

In Partnership with High Schools of Kentucky!

EKU Dual Credit Program

2018-2019 Academic Year **An Authentic University Experience**



EKU's Dual Credit

program is open to high school and home school juniors and seniors, residing in Kentucky, who meet the eligibility requirements, and whose school is partnering with EKU in this endeavor. This program provides the opportunity for high school juniors and seniors to enroll in EKU courses for dual credit - receiving college credit from EKU and high school credit from their high school.

EKU is a Participating Post-Secondary Institution (PPI) in the KY State Dual Credit Scholarship Program.

Studies have shown that students who participate in dual credit programs:

- Are better prepared for college level work
- Tend to enroll full-time in college after high school graduation
- Complete their college work more quickly and successfully
- Are able to save thousands of dollars in tuition

Dual Credit Benefits

- 2 courses per semester (fall and spring) at dual credit tuition rates (maximum of 8 courses total)
- Waived EKU application fee (\$35 value)
- Free access to EKU Library databases, over 80,000 ebooks and over 42,000 ejournals including full-text articles online to assist in course work
- Free EKU email account
- Free tutoring services (in person or via SKYPE)
- Highly transferable credit

Attend classes: – At the Richmond or Regional Campuses – Online – At your high school (if applicable)



To Qualify

- You must be a junior or senior in high school or home school residing in Kentucky.
- You must have a high school GPA of 3.0 and ACT scores on file with EKU at the time you apply for the program.
- You must have minimum ACT scores of 18 in English, 20 in Reading and a Composite ACT score of 20 at the time of application to the program*.
- Your high school or home school must be a participating partner. (Check with your guidance counselor.)

*KYOTE and EKU placement test scores may be substituted if ACT sub-scores do not meet minimum requirements. SAT conversion scores will be determined by EKU.

Applying to EKU Dual Credit

1. Apply online at dualcredit.eku.edu. Select "How to Apply".
2. An official high school transcript (end-of-year for fall semesters)
3. ACT test scores (national or residual*)

*Residual ACT information: www.testing.eku.edu/residual-ACT or call 859-622-1281 or your nearest regional campus.

The completed documents should be submitted to your high school guidance counselor. Your counselor will submit all of the dual credit documentation as a packet to the EKU Dual Credit office, or to the nearest EKU regional campus, no later than June 15 for Fall or Nov 1 for Spring. Students enrolled in EKU Dual Credit for the fall need not reapply for spring. Only one application is required per academic year.

Dual Credit students will attend special advising sessions and register for courses during a specified period prior to the beginning of each academic semester. Advising and registration sessions will be available on each of EKU's participating campuses.

Available Courses

EKU Dual Credit students may register for credit classes that fulfill general education requirements. A list of these classes is located on the EKU Dual Credit website. Students may also register for approved major introductory courses. Class availability will vary according to semester and location. Dual Credit students must meet both Dual Credit criteria and standard course prerequisites including any additional ACT requirements.



EKU Dual Credit Tuition

2018-2019 Tuition *\$53 per credit hour*

1. Qualifying students may enroll in two (2) courses per semester.
2. Students are responsible for the cost of textbooks (including digital texts) and parking permits if applicable.
3. Students may take a maximum of 8 courses total between their junior and senior years in high school (including EKU Now! and Whitlock Scholar Candidates).

Dual Credit Scholarships

Academically strong high school students may qualify for free dual credit tuition. All Dual Credit applications will be reviewed for scholarship qualification. EKU Dual Credit scholarships will be applied after KY State Dual Credit scholarships have been exhausted.

EKU Now! – EKU Dual Credit students with a 3.0 high school GPA, plus minimum ACT scores of 18 in English, 19 in Math, 20 in Reading and a 21 Composite are eligible to receive free dual credit tuition for one of the two allotted courses per semester.

Whitlock Scholar Candidate – EKU Dual Credit students with a 3.5 unweighted high school GPA and minimum ACT scores of 18 in English, 19 in Math, 20 in Reading and a 23 Composite are eligible to receive free dual credit tuition for the two allotted courses per semester.

For freshman scholarship information, go to scholarships.eku.edu/estimator.

Continued Participation

Continued participation in EKU's Dual Credit program is dependent upon successful completion of courses.

- Dual credit students are expected to maintain a 2.0 minimum cumulative EKU GPA.
- Students who earn a "D" or an "F" in a course(s) will be required to successfully repeat the course(s) and earn a 2.0 term GPA in order to continue in the dual credit program.
- Students who elect to repeat a course will contact the Office of the Registrar for registration approval and assistance.
- Courses repeated by EKU Dual Credit students are subject to the full dual credit tuition charge.



