I. Advising Policy at CSU
   • CSU’s Model for Advising
   • Topics to cover with advisees
   • Official Degree Audits

II. Essentials of Effective Academic Advising
   • Students have the responsibility to:
   • Advisor responsibilities include:

III. Legal and Ethical Issues in Academic Advising

IV. Respecting Confidentiality

V. Procedure for Handling Advising Records

VI. Student F.A.Q.s

VII. Policies and Procedures

VIII. “You can’t be all things to all advisees” -- Student Referrals

IX. Glossary of Advising Terms

X. Advisor Tutorial for Registering students through My CSU
I. Advising Policy at Charleston Southern University

CSU’s Model for Advising

- Degree-seeking students who have declared a major are partnered with members of the faculty, who serve as the university’s academic advisors

- Non-degree seeking students, and students seeking the Interdisciplinary degree are advised at The Office of Academic Advising

- The Freshman Seminar Professors will advise first-time freshmen enrolled in GNED 101 Freshman Seminar for the first semester (some departments for the entire year), unless the student declares a new major or emphasis that requires a different advisor.

- Undecided students who remain undecided about their major at the end of their first semester will be assigned to the Student Success Center until a major is selected. These students will also get assistance from The Career Center to help them make decisions about their choice of major.

- Transfer students are assigned to a faculty advisor based on the major

- Students with a Double Major will have two advisors

- Non-degree-seeking Graduate students are appointed to the graduate directors for advising

- Degree-seeking Graduate students in Business, Nursing, and Criminal Justice are appointed to the respective graduate directors for advising

- Degree-seeking Graduate students in Education are assigned to a faculty advisor
NOTE: Students can view their advisor assignment through their My CSU account.

Topics to cover with advisees

- Evaluate the student's suitability to major in the chosen discipline
- Referrals to other campus resources
- Review the requirements for the degree, any special options, and possible electives
- Monitoring and feedback on progress toward meeting degree requirements
- Identify any deficiencies in the student's record and ways to correct them
- Discuss career and graduate school options

Advising Worksheet/Official Degree Audits

- Students may view their unofficial advising worksheet (degree audit) through their MyCSU account. The advising worksheet is an unofficial check of the requirements a student has completed and the requirements they have remaining. While unofficial, it should accurately reflect the student’s progress in meeting their graduation requirements. If a student believes there is an error, it is their responsibility to contact the Office of the Registrar. If they do not understand how to read the audit, they are to contact their academic advisor.

- Students may request one official degree audit through their MyCSU account.

II. Essentials of Effective Advising

Advising research shows that students who develop a good relationship with their advisors are more likely to persist and graduate. An advisor helps to promote student growth and development, and assists students in assessing their interests and abilities, examining their educational goals, and developing short-term and long-range plans to meet their objectives. Advisors provide information on general education and major requirements, clarify policies and procedures, discuss educational and career options, monitor academic progress, and direct students to other resources when necessary.

Both students and advisors must assume equal responsibility in the advising process.

Students have the responsibility to:

- Read the catalog carefully
- Be familiar with degree programs and requirements at the university
- Seek out answers to their questions
- Develop self-awareness
- Keep scheduled appointments
- Follow through on advisor recommendations
- Accept ultimate responsibility for their decisions
- Make use of all resources on campus

Advisor responsibilities include:
- Being knowledgeable about university and departmental requirements, policies and procedures
- Maintaining adequate office hours throughout the semester
- Providing a respectful, supportive atmosphere
- Keeping accurate records
- Ensuring that students are provided access to services on a fair and equitable basis
- Avoiding any personal conflict of interest as well as the appearance of a conflict
- Refusing to participate in any form of sexual harassment
- Recognizing the limitations of their positions and being familiar with university resources in order to make appropriate referrals

III. Legal and Ethical Issues in Academic Advising

Legal issues involved in academic advising generally fall under four categories (D. Parker Young, "Legal Issues Regarding Academic Advising," *NACADA Journal*, November 1982):

- The contractual relationship between students and the institution
- Guidelines governing privacy of student records
- The concept of privileged communications
- Academic due process and the need for grievance procedures

Through its publications, most notably the catalogs and departmental materials, the university establishes contractual obligations between the institution and students. Responsibility for knowing requirements ultimately rests with students; advisors will not be held personally liable for negligent, irresponsible, or capricious behavior of students. By keeping complete and accurate notes of advising sessions, advisors can forestall future disputes as well as protect themselves against claims of erroneous advising.

It is good policy to recognize the limitations of an advisor's role. Knowing when and where to refer students who present questions or problems that extend beyond the scope of advising or the individual advisor's knowledge can help avoid charges of inappropriate or inaccurate advising and the possible consequences of such allegations. Advisors who are confronted with student grievances concerning academic affairs should be familiar with the CSU Academic Catalog [graduate or undergraduate] [http://www.csuniv.edu/registrar/catalogs.asp](http://www.csuniv.edu/registrar/catalogs.asp) and inform students of appropriate administrative remedies.

IV. Respecting Confidentiality

The *Family Educational Rights and Privacy Act* (FERPA) [http://www.csuniv.edu/docs/ferpa_faculty.pdf](http://www.csuniv.edu/docs/ferpa_faculty.pdf) protects the privacy of student records and provides for students' access to information in the educational records [which includes advising files]. A student's official educational record under this law is the record kept in the Registrar's Office and in the Jenzabar computer system. All notes should be written with that in mind; notes of a personal nature should not be included in this file. University officials with a legitimate interest may view student files, but other parties may do so only with the students' permission.

Unless it is presented with a legal subpoena, Charleston Southern University may release only information that the university has defined as “directory information” in the university catalog. While FERPA does make provisions for parents of dependent students to have access to student records, advisors are not in a position to determine if those provisions have been met, and they should not release
academic information to a parent without the written consent of the student. Advisors may encourage parents to work cooperatively with their students and can refer parent requests to review student records to the Registrar’s Office.

Academic information (grades, etc.) is not released to parents without the permission of an adult student, and is not released to the student without proper identification. As a faculty advisor, your safest course of action is to refer all requests for information to the Registrar.

Although students have a right to privacy, advisors may discuss confidential information with other appropriate individuals, such as deans, the Registrar’s Office Staff, or the Student Success Center staff, in an effort to help them. Courts generally respect this right and do not hold advisors liable for statements considered as privileged communications. However, personal information should remain confidential and should only be released if students intend to harm either themselves or others.

V. Procedure for Handling Advising Records

In general, refrain from using paper records for advising notes UNLESS the notes are of an extremely personal nature.

Use the NOTEPAD function of Jenzabar’s Registration Module to keep electronic notes on advisees. This will help to create an efficient system for the sharing of student information pertinent to academic advising with other university personnel on a need-to-know basis:

- Click on NOTEPAD
- In the ID# Box, type the student’s ID number OR as much of the student’s name as you want using the format LAST, FIRST
- Click on NOTE and drag it to the gray area
- Click on the blue bar to open the note to type
- Don’t forget to insert the date and your initials on each note
- Click on OK
- Click on the SAVE icon in the menu bar to save the note

**NOTEPAD notes in Jenzabar are NOT directly accessible to students!**

- When disposing of printouts of any part of a student’s educational record (e.g., a transcript), be sure to shred any information that contains a student’s name or ID number
- If you need to keep a record of “sensitive” personal notes for an advisee that you wish to pass on to a future advisor, use paper rather than the NOTEPAD function to preserve the student’s privacy

VI. Student Frequently Asked Questions

Academic policy information is for the current catalog year.

1. How do I contact my academic advisor?
2. How do I change my major?
3. How can I challenge my Math placement or English placement?
4. Does CSU have a forgiveness policy for unsatisfactory grades?
5. What is the “Three Attempts Rule”?
6. What is the University’s policy on satisfactory progress and probation?
7. How many hours do I need to keep my financial aid for next year?
8. What are the guidelines for taking courses at other institutions?
9. Can I test out of any courses?
10. How do double majors and double minors work?
11. What are “holds” and “warnings” on my record and how do I get them lifted?
12. Can I take classes on-line at CSU?
13. Where can I find out what courses fulfill the liberal arts core at CSU?
14. I have a learning disability; how do I get help?
15. When should I declare a major?
16. Do I have to have a minor?
17. My major requires that I select a minor. How do I choose a minor? When do I have to declare it?
18. How do I find out what my grades are?
19. What do the grades FA, WP, WF, and W mean on my grade report?
20. If I don’t attend for a semester do I have to re-apply?
21. How do I find out about Study Abroad?
22. I need information about the Foreign Language Placement test. How do I find it?
23. I want to take a credit overload. How do I get permission?
24. How many hours can I take during Maymester?
25. How many hours can I take over the Summer I and Summer II sessions?
26. I received a grade of “Incomplete” from my professor. What can I do now?
27. What GPA do I need to earn to get on the Dean’s List?
28. I need information about IB, AP, and CLEP credit. How can I find it?
29. How should I prepare for a meeting with my Faculty Advisor?

Q. How do I contact my academic advisor?
A. If you’re taking Freshman Seminar, your professor for that course is typically your academic advisor for year one at CSU. The Academic Advising Office in the Student Success Center advises non-degree students, students with undeclared majors, and students who choose one of the Interdisciplinary majors [i.e., social science, natural science, or humanities & fine arts]. Your advisor’s name, telephone number, and email address can be found on your My CSU account.

Advisors are required to have set office hours each major semester. The Faculties’ office hours should be posted on their office doors, but please keep in mind that faculty advisors also teach classes and many are involved in other committees and activities on campus; they are not sitting in their offices all day long! It is your responsibility as an advisee to learn your advisor’s office hours each semester and to respect those hours; otherwise, you’ll just get frustrated by repeated failed attempts to “randomly find your advisor in his/her office”.

If you already have an advisor but you have decided to change your major, go to the Academic Advising Office and complete the change of major form so you can get hooked up with an advisor for your new major.

Q. How do I change my major?
A. You need to complete a Declaration of Major/Minor form that you can obtain by visiting the Student Success Center, located in the Strom Thurmond Student Center or by accessing your My CSU account. The forms are also available in the Registrar’s Office. Return the completed form to the Office of Academic Advising; your new advisor assignment will be posted on your My CSU account.

Q. How can I challenge my Math placement or English placement?
A. Your enrollment acceptance status – regular accept, Bridge studies accept, or transfer determines where you begin with Math and English. Placement is based on all or a part of the following: ACT scores, SAT scores, and high school or transfer college work. If you
want to take a Math course beyond the level at which you were placed you can take a computerized Math Placement Test. Contact the Student Success Center to make an appointment to take the Math Placement Test.

CSU does not have an English Placement Exam, but students who are required to take English 099 Bridges English will be asked to write a short essay on the first day of class to determine if placement out of Bridge English and into English 111 English Composition and Rhetoric I is appropriate.

Q. Does CSU have a forgiveness policy for unsatisfactory grades?

A. When calculating a student's cumulative GPA, if a course is repeated, only the best grade will be used in this calculation [according to the grade priority configuration established by the Registrar].

Students should be aware, however, that the University has a “three attempts” rule that allows students three (3) attempts in which to earn credit for a course. All graded attempts at a course will count toward this total.

Q. What is the “Three Attempts Rule”?

A. Students have three attempts at which to earn credit for a course; all graded attempts count, including W, WP, WF, and FA.

Q. What is the University’s policy on satisfactory academic progress and probation?

A. An undergraduate student whose GPA falls below the standard set by the Satisfactory Academic Progress Scale [SAP] will be placed on academic probation; the student will have two consecutive major semesters to raise his/her GPA or face a six (6) month’s mandatory academic suspension. While on probation or suspension, students are not permitted to take courses at another institution in an attempt to raise their GPA. Upon return to the University following a six-month’s suspension, a student is given one major semester to raise his/her GPA or face permanent academic dismissal from the University.

Q. How many hours do I need to keep my financial aid for next year?

A. The number of hours you need to earn during a financial aid year in order to be eligible to receive aid again the next year will be determined by the specific aid package that has been awarded to you. There is not a standard answer to this question. Contact the Financial Aid Office [located in the Hunter Reception Center] to find out what requirements you must meet based on your financial aid award.

Q. What are the guidelines for taking courses at other institutions?

A. In order to take courses elsewhere, students must receive prior approval from the appropriate department chair or dean. If you will be requesting to take a course at a local college, you will need to fill out the Cross-Registration Form, available at the Registrar’s Office. To take a course at a college outside of the local area you will need to complete the form called Request to Take a Course at another Institution that is also available at the Registrar’s Office or can be downloaded from the Registrar’s website: http://www.csuniv.edu/registrar/courserequest.pdf. You must submit the completed form to the Registrar for approval before taking the class.

Q. Can I test out of any courses?

A. The University has a program by which a current student might be permitted to “challenge” a course listed in the current catalog, unless the course description indicates otherwise. If an acceptable standardized subject exam is available, such as a CLEP Subject exam, however, students should consider this alternative rather than a Challenge Exam because Challenge Exams must be recorded as a letter grade and will be calculated into your GPA. CLEP exams are pass/fail and do not affect the GPA. To request approval for a CLEP Exam, complete the Standardized Subject Examination Request Form; to request approval for a Challenge Exam complete the Challenge Exam Request Form. Both forms are available at the Registrar’s Office.
Q. How do double majors and double minors work?

A. A **Double major** consists of earning a Bachelor of Art or Bachelor of Science in two subject areas. Students need to complete the requirements of each major in addition to the Liberal Arts Core requirements common to both majors. Students seeking a double major must meet with an advisor in each department and must officially declare the double major with the Academic Advising Office by completing the Declaration of Major/Minor Form. The catalog of record for a double major is determined to be the catalog in effect at the time of the declaration of the second major. In the event the student’s two majors include both a Bachelor of Arts and a Bachelor of Science major, the student will be required to choose a single degree type [Bachelor of Arts or Bachelor of Science] to be printed on the diploma at graduation.

**Minors** require 18-21 hours. To pursue a double minor, submit the intent on a Declaration of MajorMinor Form to the Academic Advising Office. Declaring double minor changes neither the student’s academic advisor assignment nor his/her catalog of record.

