NEW STUDENT ADVISING AND REGISTRATION GUIDE
2020-2021

Office of Academic Affairs

Presbyterian College
# NEW STUDENT ADVISING AND REGISTRATION GUIDE, 2020-2021

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisors</td>
<td>2</td>
</tr>
<tr>
<td>Advising Roles and Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Basic Information for Incoming Students</td>
<td>4</td>
</tr>
<tr>
<td>Pre-existing Academic Credit</td>
<td>4</td>
</tr>
<tr>
<td>General Education Program</td>
<td>5</td>
</tr>
<tr>
<td>Your First Semester</td>
<td>6</td>
</tr>
<tr>
<td>Daily Class Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Course Listings</td>
<td>9</td>
</tr>
<tr>
<td>Course Registration Plan</td>
<td>10</td>
</tr>
<tr>
<td>Registration Date for Incoming Students</td>
<td>10</td>
</tr>
<tr>
<td>Registration Using BannerWeb</td>
<td>10</td>
</tr>
<tr>
<td>Online Bookstore</td>
<td>11</td>
</tr>
<tr>
<td>Academic Support</td>
<td>11</td>
</tr>
<tr>
<td>Academic Resources</td>
<td>13</td>
</tr>
<tr>
<td>Campus Life Resources</td>
<td>16</td>
</tr>
<tr>
<td>Links to Advising and Other Campus Resources</td>
<td>19</td>
</tr>
</tbody>
</table>

Important information will be sent to your PC email address.
Check it regularly!
Welcome to Presbyterian College! This document, the New Student Advising and Registration Guide, contains important information about advising and registration that will assist you as you work with your advisor to create your first course schedule at Presbyterian College. Please spend time reviewing the information in this guide and discussing your interests, goals, questions, and concerns with your academic advisor. If you have any questions about the advising process, please contact Dr. Alicia Askew, Dean of Academic Programs, at academicadvising@presby.edu.

ACADEMIC ADVISORS

One of the ways we assist you in preparing for your first semester is to provide you with an academic advisor. Prior to advisor assignment, you will complete an advising questionnaire. Responses to the questionnaire will assist with advisor assignment and provide academic advisors information about your academic interests and educational goals. Use the embedded link to access the advising questionnaire. Email admissions@presby.edu if you experience username/password issues.

Each of our advisors – whether or not she or he works in a program in which you’ve expressed interest – is committed to helping you navigate your academic choices. Academic advisors will work with students in a number of ways:

- Assist with setting up schedules
- Offer background and guidance on academic requirements and regulations
- Work with you to choose a major
- Serve as a guide and mentor as you think about your future plans

Generally, you will keep your first academic advisor until you are ready to declare a major, typically no later than the spring term of your second year. At that point, you will typically transition to a new advisor, usually one in the department where you declare the major. If a staff member is serving as your academic advisor, you may transition to an academic advisor after the fall semester begins.

Information about your advisor assignment and contact information will be sent to your PC email address, and we recommend that you reach out to your advisor to introduce yourself and start the advising process. Your advisor and many administrative offices will send important information to your PC email address, so check your PC email account regularly. As an incoming student, it is important get into the habit of checking your PC email and responding to your advisor when you receive a message.

<table>
<thead>
<tr>
<th>Academic Advisors for Incoming Students</th>
</tr>
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<tbody>
<tr>
<td>• Assigned prior to orientation (notification via PC email)</td>
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<tr>
<td>• May be a faculty member from one of the areas of interest reported in your advising questionnaire</td>
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<tr>
<td>• Typically interacts with you via email or phone</td>
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<tr>
<td>• Helps you construct a course registration plan for the fall</td>
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<tr>
<td>• Must confirm via BannerWeb that you are allowed to register</td>
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<tr>
<td>• May be an instructor of one of your fall courses</td>
</tr>
<tr>
<td>• Can help with a variety of academic issues</td>
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<tr>
<td>• Provides support during your transition to college life</td>
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<tr>
<td>• May change when you declare a major</td>
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</tbody>
</table>
ADVISING ROLES AND RESPONSIBILITIES

Responsibilities of the Advisee

Advising is a partnership. Understanding your role and responsibilities in the process is essential for your partnership to be productive. Advisors are a valuable resource, especially during your transition to college life. Talk to your advisor early and often!

- **Be Proactive!** Contact your advisor to schedule meetings. Don’t forget to schedule an advising meeting prior to registration week—check the academic calendar for the advising week dates!
- **Be Prepared!** Come to your advising meetings ready to communicate your interests and goals. Review the requirements for graduation, including the general education requirements. When you declare a major or minor, learn the requirements for that major or minor. If an upcoming meeting will include semester planning, construct a tentative course plan and bring it to the meeting.
- **Be Receptive!** While advisors are expected to understand graduation requirements and be knowledgeable about academic policies, no single advisor can be expected to provide all of the information students will need during their years at PC. It is likely that at some point your advisor will refer you to another resource or office on campus. Be sure to note these recommendations and share with your advisor the steps you took and the guidance you received.
- **Be Engaged!** Take time to think about the goals you would like to accomplish this year and beyond. Be an advocate for your own education by actively seeking information needed for your academic success and appropriately using academic and other campus resources. Use DegreeWorks to chart your own progress toward degree.
- **Be Connected!** Share your goals, thoughts, questions, and concerns with your advisor. Your advisor and administrative offices send important information to students’ PC email addresses, so check your PC email regularly. Update your advisor if there are changes in your academic progress, schedule, or goals. Using DegreeWorks, review your progress toward degree with your advisor.

