



ACADEMIC ADVISING

QUICK REFERENCE GUIDE

15 TO FINISH

To promote on-time graduation, the University System of Georgia has established 15 credits (not 12) as the “new norm” for full-time. Advisors should encourage students to take 15 credits per semester wherever possible.

FIRST YEAR EXPERIENCE - DART 1000

1. All degree-seeking students who have less than 12 earned hours must take DART 1000.
2. Students who have at least 12 hours of earned college credit will not be required to take FYE. This includes all previous coursework, transfer credit, AP credit, or CLEP exams.
3. Students enrolled in certificate programs are not required to take FYE. Should they transfer to a degree program and have less than 12 hours, they will be required to take FYE.
4. Students who earn a grade of W, WF, D, or F will be required to retake the course in their next semester of enrollment. Students who fail in the A term are encouraged to register for the course in B term.

ENGL 1101 AND 1102

All Regents’ holds on student accounts ended in April 2011. While Darton State College is exempt from the Regents’ Test requirements, students must now earn a “C” grade or better in both ENGL 1101 and 1102 in order to satisfy the Regents’ Requirements in ZOAGARP. Students who did not pass ENGL 1101 or 1102 with a C or better are required to enroll in the course again their next semester of enrollment.

ENGL 1101 Exit Requirements: A minimum of a “C” average on course work and completion of a documented research paper. Any student who does not pass ENGL 1101 with a C or better must enroll in ENGL 1101 his or her next term of enrollment. Contact Steve Preston in the Writing Center if you have questions.

ENGL 1102 Exit Requirements: A minimum of a “C” average on course work and completion of a documented research paper. Any student who does not pass ENGL 1102 with a C or better must enroll in ENGL 1102 his or her next term of enrollment. Contact Steve Preston in the Writing Center if you have questions.

MATH SUPPORT

IMPORTANT: Check the student's Compass score and their major/transfer program option FIRST.

Overall Placement Fall 2015 – Summer 2016

Suggested scores for placement into foundations remediation			
Reading	English	Quantitative Reasoning	College Algebra
62-67	32-49	20-25	20-29

Suggested scores for placement into corequisite remediation			
Reading	English	Quantitative Reasoning	College Algebra
68-73	50-59	26-36	30-46

Minimum Compass scores for direct placement in collegiate courses.			
Reading	English	Quantitative Reasoning	College Algebra
74	60	37	47

Foundations Courses

- * Students have two attempts to successfully complete any foundations courses.
- * MATH 0097+0099, 0987, and 0989 count as foundations-level courses.
- * Students who do not successfully complete the LS course in the allotted attempts will be required to sit out from the college for the period of one year.

Co-requisite Courses

- * There is no limit on attempts for students placing in co-requisite courses.
- * However, students must exit learning support (including co-requisite remediation requirements) by 30 earned hours. Once a student reaches 30 earned hours, he or she may only take learning support courses (and any required co-requisites) until successful completion of the credit-bearing course (MATH 1001 and/or MATH 1111).
- * Students who do not complete learning support requirements by 30 hours are also given financial aid penalties.
- * Students may drop a learning support course without dropping all other courses, but they are encouraged not to do so, given the strict "30 hour rule" penalty.

Gateway Courses

- * Gateway courses are the credit-bearing courses (MATH 1001 and MATH 1111)
- * Students will exit remediation when they successfully complete the gateway (collegiate) course(s) in their area(s) of remediation regardless of their grades in the co-requisite courses.
- * If students submit scores at or above the following SAT or ACT scores, they are exempt from placement testing and exempt from LS courses and go directly into gateway courses.

Readmits: Students who have been away from Darton for a year and have not exited LS math must retake the Compass math exam before they can be readmitted. Even if they passed MATH 0097 when they were at Darton earlier, they MUST start back in foundations or support classes if their new COMPASS score shows they need more remedial work.

MATH PATHWAYS

We have two Math Pathways. The first step is to ensure that the plan of study the student intends to follow is actually listed in Banner/MyDC. If the *intended* plan of study is not listed as one of these below, it will have to be changed.

