



**EMPORIA STATE UNIVERSITY  
UNDERGRADUATE BUSINESS DEGREE  
PROGRAM IN JOHNSON COUNTY**



*“ESU in Johnson County”*

**1. ABOUT THE PROGRAM**

Since August 1989, Emporia State University’s School of Business has offered three majors in business to students in the Johnson County/Kansas City vicinity who are seeking a four-year degree. Those majors include: Accounting, Business Administration and Management. Courses are taught in the evening at the ESU Metro Learning Center located at 8400 W. 110th Street, Suite 150.

**2. ESU COURSES**

ESU faculty members teach the upper-division business courses that students take during the junior and senior semesters at a four-year school.

**3. COURSES NOT TAUGHT BY ESU IN THE PROGRAM**

ESU does not teach the non-business general education requirements or the lower-division business courses at the MLC. These requirements include:

Non-Business (General Education)

Basic Skills

\*English Composition I and II

\*Public Speaking

\*College Algebra

Fine Arts

History

Literature/Philosophy

Social and Behavior Sciences

Multicultural Experience

Life Science

Physical Science

Physical Education

Applied Sciences

Business

\*Financial Accounting (Accounting I and II)

Managerial Accounting

\*Economics I

\*Economics II

\*Entry-Level Microcomputer Applications

\*Junior standing and completion of \* courses prior to taking ESU courses numbered 300-level or above, effective Fall 2001. All students must earn a minimum of 51 credit hours prior to taking ESU courses numbered 300 or above.

#### 4. ELIGIBILITY FOR THE PROGRAM

The courses offered are for those interested in:

- Pursuing a four-year degree.
- Enhancing a previously earned degree.
- Attaining a higher level of expertise in a specific area of business.

#### 5. ESU COURSE TIMES

The courses are taught evenings during the regular ESU Spring, Summer and Fall semesters. Fall and Spring weeknight courses meet once each week. Summer courses meet two times each week in a shorter semester.

#### 6. ESU ADMISSION AND TUITION 2007-2008

- Kansas Resident: \$165 per credit hour
- Non-Resident: \$217 per credit hour
- Application Fee: \$30
- Metro Learning Center Fee: \$30 per credit hour
- Processing Fee: \$10
- Technology Fee: \$60 for online courses

Students who are pre-enrolled have the option of paying tuition by mail or at a single evening registration each semester approximately one week prior to the beginning of classes. At this registration session on the Johnson County Community College campus, each student completes the following tasks:

- A. Pay tuition if needed.
- B. Purchase textbooks.
- C. Register for the competency (CAAP) test.

Those students who are eligible for financial aid, but who have not received their checks, must be prepared to present written verification of the source of the aid. Students who are eligible for reimbursement from their companies or other agencies may pay in advance or present documentation for billing at this time.

#### 7. DEGREE COMPLETION TIME

The ESU/JCCC business degree program is primarily designed for **part-time students**. The length of time it takes to finish the bachelor's degree depends on:

- A. Previous credits earned and their applicability toward the degree.
- B. Planned course load per semester (average 6-9 credit hours).

You should assume that it will take a minimum of 2 1/2 years to complete the degree on a part-time basis. It is recommended that students come to the ESU campus if they plan to finish the degree in two years.

All students who enroll in ESU courses must have junior standing (51 hours) before enrolling in ESU courses numbered 300 and above at ESU.

## 8. ESU COURSE PREREQUISITES

Any student who wants to take courses in the program may do so as long as the proper prerequisite courses have been completed. Those who are working on an associate degree are highly encouraged to complete that goal for smooth transition into the four-year degree program.

In order to complete the ESU upper division requirements in a timely way, students should complete the non-business (general education) and business courses listed under Section 3 before applying for admission.

## 9. APPLICATION TO ESU

For students who wish to seek a four-year degree in Accounting, Business Administration or Management, the following steps should be taken at least one semester prior to taking ESU courses:

**Step 1:** Submit an application for admission along with the \$10 processing fee and the \$30 application fee (separate checks required). Contact the ESU/JCCC advisor for the proper application.

**Step 2:** Request official transcripts from previous colleges or universities to be sent to:  
ESU School of Business Advisor, Box 4059  
Emporia State University  
1200 Commercial  
Emporia, KS 66801

**Step 3:** Contact the ESU Business Advisor for advising and pre-enrollment at (913) 338-4378 or [ajost@emporia.edu](mailto:ajost@emporia.edu).

