



March 2007



The Dalmas A. Taylor Academic Advising Center Spring 2007 Newsletter

The Dalmas A. Taylor Academic Advising Center Welcomes New and Returning Students

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The Academic Advising Center was established in 1997 at the recommendation of the Academic Advising Ad-Hoc Committee that was convened under the leadership of Dalmas A. Taylor, former Vice President for Academic Affairs. After Dr. Taylor's untimely passing in 1998, the Center was renamed the Dalmas A. Taylor Academic Advising Center in his honor. Under the direction of Ms. Nancy Kenner, and her Senior Secretary, Ms. Robin Wilson, the Center operates with an open-door policy. The Center is currently staffed by seventeen (17) faculty advisors and ten (10) special program and professional staff advisors.

The mission of the Academic Advising Center is to coordinate and maintain advising services that assist students by providing accurate and timely information and advice regarding core requirements, reasonable course loads, and general degree requirements. The advisors also stress the importance of academic policies and procedures with their advisees, and encourage them to take advantage of the support services available on campus. To this end, academic advisement is viewed as a collaborative process between student and advisor, with the ultimate responsibility for making decisions about major requirements and educational plans resting with the student. We trust that, as students coming to Lincoln University, you are eager to pursue a course of study that will prepare you for tomorrow's job market and/or graduate school. For the most part, your advisor will be responsible for advising you until you complete a minimum of twenty-four (24) credits or a maximum of forty-five (45) credits and are in good academic standing (2.00 GPA or better), some departments may require a higher GPA. In order to promote the development of the advisor/advisee relationship, we recommend that you meet with your advisor.

First Session

Prior to midterm exams, to discuss your academic progress and help you identify sources of academic support, if needed.

Second Session

Following midterm exams, for a midterm progress review conference and to pre-register for summer school and the next academic semester.

Please understand that these meetings are the recommended minimum number of times you should meet with your advisor. We encourage you to see your advisor if additional contacts are desired. Academic Advisement should occur whenever you or your advisor feel there is a need. It is quite okay to stop by just to say "hello." We look forward to your contact. If you are unsure of who your advisor is, please stop by the Academic Advising Center or call extension 7627.

In addition to seeing their assigned advisor at their campus address, students are invited to come to the Advising Center to: 1) obtain information on curriculum requirements for the different majors offered at Lincoln; 2) obtain pre-registration schedules, add/drop (withdrawal) forms, and other essential forms; 3) procure general information as it pertains to academic policies and procedures; and 4) get help with a pressing academic concern.

Registration for Fall 2007 and Midterm Progress Review Conferences with Your Advisor



Date	Earned Credits	Form Color
Monday, March 26th	75 or more	Orange
Tuesday, March 27th	45 to 74	Blue
Wednesday, March 28th Thursday, March 29th Friday, March 30th	15 to 44	Green
Monday, April 2nd Tuesday, April 3rd Wednesday, April 4th Thursday, April 5th	0 to 14	Yellow

1) **When do I meet with my advisor to Register?**

Advisors will post appointment schedules on their door at their campus address. Students should fill in a slot for an appointment on the day they are permitted to schedule based on the number of credits **earned**. Your advisor will meet with you at that time.

2) **When and where do I get my Registration form?**

The Registrar's Office will forward your pre-registration form to your campus mailbox the day before you are permitted to schedule. This form is to be taken with you to your appointment with your advisor. Do not write on this form until you meet with your advisor.

3) **Where do I get the Fall 2007 Schedule of Classes?**

The spring schedule of classes will be available in the Academic Advising Center on Thursday, March 22nd, or on the Registrar's website at www.lincoln.edu/registrar.

4) **How do I determine what courses to take next semester?**

Review the Freshman Advising and Course Selection Guide at www.lincoln.edu/advising or the University's Bulletin at www.lincoln.edu/registrar for information on university core and major requirements, course descriptions and pre-requisites. Before you meet with your advisor, prepare a preliminary schedule of classes with days and times you would like to take them.

5) **How do I determine equivalents for credits I transferred in?**

If you transferred credits in from another college, pick-up a course equivalency sheet from the Academic Advising Center or the Registrar's Office and follow the necessary steps. However, equivalency cannot be determined if the Registrar's Office has not received an official transcript of classes taken from the former college or university you attended.