QUANTITATIVE REASONING PATHWAY

Students in the following majors/transfer program options may be eligible:

Addiction Counseling	Early Childhood Education	Political Science
Anthropology	English	Pre-Nursing/Nursing
Art	Foreign Language	Psychology
Business Administration	History	Special Education
Communication	Liberal Arts	Sociology
Computer Information Systems	Music	Theatre
Criminal Justice	Paralegal Studies	
Dance	Philosophy	

General Studies*

Middle Grades**

Health Science*

Secondary Education***

* Students might be required to take MATH 1111 depending on area of interest and future coursework. For students listed as health science, they will almost always need to take MATH 1111 based on their plan of study. Do not just check the first one listed – please check all declared plans of study and areas of concentration.

** Students who want to teach middle grades science or math must take MATH 1111

*** Students who want to teach high school (secondary education) must meet the math requirement based on their content area.

ALGEBRA PATHWAY

The following plans of study are NOT allowed to take MATH 1001. These students must complete MATH 0989/0997 before moving onto **MATH 1111** if learning support is required for the student:

Biological Science	Diagnostic Medical Sonography	Medical Lab Technology
Biomedical Technology	Emergency Medical Services	Non-degree Seeking
Cancer Registry Management	Health & Physical Education	Occupational Therapy Asst.
Chemistry	Health Information Technology	Physical Therapy Asst.
Computer Info. Technology	Histotechnology Certificate	Radiological Science
Computer Science	Histotechnology	Respiratory Care
Dental Hygiene	Mathematics	Undecided

ENGLISH SUPPORT

IMPORTANT: Check the student's Compass score FIRST. Follow the chart below.

ENGL Placement Pathways

COMPASS Placement Scores	Course
English 32-50	ENGL 0989 (Foundations for English Composition)
English 51-59	ENGL 0999 (Support for English Composition) and ENGL 1101
English 60+	ENGL 1101
Reading 62-69	ENGL 0989 (Foundations for English Composition)
Reading 70-73	ENGL 0999 (Support for English Composition) and ENGL 1101
Reading 74+	ENGL 1101

The English Learning Support Placement always follows the lowest COMPASS placement score. If the student took the COMPASS test, please see the placements below for more information.

You should take						
ENGL 1101	ENGL 1101 with ENGL 0999	ENGL 1101 with ENGL 0999	ENGL 1101 with ENGL 0999	ENGL 0989	ENGL 0989	ENGL 0989
if you have a						
COMPASS Writing score of 60 or above and COMPASS Reading score of 74 or above	COMPASS Writing score of 51-59 and COMPASS Reading score of 70- 73	COMPASS Writing score of 51-59 and COMPASS Reading score of 74 or above	COMPASS Writing score of 60 or above and COMPASS Reading score of 70-73	COMPASS Writing score of 32-50 and COMPASS Reading score of 62-69	COMPASS Writing score of 32-50 and COMPASS Reading score of 70 or above	COMPASS Writing score of 51 or above and COMPASS Reading score of 62-69

SUPPORT CLASSES

When a student's curriculum and scores require Learning Support classes, that student ...

- Must register for **all** required Learning Support courses **before** registering for any credit work.
- May enroll in credit courses (1) if he has completed or is enrolled in all his Learning Support courses, and (2) if the Learning Support work is not a prerequisite.

English Support

- A student who has not completed English Support after one attempt will be placed on Learning Support probation.
- A student who does not complete requirements for Learning Support English(0989) after two attempts will be suspended for one year. The co-requisite course allows for unlimited attempts.

Math Support

- A student who has not completed MATH 0987 after one attempt will be placed on Learning Support probation.

- A student who does not complete requirements for MATH 0987 after two attempts will be suspended for one year. The co-requisite course allows for unlimited attempts. Additionally...
- A student who accumulates thirty semester college credit hours and has not successfully completed required Learning Support courses may enroll only in Learning Support courses until requirements are successfully completed.
- Receiving any of the following grades is considered a Learning Support attempt: A, B, C, F, WF, S, U, I, or IP.
- A student may not be considered for readmission within one year of Learning Support suspension.

CPC DEFICIENCIES

Any college prep curriculum deficiencies will be listed on a student's academic history and on ZOAGARP.

