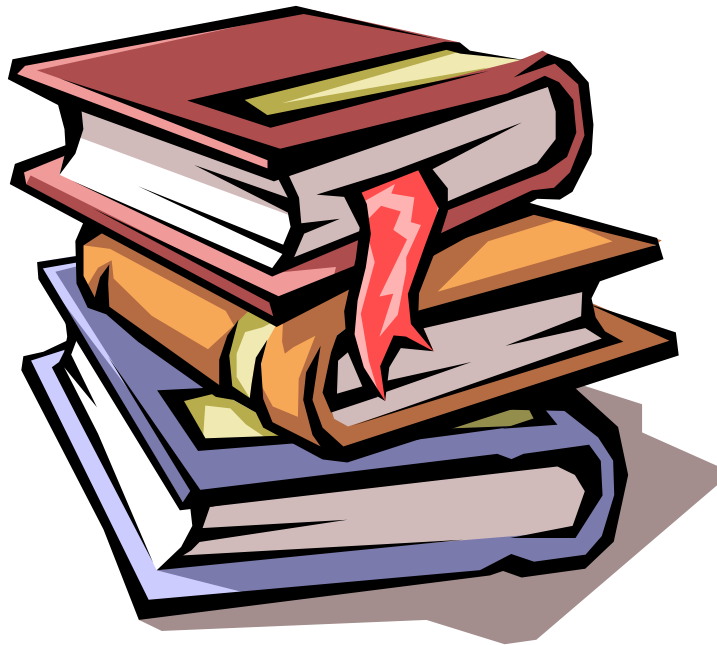


SPELMAN COLLEGE

**FIRST-YEAR ADVISING
REFERENCE SOURCE
2005-2006**



**Spelman College
Atlanta, GA 30314**

TABLE OF CONTENTS

Introduction	3
Agenda	4-5
Academic Advising	6-8
Core & Divisional Requirements	9-13
Specific Courses to Fulfill Core Requirements	14
Specific Course to Fulfill Divisional Requirements	15-16
Specific Courses to Fulfill International/Women’s Studies	17-18
Additional Courses for First-Year Students	19
Departmental Chairpersons/Academic Director	20-21
First-Year Advisors	22-23
Tentative Schedule	24
Summary of Completed Core Requirement.....	25
Summer/Fall Course Placement of Students	26-27
Frequently Asked Questions	28-32
Placement Test Information (Foreign Languages, CIS, Math)	33-36
Advising Schedule	37-38
First-Year Seminar	39
Academic Policies & Procedures	40-42
Academic Support Services	43-45
Whom To See About What & Where	46-47

INTRODUCTION

Academic advising is an integral part of an educational program at any college. Being committed to the advising program is more than just scheduling; rather, it is a dedication of services provided by knowledgeable and caring advisors. Quality academic advising requires adequate and continuous preparation.

This First Year Advising Reference Source focuses on various information about advising that is necessary for maintaining a successful academic advising program. It will serve as a ready reference guide that will assist advisors in planning more effectively for their advisees. It includes key information about the curriculum, advisees, academic concerns, support services, as well as institutional policies and procedures.



WHAT IS ACADEMIC ADVISING?

Academic advising is a significant mentoring relationship, not just a means to an end. It is a systematic process based on a close student-advisor relationship that will assist students in:

- achieving their educational, career, and personal goals through the use of institutional and community resources.
- evaluating their progress toward established goals.
- identifying and accomplishing life goals that enrich their quality of living.
- acquiring skills and attitudes that promote their intellectual and personal growth.
- reaching their potential and maintaining academic excellence.
- developing a closer relationship with their advisors.
- understanding the mission of the college as it relates to their total development.
- identifying danger signals and taking steps to prevent academic or personal disasters.

TIPS ON ADVISING

ESTABLISHING THE FIRST MEETING:

The first session with students may be best organized as a group session with an experienced advisor (or a group of advisors), because:

- Basic information about core courses is the same.
- Paperwork is essentially the same.
- All the basic questions can be answered at once.

Create a file for each student to include:

- Background information
- A Summary of Completed Requirements Form (copy in this notebook)
- Letter(s) of recommendation (Include these as you write them.)
- Test information
- First-year student survey (optional)

MAKING CONTACT DURING THE SEMESTER:

- Send a note, e-mail or phone your advisees throughout the semester especially during mid-term.
- Discuss any concerns that advisees may have about their courses.
- Mention the Learning Resources Center, Writing Center and other support services.
- Refer to the Fall/Spring Advising Schedules for meeting dates with your advisees and other important dates.

IDENTIFYING OPPORTUNITIES:

- Contact advisees if there are special events on campus or in the community that might apply to their majors, minors, or interests.
- Refer advisees to the Career Planning and Development Office.
- Refer advisees to the Assessment Office for required test information.
- Inform students about internships and summer programs.

OFFERING POSSIBLE ALTERNATIVES:

- If your advisee keeps saying "pre-law," but complains about the reading load in ADW, point out the inconsistency of her behavior and goals.

PREPARING FOR EARLY REGISTRATION:

- Check the Fall/Spring Advising Schedule for the week that you are to meet with your advisees. Post the hours that you will be available, and have advisees sign up, or you may e-mail them.

YOU REALLY DO MAKE A DIFFERENCE!

WHAT DO FIRST-YEAR STUDENTS EXPECT FROM THE ADVISING RELATIONSHIP?

AVAILABILITY

- a basic expectation of first-year students is that their advisor **be available** for scheduled appointments. opportunities

ASSURANCE OF PRIVACY OBJECTIVITY

- First-year students deserve straightforward honest answers, **privacy** and the uninterrupted and undivided attention of the advisor.

SHOW OF REPECT

- First year students want and need **respect** for their dignity and self-worth.

ACCURATE INFORMATION

- Students expect to be provided with **accurate** information about curricular offerings and related career

APPRECIATION OF

- Students appreciate **objective** and non-judgmental responses from their advisor.

WHAT ARE THEIR RESPONSIBILITIES?

First-year students are not necessarily experienced in making decisions academically and will need advice from faculty members. Therefore, they are responsible for:

- **discussing and clarifying their interests and goals as they relate to overall educational plans**
- **understanding and adhering to the academic policies and procedures of the college**
- **making and keeping appointments and being on time for scheduled meetings**
- **following through on any commitments and keeping up with their grades**
- **being prepared for advising sessions with necessary materials**
- **informing their advisor of any challenges/changes that may occur during the semester**
- **establishing a positive relationship with their advisor**
- **accepting final responsibility for all academic decisions that they make**

WHAT IS THE BASIC STRUCTURE OF THE ACADEMIC PROGRAM?

The academic programs are essentially divided into four areas: general education, the majors, minors and electives.

THE GENERAL EDUCATION CURRICULUM

Requirements in the core curriculum are divided into two levels:

1. CORE REQUIREMENTS

- International or Women's Studies
- African Diaspora and the World
- First-Year Composition
- Foreign Languages
- First-Year Seminar
- Health and Physical Education
- Mathematics
- Computer Literacy
- Sophomore Assembly

2. DIVISIONAL REQUIREMENTS

- Fine Arts
- Humanities
- Natural Sciences
- Social Sciences

Placement Tests

Foreign Languages: Students are required to demonstrate competence in a foreign language at the 202 level. A student can be exempted from the requirement based on placement examination scores. Conversely, scores may place a student in a Foreign Language course at the 100 level. The 100 level courses will count toward credits required for graduation, but students must complete language requirements through 202 level.

Computer Literacy: All Spelman students are expected to satisfy a computer literacy requirement. The requirement can be met by successfully completing a course designed to accomplish computer literacy or by exempting the computer literacy requirement by passing a computer literacy examination designed and administered by the College.

Mathematics: Mathematics placement is determined by a test for both science and non-science majors.

MAJORS AND MINORS

Spelman offers majors in twenty-three (23) disciplines plus the option of an independent major. A major consists of a minimum of 40-48 credits and 10-12 courses beyond the introductory level in a given department. Before graduation a student must complete a major. No grade below a “C” will be accepted in major requirements and cognate courses. Departmental chairpersons can provide specific course sequences for the major.

MAJORS

Art	Dual Degree Program in Engineering	Mathematics
Biochemistry	Economics	Music
Biology	English	Philosophy
Chemistry	Environmental Science	Physics
Child Development	Foreign Languages (French & Spanish)	Political Science
Comparative Women’s Studies	History	Psychology
Computer and Information Science	Independent Major	Religious Studies
Drama and Dance	International Studies	Sociology
		Sociology and Anthropology

The College does not currently require a minor for graduation, although 27 minors are available. No department, except Child Development, may require minors to take more than 20-28 credits or 5-7 courses in a supporting field. No grades below a “C” will be accepted in the minor areas. The following is a list of all the minors at Spelman College.

MINORS

Anthropology	History
Art	International Studies
Biochemistry	Japan Studies
Chemistry	Management and Organization
Child Development	Mathematics
Comparative Women’s Studies	Music
Computer and Information Science	Philosophy
Dance	Physics
Drama	Political Science
Economics	Psychology
English	Religious Studies
Environmental Science	Sociology
Environmental Studies	Spanish (Foreign Language Department)
Film and Visual Culture (new)	Teacher Certification (Education Department)
French (Foreign Language Department)	Writing (English Department)

Please help your first- year students to get the most up-to-date information!!

