



Samford University.

Howard College of Arts and Sciences

HCAS Academic Advising Manual

Fall 2023

The Academic Advising Team

| Name | Extension | Office |
|--|------------------|---------------|
| Dana Basinger Assistant Dean, Advising Humanities | 2360 | Brooks 101 |
| Leslie Armstrong Academic Advisor, Social Sciences | 4890 | Brooks 110 |
| Grace Baker Academic Advisor, Sciences | 2947 | Brooks 108 |
| Ginger Carpenter Administrative Support | 2216 | Brooks 127 |



Contents

| | |
|--|----|
| Advising 101 | 4 |
| Degree Works | 6 |
| Releasing Holds | 9 |
| Completing General Education Requirements | 12 |
| General Education Curriculum: Core and Distributed Courses | 13 |
| Gen-Ed Language Requirement & Placement..... | 18 |
| Changing Majors/Adding Majors Minors | 19 |
| List of Majors, Interdisciplinary Programs, Minors..... | 20 |
| Fifth-Year Non-Traditional Description | 22 |
| Transfer Students..... | 23 |
| Study Abroad..... | 24 |
| Convocation Requirements | 25 |
| Struggling Students..... | 26 |
| Student Recognition..... | 27 |
| Graduation Checks..... | 28 |
| Office of the Registrar Directory | 29 |
| Fall 2023 and Spring 2024 Graduation Dates..... | 30 |
| Frequently Used Form Links | 31 |

Advising 101

Why am I advising students?

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith, and personhood. As a Christian University, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility, and service to others.

1. Howard College of Arts and Sciences believes strongly that advising is an extension of teaching and that faculty advisors are in the best position to help students embrace the tenets of the Samford mission statement and their own departmental ethos as they mentor majors.
2. Faculty advisors have opportunities to foster intellectual growth and decision making, creative thinking and spiritual development and maturity.
3. Effective and observant advisors help retain students in their departments and at the University.
4. Excellent advisors will help build their departments' reputations for quality care and concern.

How should I conduct advising sessions?

1. Students should participate in a one-on-one in person advising session once each semester; (30 minutes is a good target).
2. This time should not be taken up entirely by course selection. Resourcing Degree Works, students should be encouraged to take more ownership in their course scheduling. To that end, the advisor can use the time for the following:
 - Serve as a resource agent during the undergraduate experience: e.g. help with timing of course selections, difficult classes, appropriate professor selections, minor selections, elective course choices, transient enrollment guidelines, etc.
 - Help students make post-graduation plans.
 - Keep students informed about opportunities in the discipline.
 - Be available and accessible for academic problems that might arise (Note: The HCAS Advisors will follow up on all students with reported academic struggles).
 - As needed and at their own comfort level, serve as mentors and counselors.

What should be covered during the advising session?

1. Discuss next semester's course choices with the four-year plan in mind.
 - Major courses sequence
 - Core course completion
 - General education course completion
2. Enter agreed upon course choices for the upcoming semester using the Notes feature. (Instructions follow on page 6-7)
3. Release Registration Hold.
4. Other topics you might cover depending on undergraduate level:
 - Plan for completing major requirements.
 - Summer/May Term enrollment—transient or Samford?
 - Involvement in departmental life: honor societies, student groups, ambassadors, professional organizations
 - Internships
 - Future plans—graduate school or employment?
 - Health and well-being of the student
5. Areas that can be addressed at the Advising Center
 - General education requirements/selections/dates
 - Academic struggles
 - Summer enrollment
 - Adding minors and second majors
 - Study abroad

Degree Works

Degree Works is Samford's degree audit program. Students can find all relevant information regarding their degree progress using this program. They can also project changes to their degree plans and calculate predicted GPAs. It's critical that the advisor use Degree Works in advising sessions with students and keep detailed notes there.

You will be able to develop your own best system using the Notes or Plans features. There's no best way to do this but know the students (especially underclass students) often fail to follow faculty recommendations. Degree Works will prevent potential "he said/she said" situations.

DEGREEWORKS FEATURES

Dashboard: Use for important information pertaining to student

The screenshot shows the Degree Works interface for a student named Test, Samfordstudent Su. The dashboard includes the following information:

- Student Information:** Student ID: 900207443, Name: Test, Samfordstudent Su, Degree: BA, Major: English (BA), Level: U, Classification: Junior, Last Audit: 09/14/2021, Last Refresh: Today at 2:00 am.
- Academic Status:** Good Standing
- Hours and GPA:**
 - Samford Hours: 13
 - Overall Hours: 64
 - Samford GPA: 3.611
 - Overall GPA: 3.531
 - Major 1 GPA: 4.000
 - Major 2 GPA: [blank]
- Convo Credits:** Convo Earned: 16, Convo Required: 36
- Registration:** Registration Hold: NO, Graduation Application: CLICK HERE

Annotations on the screenshot:

- A box labeled "Keep an eye on convo credits." has an arrow pointing to the "Convo Earned" and "Convo Required" fields.
- A box labeled "Includes only completed courses" has an arrow pointing to the "Samford Hours" and "Overall Hours" fields.

Total Hours: The number of hours student needs to get to 128.

The screenshot shows the "Degree Progress" section for the Bachelor of Arts degree. It includes a progress bar and a table of requirements.

| Requirements | 65% |
|-------------------------|--|
| Bachelor of Arts | Academic Year: 2018-2019 Credits Required: 128 GPA: 3.510 Credits Applied: 66 |

Unmet conditions for this set of requirements:

A minimum of 128 credits required for this degree and major. You have completed and/or are currently enrolled in a total of 66. You need at least 62 more credits.
64 credits must be taken in residence. You currently have 15. You need 49 more credits in residence.

Annotations on the screenshot:

- A box labeled "Includes courses registered for in current term" has an arrow pointing to the "Credits Applied" field in the table.

Notes: Enter notes on ALL communication with students here and run audit.

Notes are public so be careful about private issues.