*Modified from original source: [http://www.bu.edu/history/advising/](http://www.bu.edu/history/advising/)

Responsibilities of the Academic Advisor

An advisor is central to the academic success of each student. While no single advisor can be expected to provide all of the information a student may need, academic advisors have the following responsibilities:

- **Orientation to PC:** Advisors help students become familiar with the academic rigor and social experiences of the college. Advisors will find themselves discussing the mission of higher education and PC, the purpose of academic requirements, the expected standards of achievement, the amount of work to reach those standards, and how and why things happen as they do at Presbyterian College.
- **Dissemination of Information:** Advisors provide advice and consultation about registering for classes, educational opportunities, support services and programs, co-curricular programs, degree requirements, academic policies and procedures, and other administrative information.
- **Academic Guidance and Success:** This involves advisors developing supportive, mentoring relationships with advisees. Advisors help students understand the avenues to success, recognize their individual needs and concerns as these relate to academic progress, and monitor their progress to degree and GPA requirements.
- **Short-Term Educational Planning:** Advisors assist students with semester planning, selection of specific courses, registration, and schedule adjustments.
- **Long-Term Educational Planning:** Advisors provide advice and consultation about career and professional objectives and the relationship between courses, majors, and occupations.
- **Student Referrals:** When needed, advisors refer students to campus resources for additional assistance with academic support, career planning and development, wellness, financial aid, roommate concerns, social challenges and/or personal problems.
- **Confidentiality:** Advisors should maintain confidentiality by adhering to the Family Educational Rights and Privacy Act FERPA regulations. **FERPA guidance is available on the faculty resources page of the PC website:** [https://www.presby.edu/doc/FERPA-Standards-Presentation.pdf](https://www.presby.edu/doc/FERPA-Standards-Presentation.pdf).
BASIC INFORMATION FOR INCOMING STUDENTS

- **Students need 122 hours to graduate.**
- **Students must complete all academic work with minimum 2.00 cumulative grade point average (GPA), all general education requirements with a minimum 2.00 cumulative GPA, and all major requirements with a minimum 2.00 cumulative GPA.**
- A student selecting two majors with the completion of 122 hours is awarded only one degree (Bachelor of Arts or Bachelor of Science).
- A candidate who already holds a Presbyterian College degree or who is working simultaneously for two bachelor’s degrees shall earn a minimum of 152 semester hours with a 2.00 GPA.
- **Students need to average roughly 15 hours per semester to graduate in four years.**
- **Students need 12 semester hours to be considered a full-time student.**
- Transfer students will be granted appropriate credit for courses that correspond to or are the equivalent of courses offered by Presbyterian College and that have been satisfactorily completed. Courses that do not correspond to courses offered by PC may be accepted, with approval from the Provost, as “free electives.” A maximum of 24 credit hours of said elective courses may count toward graduation requirements. A maximum number of 68 hours can be transferred from a two-year college. Transfer students must complete general education requirements for the year in which they enter.
- All applicable transfer hours accepted by PC are included as hours attempted as well as hours earned.

**Hours transferred into PC, however, are not used in computing the cumulative Presbyterian College GPA. Students with academic scholarships may be required to complete 30 semester hours per academic year in order to remain eligible for funding.** Freshmen with the Palmetto Fellows or Life Enhancement Scholarship ($2500) will need 14 academic hours of approved math and science classes during the first year of college. They will also need to declare their major in an approved math or science major by drop/add deadline of the next academic year to be eligible. For details about scholarship eligibility and requirements, see https://www.presby.edu/admissions/tuition-aid/scholarships/ or contact the Office of Financial Aid at finaid@presby.edu, Ext. 8288.

- **Student classification is based on the following criteria:**
  - Sophomore: 28 **earned** hours
  - Junior: 60 **earned** hours
  - Senior: 90 **earned** hours
- **Minimum standards for good academic standing:**
  - 0-31 hours **attempted** 1.6 GPA
  - 32-61 hours **attempted** 1.8 GPA
  - 62+ hours **attempted** 2.0 GPA

PRE-EXISTING ACADEMIC CREDIT

Make sure you review any college credit you may have already earned before enrolling at PC. If you have taken Advanced Placement (AP), International Baccalaureate (IB), or College-Level Entrance Program (CLEP) tests and you know your scores, let your advisor know ASAP and refer to the PC catalog: http://www.presby.edu/registrar/academic-resources/catalogs. For more information about our AP, IB, and CLEP policies: https://www.presby.edu/academics/registrar/student-resources/testing-acceptance-scores/#. Students and advisors may view credit awarded on BannerWeb and in DegreeWorks.

If you have not received your scores, you will need to make sure they are sent to PC so that you receive the appropriate academic credit. If you have dual enrollment credit, you will need to have your transcript sent to the Registrar’s Office, Presbyterian College, 503 South Broad Street, Clinton, SC, 29325. If you have questions, contact the Registrar’s Office at 864.833.8219 or registrar@presby.edu.
GENERAL EDUCATION PROGRAM

In most cases, the fall schedules of incoming students will be comprised of mainly general education courses. Before creating your fall schedule, review information about PC’s general education curriculum.

