



## **Pre-Registration Guide**

Fall 2014



*Office of the Provost*

Welcome to Pfeiffer University! We are looking forward to your joining the Pfeiffer Family for the 2014-2015 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,

A handwritten signature in black ink, appearing to read "Tracy Espy".

Dr. Tracy Espy  
Provost & Vice President for Academic Affairs  
704-463-3104  
[tracy.espy@fsmail.pfeiffer.edu](mailto:tracy.espy@fsmail.pfeiffer.edu)

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# 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). Transfer students take 15 to 18 semester hours each semester. **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 first semester 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 institutions, 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. For transfers, the number of hours transferred in will determine which Pfeiffer Journey they are placed in.

## **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 guide.

## **4. Major**

You must complete the requirements for one of the majors that Pfeiffer offers. The majors are listed later in this guide.

## **5. Computer Competency Requirement**

In order to fulfill the computer competency requirement, students must pass a computer competency exam or take COMP 110 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. The course is taken for a full year. You will take a 2sh course in the fall and a 1sh course in the spring.

# TRANSFER STUDENTS

## a. Advising

You will be assigned an academic advisor to help you plan your courses of study in college and to give you guidance in making plans for a career or for attending graduate or professional school after you receive your undergraduate degree. You will meet with your advisor at least two times each semester. You will meet with your advisor at the beginning of each semester to review your schedule, course of study, and progress toward the degree.

You will also meet with your advisor to pre-register for classes for subsequent semesters. The pre-registration advisement meetings are held in November and April. Most advisors post signup sheets on their office doors a week before pre-registration. E-mail, call or go by your advisor's office to set up an appointment.

WHEN YOU MEET WITH YOUR ADVISOR, BE SURE TO REVIEW YOUR PROGRESS TO YOUR DEGREE CAREFULLY. Your advisor will help you track your academic progress but you need to take the responsibility of being sure that you know where you stand. If you change your schedule, drop courses or receive **D's or F's** in courses, you will need to reassess your planned course of study.

IF YOU WISH TO CHANGE YOUR ADVISOR, PLEASE COMPLETE THE REQUEST FOR CHANGE OF ADVISOR FORM AND RETURN THE FORM TO THE OFFICE OF ACADEMIC AFFAIRS.

## b. Key Points

In order to **graduate from Pfeiffer**, you must:

1. Earn at least 45 of the required 120 academic hours required for graduation at Pfeiffer. This requirement is called the residency requirement.
2. You must earn at least half the semester hours required for your major at Pfeiffer.
3. You must earn at least half the hours required for your minor at Pfeiffer.
4. Your overall GPA must be a 2.0 ( for teacher education, 2.5) in order to graduate.
5. You must satisfy the Computer Competency requirements.

6. You must complete **Senior Testing and Major Field Tests**. Senior Tests are given at the beginning of your last semester. Students who are seeking to a degree that leads to licensure as a teacher must take the Praxis II.

7. Complete the number of Cultural Program credits indicated by the Registrar on his evaluation of your transfer credit.

**REMEMBER: YOU MUST FILE AN APPLICATION FOR DEGREE ONE YEAR PRIOR TO YOUR PLANNED GRADUATION DATE.**

ONCE YOU HAVE FILED THE APPLICATION FOR DEGREE, THE REGISTRAR WILL PROVIDE YOU WITH A **DEGREE AUDIT** WHICH SHOWS EXACTLY WHAT IS REQUIRED FOR YOU TO COMPLETE YOUR DEGREE PROGRAM.

AN APPLICATION MUST BE FILED FOR EACH MAJOR AND EACH MINOR WHICH YOU ARE COMPLETING.

# General Education at Pfeiffer University

The Undergraduate College provides a Liberal Arts education that affirms that all thinking, learning, and knowledge is infused with wonder. The task of the general education curriculum at Pfeiffer is to prepare students 1) to engage knowledge critically with college level inquiry, analysis, and an appreciation of its consequence; and 2) to communicate clearly through understanding, reflection, and application of acquired and refined knowledge.

The Liberal Arts tradition, with its emphasis upon the Humanities and the Sciences, presents students with a broad and holistic view of human knowledge, ethics, cultures, behaviors, and societies, as well as an appreciation of nature and its order. In service to the Liberal Arts and supporting the university's vision for preparing transformative servant leaders, the general education curriculum at Pfeiffer University will prepare students with the following core competencies:

## **Foundational Knowledge**

**Definition:** Foundational knowledge is based in the study of the Arts/Humanities, Social/Behavioral Sciences, and Natural Sciences/Math. The students' visions of humanity expand through the integration of thought, culture, and ethos of the Liberal Arts tradition. By engaging foundational knowledge, students demonstrate an ethical and holistic understanding of themselves and others in contemporary global society. Students also connect to a shared past and enliven their imaginations with the aim of becoming leaders in service to a better future.

## **Communication**

**Definition:** Effective communication embraces oral and written language skills, including the ability to choose an appropriate combination of medium, genre, and technology for personal, academic, and professional communication.

## **Collaboration**

**Definition:** Individuals collaborate to accomplish shared goals. Collaboration includes advancing ideas, fulfilling commitments to the group goals, working professionally with others, and recognizing and managing conflict.

## **Information Literacy**

**Definition:** Information Literacy is the skill of identifying, locating, and evaluating information, in service of problem solving, critical thinking, and communication.