Worksheets Plans **Notes** Petitions GPA Calc

Worksheets

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Save Note Clear

Samford University Advising and Degree Audit System

Template Management Print Log Out

| | | | | | | | | |
|------|------------|-------------------------|--------|--------------|-------|----------------|------------|------------------|
| Find | Student ID | Name | Degree | Major | Level | Classification | Last Audit | Last Refresh |
| | 900207443 | Test, Samfordstudent Su | BA | English (BA) | U | Junior | 09/14/2021 | Today at 2:00 am |

Worksheets Plans **Notes** Petitions GPA Calc

View Notes

Add Note >

Modify Notes

Delete Notes

Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

GPA Calculator: Use to predict current semester GPA (great for decisions about withdrawing from courses)

Term Calculator will load current courses and predict GPA

| Class | Credits | Grade |
|----------|---------|-----------|
| Class 1 | 4 | A [4.000] |
| Class 2 | 4 | A [4.000] |
| Class 3 | 4 | A [4.000] |
| Class 4 | 3 | A [4.000] |
| Class 5 | 2 | A [4.000] |
| Class 6 | | A [4.000] |
| Class 7 | | A [4.000] |
| Class 8 | | A [4.000] |
| Class 9 | | A [4.000] |
| Class 10 | | A [4.000] |

What If: Use if students want to add majors, minors or change majors. Note: students can only double major within the same degree.

Format: Student View Process What-If create PDF

What-If

Level: Undergraduate

Degree: Bachelor of Arts (BA)

Academic Year: 2020-2021 (under construc)

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Choose Your Future Classes

Enter a course and click Add Course

Course

Subject: [Find a Course](#)

Number:

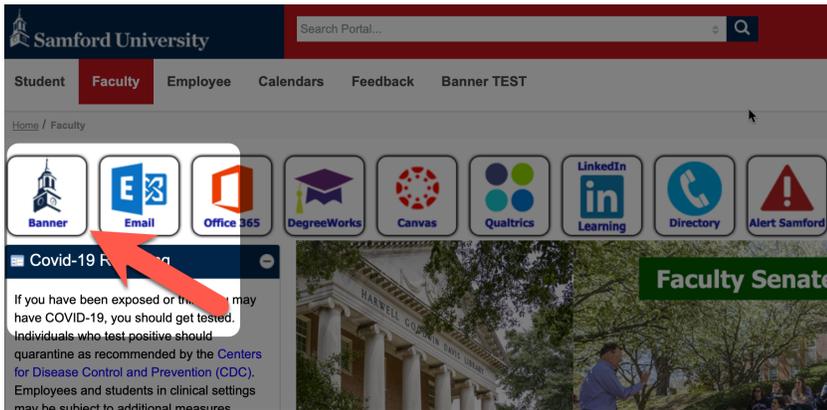
Releasing Advisor Holds

Starting in the fall of 2023 PINs will no longer be in use. Instead, a hold will be placed on each student account. This hold can be released by the student's advisor(s).

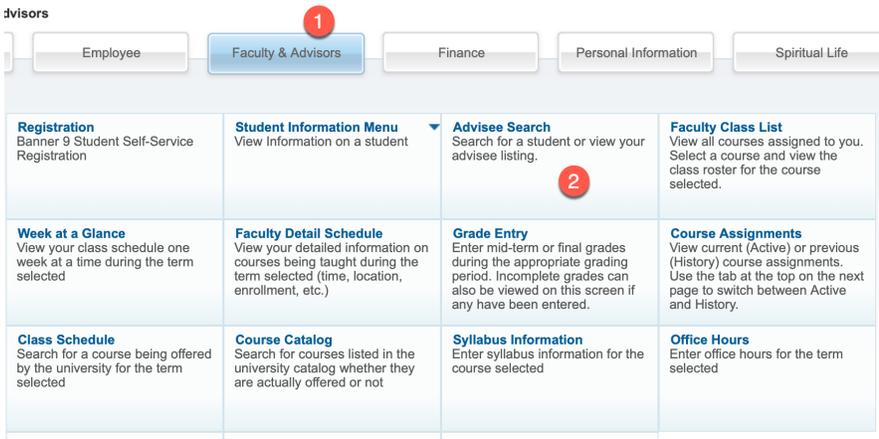
Releasing the Advisor Hold can only be done via the Student Dashboard.

To access the Student Dashboard:

- 1) Log in to the Samford Portal
- 2) Click on Banner



- 3) Click on the Faculty & Advisors tab (#1 in the screenshot below)
- 4) Click on Advisee Search (#2 in the screenshot below)



(Advisee Search will soon be replacing the Student Information Menu. Please familiarize yourself with the Advisee Search and the Student Dashboard. The latter is pictured further below.)

- 5) Advisee Search will allow you to search for a student by using their Student ID, their Samford email address, or by their Student Name.
Important Note: The View Profile button will not become clickable until you tab button or click outside of the search/text box.

Advisee Search

Change term, search for a student, or view your advisee listing

Term

View advisee listing, or search by

Student ID
 Student Email
 Student Name

Student ID

Click “View Profile”

- 6) You can access the Advisor Hold by clicking on the “Holds” text located in the upper right corner of the Student Dashboard.

Advising • Student Dashboard

Student Profile - Samfordstudent Su Test (900207443)

Term: Fall 2023 08/21/2023 - 12/07/2023 | Standing: | Overall Hours: 64 | Overall GPA: 3.56 | **Holds: 1**



Bio Information
 Email: sstest@samford.edu
 Phone: Not Provided
 Gender: Male
 Date of Birth: 12/31
 Citizen: Yes

General Information
 Level: Undergraduate
 Class: Junior
 Status: Active
 Student Type: Continuing
 Residency: Resident
 Campus: Main
 First Term Attended: Fall 2012
 Matriculated Term: Not Provided
 Last Term Attended: Spring 2020
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications: None
 Awarded Degree: Bachelor of Arts
 Term: Spring 2024
 Date: 05/15/2024

Advisors
 Primary / Major
[Mrs. Michelle Holcomb Joiner](#)
[Mrs. Kara L. Blakes](#)

