



LINCOLN UNIVERSITY

The Dalmas A. Taylor Academic Advising Center Newsletter

Fall 2007

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

The Dalmas A. Taylor Academic Advising Center was created as a service to the university community to provide informed and caring academic advising to entering students. The Center took its name from the late Dalmas A. Taylor, former Vice President for Academic Affairs. Dr. Taylor was responsible for convening a team of faculty, students, and staff who first met in November 1996 as an Ad Hoc Committee to consider ways to improve the advising process. The Center is centrally located at 222 Dickey Hall, Suite 235 and shares space with the Learning Resource Center. Under the direction of Ms. Nancy Kenner and the support of her secretary, Ms. Robin Wilson, the center operates with an open door policy. The Academic Advising Center is currently staffed by seventeen (17) faculty advisors and twelve (12) administrative and professional counselors and staff advisors representing the Academic Achievement Program (ACT 101), LEAPS (Lincoln's Excellent Academic Program in Science), the Admissions Office, the Student Services Office, the Financial Aid Office, and the Woman's Center. Upon admission to the university, students are assigned to one of these pre-major advisors who will remain their advisor until they satisfy the conditions for declaring a major. In order to declare they must complete a minimum of 24 credits or more if required by the department, and earn a minimum of 2.00 Cumulative Grade Point Average. Some departments may require a higher Grade Point Average and

completion of specific courses before they will accept students into their department. Transfer students can declare after the first semester if they transferred at least 12 or more credits. After satisfying the conditions for declaration a major, students are advised to complete a Major Application. Once the student is declared, responsibility for advising shifts to a faculty advisor in the department of their chosen major.

Students who have met the conditions for declaring a major, should take the following steps:

- 1) Obtain a **Major Application** from the Academic Advising Center or Registrar's Office.
- 2) Take the application to your pre-major 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) **After obtaining these signatures, take the completed Major Application to the Academic Advising Center for processing.**

After receiving your application, the Academic Advising Center will deliver 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 pre-major advisor so that it can be forwarded to your new advisor.

In order to promote the

development of the advisor/advisee relationship, students are expected to meet with their assigned advisor at the appropriate intervals each semester for an academic progress review conference and to develop their schedule of classes during mandatory registration. Students should feel comfortable meeting with their advisor as need dictates, and should not hesitate to consult with them on matters as they relate to academic policies and procedures, reasonable course loads, and curriculum requirements. Office hours and location for the advisors are posted in the Academic Advising Center. In addition to seeing their assigned pre-major advisor, students are also encouraged to come to the Academic Advising Center to: 1) obtain information on curriculum requirements for the different majors, 2) obtain schedule of classes and other documents and forms, 3) to add, drop, or withdraw from classes, 4) procure the Declaration of Major Application, 5) to inquire SAP (Satisfactory Academic Progress) requirements, policies, and procedures, 6) to get assistance with scheduling summer classes off campus, and 7) to get help with a pressing academic concern that requires immediate attention when your advisor is not available.

The Academic Advising Center is open 9:00 a.m. until 5:00 p.m. Monday thru Friday. Students are encouraged to stop by the Academic Advising Center when need dictates. Students can stop by or call us at extension (484) 365-7627.

SEE STEPS FOR MANDATORY REGISTRATION FOR NEXT SEMESTER

Meeting With Your Advisor to Register for the Spring 2008 Semester



Mandatory registration for the spring semester will take place beginning Monday, October 29th through Tuesday, November 6th. As usual, students will meet with their advisors to schedule classes and register according to credits earned as follows:

Date	Earned Credits	Form Color
Monday, October 29 th	75 or more	Orange
Tuesday, October 30 th	45 to 74	Blue
Wednesday, October 31 st	15 to 44	Green
Thursday, November 1 st Friday, November 2 nd Monday, November 5 th Tuesday, November 6 th	0 to 14	Yellow

1) When do I see 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 Spring 2008 Schedule of Classes?

The spring schedule of classes will be available in the Academic Advising Center on or before Thursday, October 25th, 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 and 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 in credits 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.

6) Should I repeat course/s I failed or I withdrew from?

Yes, particularly if the course is a core requirement or pre-requisite for another course in the sequence.

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

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

credits after attempting 24 or more credits. 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.

Last Day To Withdraw From Classes

Monday, October 22, 2007 is the deadline date for withdrawing from class/es. Students withdrawing after this date, withdraw with an "F".

Foreign Language Placement Exams

Wednesday, October 24, 2007 - Students who have had 2 years of the same language in high school are **required** to take this test to determine foreign language placement. Students planning to take a language next semester should go to the Foreign Language Dept. in the Module Building 3-E to pre-register.