Q. What are "holds” and “warnings “on my record and how do I get them lifted?

A. The **hold** status is a method used by the University to enforce its requirements by suspending or limiting certain student privileges, including preregistration in some cases. Most of these involve money, academic, or disciplinary standards. The **warning** status is commonly used for information purposes only. Holds and warnings are added and removed to the student record by the Registrar’s Office, but to find out why a certain hold or warning was placed on your record, you’ll have to contact the specific office that initiated the hold or warning.

Q. Can I take classes on line at CSU?

A. CSU offers an extremely limited number of courses on line. To review your options, please refer to the class schedule in **My CSU**. Typically, courses with a section number of 40 are taught in the on line format.

Q. Where can I find out what courses fulfill the Liberal Arts Core requirements?

A. The CSU Undergraduate Catalog includes a general list of liberal arts core requirements [LAC]. However, some of those requirements may vary, according to the student’s major. In the Undergraduate Catalog, the academic requirements section for each major specifically denotes which LAC requirements for that major, if any, are different than the general LAC requirements.

Q. I have a learning disability, how do I get help?

A. You will need to establish that you are eligible to receive the appropriate services and accommodations by providing pertinent information to the Special Needs Committee. Contact Mrs. Ann M. Watson, Director of Student Success by phone at 843-863-7159 or via email at awatson@csuniv.edu for details.

Q. When should I declare a major?

A. Students should declare a major by the time they have earned 60 credits. If you are having difficulty deciding on a major you may want to visit a career counselor in the Career Center, located on the first floor of the Strom Thurmond Student Center.

Q. Do I have to have a minor?

A. Most students at CSU will need to satisfy a minor. The exception to this is when a student chooses one of a small group of majors with such substantial hours that no minor is required. You can assume that your major will require that you select a minor; unless, the academic requirements of your major specifically state that “no minor is required with this major”. Refer to your Undergraduate Catalog for details about the requirements of your major.

Q. My major requires that I select a minor. How do I choose a minor and when do I have to declare it?

A. There are two basic approaches to choosing a minor: 1) select a minor that compliments your major or 2) select a minor in an area you enjoy, but would not consider as a major. Your academic advisor is a good person of whom to bounce this kind of question. Also, you could seek advice from an advisor in the Academic Advising Office or from a professor whose opinion you value. A third
approach might be to look at some of the general electives you have taken to see if they can be grouped together to apply toward a minor.

There is no hard and fast rule about when you must declare a minor; however, it is a decision you are wise to tackle sooner, rather than later. You would want to avoid the situation where you must scramble in your senior year to squeeze in the requirements of an entire minor amidst the challenge of finishing up the final requirements for your major and Liberal Arts Core.

Q. How do I find out what my grades are?

A. To access your grades, log onto MY CSU. Students will need both their CSU ID# and the PIN assigned by Administrative Services to gain access to their personal information on MY CSU.

After signing in to MY CSU, click on My Grades; this will allow you to view your “unofficial” transcript, which includes the midterm and final grades, by semester, for your current degree.

Q. What do the grades FA, WP, WF, and W mean on my grade report and to my GPA?

A. The Registrar’s Office must award one of the following grades for any class a student drops after the “last date to register or drop/add” classes for a semester: W, WP, or WF. The grades of W [withdrawal] and WP [withdrawal but passing] will not affect a student’s GPA; however, the grade of WF [withdrawal but failing], calculates into a student’s GPA as an F.

Q. If I don’t attend for a semester do I have to re-apply?

A. If you sit out for one major semester, you will be required to complete an updated application with Enrollment Services, though you will not have to pay another application fee. If you sit out for two major semesters, you will have to complete an updated application and you will have to adopt the most recent academic catalog as your catalog of record.

A professor may award the grade FA [failure for absences] to a student who exceeds the number of allowable absences for a class, regardless of the student’s current class grade average. The grade FA calculates into the GPA as an F.

Q. How do I find out about Study Abroad?

A. To learn about study abroad opportunities, contact The Career Center at 863-8019 or stop by their office located on the first floor of the Strom Thurmond Student Center.

Q. I need information about the Foreign Language Placement test. How do I find it?

A. Placement tests are given on pre-registration days over the summer, or you may contact the Foreign Language Department at 863-7152 to schedule an appointment to take the placement test.

Q. I want to take a credit overload. How do I get permission?

A. To register for more than 18 hours during a major semester, you will need to have the permission of the Academic Dean of the student’s major. Typically, approval is reserved only for those students with a GPA equal to or greater than 3.0.

Q. How many hours can I take during Maymester?

A. The maximum load allowed during Maymester is four credit hours for undergraduate or graduate students. No exceptions.
Q. How many hours can I take over the Summer I and Summer II sessions?

A. The normal academic load for each summer session is two courses or six hours. The maximum load allowed in each summer term is seven credits. The Provost must approve any exception to this.

Q. I received a grade of “Incomplete” from my professor. What can I do now?

A. If you received a grade of incomplete in a class, you need to contact your professor and determine what you need to do to make up the incomplete work. You have until midterm of the next major semester to complete the work and have the final grade turned into the Registrar. Grades of incomplete are changed to a grade of F if the professor does not submit the final grade by the deadline.

An Incomplete calculates into a student’s GPA the same as an F.

Q. What GPA do I need to be on the Dean’s List?

A. To merit placement of the Dean’s List, a student must earn a minimum 3.50 GPA in at least 12 credit hours during a major semester.

Q. I need information about AP, IB, or CLEP Credits, how can I find it?

A. Information about the University’s transfer policy for Advanced Placement, International Baccalaureate, or CLEP credits is available in the University Catalog or on the Registrar’s website at: http://www.csuniv.edu/registrar/transfercredit.html

Q. How should I prepare for a meeting with my Faculty Advisor?

A. Your initial meeting with your advisor will probably focus on the courses you have chosen for your first semester. Prior to this meeting, you should make a list of your first choices as well as one or two “back-ups” for each class. You’ll want to consider a variety of factors when making these choices.

- Consider the times that the class meets. It’s generally not a good idea to “lump” your classes together so that you are done by noon or that you start until noon, but are done by 4pm. It’s easier to keep up with that material covered in class if you have some time to review notes just before or after the class meets.
- It’s also tempting to schedule all of your classes on two or three days so that you’ll have “free days” to devote to studying. In reality, this doesn’t usually work out. A day with no structure often becomes a day when nothing gets done!
- Try to balance the types of courses you are taking. Ideally, you should balance courses that emphasize reading and writing with courses like math, lab science or a foreign language. In turn, balance those classes with performance courses like art or athletics. [Students who try to take two lab sciences courses, a math course, and an intro course in another discipline during their first semester often find themselves totally overwhelmed.]
- Try to find out something about courses and professors; look for classes that suit you well. For example, if you had trouble sitting still for 50 minutes during a high school class, large lecture classes that last for 90 minutes might be extremely challenging.
- Check the course catalogue for info about core requirements for graduation. You don’t have to be overly focused on those during your first semester, but choosing courses from different divisions is a good way to balance your schedule.
- Always be sure to look at course prerequisites!
VII. Policies and Procedures

- The Admissions Process
  - International Baccalaureate (IB) Credit
  - SAT/ACT Scores
  - Advanced Placement Credit
  - Bridge Program Acceptance – versus- Regular Acceptance
  - The Honors Program
  - Readmitted Students
  - Transfer Students
  - Time Limit on Credit Rules
  - Evening Students

- Registration
  - Year and Term numbering convention
  - Class System for Advising/Registration
  - Holds & Warnings
  - Math Placement and English Placement
  - Advisement
  - Creating a Course Schedule
  - Student Instructions for WEB Registration
  - Tuition Charges
  - Satisfactory Academic Progress [SAP] Scale
  - Probation
  - Grade Changes
  - Calculating Grade Point Average [GPA]
  - Evaluation of Transfer Credit

- Tuition Charges
- Satisfactory Academic Progress (SAP)
- Probation
- Grade Changes
- Calculating Grade Point Average [GPA]
- Evaluation of Transfer Credit

NOTE: All students must apply to CSU through the Office of Enrollment Management, who notifies each applicant of his/her, acceptance status in writing.

The Admissions Process

- International Baccalaureate (IB) Credit –

Credit earned in High School and recorded on the high school transcript. The credit is evaluated by the Registrar’s Office. Also see the policy at [http://www.csuniv.edu/registrar/transfercredit.html](http://www.csuniv.edu/registrar/transfercredit.html)
• **SAT/ACT Scores**

Admission decisions are partially based on these scores submitted to Enrollment Services along with the Admissions Application

• **Advanced Placement Credit**

Student must send scores to Enrollment Management as part of the Admissions process; credit is evaluated and added to the student transcript by the Registrar’s Office

**Bridge Program Acceptance – versus – Regular Acceptance**

**NOTE:** The Director of the Bridge Program oversees progress of Bridge Students

- **BRIDGE Math Accepts** - SAT Math < 440; student is required to take Math 099 Beginning Algebra
- **BRIDGE English Accepts** - SAT English < 480; student is required to take English 099 Fundamentals of Writing and Mechanics, GNED 107 College Reading and Study Skills
- **Full BRIDGE Accepts**—Students must take all Math and English Bridge courses referenced above
- **Regular Accepts** will begin with English 111 English Comp I

Regular Accepts will be placed in Math based on Math SAT or ACT scores and High School Record

**The Honors Program**

Incoming freshmen with an SAT score of 1200 or higher (or an ACT score of 27 or higher) and a high school GPA of 3.5 may be eligible for participation in the Honors Program.

Current students and transfer students whose college transcripts show evidence of sustained academic excellence (a 3.5 GPA earned in at least 30 hours of course work, including credit for English 111, English 112, and the Math core requirement) are also encouraged to apply.

Honors Program Students can preregister apart from class standing rules

Honors Program students can take up to 15 hours of CLEP tests free from the CSU Testing Center

Honors Program students can take up to 21 hours without additional charges

The primary advisor is the advisor based on major and the secondary advisor is the Honors Program Director
Honors Program Students can take up to 21 hours without additional having to pay additional tuition beyond the full-time flat rate.

NOTE: Official Transcripts go first to Enrollment Management to be used in the acceptance process. An Evaluation Specialist in the Registrar’s Office gets them next to do the official evaluation of Readmitted Students.

The Registrar will consider Time Limit on Credit rules as part of the readmission process http://www.csuniv.edu/registrar/transfer.asp

A Change in Catalog of Record is required if the student has been out 2 major semesters.

Transfer Students

Time Limit on Credit Rules are considered by the Registrar’s Office in the evaluation of transfer credit http://www.csuniv.edu/registrar/academicpolicies/policy49.html

Advisors should direct student appeals about the evaluation of transfer credit to the Registrar’s Office.

The South Carolina Technical College Agreement for transferable classes is available Registrar’s web site: http://www.csuniv.edu/registrar/transfercredit.html

College of Adult and Professional Studies

College of Adult and Professional Studies website: http://www.charlestonsouthern.edu/caps/

The CAPS Program operates within an alternative 5-week Cohort framework.

Time Limit on Credit Rules can affect the evaluation of credit for transfer students http://www.csuniv.edu/registrar/academicpolicies/policy49.html

A limited choice of majors is available in the CAPS Program

Registration

Year and Term numbering convention

An academic year spans across two calendar years, beginning with the Summer I term. The Academic Year 2013-14 begins with the Summer I term in 2013 [2013-80 (subterm 86)] and ends with the Maymester term in 2013 [2013-80 (subterm 83)].

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Sub Term Code</th>
<th>Term Title</th>
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<tr>
<td>80</td>
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<td>Summer I</td>
</tr>
<tr>
<td>80</td>
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<tr>
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</tr>
</tbody>
</table>
Class System for Advising/Registration

- The first week of preregistration is reserved for currently enrolled Juniors & Seniors
- Students enrolled in the Honors Program and athletes also have first priority during week one
- Sophomores are eligible to register during the second week of preregistration
- Freshmen must wait until the third week to begin preregistering
- Underclassmen and new students are barred from registering before their respective turn by a hold system managed by the Registrar

Holds & Warnings

- Holds and Warnings are managed by the Registrar’s Office
- Advisors will be able to override Warnings during class scheduling
- Advisors will be unable to override Holds during class scheduling

IMPORTANT: If your advisor has a hold:

- Complete and sign a hard-copy registration form, 2) Send the student to clear the hold, and 3) After the hold is cleared, the student should take the signed registration form to the Registrar’s Office for processing
  - Also, see Holds and Warnings in the Advising Glossary for definitions to the hold and warning codes

Math Placement and English Placement

A student’s enrollment acceptance status – regular accept, Bridge Program accept, or transfer – will determine the entry level of Math and English. Placement is based on all or a part of the following: ACT scores, SAT scores, and high school or transfer college work.

Students who wish to take a Math course beyond the level at which he/she has been placed may choose to take a computerized Math Placement Test. Students should contact the Student Success Center to make an appointment to take the Math Placement Test.

CSU does not have an English Placement Exam, but students who are required to take English 099 Fundamentals of Writing and Mechanics will be asked to write a short essay on the first day of class to determine if placement out of Bridge English and into English 111 English Composition and Rhetoric I is appropriate.
STEP 1. ADVISEMENT

If the Student is in Good Academic Standing

Student makes an appointment with academic advisor to discuss academic progress and appropriate class choices.

If the Student is on Probation 2

Students on Academic Probation 2 must 1.) meet with their Academic Advisor concerning future classes (preferred schedule), 2.) then consult with the Academic Success Counselor in the Student Success Center to ensure preferred classes will allow them to get off of probation. Counselor then types schedule into computer and prints schedule for student. All new students and current students on academic probation must register using this method.

STEP 2. CREATING A COURSE SCHEDULE

If the Student is in Good Academic Standing

Upperclassmen in good academic standing may register online. To register online students need their CSU ID# and the unique Personal Identity Number [PIN] that is mailed to them by the Administrative Services Office. Students who lose their PIN can retrieve it on the MyCSU homepage.

A student MUST meet with their Academic Advisor before registering for classes. Once they meet with their Advisor the advisor will “release” the student to register online.

Students can also get a printout of their class schedule online.

