

ISSUE	REFERRAL	LOCATION/WEBSITE	CONTACT
<p><u>ABSENCES</u></p> <ul style="list-style-type: none"> University Sponsored Activity Absences & University Excused Absences (medical, court, accident, etc.) 	Dean of Students	211 Student Health Services http://www.ecu.edu/dos/	Anne Marie Gore dos@ecu.edu 252-328-9297
<p><u>ACADEMIC ADVISING</u></p> <ul style="list-style-type: none"> Need Advisor 	Appropriate Advising Center	http://www.ecu.edu/cs-acad/fyc/advising.cfm	
<ul style="list-style-type: none"> Readmit students with less than a 2.0 GPA 	Academic Advising and Support Center	2500 Old Cafeteria Building http://www.ecu.edu/aasc/	uadv@ecu.edu 252-328-6001 or 252-328-1084
<p><u>ADDING CLASSES</u></p> <ul style="list-style-type: none"> First five days of fall/spring semester & first two days of summer session (refer to academic calendar) 	Banner Self Service (with pin #) or Academic Advisor	http://www.ecu.edu/cs-acad/fyc/advising.cfm	
<ul style="list-style-type: none"> Last day to add (refer to academic calendar) 	Academic Advisor	http://www.ecu.edu/cs-acad/fyc/advising.cfm	
<ul style="list-style-type: none"> Reinstatement of schedule or late adds (after last day to add) 	Center for Academic Services	210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf	Mary Beth Corbin corbinm@ecu.edu or cas@ecu.edu 252-328-6077

<p><u>ADMISSIONS</u></p> <ul style="list-style-type: none"> • Questions, decisions, military transfers, readmits, forgiveness, and new admit residency status. 	<p>Office of Undergraduate Admissions</p>	<p>106 Whichard Building http://www.ecu.edu/admissions/</p>	<p>Anthony Britt admis@ecu.edu 252-328-6640</p>
<ul style="list-style-type: none"> • Immunization 	<p>Student Health Services</p>	<p>207 Student Health Services http://www.ecu.edu/studenthealth/</p>	<p>Suzanne Turnage turnages@ecu.edu 252-328-6904</p>
<p><u>BANNER</u></p> <ul style="list-style-type: none"> • Banner Training/Issues 	<p>Office of the Registrar</p>	<p>Whichard Building http://www.ecu.edu/cs-acad/registrar/BannerStaffTutorials.cfm</p>	<p>regis@ecu.edu 252-328-6747</p>
<p><u>DEGREE REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Degrees with Distinction 	<p>Office of the Registrar</p>	<p>Whichard Building http://www.ecu.edu/registrar/</p>	<p>regis@ecu.edu 252-328-6747</p>
<ul style="list-style-type: none"> • Honors Program Graduation 	<p>Honors Program</p>	<p>D-107 Brewster http://www.ecu.edu/honors/</p>	<p>Michael Bassman honors@ecu.edu 252-328-6373</p>
<ul style="list-style-type: none"> • Graduation requirements, writing intensive, cultural diversity, foundations curriculum, dual degree, minor/concentration, GPA requirements, etc. 	<p>Academic Advisor and/or University Catalog</p>	<p>Online or location of major department or advisor. http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm</p>	

<u>DROPPING CLASSES</u>			
<ul style="list-style-type: none"> • First five days of fall/spring semester & first two days of summer session 	Banner Self Service, Academic Advisor or Office of the Registrar	http://www.ecu.edu/cs-acad/fyc/advising.cfm Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747
<ul style="list-style-type: none"> • DE student drops 	Office of the Registrar	http://www.ecu.edu/registrar/	dedrops@ecu.edu
<ul style="list-style-type: none"> • Dropping after the initial drop/add period but before the last day to drop (first 40% of classes) 	Academic Advisor	http://www.ecu.edu/cs-acad/fyc/advising.cfm	
<ul style="list-style-type: none"> • Late drop, retroactive drop, or no drops remaining 	Center for Academic Services	210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf	Mary Beth Corbin corbinm@ecu.edu or cas@ecu.edu 252-328-6077
<ul style="list-style-type: none"> • Medical Drop 	Student Health Center	207 Student Health Services http://www.ecu.edu/studenthealth/	Sheryl Gardner gardnersh@ecu.edu 252-328-6904
<ul style="list-style-type: none"> • Psychological Drop 	Center for Counseling and Student Development	316 Wright Auditorium http://www.ecu.edu/studentlife/counselingcenter/	Valerie Kisler-Van Reede 252-328-6661

