Pre-Registration Guide for Freshmen
Dear Members of the Class of 2015:

Welcome to Pfeiffer University! We are looking forward to your joining the Pfeiffer Family for the 2011-2012 academic year. Faculty and staff are already at work to insure that you have a good transition to university life.

This pre-registration guide is intended to provide you with information to help you plan for your meeting with your mentor and for your first semester at Pfeiffer. If you review the information in this Guide, you will find it easier to complete your registration for fall semester. If you have any questions once you have reviewed the material, please feel free to call or email me.

Again, on behalf of all the faculty and staff at Pfeiffer, welcome to campus and to an exciting new learning community.

Sincerely,

Dr. Tracy Espy
Provost & Vice President for Academic Affairs
704-463-3104
tracy.espy@fsmail.pfeiffer.edu
# Table of Contents

1. Key Terms to Help You with Registration

2. Overview of University Academic Requirements

3. The Freshman Year
   a. Mentoring & Advising
   b. University Studies Courses: The Pfeiffer Journey

4. General Education Requirements

5. Major Programs of Study

6. Special Programs
   a. Francis Center for Servant Leadership
   b. Honors Program
   c. Cultural Program

7. Forms to be completed
   a. Pre-advise Questionnaire
   b. Advising Worksheet
   c. Interest in Student Activities
   d. Disabilities Disclosure and Request for Accommodations Form
KEY TERMS TO HELP YOU WITH REGISTRATION

1. Semester hour (SH): Each course you took in high school was counted as 1 unit toward your graduation. In college, courses carry different weights. The weights of academic courses are determined roughly by the number of contact hours that the course meets during each week of the semester. Courses vary from 1 semester hour up to 6 semester hours. Most courses are 3 or 4 semester hour courses. The semester hour equivalent for each course is noted on the schedule you will be given at registration.

2. Course load: Your course load refers to the number of semester hours for which you are registered. Most freshmen take 12 to 15 semester hours their first semester. (Four or five courses will usually give you 12 to 15 SH). You must take 12 semester hours to be considered a full time student.

3. General Education Requirements: Pfeiffer, like most colleges and universities, requires students to earn units from a variety of areas, including subjects such as writing, literature, oral communication, history, political science, social science, religion and philosophy. The purpose of such requirements is to insure that you have good communication skills and a broad knowledge base. You must complete the general education requirements listed in your catalog before you graduate. It is generally a good idea to begin your college career by taking general education courses and exploring courses in possible majors.

4. Drop/add period: If you decide that the course load that you have registered for is too heavy or too light, you may drop and/or add courses during the first week of class. There will be no permanent record of any course changes you make during the first week.

5. Drop period and W grades: If you are having difficulty with a class after the drop/add period, you may withdraw from the course up until the last four weeks of the semester. As a first year student, you may obtain a W grade which will not influence your GPA in any way. To obtain a W grade, you must get permission from your mentor and from the instructor of the course. Your mentor will give you a form to fill out to apply for the W. If you do not get permission for the W and drop the course, you will receive either a WP (withdraw passing) or a WF (withdraw failing). The WF counts as a 0 in your GPA. If you simply stop attending a class in which you are not doing well and do not officially drop the class, you will receive an F.

6. GPA (grade point average): Just as in high school, colleges keep track of each student’s grade point average. The GPA is calculated by taking into account the number of semester hours of each course and the grade that you earned in the course. Pfeiffer uses a 4-point scale (A = 4, B = 3, etc.), as do most colleges and universities. The exception is that a 5-point scale is used for students registered for honors courses. GPA is very important. If you maintain a 2.0 GPA, you are progressing toward graduation on Regular Status. Education majors must have a 2.5 GPA.
OVERVIEW OF UNIVERSITY ACADEMIC REQUIREMENTS

In order to receive an undergraduate degree from Pfeiffer, you must satisfy requirements in seven major areas:

1. **Total Hours**
   You must earn a MINIMUM of 120 semester hours of academic credit. Unless you are 25 or older, you must also earn 4 activity units. While you may transfer in academic credits from other accredited instructions, you must earn at least 45 SH of academic credit and half the coursework in your major at Pfeiffer.

2. **University Studies Curriculum: The Pfeiffer Journey**
   All freshmen must take the Pfeiffer Journey course during the first semester they are enrolled at Pfeiffer.

3. **General Education Curriculum**
   In order to earn a degree, all students must satisfy Pfeiffer’s General Education Requirements. These requirements are detailed later in this booklet.

