

<b>Social Science</b> .....	12
One course in United States government	
One course in history	
One course in anthropology, economics, geography or sociology whose content includes the structure and methodology of the discipline	
<i>One course from the following:</i>	
a. A second course in a two-course history sequence	
b. A second course in a two-course sequence in anthropology, economics, geography or sociology whose content includes the structure and methodology of the discipline	
c. An approved social science course in cross-cultural or international studies	
<b>Arts and Humanities</b> .....	11-12
<i>One course from the following:</i>	
a. A course in literature	
b. An intermediate or advanced foreign language literature course	
<i>One course from the following:</i>	
a. A second course in literature	
b. An intermediate or advanced foreign language literature course	
c. A course in oral communication	
d. A literature course in cross-cultural or international studies	
A course in philosophy or religion	
A course in art, dance, music or theatre arts	
<b>Cross-cultural or international studies</b> .....	0
One course selected from general education areas I-IV	
<b>Major (minimum)</b> .....	30
<b>Minor (minimum)</b> .....	20
<b>Physical Education/Graduation Requirement</b> .....	2
<b>University Elective Courses</b> .....	16-32
<b>Program Total</b> .....	124

### Individualized Studies Program

Academic Advising Center  
301 Pierce Hall  
734.487.2171

Undergraduate students whose educational and career goals cannot be met by existing programs of study may wish to explore the option of the Individualized Studies Program. The basic criteria for completing this program is:

- 1) a total of 60-63 credits;
- 2) three distinct discipline areas, the courses of which have a common thread;
- 3) each area consisting of a minimum of 20 credits, with a combination of foundation and advanced course work and;
- 4) a minimum of 15 credits in advanced (300/400 level) course work taken through EMU.

Interested students should contact the Academic Advising Center for more information. Students who wish to be considered for this program will begin by submitting a proposal through the program coordinator in the Academic Advising Center. The proposal will be reviewed by a representative of the Office of the Provost. If approved, the proposal will serve as the basis for future course work and the program coordinator will serve as academic adviser to the student. When the student is ready to apply for graduation, a final draft of the program will be submitted by the student and the program coordinator to the Office of the Provost for final approval. The final, approved program will be submitted to Records and Registration for use in the graduation audit; the student will also receive a copy of the approved program at that time.

The resulting degree will be a bachelor of science (or art, if conditions for that have been met) in individualized studies, which will satisfy all major/minor requirements. All other conditions for graduation still must be met by individualized studies majors. Only first time undergraduates are eligible for this program; Second Bachelor candidates may not select this option. This is a non-teaching degree only.

### Graduation Audit

Students who have completed 95 credit hours or more should request a graduation audit by completing the required form at the Office of Records and Registration, 303 Pierce Hall, or completing the form usually printed in the class schedule book each semester.

The form requires the student to record their expected date of graduation, legal name, social security number and major(s) and minor(s) elected. In addition, a check list is provided for degree expected and teacher certification expected. Accurate information is essential.

Forms are filed in the Office of Records and Registration and processed according to expected graduation date. A graduation auditor checks the credit hours taken and records the credit hours still needed. One copy of this audit is mailed to the student, another is sent to the student's major department and the third copy is filed. Students should receive their audits a semester before they apply for graduation. A graduation audit does not take the place of regular, thorough advising.

Students may return the forms by mail or in person to Room 303 Pierce Hall. Time is required by the office staff for processing, and immediate responses to requests for information cannot be made at the time of the request.

### Commencement

Commencement at Eastern Michigan University represents the culmination of a student's academic achievement. It is a time of celebration and reflection for students, families, faculty and staff. It brings together a diverse community to share in the joy of the accomplished goals of students.

The commencement ceremony at Eastern Michigan University serves a dual purpose: to mark a point of accomplishment, thus completing a chapter in the lives of students and those who support them, and to encourage continued pursuit of education and personal fulfillment.

Commencement eligibility includes students who have submitted an application for graduation by the posted deadline (beginning of the semester) for the indicated semester. Commencement ceremonies are held in April and December only (June and August graduates will participate in the December ceremony following their graduation date).

## STUDENT AFFAIRS AND CAMPUS LIFE

### CAMPUS SERVICES

#### McKenny Union and Campus Life

11 McKenny Union  
Phone: 734.487.3045  
Fax: 734.480.1927  
E-mail: [campus.life@emich.edu](mailto:campus.life@emich.edu)  
[www.emich.edu/campuslife](http://www.emich.edu/campuslife)

The Department of McKenny Union and Campus Life offers many rich opportunities for students, faculty and staff to engage in the life of the campus, to connect in communities with people who share similar interests or goals, and to establish and nurture a sense of belonging at EMU. The de-

partment includes EMU's student union and meeting center -- McKenny Union, which features meeting and lounge space; retail and dining operations, and a number of student services. In addition, the department also provides a diverse array of co-curricular programs, where students learn about themselves and others; develop academic, social, personal and professional skills; and foster lifelong friendships.