<p><u>EXAM</u></p> <ul style="list-style-type: none"> Advanced Placement 	<p>Office of Undergraduate Admissions</p> <p>or</p> <p>College Board</p>	<p>106 Whichard Building http://www.ecu.edu/admissions/</p> <p>http://www.collegeboard.com/</p>	<p>Anthony Britt admis@ecu.edu 252-328-6640</p> <p>212-713-8066</p>
<ul style="list-style-type: none"> CLEP (College Level Examination Program) 	<p>ECU Testing Center</p>	<p>Brewster D-102 http://www.ecu.edu/testingcenter/</p>	<p>Greg Miller testingcenter@ecu.edu 252-328-6811</p>
<ul style="list-style-type: none"> Credit by Exam 	<p>Faculty member and Unit Administrator of department offering the course. Student is required to pay \$10 per credit hour and must submit completed form to the Registrar's Office within 7 days of approval.</p>	<p>Department offering course/exam.</p>	
<p><u>FINANCIAL AID</u></p> <ul style="list-style-type: none"> Financial Aid Questions 	<p>Financial Aid Office</p>	<p>Old Cafeteria Building http://www.ecu.edu/financial/</p>	<p>Financial Aid Staff fagues@ecu.edu 252-328-6610</p>
<p><u>GRADES</u></p> <ul style="list-style-type: none"> Academic Warning, Probation or Suspension 	<p>Academic Advisor</p> <p>or</p> <p>Center for Academic Services</p>	<p>http://www.ecu.edu/cs-acad/fyc/advising.cfm</p> <p>210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf</p>	<p>John Trifilo trifiloj@ecu.edu or cas@ecu.edu 252-328-6077</p>

<ul style="list-style-type: none"> Change or Appeal of Grade 	Faculty of Course		
<ul style="list-style-type: none"> Grade Replacements (current or retroactive) 	Office of the Registrar	Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747
<u>GRIEVANCE (student)</u>			
<ul style="list-style-type: none"> Academic Integrity 	Office of Student Rights and Responsibilities	210 Mendenhall http://www.ecu.edu/studentlife/osrr/	Maggie Olszewska olszewskam@ecu.edu
<ul style="list-style-type: none"> Conflict with Faculty or Staff 	Chair of faculty department, Unit Administrator or Dean of Students	211 Student Health Services http://www.ecu.edu/dos/	Lynn Roeder dos@ecu.edu 252-328-9297
<ul style="list-style-type: none"> Harassment 	EEO	Old Cafeteria Complex, Suite G 406 http://www.ecu.edu/oie/	Taffye Clayton claytont@ecu.edu 252-328-6804
<u>INCOMPLETES</u>			
<ul style="list-style-type: none"> Assigning, removing , and extension of incompletes 	Faculty - must submit form or send e-mail to the Office of the Registrar.	Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747
<ul style="list-style-type: none"> Incompletes for Medical Reasons 	Faculty in consultation with the Student Health Services	207 Student Health Services http://www.ecu.edu/studenthealth/	Sheryl Gardner gardnersh@ecu.edu 252-328-6904

