

Academic Advising Manual Fall 2019

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Mission: The Goal

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.

Howard College of Arts and Sciences utilizes a faculty advising model because faculty are in a position to address the elements of the Samford University mission statement. The advisor-student relationship is one of the most critical at the University. As such, faculty advisors must be available, knowledgeable, and approachable along with serving as mentors to students rather than simply class schedulers.

The Advising Center can assist with questions regarding overall general educational and elective credits. Please contact Kendra Lyas for assistance at rlyas@samford.edu or at 2216.

- 1. Faculty advisors have opportunities to foster intellectual growth and decision making.
- 2. Effective and observant advisors help retain students in their departments and at the University.
- 3. Excellent advisors will help build their departments' reputations for quality care and concern and can more easily recruit and retain students.

Model: What to Cover

At minimum, each student should participate in a one-on-one advising session once each semester; this time should not be taken up entirely by course selection. Resourcing DegreeWorks, students should be encouraged to take more ownership in their course scheduling. To that end, the advisor can use the time for the following:

- 1. Serve as a resource agent during the undergraduate experience: e.g. helping with timing of course selections, difficult classes, appropriate professor selections, minor selections, elective course choices, transient enrollment guidelines, etc.
- 2. Help students make post-graduation plans.
- 3. Keep students informed about opportunities in the discipline.
- 4. Be available and accessible for academic problems that might arise.
- 5. Refer students who need help beyond the advisor level to the Advising Center.
- 6. As needed and at their own comfort level, serve as mentors and counselors.

DegreeWorks

Degreeworks is Samford's degree audit program. Students can find all relevant information with regard to 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 Degreeworks 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. Degreeworks will prevent potential "he said/she said" situations.

Method: Planning an Advising Session

- 1. Schedule a 30 minute session during which you discuss choices for the following semester based on student ideas and goals.
- 2. Ask/require students to review DegreeWorks before meeting with you.
- 3. Discuss the next semester's course choices with the four-year plan in mind.
- 4. Enter agreed upon course choices using the Notes feature.
- 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)

Topics to discuss with students at advising sessions. Notes on some of these subjects follow.

- 1. Plan for completing major requirements
- 2. Summer enrollment—transient or Samford?
- 3. Involvement in departmental life: honor societies, student groups, ambassadors, professional organizations
- 4. Does student need an internship(s)?
- 5. Future plans—graduate school or employment?
- 6. Does student need recommendations?

Areas that can be addressed at the Advising Center.

- 1. General education requirements/selections/dates
- 2. Does student have any academic struggles?
- 3. Should student enroll in Jan Term?
- 4. Does student need a minor?
- 5. Should the student consider Study Abroad?

Completing General Education Requirements

There is some discussion as to whether students should try 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 other 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 2019-20 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				
UCCA 101 Communication Arts I (4)		UCBF 101 Biblical Foundations (4)					
UCCA 102 Communication Arts II (4)		UCFH 120 Concepts of Fitness and Health (2)					
UCCP 101 Cultural Perspectives I (4)							
UCCP 102 Cultural Perspectives II (4)							

Natural and Computational Sciences - select two	o courses (8	credits)	
Course	Taken	Course CHEM 108/109 General Organic & Biological Chemistry	Taken
BIOL 105 Principles of Biology (4)		with lab (4)	
BIOL 107 Contemporary Biology (4)		CHEM 205/206 Foundations of Chemistry with lab (5)	
BIOL 110 Human Biology (4)		PHYS 100 Physics for Society (4)	
BIOL 111 Animal Biology (4)		*PHYS 101 General Physics I (4)	
BIOL 112 Plant Biology (4)		*PHYS 102 General Physics II (4)	
COSC 107 Introduction to Computer Science (4)		*PHYS 150 Introduction to Astronomy (4)	
GEOG 150 Physical Geography (4)		*PHYS 203 Physics I (5)	
IDSC 201 Scientific Methods (4)		*PHYS 204 Physics II (5)	

Social Sciences - select one course outside your major (4 credits)						
Course	Taken	Course	Taken			
COMS 221 Interpersonal Communication (4)		INTL 360 British Heritage and Culture (4)				
ECON 201 Principles of Macroeconomics (4)		POLS 200 Power and Politics (40				
GEOG 101 Global Geography (4)		PSYC 101 General Psychology (4)				
JMC 200 Mass Media and Society (4)		SOCI 100 Introduction to Sociology (4)				

Mathematics - select one course (4 credits)						
Course	Taken	Course	Taken			
MATH 110 Contemporary Mathematics (4)		MATH 120 Elementary Statistics (4)				
MATH 150 Precalculus (4) MATH 240 Calculus I (4)						
Any other math course above 240 for students who demons	strate co	ompetency at the Calculus I level. (4)	-			

World and Classical Languages (4 - 16 credits)						
Course	Taken	Course	Taken			
For students without language proficiency, the normal sequ	ence 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)				
Critical Languages: Arabic, Chinese, Hindi, Italian, Japenese,	Portuge	ese, Russian, Swahili and Thai				

Fine Arts (3 credits)			
Course	Taken	Course	Taken
SOA 200 Arts in Society (3)			

Humanities - select one course outside your ma	Humanities - select one course outside your major (4 credits)							
Course	Taken	Course	Taken					
CLAS 200 Rediscovery of the Classical World (4)		PHIL 241 Introduction to Philosophy (4)						
ENGL 205 Fiction and Film (4)		RELG/PHIL 200 Chrisian Ethics (4)						
HIST 200 Global Perspectives (4)		RELG 201 Introduction to World Religions (4)						
HIST 217 Early America to 1877 (4)		RELG 221 Christian Theology (4)						
INTL 360 British Heritage and Culture (4)								

Foundations (1 credit)

Core Curriculum

*UCBP 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. Offered: Every semester. (Formerly UCBP 101, Biblical Perspectives)

UCCA 101 Communication Arts I (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 UCCA 102.