### McKenny Union and Campus Life Programs

#### Student Organizations and Greek Life

Provides programs, services, resources and advocacy to assist student organizations and fraternities and sororities to function effectively and to contribute positively to the EMU community.

#### New Student Programs

Fusion Orientation and the First-Year Mentor Program offer programs, services and resources assisting new freshmen and transfer students transition positively to EMU.

#### Arts and Entertainment Programs

Presenting a diverse array of excursions, lectures, performing arts, and film programs for the campus and community.

#### Community Service and Leadership Programs

The VISION volunteerism office provides students with civic engagement and community service opportunities in the community through Alternative Spring and Winter Breaks, America Reads, Best Buddies, civic engagement activities, GREEN, Habitat for Humanity, JumpStart, Kid Konnection and Students Against Hunger and Homelessness.

Leadership development programs such as EMU LeaderShape, the Ambassadors at EMU and leadership excursions provide students with opportunities to enhance their personal and professional skills.

#### Diversity Programs

(located on the second floor of King Hall, 734.487.3118)

#### Center for Multicultural Affairs

Provides programs, services and advocacy that reflect the heritage of African-American, Latino, Native American and Asian students.

#### Women's Center

Provides programs, services and advocacy to assist women reach their full potential.

#### Lesbian, Gay, Bisexual and Transgender Resource Center

Provides programs, services and advocacy addressing the needs of students, faculty and staff related to sexual orientation and identity.

#### Commuter Services and Union Programs

Located on the main floor of McKenny Union, Commuter Central provides quality programs and services to the commuter student population at Eastern Michigan University. Staffed by a team of trained and talented commuter advisers, Commuter Central offers commuter-friendly programs, including Commuter Orientation and Commuter Appreciation Week, and provides information and resources to connect commuter students to Eastern.

A variety of year-round Union programs, including the popular Study All Nights, Midnight Snack and Study, dance workshops, coffee houses, poetry slams and midday programs highlight McKenny Union as the "campus living room."

#### Student Union Services

McKenny Union is a barrier-free facility that offers 13 meeting rooms from an elegant 4,300-square-foot ballroom to the informal Huron Room, complete with a fireplace. The Union is an excellent location for organizational meetings, lectures, banquets, wedding receptions or social gatherings. The Event Planning Office, located in 212 McKenny, is open Monday through Friday 8 a.m. to 5 p.m. to schedule meetings/events and for catering sales.

The building also houses:

- Dining operations: Wendy's, Taco Bell, Pumpernickel's Deli, Club Cappuccino, and It's a Toss Up
- Retail: the Lobby Shop, a convenience store; two ATMs; EMU Barnes and Noble bookstore and gift shop; and Mailboxes, Etc.
- Student Gallery: the student-run Intermedia Gallery
- Commuter Central, providing services, advocacy and programs for commuter students, and staffed by a team of trained and talented commuter Advisers
- Information Center, offering assistance, directions and information to campus guests
- Eagle Card Office for student ID cards
- Service EMU, a one-stop service center for enrollment, financial aid, billing and payments
- Computer lab
- Student Organization Center housing Student Government offices as well as office and meeting space and resources for student organizations.
- Lockers, leased by the semester
- TV Lounge

For more information on the services and programs offered at McKenny Union and Campus Life, check out our Web site at [www.emich.edu/campuslife](http://www.emich.edu/campuslife), call us at 734.487.3045, or e-mail [campus.life@emich.edu](mailto:campus.life@emich.edu).

### Holman Learning Center

[www.tlc.emich.edu](http://www.tlc.emich.edu)

Lynette Findley, director  
Margaret Carter, associate director  
Judy Mack, Learning Center specialist  
A'Lynne Robinson, project coordinator  
Robin Chaustowich, Supplemental Instruction coordinator  
Dawn Stentzel, office supervisor

Bruce T. Halle Library, Room G04

Phone: 734.487.2133

TTY: 734.487.2482

E-mail: [learning.center@emich.edu](mailto:learning.center@emich.edu)

Holman Learning Center (TLC) provides students with a campus-wide network of learning assistance programs designed to develop independent learning skills necessary for academic success.

#### Tutor Programs

TLC provides the following tutoring assistance programs: (1) Individual tutors are available to undergraduate students who wish to work one-on-one with a peer tutor to improve their understanding of a particular course. Individual tutoring is non-remedial and free. (2) Supplemental Instruction (SI) assist students who are enrolled in a first-year large lecture course to develop effective study strategies. A SI leader will lead small discussions on note-taking, study strategies and test taking and relate the skills to the specific large lecture course.

