Quick & Easy

For Less

- Largest Percentage of Used Books in Town - Guaranteed to Save You Money!
- Friendliest, Most Helpful Staff - You Can Count On It!
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- Convenient Extended Hours During the First Two Weeks of Class!
- We Accept All Major Credit Cards!

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- Absolutely the Fastest Check-out Around!
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Textbook Pre-Order Form

Complete and return to us by your favorite method (see right)
Your books will be available for pick-up from
3 Days Before Through 4 Days After the First Day of Class

Name
Phone

<table>
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<tr>
<th>DEPARTMENT</th>
<th>COURSE NO.</th>
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Campus Book & Supply
1078 Huron River Dr.
Ypsilanti, MI 48197
(in the Eastern Plaza next to McDonalds)

(734)485-2369
(734)485-5603 FAX
campus_book@msn.com
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*The Eastern Michigan University schedule is printed four (4) times per year by Eastern Michigan University, 303 Pierce Hall, Ypsilanti MI 48197. Distributed in February 2000. The advertising in this booklet subsidizes the cost of its manufacture. Eastern Michigan University receives no profit from such advertising.*

*This book is printed on 100% recycled newsprint. MADE IN MICHIGAN*
Eastern Michigan University
Office of Records and Registration

UNDERGRADUATE GRADUATION AUDIT REQUEST

Complete this form upon successful completion of 95 credit hours.

Student Number: ____________________ Social Security Number: ____________________

Your complete legal name: ____________________ (LAST) ____________________ (MIDDLE/MAIDEN)

DATE: ____________________ 

Date degree and/or certificate expected: ____________________ Catalog year you are following: ____________________

Please update your address with the Office of Records and Registration, if necessary.

Major: ____________________ Minor: ____________________

Major: ____________________ Minor: ____________________

Area (if applicable): ____________________ Minor: ____________________

____ Full-time student ______ Part-time student

Check the degree and/or certificate you expect to receive.

_____ B.A.* _____ B.S. _____ B.A.E. _____ B.B.A. 

_____ B.F.A. _____ B.M.T. _____ B.S.N. _____ B.Mu _____ B.M.E.

_____ State Elementary Provisional Certificate _____ State Secondary Provisional Certificate

*Two semesters of a foreign language, in sequence, required.

THIS IS NOT AN APPLICATION FOR THE DEGREE OR CERTIFICATE. Please file an application for the degree and/or certificate in the Records and Registration Office during the first two weeks of the semester in which you will complete your requirements.

GRADUATION AUDIT REQUEST

We will provide a graduation audit prior to your final semester of enrollment in your undergraduate program, if resources permit. Otherwise, we will provide the audit during your final semester. To do this, we need accurate information from you. Graduation audits are processed in order of anticipated graduation for students who have provided the necessary information.

Clinical Lab Science, OT, Music Therapy, Sports Med students: Estimate your graduation date as the semester in which you will complete all requirements other than your internship.

Date: ____________________ Signature: ____________________

PLEASE RETURN THIS FORM TO RECORDS AND REGISTRATION, 303 PIERCE HALL, YPSILANTI, MI 48197. Direct questions to 734/487-4203.

Spring 2000
APPLICATION FOR DEGREE OR CERTIFICATE

Please print

Student Number: ___________________ Social Security Number: ___________________

Name as it will appear on the diploma:
Ms.
Mrs.
Mr.

LAST NAME   FIRST NAME   MIDDLE NAME

Local Address:

NUMBER STREET   CITY   STATE   ZIP   PHONE

Diploma Mailing Address:

NUMBER STREET   CITY   STATE   ZIP   PHONE

Date you expect to graduate and/or be certified: _______ ___________

Catalog year you are following: _______ ___________

Name of degree you now hold, if any:

When and where was it conferred?

MONTH   YEAR   SCHOOL

Total Hours

Check below the degree and certificate you expect to receive upon graduation or upon completion of required courses:

☐ Bach. Arts
☐ Bach. Art Education
☐ Bach. Business Ed.
☐ Bach. Music
☐ Bach. Music Therapy
☐ State Elementary Provisional Certificate
☐ State Secondary Provisional Certificate
☐ Temporary Voc. Authorization
☐ Bach. Science
☐ Bach. Business Admin.
☐ Bach. Fine Arts
☐ Bach. Music Education
☐ Bach. Science Nursing

THE FOLLOWING INFORMATION IS REQUIRED BY THE STATE OF MICHIGAN FOR ALL TEACHER CERTIFICATION CANDIDATES:

Date of Birth: _______ ___________

Race

☐ 1. American Indian or Alaska Native
☐ 2. White (not of Hispanic origin) Europe, North Africa, Middle East or Indian
☐ 3. Black (not of Hispanic origin)
☐ 4. Asian or Pacific Islanders (Far East, Southeast Asia or Pacific Islands, includes China, Japan, Korea, Philippines, Samoa)
☐ 5. Hispanic (Mexican, Puerto Rican, Cuban, Central or Southern American, other Spanish culture)
☐ 6. Multiracial (parents of difference races)

Student Signature:

Spring 2000
GENERAL INFORMATION FOR GRADUATION APPLICATION
GRADUATE DEGREES & CERTIFICATES

Application for Graduation
Candidates for graduate degrees and certificates must submit an application for Graduation by the deadline date for the semester in which they plan to complete program requirements (see calendar below). The completed Application, together with the graduation fee, should be turned in at the Cashier’s Office in 201 Pierce Hall. The Cashier’s Office will validate the form with the date received and fee paid and forward the application to the Office of Records and Registration.

Graduation Process
The records of each applicant are reviewed to determine graduation eligibility. Each student is sent a Graduation Check-out sheet. A copy is also forwarded to the coordinator of advising for that student’s academic department for review and recommendation. Upon receipt of the department’s recommendation, the student is notified by letter of his/her clearance for graduation. Degree Verification letters are sent to all students who have completed program requirements. Students enrolled in the semester in which they have applied for graduation are sent Degree Verification letters approximately three weeks after grades are received at the end of the semester. Diplomas and a complimentary transcript are mailed eight to ten weeks after the semester ends.

The Office of Records and Registration cannot accommodate requests for advanced verification. The degree recommendation/clearance letter documents the University’s degree verification process and can be used to inform any employer of the date when degree certification can be expected.

Graduation Requirements
Policies and procedures related to graduation are detailed in the Graduate Catalog. Especially note the following requirements:

• Grade Point Averages: No student will be recommended or approved for a degree/certificate unless the student has achieved a grade point average of 3.0 (master’s), 3.3 (specialist’s), or 3.5 (doctorate). This grade point average applies to all graduate credit taken at EMU and all graduate credit in the area of concentration/specialization.

• Residency: Master’s degree candidates must complete at least 6 hours of graduate credit used on the degree on campus in Ypsilanti. Specialist’s candidates must take at least 16 hours on campus; doctoral candidates must take at least 12-16 hours on campus.

• Time Limitation: All requirements for master’s and specialist’s degrees must be completed within six calendar years from the time of the first course used on the program; candidates for the doctorate must complete all requirements within seven calendar years.

Graduate Record Updates
All course work accrued prior to the graduation semester must be completed, documented/validation as required, and made a matter of record by the degree award date of the expected graduation period.

• “I” (Incomplete) Thesis/Dissertation: Required course components must be completed and “I” grades converted to letter grades. Thesis/dissertation copies must be in the Graduate Dean’s office by the deadline date of the expected degree period.

• Transfer Credit: Filing of official transcript(s) in the Office of Records and Registration is required to post transfer credit. Students taking their last courses at another university to fulfill program requirements at EMU should apply for the graduation period following the semester in which the course is completed because of factors involved in receiving transcripts and finalizing the graduation check-out process. Letters from professors or grade reports are not acceptable substitutes for transcripts.

• Out-of-Date Credit: Courses which are between 6 and 10 years old must be validated for use on a program of study. Any course which is over 10 years old may not be validated nor used on a degree program. For information on this process, please contact Graduate Records at 734/487-0093. Validation must be completed and recorded by Graduate Records by the deadline date of the expected graduation period.

• Certification: Candidates graduating from the College of Education must hold or be eligible for a teaching certificate and a copy must be on file with Graduate Records. If appropriate, the academic department may submit a signed waiver. Certification candidates should contact the College of Education, Office of Academic Services, at 101 Boone, 734/487-0275.

All questions regarding graduation from graduate programs should be directed to the Office of Records and Registration, Graduate Records area at 734.487.0093.
Please submit this form with the appropriate fee ($35 for CASCI, Masters, Specialists & Doctoral Degrees; $20 for Graduate Certificates) to: The Cashier’s Office
201 Pierce Hall
Eastern Michigan University
Ypsilanti, Michigan 48197

This form must be submitted by the posted deadline for the indicated semester. Failure to submit an application by the deadline may result in a one semester delay in your degree or certificate being awarded.

APPLICATION FOR GRADUATION IN: APRIL ___ JUNE ___ AUGUST ___ DEC ___ YEAR______

Student Number ___________________________ Social Security Number __________________

TYPE OR PRINT YOUR NAME EXACTLY AS IT SHOULD APPEAR ON YOUR DIPLOMA OR CERTIFICATE:

(FIRST NAME) ___________________________ (MIDDLE NAME) ___________________________ (LAST NAME) ___________________________

Current local mailing address: ____________________________________________________________

STREET

CITY __________ STATE ________ ZIP __________

Home phone number: _______ Work phone number: _______

PLEASE INDICATE A DIPLOMA MAILING ADDRESS BELOW. THIS IS WHERE WE WILL SEND YOUR DEGREE VERIFICATION LETTER AND DIPLOMA.

Diploma mailing address: ____________________________________________________________

STREET

CITY __________ STATE ________ ZIP __________

Degree applying for: (circle one) Certification CASCI MA MFA MS MSW MSN MBA MBE MLS MPA SPA EdD

Program: ___________________________ Concentration: ___________________________

IF YOU ARE USING TRANSFER CREDIT, PLEASE READ AND NOTE: If transfer credit is to be used on the degree, the following criteria must be met: An official transcript must be on file in the Graduate Studies Office no later than one month prior to the degree award date; the course must have received a grade of “B” or better and must be indicated as graduate credit; the course must not be over six years old at the time you complete your degree; and the course must appear on a program of study. Failure to comply with these guidelines will result in a delay in your degree being awarded. Contact your advisor about the use of transfer credit.

Please indicate below the name of any institution(s) from which you are using transfer credit:

__________________________________________________________

Date of application: ___________________________ Signature: ___________________________

DATE TRACKED: ___________________________ FOR OFFICE USE ONLY

DEGREE TO BE AWARDED: ___________________________ DATE ADMITTED: ___________________________

MASTER OF ___________________________ DOCTORATE IN ___________________________

SPECIALIST IN ___________________________ CERTIFICATE IN ___________________________

Spring 2000
Please use to request cancellation of your registration or to withdraw from all classes for the semester. A mailed request is effective as of the postmark date. See the Student Guide in the Class schedule book for the University calendar, deadlines, and withdrawal policy information.

Please mail, fax or present this form to:

Office of Records and Registration
303 Pierce Hall
Eastern Michigan University
Ypsilanti, MI 48197
Fax: 734/487-6808

If you would like a receipt for a mailed request, please enclose a self-addressed, stamped envelope.

Circle:
SP SU FA WI
SEMESTER & YEAR OF WITHDRAWAL
_________________________ UG or ___ GR

STUDENT NUMBER

LAST NAME           FIRST NAME           MID I.

PERMANENT STREET ADDRESS

PERMANENT CITY           STATE           ZIP

(____)__________________________ PHONE NUMBER

Do you have a contract for University Housing?

_____ Yes  _____ No

Have you been awarded Financial Aid?

_____ Yes  _____ No

At the right please complete your reason for Cancellation/withdrawal.

STUDENT SIGNATURE
APPLICATION FOR PROVISIONAL CERTIFICATE
Post- Baccalaureate Certification Students ONLY
Eastern Michigan University

Date ____________________________

Student number__________________ Social Security Number______________________________

Name (as it will appear on certificate):
Miss
Mrs. (Last) (First) (Middle)

Ypsilanti Address ____________________________
(Number) (Street)

Permanent Mailing Address _________________
(Number) (Street)
(City) (State) (Zip Code) (Phone)

Date of Birth ____________________________
(Month-Day-Year) (City or Post Office)

Semester to be certified ____________________

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(Office Use Only-DO NOT WRITE BELOW THIS LINE)

MAJOR, MINOR AND GROUP REQUIREMENTS

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TOTAL __________________

MTTC SUBJECT TESTS __________________

STUDENT TEACHING SUBJECT __________________

Check the certificate you expect to receive upon completion of required courses:

State Elem. Provisional Cert. __________________

State Sec. Provisional Cert. __________________

Major __________________

1 Minor __________________

2 Minor __________________

3 Minor __________________

Degree you now hold __________________

When conferred __________________

By whom conferred __________________

Are you a citizen of the United States? __________________

RACE:

1. American Indian or Alaskan Native

2. White (Not of Hispanic origin)(Europe, North Africa, Middle East or India)

3. Black (Not of Hispanic origin)

4. Asian or Pacific Islanders (Far East, S.E. Asia or Pacific Islands, includes China, Japan, Korea, Philippines, Samoa)

5. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish culture)

PLEASE NOTE:

1. You are responsible for ascertaining that the Office of the Registrar (303 Pierce Hall) has the following documents:

   --All non-EMU transcripts, undergraduate and graduate

2. You are responsible for ascertaining that the Teacher Certification Office (206 Porter Bldg.) has the following documents:

   --MTTC test scores

APPLICATION DEADLINE:

See course schedule book for appropriate semester deadline

RETURN TO: COLLEGE OF EDUCATION, OFFICE OF ACADEMIC SERVICES, 206 Porter Building
EMU CAMPUS BUILDING CODES

ALEXA  Alexander Music Building
BOONE  Richard G. Boone Hall
BOWEN  Wilbur P. Bowen Field House
BRIGG  Walter O. Briggs Hall
CRI  Coatings Research Institute
FORD  Clyde Ford Hall
HALLE  Bruce T. Halle Library
HOVER  J.M. Hover Laboratory
HURGC  Huron Golf Club
KING  Julia Anne King Hall
MARKJ  Mark Jefferson Hall
MCKEN  Charles McKenny Hall
OESTR  Oestrike Stadium
OWEN  Gary M. Owen Coll of Business
PEASE  Frederick H. Pease Auditorium
PORTE  John W. Porter-College of Education
PRAYH  Pray-Harrold Hall
QUIRK  Quirk Dramatic Arts Building
RACKH  Rackham Building
RECI M  Olds-Robb Student Rec Ctr-IM
ROOSE  Roosevelt Hall
RYNEA  Rynearson Stadium
SCULP  The Sculpture Studio
SHERZ  William H. Sherzer Hall
SILL  J.M.B. Sill Hall
SNOW  Glenadine Snow Health Center
STRON  Strong Physical Science Bldg
WARNE  Warner Physical Education Bldg
WCAMP  West Campus Fields

EMU OFF CAMPUS BUILDING CODES, Continued

GASC  Genesee Area Skill Center, Flint
GRDCC  Grand Rapids Community Coll, Grand Rapids
GYSU  Grand Valley State University, Grand Rapids
GYLRLD  Gabilon Isabella RESD, Ithaca
HARPS  Hart Public Schools, Hart
HLISD  Hillsdale ISD, Hillsdale
H.LKE  Higgins Lake
JCC  Jackson Community College, Jackson
KEEC  Kresge Environmental Center, Lapeer, MI
KENT  Kent ISD, Grand Rapids
LKEMP  Lake Erie Metro Park, Rockwood
LNCHS  Lincoln High School, Ypsilanti
LKWES  Lakewood Elementary, White Lake
MAUC  Monroe Area University Center, Monroe
MOCCC  Community College, Monroe
MOTTCC  Mott Community College, Flint
NMUC  Northwestern Michigan College Univ Center
OAKMP  Oakwood Metro Park, Flat Rock
OCC  Oakland Community College, Southfield
OCOR  Oakland Community Coll, Farmington Hills
OTCP  Oakland Technical Center, Pontiac
PASTR  Pasteur Elementary School, Detroit
PBUPJ  Pharamacia UpJohn, Kalamazoo
PRFAC  Professional Academy, Detroit
RANDO  A Phil Randolph Career & Tech, Detroit
SCBAA  The Scrap Box, Ann Arbor
SHNTY  Shanty Lake
SEAHIS  Seaholm High School, Birmingham
TONES  Tonda Elementary School, Canton
TLZOO  Toledo Zoological Society, Toledo, OH
TRV-A  EMU at Traverse City
USCO  Colorado
USHI  Hawaii
WCC  Washtenaw Community College, Ann Arbor
WISD  Washtenaw Intermediate Schools, Ann Arbor
WGHOT  Wyndham Garden Hotel, Romulus
WJVC  Washtenaw Juvenile Court
WRESA  Wayne RESA, Wayne

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
Online Courses

Sections of courses offered online are identified by the WW (World Wide Web) delivery plan code in this book. Unless otherwise noted, registration must be done online at www.emuonline.edu.

<table>
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<tr>
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<td>Microcomputer Applications in Administration and Research</td>
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<td>Starting New Ventures</td>
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Log on to www.emuonline.edu for up-to-date course listings.

BEFORE REGISTERING FOR ONLINE COURSES, PLEASE TAKE NOTE OF THE FOLLOWING:

1. Do you have access to a computer and the Internet on a regular basis?
2. If you are planning to use student labs be sure to check the availability for the lab as it fits with your schedule and remember, the labs get extremely busy at midterm and finals times.
3. Expect to give a minimum of 10-15 hours per week to the course.
4. Be self-motivated and self-disciplined. Keeping up with the assignments is critical to success.
5. Know how to use e-mail, Netscape and a word processing program. Some courses have additional software requirements and computer skills (such as knowing FTP – file transfer protocol).
6. Be comfortable discussing your ideas in writing in a public forum and have adequate keyboard skills.

For additional information regarding on-line courses, contact EMU Continuing Education at:

Phone 734.487.0407 or 800.777.3521
E-mail distance.education@emich.edu
**COLLEGE OF ARTS AND SCIENCES**

**African-American Studies**

Overrides: Distributed on a first-come, first-served basis. Require instructor and department head approval. (620 Pray-Harrold)

<table>
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<th>Time</th>
<th>Room</th>
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**Biology**

Overrides: Department request forms are available from the department secretary in 316 Mark-Jefferson. Obtain the instructor's signature and return the form to the department for an override. Available workstations and equipment in laboratory sections, as well as the rated seating capacity of lecture halls, determine the upper limit of overrides which may be authorized.

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.**

Spring 2000

Class Schedule as of 1/21/00

Page 12
### Biology

**Touch-tone Code: 102**

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### Botany

**Touch-tone Code: 103**

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

*Spring 2000 Class Schedule as of 1/21/00*
### Botany

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.**

**Spring 2000, Class Schedule as of 1/21/00, Page 14**
### Microbiology

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00 Page 15
Chemistry

Students registered for a laboratory course must attend the first scheduled meeting of that lab section to be assured of a continued place in the class.

OVERRIDES are not normally given for Chemistry courses. The capacity of lecture sections is set by the department, and is based on pedagogical considerations. The capacity of the laboratory sections is limited by safety, educational considerations, and the capacity of the associated lecture sections.

WAIT LISTS will only be kept for classes which are closed and have enrollment restrictions. Contact the Chemistry Office at 407-0106, or 225 Mark Jefferson. A student hoping to gain entry into a closed section should attend the first meeting of that section. The instructor will decide who, if anyone, will gain entry, based on space, any wait list, and on the extenuating circumstances of the student.

