BECOMING A MONARCH
A Guide for New Students
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SECTION 1: WELCOME

The Staff of the Academic Services department has created this guide for you. We wanted to gather the answers to the key questions that all students have when they arrive at a new campus into one user-friendly document. Whether you are a freshman or a transfer student, we hope you will find this guide helpful as you get to know Methodist University’s programs and policies.

As you scan the Table of Contents, you will see that we have outlined some basic information about communication with the University, curriculum, registration, academic support services, the myMU portal, housing, and the Methodist University Journey.

The staff and faculty at Methodist University are dedicated to providing a culture of excellence in every facet of our students’ college experience. We are excited that you have chosen to join us on your personal Methodist University Journey and look forward to getting to know you and working with you. We wish you great success at Methodist University!
SECTION 2: THE BASICS

myMU Portal
The myMU portal is one of a student’s most important lines of communication to the University.

1. How to log on to the myMU portal:
   ◆ Go to www.methodist.edu
   ◆ Click on the myMU icon at top of page
   ◆ User Name is your MU ID number
   ◆ Temporary Password is capitalized MU, followed by your ID number
   ◆ It is recommended that you change your password after successfully signing in to the myMU portal, the various tabs to which students have access are displayed.

2. Go to the portal to:
   ◆ View current course schedule
   ◆ View your personal schedule
   ◆ Communicate via email with your advisor
   ◆ Complete a FERPA
   ◆ Calculate your grade point average (GPA)
   ◆ Stay up-to-date with campus announcements and information
   ◆ Pay bills and check statements
   ◆ Sign up for housing

3. Please note:
   ◆ New students will be registered for classes by an academic advisor for their first semester at Methodist University.
   ◆ After completion of one semester at MU, students will register for classes via the portal after meeting with, and being cleared by, their academic advisor.

MU EMAIL
Along with the myMU portal, Methodist University email is a very important communication tool for all students.

1. All students are expected to check their MU email account regularly for University announcements and communications.

2. How to access MU email:
   ◆ Click the envelope icon in the gold bar at the top of www.methodist.edu
   ◆ Another point of email access is the email link on the myMU portal
   ◆ Enter user name and password (assigned by Admissions Office at point of deposit)
   ◆ After successfully signing in to the email system, a window containing the student’s emails is displayed.
   ◆ If you have an issue accessing your student email, please contact computer services at 910.630.7020.

THE METHODIST UNIVERSITY WEBSITE
The Methodist University website offers information on academic policies, requirements, curriculum, and specific major information.

Steps to see academic info:
   ◆ Visit www.methodist.edu
   ◆ Click on Academics
   ◆ Click on Undergraduate Academic Catalogue link to explore the curriculum structure, requirements, and policies
   ◆ Click on Registrar’s Office and click on the Degree Planning link to view academic checksheets for all majors and concentrations

THE METHODIST UNIVERSITY CURRICULUM
All undergraduates must fulfill requirements in three main areas before graduating:

1. General Education – A core group of classes in which students demonstrate the skills needed for written and oral communication, mathematical reasoning, use of computers, wellness, humanities, sciences, and the ability to think critically.

2. Major Requirement – and any minor or concentration requirements (if you choose to pursue a minor or concentration) All students must choose a major field of study. Most majors can be completed in two to three years and do not need to be started in your first semester. There are exceptions to this, however, and your academic advisor can alert you to these exceptions. A description of the requirements of every Methodist University major, minor, and concentration can be found in the Academic Catalogue, located under the Academics tab of the MU website home page.

3. Electives (vary according to Major) – Elective courses are courses that are not required for the major, minor, or concentration, but may be necessary to reach the minimum number of hours required for graduation. Elective courses also provide an opportunity for students to explore interests beyond their major.

4. Graduation – In order to graduate, all undergraduates must meet the following qualifications:

   Earn a minimum of 124 approved semester hours (s.h.) of credit with a minimum cumulative grade-point average of 2.00 (or higher if required by the major) in:
   ◆ Overall GPA,
   ◆ Classes taken in residency at MU,
   ◆ The major,
   ◆ The minor,
   ◆ The concentration, and
   ◆ Satisfactory completion of the appropriate General Education requirements for the degree (See Academic Catalogue for additional graduation requirements).

FERPA (Family Education Rights & Privacy Act)
FERPA is a federal law that is designed to insure a students’ financial and academic privacy. Any information related to a student’s enrollment cannot be released to any person without the student’s permission.
How to Calculate Your Grade Point Average (GPA)

◆ Every course is valued at a certain number of semester hour (s.h.) credits. Most courses are 3 s.h. credit.

◆ When a grade is awarded, the student earns that grade’s quality point value for each of the course’s credits. For example: an "A" in a 3 s.h. course = 4 quality points x 3 s.h. credit = 12 quality points.

◆ At the conclusion of each semester, the University Registrar calculates the total number of quality points that a student earned and divides that number by the total number of credits in which the student was enrolled. The resulting number is the student’s GPA for that semester.

◆ The academic transcript displays a student’s GPA for each semester of enrollment as well as a cumulative GPA.

◆ There is a GPA calculator available to all MU students on the Registration tab of the myMU student portal.

FINANCIAL RESPONSIBILITIES AGREEMENT:
Effective March 1, 2018, all students registering for classes are required to electronically sign (e-sign) a Financial Responsibility Agreement (FRA).

A Financial Responsibility Agreement is a disclosure agreement between you and Methodist University that states that you agree to pay all charges that result from your registration and services you receive from the university. You will be asked to acknowledge that you understand that you are responsible for paying for all charges associated with your attendance, and where applicable, residential costs at the university.

The agreement will also explain:
- How your financial aid is used to pay your bill
- The consequences of not paying your bill in a timely fashion
- How we let you know about any balance you owe the university

The Financial Responsibility Agreement must be signed, acknowledging your agreement to pay for the charges you incur as a result of the services you receive at Methodist University prior to registering for new classes.

To complete the Financial Responsibility Agreement, please sign into your MyMU portal, and click on the “Required Agreements” tab.