Students who do not wish to seek a four-year degree, but who would like to take courses, should contact the ESU Business Advisor for pre-enrollment in the courses. Non-degree-seeking students must have official transcripts sent to the ESU Advisor.

## 10. SCHOOL OF BUSINESS ADMISSION AND GRADUATION REQUIREMENTS

Students entering Emporia State University to pursue a Bachelor of Science in Business (BSB) degree must be formally admitted to the School of Business. Admission to the School of Business is a separate requirement in addition to other university admission requirements and must be accomplished in order to receive the BSB. **By the Fall 2001 semester, all students taking upper level (300+) business classes (prefixes: AC, BU, FI, IS, MG, MK, OS) must have been admitted to the School of Business.** Admission to all BSB major programs is contingent upon fulfillment of the following requirements:

A. Junior standing (60 hours completed).

B. Completion of the following courses:

AC 223 – Financial Accounting

EC 103 – Principles of Economics I

EG 101 – Composition I

EG 102 – Composition II

IS 113 – Introduction to Microcomputer Applications

MA 110 – College Algebra

SP 101 – Public Speaking

C. It is strongly recommended that the following courses be completed prior to admission to the School of Business:

AC 233 – Managerial Accounting I

BU 255 – Business Statistics (available at many community colleges)

EC 104 – Principles of Economics II

IS 213 – Management Information Systems (not available at community colleges)

If these courses are not completed prior to admission, the student must enroll in these courses the first semester after admission and every semester thereafter, including summer terms, until the courses are successfully completed.

D. Prior to being admitted to the School of Business, each student will demonstrate comprehensive knowledge of University and School of Business curriculum and degree requirements.

E. Students entering ESU, another four-year institution or a community college for the first time as a full-time student in the Fall of 2000 and thereafter must have a cumulative grade point average of 2.25 or higher.

## **11. ADMISSION TO THE SCHOOL OF BUSINESS**

Admission to the School of Business is required before enrolling in courses numbered 300 or above in the Bachelor of Science in Business disciplines (AC, BU, FI, IS, MG, MK and OS) beginning in the Fall of 2001. Students may apply for admission to the school in the semester during which the requirements are being met as long as their enrollment at the time of application will result in meeting all of the admission requirements. A School of Business Application for Admission must be completed and approved by the Associate Dean. If a student is placed on academic probation or in required withdrawal status, the student's admission to the School of Business will be rescinded, and the student will be reclassified as a pre-business major (BUP).

## **12. GRADUATION REQUIREMENTS – BACHELOR OF SCIENCE IN BUSINESS**

A. Fifty percent (50%), or 62 credit hours, of the 124 credit hours required for a BSB degree must be taken outside the School of Business. Up to nine (9) hours of economics and six (6) hours of statistics may be counted as "outside" the School of Business.

B. BSB graduates must earn at least 50% (30 credit hours) of the required, upper-division business credit hours for the degree program at ESU.

C. BSB graduates must achieve a cumulative grade point average of at least 2.25 at the time of graduation (effective for full-time students entering any school as a full-time student for the first time in the Fall of 2000 or thereafter). Effective Fall 2006, graduates must have a cumulative GPA of 2.0 in the business core, with no more than two grades of "D" in the business core.

## **13. COURSE PREREQUISITES AND CLASS STANDING**

Course prerequisite and class standing requirements are designed to ensure that students are adequately prepared for courses in which they enroll. Prerequisites are courses that must have been completed prior to starting a particular course. Class standing refers to the minimum required class level (Freshman, Sophomore, Junior, Senior) a student must have attained prior to starting a course. Prerequisite and class standing requirements apply to all ESU students, business and non-business

majors, taking courses in the School of Business.

Prerequisite requirements must be satisfied prior to the actual start of any class in which a student is enrolled. Concurrent enrollment in prerequisite courses is not permitted, unless stated in the undergraduate catalog. Students who have not completed all prerequisite requirements may be dropped from the class roll by the instructor of the course and the department chair. Prerequisite requirements for all courses are listed in the ESU Undergraduate Catalog and on the enrollment forms for ESU/JCCC students. If a student takes a prerequisite course at another university or community college, the transcript containing the prerequisite course must be officially in place on the student's record at ESU prior to enrollment in the ESU course. For example, if a student takes college algebra at a community college, the CC transcript must be at ESU before a student is permitted to enroll in Business Statistics.