Honors, research, and co-op courses require Chemistry Department permission before the student may enroll. In addition, enrollment in research courses requires permission from the research supervisor or graduate coordinator. Co-op registration requires permission of the co-op advisor.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
Spring 2000 Class Schedule as of 1/21/00 Page 17
# Computer Science

**OVERRIDES:** Determined on a first-come, first-served basis. Student must be on a waiting list. Must be authorized by both instructor and department head. (515 Pray-Harrold)

## Computer Science

**Touch-tone Code:** 132

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| COSC 138 | Computer Science I | 3.0 Cr | Additional Fee(s): | $2.00 |
| Prerequisite(s): MATH 105 |
| 107690 | 001 | Cl | Cl | 01 | T Th | 8:00-9:50A | 302 | PRAYH | 36 | Chaudhuri, Ranjan |
| 107690 | Additional meeting time: | T Th | 10:00-11:50A | 514 | PRAYH |

| COSC 238 | Computer Science II | 3.0 Cr | Additional Fee(s): | $2.00 |
| Prerequisite(s): COSC 138 Equivalent to: COSC 504 |
| 107691 | 001 | Cl | Cl | 01 | M W | 5:30-8:20P | 301 | PRAYH | 35 | Ikeji, Augustine |
| 107691 | Additional meeting time: | M W | 8:30-9:20P | 514 | PRAYH |

| COSC 239 | Assembly & Mach Lang Prog | 3.0 Cr | Additional Fee(s): | $10.00 |
| Prerequisite(s): COSC 137 or COSC 138 or COSC 237 or INFS 219 Equivalent to: COSC 505 |
| 107692 | 001 | Cl | Cl | 01 | M W | 8:00-9:50A | 302 | PRAYH | 35 | Ikeji, Augustine |
| 107692 | Additional meeting time: | M W | 10:00-11:50A | 514 | PRAYH |

| COSC 330 | Discrete Math Structures | 3.0 Cr |
| Prerequisite(s): COSC 238 & COSC 239 & MATH 122 |
| 107757 | 001 | LE | LE | 01 | M T Th | 12:30-2:20P | 301 | PRAYH | 30 | Hoft, Hartmut |

| COSC 334 | Data Structures | 3.0 Cr | Additional Fee(s): | $7.00 |
| Prerequisite(s): COSC 238 & COSC 239 Equivalent to: COSC 504 |
| 116002 | 001 | LE | LE | 01 | M T Th | 8:00-9:50A | 303 | PRAYH | 30 | Tehranipour, Aby |

| COSC 338 | Computer Organization | 3.0 Cr | Additional Fee(s): | $5.00 |
| Prerequisite(s): COSC 238 & COSC 239 Equivalent to: COSC 505 |
| 107205 | 001 | LE | LE | 01 | T Th | 5:30-8:20P | 302 | PRAYH | 30 | Chaudhuri, Ranjan |

| COSC 388 | Co-op Educ in Computer Science | 3.0 Cr **CR/NC** |
| Department Permission Required | Prerequisite(s): COSC 3** |
| 107694 | 001 | LE | LE | 01 | TBA | 1 |

| COSC 431 | Systems Programming | 3.0 Cr | Additional Fee(s): | $10.00 |
| Prerequisite(s): COSC 334 & COSC 337 & COSC 338 |
| 117585 | 001 | LE | LE | 01 | T | 5:30-8:20P | 303 | PRAYH | 25 |

| COSC 435 | Intro to Microprocessors | 3.0 Cr | Additional Fee(s): | $7.00 |
| Prerequisite(s): COSC 338 |
| 117806 | 001 | LE | LE | 01 | M W | 5:30-8:20P | 303 | PRAYH | 25 | Haddock, Thomas |

| COSC 443 | Software Engineering Prin | 3.0 Cr | Additional Fee(s): | $10.00 |
| Prerequisite(s): COSC 337 & COSC 338 & COSC 365 |
| 118234 | 001 | LE | LE | 01 | M T Th | 12:00-1:50P | 302 | PRAYH | 25 | Lintner, Mildred |

| COSC 479 | Special Topics | 3.0 Cr |
| Department Permission Required | Class(es) permitted: USR |
| Majors permitted: CS01 CS31 |
| Prerequisite(s): COSC 238 & COSC 239 |
| 108737 | Section Title: Network Security |
| 108737 | 001 | LE | LE | 01 | M T Th | 10:00-11:50A | 302 | PRAYH | 25 | Tehranipour, Aby |

| COSC 488 | Co-op Educ in Computer Science | 3.0 Cr **CR/NC** |
| Department Permission Required | Prerequisite(s): COSC 388 |
| 107695 | 001 | LE | LE | 01 | TBA | 5 |

| COSC 592 | Special Topics | 3.0 Cr |
| Graduate students (Seniors with permission) | Section Title: Network Security |
| 108792 | 001 | LE | LE | 01 | M T Th | 10:00-11:50A | 302 | PRAYH | 25 | Tehranipour, Aby |

| COSC 690 | Thesis | 1.0 Cr | Additional Fee(s): | $10.00 |
| Department Permission Required | Graduate students only |
| 107699 | 001 | LE | LE | 01 | TBA | 5 |

| COSC 691 | Thesis | 2.0 Cr | Additional Fee(s): | $10.00 |
| Department Permission Required | Graduate students only |
| 107700 | 001 | LE | LE | 01 | TBA | 3 |

| COSC 697 | Independent Study | 1.0 Cr |
| Department Permission Required | Graduate students only |
| 107703 | 001 | LE | LE | 01 | TBA | 2 |

| COSC 698 | Independent Study | 2.0 Cr | Additional Fee(s): | $10.00 |
| Department Permission Required | Graduate students only |
| 107704 | 001 | LE | LE | 01 | TBA | 2 |

*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

**Spring 2000**

**Class Schedule as of 1/21/00**

**Page 18**
### Communication and Theatre Arts

OVERRIDES: Handled strictly by the instructor teaching the course. See the instructor in person during posted office hours or at the class. Overrides are not generally possible for Fundamentals of Speech 121 or 124. The capacities of these sections must be controlled to maintain required ratio of students to class speech time.

**Speech**

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**CTAS 124 Fundamentals of Speech**

Offered in two different delivery plans. For LR, select one LE section and one RE section. For C2, select one section.

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**Touch-tone Code: 144**

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00 Page 19
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### Economics

**NO OVERRIDES. Class capacity is listed for the maximum in all Economics classes.**

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00
### Economics

**Course: Principles of Economics II**  
Sect ID: 202  
Days: MT  
Time: 8:00-9:50A  
Room: PRAVH  
Cap: 50  
Primary Instructor: Esposto, Alfredo  
Prerequisite(s): ECON 201 & MATH 098 or MATH 104  
Equivalent to: ECON 500

**Contemp Economic Issues**  
Sect ID: 300  
Days: MT  
Time: 1:00-2:50P  
Room: PRAVH  
Cap: 33  
Primary Instructor: Edgren, John

**Inequality & Eco Justice**  
Sect ID: 327  
Days: MT  
Time: 6:30-9:10P  
Room: PRAVH  
Cap: 33  
Primary Instructor: Esposto, Alfredo

**Money and Banking**  
Sect ID: 340  
Days: MT  
Time: 10:00-11:50A  
Room: PRAVH  
Cap: 50  
Primary Instructor: Moreland, Kemper

**Computr Applcn-Macroecon**  
Sect ID: 401  
Days: MT  
Time: 1:00-2:50P  
Room: PRAVH  
Cap: 320  
Primary Instructor: Erenburg, Sharon

**Independent Study**  
Sect ID: 497  
Days: TBA  
Room: PRAVH  
Cap: 1

**Independent Study**  
Sect ID: 498  
Days: TBA  
Room: PRAVH  
Cap: 1

**Independent Study**  
Sect ID: 499  
Days: TBA  
Room: PRAVH  
Cap: 1

**Econometrics:Theory& App**  
Sect ID: 515  
Days: TBA  
Room: PRAVH  
Cap: 22  
Primary Instructor: Thornton, James

**Econ Growth & Developmnt**  
Sect ID: 585  
Days: TBA  
Room: PRAVH  
Cap: 33  
Primary Instructor: Hayworth, Steven

**Thesis**  
Sect ID: 692  
Days: TBA  
Room: PRAVH  
Cap: 3

**Independent Study**  
Sect ID: 697  
Days: TBA  
Room: PRAVH  
Cap: 1

**Independent Study**  
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Room: PRAVH  
Cap: 1

**Independent Study**  
Sect ID: 699  
Days: TBA  
Room: PRAVH  
Cap: 3

### English Language and Literature

OVERRIDES: No overrides for 100 or 200 level courses, except to seniors who can provide the department head with written proof that enrollment in a given course will enable them to graduate at the end of that semester. (612 Pray-Harrold)

OVERRIDES for all other courses must be authorized by the instructor teaching the course.

### English

**Composition**  
Sect ID: 121  
Days: CE  
Time: 8:00-2:30P  
Room: PRAVH  
Cap: 25  
Primary Instructor: Arrington, Phillip

**Intermed English Comp**  
Sect ID: 225  
Days: LE  
Time: 8:00-9:50A  
Room: PRAVH  
Cap: 25  
Primary Instructor: Arrington, Phillip

**Writing About Literature**  
Sect ID: 227  
Days: LE  
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Room: PRAVH  
Cap: 25  
Primary Instructor: Norton, Alexandra
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Coil Spring 2000 Schedule II

*ENGL 323* Wrng in the Professional World 3.0 Cr
Classes not permitted: UGFR USGO Equivalent to: ENGL 324
108714 001 LE LE 01 MT Th 1:00-2:50P 329 PRAYH 25 Kraft, Robert

*ENGL 324* Prin of Tech Communication 3.0 Cr
Classes not permitted: UGFR USGO Prerequisite(s): ENGL 121 Equivalent to: ENGL 323
107926 001 LE LE 01 MT Th 8:00-9:50A 329 PRAYH 25 Reynolds, James

*ENGL 387* Co-op Education in English 3.0 Cr **CR/NC**
Department Permission Required
107435 001 LE LE 01 TBA

*ENGL 408* Writing for Writing Tchrs 3.0 Cr
Classes permitted: GDGR GRMA GRSL GRTG UCLR USGR
Prerequisite(s): ENGL 2** or ENGL 3** or ENGL 4** & ENGL 2** or ENGL 3** or ENGL 4**
Admission to College of Education Required Registration by ineligible students will be dropped without notice
108715 001 LE LE 01 M W 7:00-9:40P 312 PRAYH 20 Tucker, William

*ENGL 422* Writers' Workshop 3.0 Cr
Department Permission Required
Prerequisite(s): ENGL 335 & ENGL 2** or ENGL 3** or ENGL 4** & ENGL 2** or ENGL 3** or ENGL 4** See Catalog...
117872 Section Title: Creative Writing - Poetry
117872 002 CE LE LE 01 MT Th S 9:30-12:30P TBA TRV-A 20 Samuels, Lisa
117872 Additional meeting time:
117872 Special meeting:
117872 Start date: 6/16/00 End date: 6/23/00
117872 Class meets in Traverse City. Go to www.emich.edu/ce/ae/te/tcm.htm or call 1.877.EMU.TCTY.

*ENGL 450* Chldrsn Lit: Crtl&Respns 3.0 Cr
Prerequisite(s): LTR 207
116782 001 CE W W W 01 TBA

*ENGL 451* Wrgnt About Cntrvrsy-Lit for Yg 3.0 Cr
Prerequisite(s): ENGL 121 & LTR 207 Formerly known as: LTR 451
116792 002 CE LE LE 02 Su 8:00-4:00P TBA MAUC 25 Elss, Harry
116792 Start date: 5/07/00 End date: 6/11/00

*ENGL 487* Co-op Education in English 3.0 Cr **CR/NC**
Department Permission Required
107434 001 LE LE 01 TBA

*ENGL 488* Internship in Techncl Writing 1.0 Cr
Department Permission Required
107858 001 LE LE 01 TBA

*ENGL 489* Internship in Techncl Writing 2.0 Cr
Department Permission Required
107859 001 LE LE 01 TBA

*ENGL 490* Internship in Techncl Writing 3.0 Cr
Department Permission Required
107860 001 LE LE 01 TBA

*ENGL 497* Independent Study 1.0 Cr
Department Permission Required
107861 001 LE LE 01 TBA

*ENGL 498* Independent Study 2.0 Cr
Department Permission Required
107862 001 LE LE 01 TBA

*ENGL 499* Independent Study 3.0 Cr
Department Permission Required
107863 001 LE LE 01 TBA

*ENGL 522* Writing Workshop 3.0 Cr
Department Permission Required Graduate students (Seniors with permission) Majors permitted: EN99
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117873 Additional meeting time:
117873 Special meeting:
117873 Start date: 6/16/00 End date: 6/23/00
117872 Class meets in Traverse City. Go to www.emich.edu/ce/ae/te/tcm.htm or call 1.877.EMU.TCTY.

*ENGL 592* Special Topics 3.0 Cr
Graduate students (Seniors with permission) Majors permitted: EN99
116444 Section Title: Freelance Wrgnt:Thry&Practice
116444 001 LE LE 01 T Th 7:00-9:40P 426 PRAYH 20 Schlagheck, Carol

*ENGL 692* Thesis 3.0 Cr
Department Permission Required Graduate students only Majors permitted: EN99 Prerequisite(s): ENGL 621
107868 001 LE LE 01 TBA

*ENGL 693* Masters Writing Project 3.0 Cr
Department Permission Required Graduate students only Prerequisite(s): ENGL 621
107873 001 LE LE 01 TBA
# English

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# Journalism

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/21/00
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### Art

OVERRIDES: Student must complete an Art Department override form. Faculty will determine, from reviewing the forms, those students who will receive an override. If unable to obtain an override prior to class, a student should attend the first day of class. If given permission, the student gets a note signed by the instructor and brings it to 114 Ford Hall to receive the override.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
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**Touch-tone Code: 101**

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.**

**Spring 2000** Class Schedule as of 1/21/00

**Page 28**
### Foreign Languages & Bilingual Studies

**OVERRIDES:** Student must be on a waiting list and attend all scheduled meetings of the section until at least seven calendar days after the start of classes. There is no guarantee that a student on a waiting list will be allowed to register for a class. (219 Alexander)

#### English as a Second Language

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#### Foreign Language/Bicultural Studies

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*Call Touch-Tone Code: 124 for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

Spring 2000  
Class Schedule as of 1/21/00  
Page 29
Foreign Language/Bicultural Studies

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

French

Touch-tone Code: 117

Contact the Foreign Languages and Bilingual Studies Department for dates and times of the placement exam.

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Contact the Foreign Languages and Bilingual Studies Department for dates and times of the placement exam.

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Touch-tone Code: 123

Touch-tone Code: 123

Contact the Foreign Languages and Bilingual Studies Department for dates and times of the placement exam.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00

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### German
Touch-tone Code: 119

Contact the Foreign Languages and Bilingual Studies Department for dates and times of the placement exam.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
**Spanish**  
*Touch-tone Code: 121*

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**Teaching Second Language**  
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**Geography and Geology**

OVERRIDES: Must be authorized by the instructor and the department head. Laboratory courses are limited to the number of workstations available.

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

*Spring 2000  
Class Schedule as of 1/21/00  
Page 32*
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<tr>
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**Graduate students (Seniors with permission)** Equivalent to: GESC 324
**Additional Fee(s):** $5.00

**Spring 2000**

*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*
### Geography

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### Earth Science

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/21/00 Page 34**
## Earth Science

**Touch-tone Code: 128**

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**Prerequisites:** GESC 108 Equivalent to: GEOG 562

**Department:** Permission Required

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## Historic Preservation

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.**

**Spring 2000**

**Class Schedule as of 1/21/00**

**Page 35**
Historic Preservation  Touch-tone Code: 129

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History and Philosophy

NO OVERIDES. Only seniors who can provide the department head with written proof that enrollment in a given class will enable them to graduate at the end of the semester will be considered. No senior overrides will be authorized after the beginning of the second week of classes (i.e., after 5 days of a daytime class or the second meeting of an evening class).

Students are entitled to attend only those classes in which they are formally registered. Unauthorized attendance at classes, for whatever length of time, will not lead to the granting of overrides.

History  Touch-tone Code: 130

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### Philosophy

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
Mathematics

DEVELOPMENTAL MATH COURSES: MATH 097 AND 098

MATH 097 and 098 are developmental math courses that are designed to develop skills necessary for successful completion of college-level mathematics courses. As such, these classes are considered to be below the college level. The use of these classes is different from how college-level (100 or above) courses apply to your academic record.

1. MATH 097 and/or 098 will be counted in hours attempted, completed, and passed but will not be included in the GPA calculation.
2. MATH 097 and/or 098 will not count toward the minimum of 124 semester credit hours required for graduation.
   - Students must subtract the number of hours earned in MATH 097 and 098 from the passed hours to determine how many hours apply toward graduation.
3. These hours will be used in the calculation of academic class level (freshman, sophomore, junior, etc.).
4. MATH 097 and/or 098 does not count toward a degree at Eastern Michigan University.

PREREQUISITES FOR MATHEMATICS CLASSES

Prerequisites or placement will be checked for classes MATH 104, 105, 107, 108, 109, 110, 112, 118, 119, 120, 121, 122, 170, and 223. You must have credit (or transfer credit) for the listed prerequisite, or placement if applicable (see below). You may be asked to bring to class evidence that you have satisfied the listed prerequisite for the class or that you have appropriate placement. If you have credit or transfer credit for another class which you think might serve as a prerequisite, contact the Mathematics Department.

PLACEMENT INTO MATHEMATICS CLASSES

For placement into MATH 108, you must take the Computerized Placement Test. If you do not have a Math Placement Authorization Form and your major is undeclared, go to the Academic Advising Office, 303 Pierce Hall. Otherwise, go to the Mathematics Department, 515 Pray-Harrold.

For any of the mathematics classes MATH 097, 097A, 097B, 098, 098A, 098B, 104, 105, 107, 110, 112, 118, 119, 120, and 170, you may obtain placement by going to Academic Advising (301 Pierce Hall) if you have no declared major or otherwise, to the Mathematics Department (515 Pray-Harrold). For these classes, the three avenues for placement are:

1. Base-line placement: If you have an ACT math score which is less than four years old, you will be given a Placement Form showing a level of placement based on that score.
2. Computerized Placement Test: If you do not receive a base-line placement, or wish to elect a class at a higher level than your base-line placement allows, you will be given permission to take the Computerized Placement Test. The test must be taken no later than the last scheduled day of classes of the semester prior to the semester in which you wish to enroll.
3. Appeal: If you wish to take a particular class and have had three attempts at the Computerized Placement Test (spaced at least 30 days between tests) without reaching the required level, you may appeal to a member of the Department of Mathematics. You must bring the validated Computerized Placement Test forms with you.

PREREQUISITES WILL BE STRICTLY ENFORCED. INELIGIBLE STUDENTS WILL BE DROPPED.

OVERRIDES: Must be authorized by the instructor and by the department head (515 Pray-Harrold).

Mathematics

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Touch-tone Code: 133

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

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Spring 2000   Class Schedule as of 1/21/00   Page 39
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Spring 2000 Class Schedule as of 1/21/00
### Mathematics

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**Music**

**OVERRIDES:** Must be authorized by the department or the coordinator of advising for the department (101 Alexander).

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### Physics and Astronomy

**OVERRIDES:** Distributed on a first-come, first-served basis. Laboratory courses are limited to the number of workstations available. Overrides are given for multiple delivery section courses only after all sections have been filled. (313 Strong)

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<th>Time</th>
<th>Room</th>
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<th>Cap</th>
<th>Primary Instructor</th>
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Astronomy  Touch-tone Code: 137

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| Physics  Touch-tone Code: 136 |

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| PHY 221 | Mechanics, Sound & Heat | 4.0 Cr | | | | | | | |
| | Prerequisite(s): MATH 105 & MATH 107 |
| 108143 | 001 LL | LE | 01 | MT - Th | 8:00-9:50A | 307 | STRON | 20 | Kubitskey, Mary |
| 108145 | 004 LL | LA | 01 | M | 10:00-11:50A | 316 | STRON | 18 | Kubitskey, Mary |
| 108150 | 002 LL | LA | 01 | T - Th | 10:00-11:50A | 316 | STRON | 18 | Kubitskey, Mary |

| PHY 223 | Mechanics, Sound & Heat | 5.0 Cr | | | | | | | |
| | Prerequisite(s): MATH 120 |
| 108149 | 001 LL | LE | 01 | MT - Th | 10:00-11:50A | 307 | STRON | 20 | Kubitskey, Mary |
| 108150 | 002 LL | LA | 01 | T - Th | 8:00-9:50A | 316 | STRON | 20 | Kubitskey, Mary |

| PHY 378 | Special Topics | 2.0 Cr | | | | | | | |
| 117438 | Section Title: Amusement Park Physics |
| 117438 | 001 CE | LE | LE | 02 | M | 6:30-9:00P | TBA | EMILV | 30 | Kubitskey, Mary |
| 117438 | Special meeting: 5/18 | Th | 7:00-10:00P | TBA |
| 117438 | Start date: 5/03/00 | End date: 5/24/00 |

| PHY 591 | Special Topics | 2.0 Cr | | | | | | | |
| 117439 | Section Title: Amusement Park Physics |
| 117439 | 001 CE | LE | LE | 02 | M | 6:30-9:00P | TBA | EMILV | 30 | Kubitskey, Mary |
| 117439 | Special meeting: 5/18 | Th | 7:00-10:00P | TBA |
| 117439 | Start date: 5/03/00 | End date: 5/24/00 |

| PHY 690 | Thesis-Final Project | 1.0 Cr | | | | | | | |
| | Department Permission Required Graduate students only |
| 108151 | 001 LE | LE | 01 | TBA |

| PHY 691 | Thesis-Final Project | 2.0 Cr | | | | | | | |
| | Department Permission Required Graduate students only |
| 108152 | 001 LE | LE | 01 | TBA |

| PHY 692 | Thesis-Final Project | 3.0 Cr | | | | | | | |
| | Department Permission Required Graduate students only |
| 107468 | 001 LE | LE | 01 | TBA |

| PHY 697 | Independent Study/Resrch | 1.0 Cr | | | | | | | |
| | Department Permission Required Graduate students only |
| 107676 | 001 LE | LE | 01 | TBA |

Political Science  Touch-tone Code: 138

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| PLSC 210 | Intro Political Analysis | 3.0 Cr | | | | | | | |
| | Prerequisite(s): PLSC 112 or PLSC 113 |
| 116428 | 001 LE | LE | 01 | MT | 10:00-11:50A | 419 | PRAYH | 35 | Bernstein, Jeffrey |

| PLSC 212 | Intro Internat'l Politics | 3.0 Cr | | | | | | | |
| | Prerequisite(s): PLSC 112 or PLSC 113 |
| 116429 | 001 LE | LE | 02 | MT - Th | 5:00-6:50P | 421 | PRAYH | 35 | Magee, James |

OVERRIDES: For regular undergraduate courses, obtain directly from the instructor during posted office hours. Instructors are never under any obligation to provide overrides.
### Political Science

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00

Page 43
# Psychology

ERRIDES: Distributed on a first-come, first-served basis for non-laboratory undergraduate courses. Must receive instructor approval for laboratory courses. For graduate courses, overrides are given to students who have the course as a major requirement. Preference is given to students who must have a course to graduate in the same year. (537 Mark-Jefferson)

## Psychology

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

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## Psychology

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

Spring 2000

Class Schedule as of 1/21/00

Page 45
## Psychology

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Department: Permission Required Graduate students only

### Touch-tone Code: 139

## Sociology, Anthropology, Criminology

Overrides: Authorization and override form obtained from instructor only by attending first class meeting. Graduating seniors (proof may be required) are given priority.