4. **Major**
   You must complete the requirements for one of the majors that Pfeiffer offers. The majors are listed later in this publication.

5. **Computer Competency Requirement**
   In order to fulfill the computer competency requirement, students must pass a computer competency exam or take COMP 360 or another approved computer course.

6. **Entry/Exit Requirements**
   Students must take entry and exit tests in general education and in their major (at exit testing) so that their progress in these areas can be assessed.

7. **Cultural Program**
   Students must participate in certain activities and experiences outside the classroom. These include programs in the fine arts, humanities and in social and natural sciences. Participation in some service activities may also be used toward earning Cultural credits. There are a variety of off-campus activities including visits to historical and cultural sites, approved movies, community service and international travel for which students may earn Cultural Credit. Attending an average of one event per week will enable you to complete the requirements.
THE FRESHMAN YEAR

a. Mentoring and Advising

All freshmen at Pfeiffer are assigned mentors. Your mentor will guide you in making decisions about your course of study, your career plans and developing a schedule for the semester. Your mentor will also be the instructor in your Pfeiffer Journey course that you take during your first semester.

During the spring semester, you will be assigned to an academic advisor in your major if you have decided upon one. Otherwise, you will be assigned to an academic advisor who works with undeclared students.

b. University Studies Courses: The Pfeiffer Journey

The Pfeiffer Journey includes course work, co-curricular activities and service. As a freshman, you will register for one of the Pfeiffer Journey sections your first semester at Pfeiffer.
GENERAL EDUCATION REQUIREMENTS

A good strategy to use for registering for your first semester is to take several general education courses and to take an introductory course in you major or in a field of interest to you. All students must complete 42 - 45 SH of academic courses and 4 activity courses to satisfy the general education requirement.

I. WRITING (3 - 6 SH)
   • COMM 201 Writing I or Exemption
   • COMM 202 Writing II
   • Completion of at least three writing intensive courses, at least one of which must be outside the student’s major, with a C- or better.

II. ORAL COMMUNICATION (1SH)
   • COMM 205 Fundamentals of Oral Communication
   • COMM 301 Public Speaking or COMM 392 Oral Communication

III. LANGUAGE AND LITERATURE (6SH)
    Two courses. One must be a literature course (you may substitute foreign language courses above introductory level). The following courses are often taken by freshman AFTER they have taken Writing II:
    • ENGL 306 Approaches to Literature
    • ENGL 3xx Courses at the 300 level
    Note: Pfeiffer does not require a foreign language, but the university recommends that you take one, particularly if you took a foreign language in high school.

IV. HISTORY and/or POLITICAL SCIENCE (6 SH)
    Two courses. Freshmen often take:
    • HSTY 221 US History to 1865
    • HSTY 231 Civilizations of Europe
    • HSTY 233 Civilizations of Europe and Latin America
    • PLSC 201 American Government

V. MUSIC or ART or Theatre (3 SH)
    One course. The course must be a 3 SH course from the 200 level or above offerings. Courses listed as English do not satisfy the requirement. Freshmen often take:
    • ART 201 Introduction to Art
    • MUSC 201 Music Appreciation
    • THTR 200 Theatre Appreciation

VI. NATURAL SCIENCE (8 SH)
    A two-course sequence in a laboratory science, normally:
    • BIOL 211-212 General Biology I and II
• CHEM 201-202 Science, Technology, & Modern Society I and II
• CHEM 301-302 General Chemistry I and II
• PHYS 301-302 General Physics I and II
• PHYS 303-304 Calculus-Based General Physics I and II

VII. MATHEMATICS (3 SH)
One course in Mathematics (200 level or above) or Statistics for Psychology (PSYC 222).
The math course that you will take depends upon your placement scores and your major.
  • MATH 210 Basic Mathematical Concepts
  • MATH 220 College Algebra
  • MATH 301 Calculus with Analytical Geometry I
  • PSYC 222 Statistics for Psychology (Psychology, Sociology, CRJU majors)

VIII. ECONOMICS /PSYCHOLOGY/SOCIOLOGY (6 SH)
Two courses. Courses often taken by freshman include:
  • SOCY 301 Introduction to Sociology
  • PSYC 221 General Psychology
  • ECON 221 Macroeconomics
  • ECON 222 Microeconomics

IX. RELIGION (6 SH)
Two courses from RELG, PHIL or CHED (one of which must be RELG).
Courses appropriate for freshmen include:
  • RELG 201 Intro to Old Testament
  • RELG 204 Religion and Modern American Culture
  • RELG 211 Intro to Study of Religion
  • RELG 307 World Religions
  • PHIL 203 Intro to Philosophy

X. ACTIVITIES (4SH)
Four courses. Any combination from the offerings designated as activities (100 level) in
Physical Education, Music, Theatre, and Communication.

