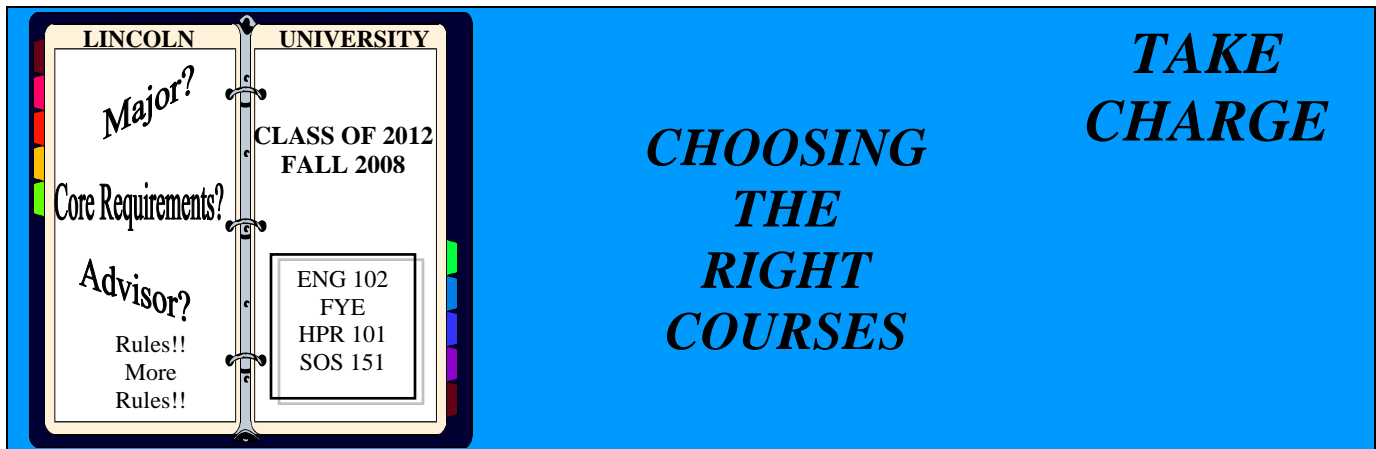


Freshman Advising and Course Selection Guide Lincoln University



2008-2009 Edition

WELCOME TO LINCOLN UNIVERSITY

This guide was prepared to provide information on the university's general education/core requirements, and to summarize some of our academic rules and policies. Your freshman advisor will help you with interpretation of these rules and policies, and assist you with scheduling of your classes prior to each semester. However, the ultimate responsibility for understanding academic policies and degree requirements rests with the student. To get the most from your studies you need to TAKE CHARGE.



Lincoln University

ADVANCING THE LEGACY

Lincoln University
Office of Academic Affairs
The Dalmas A. Taylor Academic Advising Center
222 Dickey Hall, Room 235
Extension 7627

A Freshman's Guide to Course Selection at
Lincoln University

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For more complete information on academic policies and procedures, major and minor requirements, and course descriptions, etc. please review our college bulletin/catalog on the Registrar's web page at www.lincoln.edu/registrar. You should also review the **Student Handbook** to learn more about student activities, student organizations, residence life, and student code of conduct. You will receive a copy of this handbook during Freshman Transition Week and you can also access it on the Student Affairs and Enrollment Management web page at www.lincoln.edu/studentaffairs.

The Freshman Guide can also be accessed on the Academic Advising Center web page located at: www.lincoln.edu/advising/index.html.

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ASSIGNMENT OF ACADEMIC ADVISORS, DECLARATION OF MAJOR AND COURSE PLACEMENT

Assignment of Academic Advisors & Declaration of Major

Upon admission, students who indicate a major interest on the admissions application are assigned to a faculty advisor in that major's department. If it is the student's desire to remain in the major, he/she should officially declare the major on paper by completing the major application. Major applications can be obtained from the Academic Advising Center or downloaded from the Registrar's website (www.lincoln.edu/registrar). Students who are undecided about major choice will be assigned to a pre-major advisor from the Academic Advising Center. Also, students intending to go into a major that requires completion of certain prerequisites and/or other special conditions will be assigned to a pre-major advisor. The pre-major advisor will remain the student's advisor until he/she has satisfied the conditions to declare a major. The pre-major advisor will also assist the undecided student with selection of a major tailored to his/her special interests, talents and abilities. The Academic Advising Center serves as reinforcement to the advisors and operates with an open door policy. In addition to seeing their advisor at his/her campus address, students are also encouraged to visit the Academic Advising Center to: 1) obtain information on curriculum requirements for the different majors offered at Lincoln; 2) obtain registration forms, add/drop (withdrawal) forms, and other essential forms; 3) procure general information as it pertains to Satisfactory Academic Progress (SAP) Policy; 4) get help with a pressing academic concern that requires immediate attention; and 5) initiate Declaration of Major.

The Initial Course Scheduling Session

During New Student Orientation, new students are scheduled for a meeting with an assigned advisor to develop their schedule of classes. These meetings will take place in their advisor's office. Before meeting with an advisor to develop their first semester schedule of classes, *all students are required to attend a Preliminary Curriculum Planning and Course Scheduling session*. It is important that students attend this session to receive a schedule packet and to complete the necessary registration forms.

Policy for Initial Placement in English, Reading, Math and Oral Communications Courses

Placement in the appropriate English (writing), and Math courses is determined by the SAT or ACT scores, and High School grades. However, students can opt to take a more advanced math course if they have strong background in math as demonstrated by High School grades (A's and B's), Advanced Placement courses, and other equivalent preparation or exposure(s). Initial placement in Reading courses will be determined by the student's performance on the Applegate Reading Test and placement into Oral Communications will be determined by performance on the Oral Communications test to be given during Freshman Transition Week. Students who transfer in less than 30 credits or an equivalent course will be required to take the Applegate Reading Test and the Oral Communications Test.

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 of Foreign 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. This requirement may be satisfied by taking language courses or by passing the placement exam(s).

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).

Advanced Placement Program

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 (3) or higher 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.

College Level Examination Program (CLEP) Examination

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 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 102-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 English 102 assessment policy in order to receive credit for ENG 102. No credit will be given for English 103 based on CLEP exam.

Transfer Students

Transfer student placement in English, Reading, and Math courses will be contingent upon courses taken at the previous institution attended. If students have not taken an English, Reading, or Math course at the previous institution, then placement into these courses will be determined by SAT/ACT scores or 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 SAT or ACT scores. The University also awards college credit for students scoring a minimum of 4 and maximum of 7 on the International Baccalaureate Exams.