#### Student Academic Success

TLC focuses on the academic success of each student during their career at Eastern Michigan University. The office continues to create new and innovative programs for students. These programs focus on new students to the University and students referred to the office by other departments or faculty. These programs include the following: (1) First-Year Academic Support Program links students, faculty and parents to facilitate the student's transition into higher education and to maximize academic success. (2) Skill Building Workshops expose students to information on test taking strategies, time management, how to efficiently take notes in class and preparing for final exams. Workshops are presented in freshmen residence halls, McKenny Union and Halle Library. (3) Peer support sessions offer students an opportunity to talk to a graduate student to get help navigating the University environment and charting a positive, goal-oriented plan for academic success.

**Pre-College Programs**

Pre-college programs also provide an avenue for promoting academic achievement and success. TLC coordinates the following pre-college programs: (1) Martin Luther King, Jr./Cesar Chavez/Rosa Parks (KCP) College Days programs brings eighth through 12th grade students to campus and exposes them to college life. The program builds self-esteem, motivation and introduces participants to a variety of career options. (2) The Wade McCree Scholarship program awards 20 general fund scholarships each fall to underrepresented students entering the ninth grade. (3) The Summer Incentive Program (SIP) offers high school seniors showing academic potential for academic success an opportunity to take three college courses, live on campus and work in the campus office during the summer. Participants who successfully complete the summer program are admitted to EMU in the fall.

**Retention Tracking**

Retention research provides the University with the information required for strategic planning and creation of new and effective university-wide programs aimed at retention and student success. The programs and student populations TLC currently tracks are all First Time In Any College (FTIAC), Freshmen Interest Groups (FIGs), and the Promote Academic Survival and Success (PASS) populations. Programming for these student populations is a collaborative effort involving both Enrollment Services and Academic Affairs.

**Career Services Center**

J. Michael Erwin, director  
311 King Hall  
734.487.0400  
Fax: 734.487.0940  
E-mail: [mike.erwin@emich.edu](mailto:mike.erwin@emich.edu)  
<http://career.emich.edu>

*Satellite Offices:*

**College of Business**  
210 Owen Building  
734.487.4099

**College of Education**  
206 Porter  
734.487.7120, ext. 2540

**College of Health and Human Services**  
206 Marshall Building  
734.487.1417

The Career Services Center (CSC) helps students plan their careers, develop job search skills, obtain career-related work experience during their academic career and secure a job upon graduation. Programs and services include student employment, cooperative education, job fairs, résumé referral and on-campus recruiting. In the area of career planning, CSC provides personality, interest and values inventories, computerized career guidance services and personal career counseling. In addition, the Career Resources area (319 King Hall) contains an assortment of reference materials on career opportunities, self-assessment, employer literature and many other career-related items. These services are available at CSC's main office in King Hall with a more limited range of services at satellite locations.

CSC focuses on helping students select majors and occupational fields early in their academic careers. Assistance is provided through self-assessment, information about occupations and opportunities to secure employment and volunteer experience in career-related fields. Through its nationally recognized Professional Experience Programs (PEP), CSC assists students in obtaining such career-related work experiences as internships and cooperative education placements. These experiences help students gain exposure to their chosen career fields and gain the hands-on work experience that most employers now expect from college graduates. Academic credit can be earned for many of the PEP jobs. Students should begin participation in PEP as early as their freshman year.

Additional job opportunities are offered through CSC's student employment area. This is the central clearinghouse for all on-campus job openings for students as well as for job openings near campus and in surrounding communities. CSC also maintains an extensive listing of summer employment jobs available with camps, parks, resorts, businesses and government agencies throughout the country. As with other student employment positions, these jobs give students practical work experience and a chance to earn money toward college expenses. The Career Services Center also assists seniors, graduate students and alumni in seeking employment after graduation and obtaining professional advancement throughout their careers.

Available services include:

- Résumé, interviewing and job search strategy workshops
- Job Choices manual available to all seniors
- eCampusRecruiter.com/emich online posting service
- On-campus recruiting interview program
- Résumé referral program
- Three large annual job fairs that attract hundreds of employers plus several other smaller fairs
- Free drop-off résumé critiquing service

Finally, each year CSC posts more than 30,000 job listings and has more than 250 employers who participate in the on-campus interview program.

**University Student Identification Card**

Eagle Card Office  
21 McKenny Union  
Phone: 734.487.3176  
Web site: <http://ict.emich.edu/eagleoncard>

A valid Eastern Michigan University identification card is required for many services on campus including the use of special facilities. To obtain a University identification card, students must be registered for at least one class for the current or upcoming semester. You will need one piece of valid picture identification and a copy of your class schedule. Visit the Eagle Card Office Web site for office hours and updated information.