XI. ELECTIVES (6SH)
Students must complete a minimum of six (6) non-activity hours as unrestricted electives.
These must be from courses that are not used to satisfy the General Education Requirements
or any major/minor requirements.

XII. UNIV 201: The Pfeiffer Journey (3SH)
Many freshmen are uncertain of what major they wish to pursue in college. It is a good strategy to take a first course in one or two of the majors that you think that you might like to major in. Your mentor and the Career Planning and Placement Center will help you explore career and major possibilities.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>RECOMMENDED FIRST SEMESTER COURSE(S) FOR FRESHMAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td></td>
<td>Principles of Business</td>
</tr>
<tr>
<td>Art (Studio Art)</td>
<td>Intro to Art</td>
</tr>
<tr>
<td></td>
<td>Studio course</td>
</tr>
<tr>
<td>Biology</td>
<td>General Biology I</td>
</tr>
<tr>
<td></td>
<td>General Chemistry I (n/a if Math Fundm.)</td>
</tr>
<tr>
<td></td>
<td>Algebra or Calculus I</td>
</tr>
<tr>
<td>Business Administration/ International Business</td>
<td>Principles of Business</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Calculus I or College Algebra or Math Fundamentals</td>
</tr>
<tr>
<td></td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>Christian Education</td>
<td>Faith Development</td>
</tr>
<tr>
<td></td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>Christian Education- Music</td>
<td>Fundamentals of Music Theory I</td>
</tr>
<tr>
<td></td>
<td>Musicianship I</td>
</tr>
<tr>
<td></td>
<td>Faith Development</td>
</tr>
<tr>
<td></td>
<td>Music Ensemble</td>
</tr>
<tr>
<td>Christian Missions</td>
<td>Faith Development</td>
</tr>
<tr>
<td></td>
<td>Religion and Modern American Culture</td>
</tr>
<tr>
<td>Communication</td>
<td>Intro to Human Communication</td>
</tr>
<tr>
<td></td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Science, Technology &amp; Modern Society I</td>
</tr>
<tr>
<td></td>
<td>or General Biology I</td>
</tr>
<tr>
<td></td>
<td>College Algebra</td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Introduction to CJ (second semester)</td>
</tr>
<tr>
<td>Elementary/ Special Education</td>
<td>Seminar in Teacher Education</td>
</tr>
<tr>
<td></td>
<td>Introduction to Teaching (sophomore year)</td>
</tr>
</tbody>
</table>
| English/Literature                  | Writing I or II  
Foreign Language  
Fundamentals of Oral Communication |
|-----------------------------------|---------------------------------|
| Environmental Science             | Introduction to Environmental Science  
General Chemistry I or General Biology I |
| Exercise Science                  | General Biology  
College Algebra  
Foundations of Fitness Leadership  
Principles of Injuries and Rehabilitation |
| History and Social Studies        | U.S. History to 1865, U.S. History since 1865, or any Civilizations course |
| Human Services                    | General Psychology  
Introduction to Sociology |
| Math – CIS                        | Calculus I or College Algebra  
Principles of Business |
| Mathematics                       | College Algebra  
Computer Course (COMP 360)  
General Chemistry I or General Biology I |
| Music                             | Recital Attendance  
Fundamentals of Music Theory I  
Musicianship I  
Class Piano and/or Applied Music  
(see faculty for placement)  
Applied Music Concentration  
Ensemble |
| Physical Education                | History of Sport and PE or First Aid  
Biology I  
Biology II (second semester) |
| Political Science                 | American Government  
Introduction to Law |
| Pre-law                           | American Government  
Introduction to Law |
| Pre-medicine                      | Calculus I or College Algebra or Math Fund.  
General Biology I  
General Chemistry I |
| Psychology                        | General Psychology |
| Religion                          | History of Christianity to Reformation  
Introduction to Philosophy |
| Sports Management                 | Principles of Sports Management |
| Youth Ministry                    | Faith Development  
Religion and Modern American Culture |
Special Programs
The Francis Center for Servant Leadership is critical to the realization of Pfeiffer’s vision and mission. The Center seeks to infuse servant leadership experiences, which include engaged learning, volunteerism and co-curricular experiences, throughout the fabric of university life by:

1. Assisting faculty with the incorporation of engaged learning techniques in their classes
2. Developing community partnerships that support internships and community-based learning and research.
3. Facilitating campus-wide servant leadership initiatives such as the Campus Week of Dialog, Make a Difference Day and Servant Leadership Week.
4. Coordinating the work of the Volunteer Center
5. Providing training and mentoring for Francis Servant Leadership Scholars and the Bonner/AmeriCorps leaders.