THE GENERAL EDUCATION REQUIREMENTS (2005-2006)

The requirements are listed below:

I. <u>Core Requirements</u>	Credits
A. English Composition Zero Credits	0-4 credits Student has satisfied completely the college English requirement with Advanced Placement or Baccalaureate credit.
Four Credits	Student must complete First Year Composition with a grade of "C" or above.
B. Foreign Language * Zero Credits	0-16 credits Student has satisfied completely the college language requirement by testing or by transfer credit
Four Credits	Student has received placement at the 202 level.
Eight Credits	Student has placed into the intermediate level and should complete French, German, Japanese, or Latin 201 and 202 to satisfy the college requirement.
Twelve Credits	Student's placement results require student to complete French, German, Japanese, Latin, or Spanish 102 through the Intermediate 202 level .
Sixteen Credits	Student should complete French, German, Japanese, Latin or Spanish from the 101 level through the Intermediate 202 level . Approval for a language other than French, German, Japanese, Latin, or Spanish must be obtained from the Dean of Undergraduate Studies.
C. Health and Physical Ed. Two Courses	2-3 credits Students must take two (2) courses in health and physical education. Dance courses that offer one credit hour may be used to fulfill the HPE requirement. Students who participate in sports may receive one credit per sport not to exceed two credits.

*Number of hours determined by placement tests.

100 level Foreign Language courses will not satisfy the core requirements but will count toward graduation requirements.

D. Mathematics*

Three - Four credits

0-4 credits

All math courses for the core requirement will be determined by placement tests. Student must complete Math 107 or above. Science majors, Economics majors, and students interested in Management should begin the sequence with Math 115, unless placed in higher-level Math.

E. African Diaspora and the World**

Eight Credits

8 credits

Student must complete two semesters of **African Diaspora and The World (111 & 112)**.

F. Computer Literacy

Four Credits

Student must complete **Introduction to Computers (CIS 100)** or may place out of the requirement by successfully completing a computer literacy examination or the Pre-Freshman Summer Science Program. Science majors may use CIS 121 to satisfy this requirement.

G. Women's or International Studies

Four Credits

4 credits

Students should refer to the courses approved by Women's Studies and the International Studies Program

I. First Year Seminar***

Zero Credits

0 credit

Student must complete the year-long First Year Seminar program that includes convocations and assemblies, public speaking instruction, seminars, and other scheduled academic and non-academic programs that will enhance their social, emotional, and cultural skills development.

H. Sophomore Assembly

Zero Credits

0 credit

Student must complete the year-long Sophomore Assembly program that includes convocations and assemblies, public speaking instruction, seminars, and other scheduled academic and non-academic programs that will enhance their social, emotional, and cultural skills development.

II. Divisional Requirements

A. Humanities

(Philosophy, Religious Studies, Language, History or Literature)****

4 credits

B. Fine Arts

(Art, Drama, Dance, and Music)

4 credits

C. Social Sciences

(Anthropology, Economics, Political Science, Psychology, and Sociology)

4 credits

Introductory courses in the Social Sciences are recommended for the sophomore year

* **Number of credits determined by placement test. As of fall 2001, Math 107, 115, 116, and 193 are 3-credit courses and fulfill the core requirement.**

** **Transfer students entering the College with fewer than 60 credit hours must complete two semesters of African Diaspora and the World. Transfer students entering with more than 60 credit hours are required to complete one semester of African Diaspora and the World.**

*** **First-Year transfer students with fewer than 12 credit hours must complete one year of First Year Seminar. Transfer students with 30 or more credit hours should register for Sophomore Assembly if their credit hours do not exceed 60 credit hours.**

**** **Language courses must be at the 300 level and must be approved by the Dean of Undergraduate Studies.**

D. Natural Sciences
Four Credits

4 credits

Non-science majors must complete one science course. See list of approved courses

Eight credits

Science majors must complete a year's sequence of a laboratory science outside the major.

Note: Students must receive a C or better for English only. A grade of D is passing for all other core requirements.

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SPECIFIC COURSES WHICH MAY BE USED TO FULFILL THE CORE REQUIREMENTS

All first-year students are advised to take either 100 or 200 level courses to fulfill the core requirements.

A. English Composition

English 103	First Year Composition	4 credits
English 193	Honors First Year Composition	4 credits

B. Foreign Language

French 201-202	Intermediate French	4-8 credits
Japanese 201-202	Intermediate Japanese	4-8 credits
Latin 201-202	Intermediate Latin	4-8 credits
Spanish 201-202	Intermediate Spanish	4-8 credits

German and Russian are offered on other Atlanta University Center campuses. Placement is governed by the institution offering the courses. Students must complete 200 (intermediate) level courses.

C. Health and Physical Education

Two courses:	1 credit (per course)	
Archery	Bowling	Step Aerobics
Aqua Aerobics	Fitness Walking	Swimming
Badminton	Golf	Tennis
Field Hockey	Aqua Aerobics	Tai Kwon Do
Self Defense	Fencing	Walking/Jogging

Sports Participation: 1 credit per sport, not to exceed two credits

Golf	Basketball	Tennis
Cross Country	Soccer	Volleyball

The following HPE courses offer 2 credits per class:

Fitness and Contemporary Living	Advanced Swimming & Lifeguard Training
Yoga	Introduction to Outdoor Education
Tai Chi	Water Safety Instruction
Weight Training	

Dance Performance*:	1 credit (per course)	
Ballet	Ethnic Dance	African Dance
Modern Dance	Tap Dance	Jazz Dance

D. Mathematics**

Mathematics 107	Contemporary Math	3 credits
Mathematics 115	Pre-Calculus Math I	3 credits
Mathematics 116	Pre-Calculus Math II	3 credits
Mathematics 211	Applied Calculus	4 credits
Mathematics 120	Pre-Calculus (honors)	4 credits
Mathematics 193	Honors Quantitative Methods and Reasoning	3 credits

E. African Diaspora and the World

African Diaspora/World 111	4 credits
African Diaspora/World 112	4 credits

F. Computer Science

Computer Science 100	Introduction to Computers	4 credits
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*Student must complete full year of dance performance before receiving credit.

**Appropriate placement in math courses is determined by placement examination.

Revised August 2005

SPECIFIC COURSES WHICH MAY BE USED TO FULFILL THE DIVISIONAL REQUIREMENTS

A. Humanities (Four Credits)

Philosophy

Any course in philosophy may be used to satisfy the divisional requirement in the humanities. **However, a student will normally take a 100 or 200-level course before enrolling in other departmental offerings.** This requirement may be waived with the permission of the instructor. First-Year students generally are not allowed to take 200-level courses unless they receive special permission from the department chairperson.

Religion

Any course offered in the Department of Religious Studies. **First-Year students may select one of the following courses**

Religion 111 Intro to the Study of Religion
Religion 112 Women and Religions
Religion 222 Intro to the Study of Islam

Language

Any 300-level language course not taken to fulfill the student's major or minor.

Literature

Students should consult the Department of English for appropriate courses

History

History 211	Survey of American History
History 221	Survey of African American History
History 231	Survey of African Civilization
History 251	Survey of European History
History 261	History of the Caribbean
History 271	Survey of Latin America
History 241	Survey of Traditional China or Japan

B. Fine Arts (Four Credits)

Art

Art 110	Survey of Visual Arts
Art 111	Basic Drawing
Art 113	Basic Design
Art 121	Painting I
Art 131	Sculpture I
Art 140	Introduction to Afro-American Art
Art 141 or 142	History of Art I or II (World Art)
Art 213	History of Modern Art
Art 240	The computer as a Creative Tool
Art 300	3-D Methods and Materials
Art 312	African Art

***Only the Survey of Visual Art classes AT SPELMAN will qualify to fulfill the FINE ARTS REQUIREMENT**

Dance

Dance 105	Dance Appreciation
Dance 242	20 th Century Dance (Open to First-Year Students)

Drama

Drama 102	Principles of Acting
Drama 203	Survey of World Drama
Drama 205	Introduction to the Theater
Drama 210	Women in Theater and Drama
Drama 221	Stagecraft
Drama 300	Contemporary Drama
Drama 335	American Theater History

Music

Music 120
 Music 121
 Music 130
 Music 240
 Music 241
 Music 330

Music History and Appreciation
 Introduction to World Music
 Women in Music
 Survey of Afro-American Music
 America Pop
 History of Jazz

C. Social Sciences (Four Credits)**Anthropology**

Anthropology 203
 Anthropology 230

Introduction to Anthropology
 Special Topics

Economics

Economics 141
 Economics 241,242

Introduction to Economics
 Theory and Principles of Economics

Political Science

Political Science 190
 Political Science 201

Introduction to Political Inquiry
 National Government in the United States.
 (Prerequisite for all other courses in the
 department).

Psychology

Psychology 200
 Psychology 203

General Psychology
 Honors General Psychology (Honors program students only
 or by permission of the Instructor)

Sociology

Sociology 201
 Sociology 202
 Sociology 230
 Sociology 275
 Sociology 291

Introduction to Sociology
 Social Problems
 Health-Sociological and Economic Perspective
 Introduction to Criminology
 Race, Class and Gender

D. Natural Sciences (Four Credits)

Year Sequences for Science Majors

Biology 111, 112
 Chemistry 111, 112
 Physics 111, 112

General Biology for Majors
 General Chemistry
 General Physics

Courses for Non-Science Majors

Natural Science 101
 Physics 101
 Biology 100
 Chemistry 141

Interdisciplinary Science (for non-science majors)
 Introduction to Astronomy
 The Biology of Women
 Prehistoric Future Chemistry I

Revised August 2005

SPECIFIC COURSES WHICH MAY BE USED TO FULFILL THE INTERNATIONAL / WOMEN'S STUDIES REQUIREMENT

First Year students must take either 100 or 200-level courses unless granted approval from the department chair and academic advisor.