CURRICULUM, HOURS & GPA

| Primary | Secondary | Hours & GPA |
|-----------------------|-----------------------------|-------------|
| Degree: | B.S. in Business Admin | |
| Study Path: | Not Provided | |
| Level: | Undergraduate | |
| Program: | BSBA in Finance | |
| College: | Brock School of Business | |
| Department: | Econ/Finance/Quant Analysis | |
| Concentration: | Not Provided | |
| Minor: | Not Provided | |
| Concentration: | Not Provided | |
| Admit Type: | Not Provided | |
| Admit Term: | Summer 2018 | |
| Catalog Term: | Fall 2023 | |

REGISTERED COURSES

| Course Title | Details | CRN | Hours | Registration Status | Instr |
|-------------------------------|-------------|-----------------------|-------|---------------------|-----------------------|
| Old Test Survey-Christian Min | CHRM 210 01 | 73737 | 3 | **Web Registered** | Dr. S |
| Practical Theol-Christian Min | CHRM 220 01 | 73738 | 3 | **Web Registered** | Dr. J |
| Early America | HIST 217 02 | 73847 | 4 | **Web Registered** | Dr. L |
| Arts in Society | SOA200 W03 | 74938 | 3 | **Web Registered** | Mrs. |
| Disciplmaking I | CHRM 101 02 | 75875 | 1 | **Web Registered** | Dr. S |
| Paul's Letter to the Romans | BREL 322 01 | 76408 | 4 | **Registered** | Dr. R |

Total Hours | Registered Hours: 18 | Billing Hours: 18 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

- 7) Once you click on the “Holds” text, it should open the name of the hold(s).

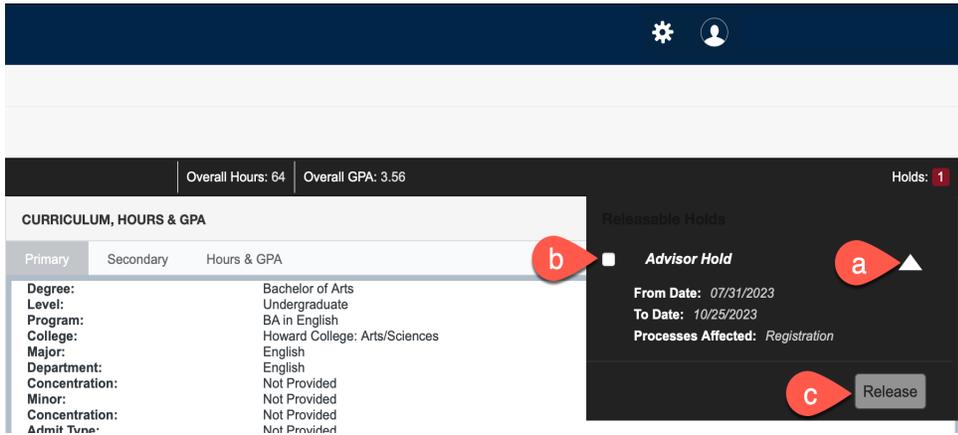
Overall GPA: 3.56 | **Holds: 1**

Releasable Holds

Advisor Hold

achelor of Arts
 Undergraduate
 A in English
 loward College: Arts/Sciences
 nglish

- 8) Referring to the screenshot below:
 - a) Clicking on the arrow will toggle the hold details
 - b) Checkbox to indicate that you wish to release the hold
 - c) Release button to release the hold
 - d)



9) A green text box will appear in the upper right letting you know that the hold was released successfully.

10) Enter a NOTE in Degreeworks indicating the hold has been released and include and all relevant notes.

Completing General Education Requirements

There is some discussion as to whether students should try to complete general education requirements early or save some of these credits for later in their careers in order to offset higher level courses and fill out schedules. Each department has a different philosophy on this issue, so check with your chair.

Reasons for early enrollment:

1. Helps students consider second majors and minors.
2. Students gain transferrable skills (oral and written communication, quantitative skills, critical thinking, etc.).
3. Students have a wider body of knowledge from which to draw.
4. Gives students more time to settle into the major.

Reasons for later enrollment:

1. Helps fill out schedule if department is small and fewer upper-level courses are offered.
2. Gives students some variety from major courses.
3. Certain requirements may be specific to a major, so students should wait until their major choice is final before completing some general education requirements (e.g. math, social science).

See 2023-24 University Catalog at <https://catalog.samford.edu/> for a list of general education courses.

General Education Curriculum: Core and Distributed Courses

| University Core Curriculum Requirements (22 credits) | | | |
|---|-------|---|-------|
| Course | Taken | Course | Taken |
| UCBF 101 Biblical Foundations (4) | | UCT 101 Cultural Perspectives I (4) | |
| UCR 101 Rhetoric (4) | | UCT 102 Cultural Perspectives II (4) | |
| UCS 102 Seminar (4) | | UCHW 120 Concepts of Fitness and Health (2) | |
| Natural and Computational Sciences - select two courses (8 credits) (* Students must register for co-requisite lab.) | | | |
| Course | Taken | Course | Taken |
| BIOL 105 Principles of Biology (4) | | COSC 107 Introduction to Computer Science (4) | |
| BIOL 106 Principles of Biology II (4) | | GEOG 150 Environmental Geography (4) | |
| BIOL 107 Contemporary Biology (4) | | GEOG 216 Mapping a Changing World (4) | |
| BIOL 110 Human Biology (4) | | IDSC 201 Scientific Methods (4) | |
| BIOL 111 Animal Biology (4) | | PHYS 100 Physics for Society (4) | |
| BIOL 112 Plant Biology (4) | | *PHYS 101 General Physics I (4) | |
| CHEM 108/109 General Organic & Biological Chemistry w/lab (4) | | *PHYS 102 General Physics II (4) | |
| CHEM 205/206 Foundations of Chemistry with lab (5) | | *PHYS 150 Introduction to Astronomy (4) | |
| Social Sciences - select one course outside your major (4 credits) | | | |
| Course | Taken | Course | Taken |
| COMS 221 Interpersonal Communication (4) | | JMC 200 Mass Media and Society (4) | |
| ECON 201 Principles of Macroeconomics (3) | | POLS 200 Power and Politics (4) | |
| GEOG 101 Global Geography (4) | | PSYC 101 General Psychology (4) | |
| IDSS 201 Interdisciplinary Social Sciences (4) | | SOC1 100 Introduction to Sociology (4) | |
| INTL 360 British Heritage and Culture (4) | | | |
| Mathematics - select one course (4 credits) | | | |
| Course | Taken | Course | Taken |
| MATH 110 Contemporary Mathematics (4) | | MATH 210 Elementary Statistics (4) | |

| | | | |
|--|--|---|--|
| MATH 130 Introduction to Applied Mathematics (4) | | MATH 210 Elementary Statistics (4) | |
| MATH 150 Precalculus (4) | | MATH 215 Applied Probability Theory (4) | |
| MATH 205 Introduction to Data Science (4) | | MATH 240 Calculus I (4) | |