- These deficiencies can also be seen in BANNER by going into ZOAGARP.
- *Provisional enrollment* in Darton is granted to those students whose plan of study requires the College Prep Curriculum and who are deficient in one or more areas of this curriculum.
- All students in a transfer curriculum must make up CPC deficiencies, while students in a career plan of study or in a certificate program do not have to make up CPC deficiencies.
- All deficiencies must be removed by the time the student earns **18 semester credit hours**.
- Courses taken before Fall 2015 to meet deficiency requirements will not count toward the student's degree requirements and must be completed within the first eighteen hours of college work. Beginning with incoming students for Fall 2015, courses taken to satisfy a CPC deficiency will be counted toward graduation.
 - Science deficiencies may be removed by completing either BIOL 1110K or CHEM 1151K
 - Social science deficiencies may be removed by completing one of the following: HIST 1111, HIST 1112, HIST 2111, or HIST 2112
 - Foreign language deficiencies may be removed by completing FREN 1001, SPAN 1001, or JAPN 1001.

FINANCIAL AID TIPS

Pell Grant

Proration Chart

12 hrs or more = full award

9, 10 or 11 hrs = $\frac{3}{4}$ of full award

6, 7 or 8 hrs = $\frac{1}{2}$ full award

5 or fewer hrs = $\frac{1}{4}$ full award

If Pell award is less than the full amount,

- exceptions may apply to chart,
- all classes need to be required for declared major/transfer program option,
- remaining Pell awards for less than full-time enrollment fall and spring will roll over for summer use.

HOPE Scholarship

- All classes need to be eligible for declared major/transfer program option
- Do not need to be enrolled for 12 hrs/full time to receive HOPE
- Must maintain a B average
- Must be a Georgia resident
- HOPE eligibility is checked after every Spring Semester and 30, 60, 90 attempted hours. Students will need to complete a HOPE Inquiry Form to determine eligibility mid-year.
- HOPE pays fall, spring, and summer semesters

HOPE Grant

- Declared major must be a certificate program
- Can only take classes required for specific certificate program
- Do not have to maintain a B average in order to receive
- Must be a Georgia resident
- HOPE will only pay out 127 lifetime hours of scholarship and grant combined
- Not all certificate programs are eligible for federal aid

Stafford Loans

- Must be enrolled in 6 hours required for their plan of study
- Students may be enrolled in dual plans of study to accommodate this

Grade Point Average Standards- Students are required to maintain a minimum cumulative **financial aid** grade point average (GPA). Financial aid GPA includes all credit hours **attempted** at Darton State College including learning support, repeat course work, and all accepted transfer coursework. **NOTE:** A student's financial aid GPA may differ from his or her academic GPA and/ or institutional GPA.

<u>Cumulative Hours Attempted</u>	<u>Minimum Grade Point Average (GPA)</u>
0 – 15	1.6
16– 30	1.7
31– 40	1.8
41 - 50	1.9
51 or more	2.0

PACE Standards- Students enrolled at Darton State College must show measurable progress towards earning a degree by successfully completing a minimum of 67% of cumulative credit hours **attempted**. Grades of A, B, C, D, and S count as the successful completion of a course. Grades of F, W, WF, I, NR and U **do not** count as the successful completion of a course. All degree-level classes taken at Darton State College, as well as accepted transfer and repeated courses, are considered attempted hours for determining PACE.

BANNER TIPS

Logging On

Enter your login ID and press tab

Enter your password and press enter

Special Notes

Delete Key Shift F6

Clear Block Shift F5

Rollback Shift F7 or click Rollback Button

Save F10 or click Save Button

Print Screen to Default printer Shift F8

Find an open class F9, then put in subject or course number

Banner Terms

All terms are the year the term falls within and the two-digit month code. Spring Term is 02 (University System had already used 01 for quarter system and did not want to confuse it with Semester data).

Summer begins in May and is 05. Fall begins in August and is 08.

Example: Spring 2017 – 201702 Summer 2016 – 201605 Fall 2016 – 201608

MAKE SURE YOU EXIT FROM BANNER BEFORE YOU LEAVE YOUR COMPUTER!