General Education Requirements

PC requires all students seeking an undergraduate degree to complete courses or be proficient in the humanities, natural sciences, mathematics, and social sciences. General education courses are designed to provide a foundation in skills and content needed for further academic study. Where possible, they should be completed during the first two years of college. The specific course requirements in these areas are:

<table>
<thead>
<tr>
<th>Department</th>
<th>Hours</th>
<th>Designated Courses</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
<td>ENGL 1001 &amp; 1002</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3</td>
<td>One course from the following: ART 101, 110, 120, 246, 274, ARTH 110, 120, MUSC 1100, 1101, THEA 1000 or 2101</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>0-7</td>
<td>SPAN 1001 &amp; 1002 &amp; 2001 or 1051 &amp; 2001</td>
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<td></td>
<td></td>
<td>FREN 1001 &amp; 1002 &amp; 2001 or 1051 &amp; 2001</td>
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<td></td>
<td>CHIN 101, 102, &amp; 201</td>
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<td></td>
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<td>GREK 301, 302, &amp; 401</td>
</tr>
<tr>
<td>History</td>
<td>6</td>
<td>HIST 1100 &amp; 1101</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 110, 120, 199, 201, 202, 210 or 221</td>
</tr>
<tr>
<td>Religion</td>
<td>6</td>
<td>RELG 200</td>
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<td>One course from the following: RELG 202, 203, 210, 212, 215, PHIL 301, 309</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
<td>Any two 3-hour courses and associated labs: BIOL 1000 or 1150, 1150L or, 1151, 1151L</td>
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<td></td>
<td></td>
<td>CHEM 100, 101-101L, 102-102L</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 1000, 1100, 1500, 1510, 1600, or 1610</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6</td>
<td>One course from two different departments: BADM 371</td>
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<td></td>
<td></td>
<td>ECON 205 or 206</td>
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<tr>
<td></td>
<td></td>
<td>EDUC 201 or 202</td>
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<tr>
<td></td>
<td></td>
<td>GEOG 301 or 302</td>
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<tr>
<td></td>
<td></td>
<td>PLSC 201 or 202</td>
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<tr>
<td></td>
<td></td>
<td>PSYC 201</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 201 or 207</td>
</tr>
<tr>
<td>First Year Exploration</td>
<td>1</td>
<td>COLS 1000</td>
</tr>
<tr>
<td>Second Year Exploration</td>
<td>1</td>
<td>COLS 2200</td>
</tr>
<tr>
<td>Intercultural / Internship</td>
<td>varies</td>
<td>See PC Catalog</td>
</tr>
</tbody>
</table>

*Requirement for Spanish, French is 2001, but prerequisites may need to be completed.

*Requirement for Chinese is 201, but prerequisites may need to be completed.

See page 7 for more information.
YOUR FIRST SEMESTER

Guidelines for Creating the Schedule
As you begin to think about which courses to take in your first semester, keep in mind the following guidelines:

- **Required:** First-Year Exploration
- **Strongly Recommended:** English, Foreign Language
- **Recommended:** Fine Arts, History, Mathematics, Religion, Natural Science, Social Science

If you are already focusing on a certain program, you may need to take specific courses in your first semester in order to be on track for graduating in four years. Consult your advisor regarding these requirements. Guidelines are presented below. *If you have questions about the pre-professional programs, contact the appropriate pre-professional faculty coordinator.* Contact information is listed on page 15 of this document.

<table>
<thead>
<tr>
<th>Program/Major</th>
<th>Required Courses for fall of freshman year</th>
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<tbody>
<tr>
<td>Biology</td>
<td>BIOL 1150-1150L</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>CHEM 101-101L, BIOL 1150-1150L</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 101-101L</td>
</tr>
<tr>
<td>Education</td>
<td>EDUC 201, PSYC 201 (recommended)</td>
</tr>
<tr>
<td>Military Science</td>
<td>MILS 101-101L</td>
</tr>
<tr>
<td>Music</td>
<td>MUSC 1000, 1301-1302, 1551, 1701, &amp; ensembles</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS 1600, MATH 201</td>
</tr>
<tr>
<td>Physics-Engineering</td>
<td>PHYS 1600, MATH 201</td>
</tr>
<tr>
<td>Pre-Allied Health</td>
<td>BIOL 1150-1150L</td>
</tr>
<tr>
<td>Pre-Law</td>
<td>PLSC 202 (recommended)</td>
</tr>
<tr>
<td>Pre-Pharmacy, Pre-Medical</td>
<td></td>
</tr>
<tr>
<td>Pre-Dental, Pre-Vet</td>
<td>BIOL 1150-1150L, CHEM 101-101L</td>
</tr>
</tbody>
</table>

**English**
All students must successfully complete ENGL 1001 and 1002. ENGL 1002 is a thematic course with a variety of offerings, see: [https://banners.presby.edu/prod/hzskschd.P_SelectSubject](https://banners.presby.edu/prod/hzskschd.P_SelectSubject) under English. If you have questions, contact the Chair of the English Department, Dr. Robert Stutts ([rstutts@presby.edu](mailto:rstutts@presby.edu)).

**First-Year Exploration Course**
All students must take a First-Year Exploration (FYE) class offered during the Fall 2020 semester. The cornerstone of *Compass: Chart Your Course*, the FYE is a one-hour course designed to introduce incoming students to strategies and resources to ensure a successful academic transition to college, while exploring their personal and professional interests, skills, abilities and goals related to vocation and calling. Typically, this course is taught by one professor, and some of you may be assigned a FYE class taught by your advisor. Topics for FYE courses vary from section to section and are determined by the instructor. A complete listing of the courses is available at [www.presby.edu/cgi-bin/online_schedule.pl](http://www.presby.edu/cgi-bin/online_schedule.pl) under Collegiate Studies (COLS) 1000.
**Foreign Language**
As a PC student you may choose to learn one of the following languages in order to fulfill the general education requirement (0-7 hours): Chinese, French, Greek or Spanish.

