



**NEW STUDENT ADVISING AND REGISTRATION GUIDE**

**2019-2020**

**Office of Academic Affairs**

**Presbyterian College**



## NEW STUDENT ADVISING AND REGISTRATION GUIDE, 2019-2020

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](mailto:academicadvising@presby.edu).

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### ACADEMIC ADVISORS

One of the ways we assist you in preparing for your first semester is to provide you with a faculty 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.

- [Advising questionnaire](#) (link)

Each of our advisors – whether or not she or he works in a program in which you’ve expressed interest – is a dedicated member of our faculty who is committed to helping you navigate your academic choices over the next few years. Your advisor will work with you 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.

**Important information will be sent to your PC email address.  
Check it regularly!**

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.*

## **Advising During New Student Orientation**

During summer orientation, you will attend one of the *faculty-led group advising sessions*. During this session, you will learn about the general education curriculum, graduation requirements, role of an academic advisor, your role as an advisee, and what to expect from the college classroom. **You will not register for classes during this session, but it is an opportunity to seek assistance with your course registration plan.**

There may *opportunities to plan individual advising sessions* for the afternoon on the second day of each orientation session. The individual advising sessions are planned at advisor discretion: advisors and advisees who are interested and available are responsible for arranging these sessions prior to the event. Discuss this with your advisor early in the advising process. **Please be aware that your academic advisor may not be available to meet you during orientation.**

### **Summer Orientation Dates**

- Summer Orientation I: Thursday-Friday, June 20-21
- Summer Orientation II: Monday-Tuesday, June 24-25

For more information about New Student Orientation, see <https://www.presby.edu/campus-life/orientation-programs/>.

<b>Academic Advisors for Incoming Students (Summer Advising)</b>	<b>Faculty Leaders for Group Advising</b>
<ul style="list-style-type: none"><li>● Assigned prior to orientation (notification via PC email)</li><li>● May be a faculty member from one of the areas of interest reported in your advising questionnaire</li><li>● Typically interacts with you via email or phone</li><li>● May be available during orientation—check with your advisor</li><li>● Helps you construct a course registration plan for the fall</li><li>● Must confirm via BannerWeb that you are allowed to register</li><li>● May be an instructor of one of your fall courses</li><li>● Can help with a variety of academic issues</li><li>● Provides support during your transition to college life</li><li>● May change when you declare a major</li></ul>	<ul style="list-style-type: none"><li>● Will lead the group advising session during New Student Orientation</li><li>● May be your faculty advisor or a faculty member in your area of interest</li><li>● Provides an overview of the general education curriculum and graduation requirements</li><li>● Reviews responsibilities of advisees and academic advisors</li><li>● Advises you on what to expect from the college classroom</li><li>● Answers your questions about the course registration plan</li><li>● Will not be able to approve your course registration plan if the leader is not your academic advisor</li><li>● Will not register you for classes</li></ul>

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## 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/>*

### 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 here.
- **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>*

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## BASIC INFORMATION FOR 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 more information, please review and direct advisees to the web page: <http://www.presby.edu/admissions/tuition-aid/types-of-aid/scholarships/state-scholarships/>
- Student classification is based on the following criteria:

Sophomore:	28 <b>earned</b> hours
Junior:	60 <b>earned</b> hours
Senior:	90 <b>earned</b> hours
- Minimum standards for good academic standing:

0-31 hours <b>attempted</b>	1.6 GPA
32-61 hours <b>attempted</b>	1.8 GPA
62+ hours <b>attempted</b>	2.0 GPA

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## PREVIOUS 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/#ap-new>.

If you have not received your scores, you will need to make sure they are sent to PC so that you get 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](mailto:registrar@presby.edu).

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## GENERAL EDUCATION CURRICULUM

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:

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

\*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 6 for more information.*

## **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 2019 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 will be assigned a First-Year Exploration class taught by your advisor.