Frequently Used Forms

SFASLST	Class Roster
ZOAGARP	Georgia Requirements Form
SHATERM	Course History by term
SHACRSE	Course History by course
SHATRNS	Courses transferred to Darton
SFAREGS	Student Course Registration
SFAREGF	Student Course/Fee Assessment Query
SFAREGQ	Detailed Registration Query Form
SFARHST	Student Registration History with Grades
SFASTCA	Registration Audit Check for who registered student, deletes, adds, etc.
SGASTDN	Detailed Student Records Major/Program/etc.
SGASTDQ	General Student Summary
SPAIDEN	General Person Info – Address, Phone
SSASECQ	Look up Section Information Counts/Closed/Campus, etc.
SOATEST	Test Score Info
TSAAREV	Billing Information
ZOALSAT	Learning Support attempts

DEGREEWORKS

DegreeWorks is an easy-to-use, web-based academic advising and degree audit tool. It is linked to Banner and can be used by both students and faculty members to monitor academic progress. Access DegreeWorks through your MyDC account. Here is what DegreeWorks does:

- Monitors and displays academic progress based on Darton State's catalog degree requirements
- Keeps track of which courses have been completed and which are still required
- Displays which classes are currently being taken
- Offers a GPA calculator
- Provides a "What if" audit to use when a student is considering changing his or her plan of study

Watch the following link for a DegreeWorks tutorial video:

<http://real.darton.edu/online/onlinecourses/dart1000/degreeworks.m4v>

COMMON ADVISING ERRORS

GENERAL ERRORS

- Sends student to the wrong division to be registered
- Overrides a full class because advisor thinks he/she is only one doing it so it won't matter
- Overrides a full class without permission of the appropriate dean or chair
- Fails to check college prep (CPC) deficiencies and does not put student in appropriate classes before the student earns 18 hours
- Fails to check prerequisites and places a student in the wrong class, one for which the student has not had the required prerequisite
- Places a student in a class that is not needed for his/her major
- Fails to warn students about the possible financial implications of dropping a class
- Does not realize that student's joining a class late can have dire grade consequence
- Fails to account for all PE requirements
- Does not get approval to substitute courses in acceptable situations so students can graduate
- Fails to complete graduation audits in a timely manner
- Does not caution students about taking a heavy load during a summer term
- Neglects to warn students about the fast pace of accelerated terms (A, B)

LEARNING SUPPORT/FYE

- Does not adhere to COMPASS scores and places students in the wrong classes
- Fails to place all students in the DART 1000 (First Year Experience) class
- Places Learning Support students in core classes without registering them in all of their required Learning Support classes
- Registers a Learning Support student in only one of their required Learning Support classes and then registers them in a core class at the same time
- Registers a Learning Support student in a PE class that is not an activity PE while not placing them in their required Learning Support classes
- Registers Learning Support students in core classes that require Learning Support classes they are already registered for as a prerequisite for the core class

HUMANITIES/FINE ARTS

- Fails to register student for ENGL 1101 or ENGL 1102 again when he or she did not pass the course with a C or better
- Puts student into a Lit I class, thinking student must have Lit I before Lit II class (Literature courses do not have to be taken in numerically-sequential order.)
- Puts student into honors-designated English class when student does not qualify for nor wish to take an honors class
- Does not take into account that English courses require MUCH reading and writing
- Thinks that a communication class can only count in Area C (Communication classes can also be used to meet Area B requirements.)

BUSINESS/SOCIAL SCIENCE

- Places student into honors-designated class when the student does not qualify for nor wish to take an honors class
- Puts a student into a World History I or U.S. History I class, thinking the student must have HIST 2111 before 2112 and HIST 1111 before 1112. (History courses are based on periods in history and do not have to be taken in sequence.)
- Registers a student for ACCT 2201 (Principles of Accounting I) when the student has not already completed MATH 1001, MATH 1111, or a higher math with a “C” or better
- Registers a student for a world history class when the student is in a plan of study that requires only U.S. history
- Places students interested in “secondary education” in the wrong transfer plan of study. Students who plan to teach in secondary education must follow the transfer plan of study for the subject they plan to teach (i.e., Math, History, etc.). Those who plan to teach will complete three education courses (EDUC 2110, 2120, 2130) in addition to all their other degree requirements.

