at http://www.etsu.edu/advisement or call 423-439-5244.

**Academic Standards**

**Dean’s list.** To qualify for the dean’s list you must be an undergraduate student with no grade below a “C” in any course and you must pass a minimum of 12 hours with a minimum GPA of 3.700 for the semester.

**Academic probation.** Probation occurs when a student is unable to attain a cumulative grade point average (GPA) at or above the required level for the number of quality hours a student has earned. The semester after the student does not meet these standards he/she will be placed on probation. If the student does not meet the cumulative GPA standard or a 2.0 semester GPA at the end of the next semester, he/she will be suspended. If you earn a 2.0 you will not be suspended but will remain on probation until the retention standards are achieved (see retention standards below).

For Baccalaureate programs the retention standards are:

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<th>Quality Hours</th>
<th>Required Cumulative GPA</th>
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<tr>
<td>0-29</td>
<td>1.4</td>
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<td>29.1-45</td>
<td>1.7</td>
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<tr>
<td>45.1-59.9</td>
<td>1.9</td>
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<tr>
<td>60+</td>
<td>2.0</td>
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**Academic Support Services**

**Student Support Services** provides eligible students with free peer tutoring, mentoring, academic/career/personal counseling, and college survival skills. This is a federally funded grant program, which was established to serve students who are first-generation college students and/or income eligible and/or have a documented disability. We have two unique programs, NEXUS and FOCUS, designed to help you through the maze of entering college and making career decisions. We can provide you with the academic help needed to get the most out of your classes. We offer free individual tutoring in all general education classes. To inquire about our services come by our office on the 3rd
NEXUS is the Student Support Services program designed to assist traditional-age freshmen in adjusting to ETSU. Students must meet the same qualifications as those needed to qualify for Student Support Services. Preference is given to those who have ACT scores between 18 and 23 and who are undecided about their major. Services are especially geared for the needs of new traditional-age freshmen. NEXUS recognizes and respects individuals for their uniqueness while appreciating the common concerns new college students experience. For more information, call the NEXUS Assistant Director, 439-6187.

FOCUS is the Student Support Services program designed to help sophomore, junior, senior, transfer, and nontraditional freshman students make meaningful career decisions, succeed academically, and stay focused on the goal of earning a college degree. Services for eligible students include career, personal, academic counseling, job shadowing, mentoring, individual peer tutoring, personality assessments, resume assistance, and graduate school entrance exam assistance. We are totally committed to helping students achieve their academic and career goals. For more information, call the FOCUS Assistant Director, 439-6451.

Center for Academic Achievement (CFAA) is located on the first floor of the Sherrod Library, and is the place to go for help/tutoring with: writing and speaking, library research, math, and other subjects. The center offers tutoring on a walk-in and appointment basis and is open during library hours, including nights and weekends. It also proctors exams for selected courses. In addition to scheduling an appointment with a CFAA tutor, you can work on your homework in the center. If you have need of assistance, you can consult with a tutor in the center. CFAA staff can also help students get answers to non-academic, college-related questions. An Einstein’s Bagels shop and a student lounge are directly adjacent to the center. Call the CFAA at 439-7111.

Advisement, Resources, and Career Center (ARC) 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 from 8 a.m. – 4:30 p.m.

The ARC is staffed by professionals who evaluate students’ academic progress as it relates to their personal aspirations and career goals. In addition to advising students, referrals for additional academic assistance are made when necessary. The ARC is user friendly so that students can access advisement, career and support services without ever leaving the facility. The ARC serves as a primary resource for students who have a variety of needs including those who are entering the university for the first time, those that are unsure about an
academic major or career option, and those who wish to take advantage of various academic support services to enhance their classroom learning. The ARC incorporates several academic and student support services: Adult, Commuter and Transfer Services; Arts and Sciences in the ARC; Career and Internship Services; Medical Professions Advisement; Peer Career Center; and the University Advisement Center.

**Adult, Commuter and Transfer Services**

ACTS is *The Place* for all Adult, Commuter and Transfer Students! The Center provides a wealth of information and services to make the transition into ETSU and the academic and extracurricular experiences once here, as successful and enjoyable as possible. Such services include providing tailored orientation sessions, academic counseling, peer mentoring, specialized campus-wide programs, transit information, child-care information, off-campus housing information, as well as advising related student organizations and assisting students in navigating the requisite paperwork and processes that come with getting into and maintaining exemplary academic standing at a university. ACTS is located in the ARC on the 2nd floor of the D.P. Culp University Center. The office hours are 8 a.m. to 4:30 p.m., Monday - Friday.

**Adult Programs and Services**

The university recognizes that adult students (anyone 23+ years old) face unique challenges in balancing the responsibilities of work, school and home – challenges that necessitate specialized services and opportunities. ACTS works to ease the transition into academic life for such students who have either delayed or resumed their higher education for a period of time. ACTS also strives to enhance the academic and co-curricular experiences of adult students at ETSU.

ACTS advises the Zeta Tau Chapter of the adult student honor society, Alpha Sigma Lambda. “Email Mentoring” is another way ACTS reaches out to incoming adult ETSU students. Using peer mentors incoming students are given monitored and consistent feedback and support throughout their early semesters at ETSU.

Located in the ARC, 2nd Level Culp Center, ACTS provides valuable assistance for ETSU adult, transfer and commuting students. We are here for you! For further information about specialized services or programs, refer to one of ACTS’ many publications available in the resource area of the ARC. Come by or call 439-5641 today!

**Bookstore**

The main ETSU Bookstore is located on the 2nd floor of the D.P. Culp University Center. There is also a second “off-campus” bookstore. The College Store is located behind McDonald’s on West Walnut Street on the edge
of campus. Both locations offer textbooks, general books, school supplies, sportswear, and many more products and services. Currently the ETSU Medical Bookstore that services Quillen College of Medicine students, Pharmacy School students, and Physical Therapy students is located at the College Store. Additionally, a temporary bookstore site is maintained at ETSU’s Kingsport campus for short periods at the beginning and end of each semester. Both the ETSU Bookstore and The College Store maintain an online presence through which assorted products may be purchased and booklists for classes may be viewed. You can visit their web sites at www.etsubookstore.com or www.thecollegestore.com/etsu. Special ordering of some merchandise is available at all the stores. Hours for the ETSU Bookstore are 7:45 a.m. - 6 p.m. Monday-Thursday and 7:45 a.m.–5 p.m. on Friday. The College Store is open 8:30 a.m. – 6 p.m. Monday – Thursday and 8:30 a.m. – 5 p.m. on Friday. All locations typically maintain extended hours at the beginning and end of each semester.

**What are the different ways of obtaining books each semester?** The ETSU bookstore and The College Store sell both new and used books. The easiest way to purchase your books is to visit one of the two locations, preferably with a printout of your schedule. Our knowledgeable and helpful staff will be happy to assist you in finding the correct materials.

**How much money should I plan to spend on books?** The answer depends on the courses you are taking and whether you decide to buy used or new books. We do our very best to provide as many used books as possible in order to save students money. For the first semester, plan on spending $400 on books. Subsequent semesters are usually less since you may be reusing some texts you have already purchased plus you may receive money for books you sell back at the end of the semester.

**Is it a good idea to buy my books now?** That is up to you. Typically we do not start selling any given semester’s books earlier than a few weeks before classes start as we are not likely to have sufficient inventory earlier than this. However, if you have your class schedule and we have books in stock we will be happy to assist you as best we can. As a general rule, purchasing your books any time prior to the first day of classes will aid you in avoiding long lines but you do not have to shop too early.

**How can I pay for my books?** All the store locations accept cash, checks (with photo identification), VISA, MasterCard, Discover, American Express, and ETSU BUC CARD (ID Bucs). Please note we cannot accept handwritten credit card information or information phoned into the stores.

**What if I bought the wrong book, can I take it back?** You have two weeks from the first day of each semester’s classes in the fall and spring and one week in the summer sessions for full refunds. You must have an original store receipt, new books must be unmarked and undamaged, and the package may not be open. Some customized course packs are not returnable. ALWAYS
keep your receipts and never mark in new books until you are certain you intend to remain in the class.

**Can I sell my books back?** The ETSU bookstore and The College Store buy books every day. As a general rule, the “best” time to sell your books is during finals week of the semester you used them in. It is at this time the store is able to pay higher prices for certain books that are being used again.

For further information, please contact the ETSU Bookstore at (423) 439-4436 or The College Store at (423) 926-0838.

**Calendar**

A full listing of academic and student activities can be found at www.etsu.edu/calendar.

**Campus Recreation**

The Department of Campus Recreation sponsors a variety of physical activities and recreational sports for the entire university community – fitness programs, intramural sports, non-credit instruction, outdoor adventure and sports clubs. Previous athletic experience or skills are not pre-requisites for participation. The unit is also one of ETSU’s largest employers of student labor and utilizes all university work programs: APS, FWSP, RSWP, and temporary support.

The Basler Center for Physical Activity began operation in March 2002. The 100,000-square-foot, state-of-the-art recreational facility is for the exclusive recreational use of the ETSU community – students, faculty, and staff. It contains an aerobics/martial arts studio, basketball/volleyball courts, climbing wall, indoor soccer field, pool, racquetball/squash courts, and an enormous weight room. There is a casual child-care center so students with children can participate. Call (423) 439-7980.

**Career Services**

**How Can I Find Out What Careers Interest Me?** You can identify careers of interest by enrolling in career counseling at the Peer Career Center or Career Services, both located inside the ARC. You will learn about your interests, aptitudes, and skills and how these relate to majors and careers.

The next step is to explore potential careers of interest in the following ways:

- **Read** occupational material available in the Peer Career Counseling Center library.
- **Talk** to ETSU Alumni who are working in your field of interest.
- **Get** hands on experience in your field of interest by doing an internship, volunteering, or getting a part time or summer job in your field.
• **Attend** career fairs/seminars sponsored by the Office of Career and Internship Services. Gather information from participating employers about jobs available in their organizations.

**What Can I Do With My Major When I Graduate?** The answer to this question will depend upon your major, the current job market, your grade point average and the marketable skills acquired during your time at ETSU.

To explore your options and to plan ways to increase your marketability, you may:

- make an appointment to meet with a staff member in the Career and Internship Service Office
- register on Buc Link to review job listings on the Career and Internship Services Office web site
- talk to employers who participate in career fairs and seminars
- visit Career Placement & Internship Services, www.etsu.edu/careers

**How Can the Career and Internship Services Office Help Me in Getting On-the-Job Experience While in School and a Full-Time Job Upon Graduation?**

The Career and Internship Services Office coordinates the co-operative education program, which provides opportunities for students to get on-the-job experience while earning academic credit. Eligibility requirements include:

- Sophomore status (junior status for College of Business and Technology)
- Formally declared major/minor
- Minimum GPA of 2.0 - undergraduate level (or advertised)
- Minimum GPA of 3.0 - graduate level (or advertised)

In addition, the office posts listings of off-campus, part-time, and summer job openings on Buc Link and maintains references of internship opportunities. The Career and Internship Services Office assists graduating students in finding full-time employment by providing job leads through:

- Assistance with all aspects of your job search
- Job listings on Buc Link
- Opportunities for students to meet prospective employers through on-campus interviews, career/job fairs, and networking.

**What Other Career and Internship Services Office Events Should I Plan to Take Advantage of?**

- workshops regarding job search skills
- a critique of your resume and interviewing skills
- information regarding job market trends and employment outlook
- assistance from staff members with planning your job search campaign
- salary studies
- graduate/professional school information
The Office of Career and Internship Services is located in the D.P. Culp University Center, 2nd floor, inside the ARC, 439-4441.

Counseling Center

The Counseling Center provides a variety of services to help you make the most of your life and to assist with the difficulties you may encounter. We’re here to help you learn about yourself, develop positive relationship dynamics, assist with decision-making, including your choice of major or career, and to provide help with mental health concerns. We can assist you with a variety of concerns including: relationship or family issues, self-esteem, social anxiety, stress management, depression, anxiety, drug or alcohol problems, or sexual assault. We’re here to serve ETSU students and most of our services are free of charge (there is a nominal fee for psychiatric services). Our main office is on the 3rd floor, D.P. Culp University Center, 439-4841 or the Peer Career Center, 2nd floor, 439-8651. Our web address is www.etsu.edu/students/counsel/counsel.htm.