**Ombudsman**

Gregory A. Peoples  
112 Welch Hall  
Phone: 734.487.0074  
Fax: 734.487.7170  
E-mail: [gregory.peoples@emich.edu](mailto:gregory.peoples@emich.edu)  
<http://emich.edu/ombuds>

The ombudsman, serving on behalf of the Division of Student Affairs, facilitates the resolution of individual complaints which do not have a formal avenue of redress through official University channels. The ombudsman advises students on University policy and procedures, identifies and recommends changes to current practices, and communicates student concerns/issues to appropriate University officials. In addition, the Ombudsman presents workshops, conducts needs assessments and mediates disputes.

In the event of an emergency, the ombudsman is the main contact between the student, the student's family and the University. When a student emergency exists, the ombudsman has the responsibility for notifying the student's instructors, and for contacting family members and other appropriate personnel.

**Access Services Office**

Donald J. Anderson, director  
[www.emich.edu/public/students/disab](http://www.emich.edu/public/students/disab)  
203 King Hall  
734.487.2470 Telephone and TTY

Students with physical, learning or psychological disabilities, sensory impairments or chronic health conditions must register with the Access Services Office (ASO) in order to receive accommodations. Typical accommodations include extended time for examinations, the ability to take

examinations in a distraction free environment, access to adaptive technology, sign language interpreters, books on tape and note takers. However all accommodations are determined on a case-by-case basis according to each student's documented limitations. The ASO also works closely with faculty members and other University departments, such as Housing and Campus Life, to ensure that students with disabilities receive the accommodations they need to participate in all university programs, services, and activities. All disability information is strictly confidential and students are encouraged to contact the ASO to discuss their individual needs.

## Office of International Students

Paul Dean Webb, Director  
229 King Hall  
734.487.3116  
[www.dsa.emich.edu/ois](http://www.dsa.emich.edu/ois)

The Office of International Students extends a welcome to all international students pursuing educational goals at Eastern Michigan University. Concerned, responsible and professional staff is available to assist students in any matter, including orientation, advice on immigration issues, academic, financial, employment and personal concerns. The staff also provides the preparation of documents needed to maintain favorable status in this country.

This office serves as a consultant to faculty and staff on international student affairs and acts as a catalyst for the development of various international connections in the University and/or community to promote international education and understanding and initiates enhancement programs such as cross-cultural activities on and off-campus.

International students are encouraged to make regular contact with the office.

## Student Government

Governed by the President (elected each spring)  
[www.emich.edu/studentgov](http://www.emich.edu/studentgov)  
011 McKenny Union  
734.487.1470

Student Government at EMU is committed to improving the quality of student life on campus. The student body each spring elects a president, vice president and 21 senators who, along with representatives appointed from various organizations, compose the Student Senate. The executive officers and members provide input to the administration of the University to help solve problems and improve programs and services. Student Government also sponsors campus-wide events. The student services office, known as REACT, provides assistance to students with legal, rental or University-related problems.

Not only do student representatives get valuable experience in the process of government, but they also represent the University on local, state and national levels. Any EMU student may run for a Student Government position. Interested students are also welcome to serve on Student Government committees and University advisory groups.

## Veteran Services Office

Dwight Conerway  
18 Roosevelt Hall  
734.487.1020  
[www.emich.edu/veterans](http://www.emich.edu/veterans)

The Veteran Services Office (VSO) coordinates all campus services for veterans who are pursuing their education at EMU. It is the resource center for veterans' benefits; veterans must report successful academic progress, class drops and adds, and/or relevant changes in personal status to the VSO in order to maintain benefits.

The office assists veterans in housing, financial aid and works closely with disabled veterans to provide full educational benefits. Veterans should direct all questions to a representative of this office.

## Children's Institute

Rackham Building  
Phone: 734.487.1126, 734.487.2348, 734.487.2426  
Fax: 734.487.0286  
Hours: Monday – Friday, 7:30 a.m. to 5:30 p.m.  
Web site: [www.emich.edu/uhs](http://www.emich.edu/uhs)

The EMU Children's Institute offers high quality early childhood education programming to families of Eastern Michigan University and surrounding communities. We offer varied programs designed to meet the needs of students and working families.

The Institute provides high-quality care and education for children ages 18 months through six years. Full and half-day programs are available for toddlers, preschoolers, and kindergartners. A special arrangement with the Ypsilanti Public School System provides transportation to and from Perry Child Development Center for the morning kindergarten program. We also offer a full-day kindergarten program at the Children's Institute.

The EMU Children's Institute serves as the practicum placement site for students preparing to be early childhood education teachers. Practicum students are closely supervised by professional classroom teachers and University faculty members.

Flights of Imagination, the summer day camp program at the Children's Institute, offers exciting and varied programs for children entering kindergarten through first grade, supervised by professional teaching staff, with EMU students as camp counselors. Camp is offered as eight weekly sessions.