Students who cannot register online:

New students, current freshmen, students majoring in music programs (including Music Education), and BRIDGE students will not be able to enter class schedules using My CSU. Students with a "hold" against their records and students on academic probation [1 or 2] will not be able to complete registration on-line. Also, if any prerequisite for a course has not been completed, the on-line system will not allow that course to be added to your schedule. Your advisor must be consulted for over-ride consideration and/or exceptions.

Student Instructions for ONLINE REGISTRATION

<table>
<thead>
<tr>
<th>How to register &quot;on-line&quot; using My CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Go to the CSU home page at <a href="http://www.charlestonsouthern.edu">http://www.charlestonsouthern.edu</a> and click &quot;My CSU&quot; at the top of the page to enter your CSU ID number and your assigned PIN.</td>
</tr>
<tr>
<td>- Click on “Academics” tab.</td>
</tr>
<tr>
<td>- Click &quot;Course Search&quot;. You will be asked to update your personal information and to accept the registration agreement.</td>
</tr>
<tr>
<td>- Select the term you desire and then click the “Course Search” tab.</td>
</tr>
</tbody>
</table>
• You can narrow your search if you like by selecting your division, a certain department, certain day and times, etc. Then click "Search" at the bottom of the page.
• Now you will see the course list you requested. Check the “add” box to the left of the course you want to include in your class schedule. Then click the “Add Course” button at the bottom of the screen. You will get a message that you have "successfully added the class." This means it is "saved" in the system. From the course list, you can also click on the course number or "Instructor" for additional information and options.
• Scroll to the bottom of the screen to see your class selections under “Your Schedule”. Return to "Course Search" to select a course using different search criteria, or just right click and select "Back" to return to your last course list. If you choose to go "Back" and get a message such as "Data Missing," right click again and select "Reload" to retrieve your last listing. Repeat the above process until your schedule is complete.
• You can return to "Your Schedule" anytime to view or change your schedule. You can drop classes the same way you add them. Simply click "Drop" on your existing schedule. Contact the Office of the Registrar at (843) 863-8060 if you have questions about on-line registration.

SPECIAL NOTE:

If you click on a course number for more information, please be advised that the prerequisites may be incorrect. Due to a program error, when the word "or" should appear between some courses, it has been omitted. For example, if either SOCI 201 or POLI 101 is acceptable as the prerequisite, the screen just lists "SOCI 201, POLI 101" as if they are both required. Also, options such as "or the permission of the instructor" will not appear. Refer to the Undergraduate Catalog to confirm the appropriate prerequisites and corequisites.

Tuition Charges

- 11 Hours or less is part-time; students pay a part-time rate
- 12-18 hours is full-time; students pay a flat rate
- Permission from the Academic Dean of the student’s major is required to register for more than 18 hours
- Students must pay for each hour enrolled over 18 at the hourly rate

Satisfactory Academic Progress [SAP] Scale

Students must maintain a minimum GPA to remain in good academic standing; good academic standing is required to retain financial aid for the next financial aid year. [http://csuniv.edu/registrar/academicpolicies/policy4.html](http://csuniv.edu/registrar/academicpolicies/policy4.html)

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Cumulative Minimum GPA: [GPA is not &quot;rounded up&quot;]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 30</td>
<td>1.40</td>
</tr>
<tr>
<td>31 - 60</td>
<td>1.80</td>
</tr>
<tr>
<td>61 - 90</td>
<td>1.90</td>
</tr>
</tbody>
</table>
* Note: Hours attempted for SAP purposes includes all credit attempted at CSU, all transfer credit and all nontraditional credit awarded.

**Probation**

- See the Probation Policy online: [http://csuniv.edu/registrar/academicpolicies/policy4.html](http://csuniv.edu/registrar/academicpolicies/policy4.html)

To Calculate the GPA for probation students see Grade Point Average in the Advising Glossary of Terms.

Students on 2 must advise and register with the Academic Success Counselor in the Student Success Center. For advisement and registration, Honors students must consult with the Honors Program Director and their regular advisor.

**Grade Changes**

Grade Changes are processed by the Registrar’s Office. View the policy online: [http://www.csuniv.edu/registrar/academicpolicies/policy1.html](http://www.csuniv.edu/registrar/academicpolicies/policy1.html)

**Calculating Grade Point Average [GPA]**

- Also See Grade Point Average in the Glossary of Advising Terms

**Evaluation of Transfer Credit**

- The Evaluation Specialist in the Registrar’s Office evaluates official transcripts
- A copy of the evaluation is mailed to the student
- Accepted transfer work is entered into the computer and can be viewed by printing a student transcript
- Appeals of transfer credit evaluations should be directed first to the Registrar’s Office; department chairs are second in the appeal chain of transfer credit evaluation appeals; Course substitution forms must be completed by Chairs and submitted to the Registrar to verify approved appeals

**VIII. “You can’t be all things to all advisees” -- Student Referrals**

As a faculty advisor, you can’t be all things to all advisees because of the vast differences among students. It’s o.k. to recognize your limitations as advisors. Some of the following are boundaries that can impede the effectiveness of faculty advisors:

- You can’t make decisions for advisees. However, you can be sympathetic listeners and offer various possible solutions for student problems;
- You can’t increase the native ability of advisees, but you can encourage the maximum use of the ability that the students have;
You can’t reduce the academic or employment loads of floundering advisees. However you can make recommendations that adjustments be made;

You should not criticize fellow faculty members to advisees. You can, however, make a friendly approach to an instructor if that instructor is involved in an advisee’s programs;

You should not betray an advisee’s confidence on matters of a personal nature. You can help the advisee seek appropriate professional assistance in dealing with personal or social adjustment problems;

You should not attempt to handle cases of emotional disturbances that fall outside the behavioral pattern of students adjudged reasonably normal. When complex problems arise concerning financial aid, mental or physical health, or personal-social counseling, you should refer students to the appropriate campus professional personnel.

To be an effective advisor, it is important that you know and understand your limitations. When you don’t know the answer to a question you should never hesitate to admit your lack of knowledge. Rather, you should readily refer an advisee to the appropriate source or resource—even assisting a student by making the necessary contacts, perhaps picking up the phone and making the appointment while the student is still in your office.

**Here are some general campus contacts that you may find useful for student referrals:**

Learning Center [http://www.csuniv.edu/student-success/tutoring.html](http://www.csuniv.edu/student-success/tutoring.html)

Counseling Services [http://www.csuniv.edu/currentstudents/counseling/](http://www.csuniv.edu/currentstudents/counseling/)

The Student Success Center [http://www.csuniv.edu/student-success/](http://www.csuniv.edu/student-success/)


The Career Center [http://www.csuniv.edu/careers/](http://www.csuniv.edu/careers/)
Charleston Southern University Glossary of Academic Advising Terms

The Online Glossary of Advising Terms is designed to help faculty advisors find key information in a hurry. We hope you will use it as a supplement to the Charleston Southern University undergraduate catalog---it is not intended to take the place of the catalog. We encourage you to keep your catalog handy and to use the two resources together. The Glossary will be updated, as new information is made available.

ADVISING TOPICS LISTED IN ALPHABETICAL ORDER:

<table>
<thead>
<tr>
<th>A</th>
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A

Academic Calendar
Academic Dishonesty
Academic Load
Academic Probation
Academic Requirements – recognition of credit used to satisfy more than one requirement
Admission to the University
Admitted on Academic Probations
Advanced Placement Credit
AFROTC Aerospace Studies
American College Testing [ACT]
Appeals
Applied Learning Experience [APPLE]
Applied Mathematics Major
Attendance Policy

Auditing a Class

Academic Requirements- -- recognition of credit used to satisfy more than one academic requirement

(1) Credit hours earned for any class are only counted once in the cumulative hours for graduation, and are counted once on the student’s transcript.

(2) Credit hours earned for a class required in one’s major that also meet the requirements in one’s minor or second major may be recognized in both areas.

- During “degree audits”, credit hours which meet the requirements in more than one area (including Liberal Arts Core) will only be counted once toward the 125 (+) hours need for graduation

- Exception: The School of Business will apply the above policy except as follows:

NOTE: Undergraduate students with a major in Business Administration and a minor (or second major) in Economics may not use the same upper level courses (300/400) to satisfy requirements in both areas.

Academic Calendar - The Undergraduate and Graduate Academic Calendar can be found online via the CSU homepage. GO TO the Academic Calendar online: http://www.csuniv.edu/academic_calendar.html

Academic Dishonesty - See “Academic Integrity Policy” for Procedure and Appeals Policy: GO TO the policy online: http://www.csuniv.edu/registrar/academicpolicies/policy58.html

Academic Load –

**Fall and Spring Semesters**

By academic definition, a full-time undergraduate student is one who is enrolled for ten (10) or more credit hours during a fall or spring semester, and a full-time graduate student is one who is enrolled for six (6) or more graduate credit hours. The normal load for graduate students is six (6) to nine (9) graduate credit hours.

An undergraduate student's normal load is fifteen (15) to seventeen (17) credit hours. For undergraduate students, permission must be obtained to enroll in 19 - 21 hours from the Academic Dean of the student's major.

The maximum undergraduate course load allowed in any semester is twenty-one (21) hours. The Provost must approve any exception to this policy.

Note: Tuition charges are determined annually and are listed in the catalog.

**Maymester**

The maximum course load allowed during "Maymester" (session held during the month of May) is four (4) credit hours for undergraduate or graduate students. No exceptions.

**Summer Sessions**

The normal academic load for each summer session is two courses or six semester hours. The maximum course load allowed in each summer term is seven (7) credit hours. The Provost must approve any exception to this policy.
**Academic Probation** - When a student fails to meet satisfactory academic progress (SAP) for a major semester, the student will be placed on Academic Probation and notified via a written communication from the Office of the Provost mailed to the student’s legal home permanent [*Lhp] address.

Students placed on probation have two major semesters to remove their probationary status.

**See** the University Undergraduate Catalog for the SAP scale and further details.

**Fast Facts about Probation**

- Students must take courses in residence at CSU to remove a probationary status.
- A student could get permission to take a course at another institution while on probation, but if the transfer of that course back to CSU [ex. a repeat of an F] removes the probationary status, the student can take the hours earned from the transfer course, but the probationary status remains.
- Students on probation I still see their regular advisors to register for classes.
- Students on probation II must see the Academic Success Counselor in the Student Success Center to register for classes.
- All students on Academic Probation are banned from using ONLINE REGISTRATION.
- Students who are suspended or expelled may appeal that decision by written request to the Admissions Appeals Committee. The letter should be addressed and delivered to the Registrar, who will take the letter of appeal to the next scheduled meeting of the Admissions Committee. Students may elect, but are not required, to appear before the committee. Students who appeal are notified in writing of the committee’s decision.
- Students who are suspended or expelled may have to begin paying back their student loans if they have used up their grace period.

**See Also R-4 “Satisfactory Academic Progress” from the University Policies and Procedures Manuel online:**
[http://www.csuniv.edu/registrar/academicpolicies/policy4.html](http://www.csuniv.edu/registrar/academicpolicies/policy4.html)

**Admission to the University** - All potential students are required to complete an application for admission through the Enrollment Management Office located in the Hunter Reception Center.

Students are informed in writing of their acceptance into the University, as well as any condition to that acceptance [i.e. BRIDGE Math, BRIDGE English, or Full Bridge].

Transfer students will be required to submit official transcripts from all previous institutions to the Enrollment Management Office.

The Office of the Registrar evaluates and translates course compatibility for students’ transfer credit.

To receive credit for Advanced Placement Credit or CLEP credit, a student must send official scores to the Office of the Registrar.

**UNDERGRADUATES** see the University Undergraduate Catalog for details on admissions standards for the undergraduate student: [http://www.csuniv.edu/registrar/academic-catalogs.html](http://www.csuniv.edu/registrar/academic-catalogs.html)

**GRADUATES** see the University Graduate Catalog for details on admissions standards for the graduate student: [http://www.csuniv.edu/registrar/academic-catalogs.html](http://www.csuniv.edu/registrar/academic-catalogs.html)

**MASTER OF EDUCATION PROGRAMS GO TO:** [http://www.csuniv.edu/education/master/](http://www.csuniv.edu/education/master/)
Advanced Placement Program - The Advanced Placement Program provides high school students the opportunity to complete college-level courses during secondary school.

Official Score Reports should be mailed to The Office of the Registrar for evaluation. Score Reports may be requested after the testing dates and sent to CSU. The student should be directed to contact the College Board either by phone or mail at the following address:

College Board Testing Services  
P.O. Box 6671  
Princeton, NJ 08541-7300  
(609) 771-7300

AFROTC – see details of their program online: http://www.csuniv.edu/afrotc/

United States Air Force ROTC Detachment 772 is located on the CSU campus. They offer a two-year program through which qualified students with transfer credit may earn a BS or BA degree from Charleston Southern University. For more information students should contact the Unit Admissions Officer (843) 863-7149

American College Testing [ACT] - American College Testing (ACT) scores may be used as the basis upon which Enrollment Management admits or rejects a student for admission to CSU.

Students who need to contact ACT to have their scores reported to CSU should call 1-319-337-1313 or write to:

ACT Records  
P.O. Box 451  
Iowa City, IA 52243-0451

ACT - Scores needed for Regular Admission

Current minimum SAT scores required for the Regular acceptance of new freshmen are as follows:
Verbal = 480  
Math = 440

A minimum ACT composite score of 19 is also acceptable. Subscores are also considered in the acceptance decision process.

In addition to standardized test scores, a student's high school and/or college records, CSU placement tests and other information may be used in the admissions process. Refer to the other Admissions policies in this manual and the current Undergraduate Catalog for more details. Procedures for transfer students, international students and students seeking readmission are also found in the current Undergraduate Catalog

Appeals—Academic or Admissions - Students who have received academic suspension or academic expulsion notices or who are requesting an exception to the “Three Attempts Rule,” may appeal to Admission Committee. Letters of Appeal should be
addressed and delivered to the Registrar, who will carry the request to the committee. Students who appeal are eligible but not required to appear in person before the appeals hearing.

