2011-2012

East Tennessee State University

Parent Handbook

A publication of the Office of First Year Programs in Division of Student Affairs
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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.
Dear Parent:

I would like to welcome you to our campus and congratulate you and your family on making East Tennessee State University your "University of Choice." As a parent of an ETSU student, you should find the information in this handbook helpful in assisting your son or daughter in making a successful transition to campus life at ETSU; it has been designed to answer many of your questions. We appreciate the investment and sacrifice you have made to provide the opportunity for your son or daughter to receive a quality education at our institution.

Our mission is to "educate our students to become responsible, enlightened, and productive citizens through a student-centered community of learning reflecting high standards and promoting a balance of liberal arts and professional preparation." Your continued parental support and understanding of ETSU policy and procedures are vital to the achievement of these educational objectives.

The ETSU faculty, staff, and administration stand ready to help you. Please feel free to contact us.

Sincerely,

Paul E. Stanton, Jr.
President
Introduction to East Tennessee State University

**East Tennessee State University** opened on October 2, 1911, as East Tennessee State Normal School to prepare teachers for the public schools of the region. Twenty-nine students walked through the doors that first day of classes. Today, the university’s enrollment has surpassed the 15,000 mark, and ETSU focuses on becoming the best regional university in the nation.

Eleven colleges and schools meet the region’s diverse needs through more than 100 degree programs in the arts and sciences, business, education, health sciences, and technology. Governed by the Tennessee Board of Regents, ETSU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificate, associate, bachelor’s, master’s, educational specialist, and doctoral degrees in a variety of fields.

While teaching remains the top priority at ETSU, research is also an important mission. Designated by The Carnegie Foundation for the Advancement of Teaching as a “Doctoral/Research University-Intensive,” ETSU created a Research Foundation in 2002 the first for any state school in Tennessee.

Johnson City, ETSU’s hometown, is nestled in the Southern Appalachian Mountains. The city of 63,000 offers a wide assortment of restaurants, art galleries, coffee shops, cultural events, and outdoor activities. Within a short distance of the campus are the Appalachian Trail, Bristol Motor Speedway, and the snow skiing slopes of Western North Carolina. The 350-acre tree-shaded campus is also designated as a Tennessee Urban Forestry Council-certified arboretum.

Learn more about our Centennial Celebration at [http://www.etsu.edu/100years/](http://www.etsu.edu/100years/)
2011-2012 University Calendar
All dates are current at printing but subject to change.

2011 Fall Semester
Aug 27 .......... Classes begin
Sept 2 .......... Last day to register or add a class
Sept 3 .......... Late registration, late add by permit only (begins)
Sept 5 .......... Labor Day - University closed
Sept 9 .......... Census
Sept 9 .......... Last day to drop without a grade of "w"
Sept 10 ......... Last day to late register or late add a class
Sept 12 ......... Register in person with dean's permission (begins)
Oct 1 .......... Deferred payment due
Oct 11 .......... Late fee charged for late deferred payment
Oct 17-18 ....... Fall break, classes not in session, offices open 8 a.m. – 4:30 p.m.
Oct 24 .......... Last day to drop a course by GoldLink
Nov 1 .......... Deferred payment due
Nov 11 .......... Late fee charged for late deferred payment
November .......... Homecoming
Nov 24 .......... Thanksgiving Holiday - no classes begin after 3 p.m. Wednesday prior to Thanksgiving
Nov 25 .......... Thanksgiving Holiday – University closed
Dec 7 .......... Last day to withdraw from the university
Dec 9 .......... Classes end
Dec 10-15 ...... Final exams
Dec 17 .......... Commencement
Dec 26-Jan 2 ...... Winter recess - University closed

2012 Spring Semester
Jan 12 .......... Classes begin
Jan 16 .......... Martin Luther King Holiday – University closed
Jan 18 .......... Last day to register or add a class
Jan 25 .......... Last day to drop without a grade of “w”
Mar 5-10 ......... Spring break, classes not in session, offices open 8 a.m. - 4:30 p.m.
Mar 7 .......... Last day to drop a course by GoldLink
Apr 25 .......... Last day to withdraw from the university
Apr 27 .......... Classes end
Apr 28 - May 3 . Final exams
May 5 .......... Commencement

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

ETSU also offers a robust online calendar of events that engages visitors and encourages them to download events to their personal calendar, sign up for event notifications and send event information to friends; this calendar is named PlanIt and can be found at http://www.etsu.edu/planitETSU/.
Need Help?