ACADEMIC ADVISING GLOSSARY

<table>
<thead>
<tr>
<th>WORD</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Advisor</td>
<td>Academic Advisor that is a Faculty member within the chosen major.</td>
</tr>
<tr>
<td>Temporary Advisor</td>
<td>Assigned by the AVPAA, a faculty/staff member to help new students register for classes.</td>
</tr>
<tr>
<td>First Year Seminar Advisor</td>
<td>A student’s MU Journey (MUJ 1100) Instructor.</td>
</tr>
<tr>
<td>Exploratory Advisor</td>
<td>A staff member assigned to advise students who have not declared a major.</td>
</tr>
<tr>
<td>MAAP Advisor</td>
<td>A staff member assigned to advise students admitted through the MAAP.</td>
</tr>
<tr>
<td>Advising Consultation</td>
<td>A meeting between a student and his/her academic advisor.</td>
</tr>
<tr>
<td>Academic Checksheet</td>
<td>A printable document available on the Methodist University Academics web page. The degree checksheet is used as planning tool.</td>
</tr>
<tr>
<td>Academic Catalogue</td>
<td>The catalogue sets forth your academic requirements as a Methodist University student. The Academic Catalogue is determined by the academic year a student matriculates into Methodist University.</td>
</tr>
<tr>
<td>Academic Worksheet</td>
<td>An electronic record of a student’s academic progress, available through the myMU portal.</td>
</tr>
<tr>
<td>Registration Clearance</td>
<td>A student must meet with their academic advisor to create a plan for the next semester’s/summer’s schedule. The advisor will then grant the student registration clearance in order for the student to register themselves through the myMU portal for a given semester/term.</td>
</tr>
</tbody>
</table>

YOUR ACADEMIC ADVISOR

A good relationship between a student and his or her academic advisor is integral to success during the student’s college career. Methodist University utilizes our faculty and staff as academic advisors. Advisors are knowledgeable about the academic program, facilitating timely and accurate registration for new and returning advisees. Advisors are available for advising consultations throughout the year and especially during registration weeks.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

◆ I: A grade of “I” is awarded when extenuating circumstances warrant an extension of time for completion of the course. The course work must be completed within the time frame according to the policy below; otherwise, the “I” becomes an “F.”

◆ WD: Withdrawn, no grade awarded. Requires the approval of the Provost. No quality points awarded.

◆ AU: Audit/no grade awarded. No quality points awarded.

◆ P: Course taken on pass/fail basis. Pass. No quality points awarded.

◆ F: Failure
2020-2021 ACADEMIC CALENDAR: IMPORTANT DATES

At the discretion of the University, changes may be made to the following.

### Fall 2020

<table>
<thead>
<tr>
<th>August</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. 1</td>
<td>Tuition &amp; Fees Due for Fall</td>
</tr>
<tr>
<td>Mon.-Wed. 3-5</td>
<td>Faculty Meetings &amp; Workshops</td>
</tr>
<tr>
<td>Fri.-Sun. 7-9</td>
<td>New &amp; Returning Students Arrive (check email for dates and times)</td>
</tr>
<tr>
<td>Mon. 10</td>
<td>Classes Begin; Drop/Add Period begins</td>
</tr>
<tr>
<td>Mon. 17</td>
<td>Academic Advisor Consultation at 11:00 a.m.</td>
</tr>
<tr>
<td>Tue. 18</td>
<td>Last day to ADD a class or DROP a class without record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 7</td>
<td>Labor Day (no classes)</td>
</tr>
<tr>
<td>Mon. 14</td>
<td>Last day to submit “Intent to Graduate” forms for May 2021 graduation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. 2</td>
<td>Midterm grades due in the Office of the Registrar by 5:00 p.m.</td>
</tr>
<tr>
<td>Mon.-Fri. 12-16</td>
<td>Advising Week</td>
</tr>
<tr>
<td>Mon. 12</td>
<td>Academic Advisor Consultation at 11:00 a.m.</td>
</tr>
<tr>
<td>Fri.-Sat. 23-24</td>
<td>Evening Student Early Registration Begins</td>
</tr>
<tr>
<td>Mon. 19</td>
<td>Senior Early Registration begins at 7 a.m.</td>
</tr>
<tr>
<td>Tue. 20</td>
<td>Junior Early Registration begins at 7 a.m.</td>
</tr>
<tr>
<td>Wed. 21</td>
<td>Sophomore Early Registration begins at 7 a.m.</td>
</tr>
<tr>
<td>Thurs. 22</td>
<td>Freshman Early Registration begins at 7 a.m.</td>
</tr>
<tr>
<td>Fri. 23</td>
<td>Evening-to-Day Registration begins at 7 a.m.</td>
</tr>
<tr>
<td>Mon. 26</td>
<td>Evening Course Registration for Day Students begins at 7 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 9</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Wed. 11</td>
<td>Veterans Day (no class)</td>
</tr>
<tr>
<td>Tue. 24</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon. 30</td>
<td>Final Grades Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat. 12</td>
<td>Commencement Ceremony</td>
</tr>
</tbody>
</table>

### MU at Night Autumn Term I

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Oct. 5</th>
<th>Classes begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>Oct. 9</td>
<td>Last day to add/drop without record (Evening)</td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 12</td>
<td>Evening Student Early Registration begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 16</td>
<td>Last day to add/drop without record (Weekend)</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 23</td>
<td>Evening-to-Day Early Registration begins</td>
</tr>
<tr>
<td>Wed.</td>
<td>Nov. 11</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov. 13</td>
<td>Last day to drop a class</td>
</tr>
<tr>
<td>Fri.-Tue.</td>
<td>Nov. 20-24</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Mon.</td>
<td>Nov. 30</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td>Sat.</td>
<td>Dec. 12</td>
<td>Commencement Ceremony</td>
</tr>
</tbody>
</table>

### Methodist University Online Term I

*Note: This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus—day and evening programs—are included in the schedules for those sessions.*

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Aug. 17</th>
<th>Classes begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>Aug. 21</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Mon.</td>
<td>Sept. 7</td>
<td>Labor Day (no classes)</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 2</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Wed.-Fri.</td>
<td>Oct. 7-10</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Mon.</td>
<td>Oct. 12</td>
<td>Final Grades Due</td>
</tr>
</tbody>
</table>

### Methodist University Online Term II

*Note: This schedule is for fully online programs offered through Methodist University Online. Individual online courses offered through the main campus—day and evening programs—are included in the schedules for those sessions.*

