Message from the President

Welcome to Lincoln University! We look forward to working with you, our valued customer, as you achieve your goals of obtaining a degree.

The Lincoln University, the oldest and first historically black degree-granting institution in the nation offers a stimulating and challenging environment that fosters personal development, social responsibility, cultural enrichment, innovative ideas and scholarly activities. We are by far one of the great citadels of learning in the nation and the world.

If you stay focused, in a few short years you will be a member of the Lincoln alumni ranks. This is an important and prestigious position to hold because you will be joining many distinguished men and women who helped to make our University the great institution that it is today.

The academic advising services and other University resources we offer are designed to assist you in developing your skills and maximizing your potential, so I encourage you to take full advantage of them. After all, you will wear the Lincoln label one day and will represent us in the communities where you will live and work. We are depending on you to continue the Legacy of Excellence for which we are known.

I encourage you to stay focused on your goals. In fact, it would be wise for you to write them down and review them at least once or twice a month as a reminder of why you are here and what you must do to achieve the goals you have set for yourself.

While I know that the college experience is about developing the whole individual and our social activities are designed to assist you in that regard—never lose focus of your goals. Study, study and then study again and give it all you have in obtaining a degree. We need you to make a difference for yourself and for others. Please do not hesitate to let us know how we can assist you.

Robert R. Jennings, Ed.D.
President
The Lincoln University
The Dalmas A. Taylor Academic Advising Center

Dear Student:
The Academic Advising Center staff would like to welcome all incoming students to the university. The Advising Center opened its door in the fall 1997 semester and currently operates under a shared system of advisement. Under this system, freshmen are advised by a core of specially trained professional staff members and faculty members who will serve as their first year advisors and also as their FYE (First Year Experience) instructors. Students are assigned to an advisor based on the major they intend to pursue. Transfer students are assigned to an advisor in the department of their major if they transfer in as declared sophomores. Undecided freshmen (including transfers) are assigned to a first year advisor who will assist them in the process of choosing a major attuned to their special interests and abilities. As part of the shared system, faculty advisors in the academic departments are responsible for advising students once they are ready to officially declare their major.

To ensure consistency and efficiency in delivery of advising services, the Advising Center is also responsible for training the Freshman Year Program advisors and the faculty advisors in the academic departments. The Advising Center also serves as a repository of advising information for students, staff, advisors and the campus community. Students are welcome to come to the Advising Center at any time to get information. The Advising Center is centrally located in Wright Hall, adjacent to the Langston Hughes Library, and is open Monday - Friday from 8:30 a.m. to 5:00 p.m. Students are welcome to stop by or make an appointment to meet with an advisor.

It is particularly important that students meet with their advisor during the mandatory registration period each semester to discuss and review your academic progress and to have your advisor remove the restriction in WebAdvisor to permit you to register for your classes. Advisors are available to guide you in the process of selecting your courses and maintaining satisfactory academic progress towards completion of your degree requirements. However, remember that you are ultimately responsible for knowing what is required in your major and for understanding the university’s SAP (Satisfactory Academic Progress) policy to remain eligible for financial aid.

It is important that you read this Advising and Course Planning Guide in its entirety to understand the policies and procedures related to advisement, registration and course scheduling, satisfactory academic progress (SAP), and specific guidelines for staying on track. It is up to you to take charge of your education and not rely totally on your advisor to tell you all the ins and outs. Read the College Bulletin, the Student Handbook, and access other campus resources on line to gain insight on services and resources available to help you have a successful and meaningful college experience.

Sincerely,
The Advising Center Staff
A Step by Step Guide to Earning a Degree at The Lincoln University

Follow Guidelines and Steps Below and Take Charge of Planning Your Course Work & Meeting Your Graduation Requirements:

**Step 1 Placement:** Take ACCUPLACER Exams to Determine Initial Placement in English, Reading & Math ........................................................... 1

**Step 2** Attend Curriculum Planning and Course Registration Session during Freshman Transition Week ........................................................................................... 4

**Step 3** Meet With your Advisor to Schedule Your First Semester Classes & Establish How to “officially” Declare Your Major ................................................ 4

**Step 4** Know the Requirements for Graduation: ........................................ 6-16
   A University Core (General Education) Requirements .................................. 7-11
   B Major Requirements .................................................................................... 12
   C List of Majors and Minors available at Lincoln ........................................ 14
   D Math Requirements for Your Major .......................................................... 15-16

**Step 5** Know Academic Eligibility policies and NCAA requirements for Athletes .......... 16-17

**Step 6** Know Transfer Credit Evaluation and placement Policy for Transfer Students . 17-18

**Step 7** Learn to Utilize Lincoln’s Web Resources ............................................. 18-21

**Step 8** Follow steps for Mandatory Registration for the Next Semester ................. 21

**Step 9** Utilize Resources Available on Campus to Maximize Your Educational Experience ................................................................. 22-24

**Step 10** Develop a Four Year Plan for Graduation
   A Tips for Selecting a Major ........................................................................ 24
   B Maintain your GPA: Understand SAP (Satisfactory Academic Progress) Policies ..................................................................................... 26-30
   C Attendance Policy ...................................................................................... 30
   D Honors Program, Dean’s List, Graduating with Honors .............................. 30

**APPENDIX**

University Academic Calendar ........................................................................... 31
Advisors names and Office Locations ............................................................... 32-35
Campus Map ...................................................................................................... 36
Step 1: Accuplacer Placement Testing

Policy for Initial Placement in English, Reading, Math and other Courses:

Placement in the appropriate English (writing), reading and math courses is determined by Accuplacer test scores. Transfer students will not have to take the placement tests if they have taken equivalent courses at their previous college. Therefore, transfer students must see an advisor and have their transcript evaluated to ascertain whether or not they need to take any placement tests. See page 17 for further information for transfer students.

Many students were able to do the Accuplacer placement test and register for their fall courses during the July New Student Orientations. If you were not able to come for any of these orientations, you will be tested during transition week.

Developmental courses: Students who do not place into college level courses are required to take developmental courses that are designed to help students build the reading, writing and math skills needed to succeed in college level courses. Students will be placed into these courses if needed based on their Accuplacer test scores.

Credits for developmental courses do not count towards graduation.

Which courses are the developmental courses?

- **EDU 097 READING AND STUDY SKILLS [4 CREDITS]**
  This course is designed to improve significantly the student’s comprehension of written texts and study skills with an emphasis placed upon the interrelationship of Reading, Writing, Spelling, and Listening. Students who placed into EDU 097 must also take EDU 098 unless they receive an “A” grade in EDU 097 and pass the reading post-test.

- **EDU 098 CRITICAL READING SKILLS [3 CREDITS]**
  This course is designed to develop the student’s comprehension skills from the literal through the interpretive level. Students will learn to transact with text and compose oral and written analytical responses.

- **ENG 098 BASIC WRITING SKILLS I [3 CREDITS]**
  This course is designed to improve student’s basic skills in English grammar and expository writing – from the sentence to the paragraph to the short essay.

- **ENG 099 BASIC WRITING SKILLS II [3 CREDITS]**
  This course in writing concentrates on short essays. Its purpose is to bring the students’ composition skills to college level.

- **MAT 098 ALGEBRA I [3 CREDITS]**
  Basic concepts of arithmetic and algebra, the real numbers, first-degree equations of one variable, inequalities, exponents, polynomials, factoring, algebraic fractions, coordinate geometry, and linear systems, rational exponents and radicals, quadratic equations.
• **MAT 099 ALGEBRA & APPLICATIONS [3 CREDITS]**
  This course consists of selected topics that include factoring polynomials and rational expressions, roots and radicals, quadratic equations and inequalities.

Students placing into developmental English and Reading courses must take them in their first semester and follow the sequence until they are completed. Students do have the option to take developmental math courses when they want to if they are not going into a math intensive major, or if their major requires only one course at the 106 or 110 level; however, we do recommend that students take their required math courses as soon as possible.

**Exemption Policy:**
Generally, students must follow the sequence of courses starting with the course they place into; however, students who place into English 098 (Basic Writing I) can bypass the next course in the sequence (ENG 099 Basic Writing II) if they satisfy the conditions stipulated by the Department of English. Students who place into ENG 099 can also be exempted from taking ENG 101 and will get credit for ENG 101. Consult your English professor for more information concerning the requirements for exemption. Students who place into Reading and Study Skills (EDU 097) can bypass the next course in the sequence (EDU 098 Critical Reading) if they earn an A in the course and pass the Reading Test at the end of the semester. Check with your instructor.

**Important Note:** Although credits taken in developmental courses show as earned credit on the student's transcript, in the degree audit they will not be counted toward the credits required for graduation. The grades for these courses are however included in the GPA, and they are included in the determination of the student’s standing as a freshman, sophomore, junior, or senior.

**Prerequisites:**
Students placing into developmental courses, especially EDU 097 and ENG 098, should NOT take some of the courses commonly taken by freshmen. Experience has shown that many college courses should only be taken after a student's reading, writing, and studying skills have been improved.

You should carefully check course prerequisites and consult with your advisor before selecting your first semester courses. A course listed as "Prerequisite" for another course must be taken first. If a course is listed as a "Corequisite," it may (or in some cases must) be taken at the same time.