<ul style="list-style-type: none"> Incompletes for Psychological Reasons 	Faculty in consultation with the Center for Counseling and Student Development	316 Wright Auditorium http://www.ecu.edu/studentlife/counselingcenter/	Valerie Kisler-Van Reede 252-328-6661
<p><u>MISCELLANEOUS</u></p> <ul style="list-style-type: none"> Distance Education (Continuing Studies) 	Division of Continuing Studies	http://www.ecu.edu/options/	dcs@ecu.edu
<ul style="list-style-type: none"> FERPA Guidelines 	Office of the Registrar	Whichard Building http://www.ecu.edu/registrar/	Amanda Fleming fleminga@ecu.edu or regis@ecu.edu 252-328-6747
<ul style="list-style-type: none"> Placement Exams <p style="padding-left: 40px;"><i>Foreign Language</i></p> <p style="padding-left: 40px;"><i>Math</i></p>	Department of Foreign Language and Literatures - online placement test available for SPAN, FREN, and GERM. Math Department	3324 Bate Building http://www.ecu.edu/foreign/ 124 Austin http://www.ecu.edu/math/	Becky Foster fosterb@ecu.edu 252-328-6017 Gwen Hardin harding@ecu.edu

<ul style="list-style-type: none"> • Pre-Professional Areas <ul style="list-style-type: none"> - Dentistry - Optometry - Occupational Therapy - Pharmacy - Physical Therapy - Physician Assistant - Pre-Law - Pre-Med - Veterinary 	Center for Pre-Professional Advising	2500 Old Cafeteria Complex http://www.ecu.edu/aec/	<p>Gail Wallace (pre-professional) wallaceg@ecu.edu 252-328-6001</p> <p>or</p> <p>Karen Pearce (pre-professional) pearcek@ecu.edu 252-328-6001</p> <p>Jan Aycock (OT, PA, PT) aycockt@ecu.edu 252-328-6001</p> <p>Ben Irons (pre-law) ironsb@ecu.edu 252-328-6001</p>
<ul style="list-style-type: none"> • Tutoring 	Pirate Tutoring Center	2500 Old Cafeteria Complex www.ecu.edu/aa/piratetutoringcenter	Elizabeth Hand Coghill tutoring@ecu.edu 252-328-6001
<ul style="list-style-type: none"> • Student Code of Conduct Violators 	Office of Student Rights and Responsibilities	210 Mendenhall http://www.ecu.edu/studentlife/osrr/	Maggie Olszewska olszewskam@ecu.edu
<ul style="list-style-type: none"> • Victims 	<p>ECU Police Department (victims advocate)</p> <p>Center for Counseling and Student Development</p> <p>Police should be notified as appropriate</p>	<p>119 Student Health Services http://www.ecu.edu/studenthealth/</p> <p>316 Wright Auditorium http://www.ecu.edu/studentlife/counselingcenter/</p> <p>609 E. Tenth St. http://www.ecu.edu/studentlife/police/index.cfm</p>	<p>Susan Molhan molhans@ecu.edu 252-737-1466</p> <p>Valerie Kisler-Van Reede 252-328-6661</p> <p>ECU Police/252-328-6787 Greenville Police/252-329-4317</p>

<u>REGISTRATION</u>			
<ul style="list-style-type: none"> 2nd Degree Student 	Department of 2 nd degree		
<ul style="list-style-type: none"> Audit Classes 	Office of the Registrar	Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747
<ul style="list-style-type: none"> Non-degree and Visiting Student Registration 	Office of the Registrar	Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747
<ul style="list-style-type: none"> Over Hour Approval 	Academic Advisor in consultation with the Center for Academic Services. Student must have a 3.0 GPA or need it for graduation at the end of the semester.	210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf	cas@ecu.edu 252-328-6077
<ul style="list-style-type: none"> Permission to take courses at another institution (including dual enrollment) 	Center for Academic Services	210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf	John Trifilo trifiloj@ecu.edu or cas@ecu.edu 252-328-6077
<u>TUITION</u>			
<ul style="list-style-type: none"> Tuition Payment/Refund 	Cashier's Office	105 Old Cafeteria Complex http://www.ecu.edu/financial_serv/cashier/	cashier@ecu.edu 252-328-6886
<ul style="list-style-type: none"> Tuition Surcharge 	Office of the Registrar	Whichard Building http://www.ecu.edu/registrar/	regis@ecu.edu 252-328-6747