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Oct. 19</th>
<th>Classes begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Oct. 19</td>
<td>Spring Early Registration begins</td>
</tr>
<tr>
<td>Fri.</td>
<td>Oct. 23</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Wed.</td>
<td>Nov. 11</td>
<td>Veterans Day (no classes)</td>
</tr>
<tr>
<td>Wed.-Sun.</td>
<td>Nov. 25-29</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Fri.</td>
<td>Dec. 4</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Fri.-Tue.</td>
<td>Dec. 9-11</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Sat.</td>
<td>Dec. 12</td>
<td>Commencement Ceremony</td>
</tr>
<tr>
<td>Mon.</td>
<td>Dec. 14</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Students arrive/Orientation</td>
<td></td>
</tr>
<tr>
<td>Mon. 11</td>
<td>All Classes and Drop/Add Period begin</td>
<td></td>
</tr>
<tr>
<td>Fri. 15</td>
<td>Advisor Meeting at 11:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>Mon. 18</td>
<td>Martin Luther King Day (no classes)</td>
<td></td>
</tr>
<tr>
<td>Tue. 19</td>
<td>Last day to ADD a class or DROP a class without record</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb. 1</td>
<td>Spring Convocation</td>
<td></td>
</tr>
<tr>
<td>Mar. 5</td>
<td>Midterm grades due</td>
<td></td>
</tr>
<tr>
<td>Sat.-Tue.  8-12</td>
<td>Spring X-Term for Experiential Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opportunities including Study Abroad</td>
<td></td>
</tr>
<tr>
<td>Mon.-Fri.  8-12</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>Mon.-Fri.  22-26</td>
<td>Advising Week</td>
<td></td>
</tr>
<tr>
<td>Mon. 22</td>
<td>Academic Advising Consultation at 11:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>Mon. 29</td>
<td>Evening Student Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Course Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(all students)</td>
<td></td>
</tr>
<tr>
<td>Tue. 30</td>
<td>Junior Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td>Wed. 31</td>
<td>Sophomore Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td>Apr. 1</td>
<td>Freshman Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td>Fri. 2</td>
<td>Good Friday (no classes)</td>
<td></td>
</tr>
<tr>
<td>Fri. 2</td>
<td>Evening-to-Day Student Early Registration begins at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td>Mon.-Fri.  5-9</td>
<td>Research and Creativity Week</td>
<td></td>
</tr>
<tr>
<td>Mon. 5</td>
<td>Evening Course Registration begins for Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students at 7 a.m.</td>
<td></td>
</tr>
<tr>
<td>Wed. 7</td>
<td>Research &amp; Creativity Symposium and Awards Day</td>
<td></td>
</tr>
<tr>
<td>Mon. 12</td>
<td>&quot;Intent to Graduate&quot; forms for December 2020 graduation Due</td>
<td></td>
</tr>
<tr>
<td>Mon. 19</td>
<td>Last day to drop a class with record</td>
<td></td>
</tr>
<tr>
<td>Wed. 28</td>
<td>Last day of day classes</td>
<td></td>
</tr>
<tr>
<td>Thurs.-Thurs. 29-May 6</td>
<td>Final Examinations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 3</td>
<td>Senior grades due to the Registrar by 1:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Sat. 8</td>
<td>Commencement Ceremony (Graduate and Undergraduate)</td>
<td></td>
</tr>
<tr>
<td>Mon. 10</td>
<td>Final grades due</td>
<td></td>
</tr>
<tr>
<td>Mar. 11</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>Fri. 15</td>
<td>Last day to add/drop without record (Evening)</td>
<td></td>
</tr>
<tr>
<td>Mon.-Tue.  Jan. 18-19</td>
<td>Martin Luther King, Jr. Day Holiday</td>
<td></td>
</tr>
<tr>
<td>Fri. 22</td>
<td>Last day to add/drop without record (Weekend)</td>
<td></td>
</tr>
<tr>
<td>Fri. 26</td>
<td>Last day to drop a class with record</td>
<td></td>
</tr>
<tr>
<td>Wed.-Sat.  Mar. 3-5</td>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>Mon. 8</td>
<td>Final Grades Due</td>
<td></td>
</tr>
<tr>
<td>Mar. 15</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>Fri. 19</td>
<td>Last day to add/drop without record (Evening)</td>
<td></td>
</tr>
<tr>
<td>Mon. 22</td>
<td>Evening Student Early Registration begins</td>
<td></td>
</tr>
</tbody>
</table>
### Summer 2021

#### Summer Day Term I
- **Summer X-Term**: May 17-Jun. 11
  - Experiential Learning, including Study Abroad Opportunities

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>May 17</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Tue.</td>
<td>May 18</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Mon.</td>
<td>May 31</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Wed.</td>
<td>Jun. 9</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jun. 11</td>
<td>Last day of classes, Final Exams</td>
</tr>
<tr>
<td>Mon.</td>
<td>Jun. 14</td>
<td>Final Grades (Term I) Due</td>
</tr>
</tbody>
</table>

#### Summer Day Term II
- **Mon.**: Jun. 14
  - Classes begin

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue.</td>
<td>Jun. 15</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Tue.</td>
<td>Jul. 7</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jul. 9</td>
<td>Last day of classes, Final Exams</td>
</tr>
<tr>
<td>Mon.</td>
<td>Jul. 12</td>
<td>Final Grades (Term II) Due</td>
</tr>
</tbody>
</table>

#### Summer Day Term III (Reserved for Special Programs)
- **Mon.**: Jul. 12
  - Classes begin

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue.</td>
<td>Jul. 13</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Wed.</td>
<td>Aug. 4</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Fri.</td>
<td>Aug. 6</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug. 9</td>
<td>Final Grades (Term III) Due</td>
</tr>
</tbody>
</table>

#### Summer MU at Night Term IV
- **Mon.**: May 17
  - Classes begin

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>May 21</td>
<td>Last day to add/drop without record (Evening)</td>
</tr>
<tr>
<td>Fri.</td>
<td>May 28</td>
<td>Last day to add/drop without record (Weekend)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.-Tue.</td>
<td>May 31-Jun. 1</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>Wed.</td>
<td>Jul. 2</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Wed.-Fri.</td>
<td>Jul. 7-9</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Mon.</td>
<td>Jul. 12</td>
<td>Final Grades (Term IV) Due</td>
</tr>
</tbody>
</table>

#### Summer Day Term V (Reserved for Internships)
- **Mon.**: May 17
  - Classes begin

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri.</td>
<td>May 21</td>
<td>Last day to add/drop without record</td>
</tr>
<tr>
<td>Fri.</td>
<td>Jul. 30</td>
<td>Last day to drop a class with record</td>
</tr>
<tr>
<td>Fri.</td>
<td>Aug. 6</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Mon.</td>
<td>Aug. 9</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td>Sat.</td>
<td>Aug. 14</td>
<td>Summer Degree Conferral Date</td>
</tr>
</tbody>
</table>

---
MU students visited the U.S. Embassy in the Dominican Republic.
SECTION 3: TRANSFER STUDENTS

The following information is pertinent to students who transfer to Methodist University with credits from another accredited college or university.

THE ADVISING AND REGISTRATION PROCESS
New transfer students are assigned a temporary advisor who will assist them in registering for the first semester at Methodist University. When possible, new students may meet personally with the temporary academic advisor. If this is not possible, new students can communicate with the temporary academic advisor via Methodist University email, and/or phone.

Upon enrollment, new students will also be assigned to a Major or Exploratory Advisor.

That advisor becomes the advisor of record and contact person for the new student when classes begin. With assistance from his or her academic advisor, a student may change majors and/or advisors via the myMU portal.

FIRST YEAR SEMINAR (MUJ) 1 100
This is a course designed for traditional-age freshmen who are entering college for the first time. New students who transfer 12 or more s.h. credits to Methodist University are exempt from this course requirement. A student who is over 21 years of age or who has successfully completed 12 semester hours or more of transfer credit at an accredited college or university before entering Methodist University may waive this requirement. Credit received by AP, IB, CLEP, DANTES, or Dual Enrollment is excluded from the above exemption.

TRANSFER CREDITS FROM ANOTHER INSTITUTION
The complete Transfer Credit Policy is found in the Academic Catalogue.

It is important to note that the Registrar of Methodist University is responsible for determining the acceptability of academic credit from other institutions and follows strict guidelines in doing so. Students who have attended other institutions and plan to transfer those credits to Methodist University must provide the University with official transcripts from their former university/college(s). Transfer credit is not awarded and/or recorded until all official transcripts have been reviewed by the Registrar. At that point, acceptable credits are transferred to a Methodist University transcript.