Types of services available:

Personal Counseling is available to help students with social and emotional problems which may include: depression, relationship/marital difficulties, conflicts with family and friends, grief, anxiety, physical or sexual abuse, sexual concerns, eating disorders, and problems with alcohol or other drugs. Psychiatric consultation is available at the center to supplement the counseling services.

Career Counseling: The Counseling Center provides career assistance through the Peer Career Center, located in the Advisement, Resources, and Career (ARC) Center. With the assistance of our staff, computer-assisted programs, career and personality inventories, and career library, we can help students in their career decision process.

Confidentiality: Professional guidelines on confidentiality are strictly followed. No information is revealed without the student’s written consent except in case of danger to self or others, child abuse or court-ordered subpoena. Confidential records are kept only in the center and do not become a part of the student’s permanent or academic record.

Eligibility for Services: All currently enrolled students are eligible for services. Please contact the Counseling Center for further information.

Alcohol and Other Drug Programs (AOD): is dedicated to helping people make healthy lifestyles choices about alcohol and drug use. The AOD program helps foster a campus atmosphere that encourages people to make healthy lifestyle choices by sponsoring alcohol and drug-free events, conducting educational outreach programs, and by participating in National Alcohol Screening Day. The AOD Program provides assistance for students with substance abuse concerns. Additionally, the AOD Program works with a
variety of departments on campus in an endeavor to develop consistent and fair policies and procedures as they relate to substance abuse prevention and intervention efforts. The AOD Program welcomes suggestions and participants!

**Outreach and Advocacy Sexuality Information for Students (OASIS):** is a program designed to raise awareness of positive relationship dynamics and healthy sexuality. It also promotes positive change related to sexual violence and acquaintance rape within the campus community. OASIS addresses these issues by conducting educational presentations, sponsoring guest lectures and hosting programs such as “Take Back the Night”, FEMSEX, Rape Aggression Defense Training (RAD), and the Red Flag Bystander Intervention Campaign.

In addition to changing the campus climate, OASIS also helps students who have been directly affected by sexual violence. OASIS provides a safe, confidential atmosphere in which survivors can discuss their experiences and explore their opinions about medical treatment and legal action. Our counselors can accompany a survivor through the medical treatment and collection of evidence as well as when reporting the violence to the police. Whether or not a survivor chooses to report, a Counselor can serve as an advocate and provide information.

**Course Load**

In order for a student to anticipate graduating in the traditional four-year time frame, a course load of 15 credit hours per semester is strongly recommended.

**Dental Hygiene Clinic**

Dental cleaning and dental radiographs are scheduled by appointment. Please call for appointment times. The dental hygiene clinic is located in John P. Lamb Hall (Health Building), Room 71, 439-4514.

**Developmental Studies Courses**

These courses assist students in the development of required academic skills, which are necessary to succeed in higher education. These courses include: mathematics, reading, learning strategies, and writing. Students must complete each course in which they have been placed with a minimal grade of “C.” Developmental Studies courses cannot be dropped without permission from the University Advisement Center. Academic counselors in the University Advisement Center provide academic advisement as well as career and personal counseling for students enrolled in developmental studies courses. Students who require only developmental studies math courses are advised in their major department.
For more information about Developmental Studies courses, contact the University Advisement Center located in the Advisement Resources Career Center (ARC), 2nd floor of the D.P. Culp University Center, Box 70590, 439-5244.

**Disability Services**

In compliance with the federal regulations outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990: it is the policy of East Tennessee State University to make accommodations, course substitutions, and other academic adjustments when necessary to ensure equal access for students with disabilities. While all students with disabilities are protected from discrimination, some students may not be eligible for all of the services coordinated by Disability Services. Classroom and testing accommodations are made on an individual case-by-case basis. Students who wish to request an accommodation or academic adjustment because of a disability must follow the established process for self-identification by completing the intake process with Disability Services.

During the intake process, students are informed of the policies and procedures surrounding the accommodation process, student responsibilities, as well as ETSU responsibilities. Eligibility for classroom and testing accommodations and other support services coordinated by Disability Services is based on the review of student’s documentation of disability.

Intake applications are not complete until current documentation of disability has been received and reviewed by Disability Services. *ETSU does not recognize individualized education plans (IEP) as documentation; however, information included in an IEP may be helpful when identifying the services a student may utilize while at ETSU.*

In order to establish eligibility, the documentation provided must include:

- Statement of diagnosis, date of most recent evaluation, and when available, date of original diagnosis provided by an impartial professional
- Description of diagnostic criteria and/or diagnostic tests used
- Description of the current impact of the disability in an academic environment
- Credentials of the diagnosing professional
- Documentation for mental health disabilities should be no more than one year old
- Documentation of attention deficit disorders should be no more than three years old
- Documentation of learning disabilities should be no more than five years old with results based on an adult measurement scale
The diagnosing professional must have specific training and expertise in a field related to the type of disability being diagnosed. For example, a psychologist, psychiatrist, or educational examiner must make a learning disability diagnosis. Documentation not including the information outlined above or from a professional whose credentials are not generally indicative of expertise in the specific disability being diagnosed cannot be used to establish eligibility for services. ETSU does not provide any type of learning disabilities evaluations; however, Disability Services maintains a list of professionals in private practice that can evaluate learning disabilities.

Disability Services is located in the D.P. Culp University Center, 3rd floor, room 323, (v/tdd) 423-439-8346, (tdd) 423-439-8370.

E-Mail/Goldmail

A web-based email system, Goldmail, has been implemented for all students. You can check your email on any computer with Internet access and web browser anytime, anywhere. Type http://goldmail.etsu.edu in the location bar of your web browsers anytime, anywhere. If you have trouble logging in or forget your password, please contact the Student Help Desk at 439-4648 or 439-5648 or via email at shdesk@goldmail.etsu.edu.

Employment

Work-Study Programs are available to students at ETSU through the Office of Financial Aid:
1. Academic Performance Scholarship: Based on academic excellence and receipt of the APS.
2. Regular Student Work Program (RSWP): For students enrolled for a minimum of six hours, including those not eligible for federal aid. Available jobs are posted on the Office of Financial Aid web site http://www.etsu.edu/finaid
3. Federal Work Study Program (FWSP): Based on financial need. For students enrolled for a minimum of six hours. Positions are first come first serve and are automatically awarded, until funds are exhausted, as part of financial aid application process when student indicates preference for FWSP on the FAFSA. Available jobs are posted on the Office of Financial Aid web site http://www.etsu.edu/finaid.

Fee Payment

What do I owe? East Tennessee State University does not send bills to students for their tuition and fees. The university believes the best way for a student to know his/her current financial obligation for the term is by viewing his/her account through GoldLink at www.etsu.edu.
Confirm residence hall assignment and charge. Rent is due when fees are due. The Office of Housing and Residence Life is located in Burgin E. Dossett Hall, Room 108, phone (423) 439-4446.

Confirm registration with payment of fees. Fees may be paid by cash, check, or credit card (VISA, Discover or MasterCard).

- To pay online click GoldLink OnLine from the ETSU web page at www.etsu.edu. You must use webcheck, VISA, Discover or MasterCard and have the student PIN.
- To pay by phone with a credit card, please call 439-4212, speak to a cashier and provide your credit card number, billing address, expiration date of the card, and student ID number.
- To pay by mail, print your online Account Summary. Please mail the summary in time to be received in the Bursar’s Office before the payment deadline.
- To pay in person, visit a cashier in the Bursar’s Office in Burgin Dossett Hall.
- Full financial aid recipients MUST confirm attendance by the fee payment deadline. You may do this through GoldLink OnLine or by calling Financial Services at (423) 439-4212.

Avoid the purge process. YOUR CLASS SCHEDULE WILL BE DELETED IF FEES HAVE NOT BEEN PAID OR IF ATTENDANCE HAS NOT BEEN CONFIRMED BY THE LAST BUSINESS DAY PRIOR TO THE FIRST DAY OF CLASSES. The classes selected during pre-registration may not be reinstated. You will be responsible for re-registration should your classes be deleted for non-payment.

Deferred Payment Policy
Although all charges are due and payable in full at the beginning of each term, students in good financial standing at ETSU may request the deferment of up to 50 percent of their tuition, fees and housing for fall and spring semesters. The deferment of fees is not available for summer terms. To request deferred payment for fall or spring, go to www.etsu.edu, click on GoldLink, view student account, click confirm attendance, select deferred payment.

Eligibility: To be eligible for the deferred payment plan, each participant must be prepared to make a minimum down payment of 50 percent of the tuition, fees and dorm rent. A student who has failed to make timely payments in a previous term may be denied the right to participate in the deferred payment plan in additional enrollment periods. A student who is denied participation may be allowed to participate again only after completion of payment in full for two consecutive terms which allow deferments.

Terms: The amount deferred will be payable in two monthly installments. The university is not obligated to send reminder notices before the payment is due.
Participants in this plan must apply all financial aid received, including student loans, toward payment of tuition and housing before a deferment will be considered. Students must select either the deferred payment plan or the housing installment plan.

**Service Charges and Fines:** Each participant will be charged a $50 service fee each term to defray administrative costs. This fee is payable along with the 50 percent down payment on or before the registration payment deadline listed in the schedule of classes. An additional late payment charge of $25 will be assessed for each installment not paid on or before the tenth day of the month that a payment is due.

If a payment is not received in the Bursar’s office within ten days after a scheduled payment is due, the university will withhold all services from the student until the fees have been paid in full including any assessed late fees.

Any student dropping classes or withdrawing from the university after the refund period, as reflected in the Schedule of Classes, will still be obligated to pay the remaining account balance.

All existing rules and policies pertaining to returned checks, refunds, withdrawals, dropped classes, and collection costs are applicable to the deferred payment policy.

**Financial Aid**

The Office of Financial Aid at East Tennessee State University provides a broad spectrum of programs to assist students in financing their college education. The Free Application for Federal Student Aid (FAFSA) is the federal government’s form to apply for financial aid. Students will find links to helpful financial aid information at http://www.etsu.edu/finaid. Financial aid counselors are available Monday – Friday in the Office of Financial Aid, Burgin E. Dossett Hall, Room 105, 439-4300, or email: finaid@etsu.edu. Go online, not in line and check your Financial Aid Status on GoldLink http://www.etsu.edu to: View/Accept/Decline Awards, Complete Unsatisfied Requirements, Sign Promissory Notes, sign up for direct deposit, and confirm registration.

Financial Aid is a supplement to an applicant’s personal resources. Reasonable family contributions are expected. The majority of financial aid awarded is based on the student’s financial need. You must apply each year and must maintain satisfactory academic progress to continue receiving aid. The process of applying takes several weeks, so apply early – as soon after January 1st as possible using accurate tax information, read your Student Aid Report Comments, respond promptly, and follow up with the Office of Financial Aid.

* If you are interested in applying for aid and have not done so,
complete the FAFSA online at http://www.fafsa.ed.gov. Use the ETSU college code: 003487.

• If you have questions about your Financial Aid Award contact the Office of Financial Aid.

**Food Service/Campus Dining**

ETSU Dining Services offers a variety of dining options throughout campus. ETSU Dining offers nationally recognized brands such as Quiznos, Chic-fil-A, Einstein Bros Bagel and Java City along with an all-you-care-to-eat residential restaurant. With convenience in mind, locations are strategically placed on campus and hours of operation are established to fit students’ lifestyles. From early morning breakfast and afternoon snacks to late night munchies we are here to serve you!

**DINING LOCATIONS**

The Marketplace - our campus restaurant, all-you-care-to-eat style with a variety of foods from all over the world, is open to everybody, not only to the meal plan holders. Located on the 3rd floor of the D.P. Culp Center.

The Atrium Food Court - great place for quick but tasty options. Choose from: Chick-fil-A, Quiznos, Zoca, and Grille Works. Located on the 2nd floor in the D.P. Culp Center.

The Buc Mart - an on campus convenience store with a grab ‘n go food selection for students on the fly! Also featuring Java City Express coffee, fresh brewed all day! Located on the 2nd floor in the D.P. Culp Center.

The Cave – a great location for studies and relaxation. Offers food options like Asian Express & Java City. Located on the ground level of the D.P. Culp Center.

The Treehouse – A great location for all students on the go. Features grab ‘n go food items like sushi, sandwiches and fruit cups along with many other convenience products. Also featuring Einstein Bros Bagels, try our hot and fresh bagels and Darn Good Coffee. Located in the Campus Center Square.

The Buc Stop (Centennial Store) – This location services those students coming from the east side of campus. Our mini-mart features grab’n go food items from breakfast time all the way through late night. Located on the back side of Centennial Hall facing Davis Hall.

