HCAS Academic Advising Manual
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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.
3. Enter Registration PIN in Notes. Note: PIN is a six-digit number beginning with 2 (Spring) 5 (summer) or 7 (fall). This can only be found in Banner (under Student Information link).
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

Areas that can be addressed at the Advising Center:

1. General education requirements/selections/dates
2. Academic struggles
3. Summer enrollment
4. Adding minors and second majors
5. 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 Plans or Notes 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

- **Total Hours:** The number of hours student needs to get to 128.
Notes: Enter notes on ALL communication with students here including registration PIN

Notes: Run Audit: Important to run so that students can see notes

Notes are public so be careful about private issues.
GPA Calculator: Use to predict current semester GPA (great for decisions about withdrawing from courses)

Term Calculator will load current courses and predict GPA

What If: Use if students want to add majors, minors or change majors. Note: students can only double major within the same degree.
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 2022-23 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCBF 101 Biblical Foundations (4)</td>
<td>UCCP 101 Core Texts I (4)</td>
<td></td>
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<tr>
<td>UCR 101 Rhetoric (4)</td>
<td>UCCP 102 Core Texts II (4)</td>
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<tr>
<td>UCS 102 Seminar (4)</td>
<td>UCFH 120 Concepts of Fitness and Health (2)</td>
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### Natural and Computational Sciences - select two courses (8 credits) (* Students must register for co-requisite lab.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 105 /106 Principles of Biology (4)</td>
<td>GEOG 216 Fundamentals of GIS (4)</td>
<td></td>
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<tr>
<td>BIOL 107 Contemporary Biology (4)</td>
<td>PHYS 100 Physics for Society (4)</td>
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<tr>
<td>BIOL 110 Human Biology (4)</td>
<td>*PHYS 101 General Physics I (4)</td>
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<td></td>
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<tr>
<td>BIOL 111 Animal Biology (4)</td>
<td>*PHYS 102 General Physics II (4)</td>
<td></td>
<td></td>
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<tr>
<td>BIOL 112 Plant Biology (4)</td>
<td>*PHYS 150 Introduction to Astronomy (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 108/109 General Organic &amp; Biological Chemistry w/lab (4)</td>
<td>*PHYS 203 Physics I (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 205/206 Foundations of Chemistry with lab (5)</td>
<td>*PHYS 204 Physics II (5)</td>
<td></td>
<td></td>
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<tr>
<td>COSC 107 Introduction to Computer Science (4)</td>
<td>PHYS 206 Sound and Music (4)</td>
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<tr>
<td>GEOG 150 Environmental Geography (4)</td>
<td>IDSC 201 Scientific Methods (4)</td>
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### Social Sciences - select one course outside your major (4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
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</thead>
<tbody>
<tr>
<td>COMS 221 Interpersonal Communication (4)</td>
<td>JMC 200 Mass Media and Society (4)</td>
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<tr>
<td>ECON 201 Principles of Macroeconomics (3)</td>
<td>POLS 200 Power and Politics (4)</td>
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<tr>
<td>GEOG 101 Global Geography (4)</td>
<td>PSYC 101 General Psychology (4)</td>
<td></td>
<td></td>
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<tr>
<td>IDSS 201 Interdisciplinary Social Sciences (4)</td>
<td>SOCI 100 Introduction to Sociology (4)</td>
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<tr>
<td>INTL 360 British Heritage and Culture (4)</td>
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### Mathematics - select one course (4 credits)

<table>
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<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
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</thead>
<tbody>
<tr>
<td>MATH 110 Contemporary Mathematics (4)</td>
<td>MATH 210 Elementary Statistics (4)</td>
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</tr>
<tr>
<td>MATH 150 Pre-calculus (4)</td>
<td>MATH 240 Calculus I (4)</td>
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</table>

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.)

For students without language proficiency, the normal sequence is:

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
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<tbody>
<tr>
<td>*FREN, *GER, GREK, HEBR, LATN or *SPAN 101 (4)</td>
<td>*FREN, *GER, GREK, HEBR, LATN or *SPAN 201 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*FREN, *GER, GREK, HEBR, LATN or *SPAN 102 (4)</td>
<td>*FREN, *GER, GREK, HEBR, LATN or *SPAN 202 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*FREN, *GER 107 (6)</td>
<td>*FREN, *GER 207 (6)</td>
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<tr>
<td>*SPAN 103 (4)</td>
<td>*SPAN 203 (4)</td>
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</table>

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

### Fine Arts (3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
<th>Course</th>
<th>Taken</th>
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</thead>
<tbody>
<tr>
<td>SOA 200 Arts in Society (3)</td>
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</tbody>
</table>
### Humanities - select one course outside your major (4 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Taken</th>
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</thead>
<tbody>
<tr>
<td>BREL/PHIL 200 Christian Ethics (4)</td>
<td></td>
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<tr>
<td>BREL 201 Introduction to World Religions (4)</td>
<td></td>
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<tr>
<td>BREL 221 Christian Theology (4)</td>
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<tr>
<td>CLAS 200 Rediscovery of the Classical World (4)</td>
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<tr>
<td>ENGL 205 Fiction and Film (4)</td>
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<tr>
<td>ENGL 208 Christianity and Literature (4)</td>
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<tr>
<td>Foundations (1 credit)</td>
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</table>

### 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. Prereq: Grade of C- or better in UCR 101. Students must pass this course with a grade of C- or better.