**Notes on Sequences**
- The sequencing for foreign languages courses is as follows:
  - Spanish: 1001-1002-2001 or 1051-2001
  - French: 1001-1002-2001 or 1051-2001
  - Chinese: 101-102-201
- 1001-, 1002-, and 1051-level Spanish and French classes as well as Chinese 101-, 102 are four-hour courses.
- The most common tracks taken to complete the Foreign Language General Education requirement are:
  - For French and Spanish: 1001 $\rightarrow$ 1002 $\rightarrow$ 2001 (three semesters) **OR** 1051 $\rightarrow$ 2001 (two semesters), depending on your placement.
  - For Chinese: 101 $\rightarrow$ 102 $\rightarrow$ 201 (three semesters)
- Credit cannot be received for 1051 and 1001 or 1002.
- Typically, FREN 1001 and SPAN 1001 are offered in the fall (one section of each), and FREN 1002 and SPAN 1002 are offered in the spring (one section of each). CHIN 101 and CHIN 102 are offered in fall and spring.
- Typically, SPAN 1001 and SPAN 2001 are offered online in Summer I; and, SPAN 1002 and SPAN 2001 are offered online in Summer II.

**Placement Process**
- To determine initial placement in Chinese, French, and Spanish courses in online and traditional formats, the Office of the Registrar uses students’ final high school transcripts and matrices developed by the Modern Foreign Language Department. **Transfer students must have an official high school transcript sent to the Registrar's Office to determine placement.**

- **A student’s Foreign Language Placement may be found on Degree Works/Worksheets/Student View, in the bottom left corner of the first section and is labeled “For Lang Placement.”** If this placement reads “n/a”, please contact the Registrar’s Office. Placement appeals should be directed to the chair of the Department of Modern Foreign Languages. Transfer students must request that their high school transcript be sent to the Registrar's Office to determine placement.
Mathematics
All students must successfully complete one mathematics course. The following chart is provided as a resource for you and your advisor.

<table>
<thead>
<tr>
<th>Student Interest</th>
<th>110</th>
<th>120</th>
<th>199</th>
<th>201*</th>
<th>202*</th>
<th>210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, Art with Art History</td>
<td>●</td>
<td>○</td>
<td>○</td>
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<td>○</td>
<td>○</td>
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<td>Biochemistry</td>
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<td>Biology: Forestry/Environmental Management</td>
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<tr>
<td>Biology, Medicine, Allied Health Interests</td>
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<tr>
<td>Biology: Pharmacy Concentration</td>
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<td>Business Administration – Accounting, Management</td>
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<td>Business Administration—Data Analytics</td>
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<td>Chemistry</td>
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<td>Computational Biology</td>
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<td>Computer Science</td>
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<td>Early Childhood</td>
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<td>Economics</td>
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<td>Elementary Education</td>
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<tr>
<td>English—Communication Studies</td>
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<td>English, English with Creative Writing</td>
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<td>French, Spanish, Modern Foreign Languages</td>
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<td>Mathematics – Mathematics</td>
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<td>Medical Physics</td>
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<td>Middle School – Language Arts</td>
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<td>Middle School – Mathematics</td>
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<td>Middle School – Science</td>
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<td>Middle School – Social Science</td>
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<td>Music</td>
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<td>○</td>
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<tr>
<td>Physics, Physics Engineering Dual Degree</td>
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<td>Political Science</td>
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<td>Psychology</td>
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<tr>
<td>Religion-Philosophy</td>
<td>●</td>
<td></td>
<td>○</td>
<td></td>
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</tr>
<tr>
<td>Religion: Leadership, Service, and Ministry</td>
<td>●</td>
<td>○</td>
<td>○</td>
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<td>○</td>
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<tr>
<td>Secondary School – History/Social Studies</td>
<td>●</td>
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<tr>
<td>Secondary School – Science</td>
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<tr>
<td>Special Education</td>
<td></td>
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<tr>
<td>Sociology</td>
<td>●</td>
<td>●</td>
<td>○</td>
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</tr>
</tbody>
</table>

● Highly recommended for consideration ○ Recommended for consideration

* Students who have experienced the AP Calculus curriculum, AB or BC, through the class and exam should take Math 202- Calculus II. All such students are prepared for the course. A student with AP Calculus experience should only consider Math 201 after consultation with a member of the mathematics department. Students who have had a strong course in calculus, but perhaps not the AP curriculum, should also consider taking Math 202. Anyone with questions should feel free to contact a member of the math department.
DAILY CLASS SCHEDULE

Similar to our unique nickname “Blue Hose”, PC has a fairly unique daily class schedule. Most courses are offered during select periods listed below. When building a schedule, please note the period of the course.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8:00-8:50</td>
<td>8:00-8:50</td>
<td>8:00-8:50</td>
<td>8:00-8:50</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>9:00-9:50</td>
<td>8:00-8:50</td>
<td>8:00-8:50</td>
<td>8:00-8:50</td>
<td></td>
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<tr>
<td>C</td>
<td>10:00-10:50</td>
<td>9:00-9:50</td>
<td>9:00-9:50</td>
<td>9:00-9:50</td>
<td></td>
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<tr>
<td>D</td>
<td>10:00-10:50</td>
<td>10:00-10:50</td>
<td>10:00-9:50</td>
<td>9:00-9:50</td>
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<tr>
<td>E</td>
<td>10:00-10:50</td>
<td>10:00-10:50</td>
<td>10:00-10:50</td>
<td>10:00-10:50</td>
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<tr>
<td>F</td>
<td>11:00-11:50</td>
<td>11:00-11:50</td>
<td>11:00-11:50</td>
<td>11:00-11:50</td>
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<tr>
<td>G</td>
<td>12:00-12:50</td>
<td>12:00-12:50</td>
<td>12:00-12:50</td>
<td>12:00-12:50</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>12:00-1:15</td>
<td>12:00-1:15</td>
<td>12:00-1:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>1:30-2:45</td>
<td>1:30-2:45</td>
<td>1:30-2:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>1:30-2:45</td>
<td>1:30-2:45</td>
<td>1:30-2:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>3:00-4:15</td>
<td>3:00-4:15</td>
<td>3:00-4:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>3:00-4:15</td>
<td>3:00-4:15</td>
<td>3:00-4:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>5:00-5:50</td>
<td>5:00-5:50</td>
<td>5:00-5:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LABS 1:30 – 4:30</td>
<td>V</td>
<td>W</td>
<td>X</td>
<td>Y</td>
<td>Z</td>
</tr>
</tbody>
</table>