Have a question, but don’t know where to find the answer? In addition to the handy ETSU directory on pages 7 and 8, you can contact ETSU’s Need Help Coordinator through this web site http://www.etsu.edu/etsu/help.asp. It contains names, phone numbers and email links for friendly ETSU staff who can answer questions related to over 90 topics, from Advising and Babysitters to Veterans’ Programs and Weather Policies. Other helpful resources include:

Advisement Resources Career Center (ARC)
Culp Center, 2nd Floor 423-439-8650
Help or referrals for any problem

ETSU Public Safety
Information: 423-439-4480
Emergencies: 911
ETSU is committed to helping students reach their educational and personal goals. Services are available on campus to help your student meet the challenges of university life. Faculty and staff at ETSU encourage students to make full use of these services. That’s where you as a parent can help. If your student expresses anxiety about classes, has difficulties adjusting to roommates, needs assistance in a particular course, etc., encourage him/her to seek help.

University offices may be reached directly by dialing (423) plus the following numbers:

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>206 Burgin E. Dossett Hall</td>
<td>439-4219</td>
</tr>
<tr>
<td>Admissions</td>
<td>106 Burgin E. Dossett Hall</td>
<td>439-4213</td>
</tr>
<tr>
<td>Adult, Commuter and Transfer Services</td>
<td>ARC, Second Floor, Culp Center</td>
<td>439-5641</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>303 Burgin E. Dossett Hall</td>
<td>439-4218</td>
</tr>
<tr>
<td>Arts &amp; Sciences, College of</td>
<td>206 Gilbreath Hall</td>
<td>439-5671</td>
</tr>
<tr>
<td>Business and Technology, College of</td>
<td>210 Sam Wilson Hall</td>
<td>439-5489</td>
</tr>
<tr>
<td>Career and Internship Services</td>
<td>ARC, Second Floor, Culp Center</td>
<td>439-4441</td>
</tr>
<tr>
<td>Center For Academic Achievement</td>
<td>First Floor, Sherrod Library</td>
<td>439-7111</td>
</tr>
<tr>
<td>Clinical and Rehabilitative Health Sciences, College of</td>
<td>Lamb Hall</td>
<td>439-7454</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Third Floor, Culp Center</td>
<td>439-4841</td>
</tr>
<tr>
<td>Disabilities Services</td>
<td>Third Floor, Culp Center</td>
<td>439-8346</td>
</tr>
<tr>
<td>Education, College of</td>
<td>319 Warf-Pickel Hall</td>
<td>439-7626</td>
</tr>
<tr>
<td>ETSU at Kingsport</td>
<td>200 McCune-Welch</td>
<td>392-8000</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>105 Burgin E. Dossett Hall</td>
<td>439-4300</td>
</tr>
<tr>
<td>Food Service, ARAMARK</td>
<td>Third Floor, Culp Center</td>
<td>439-4389</td>
</tr>
<tr>
<td>Housing</td>
<td>108 Burgin E. Dossett Hall</td>
<td>439-4446</td>
</tr>
<tr>
<td>ID Systems</td>
<td>Second Floor, Culp Center</td>
<td>439-8316</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>W325 Memorial Center</td>
<td>439-4343</td>
</tr>
<tr>
<td>International Programs</td>
<td>120 Yoakley Hall</td>
<td>439-7737</td>
</tr>
<tr>
<td>Medicine, Quillen College of</td>
<td>Suite C-200, VA Stanton-Gerber Hall</td>
<td>439-6315</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>First Floor (Lower Level), Culp Center</td>
<td>439-6633</td>
</tr>
<tr>
<td>Nave Center, Elizabethton</td>
<td>1000 West E Street</td>
<td>547-4900</td>
</tr>
<tr>
<td>Nursing, College of</td>
<td>310 Nicks Hall</td>
<td>439-7051</td>
</tr>
</tbody>
</table>
Pirate Club          W146 Memorial Center          439-8398  
Post Office          First Floor, Culp Center          439-6894  
President, Office of the          206 Burgin E. Dossett Hall          439-4211  
Public Health, College of          101 Lamb Hall          439-4243  
Public Safety          439-6900  
eMERGENCIES - 911 OR 439-4480  
Reece Museum          439-4392  
Registrar, Office of the          102A Burgin E. Dossett Hall          439-4230  
Sherrod Library          439-4337  
Student Organization Resource Center (SORC)          First Floor, Culp Center          439-6633  
Student Affairs, Office of          Third Floor, Culp Center          439-4210  
Student Government Association          First Floor, Culp Center          439-4253  
Student Health Services          160 Nicks Hall          439-4225  
Student Support Services (TRIO)          Third Floor, Culp Center          439-5396  
University Advisement Center (Undeclared)          ARC, Second Floor, Culp Center          439-5244  
University Bookstore          Second Floor, Culp Center          439-4436  
University Center Office, D. P. Culp          Second Floor, Culp Center          439-4286  
University Relations          300 Burgin E. Dossett Hall          439-4317  