Activities at the Children's Institute are play based and developmentally appropriate, and designed to meet the needs of each child in the group. Teaching staff have completed coursework and hold degrees/advanced professional degrees in early childhood education. Staff training and in-service days are conducted throughout the year.

## Counseling Services

313 Snow Health Centers  
Hours: Monday – Friday, 8 a.m. to 5 p.m.  
Phone: 734.487.1118  
Fax: 734.481.0050  
Web site: [www.emich.edu/uhs](http://www.emich.edu/uhs)

Counseling services provides:

- Free, confidential, personal counseling for EMU students
- Informative, interactive workshops and presentations in classrooms and other locations on topics including managing depression, resolving communication and relationship problems, building self esteem, addressing anger and test anxiety among others
- Crisis response and support
- Screening for depression and other concerns
- Consultation with faculty and staff about student and classroom issues
- Self help lending library, audio and video tapes for information and skill building

Professional, licensed psychologists and counselors provide services. Graduate students completing internships also provide services under professional staff supervision.

All registered EMU students are eligible for services. Appointments can be made by phone or in person. Counseling is confidential and at no cost to students.

## Snow Health Center

Phone: 734.487.1122  
Fax: 734.487.2342  
[www.emich.edu/uhs](http://www.emich.edu/uhs)  
Hours: Monday-Friday, 8 a.m. to 5 p.m. The center is closed during official University closings. Appointments are preferred, but walk-ins are welcome.

The basic services provided at Snow Health Center are:

- Physical exams
- Minor illness and injury treatment
- Women's health including annual exams, diagnosis and treatment for infections, pregnancy testing
- STI testing and treatment
- Allergy shots, immunizations, TB tests, flu shots, meningitis shots
- Blood pressure checks
- Laboratory
- X-ray
- Pharmacy – full line of prescription medications and over-the-counter items
- Sports medicine clinic
- Psychiatric services

If an outside physician orders lab work or an x-ray, Health Services staff can perform the service. The pharmacy can fill prescriptions written by a licensed physician within Michigan as well as most out-of-state prescriptions, and is a participating provider with several major insurance carriers. The pharmacy accepts several insurance plans. Please call them directly at 734.487.1125 with questions.

Both full and part-time physicians and nurse practitioners staff Snow Health Center. Our physician team includes a staff physician along with physicians and physician-supervised residents from nearby St. Joseph Mercy Hospital.

The EMU Student Health Insurance policy, sponsored by Student Government, is accepted in full for covered services after co-pays are met. Insurance information is available at Snow Health Center and on the web-site at [www.emich.edu/uhs](http://www.emich.edu/uhs).

All currently enrolled EMU students, faculty and staff and their spouses are eligible for medical services.

Students are eligible to utilize University Health Services up to six months past their last enrollment date at non-student rates.

## Health Education and Wellness Programs

Snow Health Center, top floor  
Phone: 734.487.2226  
Fax: 734.481.0050  
Web site: [www.emich.edu/uhs](http://www.emich.edu/uhs)

Health Education provides comprehensive health and wellness services and programs aimed toward the enhancement of academic achievement and the promotion of healthy lifestyles. Some of the services include:

- Alcohol, tobacco and other drug education
- Alcohol and other drug assessments
- Checkpoint program
- HIV antibody counseling and testing
- Health Resource Library
- Classroom and workshop presentations
- CloseUp Theatre Troupe
- Smoking cessation resources
- Violence Prevention Program (PHAVE)
- Blood drives
- CPR/First Aid certification

The Employee Wellness Program provides programs and services designed to address six dimensions of wellness: physical, social, emotional, spiritual, environmental and intellectual. The overall goals of the program are to positively influence changes in health-seeking behaviors, lifestyles, stress-linked work styles and physical activity. Some of the services include:

- Health risk assessment
- Wellness Walkers
- Lunch and Learn workshops
- Wellness Fairs
- Wellness Champions

- Smoking cessation resources
- CPR/First Aid certification
- Blood drives
- Wellness newsletter

## CAMPUS LIVING

### Housing

Rebecca Figura, director  
Dining Commons ONE, lower level  
734.487.1300  
Fax: 734.487.8513  
E-mail: [housing@emich.edu](mailto:housing@emich.edu)  
Web site: [www.emich.edu/housing/halls.php](http://www.emich.edu/housing/halls.php)  
8 a.m. to 5 p.m. weekdays

### Residence Halls

Eastern Michigan University's residence system provides housing for over 4,000 students, staff and faculty. Housing options include both traditional residence halls and apartments. Our 14 residence halls offer six room layouts to choose from. You can live in a double room, co-ed hall or upperclass single hall. Features include laundry and kitchen facilities, TV and study lounges, cable television, local telephone service and recreational amenities. All halls feature reception desk services and in-room network connections for Internet and e-mail service. Residence hall staff provide educational and recreational programs and promote the safety and welfare of residents.