COURSE LISTINGS

Course listings for the fall semester are available at www.presby.edu/cgi-bin/online_schedule.pl. Course listings provide the following for each course: course registration number (CRN), course number and title, credit hours, instructor, scheduling information, availability and waitlist information.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Seats</th>
<th>Wait</th>
<th>Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>12027</td>
<td>ENGL 1001</td>
<td>J 3</td>
<td>Introduction to Composition</td>
<td>Stutts, Robert</td>
<td>T R</td>
<td>1:30-2:45pm</td>
<td>NEVILL 221</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12028</td>
<td>ENGL 1001</td>
<td>L 3</td>
<td>Introduction to Composition</td>
<td>Stutts, Robert</td>
<td>T R</td>
<td>3:00-4:15pm</td>
<td>NEVILL 221</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12029</td>
<td>ENGL 1002</td>
<td>C 3</td>
<td>Introduction to Literature</td>
<td>Thompson, Harold</td>
<td>T W F</td>
<td>9:00-9:50am</td>
<td>NEVILL 205</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After registration opens, you will be able to search for classes in BannerWeb, our online registration system. See the BannerWeb guide, BannerWeb for Students, for more information.
COURSE REGISTRATION PLAN

Develop Your Course Registration Plan
After reviewing the information in the guide and discussing options with your academic advisor, you should be ready to select classes and complete your course registration plan (CRP). A PDF version of the CRP is available on the advising website and can be used to prepare your course plan for submission: CRP Worksheet (PDF).

Submit Your Course Registration Plan to Your Academic Advisor
The embedded link will allow you to access the online course registration plan form via the student portal. The form will be accessible after you have receive email notification of your advisor assignment. Email admissions@presby.edu if you experience username/password issues.

Plan ahead to allow time for your advisor to review your CRP before registration opens. Submitting your plan does not register you for classes. Your academic advisor will review your plan to verify that you have selected an appropriate number of credit hours and courses suited for you and your goals. Work with your advisor to revise the plan as needed. You will need to be flexible and have a few alternatives in your course plan.

Submission and advisor approval of a course registration plan will not, however, guarantee registration for specific courses. Before you can register on July 9, your advisor will need to approve your course registration plan and clear you to register via BannerWeb, our online registration system.

REGISTRATION DATE FOR INCOMING STUDENTS
As an incoming student, you will be able to register for the fall semester starting at 7:00 a.m. on July 9 but only if your advisor has cleared you to register via BannerWeb. You may find it helpful to review the BannerWeb user guide prior to registration, https://www.presby.edu/doc/registrar/BannerWeb-Tutorial.pdf

REGISTRATION USING BANNERWEB
BannerWeb
Once your advanced deposit has been paid and you receive your official PC ID number, a letter will be mailed to your home address containing your login information for both your email and BannerWeb accounts.

To start the registration process, go to BannerWeb and enter your login information, https://banners.presby.edu/prod/twbkwbis.P_WWWLogin?ret_code=
  • More information about BannerWeb, see BannerWeb FAQ.
  • More information about course selection and registration: www.presby.edu/academics/registrar/course-schedules-registration/

Wait Listing Courses in BannerWeb
  • You will only be able to waitlist one section of a given course.
  • When wait listing courses, keep in mind the number of hours you have added to your schedule. You cannot exceed 18 hours without the required GPA from the previous semester.
  • If you are wait-listed for any courses, it is imperative that you check your PC email for updates. Once a spot opens in a course, you will receive an email informing you of the open spot. You will have 72 hours from the time of the email to register for the course. If you do not complete the process within the 72-hour time frame, you will lose the spot and be removed from the waitlist. During drop/add week, the time frame given to respond changes to 24 hours. If you have problems adding the course, please contact the Registrar’s Office.
ONLINE BOOKSTORE
The Presbyterian College Online Bookstore operates completely online and may be visited at presby.textbookx.com. Visit the website to order course materials and to ship them to your preferred destination.

The Online Bookstore offers new, used, rental, and eBook options. The bookstore opens for each term approximately four weeks before the start of classes. Through this website, you can buy, sell, process a return, track their order, or contact the Online Bookstore's customer service team. You can access personalized course pages that will include all of the courses on your schedule, plus all of the textbooks your professors have assigned when you log in to the website with your school username and password.

Bookstore Benefits for Students
- Log in to see a personalized page showing only the courses you're registered for and the corresponding course materials.
- Select from a variety of textbook formats including new, used, eBook, and rental.
- Shop from the peer-to-peer marketplace.
- Price Match Guarantee on new books
- Sell your books back on the website (any time, any book, you name the price).