*UCCA 102 Communication Arts II (4 credits)

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

UCCP 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.

UCCP 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.

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. Offered: Every semester.

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 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 - General, Organic, and Biological Chemistry (3 credits)

Study of the 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. Offered: Fall, Jan Term (online), Spring, and Summer (online). Co-req: CHEM 109.

CHEM 109 - General, Organic, and Biological Chemistry Lab (1 credit) Laboratory to accompany CHEM 108. LAB 3. Offered: Fall, Jan Term, Spring, and Summer. Co-req: CHEM

CHEM 205 – 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. Offered: Fall, Jan Term (online), Spring, and Summer (online). Co-req: CHEM 206 and MATH 150, or score on placement exam sufficient to qualify for MATH 240.

CHEM 206 - Foundations of Chemistry Laboratory (1 credit) Laboratory to accompany CHEM 205. LAB 3. Offered: Fall and Spring. Co-req: CHEM 205.

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

Natural Sciences, continued

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. Prereqs: Basic computer literacy (familiarity with file/folder manipulation, word processing, and spreadsheet applications); mathematics background suitable for placement into Precalculus.

GEOG 150 Physical Geography: Understanding Planet Earth (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. Offered: Fall, Spring, and Summer.

*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. Prereq: Grade of C- or better in <u>UCCA 102</u>. LEC 4.

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 - General Physics I (4 credits)

Study of Newtonian mechanics, heat, light, sound, electricity, magnetism, and relativity. Includes laboratory. Prereq for PHYS 101: Thorough understanding of algebra at the high school level. Offered: Fall and Summer I (101).

PHYS 102 - General Physics II (4 credits)

Study of Newtonian mechanics, heat, light, sound, electricity, magnetism, and relativity. Includes laboratory. Prereq for PHYS 102: PHYS 101; elementary knowledge of trigonometry desirable though not required. Offered: Spring and Summer 2 (102).

PHYS 150 Introduction to Astronomy (4 credits)

Survey of the solar system, stars, and galaxies. Includes laboratory. Offered: Fall, Spring, and some Summers.

PHYS 203 - Physics I (5)

Study of Newtonian mechanics, heat, light, sound, electricity, magnetism, and relativity using calculus. Includes laboratory. Offered: Fall. Co-req: MATH 240.

PHYS 204 - Physics II (5)

Study of Newtonian mechanics, heat, light, sound, electricity, magnetism, and relativity using calculus. Includes laboratory. Prereq: PHYS 203. Offered: Spring. Co-req: MATH 260

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. Prereq: High school algebra. Offered: See department chair.

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. Offered: Every Semester.

*ECON 201 Principles of Macroeconomics (4 credits)

Study of macroeconomics, providing a theoretical framework from which aggregate economic events such as inflation, unemployment, and economic growth are explained. The framework ins 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. Offered: Fall, Spring, and Summer 1.

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.

INTL 360 British Heritage and Culture (4 credits)

Interdisciplinary study of the British Isles from a variety of perspectives, including history, literature, politics and government, art, and architecture, education ,religion, race, class, and gender. Lectures by British professors are supplemented by visits to museums, political institutions, and other historic sites in London. This course may be taken as part of the Semester Abroad Program only. Satisfies the general education social science or humanities requirement. Offered: Fall and Spring.

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. Offered: Every Semester.

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. Offered: Fall and Spring.

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Social Sciences, continued

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. Offered: Fall and Spring.

*SOCI 100 Introduction to Sociology

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. Prereq: Suitable score on placement exam. Offered: Fall, Jan Term, Spring, and Summer 1.

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. Prereq: Suitable score on placement exam. Offered: Fall, Jan Term, Spring, and Summer 1. Samford University 2019-2020 Academic Catalog - Undergraduate 7/2/2019 305 of 401

*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. Prereqs: Suitable score on placement exam. Offered: Fall, Spring, Summer 1, possibly Summer 2 or Jan Term.

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 of precalculus 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. Preregs: MATH 150 or suitable score on placement exam. Offered: Fall, Jan Term, Spring, and possibly Summer. Note for University Fellows: Satisfies the mathematics requirement for the Fellows Core Curriculum. However,

Humanities

CLAS 200 The Rediscovery of the Classical World (4 credits)

some majors may require additional math courses.

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.

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. Offered: Fall and Spring.

IDHU 201 - Interdisciplinary Humanities (4 credits)

An interdisciplinary course that allows students to explore a topic in the humanities from multiple perspectives. Course can be offered with a variety of different special topics. Satisfies the general education humanities requirement for most majors. Offered: Spring, on rotation.

Humanities, continued

INTL 360 British Heritage and Culture (4 credits)

Interdisciplinary study of the British Isles from a variety of perspectives, including history, literature, politics and government, art and architecture, education, religion, race, class, and gender. Lectures by British professors are supplemented by visits to museums, political institutions, and other historic sites in London. 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. Offered: Fall and Spring.