**NOTE:** The WebAdvisor registration system will not allow you to register for a course if you do not have the required prerequisites or corequisites.

**Credit for AP & Dual Credit courses:**
If you already have college level credit through AP or dual credit programs, this can override your placement or exempt you from taking the Accuplacer test for that subject; however, you must inform one of the advisors or testing proctors and show evidence of the credit.

**Advanced Placement (AP) Program:**
The Lincoln University participates in the College Board Advanced Placement Program and awards course exemptions and college credit to entering students with qualifying scores. Students who have received a score of three or higher (3-5) on any of the Advanced Placement Examinations of the College Board will be eligible, in the area of each examination, for advanced placement and credit toward graduation as determined by the appropriate department. An official score report must be sent by ETS to Lincoln in order for
the credit to be applied. Be sure to tell your advisor if you have AP credit to avoid duplication of credit.

**Dual Credit Courses:**
Also be sure to tell your advisor if you took any dual credit courses in high school that carry college credit. To have the college credit applied to your credits at Lincoln, you must have an official transcript sent to Lincoln from the college that issued the credit for the course, not just your high school transcript.

**Foreign Language Placement Tests:**
If you have had two full years or more of a foreign language in high school, then you **must** take a placement exam before enrolling in any of the classes in that language. You may enroll in the “101” course of any of the languages without taking a placement exam if you have **not had a full year** of study in that language. The Language Placement exams are given 4 times a year: 1) during Freshman Transition Week in August, 2) during the 1st week of classes in August, 3) the Monday that precedes the first day of classes in January, and 4) in March, two weeks before registration for the fall. Special arrangements will be made for students entering in January. See the Department Languages and Literatures for further information.

Students who test into a higher-level language course will receive credit for the lower level courses upon payment of $50 (in-state) or $80 (out-of-state) per course. Once students are placed, they are expected to follow the appropriate course sequence until completion of the departmental requirements. Many, but not all, departments require 2 semesters of a language for a B.S. degree. All B.A. degrees require 4 semesters of a language. This requirement may be satisfied by taking language courses or by passing the placement exam. Students who test above the 202 level (the fourth semester course) are encouraged to pursue the language as a Minor (12 credits beyond 202) or as a Major (24 additional credits plus study abroad).

**College Level Examination Program (CLEP) Examination:**
The Lincoln University is a participant in the College Level Examination Program (CLEP). The University will grant credit for CLEP General Examination and Subject Examinations. CLEP General Examination credits will be granted to entering freshmen on the basis of The Lincoln University norms. CLEP General and Subject Examination Credit will be granted to freshmen, transfer or current students according to the requirements established by the American Council on Education (ACE). Department approval must be obtained before taking a subject examination. The student should contact the Registrar’s Office for other requirements.

**English CLEP Requirement:**
The Department of English and Mass Communications will accept a score of 50 or better on the CLEP English Composition exam with essay as credit for ENG 101-English Composition I. If a student has taken the CLEP English Composition exam without essay, that student will have to write an essay that satisfies the department’s English 101 assessment policy in order to receive credit for ENG 101. No credit will be given for English 102 based on CLEP exam since it does not cover the research paper.

**Transfer Students:**
Transfer student placement in English, Reading, and Math courses will depend on what courses are transferable from your previous institution. Students transferring in with 30 or more credits or equivalent courses are exempt from taking reading courses and therefore do not need to take the reading comprehension test. Students transferring in with 24 or more credits or equivalent courses are exempt from taking FYE 101. Students who do not have
transferable credits in English, Reading, or Math from their previous institution, will have to take the Accuplacer placement exams. Only grades of “C” or higher are transferable. Course equivalency will be determined by the Registrar’s Office and the department of the student’s major where applicable.

**International Students:**
International students placement into English, Reading and Math courses is determined by TOEFL (Test of English as a Foreign Language) test scores (if available), and Accuplacer scores. The university also awards college credit for students scoring a minimum of 4 and maximum of 7 on the International Baccalaureate Exams.

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**Step 2: Curriculum Planning and Registration Session**

All first time entering students will be required to attend a Curriculum Planning and Course Scheduling Session during freshman transition Week. At this time, the Advising Center Directors will distribute hard copies of this guide and review information in it prior to your meeting with your assigned advisors. Also, students will be given the opportunity to ask questions about university academic requirements, policies, and procedures. Students who are unable to attend this session for whatever reason can come to the Advising center located on the 2nd Floor of Wright Hall to pick-up a copy of the Guide.

Be sure you attend this session which will be given on the first day of Transition Week and pay close attention to the advice given. Although you will be assigned to an Academic Advisor who will guide you through the registration process, it is your responsibility to know all the requirements for graduation and to follow all of the academic policies of the university.

Remember, the value of your degree depends primarily on what you put into achieving it.

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**Step 3: Meet with your Advisor**

**Meet With Your Assigned Advisor to Confirm or Develop Your First Semester Schedule**

All entering students will be scheduled for an appointment with their advisors to discuss their major or intended major requirements. Those who scheduled their classes for the first semester during one of the July orientations will review this schedule with their advisor and make any changes that are necessary. Those who did not attend a July orientation will review their placements and develop a schedule with their advisor. This meeting will take place in your assigned advisor’s office during freshman Transition Week. Your Orientation Leader will direct you to your advisor’s office.

All entering students will be assigned to a First Year Program (FYP) advisor according to major. This advisor will also serve as your instructor for “First year Experience” (FYE) which is an introductory course that is required for all freshmen. Transfer students transferring in with less than 24 credits will also be assigned to an FYP advisor and required to take the FYE class if they did not take an equivalent course at their previous college. The FYP advisor will be your advisor until you are ready to officially declare your major.
When you meet with your advisor, it is important that you let them know what you consider your academic strengths and weaknesses to be, and why you have chosen a particular major. Also, it is important to share any information about your academic exposures and experiences. Although, your advisor may already have a record of your achievements in High School or the previous college/s you attended, it is always a good idea to remind them if you took any AP exams or dual credit courses. Your advisor can better assist you in making the right choices about courses you take if they have all the information they need to do so.

Registration Procedures:
After discussing your initial course placements and your major requirements, your advisor will assist you in developing your first semester schedule. Your advisor will show you how to schedule your classes in WebAdvisor, the university’s electronic portal for registering classes and accessing critical academic information and your student account status. You can also access WebAdvisor to download your schedule and access other information by following the instructions on pages 18-19. More detailed instructions are available at: [http://www.lincoln.edu/advising](http://www.lincoln.edu/advising)

Although your advisor will assist you with scheduling your first semester classes, thereafter, you will be responsible for scheduling your classes in WebAdvisor for any subsequent semesters. However, you will need to meet with your advisor each semester to have your schedule approved as a condition for removing the Advisor Restriction in WebAdvisor to allow you to register for classes. You will not be able to register if you have any other holds on your record such as financial, health, admissions, judicial, or SAP (satisfactory academic progress) etc. Notices for mandatory registration for the next semester will be emailed to you.

It is important that you check your Lincoln email daily for important messages and information from the administration, faculty, the Bursar’s Office (student accounts), Housing and Residence life, Academic Advising, the Registrar, etc. The Registrar’s Office will email information on procedures and dates for registering for the next semester. Please see instructions for accessing your email on page 20.

Adding, Dropping, and Withdrawing from Courses:
Students may drop or add a course up until the Last Day to Drop and Add, as indicated on the Academic and Registration calendar on page 32. This is offered to students as the free add/drop period. Students who drop a course are not charged for it and no mention of the course will be made on his or her official transcript.

Students may withdraw from a course on or before the Last Day to Withdraw, generally one week after Midterm Exams week. When a student withdraws from a course, a grade of “W” is entered on the transcript. The “W” grade has no effect on a student’s grade point average, but the credits are counted as attempted credits for purposes of measuring the student’s satisfactory academic progress. Students withdrawing from a course after the deadline date will receive an F in the course (see page 32 Academic Calendar). A withdrawal that occurs within the first five weeks of a term may receive a partial reimbursement of tuition in accordance with the official reimbursement policies (check with the Office of the Bursar). A student always has the right to withdraw from a course any time before the Last Day to Withdraw, however, you should always consult with your advisor before withdrawing from a course. Remember that you must maintain at least 12 credits in order to be considered full-time and eligible for financial aid.
**Full and Part Time Undergraduate Students:**
Undergraduate students shall be full-time if they are attempting 12-18 credits during a Fall or Spring semester; students attempting between 9 and 11 credits shall be ¾-time students; and students attempting between 6 and 8 credits shall be half-time students. During a summer session, 6 or more credits shall be considered as full-time and 3 or 4 credits shall be half-time. Full-time tuition covers a minimum of 12 and a maximum of 18 credits. Students must get permission to take more than 18 credits and must pay for the extra credits.

**Declaration of Major:**
All students must fill out an official “Declaration of Major” form even if you are assigned to an advisor in your desired major. Students are encouraged to “officially” declare a major during their second semester. No one is considered “officially” declared until they complete a major application. Freshman and entering transfer students assigned to First Year Program advisors will be instructed to complete a major application when registering for their second year if they are ready to officially declare a major. Undecided students will be instructed to complete a major application upon coming to a decision about choice of major.