EKU Dual Credit Program

Administrative Office

Eastern Kentucky University
521 Lancaster Avenue, Coates, CPO 49
Richmond, KY 40475
(859) 622-6532

dualcredit@eku.edu • dualcredit.eku.edu

EKU SPRING 2019 CALENDAR

JAN 14
MON
Classes Begin
JAN 20
SUN
End of Course Add/Drop Period – Last day to drop a full-semester course without a “W” appearing on your transcript. Last day for a full tuition refund.
JAN 21
MON
Martin Luther King Jr. Holiday
MAR 04
MON
Mid-term Grades Due
MAR 11 - 15
MON
Spring Break
MAR 18
MON
Classes Resume
APR 07
SUN
Course Withdraw Deadline
MAY 06 - 9
MON
Final Exam Week
MAY 14
TUE
Final Grades Available

**The dates on this schedule are subject to change. Please refer to the Colonel's Compass to confirm. (colonelscompass.eku.edu/calendar-spring)*

Digital Textbook/Access Code Opt Out

Eastern Kentucky University coordinates with Barnes&Noble@EKU Bookstore and the publishers to deliver digital texts through Blackboard, so that they are available on the first day of class. If you opt out, you are responsible for purchasing a text and a code which may incur higher costs. You will need to enter that code in Blackboard after 30 days or your access will be turned off. Students wishing to exercise their right to opt out should do so during the first two weeks of the term through EKU Direct under “Student Services & Financial Aid.”

Please contact Student Accounting Services at mybill@eku.edu or 859-622-1232 with any questions.

Registration Instructions

1. Go to www.eku.edu; click on the "Login to EKU" link on the top right side of the web page.
 2. Click on the EKU Direct link from the drop down menu.
 3. Enter your User ID (this is your EKU ID #, no spaces or dashes).
 4. Enter your PIN (this is a six digit number you created the first time you logged in to EKU Direct. HINT: It is not a repetitive (111111) or consecutive number (123456).
 - o **If you cannot remember your PIN:**
Put your USER ID in, leave PIN blank, and click on "Forgot PIN". This will bring up the security question you created. If you answer it correctly, it will ask you to create a new six digit number. Again, it cannot be your birthday, a consecutive number, or a repetitive number. Once you have done this, you will be logged in to the system.
 - o **If you have never used EKU Direct before (this means you have never registered for classes):**
Your PIN is going to be your six digit date of birth. It will be in MMDDYY format. When you submit that, it will immediately ask you to create a new six digit number. It should not be your date of birth, or a repetitive or consecutive number. Once you have created your PIN, it will ask you to create a security question. Create a question that no one else will know the answer to, and that you will always remember. Do not use a question like: "What's my favorite restaurant?" as you may not remember this 10 years from now. This account is a lifetime account. You will always have access to this account.
 - o **If you lock your account by putting in the wrong answer too many times:**
You will have to contact the Registrar's office (859-622-2320) in order to have your PIN reset. This will require an in-person visit with picture ID, or a fax with your photo ID and signature before we can legally reset the PIN.
 5. Once you are logged in, you will see the "Student Services and Financial Aid" column. Click "Registration", then "Add/Drop Classes".
 6. Select Term you wish to register for. Click Submit Term.
 7. Enter your RAC number. This is the Registration Access Code we provided you and will only be required the first time you register each semester. In the middle of the Add/Drop page, read the financial responsibility information. Check the box. Enter your EKU Direct pin number and type your name in the boxes provided.
 8. If you have been given a specific course reference number (CRN), enter it in a box at the bottom of the Add/Drop page. Click "Submit Changes".
 9. Scroll to the bottom of the screen and choose "Class Search". On the class search page you will need to enter the subject, course number and campus.
 - a. Subject (ex. ENG)
 - b. Course Number (ex.101)
 - c. Campus (ex. Richmond Campus)
 - d. Click the "Class Search" button.
 - e. Search should return a list of the classes, as specified above, being offered that semester.
 - f. Look through the list of class sections to find the day and time that meets your need.
 - g. Choose the course section by clicking in the box to the left of the class listing you have selected. The box is located under "Select". It is recommended that you register for your classes one class at a time.
- NOTE:** Some classes require a lecture and a lab. You must register for these at the same time. You will need to click in both the box for the lecture and the box for the lab. If you don't, you will get a "Link Error" message. The labs may be different days and times. Usually the word "Lab" will be in the title, and it will have 0.0 credit hours listed.
9. After you click in the box(es), scroll to the bottom of the screen and click "Submit" Changes". This will take you Back to the Add/Drop Screen. Verify that you successfully registered for your class! Errors are displayed under "Registration Add Errors" and are listed in the status section.
 10. Repeat steps 8-10, until your schedule is complete.
 11. Once you have registered for your classes, you will be able to print your schedule. Scroll to the top of the web page, click "Return to Menu", choose "official schedule and proof of registration". Schedule will be displayed in a printer-friendly format. "Student Schedule by Day and Time" is also an option under "Registration".

For further assistance, reference: <http://it.eku.edu/support/registering-classes>.

Withdrawing from a Class

Withdrawing from a course may affect a student's financial aid.