Any other math course above 240 for students who demonstrate competency at the Calculus I level. (4)

World and Classical Languages (4 - 16 credits) (* Students must register for co-requisite lab.)

| Course | Taken | Course | Taken |
|--|-------|--|-------|
| For students without language proficiency, the normal sequence is: | | | |
| *FREN, *GER, GREK, HEBR, LATN or *SPAN 101 (4) | | *FREN, *GER, GREK, HEBR, LATN or *SPAN 201 (4) | |
| *FREN, *GER, GREK, HEBR, LATN or *SPAN 102 (4) | | *FREN, *GER, GREK, HEBR, LATN or *SPAN 202 (4) | |
| *FREN, *GER 107 (6) | | *FREN, *GER 207 (6) | |
| *SPAN 103 (4) | | *SPAN 203 (4) | |

Critical Languages: Arabic, Chinese, Hindi, Italian, Japanese, Portuguese, Russian, Swahili and Thai

Fine Arts (3 credits)

| Course | Taken | Course | Taken |
|-----------------------------|-------|-------------------------------|-------|
| SOA 200 Arts in Society (3) | | SOA 210 Voices of Freedom (3) | |

Humanities - select one course outside your major (4 credits)

| Course | Taken | Course | Taken |
|---|-------|---|-------|
| BREL/PHIL 200 Christian Ethics (4) | | HIST 200 Global Perspectives (4) | |
| BREL 201 Introduction to World Religions (4) | | HIST 217 Early America to 1877 (4) | |
| BREL 221 Christian Theology (4) | | IDHU 201 Interdisciplinary Humanities (4) | |
| CLAS 200 Rediscovery of the Classical World (4) | | INTL 360 British Heritage and Culture (4) | |
| ENGL 205 Fiction and Film (4) | | PHIL 230 Medical Ethics (4) | |
| ENGL 208 Christianity and Literature (4) | | PHIL 241 Introduction to Philosophy (4) | |

Foundations (1 credit)

Core Curriculum

UCBF 101 Biblical Foundations (4 credits) This course serves as an introduction to the Christian Scriptures (Old and New Testaments), including their contents, their historical backgrounds, literary genres, and theological and ethical themes. The course reflects the biblical basis of Samford's Core Values and provides a foundation for understanding the place of the Jewish and Christian Scriptures in human culture. The course will stress the relevance of the Bible for contemporary Christian faith and practice.

UCR 101 Rhetoric (4 credits) Introductory course in communication, emphasizing guided practice in speaking, listening, reading, and writing. Students gain proficiency in the use of library resources and in foundational computing skills. Students must write a minimum of four essays, totaling 20 typed pages (4500 words) of polished prose that are revised through multiple drafts and carefully edited before submission. They also must make at least three oral presentations during the course. Students must pass this course with a grade of C- or better to advance to UCS 102.

UCS 102 Seminar (4 credits) Continuation of UCR 101 with additional guided practice in speaking, listening, reading, and writing. Special emphasis placed on research-based writing and argumentation. Students must write a minimum of four essays, totaling 20 typed pages (4500 words) of polished prose that are revised through multiple drafts and carefully edited before submission. They also must make at least three oral presentations during the course. Pre-req: Grade of C- or better in UCR 101. Students must pass this course with a grade of C- or better.

UCT 101 Cultural Perspectives I (4 credits) First in a two-semester sequence that examines the Western intellectual tradition within a global context. Through interdisciplinary study, students increase their awareness of the cultural, historical, literary, philosophical, and religious influences upon the development of civilizations. Includes a minimum of 15 typed pages (3375 words) of polished prose.

UCT 102 Cultural Perspectives II (4 credits) Second in a two-semester sequence that examines the Western intellectual tradition within a global context. Through interdisciplinary study, students increase their awareness of the cultural, historical, literary, philosophical, and religious influences upon the development of civilizations. Includes a minimum of 15 typed pages (3375 words) of polished prose.

UCHW 120 Concepts of Fitness and Health (2 credits) Fitness and health are homeostatic states that must be maintained throughout the course of one's life. This introductory course provides a foundation of the dimensions of wellness and their relationship to overall health for activities of daily living. Principles of fitness, basic nutrition, body composition, cardiovascular disease, substance abuse, stress, and other topics necessary for optimum health will be discussed.

Natural Sciences

BIOL 105 Principles of Biology (4 credits) Study of the principles of life common to all living organisms. Topics include biological chemistry, cellular biology, inheritance, survey of animals and plants, and ecology. Designed for non-biology majors. Includes laboratory.

BIOL 106 Principles of Biology II (4 credits) Study of the principles of life focused on the anatomical and physiological challenges of maintaining homeostasis in humans.

BIOL 107 Contemporary Biology (4 credits) Survey of contemporary biology, with emphasis on the interactions of humans with the biological world. Designed for non-biology majors. Includes laboratory.

BIOL 110 Human Biology (4 credits) Study of the biological principles of the human body from a human biology anatomical, physiological, and ecosociological perspective. Includes laboratory. Study of animal life from a cellular to organismal level with emphasis on animal taxonomy and environmental relationships. Designed for non-biology majors. Includes laboratory.

BIOL 111 Animal Biology (4 credits) Study of animal life from a cellular to organismal level with emphasis on animal taxonomy and environmental relationships. Designed for non-biology majors. Includes laboratory.

BIOL 112 Plant Biology (4 credits) Study of the form, function, and classification of the plant kingdom. Includes laboratory.