Academic Accommodations for Students with Disabilities:

- Students must registrar with the Office of Student Services (104 Lincoln Hall) to be considered for services and accommodations.
- It is the student’s responsibility to obtain and provide adequate documentation regarding their disability.
- Request Services from the Office of Student Services EACH semester that they are needed.
- Disclose to their professors their registration with the Office of Student Services EACH semester. In order to use accommodations, the student must take a letter from the Office of Student Services to each professor and discuss accommodations requested.

THE DEVELOPMENTAL COURSES

Which Courses are the "Developmental" Courses?

- EDU 100 Reading and Study Skills [4 credits]
- EDU 101 Critical Reading Skills [3 credits]
- EDU 102 Oral Communications [3 credits]
- ENG 100 Basic Writing Skills I [3 credits]
- ENG 101 Basic Writing Skills II [3 credits]
- MAT 103 Algebra I [3 credits]
- MAT 104 Algebra & Applications [3 credits]

Descriptions of the Developmental Courses

- **EDU 100 READING AND STUDY SKILLS [4 CREDITS]**
This course is designed to improve significantly the students' 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 100 must also take EDU 101 unless they receive an "A" grade in EDU 100. *(The 4 credits taken in EDU 100 WILL NOT be counted toward the credits required for graduation.)*
- **EDU 101 CRITICAL READING SKILLS [3 CREDITS]**
This course is designed to develop the students' comprehension skills from the literal through the interpretive level. Students will learn to transact with text and compose oral and written analytical responses. *(The 3 credits taken in EDU 101 WILL NOT be counted toward the credits required for graduation.)*
- **EDU 102 ORAL COMMUNICATIONS [3 CREDITS]**
This course is designed to take the students from where they are orally to where they need to be in order to take their place in the marketplace: Teaching, Business, Medical Professions, social Services, and all other cutting edge professions. The students will critically analyze their classmates' speeches and will be able to present an informative and persuasive speech, tell a joke, and participate in debates and panel discussions. Each presentation will be accompanied by a sentence outline. This course is typically taken in the second semester if students place into it. *(The 3 credits taken in EDU 102 WILL NOT be counted toward the credits required for graduation.)*
- **ENG 100 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. *(The 3 credits taken in ENG 100 WILL NOT be counted toward the credits required for graduation.)*
- **ENG 101 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. *(The 3 credits taken in ENG 101 WILL NOT be counted toward the credits required for graduation.)*
- **MAT 103 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. *(The 3 credits taken in MAT 103 WILL NOT be counted toward credits required for graduation.)*

- **MAT 104 ALGEBRA & APPLICATION [3 CREDITS]**

This course consists of selected topics that include factoring polynomials and rational expressions, roots and radicals, quadratic equations and inequalities. *(The 3 credits taken in MAT 104 WILL NOT be counted toward credits required for graduation.)*

Testing Out of Developmental Courses

In general, students are **NOT** permitted to “Test Out” of a developmental course. However, if they place into English 100 (Basic Writing 1), they can bypass the next course in the sequence (ENG 101, Basic Writing II) if they satisfy the conditions as so stipulated by the English Department. Also, if students place into Reading and Study Skills (EDU 100), they can bypass the next course in the sequence (EDU 101, Critical Reading) if they earn an A in the course and pass the Applegate Reading Test. By any means, students should talk to their instructor to establish what options exist.

Prerequisites

Students placing into developmental courses, especially EDU 100 and ENG 100, 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 the "Prerequisites" column in the lists of Courses Open to Freshmen on pages 15 - 17. A course listed as "Prerequisite" should be taken before the course in the left hand column of the table. If a course is listed as a "Corequisite", it may be taken at the same time.

Academic Terms

Lincoln University offers undergraduate courses during two fifteen week semesters and one six week summer session each year. Each semester consists of 14 weeks of classes and one week for final examinations.

How Many Credits to Take

Students placing into developmental courses should enroll in fewer courses so that the reading and writing skills can be fully mastered. Students that place into two or more of the developmental courses should probably take only 12 or 13 credits. A student that only needs to take one developmental course might take up to 14 or 15 credits.

You should discuss this very carefully with your Academic Advisor. The two of you can decide what is best in your particular case.

The standard full-time tuition is charged to all undergraduate students taking between 12 and 18 credits per semester. Students taking more than 18 credits are charged additional tuition on a per credit basis. Part-time students are also charged on a per credit basis. Consult with the Office of the Bursar for complete details on tuition and the other fees that are charged.

Credit and GPA Requirements for Undergraduate Degree

A minimum of 120 credits (including Core Requirements) must be completed to earn a Bachelor's Degree. An overall cumulative GPA of 2.00 is required; however, some departments may require a higher cumulative GPA. A grade of C or better is required in major courses; however, a maximum of two (2) courses with a C- are permissible for major courses. Credits for developmental courses do not count towards the 120 credits required for graduation.

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 Lincoln University is a letter system, which yields quality points that are used to compute GPA's. Each letter grade at Lincoln yields a certain number of quality points as indicated below. Using the table below, enter the grade points you will earn for each letter grade.

	<i>B+</i>	<i>3.30</i>	<i>C+</i>	<i>2.30</i>	<i>D+</i>	<i>1.30</i>	
<i>A</i>	<i>4.00</i>	<i>B</i>	<i>3.00</i>	<i>C</i>	<i>2.00</i>	<i>D</i>	<i>1.00</i>
<i>A-</i>	<i>3.70</i>	<i>B-</i>	<i>2.70</i>	<i>C-</i>	<i>1.70</i>	<i>F*</i>	<i>0.00</i>

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

Grades not included in GPA calculation:

<i>"AU"</i>	<i>Audit</i>	<i>"NG"</i>	<i>No grade submitted by instructor (mid-term only)</i>
<i>"I"</i>	<i>Incomplete</i>	<i>"P"</i>	<i>Pass</i>
<i>"W"</i>	<i>Withdrawals</i>		
<i>"WU"</i>	<i>Unofficial Withdrawals submitted by instructor</i>		
<i>"F"</i>	<i>earned in a course graded as a pass/fail</i>		

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

Column #	1	2	3	4	5
Course ID	Course (example below)	Letter Grade	Grade Points	Credit Hours	Total Points
ENG 102	English Composition	B+	3.30	3	9.90
FYE	Freshman Year Experience	A	4.00	3	12.00
MAT 104	Algebra & Applications	C-	1.70	3	5.10
BIO 101	Human Biology I	C	2.00	4	8.00
BIO 161	Human Biology I Lab			0	
HPR 101	Wellness	A-	3.70	2	7.40
MUS 2E1	Concert Choir	B-	2.70	1	2.70
Grand Total				16	45.10

- 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.
- To determine total points earned, multiply credit hours x (times) the grade points.
Example: (3 x 3.30) + (3 x 4.00) + (3 x 1.70) + (4 x 2.00) + (2 x 3.70) + (1 x 2.70) = 45.10
- Add up the total credit hours you are taking. Do the same with the total grade points.
Example: 9.90 + 12.00 + 5.10 + 8.00 + 7.40 + 2.70 = 45.10
- Divide the total grade points figure (bottom right) by the total credit hours figure. That's your semester GPA.
Example: $\frac{45.10}{16} = \underline{2.818 \text{ (or 2.82) rounded off}}$
Total Grade Points Total Credit Hours Semester GPA
- 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 web page.