## **Critical Thinking**

**Definition:** Critical thinking is the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication.

# General Education Curriculum

General Education at Pfeiffer presents students with a broad and holistic view of human knowledge, ethics, cultures, behaviors, and societies, as well as an appreciation of nature and its order. In support of the university's vision to prepare transformative servant leaders, the general education curriculum develops student competency in Communication, Collaboration, Critical Thinking, and Information Fluency by delivering Foundational Knowledge through the following areas of required student inquiry. (Only courses in the areas of study that have been designated by the General Education Committee will meet the program requirements unless otherwise approved by the University Registrar in consultation with the General Education Committee):

1. **College Writing (3sh):** ENGL 202 (Students must complete with a C- or better or transfer in an equivalent course. Prerequisite: ENGL 201 – Introduction to College Writing. To place out of ENGL 201 a student needs at least two of the following three requirements: 1) 500 or better on SATV 2) 500 or better on SATW 3) at least a 3.5 high school GPA – no less than a 3.0.)
2. **Literary Study (3sh):** Prerequisite: Successful completion of ENGL 202.
3. **Historical Perspective (3sh)**
4. **Global Awareness (3sh)**
5. **Study in Religion (3sh)**
6. **Visual and Performing Arts (3sh)**
7. **Social and Behavioral Sciences (3sh)**
8. **Introduction to Natural Science (4sh):** Includes a course with a laboratory.
9. **Mathematics (3sh)**
10. **The Pfeiffer Journey (9sh):** Completion of a three-course sequence.

- Freshman year: Pfeiffer Journey (UNIV 201) or Pfeiffer Journey – Honors (UNIV 201H)
- required of all students who enter Pfeiffer with fewer than 26SH
- Sophomore year: Second Year Seminar UNIV 275
- Junior year: Third Year Seminar UNIV 375
- students must take when they have reached a range between 61 – 90 SH

Students will receive introduction or reinforcement in the broad general education competency areas as follows:

- Communication – through College Writing, Visual and Performing Arts, and Pfeiffer Journey
- Collaboration – through Social and Behavioral Sciences, Natural Sciences, and Pfeiffer Journey
- Critical Thinking – through Literary Study, Religion, Global Awareness, and Second Year Seminar
- Information Literacy – through Historical Perspectives, Mathematics, and Second Year Seminar

**A course may not be used to meet two general education requirements. A course may be used to meet both a general education requirement and a major/minor requirement.**

## MAJORS

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 will help you explore career and major possibilities.

MAJOR	RECOMMENDED FIRST SEMESTER COURSE(S) FOR FRESHMAN
<b>Accounting</b>	Principles of Macroeconomics College Algebra Microcomputer Applications Principles of Business
<b>Art (Studio Art)</b>	Intro to Art Studio course
<b>Biology</b>	General Biology I General Chemistry I (n/a if Math Fundm.) Algebra or Calculus I
<b>Business Management and Leadership</b>	Principles of Business College Algebra Microcomputer Applications
<b>Chemistry</b>	Calculus I or College Algebra or Math Fundamentals General Chemistry I
<b>Communication</b>	Intro to Human Communication Public Speaking
<b>Computer Information Systems</b>	Science, Technology & Modern Society I College Algebra Microcomputer Applications
<b>Criminal Justice</b>	Introduction to CJ (second semester)
<b>Elementary/ Special Education</b>	Introduction to Teaching (sophomore year)
<b>English/ Literature</b>	Writing I or II Foreign Language Fundamentals of Oral Communication
<b>Environmental Science</b>	Introduction to Environmental Science General Chemistry I or General Biology I
<b>Financial Fraud and Fraud Examinations</b>	Principles of Accounting Introduction to Criminal Justice
<b>Health and Exercise Science</b>	General Biology College Algebra Foundations of Fitness Leadership Principles of Injuries and Rehabilitation
<b>Health and Physical Education</b>	History of Sport and PE or First Aid Biology I Biology II (second semester)

<b>History</b>	U.S. History to 1865, U.S. History since 1865, or any Civilizations course
<b>Human Services</b>	General Psychology Introduction to Sociology
<b>Mathematics</b>	College Algebra Computer Course (COMP 110) General Chemistry I or General Biology I
<b>Music</b>	Recital Attendance Fundamentals of Music Theory I Musicianship I Class Piano and /or Applied Music (see faculty for placement) Applied Music Concentration Ensemble
<b>Nursing</b>	General, Organic, and Biochemistry Statistics
<b>Political Science</b>	American Government Introduction to Law
<b>Pre-medicine</b>	Calculus I or College Algebra or Math Fund. General Biology I General Chemistry I
<b>Psychology</b>	General Psychology
<b>Religion and Practical Theology</b>	History of Christianity to Reformation Introduction to Philosophy
<b>Sports Management</b>	Principles of Sports Management

# FORMS

# Pre-Advising Worksheet: Fall 2014 Semester

Name \_\_\_\_\_  
Last First

Student ID# \_\_\_\_\_

Intended Major \_\_\_\_\_

## Primary Courses

Course Name	Section Number	Day	Time	Number of Credit Hours

## Alternate courses

Course Name	Section Number	Time	Day	Number of Credit Hours

## TOTAL CREDIT HOURS:

You must register for 12 SH to be a full-time student.

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## IMPORTANT INFORMATION

Please check all boxes that apply:

### Advanced Placement

I am waiting on scores from Advanced Placement in the following:

\_\_\_\_\_

**I'm undecided on my intended major and would like to have an advisor contact me to further discuss my schedule**

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

# **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 Gullede  
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