ACADEMIC SUPPORT
The Academic Success Office
The Academic Success Office is a valuable resource for you here at PC. The Academic Success staff provide high-quality academic support services with a goal of maximizing your chances of academic success. The staff works with you and your faculty members to identify key strategies that can be reinforced to promote your academic achievement. Services provided by the Academic Success Office include:

- Presentation of strategies for motivation, organization, procrastination-avoidance, goal-setting, time management skills, study skills, establishment of good habits, note-taking and test-taking
- Academic Success Planning
- Tutoring and group help session coordination
- Workshops designed for academic student success
- Support for first-generation college students (also known as Presby First+)
- Assistance with Starfish Early Alert and Connect software
- Disability services coordination

The office is located on 5th Avenue, beside Campus Police. Appointments are highly encouraged with our staff by using Starfish. Appointments can occur in person, through a virtual meeting, or by a phone call. In Starfish, click on My Success Network and Academic Success Office. They are happy to meet with you and help you make a plan for academic success at PC!

Dr. Amy Davis, Director of Academic Success and Retention
aadavis@presby.edu, Ext. 8321

Stephanie Keene, Associate Director of Academic Success and Presby First+ Coordinator
skeene@presby.edu, Ext. 8145

Destiny Willis, Coordinator of Academic Success
destinyw@presby.edu, Ext. 8322
**Athletic Academic Services**
Athletic Academic Services coordinates academic support services for all athletic teams and student-athletes, including the athletic tutor program and is the primary contact in the Athletic Department for issues relating to the academic well-being of the student-athletes. In addition, this office monitors NCAA academic eligibility, and can help student-athletes with issues relating to academic eligibility and progress-toward-degree requirements. For more information, contact the below individuals:

- Megan Trimpe Whitaker, Coordinator of Athletic Academic Services
  Templeton Center
  mdttrimpe@presby.edu, Ext. 7117

- Jonathan Butler, Athletic Tutoring Coordinator
  Neville, 2nd floor
  jbbutler@presby.edu, Ext. 8372

**Disability Services**
Should you require reasonable accommodations from PC based on a disability, you must submit appropriate documentation to verify eligibility under the Americans with Disabilities Act of 1991 and amended in 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act of 1988 (for residential accommodations) and the policies of the PC Academic Success Office. You should first complete the *Accommodations Initial Intake Form* (link below), then provide appropriate documentation to accommodations@presby.edu or directly to the Academic Success Office. For further questions about the accommodations and documentation processes, please contact or visit the Academic Success Office.

- **Accommodations Initial Intake Form:** [https://www.presby.edu/academics/academic-resources-support/accommodations-for-disabilities/accommodations-initial-intake-form/](https://www.presby.edu/academics/academic-resources-support/accommodations-for-disabilities/accommodations-initial-intake-form/)

- **For more information, see** [https://www.presby.edu/academics/academic-resources-support/accommodations-for-disabilities/](https://www.presby.edu/academics/academic-resources-support/accommodations-for-disabilities/)

**James H. Thomason Library**
The James H. Thomason Library is dedicated to your success and provides academic support in a variety of ways. The Reference Librarians offer formal instruction in library research and critical thinking skills through Freshman Year Exploration (COLS 1000) library sessions, as well as discipline-specific classes focusing on a particular assignment. Research consultations scheduled in advance allow the librarians to provide more in-depth assistance to students, while walk-up reference services provide informal point of need instruction. For information about these and additional services, see [http://lib.presby.edu/home](http://lib.presby.edu/home).

**Writing Center**
The Presbyterian College Writing Center offers one-to-one writing conferences on papers for any class and their writing abilities. The Writing Center’s purpose is to help you improve as writers by working one-to-one with you on papers in progress. You may bring papers from any class at any time in the process of writing from brainstorming to editing. Writing tutors, students recommended by faculty and instructed in a course, ask questions as readers, make suggestions, and help students learn to revise and edit. For more information, see: [https://www.presby.edu/academics/academic-resources-support/writing-center/](https://www.presby.edu/academics/academic-resources-support/writing-center/). Email writingcenter@presby.edu with any questions.
**Presby First+ Program**
The Presby First+ program, housed within the Academic Success Office, provides a campus network of support and opportunities exclusively for our first-generation college students. PC defines first-generation college students as those students for whom neither parent or guardian has earned a four-year college degree. More information can be found on our [Presby First+](#) webpage or by contacting the program coordinator, Stephanie Keene.

Stephanie Keene  
Associate Director of Academic Success and Presby First+ Coordinator  
skeene@presby.edu, Ext. 8145

**Starfish Connect and Early Alert**
Starfish is an early alert and appointment scheduling system Presbyterian College uses to enhance student success by:

- Giving students a way to ask for help with academic, financial, or personal concerns
- Helping faculty and staff make referrals for tutoring or other academic concerns
- Providing students with feedback from faculty
- Making appointments with faculty and student support services

Providing information about campus resources

The software offers faculty, staff, and students a convenient system to monitor progress toward academic goals. For login access and user guides, see [https://www.presby.edu/academics/academic-resources-support/starfish/](https://www.presby.edu/academics/academic-resources-support/starfish/). Requests for Starfish training and questions about using Starfish should be sent to starfishhelp@presby.edu.

**ACADEMIC RESOURCES**

- **Academic Success Office:** Located on 5th Avenue (beside Campus Police), this office can assist students with basic study skills, time management skills, arranging tutors, and connect students to the various resources offered by PC.

  Dr. Amy Davis, Director of Academic Success and Retention  
aadavis@presby.edu, Ext. 8321

  Stephanie Keene, Associate Director of Academic Success and Presby First+ Coordinator  
skeene@presby.edu, Ext. 8145

  Destiny Willis, Coordinator of Academic Success  
destinyw@presby.edu, Ext. 8322

- **Athletic Academic Services:** This office coordinates services for academic support for all athletic teams and student-athletes, including the athletic tutor program, and is the primary contact in the Athletic Department for issues relating to the academic well-being of the student-athletes. This office monitors NCAA academic eligibility, and can help student-athletes with issues relating to academic eligibility and progress-toward-degree requirements.