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 29. 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 receive an *F* in the course (see page 32 Registration & 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).

Drop/Add forms can be obtained from the Registrar’s Office or the Academic Advising Center and should always be signed by the student’s Academic Advisor and returned to the Registrar’s Office. Instructors and Departments may deny permission to take a course if the student does not fulfill the prerequisites. However, a student always has the right to withdraw from a course any time before the *Last Day to Withdraw*.

Full and Part Time Undergraduate Students

Undergraduate students shall be full-time if they are attempting 12 or more credits during a Fall or Spring semester; students attempting between 9 and 11 credits shall be $\frac{3}{4}$ -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.

THE CORE CURRICULUM

The core university requirements must be met by all graduates of Lincoln. All candidates for the Bachelor of Arts or the Bachelor of Science degrees must complete 1) university requirements or core curriculum in addition to 2) the requirements specified for the major and minor. The core is outlined on pages 13-16.

Freshman Year Experience (FYE)

All students must take a Freshman Year Experience in their first semester.

The Freshman Year Experience (FYE) course is designed to facilitate adjustment to college life and must be taken the first semester of a student's freshman year. Each course will cover content on Lincoln's traditions, the liberal arts, college success strategies, library research /computer literacy, writing, speaking and critical thinking skills. Students transferring to Lincoln with one year of transferable credits and/or an equivalent course are exempt from the Freshman Year Experience.

Humanities

1. English Composition [6 credits]
 - a. ENG 102 English Composition I [3 credits]
 - b. ENG 103 English Composition II [3 credits]

Students *MUST* follow the sequence of ENG 100, 101, 102 and 103 beginning with the course into which they were placed. If you are placed into ENG 103, you will be considered to have fulfilled the requirement for ENG 102.

Writing Proficiency Program

In order to acquire the necessary writing skills to be successful in their professional careers, all students must satisfy the university's writing Proficiency requirements as follows:

Pass: English 102 Writing Proficiency exam

Take four (4) writing intensive courses

Prepare a Portfolio of written work at the end of the junior year

2. Literature [Prerequisite: ENG 103] [3 credits]
 - a. ENG 207 World Literature I [3 credits]
 - or
 - b. ENG 208 World Literature II [3 credits]
3. Select two of the following: [Prerequisite: ENG 102] [6 credits]
 - a. ART 200 Introduction to Art [3 credits] **or** MUS 200 Introduction to Music [3 credits]
 - b. PHL 200 Introduction to Philosophy [3 credits] **or** REL 200 Introduction to Religion [3 credits]

Social Sciences [9 credits]

1. SOS 151 African American Experience [3 credits]
2. Select two of the following: [Prerequisites: EDU 101 and ENG 101]
 - a. ECO 201 or 202 Principles of Economics – Macro or Micro [Prerequisites: MAT 114, ENG 102]
 - b. EDU 150 Education & Society
 - c. HIS 103 or 104 Contemporary World History I or II (105, 106 or 110 contingent upon availability)
 - d. POL 101 American National Government
 - e. PSY 101 General Psychology
 - f. SOC 101 Introduction to Sociology

Natural Sciences

1. Mathematics [3 credits]
 - a. The University Math requirement for most majors is one (1) math course above 104. In other words, the developmental math courses MAT 103 and MAT 104 will not fulfill this requirement but any other math course numbered 106 or higher will satisfy the requirement. The appropriate math course to take will be determined by major and prerequisites. See page 19 for a list of math requirements by major.
2. Science (one must include a lab) [7-8 credits]
 - a. Two science courses must be taken. The courses most commonly taken to fulfill this requirement are listed in the table on page 15.

LECTURE Num. [Cr]	LAB Num. [Cr]	TITLE	HOURS PER WEEK IN		PREREQUISITES
			Lect.	Lab	
BIO 101 [4]	161 [0]	Human Biology	3	2	EDU 100
BIO 102 [4]	162 [0]	Human Health & Diseases	3	2	EDU 100
BIO 103 [4]	181 [0]	Gen. Biology I –Majors +one-hour Recitation Lecture (BIO 1R1 [0])	4	2	EDU 100
BIO 104 [4]	182 [0]	Gen. Biology II –Majors +one-hour Recitation Lecture (BIO 1R2 [0])	4	2	BIO 103 EDU 100
BIO 200 [3]		HIV/AIDS	3		BIO 101 or 102 **ENG 102
CHE 101 [3]		Introductory Chemistry No Lab	3		EDU 100
CHE 103 [4]	161 [0]	General Chemistry I + one-hour Recitation Lecture (CHE 1R1 [0])	5	3	Coreq: MAT 110
CHE 104 [4]	162 [0]	General Chemistry II + one-hour Recitation Lecture (CHE 1R2 [0])	5	3	Prereq: MAT 110, CHE 103 Coreq: MAT 111
GSC 101 [4]	161 [0]	Physical Science I	3	3	MAT 103
GSC 102 [4]	162 [0]	Physical Science II	3	3	MAT 103
GSC 111 [4]	No Lab	Environmental Science	3	3	EDU 100
PHY 103 [3]	1L7 [1]	Introduction to Physics I + one-hour recitation (PHY 1R3) [0]	5	3	Coreq: MAT 111
PHY 104 [3]	1L8 [1]	Introduction to Physics II (PHY 1R4) [0]			PHY 103 MAT 111
PHY 105 [3]	1L7 [1]	General Physics I + one-hour Recitation (PHY 1R5) [0]	5	3	Coreq: MAT 121
PHY 106	1L8 [1]	General Physics II (PHY 1R6) [0]			PHY 105 MAT 121
PHY 181 [3]	1L1 [1]	Elementary Astronomy	4	3	None

*** A corequisite is a course that must be taken at the same time as the course requiring it.

**Prerequisite for BIO 200 HIV/AIDS course is ENG 102 and one lab based on science.

Physical Education

1. HPR 101 Wellness [2 Credits]
2. HPR 103 Fitness for Life (by placement only) *
* All freshman students will be tested for B.M.I. (Body Mass Index) and Cardiovascular fitness. Only those who do not meet minimum criteria will be required to complete HPR 103. Testing will occur in September and October 2008.

Foreign Language or Computer Science

Students desiring to earn a **Bachelor of Arts (BA)** degree in any major must complete the equivalent of two years (four semesters) of a foreign language. However, you can also test out of any or all four of the courses based on your performance on the language placement tests (see page 6). Typically, Honors Program students and language majors are required to take additional language.