MATH/SCIENCE

- Places student in the wrong Math foundations or support class
- Fails to place student in either CHEM 1151 (Survey of Chemistry) or BIOL 1110 (Introduction to Environmental Biology) when the student has a CPC deficiency in natural science
- Places student in BIOL 2111 (Human Anatomy & Physiology I) --- or another lab science with prerequisites --- when the student has not yet completed all foundations classes
- Places student in BIOL 2111 or BIOL 2112 (Human Anatomy & Physiology) to satisfy Area D
- Registers student for MATH 1112, MATH 1113, MATH 1145, or MATH 2205 when the student has not already completed MATH 1111
- Registers student for MATH 2205 when the student has not already completed MATH 1001 or MATH 1111
- Registers student for MATH 1111 when the student has high SAT or ACT scores and is eligible to exempt College Algebra (and in a few cases also MATH 1112, MATH 1113, or MATH 1151). To move a student into a higher-level math, contact the Science/Math Division Office first.
- Fails to tell students taking an online math or science class that online math and science classes require a proctor for all tests
- Registers a student for BIOL 1107K when it is not required for his/her major

PHYSICAL EDUCATION

The following are some errors to watch for when registering a student for a physical education course:

- Places a Learning Support student in a PE class that is not an activity PE while not placing them in their required Learning Support classes
- Registers a student for Fitness II, Golf II, Tennis II, Latin Dancing II, or other PE course when the student has not taken the first course in the area
- Places a student in a PE class when he/she has already had the one required fitness class for his/her plan of study (especially career options in Nursing and Health Sciences)
- Fails to account for all PE requirements
- Registers a student in a PE class when he/she already has credits for three PE classes and has met the fitness competency requirement
- Tells a student he or she cannot register for the online PE class (PHED 1161) because he or she lives in the Albany area or is taking face-to-face classes. Any student can now take online PHED 1161.

FITNESS COMPETENCY

Every student has to complete the Fitness Competency Requirement before they can graduate from Darton College. (The only exceptions are some Health Sciences Programs.) Note that some courses have been eliminated from the 2-hour competency. The following is a list of classes that satisfy this requirement:

PHED 1105 Strength Training

PHED 1139 Fitness Swimming

PHED 1161 Fitness I

PHED 1106 Walk, Job, or Run for Fitness

Courses that were eliminated from the 2-hour fitness competency will still count as one of the two required activity courses, however.

Darton College's Physical Education Requirements for Graduation

Transfer (AA and AS): Three Health or PE courses for graduation. One course must meet the Fitness Competency requirement. This includes online students.

Certificate: Exempt from all Physical Education requirements

Nursing (Career program): Any 1 credit for PE activity course (Area G)

BUSINESS MAJORS/TRANSFER PROGRAM OPTIONS

Darton State has three (3) programs of study related to Business.

One Transfer Degree: 0004 Business Administration

Two Certificates: 0510 Management Certificate and 0521 Advanced Management Certificate

1. Student wants a degree in **Accounting, Business, Management, Marketing, etc.**

There is only one degree program, no matter what area in Business the student plans to study.

0004 Business Administration. Students in Business Administration may start in MATH 1111 or MATH 1001.

2. Student does not want a degree, only to **take some business classes**

0510 Management Certificate. Courses must be approved by a Business Division advisor.

This certificate has enough flexibility that students should be able to closely replicate the course requirements from former one-year programs. Students who wish to complete a two-year program of study (which does not lead to a degree) may complete this certificate plus the Advanced Management Certificate (0521). A student would never start in the Advanced Certificate.

COMPUTER MAJORS/TRANSFER PROGRAM OPTIONS COMPUTING DISCIPLINES PROGRAM OPTIONS

THREE TRANSFER DEGREES: Darton State College has three **transfer degree** programs of study related to computing:

- **Computer Information Systems** (0091) is for students who plan to be systems analysts and project leaders. It combines classes from both Business and Computing. Students in this program will start in either Quantitative Skills and Reasoning (MATH 1001) or College Algebra (MATH 1111) and will take two Accounting classes and at least two computing classes.

- **Computer Information Technology** (0061) is appropriate for students who want to be programmers. Students start in MATH 1111 and must take either Statistics or Calculus I. Students will also take three to five computing classes.

- **Computer Science** (0041) should only be pursued by students with **strong math skills** who can take **Trigonometry** (MATH 1112) or **Pre-Calculus** (MATH 1113) in their **first semester**. Students in this program **MUST** complete at least one **college-level Calculus** class, a sequence of two classes in **Biology, Chemistry, or Physics**, plus two to five computing classes. Students **MUST** also decide where they want to transfer to as soon as

possible to be sure they take the appropriate classes at Darton. Many colleges and universities will require more than one Calculus class and may require specific science classes such as Physics.