New curriculum guidelines have been implemented for courses that fulfill the International and Women's Studies requirement. All courses offered previously used to fulfillment of these requirement are under review for the 2004-05 academic year. This list of approved courses below is subject to change. Please check with the International Affairs Center (Cosby 4th Floor) and the Women's Studies Program (Cosby 2nd Floor) for the most current list. Some of the courses are offered in alternate years and may have prerequisites.

A. International Studies

Anthropology

ANTH 203	Introduction to Anthropology
ANTH 230	Special Topics in Anthropology
ANTH 305	Cross-Cultural Perspectives
ANTH 322	Urban Anthropology

Art

ART 141	History of Art I
ART 142	History of Art II
ART 214	Issues in Latin-American Art
ART 312	African Art

Environmental Science

ES 211	Introduction to Environmental Science
ES/BIO 225	Ecology
ES/CHEM 453	Environmental Chemistry
ES 384	Industrial Ecology

Economics

ECON 241	Principles of Macroeconomics
ECON 312	International Finance
ECON 316	Intermediate Macroeconomic Theory
ECON 321	International Economics
ECON 324	Economic Development of Emerging Nations*
ECON 325	Comparative Economic Systems
ECON 335	International Trade
ECON 336	International Monetary Policy

English

ENG 216	Images of Women in Non-Western Literature
ENG 418	Contemporary African Literature
ENG 434	Caribbean Literature

History

HIS 232	Survey of African Civilization I
HIS 242	Survey of Modern China and Japan
HIS 262	History of the Caribbean, 804 to present
HIS 272	Survey of Latin America II: The Modern World
HIS 303	Making the Modern World
HIS 333	Islam in Africa
HIS 345	Asian Thought
HIS 362	Caribbean Economic History

HIST 363	The Contemporary Anglophone Caribbean
HIST 371	Women in Latin American History
HIST 373	Africans in Latin America
HIST 431	Seminar: West Africa
HIST 435	Seminar: African Nationalist Thought
HIST 442	Seminar: Mao Zedong and Africa
HIST 462	Seminar: Women and Gender in Caribbean History

Modern Foreign Language

FR 302	Francophone Cinema
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Music

MUS 341	The Study of Music in the African Diaspora
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Political Science

PSC 321	International Relations
PSC 325	Comparative Political Systems
PSC 342	Japan in Asia
PSC 346	African Politics
PSC 350	International Political Economy
PSC 380	Human Rights and Conflict Resolution
PSC 402	International Organizations
PSC 422	Law Across Cultures
PSC 480	Seminar in International Studies

Religious Studies

REL 222	Introduction to the Study of Islam
REL 223	Women and Islam
REL 252	A Survey of Christianity
REL 303	The History of Religious Thought
REL 304	Christianity and Society
REL 315	Judeo-Christian Beginnings in Africa
REL 361-362	World Religion

Theater, Dance and Drama

DAN 240	History and Philosophy of Dance I
DAN 241	History and Philosophy of Dance II
DRA 203	Survey of World Drama
DRA 210	Studies of Women in Theater and Drama
DRA 405	Seminar in African Theater and Drama

B. Comparative Women's Studies

Comparative Women's Studies

CWS 270	Comparative Women's Studies
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English

ENG 216	Images of Women in Non-Western Literature
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Music

MUS 130	Women in Music
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Psychology

Psychology 206	Psychology of Women
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Religion

REL 112	Women and Religions
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Sociology

Sociology 291	Race, Class & Gender
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***Other courses may be reviewed by the respective Programs and Dean of Undergraduate Studies for approval.**

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ADDITIONAL COURSES AVAILABLE TO FIRST-YEAR STUDENTS

SOCIAL SCIENCES:

- Anthropology 201 Introduction to Anthropology
- Economics 141 Introduction to Economics
- Political Science 190 Introduction to Political Inquiry
- Sociology 201 Introduction to Sociology
- Sociology 202 Social Problems

NATURAL SCIENCES:

- Biology 100 The Biology of Women
- Physics 101 Introduction to Astronomy
- Chemistry 141 Prehistoric Future Chemistry I

HUMANITIES:

History

- History 211, 212 Survey of American History
- History 221, 222 Survey of African-American History I & II
- History 231, 232 African History I & II
- History 241 Survey of Traditional China & Japan (also for International Studies)
- History 251, 252 Survey of European History I & II
- History 261 Caribbean History to 1776
- History 262 History of the Caribbean to the Present
- History 271 Survey of Latin American I: The Colonial Period
- History 272 Survey of Latin American II: The Modern Period

Religious Studies

- Religion 111 Introduction to the Study of Religion
- Religion 222 Introduction to the study of Islam

Any 100 or 200 level course in Religious Studies and Philosophy department may be used to satisfy the divisional requirements. Literature courses should not be taken until the sophomore year, unless special permission is granted.

FINE ARTS:

Dance

- Dance (TDA) 105 Dance Appreciation
- Dance (TDA) 242 Twentieth Century Concert Dance

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CHAIRPERSONS OF ACADEMIC DEPARTMENTS & ACADEMIC DIRECTORS 2005-2006

<u>DEPARTMENT</u>	<u>CHAIRPERSON</u>	<u>LOCATION, BOX & PHONE NUMBER</u>	<u>ADMINISTRATIVE ASSISTANT</u>
African Diaspora & The World (ADW)	Dr. Beth-Sarah Wright	Cosby Academic Center Rm.411, Box 823, Ext 5537	Mr. Harold Jones Ext. 5530, Rm. 409
Art	Dr. Akua McDaniel	Fine Arts Building, Rm. Box 256, Ext 5454	Ms. Marlene Douglas Ext. 5455, Rm. 208
Biology	Dr. Cynthia Bauerle	Science Center, Rm. 344 Box 1183, Ext. 5791	Ms. Wilhelmina Hammond Ext. 5722, Rm. 342
Chemistry	Dr. Lisa Hibbard	Science Center, Rm. 347 Box 218, Ext. 5738	Ms. Lorraine Savoy Ext. 5744, Rm. 343
Computer Science	Dr. Andrea Lawrence	Science Center, Rm. 314 Box 362, Ext. 5875	Ms. Kennita Carter Ext. 5876, Rm. 326
Drama and Dance	Dr. Veta Goler	Fine Arts Building Box 301, Ext. 5473	Ms. Ruby Byrom Ext. 5471, Rm. 133
Economics	Dr. Anne Hornsby	Giles Hall, Rm. 408 Box 167, Ext. 5567	Ms. Natale Dukes Ext. 5697, Rm. 407
Education	Dr. Karen McClean Donaldson	Giles Hall, Rm. 10 Box 63, Ext. 6062	Ms. Laverne Shaw Ext. 5598, Rm. G-5
English	Dr. Akiba Harper	Cosby Academic Center Rm. 105, Box 282 Ext. 5588	Ms. Candace Raven Ext. 5576, Rm. 305
Foreign Languages	Dr. Anthony Dahl	Cosby Academic Center Rm. 458, Box 295, Ext 5541	Mrs. Faye Milner Ext. 5553, Rm. 445
Health & Physical Education/Athletic Programs	Ms. Germaine McAuley	Read Hall, Rm. 109 Box 1057, Ext. 5711	Mrs. Joan Salters Ext. 5716, Rm. 100
History	Dr. Dalila deSousa Sheppard	Cosby Academic Center Rm. 408, Box 250, Ext 5503	Ms. Nakia Bazemore Ext. 5496, Rm. 400
International Studies Program	Dr. Jeanne Meadows	Cosby Academic Center Box 278, Rm. 404, Ext 548	Ms. Zadie Long Ext. 5596, Rm. 404
Japan Studies	Dr. Yoko Ueda	Cosby Academic Center Rm. 403, Box 237, Ext 7693	Ms. Faye Milner Ext. 5553, Rm. 445
Management & Organization Minor	Dr. Juliet Elu	Giles Hall, Rm. 403 Box 261, Ext. 5570	Ms. Natalie Dukes Ext. 5697, Rm. 407
Mathematics	Dr. Colm Mulcahy	Science Center, Rm. 323 Box 953, Ext. 5837	Ms. Lisa Reed Ext. 5833, Rm. 324

**CHAIRPERSONS OF ACADEMIC DEPARTMENTS &
ACADEMIC DIRECTORS
2005-2006**

<u>DEPARTMENT</u>	<u>CHAIRPERSON</u>	<u>LOCATION, BOX & PHONE NUMBER</u>	<u>ADMINISTRATIVE ASSISTANT</u>
Music	Dr. Kevin Johnson	Fine Arts Building, Rm. 106 Box 312, Ext. 5480	Ms. Dawn Garvin Ext. 5476, Rm. 102-202
Philosophy/ Religious Studies	Dr. Rosetta Ross	Cosby Building, Rm. 432, Box 237, Ext. 5527	Ms. Alicia Smash Ext. 5521, Rm. 425
Physics	Dr. Derrick Hylton	Science Center, Rm. 321 Box 294, Ext. 5846	Ms. Shelia Leslie Ext. 5851, Rm. 327
Political Science	Dr. Tinaz Pavri	Giles Hall, Rm. 219 Box 366, Ext. 5650	Mrs. Shawnta Patrick Ext. 5652, Rm. 217
Psychology	Dr. Sandra Sims-Patterson	Giles Hall, Rm. 316 Box 353, Ext. 5618	Ms. Cherry Collier-Jackson Ext. 5623, Rm. 320
Sociology/ Anthropology	Dr. Daryl White	Giles Hall, Rm. 312 Box 1702, Ext. 6053	Mrs. Nyla Dixon Ext. 5638, Rm. 311
Women's Comparative Studies	Dr. Beverly Guy-Sheftall	Cosby Building, Rm. 209 Box 115, Ext. 5624	Ms. Lillie Picard Ext. 5625, Rm. 209