The topic of an FYE courses varies from section to section, and is determined by the instructor. In Fall 2019, the FYE options include the role of media in America, the search for truth and accuracy in historical and scientific texts, Latin American history, leadership dynamics, dystopian political literature, Model United Nations, the politics of food and hunger, the physics of ancient technology, theater and improvisation, astronomy, South African art, and escape-room design. 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 → 1002 → 2001 (three semesters) **OR** 1051 → 2001 (two semesters), depending on your placement.
  - For Chinese: 101 → 102 → 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 request their 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-hand box labeled "For Lang Placement." If this box reads "n/a", please contact the Registrar's Office. Placement appeals should be directed to the chair of the Department of Modern Foreign Languages.

## Mathematics

All students must successfully complete one mathematics course. The following chart is provided as a resource for you and your advisor.

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

● **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.



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## 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 Course

**Strongly Recommended:** English  
Foreign Language

- **Recommended:** Fine Arts  
History  
Mathematics  
Religion  
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 14 of this document.

<u>Program/Major</u>	<u>Required Courses for fall of freshman year</u>
Biology	BIOL 1150-1150L
Biochemistry	CHEM 101-101L, BIOL 1150-1150L
Chemistry	CHEM 101-101L
Education	EDUC 201, PSYC 201(recommended)
Music	MUSC 1000, 1301-1302, 1551, 1701, and ensembles
Military Science	MILS 101-101L
Physics	PHYS 1600, MATH 201
Physics-Engineering	PHYS 1600, MATH 201
Pre-Pharmacy, Pre-Medical	
Pre-Dental, Pre-Vet	BIOL 1150-1150L, CHEM 101-101L
Pre-Allied Health	BIOL 1150-1150L

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## COURSE LISTINGS

Course listings for the fall semester are available at [www.presby.edu/cgi-bin/online\\_schedule.pl](http://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.

### English [View Catalog](#)

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

After registration opens, you will be able to search for classes in BannerWeb, our online registration system. See pages 8-11 in BannerWeb User Guide for instructions, <https://www.presby.edu/doc/registrar/BannerWeb-Tutorial.pdf>

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## DAILY CLASS SCHEDULE

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

DAILY CLASS SCHEDULE					
DAYS AND TIMES					
PERIOD	Monday	Tuesday	Wednesday	Thursday	Friday
A	8:00-8:50		8:00-8:50		8:00-8:50
B	9:00-9:50	8:00-8:50		8:00-8:50	
C		9:00-9:50	9:00-9:50		9:00-9:50
D	10:00-10:50		10:00-10:50	9:00-9:50	
E		10:00-10:50		10:00-10:50	10:00-10:50
F	11:00-11:50		11:00-11:50		11:00-11:50
G	12:00-12:50		12:00-12:50		12:00-12:50
H		12:00-1:15		12:00-1:15	
I	1:30-2:45		1:30-2:45		
J		1:30-2:45		1:30-2:45	
K	3:00-4:15		3:00-4:15		
L		3:00-4:15		3:00-4:15	
M	5:00-5:50	5:00-5:50		5:00-5:50	
LABS 1:30 – 4:30	V	W	X	Y	Z

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## COURSE REGISTRATION PLAN

### Completing 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 \(PDF\)](#). You will need to be flexible and have a few alternatives in your course plan. Your group advising session during June’s New Student Orientation will provide an opportunity to seek additional assistance with your plan.

### Submit Your Course Registration Plan for Approval

Submit your *Course Registration Plan* using the Google form below. To allow time for advisor review and feedback before registration opens, it is recommended that you **submit your Course Registration Plan by June 26**. *Submitting your plan does not register you for classes.*

- [Course Registration Plan, Google Form](#)

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; do not submit revisions via Google Forms.

Submission and advisor approval of a course registration plan will not, however, guarantee registration for specific courses. **Before you can register on July 15, your advisor will need to approve your course registration plan and clear you to register via BannerWeb, our online registration system.**

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## REGISTRATION

As an incoming student, you will be able to register for the fall semester starting *July 15 at 7:00 a.m., 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>

### **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=](https://banners.presby.edu/prod/twbkwbis.P_WWWLogin?ret_code=)

- **More information about BannerWeb (including questions about ID and PIN #) see [BannerWeb FAQ](#).**
- **More information about course selection and registration: [www.presby.edu/academics/registrar/course-schedules-registration/](http://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. If you have problems adding the course, please contact the Registrar's Office.