**UCCP 101 Core Texts 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.

**UCCP 102 Core Texts 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.

**UCFH 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.
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 2 (4 credits)
Study of the principles of life focused on the anatomical and physiological challenges of maintaining homeostasis in humans. Taught as lecture/laboratory

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 109 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 Pre-calculus.

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 Fundamentals of GIS (4 credits)
GIS provides a powerful set of tools for viewing, managing, and analyzing location data using digital maps and other geospatial technology. GIS skills are now important in a variety of fields including public health, environmental science, history, sociology, and business. This course introduces students to fundamental GIS techniques and applications. Students
will gain skills in acquiring GIS datasets, creating and editing special data, and basic special analysis. Students from all disciplines are welcome and encouraged to explore ways to apply GIS in their chosen field. Offered fall and spring.

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


PHYS 206 - Sound and Music (4 credits) Study of physical principles of production, transmission, and reception of sound. Course cannot count towards a physics major or minor. Includes laboratory. Pre-req: High school algebra.

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 150 Pre-calculus (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 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 240 Calculus I (4 credits)**

Introductory study of calculus, beginning with a review of pre-calculus 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 of pre-calculus functions, implicit functions, economics applications, optimization and modeling, and Newton’s method. Some class assignments/projects completed using the computer algebra system, Mathematica. Graphing calculator required; consult department for recommended model. Pre-reqs: MATH 150 or suitable score on placement exam. Note for 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 World History Since 1500 (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 241 Introduction to Philosophy (4 credits) Examination of perennial questions and problems of life that have inspired philosophical investigation over the past 2,500 years.

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/.

4. Students do not have to notify the old major—The Registrar’s Office will send notification to the previous department that a student has changed majors.
Majors

Advertising (Concentration)
Biblical Studies
Biochemistry
Biology
Broadcast and Electronic Journalism (Concentration)
Chemistry
Classics
Communication Studies
Computer Science
Creative Writing (Concentration)
Engineering Physics
English
Environmental Science
Film Studies (Concentration)
French
Geography (with GIS Certificate)
German
Global and Cultural Studies Interdisciplinary
Greek
History
International Relations
Journalism and Mass Communication
Language and World Trade
Latin
Latin American Studies Concentration
Law, Politics, and Society
Legal Studies (Concentration)
Marine Science
Mathematics
Ministry Leadership (Concentration)
Neuroscience
Philosophy
Philosophy and Religion
Physics (BA & BS)
Political Science
Print Journalism (Concentration)
Psychology (BA & BS)
Public Administration
Public Relations (Concentration)
Religion
Science and Religion
Sociology
Spanish
World Languages and Literature

Interdisciplinary Programs

Asian Studies
Bioinformatics
Clark Scholars
Film Production
Global and Cultural Studies
International Relations
Language and World Trade
Latin American Studies
Public Administration

Minors

Asian Studies
Biblical Studies
Bioinformatics
Biology
Chemistry
Classics
Communication Studies
Computer Science
English
Environmental Studies
French
Geographic Information Science Certificate
Geography
German
Greek
History
Latin
Marine Science
Mathematics
Ministry and Missions
Neuroscience
Philosophy
Physics
Political Science
Psychology
Religion
Science and Religion
Sociology
Spanish
Theology and Ethics
World Languages and Cultures
Writing
Graduate Partnerships

- Master of Social Work 3+2
- 5th year MBA
- Law 3+3

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
- English/Language Arts
- General Science
- Math
- General Social Studies
- Spanish
- Physical Education P-12

For more information, contact Jeanelle Day, jday2@samford.edu or 726-2172. https://www.samford.edu/education/mse-fifth-year-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

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.