CHEM 108/109 General, Organic, and Biological Chemistry (3 credits) Study of chemistry needed to understand human physiology. When taken with CHEM 109, this course meets the chemistry requirement for nursing students and a general education requirement for natural and computational sciences for most other majors. Students who have a C- or better in CHEM 205 may not take CHEM 108 for credit. LEC 3 CHEM 9 is the accompanying lab for 108 and is 1 credit.

CHEM 205/206 Foundations of Chemistry (4 credits) Survey of chemical principles. Includes types of chemical reactions, stoichiometry, gases, thermodynamics, atomic and molecular structure, solutions, kinetics, and basic equilibrium. When taken with CHEM 206, meets a general education requirement for natural and computational sciences. LEC 4. Co-req: CHEM 206 and MATH 150, or score on placement exam sufficient to qualify for MATH 240. CHEM 206 is the accompanying lab for 205 and is 1 credit.

COSC 107 Introduction to Computer Science (4 credits) Exploration of the foundations of computing as a science, including how computing represents the effective merger of science, mathematics, and engineering. Incorporates hands-on experience to illustrate how computers operate based on simple principles of logic and abstraction; demonstrates how to communicate with them via algorithms and use of a simple programming language; evaluates limitations, examines alternative computing paradigms; considers emerging technologies; contemplates major innovations such as the Internet, virtual reality, and intelligent systems; and surveys a variety of issues facing society. Not a computer literacy course. Computer science majors cannot use this course to fulfill their general education natural and computational science requirement. Pre-reqs: Basic computer literacy (familiarity with file/folder manipulation, word processing, and spreadsheet applications); mathematics background suitable for placement into Precalculus.

GEOG 150 Environmental Geography (4 credits) Hurricanes, tsunamis, earthquakes, volcanoes, global climate change. Learn the science behind the headlines. Understand processes and patterns in the natural environment. This course investigates a diverse set of environmental concerns on our dynamic planet including landform processes, oceans and coasts, water resources, Earth's atmosphere, and climate dynamics.

GEOG 216 Mapping a Changing World (4 credits) Learn the art and science of mapmaking (cartography), using state-of-the-art technologies like Google Earth, Global Positioning System (GPS), remotely sensed imagery, and geographic information systems (GIS). The course provides an opportunity to develop spatial problem-solving skills using timely and appropriate global, regional, and local case studies.

IDSC 201 Scientific Methods (4 credits) Scientific approach to understanding the physical universe through an investigation of representative topics in physics, chemistry, and biology, paying particular attention to the sources of scientific information both for scientists and society. Interdisciplinary course taught by faculty in biology, chemistry, and physics. Satisfies the general education natural and computational sciences requirement for most majors. Pre-req: Grade of C- or better in UCCA 102.

PHYS 100 Physics for Society (4 credits) Conceptual survey of all fields of physics, including modern developments, with an emphasis on the explanation of everyday physical phenomena. While the course is primarily conceptual in nature, an understanding of high school

algebra is necessary for understanding the quantitative concepts in the course. Not applicable to a major or minor in physics; closed to those who have had PHYS 101 or PHYS 203. Includes laboratory.

PHYS 101/102 - General Physics I-II (4 credits) Study of Newtonian mechanics, heat, light, sound, electricity, magnetism, and relativity. Includes laboratory. Pre-req for PHYS 101: Thorough understanding of algebra at the high school level. Pre-req for PHYS 102: PHYS 101; elementary knowledge of trigonometry desirable though not required.

PHYS 150 Introduction to Astronomy (4 credits) Survey of the solar system, stars, and galaxies. Includes laboratory.

Social Sciences

COMS 221 Interpersonal Communication (4 credits) Examination of interpersonal communication in human relationships and development of skills through projects, experiments, readings, and participation. A valuable course in terms of learning to understand and be understood by others.

ECON 201 Principles of Macroeconomics (3 credits) Study of macroeconomics, providing a theoretical framework from which aggregate economic events such as inflation, unemployment, and economic growth are explained. The framework is used for analysis of current and potential problems of society. This course provides an organizing structure for understanding how the world economy works, providing the student with some ability to predict future economic events.

GEOG 101 Global Geography: Places, Landscapes, and Regions (4 credits) Expand and enhance knowledge of your world. This course uses a spatial approach to understand history, culture, and environmental concerns across the globe. Regional case studies and current events reinforce geographic concepts.

IDSS 201 – Interdisciplinary Social Science (4 credits) Topic varies.

JMC 200 Mass Media and Society (4 credits) Introduction to mass communication with an emphasis on exposure to mass media messages, the industry, message effects, historical perspective, communication theories, and media literacy.

POLS 200 Power and Politics (4 credits) Introduction to the field of political science. Focus on political communities and the way in which groups organize to form governments. This is done in reference to the concept of democracy and the way in which political communities either attain or fall short of the democratic ideal. Required of political science majors.

PSYC 101 General Psychology (4 credits) Comprehensive overview of the scientific study of behavior and mental processes. Topics include neuroscience, sensation and perception, learning, cognition, development, personality, behavior disorders, psychotherapy, and social psychology. This course is a prerequisite for all other courses in psychology. Psychology majors may not use this course to meet the general education social science requirement.

SOCI 100 Introduction to Sociology (4 credits) Introduction to the way sociologists view society. Questions explored include: Why is society organized the way it is? How and why do different societies establish different patterns of organization? How does society influence individuals? How and why does society change or remain the

same over time? What factors in society influence occurrences such as social conflict, violence, crime, sexual deviance, social inequity, gender relations, religious practices, etc.?

Mathematics

MATH 110 Contemporary Mathematics (4 credits) Development of problem-solving skills obtained by studying a wide range of contemporary applications of mathematics. Connections between contemporary mathematics and modern society are stressed. Pre-req: Suitable score on placement exam.

MATH 130 Introduction to Applied Mathematics (4 credits) A course in algebraic techniques and their applications in scientific fields of study. Topics include decimals, fractions, ratios, percents, polynomials, exponents, and radicals. **NOTE:** this course may be a particular interest to STEM students who do not need to take MATH 240 Calculus I

MATH 150 Precalculus (4 credits) Introduction to a combination of standard topics from college algebra and trigonometry. Includes examples of modern mathematical modeling, ideas, and applications, plus the skills and knowledge needed for subsequent mathematics courses and/or real-world applications. Covers linear, quadratic, exponential, power, logarithmic, polynomial, inverse, and trigonometric functions. Graphing calculator required; consult department for recommended model. Pre-req: Suitable score on placement exam.