Language Placement Exam

The language placement exams will be held on **Tuesday, March 13, 2007** from **3:30 to 5:30 p.m.** in **Module 10, 11, 12**. Students who have had two years of a foreign language in high school are required to take the exam if they intend to take a course in that language next semester. A student's performance on this test will determine what level of language they are to be placed. Students placing out of one or more levels of a foreign language will receive credit for that course or courses.

*"Not everything that is faced can
be changed, but nothing can be
changed until it is faced."
-James Baldwin*

Academic Rules, Regulations, Policies.....

Grades Required in the Major

A grade of “C” or better is required in the student’s major; a maximum of two (2) courses completed with a grade of “C-” is permissible for major courses.

Once accepted in a department major, a student may remain as a major in that department as long as he/she maintains a cumulative GPA set by the department. Normally the minimum GPA required is 2.00; however, some departments may require a higher minimum GPA.

Grade Level

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

Satisfactory Academic Progress Requirements

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.

The Satisfactory Academic Progress (SAP) standards include two measures – **both** of which must be met as follows:

- (1) **The GPA Measure:** the cumulative grade point average (GPA) must be equal to or greater than the corresponding minimums in the table below.
- (2) **The Completion Rate Measure:** must complete 75% of the cumulative attempted credits after attempting 24 or more 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 now be included in attempted credits. This means that you must pass at least three out of every four courses that you attempt and that withdrawing from courses and repeating courses will have negative effects on your completion rate.

Course Withdrawal Policy

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. (See page 56 in the University Bulletin located at www.lincoln.edu/registrar/catalog.)

Spring 2007 Withdrawal Deadline is

Monday, March 12, 2007

Students wishing to withdraw after this deadline will receive an F in the course.

Unofficial Withdrawal from a Course

Students who cease attending a class prior to mid-term examinations week and have not officially withdrawn from the class will be considered to have unofficially withdrawn from the class. In these cases, instructors will issue the mid-term grade of “WU”. The withdrawal date to be used in all financial calculations shall be the last class day of the mid-term examination week. (See page 58 in the University Bulletin.)

Procedure for Scheduling Summer Classes—On-or Off Campus

Lincoln will offer one summer session at its main campus from May 14 through June 23, 2007. Students can register for summer classes when they meet with their advisor to register for the fall semester. Registration for summer will continue until the end of the semester.

Students planning to take

summer courses at another college or university must complete a **Request Permission to Take Courses form**. These forms are available in the Registrar’s Office or on their website at www.lincoln.edu/registrar, and in the Academic Advising Center. If students do not follow the steps as outlined on this form, the university is **not** obligated

to award credit for courses taken elsewhere. Since this form requires signatures from Department Chairs, we urge students to **complete it before they leave for summer break**. Students are encouraged to come to the Advising Center to get assistance with scheduling classes off campus.

Financial Aid for Summer School

Financial Aid is available on a limited basis for students who qualify. Qualification will depend upon maximum financial aid a student was awarded for the 2005-2006 academic year. The **deadline for applying for**

summer financial aid is April 2007. Students interested in applying for aid should go to the Financial Aid Office, located at 101 Lincoln Hall. Applications are also available on-line at www.lincoln.edu/financialaid. Students

planning to attend other colleges and universities need to speak with their respective financial aid counselor regarding aid that might be available.

Helpful 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 a major. By taking the following steps you can make an **informed** decision about a major:

1) Explore the range of majors offered at Lincoln by reviewing the University's

Bulletin located on the Registrar's web page at www.lincoln.edu/registrar. Also, you can obtain curriculum requirement sheets by visiting the department of your intended major or the Academic Advising Center.
2) Information Interview-learn from people who have a job/career you might want at www.Mymajors.com; www.nycareerzone.org/text/assessment/index.jsp; www.getthatgig.com; www.monsertrak.com.

3) Get information on any occupation from A-Z by going to the **Occupational Outlook Handbook** website located at: www.bls.gov/oco.
4) Take introductory classes as electives to expose you to an area of interest.
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.

The Academic Advising Center Staff

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- Dr. Maria Poza
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- Dr. David Royer
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- Dr. Nichole Stephens

Office Location:

- 349 DH 7395
- 114 LHL 7262
- HM 7504
- 112 GH 7582
- 373 DH 7271
- 212 MRH 7911
- 207 GH 7510
- 357B DH 7285
- 221 WH 7074
- 127 WH 7476
- LHML 7366
- 269 DH 7443
- HM 7238
- HM 7419
- 305 GH 7511
- 260 DH 7210
- 327 DH 7600

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WE'RE ON THE WEB!
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