**Residence Halls**  **Housing Staff**  **Phone**  
Carter-Stone Hall          Resident Director          433-3372  
Centennial Hall          Resident Director          433-4230  
Lucille Clement Hall          Resident Director          433-2564  
Davis Apartments          Resident Director          433-3488  
Governors Hall          Resident Director          433-3676  
Dossett-West Hall          Resident Director          433-2193  
Luntsford Apartments          Resident Director          433-2191  
Powell Hall          Assistant Resident Director          433-2298  
Buccaneer Ridge/ Buccaneer Village Apartments          Clubhouse          439-1705
How To Contact Your Student At The University

By letter for residence hall student:
Student Name
Box #
East Tennessee State University
Johnson City, TN 37614

By phone: You may call directly to your student’s room by dialing (423) 433-plus your student’s extension.

By e-mail: Contact your student through their e-mail address, which you can find by going to the ETSU Home Page at http://www.etsu.edu, click on “Find People” and type in the student’s name.

In a medical emergency: In the event you have a medical emergency with a family member and need to reach your student during class times, call the Student Affairs Office at (423) 439-4210. The Student Affairs office will obtain your student’s class schedule and deliver the message at the earliest possible hour. In the evenings or on weekends contact Public Safety (423) 439-4480 and request their assistance locating your student.
## Visiting ETSU

### Johnson City Lodging

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Phone Numbers</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnegie Hotel</td>
<td>423-979-6400</td>
<td>State of Franklin Rd.</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>1-423-928-9600</td>
<td>South Roan St.</td>
</tr>
<tr>
<td>Comfort Suites</td>
<td>1-800-228-5150</td>
<td>Browns Mill Rd.</td>
</tr>
<tr>
<td>Fairfield Inn</td>
<td>1-800-228-2800</td>
<td>off North Roan St.</td>
</tr>
<tr>
<td>DoubleTree</td>
<td>1-800-222-8733</td>
<td>(423)-929-2000</td>
</tr>
<tr>
<td>Holiday Inn</td>
<td>1-800-HOLIDAY (423)-282-4611</td>
<td>North Roan St.</td>
</tr>
<tr>
<td>Red Roof Inn</td>
<td>1-800-843-7663 (423)-282-3040</td>
<td>off North Roan St.</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>1-800-426-7866 (423)-929-8000</td>
<td>State of Franklin Rd.</td>
</tr>
</tbody>
</table>

### Visitor Parking on ETSU Campus

When parking on the ETSU campus, please contact the Parking Services for parking instructions and a temporary parking permit. The Parking Services office is located on campus at 908 W. Maple St.

Visitors may park in any of the campus parking lots with a temporary parking permit obtained from Parking Services. There is no charge for this permit.

Please do not park in handicapped spaces or fire lanes. If you have a disability and need special parking, please contact the Parking Services office.

### 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 is prohibited on the campus except in private vehicles.
Estimated Costs

The costs listed below are for the spring, 2011 term and provide an estimation of costs for the 2011-2012 academic year. New tuition and fee costs are anticipated in June/July of 2011.