**Your First Semester Schedule:**
Your schedule for your first semester will be made up primarily of required General Education (Core Curriculum) courses (see page 7 for the Core Curriculum). Most students take 15 or 16 credits their first semester.

Your first schedule should look like this:

- **FYE 101 First Year Experience** must be taken first semester.
- **ENG 098, 099, 101 or 102** (depending on placement) must be taken first semester. *(EDU 097 or 098 If you placed into a reading class, it must be taken first semester).*
- **MAT 098, 099, 106, 110** or higher (the first math you place into) recommended.
- **SOS 151 African American Experience** or other Core or Major course.

If you do not need a reading course, you will select another Core or Major course.

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**Requirements for Undergraduate Degrees**
A Bachelor’s degree requires that a student complete an academic program that includes:

- **At least one Academic Major**
  The requirements for all academic majors are provided in the departmental sections of the University Catalog, [http://www.lincoln.edu/registrar/2013Catalog.pdf](http://www.lincoln.edu/registrar/2013Catalog.pdf)
  A minimum of 15 credits in the major must be taken at The Lincoln University.

- **The University Core Curriculum (45 – 49 credits)**
  Individual departments may have specific requirements, please refer to the department of your program

- **Writing Proficiency Certification**
  Please refer to the department of your program for specifics

- **At least 120 credits (not including developmental course work)**
  A minimum of 24 semester credits must be completed at The Lincoln University with at least 15 credits in the major.

- **An overall cumulative G.P.A. of 2.00 is required for graduation.**
  The G.P.A. of all courses required by the major must also be 2.00 or greater.
All students are required to complete the general education courses which Lincoln calls our Core Curriculum. These courses cut across disciplines and are designed to help students to develop their communication and critical thinking skills as well as a broad base of knowledge that will complement their major discipline. The Core includes courses in the Humanities (Writing, Literature, Art, Music, Philosophy and Religion), Social Sciences (History, Education, Sociology, Psychology, Political Science, Business and Economics), Natural Sciences (Biology, Physical Sciences, Chemistry, and other general science courses), Health and Wellness, Math, and Languages. The goal of these courses is to help you become a well-rounded and balanced student. These courses are to be taken as required in your first three semesters in addition to beginning subjects in your major. Transfer students are exempt from taking some of these requirements if they have transferred in equivalent courses. The Core totals 45-49 credits.

On the next four pages we have outlined the core requirements with course descriptions and pre-requisites. More information can be found in the University Catalog: http://www.lincoln.edu/registrar/2013Catalog.pdf
EDU 150 Education & Society 3 credits
This course includes an overview of the aims, organization and procedures to provide a systematic view of the whole field. Information is provided regarding the opportunities and requirements in education as a profession, the philosophy and history of education. It is designed for the general education of all students and as a professional orientation for prospective teachers. This is a course open to all students.

HIS 103 Contemp. World History 3 credits
This course will examine Twentieth Century Europe from the point of view of political, economic, cultural, and intellectual forces. Students should develop an awareness of the factors that have molded contemporary European societies: governments, political and cultural institutions, ideologies, and attitudes toward the rest of the world.

POL 101 American National Government 3 credits
This course studies the organization and operation of the national government from the standpoint of constitutional principles, structures and functions, programs and policies.

PSY 101 General Psychology 3 credits
A study of the basic subject matter of psychology and its approaches to gathering information. This course also explores the ways in which psychological knowledge can be applied to improving the quality of life for individuals, communities, and societies. Prerequisite: EDU 097.

SOC 101 Intro to Sociology 3 credits
This course is an introduction to the basic concepts of sociology, including socialization, groups, institutions, and social change. No prerequisite.

HEALTH & WELLNESS (2-3 credits)

• HPR 101: Dimensions of Wellness 2 credits
Health related topics studied in this course include health-related fitness, nutrition and weight control, stress management, drug and alcohol abuse, and disease prevention. Opportunities are provided to assess, develop, and implement individualized health-related programs.

ENGLISH (9 credits)

• ENG101 English Composition I 3 credits
This standard course in college-level writing is required of all students. It reviews the rules of syntax, grammar, and punctuation, and surveys the common rhetorical approaches to expository writing. Students must pass an exit exam. Prerequisite: ENG 099 or placement.

• ENG102 English Composition II 3 credits
This course reviews the expository essay and introduces the student to the process of researching and composing a substantial term paper. It also introduces the student to the study of three genres of literature: drama, poetry, and the short story. Prerequisite: ENG 101 or placement.

• ENG207 World Lit I or ENG 208 World Lit II 3 credits
ENG 207 World Lit I
This course covers the works of great writers, from a global perspective beginning with the Ancient World through the Seventeenth Century. Prerequisite: ENG 102.
### ENG 208 World Lit II
This course covers the Eighteenth Century to the present, with greater emphasis on a global recognition of contemporary writers. **Prerequisite:** ENG 102.

### HUMANITIES (6 credits) **Prerequisite:** ENG 101.
- **ART 200 Intro to Art or MUS 200 Intro to Music**
  **ART 200 Intro to Art** 3 credits  
  This course, designed to enhance the student’s visual literacy, will provide a broad based introduction to the visual arts, including understanding and appreciating art in an historical, stylistic, and cultural context. Students will be introduced to art from a variety of cultures and time periods.

- **MUS 200 Intro to Music** 3 credits  
  Part of the course is devoted to a survey of the fundamentals of music. Major developments in the music of the Western world from the Middle Ages to our own time are traced, with special attention being given to the different styles of music developed in the United States.

- **PHL 200 Intro to Philosophy or REL 200 Intro to Religion**
  **PHL 200 Intro to Philosophy**
  This course provides an introduction to philosophy through the examination of philosophical problems in the classic divisions of philosophy of ethics, metaphysics, and epistemology. Students are encouraged to learn to "do" philosophy.

  **REL 200 Intro to Religion**
  This course is an introduction to the study of religion and its influence on contemporary culture. The course deals with the leaders, basic beliefs, and practices of three major world religions: Buddhism, Judaism, and Christianity. The course is designed to enable the student to understand religion as a vital part of the human experience.

### MATHEMATICS (3 credits)
- **At least one college level MAT course, MAT 106 (Math for Liberal Arts) or higher**

  **Note:** Math requirements are determined by the major. See page 14-15 for Math Requirements by Major.

### NATURAL SCIENCES (7-8 credits) **Prerequisite** EDU 097
Select two science courses; one must include a lab. The following courses are recommended for non-science majors, labs for the non-science major courses are optional. Note: Higher numbered science courses may be used, but these are designed for science majors.

**Science majors will take courses specified by their major.** (See page 12)

- **BIOLOGY:**
  **BIO 101 Human Biology** is designed for Health Science majors and non-science majors. This course will introduce students to basic human biology focusing on human organ systems, reproduction, evolution, and the interrelationship between humans and the environment. The accompanying laboratory exercises will permit the student to not only understand the organization of organs and systems within the body but also learn how certain organ systems work. (Lab BIO 101L optional.)
**BIO 102 Human Health and Disease**
This course is a continuation of BIO 101; it continues with the coverage of human systems including their normal function and the disorders that can affect them. (Lab BIO 102L optional.)

**BIO 200 HIV/AIDS**
This is a one semester course that introduces the basic scientific information available on HIV/AIDS since 1981. The course will emphasize strategies for prevention and control for the individual, family, and community. Specifically, the course will highlight the special features of HIV infection that have enabled it to become a pandemic, awareness and behavior issues, HIV tests and treatment as well as preventive counseling. Skills for handling sensitive issues as well as the involvement of students in HIV-related activities will be fully explored. Reasons for the disproportionate rise of HIV/AIDS in certain ethnic groups will be fully discussed. (no lab)

- **CHE 101 Introductory Chemistry** (or higher)
This course is designed for students who plan to enter one of the health sciences such as nursing, mortuary science, etc., but who do not need a full year in general chemistry. It meets the core curriculum requirement but does not meet the requirements for a science major. Material includes chemical measurement, matter and energy, atoms, molecules and chemical bonding, properties of elements, stoichiometry, gases, liquids and solids, solutions, reaction rates & chemical equilibria, acids and bases, oxidation-reduction, nuclear chemistry, and an overview of organic & biological chemistry. (no lab)

- **PHY181 Elementary Astronomy** (or higher)
Introduction to astronomy covering the solar system, stellar evolution, galaxies and big bang theory. Designed primarily for non-science majors with practically no use of mathematics. (lab 181L is optional)

- **GSC 101 & 102 Physical Science I & II**
These courses cover mechanics, motion, conservation laws, heat, wave motion, electricity and magnetism, light, atomic and nuclear physics, elements of chemistry, geology and astronomy. Special emphasis is placed on solving formulas and using graphs. Students with superior mathematical ability should take PHY 101-102. (labs 101L and 102L are optional)

- **GSC111 Environmental Science**
This is an introductory course on the environment. The structure and function of ecosystems; energy sources, supply, and transportation; the structure of matter; the lithosphere, atmosphere, hydrosphere and problems of pollution therein are covered. (no lab)

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**FOREIGN LANGUAGE or COMPUTER SCIENCE** (6 – 8 credits)
Students must take either:
- **Two (2) consecutive language classes** (8 credits).
  - Languages offered are: Arabic, Chinese, French, Japanese, and Spanish.
  - Study abroad programs are available.
  - Students may test out of and get credit for language classes. (See page 2)

- **Any 2 CSC classes and/or other computer-based courses** approved by MAT/CSC Department (includes ART102 Intro to Computer Arts & ART220 Graphic Art, HPR152 Computers for Health Education)
Note: Some majors have specific requirements or recommendations for this requirement. All majors in Sociology, Anthropology, Criminal Justice, and Human Services, Early Childhood Education majors, English Education majors and English Liberal Arts must take the language option rather than the computer science option. Check the requirements for your major before deciding on this option.