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. Offered: Spring. (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. Offered: Fall and Spring.

RELG/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. Offered: Fall and Spring.

*RELG 201 Introduction to World Religions (4 credits)

Investigation of the major world religions, emphasizing their distinctive histories, beliefs, and practices. Offered: Fall and Spring.

RELG 221 Christian Theology (4 credits)

Survey of the historical development and contemporary interpretation of the main teachings of Christian faith. Offered: Fall and Spring.

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 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. Prereqs/Co-reqs: UCCA 102; UCCP 101 and UCCP 102. Offered: Every semester.

SOA 250 - Arts Perspective (3 credits)

This course will explore the language and application of "arts" across the disciplines of music, theatre, and visual arts in order to develop a deeper understanding of the creative imagination in a dynamic interaction with society. Satisfies the general education fine arts requirement for School of the Arts majors. Prereqs/Co-reqs: UCCA 102; UCCP 101 and UCCP 102. Offered: Every semester.

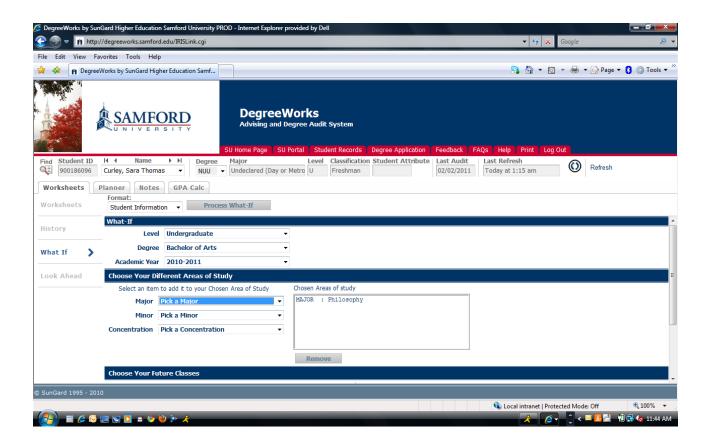
*Online Courses offered Jan Term and/or Summer

Language Placement

- 1. Students take language placement tests online prior to orientation. Placements are good for one year, after which they must retake in order to place higher than the 101 level.
- 2. Students cannot place into 202 Spanish, French, or German. They can place into 203 in French and Spanish (German doesn't offer 203) which is only offered in the fall semester. This is what a "fourth semester" placement means. 203 is an intensive course that includes all of 201 and 202 in one semester. Since 202 completes the textbook begun in 201 and since 201 introduces material that students need to succeed in 202, it would not be fair to place students into 202. This is not a change in policy. This has been the policy since the introduction of 203 many years ago.
- 3. French and German VERY RARELY will allow a student to attempt 202 without 201, instead of 203. However, this is allowed only in very exceptional cases after long discussion and warnings that a student will likely have problems in the 202 without the 201. Spanish, with its large enrollments, cannot and does not allow any exceptions to this placement policy.
- 4. WLAC department will sign permit overrides for students who want to go down a level (or more) from what the placement test indicates. (Note: "We do this very reluctantly, however, and always ask that a student try the level they test into before going down. It is to students' benefit that they complete their language as soon as they can and that they are not in a class which they do not need.")
- 5. The placement test is NOT a proficiency test. In Arts and Sciences students must either take at least one course to prove their proficiency level or they may take a test which does test proficiency before taking a college-level language course. These tests include the AP, IB, CLEP, or FLATS (which is offered in more than 50 languages).
- 6. Critical languages offered at Samford include: Arabic, Chinese, Haitian Creole, Hindi, Italian, Japanese, Korean, Portuguese, Russian, Swahili, and Thai (these courses are generally offered in the late afternoon and evening times).

Changing Majors/Adding or Changing Minors

- 1. DegreeWorks "What If" feature can help students explore requirements for other majors and minors.
- 2. Counsel students on whether a minor is appropriate/necessary/desirable for their particular majors and future plans.
- 3. If students don't seem to be thriving in your major, send to Kendra Lyas.
- 4. Students can change their major online. The online form can be found under Forms on the Registrar's website: http://www.samford.edu/departments/registrar/forms/. 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 Congregational Studies

Creative Writing (Concentration)

Dual-Degree Engineering Engineering Physics

English

Environmental Science Film Studies (Concentration)

French

Geography (with GIS Certificate)

German Greek History

International Relations

Journalism and Mass Communication

Language and World Trade

Latin

Law, Politics, and Society Legal Studies (Concentration)

Marine Science Mathematics

Ministry Leadership (Concentration)

Philosophy

Philosophy and Religion Physics (BA & BS) Political Science

Print Journalism (Concentration)

Psychology (BA & BS) Public Administration Public Relations

Religion

Science and Religion

Sociology Spanish

World Languages and Literature

Interdisciplinary Programs

Asian Studies Bioinfomatics Clark Scholars

Global and Cultural Studies International Relations Language and World Trade

Public Administration

<u>Minors</u>

Asian Studies Biblical Studies Bioinformatics

Biology Chemistry

Communication Studies
Computer Science

Classics

Creative Writing

English

Environmental Science Environmental Studies Film Production

French

Geographic Information Science Certificate

Geography German Greek History

Journalism and Mass Communication (with

1 of 4 tracks)

Latin

Latin America Studies Marine Science Mathematics

Medical Ethics

Ministry and Missions

Neuroscience Philosophy Physics

Political Science Portuguese Psychology

Religion

Science and Religion

Sociology Spanish Sports Media

Theology and Ethics

World Languages and Cultures

Writing

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
- History
- 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

Transient Enrollment/Letter of Good Standing Request

Students who wish to take summer courses complete the form included here, which can be found on the Registrar's page at https://www.samford.edu/departments/files/Registrar/transient-form.pdf.