Summary of Core Curriculum Requirements

Humanities-15 Credits

ENG 102 English Composition I
 ENG 103 English Composition II

To Be Taken After 102: (2 Courses)

ART 201 Introduction to Art, or
 MUS 200 Introduction to Music
 PHL 101 Introduction to Philosophy, or
 REL 101 Introduction to Religion

To Be Taken After 103:

ENG 207 World Literature I or
 ENG 208 World Literature II

Social Sciences-9 Credits

SOS 151 African American Experience

Select (2) of the Following To Be Taken After EDU 101 and ENG 101:

ECO 201 Principals of Economics-Macro
 ECO202 Principals of Economics-Micro
 EDU 201 Intro to Education
 EDU 202 Educational Psychology

HIS 103 History of the U.S. Since 1945 (Recent History)
 POL 101 Political Science
 PSY 101 General Psychology
 SOC 101 Intro to Sociology

Math-3 Credits (Minimum)

One Math course at the 105 (College Algebra), or higher level. However, some departments may require a specific course or courses. Choice of major will dictate.

Natural Sciences-7-8 Credits

Select (2) of the Following:

Bio 101/161 or higher Human Biology/Lab
 CHE 100/160 or higher Intro to Chem./Lab
 GSC 101/161 Physical Science I/Lab
 GSC 102/162 Physical Science II/Lab
 PHY 101/161 or higher Intro to Physics/Lab
 PHY 181 Elementary Astronomy

Physical Education-2-3 Credits

HPR 101 Dimensions of Wellness
 HPR 103 Fitness (Walking/Conditioning)

(All freshman will be tested for BMI and cardiovascular fitness. Only those who do not meet minimum criteria will be required to complete HPR 103.)

Foreign Language or Computer Science

A minimum of 2 semesters of a Foreign Language, or 2 computer science courses if required by the department.

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.

Students who entered the university prior to Fall 2006 should meet with their advisor to review their core requirements.

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 Academic Advising Center or the department of your intended major.
- 2) Go to my www.mymajors.com and/or www.nycareerzone.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; myroad.com
- 3) Get information on any occupation from A-Z by going to the **Occupational Outlook Handbook** website located at: www.bls.gov/oco, or www.online.onetcenter.org.
 - 1) Take introductory classes as electives to expose you to an area of interest.
 - 2) Visit the Office of Career Services, located in 241 Dickey Hall, to browse career and graduate school information.
 - 3) Begin to recognize areas that you have strong interest in, and courses you like best, and courses in which you get the best grades.
 - 4) Discuss your choice of major with your advisor and establish what GPA and other requirements you must fulfill to earn a degree in that major.

The Academic Advising Center Staff

<p><i>Ms. Nancy A. Kenner, Director</i> <i>Ms. Robin Wilson, Secretary</i></p> <p><i>The Dalmas A. Taylor Academic Advising Center</i> <i>222 Dickey Hall, Suite 235</i> <i>P.O. Box 179, MSC #85</i> <i>Lincoln University, PA 19352</i></p> <p><i>Phone: (484) 365-7624</i> <i>(484) 365-7627</i> <i>Fax: (484) 365-8146</i></p>	<p>Faculty Advisors:</p> <p>Mr. Robert Allen Mr. R. Neal Carlson Prof. Susan Chikwem Ms. Denise Gaither-Hardy Dr. Carol-Anne George Dr. Todd Herring Ms. Yvonne Hilton Ms. Anna Hull Dr. Robert Langley Dr. Melvin Leaman Dr. Patricia Lewis-West Mr. Joseph McIlhenny Dr. Helen Major Prof. Pallavi Pathak Prof. Charles Pettaway Ms. Deeawn Roundtree Dr. David Royer</p> <p>Special Program Advisors:</p> <p>Ms. Elaine Bell, ACT 101/AAP Program Ms. Emma Blount-Stewart, LEAPS Program Ms. Germel Clarke, Admissions Ms. Constance Lundy, Intl. Programs & Services Ms. Rachel Manson, ACT 101/AAP Program Ms. Jennifer Myers, ACT 101/AAP Program Mr. Rita Myers, Student Services Mr. Stephen Roberts, Student Services Ms. Genyne Royal, Student Life & Development Ms. Thelma Ross, Financial Aide Ms. Kalisha Turman, Woman's Center</p>	<p>Office Location:</p> <p>349 DH 114 LHML Humanities 112 GH 331 DH 373 DH 212 MRH 207 GH 221 WH 218 DH 328 DH LHML 127 WH 269 DH Humanities 351 DH 305 GH</p> <p>222/228 DH 129 WH 104 Cannon 206 LH 222/229 DH 222/226 DH 104 LH 103 LH Math House 105 LH Hansberry Hall</p>	<p>Ext:</p> <p>7395 7262 7504 7582 7567 7260 7911 7510 7074 7296 7598 7366 7476 7443 7419 7674 7511</p> <p>7469 7477 7218 7785 7460 7494 7229 7591 7927 7583 7233</p>
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WE'RE ON THE WEB!
WWW.LINCOLN.EDU/ADVISING