Freshens Smoothie Bar – features smoothies and many other quick and healthy options. Located in the Basler Center for Physical Activity (CPA).

Einstein Bros Bagels- Stop in on your way to class or sneak by for a study
break while in the Sherrod Library. This café offers Einsteins fresh baked bagels, muffins and many other treats as well as our grab-n-go sandwiches and salads. Also be sure and try our Darn Good Coffee or one of the espresso drinks to help get you through the day! Located in the Sherrod Library.

**MEAL PLANS**
(Prices listed are for 2011-2012. These prices are subject to change for the following academic year.)

Meal Plans provide you with a specific number of meals at The Marketplace throughout the semester, plus extra tax free money to use at all campus dining locations. Meal equivalency is accepted at all other dining locations on campus. This allows you to use your meals at other locations besides the Marketplace however your meal is equivalent to $3.65 with the option of using Dining/Advantage Dollars to cover the remaining balance.

Residential meal plans are perfect for students living on campus, and commuter meal plans are specifically designed for students living off campus. Meal Plans provide the most economical way to eat on campus - the value cannot be beat! The information below provides details about each meal plan. Don’t forget to sign up for yours today!

**Commuter Meal Plans:**
- Commuter Block 125, $1,065, 125 meals/semester, plus $200 Dining Dollars
- Commuter Block 100, $910, 100 meals/semester, plus $200 Dining Dollars
- Commuter Block 75, $745, 75 meals per semester, plus $200 Dining Dollars
- Commuter Block 50, $580, 50 meals/semester, plus $200 Dining Dollars
- Commuter Block 25, $300, 25 meals/semester, plus $100 Dining Dollars

All prices are per semester and commuter plans include sales tax. Payment is required upfront to ARAMARK Campus Dining. We are unable to bill student account for commuter meal plans.

**Residential Advantage Plans:**
- Gold Advantage Plan, $1,170, 10 meals/week, $200 Advantage Dollars
- Blue Advantage Plan, $1,170, 15 meals/week, $100 Advantage Dollars
- Buc Advantage Plan, $1,470, 19 meals/week, $200 Advantage Dollars

Prices are per semester. Residential Meal Plans are offered to students living on campus and require a 2 semester contract to Housing and Campus Dining.

**Important Note:** Residents are allowed to purchase residential or commuter meal plans. Sometimes a commuter meal plan is better for one's lifestyle and we understand that. The only thing to remember is for residential plans, they can be billed to your student account and paid with your other tuition and fees, however commuter meal plans require upfront payment to ARAMARK Campus Dining.
General Education Requirements

General education and related requirements for students entering fall 2010 and after*

*ETSU’s general education requirements and other graduation requirements are described below. These requirements apply to all undergraduate students pursuing a baccalaureate degree. Many majors and degree programs require students to take specific courses to fulfill general education requirements. Students should consult the catalog and their advisors regarding specific general education requirements applicable to their majors and degree programs.

COMMUNICATION – 9 credits, consisting of 6 credits of written composition and 3 credits of oral communication

Written Composition. Complete the following:
ENGL 1010 Critical Reading and Expository Writing 3 cr.
ENGL 1020 Critical Thinking and Argumentation 3 cr.

Students eligible to enroll in ENGL 1010 must do so during their first term at ETSU. Students must earn a grade of "C" or better in ENGL 1010 and 1020. Students who take Developmental Studies Writing (DSPW) courses should enroll in ENGL 1010 the next term after completing DSPW 0800.

Oral Communication. Complete one of the following:
SPCH 1300 General Speech 3 cr.
SPCH 2300 Public Speaking 3 cr.
SPCH 2320 Argumentation & Debate 3 cr.

When one of the oral communication courses listed above is completed to meet the general education core requirement, that course will not count toward ETSU’s oral communication-intensive requirement (see Other Graduation Requirements, below). Any additional course from this list that is completed will count toward the oral communication-intensive requirement.

HUMANITIES AND FINE ARTS – 9 credits, consisting of 3 credits of literature, 3 credits of fine arts, and 3 credits of humanities electives

Literature. Complete one of the following:
ENGL 2030 Literary Heritage 3 cr.
ENGL 2110 American Literature I 3 cr.
ENGL 2120 American Literature II 3 cr.
ENGL 2210 British Literature I 3 cr.
ENGL 2220 British Literature II 3 cr.
ENGL 2330 World Literature 3 cr.
ENGL 2430 European Literature 3 cr.

**Fine Arts. Complete one of the following:**
ARTH 2010 Art History Survey I 3 cr.
ARTH 2020 Art History Survey II 3 cr.
DANC 3500 Dance as Human Experience 3 cr.
HUMT 2310 Arts and Ideas I 3 cr.
HUMT 2320 Arts and Ideas II 3 cr.
MUSC 1030 Introduction to Music 3 cr.
MUSC 1035 History of Jazz 3 cr.
THEA 1030 Introduction to the Theatre 3 cr.

**Humanities Electives. Complete one of the following:**
ENGL 3150 Literature, Ethics, and Values 3 cr.
ENGL 3280 Mythology 3 cr.
ENTC 3020 Technology and Society 3 cr.
HIST 1110 World History and Civilization to 1500 3 cr.
HIST 1120 World History and Civilization Since 1500 3 cr.
PHIL 1030 Introduction to Philosophy 3 cr.
PHIL 2020 Introduction to Ethics 3 cr.
PHIL 2040 Philosophy as Conversation 3 cr.
PHIL 2210 Introduction to the Study of Religion 3 cr.
PHIL 2640 Science and the Modern World 3 cr.

**SOCIAL AND BEHAVIORAL SCIENCES – 6 credits, consisting of two of the following:**
ECON 1050 Economics and Society OR 3 cr.
ECON 2210 Principles of Economics Part I
GEOG 1012 Introduction to Cultural Geography 3 cr.
HDAL 2310 Developmental Lifespan Psychology 3 cr.
HDAL 2340 Cultural Diversity 3 cr.
PSCI 1110 Political Life 3 cr.
PSCI 1120 Introduction to American Government 3 cr.
PSYC 1310 Introduction to Psychology 3 cr.
SOGI 1020 Introduction to Sociology 3 cr.
ANTH 1240 Introduction to Cultural Anthropology 3 cr.
SOCI 2020 Social Problems 3 cr.
SRVL 1020 Introduction to Service Learning 3 cr.
WMST 2010 Introduction to Women's Studies 3 cr.

Students may count either ECON 1050 or ECON 2210 toward the Social and Behavioral Sciences requirement, but not both.

**HISTORY – 6 credits, consisting of both of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 2010 The United States to 1877</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIST 2020 The United States Since 1877</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HIST 2030 History of Tennessee (3 cr.)</td>
<td>may be substituted for 3 credits of U.S. history.</td>
</tr>
</tbody>
</table>

**NATURAL SCIENCES – 8 credits, consisting of two of the following**

(required labs are shown with the lecture numbers):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ASTR 1010 Astronomy I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>ASTR 1020 Astronomy II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>ASTR 1035 Life in the Universe</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BIOL 1110-1111 Biology for Science Majors I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BIOL 1120-1121 Biology for Science Majors II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>BIOL 1130-1131 Biology for Science Majors III</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CHEM 1110-1111 General Chemistry</td>
<td>4 cr.</td>
</tr>
<tr>
<td>CHEM 1120-1121 General Chemistry</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GEOG 1110 Earth Science: Weather and Climate</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GEOG 1120 Earth Science: Landforms &amp; Processes</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GEOL 1040-1041 Physical Geology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>GEOL 1050 Historical Geology</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HSCI 2010-2011 Anatomy and Physiology I</td>
<td>4 cr.</td>
</tr>
<tr>
<td>HSCI 2020-2021 Anatomy and Physiology II</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHYS 2010-2011 General Physics I – Non-Calculus</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHYS 2020-2021 General Physics II – Non-Calculus</td>
<td>4 cr.</td>
</tr>
<tr>
<td>PHYS 2110 Technical Physics I – Calculus Based</td>
<td>5 cr.</td>
</tr>
<tr>
<td>PHYS 2120 Technical Physics II – Calculus Based</td>
<td>5 cr.</td>
</tr>
</tbody>
</table>
Open to nonscience majors only:
BIOL 1010-1011 Biology for Non-majors I 4 cr.
BIOL 1020-1021 Biology for Non-majors II 4 cr.
BIOL 1310-1311 Concepts in Biology 4 cr.
CHEM 1000 Chemistry and Well Being 4 cr.
CHEM 1030 Introduction to Chemistry Survey 4 cr.
PHYS 1030 Introduction to Physics Survey 4 cr.

MATHEMATICS – 3-4 credits, consisting of one of the following:
MATH 1530 Probability and Statistics – Non-Calculus 3 cr.
MATH 1840 Analytic Geometry & Differential Calculus 4 cr.
MATH 1910 Calculus I 4 cr.

Students eligible to enroll in one of these math courses must do so during their first calendar year of enrollment or prior to accumulating 33 semester credits at ETSU. Students who take Developmental Studies Math (DSPM) courses should complete the general education math requirement after completing DSPM courses and must do so in the next calendar year or prior to accumulating 33 more semester credits at ETSU.

MATHEMATICS AND NATURAL SCIENCES
IBMS 1100 Integrative Biology and Statistics 6 cr.
IBMS 1200 Integrative Biology and Calculus 6 cr.
Completion of IBMS 1100 and 1200 satisfies both the Mathematics requirement and the Natural Sciences requirement. Students must complete the entire two-course sequence in order to fulfill the Mathematics and Natural Sciences blocks. Students who complete only one of the courses (not recommended) will be considered to have met four credit hours of the Natural Sciences requirement.

Other graduation requirements
ETSU students also meet graduation requirements designed to reinforce skills that are essential for professional success, satisfying personal relationships and civic engagement. These requirements are as follows:

Information technology
Students must demonstrate a working knowledge of word-processing, spreadsheets, electronic communication, and online searches during their first calendar year of enrollment or prior to accumulating 33 semester credits at ETSU. This requirement may be met by passing the UIT proficiency exam or by successfully completing CSCI 1100, Using Information Technology.
Students may register to take the UIT proficiency exam by going to http://csciwww.etsu.edu/uit or by calling the Using Information Technology Office at 423-439-6964. Registration for summer proficiency testing begins the first week in May.

**Proficiency-intensive (P-I) requirements**
Students also reinforce vital skills by taking specially approved "proficiency-intensive" courses in their majors and across the curriculum. Meeting P-I requirements need not add hours to students' programs of study. Students should carefully plan to meet these requirements by taking courses they need to take anyway to complete their majors and other coursework.

**ORAL COMMUNICATION**
Students must complete a minimum of two oral communication-intensive (OCI) courses. At least one of these courses must be in the student’s major or minor. (NOTE: Any course taken in the department in which a student is majoring counts as in the major.)

**USING INFORMATION TECHNOLOGY**
Students must complete a minimum of one using information technology-intensive (UITI) course in the student’s major or minor.

**WRITING**
Students must complete a minimum of four writing-intensive (WI) courses. At least two of these courses must be in the student’s major or minor. At least two of the four courses must be at the 3000-4000 level.

**Students must meet proficiency-intensive requirements through courses taken at ETSU.** Proficiency-intensive courses do not transfer to ETSU from other institutions. Courses that fulfill oral communication-intensive, using information technology-intensive, and writing-intensive requirements are indicated in the *Schedule of Classes* each term. A list of ETSU’s proficiency-intensive courses offered in a particular term is available through the "Look Up Courses" feature in Goldlink.

**Students who may meet reduced P-I requirements**
The following categories of students are allowed to meet reduced requirements for proficiency-intensive courses: one oral communication-intensive course, one using information technology-intensive course and two writing-intensive courses.

- **students who enter ETSU with associate degrees** or who complete such degrees after entering ETSU;
- **transfer students** with 50 or more transferable semester credits upon entering ETSU; and
- **readmission students** who earned at least 50 credits at ETSU before 1995 or who re-enter ETSU with at least 50 transferable semester credits or who have a combination of at least 50 credits in both categories upon first re-entry to the university.

**Reading**

Students who are required to take the COMPASS test and who are assessed as being deficient in reading must complete DSPR 0800 prior to accumulating 33 semester credits at ETSU. Faculty in any course who question whether a student is reading at a reasonable college level may remand the student to the Developmental Studies Program for assessment.