This form is for students who plan to attend summer classes at another institution. It is not to be used to attend fall or spring classes at Birmingham-Southern, Miles College, Montevallo, or UAB. Please use the BACHE exchange form for these requests. It is also not to be used for study abroad students who plan to take a course at a foreign college/university. There is a separate Transient Enrollment/Letter of Good Standing Request for study abroad students. Please complete the Request for a Letter of Good Standing/Transient Enrollment Form by April 1 (priority deadline). This deadline is to ensure forms are processed in a timely manner. FYI: The new two-page form is only available in PDF.

Instructions:

- 1. Complete page 2 of the new form, filling in all information concerning the requested class(es). Include the complete name and address of the transient institution.
- 2. University Core courses may not be taken as transient work.
- 3. Obtain signature approval from your academic advisor first. Seniors must also obtain dean's signature.
- 4. Upon completion of 96 credits students may not transfer more than 8 semester credits, or two (2) courses to Samford. To receive a degree, students must earn at least 50% of their total credits from Samford.
- 5. Obtain signature of the department head representing each of the class(es). Attach a readable and highlighted copy of the complete course description(s) from the catalog of the transient institution before you obtain the department head's signature. Course descriptions must also accompany this form when it is submitted to The Registrar.

Already approved courses for various colleges may be found at https://www2.samford.edu/artic/index.php

FYI: Davis Library has copies of college catalogs and many are also available online directly from the college/university itself.

- 6. Return completed Transient Form to the Office of The Registrar's Office with all required signatures by priority deadline of April 1. It is the student's responsibility to obtain all necessary signatures.
- 7. Students who wish to attend Birmingham-Southern, Miles College, Montevallo or UAB during the summer term must attend as a transient.

- 8. Both Samford (Institution) and Overall GPAs must be at least 2.0 at the end of the current semester in order to have a Letter of Good Standing sent to another college or university. All courses from transient schools are required to have a letter grade of C- or better indicated in order to be posted as earned credit on your transcript. The grade will not affect your Samford GPA, nor can it be used to repeat a course taken at Samford.
- 9. It is the student's responsibility to request an official transcript from the transient institution when the course(s) have been completed. The official transcript should be mailed to the Office of Registrar, Samford University, 800 Lakeshore Drive, Birmingham, AL, 35229. If the student withdraws from the course, an official transcript is required reporting the withdrawal. If the student decides to change institutions, or not to take the course approved, or take a different course, the Office of The Registrar should be notified by email.

Transient transcripts must be received no later than September 15 to avoid registration and transcript holds being placed on the student's record.

10. Print the form, fill it out, get the necessary signatures, and bring or send the form to the Registrar's Office.

Transfer Students

- Check transfer students' equivalency credits in Banner (Academic Transcript) or DegreeWorks.
- 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 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.
- 4. Substitution/Equivalence request form: https://www.samford.edu/departments/files/Registrar/subequiv-form.pdf

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

January Term (typically four credit classes, many are cross listed and can be substituted for general education credits). **Jan Term will be replaced by May Term in 2022.**

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 repeating events 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

http://www.samford.edu/um/

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:

- Considering withdrawing from courses. Students must complete a course withdrawal
 form that requires the instructor's signature as well as yours. We want to be certain that
 students are aware of potential implications if they drop below full time particularly
 regarding financial aid.
 - https://www.samford.edu/departments/files/Registrar/coursewdraw-form.pdf
- Considering repeating courses: Be certain that students who repeat courses have filled out the course repeat form 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://www.samford.edu/departments/files/Registrar/courserepeat-form.pdf
- 3. Considering taking courses Pass/Fail https://www.samford.edu/departments/files/Registrar/passfail-form.pdf

Recognizing Excellence

As an advisor you are in a good position to nominate student 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. 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. The following offers some specific suggestions: http://www.hhmi.org/resources/labmanagement/downloads/letter.pdf

Graduation Checks

Graduation checks should be performed the semester prior to graduation just after seniors register (E.g. just after October 30, 2019 for spring '20 graduates). Major advisors will need to enter any petitions necessary to explain substitutions within the major. All other graduation requirements will be approved by the assistant dean.

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

Fall Graduation: April 4

• Spring Graduation: October 3

 Summer graduation: February 14 (typically for students who walk in May but lack 8 hours to graduate—students must petition for permission for this, so have them check catalog)

Enter notes in Degreeworks "Petitions" that state specifically what the student needs to complete in order to graduate. Include all substitutions, waivers, etc. This will trigger an email to Michelle Joiner who will then approve or reject the petition. If it is rejected, you will need to follow up with the student.