2011-2012 Academic Year*

Undergraduate Tuition
- Tennessee Resident: $201 per credit hour
- Out-of-State: $723 per credit hour

Undergraduate and Graduate Fees
- Program Service Fee: $64 per credit hour
- Eight or more credits: $499.50 maximum

On-campus room rent (per person per semester, double occupancy) $1,898 - 3,358

*Tuition and fees are subject to change by East Tennessee State University or the Tennessee Board of Regents without notice. Additional academic fees may be required for specific majors or courses. For additional tuition and fee information go to http://www.etsu.edu/fs/bursar/tuitioninfo/feeschedule.aspx

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 on confirm registration, 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. For the fall term, installment payments are due by October 1 and November 1. For the spring term, installment payments are due by March 1 and April 1. 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 10th day of the month that a payment is due.

If a payment is not received in the Bursar’s office within 10 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.

On the statement of account mailed to students, tuition is the maintenance fee and the required service fee charged. Other required fees consist of: a Campus Access Fee, SGA Activity Fee, and Residence Hall students pay a Post Office Box Rental Fee. A statement of account can be viewed through GoldLink Online at www.etsu.edu.
Upon receipt of a Statement of Account/Class Schedule, students may calculate one half of the tuition, required fees, and housing and submit the minimum payment plus the $50 service charge.

**Fee Payment**

Students may access a Statement of Account through GoldLink at [www.etsu.edu](http://www.etsu.edu) to check their balance. Residence hall charges will be reflected with the fees. If the hall assignment has changed or is omitted from the statement of account, please contact the housing office. Rent is due when fees are due. The Department 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).

**Pay Online with credit card**

- To pay online, click **GoldLink Online** from the ETSU web page at [www.etsu.edu](http://www.etsu.edu). You must use webcheck, VISA, Discover or MasterCard and have the student PIN.

**Pay by phone with credit card**

- To pay by phone with a credit card, please call (423) 439-4212, ask to speak to a cashier, and provide a credit card number, expiration date of the card, billing address, and student ID number.

**Pay by mail**

- To pay by mail, print online account summary and mail with fees in time to be received in the Bursar’s office before the payment deadline.

**Pay in person**

- To pay in person, present the Statement of Account to a registration cashier in the Bursar’s office in Burgin Dossett Hall. The office is open for fee collection from 8:30 a.m. to 4:30 p.m., Monday-Friday. Please consult the schedule of classes for payments accepted during evening hours.

Full financial aid recipients MUST confirm registration by the fee payment deadline. You may do this through GoldLink or GoldLink Online or by calling the Comptroller at (423) 439-4212.

Full financial aid is defined as sufficient funds from financial aid programs (excluding FWSP and PLUS) to pay all charges on the student account. Students can monitor their account from the ETSU GoldLink web site. Stafford loan borrowers will not have funds disbursed to the student account until thirty days after the first day of classes; however, Stafford funds will count as financial aid for confirmation purposes. Students owing a balance after all financial aid has been credited to the account must pay the balance due or elect the deferred payment plan prior to the first day of classes. Classes will be cancelled for students not confirmed or paid prior to the fee payment deadline.

Families with changes in their financial circumstances should contact the Office of Financial Aid. Counselors can assist in evaluating the changes to determine if the student qualifies for additional assistance.

**A student’s class schedule will be deleted if fees have not been paid in full or if registration has not been confirmed by the last business day prior to the first day of classes.** If a schedule is deleted, one may still register for classes; however, the selection of courses will be limited and a $100 late fee will be charged. The classes selected during preregistration will not be reinstated.

**Withdrawal**

Students who register at orientation and later decide not to attend ETSU must officially withdraw before classes begin. Students must contact the Office of the Registrar before the first day of the term enrolled. Students who fail to notify the registrar prior to the first day of classes will be responsible for paying the term’s tuition.
Academic Information

Academic standards
To qualify for the dean’s list students must be classified as undergraduates with no grade below a “C” in any course and must pass a minimum of 12 hours (excluding audits, incompletes, repeats, pass/fail, and Developmental Studies courses) with a minimum GPA of 3.700 for the semester.