**Graduation Office**

Students should file an Intent to Graduate two semesters before graduation so that a graduation check can be done to spot any problems or deficiencies. More information pertaining to graduation activities and requirements can be found at [http://www.etsu.edu/reg/graduation/default.aspx](http://www.etsu.edu/reg/graduation/default.aspx)

**The Honor Code**

ETSU is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors.

**Housing**

The Department of Housing and Residence Life is responsible for the administration of all on campus student housing including undergraduate, graduate, family, guest, and summer camps and conferences. Primary functions include room/hall assignments, staffing, budgeting, facility maintenance, discipline, and student programs/activities.

**On-Campus Housing**

ETSU Housing... Providing living options for today’s busy students.

**BENEFITS**

- **Convenience** to parking, library, computer labs, student services and academic buildings

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• **Opportunity** to experience the feeling of a small community within the larger university setting
• **Accessibility** to campus social life, recreation, athletic events, and community events
• **Affordability** of amenities such as telephone, cable TV, Ethernet access, Residence Life Cinema, kitchen and laundry facilities, room furnishings, and private rooms
• **Involvement** in student clubs and organizations
• **Privilege** to meet and develop life-long friendships with a diverse group of individuals

**HOUSING CHOICES**
ETSU offers a variety of convenient, safe, attractive, and affordable options in on-campus housing. These include two single-sex residence halls for men and four for women, including an efficiency apartment complex; two co-educational halls and efficiency apartment complex; and a combination family/graduate student complex (Buccaneer Village) which provides one- and two-bedroom apartments and efficiencies; and a two- and four-single occupancy bedroom apartment complex (Buccaneer Ridge) for sophomores and above. Co-educational housing and twenty-four hour visitation options are available in most halls.

**RESIDENCE HALLS**
The rooms in the residence halls are double or single occupancy. Rent is payable on a per-semester basis and may be paid by deferred payments through the Financial Services Office, if the student qualifies. All residence halls and apartments are equipped with telephone, cable TV, and data jacks. They are furnished with twin beds, closets/wardrobes, chairs, desks, mini-blinds, and drawers for storage. Laundry and kitchen facilities are available in all halls, except Governors Hall does not have kitchens.

**BUCCANEER VILLAGE FAMILY/GRADUATE HOUSING**
Buccaneer Village has a limited number of apartments available for married/single parents or single graduate students. These include one- and two-bedroom apartments for married or single parents, and a limited number of private efficiency apartments for graduate students. Rent, which includes electricity, water, telephone (except for long distance calls), data access, and cable TV hookup are payable on a semester basis and may be paid by deferred payments, if the student qualifies.

**BUCCANEER RIDGE-SOPHOMORES AND ABOVE**
Each apartment contains a furnished living area; single bedroom with double bed, closet, desk, and chest of drawers; kitchen facilities including full-sized refrigerator, stove, microwave, and garbage disposal; washer and dryer; patio or balcony; and two bathrooms. Each bedroom is provided with an alarm and sprinkler system, telephone, cable TV and data jack, and individual lock. Residents enjoy a clubhouse with copier and fax capability, a lounging pool, volleyball and basketball courts, and individual leases with no connection fees.
The rent is payable on a semester basis and includes electricity, water, telephone, cable TV and data jacks. Academic or extended (includes summer) leases are available. The apartments are managed by a full-time on-site manager, Resident Advisors, maintenance personnel, and night patrol.

APPLICATION AND ASSIGNMENT PROCESS
Assignments are made on a first-come, first-serve basis, therefore an application and deposit should be submitted as soon as possible. Acceptance of an application/deposit does not guarantee an assignment. Room/hall assignments begin in April for the fall semester and December for the spring semester. A housing agreement will be sent via email with the hall/room assignment and must be signed and returned by the deadline date stated in the letter. Agreements are for the academic year (fall and spring) and will not be cancelled for the convenience of the student. Students moving in the residence halls in January or the summer terms are obligated for spring or summer semesters only. As long as the student is enrolled at ETSU during the agreement period, the student is obligated to pay rent for that agreement period.

RESIDENCE LIFE
Residence Life... Providing leadership experiences and personal development opportunities for a lifetime. Residence life offers the ETSU student a variety of unique opportunities for growth. By living with a group of diverse people, you will learn to understand and appreciate many different points of view. You will form friendships that can last a lifetime. You will also be in an excellent position to take full advantage of all that ETSU has to offer! Approximately 2,600 students at ETSU enjoy the benefits and convenience of living on campus, making for a “small college atmosphere” in a larger university setting.

FIRST-YEAR PROGRAM
The first-year student makes many life changes and adjustments. The First-Year Program is designed to help students learn to be a success in college. The program includes, discovering leadership styles and ways to improve communication skills; learn the importance of nutrition as a test-taking skill; make a craft and enjoy a discussion; gather information on taking exams, registering, going home at the end of the semester, and managing stress; gain the most from life through living by good principles; and assess if the choices of today will lead to the goals of tomorrow through individual and group advisement.

LEADERSHIP DEVELOPMENT
On-campus living offers many opportunities for residents to experience individual growth and development. The staff of the Department of Housing and Residence Life at East Tennessee State University welcomes the opportunity of providing residents with activities that increase their understanding of diversity, enhance their leadership abilities, and promote their social and emotional well-being.
Residence Life success depends on quality student input and participation. Student involvement is encouraged and leadership is promoted at every level of the housing process.

- Resident Directors, Assistant Resident Directors, and Resident Advisors are student staff that is equipped with the training and leadership skills necessary to guide and direct residence life.
- Every resident is a member of the Residence Hall Association (RHA), which is the central governing body representing all residents. The organization offers numerous opportunities for residents to develop life skills needed for personal and career growth.
- The Residence Hall Judicial Board functions to increase the awareness among residents of individual responsibility for actions and enforces the rules and regulations of the university. Student members of the board review and decide on the cases brought before them by their peers.
- The National Residence Hall Honorary (NRHH) seeks to recognize and honor the residents who exhibit strong leadership and participation within residence life. NRHH members are provided with opportunities to increase their leadership abilities.
- The International Living-Learning Program is available to residents who would like to increase their appreciation and understanding of different cultural groups.

RESIDENCE HALL ASSOCIATION
A Council led by residents governs every residence facility on campus. Each of these Hall and Apartment Councils combine to form the Residence Hall Association. Hall Council and RHA offer many opportunities for residents to get involved with the campus as leaders or active members. RHA benefits residents by:

- Giving them a voice in campus policies and services, such as visitation, cable channels, and Ethernet access.
- Presenting informative and entertaining programs in the halls and apartments.
- Allowing residents the opportunity to develop leadership skills.
- Providing affiliation and participation in state, regional, and national associations.
- Holding to the belief that “unity” coupled with “diversity” creates a true “university.”

IMPORTANT FACTS:
All entrances to halls are locked 24 hours/7 days a week. Students must have their ID card to gain entrance.

Weapons, alcohol and drugs are absolutely prohibited and are strictly enforced and will result in a citation downtown.

Appliances, such as microwaves, toaster ovens, corn poppers, small refrigerators (no larger than 5 cubic feet), and coffee pots are some of the small
appliances that are permitted, but absolutely no open coil burner hot plates, freezers, or air-conditioners. Due to fire/safety reasons, these will be confiscated. Residents are encouraged to minimize the number of appliances due to space and energy conservation.

**Beds are equipped with twin-sized mattresses and twin long sheets are recommended.** (Buc Village and Buc Ridge have double-sized beds)

**Due to fire safety reasons, extension cords are prohibited;** however the multi-circuit breaker outlets are allowed. Pets, except for fish in a small aquarium, are prohibited.

Halls are closed between semesters and spring break, but arrangements will be made for students needing to remain on campus; however, there will be a charge.

The university does not carry insurance on student’s personal property, but check parents’ Homeowners’ insurance or obtain insurance brochure in the Housing and Residence Life Office.

The residence halls will open for students participating in Preview ETSU on Thursday, August 25, 2011 from 8 a.m. -1 p.m. (Fall entering students only) For all other students, the halls will open on Friday, Saturday, and Sunday from 9 a.m. - 8 p.m. each day. You should report to your assigned hall to check in and receive a key.

Smoking/tobacco use is prohibited in all residence halls/apartments, as well as, the burning of incense, candles, or candle warmers.

The **Residence Hall Student Handbook** and student policy section of the catalog state policies, rules, and regulations that all students are responsible for knowing and following. The rules and regulations are available on the housing web site at www.etsu.edu/students/housing.

**Resident Advantage Meal Plan Program**

The Resident Advantage Meal Plan Program is a two semester (fall/spring) program and thus requires a two semester commitment to Housing and Food Services. This is a special opportunity to both save money and takes advantage of special free services and benefits throughout the campus. The two semester package provides a saving over other plans and includes numerous special discount features including:

- Campus Housing for two semesters and a choice of two meal plan options. (Requires separate applications for housing and food plan, both available in the Housing and Residence Life Office)
- One birthday cake or other special occasion cake ($10 value).
- Additional benefits and services provided.
For further information, contact the Department of Housing and Residence Life at (423) 439-4446 or by e-mail housing@etsu.edu or fax at 423-439-4690 or in person at Burgin Dossett Hall, Room 108.

**ID Card/IB BUC$**

All students must obtain an official East Tennessee State University ID Card in order to have full access to all university facilities and services. Your ID card not only provides student identification, but will also allow access to Sherrod Library services, door access to residence halls, CPA, computer labs, and selected classrooms. Your ID card is also used to access meal plans, obtain tickets to athletic events, and to participate in student voting.

Students may also choose to create a debit account called ID BUC$. You may use ID BUC$ in the campus bookstore, all food service locations on campus, laundry facilities in residence halls, Student Health Clinic, at University Press, Sherrod Library fees, Bursar’s Office fees, Coke and snack machines located all over campus. ID BUC$ are also accepted at participating off-campus merchants. You may make a deposit online, by phone, or at the Campus ID Services Office.

ID cards will be issued during new student orientations or anytime after registering for classes. Please come by the ID Services Office on the 2nd level of the D.P. Culp Center for a brochure and additional information or visit our web site, which details services and the terms and conditions.

Campus ID Services Office
P.O. Box 70611
Johnson City, TN 37614
Phone: 423-439-8316

Regular Office Hours:
Monday – 8 a.m. – 6 p.m.
Tuesday - Friday 8 a.m. – 4:30 p.m.
http://www.etsu.edu/id

**Insurance**

**Special Hospitalization and Medical**

Coverage may be obtained any time during the year, but only during fall semester for full-year coverage. Cost varies depending on the type of coverage desired. A brochure and application are available in the Student Health Services, Room 160, Roy Nicks Hall, 439-4225.

**Library, Charles C. Sherrod**
A new library for the new millennium! Opened in January 1999, this light and spacious building has given students expanded places and opportunities for learning. Located next to the D.P. Culp University Center, the library’s convenience and its inviting front plaza have made it a favorite place on campus. The library features individual and group study areas with over 400 individual carrels, 78 individual study rooms which include four lockable laptop rooms, 25 open study rooms and 49 assigned study rooms. Other features include wireless access, 70-plus network-connected computer workstations, 25 laptop computers available for in-library loan to students, a 24-hour study room, and an additional study room featuring specialized equipment designed to accommodate the needs of students with disabilities. For information, call 439-5308.

Multicultural Affairs

Multicultural Affairs is responsible for helping to create and foster a campus-wide climate of respect for each individual and advocating for a culturally diverse and non-discriminatory campus community. The Office of Multicultural Affairs embraces all students regardless of ethnicity, gender, color, religion, national origin, disability, or sexual orientation. Students receive many services through the office including counseling, academic advisement, numerous educational programs and social opportunities.

We provide numerous formal and informal opportunities for underrepresented students (text deleted here) to learn about their history and to celebrate and appreciate all cultures and ethnic backgrounds. Multicultural Affairs recognizes various awareness months throughout the year. The office offers many cultural programs such as the Multicultural Expo, Multicultural Fashion Show, Unity Fest, Hispanic Dance Lessons, educational activities and giveaways to increase awareness of other traditions and customs. Also, the office advises two major student organizations, the Gospel Choir and the Black Affairs Association. For more information, visit us at www.etsu.edu/multicultural or call (423) 439-6633.