Office of the Registrar Help

John "Jay" Flynn205-726-2732University Registrarjflynn@samford.edu

Haley Elmore 205-726-2909

Assistant Registrar – Academic Room Scheduling Coordinator

helmore@samford.edu

Andrea Nolan 205-726-4024

Transfer and Credit Analyst anolan2@samford.edu

Deborah Crowson 205-726-2589

NCAA Certification Officer dkcrowso@samford.edu

Sara Gould 205-726-2906

Records Specialist sigould@samford.edu

Michelle Joiner 205-726-4336

Assistant Registrar - Technical Coordinator mhjoiner@samford.edu

Jane Leask 205-726-2912

Assistant Registrar jeleask@samford.edu

(Certifications, Publications, & Programming)

Karen Rayburn 205-726-2732

Assistant to Registrar and Commencement Planner kdraybur@samford.edu

Kim Sims 205-726-2910

Transcripts and Front Office Manager kmsims@samford.edu

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

Office of the Registrar Website: http://samford.edu/departments/registrar

Spring 2020 and Summer 2020 Registration Dates

Students with Disabilities - October 21

Fellows/Athletes – October 23

90+ Credits (Senior) - October 30

58+ Credits (Junior) - November 6

26+ Credits (Sophomore) – November 13

0+ Credits (Freshman) - November 20

Open Registration – December 2

Frequently Used Forms

Academic Petition for an Exception to Academic Policy

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

Course Repeat Petition

Course Withdrawal

Pass/Fail

Registration Permit Override Request

Substitution/Equivalence Request

Transient Enrollment (Domestic)

Transient Enrollment (International Study Abroad)

All forms may be found at:

http://samford.edu/departments/registrar/form



Academic Petition for an Exception to Academic Policy

Class Standing: FR SO JR SR GRAD Current Hours Enrolled equest: (If petitioning to register for a course, the CRN is required.) Instification: the information above is to the best of my knowledge accurate and complete. I understand that purposeful falsification.	Name	Date	
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USE THIS FORM TO PETITION TO REPEAT A COURSE IN WHICH A C- OR LOWER WAS EARNED PROCEDURES: 1. Complete Form. 2. Have Advisor approve and sign in the box below. 3. Have your department secretary enter the RPTS permit in the computer and initial the RPTS box below.
4. YOU MUST REGISTER FOR THE COURSE; THE PERMIT DOES NOT COMPLETE THE REGISTRATION. 5. Bring form to the Office of the Registrar for approval from the Registrar

SAMFORD UNIVERSITY PETITION TO REPEAT A COURSE

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Date _	Advisor Approval	

Upon the recommendation of the advisor and with the approval of the Registrar, an undergraduate student may repeat a course for credit in which she or he received a C- or lower to improve her or his grade and cumulative grade-point average, as well as her or his understanding of course content.

When a course grade of C- or lower is repeated at Samford, only the last grade, even if it is lower, will count in the calculation of the cumulative average. The credits count only once. <u>Both courses</u> and <u>both grades remain</u> on the <u>transcript</u> with an indication of which course is counted in the computation of the cumulative-grade point average. The repeated course must be exactly the same course that was originally taken and must be repeated at Samford. Courses repeated will <u>NOT change your Convocation requirements for the repeated semester(s)</u>.

Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated at other institutions do not change the Samford cumulative grade-point average. Courses repeated after graduation will not change the graduation GPA.

A course can be repeated only once. A student may take advantage of this policy for no more than 16 credits.

The <u>deadline</u> for submitting this completed form is the last day to add a course in the semester, term or session the repeated course is being taken again.

Name:	:			Date:	
(Print) (Last)	(First)	(Middle)		
Banner SUid No.: 9	•	SU Email:		@samford.edu	SU Box: 29
Telephone Number:					
I would like to repeat the	following o	course(s) during t	he		_ semester/term.
1. Course name and number (Grade Earned	Credits
2. Course name and number (Grade Earned	Credits
Student's Signature					Date
*Registrar Approval					Date
for office use only	, , ,		Studen	t Notified of Approv	al Date

Revised: 07/15/15



COURSE WITHDRAWAL

Return the completed and signed form to the Office of the Registrar, 800 Lakeshore Drive, Birmingham, AL 35229 205-726-2908 (fax)

(This form should not be used to withdraw from all courses)

Note: You will remain financially liable if you are a recipient of any type of scholarship, veteran's benefits or financial aid. Please speak with the appropriate representative regarding the adverse effects of withdrawing.

Student Athletes: if you drop below full-time you risk losing eligibility to compete, practice or participate in any athletic-related activities. Athletic Advisor's signature required.

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emester/Term	Year		Samford email	@samford.edu
Number of hours campus)	remaining after with on graduating this se	mester? No	Yes	s e, notify Residence Life if you live
CDN		COLIDEEA	CECTION #	the sales and a sales at a second as
CRN	SUBJECT	COURSE#	SECTION #	Instructor's signature

Note:

Withdrawing from a course prior to the deadline for withdrawing without Academic Penalty does NOT affect your GPA. A "W" will appear on your transcript for the class from which you withdrew. Withdrawing from a course AFTER the deadline for withdrawing without Academic Penalty, DOES affect your GPA. A "WF" will appear on your transcript for the class from which you withdrew. See the academic calendar for deadlines http://www.samford.edu/departments/registrar/





SAMFORD UNIVERSITY PASS/FAIL

Name:		Date:		
Name: (Please Print) (Last)	(First)	(Middle)		
Banner SUid:	SU Email:		@samford.edu	SU Box: 29
Telephone Number (Day	rtime):	· .		
I request permission t	o register for:			
	ir	n the	Semester/Te	erm on a Pass/Fail basis
CRN, Course Prefix, & Nu	imber (i.e., 20849, ACCT 21	1) Term Year		
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SAMFORD UNIVERSITY REGISTRATION PERMIT OVERRIDE REQUEST

Student:		Term:	
			(i.e., 2013 Jan Term, 2013 Spring)
Banner SUid:		e-mail:	@samford.edu
While registering via Self-S restrictions and register for		ation restrictions. P	lease permit me to override these
restrictions and register for	the following class(es).		