MATH 205 Introduction to Data Sciences (4 credits) A foundational course in data manipulation, focusing on using software to collect, organize, modify, analyze, summarize, and visualize data for the purpose of identifying patterns, dependencies, correlations, and other salient relationships among data points. **NOTE:** This is an exciting area of study and has been designed for students from all majors, including business, humanities, social sciences, STEM, and health sciences.

MATH 210 Elementary Statistics (4 credits) Introduction to algebra-based statistics. Includes review of descriptive and inferential statistics with probability decision making skills necessary for today's complex civilization. Covers frequency, probability, binomial, normal, chi-square and sampling distributions, estimation, hypothesis testing for one and two populations, linear correlation and regression, and analysis of variance. Some class assignments completed using a statistical computing software package. Graphing calculator required; consult department for recommended model. Pre-reqs: Suitable score on placement exam.

MATH 215 Applied Probability Theory (4 credits) An introductory course focusing on applying theory and using software to measure the likelihood of events that may occur in the future, with a focus on applications in humanities, social science, business, and STEM fields.

MATH 240 Calculus I (4 credits) Introductory study of calculus, beginning with a review of precalculus functions with an emphasis on graphical, numerical, and modeling applications. Topics include limits, continuity, derivatives and their interpretations, tangent line approximations, the definite integral as a limit of Riemann sums, applications of the definite integral to area and average value, the Fundamental Theorem of Calculus, rules of derivatives, formulas for derivatives and precalculus functions, implicit functions, economics applications, optimization and modeling, and Newton's method. Some class assignments/projects completed using computer algebra system, Mathematica. Graphing calculator required; consult department for recommended model. Pre-reqs: MATH 150 or suitable score on placement exam. Note the University Fellows: Satisfies the mathematics requirement for the Fellows Core Curriculum. However, some majors may require additional math courses.

Humanities

BREL/PHIL 200 Christian Ethics (4 credits) Examination of contemporary social-ethical issues in light of Christian ethical principles, derived from scripture, and church history. Cross-listed with RELG200

BREL 201 Introduction to World Religions (4 credits) Investigation of the major world religions, emphasizing their distinctive histories, beliefs, and practices.

BREL 221 Christian Theology (4 credits) Survey of the historical development and contemporary interpretation of the main teachings of Christian faith.

CLAS 200 The Rediscovery of the Classical World (4 credits) **Exploration** of the world of the Ancient Greeks and Romans. This course examines multiple aspects of Classical Antiquity through the eyes of those who rediscovered it in literary.

ENGL 205 Fiction and Film (4 credits) Study of the formal analysis of literary texts and films. Course includes close readings of literature and film in contexts (i.e., cultural, historical, biographical, economic, political) that inform and are shaped by them.

ENGL 208 Christianity and Literature (4) This course examines how canonical and influential works of literature engage Christian theology, experience, and practice. Focus/topics may vary in different semesters, but course is not repeatable.

HIST 200 Global Perspectives (4 credits) Examination of the development of Western Civilization in its global setting since 1500, through its political, social, economic, and scientific evolution. Required of history majors.

HIST 217 Early America (4 credits) Social, cultural, and political overview of American history from its colonial beginnings through the end of Reconstruction. Required of history majors. Successful completion fulfills the general education humanities requirement.

IDHU 201 Interdisciplinary Humanities (4 credits) Topic varies.

INTL 360 British Heritage and Culture (4 credits) Interdisciplinary study of the British Isles. This course may be taken as part of the Semester Abroad Program only. Satisfies the general education social science or humanities requirement for most majors.

PHIL 230 Medical Ethics (4 credits) Introduction to the ethical issues in health care, medical research, and public policy, with ethical analyses of such issues as euthanasia, physician-assisted suicide, embryonic stem cell therapies, medical research on patients, abortion, in vitro fertilization, cloning, and the natural and civil rights to health care. Satisfies the general education humanities requirement for most majors. (Formerly PHIL 330).

PHIL 240 Introduction to Philosophy (4 credits) Examination of perennial questions and problems of life that have inspired philosophical investigation over the past 25,000 years.

SOA 210 Voices of Freedom (4 credits) This course provides students with a working knowledge of the meaning and importance of the arts as a product of the creative imagination in a dynamic interaction with a society. Its purpose is to develop deeper understanding of human expression in the context of global and national development and explore the impact of the arts as voice of freedom in oppressive circumstances. This course meets the general education fine arts requirement. Pre-reqs: UCS 102, UCT 101, and UCT 102

Fine Arts

SOA 200 Arts in Society (3 credits) The course provides the students with a working knowledge of the meaning and importance of the arts as a product of the creative imagination in a dynamic interaction with a society. Its purpose is to develop a deeper understanding of human expression in the context of global and national development. Satisfies the general education fine arts requirement for non-School of the Arts majors. Pre-reqs/Co-reqs: UCCA 102; UCCP 101 and UCCP 102.

Gen-Ed Language Requirement and Placement

Adapted from the [Samford Catalog](#):

Four (4) credits of language are required to satisfy the General Education Language Requirement: 202 or higher for most programs; 102 or higher for select programs. (*However, many students may complete up to 16 language credits depending on their placement and point of entry. Additional credits are applied to the General Electives block of the student's program.)

All language courses taught at Samford by the Department of World Languages and Cultures, the Department of Philosophy and Classics, and the Department of Biblical and Religious Studies may be taken to satisfy this requirement if offered through the 202 or higher level. As of academic year 21-22, these course offerings include: French, German, Spanish, Greek, Hebrew, Latin, Arabic, Chinese, Italian, Japanese, Korean, Thai, Vietnamese, Portuguese, Hindi, Haitian Creole, Swahili, Russian and American Sign Language.