Museum, Reece

There is no place on campus like the Reece Museum. Stop by, look around and join in on special programs such as workshops, storytelling, musical performances and receptions. There is something for everyone at the Reece. New this year is The History of Country Music in the Tri-Cities exhibit and interactive kiosk. To view upcoming exhibits and events visit our web site at http://www.etsu.edu/reece/ or call 439-4392. Gallery hours are 9 a.m. to 4 p.m. on Tuesdays, Wednesdays and Fridays and 9 a.m. to 7 p.m. on Thursdays.

Parking Permits
All students (including part time) who intend to park a motor vehicle (including mopeds, motor scooters, or motorcycles) on the main campus, ETSU at Kingsport, or Nave Center, MUST PROPERLY DISPLAY THE APPROPRIATE PARKING PERMIT. A parking permit must be secured through Parking Services. Parking permit fees are included in the campus access fee for students. All visitors are requested to stop at Parking Services 908 W Maple Street Monday – Friday 8 a.m. to 4:30 p.m. or after hours and weekends at the Department of Public Safety to obtain a visitor’s parking permit at no charge. Additional details are available at 439-5650.

Parking Services

Parking Services, 908 W Maple Strett, (423) 439-5650, parking@etsu.edu
http://www.etsu.edu/fa/fs/parking/

Most commonly asked parking questions and answers:

Q1: Do I need a parking permit and where do I get it?
A1: Yes, anyone wishing to park on the ETSU campus must display a valid parking permit. Students may obtain their decals at the Parking Services Office or online during the month of August.

Q2: When does my Student decal expire?
A2: Student parking permits issued for the 2010-2011 academic year will expire on August 31st, 2011.

Q3: Where can I park with my Student Parking Permit?
A3: You can park in any student parking lot or student space. Student parking is marked gold on the curb or pavement and/or with signs. Open lots also require parking permits and are designated for both, students and employees. Please be sure to park in a designated parking space that is not specifically reserved (for example, Health Clinic, Carpool, or Service Vehicle reserved space). In order to park in a Disability reserved space, please make sure you display a valid disability hang-tag issued by the state or by ETSU Parking Services that is registered in your name.

Q4: Are there shuttle buses available from the outer parking lots?
A4: Yes, BUCSHOT buses are available for students. For more information on routes and schedules, please visit http://www.johnsoncitytransit.org/campus.html.

Q5: How do I avoid getting a parking ticket?
A5: Please be sure to:
✓ Visit our web site and familiarize yourself with the campus parking rules: http://www.etsu.edu/fa/fs/parking/
✓ Arrive for class early to allow time to find a parking space
✓ Use a Carpool Permit offered by the Adult,
Commuter and Transfer Services office to park in limited, reserved carpool spaces
✓ Park in the outer, perimeter lots and Ride the BUCSHOT

Q6: What are the most common parking violations on the ETSU campus?
A6: Most common violations are:
✓ Decal Not Displayed – The decal must be displayed in the rear window behind the driver’s side. Those students with tinted windows will need to trade their decal for an adhesive decal that adheres to the outside of the rear window
✓ Backed In or Pulled Through – Vehicles are not to be backed into parking spaces and must be headed into the closed end of the designated parking space
✓ Health Clinic Reserved – Students may only park in Health Clinic Reserved spaces if they are a patient at the health clinic
✓ Illegally Facing Wrong Direction – Vehicles should be parked with the flow of traffic.
✓ Faculty/Staff Reserved – Students are not allowed to park in Faculty/Staff Reserved areas

Q7: What do I do if I still receive a ticket?
A7: You may appeal your ticket within 30 days of receipt. Appeal form is available at the Parking Services office or online under the “Appeal Process” tab at: http://www.etsu.edu/fa/fs/parking/

Q8: What else should I be aware of while parking on the ETSU campus?
A8: Please, remember:
✓ If you let someone drive your vehicle, you still will be responsible for the tickets issued to your license plate and/or parking permit
✓ If you sell your vehicle, you need to remove your parking permit or you may be responsible for the tickets issued to the vehicle
✓ If you use a rental vehicle, you need to transfer your decal or obtain a temporary parking permit
✓ Anyone visiting you on the ETSU campus must obtain a temporary parking permit

In case of an accident or if your vehicle breaks down, please call Public Safety (423) 439-4480
In case of emergency, call 911

Postal Services
Where is the post office? The Post Office is room 110 on the lower level of the D.P. Culp University Center adjacent to the computer lab. Your post office box, a postal service retail window, and an ATM are located in this area. The window provides services available through the U.S. Postal Service, which includes preparation, mailing and receiving of letters and packages, stamp purchases, and other postal services and assistance.

How do I get my post office box? Students living in campus housing will be assigned a post office box upon completion of a residence assignment. You will receive an electronic notice to your GOLDMAIL account with your box assignment. You will be required to keep this assignment as long as you remain in campus housing. If you do not live in student housing and would like to have a campus box you can submit a request through GOLDLINK or at the Post Office.

On GOLDLINK, click the following links: "Personal Information", "View Addresses and Phones", then "PO Box Manager" and follow the prompts. The “PO Box Manager” link can also be found on the Post Office homepage.

What about the Post Office? The ETSU Post Office is a full service facility and provides all reasonable and customary mailing services including next day delivery. The post office staff consists of six full-time employees assisted by student employees. The Post Office serves 8,000+ students and over 2,000 faculty and staff. Business hours for window service are 8:30 a.m. to 4 p.m. Monday through Friday. Access to your post office box is available 8 a.m. to 10 p.m. seven days a week, except Christmas and New Year’s Day. Mail processing is a continuous operation throughout the day. Please visit your P O Box daily. If you receive a large item you will be notified via a notice card in your box. Simply bring the card to the front window to collect your package. Please have all mail addressed with your full name, box number and Johnson City, TN 37614.

Some mailers will also request a street address: please use 807 University Parkway. For additional information, contact the ETSU Mail Service, 439-4232, byerley@etsu.edu or farthing@etsu.edu.

Public Safety

Public Safety officers patrol the campus 24 hours a day throughout the year. They perform their duties as police officers and firemen to provide a safe campus. Crime prevention programs are conducted in the residence halls during fall and spring semesters to assist new students. All students, staff, and faculty are encouraged to assist Public Safety by preventing crime and maintaining a safe campus. Public Safety provides an escort service and can unlock vehicles which have keys locked inside. Battery booster packs are available from Public Safety and can be checked out with a student ID; 439-4480.
Security (Campus Security Act) - 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. The report can be accessed online at https://www.etsu.edu/safety/

How to Avoid Being a Victim of Crime
- Don’t leave your room unattended and leave the door unlocked.
- Don’t trust your friends with your telephone calling card.
- Don’t loan your credit card to your friends who may be having financial problems.
- When using the residence hall laundry facilities, do not leave your property unattended.
- Do not leave valuable property in sight in your vehicle. Always lock valuables in the trunk or glove box. Out of sight is out of mind.
- Keep your vehicle locked.
- Don’t loan your vehicle to a friend.
- Do not buy any items from individuals or salespersons selling merchandise in the residence halls who do not have approval from the university to solicit on campus.
- For your personal safety, always go in groups of two or more when traveling late at night.
- If you must travel late on campus, call Public Safety for an escort.
- When meeting new people who you are not totally sure about, always arrange to be in a group until you feel you can trust these individuals.
- Be cautious about giving new acquaintances your address or phone number.
- Park in well-lit areas.
- Use the campus shuttle service between the hours of 7:00 a.m. and 10:00 p.m.
- When using the ATM late at night, take a friend with you.
- Don’t leave your backpack unattended.
- Be able to identify your textbooks by writing your name or student number somewhere in the book where you will know to look for it.

Recognize and Respond Program

Sexual harassment is not a problem here at ETSU, but in order to keep it that way and to make sure you have the ability to recognize it, if it were to occur, and then know what to do, we have available for you an online training program entitled “Preventing Sexual Harassment”. We encourage all of you to complete this program as soon as possible, before you get caught up in all the other things you’ll be doing once classes start. New students should complete
the online preparedness program at the link below so you’ll be able to Recognize and Respond in an effective way!

Find the program “Preventing Sexual Harassment” at:
http://training.newmedialearning.com/psh/easttennsu/index.htm

Begin by: Select “First Time User”, then “Student”

When you finish the Mastery Test:
  For “Division”, select “Academic Affairs”, and
  For “Department”, select “Student Affairs”
  Print your completion certificate

This link can also be found on the ETSU Website. Go to the A to Z Index, choose “S”, click on Sexual Harassment Online Required Training. Choose the link for Preventing Sexual Harassment. Extra credit is given for students enrolled in ETSU 1000! Give a copy of your completion certificate to your ETSU 1000 Instructor. Do it NOW before you get too busy!

We recommend that you complete this training as soon as possible so you’ll be able to Recognize and Respond should you experience Sexual Harassment, not only as a student, but in any other life activity.

Registration

Continuing student registration for the next term takes place near the end of each semester. The ETSU Schedule of Classes is posted on the Registrar’s website and made available to students a week before registration begins. You will receive an e-mail notification to check your appointment time and verify your registration status. You will need to consult with your advisor and plan a schedule of classes for the next semester. Students register via GoldLink or if problems arise, in person in the Office of the Registrar. Register as soon as you can after your appointment time for the best class availability.

GoldLink Registration System

GoldLink is the name of ETSU’s web-based registration system. (Consult your Registration Guide for complete instruction.) GoldLink instructions are available at http://www.etsu.edu/reg/registration//default.aspx. After you have met with your advisor, complete the GoldLink worksheet. A copy of the worksheet can be found on the Registration webpage.

1. Access GoldLink by going online to www.etsu.edu/goldlink and single click on enter Secure Area.
2. Enter your Student ID.
3. Enter your Personal Identification Number – PIN. Initially your PIN is the MM-month, DD-day, YY-last two digits of the year of your birth. Example: February 7, 1981 would be 020781. It
is strongly recommended that you change your PIN during the initial use of the system to ensure the security of your records. Use a memorable set of numbers. You are responsible for the security of your student records.

4. Click on Main Menu and select the Student option.
5. Select Registration, then choose Drop/Add classes. Select the appropriate term from the drop-down menu.
6. Register by placing the 5-digit CRN numbers in the add boxes at the bottom of the page and click submit.

What if I cannot get the schedule I want? If a satisfactory schedule cannot be arranged using the primary and alternate selections (check the Look Up Classes link):

- Come to the Registrar’s Office, room 102 Burgin E. Dossett Hall and the Registration staff will work with you to try and build a schedule using alternate sections.
- Come to campus and work with an academic advisor who may be able to offer substitute courses.
- If you need technical assistance with GoldLink, please call the GoldLink Helpline at (423) 439-5584 during Registrar’s Office operating hours (8 a.m. – 4:30 p.m. M-F).

How do I receive my grades? Grades are available each term through GoldLink. Please check the Academic Calendar for exact dates.

Religious Centers (Campus Ministries)

The Campus Ministry Association at ETSU is comprised of several denominational and nondenominational religious organizations which include: Baptist Collegiate Ministry, Campus Crusade for Christ, Catholic Campus Ministry, Christian Student Fellowship, Lutheran Student Movement, Presbyterian Campus Ministry, United Methodist Students, The Well, Reform University Fellowship, Chi Alpha and Young Life. Each has its own distinctive personality and programs sponsoring a wide variety of worship and social activities. In addition, several groups have off-campus student centers for their activities. For those students who stay on the campus on the weekends, many religious organizations offer transportation to Sunday worship services at local churches. For contact information on any of these organizations please call the Student Organization Resource Center, 439-6633.

Shuttle Service (BUCSHOT)

The Johnson City Transit’s BUCSHOT provides reliable, convenient transportation in and around the ETSU campus. It's like having a car on
campus, to get around to class, work, the library, or to visit friends, but without
gas or parking to worry about. Best of all, it's FREE to students or faculty/staff
with valid ETSU ID. Others (campus visitors, general public) may also ride,
paying a fare.

For a detailed schedule, visit JCT’s web site at www.johnsoncitytransit.org or
pick up a copy of JCT’s brochure from the Office of Public Safety at the front
entrance of campus, the Office of Student Affairs, third level, Culp Center or
the ARC, second level, Culp Center.

Speech-Language-Hearing Clinic

The ETSU Speech-Language-Hearing Clinic provides services to individuals in
the community and students with a variety of communication difficulties. The
on-campus clinic (located in Lamb Hall) provides speech and language services
for infants and toddlers. Children and adults with voice disorders, resonance
disorders or radiological needs also receive services on campus. Speech
Language and Hearing screenings are provided for ETSU students for $15. Hearing testing for adults and children also is available in the clinic.