	CRN	Course (Subject, Number, Section)	Permit Code (see list below)	Approving Signature
1				
2				
3				
4				
5				
6				

Instructions: In the grid above, enter the Course Reference Number (CRN), course information, and the type of registration permission (Permit Code) you are requesting. Obtain the Approval Signature(s) and present this form to the secretary of the department offering the course to enter the permit in Banner. Once the permit has been entered, you must register for the course to be enrolled; the permit does NOT complete the registration.

Please use the appropriate Permit Code(s) from the following list:

r	e the appropriate Fermit Code(s) from t	
Permit	Override Error Message	Approval Signature(s) Required
Code		
CLAS	Classification (Senior status) restriction	Chairperson of the department offering the classes
COLL	College requirement	Your academic dean, the dean of the college offering the class, and the
1		Registrar (3 signatures)
CORQ	Co-requisite required	Chairperson of the department offering the classes
DEGR	Degree requirement	Your academic dean, the dean of the college offering the class and the
		Registrar (3 signatures)
DEPT	Department requirement	Chairperson of the department offering the classes
LEVL	Level requirement	Your academic dean, the dean of the college offering the class and the
		Registrar (3 signatures)
LINK	Link requirement (lecture/lab)	Chairperson of the department offering the classes
MAJR	Major requirement	Chairperson of the department offering the classes
PREQ	Prerequisite requirement	Chairperson of the department offering the classes
PROG	Academic program requirement	Your academic dean, the dean of the college offering the class and the of
-		Registrar (3 signatures)
RESC	Reserved Seats	Chairperson of the department offering the classes
RPTS	Repeat limit on course	Your advisor (To request that the new grade replace a C- or lower grade,
		you must complete the 'Petition to Repeat a Course' form and submit it to
		the Office of the Registrar for approval/processing.)
SEAT	Seat limit on class	Instructor of the course (exception: UCCA, UCCP, UCBP and IDSC
		courses require Dean of Howard College of Arts and Sciences approval)
SPEC	Dean/Department/Instructor permission	Academic Dean, Chairperson of the department offering the classes and/or
	requirement	Instructor offering the class (1-3 signatures)
TIME	Time conflict	Instructors of both of the classes involved (2 signatures)

Student signature:	Date:
Student Notified of Permit/Override Approval:	(Circle one: In person email mail)
(Date/initials)	•
Period 07/15/15	

Revised 07/15/15



SAMFORD UNIVERSITY



Date:

SUBSTITUT		TITE AT		DEATHCH
5UB5111U1	IUN/EU	NIVAL	PUNC.P.	KRUURSI

expected Grad	ı erm
Major	

Last Name	First	Middle	Bann	ier SUid Number
Samford University	E-mail Address:		Samford Univ	versity Box 29
by the chair of the dechair CANNOT grant may allow course equ this form for review b	te needed to fulfill a requirement partment where the course is ta t substitutions or equivalence. tivalence; a description of the c by those asked to approve the su pproval by the Associate Dean	ught. An academic If the course is fro ourse from the insubstitution /equival	e advisor who is m another institution's catalog lency. Core and	NOT also the department ution, the department chair g should be presented with General Education course
Return completed for	m to the Office of the Registrai	, located in Samfo	ord Hall, room 2	214.
The course:(CRN; Sub.; Course	for for for	from Credits)* (C	ollege or Universit	y, if Applicable)
is approved for () s	ubstitution / () equivalence f	or Samford Unive	rsity course:	
	r a course, taken at another inst a 3-credit course to meet a 4 cre t for verification.			
Status of Signature				Date
Advisor's Signature				Date
Associate Dean or Dep	artment Chair's Signature (Wh	ere the course is ta	ught)	Date
	ciate Dean of Arts and Sciences, r University Core or Gen. Ed. Co	•		Date
be viewable in DegreeWor	ed form to the Office of the Registrar ks within 5-7 business days of submi Michelle Joiner (<u>mhioiner@samford</u> st.	ssion. You will be not	ified via email if yo	our request is denied or there is
Registrar's Signature*	·			Date

Note to Department Chairs and Deans: A <u>substitution</u> is using a course to replace a required course for this particular student. An <u>equivalence</u> is stating that the transferred course is equivalent to the stated Samford University course. Equivalencies will be entered into the equivalency table in BANNER and will apply to future transfer credit evaluations.

SAMFORD UNIVERSITY REQUEST FOR A LETTER OF GOOD STANDING AND TRANSIENT ENROLLMENT FOR SUMMER

This form is for students who plan to attend <u>summer classes</u> at another institution.

This form will not be processed if it is not completely filled out with advisor's signature, correct course and recipient information and, if necessary, department chair's signature and attached course description.