Students desiring to earn a **Bachelor of Science (BS)** degree in any major must complete the equivalent of one year (two semesters) of a foreign language or two semesters of computer science courses (i.e. CSC 151, 158, 159, etc.) or computer art courses (ART 102, 220, 320) as stipulated by the major.

Transfer Students and the Core Curriculum Requirements

Transfer students will receive a tentative evaluation of transfer credits upon admission to the university. Thereafter, the Registrar will evaluate the transcripts of transfer students and propose a plan of substitution to the core curriculum requirements that will satisfy the general objectives of Lincoln's core curriculum without necessarily requiring a course-by-course equivalency. The proposed plan will be presented to the Dean(s) corresponding to the courses affected for review and subsequent modification and/or approval. This evaluation will detail what credits were accepted by Lincoln. Only courses with grades of C or higher are considered for transfer.

- End of Core Requirement -

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) Take a free Career Inventory by visiting: www.nycareerzone.org/text/index.jsp
- 3) Explore the range of majors offered at Lincoln by reviewing the Undergraduate Majors and Minors located in this booklet on pages 17 – 18. Also, you can procure a curriculum requirement sheet for the majors offered at Lincoln University from the Academic Advising Center or the Major Department.
- 4) Explore “*What I Can Do with a Major In...*” by accessing this website at: www.uncwil.edu/stuaff/career/majors.
- 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. Get information 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 www.explorehealthcareers.org
- 6) Take classes that will expose you to an area of interest.
- 7) Visit the Student Career Services, located in 241 Dickey Hall, to browse career information, get assistance with writing a resume, tips on job interviewing skills, and preparation for Professional and Graduate Schools. The Main focus of Student Career Services is to help get students an *internship/co-op* that relates to their passion(s) and/or career as early as the *summer between their Freshman and Sophomore years*.

Undergraduate Majors and Minors

Title	Major	Minor	Dept. or Program	School
Accounting	Yes	No	Business & Info. Tech.	Social Sciences
Actuarial Science	Yes	No	Math & Computer Science	Natural Science
Anthropology	Yes	Yes	Sociology/Anthropology	Social Sciences
Arabic	No	Yes	Foreign Language	Humanities
Biology	Yes	Yes	Biology	Natural Sciences
Biology Education	Yes	No	Biology	Natural Sciences
Business Administration	Yes	No	Business & Info. Tech	Social Sciences
Chemistry	Yes	Yes	Chemistry	Natural Sciences
Computer Science	Yes	Yes	Math/Computer Science	Natural Sciences
Criminal Justice	Yes	Yes	Sociology/Anthropology	Social Sciences

Early Childhood Education	Yes	No	Education	Social Sciences
Elementary Education	Yes	No	Education	Social Sciences
Engineering Dual Degree	Yes	No	Physics	Natural Sciences
English Education	Yes	No	English & Mass Communications	Humanities
English/ Liberal Arts	Yes	Yes	English & Mass Communications	Humanities
Environmental Science	Yes	Yes	Biology	Natural Sciences
Finance & Banking	Yes	No	Economics & Business	Social Sciences
French	Yes	Yes	Foreign Languages	Humanities
General Science	Yes	No	General Science Program	Natural Sciences
Health/Physical Education	Yes	No	HPER	Social Sciences
Health Science	Yes	No	HPER	Social Sciences
History	Yes	Yes	History/Political Science	Social Sciences
Human Services	Yes	Yes	Sociology/Anthropology	Social Sciences
Information Technology	Yes	No	Business & Info. Tech	Social Sciences
Industrial Psychology	Yes	No	Psychology	Social Sciences
International Relations	No	Yes	History/Political Science	Social Sciences
Japanese	No	Yes	Foreign Languages	Humanities
Mass Communications: Broadcast Journalism	Yes	Yes	English & Mass Communications	Humanities
Mass Communications: Print Journalism	Yes	Yes	English & Mass Communications	Humanities
Mathematics	Yes	Yes	Math/Computer Science	Natural Sciences
Mathematics Education	Yes	No	Math/Computer Science	Natural Sciences
Music	Yes	Yes	Visual/Performing Arts	Humanities
Music Education	Yes	No	Visual/Performing Arts	Humanities
Philosophy	Yes	Yes	Philosophy/Religion	Humanities
Physics	Yes	Yes	Physics	Natural Sciences
Political Science	Yes	Yes	History/Political Science	Social Sciences
Psycho-Biology	Yes	No	Psychology	Social Sciences
Psychology	Yes	Yes	Psychology	Social Sciences
Psychology-Honors	Yes	No	Psychology	Social Sciences
Religion	Yes	Yes	Philosophy/Religion	Humanities
Secondary Education *	Yes	No	Education	Social Sciences
Sociology	Yes	Yes	Sociology/Anthropology	Social Sciences
Spanish	Yes	Yes	Foreign Languages	Humanities
Visual Arts**	Yes	Yes	Visual/Performing Arts	Humanities

*Students who major in a teaching certification area (i.e. Biology, Spanish, French, Music, English, Health & Physical Education, Mathematics, History, and Sociology).

** Concentrations in Museum Studies, Museum Education, Museum Communications and Professional Studio.

MATH REQUIREMENTS

The University Requirement For Math

The University Math requirement is one (1) math course above 104. In other words, the developmental math course **MAT 103 and MAT 104 will not fulfill this requirement** but any other math course numbered 106 or higher will satisfy the requirement. The appropriate math course to take will be determined by major and prerequisites.

The following table shows which Math courses students in different majors are required to take. You will meet with your advisor to determine which course you should take first.

- | | |
|-----------------------------------|--|
| MAT 103 Algebra I | MAT 115 Elementary Statistics II |
| MAT 104 Algebra & Applications | MAT 120 Calculus for Life/Social Science Mjrs. |
| MAT 106 Math for the Liberal Arts | MAT 121 Calculus I |
| MAT 107 Finite Math | MAT 122 Calculus II |
| MAT 110 College Algebra | MAT 201 Math for Elem. School Teachers I |
| MAT 111 Pre-Calculus | MAT 202 Math for Elem. School Teachers II |
| MAT 114 Elementary Statistics I | |

MAJORS	Pre-Requisite	Required	
	1	2	3
Math, Computer Science Biology, Chemistry, Physics Pre-Medicine, or Pre-Engineering	MAT 110	MAT 111	MAT 121
Economics, Business Administration, Accounting, Finance & Banking	104 (if needed)	107	120
Early Childhood Education, Elementary Education	103 (if needed)	201	202
Secondary Education English, Mass Communications Foreign Languages History Sociology, Criminal Justice, Human Services Music, Music Education Political Science, International Relations	None	106 or Higher	
Psychology: Clinical Track Psychology: Psychobiology or Honors Curriculum Psychology: Industrial Organization	104 (If needed)	107	120 And 114 or Psy 210
Health Promotion		106 or higher	
Health Science	104 (If needed)	106 & 114 or PSY 210	
Health & Physical Education	104 (If needed)	201 & 202 – Elem. Ed. 110 or Higher - Sec. Ed.	