### Academic and Personal Success

Studies show that students are more likely to succeed academically and personally if they live in a residence hall. Part of the reason is the variety of academic and student support programs offered. Our Academic Enhancement Program staff organizes study skills workshops and provides a nightly study center that creates a quiet, spacious atmosphere for studying.

Residence hall staff also conduct a number of informative programs on such topics as financial aid, health, fitness and personal relationships as well as recreational programming designed to promote community development and enhance your residence life experience.

### Make Your Room Special

You'll be amazed at what you can do with your residence hall room. We'll supply the basic furnishings: desk, chairs, bed, dressers and window curtains, but you may want to bring your own loveseat or couch, refrigerator, microwave, carpeting and favorite wall hangings. Part of the fun of living in a hall is making it feel like home.

### Get Involved in Your Hall

What's a great way to make new friends and have fun? Get involved in residence hall programs. There are so many things to do throughout the academic year. Residence hall staff and hall government traditionally sponsor events such as Lil' Sibs Weekend and a number of activities during Homecoming. Often individual floors and halls will organize bowling parties, volleyball games, sport outings, movie nights and live entertainment.

Residents take an active role in planning and organizing events. You can learn great leadership and organizational skills by participating on a planning committee or by getting involved in hall government. The Residence Hall Association, the residence hall student governing board, gives you an opportunity to represent your hall or floor. So get involved! After all, it's your home away from home!

### At Your Service

You can stop by your hall front desk to pick up your mail, make change or check out cleaning supplies, vacuums and recreational equipment.

Our custodial and maintenance staff will repair any permanent fixtures in your room, such as the heat, plumbing or light fixtures, as well as clean hall corridors, lounge areas and community bathrooms.

Residence hall students also enjoy the convenience of having shuttle bus stops right in front of many halls. You can catch a ride around campus, head to the College of Business in downtown Ypsilanti or go shopping in nearby Ann Arbor.

To reserve a room, students must:

1. Obtain contract materials by downloading from our Web site at [www.emich.edu/housing/halls.php](http://www.emich.edu/housing/halls.php);
2. Read the contract carefully and thoroughly. The contract contains important information you need to know before reserving a room;
3. Select a meal plan; and
4. Select your residence hall program:
  - First-Year Center (new incoming freshmen only)
  - Honors Hall (new students and transfers must have a 3.0 GPA)
  - Upperclass Hall (sophomores and above only)
  - Single Room Halls (reserved for returning students only. New upperclass, transfer and graduate students may be eligible only if space is available.)
5. Return the completed and signed contract along with the Residence Hall Assignment Request form and a check for the \$200 prepayment to:

Cashier's Office  
201 Pierce Hall  
Eastern Michigan University  
Ypsilanti, MI 48197

## Apartments on Campus

Eastern Michigan University offers traditional residence halls as well as apartment living options for students. Three apartment complexes are available to serve your housing needs. These include Brown/Munson, Cornell Courts and Westview apartments.

### Eligibility

Applicants must be:

- enrolled in 12 undergraduate credit hours or
- enrolled in six graduate credit hours, or
- actively engaged in an internship, or writing a master's, specialist's or doctoral thesis, or
- upperclass or non-traditional first-year students

### Amenities

University Apartments include:

- locations convenient to classes, the library and athletic events;
- utilities included in rent (gas, electric, water and trash collection);
- basic cable service;
- laundry rooms in each building;
- storage facilities at some locations;
- community rooms for complex activities;
- leasing options
- internet in Brown/Munson

Students must submit an application to be considered for an apartment. Applications are available from the apartment office and require a \$55 (U.S.) nonrefundable processing fee.

Assignments are made by the leasing coordinator according to the date the application is received. Applicants are notified when their application has been approved and a unit is available for occupancy. Apartments are leased as they become available.

According to Eastern Michigan University policy, the maximum number of individuals allowed to live in a two-bedroom apartment is four (4). The maximum number of individuals in a one-bedroom unit is two (2): a married couple, two same sex individuals or a single parent and one child.

## Contact

Eastern Michigan University  
University Apartments Office  
Dining Commons ONE, lower level  
Ypsilanti, MI 48197  
734.487.0445  
[www.emich.edu/housing/apartments](http://www.emich.edu/housing/apartments)

## Dining Services

Larry Gates, Director  
Dining Commons ONE, lower level  
Ypsilanti, MI 48197  
[www.emich.edu/dining](http://www.emich.edu/dining)  
Phone: 734.487.0418  
Fax: 734.487.8513  
E-mail: [lgates@emich.edu](mailto:lgates@emich.edu)

One need not worry about getting bored eating the same food in the same place at EMU! There are more than 30 places to dine on campus (including four convenience stores). All locations are open to EMU students, parents and staff and will accept cash, Eagle Meal Deals (for Commuters — Block Plan, Block Plus and FlexBuy E-Dollars), EagleOne Card (Eagle Express), E-dollars, Flex Meal Plan, meal transfer, debit/credit (Visa-Mastercard), University requisitions and gift cards.