ENGLISH PLACEMENT TEST
Any new student who does not have standardized test scores (SAT and/or ACT) must take the EPT. The passing score for the EPT is 66 or higher.

Students who need to take the EPT can do so at any time during office hours at the Office of Enrollment Services in Stout Hall or by appointment in the Monarch Tutoring and Testing Center in the Davis Memorial Library.

The EPT is also offered during the Transfer Student Meeting during every New Student Orientation program.

LIBRARY COMPETENCY GRADUATION REQUIREMENT
All Methodist University students must attend an official Library Competency session (conducted by a member of the library staff) and earn a passing score on the end-of-session Library Competency Test. The session, with test, is approximately one hour in length.

This is a graduation requirement at Methodist University. Library Competency sessions are scheduled regularly at the Davis Memorial Library. A student can register for a session on the library page of the MU website. A Library Competency session is also offered during the Transfer Student Meeting during every New Student Orientation program.
SECTION 4: THE FIRST SEMESTER

YOUR FIRST SCHEDULE
- For a student’s first semester, the schedule will be created by a temporary academic advisor based upon your unique academic needs and choice of major.
- Students are able to access the schedule through the myMU portal (students receive myMU access instructions through the Office of Enrollment Services).
- It is suggested that a student communicates with his or her academic advisor to ask any questions or discuss any concerns that you may have regarding the schedule.
- After the first semester, students are required to meet with the academic advisor to develop subsequent schedules. After receiving registration clearance from the academic advisor, students are able to self-register via the myMU portal after the first semester.

A single letter on the schedule designates the class meeting days as follows:
- M = Monday; T = Tuesday;
- W = Wednesday; R = Thursday;
- F = Friday; S = Saturday; and
- U = Sunday

ACADEMIC CREDIT
Most courses award three hours of academic credit.
- Three credit hour courses are scheduled to meet for 50 minutes on Mondays, Wednesdays and Fridays, or for 75 minutes on Tuesdays and Thursdays.
- Some courses in the sciences and foreign languages also require a lab and are worth four hours of academic credit.
- Each course is identified by a course and section number.

For example, a section of English Composition would be designated as ENG 1010 001, with the letters ENG describing the department offering the course, the number 1010 describing the specific course offered, and the number 001 describing the specific section.

COURSE LOAD
An undergraduate student’s standard course load is 12 to 18 semester hours.
- In some cases, students find it necessary to take a nineteenth hour for reasons of laboratory course work, performance ensembles, instructional seminars, and similar academic requirements.
- No undergraduate student may take more than 19 semester hours unless he or she has:
  - completed a minimum of 30 s.h. and
  - has a cumulative GPA of 3.0
- Students not meeting both standards must petition the Provost for permission to register for a heavier course load, but under no circumstances can a student take more than 24 s.h. (including all combinations of day, evening, or online courses) in any fall or spring semester.
- A student denied permission to take more than 19 s.h. by the Provost may appeal that decision to the Academic Standards Committee.

An additional fee per semester hour may be charged for each academic semester hour over 18.
Any student who registers for an online class, regardless of course load, will be charged an extra fee as described in the Academic Catalogue.

Note: If a student participates in a campus activity that requires extra time, such as athletics, student affairs activities, or fine arts, it is suggested that the student consult with the academic advisor to determine if the student should take a lighter course load for any semester in which the student will be participating in that activity.

Sample Freshman Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1000* or ENG1010*</td>
<td>Skills Development in English or Composition</td>
<td>3 Semester Hours</td>
</tr>
<tr>
<td>MAT 1030, 1050, 1110 or higher</td>
<td>Intro to College Math, College Algebra, Finite Math, etc.</td>
<td>3 Semester Hours</td>
</tr>
<tr>
<td>MUJ 1100</td>
<td>First Year Seminar</td>
<td>2 Semester Hours</td>
</tr>
<tr>
<td>One course recommended by major</td>
<td>Varies</td>
<td>3 Semester Hours</td>
</tr>
<tr>
<td>One elective course</td>
<td>Varies</td>
<td>3 Semester Hours</td>
</tr>
</tbody>
</table>

TOTAL ACADEMIC CREDIT: 14-17 Semester Hours

*Placement based upon SAT/ACT scores
BACHELOR DEGREE TYPE

Methodist University offers six undergraduate baccalaureate degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Nursing, Bachelor of Music, Bachelor of Fine Arts, and Bachelor of Social Work. While many of the courses that encompass the general education components are similar for each of these degrees, there are differences. The academic advisor can help the student determine exactly which courses are needed to complete the general education requirements. In addition, the student can consult the general education section of the Academic Catalogue and the Academic Check Sheets for detailed information about these requirements.

Many students pursue either a Bachelor of Science or Bachelor of Arts degree. A student receiving a Bachelor of Science degree will be required to take more science and math courses, while a student receiving a Bachelor of Arts degree will be required to concentrate more in the area of the Liberal Arts. It is very important for students to discuss degree options with the academic advisor in order to determine which degree program best fits the student’s academic needs and career goals.
## BACHELOR OF SCIENCE IN NURSING (Traditional Pre-Licensure BSN)

### Student Name ________________________________  Catalogue Year 2020 - 2021

### GENERAL EDUCATION CORE

**INTERDISCIPLINARY STUDIES (1-5 SH)**
- MUJ 1100 (2)
- MUJ 2200 (1)
- MUJ 3300 (1)
- IDS 2100 (1)

**COMPUTER COMPETENCY (0-3 SH)**
- CSC 1000 *** (0-3)  
  (Must be satisfied before completing 60 s.h.)

**COMMUNICATIONS (6-12 SH)**
- English Placement Score (transfer students)  
  ENG 1000 (if required) (3)
- ENG 1010 (3)
- ENG 1020 (3)
- ENG 2070 (if required) (3)
- ACL 1500, 1510, 3540 or 3600*** (0-3)

**GLOBAL PERSPECTIVE ELECTIVE (3 SH)**
- Choose one approved course** (3)

**HUMANITIES (9 SH)**
- Literature (no ENG 3610 or 3620) (3)
- History (3)
- Religion (3)

**FINE ARTS APPRECIATION (3 SH)**
- ARH 1510, 2530, 2540, MUS 1510, 1520, 1600, 1610, THE 1620  
  1630 or 3 s.h. applied MUS/THE ensemble (3)

**MATHEMATICS (3-6 SH)**
- MAT 1030 (if required) (3)
- MAT 1050/1100 (or higher, except 1060 or 2060) (3)

**NATURAL SCIENCES (6-8 SH)**
- Students will not receive General Education Credit for both SCI1410 and GLY 1600; SCI 1420 and BIO 1530; or SCI 1430 and CHE 1510  
  (3/4)  
  (3/4)

**SOCIAL SCIENCE (3 SH) - ECO, PSC, PSY or SOC**
- (3)

**WELLNESS (2-3 SH)**
- WEL 1010 and (1)
- WEL 2010 or 2350 or (1)
- WEL 2180 or PXS 2900 (3)

**LIBERAL ARTS ELECTIVE (3 SH)**
- Choose one approved course (3)

**LIBRARY COMPETENCY COMPLETED**
- (Must be satisfied before completing 60 s.h.)

**TOTAL 36-53 SH**

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**PRE-LICENSE BSN**
- Consult your Academic Advisor, the Academic Catalogue, and the Nursing web page for current BSN Program admissions requirements.
- All pre-nursing core courses must be passed with a C or higher (no C-).
- Anatomy & Physiology I, II, and Microbiology must have been taken in the past five (5) years.