Students enrolled in dual credits courses while in high school are subject to the University's Satisfactory Academic Progress standards of 67% of earned credit and a 2.00 GPA. Upon graduation from high school if a student who was enrolled while in high school as a dual credit student applies for federal financial aid and failed to meet the university standards they may appeal for reinstatement of their aid. The appeal application and process is outlined on the financial aid website. The appeal process is the same for all students requiring documentation. This policy is in place because of Federal Financial Aid Regulations.

A. Withdrawing From a Class

Students withdraw through EKUDirect.

1. Class drops/withdrawals are available via EKUDirect only during the first 12 weeks of a Fall or Spring semester (see Colonel's Compass for specific dates Fall/Spring/Summer).
2. Go online to [EKUDirect](#), ADD/DROP link, and select "drop by web" or "withdraw by web".
3. Students are welcome to perform this activity at the Registration Center where there is staff available to help.
4. For EACH registered class select DROP or WD course--Withdraw by web.
5. Click the button Submit Changes. Under "Status," verify that the word "Registered" has been replaced with "Dropped" or "WD course". Also, be sure that Credit Hours are "0.0 hours".
6. This action is immediate and any tuition refunds are effective the moment the student clicks the Submit Change button.
7. BE SURE TO CLICK ON THE SUBMIT BUTTON - WAIT FOR THE SCREEN TO REFRESH.
8. Confirm that all classes have been dropped/withdrawn as desired by looking at the link PRINTABLE STUDENT SCHEDULE (also in EKUDirect).
9. Print the PRINTABLE STUDENT SCHEDULE as your proof that the action was completed.

Have a HOLD preventing your access to the Add/Drop screen in EKUDirect?

- HOLDS on a student record are there because an office wishes to convey a message to that student, they want the student to have a conversation, return a library book, or they may only intend to prevent the student from adding a class, not from dropping.
- A HOLD does not mean you are not allowed to withdraw.
- Call the Registration Help Line at 859-622-2320, email registration@eku.edu, or come to the Registrar's Office in the Whitlock Building, Room 239.

Blackboard Student Instructions

Blackboard Help Desk - (859) 622-3000

For best results use the most recent version of Mozilla Firefox.

Activate Student Email Account and Blackboard

- Browse to ECU web site – <http://www.eku.edu>
- Click the link for ECU Direct under the “Log in to ECU” section, located near the top right corner of the ECU webpage.
- Login to ECU Direct using your student ID number and PIN.
- Click the Personal Information tab and then the link, “Activate ECU Student Email Account”
- If you have completed the above steps and you are still unable to activate your account, call our Helpdesk at (859) 622-3000 for additional help.

Username and Password

If you have activated your student email account, your Blackboard username and password match your ECU email account and password. For example: john_doe13@mymail.eku.edu. If you lose your username or password, call (859) 622-3000 for help. You will log in to Blackboard under the “Login to ECU” section

Where is my Course?

After you log in to blackboard your courses should appear under the "Courses" widget on the ECU menu on the left.

What if the course you signed up for isn't showing up?

It takes up to 24 hours to have your class show up in Blackboard after you've signed up for it on ECU Direct. If it's been more than 24 hours it could be that the course has not been made available to students.

If your course is not available on the first day of classes, email the instructor to let them know you do not have access to the course and do not want to be dropped. Also, please call the IT Help Desk at 859-622-3000 to help you figure out the issue.

Where is my syllabus?

- Most instructors will place their course syllabus in the Course Information area. Some instructors will change the names on their menu buttons to help you know what is available. If you cannot find your syllabus, ask your instructor.

How do I navigate Blackboard?

Once you've logged into Blackboard, you will want to look around in your courses. After you log in to blackboard, your courses should appear under the "Courses" widget on the ECU menu. Click on your classes to get to them. Every instructor can organize their class differently, but most of them have Announcements and Course Documents (Modules/ Assignments) on the side bar. Different announcements regarding your class- like when assignments are due, or information about extra credit can be found under the section entitled “Announcements”. Course Documents (Modules/ Assignments) is also very important. Often this folder will have the syllabus, tests, and assignments that you need to complete inside the class.

How can I submit an assignment?

You will need to find where your instructor has placed your assignment. Usually they will have told you this in class or on the Announcements page. It will allow you to write a submission if you click the "write submission" button, but more often you will be using the "attach file" option. Choose "Browse my computer" and find where you have saved your document you want to submit. Add any additional comments you need, then hit submit. Make sure you have submitted the CORRECT DOCUMENT because the default assignment setting is to only allow for one submission.

How can I check my grades?

It depends on the class. Some instructors do not use the Blackboard grade center at all. Some instructors will provide a link on the course side bar under "Grades" or listed on the main ECU Blackboard menu. **Official midterm grades are available in ECU Direct.**

For additional instructions and guides for navigating in Blackboard please view: <https://help.blackboard.com/Learn/Student> and <http://www.it.eku.edu/support/blackboard-student-basics-quick-start-guide#browser>

Student Code of Conduct

Offenses - General Regulations Concerning Student Behavior

Students are responsible for knowing the University's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the University's regulations and disciplinary system.