The School of Business course levels are indicated by the ESU course numbering system: 100-200 level courses are designed as freshman and sophomore courses; courses numbered 300 and higher are designed as junior and senior courses. Admission to the School of Business is required before enrolling in courses numbered 300 or above in the BSB disciplines. Non-business majors and business minors must meet all prerequisite and class standing requirements prior to enrolling in business courses at the 300 level or above.

#### **14. TRANSFER AND VALIDATION OF COURSEWORK**

Fifty percent (50%) of the business courses numbered 300 or above must be completed at ESU. A student from a two-year or four-year institution may transfer pre-admission courses equivalent to those required for the BSB. Pre-admission courses include all of the general education requirements and 100 or 200 level business courses. Transfer guides for business majors for all Kansas community colleges are available on the ESU website:

[www.emporia.edu/regist/com/colleges.htm](http://www.emporia.edu/regist/com/colleges.htm)

Upper division courses (ESU courses numbered 300 or above) cannot generally be transferred from a two-year institution and applied to a BSB degree. However, the department chair responsible for the course may elect to allow such a transfer course for equivalent credit. If the department chair identifies the transfer course for potential equivalent credit, the course must then be "validated" through an examination prepared by the department. All validation requests must be initiated by the transfer student through the Business Advising Center (BAC) prior to or during the first term of enrollment at ESU.

Any student (pre-business or business) desiring to take courses as a "transient student" from another college or university must have the course approved **in advance** on an officially signed Prior Approval Form. Students will not be allowed to enroll in overloads by scheduling courses at more than one institution without completing the normal overload approval process. Courses not approved in advance will be accepted only as elective credit.

#### **15. ADVISING**

Students in the program have a full-time advisor. This person can be reached by phone at (913) 338-4378; by appointment at Johnson County Community College; by mail addressed to Ashley Jost, ESU Metro Learning Center, 8400 W. 110th Street, Suite 150, Overland Park, KS 66210; or by e-mail: [ajost@emporia.edu](mailto:ajost@emporia.edu).

Your advisor will:

- Send you the forms for course enrollment.
- Evaluate your transcripts.
- Recommend an appropriate plan for degree completion.
- Prepare your degree application.
- Keep you informed of your academic progress.
- Keep in touch.

When enrolled in one of these business courses, students should consider the ESU teaching faculty as contact persons who can provide valuable information about future course choices, careers and the business world. These are important resource persons. Remember, you are an ESU student!

## **16. ESU GRADUATION REQUIREMENTS**

- A. Earn at least 124 semester hours of credit in courses numbered 100 and above.
- B. Among those 124 hours, have at least 40 hours of course work numbered 300 and above.
- C. Business students must complete a minimum of 50% (62 hours) of the required 124 hours in non-business courses and 50% of the business courses must be completed at ESU.
- D. Fulfill minimum grade-point requirements for course work taken in the major field and have an overall grade point average of 2.0, with an overall grade point average of 2.0 in all work taken at ESU.
- E. Complete at least 60 hours of course work at a four-year college or university.
- F. Complete at least 30 hours of course work numbered 300 and above at ESU.
- G. Earn 30 of the final 45 hours in residence, of which six of the final 12 must be in residence. (Enrollment in ESU courses taught at Johnson County is considered resident credit.)
- H. Make application for and pass the reading, writing and computation competency examinations required by ESU as well as the Major Field Test. Registration and test dates are also available during the semester on the MFT section of the website. The MFT is taken while enrolled in MG 473 – Business Policy.
- I. Complete the general education program required for the field of study.
- J. Meet the School of Business admission and graduation requirements as stated in Sections 11-14 above effective Fall 2001.

## **17. DEGREE APPLICATION**

A degree application should be completed approximately 15 months prior to the expected date of graduation. The ESU advisor will prepare this form for your signature.

The application then becomes the official agreement between the student and the university regarding the work, which must be completed for the major. Degree applications are submitted to the Degree Analysis Office. Once processed, a degree analysis will be returned to the student and the advisor.