For the Bachelor of Arts (BA):
Students must complete the equivalent of two years (four semesters) of a foreign language [16 credits]. Typically, Honors Program students, English Liberal Arts and language majors are required to take at least four semesters of a language.

Recommended Computer courses for non-computer science majors are:
- **CSC 151 Computer Applications**
  This course provides a hands-on introduction to the use of computer software in the areas of word processing, spreadsheets, and database management, presentation, and programming. The software used will be MS-Word, MS-Excel, MS-Access, and MS-Power point. *Prerequisite: MAT 098.*

- **CSC 152 Intro to Programming**
  This introductory programming course is designed for non-computer science majors. This course introduces the student to principles of computer programming via a visual programming language. The students will learn to create graphical user interface forms and apply visual programming to problem solving. Topics will include basic control statements. Event-driven programming will be an integral part of the course. *Prerequisite: MAT 098.*

- **ART 102 Intro to Computer Arts**
  This introduces students to the basic concepts and techniques of graphic design and visual communications.

- **ART 220 Graphic Art**
  A continuation of ART 102. *Prerequisite: ART 102*

- **HPR 152 Computers for Health Education** (for Health Science majors only)
  This course will introduce students to the potential uses of microcomputers in the field of health education. A broad range of hardware and software applications will be covered.

**WRITING PROFICIENCY REQUIREMENT**
Students must:
- Pass the Writing Proficiency Exam (WPE) administered in ENG 101
- Pass at least four writing-intensive courses approved by the major
- Complete a portfolio (minimum of 4 documents) approved by the major department by the end of the junior year.

Note: This is a graduation requirement.
**Science Courses for Science Majors**

<table>
<thead>
<tr>
<th>LECTURE Num. [Cr]</th>
<th>LAB Num. [Cr]</th>
<th>TITLE</th>
<th>HOURS PER WEEK IN</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lect.</td>
<td>Lab</td>
</tr>
<tr>
<td>CHE 103 [4]</td>
<td>103L[0]</td>
<td>General Chemistry I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CHE 104 [4]</td>
<td>104L [0]</td>
<td>General Chemistry II</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**A corequisite is a course that must be taken at the same time as the course requiring it (if it has not already been passed). Note: The labs for these courses are required.**

---

**Major Requirements**

**What is a Major?**

A major is a concentration of courses that give a student a basic knowledge of a field of study. A major prepares you to go on for graduate work in the same field or for particular types of professions.

If you have already selected an intended major, it is important for you to understand all the requirements for that major even as you plan your first semester schedule. Different majors have different requirements for math, for example, and if your major is math intensive, you need to make sure that you get into the correct math track right away. The entry level courses in some majors, especially in the sciences but also in business, have math prerequisites, so you need to take the preliminary math before you can get into your major courses. There is a list of Math Requirements by Major on page 15-16.

Also, some majors require that you take a foreign language rather than the computer requirement in the core. These include Early Childhood Education, English, Anthropology, Sociology, Human Services and Criminal Justice. Honors Program students are also required to take a language. Health Sciences requires students to take Sociology and Psychology for their Core Social Science requirements.
Requirements for all majors can be found in the University Catalog [http://www.lincoln.edu/registrar/2013Catalog.pdf](http://www.lincoln.edu/registrar/2013Catalog.pdf), and on the departmental websites, which can be found from the Lincoln home page by going to Academic Affairs > Undergraduate Programs or Academic Departments. You can also obtain information by visiting the department or by coming to the Academic Advising Center in Wright Hall.

Completing a degree in four years takes a great deal of planning, so it is important that you understand all the requirements and start planning now.

You will generally need extra courses to complete your 120 credits after completing the core and the major. You can take general elective courses or you may want to consider doing a minor to complement your knowledge in your major.

**What is a Minor?**

A minor is a set of courses that are sufficient to establish proficiency in a discipline without having to take all of the courses that a major would take. It is a smaller grouping of required courses in a discipline, usually 18 to 24 credits. Often having a minor can make you more marketable and broaden your career opportunities. For example, minoring in a foreign language is very desirable, or you may want to supplement your major with a related subject such as a Biology major with a Chemistry minor or vice versa. Speak to your advisor about what minors would go well with your major.
The core curriculum requires all students to take at least one college level math course. Any math course numbered 106 or higher can satisfy the requirement; however, the specific course(s) that you will need to take will be determined by your major. MAT 098 and MAT 099 are developmental and will not fulfill this requirement. Some majors require more than one math course. The course you need to take first will be determined by your Accuplacer scores. If you are going into a major that requires more than one math course, it is important that you start taking math as early as possible so you will be able to complete the required sequence, and so you will be able to take math courses that may be prerequisites for some science courses such as chemistry, physics and computer science.
See the table of math requirements by major below.

Math Courses Freshmen Can Place Into:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 098</td>
<td>Algebra I (developmental)</td>
<td>MAT 117 Finite Math</td>
</tr>
<tr>
<td>MAT 099</td>
<td>Algebra &amp; Applications (dev'pmental)</td>
<td>MAT 120 Calculus for Life &amp; Social Sciences.</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Math for the Liberal Arts</td>
<td>MAT 121 Calculus I</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>MAT 122 Calculus II</td>
</tr>
<tr>
<td>MAT 111</td>
<td>Pre-Calculus</td>
<td>MAT 201 Math for Elem. School Teachers I</td>
</tr>
<tr>
<td>MAT 114</td>
<td>Elementary Statistics I</td>
<td>MAT 202 Math for Elem. School Teachers II</td>
</tr>
</tbody>
</table>

In the table below, the courses listed under “Math Requirements” are the minimum courses that must be taken to fulfill the math requirements for the major and the core curriculum. Higher numbered courses may be used to fulfill the requirement. Some majors may require further math courses besides those listed. “Prerequisites” are courses that must be taken before taking the required course(s) if the student does not place into the required course.

<table>
<thead>
<tr>
<th>Major</th>
<th>Math Requirements</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Social Sciences Requiring Minimal Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology, Art, Criminal Justice, English, French, History Human Services, Mass Communications, Music, Philosophy, Political Science, Religion, Sociology, Spanish</td>
<td>MAT 106 or higher</td>
<td>MAT 098 Note: MAT 099 is not required for those who need only MAT 106.</td>
</tr>
<tr>
<td>Professional Studies</td>
<td>MAT 114 &amp; MAT 120</td>
<td>MAT 098, 099, 110, 117</td>
</tr>
<tr>
<td>Psychology</td>
<td>MAT 110 or higher</td>
<td>MAT 098, 099</td>
</tr>
<tr>
<td>Science &amp; Technology</td>
<td>MAT 114 &amp; MAT 121</td>
<td>MAT 098, 099, 110, 111</td>
</tr>
<tr>
<td>Biology, Environmental Science: Biology Track</td>
<td>MAT 122</td>
<td>MAT 098, 099, 110, 111, 121</td>
</tr>
<tr>
<td>Biochemistry &amp; Molecular Biology, Chemistry, Environmental Science: Chemistry Track</td>
<td>MAT 120, 213</td>
<td>MAT 098, 099, 110, 117</td>
</tr>
<tr>
<td>Computer Science: Applications Track</td>
<td>MAT 121, 122, 211, 213, &amp; 1 MAT Elective</td>
<td>MAT 098, 099, 110, 111</td>
</tr>
<tr>
<td>Computer Science: Math Track</td>
<td>MAT 110 or higher</td>
<td>MAT 098 &amp; 099</td>
</tr>
<tr>
<td>Health Science</td>
<td>MAT 121, 122, 214, 221, 220, 222, 341, 421</td>
<td>MAT 098, 099, 110, 111</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAT 110 or higher &amp; MAT 114</td>
<td>MAT 098 &amp; 099</td>
</tr>
<tr>
<td>Physics. Pre-Engineering</td>
<td>MAT 121, 122, 214, 221, 222</td>
<td>MAT 098, 099, 110, 111</td>
</tr>
</tbody>
</table>
**Step 5: Requirements for Student Athletes**

**Lions Athletic Academic Support**
The Lincoln University Lions Athletic Academic Support (LAAS) is committed to providing student athletes with an academic support system that gives them every opportunity to be successful in and out of the classroom while making progress toward a meaningful degree. The services provided by this area respond to the needs of the individual student-athlete and create a setting for student-athletes to develop their own academic qualities of discipline, leadership, character, and teamwork while enjoying the benefits of NCAA intercollegiate athletic participation. The Athletic Department staff, specifically the Assistant Athletic Director, is dedicated to providing information, resources, and growth opportunities that foster independent learning and autonomy.

**NCAA Eligibility - 14.01.2.1 Good Academic Standing.**
To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be in good academic standing as determined by the academic authorities who determine the meaning of such phrases for all students of the institution, subject to controlling legislation of the conference(s) or similar association of which the institution is a member.