1. Endangering or threatening to endanger life, health, safety, or property, including projecting or causing an object to fall from a building.
2. Subjecting another person to any and all forms of sexual misconduct (e.g., physical, verbal, visual, online/electronic/social media, etc.). Violation of this regulation shall be primarily within the purview of the Office of Equity and Inclusion. Offenses of this nature and the procedures for resolving them are not governed by this policy and are addressed by [Policy 1.4.1P](#) and [Regulation 1.4.2R](#). Any sexual misconduct not covered by the Office of Equity and Inclusion's policies may be addressed by the Office of Student Conduct and Community Standards.
3. Engaging in a course of conduct which is intended to harass, intimidate, or unreasonably impair the person's ability to participate in or fully benefit from the University's environment. Harassment and/or discrimination on the basis of a person's membership in a protected class, as defined by the University's Non-Discrimination and Harassment [Policy, 1.4.1P](#), shall be exclusively within the purview of the Office of Equity and Inclusion. The procedures for resolving violations of this regulation of this nature are not governed by this policy and are addressed by [Policy 1.4.1P](#).
4. Unless expressly exempt by [Policy 9.4.1P](#), all persons are prohibited from possessing Deadly Weapons and Dangerous Materials/Instruments including, but not limited to, tasers/stun guns, pellet guns, BB guns, airsoft guns, paint ball guns and firearms, explosives, fireworks or other deadly weapons or look-alike or replica weapons on all property owned, leased, or controlled by Eastern Kentucky University, including but not limited to all classrooms, laboratories, residence halls, clinics, office buildings, performance halls, athletics and recreation facilities, farms, forests and other natural areas, parking lots and structures, University owned, leased or controlled vehicles, and all outdoor areas of the campus, including extended campuses and all other property now or hereafter owned, leased, or controlled by Eastern Kentucky University, of any unit of Eastern Kentucky University. This policy applies to all persons who possess lawfully issued licenses or permits pursuant to [KRS 237.110](#) and to all persons who do not possess lawfully issued licenses or permits pursuant to [KRS 237.110](#).
5. Illegally selling, possessing, manufacturing, trafficking or using/consuming drugs, or other intoxicating or controlled substances, or possessing paraphernalia.
6. Engaging in intoxicated and disorderly conduct on University Premises or at University functions.
7. Possessing or consuming alcohol on University Premises not specifically permitted by the University. See [Policy 9.1.1P](#).
8. Failing to comply with the University hazing policy. See [Policy 5.1.1P](#).
9. Vandalizing, taking, possessing, damaging, or destroying public or private property.
10. Creating a fire or safety hazard, abusing/misusing safety equipment, or transmitting false fire alarms; helping or influencing others in such offenses.
11. Violating any published or posted university rule or regulation.
12. Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.
13. Disrupting the peace, creating noise or a nuisance, or interfering with classroom or other University activities.
14. Disregarding the reasonable directives, verbal or written, of any staff in the conduct of assigned duties.
15. Unauthorized entry to, or unauthorized use of, any University property or facilities; this includes, but is not limited to:
 - a. Failing to comply with residence hall visitation regulations;
 - b. Failing to comply with residence hall regulations as listed in the residence hall guidelines and/or the housing contract;
 - c. Unauthorized entry to, or unauthorized use of, any other University property or facilities.
16. Falsifying identity and/or other information.
17. Academic dishonesty, including, but not limited to, plagiarism, cheating, unauthorized collaboration and/or fabrication. See [Policy 4.1.3P](#).
18. Interfering with the use of or abusing any part of University computing services or facilities.
19. Encouraging, assisting or helping someone to violate University regulations.
20. Failing to abide by the terms of any disciplinary sanction properly imposed by a University official, committee, agency or hearing body.
21. Failure to self-report as a registered sex offender or any other violation of the "University Policy Regarding Employees and Students Registered as Sex Offenders." See [Policy 8.3.5P](#).
22. Using tobacco products, including, but not limited to, smokeless tobacco and electronic cigarettes, on University owned or controlled property or at University functions. See [Policy 9.6.1P](#).

For additional information, the Student Handbook is available here:

<http://studentsuccess.eku.edu/studenthandbook>

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law that protects the privacy of student education records. **FERPA** governs access to and the release of information from those records. FERPA is also known as the Buckley Amendment.

Because of FERPA, ECU will be unable to release academic information to parents. Parents can consult with their students or the high school to obtain this information. Web-4-Parents is available should students choose to take advantage of this opportunity.

An **education record** is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others.

Student directory information is specific to a student; however, FERPA regulations deem that this information is not harmful to the individual if it is released to the public. Therefore, information classified as "directory information" may be released by the University without the student's consent.