  Megan Trimpe Whitaker, Coordinator of Athletic Academic Services  
Templeton Center  
mtrimpe@presby.edu, Ext. 7117

  Jonathan Butler, Athletic Tutoring Coordinator  
Neville, 2nd floor  
jbutler@presby.edu, Ext. 8372
• **Compass: Chart Your Course:** The Compass director can help advisors create and develop First Year Exploration (FYE) and Second Year Exploration (SYE) courses. The Compass Team reviews FYE and SYE proposals for QEP-related content and offers training on pedagogy and assessment. The Compass Toolbox contains sample syllabi and instructional resources on vocation and calling, diversity and inclusion, plagiarism, the Honor Code, and Starfish.

  Dr. Sharon Knight, QEP Director  
  compass@presby.edu, Ext. 8994

• **Dean of Academic Programs:** Located in Smith Administration, this office can help students, parents, and faculty navigate academic programs and procedures at PC.

  Dr. Alicia Askew, Dean of Academic Programs  
  jaaskew@presby.edu, Ext. 8215

• **Information Technology:** Located in James H. Thomason Library (Library 11, downstairs) this office can assist students with specific technical questions regarding academic computers and computer labs. If you have any questions, please take a look at their FAQ page or contact them via email or phone.

  Email: helpdesk@presby.edu  
  Call: Ext. 7100  
  IT Help Desk FAQ: https://www.presby.edu/about/offices-services/information-technology/it-help-desk/it-help-desk-faq/

• **James H. Thomason Library:** The James H. Thomason Library is dedicated to your success and provides academic support in a variety of ways.

  Library Staff Directory: http://lib.presby.edu/library-staff

• **Office of Financial Aid:** Located in Smith Administration, this office assists students with questions or concerns regarding scholarships and student loans.

  finaid@presby.edu, Ext. 8288

• **Office of International Programs:** Located in the Brown Commons, this office assists students in planning and applying to study abroad.

  OIP Staff Directory: https://www.presby.edu/academics/international-programs/contact-us/oip@presby.edu, Ext. 3777

• **Media Services:** Located in the bottom floor of the James H. Thomason Library, Media Services can assist you with a variety of media needs, including printing, material preparation, and event technology. For more information, see https://www.presby.edu/about/offices-services/information-technology/resources/.

  Doug Wallace, Director of Media Services  
  dwallace@presby.edu, Ext. 8312
• **Pre-professional Programs:** Each pre-professional program offered by the college has a designated faculty coordinator. The programs and coordinators are as follows:

- **Pre-Theological**
  - Dr. Bob Bryant
  - rabryant@presby.edu
  - Ext. 8348

- **Pre-Dental**
  - Dr. Evelyn Swain
  - ejswain@presby.edu
  - Ext. 8406

- **Pre-Medical**
  - Dr. Austin Shull
  - ayshull@presby.edu
  - Ext. 8401

- **Pre-Nursing, Pre-Physician Assistant, Pre-Physical Therapy, Pre-Occupational Therapy**
  - Dr. Jim Wetzel
  - jwetzel@presby.edu
  - Ext. 8412

- **Pre-Veterinary Medicine**
  - Dr. Stuart Gordon
  - sggordon@presby.edu
  - Ext. 8405

- **Pre-Pharmacy, Pre-Optometry**
  - TBD

- **Pre-Law**
  - Dr. Erin McAdams
  - esmcadams@presby.edu
  - Ext. 8347

- **Engineering Dual-Degree Program**
  - Dr. Chad Rodekohr
  - clrodekoh@presby.edu
  - Ext. 7160

- **Forestry and Environmental Studies**
  - Dr. Jim Wetzel
  - jwetzel@presby.edu
  - Ext. 8412

- **Teacher Education and Certification**
  - Dr. Patricia Jones
  - pljones@presby.edu
  - Ext. 8369

• **Provost’s Office:** Located in Smith Administration. Students will submit policy waivers, special topics forms, and requests for Honors Research.

  Dr. Don Raber, Provost
  draber@presby.edu, Ext. 8233

  Shannon Lattimore, Senior Administrative Assistant, Office of the Provost
  slattimor@presby.edu, Ext. 8297

  Katherine Reid, Administrative Assistant, Office of the Provost
  kldreid@presby.edu, Ext. 8234
- **Registrar's Office:** Located in Smith Administration, this office assists in course scheduling, declaring a major, changing advisor, and handling other academic procedures.

  Vicky Wilson, Registrar and Director of Records  
vwwilson@presby.edu, Ext. 8219

  Ellen Armstrong, Assistant Registrar  
earmstron@presby.edu, Ext. 8220

  April Storey, Administrative Assistant to the Registrar  
apstorey@presby.edu, Ext. 8224

- **Writing Center:** Located in Neville Hall, the Writing Center provides assistance to students on written assignments. Writing tutors will help students organize and compose their work.

  Jonathan Butler, Writing Center Coordinator  
jbbutler@presby.edu, Ext. 8372

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**CAMPUS LIFE RESOURCES**

- **Campus Police Department:** Located on Fifth Avenue, the Campus Police Department coordinates college safety efforts ranging from emergency preparedness and crime prevention to law enforcement and campus crime reporting.