Placement Notes

- 1 Students are encouraged to begin their language study no later than the beginning of their sophomore year.
- 2 Matriculating students take language placement tests online prior to their Bulldog Days orientation session in June. Placements are good for one year, after which they must retake the test in order to place higher than the 101 level. (Contact either WLAC or Department of Classics for placement testing arrangements). Students are required to follow the language placement recommendation of the corresponding department.
- 3 The placement test does not provide credit by examination and cannot be taken to satisfy the language requirement. (Exception: Students in the School of Business are exempt from completion of a four-credit language course if placement scores are sufficient.) Matriculating students may receive [credit by examination](#) for language courses, however, via AP, IB, and CLEP examinations taken prior to coming to Samford. Students whose primary language is not a WLAC language should consult with the WLAC chair about taking a Brigham Young University Foreign Language Achievement Test (FLAT) to prove proficiency in their primary language (or other ways to prove proficiency.)
- 4 In order to ensure student success in a fourth-semester language course students are not placed into the 202- level without WLAC Chair or Classics Chair approval. Students who wish to study a modern world language can place, however, into either Spanish 203, French 203/07, or German 207, which are accelerated language courses that include all of 201 and 202 in one semester.

Changing Majors/Adding or Changing Minors

1. Counsel students on whether a minor is appropriate/necessary/desirable for their particular majors and future plans.
2. If students don't seem to be thriving in your major, send to the Advising Center.
3. Students can change their major online. The online form can be found under Forms on the Registrar's website and look for <http://www.samford.edu/departments/registrar/forms/>.

| Major | Interdisciplinary Programs |
|--|--|
| Advertising (Concentration) | Asian Studies |
| Biblical Studies | Bioinformatics |
| Biochemistry | Clark Scholars |
| Biology | Film Production |
| Broadcasting and Electronic Journalism (Concentration) | Global and Cultural Studies |
| Chemistry | International Relations |
| Christian and Religious Studies (Ministry Leadership) | Language and World Trade |
| Classics | Latin American Studies |
| Communication Studies | Public Administration |
| Computer Science | Minor |
| Creative Writing (Concentration) | |
| Engineering Physics | Asian Studies |
| English | Biblical Studies |
| Environmental Science | Bioinformatics |
| Film Studies (Concentration) | Biology |
| French | Chemistry |
| Geography | Classics |
| Geography (with GIS Certificate) | Communication Studies |
| German | Computer Science |
| Global and Cultural Studies | English |
| Greek | Environmental Studies |
| History | Film Production |
| International Relations | Film and Video Studies |
| Journalism Mass Communication | French |
| Language and World Trade | Geographic Information Science Certificate |
| Latin | Geography |
| Latin American Studies (Concentration) | German |
| Law and History | Greek |
| Law, Politics and Society | History |
| Marine Science | Latin |
| Mathematics | Marine Science |
| Ministry Leadership (Concentration) | Mathematics |
| Neuroscience | Medical Ethics |
| Philosophy | Ministry and Missions |
| Philosophy and Religion | Neuroscience |
| Physics B.A. | Philosophy |
| Physics B.S. | Physics |
| Political Science | Political Science |
| Print Journalism (Concentration) | Psychology |
| Psychology (BA & BS) | Religion |
| Public Administration | Science and Religion |
| Public Relations (Concentration) | Sociology |
| Science and Religion | Spanish |
| Sociology | Theology and Ethics |
| Spanish | World Languages and Literature |
| World Languages and Literature | Writing |
| | |

Graduate Partnerships

- Master of Social Work 3+2
- 5th year MBA
- Law 3+3
- Mater of Divinity (Accelerated 3+2)

The Master of Science in Education Alternative

A Fifth-Year Certification Program in Secondary Education (*Fifth-Year Non-Traditional Masters*)

The Master of Science in Education Alternative a Fifth Year Certification Program in Secondary Education (Fifth Year Non-Traditional Masters) is designed for graduates of an accredited university who already have a BA or BS degree with a desire to earn a Class A teaching certificate to teach in their content area at the secondary level of education (grades 6-12). The program accommodates those working part- or full-time, including those currently teaching with provisional certificates, and to this end, courses are offered in the late afternoon, evening, or Saturdays. Since observation in a variety of classroom settings is a vital component of teacher education, teacher candidates enrolled in the program are required to attend at least 5 clinical observation days for every education course they are taking each semester.

Students who work full-time must be willing to use leave or vacation time to complete this requirement. At the end of the program, the internship semester requires 14 weeks of full day participation in an assigned classroom setting. It is possible, when teaching with a provisional certificate, to obtain permission to overlap one's regular teaching assignment with the internship experience.

The program is composed of 36 credit hours (depending upon prospective student's transcript). Of this total of 36 hours, 24 hours are in professional education courses, including the internship, and 12 are in the student's chosen content area or teaching field. If candidates pace themselves to advance with their cohort group, the program can be completed in 18 months.

Samford's FYNT program offers degrees in the following areas for grades 6 – 12:

Biology

Spanish

English/Language Arts

Physical Education P-12

General Science

Math

General Social Studies

For more information, contact

Jeanelle Day jday2@samford.edu or 726-2172

<https://www.samford.edu/education/mse-fifthyear-secondary-nontraditional>

Transfer Students

1. Check transfer students' equivalency credits in Banner (Academic Transcript) or Degree Works.
2. Transfer students will only receive Core credit if bringing in more than 18 hours.
3. If you see elective credit that might be considered for a specific credit, contact Andrea Nolan (anolan2@samford.edu) in The Registrar's office (4024). She can review the student's specific courses and evaluate on a case-by-case basis whether students might be able to petition for credit.

Study Abroad

Students who want to study abroad should plan to do so well in advance, so it's a good idea to begin this conversation in the first year. Lauren Doss, Director of Global Engagement, suggests that students begin planning in earnest one year in advance of study abroad.

Study Abroad should be a real selling point for A/S majors as the students have enough elective credit to be able to work this in.

Opportunities at Samford

May Term and Summer (4-16 credits depending on experience) Good opportunities for fulfilling world language requirements in Spanish, French and German.

Semesters in London through Samford, spring and fall. Students can complete internships, earn fine arts and general education credits, and take Biblical Foundations.