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 has failed to meet these standards they will be placed on probation. For Baccalaureate and Associate Programs the retention standards are:

<table>
<thead>
<tr>
<th>Quality Hours</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.4</td>
</tr>
<tr>
<td>29.1-45</td>
<td>1.7</td>
</tr>
<tr>
<td>45.1-59.9</td>
<td>1.9</td>
</tr>
<tr>
<td>60+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Suspension occurs when a student fails to meet the cumulative GPA standard or a 2.0 semester GPA at the end of the semester following probation. The initial suspension will be for one major term (not including summer). The student may remain out for one major term or appeal the suspension through the Office of the Vice President for Student Affairs. When the student returns he or she will be on probation. If suspended a second time, the suspension will be indefinite.

Advisement
Advisement at ETSU is defined as a "continuous interactive process between an advisor and student which facilitates the development and achievement of the student's overall goals". Advisement is a distinct part of the educational experience, provided by ETSU as a service to its students. ETSU has made the commitment to provide the best possible advisement. Discussions with a student’s advisor should assist in exploring and clarifying educational, career, and life goals. Taking advantage of the resources ETSU has available and by gathering relevant information for decision making will facilitate the student’s progress toward meeting his or her goals. Students meet with their academic advisors during orientation. In future semesters, all students who entered ETSU with less than 60 credits are required to meet with an advisor prior to registration. First-term-ETSU transfer students are required to meet with an advisor prior to registration their first and second term of enrollment. These guidelines are the minimum advisement requirement. Some colleges and departments may have additional advisement requirements.

Center for Academic Achievement (CFAA)
The CF AA is located on the first floor of the Sherrod Library, and is the place students can 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, students can work on their homework in the center. If students have need of assistance, tutors in the center are available.

Class Load
In order for a student to anticipate graduating in the traditional four year time frame, a course load average of 15 credit hours per semester is strongly recommended. Students are considered Full Time with a course load of 12 or more credit hours per semester; Full Time students are eligible for financial aid. The maximum course load is 18 hours per semester, but with permission can be increased to an overload of 21 hours per semester.

Confidentiality of Student Records
In accordance with the Family Educational Rights and Privacy Act of 1974, student education records are confidential; consequently, access to records is restricted. Education records are defined as those records that are directly related to the student and maintained by an educational institution or by a party acting for the institution. The University may release directory information such as the student’s name, address, telephone number, date of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational institution attended, unless the student declares otherwise. A student may file a form in the Office of the Registrar to restrict dissemination of the above information. All other information, including grades, is considered to be confidential and will be made available only to the student and to authorized university personnel.
General Education Core
East Tennessee State University's faculty and staff believe every student should experience certain benefits of an undergraduate education, regardless of his or her chosen field of study. ETSU’s general education program aims to enable and encourage students to:

- apply the standards of reasoned argument to what they read and hear, write and say;
- engage in lifelong learning and personal growth;
- gain greater insight into their lives and the world in which they live;
- resolve conflicts nonviolently and solve problems creatively, often in collaboration with others;
- appreciate cultural diversity and respect people with viewpoints different from their own;
- be responsible, enlightened, active citizens in their communities and the world beyond their communities;
- find joy, meaning and fulfillment in their lives and help others do the same.

To gain these benefits, students need a foundation of skills and knowledge which they can apply at work, in their personal lives, and in their communities. By successfully completing ETSU's general education requirements and other graduation requirements, students enhance their proficiency in reading, writing, oral communication, mathematics, and using information technology. They become acquainted with ideas, information and modes of inquiry which they can draw upon in every area of their lives. In addition, students learn how to perceive relationships between different fields of study.

For information about general education course requirements and graduation requirements, see the catalog online at http://www.etsu.edu/reg/catalog/undergraduate.aspx.

Grading System at ETSU
Grades are accessible via GoldLink.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7*</td>
</tr>
<tr>
<td>D+</td>
<td>1.3*</td>
</tr>
<tr>
<td>D</td>
<td>1.0*</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

*Developmental Studies, freshman English composition courses, and Graduate Studies do not assign these grades.