**PREREQUISITE COURSES:**
- WEL 2180 (3)

**PRE-NURSING CORE COURSES (28 SH)**
- BIO 2110 or 3060 (4)
- BIO 2120 or 3080 (4)
- BIO 2970 (4)
- CHE 1510 (4)
- HCA 2300 (3)
- MAT 2200 (3)
- PNU 2030 (3)
- PSY 1010 (3)

**REQUIRED MAJOR CORE COURSES (64 SH)**
- Enrollment in NUR courses requires admission to the program. Courses must be passed with a B- (80) or higher for progression. Refer to the Nursing Student Handbook for more information.
  - HCA 3500 Eco & Finance (3)
  - NUR 3000 Intro to Nursing (3)
  - NUR 3010 Health Assess (3)
  - NUR 3040 Fundamentals (6)
  - NUR 3060 Adult Health I (7)
  - NUR 3070 Community (5)
  - NUR 3110 Pharm (4)
  - NUR 3800 Nursing Informatics (3)
  - NUR 4010 Research (3)
  - NUR 4020 Ldrshp & Policy (3)
  - NUR 4040 Maternal Child (7)
  - NUR 4060 Adult Health II (7)
  - NUR 4070 Psychiatric (5)
  - NUR 4500 Capstone (5)

**ADDITIONAL COURSE REQUIREMENTS TO MEET 124 SH**
- Electives ( )

---

**GRADUATION REQUIREMENTS**

1. Minimum 124 semester hours.
2. 31 semester hours in residency to include 50% of the major/minor and 24 semester hours at the 3000/4000 level.
3. GPA of 2.000 or higher required in (A) overall, (B) residency, (C) major, (D) minor, and (E) concentration.
4. Errors contained on this checksheet do not release the student from meeting the graduation requirements as stated in the Academic Catalogue.
Some General Education core requirements may be filled in the major. Consult Academic Catalogue and Advisor for specific options.

***Students who pass a competency test (administered on a pass/fail basis at no charge) for ACL 1510 and/or CSC 1000 will not be required to take the class for which a test is passed. Passing a competency test will not give a student a grade or the equivalent semester hours for taking the respective course(s), but will satisfy the respective General Education ACL and/or CSC requirement(s). Students are permitted one single attempt to pass a CSC 1000 and/or ACL 1510 competency test.

**The Global Perspective Elective must be a course outside the major, minor or concentration. It can be met by taking a minimum of 3 s.h. from the following:

- Foreign Language
  - HIS 3050 Islam and the Islamic World
  - HIS 3250 Modern History
  - HIS 3310 Topics in Latin American History
  - HIS 3700 Contemporary World History
  - HIS 3850 Special Topics: Medieval Britain
  - HIS 4110 Modern Russia
  - LAN 3200 Introduction to Linguistics
  - LSS 2850 Special Topics in Leadership: Ultimate Journey

- Study Abroad
  - PSC 2270 Comparative Politics
  - PSC 3510 International Relations
  - PSC 4100 European Politics
  - PSC 4020 Middle East Politics
  - PSC 4030 Latin American Politics (Study Abroad)
  - PSC 4050 Latin American Politics (Study Abroad)
  - PSC 4060 Reformation Europe
  - MKT 4100 Global Marketing

- ACC 4620 International Accounting (Study Abroad)
- ACL 3600 Exploring Cross-Cultural Communication
- ARH 2530 Survey of Art History I
- BUS 3310 Fundamentals of International Business
- BUS 3330 International Business Experience (Study Abroad)
- BUS/LAW 4850 Special Topics: International Law (Study Abroad)
- ECO 4200 Comparative Economic Systems
- ECO 4520 International Trade and Finance
- ECO 4650 Economic Growth and Development
- ENG 2110 English Literature I
- ENG 2120 English Literature II
- ENG 2310 World Literature I
- ENG 2320 World Literature II
- ENG 3420 Women’s Literature
- ENG 3440 American Diversity
- ENG 3710 Chaucer
- ENG 3730 Literature of Medieval England
- ENG 3740 Shakespeare
- ENG 3920 19th Century British Literature
- ENG 4020 Modernist Literature
- ENG 4030 Contemporary Literature
- ENG 4850 Special Topics: Legal Dickens
- ENM/LAW 2510 Caribbean Natural Resources and Law (Study Abroad)
- ENP 3300 International Entrepreneurship
- GEO 2520 Regional Geography
- HIS 1030 World History I
- HIS 1040 World History II
- HIS 2150 Barbarian Invasions
- HIS 2170 Race, Ethnicity, and Global Perspective
- HIS 2200 World War II
- HIS 3010 Modern Asian History
- REL 1030 Introduction to Religion
- REL 1040 Introduction to Biblical Literature*
- REL 1070 Religion and Film
- REL 1500 Religions of Asia
- REL 1510 Monotheistic Religions
- REL 2010 Survey of Hebrew Bible
- REL 2020 Survey of the New Testament
- REL 3010 The Hebrew Prophets*
- REL 3020 Jesus and the Gospels
- REL 3520 Modern Religious Thought
- REL 4040 Myth and Culture
- REL 4050 Early Christianity
- REL 4060 Reformation Europe
- SOC 2530 Global Social Problems
- SOC 2560 Cultural Anthropology
- THE 3110 Theatre History and Literature I
- THE 3120 Theatre History and Literature II

*Course no longer offered

Liberal Arts Electives:

1. The Liberal Arts Elective includes courses in the following areas designated as Liberal Arts in the catalogue: Fine Arts, Humanities (ENG, HIS, GEO, PHI, REL, or WRI), Mathematics (MAT), Computer Science (CSC), Natural Science (BIO, CHE, GLY, PHY, or SCI), Foreign Language (FRE, GER, ORK, SPA, or LAN), Social Science (ECO, PSC, PSY, or SOC), and WST 2000. Only the following courses are Liberal Arts Electives for Fine Arts: ARH 1510, 2530, 2540, 3530, 3540; MUS 1510, 1520, 1600, 1610; THE 1620, 1630, 3620, 3650, or 3 hours in applied music/ensemble or theatre ensemble.

2. The Liberal Arts Elective may not be fulfilled by any course with a prefix within the department sponsoring a declared major, minor, or concentration of the student. For example, a computer science or computer information technology major must fulfill the Liberal Arts Elective requirement by taking a course with a prefix other than CSC, and an English major must fulfill the Liberal Arts Elective requirement by taking a course with a prefix other than ENG or WRI.