See also **CSU Policies and Procedures** “Number A-6 Appeals Process” for details of scheduled times for Admission Committee hearings [http://www.csuniv.edu/Registrar/Academicpolicies/a6.html](http://www.csuniv.edu/Registrar/Academicpolicies/a6.html)

**Appeals**—Appealing a Final Course Grade

See R-45 entitled “Changing and/or Appealing a Final Course Grade from the CSU Policies and Procedures Manual” for guidelines to the appeals process: [http://www.csuniv.edu/Registrar/Academicpolicies/policy45.html](http://www.csuniv.edu/Registrar/Academicpolicies/policy45.html)

**“APPLE” Program** - The APPLE program is a line up of planned work experiences under the supervision of the Career Center director and an APPLE Committee. Application forms for general elective credit for APPLE experiences may be obtained from the Career Center.

**Applied Mathematics** - Dual Degree with Clemson University, University of South Carolina, and The Citadel see details in the Undergraduate Catalog online: [http://www.csuniv.edu/mathematics/dualdegree.html](http://www.csuniv.edu/mathematics/dualdegree.html)

**Attendance Policy** - Go to “R-10 Excessive Absences” from the University Policies and Procedures Manual online: [http://www.csuniv.edu/Registrar/Academicpolicies/policy10.html](http://www.csuniv.edu/Registrar/Academicpolicies/policy10.html)

**Auditing a Class** - A student must see the Registrar’s Office to register for an audit class. The student will pay full tuition for the class, but earns no credit hours for completing an audit course. A student may not seek to obtain credit for an audited class after the last date of drop/add.

B

Biology

Bridge Program

Business Administration

**Biology**—see details of the program online: [http://www.csuniv.edu/biology/majors.html](http://www.csuniv.edu/biology/majors.html)

Biology – General Emphasis

Biology – Pre-professional Emphasis

Biology – Wildlife Emphasis

**The Bridge Program** - The Bridge Program is a comprehensive developmental program designed for those students who do not meet the requirements for regular admission to the University and for those who are not yet prepared to enroll in Algebra 111 and/or English 111. The focus is primarily on reviewing basic algebraic skills, composing cogent error-reduced written prose, and developing effective learning and studying strategies.

For more information about the Admissions policies pertaining to the Bridge Program you can view the policy “A-4 Foundation Studies Admissions Parameters” from the CSU Policies and Procedures Manual online: [http://www.csuniv.edu/Registrar/Academicpolicies/a4.html](http://www.csuniv.edu/Registrar/Academicpolicies/a4.html)

And you can also look at the Guidelines for the Bridge Program and view a copy of the agreement signed by every Bridge student who attends CSU: [http://www.csuniv.edu/bridge/](http://www.csuniv.edu/bridge/)

**Business Administration** –see details of the program online: [http://www.csuniv.edu/business/undergraduate.html](http://www.csuniv.edu/business/undergraduate.html)
Catalog of Record

Change of Grade

Challenge Exam

Chapel

CLASSIFICATION [of Student]

CLEP Exam

College of Adult and Professional Studies

College of Science and Mathematics

College of Humanities and Social Sciences

Communications & Theatre

Course Descriptions

Credit by Exam

Criminal Justice

Criminal Justice, Myrtle Beach Program

Cross Registration

**Catalog of Record** - A student’s catalog of record is the catalog in effect when initial matriculation occurs. Students who are later accepted into the Teacher Education Program, the Nursing Program, or the Athletic Training Program are subject to the catalog in effect at that time. A student’s catalog of record will also change if the student changes to a new major or adds a second major. A student who is absent from CSU for two major semesters will be subject to the catalog in effect during the semester the student returns.

**Change of Grade** - A professor may change a grade within the six-months period following the end of a course. Between 6 months and 1 year, both the professor and the department head must approve the grade change. After 1 year, the Provost must also approve the grade change. A grade change after 1 year must be due to clerical error. See the Registrar’s Office to obtain A Request for Change of Grade form.

**Challenge Exam** – see the *R-16 Rules and Regulations for the Challenge Exam* from the University Policy and Procedures Manuel online: [http://www.csuniv.edu/registrar/academicpolicies/policy16.html](http://www.csuniv.edu/registrar/academicpolicies/policy16.html) NOTE: A Request for Challenge Examination Form can be found in the Office of the Registrar

**Chapel** - The purpose of Chapel is to promote spiritual enrichment among the CSU community[ see Chapel in the University Catalog for specific objectives of Chapel]. Only full-time day students (10 semester hours or more) are obligated to fulfill the Chapel requirement for graduation. Full-time students taking 50% or more their classes in the evening are also exempt from the Chapel requirement. The total units required for graduation is the equivalent of three (3) Chapel Enrichment Units for every semester the student is enrolled as a full-time day student --up to a maximum of 24 units. Students who start off part-time then switch to full-
time will be required to fulfill the Chapel credits required for just the period of time in which the student has been enrolled under full-time day status.

A student may satisfy this requirement by one or a combination of the following options:

1. Attend regularly scheduled Chapels offered six Wednesday per semester at 11:00 a.m. (one unit per program) during the Fall and Spring semesters.
2. Satisfactorily complete up to three of the approved academic courses listed below (for 3 units each). A student may earn three Chapel Units and three academic credits for each of the three courses selected:
   - Religion 323 Philosophy of Religion
   - Sociology/Religion 324 Sociology of Religion
   - Religion 329 World Religions
   - Psychology/Religion 340 Psychology of Religious Experience
   - Religion 417 History of Religion in America
   - Religion 423 Christian Ethics

Classification of Student [Year in School] - A student's "Year in School" Classification is determined by the cumulative (total) credit hours earned by a student. The undergraduate classifications are as follows:

<table>
<thead>
<tr>
<th>CLASSIFICATIONS</th>
<th>CUMULATIVE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Up to 30</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31 to 60</td>
</tr>
<tr>
<td>Junior</td>
<td>61 to 90</td>
</tr>
<tr>
<td>Senior</td>
<td>91 or more</td>
</tr>
</tbody>
</table>

SPECIAL STUDENTS - A special student is one who is not a candidate for a degree.

GRADUATE STUDENTS - A graduate student is one who has earned a Bachelor's Degree and has enrolled in a graduate level course offered by the University.

CLEP Exam – [College Level Examination Program] – Guidelines to Acceptance of Credit

1. General CLEP: (30 credit hours maximum) Must be earned prior to matriculation at CSU (or other recognized post-secondary institutions if transferring to CSU).
2. CSU Challenge Exams, CLEP and DANTES Subject examinations: (18 credit hours maximum) These exams are subject to the following limitations:
   a. A maximum of eight (8) hours may be earned in one's major.
   b. A maximum of four (4) hours may be earned in one's minor.
   c. A maximum of twelve (12) hours may be earned in the areas of liberal arts core and general electives.

For more details on CSU’s policies for accepting Non-traditional Credit see Policy R-5 TIME LIMITATIONS ON CREDIT from the CSU Policies and Procedures Manuel online: [http://www.csuniv.edu/registrar/academicpolicies/policy16.html](http://www.csuniv.edu/registrar/academicpolicies/policy16.html)

College of Adult and Professional Studies - Charleston Southern University's accelerated Bachelor of Science in Organizational Management degree program allows working adults the ability to earn an undergraduate college degree. All courses are offered entirely online and do not require meeting at a specific time during a course. You can learn more about the College of Adult and Professional Studies program by going to their web page online: [http://www.csuniv.edu/caps/prospective.html](http://www.csuniv.edu/caps/prospective.html)
College of Science and Mathematics - The College of Science and Mathematics includes the following departments: Aerospace Studies (AFROTC), Biology, Computing and Information Sciences (COINS), Kinesiology, Mathematics, and Physical Sciences.

College of Humanities and Social Sciences - The College of Humanities and Social Sciences includes the following departments: Behavioral Sciences, Criminal Justice, English, Bridge Program, History and Political Science, Language and Visual Arts, Library Science, Music, and Religion.

Communications & Theatre - for details on their program see the web page online: http://www.csuniv.edu/communicationandtheatre/majors.html

Course Descriptions – CSU catalog course descriptions can be viewed online: http://catalog.csuniv.edu/content.php?catoid=9&navoid=198

Credit by Exam - See Challenge Exam or CLEP Exam

Criminal Justice - for more information about their program go to their web page online: http://csuniv.edu/criminaljustice/

Cross Registration - A current CSU student must get prior permission to take a course at another institution. If the student will be taking the course at an institution in the local Charleston consortium, a “Cross Registration Form”, obtained from the Registrar’s Office, must be completed by the student. For details on the procedures of Cross Registration you can view the Policy R-18 Permissions to take courses at Another Institution online: http://csuniv.edu/registrar/academicpolicies/policy18.html

D

Dean’s List

Declaration of Major/Minor

Degree Types

Disabilities, Students with

Drop/Add - also see “Withdrawal from the University”

Double Major or Minor

Dean's List - The Dean's List is a means of recognizing students who have excelled academically during the Fall or Spring semesters. The criteria for inclusion on the Dean's List is a GPA of a least 3.5 while enrolled in at least 12 semester hours.

Declaration of Major - To declare or change a major or minor a student must complete and return a “Declaration of Major/Minor form to the Office of Academic Advising or access it online. All necessary changes can be found on the student’s My CSU account.

Degree Types - CSU offers several types of Undergraduate degrees:

- B.A. Bachelor of Arts
- B.B.A. Bachelor of Business Administration
- B.S. Bachelor of Science
Disabilities, Students with - WHAT FACULTY MEMBERS SHOULD KNOW ABOUT THE AMERICANS WITH DISABILITIES ACT

What is the ADA?

The Americans with Disabilities Act is a federal law intended to stop discrimination against people with disabilities. It applies to employers, state and local government agencies, places of public accommodation, transportation facilities, and the U.S. congress. Under title II of the ADA, colleges and universities are required to provide auxiliary aids and services to students with disabilities. Providing auxiliary aids and services is not considered special treatment, but rather an equal opportunity to participate in the services, programs, or activities offered by the institution.

What are my responsibilities as a faculty member?

Campus compliance with the ADA is a shared responsibility, and faculty members play an important role in an in an institution’s efforts. The ADA is a civil rights statute, ensuring that students with disabilities will have the opportunity to participate in post secondary education without discrimination. For faculty members, providing reasonable accommodations or auxiliary aids and services is one way to prevent discrimination.

What is the purpose of the academic accommodations?

Students with disabilities are capable individuals who experience some limitations that may require adaption of materials, methods, or environments to facilitate learning. Accommodations may also ensure that when students are evaluated, they are able to demonstrate what they learned rather than the effects of their disability.

How do I decide which accommodations are appropriate for a particular student?

Because appropriate documentation is usually provided by the student to staff within the Office of Disability Services, faculty members are not responsible for making decisions about accommodations. The Director of Disability Services and the Special Needs Committee recommend the accommodations that will be most effective in assuring the student’s access to academic programs and the Provost approves those recommendations.

Students have the responsibility for requesting accommodations and services, and must provide documentation of conditions that may warrant academic accommodations. Before providing specific accommodations, the Office of Disability Services and the Special Needs committee carefully consider the nature of the student’s disability and how this disability may affect the student’s ability to learn and to demonstrate achievement in his or her courses.

How will I know that a student in my class is supposed to have an accommodation?

The Office of Disability Services will notify faculty members of the type of accommodations that will be provided each semester. Some typical accommodations include providing extended time on tests, providing testing outside the classroom in a less distracting environment (The Testing Center), providing note-takers, or providing open-captioned videos or films. Other less common accommodations may include assistive listening devices or sign language interpreters. Not every student needs every accommodation, and the Office of Disability Services is the best campus resource for working with each student to determine the accommodations that are recommended.
Occasionally a student may ask you to provide accommodations, yet you never received notification from the Office of Disability Services. To protect yourself, the student, and the institution, you should recommend that the student channel any requests through the Office of Disability Services.

Students have a right to privacy in disability matters and their confidentiality must be maintained. Please file notices of accommodation in a secure place and refrain from discussing their disabilities and necessary accommodations in the presence of fellow students or others who have not educational need to know.

**Will accommodations compromise the integrity of my class or academic program?**

No. When providing accommodation for disabilities, institutions of higher education are not required to lower academic standards or compromise the integrity of the school program.

Essentially, accommodations and auxiliary aids and services are provided to “level the playing” for the student with a disability, enabling them to compete with their non-disabled peers. Once you have provided the accommodations, you should grade the work of a student who is disabled, as you would grade the work of any other student. There is no need to give them a break by being unduly lenient. To grade students more harshly because they have had the opportunity for additional time on exams or other instructional modifications would nullify the effect of the accommodations.

**What else can I do?**

Don’t be afraid to ask a student to describe how he or she learns best. You can also make your course more disability-friendly by including information on your course syllabus that encourages students with disabilities to contact the Office of Disability Services for assistance in receiving accommodations. If you need additional information, please contact the Office of Disability Services.

Chair, Special Needs Committee  
Director of Disability Services  
Office Telephone: 863-7159  
Email: awatson@csuniv.edu  
Fax: 863-8030

**Drop/Add Transactions - The deadline for dropping classes to avoid being assessed tuition is posted on the University Academic Calendar as the “Last Date to Register or Drop/Add classes, Last Date to Receive Full Refund of Tuition if Withdrawing from CSU.”**

When a student drops a class after the last date to register and drop/add classes, the student must

a. **Pay for the class**
   - **Example 1** If the part-time student drops a three-hour class after the drop/add date, the student still pays for that class at the current hourly rate.
   - **Example 2** If a full-time student enrolled in 16 hours drops a class after the drop/add date, the student, who will be sitting in just 13 hours, gets no refund because he/she is paying at the full-time flat rate, a standard fee covering 10-18 hours of enrollment. To add a three-hour course in Accelerated II, however, this student would have to pay for 1 additional hour at the hourly rate \[16 + 3 = 19\].

b. Get the professor’s signature on the drop/add form,

c. Get the professor to indicate the student’s last date of attendance for the class on the drop/add form,

d. Count this as one of the 3 attempts permitted for a non-Bridge Program class,

a. Bring the completed drop/add form to The Registrar’s Office. A signed and dated drop/add form is useless unless it gets to The Registrar’s Office.
All withdrawals after the drop/add period must be processed by the Registrar’s Office since withdrawal from a course at this point requires that the student be awarded a final grade of W, WP or WF, depending on the date of withdrawal. See the academic calendar for cutoff dates for a student to receive a W versus a WP or WF. The grades of W and WP have no effect on a student’s GPA; however, the WF calculates into a student’s GPA just like an F.