The following categories of information have been designated by the University as directory information:

- Name
- Address (never residence hall room number)
- Telephone listing (excluding cell phone)
- E-mail address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Academic Level (Undergraduate or Graduate)
- Academic Class (Freshman, Sophomore, Junior, or Senior)
- Dates of attendance
- Enrollment Status
- Degrees and awards received
- Student Photo or likeness
- The most recent previous education institution attended by the student

Students who do not want their directory information released without their consent **must contact the ECU Registrar's Office to initiate the process**. The Registrar will require the student to sign a consent form and produce proof of identity. A confidentiality flag will then be placed on the student's record. Students should note that a confidentiality flag will also prevent automatic enrollment verification. Once a student has requested a confidentiality flag they can only receive enrollment verification by making the request in writing, with proof of identity. The confidentiality flag will remain in effect until the student contacts the Registrar's Office and formally revokes it **in writing**.

Letters of inquiry about confidentiality of directory information should be sent to the Office of the Registrar, Academic Records Unit, Eastern Kentucky University, SSB CPO 58, 521 Lancaster Avenue, Richmond, KY 40475-3158. Letters must include ECU ID number and a current phone contact.

Basic FERPA rights of students:

1. Right to inspect and review their educational record within 45 days of a written request.
2. Right to request to amend inaccurate or misleading data within an educational record.
3. Right to consent to disclosure of personally identifiable information contained in an educational record.
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA.

For more information regarding FERPA, please consult:

<http://www.studentaffairs.eku.edu/studenthandbook>

Satisfactory Academic Progress (SAP)

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs.

1. EKU's SAP standards comply with the requirements of the U.S. Department of Education.
2. These are financial aid standards and do not replace or override EKU academic policies.
3. Academic progress will be reviewed annually at the end of the spring semester.
4. The academic progress of students on Financial Aid Probation will be reviewed after each payment period.
5. The academic progress of new financial aid applicants will be reviewed as EKU receives the results of your FAFSA.
6. It is your responsibility to stay informed of the University's SAP standards and policy.

The academic progress of all financial aid applicants and recipients will be reviewed for

1. *Cumulative Grade Point Average*
2. *Cumulative Credit Hour Completion Rate/Pace*, and
3. *Maximum Time Frame for Degree Completion*.

You must maintain satisfactory progress in all three areas regardless of whether or not you have received financial aid in the past.

1. Cumulative Grade Point Average (GPA)

Degree Program	Minimum Acceptable Cumulative GPA
Undergraduate Students	2.0
Graduate Students	3.0

These minimum acceptable GPA's are consistent with those in the [EKU Academic Catalog](#).

2. Cumulative Credit Hour Completion Rate (Pace)

You must earn at least two-thirds or 67% of the credit hours you attempt. Example below:

	Fall semester	Spring semester	Total attempted (all years)	Must earn at least 67%
1st Year	15 hours	12 hours	27 hours	27 hours x 67% = 19 hours
2nd Year	15 hours	15 hours	57 hours	57 hours x 67% = 39 hours
3rd Year	18 hours	15 hours	90 hours	90 hours x 67% = 61 hours

- To earn hours at EKU, a student must receive a grade of A, B, C, D or S. All other grades including F, FN, I, IP, U or W count as attempted, but not earned hours.
- **Withdrawing** from classes at any point after the drop/add period will negatively affect a student's completion rate or pace and future financial aid.

- If a student **repeats** a course, both the original and the repeated courses will count toward attempted credit hours but only one of the courses (if a passing grade is earned) will count toward earned credit hours.
- Courses for which a student earns a grade of **Incomplete** (I or IP) are counted as attempted but not earned credit hours. If a student receives a passing grade in place of an Incomplete after academic progress has been evaluated, it is the student's responsibility to notify the Financial Aid Office.

3. Maximum Time Frame for Degree Completion

1. You are expected to earn a **bachelor degree** before
 - you have attempted 180 credit hours, if your degree program requires 120 hours, OR
 - you exceed 150% of the hours required for completion, if your degree program requires considerably more than 120 hours to complete as described in the [catalog](#). For example, some teaching degrees can require 138 hours (150% x 120 = 180 maximum attempted hours).
2. You are expected to earn an **associate degree** before you have attempted 90 credit hours.
3. You are expected to earn a **graduate degree** before you have attempted 40 credit hours (120%). If you are pursuing a graduate degree in Psychology or Communications Disorders, you are expected to earn your degree before you have attempted 72 credit hours (120%).
4. Students pursuing a **second associate or bachelor degree** will be monitored on an individual basis.
5. The allowed time frame does not automatically increase if you change your major or pursue double majors.
6. If you are not on track to earn your degree before hitting the maximum credit hours, your aid will be denied.
7. If you have completed all degree requirements but have not applied to graduate or received the degree, you will no longer be eligible to receive aid for that degree.