- Per NCAA, Student-athletes MUST be enrolled full-time during Fall and Spring Semester in order to participate in intercollegiate athletics.
- Our department requires registration of at least 15 credit hours to ensure the completion of the required hours per semester.
- **Every academic year:** Students must earn at least 24 credits. 75% (18 credits) must be earned in the Fall and Spring. 25% (6 credits) may be earned during the summer.
- **Every semester:** Students must earn at least 6 credits per semester in order to maintain eligibility. Students who do not earn 6 credits in the fall will not be eligible to compete during the next term. Once the student-athlete is declared ineligible, it may result in the loss of athletic financial aid.
- **G.P.A requirements:** A student-athlete shall also maintain a grade point average of 2.0 to remain eligible for competition. A student whose cumulative grade point average is less than 2.0 cannot represent the University as an official delegate, representative, athlete, or holder of offices or committee chairperson of University groups of any kind. A student’s eligibility status will be reviewed at the end of the term he or she was declared ineligible to determine if he or she meets eligibility requirements to compete in the next term.

**Baccalaureate Degree Program**
A student-athlete must declare a major towards a specific baccalaureate degree at The Lincoln University at the latest by the beginning of the third year of enrollment (fifth semester) and thereafter shall make satisfactory progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student-athlete, but also of a transfer student from a four-year or two-year collegiate institution that is entering his or her third year in residence or utilizing a season of eligibility in a sport at The Lincoln University. Once a student-athlete has declared a major, the credits used to meet the satisfactory progress requirements must be within the student’s designated degree program. A student-athlete has to beware of taking excessive hours of elective courses. Most degree programs allow for a small amount of electives. However, once the student has utilized all of the required electives, only classes taken within the degree program will count towards eligibility.
Hours earned toward a student athlete’s minor or another major may not be used to meet the above criteria. If a student is a double major, the student must earn progress toward a “primary” major.

**Repeating courses:**
If the student must repeat a course to fulfill a major requirement due to an insufficient grade, the credits earned may not count toward the above requirements. Students will need to meet with the Assistant Athletic Director to carefully examine these situations.

Students who fail to meet the University’s minimum academic progress standards will be placed on academic probation or suspension. Please see the Lincoln University Student Handbook regarding SAP policies.

Visit the Athletic Department website www.lulions.com for more information or contact:

Jacob Mullins, Compliance Officer
The Lincoln Athletic Academic Services (LAAS)
Manuel Rivero Hall 206
(484) 365-7386

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### Step 6: Transfer Student Information

**Transcript Credit Evaluation**
All transfer students are required to have their official transcript(s) from previous college(s) attended sent to our Admissions Office who in turn will send it to the Registrar’s Office for evaluation. Only C’s or higher grades are transferable. However, only credits for courses are transferred not grades or GPA’s, from the former college(s) attended. The GPA earned at Lincoln becomes your official GPA after your first semester at Lincoln. Upon receipt of your transcript(s) the Registrar will review it/them to determine the number of credits to be transferred in and to determine their equivalency to Lincoln’s courses. Thereafter, you will receive a letter in the mail with a tentative transfer credit evaluation report that will show credits awarded and their Lincoln equivalent(s). In some instances, this report may not show all the equivalencies. In this situation it is necessary for students to have the department evaluate the course to determine equivalency. They will need to take the Transfer Credit Equivalencies Form and the course description(s) to the Chairperson of the department the course is offered under to have him/her review the description to determine equivalency or to see if it satisfies a major or core requirement. Once completed, this form should be taken to the Registrar’s Office for final processing. When meeting with you to develop your class schedule your advisor will have access to your Transfer Equivalency Report (TRER) in Web Advisor.

**Placement Testing Policy for Transfer Students**
All entering students are required to take the College Board ACCUPLACER placement tests in Reading, English, and Math to determine initial placement into these courses. Transfer students who did not take college level English Composition or math courses at their former institution will be required to take our placement test in those subjects. However, if they transfer in 30 credits or more, they are exempt from taking our Reading Placement test. Students transferring in less than 30 credits will be required to take the Reading Placement test unless they have already taken a reading course considered to be equivalent to our Reading & Study Skills and Critical Reading courses. They will be required to take the next course in the sequence if they are transferring only one reading course.
Transfer students are not required to take Lincoln’s 3 credit Freshman Year Experience course if they transferred in 24 credits or an equivalent FYE course.

Transfer students are assigned to advisors in the department of their major based on the major they select on the admissions application. If you do not select a major you will be assigned to a pre-major advisor in the Academic Advising Center. This advisor will assist you in the process of coming to an informed decision about choice of major. Once you decide on a major, you will need to complete a major application to “officially” declare a major and to be assigned to a faculty advisor in the department of that major. You will be pre-scheduled to meet with your assigned advisor to develop your first semester class schedule and to register for classes during freshman Transition Week. Thereafter, for subsequent semesters you will meet with your advisor during mandatory registration period to have him/her discuss your progress to date and to approve your schedule of classes and remove the advisor restriction in WebAdvisor to allow you to go on line and schedule.

### Step 7: Using Lincoln’s Web Resources

It is essential that you familiarize yourself with and make use of Lincoln’s Web Resources. The four systems that you will need to use regularly are:

- WebAdvisor
- Your student Email account through Lincoln’s Email system
- Moodle
- GradesFirst

#### What is WebAdvisor?

WebAdvisor is Lincoln’s online system for registration, and accessing information such as course schedules, your own class schedule, your transcript and profile data. You can also now access your billing account and pay your bill online. The bursar is no longer going to be mailing out bills. You must access your bill online using WebAdvisor.

It is essential that you familiarize yourself with using the WebAdvisor system. Your advisor will put your initial schedule in the system for you, but after that you will be responsible for entering your schedule into the system using WebAdvisor. You will also access your midterm and final grades in WebAdvisor. The registrar does not mail out grade reports.

WebAdvisor can be accessed from the Lincoln home page:
Click on “Online Registration” under “Helpful Links”
Your login ID will be your firstname.lastname. Your initial password will be your six digit birth date: mmddyy (eg. For April 8, 1994 it would be 040894). You will be asked to set a password when your first login. Be sure to make a note of your password.

The Student Menu looks like this. You can access Financial Information, Registration and your Academic Profile including Grades (Midterm and Final, by semester), Transcripts, Program Evaluation (Degree Audit), and Schedule.

To view course schedules, go to “Search for Sections.” Enter the Term: 2014 Fall Term. Select the courses you wish to view. Put the Course Number to view all sections for that course. To view all available courses, just put the Subject without a Course Number. Click “Submit.”
To register, go to “Register for Sections” then “Search and Register.”

Full instructions for using WebAdvisor are available on the Registrar’s webpage: http://www.lincoln.edu/registrar/WebAdvisorInstructions.pdf Or the Academic Advising webpage: http://www.lincoln.edu/advising

**Student Email Addresses**

All Lincoln students have been assigned email addresses in the lincoln.edu domain. These addresses are of the form firstname.lastname@lincoln.edu, using the student’s name with all punctuation and spacing removed. Your initial password is your full social security number, no spaces or dashes. Email can be sent and received over the Internet, using the university’s [Outlook Web Access (OWA)](http://www.lincoln.edu/advising). This is available from the LU homepage under “Academics.”

You must use your Lincoln Email and check it daily. All official communications from the university will be coming to you through your Lincoln Email address and it is your responsibility to check and respond to your email.

**Instructions for Students**

Point your web browser to the [Lincoln Web Email Start Page](http://www.lincoln.edu/it/studentemailbrochure.pdf). Enter your username and password, and main-campus for the domain, if asked. Help is available from the link at the upper right of the screen. Be sure to close all browser windows when you exit OWA, or the next person using the computer will have access to your mail account. For more information go to: [www.lincoln.edu/it/studentemailbrochure.pdf](http://www.lincoln.edu/it/studentemailbrochure.pdf)

**What is Moodle?**

Moodle is a web-based learning management system. Moodle provides a rich learning environment with easy-to-use tools for submitting documents, taking quizzes, communicating, and working in groups. Many professors post assignments, quizzes and other course materials on Moodle; when they do, it is your responsibility to access the material and complete any assignments.

Use your Lincoln email username and password for Moodle. Your email username is your firstname.lastname and your password is your SSN (or Colleague ID #). It is IMPORTANT that you change your password when you first log in to your e-mail. When you change your password in e-mail it will automatically change your Moodle password.

For more information go to: [http://www.lincoln.edu/moodle/](http://www.lincoln.edu/moodle/)

**GradesFirst**

GradesFirst is a web-based student performance monitoring system that provides automated student services and communication between faculty, academic advisors, peer tutors, study hall monitors, Student Support Services staff, and students. The program allows for monitoring of class attendance, tracking of class assignments, management of students’ advising and tutorial appointments, and monitoring of real-time study hall attendance, and tutoring. GradesFirst is used to facilitate communication between students...
and all parties involved in the University’s student success efforts, including Academic Advisors, Professors, and tutors.