For more information on withdrawal grades, see Policy R-3 Withdrawal Grades from the online Policies and Procedures Manuel: http://csuniv.edu/registrar/academicpolicies/policy3.html

**Double Major or Minor** - A student may earn one degree with what is commonly referred to as a "double major" by completing the minimum 125 hours and the major and core requirements for each of the declared majors. **A student who completes a double major is not required to complete a minor.**

Please note, however, that a student who graduates with a double major will receive only one diploma. If one of the majors is a B.A. and the other a B.S., then the student will be required to choose one or the other at the time the student completes the Application for Graduation.

To declare a double major or minor, the student must complete and return to the Office of Academic Advising a “Declaration of Major/Minor” form available at the Student Success Center or the Registrar’s Office.

**Education, School of**

- Engineering Dual-Degree Program

- English

- Expulsion

**Education, School of** - To learn more about their program go online: http://www.csuniv.edu/academics/schoolofeducation/index.asp

**Engineering Dual-Degree Program** - Charleston Southern offers a dual-degree program in engineering, in cooperation with Clemson University and the University of South Carolina. Students complete a three-year liberal arts program [at least 90 hours] at Charleston Southern University to focus on engineering. For more information and specific curriculum requirements you can link to the Undergraduate Catalog online and scroll down to Engineering Dual-Degree Program: http://csuniv.edu/mathematics/dualdegree.html

**English Department** - To learn about the program go to their web page online: http://csuniv.edu/english/

**Expulsion** - After returning from academic suspension, a student will have one major semester to meet the satisfactory academic progress scale. Failure to do so results in permanent expulsion from the University. To view the entire R-4 Probation Policy from the CSU Policies and Procedures Manuel online: http://csuniv.edu/registrar/academicpolicies/policy4.html
Faculty

FERPA, Family Educational Rights & Privacy Act

Financial Aid

Foreign Language Requirement

Foreign Language Testing

Freshman Seminar

Grade Changes

Grade Point Average (GPA)

Grading System

Graduation Requirements

Graduation Substitution Form

Graduation with Honors

Graphic Design

Faculty, Directory The Faculty Directory is available online:  http://csuniv.edu/directory/index.html

FERPA, Family Educational Rights & Privacy Act - The Family Educational Rights and Privacy Act of 1974 (FERPA) is also referred to as the "Buckley Amendment".

The general answer to the question of what information about a student can be given out is "not very much, and then only with restrictions." A more precise answer would take into account who is asking for the information, for what purpose, and whether the individual has been given permission to receive it. Under FERPA, "permission" means written permission from the student to release information to third parties. There are numerous exceptions to the rule prohibiting third parties from receiving information about students, the most common being the parents of a dependent student: they have the right to have access to the student's educational records without written permission from the student.

There is in FERPA a Health and Safety exception to the restriction concerning the release of information. If there is an emergency, you can tell someone where the student is. The circumstances that constitute an emergency are rigorously defined but should be interpreted reasonably. If a police officer (or agent of the F.B.I., the C.I.A., etc.) is looking for the student, that person should be referred to the Dean of Student’s Office.

Financial Aid - The Financial Aid Office is located in the Hunter Reception Center. You can learn more about the Financial Aid Program at CSU including a list of FAQs [Frequently Asked Questions] by going to their web page online: http://csuniv.edu/caps/financialaid/index.html
**Foreign Language Requirement** - Every undergraduate at CSU must fulfill a foreign language requirement as part of his or her liberal arts core requirements. Depending on the major, many students may choose to complete either a 200-level foreign language course or one of the Literatures in Translations [French, Spanish, or World]. In the Undergraduate Catalog, the academic requirements for each major will include any liberal arts core classes required specifically for that major.

**Foreign Language Testing** - Students who have had 2-3 years of French or Spanish in high school should consider taking a foreign language placement exam to see if they can skip elementary Spanish or French. Please note, however, that students do not earn credit hours for foreign language courses exempted through a placement examination. Students should contact the Foreign Language Department to set up an appointment to take a foreign language placement exam.

**Freshman Seminar** - Freshman Seminar is a 1-credit hour orientation course designed especially for CSU freshmen. Multiple sections are offered each fall with students clustered according to academic major. Students will learn about CSU’s history, mission and rules, in addition to learning some basic information about their chosen major. Professors for the Freshman Seminar typically serve as the freshman year academic advisor for their students.

**Grade Changes** - Per CSU Policy R-1: GRADE CHANGES:

Grade Change Information/Forms. An Instructor desiring to change a grade should complete a "Change of Grade Request," (RO-109). Change of Grade Requests will be available through the Departmental Chairman’s secretary, as well as, the Registrar's Office.

1. **Limitations.**
   a. **Incomplete Grade.** An Incomplete Grade ("I") must be removed by the mid-point of the next major term (Fall or Spring). Incompletes received during Interterm or Summer Sessions will be changed during the subsequent Spring and Fall semester respectively. A grade of "F" will be assigned for an "I" not removed by the appropriate midterm date.
   b. Request for Change of Grades, other than Incompletes, must be received by the Registrar's Office within six months of the date on which the original grade was assigned. After six months, a "Change of Grade Request" must carry the signature of the Department Chair.
   c. After one year, a Change of Grade Request must carry the signature of the Provost. The only condition for which a grade may be changed after one (1) year is clerical error in recording grade or miscalculation on the part of professor.

2. **Instructor.** Upon completing information pertaining to the student, course and reason for the grade change, the instructor will sign and forward the Change of Grade Request to the Registrar's Office.

3. **Registrar.** Upon receiving a "Change of Grade Request," the form will be checked for completeness and prepared for the Registrar's signature. The change is considered to be official only after the form has been signed by the Registrar.

4. **Distribution.** After the Change of Grade Request has been signed by the Registrar, copies will be distributed as follows:
   a. Student file
   b. Instructor
   c. Mailed to student

**Grade Point Average** [GPA] - To figure a semester GPA, divide the total quality points earned for the semester by total CSU credit hours attempted for the semester. The 3 credit hours included in the "CSU credit hours" column is for purposes of illustration only, please use the actual class credit hours earned for the course to compute your GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality points Earned for this grade</th>
<th>Weighted by CSU Credit Hours</th>
<th>Quality Points earned for the class</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>X 3</td>
<td>= 12</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>X3</td>
<td>=10.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>X 3</td>
<td>= 9</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>X3</td>
<td>= 7.5</td>
</tr>
</tbody>
</table>
As an example, consider the Spring 2004 semester coursework taken from the transcript of a CSU student:

### 2003-2004 (June-May): SPRING (Jan. – Apr.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Grade</th>
<th>Rpt</th>
<th>Hrs Att</th>
<th>Hrs Ernd</th>
<th>CSU Hrs</th>
<th>Qual Pts</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busi 222 01</td>
<td>Business Law I</td>
<td>C</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Comm 110 07</td>
<td>Public Speaking</td>
<td>D</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Engl 111 05</td>
<td>English Comp I</td>
<td>F</td>
<td></td>
<td>3.00</td>
<td>0.00</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Reli 112 01</td>
<td>Survey of New Test</td>
<td>B</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
</tbody>
</table>

**Term Totals:** 12.00 9.00 **12.00** 18.00 **1.50** [18/12 = 1.50]

**Career Totals:** 27.00 24.00 **27.00** 48.00 **1.77** [48/27 = 1.77]

This student’s semester GPA is **1.5** and the cumulative or career total is **1.77**.

When a student repeats a course, the better attempt replaces the lower attempt in the GPA calculation, as shown below: Look at the transcript of our student from the Spring semester who repeats the F in English Comp I during the fall term and earns a grade of B.

### 2004-2005 (June-May): FALL (Aug. – Dec.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Grade</th>
<th>Rpt</th>
<th>Hrs Att</th>
<th>Hrs Ernd</th>
<th>CSU Hrs</th>
<th>Qual Pts</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coin 209 04</td>
<td>Intro to Computers</td>
<td>C</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Crim 210 01</td>
<td>Intro to Criminal Justice</td>
<td>B</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Engl 111 02</td>
<td>English Comp I</td>
<td>B</td>
<td>R</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Math 111 03</td>
<td>College Algebra</td>
<td>B</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
</tbody>
</table>

**Term Totals:** 12.00 9.00 **12** 33.00 **2.75** [33/12 = 2.75]
NOTE: Only the repeated [R] attempt for *English Comp I* taken during the fall term is calculated into this student’s semester and cumulative GPAs. The affect of the lower attempt [*] on the GPA is “zeroed out” for the previous spring semester.

Notice how the semester and cumulative GPA for the spring changes as a result of the repeat. The original, lower attempt [course and grade], however, remains on the student’s transcript as part of the academic history.

### 2003-2004(June-May): SPRING (Jan. – Apr.)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Grade</th>
<th>Rpt</th>
<th>Hrs Att</th>
<th>Hrs Ernd</th>
<th>CSU Hrs</th>
<th>Qual Pts</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busi 222 01</td>
<td>Business Law I</td>
<td>C</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Comm 110 07</td>
<td>Public Speaking</td>
<td>D</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Engl 111 05</td>
<td>English Comp I</td>
<td>F</td>
<td>*</td>
<td>3.00</td>
<td>0.00</td>
<td>3.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Reli 112 01</td>
<td>Survey of New Test</td>
<td>B</td>
<td></td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
</tbody>
</table>

NEW totals after Engl 111 repeated

| Term Totals: 9.00 | 9.00 | 9.00 | 18.00 | 1.50 | [18/9 = 2.00] |
| Career Totals: 24.00 | 24.00 | 24.00 | 48.00 | 1.77 | [48/24= 2.00] |

Original Totals for Spring

| Term Totals: 12.00 | 9.00 | 12.00 | 18.00 | 1.50 | [18/12 = 1.50] |
| Career Totals: 24.00 | 24.00 | 27.00 | 48.00 | 1.77 | [48/27= 1.77] |

For additional assistance in figuring a student’s GPA, contact the Office of Academic Advising or the Office of the Registrar.

**Grading System - Policy R-24** Purpose: To establish an approved grading system and to assure the proper use of grades.

A = **EXCELLENT** - "A" is used in GPA calculations; earns credit hours; carries a value of 4 grade points for each credit hour.

B+ = **VERY GOOD** - "B+" is used in GPA calculations; earns credit hours; carries a value of 3.5 grade points for each credit hour.

B = **GOOD** - "B" is used in GPA calculations; earns credit hours; carries a value of 3 grade points for each credit hour.
**C+ = ABOVE AVERAGE** - “C+” is used in GPA calculations; earns credit hours; carries a value of 2.5 grade points for each credit hour.

**C = FAIR** - "C" is used in GPA calculations; earns credit hours; carries a value of 2 grade points for each credit hour.

**D = POOR, PASSING** - "D" is used in GPA calculations; earns credit hours; carries a value of 1 grade point for each credit hour.

**F = FAILURE** - "F" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted.

**W = WITHDRAWN (PRIOR to MIDTERM)** - "W" does not affect GPA calculations; earns no credit hours; generates no grade points.

**AU = AUDIT** - "AU" is not used in GPA calculations; earns no credit hours; generates no grade points.

**WP = WITHDRAWN (PASSING)** - "WP" does not affect GPA calculations; earns no credit hours; generates no grade points.

**P = PASS** - "P" does not affect GPA calculations; earns credit hours; generates no grade points.

**WF = WITHDRAWN (FAILING)** - "WF" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted.

**I = INCOMPLETE** - "I" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted. Defaults to "F" automatically at midterm date of next term. (See F).

**FA = FAILURE FOR ABSENCES** - "FA" is used in GPA calculations; earns no credit hours; carries 0 grade points for each credit hour attempted.

**FD = FAILURE DUE TO ACADEMIC DISHONESTY** - Assigned according to the Academic Integrity Policy.

**S = SATISFACTORY** - Satisfactory progress - Midterm grade only.

**Supplementary Grading Codes**

Supplementary codes are used for informational purposes only and are not considered to be grades.

**NR = GRADE NOT REPORTED** - "NR" assigned when a grade is not recorded by instructor. Does not affect GPA calculations; earns no credit hours; generates no quality points.

**NA = NEVER ATTENDED** - "NA" assigned only on preliminary roll following the end of scheduled drop/add period. Students assigned an "NA" on the preliminary roll are removed from the class and are no longer considered to be registered.

**Midterm Grades** - The following grades are to be assigned as midterm grades:

- A
- B
- C
- D
- F
- FA
- I
- W
**Final Grades** - The following grades are to be assigned as final grades:

- A
- B+
- B
- C+
- C
- D
- F
- W
- WP
- WF
- I
- AU
- P

**Graduation Policy R-23 Graduation Requirements** - A student who intends to graduate must contact the Office of the Registrar to initiate the graduation process. The process provides for a degree check once they have earned 61 hours and another one at 91 hours. A mandatory degree check is required at least one semester prior to the beginning of his/her last semester.

- **Application for Graduation** available from the Office of the Registrar and online - [http://csuniv.edu/registrar/graduationapplication.pdf](http://csuniv.edu/registrar/graduationapplication.pdf)

**Graduation Requirements** - [http://csuniv.edu/registrar/graduation.html](http://csuniv.edu/registrar/graduation.html)

- **Major/Minor Requirements** - A student desiring to graduate must have selected a major and minor field of concentration. Some majors do not require a minor. Additionally, students selecting a double major are not required to select a minor.

- **Bachelor's Degree** - A student will be eligible for graduation upon successful completion of 125 credit hours, including all Liberal Arts Core (LAC), major and minor requirements, with a 2.00 overall GPA and a 2.00 GPA in his/her major and minor. To be eligible for graduation with honors, at least 60 hours of the course work to be applied to the degree must have been earned at Charleston Southern University. For the purpose of calculating GPA for graduation with honors, only course work taken at Charleston Southern University will be included in that calculation.

- **Master Degree** - To be eligible for graduation in the Master's Degree Program, a student must complete professional core and specialization area requirements with a 3.00 GPA. (See Graduate Catalog for specific degree requirements.)