4. Attempted Hours

1. **Incompletes** are attempted hours which become earned hours when a final grade is given.
2. For financial aid purposes, **Bankrupted hours** are attempted hours.
3. For financial aid purposes, **Withdrawn hours** (including administrative withdrawals) are attempted hours.
4. **Repeated hours** are attempted hours each time you take the course. If you enroll for an excessive number of repeated courses, you will not make satisfactory academic progress and you will lose your financial aid. Financial aid can pay for the repeat of a previously passed course only once.
5. **Remedial/developmental courses** are not considered in the calculation of a student's grade point average. However, if you enroll in more than 30 hours of remedial/developmental courses, you will not make satisfactory academic progress and can lose your financial aid. Remedial/developmental courses do count toward pace.
6. **Transfer hours** count in both total attempted and earned hours.
7. **Audited** courses are included in attempted hours, but not earned hours and do not affect a student's GPA.
8. If you receive financial aid, you must be degree-seeking and take courses that apply to your degree program.



General Education and University Requirements

Planning Worksheet



Please Take Note...

- The courses listed award three (3) hours of credit, unless a number appears in parenthesis following the course name - Ex. Calculus I (4)
- The requirements listed here are for Baccalaureate (Bachelors) degree students. Students in Associate Degree majors should refer to the program plans in Section Five of the *Undergraduate Catalog* for General Education requirements.
- Please check online at www.advising.eku.edu for the latest update of the general education planning worksheet.
- View your Undergraduate Catalog at catalogs.eku.edu

Symbol Key

- W** Course is offered only as writing intensive
E.g. HIS 204W
- (W)** Course is offered in both standard and writing intensive formats - E.g. PSY 200(W)
- S** Course is offered only as a Service-Learning
E.g. POL 100S
- (S)** Course is offered in both standard and Service-Learning formats— E.g. HON 304(S)
- ^** Course has prerequisites or other restrictions on enrollment - E.g. MAT 112^

University Requirements

Student Success Seminar

1 course required. MUST be taken in first term at EKU.

ASO 100	College of Letters, Arts, & Social Science majors (1)
BTO 100	College of Business & Technology majors (1)
EDO 100	College of Education majors (1)
HON 100	Honors Program Participants (1)
HSO 100	College of Health Sciences majors (1)
JSO 100	College of Justice & Safety majors (1)
SCO 100	College of Science majors (1)
GSD 101	Undeclared/Exploratory Students (3)

Writing Intensive Course

3 hours required.

All baccalaureate degree seeking students who enter the University are required to successfully complete one writing intensive course following completion of ENG 102, ENG 105, or HON 102/103. These courses are designated with a "W" following the course prefix and number (Ex. HUM 300W).

Applied Critical & Creative Thinking (ACCT)

3 hours required.

Options to satisfy this requirement will be determined by your major department.



General Education

1. Communication

1A Written Communication (3 hours required)

ENG 101^	Reading, Writing, and Rhetoric
ENG 101R	Reading Writing, and Rhetoric (Supported)
ENG 105^	First Year Writing Seminar

1B Written Communication (3 hours required)

ENG 102^	Research, Writing, and Rhetoric
ENG 102R	Research, Writing, and Rhetoric (Supported)

NOTE: Students earning "A" or "B" in ENG 105 will receive 6 credit hours for both 1A and 1B. Those earning "C" or "D" will only receive 3 credit hours for 1A.

1C Oral Communication (3 hours required)

CMS 100	Intro to Human Communication
CMS 210	Public Speaking
CMS 215	Career Presentations
EES 250	Basic Social Intelligence Skills

OR

Honor Student Option

Honors Rhetoric/Communication (9 hours required)

HON 102/103^	Honors Rhetoric & Communication
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2. Quantitative Reasoning

3 hours required.

MAT 105^	Mathematics with Applications
MAT 106^	Applied Finite Mathematics
MAT 110	Introduction to Algebraic Functions
MAT 112^	Algebra and Applications
MAT 112A^	Algebra: Polynomials
MAT 112B^	Algebra: Functions and Matrices
MAT 114^	College Algebra
MAT 120^	Trigonometry
MAT 122^	Pre-calculus Mathematics (5)
MAT 211^	Applied Calculus
MAT 234^	Calculus I (4)
PHI 101	Logic and Critical Reasoning
PHI 101R	Logic and Critical Reasoning (Supported) (4)
STA 215^	Intro to Statistical Reasoning
STA 270^	Applied Statistics

Notes: _____

3. Arts and Humanities

3A Arts (3 hours required)

ART 200^	Art Appreciation
BEM 350^	Cinema History I
BEM 351^	Cinema History II
ENG 335(W)^	Modern Drama
ESS 200	Dance and Culture
HON 307W^	Honors Seminar in the Arts
HUM 124	Humanities and the Search for Meaning
HUM 226	The Search for Meaning: The Ancient World
HUM 228	The Search for Meaning: The Modern World
HUM 300(W)^	Humanity in the Postmodern Age
MUH 171	Music Appreciation
MUH 271	Jazz History
MUH 272	Music Literature
MUH 273	Survey of American Popular Music
THE 100	Introduction to Theatre
THE 135	Acting I
THE 390^	Theatre History I
THE 391^	Theatre History II

3B Humanities (3 hours required)