COURSES OPEN TO FRESHMEN

Humanities Division

COURSE	TITLE	Cr	PREREQUISITES
ART 100	Fundamentals of 2-D Design	3	None
ART 101	Fundamentals of 3-D Design	3	
ART 102	Intro to Computer Arts	3	
ART 103	Intro to Media & Color	3	
ENG 100	Basic Writing Skills I	3	Placement determined by SAT/ACT scores
ENG 101	Basic Writing Skills II	3	
ENG 102	English Composition I	3	
ENG 103	English Composition II	3	
French, Japanese, or Spanish 101		4 ea	If you have had a full year of the language in high school then you must take a placement exam. If not, you may take 101 without the exam.
French, Japanese, or Spanish 102		4 ea	101 or Placement Exam
201			102 or Placement Exam
202			201 or Placement Exam
MUS 100	Music Fundamentals	1	None
MUS 101	Ear Training & Sight Singing I	2	MUS 100 or knowledge/skills
MUS 105	Elementary Theory I	2	MUS 100 or knowledge/skills
MUS 107	Piano I	1	None
MUS 109	Vocal Instructions I	1	None
MUS 2E1	Concert Choir	1	Permission of Director
MUS 2E3	Jazz Ensemble	1	Permission of Director
	Various instrumental lessons	1	Permission of Director
	Various ensembles	1	Permission of Director
PHL 217	Critical Reasoning	3	None
PHL 219	World Philosophy I	3	EDU 100, ENG 102
REL 166	The Religion of the Old Testament	3	None
REL 188	The Life and Teachings of Jesus	3	None
REL 204	Introduction to Religious Phenomena	3	None

SPECIAL NOTE: The following four courses are the introductory courses in the Humanities and students must select two that are required to satisfy the Core Curriculum. These courses may be taken, but are normally **NOT** taken, by first semester freshmen because ENG 102 is a prerequisite.

COURSE	TITLE	Cr	PREREQUISITES
ART 200	Introduction to Art	3	ENG 102
MUS 200	Introduction to Music	3	
PHL 200	Introduction to Philosophy	3	
REL 200	Introduction to Religion	3	

Social Science Division

Courses Open to Freshman

COURSE	TITLE	Cr	PREREQUISITES
SOS 151	African American Experience	3	None
ACC 203	Principles of Accounting I	3	ACC 203 All Require: EDU 100, 101 AND ENG 102 or higher AND MAT 114
ACC 204	Principles of Accounting II	3	
ECO 201	Principles of Macroeconomics	3	
ECO 202	Principles of Microeconomics	3	
EDU 150	Education & Society	3	EDU 100
HIS 101	Modern European History I	3	All Require: EDU 100 AND ENG 100
HIS 102	Modern European History II	3	
HIS 103	Contemporary World History I	3	
HIS 104	Contemporary World History II	3	
HIS 105	History of the U.S. I	3	
HIS 106	History of the U.S. II	3	
HIS 110	U.S. History Since 1945 (Recent)	3	
HPR 101	Dimensions of Wellness	2	None
HPR 102	Lifetime Sports	1	None
HPR 110	Individual Sports	2	None
HPR 160	Personal and Community Health	3	HPR 101
HPR 210	Dual Sports	2	None
HPR 221	Basic Rhythm Skills	2	None
HPR 310	Team Sports	2	None
PEN 101	Intro to Engineering	3	MAT 104 or 110
POL 101	American National Government	3	EDU 100, ENG 100
POL 102	Introduction to Political Science	3	EDU 101, ENG 101
PSY 101	General Psychology	3	None
PSY 103	History & Systems	3	PSY 101 or EDU 202
PSY 207	Human Sexuality	3	None
PSY 307	Developmental Psychology	3	PSY 101
PSY 314	Abnormal Psychology	3	PSY 101
SOC 101	Introduction to Sociology	3	ENG 100, EDU 100
SOC 201	General Anthropology	3	ENG 100, EDU 100
SOC 243	Introduction to Human Services	3	ENG 100, EDU 100, SOC 101

Natural Sciences Division

Courses Open to Freshmen

COURSE		TITLE	Cr	PREREQUISITES
Lecture	Lab			
BIO 101	161	Human Biology	4	All require EDU 100 BIO 103
BIO 102	162	Human Health & Diseases	4	
BIO 103	181	General Biology I for Majors	4	
BIO 104	182	General Biology II for Majors	4	
CHE 101	161	Introductory Chemistry	3	EDU 100
CHE 103		General Chemistry I + one-hour Recitation (CHE 1R1) [0]	4	EDU 100. Coreq: MAT 110
CHE 104		General Chemistry II + one-hour Recitation Lecture (CHE 1R2) [0]	4	CHE 103 Coreq: MAT 111
CSC 151		Computer Applications	3	MAT 103
CSC 158		Computer Programming I	3	MAT 103
GSC 101	161	Physical Science I	4	MAT 103 or higher
GSC 102	162	Physical Science II	4	MAT 103 or higher
GSC 111		Environmental Science	3	EDU 100
NOTE: MAT 103 & 104 DOES NOT fulfill the University Math Requirement				
MAT 103		Algebra I	3	By placement
MAT 104		Algebra & Applications	3	MAT 103 or placement
MAT 106		Math for Liberal Arts	3	None
MAT 107		Finite Mathematics	3	MAT 104 or placement
MAT 110		College Algebra	3	MAT 104 or placement
MAT 111		Pre-Calculus	3	MAT 110 or placement
MAT 114		Elementary Statistics I (non-majors)	3	MAT 104, 110 or Placement
MAT 120		Calculus for Life/Soc. Sci. Majors	4	MAT 107 or placement
MAT 121		Calculus I	4	MAT 111 or placement
MAT 122		Calculus II	4	MAT 121
PHY 103	1L7	Introduction to Physics I	4	Co-req: MAT 111
PHY 104	1L8	Introduction to Physics II	4	Co-req: MAT 111 Pre-req: PHY 103 or PHY 105
PHY 105	1L7	General Physics I (Notice: Calculus Corequisite)	4	Coreq: MAT 121
PHY 106	1L8	General Physics II	4	Co-req: MAT 121 Pre-req: PHY 103 or 105
PHY 181	1L1	Elementary Astronomy	4	None

For course descriptions go to: www.lincoln.edu/registrar/catalog

The courses that are listed in the tables on the previous pages (p. 21 - 22) are open to freshmen if the prerequisites have been satisfied.