### Sociology

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Department: Permission Required

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Department: Permission Required

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G-23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00
Women's Studies

**OVERRIDE** Weekday class. Students may also register for this course under PSY 242. Equivalent to: PSY 242

**WS 242 Psychology of Women**

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**WS 344 Sociology of Gender**

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<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
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<td>LE</td>
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<td>210</td>
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</table>

**WS 379 Special Topics**

<table>
<thead>
<tr>
<th>Sect ID</th>
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<td>105</td>
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**WS 387 Co-op Educ in Women's Studies**

<table>
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**WS 379 Special Topics**

<table>
<thead>
<tr>
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<tbody>
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<td>LE</td>
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**WS 387 Co-op Educ in Women's Studies**

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<th>Time</th>
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<tr>
<td>117009</td>
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**WS 479 Independent Study**

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**WS 498 Independent Study**

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<th>Time</th>
<th>Room</th>
<th>Bldg</th>
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<tbody>
<tr>
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**WS 499 Independent Study**

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<th>Time</th>
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<tbody>
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<td>210</td>
<td>PR4YH</td>
<td>25</td>
<td>Tilton, Lynn</td>
</tr>
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</table>

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
**IMPORTANT PHONE NUMBERS**

Area Code (734)

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>EMU Information</td>
<td>487-1849</td>
</tr>
<tr>
<td>Academic Advising Center</td>
<td>487-2171</td>
</tr>
<tr>
<td>Academic Programs Abroad</td>
<td>487-2424</td>
</tr>
<tr>
<td>Academic Service-Learning</td>
<td>487-6570</td>
</tr>
<tr>
<td>Admissions Office</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>487-3060</td>
</tr>
<tr>
<td>Graduate</td>
<td>487-3400</td>
</tr>
<tr>
<td>Arts and Sciences General Advising</td>
<td>487-0385</td>
</tr>
<tr>
<td>Cashier's Office/Pay by credit card</td>
<td>487-3331</td>
</tr>
<tr>
<td>Career Services Center</td>
<td>487-0400</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>487-0407</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>487-1118</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>487-0455</td>
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<tr>
<td>Grades &amp; Hang Tags by Touch-Tone</td>
<td>487-6560</td>
</tr>
<tr>
<td>Health Service</td>
<td>487-1122</td>
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<tr>
<td>Instructional Support Center</td>
<td>487-1380</td>
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<tr>
<td>Learning Center</td>
<td>487-2133</td>
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<tr>
<td>Parking</td>
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<td>Records</td>
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<td>Graduate</td>
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<td>Registration Helpline</td>
<td>487-2300</td>
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<td>Touch-Tone Registration</td>
<td>487-3309</td>
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<td>Student Business Services</td>
<td>487-3335</td>
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<td>i-mail</td>
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**HOURS**

- Office Hours: 8:00 AM - 5:00 PM
- Student Services: 8:00 AM - 5:00 PM
- Academic Services: 8:00 AM - 5:00 PM
- Registration: 8:00 AM - 5:00 PM
- Financial Aid: 8:00 AM - 5:00 PM
- Counseling: 8:00 AM - 5:00 PM
- Parking: 24/7
- Records: 8:00 AM - 5:00 PM

**HERE'S WHAT YOU NEED TO KNOW ABOUT:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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<tbody>
<tr>
<td>Academic Service-Learning</td>
<td>G10</td>
</tr>
<tr>
<td>Address Changes</td>
<td>G10</td>
</tr>
<tr>
<td>Auditing</td>
<td>G9</td>
</tr>
<tr>
<td>Calendar of Important Dates</td>
<td>G3</td>
</tr>
<tr>
<td>Class Confirmation</td>
<td>G20</td>
</tr>
<tr>
<td>Codes and Abbreviations</td>
<td>G24</td>
</tr>
<tr>
<td>Complete Cancellation of All Your Classes</td>
<td>G20</td>
</tr>
<tr>
<td>Contacts for Undergraduate Fields of Study</td>
<td>G29</td>
</tr>
<tr>
<td>Course Listing Key</td>
<td>G23</td>
</tr>
<tr>
<td>Course Load</td>
<td>G8</td>
</tr>
<tr>
<td>Courses below 100 level</td>
<td>G9</td>
</tr>
<tr>
<td>Credit/No Credit</td>
<td>G9</td>
</tr>
<tr>
<td>Fees for Registration</td>
<td>G13</td>
</tr>
<tr>
<td>Final Examination Schedule</td>
<td>G7</td>
</tr>
<tr>
<td>Graduate Courses for Seniors</td>
<td>G10</td>
</tr>
<tr>
<td>Graduate Students Electing 400 level Classes</td>
<td>G10</td>
</tr>
<tr>
<td>Graduation</td>
<td>G11</td>
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<tr>
<td>Holds</td>
<td>G13</td>
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<tr>
<td>Honors program</td>
<td>G10</td>
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<tr>
<td>ID Cards</td>
<td>G11</td>
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<tr>
<td>Incomplete Grade</td>
<td>G9</td>
</tr>
<tr>
<td>Independent Study, Internship &amp; Co-op</td>
<td>G10</td>
</tr>
<tr>
<td>Late Registration</td>
<td>G20</td>
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<tr>
<td>Major Codes</td>
<td>G25</td>
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<td>Map of the Campus</td>
<td>G31-32</td>
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<tr>
<td>Off-Campus Classes</td>
<td>G10</td>
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<td>Parking Tags</td>
<td>G6</td>
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<td>Pass-Fail</td>
<td>G9</td>
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<td>Paying Bills</td>
<td>G12</td>
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<tr>
<td>Public Directory &amp; Student Privacy</td>
<td>G11</td>
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<tr>
<td>Refunds</td>
<td>G14</td>
</tr>
<tr>
<td>Registration Appointments</td>
<td>G15</td>
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<tr>
<td>Registration Services &amp; Hours</td>
<td>G8</td>
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<tr>
<td>Repeat of Courses</td>
<td>G9</td>
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<tr>
<td>Residency</td>
<td>G13</td>
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<tr>
<td>Special Needs</td>
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<tr>
<td>Touch-Tone Quick Instructions &amp; Hours</td>
<td>G21</td>
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<tr>
<td>Touch-Tone Step-by-Step</td>
<td>G18</td>
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<tr>
<td>Transcript Orders</td>
<td>G11</td>
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<tr>
<td>Tuition and Fees</td>
<td>G13</td>
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<tr>
<td>Withdrawals</td>
<td>G20</td>
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<tr>
<td>Worksheet for Touch-Tone</td>
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**WHERE AT EASTERN MICHIGAN UNIVERSITY**
**DO I FIND INFORMATION ABOUT:**

<table>
<thead>
<tr>
<th>KEY:</th>
<th>UG Undergraduate Students</th>
<th>G Graduate Students</th>
<th>1, 2 First Step, Second Step</th>
<th>X All Students</th>
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<tr>
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<tr>
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<td>1</td>
<td>2</td>
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<tr>
<td>Cancel registration</td>
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<td>X</td>
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<tr>
<td>Career info., counseling, testing</td>
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<tr>
<td>Change address</td>
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<tr>
<td>Change curriculum, major</td>
<td>UG</td>
<td></td>
<td>G</td>
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<tr>
<td>Change name</td>
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<td>Credit by exam</td>
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<td>1</td>
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<td>Grade reports</td>
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<td>Graduation applications, diplomas</td>
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<td>Graduation audit</td>
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<td>Independent study</td>
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<td>2</td>
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<td>Pass-fail approval</td>
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<td>Pass-fail change to letter grade</td>
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<td>Re-enrollment after 8 terms absence</td>
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<td>Readmission after dismissal</td>
<td>UG</td>
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<td>Student employment, job hunting</td>
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<td>Tabulation of credit</td>
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<td>Transferring other colleges' courses</td>
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<td>Withdraw (automatic) from class, sem.</td>
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<tr>
<td>Withdraw (late by petition)</td>
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</table>

**EMU STUDENT GUIDE**

**EASTERN MICHIGAN UNIVERSITY FAST FACTS**
- **Campus Buildings:** 129
- **Campus Size:** 803 acres
- **Athletic Affiliation:** NCAA Division I-A, Mid-American Conference
- **Mascot:** Eagles
- **Colors:** Green and White

**SPRING 2000**

**G2**

**EMU STUDENT GUIDE**
### SPRING 2000 CALENDAR

<table>
<thead>
<tr>
<th>Subterm</th>
<th>Dates/Length of subterm (a)</th>
<th>Last date to add courses via TouchTone (a)</th>
<th>Last date to add courses with written permission (a)</th>
<th>Last date for 100% tuition refund (individual course or total withdrawal from term) (b)</th>
<th>Last date for 50% tuition refund (total withdrawal only) with &quot;W&quot; grades (c)</th>
<th>Last date for 25% tuition refund (total withdrawal only) with &quot;W&quot; grades (c)</th>
<th>Last date for total withdrawal from term (with &quot;W&quot; grades) (c)</th>
<th>Last date to declare pass/fail grading option or select to audit a course</th>
<th>Last date to remove pass/fail grading option and receive letter grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>5/3/00-6/24/00 (7 1/2 weeks)</td>
<td>5/6/00</td>
<td>5/30/00</td>
<td>5/8/00</td>
<td>6/7/00</td>
<td>5/16/00</td>
<td>5/30/00</td>
<td>6/16/00 (d)</td>
<td>5/8/00</td>
</tr>
<tr>
<td>02</td>
<td>5/3/00-6/15/00 (6 weeks)</td>
<td>5/6/00</td>
<td>5/30/00</td>
<td>5/8/00</td>
<td>5/31/00</td>
<td>5/16/00</td>
<td>5/30/00</td>
<td>6/9/00</td>
<td>5/8/00</td>
</tr>
</tbody>
</table>

(a) Initial registrations occurring on or after 5/3/00 will incur a one-time $50 late registration fee.
(b) Individual course drops occurring on or after 5/3/00 will incur a $10 fee per drop.
(c) Total withdrawals will incur an administrative fee of 5% of all charges (up to a maximum of $100 per semester).
(d) Date applicable only if student is registered for all subterm 01 courses.

### OTHER IMPORTANT DATES

<table>
<thead>
<tr>
<th>RECORDS AND REGISTRATION:</th>
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<tbody>
<tr>
<td>May 10, 2000</td>
</tr>
<tr>
<td>Undergraduate and Graduate graduation applications for June 2000 graduation due.</td>
</tr>
<tr>
<td>Applications for Provisional Certification for graduate students (post-degree) due.</td>
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</table>

<table>
<thead>
<tr>
<th>STUDENT BUSINESS SERVICES:</th>
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<tbody>
<tr>
<td>May 23, 2000</td>
</tr>
<tr>
<td>Spring 2000 FULL payment due.</td>
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</table>

SEE STUDENT GUIDE SECTION FOR PAYMENT INFORMATION, FINANCIAL POLICIES, AND PROCEDURES.

<table>
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<th>ADMISSIONS:</th>
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<tbody>
<tr>
<td>March 1, 2000</td>
</tr>
<tr>
<td>International student admission and re-enrollment to graduate degree/non-degree programs, certificate and certification programs.</td>
</tr>
<tr>
<td>March 3, 2000</td>
</tr>
<tr>
<td>International student admission to undergraduate degree programs, second bachelor programs, and guest status.</td>
</tr>
<tr>
<td>March 15, 2000</td>
</tr>
<tr>
<td>Domestic student admission to graduate degree programs, certification programs, certificate programs and re-enrollment.</td>
</tr>
<tr>
<td>April 24, 2000</td>
</tr>
<tr>
<td>Domestic student admission to graduate self-improvement, guest, and post-bachelor teacher certification.</td>
</tr>
<tr>
<td>Domestic student admission to undergraduate degree programs, second bachelor programs and guest status.</td>
</tr>
<tr>
<td>International and domestic student undergraduate re-enrollment.</td>
</tr>
</tbody>
</table>

STUDENTS WHOSE ADMISSION OR RE-ENROLLMENT APPLICATION IS RECEIVED AFTER THE DATES ABOVE MAY BE SUBJECT TO A LATE REGISTRATION FEE.
## MARCH 2000

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Priority Due Date for SP international graduate admission applications</td>
<td></td>
<td>Priority Due Date for SP international graduate admission applications</td>
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<td>WINTER RECESS • NO CLASSES • UNIVERSITY OPEN</td>
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<td>Priority Due Date for SP graduate degree, certification programs, certificate programs and re-enrollment</td>
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<td>Honors</td>
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<td>Degree Graduate Students</td>
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<td>Non-Degree Grad. &amp; 2nd Bachelors</td>
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<td>31. Seniors</td>
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TOUCH-TONE PRIORITY REGISTRATION APPOINTMENTS

## APRIL 2000

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<td>Seniors</td>
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<td>Juniors/ Sophomores</td>
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<td>TOUCH-TONE PRIORITY REGISTRATION APPOINTMENTS</td>
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<td>TOUCH-TONE PRIORITY REGISTRATION APPOINTMENTS</td>
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<td>SPING RECEESS</td>
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<td>SPRING RECEESS</td>
<td>Priority Due Date for SP graduates non-degree and all undergrad applications</td>
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<td>30.</td>
<td>Winter Commencement</td>
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TOUCH-TONE OPEN REGISTRATION

**Priorities**

- Priority Registration
- Open Registration
- Late Registration
- Drop Only
- Withdraw Only
- Last Day
- Holiday/EMU Closed
### MAY 2000

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- **Touch-Tone Open Registration**
- **Spring Classes Begin**
- **June Graduation Applications Due**
- **Individual Class Withdrawal - No Refund**
- **Spring 2000 Full Payment Due**
- **Individual Class Withdrawal - No Refund**
- **Individual Class Withdrawal - No Refund**
- **Last Day to Add SP Classes by Touch-Tone**

### JUNE 2000

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- **Touch-Tone Individual Class Withdrawal - No Refund**
- **7-1/2 Week Classes Only - No Refund**
- **Last Day to Withdraw from Individual 7-1/2 wk (ST01) Class for "W" grade - no refund**
- **Final Exams for 6-wk (ST02) Classes**
- **Last Day of Classes 6-wk (ST02)**
- **Final Exams for 7-1/2 wk (ST01)**
- **Spring Term Closes**

**Memo:** Last day to withdraw from SP classes for 100% tuition. Last day to claim pass-fail and determine audit. Begin in-person registration with written permission.
**SPRING HANG TAGS**

Commuter hang tags for the spring semester may be ordered by phone, starting March 28, 2000 during the Open Course Registration Period. Touch-Tone hang tag purchasing ends May 8, 2000. Call 734.487.6560 to purchase a hang tag. Hours of operation will be the same as the class registration system. Hang tags ordered by phone will be charged to your student account.

You need to be registered for classes and will need to know your student number and your PIN number. You will also need to use a true Touch-Tone phone (or a phone you can switch from pulse to tone) to call the Touch-Tone system. Voice messages will guide you. Listen carefully to the instructions.

Hang tags ordered through April 19, 2000 will be mailed. For orders placed on or after April 20, 2000, the hang tag must be picked up the following business day, after 4 p.m., at the Parking Office located on the ground floor of the Parking Structure. Student identification or course confirmation, along with photo identification and your license plate number, will be required to pick up the hang tag.

There will be a $25 fine for parking a vehicle on campus without a valid hang tag in any lot other than designated guest pay lots. Failure to display the hang tag is a violation of the parking regulations and will result in the issuance of a parking violation ticket. A lost hang tag must be replaced by purchasing another from the Parking Department.

Hang tags may be purchased in person at the Parking Department from 8:30 a.m. - 4:30 p.m. The Parking Department will be open until 7 p.m. on May 3, 4, 8, 9, 2000. If you need further information, please call the Parking Department at 734.487.3450.

**Vehicle Registration Fees: (Subject to Revision)**

Commuter $25

(Parking on campus between 6 a.m. and 2 a.m.)

University Housing occupants and Brown/Munson residents must obtain a billing card from 107 Brown and present their signed billing card, current student ID, and vehicle registration to the Parking Department for a hang tag.

Graduate assistants must obtain a signed billing card from their sponsoring department. They must present the signed billing card, in person, at the Parking Department, to obtain a hang tag.

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**A BRIEF TIMELINE OF EASTERN MICHIGAN UNIVERSITY**

- **March 28, 1849**: State Legislature passed Act #138 entitled “An Act to Establish a State Normal School.”
- **October 5, 1852**: Official dedication of Michigan State Normal School.
- **March 29, 1853**: Michigan State Normal School opens, offering two programs of study, a “Classical Course” and an “English Course.”
- **1854**: Michigan State Normal School holds first commencement, with three graduates.
- **September, 1881**: The student newspaper, the Normal News, is founded as a monthly.
- **1890**: First Michigan institution to establish a department of geography.
- **September 15, 1897**: The student newspaper is renamed the Normal College News and comes out twice a month.
- **1897**: First U.S. teachers’ college to become a four-year institution.
- **April 28, 1899**: Michigan State Normal School is renamed Michigan State Normal College.
- **1915**: First U.S. teachers’ college to establish training for teachers of the disabled.
- **July 1, 1956**: Michigan State Normal College becomes Eastern Michigan College.
- **July 6, 1956**: The student newspaper is renamed the Eastern Echo, a weekly publication.
- **June 1, 1959**: Eastern Michigan College is renamed Eastern Michigan University.
- **1959**: College of Education is established.
- **1959**: College of Arts and Sciences is established.
- **1964**: College of Business is established.
- **1975**: College of Health and Human Services is established.
- **1980**: College of Technology is established.
- **1990**: Eastern Michigan University begins first phase of a $213 million investment in campus renovations.
- **November 28, 1995**: Groundbreaking for the Bruce T. Halle Library.
- **October 30, 1996**: President Bill Clinton visits Eastern Michigan University to present a speech on women in the business community.
- **September 20, 1997**: A “Beaming Ceremony” is hosted to celebrate construction of the new Convocation Center.
- **June 1, 1998**: Opening of the $41 million Bruce T. Halle Library.
- **October 9, 1998**: Official dedication of the Bruce T. Halle Library.
- **January 1, 1999**: Eastern Michigan University begins year-long celebration of its Sesquicentennial.
Whether or not a final examination shall be required will be determined by the instructor in line with departmental policy. The schedule below shall be followed. If a final examination is not given, the scheduled exam period shall be used for other class activity. Instructors are not permitted to change the schedule of examinations. Students are to take their exam with their regular class during the last class session. Any deviation must be approved by the instructor and the department head in which the course is offered. Approval will be given only in cases of extreme emergency. Consult the University Catalog for other regulations governing examinations.