3. Courses in areas listed above that emphasize professional preparation and pedagogy cannot be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: ENG 2600, ENG 3600, ENG 3620, LAN 2600, LAN 3300, MAT 1060, and MAT 2060.

4. Developmental courses cannot be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: ENG 1000 and 2070; ESL 0910, 0920, 0960, 0970, 1210, 1220, and 2070; and MAT 1030.

5. Courses that fulfill the General Education curriculum outside the Liberal Arts Elective may not be used to fulfill the Liberal Arts Elective. The following courses are not Liberal Arts Electives: CSC 1000, ENG 1010, ENG 1020, and ENG 1040.

6. Special Topics courses may not be used to fulfill the Liberal Arts Elective.

7. Courses considered to be capstone courses by any program may not be used to fulfill the Liberal Arts Elective.

Errors contained on this checksheet do not release the student from meeting the graduation requirements as stated in the Academic Catalogue.
**Methodist University Advising Worksheet**

**Personal Information (Legal, Home, or Permanent):**
- Name:
- ID Number:
- Address:
- Phone:
- Mobile:

**Advisee Information:**
- Advisor #1:
  - Career Hours Earned:
  - Career GPA:
  - Last Term Attended GPA:
  - Classification:
  - Academic Standing:
  - Holds and Warnings:

**Degree Information: (Catalog Year 2017)**
- Major 1: Music
- Concentration 1: Fine Arts Management

---

<table>
<thead>
<tr>
<th>Gen Ed BA Regs (NOT MET)</th>
<th>19.00 Hours Needed</th>
<th>Gen Ed BA Regs</th>
<th>28.00 Hours Earned</th>
</tr>
</thead>
</table>

- **Freshman Year Seminar**
  - Students who transfer over 12 semester hours or enroll at age 21+ are exempt from this requirement.
  - Choose FYST100 or IDS1100
    - FYS-1100-009-D MU Journey A- 3.00
- **Library Competency**
  - LIB-1000-001-D Library Competency PP 0.00
- **Reading Circle**
  - Must take IDS2100 (Honors Students can take an HON course).
- **Computer Competency**
- **Select from crs list:**
- **Communications**
  - ENG-1010-002-D Composition MAAP B- 3.00
  - Choose ENG 1020 or 1040
    - ENG-1020-001-D Compintro To Lit B- 3.00
  - Choose ACL 1510 or ACL 3540
    - ACL-1510-009-D Speech Communication C- 3.00
- **Global Perspective Elect.**
  - Choose 3 semester hours from the approved list on page 82 in the MU Academic Catalogue that is outside the Major, Minor, or Concentration degree requirements.
  - SPA-1010-001-D Elem Spanish I D 4.00
- **Humanities**
  - Ch. 1 ENG LIT no 361/362
  - Choose 1 History Course
  - HIS 2010-002-D Us History I (3.00 In Progress 2017.2018 - Fall)
  - Choose 1 REL Course

**Code Key:**
- - Requirement is MET
- - Requirement is NOT MET
- - An unapproved alteration or course substitution has been applied
- - An approved alteration or course substitution has been applied
- - Indicates that a hold will prevent the student from registering for classes
- - Course is In Progress
- - Course being repeated
- - Represents a cumulative course
- RED - Requirement has been completed unsatisfactorily (UN)
- BLUE - Transfer course work (TR)
SECTION 5: ACADEMIC GUIDELINES

CHANGING YOUR SCHEDULE
First semester schedules can be changed through communication between the student and the temporary advisor. It is recommended that a student reviews his or her schedule as soon as it is available, and then contact the temporary advisor to address any questions or make change requests. Students can contact the temporary advisor through the campus email system, by telephone, or by making an appointment to visit the advisor on-campus.

Remember, that some requests cannot be honored if prerequisites have not been met for a given course, or if there are no seats available in a given courses.

ACADEMIC POLICIES
Academic policies are listed in detail in the MU Academic Catalogue, which is located on the MU website.

STUDENT RESPONSIBILITY FOR REQUIREMENTS AND REGISTRATION
A student accepts full responsibility for reading all materials and information included in the Academic Catalogue and the satisfactory completion of all graduation requirements. A student must consult with his or her academic advisor before making changes in the academic major.

Dates for registration are published in the academic calendar. A late registration fee is imposed for anyone registering after this date. Students are not permitted to attend any class until registered, nor can a student register after the cut-off date for entering classes as designated in the academic calendar.

CLASSIFICATION OF STUDENTS
1. Full-Time Students: Those enrolled for 12 s.h. or more per semester (an Evening University semester consists of two terms).
2. Part-Time Students: Those enrolled for fewer than 12 s.h. in a semester.
3. Special Students: Those not enrolled in an academic program but admitted by the University for specific courses.
4. Class Standings: Students are classified according to s.h. completed:

<table>
<thead>
<tr>
<th>CLASS DESIGNATION</th>
<th>SEMESTER HOURS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0 to 29.5 s.h.</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30 to 61.5 s.h.</td>
</tr>
<tr>
<td>Juniors</td>
<td>62 to 93.5 s.h.</td>
</tr>
<tr>
<td>Seniors</td>
<td>94 s.h. or more</td>
</tr>
</tbody>
</table>

ACADEMIC STANDING
All students at Methodist University must demonstrate continuous satisfactory progress toward graduation. A minimum GPA of 2.00 in the major, the concentration, the minor, the overall cumulative GPA, and the GPA in residency coursework is required for graduation. However, a few specialized major fields and concentrations require a higher minimum GPA. Studying the requirements for graduation and consulting regularly with the academic advisor is recommended.

ACADEMIC PROBATION
The status of Academic Probation is applied in accordance with the following student performance levels:

<table>
<thead>
<tr>
<th>HOURS ATTEMPTED</th>
<th>ACADEMIC PROBATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 29.9 s.h.</td>
<td>Cumulative GPA less than 1.7000</td>
</tr>
<tr>
<td>30 to 62.9 s.h.</td>
<td>Cumulative GPA less than 1.8000</td>
</tr>
<tr>
<td>63 to 93.9 s.h.</td>
<td>Cumulative GPA less than 1.8000</td>
</tr>
<tr>
<td>94 s.h. and higher</td>
<td>Cumulative GPA less than 1.9000</td>
</tr>
</tbody>
</table>

In relation to the table above, please note the following:
1. The heading Hours Attempted in the table above includes all hours attempted at Methodist University.
2. In the event a student achieves a GPA of 0.999 or less at the end of a fall, spring, or summer semester and has amassed 29.5 hours or more semester hours, the student will be placed on Academic Suspension even if the student has not been placed on Academic Warning or Academic Probation.

Students on Academic Probation must adhere to all of the following (from the MU Academic Catalogue):
1. Enroll in no more than 15 semester hours.
2. If a student has not already done so, enroll in and earn a minimum grade of “C-” in Interdisciplinary Studies (IDS) 1150–Learning Strategies.
3. Maintain regular contact with the academic faculty advisor.
4. Mandatory participation in the Academic Recovery Program (ARP) as facilitated by Academic Services.
ACADEMIC RECOVERY PROGRAM
Academic Services offers the Academic Recovery Program to help students who are on academic probation return to good academic standing. Students on Academic Probation must design a personal plan to address their academic standing. Each student placed on academic probation must attend a meeting with an Academic Services professional during the first fifteen days of the semester of probation. The purpose of the meeting is to design an individual plan for success.

