



LINCOLN UNIVERSITY

The Dalmas A. Taylor Academic Advising Center Newsletter

Fall 2006
Volume 12, Issue 1

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

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. Located in 222 Dickey Hall, Room 235, the Center. Under the direction of Ms. Nancy Kenner, the Center operates with an open-door policy; and serves as a Resource Center for advisors and students. Located in 222 Dickey Hall, Room 235, the Academic Advising Center's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Center is currently staffed by seventeen (17) faculty advisors and ten (10) professional staff advisors representing: ACT 101/T.I.M.E, LEAPS, the Office of Admissions & Student Services, and the Women's Center.

All first-time entering students, including transfers are assigned to an advisor who will provide accurate and timely information and advice regarding core requirements, satisfactory academic progress requirements (SAP), 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. This particular advisor is considered your freshman year advisor, and will remain your advisor until the conditions are satisfied for declaring a major. In that the University encourages declaration of major as soon as possible, students can declare after completing one semester. However, some departments require completion of specific pre-requisites, and a minimum GPA, (grade point average) to be accepted into a major, (e.g., Education, English Communications). Transfer students can declare in their first semester, if they have satisfied the conditions or have transferred in 24 or more credits. When the student declares his/her major, the responsibility for advising shifts to an advisor in the department offering the 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 first year 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 com-**

pleted Major Application to the Academic Advising Center.

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 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 advisor at the appropriate intervals each semester to discuss their academic progress, and to register for classes. Academic Advisement should occur whenever you or your advisor feel there is a need. If you are unsure of who your advisor is, Advisors' office hours are posted in the Academic Advising Center, and at their campus address (see p. 4). In addition to seeing their assigned advisors at their campus address, students are 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 academic policies and procedures; and 4) get help with a pressing academic concern that requires immediate attention if your advisor is not available.

SEE STEPS FOR MANDATORY REGISTRATION FOR NEXT SEMESTER

Meeting With Your Advisor to Register for the Spring 2007 Semester



Mandatory registration for the fall semester will begin on Monday, October 30th through Tuesday, November 7th. Students who fail to register at this time will be assessed a \$50.00 late fee. As usual, students will register according to credits earned as follows:

Date	Earned Credits	Form Color
Monday, October 30 th	75 or more	Orange
Tuesday, October 31 st	45 to 74	Blue
Wednesday, November 1 st	15 to 44	Green
Thursday, November 2 nd Friday, November 3 rd Monday, November 4 th Tuesday, November 5 th Wednesday, November 6 th Thursday, November 7 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 2007 Schedule of Classes?**

The spring schedule of classes will be available in the Academic Advising Center on or before 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.

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

Yes, 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.

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

(2) **The Completion Rate Measure:** must complete 75% of the cumulative attempted 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.

*“When anything in creation fulfills it’s purpose,
It brings glory to God.”*

*-Rick Warren,
Author of The Purpose Driven Life*

Summary of New Core Curriculum Requirements

Humanities

- 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

- To Be Taken After EDU 101 and ENG 101:**
- SOS 151 African American Experience
- Select (2) of the Following:**
- ECO 201 Principals of Economics-Macro

- ECO202 Principals of Economics-Micro
- EDU 201 Intro to Education
- EDU 202 Educational Philosophy
- HIS 110 History of the U.S. Since 1945 (Recent History)
- POL 101 Political Science
- PSY 101 General Psychology
- SOC 101 Intro to Sociology

Math

Natural Sciences

- Math 105 or higher
- College Algebra

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

Physical Education

- 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

Foreign Language or Computer Science

meet minimum criteria will be required to complete HPR 103.)

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 entering the University prior to the fall of 2006 semesters must satisfy the requirements that were in place at that time.

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

	Advisors:	Office Location:	Ext.:
	Mr. Robert Allen	349 DH	3395
	Mr. R. Neal Carlson	114 LHML	3262
	Prof. Susan Chikwem	302-5 UH	3504
	Ms. Denise Gaither-Hardy	112 GH	3582
	Dr. Todd Herring	373 DH	3260
	Ms. Yvonne Hilton	212 MRH	6911
	Ms. Anna Hull	207 GH	3510
	Dr. Terrance Johnson	357B DH	3643
	Dr. Robert Langley	221 WH	1074
	Mr. Joseph McIlhenny	LHML	3366
	Dr. Helen Major	127 WH	3476
	Prof. Pallavi Pathak	269 DH	3443
	Dr. Maria Poza	Humanities	3238
	Prof. Charles Pettaway	144 WC	3419
	Dr. David Royer	305 GH	3511
	Dr. Nicole Stephens	327 DH	3600
	Dr. Abdulalim Shabazz	260 DH	1210
	Special Program Advisors:		
	Ms. Emma Blount-Stewart, LEAPS Program	129 WH	3477
	Ms. Germal Eaton-Clarke, Admissions	104 Cannon	3218
	Ms. Rachel Manson, ACT 101/T.I.M.E. Program	222/229 DH	3460
	Ms. Jennifer Myers, ACT 101/T.I.M.E. Program	222/226 DH	3494
	Ms. Rita Myers, Retention/Student Services	103 LH	3229
	Mr. Stephen Roberts, Retention & Student Services	103 LH	3591
	Ms. Thelma Ross, Financial Aid	105 LH	3583
	Ms. Stacey Tarlton	Women’s Center 1st Floor, Hansberry Hall	1331
	Ms. Constance Lundy	206 LH	3785
	Ms. Elaine Bell, ACT 101/T.I.M.E. Program	222/228 DH	3469
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