



LINCOLN UNIVERSITY

The Dalmas A. Taylor Academic Advising Center Newsletter

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Welcome New and Returning Students

The Dalmas A. Taylor Academic Advising Center, located in 222 Dickey Hall, Suite 235, was established in 1997 to provide “centralized” advising services to **all** first-time entering students. 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. The faculty and staff advisors coming under the jurisdiction of the Academic Advising Center, are trained to provide consistent and quality support to their advisees. For the most part, your advisor will be responsible for advising 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).

Under the direction of Ms. Nancy A. Kenner, and her Senior Secretary, Ms. Denise M. Williamson,

the Center operates with an open-door policy. In addition to seeing their assigned advisor at their campus address, students are welcome to come to the 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 academic policies and procedures; and 4) get help with a pressing academic concern that requires immediate attention.

In order to promote the development of the advisor/advisee relationship, in addition to your initial session with your advisor we recommend that a student meet with their advisor as follows:

- Prior to midterm exams, your advisor will discuss academic progress and help you identify sources of academic support, if

needed.

- After midterm exams, your advisor will meet with you to discuss your midterm grades and pre-register you for the next academic semester.
- At the end of the spring semester in April. To schedule summer classes.

Please understand that these meetings are the recommended minimum number of times students should meet with their advisor. We encourage students to see their advisor if additional contacts are desired. Academic Advisement should occur whenever you or your advisor feels there is a need. It is quite okay to stop by just to say “hello” during their posted office hours. If you are unsure of who your assigned advisor is, please stop by the Academic Advising Center or call extension 3627.

Steps for Declaring a Major

Students who have earned 24 or more credits are urged to declare a major. If still undecided about a major, it might be helpful to obtain a list of majors and minors from the Academic Advising Center. Also, curriculum requirements for the different majors are outlined in the college bulletin, which can be accessed on the university’s website by going to www.lincoln.edu/registrar.

To begin the process for declaring a major, it is necessary that students do the

following:

- 1) Obtain a major application from the Academic Advising Center.
- 2) Take the application to your freshman advisor for his/her approval and signature.
- 3) Next, take the application to the department you are declaring your major in and have the Department Chair sign it and indicate who your new advisor will be in the space provided.
- 4) **Bring the completed application**

back to the Academic Advising Center.

After receiving your application, the Academic Advising Center will forward it to the Registrar’s Office. Once the department advisor is assigned, the Academic Advising Center will procure your student record folder from your current advisor so that it can be forwarded to your new advisor.

See Steps for Pre-Registration for Next Semester on Page 2

Getting Ready to Meet with Your Advisor to Pre-Register for the Next Semester



Pre-registration for the Fall 2005 semester will begin on Monday, October 31st through Tuesday, November 8th. As usual, students will pre-register according to credits earned as follows:

Monday, October 31 st	75 or more credits	Orange Form
Tuesday, November 1 st	45 to 74 credits	Blue Form
Wednesday, November 2 nd	15 to 44 credits	Green Form
Thursday, November 3 rd	0 to 14 credits	Yellow Form
Friday, November 4 th Monday, November 7 th Tuesday, November 8 th	Any Number of Credits	Any Color Form

1) When do I see my advisor to Pre-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 pre-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 Spring Schedule of Classes?

The spring schedule of classes will be available in the Academic Advising Center on Thursday, October 27th 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.

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) Go to my www.mymajors.com and/or

www.mycareerzone.org/text/assessment/index.jsp to take a career assessment inventory. In 15 minutes or so, the survey will kick back six majors for you to consider and links to help you investigate those majors. Other websites to explore career interest are: www.getthatgig.com; www.monstertrak.com; and "What I Can Do with a Major In....." by accessing this website at www.uncwil.edu/stuaff/career/majors.

- 3) Information Interviews-learn from people who have a job/career you might want at www.quintcareers.com/informational_interviewing.html.
- 4) Get information on any occupation from A-Z by going to the **Occupational Outlook**

Handbook website located at: www.bls.gov/oco.

- 5) Take introductory classes as electives to expose you to an area of interest.
- 6) Visit the Office of Career Services, located in 241 Dickey Hall, to browse career and graduate school information.
- 7) Begin to recognize areas that you have strong interest in, and courses you like best, and courses in which you get the best grades.
- 8) 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.

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

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.

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

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

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. 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 the completion rate.