- "**Prerequisite**" means there is at least one other course you must take (and pass) before you can enroll in another course.
- "**Corequisite**" means that when you enroll in a particular course you must also, in the same semester, be enrolled in the one listed as the corequisite course.
- Students who:
 - a. WERE NOT "placed into" a developmental course are considered to have equivalency in the course and therefore will meet the "prerequisite" of having completed the developmental course.

For example, if you were **NOT** placed into EDU 100, then you may enroll in courses that have EDU 100 as a "prerequisite."

- b. WERE placed into a higher level course are also considered to have equivalency in a lower level course and therefore will meet the "prerequisite" of having completed the lower level course.

For example, if you **WERE** placed into ENG 102, then you may enroll in courses that have ENG 100 or ENG 101 as a "prerequisite."

SATISFACTORY ACADEMIC PROGRESS AND PROBATION POLICIES

A student who is meeting the standards for *Satisfactory Academic Progress (SAP)* is eligible to continue studying at 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
- 2) **The Completion Rate Measure:** cumulative earned credits must be at least 75% of the cumulative attempted credits.

Cumulative Credits Attempted	Cumulative GPA
24 - 29	1.75
30 – 59	1.90
60+	2.00

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 during which the student may continue studying at Lincoln and 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* that a student may be required to take **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 the Registrar or visit their website at www.lincoln.edu/registrar. 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.

Earned Credits	Grade Level
0 – 29	Freshman
30 – 59	Sophomore
60 – 89	Junior
90+	Senior

Class Attendance Policy

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.

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 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.

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.

Credits from other institutions that: 1) are taken after a student's initial enrollment at Lincoln, and 2) do not constitute a repeat of courses taken at Lincoln, may be accepted in transfer, but a maximum of 12 credits and their associated quality points may be included in a student's Lincoln University cumulative grade point average.

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 Lincoln University. Applications are sent to qualified students. Completed applications should be returned to the Honors Program office and will be evaluated by the selection committee. 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.

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 Lincoln University for at least four semesters, who have earned at least 60 credit hours from 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.

Grades earned in courses that were accepted by Lincoln from other institutions and used to fulfill the requirements for the undergraduate degree will be included in the computation of the GPA for Graduation Honors. This computation will include the quality points and credits not normally included in the Lincoln University GPA.

UNDERSTANDING THE COLLEGE LINGO

The following list is by no means a complete list of definitions or terms that apply to college life, but are considered to be important for freshman students.

College Catalog or Bulletin – a booklet often referred to as the college “bible” or bulletin, which gives information on a school’s history and traditions, academic policies and procedures, degree and curriculum requirements, course descriptions and prerequisite requirements, campus facilities, university calendar, academic and student support services, academic divisions and departments, university administration, faculty and staff.

Course Numbering System – typically in college courses are numbered according to academic year: 100’s are freshman level, 200’s are sophomore level, 300’s are junior level, and 400’s are senior level.

Prerequisite – see page 23.

Corequisite – see page 23.

Syllabus – outlines the requirements for a course. The instructor/college professor will usually distribute the syllabus the first day of class. Typically the syllabus will include a description of the course, required texts and/or supplemental readings, reading and writing assignments, quiz and exam dates, attendance policy, expected standard of conduct for the classroom, plagiarism policy, grading policy, the professor’s name, office location, and email address.

Plagiarism – a piece of writing that has been copied from someone else or obtained from other sources (computer) and is presented as being your own work. In college, students are expected to develop their own thoughts on paper and to document anything taken from another source.

Undergraduate Degree – Lincoln confers two undergraduate degrees, which typically take 4 – 5 years to complete:

- B.A. Bachelor of Arts
- B.S. Bachelor of Science

In order to earn a degree in a particular discipline/major, students must complete the university core requirements (see p. 13 - 16) and the major department requirements (see

college catalog for requirements or pick-up curriculum requirement sheet from the department or the Academic Advising Center). For most undergraduate majors at Lincoln, students must complete a total of 124 credits to earn a bachelor's degree. Students may also opt to minor in a subject; however it will typically require one or two additional semesters of study. Typically students take 8 semesters (4 years) complete a bachelor's degree. Masters and Doctorate degrees are awarded by graduate schools and require a bachelor's degree. Normally 30 credits are required for the Master's degree, and 75 – 90 credits are required for the Doctorate degree.

Mandatory Registration – students pre-register for classes prior to each semester. Registration for the spring 2009 semester will take place October 27-October 30th, November 3rd & 4th, 2008 and registration for the fall 2009 semester will take place March 23-26th & 30th & 31st, 2009 (see p. 32)

Semester – refers to the length of an academic term. Lincoln divides the year into two academic semesters consisting of 15 weeks each. For the 2008-2009 academic year, the fall semester runs from August 20 to November 28, 2008, and the spring semester runs from January 14 to April 17, 2009. Also, one six-week summer session will be offered from May 18 to June 26, 2009.

FAFSA (Free Application for Federal Student Aid) – an application to be completed by students for Federal Financial Aid each year while in college.

Financial Aid Award Letter – a letter citing the amount of financial aid a student is eligible for if they filed a FASFA application. This letter will also indicate if they are eligible for the work-study program.

Room and Board – cost for residential housing and meals.

Tuition – is the cost of courses you take, lab and technology fees, and activity fees.

Bursar's Office/Student Accounts Office – responsible for billing students for tuition and Room and Board and procurement of payment for such. Also dispenses book vouchers and tuition refunds for those who qualify.

Registrar's Office – oversee course registration of all students, dispensing academic transcripts, generating mid-term and final grade reports, evaluating transfer credits, processing the application for graduation, producing core audit report for students, processing withdrawal from class and from college, and dispensing degrees.

Student Union Building (S.U.B.) – houses student mailroom, bookstore, student government and student activities office.

Residence Halls/Dormitories – buildings on campus used for student housing.