Revised August 2005

FIRST-YEAR ADVISORS (2005-06)

ADVISOR			DEPARTMENT	OFFICE LOCATION	PHONE
Last	First	Title			
Bradley	Dolores	Dr.	Psychology	Giles Hall 317	5619
Brakke	Karen	Dr.	Psychology	Giles Hall 307	5633
Butler	LaConyea	Dr.	Psychology	Giles Hall 306	5621
Cardelino	Beatriz	Dr.	Chemistry	Science Center 181	5741
Chu	Joanne	Dr.	Biology	Science Center 272	5712
Cobb	William	Dr.	History	Cosby Center 415	5502
Dahl	Anthony	Dr.	Foreign Language and Undecided Humanities	Cosby Center 458	5541
Dark	Marta	Dr.	Physics & (Undecided Science)	Science Center 194	5850
Davis	Marilyn	Dr.	Political Science	Giles Hall 216	5649
Diabate	Amata	Dr.	Economics	Giles Hall 402	5569
Edlund	Anna	Dr.	Biology	Science Center 271	5757
Elu	Juliet	Dr.	Economics	Giles Hall 405	5570
Gillyard	Cornelia	Dr.	Chemistry (WISE Scholars only)	Science Center 347	5738
Gunter-Smith	Pamela	Dr.	Biology	Science Center 344	5708
Hammonds-Odie	Latanya	Dr.	Biology (Honors Program Students)	Science Center 267	5756
Hite	Michelle	Ms.	English	Cosby Center 318	5612
Hodges-Atkins	Cynthia	Mrs.	Provisionally Admitted/Probationary	Giles Hall 4	5585
Ibeanusi	Victor	Dr.	Environmental Science & Biology	Science Center 377	5866
Inniss	Tasha	Dr.	Math	Tapley Hall 311	5009
Johnson	Kevin	Dr.	Music (Undecided Fine Arts)	Fine Arts 102	5480
Jordan	Zandra	Prof.	English	Cosby Center 306	6058
Kim	Nami	Dr.	Philosophy/Religious Studies	Cosby Center	5525
Knadler	Stephen	Dr.	English (Honors Program non-science)	Cosby Center 314	5575
Kuumba	Bahati	Dr.	Comparative Women's Studies	Cosby 206	5630
			Dual Degree/Engineering	Science Center	
Lee	Mark	Dr.	Biology	Science Center 269	5718

McGinnis	Gene	Dr.	Biology	Science Center 344	5720
Middlebrooks	Gwendolyn	Dr.	Education (Child Development)	Giles Hall 9	5597
Mills	Lev	Mr.	Art (Undecided Fine Arts or Humanities)	Cosby Center 437	5456
Parekh	Pushpa	Dr.	English (Honors Program Non-Science)	Giles Hall 104	5664
Pavri	Tinaz	Dr.	Political Science	Giles Hall 219	5650
Peterson	Marshalita	Dr.	Education	Giles Hall 101	6062
Ravi	Natarajan	Dr.	Physics (Undecided Science)	Science Center 179	5857
Shafiei	Fatemeh	Dr.	Political Science	Giles Hall 221	5653
Smith	James	Dr.	Sociology & Anthropology	Giles Hall 304	5643
Spencer	Rochelle	Ms.	English	Cosby Center 317	5595
Stanley	Tarshia	Dr.	English (Undecided Humanities)	Cosby Center 321	5578
Stone	Jack	Dr.	Economics	Giles Hall 401	6056
Thomason	R. Paul	Mr.	Drama-Dance (Undecided Fine Arts)	Fine Arts 146	5475
Thompson	Albert	Dr.	General Chemistry	Science Center 388	5750
Wade	Bruce	Dr.	Sociology (Undecided Social Sciences)	Giles Hall 301	5629
Walley	Celeste	Dr.	Psychology	Giles Hall 206	5634
Williams	Andrew	Dr.	Computer Science	Science Center 218	5879
Winfield	Leyte	Dr.	Biochemistry	Science Center 374	5748

Revised August 2005

TENTATIVE SCHEDULE

Name	Date
	ID/SS #
Semester	Major

TIME	MON	TUES	WED	THURS	FRI	SAT
8:00-50						
9:00-9:50						
10:00-11:50						
11:00-11:50						
12:00-12:50						
1:00-1:50						
2:00-2:50						
3:00-3:50						
4:00-4:50						
5:00-5:50						
6:00-6:50						

SUMMARY OF COMPLETED CORE REQUIREMENTS

Name: _____ Date: _____
 0 Intended Major: _____ Social Security Number: _____ - _____ - _____
 Home Address: _____ Phone Number (): _____ - _____
 City/State/Zip Code: _____, _____, _____
 Local Address (Dorm): _____ PO Box: _____
 City/State/Zip Code: _____, _____, _____
 Phone Number () _____ - _____ E-Mail Address: _____

GENERAL REQUIREMENTS

Area	Placement, Course Number & Title	Credits	Sem./Year Completed	Grade
English 103 (Composition) (4-credit hours) Eng. 193, Honors First-Year Composition				
The African Diaspora and the World (8 credit hours) African Diaspora & The World 111 African Diaspora & The World 112	ADW 111			
	ADW 112			
Foreign Languages (completion through 202 level)	101	_____	_____	_____
	102	_____	_____	_____
	201	_____	_____	_____
	202	_____	_____	_____
Health & P.E. (two courses)	_____	_____	_____	_____
Mathematics (3-4 credit hours for non-science majors)				
Math 107 (Contemporary Math)				
Math 115 (Pre-Calculus Math I)				
Math 120 (Pre-Calculus Math I)				
Math 193 (Honors Quan. Reas. & M)				
Edu 103 (1 st sem First-Year Seminar)				
Edu 103 (2 nd sem First-Year Seminar)				
Edu 104 (1 st sem Sophomore Assembly)				
Edu 104 (2 nd sem Sophomore Assembly)				
Computer Science CIS 100 (Introduction to Computers)				
International/Women's Studies (select one course in either area)				
Humanities (4 credit hours)				
Fine Arts (4 credit hours)				
*Social Sciences (4 credit hours)				
Natural Sciences (4 credit hours)				

If you were exempted from courses or received advanced placement credits, you should indicate this in the space provided. The date of exemption should be recorded.

*Students are generally not allowed to enroll in Social Science courses until the sophomore year, unless granted permission by an advisor or Office of Undergraduate Studies.

Revised August 2005

PLACEMENT AND GRADES FOR 2004 & 2005 EARLY COLLEGE PROGRAM STUDENTS

The entering students whose names appear below were in the Early College Program during the summer of 2004 or 2005. Please note the following:

- Students earned credit for grades of C and above in college-level courses. Student did not earn credit for the pre-college developmental level English course (English 010).
- Grades of C- and below do not appear on the transcripts.
- Students had the option of declining grades of C+ and C.

Name of Student	City/State	English Placement	English Grade	Math Placement	Math Grade
ECP 2005					
Alexander, Abbie	Philadelphia, PA	103	B+	116	C+
Towns, Justina	Hanover, MD	103	B	115	A
ECP 2004					
Ali, Nadirah	Decatur, GA	010	*	115	A
Chargois, Morgan	Austin, TX	103	A	116	A
Hendricks, Shia	Birmingham, AL	103	A	116	-
Howard, Courtney	Birmingham, AL	103	A	116	-
Jefferson, Sukie	Seattle, WA	010	*	116	-
McCullough, Tianna	Milwaukee, WI	103	A	115	B
Patterson, Shaundra	Atlanta, GA	010	*	116	-
Rogers, Gimel	Duluth, GA	010	*	116	-
Sheares, Adrienne	Chalfont, PA	010	*	115	A
Shilow, Katherine	Hampton, GA	103	A-	116	C+
Simpson, Paige	Pasadena, CA	010	*	116	-
Southard, Courtney	Bloomington, IL	103	A	115	A
Tellis, Tiffany	Douglasville, GA	010	*	115	B
Waldon, Tiffany	New Carrollton, MD	010	*	115	B

* Student did not earn credit for this developmental course, English 010.

***Student did not earn credit for this course. It is a developmental course.**

Please contact Dr. Pauline E. Drake if you have questions: 404-270-5364.

SUMMER SCIENCE AND ENGINEERING PROGRAM (SSEP) 2005 PARTICIPANTS

MATHEMATICS PLACEMENT

Pre-Calculus (116)

1. Kia Askew
2. Chyree Batton
3. Juandalyn Coffen
4. Ireti Dabiri
5. Ta'Laya Diggs
6. Brianna Jackson
7. Tiffanie Mackey
8. Aryele Maye
9. Elan Mitchell
10. Sarat Mohammed
11. Dorian Patterson
12. Minrisha Taylor
13. Ashley Weems
14. Ashley Wilson

Calculus (231)

1. Deaundra Cash
2. Morgan Chargois
3. Brittany Cole
4. Tameria Homan
5. Christin Iroegbu
6. Cheryl Law
7. Brittany Leonard
8. Christina McIntosh
9. Whitney McKenzie
10. Kyla Tetterton-Wimberley
11. Angelica Trumer
12. Chanelle West
13. Ani Whitfield

Please contact Mr. Samuel Duffie if you have questions: 404 – 270 – 5765.