## **18. GRADUATION WITH HONORS**

All hours counted toward the baccalaureate degree shall be counted in the calculation of the CGPA (cumulative grade point average) for the purpose of recognizing achievement at graduation. A student must have completed at least 45 hours at ESU by the time the degree is conferred to receive this recognition.

### **Summa cum laude**

Students with a CGPA equal to or higher than 3.90 shall have the designation “summa cum laude” entered on the diploma and the transcript.

### **Magna cum laude**

Students with a CGPA less than 3.90 but equal to or greater than 3.70 shall have the designation “magna cum laude” entered on the diploma and the transcript.

### **Cum laude**

Students with a CGPA less than 3.70 but equal to or greater than 3.50 shall have the designation “cum laude” entered on the diploma and the transcript.

## **19. FINANCIAL AID**

For advice and assistance in applying for financial aid, students should contact the ESU Financial Aid Office at (620) 341-5457, between 8:00 a.m. and 5:00 p.m., Monday through Friday. **Students should ask for Janet Emch and should identify themselves as Johnson County Business Degree Program students.**

### ***Programs in which ESU participates:***

#### **GRANTS**

Grants are based on financial need and, unlike a loan, are not repaid.

##### **Federal Pell Grants**

These federal grants are intended to be used as the foundation of undergraduate students’ financial aid packages. Applications for the Federal Pell Grant may be obtained from high school counselors. The Free Application for Federal Students Aid (FAFSA) is used to apply for Pell Grants.

##### **Federal Supplemental Educational Opportunity Grants (SEOG)**

To be awarded an SEOG grant, a student must show need through the federal need analysis. First priority is given to students who qualify for Pell Grants.

#### **STUDENT LOANS**

The University participates in the subsidized and unsubsidized Federal Robert T. Stafford Student Loan Program (formerly GSL) and the Federal Perkins Loan (formerly NDSL) program. Federal Perkins and Federal Stafford loans require a student to have financial need (established through the FAFSA). The unsubsidized Federal Stafford Loan is not based on need. For independent students, the Supplemental Loan for Students (SLS) is also available.

#### **MILITARY PROGRAM BENEFITS**

A number of branches of military service offer opportunities for financial aid. Interested students should seek additional information from their local recruiting office or from the University’s Student Affairs Office.

#### **FINANCIAL AID BASED ON A CONSORTIUM AGREEMENT**

Through a consortium agreement, it is possible to receive aid funding based on a combination of credit hours from ESU and another school. For example, a student may be enrolling in a 3-hour ESU business course and a 3-hour general education course at Johnson County Community College. In this instance, JCCC may sign a consortium agreement so that ESU can award the student aid based on 6 hours rather

than just the ESU 3-hour course. In some cases, students must pay the tuition for the credit hours being taken at the other school, and the class must have met at least one time before the school will sign the consortium agreement. In most instances, financial aid based on a consortium agreement can only be awarded to students **after** classes have begun at **both** institutions. In **all** cases, the credit hours involved in the consortium agreement must be applicable to the graduation requirements. Students will be provided with specific procedures necessary for success with a consortium agreement.

## ESU CONTACT PERSONS

Ashley Jost  
ESU Metro Learning Center  
8400 W. 110th Street, Suite 150  
Overland Park, KS 66210  
Phone: (913) 338-4378

Dr. John Rich, Associate Dean  
Emporia State University  
School of Business  
Campus Box 4039  
Emporia, KS 66801  
Phone: (620) 341-5225

Admissions Office (ESU Catalog Requests)  
Emporia State University  
Campus Box 4034  
Emporia, KS 66801  
Phone: (620) 341-5465

Division of Lifelong Learning  
Emporia State University  
Campus Box 4052  
Emporia, KS 66801  
Phone: (620) 341-5385

Janet Emch, Student Financial Aid  
Emporia State University  
Campus Box 4038  
Emporia, KS 66801  
Phone: (620) 341-5457

Counseling Center (Appointments with ESU Advisor)  
Johnson County Community College  
12345 College Blvd.  
Overland Park, KS 66210-1299  
Phone: (913) 469-8500, ext. 3232

Student Affairs Office (Military Benefits Information)  
Emporia State University  
Campus Box 4007  
Emporia, KS 66801