HOW TO GRADUATE FROM COLLEGE IN FOUR YEARS

1. Be sure you know whether your reading and writing skills are adequate for success in college. If you need help, visit the Learning Resource Center as soon as you can in your first term. The Learning Resource Center (222 Dickey Hall) houses the Reading, Writing, Science and Math Labs helping students to be successful in their courses.
2. Plan to declare your major by the end of your first semester, no later than mid-sophomore year. If you do not know what potential careers you can anticipate with certain majors, visit the Office of Career Services (241 Dickey Hall) early in your college career and start to find out while you're exploring your areas of interest, ask people about their jobs, what they do, what kind of education they had, and whether they like their work.
3. To graduate in four years, you must successfully complete an average of 30 credits a year. Take as close to 15 credits per term as possible. If you fall behind the 30 credit per year goal, you can make up the missing credits in the summer.
4. A fifteen (15) credit course load translates into a minimum of 45 hours per week of academic activity. For every 1 hour of in-class time, you should expect to study a minimum 2 hours outside of class (including library, computer labs, and study time). Devote as much time to studying as possible, particularly on the weekends. Keep other obligations like part-time jobs to an absolute minimum.
5. Plan to finish your General Education Requirements (core requirements) by your sophomore year. This will give you more freedom and flexibility in choosing your junior and senior year courses.
6. **GO TO CLASS** - Missing classes will affect your final grade. Every faculty member agrees that missing class is the primary reason for low grades; do not listen to other students when they say you don't have to go to class. Make use of faculty office hours - your instructors are there to help you and answer your questions.
7. Talk with your instructor and advisor about ways to improve your performance before withdrawing from a course. Know the implications on your financial aid before withdrawing from a course. If you fail or withdraw from courses, you will have to make up the equivalent credits. If you must withdraw from a course do it before you are subject to academic penalty.
8. Your academic career is your responsibility; be actively involved in it. Be knowledgeable and alert; come prepared to your advisor meetings; know where you stand in regard to your academic progress and major requirements.

PLEASE POST FOR REFERENCE
Registration and Academic Calendar
for 2008-2009 Academic Year

FALL 2008 SEMESTER

Classes Begin: Wednesday, August 20th

Last Day to Drop and Add Class(s): Friday, August 29th
(drops after this date will be considered withdrawals)

Last Day to Obtain Financial Clearance*: Tuesday, September 9th
*Students are not permitted to attend class after this date if not financially cleared.

Mid-Term Exams: Monday, October 6th – Friday, October 10th

Last Day to Withdraw from Class(s):** Monday, October 20th
**Students withdrawing after this date will receive an F(s) in their course(s).

Registration for Spring 2009 Semester*:** Monday, October 27th – Friday, October 31st
Monday, November 3rd – Tuesday, November 4th

***Students should make an appointment with their advisor to register each semester. Advisors will post appointment schedules at their campus location. Registration instructions and registration forms will be forwarded to students' **campus mailbox**. Students registering after the deadline date will be assessed a \$50.00 late registration fee.

Thanksgiving Break: Wednesday, November 26th – Sunday, November 30th

Last Day of Classes: Friday, November 28th

Final Exams: Tuesday, December 2nd – Friday, December 5th

Dates are subject to change

SPRING 2009 SEMESTER

Classes Begin: Wednesday, January 14th

Last Day to Register, Drop and Add Classes: Friday, January 23rd
(drops after this date will be considered withdrawals)

Last Day to Obtain Financial Clearance: Tuesday, February 3rd

Mid-Term Exams: Monday, March 2nd – Thursday, March 5th

Last Day to Withdraw from Class(s)*: Monday, March 16th

Registration for Fall 2009 Semester: Monday, March 23rd - Friday, March 27th
Monday, March 30th – Tuesday, March 31st

Easter Break: Friday, March 10th – Sunday, March 12th

Last Day of Classes: Friday, April 17th

Final Exams: Tuesday, April 21st – Friday, April 24th

Summer 2009 Session: Monday, May 18th – Saturday, June 27th

Dalmas A. Taylor Academic Advising Center

Web Advisor Curriculum Planning Sheet
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COURSE SCHEDULE

COURSE ID (e.g., ENG 102)	SECTION (e.g. 01)	COURSE TITLE	CR	CLASS ROOM	DAYS (e.g., MWF)	TIMES (e.g., 9:00 – 9:50)

Recommended Courses for Students in their 1st, 2nd, or 3rd Semester:

- ▶ Freshman Year Experience (FYE101) – Honor Students must take the Honors Freshman Year Experience Course.
- ▶ English 100, 101, 102, 103 (Code=ENG) and ENG 207 or 208
- ▶ Math – required level (Code=MAT) (Math courses are dictated by major) 106 or higher (103 & 104 are developmental)
- ▶ EDU 100 (Reading and Study Skills) and EDU 101 (Critical Reading) if required
- ▶ Oral Communications (EDU 102) if required
- ▶ African American Experience if you did not take it in you first semester (SOS 151) and two additional Social Sciences as follows: ECO 201, EDU 150, HIS 103, POL 101, PSY 101, SOC 101 (courses to be taken after EDU 101, ENG 101)
- ▶ Dimensions of Wellness (HPR 101)
- ▶ Fitness for Life (HPR 103) (If required)
- ▶ 1st or 2nd level Language course or Computer Science (dictated by major)
- ▶ Two (2) Humanities courses – Introduction to Music (MUS 200) or Introduction to Art (ART 201) and Introduction to Philosophy or Introduction to Religion (REL 201) (must complete ENG 102 before taking humanities intros)
- ▶ Natural Science – first or second level (dictated by major)
- ▶ Course(s) in your major (contingent upon completion of prerequisites)

Transfer students should consult their advisors regarding upper division courses to take.

Students placing into Oral Communications (EDU 102) should take it in their second semester.

Number of Credits Recommended:

Students must take 12 credits to be considered full-time. Students can take up to 18 credits and not be charged additional tuition.

EXPECTED STUDENT LEARNING OUTCOMES FOR THE ADVISING EXPERIENCE

(Council for the Advancement of Standards in Higher Education)

Students will:

- Value the role of the academic advising process in the university setting.
- Demonstrate the characteristics of a prepared advisee.
- With the guidance of an academic advisor, make effective decisions concerning their degree and career goals.
- Develop an educational plan for successfully achieving their goals; select courses each term to progress toward fulfilling that educational plan.
- Know the general education requirements and appreciate the liberal arts values reflected in the University core.
- Use campus resources and services to assist them in achieving their academic, personal, and career goals.
- Follow through when referred to appropriate campus resources.
- Be able to read accurately and effectively use a degree audit in their educational planning.
- Graduate in a timely manner based on the individual educational plan.

Academic advising is a collaborative educational process; students and their academic advisors are partners in meeting the essential learning outcomes that support student success. The partnership requires participation and involvement of both the academic advisor and the student and spans the student's whole education experience at Lincoln University. In this partnership both the advisor and the advisee have well-defined responsibilities.

RESPONSIBILITIES OF ADVISEES:

- Gather all relevant decision-making information, and accept responsibility for decisions.
- Clarify personal values and goals.
- **Become knowledgeable about policies, procedures, and academic requirements/read the college bulletin (www.lincoln.edu/registrar/catalog).**
- Maintain personal copies of grade reports, transfer credit evaluations, and all other information regarding your college education.
- Contact and keep in touch with your advisor. Make and keep appointments or call if it is necessary to change or cancel an appointment. Advising is a 50/50 partnership.
- Come with necessary materials (pencil, schedule worksheet, forms, etc.).
- Be open concerning schoolwork, study habits, academic progress, etc.
- Build a schedule free of conflicts in time.
- Make your own final decisions concerning selection of courses, choice of majors, and careers.
- Prepare a list of questions or concerns before meeting with your advisor.
- Become familiar with student service offices and student organizations.
- Ask questions until you understand.
- See that any academic records from other universities are transferred and received by the Registrar's Office.