<table>
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<tr>
<th>DAY &amp; EVENING CLASSES - 6 WEEK SESSION</th>
<th>DATE OF EXAMINATION</th>
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<tbody>
<tr>
<td>DAY CLASS MEETS</td>
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<td>M</td>
<td>Monday, June 12</td>
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<th>DAY &amp; EVENING CLASSES - 7-1/2 WEEK SESSION</th>
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<tr>
<td>DAY CLASS MEETS</td>
<td>DATE OF EXAMINATION</td>
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<td>M</td>
<td>Monday, June 19</td>
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<td>Th, TTh, MTTh, MTWTh</td>
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<td>MWF, MTWThF</td>
<td>Friday, June 23</td>
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<td>Saturday, June 17</td>
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GUIDE TO REGISTRATION POLICIES & PROCEDURES

Spending a few minutes to become familiar with this guide will help you take care of your educational program, receive services, and prevent costly problems.

TOP 10 TIPS FOR SUCCESSFUL REGISTRATION

1. Read the University Calendar in this Student Guide so you know the deadlines for add, drop and withdrawal from courses; call the 24-hour Registration Voicemail Bulletin Board at 734.487.2300 for calendar information and helpful instructions.

2. Make sure to pay your bill by the due date to avoid a past due hold on your registration. Call or visit Student Accounting in 203 Pierce, 734.487.3335, if you need help with billing information.

3. Keep your telephone number and address up to date with EMU by sending in the change of address form in this book. Also file a forwarding order at the post office.

4. Always bring photo identification with you when you request services; federal law requires that we see your ID and have your signature for most transactions.

5. Memorize your PIN (Personal Identification Number) and do not share it with anyone. It should be as secure as your ATM PIN code. Like your bank, we cannot give out a PIN over the phone.

6. When you call Touch-Tone Registration, listen carefully to voice messages about errors. Time conflicts, wrong parts of a course delivery plan, and wrong group codes will remain on your schedule until you correct them.

7. Always use Touch-Tone Action Code 4 to confirm the correctness of your registration transactions before you end every call; use the Touch-Tone worksheet in this class schedule book to record transactions, note problems, and purchase textbooks.

8. If you have a registration problem, call the Registration Help Phone at 734.487.2300. Have your student number and problem details ready (semester, year, grad or undergrad, section ID, dates) and take recommended action immediately.

9. Keep a file that secures your advising agreement, PIN, registration notices, course confirmations, bills, and receipts for payment and withdrawal.

10. If you decide to withdraw from a semester, immediately notify the Office of Records and Registration in writing (use the tear-out form in this schedule book). Be sure the postmark date meets the deadline for tuition refunds and use certified mail to retain proof, or withdraw in person by the deadline.

UNIVERSITY REGISTRATION POLICY

By registering for classes at Eastern Michigan University, you accept responsibility for reading and conforming to all policies, procedures, required dates, fees, and other requirements published in the University catalogs and in the class schedule book.

OFFICE OF RECORDS & REGISTRATION SERVICES

The service counter in 303 Pierce will help you with questions, problems, printed course confirmations, PIN changes, approved audit requests, and changing a Pass-Fail to a letter grade. Also available are courtesy campus phones for Touch-Tone transactions, and inquiry terminals that display open sections of current and future semester courses. After Touch-Tone deadlines, the service counter handles late registration by students who bring an approved petition. Please send or bring address change forms and complete withdrawal requests to the service counter.

PLEASE DO NOT SEND ANOTHER PERSON TO HANDLE YOUR REGISTRATION AND RECORDS BUSINESS!

By federal law, we can only accept transaction requests from the student, with photo identification and a signature.

Service counter hours are:

- Fall and Winter: M, Th, F 8 A.M.-5 P.M.
- T & W 8 A.M.-7 P.M.
- Spring and Summer: M-F 8 A.M.-5 P.M.

Evening and Saturday hours during fall and winter:

During the fall and winter semesters, all Pierce Hall student service offices and the Career Services Center are open Tuesday and Wednesday evenings until 7 P.M. Pierce Hall service offices are also open from 10 A.M. until 1 P.M. on the Saturday before classes start, and the first Saturday of the term.

COURSE LOAD

Undergraduate:

During fall and winter semesters, the recommended academic course load is 15 to 18 credit hours. During the spring and summer semesters, the recommended load is 6 to 9 credit hours in the 7 1/2-week session and 5 to 6 credit hours in the 6-week session.

First semester freshmen and students on Academic Probation may not take more than the recommended academic load without special permission from the Academic Advising Office, 301 Pierce.

Qualified continuing students considering taking over 18 credits should consult carefully with an academic adviser before taking an overload. The Touch-Tone system will prevent registration for more than 24 credit hours (12 in spring or summer). Request assistance at the Records and Registration service counter to add classes in excess of 24 credits.
Fall and winter undergraduate students must register for a minimum of 12 credit hours to qualify as “full-time” for University purposes, including Financial Aid. For the spring and summer semesters, the minimum full-time load is 6 credit hours for Financial Aid or other purposes.

Graduate:
During the fall and winter semesters, the minimum full-time graduate load is 8 credit hours. Half-time is 4 credit hours. The minimum full-time graduate course load for spring and summer semesters is 4 credit hours, and half-time is 2 credits. The Touch-Tone system will prevent registration for more than 20 credit hours (12 for spring or summer).

AUDITING CLASSES
Courses may be audited subject to the approval of the head of the department offering the course. Audit applications may be obtained at, and returned to, the Office of Records and Registration, 303 Pierce Hall. No credit is awarded for class audit but you must register for the class. Tuition and fees for auditing are the same as for courses where credit is elected. Check the University Calendar for deadlines concerning audits.

CREDIT/NO CREDIT
A credit/no credit option is utilized by departments in courses where the standard letter grades do not seem appropriate. Such courses will be designated as “CR/NC” in the class schedule book. All students taking such classes will receive either “CR” or “NC” in place of the letter grade. Neither “CR” nor “NC” will have any effect on the student’s grade point average. Courses for which the “CR” is received will count towards graduation requirements, and there is no limit to the number of such courses that may be taken by the individual student. The “CR/NC” courses taken by students do not count in the number of Pass-Fail courses that can be elected.

PASS-FAIL OPTION
A pass-fail option is available to any regularly enrolled junior or senior in good standing. A maximum of six pass-fail courses may be applied toward graduation and are restricted to free elective courses only. General education classes, and those required for a major or minor, may not be taken under the pass-fail option. No graduate courses may be elected for pass-fail credit. No graduate student may take an undergraduate course for pass-fail credit.

The grade of pass, designated as “S” on the grade report, counts as credit toward graduation and shall be issued to students earning a grade of “D-” or better. A “U” shall be issued to students earning a grade of “E”. Neither a pass nor a fail shall be used in any way toward the calculation of the grade point average, but the pass credit hours count toward the total necessary for graduation.

A student who qualifies and wishes to elect this option should fill out a pass-fail form and submit it to the Academic Advising Center, 303 Pierce Hall, and allow at least one working day for processing the application. No requests will be approved on the spot. The option may be canceled up to the last day of classes before the official University scheduled final exam. It may be applied to a course for which a student is currently registered up to the end of the first week of the semester. Consult the University Calendar for actual dates.

COURSES BELOW THE 100 LEVEL
Developmental courses, those with course numbers below 100, will appear in total hours attempted, completed and passed. The grades will also be used in calculating the term and cumulative grade point average. However, they will not count toward the minimum 124 hours required for graduation.

HOW CAN I ARRANGE FOR AN INCOMPLETE?
An “I” (incomplete) grade is never applied to poor work or non-attendance by the student. The student must inform the instructor of the reason for the requested incomplete, and the instructor may, at his or her discretion, agree to the request and submit the “I” grade. A maximum of one (1) year is allowed for completion of the course work.

HOW DO I REPEAT A COURSE?
The Touch-Tone system will declare a repeat and notify you at the time you register again for a course you have previously taken for credit. You may also declare a repeat at the Office of Records and Registration in 303 Pierce Hall.

Undergraduate students may elect to repeat any course, regardless of the grade received, with the following provisions:

1. No course may be taken more than three times, except by permission of the head of the department in which the course is offered.
2. No student may repeat more than ten different courses in the process of completing a bachelor’s degree, except by permission of the Academic Standards Committee. Contact Academic Advising.
3. All grades earned by a student will be retained on the permanent record.
4. Only the grade received the last time the course is taken will be used in compiling graduation credits and in determining the cumulative grade point average.
5. Courses in which an “E” grade is received at EMU may not be repeated at another school. To assure that the grades for repeated courses have been recalculated to the correct grade point average and academic status, students may check with the Office of Records and Registration, 303 Pierce Hall.

Graduate students: Courses may be repeated only once, and only if the grade obtained in the first enrollment is less than a “B.” The first grade remains on the student’s record, but is not included in the computation of the student’s grade point average.
OFF-CAMPUS CLASSES AND STUDY ABROAD
Students may register for off-campus (Continuing Education) classes at the same time on-campus registration is completed, using Touch-Tone Registration.

All students in good academic standing are eligible to participate in a study abroad program and earn a full semester of credit. Programs are offered in countries throughout the world. To register for undergraduate and graduate courses offered through study-abroad programs, contact the Office of Academic Programs Abroad, 212 Business and Finance Building, 734.487.2424.

INDEPENDENT STUDY, INTERNSHIP, CO-OP AND OTHER ARRANGED COURSES
Students registering for courses needing department permission and special placement, such as Student Teaching, Applied Music, Independent Study, Internship and Cooperative Education courses, must get authorization at the appropriate office before registering. Students may register and adjust their schedules late, without fees, for these courses, when approved in writing by the department, and done in person at the Office of Records and Registration. Financial aid for Independent Study and Distance Education courses does not pay until the course is completed and the grade has been recorded.

ACADEMIC SERVICE-LEARNING
Academic Service-Learning is a teaching method that utilizes meaningful community service as a means of understanding course objectives. Structured reflection helps the student to integrate service projects with course content. The Office of Academic Service-Learning, in 202 Rackham, supports faculty, administrators, and students in implementing these activities, with a Resource Center, workshops and seminars, community links, grants and fellowships, and research opportunities.

SENIORS ELECTING GRADUATE COURSES
Seniors (those who have 76 or more completed credit hours as of the current semester and have an EMU GPA of at least 2.5) requesting graduate courses must obtain signed approval from the Office of Records and Registration, 303 Pierce Hall, AFTER obtaining the instructor’s approval. An approved, signed copy of the approval form must be on file prior to the second week of classes.

ONLY courses numbered 500 through 596 may be elected. No graduate course may be elected, under any condition, if the total number of credit hours registered for is more than 16. If any course is taken for graduate credit, student load restrictions in the Graduate Course Load section apply (see above).

SENIORS ADMITTED TO THE GRADUATE SCHOOL
EMU seniors admitted to the Graduate School as conditional seniors must register once as an undergraduate student for those courses that apply to their undergraduate degree, and separately as a graduate student for the courses that apply to their graduate degree. Failure to do so will result in incorrect credit applied to the undergraduate degree. When registering by Touch-Tone, the student must make two separate phone calls, one for the undergraduate level and one for the graduate level.

GRADUATE STUDENTS ELECTING APPROVED 400-LEVEL COURSES FOR GRADUATE CREDIT
Graduate students registering in approved 400-level courses for graduate credit must obtain approval from the Office of Records and Registration, 303 Pierce Hall AFTER obtaining the instructor and graduate adviser’s signature. Approved forms must be on file with the office prior to the second week of classes. Only nine credit hours of approved 400-level courses can be applied to a graduate degree program.

HONORS PROGRAM
In addition to any honors courses being offered, upper-division students who are members of the University Honors Program (UHP) may make individual arrangements for honors credit in their regular classes after consultation with their honors adviser.

Only those students who have applied and been admitted to the UHP are permitted to register in honors courses. Permission for honors courses must be obtained at the UHP Office 250 Jones before registration. Honors students will be permitted to register for classes on specially designated days arranged with the UHP Office.

For additional information, contact the Director, 734.487.0341, 250 Jones Hall, Community of Scholars.

INSTRUCTOR ASSIGNMENTS
The University reserves the right to make necessary changes in instructor assignments as listed in this class schedule book.

WHEN YOU MOVE, File your ADDRESS CHANGE with the post office and the University.

Each time you change your address, you must notify the University by completing a Student Address Change and Update notice—you can use the one in this book—and sending it to the Office of Records and Registration, 303 Pierce. Failure to provide the University with complete, accurate and timely address information will leave you liable for financial penalties on overdue bills, and you may not receive important notices and grades. To make sure you receive mail sent before your address change was received, also submit a forwarding order to the post office.
STUDENT ID Cards: The Eagle Card

The Eagle ID Card is required for the use of the library, the Rec/IM facility, and by all residence hall meal plan holders or Eagle Express account holders. Eagle Cards are produced in the Eagle Card Office located in McKenny Union, Room 21. Bring your driver’s license or other photo identification. You must be registered for the current term in order to be issued a card and for the card to work properly.

The first ID card issued is free of charge. The replacement cost for lost ID cards is $15. Damaged ID cards can be replaced for $5 if you bring in the old card. Pay by Eagle Express, cash, check, VISA, MasterCard, or charge to your student account.

Eagle Card Office hours for fall and winter semesters are:
- Monday & Thursday, 9 A.M.-5 P.M.
- Tuesday & Wednesday, 9 A.M.-6:30 P.M.
- Friday, 9 A.M.-4 P.M.

(Opening week extended hours will be posted.)
Report lost or stolen cards to 734.487.3176 or 487.3078.

SPECIAL-NEEDS STUDENTS

Special priority enrollment is available for special-needs students. Services are also provided for serious injury or other crises. Contact the Dean of Students Office in 221 King Hall for information at 734.487.3118.

HOW DO I GET READY TO GRADUATE?

Graduation/Certificate Application

Students who anticipate completing graduation requirements must file a graduation application at the beginning of the semester in which they plan to graduate. Commencement ceremonies are held in April and December only. June and August graduates may participate at the ceremony immediately preceding or following their graduation date.

A one-time, non-refundable, application fee is charged: Undergraduate and Second Bachelor Degree fee: $30; Master, Specialist and Doctoral Degree fee: $35. Applications can be found in this Class Schedule Book or may be obtained from the Office of Records and Registration, 303 Pierce Hall. If the application has not been filed by the deadline in the semester calendar, graduation cannot be guaranteed for the semester requested. All financial obligations to EMU must be paid before a diploma is released. Graduate students see the “General Information for Graduation Application” page in this book.

TRANSCRIPTS

To order an official Eastern Michigan University transcript, complete a transcript request form at the Cashier’s Office, 201 Pierce Hall. The cost is $5 per copy. In-person orders may be placed and paid for at the Cashier’s Office.

To order by mail, send the request form and check to: Transcripts, Cashier’s Office, 201 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197.

PUBLIC INFORMATION

Notification of Student Rights under FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education record. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day EMU receives a request for access. Students should submit to Eastern Michigan University’s (EMU) Registrar’s Office written requests that identify the record(s) they wish to inspect. A university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by EMU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom EMU has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

EMU has designated the following items as directory information and these items may be included in publications or disclosed upon request without consent: The student’s name; address; telephone listing; electronic-mail address; date and place of birth; major field of study; class schedule; class roster; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received (including but not limited to, the Dean’s list); and the most recent previous educational agency or institution attended by the student.

EMU reserves the right to make directory information public unless a student’s written objection (specifying the category of information not to be made public without prior consent) is filed at the Office of Records and Registration within 14 days after each term begins.

Students who do not want to be included in the annual EMU Student Directory should complete a Directory Exclusion Card. Cards can be picked up from McKenny Union Information Desk, Residence Hall Information Desks, Office of Records and Registration, Academic Advising or the Public Information Office. They must be turned in by Sept. 15 to the Office of Public Information in 18 Welch Hall. Completing the Exclusion Card will remove your name, address and phone number from the current and subsequent telephone directories.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by EMU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington DC 20202-4605

**FINANCIAL INFORMATION**

**HOW DO I PAY MY BILLS?**

Payments are made to the Cashier’s Office, 201 Pierce Hall, open Monday-Friday, 9 A.M.-4:30 P.M. During the fall and winter, the Office is open until 7 P.M. on Tuesday and Wednesday. TO PAY BY PHONE, call 734.487.3331. TO PAY IN PERSON bring bill and attached coupon. Pay by cash, check, VISA or MasterCard. TO PAY BY MAIL enclose coupon and use mailing label provided. For other types of payment, mail to: Cashier/Eastern Michigan University/201 Pierce Hall/Ypsilanti MI 48197.

Allow 7 days for mail processing. TO USE NIGHT DEPOSITORY enclose coupon and check, or fill out credit card authorization on coupon. Drop envelope in slot provided at the College Place entrance of Pierce Hall. Do not deposit cash. To service personal financial matters, a bank branch and an ATM are available in McKenny Union. The Cashier Office does not provide personal banking services.

**WHEN DO I RECEIVE BILLS?**

Bills are mailed after the first weekend of each month, two to three weeks prior to the due date. IT IS EACH STUDENT’S RESPONSIBILITY TO MAINTAIN A CORRECT PERMANENT OR BILLING ADDRESS WITH EMU AT ALL TIMES. Late payment fees will not be waived due to the lack of a correct address. Be sure to file a forwarding request at the post office, in addition to submitting timely address changes to the Office of Records and Registration.

If you register and do not receive a bill at the time indicated in the semester calendar, IT IS YOUR RESPONSIBILITY to contact the Student Accounting Office at 734.487.3335 to determine your status and make your required payment on time.

Upon receipt of your bill, you must make a payment equal to the minimum amount due for the semester. This bill will include an estimate of financial aid. Students whose financial aid estimate covers the minimum required payment do not need to make a payment. Students who have no financial aid or whose aid is not sufficient to cover the minimum amount due must pay the minimum amount billed by the due date.

Classes will not be automatically canceled due to non-payment. If you are not planning to attend, you must cancel your registration directly with the Office of Records and Registration or you will be financially responsible.
WHAT'S THAT $40 FEE ON MY BILL?
By submitting any registration request, you incur a $40 registration fee. If your original registration for the term was on or after the first day of classes, you will incur an additional one-time late registration fee. Each course drop, on or after the first day of classes, up through the drop deadline, will result in a $10 course adjustment fee.

HELP! THERE'S A HOLD ON MY ACCOUNT SO I CAN'T REGISTER...
Eastern Michigan University may place a hold on a student's registration if either financial or academic performance obligations are not met. You must clear all holds before you will be allowed to register. You may have a past due account hold because you have a balance owed for a previous semester, or because you are delinquent in the payment of the current semester charges. This includes tuition, university short-term loans, parking, housing and library fines. To settle your account, go to Student Accounting, 203 Pierce Hall. You will then be allowed access to the Touch-Tone Registration System.

TUITION AND FEES
SUBJECT TO REVISION
All tuition and fees are subject to change by action of the Eastern Michigan University Board of Regents without prior notice and at any time. Such changes may be retroactive to the date of original registration. Rates in effect for 1999-2000 (Subject to change and published here for informational purposes only) are as follows:

<table>
<thead>
<tr>
<th>Resident status</th>
<th>Michigan Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate tuition per credit hour:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course levels</td>
<td>$101.50</td>
<td>$265.00</td>
</tr>
<tr>
<td>100 - 299</td>
<td>$108.25</td>
<td>$300.00</td>
</tr>
<tr>
<td>300 - 499</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Graduate tuition per credit hour: | | |
| Course levels | $157.00 | $350.00 |
| 500 & above | | |

| Doctoral tuition per credit hour: | | |
| Course levels | $196.00 | $400.00 |
| 500 & above | | |

<table>
<thead>
<tr>
<th>Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee: $40</td>
<td></td>
</tr>
<tr>
<td>Late registration fee: one-time $50 additional</td>
<td></td>
</tr>
<tr>
<td>Program adjustment fee: $10 per drop transaction</td>
<td></td>
</tr>
<tr>
<td>General fee: $17 per credit hour</td>
<td></td>
</tr>
<tr>
<td>Course fees: (see course listing for amount)</td>
<td></td>
</tr>
<tr>
<td>Installment Payment fee: $20 (fall/winter only)</td>
<td></td>
</tr>
<tr>
<td>Late payment fee: $20/month</td>
<td></td>
</tr>
<tr>
<td>Returned Check/Charge card fee: $20</td>
<td></td>
</tr>
</tbody>
</table>

THE GENERAL FEE
EMU has the responsibility to maintain certain services and facilities on campus for the comfort and convenience of students, and to maintain academic accreditation. Examples are improvements to academic facilities, the Health Center, learning technology labs, athletic facilities, performing arts facilities, and Student Government. These are funded through a general fee per credit hour, assessed to all students. Like all general assessments, not every service or facility supported is used by every student, but the fee does serve the overall good of the student body.