Components of the ARP include, but are not limited to, the following:
1. Enrollment in IDS 1150: “Learning Strategies”
2. If a student has not already done so, enroll in and earn a minimum grade of “C-” in Interdisciplinary Studies (IDS) 1150—Learning Strategies. Registration for IDS 1150 is mandatory and will be facilitated by the Academic Services staff.
3. Participation in the Habitudes seminars.
4. Follow-up meetings with Academic Services professionals.
5. Consultation with the student’s academic advisor.

ACADEMIC SUSPENSION
The Provost executes the status of Academic Suspension and this status is reflected on a student’s transcript. The Academic Suspension will be either for the academic summer and fall semesters or spring and summer semesters. Academic Suspension will result if one of the four criteria is met:
1. A student who has attempted 29.5 semester hours or more (to include courses assigned a WF grade) and has a cumulative GPA of 0.9999 or less at the end of a fall or spring semester will be placed on Academic Suspension.
2. A student placed on Academic Probation for any two consecutively enrolled semesters at Methodist University, not to include summers, will be placed on Academic Suspension.
3. A student placed on Academic Probation for any three semesters will be placed on Academic Suspension.
4. Students in the Methodist Academic Achievement Program (MAAP) are suspended from Methodist University if:
   a. The student has a GPA of 1.0 or less at the end of the fall semester,
   b. The student is placed on Academic Probation at the end of the spring semester, or
   c. The student does not comply with the conditions of the MAAP contract. This type suspension can occur at any time during the student’s enrollment in the MAAP.

A student can appeal the status of Academic Suspension. The appeal process for Academic Suspension is as follows:
1. Any student who is on Academic Suspension may appeal the suspension in writing to the Provost. The letter of appeal should state in detail any extenuating circumstances that may have affected the student’s academic performance.
2. The letter of appeal must be received by the Office of the Provost no later than a week prior to the start of the semester following the placing of a student on Academic Suspension. The following are examples for the fall and spring semester.
   a. A student placed on Academic Suspension for the fall semester must submit a written appeal to the Provost by no later than a week prior to the start of the spring semester.
   b. A student placed on Academic Suspension for the spring semester must submit a written appeal to the Provost by no later than a week prior to the start of the fall semester.
3. The Provost will submit the student’s appeal to the Academic Standards Committee. The Academic Standards Committee will meet no later than the Friday prior to the start of the fall or spring semester. If the appeal is approved, the readmitted student will be allowed to resume attending classes with the standing of Academic Probation. If the appeal is denied, the Academic Suspension will stand.

While on Academic Suspension from Methodist University, a student cannot enroll in Methodist University classes the semesters following the suspension. A student suspended after the spring semester cannot enroll for the following summer or fall semesters. A student suspended after the fall semester cannot enroll for the following spring or summer semesters.

After completing the Academic Suspension period, a student can reapply for admission via the following process:
1. The student must apply to the Office of the Provost for readmission to Methodist University by no later than two weeks prior to the beginning of the semester or evening term in which the student wishes to re-enroll.
   a. As part of this application to the Office of the Provost the student must include a typed essay containing the following components:
      i. Reflection of why the student did not succeed academically before being suspended.
      ii. Why the student wishes to return to Methodist University.
      iii. Steps the student has taken to ensure future success (e.g., course work at other colleges and universities, limiting extracurricular activities, etc.). Please note: that no credit will be given for courses taken at other colleges and universities while on suspension. These courses are to be used only as pieces of evidence to show the student’s academic maturation.
   b. This essay will also be reviewed and acceptance of the application will be voted on by the current faculty of the Academic Standards Committee.
2. The student must submit an application for readmission to the Office of Admissions and be formally admitted before enrolling the fall or spring day program, evening terms or online program.
3. The student must accept the status and adhere to the policies of Academic Probation.

If a student’s academic performance (GPA) leads to a second Academic Suspension, the student will be dismissed rather than placed on a second Academic Suspension. A student who achieves a GPA of 3.0 or higher in subsequent semesters following academic suspension will be allowed to continue, even if the student’s cumulative GPA would otherwise cause his/her dismissal.
ACADEMIC DISMISSAL

The Provost executes the status of Academic Dismissal and this status is reflected on a student’s transcript. Academic Dismissal will result if the following criterion is met. If a student is placed on a second Academic Suspension at the end of any subsequent fall or spring semester, the student will be dismissed from Methodist University.

The appeal process for Academic Dismissal is as follows:

1. Any student who is dismissed may appeal the dismissal in writing to the Provost. The letter of appeal from the student should state in detail extenuating circumstances that might have affected the student’s academic performance.
2. The letter of appeal must be received by the Office for Academic Affairs by no later than the Thursday prior to the start of the semester following the placing of the student on Academic Dismissal. The following are examples for the fall and spring semester.
   a. A student dismissed for a second Academic Suspension for a fall semester must submit a written appeal letter to the Provost by no later than Thursday prior to the start of the spring semester.
   b. A student dismissed for a second Academic Suspension for a spring semester must submit a written appeal letter to the Provost by no later than the Thursday prior to the start of the fall semester.
3. The Provost will submit the student’s appeal letter to the Academic Standards Committee. If the appeal is approved, the readmitted student will be allowed to resume attending classes on Academic Probation for the next semester, but the student remains subject to dismissal if the following conditions occur:
   a. If the student’s GPA falls below a 2.0 for the immediate semester following readmission, the student will be dismissed.
   b. If the student is placed on Academic Suspension any subsequent semesters following readmission, the student will be dismissed.
4. If a student is readmitted, the student must accept the status and adhere to the policies of Academic Probation.
5. If the appeal is denied, the Academic Dismissal will stand. The decision of the Academic Standards Committee is final.
SECTION 6: SURVIVE AND THRIVE

MONARCH TUTORING
Methodist University provides peer-tutoring at no charge to MU students. A schedule of subjects and times is posted throughout the campus and online at the beginning of each semester. Requests for tutoring in specific subjects not listed will be honored. Tutoring is available on a walk-in basis.

Please contact:
Quincy Malloy
910.630.7151 | qmalloy@methodist.edu
Monarch Tutoring Center, Davis Memorial Library

CENTER FOR STUDENT SUCCESS
The staff of the Center for Student Success is committed to the development of student support programs that promote academic achievement, student advancement, and the holistic development of all students at Methodist University.

Please contact:
Tavares Hunter
910.630.7249 | tthunter@methodist.edu
Berns Student Center

ACADEMIC ADVISING
Methodist University prides itself on fostering student/faculty relationships through the development of a robust academic advising system. Students are encouraged to meet with academic advisors in order to facilitate the successful completion of the chosen degree program, to discuss career options, or to ask for guidance with academic endeavors. The Director of Academic Advising assigns academic advisors, and assignments are based upon a student’s declaration of major field of study.