- *Dining Commons ONE*: All-you-care-to-eat, self-serve food court, located in Dining Commons ONE (accessed through Downing Hall) 734.487.2442
- *Eastern Eateries*: High-tech fast food mall with 10 shops, featuring A&W, Taco Bell Express, Jump Asian Cuisine and Freshens (national franchises). Offers all-you-care-to-eat Sunday buffets. Conveniently located between Walton-Putnam and Phelps-Sellers residence halls 734.487.0444
- *CrossRoads MarketPlace*: A unique grocery store/food court, which includes video rentals, greeting cards, deli and hot grill items. Located in Hoyt Conference Center. Features Einstein Bros. Bagels. 734.487.3066
- *Pumpnickel's Deli*: Made-to-order deli offering sandwiches, soups, breads and more. Located in McKenny Union 734.487.0417
- *Taco Bell Express*: Great tacos! Located in McKenny Union 734.487.3838
- *It's A Toss-Up & Company*: Salads made-to-order, fresh baked pretzels, fruit smoothies, yogurts and shakes. Located in McKenny Union 734.487.0417
- *Lobby Shop*: Convenience store located on the main floor of McKenny Union. Offers fruit, pastries, bottled beverages, toiletries, snacks and gourmet items 734.487.2328
- *QuickFixx*: Convenience store offering more than 400 video rentals, groceries, film and film processing, greeting cards and snacks. Located in the lower level of Eastern Eateries 734.487.0122

## Satellite Operations\*

- *Courtside*: Located in the Rec-IM 734.483.7573
- *Flying Eagles*: Located on the Northeast end of Pray-Harrold 734.487.6965
- *TO BE Café*: Located in Quirk-Sponberg Theatre 734.487.6699
- *Café Crescendo*: Located in Alexander Hall 734.487.8450
- *Paradox Café & Commons*: Located in the Halle Library 734.487.4550
- *The Bottom Line*: Located in the College of Business 734.487.5609
- *Common Ground Café*: Located in the Marshall Building 734.487.3412
- *Food for Thought*: Located in Sill Hall 734.487.6965

Note:

\*All satellite operations offer sandwiches, soups, salads, and pastries as well as other items (varies depending on the location).

You can choose from four convenient meal plans, including 20, 15, 13 or 10 meals per week. Best of all, you can use your meal plan card at most campus dining facilities.

#### Flexible meal plans

- 20 meals: Breakfast, lunch, and dinner, Monday – Saturday with breakfast and dinner on Sunday
- 15 meals: Breakfast, lunch and dinner, Monday – Friday, no weekend meals and \$25 per semester on convenience account
- 13 meals: Choice of any two meals each day, Monday – Saturday, one meal on Sunday and \$25 per semester on convenience account
- 10 meals: Choice of any two meals each day, Monday – Friday, no weekend meals and \$50 per semester on convenience account
- Flex Meal Plans: Flex Meal Plans offer the expanded flexibility of allowing purchases at all Dining Services locations and convenience stores that currently accept the Eagle Card. This allows you to purchase products that meet your needs with the exception of tobacco products. Please call 734.487.0418 for pricing information.

*Hours may vary during holidays and scheduled semester breaks. Please contact each area for specific hours of operation.*

*Some dining services venues are open during unscheduled shutdowns, such as snow emergencies.*

## STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Judicial Services works to create an effective living and learning environment by designing policies such as the Student Code of Conduct, providing a disciplinary process and conducting programs that foster ethical development, personal accountability and civility toward others.

For information concerning student rights and responsibilities contact:

Jennifer M. Schrage, director  
Office of Student Judicial Services  
204 King Hall  
www.emich.edu/sjs  
Phone: 734.487.2157  
Fax: 734.487.4376  
E-mail: Jennifer.Schrage@emich.edu

### University Governance and Individuals' Rights

Eastern Michigan University is an autonomous University governed by an eight-member board of regents appointed by the governor of Michigan and subject to the approval of the Michigan Senate. Financial support for the University comes from student tuition and fees, and support provided by the citizens of Michigan.

Current members of the board of regents are Philip A. Incarnati, Fenton, chair; Karen Quinlan Valvo, Ypsilanti, vice chair; Joseph E. Antonini, Troy; Jan A. Brandon, Ann Arbor; Steven G. Gordon, Southfield; Thomas W. Sidlik, Ann Arbor; and Roy E. Wilbanks, Ypsilanti.