RESIDENT STATUS FOR TUITION ASSESSMENT
Students are responsible for payment of tuition according to their resident or non-resident status at the time of their admission. If, after admission, a student feels his or her residence status has changed, an application, with documentation, for reclassification must be submitted to the Student Accounting Office no later than the end of the 100% tuition refund period. Failure to file such an application on time shall constitute a waiver of all claims to rebates or reclassification for the semester for which the student has registered. If an appeal is pending, and a bill is received, the student should pay the minimum payment due on the bill. If the appeal is approved, any amount overpaid will be refunded.

INSTALLMENT PAYMENT PLAN
(FALL & WINTER ONLY)
If you choose to pay the minimum amount due, you have chosen the installment plan. The installment plan requires that half of tuition, half of room and board, and all fees must be paid by the listed due date prior to the beginning of classes. The second half of tuition and room and board will be due the eighth week of the semester. An installment fee of $20 will be charged to your account. If you fail to pay the minimum payment by the due date, you will be charged both the late fee and the installment fee, a $40 total.

LATE PAYMENT FEE
If your payment is received after the bill due date you will be charged a $20 late fee each month until it is paid in full. If the MINIMUM payment is not received by the due date, you will be charged both a late fee and an installment fee.

ADMINISTRATIVE FEE
If, for any reason, you withdraw from EMU, you will be charged a 5% administrative fee, not to exceed $100 per semester for all charges to that point. Withdrawals after the eighth day of class for fall or winter semester will result in additional charges.
SPRING AND SUMMER PAYMENT SCHEDULE
100% tuition and room & board are payable as billed at the end of the priority telephone registration period, or at the time your registration is billed, if you register during open registration.

BILLING ERRORS OR PAYMENT POLICY QUESTIONS
Questions concerning billing errors or payment policies should be directed to the Student Accounting Office, 203 Pierce Hall. Requests for tuition/fee adjustments must be made no later than 15 business days after the semester ends.

REQUIRED FEES APPROVED BY THE BOARD OF REGENTS ARE NOT DISPUTABLE.

REFUNDS
Refunds are issued when enrollments, assessments and financial aid records are substantially complete. Other refund arrangements must be made by the student by telephone request to 734.487.3335, in person, or by written request to the Student Accounting Office, 203 Pierce, Eastern Michigan University, Ypsilanti, MI 48197. All refund checks are mailed to the student’s designated billing or permanent address. If you want a refund mailed to a different address, contact Student Accounting.

Tuition Refunds for Dropping Classes
When you register for a class, you have contracted with the University to reserve space in that class and you are responsible by virtue of your registration for payment of tuition and fees. If you find that you cannot take a class you must DROP THE CLASS OR CLASSES VIA THE TOUCH-TONE REGISTRATION SYSTEM or IN WRITING by the required dates in order to be relieved of your responsibility for payment of tuition. If you dropped using the Touch-Tone system call back on a separate phone call to verify that the drop was processed correctly.

IMPORTANT
Your non-attendance will not result in any class being dropped. If you do not properly notify the Office of Records and Registration, the University has no way of knowing that you do not plan to attend. The University will continue to reserve your space in class, making it unavailable for any other student, and will hold you responsible for payment.

CAUTION!
If you decide not to attend the University, you must:

1. CANCEL ALL YOUR CLASSES at the Records and Registration Service Counter or by certified mail. A mail-in cancellation/withdrawal form is included in this book for your convenience.

2. NOTIFY THE OFFICE OF FINANCIAL AID that you will not be attending.

3. CONTACT THE HOUSING OFFICE to arrange for CONTRACT WITHDRAWAL.

FAILURE TO DO THE ABOVE MAY LEAVE YOU WITH TUITION AND HOUSING CHARGES THAT WILL NOT BE PAID BY FINANCIAL AID.

Returned Checks & Charge Card Authorizations
A check or charge returned from your bank or other financial institution unpaid (returned item) will not automatically cancel your registration with a refund of tuition charges. The University will hold you responsible for your original enrollment plan unless you follow the published procedures and schedules for dropping classes or withdrawing. We will charge the returned item to your account along with the returned check fee, and request immediate payment. If you do not render payment when requested, administrative action may be taken to place holds on future registration privileges, release of transcripts, and other University services. You will also face collection action for the unpaid amount.

TUITION APPEALS
EMU allows the first 10 percent of the semester (eight days for fall and winter, four days for spring and summer) to drop your classes with full credit, minus the administrative fee. If you feel there is a University error that resulted in your failure to drop the class(es) in a timely manner, you may file a tuition appeal with all supporting documentation at the Student Accounting Office, 203 Pierce Hall, until 15 business days after the end of the semester. Appeals will not be approved for pre-existing medical conditions, for changes in your work schedule or because you failed to verify a drop you did over the telephone.

Eastern Michigan University Fast Facts

- New Freshmen Average GPA: 3.01
- New Freshmen Average ACT: 21
- New Freshmen Average SAT: 1,006
REGISTRATION APPOINTMENTS

DO NOT call before your appointment time. You cannot register and will only cause busy signals for students who are scheduled at that time. During the registration period, you may call to register or add/drop any time during or after your scheduled appointment.

To verify your total earned hours, see your Academic Progress Report or call the Office of Records and Registration.

NEW UNDERGRADUATE AND TRANSFER STUDENTS: If you hear the Touch-Tone message, “You cannot register at this time...Consult your Class Schedule for your appointment time,” you must call Academic Advising at 734.487.2171 to schedule an advising session.

TOUCH-TONE PREVENTS REGISTRATION IF:
- You do not have current admission status.
- You were admitted or re-enrolled for a term, but did not register and need to update your admission.
- You have been academically dismissed.
- You call before your appointment time.
- You have an academic or financial hold.
- You are a new undergraduate or second bachelor’s student and have not contacted the Academic Advising Office.
- You have not registered for eight or more consecutive terms and need to re-enroll.

TOUCH TONE REGISTRATION SYSTEM

Telephone Number
734.487.3309

REGISTRATION SYSTEM HOURS

BY APPOINTMENT

Tuesday, March 28 - 9 a.m. to 9 p.m.
Wednesday, March 29 - Saturday, April 15
8 a.m. to 9 p.m. Monday through Friday
8 a.m. to 5 p.m. Saturday
Closed Sunday and Holidays

Normal System Hours

8 a.m. to 8 p.m. Monday through Thursday
8 a.m. to 6 p.m. Friday
8 a.m. to 3 p.m. Saturday
Closed Sundays and Holidays
*Closed Saturdays after 100% drop deadline

HONORS Students (admitted to University Honors Program) Credits earned as of January 1, 2000

MARCH 28, TUESDAY

<table>
<thead>
<tr>
<th>TIME</th>
<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m.</td>
<td>125 or more</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>100-124</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>85-99</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>70-84</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>60-69</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>45-59</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>35-44</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>25-34</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>1-24</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>0</td>
<td>51-99</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>0</td>
<td>00-50</td>
</tr>
<tr>
<td>8:00 p.m.</td>
<td>Open Registration for Honors</td>
<td></td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>System closed</td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE Students admitted to Degree Programs (Credits earned as of January 1, 2000)

MARCH 29, WEDNESDAY

<table>
<thead>
<tr>
<th>TIME</th>
<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Open for previous groups</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>50 or more</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>35-49</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>28-34</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>23-27</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>17-22</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>13-16</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>9-12</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>5-8</td>
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</table>

MARCH 29, WEDNESDAY (CONT)

<table>
<thead>
<tr>
<th>TIME</th>
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<tbody>
<tr>
<td>5:00 p.m.</td>
<td>1-4</td>
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</tr>
<tr>
<td>6:00 p.m.</td>
<td>0</td>
<td>67-99</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>0</td>
<td>34-66</td>
</tr>
<tr>
<td>8:00 p.m.</td>
<td>0</td>
<td>00-33</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>System closed</td>
<td></td>
</tr>
</tbody>
</table>

GRADUATE Students not in degree programs and Second Bachelors (Credits earned as of Jan. 1, 2000)

MARCH 30, THURSDAY

<table>
<thead>
<tr>
<th>TIME</th>
<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Open for previous groups</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>60 or more</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>45-59</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>30-44</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>23-29</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>13-22</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>10-12</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>7-9</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>4-6</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>1-3</td>
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</tr>
<tr>
<td>6:00 p.m.</td>
<td>0</td>
<td>67-99</td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>0</td>
<td>34-66</td>
</tr>
<tr>
<td>8:00 p.m.</td>
<td>0</td>
<td>00-33</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>System closed</td>
<td></td>
</tr>
</tbody>
</table>
### SENIORS (completed 85 or more credit hours as of January 1, 2000)

**MARCH 31, FRIDAY**

<table>
<thead>
<tr>
<th>TIME</th>
<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
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</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Open for previous groups</td>
<td></td>
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<tr>
<td>9:00 a.m.</td>
<td>170 or more</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>155-169</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>144-154</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>140-143</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>135-139</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>132-134</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>130-131</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>127-129</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>125-126</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>122-124</td>
<td></td>
</tr>
<tr>
<td>7:00 p.m.</td>
<td>120-121</td>
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</tr>
<tr>
<td>8:00 p.m.</td>
<td>118-119</td>
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<td>9:00 p.m.</td>
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</tr>
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**APRIL 1, SATURDAY - Seniors, continued**

<table>
<thead>
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<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
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</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Open for previous groups</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>116-117</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>114-115</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>112-113</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>110-111</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>109</td>
<td></td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>107</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>106</td>
<td></td>
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<tr>
<td>5:00 p.m.</td>
<td>System closed</td>
<td></td>
</tr>
</tbody>
</table>

**APRIL 3, MONDAY - Seniors, continued**

<table>
<thead>
<tr>
<th>TIME</th>
<th>EARNED HRS.</th>
<th>LAST 2 DIGITS OF STUDENT #</th>
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</thead>
<tbody>
<tr>
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<td>Open for previous groups</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>105</td>
<td></td>
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**APRIL 4, TUESDAY - Seniors, continued**

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### JUNIORS (completed 56-84 credits hours as of January 1, 2000)

**APRIL 4, TUESDAY**

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**APRIL 5, WEDNESDAY - Juniors, continued**

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**APRIL 6, THURSDAY - Juniors, continued**

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**APRIL 7, FRIDAY - Juniors, continued**

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**Sophomores & Freshmen Appointments Next Page...**
**SOPHOMORES** (completed 25-55 credit hours as of January 1, 2000)

### APRIL 7, FRIDAY

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### APRIL 8, SATURDAY - Sophomores, continued

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### APRIL 9, MONDAY - Sophomores, continued

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### APRIL 10, TUESDAY - Sophomores, continued

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### FRESHMEN (completed 0-24 credit hours as of January 1, 2000)

### APRIL 11, TUESDAY

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**OPEN REGISTRATION AND ADD/DROP:**

See Calendar in this Guide (G4) for dates. See G15 for normal system hours.

**LATE REGISTRATION AND ADD/DROP:**

See Calendar in this Guide (G4) for dates. See G15 for normal system hours.

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**EMU STUDENT GUIDE**

G17

**SPRING 2000**
TELEPHONE REGISTRATION STEP BY STEP

If You Need Help...
We want to make your call a success! If you have questions or need assistance, call the REGISTRATION HELPLINE AT 734.487.2300

Service hours: 8 a.m.-5 p.m. Monday-Friday
Fall & Winter: 5 p.m.-7 p.m. Tuesday & Wednesday
Voicemail: 734.481.9961

BECOMING ELIGIBLE TO REGISTER
1. If you are a new undergraduate or transfer student you must be advised before you can register. Call the Academic Advising Center at 734.487.2171 to schedule an advising session. Until you have been advised, or waived your advising session, the system will not permit you to register.

2. If it has been more than eight terms since you last registered, you must re-enroll. If you are an undergraduate, please re-enroll at the Office of Records and Registration, 303 Pierce Hall. Graduate students re-enroll at the Office of Admissions, 401 Pierce Hall.

3. If you did not register for the semester for which you were admitted, you must update your admission.
   You must update your admission with the admissions office before you attempt to register for the current semester.

4. If you were admitted by sending in a Continuing Education registration form, you are limited in your course selection. You will be eligible to use Touch-Tone to register only for sections marked “CE” in the class schedule, until you complete regular admission.

5. If you have unpaid bills, you will not be able to register. Have a past due account held cleared well ahead of your appointment time. If you have any past-due payment obligations, a hold will be placed on your record and you will not be able to use the Touch-Tone Registration System. Go to Student Accounting at 203 Pierce Hall to clear your hold. (Do not go to the Financial Aid Office!)

6. Select courses and several alternates and enter them on the Touch-Tone Telephone Registration worksheet. If a course delivery plan has more than one instruction type (for example, lecture, lab and/or recitation), select a section for each instruction type. You must enroll for all required instruction types for such a course, and they may also need to have matching group codes (A, B, etc.).

7. Arrange for department permissions or overrides well in advance of your call. The “Department Permission Required” listed under a course in the class schedule means that you need to contact the academic department offering the course. The department has on-line access, and can authorize you to register in a course or section. If the system doesn’t allow you to register in a course for which you believe you are eligible, contact the department for approval.

8. Make sure you have a correct major or major intent declared. Many courses are restricted by major or by college. If your major is incorrect, you will not be able to register for a restricted course. To declare or change your major, contact Academic Advising at 301 Pierce Hall. Academic minors wishing to enroll in a class restricted to majors will require department permission.

9. Identify your correct appointment time, normally determined by your class level and earned credit hours. To check your earned credit hours, look at your Progress Report (be sure to subtract E hours and repeat credits from the total) or contact the Office of Records and Registration.

ACCESSING THE TOUCH-TONE REGISTRATION SYSTEM
1. Be sure your phone is in good working condition! A Touch-Tone phone sends a tone when you press a key, but it may not work if the key is worn out or if dust or liquids have leaked into the keypad. Not all push-button phones send tones. The registration system cannot recognize the pulse signals sent by some push-button phones. You do not need to have Touch-Tone service from your phone company, but be sure your phone is switched to tone mode after you dial and hear “Welcome to the Eastern Michigan University Touch-Tone...”

2. If you get a busy signal, it means all 62 lines are in use. Wait a few minutes, make sure you are dialing the correct number, and try again. The priority appointment schedule is designed to level the call load and smooth your access to the system. However, there is a higher volume of calls during the open registration period right before the term begins.

3. If you hear no ring or a busy signal, please call the Registration Hotline at 734.487.2300. We will ask for your originating phone number so we can report line and switch malfunctions to the telephone company.
4. When you hear the message, “All circuits are busy,” you have not connected to the telephone registration system. You will not be liable for long distance charges. Should a malfunction cause charges on your bill, please call your telephone company billing office to request a correction. If you hear a message, “Not a valid access code,” you have dialed the wrong area code. The area code has changed to 734.

5. If, after hearing the welcome message on Touch-Tone, you then hear, “We are experiencing technical difficulties. Please...” this means that the host mainframe has temporarily become unavailable for phone registration. Details of any lengthy delay, when they become known, will be posted on the Registration Voicemail Bulletin Board.

THE TOUCH-TONE CALL

1. Your Touch-Tone student number is NINE digits. Enter three zeroes (000) in front of your 6-digit student number. You may also use your social security number at this prompt.

2. Adding Sections - Use Action Code 1 Enter the six-digit section ID using the telephone keypad. If the course is full or has been cancelled, the system will tell you and you can try your alternates or request to hear a list of open sections for the course. If the time or days of the course have been changed since the publication of the schedule book, the original section will have been cancelled and replaced with a new section. For many courses, new sections are added after publication, so always check for open sections when your first choice is unavailable.

Restrictions and Error Messages

A) The system will enforce a limit of 24 credit hours for undergraduates and 20 for graduate students during fall and winter. In spring and summer the limit for both is 12 credit hours. If you need to take more hours, request assistance at the Records and Registration Service Counter where you may be registered in person for the excess hours.

B) To adjust your schedule, the system will let you register temporarily for duplicate sections of the same course. You are responsible for removing the duplicate section from your schedule. Failure to do so will result in being assessed charges for multiple sections.

C) In addition to “department permission,” the system enforces specific requirements such as: major, student academic level (grad vs. undergrad), class level (freshman, sophomore, etc.) and college. All exceptions must be approved and entered on your electronic file prior to registration. The system will not accept an academic minor as permission to register for a course restricted by academic major. You must get permission from the department (electronically input) before you can register for the course by Touch-Tone.

D) Course Ineligibility: The system does not automatically enforce prerequisites, grade point average, placement test results, and other requirements not specified in the paragraph above. Students who register in courses for which they are not eligible, may be dropped without notice prior to the start of the semester. Due to the timing of the previous term’s grade processing, spring and summer drops for ineligibility may occur after these terms begin.

E) When you select a course that requires you to register for multiple sections, such as lecture and lab, you will hear a warning on Touch-Tone. However, this is just a warning! You are still responsible for registering for a complete set of sections, and for dropping a complete set.

F) When you select a course which requires a co-requisite (another course you must take in the same semester) you will hear a voice warning. This is only a warning! You are still responsible for completing your registration for all required courses.

G) If you register for a course you’ve already taken for credit, the system will automatically code the new course as a repeat and warn you in case you wish to drop it.

H) If you make a mistake and schedule courses which meet at the same time, the system will warn you. You are responsible for correcting the time conflict in your schedule.

3. Hearing Open Sections - Use Action Code 3

When you choose to hear a list of open sections for a course, the system will list all open sections, including those with enrollment restrictions. REMEMBER that this selection is up-to-date and more current than the published class schedule. To interrupt, press the # key. To hear a course listing again, use the * key followed by the 7 key. TO REGISTER FOR A SECTION, YOU MUST RETURN TO THE MAIN MENU AND SELECT ACTION CODE 1 TO REGISTER FOR THE CLASS.

4. Dropping Sections - Use Action Code 2

Complete all add transactions before drop transactions. Drop unwanted sections early to avoid charges. After classes begin, each late drop costs $10. Late drops necessitated by the replacement of a cancelled section must be requested in person at the service counter for the late drop fee(s) to be waived. Non-attendance will not cause a class to be dropped. Non-payment will not cause a class to be dropped.

BEFORE YOU DROP, USE CODE 4 TO HEAR THE CORRECT SECTION ID OF THE COURSE YOU WISH TO DROP. Be sure to drop the section ID you hear on your schedule playback, NOT what you remember or read from the book. Be sure to drop all related sections such as lecture, lab and recitation.
WARNING: If you drop the wrong section and cannot re-add because it is full, you will have to request an enrollment limit override from the department.

To be sure your drop is complete, always return to the main menu (* key followed by the 6 key) and use action code 4 to review your schedule. If you are dropping more than one class, be especially careful to complete the last drop. Many students making hurried drops neglect to finish the last one!

5. Reviewing Your Class Schedule - COURSE CONFIRMATION - Use Action Code 4
At the end of your call we strongly urge that you review your schedule to check for any errors. You will know immediately if your phone is not working, or if you have not completed a transaction. You'll hear an updated list of your classes immediately. The system will also tell you the current total number of credit hours on your class schedule.

See the semester calendar for dates when you will receive your combined bill and course confirmation by mail. IMPORTANT! KEEP THIS! If you add or drop during open registration, the change will appear on your next month's bill and course confirmation. In the interim, use action code 4 to confirm your schedule, or bring photo identification to the Records and Registration service counter, 303 Pierce Hall and request a printed schedule.

6. Withdrawing from an individual class section - Use Action Code 5
After the calendar deadline for 100% individual class drops, use code 5 to withdraw from a single section and receive an automatic "W" grade. The Touch-Tone system will permit withdrawal only from individual sections, but not from your last or only section. To withdraw from all of your classes for the semester, send the withdrawal request form from this book, by certified mail, or visit the Office of Records and Registration at 303 Pierce.

You can't drop a class by simply not attending. You are responsible for timely cancellation of your registration, and for correct Touch-Tone course drops.

LATE REGISTRATION
1. Students must be registered in order to attend classes.
2. After the first day of classes, you have a short grace period in which to register by Touch-Tone. If your original registration is on or after the first day of classes, you will be assessed a single, one-time $50 late registration fee.
3. After the grace period, registration is permitted on an exception basis only. Signatures from the instructor and department head are required on a waiver form, provided by the department, for each course. Registration with written permission will be accepted through 50% of the semester/subterm (see semester calendars in this guide section for specific deadline dates). After this date, students cannot receive credit for any course(s) for which they are not registered.

COMPLETE CANCELLATION OF ALL YOUR CLASSES FOR THE SEMESTER
If you decide not to attend a semester for which you have registered, you must cancel your entire class schedule or be subject to financial and/or academic penalties. If you neglect to notify the Office of Records and Registration, the University has no way to know that you do not plan to attend, and will continue to reserve your space in class. Non-attendance and non-payment of bills will not result in any class being dropped.

When you cancel or drop all of your classes for a semester, you will be assessed a 5% administrative fee for each tuition and fee adjustment up to the maximum of $100 per semester. This fee will be assessed for cancellation or total withdrawal from the date of your initial registration through the 25% tuition refund deadline. Withdrawals after the 8th day of class for Fall or Winter semester will result in additional charges.