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## ONLINE BOOKSTORE

The Presbyterian College Online Bookstore operates completely online and can be visited at [presby.textbookx.com](http://presby.textbookx.com). Visit the website to order course materials and then have them shipped to your home or to campus, depending on what's most convenient.

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.

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.

### **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).

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## 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:

- Strategies for motivation, organization, procrastination-avoidance, goal-setting, time management skills, study skills, establishment of good habits, note-taking and test-taking strategies
- Academic Success Planning
- Tutoring and group help session coordination
- Workshops designed for academic student success
- Support for first-generation college students (also known as First Scholars)
- 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](#). In Starfish, click on *My Success Network* and select the name of either the Coordinator or Director to schedule an appointment. 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](mailto:aadavis@presby.edu), Ext. 8321
- Brittany Goodson, Coordinator for Academic Success  
[bjgoodson@presby.edu](mailto:bjgoodson@presby.edu), Ext. 8322

### 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](mailto: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/>
- **For more information,** see <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 Experience (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>.

## 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/>
- Email [writingcenter@presby.edu](mailto:writingcenter@presby.edu) with any questions.

## 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. Requests for Starfish training and questions about using Starfish should be sent to [starfishhelp@presby.edu](mailto:starfishhelp@presby.edu).

- Login access and user guides: <https://www.presby.edu/academics/academic-resources-support/starfish/>

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## ACADEMIC RESOURCES

- **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  
[mdtrimpe@presby.edu](mailto:mdtrimpe@presby.edu), Ext. 7117

Jonathan Butler, Athletic Tutoring Coordinator  
Neville, 2nd floor  
[jbutler@presby.edu](mailto:jbutler@presby.edu), Ext. 8372

- **Academic Success Office:** Located on 5<sup>th</sup> 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](mailto:aadavis@presby.edu), Ext. 8321

Brittany Goodson, Coordinator for Academic Success  
[bjgoodson@presby.edu](mailto:bjgoodson@presby.edu), Ext. 8322

- **Compass: Chart Your Course:** The Compass director can help advisors create and develop FYE and 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](mailto: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](mailto: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](mailto: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.

Dr. Dave Chatham, Library Director  
[dchatham@presby.edu](mailto:dchatham@presby.edu), Ext. 7028

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.

Brian Fortman, Director of Financial Aid  
[bjfortmanpresby.edu](mailto:bjfortmanpresby.edu), Ext. 8287

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

Viet Ha, Director of International Programs  
[vxha@presby.edu](mailto:vxha@presby.edu), Ext. 8193

- **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](mailto: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  
[rbryant@presby.edu](mailto:rbryant@presby.edu)  
 Ext. 8348

Pre-Dental

Dr. Evelyn Swain  
[ejswain@presby.edu](mailto:ejswain@presby.edu)  
 Ext. 8406

Pre-Medical

Dr. Austin Shull  
[ayshull@presby.edu](mailto:ayshull@presby.edu)  
 Ext. 8401

Pre-Nursing, Pre-Physician  
 Assistant, Pre-Physical Therapy,  
 Pre-Occupational Therapy

Dr. Jim Wetzel  
[jwetzel@presby.edu](mailto:jwetzel@presby.edu)  
 Ext. 8412

Pre-Veterinary Medicine

Dr. Stuart Gordon  
[ssgordon@presby.edu](mailto:ssgordon@presby.edu)  
 Ext. 8405

Pre-Pharmacy, Pre-Optometry

TBD

Pre-Law

Dr. Erin McAdams  
[esmcadams@presby.edu](mailto:esmcadams@presby.edu)  
 Ext. 8347

Engineering Dual-Degree Program

Dr. Chad Rodekohr  
[clrodekoh@presby.edu](mailto:clrodekoh@presby.edu)  
 Ext. 7160