Transient Student Checklist:

	ls your course pre-	approved for transfer credit? Check for already-approved courses at:	
		ord.edu/artic/index.php	
	If the course is a	pproved, then:	
		Confirm course is not satisfying a Samford Core Curriculum requirement	
		Have advisor complete the advisor checklist and sign your completed form	
		Submit form to Office of the Registrar	
	If the course is no	ot approved, then:	
		Confirm course is not satisfying a Samford Core Curriculum requirement	
		Staple a readable and highlighted copy of the complete course description(s) from the catalog of the transient institution you wish to attend	
		Have advisor complete the advisor checklist and sign your completed form	
١		Obtain signature of the Samford University department chair representing each of the class(es) you plate to take	aı
		Submit form to Office of the Registrar	
	Apply to and registe	er for approved courses at transient institution. Be sure to follow their policies for transient enrollment	
	should be mailed to	will not be applied until an official transcript is received by Samford University. The official transcript to the Office of the Registrar, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229, or senunsfer@samford.edu.	it
		Advisor Checklist:	
	Discuss with the stu	dent how the attached course(s) will transfer to Samford, and if they need Department Chair approval	
	Confirm course is n	ot satisfying a Samford Core Curriculum requirement	
	Confirm course is n	ot only one part of an Anatomy & Physiology two-part series	
		ne, confirm it is not a lab science, language, speech, or theatre appreciation class orid lab science courses must be approved by Department Chair with course description attached	
	If student is a senio	r, confirm they are not taking more than 2 courses (8 credits total) as a transient student	
	Sign student's form		

SAMFORD UNIVERSITY REQUEST FOR A LETTER OF GOOD STANDING AND TRANSIENT ENROLLMENT FOR SUMMER

Important Information:

- 1. Students who wish to transfer any credit completed while a transient student towards their Samford degree must have written approval signed in advance by their academic advisor, the department chair if needed, and the registrar.
- 2. This work must be completed by the end of the summer term. Sixteen credits may be completed during the summer months. Credits for a course taken at another institution must equal at least 75% of the Samford credit for the course (at least a 3-credit course to meet a 4 credit course at Samford). Please see the college catalog for information about how many credits you may transfer during your Samford career.
- 3. If you wish to attend Birmingham-Southern, Miles College, Montevallo, or UAB during the summer term, you must attend as a transient student and not as part of the BACHE program.
- 4. University Core courses may not be taken as transient work.
- 5. Both Samford and Overall GPAs must be at least 2.0 at the end of the current semester in order to have a Letter of Good Standing sent to another college or university. All courses from transient schools are required to have a letter grade of "C-" or better in order to be posted as earned credit on your transcript. The grade will not affect your Samford GPA, nor can it be used to repeat a course taken at Samford.
- 6. Upon completion of 96 credits, students may transfer no more than 8 semester credits or 2 courses to Samford. To receive a degree, students must earn at least 64 credits from Samford.
- 7. Total combined registered credits-Samford courses plus transient enrollment (not the BACHE program)-may not exceed 18 hours unless approved by the student's school dean. Combined registered credits for transient and Samford courses may never exceed 21 hours in any term. See Class Load for Undergraduates for maximum credit hours allowed.
- 8. The transient institution must be regionally accredited.
- 9. Transient transfer credit is subject to University transfer policies and will be awarded when the official transcript from the transient institution is received. It is the student's responsibility to arrange to have a transcript sent from the transient institution directly to Samford upon completion of the course(s).
- 10. Courses taken on a pass/fail basis will not be accepted unless the student produces written documentation from the awarding institution that the grade represents at least a C-.
- 11. A Department chair's signature is needed and the Transient Enrollment/Letter of Good Standing Request Form must be accompanied by a course description(s) from the transient institution if the class(es) are not pre-approved.
- 12. Transient enrollment policies also apply to overseas/study abroad courses with foreign institutions. A separate form for study abroad transient work is available on the Student Records Forms page.
- 13. If your transient institution requires a transcript you will need to request on through the Samford Portal.
- 14. Transient requests will be processed in the order in which they are received.

SAMFORD UNIVERSITY REQUEST FOR A LETTER OF GOOD STANDING AND TRANSIENT ENROLLMENT FOR SUMMER

NAME: (Print)				Student ID: #9	000	
(La	ast)	(First)	(Middle)	- 		
Classification (circle	e one): Freshman	Sophomore .	Junior Senio	or Student Email:		
My Major is			_ My minor is			
Institution where ye	ou plan on taking sumi	mer coursework:				
SCHOOL _						
ADDRESS _	· · · · · · · · · · · · · · · · · · ·					
CITY, STAT	E, ZIP					
l Request a Letter o	f Good Standing to be	sent by (circle one	e): EMAIL	(preferred)	MAIL (to above	address)
		EMAIL ADDRESS	5			
I wish to enroll in th	e summer semester o	r quarter in acade	mic year (circle	one): 2016	2017 2018	
I have read the tran	nsient enrollment poli	cies on page 2 of t	his document	and agree to comply	with them.	•
Student's signature		·		Date		
Course Name & Number at Other College or University (Ex. PSY 200)	Course Title at Othe College or Universit (Ex. "General Psychology")		Semester Credits	Samford Course Equivalent (Ex. PSYC 101)	Advisor's Approval	Dept. Chair's Approval (if course is not pre-approved)
For office use only:						
GPA:		Signature:		Date:		

SAMFORD UNIVERSITY INTERNATIONAL TRANSIENT ENROLLMENT FORM FOR STUDY ABROAD STUDENTS

This form is for students who plan to study abroad at another institution or provider other than Samford University. PROCESS: Meet with Samford Abroad advisor; consult with academic advisor; consult with financial aid advisor; complete form and obtain required signatures; return form to the Global Engagement Office. (See page 2 for additional instructions.)