You may cancel all classes by:
1. coming in person to the Office of Records and Registration service counter, 303 Pierce Hall; or
2. mailing by certified mail the cancellation form in this book or sending a certified letter, including your student number, term, year, and main reason for withdrawal, to the Office of Records and Registration, 303 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197; or
3. using the Touch-Tone system during the 100% drop period only; or
4. in writing by fax to 734.487.6808

Through the calendar 100% deadline, a total withdrawal will result in a refund of 100% of tuition and fees, less an administrative fee. Through the 50% deadline, total withdrawal will result in a 50% refund of tuition and fees, less an administrative fee, and "W" grades. Through the 25% calendar deadline, total withdrawal will result in a 25% refund of tuition and fees, less an administrative fee, and "W" grades. (Under the Federal Fair and Equitable Refund Act, first time students are refunded on a graduated scale.) The administrative fee will be 5% of all charges up to a maximum of $100 per semester.

INDIVIDUAL WITHDRAWALS
After the 100% drop deadline, there is a period for withdrawal from classes. Withdrawal results in a "W" on your academic record. Individual course withdrawal will produce no tuition credit or refund.

Undergraduates may withdraw from individual classes by Touch-Tone, or at the Records and Registration Service Counter, 303 Pierce Hall, through two-thirds of the semester/subterm. See calendars in this guide for specific deadlines. After this time, individual late withdrawals are made by petition only, at the Academic Advising Center, 301 Pierce Hall, 734.487.2171; students must provide evidence of a "C-" or better grade in the course, or extenuating circumstances.

Evening service is also available at Academic Advising on Tuesday and Wednesday, 5-7 p.m., during fall and winter semesters.

Graduate students may withdraw by Touch-Tone or at the Records and Registration Service Counter, 303 Pierce Hall, through two-thirds of the semester/subterm. See calendars in this guide for specific deadlines. After this time, individual late withdrawals are made at the Graduate School, Starkweather Hall. Graduate students must be receiving a "B" or better grade in the course to be granted a withdrawal at this time.
**TOUCH-TONE REGISTRATION INSTRUCTIONS**

**HOW TO REGISTER BY PHONE**

**Quick Reference**

1. **WORKSHEET:** Complete the worksheet in this insert after selecting courses from the Schedule of Classes. Write down several alternative courses and sections in case your first choice is closed. Record your schedule after hearing it played back on action code 4. Use your worksheet to purchase textbooks and to locate your classes.

2. **PIN:** You will need to know your student number and your Personal Identification Number. You received a system-assigned PIN with admission or advising documents. This secret 4-digit number is like your ATM “PIN”.

3. If your PIN is lost or you suspect that its confidentiality has been breached, you may request a new PIN at the Office of Records and Registration service counter, 303 Pierce Hall. Photo identification will be required.

4. **USE A TRUE TOUCH-TONE PHONE** (or a phone you can switch from pulse to tone) to call the Touch-Tone System. Voice messages will guide you. Listen carefully to the instructions.

5. Before you end your call, be sure to use action code 4 to REVIEW YOUR CLASS SCHEDULE and catch errors. You are responsible for timely and correct Touch-Tone course drops.

6. **BY SUBMITTING ANY REGISTRATION REQUEST, YOU INCUR A ONE-TIME $40 REGISTRATION FEE PER SEMESTER.**

   See Priority Appointments for Special Hours

**CALL 734.487.3309 TO REGISTER**

Please do not leave your student number and PIN where anyone else can see them. And never give them to someone else to register for you!

If you need special assistance with Touch-Tone registration, call 487-2300.

**Normal System Hours**

Monday - Thursday 8 a.m. - 8 p.m.
Friday 8 a.m. - 6 p.m.
Saturday 8 a.m. - 3 p.m. (Only during Add/Drop)
CLOSED Sunday and Holidays

**ACTION CODES**

Follow the voice prompts to use the system. The menu actions correspond to the telephone keypad as shown below.

![Action Code Diagram](image.png)

*after drop deadline)
**TOUCH-TONE TELEPHONE REGISTRATION WORKSHEET**

**Step 1:** Dial **734.487.3309** from a touch-tone telephone.

**Step 2:** When the Touch-Tone Registration System tells you:
- Press **1**

**Step 3:** Enter the Semester for which you wish to register -
- Press **1** Fall, **2** Winter, **3** Spring, **4** Summer

**Step 4:** Enter your nine-digit Student Number: 0 0 0

**Step 5:** Enter your Academic Level for the semester of registration -
- Press **1** Undergraduate, **2** Graduate

**Step 6:** Enter your PIN (Personal Identification Number):

**Step 7:** Enter an Action Code for transaction desired -
- **1** to REGISTER/ADD, **6** to RETURN TO THE MAIN MENU
- **2** to DROP, **9** to END THE SESSION
- **3** to HEAR OPEN SECTIONS, **5** to WITHDRAW from an individual section after drop deadline
- **4** to HEAR YOUR CLASS SCHEDULE (Course Confirmation)

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<td>Course No.</td>
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| DROPS/WITHDRAWALS |                        |                      |                      |                      |                      |                      |                      |                      |
|                  |                        |                      |                      |                      |                      |                      |                      |                      |
|                  |                        |                      |                      |                      |                      |                      |                      |                      |
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|                  |                        |                      |                      |                      |                      |                      |                      |                      |
## COURSE LISTING KEY

**FIN 322 World Money Markets**  
All sections require graphing calculator.  
Prerequisites: ACC 241 & ACC 245 or FIN 2**

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**Prerequisi­tes:** ACe 241 & ACe 245 or FIN 2**

**Colleges permitted:** BU

**Classes permitted:** UGJR, UGSB, UGSR

**Co­requisite:** FIN 338

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<th>TYPE</th>
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<td>B Instructor</td>
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**Course is offered on a Credit/No credit basis.**

**Course fee when applicable.**

**Prerequisite course(s) required for enrollment in this course:**

**FIN 2**: Any 200 level course in this subject satisfies the prerequisite requirement.

**See catalog for more prerequisites than could be listed in this space.**

**Equivalent to:** Same as listed course; no additional credit toward requirements.

**Major restrictions for this course:** See table of majors for codes.

**College restrictions for this course:** majors in the college(s) listed are permitted or not permitted to enroll.

**Class(es) permitted:** See table of class levels for codes.

**Co-requisite:** a second course for which you must enroll in the same semester.

**The delivery plan for the course.** In a multiple delivery plan, you must also register for other sections. LL requires both lecture and lab sections. See the next page of course listing codes for plan code table.

**The instruction type for the course.** See the next page of course listing codes for a table of all instruction types. LE is a lecture type section.

**In a multiple delivery plan the group letter designates a group of related sections for which you must enroll, all with the same letter.**

**The subterm code identifies the start and end dates of the section.** In the spring and summer, subterm code 02 designates a 6-week course; code 01 is a 7-1/2 week section; code 03 is a post-summer course. In fall and winter, code 01 is a 15-week course; code 02 is the first 7-1/2 (or 8) weeks; code 03 is the second 7-1/2 weeks.

**A restriction or notice that applies to the section above.**

**Building code.** See the next page of the course listing codes for the table of buildings and their codes. For CE sections where building is “TBA,” contact Continuing Education at 734.487.0407 for further location information. For on-campus sections, contact the academic department for further location information.
EMU CAMPUS BUILDING CODES

ALEX A Alexander Music Building
BOONE Richard G. Boone Hall
BOWEN Wilbur P. Bowen Field House
BRIGG Walter O. Briggs Hall
CRI Coatings Research Institute - Campus
FORD Clyde Ford Hall
HALLE Bruce T. Hall Library
HOVER J. M. Hover Laboratory
HURSC Huron Golf Club
KING Julia Anne King Hall
MARKJ Mark Jefferson Hall
MCKEN Charles McKenny Hall
OECS Oestrike Stadium
OWEN Gary M. Owen Coll. of Bus Bldg.
PEASE Frederick H. Pease Auditorium
PORTE John W. Porter - College of Ed. Bldg.
PRAYH Prey-Harrolld Hall
QUIRK Quirk Dramatic Arts Building
RACKH Rackham Sch of Special Educatn
REOM Olds-Robb Student Rec Ctr-IM
ROOSE Roosevelt Hall
RYNEA Rynearson Stadium
SCULP The Sculpture Studio
SHERZ William H. Sherzer Hall
SILL J.M.B. Sill Hall
SNOW Gienadine Snow Health Center
STRON Strong Physical Science Bldg.
WARNE Warner Physical Education Bldg.
WCAMP West Campus Fields

OFF CAMPUS BUILDING CODES

WEEKEND & WASHTENAW COUNTY

ALEX A Alexander Music Building
BRKST Brookwood Studio, Ann Arbor
CFINN Comfort Inn, Ann Arbor
EACGC Eagle Crest Golf Club, Ypsilanti
EACGC Eagle Crest Cent. Center, Ypsilanti
EMPST Employer Site
FRDRV Ford Motor Plant Rawsonville, Ypsilanti
LNCHS Lincoln High School, Ypsilanti
SCBA The Scrap Box, Ann Arbor
WCC Washtenaw Community College, Ann Arbor
WGHOT Wyndham Garden Hotel, Romulus
WSD Washtenaw Intermediate School Dist, Ann Arbor

DETOCRI METROPOLITAN REGIONAL CENTER

BCBS Blue Cross Blue Shield, Southfield
FINLY Findley, Detroit
FRDWX Ford Motor Plant Wixom, Wixom
FRMS Farmington High School, Farmington
HARPS Hart Public Schools, Hart
LKEMP Lake Erie Metro Park, Rockwood
OAKM Oakwood Metro Park, Flat Rock
OCC Oakland Community College, Southfield
OCOR Oakland Community College, Farmington Hills
OTCP Oakland Technical Center, Pontiac
RAND A Phil Randolph Career & Tech, Detroit
PASTR Paster Elementary School, Detroit
PRFAC Professional Academy, Detroit
SEAHS Seaholm High School, Birmingham
TONES Tonda Elementary School, Canton
WRESA Wayne RESA, Wayne

LIVONIA REGIONAL CENTER

DKNT Dickerson Center, Livonia
EMULV EMU Livonia Center
FRDLV Ford Motor Plant Livonia, Livonia

FLINT REGIONAL CENTER

EMRCC Emrich Conference Center, Brighton
GASC Genesee Area Skill Center, Flint
LKRES Lakeview Elementary, White Lake
MOTT Mott Community College, Flint

JACKSON REGIONAL CENTER

CMMPG Camp McGregor, Jackson
CMWCN Commonwealth Center, Jackson

MONROE AREA UNIVERSITY CENTER

MAUC Monroe Area University Center, Monroe
MOCCC Community College, Monroe

OTHER

ARDES Ardis Elementary School, Ypsilanti
FLTRK Flat Rock H.S., Flat Rock
G-1SD Gratiot Isabella RESD, Ithaca
GRDCC Grand Rapids Community College, Grand Rapids
GSU Grand Valley State University, Grand Rapids
GVRD Gaylord
H. LKE Higgins Lake
KENT Kent ISD, Grand Rapids
KEEC Kresge Environmental Ed. Center (Fish Lake) Lapeer, MI
LKEMP Lake Erie Metro Park, Rockwood
NMCCU Northwestern Michigan College University Center
PHUPJ Pharmacía UpJohn, Kalamazoo
SHNTY Shanty Lake
TL200 Toledo Zoological Society, Toledo, OH
TRY-A EMU at Traverse City
USCO Colorado
USHI Hawaii
WW World Wide Web, Distance Ed

DELIVERY PLAN

LE Lecture Only
LA Laboratory Only
LL Lecture, Laboratory
LR Lecture, Recitation
LS Lecture, Lab, Recitation
ST Studio Only
WW World Wide Web

INSTRUCTION TYPES REQUIRED

C1 Combined Lec/Lab in Single Sec.
C2 Combined Lec/Rec in Single Sec.
C3 Combined Lec/Lab/Rec in Single Section
AM Applied Music
DE Distance Education
DS Distance Education Study
ST Studio Section
WW World Wide Web

Academic Level Codes

UG Undergraduate
GR Graduate
UG Undergraduate Class Codes

UGFR Freshman (0-24 Hours)
UGSO Sophomore (25-55 Hours)
UGJR Junior (56-84 Hours)
UGSR Senior (85 or More Hours)
UGGS Guest
UGNM Non-Matriculated
UGSB Second Bachelor Degree
UGIM Self Improvement

Graduate Class Codes

GRMA Masters
GRSP Specialist
GRDR Doctorate
FRCC Certificate of Completion
GREL English as Second Language
GRHR Non-Degree 12 Hours
GRSI Self Improvement
GRTC Teaching Certificate
GRDP Undergrad Degree Pending
### UNDERGRADUATE MAJORS

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Graduate Major Codes, Continued

EN9996 English - Written Communication
EN9997 English - Literature
EN9998 English - English Linguistics
EN9999 English - Children's Literature
FL35 TESOL Certificate
FL36 TESOL
FL37 Language and International Trade
FL98 Spanish Bilingual-Bicultural
FL99 Foreign Languages
FL997 Foreign Languages - Spanish
FL999 Foreign Languages - German
FL9999 Foreign Languages - French
GE97 Historic Preservation
GE98 Historic Preservation
GE987 Hist. Pres. - Planning
GE9898 Hist. Pres. - Heritage, Interpret. & Tourism
GE9899 Hist. Pres. - Administration
GE99 Geography
GE9994 Geography - Urban and Regional Planning
GE9995 Geography - Info Sys & Remote Sensing
GE9996 Geography - Physical Geography
GE9997 Geography - Geography Land Use Analysis
GE9998 Geography - Geography Environmental Study
GE9999 Geography - Cartography and Remote Sensing
HC99 Human, Environ and Cons Resources
HC9992 Apparel and Textile Management
HC9993 Hotel and Restaurant Management
HC9994 HECR - Interior Design
HC9996 HECR - Human Nutrition
HS94 Adv State and Local History
HS95 State and Local History
HS96 Soc Sci and American Culture
HS97 Social Sciences
HS99 History
ID98 Polymer Technology
ID99 Interdisciplinary Technology
IT98 Quality Technology Certificate
IT99 Industrial Technology
IT9997 IT - Quality
IT9998 IT - Manufacturing
IT9999 IT - Construction
LC94 Guidance and Counseling
LC95 Guidance and Counseling
LC96 School Counselor
LC9699 College Student Personnel
LC96 Educational Leadership
LC97 Educational Leadership
LC98 Admin and Counseling Services
LC99 Educational Leadership
MA99 Mathematics
MA9998 Mathematics - Applied Statistics
MA9999 Mathematics - Computer Science
MG96 Management Preleveling
MG99 Human Res Mgt and Org Development
MU99 Music
MU9994 Music - Choral Music
MU9995 Music - Piano Pedagogy
MU9996 Music - Music Performance
MU9997 Music - Music Theory - Literature
MU9998 Music - Music Literature
MU9999 Music - Music Education

NU99 Master of Science in Nursing
OR96 Information Systems Preleveling
OR99 Information Systems
OT98 Occupational Therapy
OT99 Masters of Occupational Therapy
PE98 Physical Ed Teacher Education
PE9894 PE - Adaptive
PE9895 PE - Sports Med-Corporate/Adult
PE9896 PE - Sports Med-Exercise Physiology
PE9897 PE - Sports Medicine-Biomechanics
PE9899 PE - Pedagogy
PE99 Physical Education
PH97 Physics
PH98 General Science
PH99 Physics/Phys Ed Education
PL99 Public Administration
PS99 Psychology
PS9998 Psychology - Clinical Psychology
PS9999 Psychology - Clinical Behavioral Psychology
SC98 Criminology and Criminal Justice
SC99 Sociology
SC9999 Sociology - Family Specialty
SP99 Special Education
SP9997 Sp Ed Individual Instruction
SP9998 Sp Ed Curriculum Development
SP9999 Sp Ed Admin & Supervision
SP99 Special Education Endorsement
SP999 Special Education
SP9993 Sp Ed Visually Impaired
SP9994 Sp Ed Speech - Language Pathology
SP9995 Sp Ed - POHI
SP9996 Sp Ed Mentally Impaired
SP9997 Sp Ed Learning Disabilities
SP9998 Sp Ed Hearing Impaired
SP9999 Sp Ed Emotionally Impaired
SW96 Social Work
SW9697 SW - Mental Health and Chemical Dep
SW9698 SW - Family and Children's Services
SW9998 SW - Services to the Aging
SW99 Gerontology
SW9999 Gerontology - Spec. in Dementia
TE82 Secondary Professional Certif
TE84 Elementary Professional Certif
TE87 Sec Provisional Tchg Certif
TE89 Elem Provisional Tchg Certif
TE91 Social Foundations of Educatn
TE9198 Interdisciplinary Cultural Studies
TE9199 Teaching for Diversity
TE92 Secondary School Teaching
TE93 Reading
TE94 (K-12) Common Learnings in Curriculum
TE95 Middle (School) Level Education
TE96 Elementary Education
TE9695 Language Arts in Elem Ed.
TE9697 Gifted and Talented Elem Ed.
TE9699 Children w/ Special Need Elem Ed.
TE97 Educational Psychology
TE9797 Ed Psy Research and Evaluation
TE9798 Ed Psy Educational Technology
TE9799 Ed Psy Develop and Personality
TE98 Early Childhood Education
TE99 Women's Studies
# Eastern Michigan University
## Undergraduate Field Of Study Contacts

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*Note: (M) Indicates Minor Only*
Distinguished Eastern Michigan University Alumni

U.S. Secretary of Transportation Rodney Slater, '77
Timothy Adams, '73, President of Chrysler Europe
Char DeWolff, '92, Academy Award Winner for Documentary Film
Thomas Fleming, '68, National Teacher of the Year, 1992
Bruce T. Hale, '56, Founder and CEO of Discount Tire
Sheryl Janes, '73, '74, Pulitzer Prize winner for feature writing, 1992
Hayes Jones, '61, gold medal winner, 110m hurdles, 1964 Tokyo Olympics
Gwen Frostic, '26, artist and founder of Presscraft Papers
Grant Long, '88, professional basketball
Shirley Spark, '49, cofounder, UPGA
Emil Weddige, '34, world renowned master of lithography
Paul McMullen, '95, track Olympian and eight-time All-American track star

Eastern Michigan University Fast Facts

Gender: Undergraduates: 58% female, 42% male
Graduates: 65% female, 35% male
President: William E. Shelton
Board of Regents: Eight-member board, appointed by Governor
Faculty: 650 full-time
Faculty holding Ph.D.s: 80%
Student/Faculty Ratio: 19:1
Academic Programs: Almost 200 undergraduate and graduate
Doctoral programs: 7 - Educational Leadership

Eastern Michigan University Map Index

See map on next page
<table>
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COLLEGE OF BUSINESS

REGISTRATION FOR UNDERGRADUATE BUSINESS COURSES

Business majors must apply for admission to the College of Business. Applications for each semester must be accompanied by a progress report, tabulation of transfer credit, transcripts, or grade reports, in order for the applicant to be approved or registered in business courses.

Students may obtain an application for admission to the EMU College of Business from:

Undergraduate Business Programs Office College of Business
Eastern Michigan University 401 Owen
Ypsilanti, MI 48197 734/487-2344

To qualify for admission, students must have successfully completed 56 semester hours with a minimum cumulative grade point average of 2.50, complete specific required courses, and meet prerequisite requirements. Business-Intent students must be pre-approved for 300/400 level courses in 401 Owen. Non-business majors will be asked to provide academic records and to complete a Student Intake Sheet to confirm their program of study and preparation. No student majoring in a program outside of the College of Business will be given more than 30 semester hours of credit for courses offered in EMU’s College of Business. Non-business majors also must satisfy stated course prerequisites listed in the catalog or updated in the Class Schedule Book. Students must be of Junior standing (56 or more credit hours) and of good academic standing (2.00 grade point average or better) to enroll in 300 and 400-level College of Business courses.

NON-BUSINESS MAJORS: 300/400 level business courses for non-business majors and business intent must be pre-approved in 401 Owen.

Second Bachelor’s degree students must be advised by the coordinator of advising for Second Bachelor’s degrees, to be eligible to enroll in business courses. Second Bachelor’s candidates working toward a business degree must formally apply for admission to the College of Business and must meet all College admission requirements.

Special students and non-matriculated students are not eligible to register in College of Business courses. These students should contact the Undergraduate Business Programs Office for advisement.

Guest students may enroll for one semester only with approval in advance from the College. Guest student applicants should provide proof of guest status and completion of 56 semester hours, as well as completion of appropriate prerequisites for 300/400 level coursework. An unofficial transcript from the student’s originating institution is recommended and an official transcript may be required.

