



March 2008



The Dalmas A. Taylor Academic Advising Center Spring 2008 Newsletter

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

Volume 13, Issue 2

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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, her Faculty Assistant Ms. Susan Chikwem and Senior Secretary, Ms. Robin Wilson, the center operates on 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, and the Woman’s Center. Upon admission to the university, the student is 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 15 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 declaring 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. Any second semester sophomores who have not yet declared their majors should try to do so this semester so they can start preparing their Writing Portfolio in the major next semester.

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 when 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 your 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 (484) 365-7627.

Registration for Fall 2008 and Midterm Progress Review Conferences with Your Advisor



Mandatory registration for the Fall 2008 semester will take place beginning **Monday, March 24th through Tuesday, April 1st**. 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, March 24th	75 or more	Orange
Tuesday, March 25th	45 to 74	Blue
Wednesday, March 26th	15 to 44	Green
Thursday, March 27th Friday, March 28th Monday, March 31st Tuesday, April 1st	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 as indicated in the box above. 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 2008 Schedule of Classes?**

The Fall schedule of classes will be available in the Academic Advising Center on Thursday, March 20th, 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. Preliminary Course Planning Sheets and Major and Minor Curriculum Requirements Sheets are also available in the Academic Advising Center or in the major departments.

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.

The language placement exams will be held on **Wednesday, March 12, 2008** from **3:30 to 5:30 p.m.** in **Module 11, for French & Spanish**. 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.

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

Satisfactory Academic Progress

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

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.

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.

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

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 2008 Withdrawal Deadline is

Monday, March 10, 2008

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 19 through June 27, 2008. 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 summer 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 2007-2008 academic year. The **deadline for applying for**

summer financial aid is April 7, 2008. 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. Stu-

dents 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) To do a career assessment or find out more about a major, take a career interest inventory at: www.Mymajors.com; www.nycareerzone.org/text/assessment/index.jsp; to obtain information on health careers go to

www.healthcareers.org

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

Lincoln University

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WE'RE ON THE WEB!
WWW.LINCOLN.EDU/ADVISING



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- Dr. Todd Herring
- Ms. Yvonne Hilton
- Dr. Anna Hull
- Dr. Robert Langley
- Dr. Melvin Leaman
- Dr. Patricia Lewis-West
- Dr. Helen Major
- Mr. Joseph McIhenney
- Ms. Pallavi Pathak
- Prof. Charles Pettaway
- Ms. Deeawn Roundtree
- Dr. David Royer

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- Ms. Elaine Bell
- Ms. Emma Blount-Stewart
- Ms. Germel Clarke
- Ms. Constance Lundy
- Ms. Rachel Manson
- Ms. Jennifer Myers
- Ms. Rita Myers
- Mr. Stephen Roberts
- Ms. Genyne Royal
- Ms. Thelma Ross
- Ms. Kalisha Turman

Office Location:

- 349 DH 7395
- HM 7 7262
- 317 UH 7504
- 112 GH 7582
- 331 DH 7567
- 373 DH 7260
- 212 MRH 7911
- 207 GH 7510
- 221 WH 7074
- 218 DH 7296
- 328 DH 7598
- 127 WH 7476
- HM 7366
- 269 DH 7443
- 109 WC 7419
- 351 DH 7374
- 305 GH 7511

Ext.:

- 209 LH 7290
- 222 DH 7469
- 129 WH 7477
- 104 Cannon 7218
- 206 LH 7785
- 222 DH 7460
- 222 DH 7494
- 103 LH 7229
- 103 LH 7591
- Math House 7927
- 105 LH 7583
- Woman's Cnt. 7233