AFA 201(W)^	The African Experience
APP 365(W)^	Appalachian Literature
ENG 110	Introduction to Literature
ENG 208(W)^	Literature and the Environment
ENG 210(W)^	Enjoying Literature
ENG 211(W)^	Survey of World Literature I
ENG 212(W)^	Survey of World Literature II
ENG 365(W)^	Appalachian Literature
FCC 210	Topics in Culture
FCC 220	French Culture and Civilization
FCC 222	German Culture and Civilization
FCC 226	Hispanic Culture and Civilization
FCC 227	Japanese Culture and Civilization
HON 308W^	Honors Seminar in the Humanities
HUM 124	Humanities and the Search for Meaning
HUM 226	The Search for Meaning: The Ancient World
HUM 228	The Search for Meaning: The Modern World
HUM 300(W)^	Humanity in the Postmodern Age
PHI 110(W)^	Beginning Philosophy
PHI 130 (S)	Beginning Ethics
PHI 240 (W)^	Philosophy of Religion
PHI 300(W)^	Greek and Roman Philosophy
POL 250	Intro to Political Philosophy
REL 301(W)^	World Religions
THE 390^	Theatre History I
THE 391^	Theatre History II

4. Natural Sciences

2 courses required. - Courses **MUST** have different course prefixes. (EXAMPLE: **ANT 201** & **BIO 100**)

ANT 201	Introduction to Physical Anthropology
AST 133^	Astronomy Transition Lab
AST 135^	Introductory Astronomy
AST 335^	Stars, Galaxies, and Cosmology
BIO 100^	Introductory Biology
BIO 101^	Essentials of Biology
BIO 102^	Inquiry Biology for Teachers
BIO 111^	Cell and Molecular Biology (4)
BIO 112^	Ecology and Evolution (4)
CHE 100^	Inquiry Chemistry for Teachers
CHE 101/101L^	Chemistry in Everyday Life/ Introductory Chemistry Lab (4)
CHE 105/105L^	Chemistry for the Health Sciences/ Health and Sciences Chemistry Lab
CHE 111/111L^	General Chemistry I / General Chemistry Lab I (4)
FMT 140	Introduction to Fermentation
GEO 110^	Environmental Geography
GEO 210	Introduction to Physical Geography
GLY 102^	Earth Science for Teachers
GLY 104	The World Ocean
GLY 108	Plate Tectonics: The Active Earth
GLY 109	Great Moments in Earth History
HON 317	Essentials of Life
PHY 101^	Conceptual Physics
PHY 102^	Inquiry Physics for Teachers
PHY 131^	College Physics I (5)
PHY 201^	University Physics I (5)

University Advising

Office: 859-622-2276
Fax: 859-622-5887
Email: advisingrequests@eku.edu

Whitlock Building Room 347
Whitlock CPO 64
521 Lancaster Ave

5A. Historical Perspectives

3 hours required.

ANT 200	Anthropology of Human Society	HIS 103	American Civilizations Since 1877
HIS 100	Ruling the Ancient World	HON 310W^	Historical Trauma and Relevance of Past
HIS 100	Ancient Empires	HON 310W^	Ancient World and Modern Cinema
HIS 101	Empires and Resistance	MSL 303^	American Military History
HIS 101	Conflict, Revolution, Solution	POL 101	Introduction to American Government
HIS 102	American Civilizations to 1877	POL 212	Introduction to Comparative Politics

5B. Social and Behavioral Science

3 hours required.

ANS 200	Introduction to Animal Studies	HON 312W^	Religion and World Politics
ANT 120	Introduction to Cultural Anthropology	POL 101	Introduction to American Government
APP 200	Introduction to Appalachia	POL 212	Introduction to Comparative Politics
BEM 200	Mass Media and Society	POL 220	Introduction to International Relations
ECO 120^	Economic Reasoning and Issues	POL 250	Introduction to Political Philosophy
ECO 230^	Microeconomics	PSY 200	Introduction to Psychology
ECO 231^	Macroeconomics	PSY 280(W)^	Lifespan Development
GEO 100	Regions and Nations of the World	SOC 131	Introductory Sociology
HON 312W^	Inside Contemporary Popular Music	SOC 235	Social Problems
HON 312W^	Pursuit of Equity and Public Health	SWK 310W^	Social Welfare: Policy History