- **Residency Requirements**

  Only courses in which credit has been earned, while attending Charleston Southern University, may be counted toward satisfying residency requirements. The only exception to this policy is recorded in R-32, paragraph 2.

- **Baccalaureate Degree** –
  * At least twelve (12) credit hours of upper level (300/400) courses must be earned in the major (or in the cognate for Bachelor of Technology Degree students).
  * Six (6) credit hours of upper level courses is required in the minor (if a minor is required).
  * Thirty-six (36) of the last forty-six (46) credit hours must be earned at Charleston Southern University.
**Master Degree** - For those students seeking the MBA, 24 of the 30 hours (36 with emphasis) must be earned in residence with a GPA of 3.0 or better. For those students seeking the MAT degree, 33 of the 45 hours required for the degree must be earned in residence with a GPA of 3.0 or better. For those students seeking the MEd, 21 of the 33 hours required for the degree must be earned in residence with a GPA of 3.0 or better.

**Graduation Substitution/Waiver** - Policy R-6  Purpose: To allow for the substitution of courses that are major/minor degree requirements and waiver of graduation requirements. Requests for course substitutions and waivers of graduation requirements should be prepared in accordance with Procedure R-6, Graduation Substitution/Waiver.


- **Catalog Requirements Under Which A Student Will Graduate** - To graduate, a student will be required to all graduation requirements as listed in the appropriate catalog. A student’s “catalog of record” is the catalog in effect when initial matriculation occurs. Students who are later accepted into the Teacher Education Program or the Nursing Program are subject to the catalog in effect at that time. Students who first declare or change their majors after initial matriculation are subject to the catalog in effect at the time of the change. Students who are readmitted to the University after an absence of two or more consecutive semesters are subject to the catalog in effect during the term of matriculation after readmission. Students may request to change to the most current catalog subject to the review and approval of the University Registrar. See exception below:

- **Exception to the catalog rule:** - A student who has eighteen (18) or less hours remaining to meet undergraduate graduation requirements (including residency) may be allowed to remain in an older catalog when readmitted to the University. This may not apply to professional degree tracks such as nursing, education or other certification or professional programs, depending on current requirements.

**Graduation with Honors** - Students who earn a Grade Point Average (GPA) of 3.9 – 4.0 will graduate Summa Cum Laude. Students who earn a GPA of 3.75-3.89 will graduate Magna Cum Laude. Students who earn a GPA of 3.5-3.74 will graduate Cum Laude.

To be eligible for honors, at least 60 hours of the course work to be applied to the degree must have been earned at CSU. For the purpose of calculating GPA for graduation with honors, all course work taken at CSU will be included and the Purpose: To recognize a student graduating with a cumulative grade point ratio established by the University as an honor graduate.

Graduation honors will be based on GPR for coursework completed at Charleston Southern University or as approved through the Consortium. Residency requirements for graduation honors shall be 60 semester hours. The graduation honors and required cumulative GPR are as follows:

<table>
<thead>
<tr>
<th>HONOR</th>
<th>CUMULATIVE GRADE POINT RATIO (average)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 - 4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75 - 3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 - 3.74</td>
</tr>
</tbody>
</table>

Graduation honors in accordance with the above scale will be reflected on the student's diploma and transcript.

Calculation will be cumulative.

**HIJ**

Health, withdrawal for reasons of
History

Holds

Honors see “Graduation with Honors”

Honors Program

Honor Code

Horton School of Music

Humanities and Fine Arts – see “Interdisciplinary Programs”

Important dates

Incomplete Grade

Interdisciplinary Programs

International Baccalaureate (IB) Credit

International Services

Internships

Health, Withdrawal for Reasons of -

Students who need to withdraw from courses for health reasons should be directed to their My CSU account to access the form to completely withdrawal from the University. Students may submit a financial appeal to the Director of Financial Services, who will bring the appeal before the Financial Appeals Committee for consideration.

History - To learn about their program go to their web page online: http://www.csuniv.edu/history/index.html

Holds and Warnings

Holds and statuses are methods used by the University to enforce its requirements by suspending or limiting certain student privileges, including preregistration in some cases. Most of these involve money, academic, or disciplinary standards. Some statuses are for information purposes only.

<table>
<thead>
<tr>
<th>Hold</th>
<th>Description</th>
<th>Hold or Warning</th>
<th>Can advisor register student?</th>
<th>Can student register online?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0</td>
<td>see Registrar if drop/adding</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student has applied to graduate - See Registrar</td>
</tr>
<tr>
<td>A1</td>
<td>ACADEMIC SUSPENSION</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student sits our 6 months - must reapply to return</td>
</tr>
<tr>
<td>A2</td>
<td>BRIDGE PRG PROBATION</td>
<td>warning</td>
<td>yes</td>
<td>no</td>
<td>Student did not pass Bridge class(es) this semester</td>
</tr>
<tr>
<td>A3</td>
<td>UNSAT PROGRESS - BRIDGE PRG</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student suspended for failure to pass Bridge classes- must reapply to return</td>
</tr>
<tr>
<td>A4</td>
<td>ACADEMIC EXPULSION</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student unable to return to CSU</td>
</tr>
<tr>
<td>A5</td>
<td>GRADUATE PROBATION</td>
<td>warning</td>
<td>yes</td>
<td>yes</td>
<td>See Graduate Program Director</td>
</tr>
<tr>
<td>A6</td>
<td>SUSPENSION &amp; BRIDGE PROBATION</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must reapply to return</td>
</tr>
<tr>
<td>A7</td>
<td>UNSAT PROG BRIDGE PRG &amp; PROB 1</td>
<td>warning</td>
<td>yes</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Hold</td>
<td>Yes</td>
<td>No</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A8</td>
<td>UNSAT PROG BRIDGE PRG &amp; PROB 2</td>
<td>hold</td>
<td>yes</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>GRADUATE EXPULSION</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td>GRADUATE SUSPENSION</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Athletics - Book Return Violat</td>
<td>warning</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>AG</td>
<td>Owes Graduation Fee</td>
<td>warning</td>
<td>yes</td>
<td>yes</td>
<td>Student has applied to graduate-owes grad fee-pay at Business Office</td>
</tr>
<tr>
<td>AI</td>
<td>Owes Graduation Reapp Fee</td>
<td>warning</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>AL</td>
<td>Owes Graduation Late Fee</td>
<td>warning</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td>Graduating owes $$$$$$$</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student has applied to graduate-owes grad fee-pay at Business Office</td>
</tr>
<tr>
<td>AP</td>
<td>Not Participating Graduation</td>
<td>warning</td>
<td>yes</td>
<td>no</td>
<td>Often has to do with internet wireless card-See Admin Services</td>
</tr>
<tr>
<td>AS</td>
<td>Administrative Services</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>2nd Academic Violation Offense</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>AV</td>
<td>Academic Violation Expulsion</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Admissions Waiting List</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>AX</td>
<td>Must APPEAL to repeat ENGL 111</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>AY</td>
<td>Must APPEAL to repeat ENGL 112</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>AZ</td>
<td>Academic Violation Suspension</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>B0</td>
<td>Bus. Office - Write Off -</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B1</td>
<td>Balance with Business Office</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B2</td>
<td>Bus. Office - ICR</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B3</td>
<td>LOAN OFF- PERKINS</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B4</td>
<td>Loan Off- SAIL/Instit</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B5</td>
<td>Bus. Office - Inhouse pmt plan</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B6</td>
<td>Bus. Office WF/GRC Placed 2nd</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B7</td>
<td>Bus. Office WF Placed 2nd</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B8</td>
<td>BANKRUPTCY</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>B9</td>
<td>Bus. Office - Non-current</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>BC</td>
<td>Bus. Off -Ready for write off</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>BE</td>
<td>Bus. Office- ECSI bill service</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>BN</td>
<td>Bus. Office - New non-current</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>BR</td>
<td>Accounts Ready for Collection</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td>Student must see Business Office</td>
</tr>
<tr>
<td>BT</td>
<td>Bus. Office – Transcript Hold</td>
<td>warning</td>
<td>yes</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>BX</td>
<td>Need Perkins Exit Interview</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Admin. withdrawn from MSCJ</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Admin. withdrawn from MAT</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>Admin. withdrawn from MEd</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>Admin. withdrawn from MBA</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>Admin. Withdrawn from Nursing</td>
<td>information</td>
<td>yes</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>C6</td>
<td>Must appeal to repeat COIN 209</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>C7</td>
<td>Must appeal to repeat ENGL 111</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>C8</td>
<td>Ineligible for EDUC classes.</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>C9</td>
<td>Must see CJ chairperson.</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>Admin Removal from CJ program</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>CM</td>
<td>Change of Major Form Required</td>
<td>warning</td>
<td>yes</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Cross Registration Student</td>
<td>warning</td>
<td>yes</td>
<td>no</td>
<td></td>
</tr>
<tr>
<td>CX</td>
<td>Accept Cancelled w/o attending</td>
<td>hold</td>
<td>no</td>
<td>no</td>
<td></td>
</tr>
</tbody>
</table>
D1 DENTED ADMISSION (Undergrad) hold no no See Enrollment Mgmt
D2 DENTED ADMISSION (Graduate) hold no no See Enrollment Mgmt
D3 STUDENT DECEASED hold no no Admissions waiting to receive official transcripts-See Enrollment Mgmt
E0 Readmission - Transcripts hold no no Admissions waiting to receive official records-See Enrollment Mgmt
E1 ADMISSIONS - MATERIALS hold no no Registrar must review academic progress-see Registrar
E2 REGISTRAR (Provisional Review) hold no no This student is a secondary educ minor-see both advisors
E3 CONSULT EDUC ADVISOR information yes yes See College of Adult and Professional Studies Advisor
E4 CONSULT NCAA OFFICE information yes yes See NCAA Compliance Officer
E5 EPE twice = ENGL 111 at CSU warning yes yes Student failed EPE twice-must take ENGL 111 at CSU
E6 EPE Required warning yes yes Student must take the EPE
E7 ENGL core time limit exceeded warning yes yes Student should complete English core within first 4 semesters-enroll in req Engl
E8 BMA - Check LAC progress warning yes yes See COL and Professional Studies Advisor
E9 Must see Sch of Education warning yes y
EL Elms Plantation Student warning yes y
EZ May not repeat ENGL 111 warning yes y
F1 FINANCIAL AID hold no no See Financial Aid Office
F2 FIN. AID - FED. LOAN DEFAULT hold no no See Business Office
FE BRIDGE PRG - ENGL ACCEPTANCE information yes yes Student should register for ENGL 099 & GNED 107
FF FULL BRIDGE PRG ACCEPTANCE information yes yes Student should register for MATH 099, ENGL 099 & GNED 107
FH ATHLETIC EQUIPMENT TURN IN warning yes y
FM BRIDGE PRG MATH ACCEPTANCE information yes yes Student should register for MATH 099 & GNED 107
GA Grand Strand Active Student warning yes y
GI Grand Strand Inactive Student hold no no
GR Bus. Office -Gen. Rev. Collect hold no no See Business Office
GX Graduate Suspension hold no no
H1 Honors Prob - No early Registr warning yes y
HO HOUSING warning yes y
HP HONORS PROGRAM information yes yes See Honors Program-see Honors Advisor
HS NEED FINAL HIGH SCH TRANSCRIPT hold no no See Enrollment Mgmt
L1 LIBRARY hold no no See Library
L2 Library & Admin Services warning yes y
LW BUSI 620 Required for MBA warning yes y
M0 Must repeat Math 099 (too old) warning yes yes See Registrar
M1 Math 099 required warning yes yes Math Dept has a 5 yr. rule on math courses
M2 Math Test or Math099 required warning yes yes See Registrar
M3 "C" - MATH 111 before higher warning yes yes Math could bypass test by choosing to do MATH 099
M4 Math core time limit exceeded warning yes yes Student must earn a C in MATH 111
M5 Math 099 twice, May not Regis hold no no See Registrar
M6 Must repeat Math 105 for Major hold no no Student must take MATH 099
M7 Appeal Req'ed to Repeat Math hold no no See Registrar
M8 Must repeat Math 111 for Major warning yes yes See Registrar
M9 MATH 105 or 111 Required NOW warning yes yes See Registrar
MH Math HOLD - Non-Degree Status hold yes no
MU Music Dept HOLD hold yes no
Honors Program - The Honors Program, designed to challenge and encourage the most academically distinguished students a CSU, combines academics with a variety of cultural and social activities. Participants who successfully complete the program will receive an Honors Program designation on their CSU transcript.

Incoming students with an SAT score of 1200 or higher (or an ACT score of 27 or higher) and a high school GPA of 3.5 may be eligible for participation in the Honors Program. Current students and transfer students whose college transcripts show evidence of sustained academic excellence (a 3.5 GPA earned in at least 30 hours of course work, including credit for English 111, English 112, and the Math core requirement) are also encouraged to apply.

During the freshman year students must successfully complete the Honors Seminar offered in the Fall semester and at least two Liberal Arts Core courses under Honors instruction. The first-year Honors Seminar (GNED 192-50) requirement may be waived for students who enter the program after their freshman year; if necessary, these students may also substitute Honors Credit in major, minor, or core classes for the Honors Liberal Arts Core courses. During the sophomore year students must successfully complete the Honors Seminar on Ethics and Leadership offered in the Spring semester. During the sophomore, junior, and senior years students must obtain “Honors” credit in a minimum of 18 credit hours (total for all years), of which at least 12 credit hours must be in their designated field of study. In addition, the students will complete a Senior Honors Project during the senior year. To remain in the Honors Program students must successfully complete a minimum of 15 credit hours per Semester, unless the Honors Program Council grants an exception, and maintain high academic standing with the University as evidenced by their cumulative GPA. The GPA requirements are as follows:

<table>
<thead>
<tr>
<th>Hours attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>3.2</td>
</tr>
<tr>
<td>60</td>
<td>3.3</td>
</tr>
<tr>
<td>90</td>
<td>3.4</td>
</tr>
<tr>
<td>125</td>
<td>3.5</td>
</tr>
</tbody>
</table>

All admissions to the program are based on the decision of the Honors Program Council, who will notify candidates of their acceptance into the program. Students wishing to apply should submit a letter of application to the Director of the Honors Program, c/o the Office of Enrollment Services.