CERTIFICATE: Darton State College has one **certificate** related to computing:

- **Computer Technology** (5576) is for non-degree seeking students who want to design a 30-hour program of study that combines computing classes with electives. It is NOT appropriate for students who plan to pursue a four-year degree. NOTE: Darton does not offer programs in **Cisco, Networking, or Office Administration**, which are offered at the technical colleges.

ADVISING ONLINE STUDENTS

In general, advising online students is no different from advising on-campus students. The main goal is to keep the student on-track for graduation. Just as with on-campus students, the advisor is not just a step in the registration process, but is also to be a mentor and success coach.

What is Different:

There are a couple of challenges that arise because the student is not physically present, and the online schedule does not offer as many classes as the on-campus schedule.

- Communication – without facial expression and body language, it can be more difficult to effectively communicate. Make extra effort to be sure you understand the students' questions and that they understand your answers.
- Security – FERPA does not specify how a student's identity must be verified, but it requires that you obtain "reasonable" assurance that you are actually dealing with the student. As in all cases involving confidentiality, only generic information can be given to 3rd parties.
- B-Term - Students entering for B-term may not be able to find their LS classes online.
- Planning – Not all course options are available online, and not all online classes are offered every semester. It is especially important when working with online students to check the catalog for the semesters classes are offered. Make sure these students take prerequisite courses early enough and that they do not end up requiring courses in their final semester that will not be offered online.

When communicating with online students, an advisor sometimes makes the following errors:

- Neglects to check a student's academic history and places a student in an online class in a subject area in which the student has not been successful in the past
- Places a student in their first online classes without explaining that successful online students must be able to work independently, be self-disciplined, and meet deadlines
- Fails to warn first-time online students that online classes are not "easy;" they do require as much work as face-to-face classes. The time involved is a compilation of class time, homework time, AND study time.
- Does not raise questions when a student who works full time wants to take a heavy load of four or five online classes
- Neglects to refer students to the Online Course Information website <http://online.darton.edu> to see if a particular course, such as Public Speaking, requires additional hardware or software
- Fails to tell a student to check the online website <http://online.darton.edu>, which gives additional course requirements such as lab fees, proctored testing, etc.
- Overrides the "student attribute error message" without contacting the Online Coordinator to ensure that an online-only student is cleared to take on-campus courses.

PREREQUISITE CHEAT SHEET

Course Number	Course Title	Prerequisite
ACCT 2101	Principles of Accounting I	MATH 1101 or 1111
ACCT 2102	Principles of Accounting II	ACCT 2101 with C
ALHE 1115	Clinical Professionalism 1115 and Medical Term 1120	ENGL 0989
ART 1100	Art Appreciation	None
BIOL1100K	Anatomy & Physiology for the Healthcare Professional	ENGL 0989
BIOL1107K	Principles of Biology I	Exit support classes
BIOL1108K	Principles of Biology II	BIOL 1107
BIOL1110K	Introduction to Environmental Biology	None
BIOL2111K	Human Anatomy & Physiology I	No LS ENGL, MATH 0989
BIOL2112K	Human Anatomy & Physiology II	BIOL 2111
BUSA 1105	Introduction to Business	ENGL 0989, MATH 0989
BIOL2115K	Essentials of Microbiology	BIOL 2112
BUSA 2105	Communicating in the Business Environment	ENGL 1101 with C
CHEM1151K	Introductory Chemistry	Complete LS
CHEM1211K	Principles of Chemistry I	No LS ENGL, MATH 0989
CHEM1212K	Principles of Chemistry II	CHEM 1211K
CISM 2201	Fundamentals of Computer Applications	None
COMM1000	Cultural Diversity in Communication	ENGL 0989
COMM 1110	Public Speaking	ENGL 0989
CRJU 1100	Introduction to Criminal Justice	ENGL 0989
ECON 2105/2106	Macroeconomics and Microeconomics	Math 0987 or 0989
EDUC courses	EDUC 2110, 2120, 2130	ENGL 1101
ENGL 1101	English Composition I	ENGL 0989
ENGL 1102	English Composition II	ENGL 1101 with C
ENGL 2000 +	World, American, British, African-American Literature	ENGL 1102 with C
FREN 1001	Elementary French I	ENGL 0989
JAPN 1001	Elementary Japanese I	ENGL 0989
HIST	HIST 1111, 1112, 2111, 2112 (US and World)	ENGL 0989
MATH 1001	Quantitative Reasoning	MATH 0987
MATH 1111	College Algebra	MATH 0989
MATH 1112	Trigonometry	MATH 1111
MATH 1113	Pre-Calculus	MATH 1111
MATH 1145	Survey of Calculus	MATH 1111, 1113
MATH 1151	Calculus I with Geometry	MATH 1112 or 1113
MATH 2205	Introduction to Statistics	MATH 1001 or 1111
MUSC 1100	Music Appreciation	None
PARA 1110	Introduction to Paralegal Profession	None
PHSC	Physical Science 1011K, 1012K	MATH 0987 or 0989
POLS 1101	American Govt. in World Perspective	ENGL 0989
PSYC 1101	General Psychology	ENGL 0989, MATH 0987 or 0989
PSYC 2215	Human Growth and Development	PSYC 1101
SOCI 1101	Principles of Sociology	ENGL 0989
SOCI 1160	Introduction to Social Problems	SOCI 1101
SPAN 1001	Elementary Spanish I	ENGL 0989