6. Diversity of Perspectives and Experiences

(2 courses, or 6 hours required) * **

AFA 201(W)^	The African Experience	*JPN 201	Intermediate Japanese I
AFA 202	The African-American Experience	*LAT 101	Beginning Latin I
ANT 330^	American Indians	*LAT 102	Beginning Latin II
APP 200	Introduction to Appalachia	REL 340^	Religions of India
APP 365W^	Appalachian Literature	SED 104	Special Education Introduction
*ASL 101	American Sign Language I	SOC 400^	Racial and Ethnic Relations
*ASL 102^	American Sign Language II	*SPA 101^	Conversational Spanish I
CDF 232	Identity and Sexuality	*SPA 102	Conversational Spanish II
ENG 362^	North American Native Literature	*SPA 201	Intermediate Conversational Spanish I
ENG 365W^	Appalachian Literature	*SPA 202	Intermediate Conversational Spanish II
*FRE 101^	Conversational French I	*SPA 206	Conversational Fluency
*FRE 102	Conversational French II	VTS 200^	Introduction to Veterans Studies
*GER 101^	Conversational German I	WGS 201	Introduction to Women & Gender Studies
*GER 102	Conversational German II	WGS 232	Identity and Sexuality
*GER 201	Intermediate Conversational German I		
HEA 310^	Introduction to Global Health		
HIS 205	Women in Sports History		
HON 320W^	Cultures of French Speaking World		
HON 320W^	Historical Trauma and Relevance of Past		
HON 320W^	Religion and World Politics		
HON 320W^	Pursuit of Equity and Public Health		
HON 320W^	Stories and Structures		
HUM 360^	Modern Asian Humanities		
*JPN 101	Conversational Japanese I		
*JPN 102	Conversational Japanese II		

* If world language is used to meet the Element 6 requirement, it is strongly recommended that students take two courses in the same language.

** A student with a deficient world language PCC must take two terms of the same language.



EKU Student FERPA Release - WEB-4-Parent Authorization

EKU Office of the Registrar

This form may **ONLY** be turned into the Office of the Registrar with a Photo ID, or emailed to registration@eku.edu using your EKU Student email address.

STUDENT INFORMATION

Student name: _____ Student EKU ID: _____
PRINT NAME

Current phone: _____ EKU email: _____

WEB-4-PARENT GUEST INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974, (FERPA), as amended, I authorize EKU to establish a WEB-4-Parent account that will allow the person listed below to have guest EKUDirect access and thereby able to view my EKU academic and financial records. I understand that I will have control to add/delete additional guests directly through EKUDirect.

In addition I acknowledge that in urgent academic/enrollment situations the Registrar/University may contact the individual(s) listed below to discuss or resolve the situation.

Student signature: _____ Date: _____

CONTACT FOR ACADEMIC/ENROLLMENT ISSUES

Full Name _____ Phone: _____
First Middle Last

Relationship to student: _____

Contact's Birthdate (necessary for identification): _____
Month Day Year

Email: _____

Mailing address: _____

City State ZIP

GENERAL EMERGENCY CONTACT: Is the person above also your overall emergency contact?

_____ YES - The person above is also my EMERGENCY CONTACT for critical health or other non academic situations.

_____ NO - Please add the person below to be my EMERGENCY CONTACT for critical health or other non academic situations.

Full Name _____ Phone: _____
First Middle Last

Relationship to student: _____ Email: _____

Mailing address: _____

City State ZIP

Reg Office use only: Date processed:
Processed by:

01/08/2014

Office of the Registrar

Helpful EKU Resources

Office	Services	Contact Information
EKU Dual Credit Office	If you have questions about EKU or the Dual Credit program	Phone: 859-622-6532 Website: http://dualcredit.eku.edu Email: dualcredit@eku.edu Facebook: https://www.facebook.com/dualcrediteku Twitter: https://twitter.com/@EKUDualCredit
Academic Testing	To schedule Placement Testing	Phone: 859-622-1281 Website: http://testing.eku.edu/academic-testing Email: academictesting@eku.edu
Barnes & Noble (EKU Campus Bookstore)	For book purchases or textbook questions	Phone: 859-622-2696 Website: http://eku.bncollege.com
Colonel's Compass	For questions regarding calendars, deadlines, registration processes & severe weather information	Website: colonelscompass@eku.edu
Colonel One Card Office	For questions regarding your EKU Student ID card	Phone: 859-622-2179 Website: http://cardservices.eku.edu/ Email: CardServices@eku.edu
EKU Libraries	For questions regarding library services available to you	Phone: 859-622-1790 Website: https://library.eku.edu/
Information Technology	For questions regarding your Blackboard account and email	Phone: (for issues) 859-622-3000 Website: https://learn.eku.edu For general information: http://it.eku.edu/blackboard
Noel Studio for Academic Creativity	For support services with writing, communication and research	Phone: 859-622-7330 Website: http://studio.eku.edu/ Email: noelstudio@eku.edu
Regional Campuses	For location specific questions	Corbin Campus Phone: 606-528-0551 Email: corbin@eku.edu Manchester Campus Phone: 606-598-8122 Email: manchester@eku.edu
Registrar	For questions regarding, grades, holds, web4parent and transcripts	Phone: 859-622-2320 Website: http://registrar.eku.edu/ Email: registrar@eku.edu
Student Accounting Services	For questions regarding billing	Phone: 859-622-1232 Website: http://studentaccounting.eku.edu/ Email: mybill@eku.edu
Student Success Center	To access FREE EKU tutoring assistance in person or via Skype, or connect with a variety of campus resources	Phone: 859-622-7861 Website: http://successcenter.eku.edu Email: SuccessCenter@eku.edu