Course Withdrawal Deadline

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.) When a student withdraws from a course, a grade of “W” is entered on the transcript if the student withdraws before the deadline date. 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. **The fall 2005 course withdrawal deadline is Monday, October 24, 2005.**

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 59 in the University Bulletin.)

Summary of Core Curriculum Requirements

SEM 190	University Seminar I	SOS 151	African American Experience	Math course other than MAT 103 or 110)
SEM 390	University Seminar II	HPR 101	Dimensions of Wellness	
ENG 102	English Composition I	HPR 102	Lifetime Sports	A minimum of 2 semesters of a Foreign Language, if required by the department.
ENG 103	English Composition II		Empowerment Course	
ENG 207	World Literature I		Global Studies Course	Students planning to graduate from Lincoln must complete the core requirements in addition to their major department requirements. The Registrar will evaluate the transcripts of transfer students at the time of their admission and propose a plan of substitution for the core requirements.
ENG 208	World Literature II		Science with Laboratory (may be specified by major)	
ART 201	Introduction to Art		Science with Laboratory (may be specified by major)	
MUS 200	Introduction to Music		Math Course (may be specified by major; any	
PHL 101	Introduction to Philosophy			
REL 101	Introduction to Religion			

The Academic Advising Center Staff

<u>Advisors</u>	<u>Office Location</u>	<u>Email Address</u>	<u>Extension</u>
Prof. Robert Allen	349 Dickey Hall	rallen@lincoln.edu	3395
Mr. Neal Carlson	114 L. H. Memorial Library	carlson@lincoln.edu	3252
Ms. Susan Chikwem	302-5 University Hall	schikwem@lincoln.edu	3504
Ms. Denise Gaither-Hardy	112 Grim Hall	gaither@lincoln.edu	3582
Mr. Patrick Hall	230 L. H. Memorial Library	phall@lincoln.edu	3370
Dr. Todd Herring	375 Dickey Hall	therring@lincoln.edu	3271
Ms. Yvonne Hilton	212 Manuel Rivero Hall	yhilton@lincoln.edu	6911
Dr. Mazharul Huq	124 Wright Hall	huq@lincoln.edu	3471
Dr. Terrance Johnson	357-B Dickey Hall	tjohnson@lincoln.edu	3285
Ms. Nancy A. Kenner	222 Dickey Hall, Rm. 235	kenner@lincoln.edu	3627
Dr. Robert Langley	221 Wright Hall	langley@lincoln.edu	1074
Ms. Mychell Moore	103 Lincoln Hall	mmoore@lincoln.edu	3591
Ms. Pallavi Pathak	269 Dickey Hall	ppathak@lincoln.edu	3443
Prof. Charles Pettaway	144 Ware Center	pettaway@lincoln.edu	3419
Ms. Thelma Ross	105 Lincoln Hall	tross@lincoln.edu	3583
Dr. Susan Safford	308 Grim Hall	safford@lincoln.edu	3512
Ms. Stacey Tarlton	1st Floor, Hansberry Hall	starlton@lincoln.edu	1331

<u>Special Program Advisors</u>	<u>Office Location</u>	<u>Email Address</u>	<u>Extension</u>
Ms. Emma Blount-Stewart LEAPS Program	129 Wright Hall	eblount@lincoln.edu	3477
Dr. Ayo Maria Gooden ACT 101/T.I.M.E. Program	222 Dickey Hall, Rm. 221	doctorayo@aol.com	3495
Ms. Rachel Manson ACT 101/T.I.M.E. Program	222 Dickey Hall, Rm. 229	rmanson@lincoln.edu	3460
Ms. Jennifer Myers ACT 101/T.I.M.E. Program	222 Dickey Hall, Rm. 226	jmyers@lincoln.edu	3494
Ms. Francine Taylor ACT 101/T.I.M.E. Program	222 Dickey Hall, Rm. 228	ftaylor@lincoln.edu	3469

Advisors' office hours are posted in the Academic Advising Center or at their campus office.

Ms. Nancy A. Kenner, Director
Ms. Denise M. Williamson, Senior Secretary
222 Dickey Hall, Suite 235
P.O. Box 179, MSC #85
Lincoln University, PA 19352

Phone: (610) 932-8300, extension 3627
Phone Direct: (610) 932-1279
Fax: (610) 932-1246
Email: kenner@lincoln.edu
Website: www.lincoln.edu/advising