REGISTRATION FOR GRADUATE BUSINESS COURSES

500 Level business courses: degree-admitted graduate students within any College in the University may register for 500 level business courses. No special permission is required. Non-Degree Self-Improvement admitted graduate students must have permission from the Graduate Business Programs Office to enroll in 500 level business courses. Undergraduates may enroll in 500 level business courses under certain conditions and should contact the Graduate Business Programs Office.

600 Level business courses: Only degree-admitted College of Business graduate students who have satisfied all leveling requirements may register for 600 level business courses. Students with foundation courses yet to complete, and conditionally admitted and Non-Degree Self-Improvement admitted College of Business graduate students must have permission from the Graduate Business Programs Office. Graduate students in programs outside the College of Business must have written permission from their program advisor presented to the Graduate Business Programs Office for registration.

Undergraduate courses: College of Business graduate students may not take the undergraduate equivalent of a 500 level foundation course for graduate credit. Any 300 or 400 level course that is part of the required foundation program must be registered through the Graduate Business Programs Office.

For information, contact: Graduate Business Programs Office
College of Business 401 Owen
Eastern Michigan University Ypsilanti MI 48197

OVERRIDES IN GRADUATE COURSES: As soon as a student finds that a desired class is full, the student should request to be put on the override list for the course. Call 487-4444 or come to 401 Owen. Prior to the start of the semester, the student will be contacted if an override is available. The student who decides to drop the class is responsible for completing this action and for any late fee resulting.

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
Spring 2000 Class Schedule as of 1/21/00 Page 50
Accounting

OVER RIDES: For ACC 240/241 and DS 265 overrides are distributed by the Coordinator of Academic Advising in 401 Owen. Overrides for all graduate courses are distributed by the Coordinator for Graduate Business Programs, 401 Owen. All other course overrides are distributed by the department, 406 Owen, on the following basis: 1) major semester hours completed; 2) GPA; 3) need; 4) time of request.

Accounting  Touch-tone Code: 151

In Fall and Winter a common final exam will be given for ACC 240 and 241. See final exam schedule.

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### Accounting

**Touch-tone Code: 151**

In Fall and Winter a common final exam will be given for ACC 240 and 241. See final exam schedule.

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### Decision Science

**Touch-tone Code: 206**

OVERIDES: For IS 215, FIN 350, and POM 374, overrides are distributed by the Coordinator of Academic Advising in 401 Owen. Request forms for the remaining 300/400 level courses are available in the department office. 412 Owen, and must be approved by the department head. Attach a copy of the Student Progress Report to the override request. Overrides for all graduate level courses are distributed by the Coordinator for Graduate Business Programs, 401 Owen. Overrides are given based on 1) semester hours completed in the major and G.P.A.; 2) the student’s reason for needing an override.

### Finance & Computer Information Sys.

**Touch-tone Code: 153**

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

### Finance

**Touch-tone Code: 153**

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00

Page 53
### Information Systems

**Touch-tone Code: 160**

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### Production Operations Management

**Touch-tone Code: 207**

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**Additional Fee(s): $20.00**

**Additional Fee(s): $10.00**

*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

**Spring 2000**

**Class Schedule as of 1/21/00**

**Page 54**
Management

OVERIDES: For all Management courses, students must complete a written override request. Preference is given to Management majors and those for whom the course is a business program requirement. Overrides for graduate courses are controlled by the Coordinator for Graduate Business Programs, 401 Owen. Overrides for Management 490 are limited to graduating seniors and are administered by the Coordinators for Business Policy, 466 Owen.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00

Page 55
### Management

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/21/00 Page 56
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COLLEGE OF EDUCATION

General Admission Policy

1. Prospective students must apply for admission and be accepted in the College of Education. Application should be made at the end of the sophomore year and students must have a minimum of 66 credits.

2. Transfer students must first apply for admission to Eastern Michigan University at the Undergraduate Admissions Office. They may apply to the College of Education after successfully completing 66 credits and the MTTC Basic Skills Test. (Twelve of these credits must be completed at Eastern Michigan University.)

3. Graduate or Special Status students must also be admitted to the College of Education in order to register for education classes.

4. Students below a 2.0 GPA (on academic probation) may not register for any Professional Studies courses or SPGN 251, EDPS 322, or EDPS 325.

5. Students are not allowed to enroll in restricted Professional Studies courses (as described in the catalog) unless they have passed the state mandated basic skills test and have been admitted to the College of Education. Certified teachers are not required to take the basic skills test.

Restricted Professional Studies undergraduate courses include: EMD 345; EDPS 340 & 341; ESCI 303; SOFD 328; CURR 302, 303, 304 & 305; and RDN 311 & 314.

All Teaching Methods courses are also included: MATH 306; 381 & 591; ENGL 308; PHED 367 & 440; HIST 461; PHYS 325; GEOG 348; FLAN 411; BIOL 403; CTAC 307; FA 416; INED 460 & 461; and MUSC 330 & 332.

Professional Studies courses at the Graduate level include: EMD 552; CURR 650; RDN 518; 563, & 636; SOFD 500, 550, 572, & 580.

Students are required to show their College of Education admission card in all restricted Professional Studies courses.

Minimum Criteria:

1. A minimum EMU grade point average of 2.5
2. A minimum major or three minors grade point average of 2.5
3. Demonstrated competence in:
   a. Speaking effectiveness as determined by successful completion of one or two courses in speech with a minimum grade of “C.”
   b. Reading ability as determined by EMU admission policies, successful completion of Basic Studies Program requirements, and successful completion of the MTTC Basic Skills Test.
   c. Written expression as determined by a review of the student’s writing submitted for admission and by successful completion of the MTTC Basic Skills Test.
   d. Arithmetical computation as determined by EMU admission policies, completion of Basic Studies Program requirements in science and mathematics, with a minimum grade of “C.” and successful completion of the MTTC Basic Skills Test.
4. Demonstration of:
   a. Satisfactory health status b. Social and emotional adjustment: account is taken of standards of conduct expected on Eastern’s campus, the degree to which students meet their academic, financial, moral, social, and other obligations, and practice good citizenship among fellow students.
5. Freedom from any kind of probation, administrative or academic. While on academic probation, students may not register for, remain in, or receive credit for a Professional Studies course. This includes methods courses listed by cross-reference with departments, even though the courses also are listed by and taught in departments outside of the College of Education.
6. Students seeking admission to the certification programs must also complete a test of basic skills. Students must pass the Michigan mandated basic skills test. Registration materials are available in 101 Boone Hall. A copy of the basic skills test scores must accompany application.

Student Teaching Information

1. A separate application for student teaching is available in 2149 Porter. The Student Teaching application must be submitted by January 15 for Fall or Summer (certified teachers only—special permission required) and June 15 for Winter.
2. Students must be accepted in the College of Education before they can begin student teaching.
3. Return a completed typed application to 2149 Porter.
4. Pre-student teaching must be approved by the COE Office of Academic Services and the Pre-Student Teaching course pack must be used.

Additional Information: 2149 Porter (734) 487-1416

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00 Page 58
**Health Education**  
**Touch-tone Code: 172**

Note subterm (ST) codes: in Fall and Winter ST 02 = first 7 1/2 weeks and ST 03 = second 7 1/2 weeks.

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**Physical Education Activity**  
**Touch-tone Code: 176**

Note subterm (ST) codes: in Fall and Winter ST 02 = first 7 1/2 weeks and ST 03 = second 7 1/2 weeks.

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000  
Class Schedule as of 1/21/00  
Page 59
# Physical Education Activity

**Note subterm (ST) codes:** In Fall and Winter ST 02 = first 7 1/2 weeks and ST 03 = second 7 1/2 weeks.

## Physical Education Activity

**Touch-tone Code:** 171

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### PEGN 150 Golf

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For classes at Eagle Crest Golf Club, there is a $25 charge for the use of golf equipment, payable at first class.

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<th>Type</th>
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<th>Cap</th>
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### PEGN 210 Lifetime Wellness & Fitness

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Formerly known as: PHED 210

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### PEGN 224 Jogging

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### PEGN 226 Weight Training

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### PEGN 310 Intermediate Tae Kwon Do

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**Physical Education**

**Touch-tone Code:** 171

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**Note subterm (ST) codes:** In Fall and Winter ST 02 = first 7 1/2 weeks and ST 03 = second 7 1/2 weeks.
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<tr>
<th>Sect ID</th>
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page 223 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
### Physical Education Touch-tone Code: 171

Note subterm (ST) codes: in Fall and Winter ST 02 = first 7 1/2 weeks and ST 03 = second 7 1/2 weeks.

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### Recreation Touch-tone Code: 173

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<td>RECR 280 Camping</td>
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<tr>
<td>RECR 290 Practical Research in Recreatn</td>
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page 23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00 Page 62
Leadership and Counseling

NO OVERRIDES unless student demonstrates exceptional circumstances, by letter directed to the instructor or department head (in the case of a visiting lecturer) at 304 Porter.

**Educational Leadership**  Touch-tone Code: 168

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/21/00 Page 63*
### Educational Leadership

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page 23 for Code Key.
Spring 2000 Class Schedule as of 1/21/00 Page 65
Special Education

Special Ed. E.I. Touch-tone Code: 179

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Special Ed. General Studies Touch-tone Code: 178

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
### Special Ed. General Studies

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**Special Ed. L.D.**

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<td>SPLI 468</td>
<td>Educ Child Learn Dis</td>
<td>2.0 Cr</td>
<td>Class(es) permitted: GRDR GRMA GRSI GRSP GRTC UGJR UGSR Prerequisite(s): SPNG 251</td>
<td></td>
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<tr>
<td>108409</td>
<td>001</td>
<td>LE</td>
<td>LE</td>
<td>02</td>
<td>M W</td>
<td>5:30-7:45</td>
<td>3008</td>
<td>PORTE</td>
<td>25</td>
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</tr>
<tr>
<td>SPLI 712</td>
<td>Resrch Colloquium: L.D.</td>
<td>2.0 Cr</td>
<td>Graduate students only Prerequisite(s): SPLI 653 &amp; EDPS 677</td>
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<tr>
<td>108410</td>
<td>002</td>
<td>LE</td>
<td>LE</td>
<td>01</td>
<td>T TH</td>
<td>5:30-7:20P</td>
<td>219</td>
<td>PORTE</td>
<td>25</td>
<td>Navarre, Gary</td>
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**Special Ed. M.I.**

<table>
<thead>
<tr>
<th>Sect ID</th>
<th>No. Spec Plan</th>
<th>Type</th>
<th>Grp</th>
<th>ST</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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</thead>
<tbody>
<tr>
<td>SPMI 350</td>
<td>Intro Mental Retardation</td>
<td>3.0 Cr</td>
<td>Prerequisite(s): SPMI 251 &amp; PSY 101 or PSY 102 Equivalent to: SPMI 557</td>
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<td>106835</td>
<td>001</td>
<td>LE</td>
<td>LE</td>
<td>02</td>
<td>TWTH</td>
<td>1:00-3:15P</td>
<td>300C</td>
<td>PORTE</td>
<td>25</td>
<td>Parker, Kathryn</td>
</tr>
</tbody>
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Touch-tone Code: 178
Touch-tone Code: 184
Touch-tone Code: 180
Touch-tone Code: 181

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000
Class Schedule as of 1/21/00
Page 67
# Special Ed. M.I.  
**Touch-tone Code: 181**

<table>
<thead>
<tr>
<th>Sect ID</th>
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<th>Type</th>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
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<th>Cap</th>
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<tbody>
<tr>
<td>SPSI 427</td>
<td>Educ Mentally Imp: Elem</td>
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</table>
| Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Prerequisite(s): SPSI 350 & SPSI 251  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108784 001 LE LE 02 M W 5:30-7:45P 300C PORTE 25 Martin, Nora |

# Special Ed. S.L.I.  
**Touch-tone Code: 183**

<table>
<thead>
<tr>
<th>Sect ID</th>
<th>No. Spec Plan</th>
<th>Type</th>
<th>Grp ST</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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<tbody>
<tr>
<td>SPSI 343</td>
<td>Clin Practice Speech-Lang Path</td>
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</tbody>
</table>
| Department Permission Required  
Prerequisite(s): SPSI 340 & SPSI 342  
106820 001 LE LE 01 TBA |
| SPSI 344 | Clin Prac Sph Path II | 2.0 Cr | | | | | | | |
| Department Permission Required  
Prerequisite(s): SPSI 343  
No Students on Academic Probation. Registration by ineligible students will be dropped without notice  
107211 001 LE LE 01 TBA  
12 Cupples, Willie |
| SPSI 568 | Diagnostic Methods | 3.0 Cr | | | | | | | |
| Department Permission Required Graduate students (Seniors with permission)  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
107206 001 LL LE 01 T Th 10:00-12:10P 135F1 PORTE 12 Gorenflo, Carole  
107207 003 LL LA 01 F 9:00-12:00P 135F1 PORTE 12 Gorenflo, Carole |
| SPSI 591 | Special Topics | 2.0 Cr | | | | | | | |
| Graduate students (Seniors with permission)  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
117920 Section Title: Dysphagia  
117920 001 LE LE 02 T Th 5:30-7:45P 301B PORTE 22 Schatz, Kenneth |
| SPSI 620 | ConsLtg&Intrwq-Sph Path | 3.0 Cr | | | | | | | |
| Department Permission Required Graduate students only  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
117294 001 LE LE 01 M W 10:00-12:40P 224 PORTE 25 Gorenflo, Carole |
| SPSI 687 | Clin Intern Sph Path II | 2.0 Cr **CR/NC** | | | | | | | |
| Department Permission Required Graduate students only  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108431 001 LE LE 01 TBA GSI 12 Schatz, Kenneth |
| SPSI 697 | Independent Study | 1.0 Cr **CR/NC** | | | | | | | |
| Department Permission Required Graduate students only  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108412 001 LE LE 02 TBA 5 Gorenflo, Carole |
| SPSI 698 | Independent Study | 2.0 Cr **CR/NC** | | | | | | | |
| Department Permission Required Graduate students only  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108413 001 LE LE 02 TBA 5 Gorenflo, Carole |
| SPSI 699 | Independent Study | 3.0 Cr **CR/NC** | | | | | | | |
| Department Permission Required Graduate students only  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108414 001 LE LE 02 TBA 5 Gorenflo, Carole |

## Student Teaching

A separate application for student teaching is available in 206 Porter. See the College of Education heading for further information.  
**Touch-tone Code: 170**

<table>
<thead>
<tr>
<th>Sect ID</th>
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<th>Type</th>
<th>Grp ST</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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</thead>
<tbody>
<tr>
<td>EDUC 490</td>
<td>Student Teaching</td>
<td>8.0 Cr</td>
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</table>
| Department Permission Required  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
107525 001 LE LE 01 TBA GSI 10 |
| EDUC 491 | Student Teaching | 10.0 Cr | | | | | | | |
| Department Permission Required  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108431 001 LE LE 01 TBA GSI 30 |
| EDUC 492 | Student Teaching | 12.0 Cr | | | | | | | |
| Department Permission Required  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108435 001 LE LE 01 TBA GSI 30 |
| EDUC 493 | Student Teaching | 2.0 Cr | | | | | | | |
| Department Permission Required  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108436 001 LE LE 01 TBA GSI 30 |
| EDUC 494 | Student Teaching | 3.0 Cr | | | | | | | |
| Department Permission Required  
Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR  
Admission to College of Education Required  
Registration by ineligible students will be dropped without notice  
108437 001 LE LE 01 TBA GSI 30 |

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.  
**Spring 2000**  
**Class Schedule as of 1/21/00**
Student Teaching

**Touch-tone Code: 170**

<table>
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<tr>
<th>Sect ID</th>
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<th>ST</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
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<th>Cap</th>
<th>Primary Instructor</th>
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<tbody>
<tr>
<td>EDUC 495</td>
<td>Student Teaching</td>
<td>4.0 Cr</td>
<td>Additional Fee(s):</td>
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<td>Department Permission Required</td>
<td>Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR</td>
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<td>Registration by ineligible students will be dropped without notice</td>
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<tr>
<td>108438</td>
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<td>LE</td>
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</table>

| EDUC 496 | Student Teaching | 6.0 Cr | Additional Fee(s): | $15.00 |
| Department Permission Required | Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 108442 | 001 | LE | LE | 01 | TBA | | | 50 |

| EDUC 497 | Student Teaching | 6.0 Cr | Additional Fee(s): | $15.00 |
| Department Permission Required | Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 108444 | 001 | LE | LE | 01 | TBA | | | 30 |

| EDUC 498 | Student Teaching | 5.0 Cr | Additional Fee(s): | $15.00 |
| Department Permission Required | Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 108444 | 001 | LE | LE | 01 | TBA | | | 30 |

| EDUC 499 | Student Teaching | 6.0 Cr | Additional Fee(s): | $15.00 |
| Department Permission Required | Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 108445 | 001 | LE | LE | 01 | TBA | | | 30 |

**Teacher Education**

**Admission Policy:** Any student who is preparing to be a teacher must be admitted to the Teacher Education Program. Admission is not automatic. There are grade point average, test scores, and other requirements for admission.

Students must pass all sections of the basic skills test of the Michigan Test for Teacher Certification in order to be admitted to the Teacher Education Program. Students apply for admission in 313 Porter after completing 56 undergraduate credit hours, 12 of which must be from EMU. Certain courses are limited to persons who have been officially admitted. See College of Education heading for further information.

**Curriculum**

**Touch-tone Code: 161**

<table>
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<th>Sect ID</th>
<th>No.</th>
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<th>Type</th>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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<tbody>
<tr>
<td>CURR 304</td>
<td>Curric. &amp; Mthds-Elementary</td>
<td>3.0 Cr</td>
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<tr>
<td>All sections require field/service/practicum hours. Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR</td>
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<tr>
<td>Corequisite(s): FETE 301 Prerequisite(s): EDPS 322 or EDPS 325 &amp; SOFD 328</td>
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<td>Registration by ineligible students will be dropped without notice</td>
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<td>230</td>
<td>PORTE</td>
<td>30</td>
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<td>306</td>
<td>PORTE</td>
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<td>Pernia, Sharon</td>
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</table>

| CURR 305 | Curric. & Mthds-Secondary | 3.0 Cr | | | | | | | | | |
| Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Corequisite(s): FETE 302 Prerequisite(s): EDPS 322 or EDPS 325 & SOFD 328 |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 108419 | 001 | LE | LE | 01 | M W | 1:00-3:40P | 207 | PORTE | 25 | Gardner, Trevor |
| 117538 | 004 | CE | LE | LE | 01 | F | 3:00-5:15P | 208 | PORTE | 30 |
| 117538 | Additional meeting time: S 8:30-12:00P | 208 |
| 117538 | Start date: 5/6/00 End date: 6/24/00 |
| 108420 | 003 | LE | LE | 01 | T Th | 4:30-7:10P | 217 | PORTE | 25 | Maar, Joan |

| CURR 497 | Independent Study | 1.0 Cr | | | | | | | | | |
| Department Permission Required | Class(es) permitted: GDR GRMA GRSI GRSP GRTC UGJR UGSR |
| Admission to College of Education Required | Registration by ineligible students will be dropped without notice |
| 106783 | 001 | LE | LE | 01 | TBA | | | 3 |

| CURR 560 | School & Clrm Discipline | 2.0 Cr | | | | | | | | | |
| Graduate students (Seniors with permission) |
| Not open to students seeking initial certification Registration by ineligible students will be dropped without notice |
| 117539 | 002 | CE | DE | CV | 01 | MTNTHF | 9:00-3:00 | TBA | MOTC | 22 | Gardner, Trevor |
| 117539 | Start date: 6/19/00 End date: 6/23/00 |
| 117540 | 003 | CE | DE | CV | 01 | MTNTHF | 9:00-3:00 | TBA | JC | 22 | Gardner, Trevor |
| 117540 | Start date: 6/19/00 End date: 6/23/00 |

| CURR 591 | Special Topics | 2.0 Cr | | | | | | | | | |
| Graduate students (Seniors with permission) |
| Not open to students seeking initial certification Registration by ineligible students will be dropped without notice |
| 117541 | 002 | CE | LE | LE | 02 | S | 8:30-3:45P | TBA | EMULY | 25 | White, Judith |
| 117541 | Start date: 5/6/00 End date: 5/27/00 |

| CURR 600 | Trends & Issues in ECE | 2.0 Cr | | | | | | | | | |
| Graduate students only |
| Not open to students seeking initial certification Registration by ineligible students will be dropped without notice |
| 116241 | 001 | LE | LE | 02 | M W | 5:15-7:20P | 219 | PORTE | 25 | Paciorek, Karen |

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/31/00 Page 69
### Curriculum