Grades That Do Not Influence Grade Point Average
P - Pass. No grade points; degree credit hours. (See Undergraduate Pass/Fail Policy.)
Cr - Credit. No grade points; degree credit hours. Used to record credit established by nontraditional means (See Advanced Standing.)
I - Indicates a passing grade at the end of a semester, but an important part of course was not completed, e.g., term paper, outside reading, etc. (See section on Incomplete Grades.)
Au - Audit. (See section on Noncredit-Audit.)
W - Withdrawal. (See Drop/Add and Withdrawal Policies.)
WF - Withdrawal Failing. (See Drop/Add and Withdrawal Policies.)

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 the students, their classmates, and professors.
Campus Dining Information

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 students!

Meal Plans
(Prices listed are for 2011-2012. These prices are subject to change for the following academic year.)
Meal Plans provide students 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 students to use your meals at other locations besides the Marketplace however each 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 a meal plan 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. For more information contact ARAMARK Campus Dining, 3rd floor of the D.P. Culp University Center, 423-439-4373, Email: collinsb@etsu.edu or visit us online at www.etsudining.com.
Housing Information

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

The benefits for students living on-campus include:

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

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.

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.

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. Visit the department online at www.etsu.edu/students/housing.

Public Safety Information

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/.

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.
Student Health Services Information

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 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

Insurance
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. 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](http://www.etsu.edu/nursing/shserv/StudentHealthInsurance.aspx).

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).
Parenting a College Student

Parents face real challenges as students transition from high school to college. Whether the student plans to live in the residence halls or continue to live at home, big changes will occur for both students and parents. Prior to starting classes, most families will want to discuss expectations in four basic areas. These include communication, finances, academics, and values.

An excellent book on this phase of parenting is *Letting Go: A Parents’ Guide to Understanding the College Years, Fourth Edition* by Karen Levin Coburn 2003. (ISBN#0-06-052126-0). This author recommends having some discussions prior to starting classes either at home or in the car, wherever the family has had the best communication in the past.

**Communication**

Communication will change as students become college students. What are your expectations of your student about how and when they will communicate with you? Will you phone each other, will they call when they need you, will you have a set time to call them or make other arrangements? Will you e-mail each other? If so, how often do you expect a message? Students living at home will also need to have this discussion, because the hours they keep as college students may not allow the previously established communications system to work. What is important is that you talk with each other about your communications expectations. Does “a call anytime” in your mind mean before you go to bed at 10:30 p.m. while your student thinks a 3 a.m. call is okay?

**Finances**

Finances are very important to discuss. Students with financial concerns are “at risk” for being a successful student. Clarify as many issues related to money as you can before the issue actually arises. Some lessons in balancing a checkbook, budgeting over longer periods of time than one week and some understanding about the pitfalls of credit cards are usually needed. In addition, discussions about allowable expenses and how often in a semester the “I am broke, please send money” request will result in a rescue are helpful. Students can manage their money if expectations are clear and they understand the basics.

**Academics**

Academics need to be discussed because many students will need a different perspective about grades. The average studying student may have to spend much more time in preparation than he/she did in high school and maybe challenged to keep the same grade point average. Some students have never made a C before. While it is important to get off to a good academic start, rather than focusing only on grades, it is advisable to talk about expectations concerning regular class attendance, reading assignments, studying, seeking tutoring if needed and preparing for tests. “Do your best” needs to be defined in different terms than high school. What do you expect your student to do if they get into academic difficulty in one or more classes?

**Values**

Values can change significantly as students become more and more independent. What are your values on critical issues such as alcohol, illicit drugs, sexuality, sexually transmitted diseases and other issues you may not have openly discussed? Open discussion at this point in time can allow your student to understand your values and know that you are open to discuss these issues with them, even though you are probably not going to change your expectations. Often it is helpful for students to hear that parents have given them the tools to handle critical issues they will face and know they have confidence in the student’s ability to make good decisions.

Obviously, the important aspect of all of these discussions is to express expectations, open communication channels and establish a point of reference when concerns arise.

**Pattern of Activity**

The ebb and flow of the academic semester has some predictable frenetic periods as well as some slow times. Certain events occur cyclically. It is helpful for parents to be in tune with this cycle of activity.