#### Policies on Non-Discrimination

Eastern Michigan University shall not discriminate against any person because of race, color, creed, religion, national origin, gender, age, disability or sexual orientation. Further, the University shall work for the elimination of improper discrimination in the areas listed above in (1) organizations recognized by the University and (2) from non-University sources where students and employees of the University are involved.

#### Equal Opportunity and Affirmative Action Policies

Eastern Michigan University admits students of either sex, and any race, color or national or ethnic origin to all the rights, privileges, programs and activities accorded to students at this University. The University does not discriminate against students on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs and athletic and other University-administered programs. Further, it is the policy and practice of Eastern Michigan University to take affirmative action in all personnel matters.

#### Gender Equality

It is the policy of Eastern Michigan University to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. Anyone who believes that in some respect Eastern Michigan University is not in compliance with Title IX and its regulations should contact the executive director of Human Resources.

#### Non-Discrimination of the Disabled and/or Challenged

Whitney Harris, director  
Diversity and Affirmative Action  
11 Welch  
734.487.1166

In its programs, activities and employment, Eastern Michigan University does not discriminate on the basis of physical or other disabilities. Anyone who believes that in some respect Eastern Michigan University is not in compliance with the Rehabilitation Act and its regulations should contact the executive director of Human Resources. Prospective students with disabilities who are otherwise qualified for admission are invited to apply. Students encountering difficulty with access to full participation in University activities should contact the ombudsman.

#### Statement on Campus Violence

In accordance with the education mission of Eastern Michigan University, the University adopts this policy statement to promote a safe campus environment. The statement reflects the nonviolent spirit of the relationship between students, staff, administrators, faculty, contractors and visitors at Eastern Michigan University.

The safety and security of our students, staff, administrators, faculty, contractors and visitors is extremely important to Eastern Michigan University. Threats, acts of aggression and threatening or violent behavior are not tolerated by or toward students, staff administrators, faculty, contractors or visitors. All reports of incidents will be taken seriously and will be dealt with appropriately.

Threats can be direct and immediate or indirect and implied; threats can occur verbally, nonverbally or in writing. Acts of aggression include, but are not limited to, abusive behavior, stalking and tampering with property and are intended to intimidate, create fear, imply harm or destroy property. Threatening or violent behavior is behaving in such a way that poses an immediate threat to self or others by acts of physical harm.

All students, staff, administrators, faculty, contractors and visitors are strongly encouraged to report threats, acts of aggression and threatening or violent behavior, to the Campus Police (911 for all emergencies, 487.1222 for all others), Human Resources (487.0083), and/or to your department head or supervisor, to help ensure the safety of our campus community.

#### Family Education Rights and Privacy Act

In compliance with the Family Education Rights and Privacy Act (FERPA), Eastern Michigan University assures that any person who is or has been in attendance as a student at EMU has access to his/her educational records. Furthermore, such individual's rights to privacy are assured by limiting the transferability of records without the student's consent.

The following are matters of public record and may be included in directory publications or disclosed upon request without consent: the student's name, address, telephone listing, e-mail address, date and place of birth, class schedule, class roster, major field of study, participation in recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance, degree and awards received (including but not limited to the Dean's List) and most recent previous educational agency or institution. Registration documents of student organizations that contain the names and addresses of the officers and the statement of purpose of the organization also are considered public information. These documents are available in the Office of Campus Life Programs.

EMU reserves the right to make directory information public unless a student files a written request to withhold information with the University Communications Office within 14 days after the semester begins. Once such a request is filed, the information will remain private until the student requests the University Communications Office to release it.

Individuals who believe the University is not in compliance with FERPA and its regulations should contact the executive director of Human Resources.

### Notification of Student Rights under FERPA

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

**1. The right to inspect and review the student's education records within 45 days of the day EMU receives a request for access.**

Student should submit written requests to the EMU Office of Records and Registration, identifying 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 records that they believe are 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 what 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 disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EMU in an administrative, supervisory, academic or research or support position (including law enforcement 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 educational 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.

The University may also disclose, without the student's permission, to parents and legal guardians when the student is under 21, any violation of existing alcohol or drug laws or University policy.

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; e-mail address; electronic-mail address; date and place of birth; major fields 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, 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 with the University Communications Office within 14 days after each term begins.

Students who do not want to be included in the annual EMU Student Telephone Directory should complete a Directory Exclusion form. Forms can be picked up from University Publications, Housing and Dining Services, Records and Registration and the Library Copy Center. They must be turned in by September 15 to the Library Copy Center or to University Publications. Completing the exclusion form will remove the student's 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 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 Avenue, SW  
Washington, D.C. 20202-4605