Forestry and Environmental Studies

Dr. Rachel Pigg  
[rmpigg@presby.edu](mailto:rmpigg@presby.edu)  
 Ext. 8513

Teacher Education and Certification

Dr. Patricia Jones  
[pljones@presby.edu](mailto: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. Donald Raber II, Provost  
[draber@presby.edu](mailto:draber@presby.edu), Ext. 8233

Shannon Lattimore, Senior Administrative Assistant, Office of the Provost  
[slattimor@presby.edu](mailto:slattimor@presby.edu), Ext. 8297

Katherine Reid, Administrative Assistant, Office of the Provost  
[klreid@presby.edu](mailto:klreid@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  
[vwilson@presby.edu](mailto:vwilson@presby.edu), Ext. 8219

- **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  
[jbutler@presby.edu](mailto:jbutler@presby.edu), Ext. 8372

## CAMPUS LIFE RESOURCES

- **Campus Police:** Located in the Campus Police Department on Fifth Avenue, this office will assist students in issues relating to safety, from walking a student to his/her dorm at night to handling emergencies. Presbyterian College emergency procedures: <https://www.presby.edu/doc/police/2018-EmergencyProcedures-PresbyterianCollege.pdf>

Emergency	Call 911 <b>or</b> Campus Police at Ext. 8911
Emergency	(864) 833-8911, <i>after hours 9am-5pm or off campus</i>
Non-emergency	Ext. 8301/(864)-833-8301
Text message	(864) 872-4050, <i>Campus Police Duty phone number</i>
Emergency Call Box	Push the button to talk to Campus Police

- **Career and Professional Development:** The mission of Career and 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 and Professional Development  
[kalane@presby.edu](mailto:kalane@presby.edu), Ext. 8379

Lynn Downie, Associate Director for Career and Professional Development  
[ldownie@presby.edu](mailto:ldownie@presby.edu), Ext. 8381



- **Counseling Services:** Located in Health Services Center on East Calhoun Street, the Office of Counseling Services provides a wide variety of programs and services to support students if needed.

Susan Gentry, Director of Counseling Services  
[sgentry@presby.edu](mailto:sgentry@presby.edu), Ext. 8100

Katie Haldeman, Counselor  
[kmhaldema@presby.edu](mailto:kmhaldema@presby.edu), Ext. 8377

Administrative Assistant, Ext. 8263

- **Religious Life and Community Engagement:** The Director of Religious Life & Community Engagement supports the development of student groups to explore religion, faith, spirituality, service, volunteer opportunities, CHAMPS, Multicultural student communities, and LGBTQ+ communities. The Director of Religious Life & Community Engagement is available to students as a confidential resource and support person.

Rev. Rachel Parsons-Wells, Director of Religious Life and Community Engagement  
[reparsons@presby.edu](mailto:reparsons@presby.edu), Ext. 7000

- **Residence Life:** Staff in this area assists students with conflicts regarding roommates or floor mates and other concerns of a personal nature.

Andrew Peterson, Associate Dean of Students and Director of Residence Life  
[atpeterso@presby.edu](mailto:atpeterso@presby.edu), Ext. 8486

Tiffany Deal, Assistant Director Residence Life, East Campus  
[tcdeal@presby.edu](mailto:tcdeal@presby.edu), Ext. 8276

Boone Kirkpatrick, Assistant Director of Residence Life, West Campus  
[sbkirkpat@presby.edu](mailto: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. This is accomplished through the maintenance of existing programs and implementation of new programs to support a robust student experience at Presbyterian College.”

Daniel Adams, Director for Student Involvement  
[dmadams@presby.edu](mailto:dmadams@presby.edu), Ext. 8013

TBD

Assistant Director of Student Involvement: Fraternity and Sorority Life and SGA  
 Ext 8554

TBD

Assistant Director of Student Involvement: Events and Student Organizations  
 Ext 8484

- **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

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## LINKS TO ADVISING AND OTHER CAMPUS RESOURCES\*

### Academic Advising

### Academic Calendars

### Academic Departments: Majors, Minors, and Programs

### Academic Resources & Support

- [Accommodations for Disabilities](#)
- [Library](#)
- [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 2019-2020 \(in progress\)](#)
- [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 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](#)

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\*Items in blue are linked to a website or document.