- Allows students to make appointments with professors and advisors
- The Enhanced Early Alert System allows professors to identify at-risk students early in the semester and send alert messages to both students and advisors
- Allows students and advisors to track class and tutorial attendance

For more information go to: [www.lincoln.edu/studentservices/gradesfirst](http://www.lincoln.edu/studentservices/gradesfirst)

### Step 8: Follow steps for Preregistration

Every semester, shortly after midterm exams, we hold mandatory preregistration for the following semester classes. You must meet with your advisor so he or she can approve your schedule and remove the “Advisor Hold” that is on your account. You will not be able to register for classes until this hold is removed.

Mandatory preregistration for the Spring 2014 semester will begin Monday October 27th and will continue to the end of the semester. You will receive an email informing you of the dates when you will be eligible to register. Seniors register first, then Juniors, then Sophomores, then Freshmen. Remember, you must check your Lincoln email daily for important official notifications from the university. Some classes do fill up, so you want to see your advisor and get your classes in the system as early as possible. Missing out on required classes can slow your progress, especially if they are prerequisites for other required classes.

**Follow these steps to get the most out your advising session and Preregistration for your second and subsequent semesters:**

- Download the **Registration Guidance** form at [www.lincoln.edu/registrar/RegistrationGuidanceForm.pdf](http://www.lincoln.edu/registrar/RegistrationGuidanceForm.pdf)
- **Download the “Program Evaluation”** from Web Advisor. This will show what courses have been taken to date and what core and major requirements are pending.
  
  - Log into Web Advisor and click on Program Evaluation in the student menu.
  
  Instructions for interpreting this report are available at: [http://www.lincoln.edu/advising/DegreeAuditinWebadvisorforStudents.pdf](http://www.lincoln.edu/advising/DegreeAuditinWebadvisorforStudents.pdf)

- Download your **Midterm grade report** from Web Advisor and Your Transcript by clicking on document in the Student Menu.
- Obtain a copy of the **course requirement sheet** for your major from the department your major is offered under.
- Based on information from these documents, **develop your schedule** of classes for next semester on the Registration Guidance Form.
- Once you have developed your schedule, **make an appointment** to see your Advisor to review and approve your schedule and remove the Advisor Hold.
- Check to be sure there are no other holds (Health, Financial, or Admissions). You will not be permitted to register, until these are cleared.
  
  - See “My Restrictions” in Web Advisor for the status of any existing “holds”.


Once the Advisor hold (and any other holds) is removed, **login to Web Advisor to register for your approved schedule during your designated days.**

If you have trouble getting into any of the classes you have selected, register for the ones you can and go back to your advisor for assistance. You may need to get signed into some classes.

Go to “My Class Schedule” to print out your schedule.

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**Step 9: Utilize Campus Resources to Maximize Your College Experience**

You’ve heard the expression: “It takes a village to raise a child.” Well the same is true in higher education. Nobody expects you to get through the complicated process of earning a degree on your own. The Lincoln University is a community that is student centered. There is a whole system in place that is designed to guide you on your journey towards graduation. Many different resources are available; it is up to you to find those that are appropriate for you and make use of them when needed. Don’t be shy. We all need help once in a while. Don’t be afraid or embarrassed to ask for help.

**Wright Hall** is the newly renovated Student Services Building. It is centrally located (across from Langston Hughes Library) and houses most of the student support services offices and programs including: the Office of Student Support Services, the Academic Advising Center, Career Services, Upward Bound, the Learning Resource Center and the Act 101 Academic Achievement Program.

**The Student Union Building (“The SUB”)** also houses several offices that provide support to students including: The Student Life and Development Office, which also serves the purpose of assisting students in their transition to university life, the Financial Aid Office, and the Dean of Students’ Office, the Campus Mailroom, the Book Store, the Rec Center, the Radio and TV Studios and the Student Government Association office.

Other Offices that students will utilize from time to time include the Bursar’s Office in Vail Hall, Athletic Services in Manuel Rivero Hall. The International Services Office and the Registrar’s Office are both in Lincoln Hall. The new Health and Wellness Center houses the Counseling Center, Health Services and health and wellness programs. The University Chaplain is also available to assist students as need dictates. Please read below to establish the location of these Offices, staff names and extensions:

**Academic Advising Center** [www.lincoln.edu/advising](http://www.lincoln.edu/advising)

203 & 204 Wright Hall

**Extension: 7627**

The AAC serves the purpose to provide academic advising to “undecided or undeclared students. However, the Advising Center has an open door policy and all students are welcome to visit the Center during regular office hours Monday to Friday from 8:30 a.m. - 5:30 p.m. Students can come to the center to inquire about core and major requirements, as well as other issues related to their academic planning.

Ms. Nancy A. Kenner, Director (484-365-7624)

Ms. Susan Chikwem, Assistant Director (484-365-7626)
Athletics [www.lulions.com](http://www.lulions.com)  
110, 206, & 216 Manuel Rivero Hall (GYM)  
**Extension: 7391**  
Dr. Darryl Pope, Director of Intercollegiate Athletics (484-365-7391)  
Mr. Jacob J. Mullins, Compliance Officer (484-365-7386)  
Dr. Robert E. Millette, Faculty Athletic Representative (484-365-7546)  
**Questions regarding recruitment, retention, academic compliance and regulation**

Bursar/Student Accounts Office [www.lincoln.edu/bursar](http://www.lincoln.edu/bursar)  
Vail Hall/B10  
Mr. Warren Johnson, Bursar (484-365-8080)  
Ms. Joslyn Cunningham, Financial Assistant (484-365-7432)  
Ms. Sandra Gress, Financial Assistant (484-365-7412)  
Mrs. Norma Pierce, Financial Assistant (484-365-7106)  
**Questions concerning payment of tuition and fees, room and board, refunds, special payment arrangements, and book vouchers and other questions related to billing procedures**

Career Services [www.lincoln.edu/career](http://www.lincoln.edu/career)  
301, 302, 303 Wright Hall  
Mr. Ralph Simpson, Director (484-365-7588)  
Ms. Maria McGill, Senior Secretary (484-365-7102)

Chaplain/Religious Devotion [www.lincoln.edu/chaplain](http://www.lincoln.edu/chaplain)  
Mary Dodd Brown Chapel  
Reverend Frederick T. Faison, Chaplain (484-365-7274)

Dean of Students / Student Life & Development [www.lincoln.edu/deanstudents](http://www.lincoln.edu/deanstudents)  
Student Union Building 136  
Dr. Lenetta Lee, Dean of Students & Director of Residence Life (484-365-7253)  
Ms. Ihsan Mujahid, Interim Dir. of Student Life and Development (484-365-7705)

Financial Aid Office [www.lincoln.edu/financialaid](http://www.lincoln.edu/financialaid)  
230 Student Union Building (SUB)  
Ms. Kim Anderson, Interim Director (484-365-7565)  
Ms Nicola Thompson, Interim Associate Director (484-365-7560)  
Ms. Taneen Legree, Financial Aid Counselor (484-365-7562)  
Ms. Melanie Murray, Financial Assistant (484-365-7564)  
Ms. Essie Snyder, Financial Assistant (484-365-7810)

Honors Program [www.lincoln.edu/honors](http://www.lincoln.edu/honors)  
Living Learning Center 203  
Dr. D. Zizwe Poe, Director (484-365-7180)

Counseling Center [www.lincoln.edu/counseling](http://www.lincoln.edu/counseling)  
Health and Wellness Center 21  
Ms. Rachel Manson, Director (484-365-7244)  
Dr. Belinda Madison, Assistant Director (484-365-7233)

Health services [www.lincoln.edu/healthservices](http://www.lincoln.edu/healthservices)  
Health and Wellness Center 100  
Mrs. Velva Greene-Rainey, RN, Director (484-365-7338)
Residence Life www.lincoln.edu/residencelife
Student Union Building 225
Dr. Lenetta Lee, Director (484-365-7253)
Ms. Valerie Reason, Program Assistant (484-365-7254)

Learning Resource Center www.lincoln.edu/lrc
Second floor of Wright Hall
The Learning Resource Center, consisting of the Reading, Writing and Math Laboratories, provides tutoring services to all enrolled students at all academic levels. The labs are staffed by professional tutors who are committed to providing all students with tutoring services to improve their college performance. Tutors are available for individual help with study skills, writing papers, reading, math, and special projects. Peer tutors are also available to assist students with various subjects in the evenings.

Dr. Patricia Fullmer, Director (484-365-7495)

Act 101 Achievement Program www.lincoln.edu/lrc/a101ap
Second floor of Wright Hall
Act101 is a support program for Pennsylvania residents who meet certain income and admissions criteria. Students are provided with academic, professional, and personal counseling to assist them with the adjustment to the rigors of a college lifestyle.

Dr. Patricia Fullmer, Director (484-365-7495)
Ms. Jennifer Myers-Smith, Counselor (484-365-7494)

Step 10: Develop a Four Year Plan for Graduation

Tips for Choosing a Major

Choosing a major involves exploring career options that are compatible with your abilities, values, interests, and personality. If you are undecided about a major, you are not alone. The vast majority of freshmen come to college undecided about major. By taking the following steps you can make an informed decision about a major:

1) Begin to recognize areas that you have strong interest in, and courses you like best, and courses in which you get the best grades.