For more information on the Honors Program, see their web page: [http://csuniv.edu/registrar/academicpolicies/policy54.html](http://csuniv.edu/registrar/academicpolicies/policy54.html)

Honor Code - As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service, and learning. The Honor System of CSU is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied:

Academic Dishonesty
“Academic Dishonesty” is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encourages another to commit academic dishonesty.

“Cheating” is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source—including the Internet—by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

“Plagiarism” is the taking or attempted taking of an idea, a writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one’s own. It is also taking written materials of one’s own that have been used for a previous course assignment and using it without reference to it in its original form.

For more information on procedures and violation appeals, refer to the Student Handbook, available on the CSU website.

Horton School of Music - The National Association of Schools of Music accredits the Horton School of Music. The American Music Therapy Association accredits the Music Therapy program. To find out more about their programs see the web page:
http://csuniv.edu/music/index.html

Important Dates - Important dates relative to the academic term are published on an Academic Calendar that can be found in the front of the Schedule of Classes each term, on the CSU website, and in a handout format available at the Registrar’s Office or in the Student Success Center.

Incomplete Grade - A grade of “I” is assigned when, for a reason approved by the professor of the course, a student has been unable to complete the course by the time it concludes. Responsibility for resolving the “incomplete” grade rests with the student. The grade must be removed before midterm of the following semester. If not, the “incomplete” automatically becomes an “F” at midterm of the following semester. An “I” awarded as a final grade at the end of a semester calculates into a student’s GPA the same as an “F”.

After receiving the required course work, it is the professor’s responsibility to forward a completed Change of Grade Form to the Registrar’s Office. The Registrar will notify the student of the grade change and any subsequent impact on the student’s GPA via an updated grade report.

Interdisciplinary Programs - Interdisciplinary majors and minors are offered with general concentration options in three academic areas: Humanities and Fine Arts, Natural Sciences, and Social Sciences. All prerequisites must be met for all courses attempted for these major and minors. Minors offered within this program may only be used in combination with the specific majors offered in this program. A minimum of 125 hours is required for graduation. Students must also meet the Residency Requirements as described in the University Catalog. The Office of Academic Advising advises interdisciplinary degree students.

International Baccalaureate (IB) Credit - The International Baccalaureate (IB) Program is an advanced level two-year curriculum offered to students at select high schools. To receive credit students must have official examination results sent to Enrollment Services at CSU.

CSU will accept IB credit from students who present scores of “5”, “6”, or “7” on their Higher Level (HL) examinations according to the current listing maintained by the Registrar. The appropriate academic chairperson approves all acceptable IB courses. Credit is not awarded for “Standard Level” work.

While there is no specific limit on the number of credit hours we will award for IB courses, this nontraditional credit is subject to the limitations set for the maximum number of transfer hours: 68 hours if you’re coming from a two-year school (including your IB credit) or 89 hours if you’re coming from a four-year school (including IB credit). Students will not be awarded duplicate credit in the event acceptable scores for the same subject are presented from AP or other subject exams.
**International Services** – see The Director of International Services in the Dean of Students Office - The Director of International Services assists international students in adjusting to CSU and the country. All immigration, naturalization, health insurance, and related governmental agency issues should be directed to the Dean of Students office.

**Internships** - Some of the academic programs at CSU offer special internship opportunities. Check the upper-level course descriptions for your major and/or minor in the appropriate section of this catalog for more information. For details on Internship Standards Go To: [http://csuniv.edu/registrar/academicpolicies/policy47.html](http://csuniv.edu/registrar/academicpolicies/policy47.html)

**KL**

Kinesiology

Learning Disabilities

**Kinesiology** - To learn about their programs Go To the web page online: [http://www.csuniv.edu/academics/college_science-math/kinesiology.asp](http://www.csuniv.edu/academics/college_science-math/kinesiology.asp)

**Learning Disabilities** - See “Disabilities, Students With”

**M**

Majors

Math Placement (for Freshmen and Transfers)

Math Placement Test

Minors

**Majors** - All students pursuing an undergraduate program leading to the B.A., B.S., B.S.N., and B.M.A must select a major field of concentration:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Elementary Education</th>
<th>Music Perf – Vocal or Instrumental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td>English</td>
<td>Music Education-Choral or Instrumental</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>English w/ Writing Emphasis</td>
<td>Music Therapy</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>English Education</td>
<td>Music &amp; Worship Leadership</td>
</tr>
<tr>
<td>Biology</td>
<td>Financial Management</td>
<td>Natural Science**</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Graphic Design</td>
<td>Nursing (BSN degree)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Health Promotion</td>
<td>Physical Education (teacher certification)</td>
</tr>
<tr>
<td>Christian Studies</td>
<td>History</td>
<td>Political Science</td>
</tr>
<tr>
<td>Communication &amp; Theatre</td>
<td>Humanities and Fine Arts**</td>
<td>Psychology</td>
</tr>
<tr>
<td>Computer &amp; Information Sciences</td>
<td>Kinesiology</td>
<td>Social Science**</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Management</td>
<td>Sociology</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Marketing</td>
<td>Spanish</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Mathematics</td>
<td>Student Ministry</td>
</tr>
<tr>
<td>Economics</td>
<td>Mathematics Education</td>
<td></td>
</tr>
</tbody>
</table>

**Learning Disabilities** - See “Disabilities, Students With”
** Indicates an interdisciplinary program that requires specific major and minor combinations. Minors offered within this program may only be used in combination with the specific majors offered in this program.

**Math Placement for Freshmen and Transfers**

- Any student who receives transfer credit for a mathematics course toward the fulfillment of the LAC (Liberal Arts Core) requirement in mathematics, or credit for a course equivalent to Math 099, may register for any 100-level mathematics course (see table below for suggested course placement). No math placement test is required.

- Any student who does not receive transfer credit for a mathematics course toward the fulfillment of the LAC requirement in mathematics, nor credit for a course equivalent to Math 099, but does have a current SAT and/or ACT score (less than five years old) will be accepted according to the following scale:
  
  - SAT Math = 370 - 430: Bridge Math acceptance; current Bridge Program policies apply.
  
  - SAT Math = 440 - 470: Regular acceptance with regards to mathematics, assuming that high school record includes C or better in Algebra I and II.
  
  - SAT Math = 480 or better: Regular acceptance with regards to mathematics, regardless of high school record. No math placement test is required.

- Any student who does not receive transfer credit for a mathematics course toward the fulfillment of the LAC requirement in mathematics, or credit for a course equivalent to Math 099, and does not have a current SAT and/or ACT score (less than five years old), but is admitted to the university through the university's admission policy for students over twenty-one (21) years of age has two options.

  - **Option 1:** Take the mathematics placement exam ONCE, prior to completion of their first major semester and prior to registering for any mathematics course. This exam will be used to determine whether a student is allowed to register for a credit-bearing Mathematics course, or if they must first complete Math 099, Beginning Algebra.

  - **Option 2:** Elect to skip the mathematics placement exam, at which point this student must successfully complete Math 099, Beginning Algebra, before registering for a credit-bearing mathematics course. Regardless of which option is chosen, all students placed into Bridge Program Mathematics will be required to register for the Math 099 course no later than their first major semester following the placement exam (or during their first major semester if option 2 is selected). No student is allowed more than two attempts to pass Math 099.

- **Note:** The following table provides regularly admitted students with a suggested starting point in mathematics at Charleston Southern. A regularly admitted student may register for any mathematics course numbered in the 100's. Students wishing to register for mathematics courses numbered 200 and above without the suggested prerequisite coursework should contact the mathematics department to determine their preparedness for the desired course.

  - SAT Math: 440 - 530: Math 111
  - SAT Math: 540 - 600: Math 130
  - SAT Math: 610 or above: Math 219 (Business Calculus) or Math 221 (Calculus 1)
Students majoring in Communications and Theatre, Criminal Justice, English, History, Humanities and Fine Arts, Music, Political Science, Religion, Social Science, Spanish, and Youth Ministry should take Math 105 to satisfy their LAC (Liberal Arts Core) requirement in mathematics (unless the minor requires Math 111).

Students majoring in Mathematics, Computer Science, Applied Mathematics (Engineering Dual- Degree), Chemistry and Biochemistry should consult with their advisors and/or the mathematics department to ensure they are prepared for the mathematics courses needed for these majors.

**Math Placement Test** - The Math Placement Test is a computer-based assessment tool used to gauge a student’s readiness for college-level mathematics at CSU. The test is available by appointment through the Testing Center, which is a part of The Student Success Center, and provides immediate printable feedback. The Math Placement Test is not a timed exam.

**Minors** - A minor field of concentration ranges from a minimum of 18 credit hours to a maximum of 21 credit hours. Minors are offered in the following areas:

<table>
<thead>
<tr>
<th>Aerospace Studies (AFROTC)</th>
<th>Criminal Justice</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Economics</td>
<td>Music</td>
</tr>
<tr>
<td>Biology</td>
<td>English</td>
<td>Natural Science*</td>
</tr>
<tr>
<td>Business Administration</td>
<td>French</td>
<td>Physics, Applied</td>
</tr>
<tr>
<td>Chemistry</td>
<td>History</td>
<td>Political Science</td>
</tr>
<tr>
<td>Christian Missions &amp; Church Planting</td>
<td>Humanities &amp; Fine Arts*</td>
<td>Psychology</td>
</tr>
<tr>
<td>Christian Leadership</td>
<td>Information Systems</td>
<td>Christian Studies</td>
</tr>
<tr>
<td>Christian Worldview &amp; Apologetics</td>
<td>Kinesiology</td>
<td>Social Science*</td>
</tr>
<tr>
<td>Communication &amp; Theatre</td>
<td>Management</td>
<td>Sociology</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Marketing</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

*Indicates an interdisciplinary program that requires specific major and minor combinations. Minors offered within this program may only be used in combination with the specific majors offered in this program.

N

Natural Science Major – see “Interdisciplinary Programs”

Non – Traditional Credit

Nursing Program

**Non-traditional Credit** - Non-traditional credit at CSU includes General CLEP, CLEP Subject Test, DANTES Subject Standardized Tests, Advanced Placement, International Baccalaureate Diploma Program, CSU Challenge Exams, and credit from military experience. Other subject examinations not included here are subject to the review and approval of the academic Department Chair and the Registrar. [http://csuniv.edu/registrar/academicpolicies/policy5.html](http://csuniv.edu/registrar/academicpolicies/policy5.html)

Also see the CSU policy **TIME LIMITATIONS ON CREDIT Number: R-5** online for specific limits on non-traditional credit: [http://csuniv.edu/registrar/academicpolicies/policy49.html](http://csuniv.edu/registrar/academicpolicies/policy49.html)

**Nursing Program** | [Derry Patterson Wingo School of Nursing] - The Derry Patterson Wingo School of Nursing (DPW SON) is a baccalaureate nursing program leading to the Bachelor of Science in Nursing (BSN). The program also offers a RN-BSN Option for registered nurses with associate degrees and diplomas in nursing who desire to return to school to complete the Bachelor of Science in Nursing degree. For more information on admission into the program: [http://www.csuniv.edu/nursing/index.html](http://www.csuniv.edu/nursing/index.html)
Pass/Fail Classes

Pass/Fail classes provide hours earned toward graduation, but have no effect on GPA. However, pass/fail hours are added to the student’s total attempted hours; this number is used to determine Satisfactory Academic Progress (SAP).

Physical Education

To learn about this program Go To the web page online: http://www.csuniv.edu/kinesiology/index.html

Personal Identity Number [PIN]

Personal Identity Numbers are issued to all students by Administrative Services [located second floor Strom Thurmond Center]. PINs allow students to access personal information via MY CSU, including the unofficial transcript, midterm and final grades, personal demographic information, and financial aid information. The PIN also allows qualified students access to register online through MY CSU. Administrative Services will deliver PINs either in person or by conventional mail. The transmission of PINs via phone or email is not an option.

Political Science

For information on this program Go To the web page: http://www.csuniv.edu/politicalscience/index.html

Pre-Professional Programs

Charleston Southern offers students an opportunity to pursue pre-professional studies in the areas of pre-dentistry, pre-engineering, pre-law, pre-medicine and pre-seminary (theology and religious education) and then transfer to the professional school of their choice.

For specific courses in each pre-professional program students should consult the entrance requirements of the professional institutions they wish to attend upon graduation from CSU.

Allied Health Sciences

A student may complete the basic curriculum, including some specific science courses, and transfer to the Medical University of SC as prerequisite to course work for their professional degree in various areas in Allied Health Sciences. For details on these programs the student should consult

Probation – see Academic Probation

Psychology

To learn about this program Go To the web page: http://www.csuniv.edu/psychology/index.html
**Rank in Class** - The Office of the Registrar calculates the student rank in class for graduating seniors.

**Repeat Policy Per R-48 Repeating A course Standards** - Students may repeat any course taken at Charleston Southern University in which they have earned a previous grade. However, the University limits the number of times students may attempt a course to three, and the number of times students may attempt a remedial (Bridge studies) course to two. All attempts (or repeats) count, including those with grades of “W”, “WP”, “WF”, and “FA”. A course may not be repeated within the same semester (i.e. taking an accelerated course within a semester). For students accepted into the Bridge Program, the attempts to earn a passing grade in the required Bridge courses must be consecutive.

Any requests to appeal this policy are treated on a case-by-case basis. Such appeals must be submitted to the University Registrar in writing and will be heard by the appropriate committee.

**NOTE:** Some academic departments require certain courses to be taken in numerical sequence. Taking a lower level course in the sequence after credit has been earned in a higher-level course is not permitted in certain majors and/or minors. Refer to the information about each major or minor in the appropriate section of the University Catalog.

**Residency Requirements Per Policy R-23 Graduation Requirements**

**Baccalaureate Degree:** All Baccalaureate Degree programs, including the Bachelor of Technology, require that 36 of the last 46 credit hours must be earned at Charleston southern University to satisfy residency. All students must take at least twelve hours at the 300/400 level AT CSU in the major [15 hours for the Bachelor of Technology]. At least six hours of 300/400 level work AT CSU is required in the minor [when a minor is required].