QUESTIONS FREQUENTLY ASKED BY FIRST-YEAR STUDENTS

Q. What should I select as a major?

- A. Many students arrive at Spelman with career goals and a major declared. However, there will be many of your advisees who will be undecided and without a definite career direction. Your advisees should be encouraged to meet with department chairs and faculty members in areas that are of interest to them. Departments will also be encouraged to hold “Meet the Department” sessions each semester before early registration. Encourage your advisees to attend such sessions. During the fall semester, all new students will take several tests to help them make decisions about a career and a potential major, that is their ability to perform in certain fields of study. (**Students should confer with the Assessment of Student Learning Office and Career Services**). The First-Year Seminar class will introduce students to the **Strong Interest Inventory and the Myers-Briggs Type Indicator**. Your advisees will have the results of the two measures and should share them with you. Do ask them to bring those materials with them when they come to you for advising.

Q. If I participated in the Advanced Placement Program in high school, what scores must I have to get credit for college courses?

- A. A student who took the College Entrance Examination Board’s Advanced Placement Program Examinations, must have received a score of three, four or five. College credit or advanced placement will be awarded in the following areas:

Art	History
Biology	Latin
Computer Science	Mathematics
Economics	Music
French	Physics
German	Spanish
Government & Politics	

A score of at least four must be obtained in English, Music and Chemistry to place out of the college requirement. Students who present scores of three, four, or five on the Calculus BC examination will receive the equivalent of two semesters of credit or eight semester credits in mathematics.

Q. How many hours should I take during my first semester?

- A. First-year students are not permitted to register for more than 18 hours. An optimal course load should be 16 hours. Students who receive scholarships should be registered for at least 16 hours. First-year students can take four academic courses, one physical education class and First-Year Seminar. Provisionally admitted students should only register for 12-14 credits.

Q. Can I withdraw from a course? *Should I withdraw from a course?*

A. A student should not withdraw from a course without carefully considering all the repercussions of her action. Before the advisor approves a student's request to withdraw from a course, the student should discuss with the advisor her reasons for wanting to withdraw. Acceptable reasons might be failure on several tests, inability to do the work at the level expected, or other plausible reasons. An unacceptable reason is "I don't want a C on my transcript." A student failing several tests should receive a "mid-semester deficiency" warning or even an "early warning" from her professor. Such warnings suggest the student might strongly consider withdrawing.

Q. What are the consequences of withdrawing from a course?

A. Although a "W" does not affect a student's grade point average, a habit of withdrawing from courses may prevent the student from securing financial aid. Also, a habit of withdrawing may prevent the student from graduating in four years. Too many withdrawals may cause a student to earn an insufficient number of credits, thereby leading to academic dismissal or probation. Students must complete 75% of the hours attempted to be eligible for financial aid and to be in good academic standing at the College. Thus, a student should only withdraw if she is fully aware of the long-term consequences and can accept them.

Students with scholarships should not withdraw from classes. A student may lose a Spelman scholarship because she withdraws from a class.

Q. When do I withdraw from a course? How do I withdraw from a course?

A. During the add/drop period at the beginning of each semester, a student can "withdraw" from a course by dropping it. A dropped course will never appear on her transcript, but she must *officially* drop the course, obtaining signatures from the professor and from the advisor on her "add/drop" card. After the add/drop period, a student can withdraw from a class without penalty if she *officially* withdraws by the date published in the academic calendar. (The academic calendar is available on the Spelman web page.) If she officially withdraws (obtaining signatures from the professor and the Dean), she will receive a grade of "W." If she misses that published deadline, even if she withdraws, she may receive a grade of "WF." Official withdrawals always require the proper forms, the necessary signatures, and a visit to the Registrar's Office.

Q. What happens if I fail a course?

A. If a student fails a course, no points or hours will be earned. Your advisee should be encouraged to repeat the class. You should discuss her preparedness to retake the class, the semester it can be repeated, and if she should repeat the course at all. Some courses *must* be repeated (such as ADW 111 or ENG 103). Other courses can be replaced (such as a course being taken for the Humanities core requirement).

Q. How will I know if I am not making progress in a class?

- A. First-year students should receive an “Early Warning,” and all students should receive a “Midsemester Deficiency” report if their grades are failing at that point in the semester. The Office of Undergraduate Studies asks faculty to submit “early warnings” after the fourth week of each semester. Faculty should also submit “Midsemester Deficiency” reports to students, the Registrar, and the Dean of Undergraduate Studies after midsemester examinations. Many faculty members hand students their copy of such notices in class. If a student receives one of these warnings, she should meet with the professor who is teaching the class to discuss how she can improve her grade or whether she should withdraw. Once the student has conferred with the faculty member, she should meet with her advisor to discuss her decision. (See also the questions about withdrawing from a class.)

Q. What is International Baccalaureate Credit?

- A. Many Spelman students have taken the International Baccalaureate program examination and will receive college credit and advanced placement in the areas considered equivalent to Spelman courses. The categories are Language A/B, Study of Man in Society, Experimental Sciences, Mathematics and Humanities (see the *Spelman College Bulletin 2005-06* for additional information).

Q. Please describe the Advanced Placement Process.

- A. Many Spelman students completed Advanced Placement (AP) courses in high school. Students who took the Advanced Placement Examination in high school and received scores of 3, 4, and 5 are eligible to receive college credit in some areas (see the *Spelman College Bulletin 2004-05* for additional information).

Q. What is an “I” (incomplete)?

- A. A student who experiences a personal illness, death of a close family member, or some extenuating circumstance near the end of a semester may be unable to complete her work in her courses. If this is the case, a student may request an extension from the professor and the Dean of Undergraduate Studies to postpone the final and other course requirements. The faculty member, in consultation with the Dean, determines if an (I) is appropriate.

To change an incomplete for a course taken in the spring semester, a student must submit all completed work by the last week in October of the following semester. To change an incomplete for a course taken in the fall semester, a student must submit all completed work by the last week in March of the following semester. If required work is not completed by the established deadlines, an incomplete (I) will automatically be changed to "F."

Q. How many credits are needed to become a sophomore?

- A. A student will need 30 semester credits with a cumulative grade point average of 1.80 to advance to sophomore status.

Q. How is the grade point average computed?

- A. The grade point average is computed by dividing the total number of hours attempted into the total number of quality points earned.

Q. How can I get on the Honor Roll?

A. A student must carry a minimum of 16 semester credits in college level courses and attain a cumulative G.P.A of 3.00 or higher. The student may not have any grade lower than a “C” and no withdrawals from courses.

Dean’s List status requires that a student must obtain Honor Roll status for both semesters of an academic year.

Q. Can I attend summer school at another institution?

A. While Spelman does not conduct a summer school session, a student may attend summer school at other institutions. She should be instructed to go to the Registrar’s office where approval forms for summer school attendance are available. Approval must be obtained *before* a student takes the class in summer school.

Q. Can I take classes at Morehouse, Clark-Atlanta or other schools in the Atlanta University Center (AUC)?

A. Students are permitted to take courses throughout the Atlanta University Center. To take a course within one’s major, a student must be approved by the department chairperson. If a course is offered on Spelman’s campus, that course should be taken at Spelman. **First-year students are required to receive permission from their department chair to take classes at other AUC schools.**

Q. Can I take classes at Emory or Georgia State University or other colleges in Atlanta?

A. Through the Atlanta Regional Consortium for Higher Education (ARCHE), Spelman students may enroll in classes at a consortium of 20 public and private institutions of higher learning in the Atlanta-Athens area (including Emory, and GSU). For more information, contact the Office of the Registrar.

Q. How do I apply for a leave of absence?

A. Students who are in good standing may take a leave of absence for a period not to exceed two consecutive semesters. The petition for a leave of absence can be obtained from the Registrar’s office (see the *Spelman College Bulletin 2005-06* for **additional information**).

Q. Does Spelman have scholarships for which I can apply?

A. Refer your advisees to the Director of Scholarships for additional information. Also encourage her to research websites, such as www.fastweb.com, to seek out scholarship information.

Q. Can I participate in the Study Abroad Program?

- A. Study Abroad is a junior year experience but students must apply during the second semester of their sophomore year. Students interested in participating should contact the Study Abroad Coordinator or the Dean of Undergraduate Studies. Students must have a 2.8 grade point average to apply (see the *Spelman College Bulletin 2005-06* for additional information).

Q. Can I participate in the Domestic Exchange Program?

- A. The Domestic Exchange Program is a junior year experience but students must apply during the second semester of their sophomore year. Spelman has domestic exchange agreements with 28 institutions. Students need a GPA of at least 2.8 to participate (and a higher GPA is required to go to some schools). Interested students should contact the Office of Undergraduate Studies.

Q. What should I do if I have a grievance with one of my professors?

- A. Inform your advisee that she should discuss the issue with the professor. She should review her syllabus and be certain that she understands all the requirements for the course and all the policies the professor has expressed. If she and the professor are not able to resolve the matter, she should speak with the department chairperson. If the matter is not resolved after speaking with the department chair, she should then complete and submit an on-line Academic Grievance Form and then schedule an appointment with the Dean of Undergraduate Studies.

Q. Am I required to have a minor?

- A. No, a student is only required to complete a major, core and divisional requirements and the number of designated major and/or general electives. If a student begins a minor, but is not able to complete it, she will still be eligible for graduation provided she has 120 credit hours representing the major, core and divisional requirements.