lame (First, Middle, Last):	SUID (900#): _	SUID (900#):					
nail Address:		Maj	or:	· .	Minor: _		
Classification: Freshman		Sophomore		Junior		Senior (See Section D)	
Study Abroad Tern	n: Jan Term, 20	Spring, 20		Summer,	mer, 20 Fall, 20)
I request a Lette	er of Good Standing to be sent	to:	l also re	quest an <i>Officia</i>	al Transcript to	be sent to	
Name of School/Progra	ım:		Address:				
	State/Province:						Code:
	rd-party provider. Provider Na						
	LETED BY STUDENT AND SIGN		ARTMENT CHAIR OR DE	SIGNEE QUALIE	EIED TO REVIE	W AND AP	TICHI ATE COURSEWO
	student based on other institution's			B: (To be complet			
Prefix Course # g.*HIST) (e.g. *399)	Course Title (e.g.*Special Topics)	Credit Hours	SU Equivalent Prefix & Course Number	SU Credit Hours	Course Reviewed by (Print Name)		Signature
,, (e.g. 555)	(4.3	1		110010	(i intran	,	
						-	
						1	
Advisor (Print Name) CTION D: TO BE COMP	ETED BY DEAN'S OFFICE (ONL	Y FOR SEN	Advisor Signature				Date
	h Samford partner, exchange, affil			ecure signed app	roval from their s	school Dear	i.
Dean (Print Name)	1 5750 DV 5W 100 W 100 D500		Dean Signature				Date
	LETED BY FINANCIAL AID REPF a Partner, Exchange, Affiliate, or N			a representative	from the Office	of Student F	inancial
	ailability of financial aid and schol			•			manciai
Financial Aid Advisor (Pi			Financial Aid Adviso	r Signature			Date
	LETED BY GLOBAL ENGAGEME		-6111-111				
☐ Yes, the student is to	aking part in a study abroad progra	am with a Sa er Program	mtord University approved Affiliate [authorized to re	port acaden	nic credit (choose from be
	ot taking part in a Samford Univer			•	rogram).*		
questing an internationa	ernational transcripts may not b al transcript <u>evaluation</u> from WE mford University, Samford Hall 2	S (www.wes	.org) or AACRAO (www.	aacrao.org). The			
GEO Representative (Pri	int Name)		GEO Representative	Signature			Date
UDENT ACKNOWLEDG		em lfr	understand that it is	oonoodhiit	0		
icial transcript to Samford	derstand the information on this fo University after I have completed ty to release to the transient instit	the term. I a	cknowledge also that trai	nsient student sta			
Student Signature							Date

SAMFORD UNIVERSITY INTERNATIONAL TRANSIENT ENROLLMENT FORM FOR STUDY ABROAD STUDENTS

This form is for students who plan to study abroad at another institution or provider other than Samford University.

PROCESS: Meet with Samford Abroad advisor; consult with academic advisor; consult with financial aid advisor; complete form and obtain required signatures; return form to the Global Engagement Office.

PLEASE READ INSTRUCTIONS AND COMPLETE ALL BLANKS ON PAGE ONE

1. Complete top ofform and fillin information concerning the classes you plan to take (Section A and Section B). Be sure to include the complete name and address of the program or school you plan to attend and the name of institution is suing the transcript.

REMEMBER: Core courses may not be taken.

- 2. Obtain signature of the department head representing the classes you plan to take (Section B). (Attach a readable and highlighted copy of the complete course descriptions from the catalog of the college or provider where you plan to attend classes before you obtain the department head's signature.)

 These resources are available from your respective institution or providers.
- 3. Obtain signature approval from your academic advisor (Section C). If you are a senior you must also obtain your dean's signature approval (Section D). **Upon completion of 96 credits students may not transfer more than 8 semester credits or 2 courses to Samford.** To receive a degree, students must earn **at least 50%** of their total credits from Samford.
- 4. Obtain signature from a financial aid advisor (Section E). The consultation with a representative from the Office of Student Financial Services is to determine the availability of financial aid and scholarships for the specific program.
 - 5. Obtain signature from (Section F) and submit the completed Transient Enrollment Form for Study Abroad to the Global Engagement Office, Brooks Hall, Room 221. The Global Engagement Office will confirm if the program is through an approved provider (Exchange, Partner, or Affiliate) or a Non-Samford (independent) organization.

REMEMBER: It is the student's responsibility to obtain all necessary signatures.

- 6. International students (F-1 or J-1 visa holders) must obtain authorization from the International Student and Scholar Coordinator.
- 7. All Exchange, Partner, and Affiliate program participants must request transcript of the final grades from their study abroad program be sent to Samford University. All courses from transient schools are required to have a letter grade of 'C-' or better in order to be posted as earned credit on your transcript. International official transcripts from Exchange, Partner, and Affiliate programs should be sent to: Office of the Registrar, Samford University, Samford Hall 214, 800 Lakeshore Drive, Birmingham, AL 35229.
- 8. All Non-Samford study abroad participants must request an international transcript evaluation. Courses reported on international transcripts may not be accepted by Samford University. Students taking part in a Non-Samford program are responsible for requesting an international transcript evaluation from WES (www.wes.org) or AACRAO (www.aacrao.org). The evaluated international transcripts must be sent to: Office of the Registrar, Samford University, Samford Hall 214, 800 Lakeshore Drive, Birmingham, AL 35229.