A satellite clinic, located at the Nave Center in Elizabethton, provides speech
and language services to school age children with speech, language and reading
difficulties. Children with autism or related disabilities also are served at this
satellite clinic.

To learn more about services offered or to obtain fee information, call 439-
4355, Monday-Friday from 8 a.m. to 4:30 p.m.

Steps for a Smart Start

Steps for a Smart Start*

1. APPLY FOR ADMISSION

2. COMPLETE PROCESS FOR FINANCIAL AID, HOUSING, MEAL
   PLAN, and IMMUNIZATIONS

3. COMPLETE COMPASS EXAM (If required)

4. COMPLETE NEW STUDENT ORIENTATION REQUIREMENTS

5. SEE YOUR ADVISOR

6. REGISTER FOR CLASSES

7. OBTAIN ID CARD
8. CONFIRM REGISTRATION / PAY FEES
9. GET PARKING DECAL AND BUY BOOKS
10. GO TO CLASS

*See the Smart Start Document with additional resources for each step of the way at: http://www.etsu.edu/advisement/future.aspx

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**Student Health Services**

East Tennessee State University students enjoy the benefits of a modern health care service. Clinic services are available to all currently enrolled students. The professional staff includes nurse practitioners, physicians, registered nurses, certified medical assistant, and a health educator.

**Location:** Room 160, Roy Nicks Hall. Phone number is 439-4225.

**Hours:** Clinic office is open 8:00 – 4:30 Monday through Friday. Same-day appointments may be scheduled.

**Appointments:** Students are advised to call Student Health Services early in the day in order 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 (with the women’s health nurse practitioner or a physician) must be scheduled in advance. **Students who fail to show up for any scheduled appointments will be charged a non-refundable no-show fee.** A photo ETSU ID is required to receive clinic services.

**Cost:** Students are **not** charged for visits to the clinic, but there are (word deleted here) charges for medications, lab tests, Pap smears, and individual procedures. Students may pay their charges with cash, check, credit card or ID BUCS Debit Card. Insurance is not filled for students. Insurance claims must be done by the student. Documentation of filing clinic charges will be provided to the patient upon request. **Services:** A variety of services are available to ETSU students including:

- 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.
- Individual health counseling
Is health insurance necessary? It is very important that students and their parents understand that the cost of hospitalization, accident care, laboratory and x-rays, surgery and other care provided by hospitals or urgent care facilities is their responsibility. ETSU assumes that students are covered by their parents’ plans or have made arrangements to have their own insurance policies. Students should carry their insurance card with them in case of a medical emergency. ETSU Student Health Services does not file insurance. It can provide information and applications for student health insurance approved by the Tennessee Board of Regents. The insurance information is available on the ETSU Student Health web site: http://www.etsu.edu/nursing/shserv/StudentHealthInsurance.aspx

Do I need a physical exam? All students are encouraged, but not required, to have a physical exam with their personal physician before starting classes. This is especially important for any student who has a serious or chronic health problem such as asthma, diabetes, seizure disorder, or cardiac condition. Students with chronic health problems are encouraged to make an appointment with one of the nurses at Student Health Services to review any special health problems or needs.

MMR Requirement
It is Tennessee State Law that all full-time students provide proof that they have received two MMR (Measles, Mumps, and Rubella) Shots. The following exemptions apply to this State Law:

- Students born prior to 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 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 a diagnosed case of Measles, Mumps, or Rubella.
- Students with written documentation of their laboratory confirmed immunity to measles, mumps, or rubella.

Meningitis/Hepatitis Waiver Requirement
The State of Tennessee mandates that all students be informed about Hepatitis B infection. Those students who will be living in on-campus housing must also be informed about the risk of meningococcal meningitis infection. A waiver indicating that the student is aware of the disease risks and the availability of vaccines for the diseases of hepatitis B and meningitis must be signed. Students who are 18 years of age or older and attend orientation on the Johnson City campus will complete the waiver online at Orientation before registering. Students who will not be 18 years old at the time of Orientation will need a parent or guardian to complete the form prior to registration. The waiver may be obtained from Student Health Services or on the Student Health Services web site: www.etsu.edu/studenthealth. The law does not require
hepatitis or meningitis vaccinations for enrollment at this time. The waiver
must be signed to avoid delays in the registration process for classes and
obtainment of grades. The waiver for students UNDER 18 should be turned
into Student Health Services or may be faxed to 423-439-4560 at least one
week prior to orientation.

All documentation must be approved and certified by Student Health Services,
and no student will be allowed to complete registration without having
addressed these requirements.

Varicella Requirement - Effective July 1, 2011, it will be state law that all
students born after 01/01/1980 who attend institutions of higher education will
be required to provide proof of immunization against Varicella (Chicken Pox).

NOTE: It is to your advantage to address these immunization requirements as
early as possible by sending or bringing in your immunization records to
ETSU Student Health Services, Room 160, Roy S. Nicks Hall, Phone: 423-
439-4225, Fax: 423-439-4560.

Student Organization Resource Center (SORC)

The Student Organization Resource Center (SORC) was created in order to
help students find their place in one of our many registered student
organizations, to provide training and informational opportunities, and to
provide support to our student organizations.

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

The SORC is located on the lowest level of the D.P. Culp Center, near the
Auditorium. In the SORC you will find the following student organization
offices: Student Government Association, Residence Hall Association,
Fraternities, Sororities, Buctainment, Multicultural Student organizations,
Volunteer ETSU, and other community service groups.

For more information call us at 439-6633 or email us at sorc@etsu.edu

Student Organizations – Student organizations are the lifeblood of the
campus. ETSU students are expected to join and participate in at least one
student group on campus. They host speakers, have social events, participate in career fairs, volunteer in the community, and establish career networks between students and faculty.

There are over 180 student organizations in many disciplines and interest areas. Survey the listings on the SORC web site (www.etsu.edu/sorc) for contact information for each group.

**Professional and Departmental Organizations**

Almost every academic major and department on campus has a student organization associated with it. These are called academic organizations. These organizations tend to sponsor such activities as service projects, career fairs, speakers from area businesses and agencies, and social events. Being a member of these groups gives you the opportunity to:

- get to know the faculty in your area.
- network with other students in your major.
- learn more about your intended career.
- receive some hands-on experience related to your major.
- become involved in the college council.

Joining one of these groups is as easy as going to one of their meetings and signing up. The benefits of membership are tremendous. More students at ETSU belong to professional and departmental groups than any other type of student organization.

**Religious Organizations**

Religious organizations bring together religious faith and practice within the university experience. Some of the campus ministries have houses near the campus. Others have campus contacts. Some offer services in their campus buildings while others help you connect to area churches. All offer worship, fellowship, counseling, and a variety of activities.

**Greek Life (Fraternities and Sororities)**

The Office of Greek Life recognizes undergraduate "social" fraternities and sororities who engage in a variety of activities that enhance leadership development, promote academic achievement, and provide service to the campus community. These organizations are open to all students on campus, regardless of academic major. Fraternities and sororities recognized by the Office of Greek Life are local chapters of national organizations and each is a member of one of four Greek councils.

Joining a fraternity or sorority provides lifelong friendships and excellent opportunities for personal growth. Forming friendships with fellow chapter members often helps make the campus seem smaller. For many members, their chapters become home away from home, and the friendships developed are for a lifetime. Students describe "being Greek" as one of their most rewarding involvement opportunities.

**Interfraternity Council (IFC) – Men’s Fraternities**
Kappa Sigma  
Lambda Chi Alpha  
Phi Sigma Phi  
Pi Kappa Alpha  
Sigma Alpha Epsilon  
Sigma Chi  
Sigma Phi Epsilon

**Multicultural Greek Council (MGC)**  
Sigma Beta Rho Fraternity, Inc.

**National Pan-Hellenic Council (NPHC) – Historically African American Fraternities and Sororities**  
Alpha Phi Alpha Fraternity, Inc.  
Delta Sigma Theta Sorority, Inc.

**National Panhellenic Council (NPC) – Women’s Fraternities/Sororities**  
Alpha Delta Pi  
Alpha Xi Delta  
Kappa Delta  
Sigma Kappa

**Greek Honor Societies**  
Gamma Sigma Alpha, National Greek Academic Honor Society

For more information about Greek letter organizations, contact the Student Organization Resource Center, 1st floor, lower level of the D.P. Culp University Center at 439-6633 or email gogreek@etsu.edu

**Honor Societies and Awards**

Being selected for an award or honor society membership is something to be proud of at East Tennessee State University. The university takes great pride in its outstanding students by providing recognition in a number of ways.

- **Departmental honor societies** - Most academic departments have an honor society for its majors. Membership is generally by invitation and requires a minimum number of credits in the area as well as a minimum GPA of 3.0. These societies are members of the Association of College Honor Societies.

- **Campus-wide honor societies** - These groups initiate members from all types of academic majors. Requirements for selection usually include a 3.0 minimum GPA and sometimes leadership abilities exhibited through campus and community activity. Some groups accept freshmen, and others only upperclassmen.
- **Other awards** - Many academic departments host honors receptions for their graduating seniors. The university hosts an Honors Convocation for outstanding students in the spring semester. The Summit Leadership Awards recognize students who have excelled in Leadership and Service. The Student Leader Hall of Fame, Unsung Heroes, Program Awards and many others are recognized at this annual spring event. Outstanding student leaders are also recognized through the national *Who’s Who Among Students in American Colleges and Universities* and the Summit Awards Ceremony every spring. Students are also recognized for excellence in academics at the end of each semester with the posting of the Dean’s List.

ETSU is your place to shine! Come be a part of the campus academic and co-curricular life.

**Special Interest Groups**
There are other groups on campus that cannot be labeled with a specific category. These we call “special interest groups.” These student organizations meet regularly and participate in projects such as voter registration drives, charity fund-raisers, and hosting speakers.

**Residence Hall Association (see Housing and Residence Life)**

**Student Publication**
*East Tennessean, student-run newspaper:* Published twice a week on Mondays and Thursdays, the newspaper features stories on campus-related news, sports, entertainment, and opinion columns. The *East Tennessean* hires a staff of students, from all fields and interests, who write and edit stories, take photos, sell and create ads, design and lay out the paper, operate the web site, and deliver the print edition.

Your experience at the *East Tennessean* can provide you with hands-on, real-life experience working at a newspaper and a portfolio of published articles, photos, ads, or designs. And, it’s great fun! You get to work with a group of students who develop a strong camaraderie.

Interested students are encouraged to apply for staff positions. Activity announcement services are available and letters to the editor are accepted. The newspaper is located in the Culp Center, in exterior Suites A, Room 150. Call 439-5363 for more information.

**Student Government Association**
The Student Government Association (SGA) is the representative organization of student opinion on campus. SGA strives to relay these opinions to the decision-makers and committees on campus. SGA deals with issues that affect the student body. These issues range from parking, teacher evaluations, and food service to the quality of student life. SGA sponsors annual projects such
as educational programs and funding of student organization special projects. SGA also sponsors Homecoming and two major concerts per year.

SGA represents students through an executive, legislative, and judicial branch. SGA also nominates students to serve on university standing committees. SGA is a member of the Tennessee Intercollegiate State Legislature.

Becoming a member of SGA involves either running for election or making your interest known by filling out an application in the SGA office to fill mid-year openings. Volunteers for various projects are always welcome. The office is located in the Culp Center, 1st floor, lower level, in Suite C of the SORC 439-4253/5325.

**Buctainment**

Buctainment, is a student organization which selects, plans, and presents entertainment and educational programs for the ETSU campus community. Students can be involved with Buctainment as a committee member, student staff programmer or as an audience member at our many activities and events. Each of our committees specializes in a different program area and offers a wide variety of experience for its members.

Involvement in Buctainment is also a great way to learn and have fun! You will meet new people and make life-long friendships. It is also a great opportunity to explore career options by learning about the technical, business, and marketing side of the entertainment industry.

Events sponsored by Buctainment are open to ETSU students, faculty and staff and their families.

Located in the Student Organization Resource Center (SORC), D.P. Culp University Center, lowest level, phone 439-6828 or e-mail etsumfun@etsu.edu.

**Community Service Programs** - The Office of Community Service Programs promotes, organizes and supports a variety of public service opportunities and civic engagement activities for the campus community and maintains a community service resource center for students interested and engaged in community service. The Office provides advisement and resources to student organizations engaged in community service including Volunteer ETSU, Up ‘Til Dawn, and Alternative Spring Break. The Office of Community Service Programs is located in the Student Organization Resource Center, Suite C, on the lower level of the Culp University Center. For more information about the office or any of its programs, please contact serve@etsu.edu or 439-4293.