Q. What is plagiarism?

- A. Plagiarism is the use of another person's words or ideas without giving credit to the source. Students should cite sources accurately and completely whenever they borrow words or ideas, including Internet sources. Some students may feel that the ease of "block" and "copy" and "paste" commands translates into "fair use" of articles found on the internet. These sources should be quoted accurately and cited accurately, as should print or audio-visual sources. The penalty for plagiarism or any other form of academic dishonesty is quite severe, including a grade of "F" in the course. Students with questions should seek more detailed information from their English 103 or 193 courses or from the Comprehensive Writing Center (Cosby, third floor).

Revised August 2005

FOREIGN LANGUAGES AT SPELMAN

Information for First-Year Advisors

General Education Requirement in Foreign Languages: Complete a foreign language through 202 (or 222) unless exempted.

Who should take the placement exam in FL? Every entering student who has taken any course recently (w/in last 2 years) in a language we teach, **including students with AP scores should take the exam.** If your advisee missed the exam, have her see us.

Foreign Languages offered at Spelman: French, Japanese, Latin, Spanish

Other foreign languages in the AUC: Chinese, German, Russian, Swahili

We notify advisors of student placement. After the Placement Exam, you will receive a list of placement results giving the student's level (e.g., 102); it is up to the student to enroll in the appropriate class. She may opt out of her placement level by enrolling in the 101 class in another language. If your advisee's name is not on the list, even though she took the Placement Exam, call the department. Encourage exempt students to continue with their language study.

Be sure that non-exempt students take a language this year, first-semester if possible.

Students may take more than one placement exam. See the department for details.

For assistance in the FL Dept.:

Faye Milner (Administrative Assistant)	ext. 5553
Anthony Dahl (Chair)	ext. 5541
Jacqueline Edwards (French)	ext. 5559
Rick Langhorst (Spanish)	ext. 5549
Xuexin Liu (Japanese)	ext. 5550

CIS 100 (COMPUTER LITERACY) EXCEPTION TESTS

****Sign up quickly – Room 326 Science Bldg. – Space is limited****

WHEN:

There are two test times. Be sure to write them on your master schedule:

- Thursday, August 18th from 1:30 to 3:00pm (20 students), Tapley Hall 226
- Thursday, August 18th from 3:00 to 4:30pm (20 students), Tapley Hall 226
- Friday, August 19th from 2:00 pm to 3:30pm (20 students), Tapley Hall Room 226

You should allow enough time for the test. There is a 25-minutes test of your general knowledge about computer technology, and a 40-minute test using word processing and spreadsheets.

WHO:

If you have expertise with personal computer word processing application (Microsoft Word or Corel WordPerfect) and spreadsheet applications (Microsoft Excel or Lotus 123), and you know a fair amount about computer technology (how they work, what viruses are, what databases are) you may be able to test out of the computer literacy core requirement. Think carefully whether you should take the test: everyone with a reasonable chance of passing should take it, but not everyone has a reasonable chance of passing. Math, computer science, and engineering majors may not receive credit for CIS 100, so they should not take the test.

WHAT:

The computer literacy exception test is offered to new students during freshman week and during the pre-registration week of the semester. You may only take the test once in your college career, and it must be taken before the senior year at Spelman. If you pass the test, you need not take CIS 100 (Intro to Computers). If you fail the test, you must take the course; you can not retake the test. Bring your ID with you to the test. You will not need any other materials.

WHERE:

You must first sign up for the test, since there are a limited number of computers at any one time. You may sign up in the Computer Science Department Office in the Science Center (Rm. 326). You may also call and ask the department's administrative assistant to put you on a list. Call extension 5876.

WHY:

Computers are a valuable tool during college, and you will want to be reasonably proficient with them. Therefore, CIS 100 may be a useful class to take. On the other hand, if you are already proficient, you can clear up room in your schedule for other things.

To find out more information, read <http://www.spelman.edu~compsei/exemption.html>

INTRODUCTORY MATHEMATICS COURSES

Note: Placement depends on student performance on the mathematics placement exam administered by the Mathematics Department.

Math 107 Contemporary Mathematics	(3 credit hrs) – Satisfies core requirement for non-mathematics and non-science majors.
Math 115 Precalculus I	(3 credit hrs) – Prerequisite for Math 211 or 231
Math 116 Precalculus II	(3 credit hrs) – Prerequisite for Math 211 or 231
Math 193 Honors Reasoning	(3 Credits) – Honors mathematics course primarily for students needing to satisfy the core requirement.
Math 120 Accelerated Precalculus	(4 credits) consists of the material in both Math 115 and Math 116.
Math 211 Applied Calculus I	Economics and Biology Majors
Math 212 Applied Calculus II	Biology Majors
Math 231 Calculus I	Math, Physics, Computer Science, Chemistry Majors
Math 232 Calculus II	Math, Physics, Computer Science, Chemistry Majors

MATHEMATICS PLACEMENT EXAM

Frequently Asked Questions

What is it?

The mathematics placement exam is used to place entering students into a mathematics course of an appropriate level. The placement exam is designed to test your knowledge of basic algebra and pre-calculus mathematics.

Who must take the exam?

All entering students are required to take the exam with the following exceptions:

- Students who have taken the AP Calculus (AB/BC) exam and attained a score of 3 or more, students who have taken the IB exam with a score of 5 or more, or students who have credit for the CLEP subject exam.
- Students who have participated in a summer science program (SSEP or ECP, etc).
- Students who have *approved* credit in college-level mathematics.

In which course will I be placed?

Non-science majors will be placed in either MATH 107 Contemporary Mathematics or MATH 193 Honors Quantitative Reasoning. Non-science majors that show adequate proficiency in basic algebra and pre-calculus mathematics may be exempted from taking a mathematics course.

Science (biology, chemistry, computer science, environmental science, mathematics physics, and all pre-med) majors and minors and economics majors will be placed in either MATH 115

Precalculus I, MATH 116 Precalculus II, MATH 120 Accelerated Precalculus, MATH 211 Applied Calculus I, or MATH 231 Calculus I.

Can I fail the exam?

It is not possible to fail the exam. However, students are encouraged to take the exam seriously. Your score will determine your placement. Hence, a low score may result in a placement in a lower-level mathematics course that may slow your progress towards your degree. We, therefore, encourage you to take this exam very seriously.

Where can I find additional information about the exam?

For information about the exam you may visit the Mathematics Department website at <http://www.spelman.edu/math/index.html>. This website contains information about the content of the placement exam and a sample test. You will need the Adobe Acrobat Reader to view the sample test. For questions contact Dr. Gladys Glass gglass@spelman.edu, Dr. Nagambal Shah nshah@spelman.edu, or Dr. Monica Stephens mstephens@spelman.edu in the Mathematics Department. The number for the Department is (404) 270-5833.

Math Major Advisors Assignments

Entered 2005 : Dr. Inniss

Entered 2004: Dr. Stephens or Dr. Glass

Entered 2003: Dr. Bowers or Dr. Ehme

Entered 2002 or earlier: Dr. Mulcahy

Advising Schedule, Fall 2005

Activity	Date	Time
Initial Meeting with Advisees <i>(Advisors must indicate location & have access to a computer)</i>	Wednesday, August 17, 2005	3:00 – 5:00 pm
Advising Meetings (Cont.) First-Year Student Registration <i>(Advisors must indicate location & be in their offices)</i>	Thursday, August 18, 2005	9:00 am - 4:00 pm
Classes Begin/ Drop/Add Period Begins	Wednesday, August 24, 2005	
Opening Convocation Sisters Chapel	Wednesday, August 25, 2005 Abbreviate class schedule	10:00 am. - 12:00 Noon
Last Day to Drop/Add Courses	Friday, September 9, 2005	
Mid-Semester Examinations Fall Break Group Session with Advisees	October 13-14, 2005 October 17-18, 2005 October 27, 2005 (tentative)	
Refer to Spelman E-mail for Spring 2006 Early Registration Information (Students may change/declare their majors/minors during this period)	October 28, 2005	
Early Registration for Spring 2005 Advisors Meet with their Advisees	November 7-11, 2005	
Last Day to Withdraw from Class with a “W”	Friday, November 4, 2005	
Thanksgiving Holiday	November 24-26, 2005	
Last day of Classes	November 30, 2005	
Reading Period	December 1-2, 2005	
Final Examination Period	December 5-9, 2005	
All Grades are Due on Tuesday, December 20 th in the Registrar's Office	December 20, 2005	

ADVISING SCHEDULE Spring 2006

Activity	Date	Time
Registration for all students (Advisors will need to be available in their offices.)	January 9-10, 2006	9:00 am – 6:00 pm
Classes Begin/ Drop/Add Begins	Wednesday, January 12, 2006	
Martin L. King, Jr. Holiday	Monday, January 16, 2006	
Drop/Add Period Ends	Friday, January 27, 2006	
Mid-Semester Examinations	Mar.2-3, 2006	
Last Day for Students to make-up "I" for Fall, 2005	March 3, 2006	
Spring Break	March 6-10, 2006	
Mid-Semester Deficiency Grades Due in Registrar's Office	March 17, 2006	
Group Session with Advisees	Thursday, March 16, 2006 (tentative)	11:00 am – 12:00 Noon
Last day to Withdraw from Class with "W"	Friday, March 24, 2006	
Read your Spelman E-mail for Fall 2006 Early Registration Information	Friday, April 4, 2006	
Early Registration for Fall 2006 <i>(Students may change/declare their Majors/Minors during this period)</i>	April 3-7, 2006	
Founders Day	Tuesday, April 11, 2006	
Good Friday – Holiday	Friday, April 14, 2006	
Last Day of Classes	Wednesday, April 26, 2006	
Reading Period	April 27-28, 2006	
Summer School Applications Available in Registrar's Office	April 17-28, 2006	
Final Examination Period	May 1-5, 2006	
Final Examination Grades Due for Exams Given Monday-Thursday	May 7, 2006	
Final Examination Grades Due for Exams Given Friday, May 5	May 8, 2006	
Baccalaureate Services	Saturday, May 13, 2006	
Commencement Services	Sunday, May 14, 2006	

FIRST-YEAR SEMINAR FALL 2005

“An outstanding historically black college for women, Spelman promotes academic excellence in the liberal arts, and develops the intellectual, ethical, and leadership potential of its students. Spelman seeks to empower the total person, who appreciates the many cultures of the world and commits to positive social change.”