  PC emergency procedures:  

  Emergency Call 911 or Campus Police at Ext. 8911
  Emergency Call (864) 833-8911, after hours 9am-5pm or off campus
  Non-emergency Call Ext. 8301/(864)-833-8301
  Text message (864) 872-4050, Campus Police Duty phone number

  Campus Police Department Staff:  
  https://www.presby.edu/campus-life/campus-police/our-staff/

- **Career & Professional Development:** The mission of Career & Professional Development is to support students and recent graduates in planning and preparing for a career after graduation. They accomplish this by offering individual coaching appointments and career events to develop career goals and job search skills. This office connects employers to our students and recent graduates to fill potential internships and employment opportunities across the United States. Every year the office collects post-graduation outcomes for the graduating class.

  Kim Lane, Associate Dean of Students & Director of Career & Professional Development,  
kalan@presby.edu, Ext. 8379

  Lynn Downie, Associate Director of Career & Professional Development  
dlownie@presby.edu, Ext. 8381

  Cody Beard, Assistant Director of Career & Professional Development  
cbeard@presby.edu, Ext. 8380
• **Counseling Services**: Located in Health Services Center at 120 E. East Calhoun Street, the Office of Counseling Services provides a wide variety of programs and services to support students.

  Susan Gentry, Director of Counseling Services
  sgentry@presby.edu, Ext. 8100

  Debra “Joe” Franks, LPC, LAC, LMSW, MAC
  djfranks@presby.edu, Ext. 8377

  Administrative Assistant, Ext. 8263

• **Religious Life & Community Engagement**: This office supports the development of student groups to explore religion, faith, spirituality, service, volunteer opportunities, Multicultural student communities, and LGBTQ+ communities. The Director/Chaplain and the Assistant Chaplain are available to students as a confidential resource and support person.

  Rev. Rachel Parsons-Wells, Director of Religious Life & Community Engagement/Chaplain, reparsons@presby.edu, Ext. 7000

  Rev. Racquel Gill, Assistant Chaplain for Multicultural Community Engagement rcgill@presby.edu, Ext. 8484

• **Residence Life**: Staff in this area assists students with conflicts regarding roommates or floor mates and other concerns of a personal nature. Residence Life staff is also responsible for adjudicating any violations of College policy as listed in the Garnet Book.

  Andrew Peterson, Associate Dean of Students and Director of Residence Life
  atpeterso@presby.edu, Ext. 8486

  Tiffany Deal, Assistant Director Residence Life, East Campus
tcdeal@presby.edu, Ext. 8276

  Boone Kirkpatrick, Assistant Director of Residence Life, West Campus
sbkirkpat@presby.edu, Ext. 8485

• **Student Involvement**: The mission of this department is to “engage students in enriching and diverse co-curricular experiences in order to strengthen interpersonal and intergroup relationships across campus.” Student Involvement takes the lead in Orientation programs, Fraternity and Sorority Life, Student Government Association, Registered Student Organizations, Student Events, Springs Student and Fitness Center, Intramural Sports, and Club Sports.

  Daniel Adams, Director for Student Involvement
  dmandams@presby.edu, Ext. 8013

  Marissa Buck, Assistant Director for Student Involvement: Fraternity & Sorority Life & SGA, mabuck@presby.edu, Ext. 8554

  Taylor Dement, Assistant Director for Student Involvement: Orientation and Events
tdement@presby.edu, Ext. 8475

  Mitchell Plummer, Assistant Director for Student Involvement: Recreation
mplumer@presby.edu, Ext. 8152
- **The Health Services Center**: Student Health Services are provided in partnership with the Family Healthcare – Clinton.
  
  Jackie Waldron, Nurse Practitioner  
  Location: 120 East Calhoun Street ([directions](#))  
  Hours: 11:00 am – 1:30 pm, Monday – Friday  
  864-833-8400

Campus Directory: [https://www.presby.edu/about/campus-directory/](https://www.presby.edu/about/campus-directory/)
LINKS TO ADVISING AND OTHER CAMPUS RESOURCES*

Academic Advising
Academic Calendars
Academic Departments: Majors, Minors, and Programs

Academic Resources & Support
• Academic Success Office
• Accommodations for Disabilities
• Library
• Presby First+
• Starfish Connect and Early Alert
• Tutoring and Study Sessions
• Writing Center

Advising Guides
• Faculty Advisor Handbook
• New Student Advising and Registration Guide

Campus Life Resources & Support
• Campus Police
• Career Development and Student Success
• Counseling and Wellness
  ○ Bias Incident Report
  ○ Student of Concern Form
  ○ Student Health Services
• Garnet Book
• New Student Orientation
• Religious Life and Service
• Residence Life
• Student Conduct
• Student Clubs and Organizations

Campus Map
Changing your Advisor
Compass

Course Planning & Registration
• Advising Guides
  ○ Faculty Advisor Handbook
  ○ New Student Advising and Registration Guide

• BannerWeb
  ○ BannerWeb Access
  ○ Banner Web User Guide
  ○ Banner Web FAQ

• Course Catalogs
• Course Registration Plan Worksheet (PDF)
• Course Schedule Menu
• Daily Class Schedule
• DegreeWorks

• General Education Checklists
  ○ Checklist 2020-2021
  ○ Checklist 2019-2020
  ○ Checklist 2018-2019
  ○ Checklist 2017-2018
  ○ Checklist 2016-2017
  ○ Checklist Prior to Fall 2016

• Registrar Forms (majors, minors, and student forms)
• Registrar’s Office
• Student Portal
• Student Tips for Registration Process (after first semester)

Faculty Resources
Family Education Rights and Privacy Act (FERPA)
FERPA Standards Presentation
Honor Code
• Academic Honor Code
  ○ Blue Book
• Code of Conduct
  ○ Garnet Book

National Academic Advisor Association
Information Technology
Online Campus Bookstore
ROTC
• Academic Alignment Sheet (CC Form 104-R)
• Cadet Progression Chart

*Items in blue are linked to a website or document