2) To assess career interest using Holland codes go to http://www.careerzone.ny.gov or to take the Myers Briggs test (Jung Typology Test) at http://www.humanmetrics.com/cgi-win/JTypes2.asp

3) Explore the range of majors offered at Lincoln by reviewing the Undergraduate Majors and Minors located in this booklet on page 14. To view requirements for each major go to http://www.lincoln.edu/academicaffairs/schools.html (Lincoln Homepage > Academics > Undergraduate Programs) and click on the programs you are interested in.

4) Explore different occupations and majors by going to the following websites:

5) Discuss your choice of major with your advisor and establish what GPA and other special requirements you must fulfill to earn a degree in that major. Your advisor will provide you with a sequence sheet that outlines the courses you must take each semester to earn a degree in the major you choose. These major curriculum requirement sheets are also available in the Advising Center or the Department the major is offered under.

6) Get descriptions on any occupation form A-Z by going to the Occupational Outlook Handbook website located at: www.bls.gov/oco or Occupational Information Network at www.online.onetcenter.org and for information on health occupations go to: www.explorehealthcareers.org

7) Take classes that will expose you to an area of interest. Talk to your pre-major advisor about taking classes.

8) Visit the Student Career Services, located in 316 Wright Hall, to browse career information, get assistance with writing a resume, tips on job interviewing skills, and preparation for Professional and Graduate Schools. To assist students interested in applying to graduate schools they will host the Graduate School & Career Fair on October 2nd, 2014 in the Main Gym. Manuel Rivero Hall.

9) Go to FAQ’s (Frequently Asked Questions) on The Academic Advising Center website to review questions pertaining to major and preparation for graduation or professional schools at www.lincoln.edu/advising.

10) Also click on Administrative Offices on the Advising Center website to find information on your major or other offices or services on campus.

11) For information on graduate school or professional school exams (GRE, GMAT, LSAT, MCAT, DAT, PCAT, OAT) go to www.studyguidezone.com

Students will be instructed on how to develop a tentative four year plan of course work aimed at fulfilling all your Core and Major requirements during the FYE course. Once you have decided on a major and completed the official Declaration of Major form, you should meet with your major advisor to confirm your four year plan. There is a form on which you can make this four year plan as well as more guidelines for Academic Planning on the Advising Center website: www.lincoln.edu/advising

Ideally, you should be able to complete your 120 credits in four years by doing 15 credits per semester for 8 semesters. Remember, if you placed into any developmental courses, the credits for those courses will not count towards the 120 required for graduation, so you will have to plan for how to make up for those credits. This can be done by taking summer classes and by taking a full load of 18 credits if you can do that and keep your grades up. You can get permission to take summer classes at another college and transfer the credits and the grades back for up to 12 credits. If you wish to do this, you must get the courses approved as equivalent to courses required at Lincoln.

**Program Evaluation or Degree Audit:**
The Degree Audit (“Program Evaluation” in Web Advisor) is very useful in helping you plan your four year program as it shows what requirements you have already fulfilled and what you need to fulfill for both the Core and your Major. Go through this carefully with your advisor and review it each semester.
Maintaining Satisfactory Academic Progress

In order to graduate in four years, you must maintain the required minimum GPA of 2.0. In order to do this you must remain focused on your studies; you must also understand how the GPA is calculated. A student whose cumulative GPA is less that 2.0 will be on “probation” which will restrict the number of credits the student can take as well as their participation in other activities such as athletics. You could also lose your financial aid if you do not show “Satisfactory Academic Progress”.

How to Calculate Grade Point Average (GPA)

Grades earned in developmental courses ARE included in the computation of Grade Point Averages (GPA).

1. The grading system at The Lincoln University is a letter system, which yields quality points that are used to compute GPA’s. Each letter grade yields quality points as indicated below. Using this table, enter the grade points you will earn for each letter grade.

<table>
<thead>
<tr>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+ 3.30</td>
</tr>
<tr>
<td>C+ 2.30</td>
</tr>
<tr>
<td>D+ 1.30</td>
</tr>
<tr>
<td>A 4.00</td>
</tr>
<tr>
<td>B- 2.70</td>
</tr>
<tr>
<td>C- 1.70</td>
</tr>
</tbody>
</table>

*Special Note*: an “F” is considered an earned grade: therefore you still divide by the credits even though you earned 0.00 points.

Grades not included in GPA calculation:
- “AU” Audit
- “NG” No grade submitted by instructor (mid-term only)
- “I” Incomplete
- “P” Pass
- “W” Withdrawal
- “F” Earned in a course graded as a pass/fail
- “WU” Unofficial Withdrawal submitted by instructor

These grades yield no value and are not used to determine GPA; however, an “I” must be made up or it becomes an “F.”

<table>
<thead>
<tr>
<th>Column #</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course ID</strong></td>
<td><strong>Course (example below)</strong></td>
<td><strong>Letter Grade</strong></td>
<td><strong>Grade Points</strong></td>
<td><strong>Credit Hours</strong></td>
<td><strong>Total Points</strong></td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition</td>
<td>B+</td>
<td>3.30</td>
<td>3</td>
<td>9.90</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Freshman Year Experience</td>
<td>A</td>
<td>4.00</td>
<td>3</td>
<td>12.00</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Math For Liberal Arts</td>
<td>B-</td>
<td>2.70</td>
<td>3</td>
<td>8.10</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Human Biology I</td>
<td>C</td>
<td>2.00</td>
<td>3</td>
<td>6.00</td>
</tr>
<tr>
<td>BIO 101L</td>
<td>Human Biology I Lab</td>
<td>C</td>
<td>2.00</td>
<td>1</td>
<td>2.00</td>
</tr>
<tr>
<td>HPR 101</td>
<td>Wellness</td>
<td>A-</td>
<td>3.70</td>
<td>2</td>
<td>7.40</td>
</tr>
<tr>
<td>MUS 2E1</td>
<td>Concert Choir</td>
<td>A</td>
<td>4.00</td>
<td>1</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49.40</td>
</tr>
</tbody>
</table>

2. The above chart illustrates how to calculate GPA. Column 1 shows the courses taken, column 2 shows grades earned in each course, column 3 shows the quality point value
for each grade, column 4 shows the credits for each course and column 5 shows the
total points earned for each course.

3. To determine total points earned, multiply the credit hours for each course times the
grade points for that course.
Example: \((3 \times 3.30) + (3 \times 4.00) + (3 \times 2.70) + (3 \times 2.00) + (1 \times 2.00) + (2 \times 3.70) + (1 \times 4.00) = 49.40\)

4. Add up the total credit hours you are taking. Example: \(3+3+3+1+2+1 = 16\)

5. Divide the total grade points figure (bottom right) by the total credit hours figure. That’s
your semester GPA.
Example: \(\frac{49.4}{16} = 3.087\)

6. To calculate your cumulative or overall GPA for two semesters, divide the total number
of quality points earned for two semesters by the total number of credits earned for
courses you earned grades in for two semesters.

To calculate your semester GPA go to www.lincoln.edu/registrar/computegpa.htm or go to
www.lincoln.edu/registrar and click on Calculate GPA for a Term at the top of the page.

### The Satisfactory Academic Progress Policy

A student who is meeting the standards for Satisfactory Academic Progress (SAP) is eligible
to continue studying at The Lincoln University and to continue receiving Financial Aid.

#### Standards:

The Satisfactory Academic Progress (SAP) standards include two measures – both of which must be met.

1) **The GPA Measure**: The cumulative grade point average (GPA) must be equal to or greater than the corresponding minima in the adjacent table, and

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 - 29</td>
<td>1.75</td>
</tr>
<tr>
<td>30 – 59</td>
<td>1.90</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

2) **The Completion Rate Measure**: cumulative earned credits must be at least 75% of the cumulative attempted credits.

Undergraduate students who have attempted less than 24 credits are considered to be
meeting the SAP standards. This allows Freshmen who do not do well in their first semester
another chance to perform well.

**NOTE**: Grades of “W” and “I” and repeated courses will be included in attempted
credits. This means that you must pass at least 3 out of every 4 courses that
you attempt and that withdrawing from courses and repeating courses will
have negative effects on your completion rate.

### Suspension, Appeals, and Progress Probation

A student who does not meet SAP standards will be suspended and cannot return to Lincoln
until he or she does meet the standards. A student who is suspended and believes that
unusual circumstances contributed to their inability to meet the SAP standards may appeal the suspension. The Committee on Admissions, Academic Standing, and Financial Aid may authorize a semester of Progress Probation and require the student to prepare an Academic Improvement Plan with their advisor in order to continue studying at Lincoln and to receive financial aid.

Unusual Circumstances include 1) illness or injury of the student or 2) death of a relative of the student, or 3) other special circumstances that may generally be considered to be beyond the control of the student.

Academic Probation
ANY student whose cumulative grade point average (GPA) is less than 2.00 will be placed on Academic Probation. A student who is on academic probation may enroll in not more than 13 credits during a semester or 7 credits during the summer session and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind. The occurrence of Academic Probation is not recorded on the transcript of a student.

Earned and Attempted Credits
Earned credits are credits for courses in which a student has received a passing grade. For undergraduate students passing grades include A through D and Pass.

Attempted credits include credits courses with any valid grade, including “F”, Incomplete, and Withdraw (both official and unofficial). The credits listed on transcripts as “Study Abroad” or similar programs, are not counted in attempted credits because the official academic record (credits and grades) will be recorded separately upon receipt of the transcript from the other institution.