- **Volunteer ETSU** - Volunteer ETSU is a leadership team that organizes and promotes community service opportunities for the student body. Among the many activities planned and implemented by Volunteer ETSU are Blood Drives, the Scoop on Service—a
community service agency fair that connects agencies with potential volunteers, and Hunger and Homelessness Awareness Week.

**Alternative Spring Break** – Alternative Spring Break places teams of students in communities to engage in community service and experiential learning during the traditional spring break period. Students work alongside community members, performing short-term service projects and learning about such issues as poverty, racism, homelessness and the environment. Past trips have ranged from hurricane relief work in New Orleans to delivering hot meals to AIDS patients in New York City. A small fee of no more than $150 supports transportation, lodging, and most meal expenses.

**Up ‘Til Dawn** – is a student-led effort to educate the community about St. Jude Children’s Research Hospital while raising vital funds through a variety of fund-raising activities. Through the collaborative efforts of students, faculty/staff and the community, Up ‘Til Dawn at ETSU raises tens of thousands of dollars for St. Jude every year.

**Black Affairs** is an organization that is open to all students at the university. It serves as a source of encouragement for students to become involved in various campus-wide activities. The primary purpose of the organization is to provide a wholesome and supportive environment where students of color are able to interact and participate in activities together. The Black Affairs Association sponsors many major events and activities throughout the year. They host the most attended homecoming event, the Annual Homecoming Comedy Show, which features comedians from BET’s ComicView. This group has many outstanding achievements, including awards in multicultural and social programming for the campus.

**Gospel Choir** is an organization that offers students an opportunity to sing songs of praise. The Choir is comprised of a diverse group of students that display their talents on campus, area colleges, universities, and local schools. They perform at community events, civic organizations, and churches throughout the southeast region. A Praise Dance Team also accompanies the choir and performs at various events. The choir presents two major concerts on the campus during the academic year. In the spring semester, they attend and compete at an annual national leadership conference.

The Gospel Choir offers a Public Performance Scholarship that is equal to the amount of out-of-state tuition fees. The scholarship is available to full-time incoming freshman, transfer, and graduate students only. Recipients must participate in the ETSU Gospel Choir and maintain satisfactory academic standing. For more information about the Public Performance Scholarship, please contact Laura Terry at (423) 439-4210 or download scholarship applications from the web site at www.etsu.edu/multicultural. Click on
Scholarships; follow the instructions to print, and mail the completed application to the Office of Multicultural Affairs.

Transfer Student Services

The process of transferring from one college to another can often be confusing and sometimes even overwhelming. The office of Adult, Commuter and Transfer Services (ACTS) understands that successfully transferring to ETSU means more than getting a good schedule of classes. As such, this office serves as a vital source of information, referral and advocacy for those students who have begun their pursuit of a higher education degree at another university or at a community college. In partnership with other university offices and academic departments, ACTS will help facilitate the transition of transfer students into the ETSU community and support their continued efforts toward degree completion. ACTS is proud to advise the Beta Pi chapter of TAU SIGMA – the Transfer Student Honor Society. Visit our web site at http://www.etsu.edu/students/acts/ for more information!

University Center

The D. P. Culp University Center, a state-of-the-art student center serves as the hub for a wide range of social, recreational, and organizational activities. These include meeting rooms, the Campus ID System, student services offices, Buctainment, four food service areas, the BucMart, Bookstore, Post Office, Information Services Desk, campus lost and found, ballroom, and auditorium. A distinctive feature of the University Center is its openness and easy access from one part of the building to another. It is intended to provide a welcoming and inclusive gathering place for all members of the university community. Hours: Monday-Friday, 8 a.m. - 10 p.m., Saturday and Sunday, 10 a.m. - 10 p.m. The main office of the Culp Center is located on the 2nd floor of the building, phone 439-4286.

Veterans’ Affairs

Veterans’ Affairs administers service members’, veterans’ and certain dependents of veterans’ federal education benefit programs. To receive benefit payments, eligible student beneficiaries must have been found eligible and each semester have their enrollment certified by the United States Department of Veterans Affairs (USDVA) St. Louis Regional Processing Office by contacting Veterans’ Affairs and completing required forms.

Student beneficiaries making an initial application to programs must provide “Member Copy 4” of Department of Defense (DD) Form 214, Certificate of Release or Discharge from Active Duty, and copies of any supplemental education benefits documentation. If the student is a member of the National Guard or Reserve, submit Department of Defense Form 2384, Notice of Basic Eligibility. If the reserve force member has been mobilized since September
11, 2005, he/she must submit a copy of their most recent DD Form 214. Students who are dependents of permanently, totally and service-connected disabled or deceased veterans should provide a USDVA Disability Rating Decision, if available, birth certificate, and if a step-child or dependent spouse, a copy of the veteran’s marriage license. All undergraduate student beneficiaries or any student seeking academic credit for military service should request a military registry transcript from the respective branch of service.

Further information on programs may be obtained by contacting Veterans’ Affairs located within the Office of the Registrar in 101A Burgin E. Dossett Hall. The office can be reached at 423-439-6819.

**WETS Cable FMTV**

ETSU’s Radio Alternative, “THE EDGE” is the student radio station on campus. The format is Adult Album Alternative and provides a unique blend of popular college-oriented music. The station also airs local news, sports, and specialty programming. WETS Cable FM can be heard on campus cable channels 11 and 13, University I-Tunes, and at www.edgeradioalternative.com. The Edge airs programming 24 hours a day year round. For more information, call 439-7574.

Buc TV is the student television station on campus. The station airs college-oriented programming Monday through Thursday on campus cable channel 11. Original ETSU student-produced programs are shown as well as programming from national outlets. For more information, call 439-4176.

**University Policies (Abridged)**

See the undergraduate Catalog for a complete listing of all policies and procedures.

Students’ Bill of Rights
Students along with faculty, staff and administrators are all members of the East Tennessee State University community. Inherent with such membership is the responsibility to conduct oneself reasonably to maintain a civil community, which respects the rights of all individuals.

The student has certain rights guaranteed by the Federal and State Constitutions or statutorily created legislation including:
1. freedom of inquiry, freedom of speech and freedom of expression that is respectful or sensitive to the rights of individuals;
2. the right to peaceably assemble, in accordance with federal, state, local and ETSU regulations;
3. religious freedom and a clear division of church and state;
4. freedom from unreasonable search and/or seizure of person, or personal property;
5. freedom from discrimination or harassment on the basis of sex, age, race, color, religion, national origin, or other protected status;
6. the right to privacy, including the maintenance of confidential records in accordance with provisions of the Family Educational Rights and Privacy Act of 1974 and 1975, qualified by the Tennessee Public Records Act;
7. the right to due process.

The Tennessee Board of Regents grants additional rights including:
1. the right to due process in disciplinary procedures of the university, including written notification of charges, an explanation of procedures, a hearing before an appropriate administrator or committee;
2. the right to expeditious review of disciplinary sanctions upon appeal;
3. the right to participate in the decision-making process of the university through the Student Government Association, other student governance organizations, and membership on university standing and advisory committees;
4. the right to affiliate with officially registered student organizations if the membership requirements of those organizations have been met, and the right to seek to establish, through official procedures, additional student organizations of their choosing.

East Tennessee State University acknowledges that students have a legitimate expectation that:
1. classes meet as scheduled; and begin and adjourn on time;
2. course requirements are clearly specified;
3. the instructor is prepared for class and possesses both oral and written communication skills;
4. paper project grades and test results are received in a timely manner;
5. information about progress in coursework is provided;
6. the instructor is qualified to teach the subject matter.

Additionally, students have the right to expect:
1. accurate information concerning institutional services, regulations, policies and procedures, in published form;
2. representation in the university governance system;
3. sound and accurate academic advice, information regarding courses required for graduation and their schedule sequence;
4. reasonable notice of any changes in academic requirements or programs and assurance that such changes will not be made in a way that unduly impedes the academic progress of the student already enrolled;
5. flexibility in course scheduling (by dropping and adding) or withdrawing within university guidelines;
6. information about the various types of financial assistance available;
7. freedom to evaluate courses, programs and services and provide input to appropriate segments of the campus administration.

**Alcohol**
It is the policy of this university that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the ETSU campus in the
workplace (on or off campus), on property owned or controlled by ETSU, or as part of any activity of ETSU is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

**AIDS Policy**
It is the general position of ETSU to permit students and employees who have been diagnosed as having AIDS to attend classes and/or work to the degree that they are physically capable subject to a physician’s approval. Students will not be required to respond to questions about whether they have AIDS related complex (ARC) or a positive Human Immunodeficiency Virus (HIV) antibody test. Any information disclosed, however, will be treated with utmost confidentiality. There generally is no medical justification for restricting the access of ETSU faculty, staff, and students with AIDS, ARC or positive HIV antibody test to any of the university facilities.

A complete copy of the ETSU policy is available from the Director of the Student Health Clinic at 439-4225.

Students are urged to inform ETSU authorities if they have AIDS, ARC or a positive HIV antibody test in order that the institution can assist them in securing proper medical care, counseling and education if needed. Students are advised to contact the Director of Student Health Service at 439-4225.

Where is help available?
- The Student Health Services, Roy Nicks Hall, 439-4225.
- The Counseling Center, D.P. Culp Center, 439-4841

**Harassment**
East Tennessee State University desires to maintain an environment, which is safe and supportive of students and employees and to reward performance solely on the basis of relevant criteria. Accordingly, the university will not tolerate harassment of students or employees.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law. An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

**Prohibited Conduct Other Forms**
Title VII also prohibits discrimination (and harassment) of individuals based on color, ethnicity, national origin, and religion. University policy prohibits discrimination based on sexual orientation. Complaints of discrimination on these grounds may be filed with the university EEO/AA Officer and/or
pursuant to the university’s grievance and complaint procedures. However, the procedure utilized for these complaints differs from the process used for sexual and racial harassment complaints.

**Complaint Reporting**
The university seeks to encourage the prompt reporting of sexual or racial harassment and its prompt resolution through university procedures. Where the charge of harassment is by one student against another student, the Associate Dean of Students, Jeff Howard, Student Affairs Office, D.P. Culp University Center, room 352, 3rd floor, 439-4210, will investigate and resolve the complaint in accordance with appropriate student procedures. Other charges, not relating to complaints against students, should be directed to the university Equal Employment/Affirmative Action Compliance Officer, Mary Jordan, Special Assistant to the President for Equity and Diversity/Affirmative Action Director, Office of the President, room 206, Burgin E. Dossett Hall (Administration Building), 439-4211. The EEO/AA Officer will investigate all charges and make recommendations to the President regarding their resolution, following the procedures set forth in the **Spectrum**.

The College of Medicine of and the College of Pharmacy have their own procedures.

**Parental Notification Policy**
The university will notify a parent or legal guardian of a student who is younger than 21 and is found guilty of a university disciplinary violation governing the use or possession of alcohol or drugs. Notification will occur when the university alcohol or drug offense is in violation of any federal, state, or local law, or of any rule or policy of the institution, except as prohibited by the Family Educational Rights and Privacy Act (FERPA).

**Tobacco Free ETSU - Because We Care About Your Health**
Effective August 11, 2008, East Tennessee State University became tobacco free. Smoking or other tobacco use will be prohibited on the campus except in private vehicles.
A BRIEF GUIDE TO COMMONLY USED (and often misunderstood) University Acronyms, Phrases, and Miscellaneous Jargon (See Undergraduate Catalog for Additional Information)

**Academic Advisor** - A faculty or staff member of the academic department to which a student is admitted. The advisors are available to assist students with academic counseling and scheduling of classes.

**Academic Common Market** - An interstate agreement among southern states for sharing in common academic programs. Out-of-state students who qualify in specific programs pay in-state tuition.

**ACT** - American College Testing Program, offers a test prior to admission

**ACTS** - Adult, Commuter and Transfer Services (See Student Services section)

**Advisement Records** - Are confidential and usually consist of grade reports, any previous high school or transfer work, and a record of the meetings with the student’s advisor.

**APS** - (Academic Performance Scholarship) Scholarship awarded through the Financial Aid Office.

**ARC** – Advisement Resources and Career Center (See Student Services section.)

**Associate Degree** - The degree given for completing undergraduate college programs of at least two but less than four years of study. These degrees usually focus more upon occupational training with fewer general education requirements.