-Spelman College Mission Statement

FIRST YEAR SEMINAR introduces students to the tenets of academic excellence, leadership and service that are the cornerstones of Spelman College, while supporting students as they embark upon college life. All activities advance Spelman’s mission of promoting excellence in the liberal arts, and developing the intellectual, ethical, and leadership potential of its students.

First Year Seminar exposes students to the diverse range of college activities and services that are available to them. Regular interactions with the faculty advisor are a key component of the course. In individual and group meetings with their advisor, students will receive academic support as they navigate their first year and become familiar with the requirements and demands of their chosen major. Through the completion of standardized assessments, students will learn about their learning styles and strong interests. Participation in a local community service project of their choice allows students to link their personal and academic interest to their practical implications in a broader context.

Guiding the First Year Seminar experience is **COLLEGE CONVOCATION**, an annual lecture series featuring prominent scholars and professionals from diverse backgrounds and experiences. A longstanding tradition, Convocation brings the entire first year class together on a regular basis to engage in intellectual reflection and sisterhood.

Revised August 2005

ACADEMIC POLICIES/ PROCEDURES

PASS/FAIL POLICY

- An upper-class student who enrolls for a minimum of twelve (12) credit hours and has a minimum grade point average of 2.0 is eligible to apply to take one non-major elective course or four credit hours each academic year under the pass/fail grade option. The maximum number of courses that can be taken to fulfill graduation requirements under the pass/fail grade option is three (3).
- In order to register for a course under the pass/fail option, a student must obtain permission from the instructor, complete and submit the Pass/Fail Option Request Form from the Office of the Provost before the drop/add deadline (see academic calendar).
- The Pass/Fail option is limited to non-major elective courses and cannot be used to fulfill College and major requirements. Departments have the right to designate courses, which can be taken under the Pass/Fail option.
- To qualify for a pass, a student must earn a grade of (C-) or better. Under the Pass/Fail option a (D) is failing.
- A failing grade is calculated in the grade point average. A Pass (P) does not affect the grade point average.
- Registration for the Pass/Fail option must be completed by the add/drop deadline in the College Calendar.

INCOMPLETE POLICY

- An Incomplete grade (I) is assigned when extenuating circumstances, such as illness, the death of a family member, or a family emergency, prevent a student who is passing a course from completion of assignments and other course requirements by the end of the semester. An incomplete grade must be changed by the deadline specified on the College Calendar or it will automatically be changed to an “F”. The removal of an “I” grade does not guarantee a passing grade. A student who cannot complete course requirements by the specified deadline must request an extension from the Dean of Undergraduate Studies.

POLICY ON WITHDRAWAL FROM A COURSE

- A student may withdraw from a course with a grade of (W) by the second Friday in November (fall semester) and the last Friday in March (spring semester). After the November and March deadlines, a student who withdraws from a course will receive a grade of (F).
- To withdraw from courses, a student must complete the following: (1) obtain a withdrawal form from the Office of the Registrar; (2) consult with her academic advisor; (3) obtain the

appropriate signatures; and (4) submit the forms to the Office of Undergraduate Studies by the appropriate deadline.

- A student who cross-registers at another institution must abide by the course withdrawal policy of that institution.

POLICY ON EXCUSED ABSENCES

- **Excuses**

The Dean's Office will only issue official excuses for Spelman College students who have been absent from classes for three (3) consecutive class sessions (M,W,F) or two consecutive class sessions (T,TH). All requests for excuses **MUST** be accompanied by **VALID** documentation. All documentation will be verified.

What is excusable?

- Extended illness requiring hospitalization, with valid documentation from a doctor or hospital
- Family emergencies documented by an official letter from a parent or guardian
- College related activities such as Glee Club and athletic tournaments or conferences documented by an official letter from a department chair or professor
- Death in the family, which requires the student to be absent from classes for three (3) consecutive class sessions (M,W,F) or two consecutive class sessions (T,TH) or more. A funeral program is considered valid documentation
- Court appointments. A citation reflecting the dates of the court appointment is considered valid documentation. Only court proceedings requiring students to miss a full week of class will be excused.

The Dean of Undergraduate Studies office will **NOT** issue excuses for the following absences:

- Graduate School or Employment Interviews
 - Car Trouble
 - Dental and Doctor's appointments. These appointments should be scheduled around your class schedule.

Students who are absent for the above reasons should work with their individual professors.

Procedure for obtaining a Dean's Excuse:

Simply complete the **Student Excuse Request Form**, which is located in the Dean's Office.

The excuse will be e-mailed to your professor within 5 business days from the date of your request.

It is important to obtain the correct e-mail addresses of your professors so that the excuse can be electronically delivered to them. We will not be held responsible for excuses that are not delivered due to incorrect e-mail addresses.

POLICY ON ADVANCED PLACEMENT

- An applicant who submits a score of 3,4 or 5 on the College Entrance Examination Board's Advanced Placement Program Examinations will be awarded college credit and/or advanced placement in the following subject areas: art, biology, computer science, economics, French, German, government and politics, history, Latin, mathematics (Calculus AB Examination), music, physics and Spanish. A score of at least 4 must be obtained for credit in chemistry and English. The number of credits awarded for each subject will be equivalent to one semester of credit or 4 semester hours. Students who present scores of 3,4 or 5 on the Calculus BC Examination will receive the equivalent of two semesters of credit or 8 semester hours in mathematics (The difference in credit reflects the difference in scope of the two calculus examinations). A student who receives a minimum of 30 credit hours through the Advanced Placement Program is eligible to be classified as a sophomore.
- A student may be eligible to apply for exemption from some of the divisional requirements on the basis of advanced placement courses and scores.

POLICY ON INTERNATIONAL BACCALAUREATE CREDIT

- An applicant who submits a score of 5, 6 or 7 on the Higher Level Examination of the International Baccalaureate Program (IB) will be awarded college credit and advanced placement in the areas considered equivalent to Spelman courses (See college bulletin for more details).

ACADEMIC SUPPORT SERVICES

ASSESSMENT OF STUDENT LEARNING AND DEVELOPMENT

Spelman's sequential program of assessment begins at the first-year level and continues through the senior year. The tests, inventories and other assessments required are designed for (1) placement in or exemption from certain courses, (2) evaluation of the progress of students throughout the college experience, (3) facilitation of the developmental counseling and advising process, (4) assessment of achievement in the major, and (5) assisting students in the areas of test preparation and test taking.

Analysis of the results of tests in the assessment program contributes to a description and understanding of the academic profile of the student body as a whole and of individual students. The program objectives are to: (1) measure student's cognitive, affective, and psychomotor skills; (2) develop an awareness of behaviors relating to social, cultural, leadership, and professional development; (3) encourage self-assessment of students and of other college constituencies; and (4) share information with the campus community to enhance student development and program effectiveness. For additional information, please contact **Dr. LaConyea Butler** at **270-5621, Giles Hall, Room 314**.

CAREER PLANNING AND DEVELOPMENT

The Office of Career Planning and Development offers to students of all classifications the following services: (1) seminars/workshops in preparation of resumes; (2) interviewing skills techniques; (3) corporate and non-profit campus recruitment; (4) career fairs; (5) individual and group counseling; (6) informal and formal information sessions with employers and graduate/professional school representatives and (7) interview wardrobe closet. For more information, please contact **Mr. Harold Bell** at **270-5629, AUC Executive Office Building, Room 200**.

COMPREHENSIVE WRITING CENTER

The Comprehensive Writing Center provides various tutorial services for students experiencing writing difficulties. Tutors are available to assist students with grammar, sentence composition, paragraph construction and various other writing skills. Special tutorial assistance for students enrolled in the "African Diaspora and the World" is provided for interested students. For additional information, please call **Dr. Anne Warner** at **270-5593, Cosby Center, Room 337**.

MEDIA AND INFORMATION TECHNOLOGY

The Office of Computing and Information Technology operates several computing facilities available for student use. Each facility is equipped with IBM compatible computers attached to laser printers. Apple/McIntosh computers are available in the Writing Center located in the Cosby center. E-mail accounts are available free of charge to all Spelman College students, staff and faculty. Software applications in open laboratories may include MS Office (Word, Excel, PowerPoint) WordPerfect and LOTUS. Students may freely access e-mail and cruise the net. For more information, please contact **Ms. Delores Barton** at **270-5376, Tapley ACC, Room 213 & Help Desk, ext. 5395**.

DISABILITY SERVICES

The Office of Disability Services insures that students with learning challenges have equal access to all programs and activities offered at the College. Disability Services coordinates and provides a variety of services for students with learning or physical challenges. The services provided are based on individual needs. Services are available to students who have either a physical or mental challenge, which substantially limits one or more major life activities. To receive services, students must provide current documentation of their challenge from a qualified health professional. For more Information, please contact **Ms. Merrine McDonald** at **270-5289, MacVicar Hall, Room 106**.