GLOSSARY

ACCEL Program: A program designed for high school juniors and seniors who wish to enter college and earn college credit while they complete their junior and/or senior year of high school. Joint-enrolled student is a homeschooled student who is following a similar course. Move One When Ready students are similar to ACCEL students except they come only to the college campus for courses. Only the ACCEL program coordinator may register these students.

Academic Renewal: Students who have been readmitted or reinstated after an absence of five (5) calendar years or longer are eligible for academic renewal. This provision allows degree-seeking students who earlier experienced academic difficulty to make a fresh start. Academic renewal application forms are available in the Registrar's Office.

Appeals Process: A dispute taken to a higher level for resolution. Examples include grade appeals and academic suspension appeals.

Banner Web: The student's access to all of their personal information on campus, as well as registration and e-mail. FAQs: <http://www.darton.edu/admin/BannerInst/>

College Preparatory Curriculum (CPC): College preparatory curriculum is the curriculum taught in Georgia high schools for students who plan to attend college. A deficiency occurs when a student has not taken the required number of classes in a given subject before entrance into Darton State College.

COMPASS Exam: Some students are required to take the COMPASS placement exam prior to registration to determine specific requirements for extra preparation in Reading, English, and Mathematics.

Corequisite: A formal course of study required to be taken simultaneously with another.

Critical Thinking Overlay. All students must satisfy this requirement by satisfactory completion of one of the following courses: Cultural Diversity in Communications, Human Communications, or Public Speaking.

CRN: The 5-digit course reference number used to specify a course's time and location.

Dean's List: Students who earn a 3.5 or higher Grade Point Average with a minimum of fifteen (15) semester credit hours of academic work in one semester earn a place on the Dean's List.

Drop: Deleting a class from a schedule so it will not be included on your transcript. Unlike a Withdrawal, there is no academic or financial penalty for a drop. This can only be done during Schedule Adjustment or Drop/Add.

Full-Time Student: To be considered a full-time student for insurance and financial aid reasons, students must carry at least 12 credit hours in fall and/or spring semester.

Hold: A computer lock (hold) is placed on a student's record that will prevent the student from registering until action has been taken to resolve an issue.

Learning Support (LS): Students whose previous academic record, admissions test scores, and placement test scores indicate the need for additional preparation in English, Mathematics, and/or Reading are required to take the appropriate Learning Support courses

Prerequisite: The classes a student must take before enrolling in certain classes. (For example, MATH 1001 or MATH 1111 with a "C" or higher is the prerequisite for MATH 2205).

Quality Points: Used to calculate a student's GPA. The grade of "A" is worth 4 quality points, a "B"= 3 points, a "C"= 2 points, a "D"= 1 points, and an "F" or "WF"= 0 points. A "W" does not factor into GPA.

Transient Students: Students enrolled in other colleges or universities who apply for temporary admission and registration at Darton State College. These students expect to return to the college or university in which they were previously enrolled. They have special requirements and should be registered by an appropriate advisor. Call 317-6928 if you have questions.

Web Registration: Students may complete the registration process online once they talk with their advisor and the advisor lifts the web registration hold.