**Audit** - Course taken for non-credit.

**Bachelor's Degree** - The degree given for completing undergraduate college programs that normally take at least four years. These degree programs require a broad curriculum in a number of disciplines and most require an area of concentration (major).

**Buckley Amendment/FERPA** - (Family Educational Rights and Privacy Act) Protects the student’s right to privacy.

**Building Codes** - University building abbreviations.

**Bursar** - The Bursar's Office normally collects and credits all fee payments and disburses (pays out) any financial aid. Should you owe the school any money, you would be put on a checklist by the Bursar and not allowed to register until the debt is paid.

**Catalog** - The catalog is the official publication of the university. The catalog is an “a” to “z” academic resource updated each academic year. It contains detailed information about academic majors, degree programs, academic colleges, academic regulations, financial aid, student advisement, and other important information.

**Classification** - Level of progress toward the bachelor's degree. An undergraduate student is classified as Freshman, Sophomore, Junior, or Senior, depending on the number of semester hours completed and grade points earned.
CLEP - (College Level Examination Program) Tests which determine the extent of a student’s knowledge in a particular subject area. These tests are used to award college credit in certain subject areas.

College - Administrative unit of the university, housing related departments and majors.

COMPASS - Computerized test required for some students to determine placement in Developmental Studies courses. (See Undergraduate Catalog for guidelines or contact the University Advisement Center at 423-439-5244.)

Concentration - A specialized area of study within a major.

CO-OP - A program whereby students may work in a field relevant to their career while earning academic credit.

Core - Sequence of courses chosen from various subject areas which are required of all students as part of their undergraduate program. The program is designed to help students acquire a broad base of knowledge and capabilities fundamental to the concept of a university education.

Course - A specific subject of study.

Course ID - The subject abbreviation, catalog number, and section number of a particular course.

Credit Hours - Value placed on a course used in computation of GPA and generally accepted amount of classroom/lab contact time.

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

D2L (Desire to Learn) - ETSU’s course management system for creating and teaching both online and web-enhanced courses.

Day Codes - M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TR=Tuesdays and Thursdays

Department - An organizational unit representing a discipline or related disciplines.

Discipline - (or Area of Study) An area of study representing a branch of knowledge.

Discover Program - A computerized career information system located in the Peer Career Center in the ARC to assist students in exploring interests, abilities, and personality types, as well as choice of career and academic major.

Drop/Add - (schedule change) adding a course/dropping a course (Registrar’s Office).

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

Encumbrance - (Hold) Registration blocked for students having outstanding academic, financial or judicial obligations at time of registration.

ETSU 1000 - a seminar class for first year students with an aim to help students in their transition to ETSU

ETSU at Kingsport - ETSU’s Kingsport campus.

Exit Exam - A mandatory exam required prior to graduation. Results are used for gathering statistical data.

Full-time student / Standard Load - 12 credit hours or more/16 or 17 credit hours.

FWSP - (Federal Work Study Program) On-campus student work positions available only if you qualify through the Office of Financial Aid.

GED - (General Equivalency Diploma) high school equivalency diploma.
General Education Core - see Core.

GoldLink - ETSU’s online system for class registration, fee payment and viewing grades.

Goldmail - ETSU’s online system for class registration, fee payment and viewing grades.

GPA - (Grade Point Average) Quality Points Earned/Quality Hours Earned.

Grade Points - Numerical values assigned to letter grades based on a four-point system.

Grants - Awards that you do not have to pay back.

Greeks - Members of sororities and fraternities.

Hold - See encumbrance.

ID Card - ETSU identification card.

Incomplete - A grade of an “I” is assigned if a student is passing a course at the end of the semester, but due to extenuating circumstances is unable to complete all course requirements; student and instructor should complete an Incomplete Grade Report form.

Intensive Courses - Courses which fulfill the general education core Writing Intensive, Communicating Orally, and Using Information Technology requirements. These courses are indicated in the Schedule of Classes.

Major - The academic area in which a student chooses to place principal emphasis.

Meal Plan - A program established by food service to purchase meals on a pre-paid basis.

Minor - Secondary area of study.

Part-Time - Students registering for less than a full load (fewer than 12 hours a semester) are considered part-time.

Pell Grant - A direct grant from the federal government based on financial need.

Perkins Loan - A federal loan program whereby students may borrow a long-term, low-interest loan.

POLO - The Preview and Orientation Leader Organization whose members lead students through orientation and Preview activities.

Post Office Boxes - Located on the 1st floor of the Culp Center, required for residence hall students.

Prerequisite - A requirement which must be met before a particular course can be taken.

Purge - Cancellation of course registration because of failure to pay fees or confirm financial aid by appropriate payment deadline.

Registration Guide – A printed information guide containing information regarding registration, advisement, fee payment and deadlines, and other important dates on the academic calendar. Also see Schedule of Classes.

Registrar - The Registrar’s Office keeps a record of your college transcript, the courses you register for, and the grades you receive. It is the office that is in charge of actually registering you for classes each term. If you must drop or add a course, see the Registrar immediately in room 101 of Dossett Hall.

Retention Standards - the grade point average a student must maintain to avoid suspension from the university. The GPA will vary according to the number of quality hours a student has earned.

RHA - (Residence Hall Association) Governing body of the Residence Halls.
RSWP - (Regular Student Work Program) A campus work program for students who may or may not qualify for financial aid that allows students to work up to 10 hours per week.

SAR - (Student Aid Report) A federal ‘output’ document sent to a student by the Department of Education’s Central Processing System in response to the Free Application for Federal Student Aid.

SAT - (Scholastic Aptitude Test) A test offered prior to admission.

Schedule - The listing of courses for which a student is enrolled during a semester or summer term.

Schedule of Classes - Available online, the Schedule of Classes contains a listing of all courses offered for a specific term. Also see Registration Guide.

Scholarships - Private monies from corporate or special interest groups.

Semester Hour - A measure of academic work completed satisfactorily. Ordinarily, one credit hour is given for one hour of class attendance a week for the period of a semester. In some courses, however, such as laboratory courses, two or three hours of attendance a week are required to earn one credit hour. Most courses are worth three credit hours.

Semesters vs. Quarters - Most higher education institutions divide the school year into either two semesters (approximately 16 weeks in length) or three quarters (approximately 11 weeks) excluding summer.

SGA - Student Government Association

Standard Class Times - The time of day classes meet.

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

Syllabus Attachment - A document containing important information for students, such as academic dates, policies, and various academic resources. (web address: http://www.etsu.edu/reg/academics/syllabus.aspx)

1040 - Federal Income Tax Form

Transcript - An official copy of a student’s academic record, showing courses completed, grades, and credit earned, and other data concerning the student.

TELS - (Tennessee Education Lottery Scholarship) Financial assistance for qualified Tennessee residents. See www.state.tn.us/tsac for details.

TBR - (Tennessee Board of Regents) Governing board for ETSU, sixth largest higher education system in the country.

Undeclared Major - (UDEC) A student who is undecided about his/her major. Students see University Advisement Center in the ARC for advisement.

Undergraduate - A college or university student who has not received a bachelor’s degree.

Withdrawal - Termination from all classes for the term (Registrar’s Office).

Work Study - Gives you a chance to work and earn the money you need.

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. TBR. 260-375-0948
East Tennessee State University

Becoming the

University of Choice

Our Vision
To Become the University of Choice in the region and the best regional university in the nation.

Our Mission
• Educate students to become responsible, enlightened, and productive citizens;
• Conduct scholarship that improves the human condition;
• Serve business, education, government, health care systems, and community; and
• Enhance the cultural environment of the region

Our Values
ETSU pursues its mission through a student-centered community of learning, reflecting high standards and promoting a balance of liberal arts and professional preparation, continuous improvement, and based on core values where:
• PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;
• RELATIONSHIPS are built on honesty, integrity, and trust;
• DIVERSITY of people and thought is respected;
• EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;
• EFFICIENCY is achieved through wise use of human and financial resources; and
• COMMITMENT to intellectual achievement is embraced.

Listing of ETSU Degrees by Colleges & Major

COLLEGE OF ARTS & SCIENCES
ART & DESIGN
Art
Art History - B.A., M.A.

BIOLOGICAL SCIENCE
Biology - B.S., M.S.
Biochemistry - B.S.
Microbiology - M.S.
Paleontology - M.S.

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

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

CRIMINAL JUSTICE AND CRIMINOLOGY
Criminal Justice and Criminology - B.A., B.S., M.A.

ENGLISH
English - B.A., M.A.
Teaching English to Speakers of Other Language - Graduate Certificate
### FOREIGN LANGUAGES
- Foreign Languages
  - French - B.A.
  - German - B.A.
  - Spanish - B.A.

### HISTORY
- History - B.A., B.S., M.A.

### MATHEMATICS
- Mathematics - B.S.
- Mathematics Sciences - M.S.

### MUSIC
- Music
- Music Education - B.M.
- Performance - B.M.

### PHILOSOPHY & HUMANITIES
- Philosophy - B.A., B.S.
- Philosophy & Religious Studies - B.A., B.S.

### PHYSICS, ASTRONOMY & GEOLOGY
- Physics - B.S.
- Geology - B.S.

### POLITICAL SCIENCE
- Political Science - B.A., B.S.

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

### SOCIAL WORK
- Social Work - B.S.W.
- Traditional Standing - M.S.W.
- Advanced Entry - M.S.W.

### SOCIOLOGY & ANTHROPOLOGY
- Anthropology - B.A.
- Sociology - B.A., B.S.
- Applied Sociology - M.S.
- General Sociology - M.A.

### COLLEGE OF BUSINESS & TECHNOLOGY

#### ACCOUNTANCY
- Accounting - B.B.A., M.ACC.

#### COMPUTER & INFORMATION SCIENCES
- Computing
- Computer Science - B.S.
- Information System Science - B.S.
- Information Technology - B.S., M.S.
- Computer and Information Sciences - M.S.
- Applied Computer Science - M.S.
E-Business - Graduate Certificate
Emerging Technologies - Graduate Certificate

**ECONOMICS, FINANCE GEOGRAPHY & URBAN STUDIES**

- Economics - B.A.
- Business Economics - B.B.A.
- General Business - B.B.A.
- Economic Development - Graduate Certificate
- Finance
  - Corporate Finance & Investments - B.B.A.
  - Banking - B.B.A.
  - Real Estate - B.B.A.
- Urban Planning - Graduate Certificate

**FAMILY & CONSUMER SCIENCES**

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

**MANAGEMENT & MARKETING**

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

**TECHNOLOGY & GEOMATICS**

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

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

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

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

HUMAN DEVELOPMENT & LEARNING
Counseling
Community Agency Counseling - M.A.
Higher Education - M.A.
Elementary & Secondary School Counseling - M.A.
Marriage & Family Therapy - M.A.
Special Education
Modified Special Education - B.S.
Advanced Practice - M.Ed.
Early Childhood Special Education - M.Ed.
Special Education - M.Ed.
Early Childhood Education
Early Childhood Education - M.A.
Early Childhood Education General - M.Ed.
Early Childhood Education Teaching - M.Ed.
Early Childhood Development - B.S.
Early Childhood Development (Pre K - 4) - B.S.
Human Services - B.S.

KINESIOLOGY, LEISURE & SPORT SCIENCES
Kinesiology and Sports Sciences Exercise Physiology and Performance - M.A.
Physical Education K - 12 - M.A.
Sport Management - M.A.
Physical Education
Physical Education (K - 12) - B.S., M.A.
Exercise Science - B.S.
Sport & Leisure Management
Park & Recreation Management - B.S.
Sport Management - B.S.

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

COLLEGE OF NURSING
Nursing - B.S.N., M.S.N., Ph.D.
Advanced Practice - M.S.N.
Nursing Administration - M.S.N.
Nursing Education - M.S.N.
Nursing Informatics - M.S.N.
Advance Nursing Practice - Graduate Certificate
Health Care Management - Graduate Certificate

COLLEGE OF PUBLIC HEALTH

COMMUNICATIVE DISORDERS
Audiology - Au.D.
Communicative Disorders
Speech Pathology - M.S.

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

**HEALTH SCIENCES**
- Health Sciences
- Microbiology - B.S.

**PHYSICAL THERAPY**
- Physical Therapy

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

**COLLEGE OF MEDICINE**

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

**COLLEGE OF CLINICAL & REHABILITATIVE HEALTH SCIENCE**

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

**COLLEGE OF PHARMACY**
- Pharmacy - Pharm.D.