FRESHMAN SUCCESS PROGRAM

The Freshman Success Program provides support and academic assistance for Science, Engineering and Mathematics (SEM) majors to increase success and retain students in the major. Activities include: faculty advising workshops, an early warning system, tutorial training, coordination of the SEM tutorial programs, dissemination of information on campus support activities to students, a newsletter, a database with student profiles and notes on academic progress, referral to counseling, exit responsibilities. For more information, please contact **Ms. Willa McGriff** at **270-5289, Science Center, Room 283**.

HEALTH SERVICES

The Student Health Service is provided by Spelman College as an on-campus facility, convenient and available to its student body. The Health Service is equipped to handle all ambulatory medical problems and also has bed facilities for short-term illnesses, when needed. Any diagnostic or therapeutic measures can be easily arranged through MacVicar Infirmary, including consultations. The Health Service offers an opportunity for students to receive professional guidance for any emotional or personal issues that arise. The Health Service helps students cope with and addresses problems that may be interfering with academic, social or emotional adjustment to college. For more information contact **Ms. Brenda Dalton** at **270-5245, MacVicar Hall, Room 217; Science Center, Room 283**.

LEARNING RESOURCES CENTER

The Learning Resources Center, located in Giles Hall, Rm. 107, is an individualized laboratory support service for the Learning Resources Program. It is a well-equipped facility containing practice materials, audio-visual equipment, software, books, reference materials and computers for student usage.

The following services are offered:

- Instruction in reading and study skills, task management and test taking
- Peer tutoring in academic areas
- Academic support for students with special needs
- Preparation for Placement Examinations for graduate study (LSAT, GRE, etc.)

The Learning Resources Center provides a special academic support program for students in the need of special assistance as they adjust to the demands of college study. These sessions address such topics as time management, test-taking skills, study habits, note-taking and academic motivation. Students are encouraged to take advantage of the Academic Success Workshops. Academic Success Workshops are specifically designed for any student experiencing academic difficulties or for the student who recognizes the need for assistance in her adjustment to the college curriculum. Interested individuals should contact the Learning Resources Center. For additional information, please contact **Mrs. Christine Farris at 270-5582, Giles Hall, Room 107.**

MATHEMATICS TUTORIAL SERVICES

The Mathematics laboratory is located in Tapley Hall Rm. 301. The primary function of this facility is to provide services pertaining to mathematics for students and faculty. The lab is open Monday through Friday. Tutors are employed each semester and are responsible for tutoring students who are having difficulty in mathematics. Tutorial sessions are conducted in Intermediate Algebra through Analysis II, including Linear Algebra. There are at least two PC computers that are primarily used for mathematical assisted instructions and applications. For more information, please contact **Mrs. Katrina Harden-Williams at 270-5831, Tapley North, Room 312.**

FOREIGN LANGUAGES TUTORIAL SERVICES

The Department of Foreign Languages offers free, individual peer tutoring in French and Spanish to students experiencing difficulties with homework, lab assignments or preparation for tests and quizzes. Available during scheduled hours or by appointment, tutors- whenever possible, native speakers are selected among the best departmental majors. For more information, please contact **Ms. Paulina Canales at 270-6047, Cosby Center, Room LL16.**

WHOM TO SEE ABOUT WHAT and WHERE 2005-2006

WHAT?	WHO?	EXTENSION	WHERE?
Academic Dean	See OFFICE of Undergraduate Studies	5701	Rockefeller 312
Academic Support Services Learning Resources Center	Mrs. Christine Farris	5582	Giles Hall, Room 107
Administrative Support Services (photocopies, phones)	Ms. Yvonne Jackson	5112	Rockefeller Hall, Room 1
Alumnae Affairs	Ms. Dineo Brinson	5049	Rockefeller Hall, Room 200
Assessment	See OFFICE of Assessment	5621	Giles Hall, Room 307
Automobile Registration and Parking	Mr. Anthony Clay	5431	Spelman College Parking Deck
Bonner Office of Community Services & Student Development	Ms. Felecia Smith	5305	Rockefeller 103
Books and Supplies	Ms. Ameerah Muhammed	404-523-8520	Spelman College Bookstore
Career Planning & Development	Mr. Harold Bell Ms. Toni Ireland Mr. Dennis Lindsay	5269 5270 5271	Atlanta University Center Executive Office 2 nd Floor Career Planning and Placement Building
Commuter Student Services	Ms. Angela Guinyard	5143	Manley College Center, Room 208
Continuing Education	Dr. Pauline Drake	5364	LLCII Administrative Suite
Coordinator of Graduate Studies Preparation		5272	AUC Executive Office Bldg., Suite 200
Counseling Services	Ms. Vanessa McAdams-Mohmoud	5288	MacVicar Health & Wellness Center, 1 st Fl.
Disability Services	Ms. Merrine McDonald	5289	MacVicar Health & Wellness Center, 1 st Fl.
Educational Media Services	Mr. William H. Ransom	5617	Cosby Building, Room LL7
Enrollment Management	Mrs. Arlene Cash	5685	Packard Hall, Room 311
Excused Absences	Mr. Carl Reid	5701	Rockefeller Hall, Room 312
Financial Aid	See STUDENT Financial Services	5212	Packard Hall, Room 101 or 202
First-Year Seminar	Dr. Geneva Baxter	5699	Rockefeller Hall, Rm. 315
Food Service		404-581-0700	Upper Manley Cafeteria
Foreign Languages Placement	Dr. Anthony Dahl	5541	Cosby Academic Center, Room 458
Freshman Success Program	Ms. Willa McGriff	5764	Science Center, Room. 283
Health Careers	Dr. Barbara J. Bell	5813	Tapley North, Room 127
Health Services (Medical attention)	Mrs. Brenda Dalton	5245	MacVicar Health & Wellness Center
Honors Program	Dr. Pushpa Parekh	5664	Giles Hall, Room 104
Housing and Residential Life	Ms. Thais Bouchereau	5343	LLCII Administrative Suite
Human Resources	Ms. Demetria Holloway	5091	Rockefeller Hall, Room 300
Independent Major	Mr. Carl Reid	5701	Rockefeller Hall, Room 312
International Affairs Center	Dr. Jeanne Meadows	5547	Cosby Academic Center, Room 404
International and Commuter Student Services	Ms. Angela Guinyard	5143	Manley College Center, Room 208
Learning Resources Center	Mrs. Christine Farris	5582	Giles Hall, Room 107
Lost and Found	Public Safety	5328	Public Safety Parking Deck
Mail Center Service	Mr. Lawrence Barnes	5858	Campus Post Office

WHAT?	WHO?	EXTENSION	WHERE?
Media & Info. Technology	Ms. Delores Barton	5376	Rockefeller Hall, Rm. 205
Mellon Program	Dr. Cynthia Spence	5684	Giles Hall, Room 204
Instructional Technologies	Mr. Dan Bascelli	5594	Writing Center, Rm. 340
Off Campus Study Programs	Dr. Robert Scott Dr. Desiree Pedescleaux	5695 5696	Rockefeller Hall, Rm. 312
Office of Assessment of Student Learning and Development	Dr. LaConyeya Butler	5621	Giles Hall, Room 307
Office of Science, Engineering & Technical Career (OSETC)	Ms. Nina Walker	5804	Tapley 132
Office of Undergraduate Studies (Academic Deans)	Dean Desiree Pedescleaux Assoc. Dean Robert Scott Assoc. Dean Geneva Baxter	5701	Rockefeller Hall, Room 312
Paracurricular Credit Forms	Mr. Carl Reid	5701	Rockefeller Hall, Rm. 312
Peer Tutorial Program	Ms. Lula Roberts	5584	Giles Hall, Room 105
Post Office	See MAIL Service Center	5858	
Provisionally Admitted Probationary Students	Ms. Cynthia Hodges-Atkins	5585	Giles Hall, Room G3
Registration, Drop/Add, Leave of Absence, Verification and Withdrawal Forms	Office of the Registrar	5728	Packard Hall, Room 206
Religious Life	Rev. Lisa D. Rhodes	5728	Bessie Strong
Scholarships	Mrs. Rosa McQuay	5218	Room 106
Security	Mr. Steve Bowser	5326	Public Safety Parking Deck
Student Accounts	Ms. S. Linda Durden	5161	Packard Hall
Student Activities	Ms. Shenna Glover	5139	Manley Center, Rm. 201
Student Affairs	Dr. Teresa Johnson Remy	5313	Manley Center, Rm. 210
Student Government Association	Ms. Sara Thompson President of the SGA	5966 or 5967	Manley College Student Center
Student Financial Services	Ms. Lenora Jackson Ms. Thresa Gay (A-D) Ms. Stardrine Francis (E-L) Mrs. Glorene Gibbons (M-U) Mr. Terreca Preston (V-Z)	5209 5210 5211 5214 5219	Packard Hall, Room 101 Room 202 Room 203 Room 204 Room 100
Scholarships	Mrs. Rosa McQuay	5218	Room 106
Study Abroad and International Exchange	Dr. Margery Ganz	5495	Cosby Academic Center, Rm. 307
Theft Reports	Public Safety	5328	Parking Deck
Transcripts	Ms. Delinda Jerome	5231	Packard Hall, Rm. 201
Tutorial Program/Foreign Language Lab	Ms. Paulina Canales	6047	Cosby Building, Rm. 337
Tutorial Program / Learning Resources Center	Ms. Lula Roberts	5584	Giles Hall, Room 105
Tutorial Program/Writing Center	Dr. Anne Warner	5593	Cosby Academic Center, Room 337
Work-Study Programs	Mr. Terreca Preston	5219	Packard Hall, Room 100

(Revised August 2005)