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 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 excepted 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 completed 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:

Inside this issue:

Pre-Registration Procedures and Dates for Fall 2006
Academic Rules and Regulations
Summary of New Core Curriculum
Helpful tips with Choosing a Major
The Academic Advising Center Staff

Lincoln University

Lincoln University
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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Earned Credits</th>
<th>Form Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 30th</td>
<td>75 or more</td>
<td>Orange</td>
</tr>
<tr>
<td>Tuesday, October 31st</td>
<td>45 to 74</td>
<td>Blue</td>
</tr>
<tr>
<td>Wednesday, November 1st</td>
<td>15 to 44</td>
<td>Green</td>
</tr>
<tr>
<td>Thursday, November 2nd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, November 3rd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, November 4th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday, November 5th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 6th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, November 7th</td>
<td>0 to 14</td>
<td>Yellow</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Earned Credits</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30 – 59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60 – 89</td>
<td>Junior</td>
</tr>
<tr>
<td>90+</td>
<td>Senior</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 – 29</td>
<td>1.75</td>
</tr>
<tr>
<td>30 – 59</td>
<td>1.90</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 103</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

**To Be Taken After 102: (2 Courses)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 201</td>
<td>Introduction to Art, or</td>
</tr>
<tr>
<td>MUS 200</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy, or</td>
</tr>
<tr>
<td>REL 101</td>
<td>Introduction to Religion</td>
</tr>
</tbody>
</table>

**To Be Taken After 103:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 207</td>
<td>World Literature I or</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature II</td>
</tr>
</tbody>
</table>

**Social Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>101:</td>
<td>To Be Taken After EDU 101 and ENG</td>
</tr>
<tr>
<td>SOS 151</td>
<td>African American Experience</td>
</tr>
</tbody>
</table>

**Select (2) of the Following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Principals of Economics-Macro</td>
</tr>
</tbody>
</table>

**Physical Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPR 101</td>
<td>Dimensions of Wellness</td>
</tr>
<tr>
<td>HPR 103</td>
<td>Fitness (Walking/Conditioning)</td>
</tr>
</tbody>
</table>

(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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 100/160</td>
<td>or higher</td>
</tr>
<tr>
<td>CHE 100/160</td>
<td>or higher</td>
</tr>
<tr>
<td>GSC 102/162</td>
<td>Physical Science I/II</td>
</tr>
<tr>
<td>PHY 101/161</td>
<td>or higher</td>
</tr>
</tbody>
</table>

**Select (2) of the Following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO202</td>
<td>Principals of Economics-Micro</td>
</tr>
<tr>
<td>EDU 201</td>
<td>Intro to Education</td>
</tr>
<tr>
<td>EDU 202</td>
<td>Educational Philosophy</td>
</tr>
<tr>
<td>HIS 110</td>
<td>History of the U.S. Since 1945 (Recent History)</td>
</tr>
<tr>
<td>POL 101</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Intro to Sociology</td>
</tr>
</tbody>
</table>

**Natural Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio 101/161</td>
<td>or higher</td>
</tr>
<tr>
<td>CHE 100/160</td>
<td>or higher</td>
</tr>
<tr>
<td>GSC 101/161</td>
<td>Physical Science I/II</td>
</tr>
<tr>
<td>PHY 101/161</td>
<td>or higher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 105 or higher</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

EDU 101 | Intro to Education

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


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.