- **Residency requirements are waived for an approved minor taken at Coastal Carolina University as part of our Grand Strand campus Criminal Justice Program. Contact the Criminal Justice chairperson for program details.**
SAT – Scores needed for Regular Admission

Current minimum SAT scores required for the Regular acceptance of new freshmen are as follows:
Verbal = 480
Math = 440

A minimum ACT composite score of 19 is also acceptable. Subscores are also considered in the acceptance decision process.

In addition to standardized test scores, a student's high school and/or college records, CSU placement tests and other information may be used in the admissions process. Refer to the other Admissions policies in this manual and the current Undergraduate Catalog for more details. Procedures for transfer students, international students and students seeking readmission are also found in the current Undergraduate Catalog.

Scholarships - To learn more about the scholarships and other financial aid available at CSU go to the Admissions web page http://csuniv.edu/admissions/scholarships/

Second Baccalaureate Degree - Requirements for

Purpose: To provide guidelines for students seeking a second baccalaureate degree after having earned the first baccalaureate degree at CSU.

1. Must submit transcripts from any other institutions where credit has been earned since the first baccalaureate degree was earned at CSU (if applicable).
2. Must complete at least thirty-six (36) additional hours to satisfy residency requirements for a second CSU baccalaureate degree.
3. Must satisfy all course requirements and residency requirements for the new major (and minor, if applicable) for the degree sought.
4. Must select a major that is not a major or cognate of a previous baccalaureate degree.
5. Must select a minor (if applicable) that is not a major, cognate or minor of a previous baccalaureate degree.
6. Once completed, the second degree will be added to the student's transcript, along with the new major and minor (as applicable).

- **NOTE:** A student who completes the requirements for a Second Baccalaureate will receive a CSU diploma data to indicate completion of the second degree. However, a student who graduates and subsequently returns to CSU to complete a second major does not receive a second CSU diploma.

Section Numbers SECTION NUMBERS Number: R-21 - The following is a listing of approved section numbers. The Registrar reserves the right to add or discontinue section numbers as necessary. The section number of a course can identify distinguishing characteristics about a course.

<table>
<thead>
<tr>
<th>Sections:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 30</td>
<td>Reserved for day classes. For regular semesters numbering should begin at 01 and increase by one for each section of a course offered. For Summer Sessions section numbers may be linked to specific meeting times.</td>
</tr>
<tr>
<td>31</td>
<td>Reserved for CSU students who are “Cross-Registered” at the College of Charleston.</td>
</tr>
<tr>
<td>32</td>
<td>Reserved for CSU students who are “Cross-Registered” at the Citadel.</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>33</td>
<td>Reserved for CSU students who are “Cross-Registered” at Trident Technical College.</td>
</tr>
<tr>
<td>34</td>
<td>Reserved for CSU students who are “Cross-Registered” at MUSC.</td>
</tr>
<tr>
<td>35</td>
<td>Reserved for CSU students who are granted permission (by exception) to attend a non-consortium institution as a part of their academic load.</td>
</tr>
<tr>
<td>36</td>
<td>Study Abroad Exchange Student registration at foreign institution.</td>
</tr>
<tr>
<td>37 – 39</td>
<td>Reserved for future offerings.</td>
</tr>
<tr>
<td>40 – 49</td>
<td>Reserved for Internet offerings. Section 40 is for an “Internet Only” format for traditional students. Section 41 is for an “Internet &amp; Class” format beginning on a Monday; 42 beginning on a Tuesday; 43 beginning on a Wednesday; 44 beginning on a Thursday and 45 is for an “Internet Only” format for nontraditional students.</td>
</tr>
<tr>
<td>50</td>
<td>Reserved for Honors Program</td>
</tr>
<tr>
<td>51 – 59</td>
<td>Reserved for future offerings.</td>
</tr>
<tr>
<td>60</td>
<td>Reserved for all Evening Sections offered in an Interterm or Maymester session.</td>
</tr>
<tr>
<td>61 – 64</td>
<td>Reserved for regular, one night per week, evening courses (6:00 p.m. or later). Monday class: 61, Tuesday class: 62, Wednesday class: 63, Thursday class: 64.</td>
</tr>
<tr>
<td>65</td>
<td>Grand Strand – Myrtle Beach Campus classes.</td>
</tr>
<tr>
<td>66</td>
<td>HGTC – Myrtle Beach (Grand Strand Campus C. J. Program)</td>
</tr>
<tr>
<td>67</td>
<td>CCU – Conway (Grand Strand Campus C. J. Program)</td>
</tr>
<tr>
<td>68</td>
<td>On-line course for Grand Strand Students.</td>
</tr>
<tr>
<td>69</td>
<td>Classes meeting at 7:00a.m.</td>
</tr>
<tr>
<td>70 – 74</td>
<td>Reserved for full session evening classes that are compatible with accelerated evening classes. 6:00 - 7:20 T and R: 70; 6:00 – 7:59 M,T, and R: 71; 8:00- 10:00 M, T, and R: 72.</td>
</tr>
<tr>
<td>81 – 89</td>
<td>Reserved for future offerings.</td>
</tr>
</tbody>
</table>
Reserved for graduate classes that have “flexible” meeting times.

Reserved for day laboratory sections. Lab section offerings begin with 91 and increase by one for each additional section offered for a co-requisite course.

Reserved to identify courses and students under an “independent study” format.

Spanish - To learn about their program Go to the web page: [http://www.csuniv.edu/spanish/index.html](http://www.csuniv.edu/spanish/index.html)

Staff Directory - The Directory is available online: [http://www.csuniv.edu/directory/index.html](http://www.csuniv.edu/directory/index.html)

Student Ministry - For information on their program see the Religion Department web page online: [http://www.csuniv.edu/youthministry/index.html](http://www.csuniv.edu/youthministry/index.html)

Study Abroad Programs - Contact the Career Center for information about study abroad opportunities at CSU.

Testing Center

Time Limit on Credits

Transcript Bankruptcy

Transfer Credit Evaluation

Testing Center - The Testing Center is designed to provide a quiet, supervised testing environment for students who must take tests out of schedule. This includes some special needs students and students who are representing the university on official business (including student athletes).

The Testing Center is open daily from 9:00 a.m. until 5:00 p.m. Please call at least 24 hours in advance to schedule a testing time.

Time Limit on Credit - Some departments have established policies stating older courses may not be used to meet major or minor requirements, or their prerequisites. Older courses that are not required for one's major or minor may be used to satisfy Liberal Arts Core requirements, or may be accepted as general electives.

<table>
<thead>
<tr>
<th>The following departments have time limitations on credit:</th>
<th>Time limit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Sciences</td>
<td>10 years</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>10 years</td>
</tr>
<tr>
<td>COINS (Computing and Information Sciences)</td>
<td>10 years</td>
</tr>
</tbody>
</table>
The following majors (and minors if applicable) are subject to the above departmental limitations:

<table>
<thead>
<tr>
<th>Major</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>5 years</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>5 years</td>
</tr>
<tr>
<td>Education</td>
<td>7 years</td>
</tr>
<tr>
<td>Business Administration (any emphasis), Economics, Environmental Management, Psychology, Sociology</td>
<td>10 years</td>
</tr>
<tr>
<td>Computer Science/Mathematics</td>
<td>-</td>
</tr>
<tr>
<td>Computing courses/ Mathematics courses</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td>5 years</td>
</tr>
<tr>
<td>Biochemistry, Chemistry, Mathematics</td>
<td>5 years</td>
</tr>
<tr>
<td>Education (all majors)</td>
<td>7 years</td>
</tr>
</tbody>
</table>

Note: the appropriate Dean determines the acceptance of all Education and Nursing courses. Departments not listed have no time limitations on credit.

Policy application guidelines:

- When students must repeat older credit that is on their academic records (by transfer or earned at CSU) due to a time limitation policy, only the new credit will be used in the calculation of their grade point ratios.
- The age of credit is established from the date classes begin for the term a student attends after being admitted or readmitted. The age of credit will be recalculated if the student leaves CSU for at least two consecutive semesters (Fall and Spring). If a student leaves the University for two consecutive semesters and later returns, the student is subject to the Undergraduate Catalog and regulations in effect at the time of matriculation.

**Transcript Bankruptcy Per Policy R-29** - The University has established a process for students to request their CSU undergraduate transcripts to be bankrupt when being readmitted to the University after a period of time.

1. At least five calendar years must have passed since the student last attended CSU, and the students academic record must show at least 24 credit hours attempted in residence.

2. The student must apply for readmission and will be subject to current guidelines regarding transfer credit. Along with the Application for Admission, the student must submit a letter requesting academic transcript bankruptcy. The letter should describe the student’s current academic goals and plans to achieve academic success. This letter will be forwarded to the Registrar for review during the readmission process.

3. The University Registrar will submit recommendations to the Director of Admissions regarding acceptance and conditions of enrollment that will include mathematics and English placement. After the student is readmitted through Enrollment Services, the Registrar will notify the student about the conditions of transcript bankruptcy as described in this policy.

4. All previous CSU credit will be disregarded with respect to any degree requirements. The prior academic record, including terms, course titles, grades and credit hours attempted will remain a part of the student's transcript. However, the prior academic record will not include credit hours earned or grade points. The transcript will indicate "Transcript Bankruptcy Approved on (date)" under the last term included under the bankruptcy. The student will be subject to the current Satisfactory Academic Progress (SAP) scale as it applies to total credit hours attempted and the minimum GPA required to be in good academic standing.
for all new credit attempted. For example, if the number of bankrupt hours attempted is 62 and the student is now registered for 6 new hours, the total attempted hours will be 68, and the student is subject to earning a minimum GPA of 1.8 to be in good standing. If a student’s bankrupt hours attempted total 91 or more, a minimum GPA of 2.0 must be maintained beginning with the first new term attended to be in good standing. Students should contact CSU Enrollment Services Counselors regarding limitations on the maximum number of attempted undergraduate hours permitted for financial aid.

5. The student will be subject to all current policies and procedures, and to the current undergraduate catalog when matriculation occurs.

6. The student may not elect to reverse the decision to declare transcript bankruptcy once it has been approved, and the student has enrolled.

7. Any student that has been granted transcript bankruptcy will not be eligible for any academic honors at CSU.

Transfer Credit Evaluation-Policy R-32 - As part of the Admissions process, candidates are asked to submit official transcripts of all college work to the Enrollment Services Office. The transcripts are then sent to the Office of the Registrar for the evaluation of transfer credit. Students or faculty should consult the Office of the Registrar for specific questions regarding a student’s transfer credit evaluation. The general policy for accepting transfer credit from other institutions is as follows:

Charleston Southern University will accept transfer credit from regionally accredited colleges and universities with grades of “C” or better. The University will accept and place on the transcript the name of the college from which the credit is received, the course title, grade, and hours earned without quality points being calculated.

Credit will be classified as being (1) equivalent to a current CSU course; or (2) acceptable as a major/minor elective; or (3) acceptable for Liberal Arts Core, or (4) acceptable as general elective credit only. No more than 30 semester credit hours may be accepted as general elective credit. The University will not accept non-credit courses or remedial courses as transfer credit. Certain types of nontraditional credit may be recognized as transfer credit as described in policy “R-5” titled “Nontraditional Credit.”

Limitations have been set for the maximum number of transfer hours as outlined below:

I. Junior, community and technical colleges: 68 semester credit hours maximum, including all nontraditional credit accepted.
II. Senior colleges and universities: 89 semester credit hours maximum, including any credit accepted from all other sources (including “I.” above, and all nontraditional credit accepted.)

UVW

Withdrawal Policy

Withdrawal Policy - In addition to any other final grades, students will be assessed appropriate tuition and fees for any course that a withdrawal grade (W, WP, WF), or a “failure for absences” (FA) grade is assigned. A withdrawal Form may be obtained from the student’s My CSU account. Any student who wishes to withdraw from Charleston Southern University may obtain an honorable discharge by fulfilling the following requirements:

1. Submit a completed Withdrawal Form via My CSU.
2. Settlement of all financial obligations to the University.
3. Return of the student identification card to the Office of the Dean of Students and the return of any library books or other CSU property or equipment.

Also see R53 *Withdrawal due to Reserve/National Guard Unit Activation* http://csuniv.edu/registrar/academicpolicies/policy53.html

Also see R3 *Withdrawal Grades* http://csuniv.edu/registrar/academicpolicies/policy3.html

### X. Advisor tutorial for Registering students through My CSU

- **My CSU Homepage**
  - Sign in here using your CSU ID# and CSU pin
  - Click on the Faculty Tab

![My CSU Homepage](image-url)
• Click on Student Advising tab
- You are now on the Student Advising tab.
- FIND Advisee Status box and choose “Currently Registered” students from the drop-down menu, then CLICK on the Search button to access your entire list of advisees.
- OR access one advisee at a time using the ID BOX.
• The Academic Advising office has 71 advisees [students currently registered for the FALL 2011 semester].
• To email one student at a time CLICK ON the beside the student’s name.
• To send the same email to the entire list CLICK ON Email Listed Advisees.
• Emails will go to your advisees’ CSU.NET address.
• The O.A.A. can use the option to create a spreadsheet of their advisees.
Click on the student’s name to see the following information: Holds, Academic Records, Housing, Registration Information, and Financial Aid.

• TO REGISTER A STUDENT: From the Advisee Details page CLICK ON Add/Drop Courses

[NOTE: “Crumbs” help you to keep track of your location within MY CSU.]
• You can add by **Course Code** or
• CLICK ON **Course Search**, then **More Search Options**
• **Course Search** provides a *broad* search option and *variable* options.

- CLICK On the **ADD** box to choose a course to add to a student’s schedule.
- You will not have the capability to ass a course with a status of “F” meaning FULL.
- You can make multiple choices.
- CLICK ON the **ADD COURSES** button at the bottom of the screen to finalize your selection.
- You will then receive a message telling you whether or not your course selection was successful.
To Drop a Course:

- CLICK IN the DROP box beside a course you wish to drop, then
- CLICK ON DROP SELECTED COURSES to complete the drop process.

- CLICK ON Printer Friendly to print a copy of the student’s schedule.