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

https://www.samford.edu/spiritual-life/convocation
Students Who Are Struggling Academically

You as advisors will often receive notice that your advisees are struggling academically. Please refer these students to the Advising Center, and we will follow up with them. We recommend that you also send students who are:

1. Considering withdrawing from courses. We want to be certain that students are aware of potential implications if they drop below full time particularly regarding financial aid. Students must complete the online course withdrawal form via the link below, and advisors will approve online.
   https://dynamicforms.ngwebsolutions.com/Submit/Page?form=f62c6093-0bf7-4ccb-990d-05049706b384&section=352081&page=307545&token=SmKyI1pb01K9DjHletkRAXg4Fl5vLSbCzVOAFQT5SO0

2. Considering repeating courses. Be certain that students who repeat courses have filled out the online course repeat form via the link below so that their earlier grade will not be calculated into the GPA. Students should note, however, that the original grade remains on the transcript.
   https://dynamicforms.ngwebsolutions.com/Submit/Page?form=701ea58f-1bc8-4f96-a88e-e46ba0953724&section=337299&page=296985&token=1S7xMWzxJaPGXPxXedMQJ1Le5bGSTdEglp3Vxxo9cOw

3. Considering taking courses pass/fail. The pass/fail form can be accessed via the link below.
   https://dynamicforms.ngwebsolutions.com/Submit/Page?form=9b3871a7-0b8d-4c72-936e-9af91f636fff&section=228766&page=223340&token=hOpq0pr_YGUn3hpwjf_0RULVwg4q1zFrjlglCCvU8
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 just after seniors register (E.g. just after October 1, 2022, for spring ’23 graduates). Major advisors will need to enter any notes necessary to explain substitutions within the major and the assistant dean will confirm with department chair. All other graduation requirements will be approved by the assistant dean.

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

- Fall Graduation: April 1
- Spring Graduation: October 1
- Summer graduation: February 15 (typically for students who walk in spring but lack 8 hours to graduate—students must petition for permission for this, so have them check catalog)
**Office of the Registrar Directory**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Dixon</td>
<td>205-726-2732</td>
<td><a href="mailto:jgdixon@samford.edu">jgdixon@samford.edu</a></td>
</tr>
<tr>
<td>University Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaila England</td>
<td>205-726-2910</td>
<td><a href="mailto:kengland@samford.edu">kengland@samford.edu</a></td>
</tr>
<tr>
<td>Academic Planning Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara Gould</td>
<td>205-726-2906</td>
<td><a href="mailto:sjgould@samford.edu">sjgould@samford.edu</a></td>
</tr>
<tr>
<td>Records Specialist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle Joiner</td>
<td>205-726-4336</td>
<td><a href="mailto:mhjoiner@samford.edu">mhjoiner@samford.edu</a></td>
</tr>
<tr>
<td>Assistant Registrar - Technical Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane Leask</td>
<td>205-726-2912</td>
<td><a href="mailto:jeleask@samford.edu">jeleask@samford.edu</a></td>
</tr>
<tr>
<td>Senior Assistant Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greg Lothridge</td>
<td>205-726-2589</td>
<td><a href="mailto:glothrid@samford.edu">glothrid@samford.edu</a></td>
</tr>
<tr>
<td>NCAA Certification Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Nolan</td>
<td>205-726-4024</td>
<td><a href="mailto:anolan2@samford.edu">anolan2@samford.edu</a></td>
</tr>
<tr>
<td>Transfer Credit Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Rayburn</td>
<td>205-726-2732</td>
<td><a href="mailto:kdraybur@samford.edu">kdraybur@samford.edu</a></td>
</tr>
<tr>
<td>Assistant to Registrar and Commencement Planner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audra Washington</td>
<td>205-726-2910</td>
<td><a href="mailto:awashin3@samford.edu">awashin3@samford.edu</a></td>
</tr>
<tr>
<td>Transcripts and Front Office Manager</td>
<td></td>
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</tr>
</tbody>
</table>

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/](https://www.samford.edu/departments/registrar/)
### Spring 2023 and Summer 2023 Registration Dates

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Classification</th>
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<tbody>
<tr>
<td>For Currently Enrolled Samford Students:</td>
<td></td>
</tr>
<tr>
<td>Mon October 17</td>
<td>University Fellows, Student-Athletes, and students with Disabilities (Priority Registration)</td>
</tr>
<tr>
<td>Wed, October 19</td>
<td>Undergrads with 90+ earned credits. Self-registering graduate students</td>
</tr>
<tr>
<td>Wed, October 26</td>
<td>Undergrads with 58+ earned credits</td>
</tr>
<tr>
<td>Wed, November 2</td>
<td>Undergrads with 26+ earned credits</td>
</tr>
<tr>
<td>Wed, November 9</td>
<td>Undergrads with 0+ earned credits</td>
</tr>
<tr>
<td>For New Students and Samford Students NOT Currently Enrolled:</td>
<td></td>
</tr>
<tr>
<td>Wed, November 16</td>
<td>Open enrollment for New Students and Samford Students not currently enrolled</td>
</tr>
</tbody>
</table>
Frequently Used Form Links

Advisors can find all form 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)