<p><u>WITHDRAWAL</u></p> <ul style="list-style-type: none"> • Medical Withdrawal 	<p>Student Health Services</p>	<p>207 Student Health Services http://www.ecu.edu/studenthealth/</p>	<p>Sheryl Gardner gardnersh@ecu.edu 252-328-6904</p>
<ul style="list-style-type: none"> • Psychological Withdrawal 	<p>Center for Counseling and Student Development</p>	<p>316 Wright Auditorium http://www.ecu.edu/studentlife/counselingcenter/</p>	<p>Valerie Kisler-Van Reede 252-328-6661</p>
<ul style="list-style-type: none"> • Withdrawal (during semester , military, and late/retroactive) 	<p>Center for Academic Services</p>	<p>210 Whichard Building https://www.ecu.edu/cs-acad/aasc/upload/ACADEMIC_SERVICES.pdf</p>	<p>Marianne Cox coxma@ecu.edu or cas@ecu.edu 252-328-6077</p>
<p><u>VETERANS AFFAIRS</u></p> <ul style="list-style-type: none"> • Eligibility of benefits, amount of entitlement left, and copy of award letter 	<p>Office of the Registrar</p>	<p>102 Whichard Building http://www.ecu.edu/registrar/Veterans.cfm</p>	<p>Dawn Kegerreis vaoffice@ecu.edu 252-328-1731</p>

Foundation Curriculum (FC) Requirements

Categories	Hours Required
English Composition – FC:EN	6
Natural Sciences – FC:SC	8
Math or Logic – FC:MA	3
Social Sciences – FC:SO	12
Humanities and Fine Arts - FC:HU & FC:FA	10
Health and Exercise Sports Science – FC:HL & FC:EX	3

Foundation Curriculum (FC) courses cannot count towards major requirements though departments may require specific FC courses for their programs. FC courses can count towards minors. Please refer to the ECU Undergraduate Catalog for additional information regarding FC credit and requirements.

Writing Intensive (WI)

Students must complete 12 s.h. of writing intensive courses; typically including ENGL 1100, 1200; at least one 3 s.h. writing intensive course in the major; and any other 3 s.h. writing intensive course of the student's choice.

Baccalaureate Degree Requirements

A degree from ECU comprises a minimum of 120 s.h. and at least one-half of the total hours required in the major discipline must be completed through enrollment at ECU. One half of the minimum semester hours required in the students program must be earned through enrollment in a regionally-accredited senior college. **Please refer to the appropriate ECU Undergraduate Catalog for additional graduation requirements.**

Classification of Students

1-29 completed hours	Freshman
30-59 completed hours	Sophomore
60-74 completed hours	Junior
75 or more completed hours	Senior

Academic Eligibility Standards

1-29 GPA hours	1.6 GPA
30-59 GPA hours	1.8 GPA
60-74 GPA hours	1.9 GPA
75 or more GPA hours	2.0 GPA

Course Drop Allocations for First Undergraduate Degree

0-29 completed credit hours upon admission to ECU	4 drops
30-59 completed credit hours upon admission to ECU	3 drops
60-89 completed credit hours upon admission to ECU	2 drops
90 or more completed credit hours upon admission to ECU	1 drop

Grade Replacements

Students are allotted three grade replacements upon admission to ECU. Grade replacements can be used for courses below 3000 in which the student has earned a grade of D or F. Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material.

Permission to Take Courses at an Institution other than ECU

Students must meet the following requirements for transfer credit to be accepted:

- Permission is contingent on the student having a **2.0 cumulative ECU GPA** by the time the transfer institution course begins.
- The student must earn a grade of C or better in transfer course.
- You may not transfer a course for which you have credit at ECU.
- You may not transfer a course for which you have failed at ECU (exceptions may be made by the department of the course that was failed).
- **Permission form must be completed prior to taking the course at another institution and turned into Whichard 210. Permission forms can be found at <http://www.ecu.edu/cs-acad/registrar/FRF.cfm>.**

You can find a copy of the 2008-2009 ECU Undergraduate Catalog as well as previous years at <http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm>. A copy of the 2008-2009 Advising Manual can be found at <https://www.ecu.edu/cs-acad/aasc/advising-manual.cfm>.