The beginning of each semester is particularly busy for students. They are moving in, buying books, finding student work positions and attending classes for the first time. The first semester is the most stressful for students because everything is new. Faculty and staff also experience an extremely busy period at this time. Basically, there is a flurry of activity all over the campus. Students often have multiple social opportunities as organizations are trying to recruit new members and students are trying to make new friends.
This initial social frenzy usually calms down after the first three weeks. For students, this time will probably coincide with their first college tests. Often, it is during the first set of tests that students stay up all night studying. Naturally, following this practice, we see an increase in the census at the Health Clinic as some students experience their first college cold or flu.

After about six weeks of living with a roommate in the residence hall, relationships can wear thin. The roommate who was “just perfect” on check-in day is now developing some irritating habits, while the roommate that was simply going to be impossible to live with is working out to be pretty well.

In late October, students experience Homecoming. Again, there is a flurry of activities. This is also when mid- term examinations occur, between six and eight weeks.

In mid-October, students experience Fall Break, a four-day weekend. This may be a time to come home and rest or a time to go visit a friend who is attending another college.

The campus flows along smoothly during the next three weeks until Thanksgiving Break. This break is four days and usually involves family activities, visits with friends at home and then a return to the reality of campus life.

Upon return from Thanksgiving break, the atmosphere on the campus changes as students and faculty both get very serious about finishing the work left to be done. Students have major projects that may be due by the end of semester. Faculty also experience pressure as they focus on all the course material yet to be covered. This is a very busy time until exams.

The last days of class and the examination period are very stressful many students. Often this is expressed as being like an academic “balloon” payment when many students must make up for study time wasted earlier in the semester. Following exams, there is a much-needed break before returning to start the process all over.

Research Indicators of Successful Students

Successful college students are those that pursue and obtain their degree. Research on successful students provides us with a guide for helping our students. As a parent, keeping these factors in mind can help guide your conversations.

Have a Goal of Graduating
Successful students have set the goal of obtaining a Bachelor’s degree or higher. The higher the degree one aspires to the more likely one is to graduate with the first degree. A successful student can tell you their goal of graduating, and it is even better if they include a time frame with a specific major area identified.

Being an undeclared major is fine as long as the choice is an active decision making process and not an escape. Encourage your Undeclared major to be actively working on becoming clear about their declaration.

Successful students maintain their priority on obtaining a Bachelor’s Degree or higher as their number one priority in life. Keeping your “eye on the prize” is one of the most significant aspects of being a successful student. Our society presents students with many distractions. Limiting these distractions is a challenge for students, a challenge with which parents can often help.

Maintain College as the Number One Priority
Working is positively correlated with successful students particularly when the hours being worked are limited to 15 or 20 hours per week and preferably when the work is done on the campus. The pitfall many students fall into with work is gradually adding hours to their work schedule thereby decreasing the hours spent on school tasks.

Often poor money management results in increased hours at work. Students often report working extra hours to pay for cars, car insurance, and other expenses. If the expense is so great as to require extra work hours then school suffers. Credit card debt is another distraction of significance among college students. It is easy to get into trouble and hard to reduce the debt. Students often have to take a semester off to work and pay off their credit card debt before returning to school.

Relationships can be another distraction. Good relationships as well as bad relationships can have the same effect of calling the student away from their schooling. In the Appalachian region, we place a high value on family.
Sometimes maintaining family relationships and responsibilities becomes a distraction from school. An example of this distraction is when a family member gets sick and the student becomes a primary caregiver and still attempts to go to school. Another family distraction for students occurs when their parents’ divorce. It is important to help the student manage these situations in such a way that the care giving or the divorce do not take precedence over school.

A love relationship that starts with all the excitement of being in love or turns sour can distract students from their studies. A student that is so excited or disappointed that they can’t eat is probably not going to be able to study effectively either. Helping students keep these relationships in perspective in order to keep their focus on studies is a parental challenge.

Being enrolled part time implies the fact that school is not the top priority in the student’s life and therefore is correlated with less success than being a full time student.

**Be Involved**
Student involvement on campus correlates with student success. Involvement helps students keep school as the priority in their lives and enhances the importance of degree attainment. Being involved means being on campus actively doing something and fitting in generally. Being a resident student helps with this aspect.