<https://www.samford.edu/global-engagement/>

Convocation Requirements

Undergraduate students are required to complete 60 convocation credits. Convo credits may be earned by attending campus worship on Tuesday and/or Thursday mornings at 10:00 a.m. Students may also earn credits by attending other events already approved by the Office of Spiritual Life.

Thirty (30) credits must be completed by the end of a student's sophomore year. A hold may be placed on a student's ability to register should he or she not complete 30 Convocation credits by the time he/she has earned 64 academic credits.

Students will receive weekly email updates listing credits required and earned. If a student's record is in error, he/she has 30 days from the date of the event in question to submit a Convocation Record Adjustment Form to get the error corrected. (Form with instructions is available online at the Convocation website.) A student cannot receive credit more than once for attending a repeating event such as music or theatre performances.

Transfer Requirements

Convocation requirements will be prorated for transfer students according to the chart below. Students who transfer 16 or more academic credits to Samford are exempt from category limits and only need to complete the number of Convocation credits specified below.

| Academic Credits Transferred | Convocation Credits Required |
|------------------------------|----------------------------------|
| 1-15 credits | 60 credits (categories required) |
| 16-31 credits | 52 credits (any category) |
| 32-47 credits | 44 credits (any category) |
| 48-63 credits | 36 credits (any category) |
| 64-79 credits | 28 credits (any category) |
| 80-95 credits | 20 credits (any category) |
| 96-111 credits | 12 credits (any category) |
| 112-127 credits | 6 credits (any category) |
| 128-143 credits | 0 credits required |

<https://www.samford.edu/spiritual-life/convocation>

Students Who Are Struggling Academically

Faculty will report on student academic progress three times each semester:

1. Academic Success Center Progress campaign three weeks into semester (only for targeted student populations such as athletes, students on academic warning, students on the Care Team radar etc)
2. Mid Term grade submission
3. Academic Success Center Progress campaign #2, just before the last date to withdraw from courses (targeted population).

If you are the primary advisor for a student, you will receive results and commentary on your students from the Academic Success Center (Progress campaigns) or the Registrar's office (midterm grades). The HCAS advisors will follow up on struggling students, so you don't have to do that but please be aware of these notifications when you meet your students for academic advising.

Any time you notice a student struggling, please send them to the Advising Center for help with academic improvement including but not limited to repeating courses, withdrawing from courses, taking courses pass/fail. There are lots of subtleties with regard to University policies that might affect students academically or financially and we stand ready to help students make those decisions.

Recognizing Excellence

As an advisor you are in a good position to nominate students for appropriate awards and honor societies as you often have the larger picture regarding a student's academic progress. Consider the following:

1. Honor society nominations
 - a. Departmental
 - b. John Howard Scholars
 - c. Campus wide (e.g. ODK, Phi Kappa Phi, Senior honorees)
2. Ambassadors
 - a. Howard College Ambassadors (departmental representatives)
 - b. Samford Ambassadors (nominated by faculty, staff and other ambassadors)
3. Scholarships (departmental, university, and outside)
4. Letters of recommendation

Graduation Checks

Graduation checks will be performed the semester prior to graduation after seniors register and before the beginning of spring term. Major advisors will need to enter any notes necessary to explain substitutions within the major and the department chair will approve via Degreeworks notes. All other graduation requirements will be approved by the assistant dean.

Please do not enter petitions. The assistant dean will enter a single graduation petition on behalf of the graduate.

Application for an Undergraduate degree must be completed online by graduating students by the following dates:

- Fall Graduation: Saturday, December 9
- Spring Graduation: April 26
- Summer graduation: (typically for students who walk in spring but lack 8 hours to graduate—students must submit the petition to walk early in this case)

Office of the Registrar Directory

| | |
|---|--------------------------------------|
| Jeremy Dixon <i>University Registrar</i> | 205-726-2732 jgdixon@samford.edu |
| Kaila England Academic Planning Specialist | 205-726-2910 kengland@samford.edu |
| Sara Gould <i>Senior Degree Audit Specialist</i> | 205-726-2906 sjgould@samford.edu |
| Michelle Joiner <i>Assistant Registrar - Technical Coordinator</i> | 205-726-4336 mhjoiner@samford.edu |
| Jane Leask <i>Senior Assistant Registrar</i> | 205-726-2912 jeleask@samford.edu |
| Greg Lothridge <i>NCAA Verification Officer</i> | 205-726-2589 glothrid@samford.edu |
| Andrea Nolan <i>Transfer Credit Analyst</i> | 205-726-4024 anolan2@samford.edu |
| Karen Rayburn Assistant to Registrar and Commencement Planner | 205-726-2732 kdraybur@samford.edu |
| Audra Washington <i>Registrar and Front Office Manager</i> | 205-726-2910 awashin3@samford.edu |

Office of the Registrar General Number: 1-877-726-2911 or 205-726-2911

Office of the Registrar Website: <https://www.samford.edu/departments/registrar/>

2023 - 2024 Registration Dates

| Registration Date | | Classification |
|---|----------------|--|
| For Currently Enrolled Samford Student | | |
| Fall | Spring | Student Classification |
| Mon., October 16 | Mon., March 11 | Fellows and Athletes Register |
| Wed., October 18 | Wed., March 13 | Undergrads with 90+ earned credits; Self-Registering graduate students |
| Wed., October 25 | Wed., March 20 | Undergrads with 58+ earned credits |
| Wed., November 1 | Wed., March 27 | Undergrads with 26+ earned credits |
| Wed., November 8 | Wed., April 3 | Undergrads with 0+ earned credits |
| Wed., November 15 | Wed., April 10 | Open Registration |
| | | |

Frequently Used Form Links

Advisors can find all forms that they will need to enroll, transfer, register, change majors, and graduate all in one place using this link:

<https://www.samford.edu/departments/registrar/forms>

Including but not limited to:

Academic Petition for an Exception to Academic Policy **ONLINE**

Change of Academic Program (Change of Major) - to be completed and submitted **ONLINE**

Course Repeat Petition – to be completed and submitted **ONLINE**

Course Withdrawal – to be completed and submitted

ONLINE Pass/Fail – to be completed and submitted

ONLINE Substitution/Equivalence Request

Transient Enrollment (Domestic)

Transient Enrollment (International Study Abroad)