Pfeiffer has one of sixty (60) Bonner Leader Programs in the United States. By participating in the Bonner Program you can develop leadership skills, serve the community and earn stipends that can be used to re-pay educational loans. The amount of the stipend depends upon the number of hours of community service which you perform.

Need information about the Service Scholar Program, the Francis Center or volunteer opportunities at Pfeiffer?
Students who are interested in community service and volunteer efforts may call or visit the Francis CORPS in the Stokes Student Center. Please contact Gloria Downey at EXT 3105 for more information.
HONORS PROGRAM

Directors: Dr. Michael Thompson

The Honors Program seeks to enrich the undergraduate educational experience for highly talented and motivated students. Honors students become part of a community of learners, pursuing intellectual growth in opportunities both within and beyond the classroom. The result is an excellent educational and intellectual foundation that serves as a basis for a lifelong of learning.

The Benefits of the Honors Program
The Honors Program seeks to foster academic excellence and intellectual growth. The development of independent honors projects and the close relationship you will develop with faculty and other honors students will provide excellent preparation for study in graduate or professional schools and for professional employment. The Honors Program helps students develop as servant leaders, consistent with the vision and mission of Pfeiffer University, by sponsoring service and engaged learning opportunities.

Eligibility to participate in the Honors Program
Students who have outstanding academic credentials are invited to apply to participate in the Honors Program. Typically students who participate in the program have a high school GPA of 3.3 or higher and an SAT of 1000 or higher. Presidential Scholars and Francis Servant Leadership Scholars scholarship recipients are automatically admitted to, and are expected to, participate in the Honors Program.

Expectations of students who participate in the Honors Program
The Honors Program has three components: Honors Projects, Honors Colloquia and Service to the Community. Students who participate in the Honors program should plan on completing one Honors project per semester. In addition, Honors students are expected to attend the three colloquia that are offered each semester.
THE CULTURAL PROGRAM

Director: Sylvia Hoffmire

The Cultural Program provides students opportunities to enhance their education by participating in a variety of activities outside of the classroom. These include attending dramas, concerts, art exhibits, lectures, religious programs, and other events designated as part of the Cultural Program.

Sixty (60) units in the Cultural Program are required for graduation of students entering as freshmen. Students who are planning to earn a degree from Pfeiffer are expected to accumulate Cultural Program units on a regular basis. Full-time students earn an average of 7.5 units per semester. Part-time students earn proportionately fewer (e.g., 3-4 units per semester for a 1/2-time student).

Registration for Cultural credit is not used in determining class load, classification as a full-time or part-time student or in any other matters in which semester hours are computed, including the computing of the academic average.

The Cultural Program requirement may be met by attending an average of 1 event per week. Unit value is assigned according to the length of the event:

- .5 units -- events up to and including 1 hour
- 1.0 units -- events from 1 to 2 hours
- 1.5 units -- events over 2 hours

The Cultural Program units which you earn must be distributed over 3 areas as follows:

- Area I Fine Arts (15 units minimum): Concerts, recitals, drama productions, art exhibits, lectures, fine films, etc.
- Area II Humanities (15 units minimum): Poetry readings, book discussions, TV programs, lectures, fine films, and other programs in literature, religion and philosophy, or history.
- Area III Social and Natural Sciences (15 units minimum): Lectures, films, convocations, etc., on topics related to business, education, and the natural and social sciences.

The remaining 15 units that are required may be earned in any area or combination of areas. Students may travel independently and earn cultural credit based on their experiences by filing for credit at least 1 week in advance. Students may earn cultural credits by completing service projects carried out under the direction of the Volunteer Office in consultation with the Director of the Cultural Program.