WHEN TO SEE YOUR ADVISOR:

- When you want to discuss any problems or withdraw from a course, which may affect academic performance, including academic progress and strengths and weaknesses.
- When you want to add, drop courses, or inquire about a course pass-fail option.
- When you are concerned about inadequate study skills, having difficulties in your course work, or are on academic probation.
- When you do not know where help is available.
- When you want to discuss your educational and career goals.
- When you are considering changing directions/majors/interests.
- When you want to schedule classes for next semester.
- To declare a major after you complete 24 credits minimum/45 credits maximum and have a 2.00 cumulative GPA.
- **Remember:** If your advisor is not available to discuss any of the above, the Academic Advising Center has an open door policy.

PLAN FOR SUCCESS NOW!

PLEASE POST FOR REFERENCE
2008-2009 FRESHMAN ADVISORS

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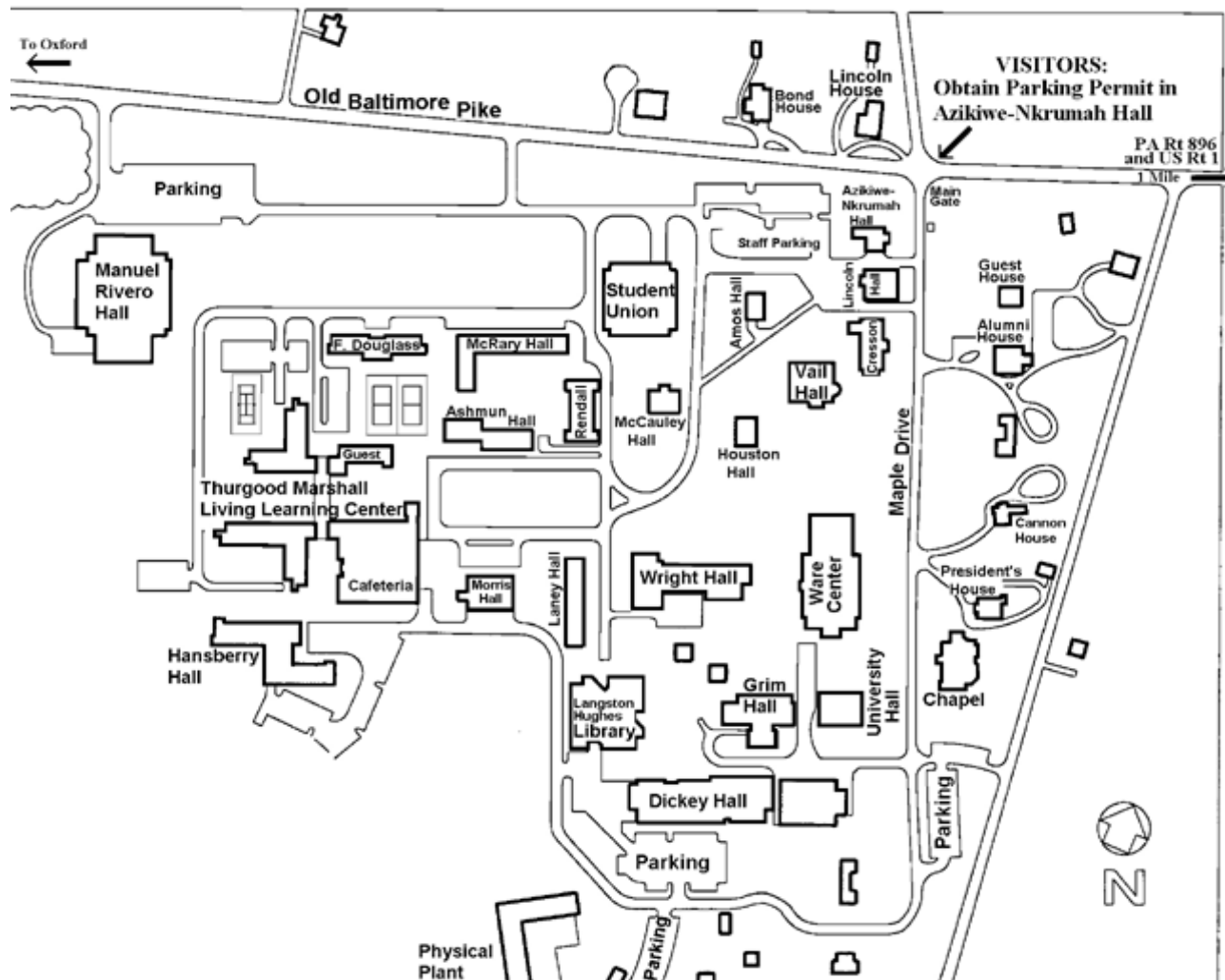
Mr. Stephen Roberts
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Advisor office hours will be posted in the Academic Advising Center.

-- NOTES --

LINCOLN UNIVERSITY CAMPUS

LINCOLN UNIVERSITY, PENNSYLVANIA 19352



Azikiwe-Nkrumah Hall (Main Gate, 1st Bld) – Security & Master of Human Services

Dickey Hall – **2nd floor** – Math, Religion, Philosophy, Career Services, ACT 101 Achievement Program/Learning Resource Center, Academic Advising Center.

3rd floor – Education, Economics, Business, Sociology, History & Political Science.

Graduate Services – Under renovation – **currently located in the module building adjacent to Dickey Hall.**

Grim Hall – Biology & Psychology

Langston Hughes Library - Lincoln University's Library under renovation – **currently located in the module building adjacent to Dickey Hall.**

Lincoln Hall (Bld next to Azikiwe-Nkrumah Hall) – Financial Aid, Registrar, Admissions, International Services, VP Enrollment Planning, Communications, & Human Resources.

Manuel Rivero Hall – Gym, Health Science, Physical Education

Student Union Building (SUB)- Student Bookstore, Student Mailroom/Post Office, Copy Center, Financial Aid Office, Residence Life, Student Life and Development Office, LU Radio Station, Student Government Association.

Thurgood Marshall Living Learning Center – Student Cafeteria, Computer Labs, Guest Suites, Institutional Research Center Office (IRO).

University Hall – Newly renovated – English Department

Vail Hall – President's Office, VP Fiscal Affairs Office, VP Academic Affairs Office, Bursar & Business Offices.

Ware Center – Newly renovated - Music, Fine Arts & Language Department

Wright Hall – Chemistry & Physics Department

~NOTES~