The credits in developmental courses DO NOT COUNT toward the minimum credits requirements for a degree. These credits do count in attempted credits, the G.P.A. calculation, and, if a passing grade was received, in earned credits.

When a course is repeated, the credits are included in attempted credits each time the course is attempted. However, the credits are included in earned credits and the GPA divisor only once and the quality points associated with only the best grade are included in the GPA numerator.

For More Information
You may obtain a complete copy of the Satisfactory Academic Progress (SAP) policies in the Office of Financial Aid or visit their website at www.lincoln.edu/financialaid/SAcademicProgressPolicy_Rev Further explanations and an analysis of a student’s specific circumstances will be available, by appointment, from The Registrar or the Assistant Registrar. This summary is not the official policy document and all decisions and interpretations must be based on the official policy document.

Committee on Academic Standing
The Committee on Academic Standing is responsible for monitoring the academic progress of the student body. In addition, the Committee serves as a forum for handling situations that might require decisions on existing academic policies, and also for handling decisions where exceptions to academic policy may be required. Students who wish to address the Committee for consideration should forward inquiries to the Registrar and the Chairman of the Academic Standing Committee.
In instances where the Academic Standing Committee has taken action on a student with which the student is not in accord, the student may appeal the same. The initial appeal should be made to the Committee. If the decision is such that a student desires a further appeal, such appeals should be made to the Vice President for Academic Affairs.

**Grade Level**
Undergraduate degree seeking students shall be classified by Grade Level based on the number of earned credits (including credits in remedial courses and all transfer credits) as shown in the table below. Grade Level can affect the amount of financial aid available to a student. For more information, consult with the Office of Financial Aid.

<table>
<thead>
<tr>
<th>Earned Credits</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30 – 59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60 – 89</td>
<td>Junior</td>
</tr>
<tr>
<td>90+</td>
<td>Senior</td>
</tr>
</tbody>
</table>

**Unofficial Withdrawals**
Students who cease attending a class prior to *mid-term examinations week* and do not officially withdraw from the class will be considered to have *unofficially withdrawn* from the class. The withdrawal date to be used in all financial calculations shall be the last class day of the mid-term examination week.

**Transfer Credits**
Credits accepted in transfer from other institutions that were completed prior to a student’s initial enrollment in The Lincoln University are **not** included in the computation of the cumulative grade point average. Such credits are, however, included in the determination of a student’s 1) grade level, and 2) cumulative attempted credits but only for the purpose of selecting the GPA minimum in the definition of satisfactory academic progress.

Students must complete the **Transfer Credit Equivalencies Approvals** form in order to have transferred courses recorded as fulfilling specific Lincoln requirements. This is necessary to show fulfillment of prerequisites as well as graduation requirements.

Transfer credits accepted from other institutions that received prior approval as a repeat for a course taken at Lincoln will be included in the computation of the student’s Lincoln University cumulative grade point average, earned, and attempted credits. Prior approval as a repeat will not be granted for any course in which a grade of “C” or better was earned.

**Class Attendance Policy**

The Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard. For the control of absences, the faculty adopted the following regulations:

1) Four absences may result in an automatic failure in the course.
2) Three tardy arrivals may be counted as one absence.
3) Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping classes.
4) In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all work missed during those absences.

5) Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs and Enrollment Management a class attendance policy in keeping with the above.

6) Students representing the University in athletic events or other University sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. The registrar will issue the excused format to the faculty member in charge of the off- or on-campus activity for delivery by the student(s) to their instructors.

**Horace Mann Bond Honors Program**

**Admission and Requirements**
To apply for admission to the Horace Mann Honors Program, students must have satisfactorily completed high school or its equivalent with a grade point average of 3.3 or above and an SAT of at least 1000. Consideration for admission to the Honors Program is made at the time of initial acceptance to The Lincoln University. However, students who do not fit the criteria initially, but earn a 3.3 or above GPA by the end of the freshman year may apply for admission at that time. Students will not be admitted to the Program beyond the beginning of the fall semester of the sophomore year.

The Honors Program requires that students:
- Maintain a cumulative grade point average of 3.30 or above.
- Enroll in three Honors Seminars.
- Complete two years of foreign language.
- Complete a course in Research Methodology or its equivalent.
- Prepare an Honors thesis, project or portfolio during the Senior year in conformity with the goals and requirements of the specific Program Major of which they are a part.
- Participate in program sponsored lectures, forums, debates and other activities.

More detailed information is available through the Honors Program located in 205 Living Learning Center or visit their website at [www.lincoln.edu/honors](http://www.lincoln.edu/honors). Contact: Dr. D. Zizwe Poe (484-365-7180 or dpoe@lincoln.edu) for more information.

**Dean’s List**
Students who earn 15 semester hours and a term average of 3.40 (B+) and above will be honored by having their names placed on the semester Dean’s List. Students who earn 15 or more semester credits and a term GPA of 3.00 to 3.39 will be listed as Honorable Mention.

**Graduating with Honors**
Graduating seniors in good standing, who have been enrolled full time at The Lincoln University for at least four semesters, who have earned at least 60 credit hours from The Lincoln University, and who have attained a final cumulative average of 3.40 to 3.59 shall graduate *cum laude*. Those meeting the same conditions with a final cumulative average of 3.60 - 3.79 shall graduate *magna cum laude*. Those meeting the same conditions with a final cumulative average of 3.80 or higher shall graduate *summa cum laude*. A notation of these honors shall be placed in the graduation program, and on the student’s transcript. This computation will include the quality points and credits not normally included in the Lincoln University GPA.
### The Lincoln University Academic Calendar 2014-2015

#### Fall Semester 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Undergraduate Student Orientation</td>
<td>Sat-Sun</td>
</tr>
<tr>
<td>Faculty Conference</td>
<td>Thur-Fri</td>
</tr>
<tr>
<td>Returning student check in</td>
<td>Sun</td>
</tr>
<tr>
<td>Undergraduate Classes Begin</td>
<td>Wed</td>
</tr>
<tr>
<td>Last Day to Add and Drop Courses</td>
<td>Fri</td>
</tr>
<tr>
<td>Labor Day – No Classes</td>
<td>Mon</td>
</tr>
<tr>
<td>All University Convocation</td>
<td>Thu</td>
</tr>
<tr>
<td>Graduation Applications (Fall)</td>
<td>Mon</td>
</tr>
<tr>
<td>Mid-Term Examination Week</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Mid-Term grades due</td>
<td>Mon</td>
</tr>
<tr>
<td>Last Day for Withdrawal from a Course</td>
<td>Mon</td>
</tr>
<tr>
<td>Mandatory Registration begins</td>
<td>Mon</td>
</tr>
<tr>
<td>Honors Convocation</td>
<td>Thu</td>
</tr>
<tr>
<td>Thanksgiving Recess (Fall Break)</td>
<td>Sat-Sun</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>Fri</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Sat-Mon</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Tues-Fri</td>
</tr>
<tr>
<td>Final Grades due</td>
<td>Mon</td>
</tr>
<tr>
<td>Fall conferral date (no commencement)</td>
<td>Dec. 18</td>
</tr>
</tbody>
</table>

#### Spring Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>Sun-Tue</td>
</tr>
<tr>
<td>Returning Check in</td>
<td>Sun</td>
</tr>
<tr>
<td>Undergraduate Classes Begin</td>
<td>Wed</td>
</tr>
<tr>
<td>Last Day to Add and Drop Courses</td>
<td>Fri</td>
</tr>
<tr>
<td>Martin Luther King, Jr.-No Classes</td>
<td>Mon</td>
</tr>
<tr>
<td>Graduation Applications (Spring Graduation)</td>
<td>Fri</td>
</tr>
<tr>
<td>Mid-Term Examination Week</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Spring Break (No Class)</td>
<td>Sun-Sat</td>
</tr>
<tr>
<td>Mid-Term grades due</td>
<td>Mon</td>
</tr>
<tr>
<td>Student Awards Convocation</td>
<td>Thu</td>
</tr>
<tr>
<td>Last Day for Withdrawal from a Course</td>
<td>Mon</td>
</tr>
<tr>
<td>Mandatory Registration begins</td>
<td>Mon</td>
</tr>
<tr>
<td>Easter Recess (Good Friday)</td>
<td>Fri</td>
</tr>
<tr>
<td>FAFSA priority date</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>Graduation Applications (Summer Graduation)</td>
<td>Apr. 1</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Fri</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Sat-Mon</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Tues-Fri</td>
</tr>
<tr>
<td>Final Grades due</td>
<td>Mon</td>
</tr>
<tr>
<td>Spring Conferral and Commencement</td>
<td>Fri</td>
</tr>
</tbody>
</table>

#### Summer Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Mar. 23 – May 17</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Mon</td>
</tr>
<tr>
<td>Classes End</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day to Add and Drop Courses</td>
<td>Fri</td>
</tr>
<tr>
<td>Last Day for Withdrawal from a Course</td>
<td>Mon</td>
</tr>
<tr>
<td>Grades due</td>
<td>Mon</td>
</tr>
<tr>
<td>Summer conferral (no commencement)</td>
<td>Aug. 15</td>
</tr>
</tbody>
</table>
Contact Information for Departmental and First Year Advisors
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