IMPORTANT INFORMATION:
How Many Cultural Credits Have You Earned? You can find out at http://prajna.pfeiffer.edu (Login using your Pfeiffer ID and social security number).
What events are coming up? Visit www.pfeiffer.edu and consult the schedule page under Student Services.
Phone: Ext. 3359 Email: sylvia.hoffmire@pfeiffer.edu
FORMS
Advising Worksheet: Fall Semester, 2009

Name _____________________________   Student ID# _________________
   Last                                   First

I. Freshman Year Experience/ University Studies Seminar*
Course name and number       # of Semester hours
_____________________   _______

II General Education
Course name and number       # of Semester hours
_____________________   _______
_____________________   _______
_____________________   _______

III. Major, elective or activity courses
Course name and number       # of Semester hours
_____________________   _______
_____________________   _______
_____________________   _______

TOTAL:

The total of the semester hours for all courses should be between 12 and 15 SH. You must register for 12 SH to be a full-time student.

IV. Alternate courses
_____________________   _______
_____________________   _______
### Campus Activities & Clubs

Check the organizations or activities that you would like to participate in or find out more about and turn into your mentor:

<table>
<thead>
<tr>
<th>Media</th>
<th>Religious</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>These may be taken as activity courses</em></td>
<td></td>
</tr>
<tr>
<td>Falcon's Eye (Newspaper)</td>
<td>Catholics at Pfeiffer (CAP)</td>
</tr>
<tr>
<td>Pfeiffer Review (Literary Magazine)</td>
<td>Campus Crusade for Christ</td>
</tr>
<tr>
<td>The Chimes (Yearbook)</td>
<td>Peer Ministries</td>
</tr>
<tr>
<td></td>
<td>Christian Educators Fellowship (CEF)</td>
</tr>
<tr>
<td></td>
<td>Fellowship of Christian Athletes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service / Special Interest</th>
<th>Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History Club</td>
</tr>
<tr>
<td></td>
<td>Math Club</td>
</tr>
<tr>
<td>Commuter Student Association</td>
<td>Political Science - Pre-Law Society</td>
</tr>
<tr>
<td>International Students Association</td>
<td>Pre-Med Club</td>
</tr>
<tr>
<td>Programming Activities Council (PAC)</td>
<td>Psychology Club</td>
</tr>
<tr>
<td>Optimist Club</td>
<td>Computer Information Systems Club</td>
</tr>
<tr>
<td>Silent Voices Signing Dancers</td>
<td>School of Education Majors Club</td>
</tr>
<tr>
<td>Latin Dance Club</td>
<td>Phi Beta Lambda-Business Professional Organization</td>
</tr>
<tr>
<td>Frisbee Club</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government</th>
<th>Center for Outdoor Leadership (COL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Government Association</td>
<td><em>Offer various outdoor activities on and off of campus!</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>These may be taken as activity courses</em></td>
<td></td>
</tr>
<tr>
<td>Handbell Choir</td>
<td>Your name: ____________________________</td>
</tr>
<tr>
<td>Concert Choir</td>
<td></td>
</tr>
<tr>
<td>Gospel Choir</td>
<td></td>
</tr>
<tr>
<td>Jazz Ensemble</td>
<td>Your e-mail address: __________________</td>
</tr>
<tr>
<td>Stagecraft</td>
<td></td>
</tr>
<tr>
<td>Symphonic Choir</td>
<td></td>
</tr>
<tr>
<td>Wind Ensemble</td>
<td></td>
</tr>
</tbody>
</table>
Disabilities Disclosure and Request for Accommodation

If you have a documented disability (a learning disability, ADD, ADHD, mobility problems, health concerns, significant hearing or vision problems) that will require accommodation, please complete this form and provide documentation from an appropriate licensed or certified professional. The requirements for the documentation can be obtained from the Learning Center.

Jim Gulledge
Director, Learning Center
Disabilities Services Officer
P.O. Box 960
Pfeiffer University

Full name ___________________________                SSN __________________________
Phone number _________________________                E-mail address ________________

ALL INFORMATION ABOUT YOUR DISABILITY WILL BE TREATED CONFIDENTIALLY.

What is your disability? (Be specific: health, dyslexia, etc.) _____________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

How does this disability affect your class work, class schedule or class location? ____________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

What accommodations are required?  _______________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please note that all documentation must be submitted before accommodations can be implemented. We request that you give permission for the Disabilities Officer to share information related to accommodations that you require with others (professors, advisors and counselors) on a “need to know” basis that. If you agree, the Disabilities Officer will prepare letters concerning appropriate accommodations for you professors and advisor.

___ Yes, I agree that the Learning Center arrange my accommodations, sharing information only as needed once I have provided all the necessary documentation.

___ No, I am not requesting accommodations at this time.

_______________________________________________      __________________
Student signature            Date