<table>
<thead>
<tr>
<th>Sect ID</th>
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<th>Type</th>
<th>Grp</th>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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<td>CURR 601</td>
<td>Helping Young Children in Crisis</td>
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<td>Graduate students only</td>
<td>Prerequisite(s): EDPS 600</td>
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<td>CURR 602</td>
<td>Preschool Education</td>
<td>2.0 Cr</td>
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<td>CURR 610</td>
<td>Teacher-Parent Partners Early Education</td>
<td>2.0 Cr</td>
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<td>CURR 630</td>
<td>Issues in Early Childhood Education</td>
<td>2.0 Cr</td>
<td>Graduate students only</td>
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<td>CURR 650</td>
<td>Improving Instruction</td>
<td>2.0 Cr</td>
<td>Graduate students only</td>
<td>Formerly known as: CURR 550</td>
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<td>CURR 656</td>
<td>Curriculum Design, Implementation &amp; Evaluation</td>
<td>2.0 Cr</td>
<td>Graduate students only</td>
<td>Prerequisite(s): CURR 655</td>
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### Educational Media

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<th>Grp</th>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Bldg</th>
<th>Cap</th>
<th>Primary Instructor</th>
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<tbody>
<tr>
<td>EDM 101</td>
<td>Use of Book &amp; Libraries</td>
<td>2.0 Cr</td>
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<td>EDM 345</td>
<td>Media for Classroom Teacher</td>
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00

Page 70
EDMT 330  Instrctn Apps of Med&Tech  2.0 Cr  Additional Fee(s): $20.00
Class(es) permitted: GRDR GRMA GRSP GRTC UGJR UGSR  Prerequisite(s): CURR 304 or CURR 305  Equivalent to: EDM 345
Admission to College of Education Required  Registration by ineligible students will be dropped without notice
116627 005 CE LE LS 00 01 9:00-12:40P TBA JCC 20 Fitzgerald, David
118627 This 10 week course meets 5/6/00 to 7/8/00.
107170 004 LE LE 02 M W 10:00-12:05P 205E PORTE 20 Charles, Michael
107169 001 LE LE 02 T Th 10:00-12:05P 205D PORTE 20 Bednar, Anne
116718 002 LE LE 02 M W 12:00- 2:05P 205D PORTE 20 Bednar, Anne

EDPS 307  Young Chldrn in Peral: EducImplic  3.0 Cr
Class(es) permitted: GRDR GRMA GRSP GRTC UGJR UGSR  Prerequisite(s): CURR 214 or CURR 215
Admission to College of Education Required  Registration by ineligible students will be dropped without notice
116624 001 LE LE 02 M W 1:30- 4:30P 222 PORTE 25 Polakow, Valerie

EDPS 322  Human Development&Learning  4.0 Cr
Corequisite(s): FETE 201  Prerequisite(s): PSY 101 or PSY 102
No Students on Academic Probation  Registration by ineligible students will be dropped without notice
117773 006 CE LE LE 01 S 8:00-12:15P 218 PORTE 30 Leguztano, Alejandro
118023 007 CE LE LE 01 S 1:00- 5:15P TBA 25 Leguztano, Alejandro
118023 This 12 week class meets 5/6/00 to 7/29/00.
108422 005 LE LE 02 MTWTh 8:00-10:10A 217 PORTE 25 Jones, Sylvia
108421 002 LE LE 02 MTWTh 10:30-12:40P 217 PORTE 25 Jones, Sylvia
117364 001 LE LE 02 MTWTh 12:00- 2:10P 221 PORTE 25 Edens, Deanna
117365 002 LE LE 02 MTWTh 2:30- 4:40P 221 PORTE 25 Edens, Deanna

EDPS 325  Life Span Hum Growth &Dev  4.0 Cr
Prerequisite(s): PSY 101 or PSY 102  No Students on Academic Probation
Registration by ineligible students will be dropped without notice
117546 003 LE LE LE 01 F 3:00- 7:45P 212 PORTE 30 Gould, Caroline
117546 This 12 Week course meets 5/5/00 to 7/28/00.
108426 001 LE LE 02 MTWTh 12:00- 2:10P 231 PORTE 25 Gould, Caroline
108427 002 LE LE 02 MTWTh 2:30- 4:40P 231 PORTE 25 Gould, Caroline

EDPS 340  Intro to Assessmnt & Evaluat  3.0 Cr
Class(es) permitted: GRDR GRMA GRSP GRTC UGJR UGSR  Corequisite(s): CURR 304 CURR 305 FETE 301 FETE 302  Prerequisite(s): EDPS 322
Admission to College of Education Required  Registration by ineligible students will be dropped without notice
117547 006 CE LE LE 01 F 3:00- 5:45P 217 PORTE 30
117547 Additional meeting time: S 8:30-11:30A 217 PORTE
108429 001 LE LE 02 T Th 8:00-11:10A 230 PORTE 25 Pokay, Patricia
108430 005 LE LE 02 M W 9:00-12:10P 230 PORTE 25 Burns, Carolyn
108428 002 LE LE 02 T Th 12:00- 3:10P 230 PORTE 25 Pokay, Patricia
108430 003 LE LE 02 M W 1:30- 4:40P 230 PORTE 25 Burns, Carolyn

EDPS 341  Assessment of the Young Child  3.0 Cr
Class(es) permitted: GRDR GRMA GRSP GRTC UGJR UGSR  Prerequisite(s): EDPS 200 or EDPS 322 & NECR 214
Admission to College of Education Required  Registration by ineligible students will be dropped without notice
117743 001 LE LE 02 T Th 1:30- 4:00P 224 PORTE 25 Baeupee, Martha

EDPS 600  Human Development  2.0 Cr
Graduate students only
Not open to students seeking initial certification  Registration by ineligible students will be dropped without notice
116620 001 LE LE 02 M W 5:15- 7:20P 224 PORTE 25 Jose-Kampfner, Christina
116621 002 LE LE 02 M W 7:30- 9:35P 224 PORTE 25 Jose-Kampfner, Christina

EDPS 605  Mental Hygiene  2.0 Cr
Graduate students only
Not open to students seeking initial certification  Registration by ineligible students will be dropped without notice
117734 002 CE LE LE 01 MTWTh 8:00- 2:30P TBA TRV-A 25 Blair, John
117734 Additional meeting time: F 8:00-11:00A TBA TRV-A
117734 Start date: 6/19/00  End date: 6/23/00
117734 Class meets in Traverse City. Go to www.emich.edu/ce/ae/tc.htm or call 1.877.EMI.TCTY.

EDPS 611  Piaget for Educators  2.0 Cr
Graduate students only  Prerequisite(s): EDPS 600
Not open to students seeking initial certification  Registration by ineligible students will be dropped without notice
116625 001 LE LE 02 M W 5:15- 7:20P 231 PORTE 25 Polakow, Valerie

EDPS 621  Stat AppIctn in Ed Rsrch  2.0 Cr
Graduate students only
Not open to students seeking initial certification  Registration by ineligible students will be dropped without notice
108741 001 LE LE 02 M W 5:15- 7:20P 230 PORTE 15

EDPS 641  Dev Asses/Yg Chd:Th&Prc  2.0 Cr
Graduate students only  Prerequisite(s): CURR 600 or CURR 604 or EDPS 611 or EDPS 618
Not open to students seeking initial certification  Registration by ineligible students will be dropped without notice
108743 001 LE LE 02 T Th 5:15- 7:20P 300C PORTE 25 Baeupee, Martha

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
Spring 2000  Class Schedule as of 1/21/00  Page 71
### Educational Psychology

<table>
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### Field Experience Teacher Education

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<td>FETE 301</td>
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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

*Spring 2000 Class Schedule as of 1/21/00*
### Field Experience Teacher Education

**Touch-tone Code: 223**

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<td>Class(es) permitted: GRDR GRMA GRSI GRSP GRTC UGSR UGSS Corequisite(s): CURR 305 Prerequisite(s): EDPS 322 Admission to College of Education Required Registration by ineligible students will be dropped without notice 116258 001 CE LE LE 01 TBA 25 Adamczyk, Jill Required of students beginning college or post-baccalaureate programs after Fall, 1998. Initial meeting is 5/3/00 at 6 p.m. Students must have email address to participate in this course.</td>
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### Reading

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<td>Class(es) permitted: GRDR GRMA GRSI GRSP GRTC UGSR UGSS Corequisite(s): FETE 402 Prerequisite(s): CURR 305 Formerly known as: RNDG 311 Admission to College of Education Required Registration by ineligible students will be dropped without notice 117608 006 CE LE LE 01 T Th 9:00- 12:30P 201 PORT 10 Saari, Marilyn 117607 004 CE LE LE 01 M 5:00- 8:10P 211 PORT 10 Daisey, Peggy 117607 Additional meeting time: S 9:00-12:10P 221 PORTE 10 Daisey, Peggy 117470 001 CE LE LE 01 F 6:00- 9:10P 207 PORT 10 Daisey, Peggy 117470 Additional meeting time: S 1:00- 4:10P 207 PORT 10 Daisey, Peggy 117461 002 LE LE 02 T Th 9:30-12:45P 222 PORT 10 Daisey, Peggy 107507 003 LE LE 02 T Th 1:00- 4:15P 220 PORT 10 Daisey, Peggy</td>
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<td>RNDG 314</td>
<td>Teach Reading in Elementary Sch</td>
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<td>Additional Fee(s): $5.00 Students must complete 24 hours of field experience in an elementary classroom. Formerly known as: RNDG 314 Class(es) permitted: GRDR GRMA GRSI GRSP GRTC UGSR UGSS Corequisite(s): FETE 401 Prerequisite(s): CURR 304 Admission to College of Education Required Registration by ineligible students will be dropped without notice 107166 001 LE LE 01 T Th 12:00-2:50P 305 PORT 19 Lewis-White, Linda 107166 This course is blocked with FETE 401 #11642. This course begins on 5/9/00 and ends on 7/27/00.</td>
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<td>RNDG 563</td>
<td>Found Reading Development</td>
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<td>Prerequisite: Undergraduate course in the teaching of reading. Graduate students (Seniors with permission) Prerequisite(s): RNDG 518 Not open to students seeking initial certification Registration by ineligible students will be dropped without notice 108446 001 LE LE LE 02 T Th 5:15-9:35P 305 PORT 10 Allen, Irene</td>
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<td>Additional Fee(s): $10.00 Graduate students only Prerequisite(s): RNDG 563 Not open to students seeking initial certification Registration by ineligible students will be dropped without notice 117609 002 CE LE LE LE 01 T Th 5:30-9:25P TBA MAUC 25 Nelson, Olga 117609 Start date: 5/15/00 End date: 6/17/00 108744 001 LE LE LE 02 M W 5:15-9:35P 306 PORT 10 Gordon, Jane</td>
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### Social Foundations

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### SOFD 498 Independent Study

**2.0 Cr**

Department Permission Required

Class(es) permitted: GRDR GRPM GRSP GRTC UOGR UOGR

Admission to College of Education Required | Registration by ineligible students will be dropped without notice

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### SOFD 572 History of American Edu

**2.0 Cr**

Graduate students (Seniors with permission)

Not open to students seeking initial certification | Registration by ineligible students will be dropped without notice

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### COLLEGE OF HEALTH AND HUMAN SERVICES

### Associated Health Professions

**Touch-tone Code: 190**

### Associated Health Professions

**Touch-tone Code: 190**

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**3.0 Cr**

Graduate students (Seniors with permission)

Prerequisite(s): AHPR 530

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Graduate students (Seniors with permission)

Prerequisite(s): AHPR 540

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### Clinical Laboratory Science

**Touch-tone Code: 188**

**Overrides:** Must be authorized by the instructor or the program director. Preference is given to seniors in need of a course for graduation. Laboratory courses are limited to the number of stations available. (328 King)

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**14.0 Cr**

Department Permission Required

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**5.0 Cr**

Requires acceptance to Clinical Track

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

Spring 2000  Class Schedule as of 1/21/00  Page 74
**Clinical Laboratory Science**  
**Touch-tone Code: 188**

OVER RIDES: Must be authorized by the instructor or the program director. Preference is given to seniors in need of a course for graduation. Laboratory courses are limited to the number of stations available. (328 King)

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**Health Administration**  
**Touch-tone Code: 187**

OVER RIDES: Must be authorized by the instructor, program director, and the department head. Preference is given to upper class students. (323 King)

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**Occupational Therapy**  
**Touch-tone Code: 189**

OVER RIDES: Must be authorized by the instructor and the department head. Laboratory courses are limited to the number of workstations available. (328 King)

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key. Spring 2000 Class Schedule as of 1/21/00 Page 75
### Occupational Therapy

**Touch-tone Code: 189**

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**189**

**Ist bf lthroud by the Instructor and the department held laboratory courses limited to the number of workstations available. (328 King)**

**Overrides:** Must be authorized by the instructor and the department head. Laboratory courses are limited to the number of workstations available. (328 King)

### Human, Envirnmntl, and Cons Resrcs

**Touch-tone Code: 213**

### Apparel & Textile Merchandising

**Touch-tone Code: 213**

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### Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page 23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00 Page 76
### Dietetics

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00
Nursing

OVERIDES: Must be authorized by the instructor and the department head. Student should receive written approval from the instructor prior to requesting an override from the department head at 228 King.

Nursing students are assessed $15.00 per credit hour additional tuition on all clinical laboratory courses to help defray the additional cost of the program.

Social Work

OVERIDES: A minimum number are given on a first-come, first-served basis. Additional overrides require the permission of the instructor and the department head at 411 King.
Gerontology

Touch-tone Code: 193

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| Social Work

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
Spring 2000
Class Schedule as of 1/21/00
Page 80
**Business and Technology Education**

**Business Education**  
*Touch-tone Code: 195*

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**Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.**

*Spring 2000 Class Schedule as of 1/21/00*
Legal Assisting

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Technology Education

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Interdisciplinary Technology

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Additional Fee(s): $10.00

*This section is delivered entirely online. Students must register at http://www.emuonline.edu. No touch tone registration.*

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000 Class Schedule as of 1/21/00
Interdisciplinary Technology  Touch-tone Code: 198

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**Industrial Technology**

Students must attend the second class meeting in order to sign up or continue in an Industrial Technology course. Students enrolled in correctly grouped lecture and laboratory sections will have priority over those enrolled in single or incorrectly grouped sections.

Computer Aided Design/Manufacturing  Touch-tone Code: 215

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Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.
## Computer Aided Design/Manufacturing

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### Construction Management

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**Prerequisite(s):** CNST 125 or INT 125 & CNST 228 or INT 228

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### Electronics

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*Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.*

*Spring 2000 Class Schedule as of 1/21/00*
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<tr>
<td>MFG 124</td>
<td>Manufacg Processes &amp; Methods II</td>
<td>Formerly known as: INTF 124</td>
<td>01 CI CI 01 T Th</td>
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<td>MFG 636</td>
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### Manufacturing

**Touch-tone Code: 219**

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### Quality

**Touch-tone Code: 220**

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<tr>
<td><strong>QUAL 551</strong> Design of Experiments</td>
<td>2.0 Cr</td>
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<tr>
<td>Prerequisite(s): One course in probability and statistics, and QUAL 420 Graduate students (Seniors with permission) Formerly known as: INT 551</td>
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<tr>
<td>116557 001 CE LE LE 01 M 5:30-9:20P TBA EMULV 20 Chapman, Robert</td>
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<tr>
<td><strong>QUAL 591</strong> Special Topics</td>
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<td>Graduate students (Seniors with permission)</td>
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<td>116199 Section Title: Effective Work Organ. in CNST 11659 003 LE LE 01 M 5:30-9:20P 308 PRAWH 20 Tucker, Walter</td>
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<tr>
<td>116659 Section Title: Lean Practices 116559 001 CE DE CV 01 Th 5:30-9:20P TBA MOCCC 20 Tucker, Walter</td>
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<tr>
<td>116556 Section Title: Lean Practices 116562 002 CE DE CV 01 Th 5:30-9:20P TBA EMULV 20 Tucker, Walter</td>
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### Military Science

**Military Science**

**Touch-tone Code: 199**

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<tr>
<td><strong>MILT 499</strong> Independent Study</td>
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<td>Department Permission Required</td>
<td>106868 001 LE LE 01 TBA</td>
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</tbody>
</table>

Call Touch-Tone Registration for updated course information. Call academic department for TBA information. See page G23 for Code Key.

Spring 2000

Class Schedule as of 1/21/00

Page 88
If you do not want your name, address, and phone number published in the Eastern Michigan University Telephone Directory, you must complete an EXCLUSION CARD and return it to 18 Welch Hall by September 15, 2000.

Completing the EXCLUSION CARD will remove your name, phone number, and address from the 2000-2001 and subsequent telephone directories.

**Deadline:**
**September 15, 2000**

Completed cards can be dropped off at the Office of Public Information, 18 Welch Hall.

---

**EASTERN MICHIGAN UNIVERSITY**  
Student Telephone Directory Exclusion Card

Completion of this card will EXCLUDE you from the 2000-2001 Eastern Michigan University Telephone Directory. Please return completed card to the Office of Public Information, 18 Welch Hall.

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
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<tr>
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DATE

SIGNATURE
EASTERN MICHIGAN UNIVERSITY OFFICE OF RECORDS AND REGISTRATION

Student Address Change and Update

Please return completed form to Office of Records and Registration, 303 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197. Be sure to include your signature. If you are a foreign student, do not use this form. (Go to the Foreign Student Affairs Office, 209 Goodison.)

Student Number>>>[10102] Are you a U.S. Citizen or Permanent Resident? □ YES □ NO

Name>>> ENTER NAME IN THE FOLLOWING FORMAT: LAST, FIRST, MIDDLE (LEAVE A SPACE BETWEEN EACH PART OF NAME)

1) PERMANENT MAILING ADDRESS: All your mail will be sent to this address unless indicated otherwise in #2 below (do not list a residence hall).

Date University should begin using this address

Address Line 1>>> | | | | MONTH DAY YEAR

Address Line 2>>> |

City >>> | | | | U.S.State> | U.S. Zip>

Telephone (U.S., Canada, Caribbean): Area Code: ( ) Number |

E MAIL

2) Local Address: Use only if you want an address different from the above address while you attend EMU. Contact Student Accounting to submit a special billing address.

Date University should begin using this address

Address Line 1>>> |

Address Line 2>>> |

City >>> | | | | U.S.State> | U.S. Zip>

Telephone (U.S., Canada, Caribbean): Area Code: ( ) Number |

E MAIL

3) Emergency Contact: Please provide a back-up name and address in case your mail is returned from the address above.

Date University should begin using this address

Contact Name >>> |

Relationship To Student

Address Line 1>>> |

Address Line 2>>> |

City >>> | | | | U.S.State> | U.S. Zip>

Home phone: Area Code: ( ) Number | | | | □ Work phone Area Code: ( ) Number |

SIGN HERE... Student’s Signature ____________________________ Date ________________
Date: ______________________

Student Name: ______________________  Student Number: ______________________

Local Address: ____________________________________________________________

City: ______________________  State: ______________________  Zip: ______________________

Please circle the appropriate information below:

UNDERGRADUATE  SECOND BACHELOR

AWARD (BS, BA, etc.): ______________________

Certification:  Elementary

Secondary

(Include Areas of Concentration, if any, in Majors and Minors)

MAJOR: ______________________

MAJOR: ______________________

MAJOR: ______________________

MINOR: ______________________

MINOR: ______________________

MINOR: ______________________

OFFICE USE ONLY

Major Codes:  
1) ______________________  2) ______________________  3) ______________________

Advisor Codes:  
1) ______________________  2) ______________________  3) ______________________

Minor Codes:  
1) ______________________  2) ______________________  3) ______________________
NOT JUST SPOT COLOR.

Central Printing Services
- 4-Color Web Printing
- High-Speed Imagesetting

800.315.0553
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**EMU Bus Service**

**Route 33 EMU Shuttle**
- Service from the Convocation Center to Central Campus and College of Business.
- Service from Convocation Center ends 5:45pm.

996-0400

http://theride.org

**Route 35 Evening Service**
- Service to College of Business to Central Campus
- 6:00pm-10:00pm
- Note - Two trips only on Friday - 6:00pm & 6:20pm
- from the College of Business to Campus.
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1 Student approval program...
   We make it easy on your parents!

2 Transportation convenience...
   On AATA busline & walking distance to shops, etc.

Spicetree Apartments

HALL APARTMENT MANAGEMENT, LTD.

http://www.rent.net/direct/spicetree
4854 Washtenaw - 1 Mile
East of US-23 - 2 Miles from Campus
Monday - Friday 9 a.m. to 6:30 p.m.
Saturday 10 a.m. to 4 p.m.

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Spring 2000
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- MORE USED BOOKS
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TEXTBOOK INFO: 487-1001
MAIN #: 487-1000

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Part-time Job at

UPS

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(up to $11.29/hr.)

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a.) JOB
b.) MONEY
c.) BENEFITS
d.) WEEKENDS OFF!

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