Peers relationships help students be happy and have fun. Successful students have positive peer relationships and these relationships promote success.

Involvement with activities, organizations, service learning and volunteering provides another important connection to the campus and the community. Leadership skills are learned in these areas and translate as valuable experience for the world of work. Students who are involved in these areas are more likely to be successful.

**Take Pride in ETSU**
Successful students are proud of ETSU and are excited to be a part of this great institution. Taking pride in ETSU means making your contribution to ETSU while pursuing your degree. Successful students look forward to representing ETSU as an alumnus in the future. Simply put, it is difficult to do your best if you think the institution is not “the best”.

**Additional Reading**

- In Addition to Tuition: The Parents’ Survival Guide to Freshman Year of College; Marian Edelman Borden, et. al.
- Almost Grown: Launching Your Child from High School to College; Patricia Pasick
- The Real Freshman Handbook: An Irreverent & Totally Honest Guide to Life on Campus; Jennifer Hanson
- 101 Things a College Girl Should Know, from a Big Sister Who’s Been There; Stephanie Edwards
- College Survival (4th Ed); Greg Gottesman
- Empty Nest...Full Heart: The Journey from Home to College; Andrea Van Steenhouse, Johanna Parker
- When Your Kid Goes to College: A Parent’s Survival Guide; Carol Barkin
- Parenting Through the College Years: From Application to Graduation; Norman Giddan, Sally Vallongo
- Chicken Soup for the College Soul; Jack Canfield, Mark Victor Hansen, Kimberly Kirberger, Dan Clark
Glossary

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 email account that all students receive.

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.

Greens - 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. 260-075-09 4M
A 4-Step Program

With all due appreciation to author Charles Dickens, the title “Great Expectations” is also most appropriate for this topic. As parents, you expect your son or daughter to graduate from college and have a happy, successful life. We expect that too. However, achieving that end result will be easier for your student if the steps below are chosen as part of the college experience. By the way, these steps are not hunches. They are verified by local and national research studies on successful college students. How can you help your student make these choices?

**Step 1. Go to class regularly.** Ask your student about their classes, books, assignments, exam dates, etc. Do they know the names of their professors? Grades are not everything, but they are important.

**Step 2. Make friends on campus.** Ask about other students in their classes, do they know their names? Has your student joined any student organizations? Has the student attended any student organization meetings or programs? College can be lonely if students rely only on their circle of high school friends. Is your student choosing to attend functions at their former high school or to spend a large amount of time with high school friends? This is a warning sign that your son or daughter is not making friends on campus.

**Step 3. Get to know the faculty and administrators.** This happens not only in class, but also through involvement in student organizations and participation in campus programs outside of class. Ask those same questions in Step 2. But also, ask if they’ve met any faculty or administrators. Reference letters and connections to internships, jobs, alumni, and other opportunities happen this way in college and the real world.

**Step 4. Take advantage of all campus educational programs.** That resume has a lot of space to fill after the name of your degree is added. ETSU offers many ways to get experience in both for-credit and non-credit programs. A “short” list includes student organization involvement, honor society memberships, service-learning courses, community service programs, internships, leadership courses, leadership seminars, student leadership positions, student governing and programming groups, etc. Ask your student frequently about his/her campus involvement.

This 4-step program is designed to give your student that successful edge needed in today’s job market. It also makes for a happy collegiate experience, happiness and success in four easy steps. Dickens would be proud.

**Parent Pride Newsletter**

First Year Programs maintains an online newsletter exclusively for parents of ETSU students. This newsletter contains fresh articles from directors of Student Affairs departments, graduate assistants, and students themselves. It is the best way for parents to keep up-to-date with the happenings at the university and the best way to learn about parent involvement in their student’s college education. The newsletter is released half-way through each semester, Fall and Spring, and can be found online at the First Year Programs web site: [http://www.etsu.edu/students/firstyear/](http://www.etsu.edu/students/firstyear/).

**Campus Map**

An up-to-date map of campus, including printable versions, can be found online at [http://www.etsu.edu/maps/](http://www.etsu.edu/maps/).