Please contact:
Eugenia Johnson, Ph.D.
910.630.7588 | ejohnson@methodist.edu
Berns Student Center

WRITING CENTER
The MU Writing Center offers free services to students, faculty, and staff of Methodist University. Friendly and knowledgeable consultants support the entire writing process. The goal is not only to assist with current writing projects but also to foster the skills and confidence necessary for continued writing improvement and academic success. The MU Writing Center is available for appointment for assistance with all writing projects, including academic papers, creative writing, cover letters, resumes, graduate school applications, grant proposals, and course syllabi.

Please contact:
910.630.7264 | writingcenter@methodist.edu
Davis Memorial Library

STUDENT SOLUTIONS OFFICE
It is the mission of the Student Solutions Office to serve as a central support and referral department for all Methodist University students who are seeking information, assistance, or guidance in their college career. The Student Solutions Office provides programs and initiatives that are proactive, positive, and contribute to a student-centered campus culture.

Please contact:
Jimarr Williams
910.480.8513 | jiwilliams@methodist.edu
Bern Student Center

ACCESSIBILITY AND DISABILITY SERVICES
In keeping with the mission statement, Methodist University is committed to giving students with disabilities equal access to an education firmly grounded in the liberal arts tradition; to nurture moral values and ethical decision making; to prepare students for a variety of careers; and to provide educational and cultural services and resources to the community.

The staff at the Accessibility and Disability Services Office takes seriously their role in helping all students attain academic success at Methodist University. Their goal is to help students with disabilities by acting as advocates in the university community, encouraging independence and responsibility through student self-advocacy, acting as a liaison between students and the college community, and securing reasonable accommodations and/or modifications in classes for students with the proper documentation.

Our staff works closely with the Office of Enrollment Services and we would be happy to schedule a pre-admission conference to introduce both parents and students to our services. We encourage all students who may be using our services to register...
with the Accessibility Resources/Disability Services Office before the beginning of their first academic year. However, students are welcome to discuss services at any time during their college career.

Please contact:
Charmagne Williams
910.630.7402 | cawilliams@methodist.edu
Pearce Hall, Suite 102

STUDY ABROAD
The Study Abroad Office is located on the second floor of Berns Student Center next to Housing and Residence Life. Methodist University offers programs for as short as a week to as long as an academic year through faculty-led programs, direct exchanges, and other affiliations such as USAC (University Studies Abroad Consortium). Financial resources are almost limitless for those who are willing to spend time researching and applying for grants and scholarships specific to study abroad. Students may research funding through links provided on the MU website and/or contact the Study Abroad Office for additional support. Not sure where to start or need help deciding on a program, the Study Abroad Office will assist you in finding the program that works best for your academic goals. Although you cannot study abroad as a freshman, it’s never too early to start planning!

Eight Myths about Study Abroad
1. It will cost too much.
The tuition cost may be less expensive when a student studies abroad for a semester or for a year. Most state and federal aid transfers. There are scholarships and travel grants. Many deadlines are early; therefore you must plan in advance.

2. My courses won’t transfer.
If you plan ahead, courses will transfer. The Study Abroad Office works closely with the Registrar and your academic advisor. Students will know before departure how classes will transfer back to MU. By planning ahead, students can study abroad and graduate on time.

3. I don’t speak a foreign language, so I can’t study abroad.
Many universities abroad have course offerings in English. There are many different programs in non-English speaking countries for a variety of majors and academic or professional interests.

4. I am a leader and my school or club/organization cannot get along without me.
Great! You can now become leaders overseas. Students’ concerns that their school will “miss them” will eventually be far overshadowed by the experiences that they will have. Students develop more self-confidence than they ever imagined and come home with even more mature leadership skills. But for that, you truly “have to be there!”

5. I don’t know anybody who is going.
In many cases most students do not know the others in their group. But they all have one thing in common: the willingness to risk the adventure of living and learning in a different country. Some have made life-long friends in the process.

6. I have never done anything like this before.
Most people never do this. It is a once-in-a-lifetime opportunity to be able to study abroad. Staff will help students to understand what they need to do to adjust to a completely new environment.

7. Studying Abroad doesn’t pay off.
More and more employers want employees who have an understanding of other cultures and have demonstrated the ability to collaborate in a global workplace. Not only will study abroad be a great experience in the short-term, but it will also make you a more marketable, well-rounded, and hireable for jobs in the future.

8. It’s a mad world! It’s safer to stay in the U.S.
Most risks faced by students around the world are similar to those in metropolitan areas in the U.S. Countries and programs are monitored for safety.

Please contact:
Bryan McDowell
910.630.4199 | bmcdowell@methodist.edu
Berns Student Center, International Programs Office
STUDENT AFFAIRS
The Division of Student Affairs at Methodist University is comprised of 11 departments: Center for Personal Development, which houses Counseling and Psychological services; the Student Involvement Center, which houses Student Activities and Fraternity and Sorority Life; Career Services; Campus Recreation; Health Services; Housing and Residence Life; International Programs; Multicultural Affairs; and Police and Public Safety. The Division is also responsible for Judicial Affairs and overseeing Aramark, the organization that manages our campus food service program. The Division is committed to communicating and collaborating with the entire university community to assist students and accomplish the academic mission.

Please contact:
Carol Pope
910.630.7152 | capope@methodist.edu
Office of Student Development, Berns Student Center

THE OFFICE OF MULTICULTURAL AFFAIRS
The mission of the Office of Multicultural Affairs is to support the personal, academic, cultural and social experience of ethnic minority students and students from other historically under-represented backgrounds. The Office of Multicultural Affairs promotes the retention of ethnic minority students and provides opportunities for university-wide multicultural education, interaction, and dialogue designed to support the growth and development of all students. Additionally, the Office of Multicultural Affairs provides individual support and advocacy to ethnic minority students through programming, counseling, and advising.

Please contact:
Carol Pope
910.630.7152 | capope@methodist.edu
Office of Student Development, Berns Student Center, Room 3

THE CENTER FOR PERSONAL DEVELOPMENT
Life as a college student demands personal strengths and problem-solving skills. Nearly every college student experiences a time when more strength and skill is needed. Counseling and Psychological Services provides confidential psychotherapy and individual problem-solving counseling which provides and teaches the necessary strengths and skills. Any problem that is of concern to a student is an appropriate problem to bring to the counseling center. Professional psychotherapy, mental health counseling, learning disability consultation, and addictions treatment are also available without charge.

Please contact:
Dr. Deirdre Jackson
910.630.7150
Center for Personal Development, Pearce Hall

THE RELIGIOUS LIFE OFFICE
Methodist University is committed to helping each student grow toward wholeness: physically, mentally, socially, spiritually, and academically. Methodist University recognizes that spiritual well-being is essential to wholeness. A diverse religious life program is offered to help students along this journey.

Please contact:
Rev. Kelli W. Taylor
910.630.7515 | ktaylor@methodist.edu
Religious Life Office
Matthews Ministry Center
SECTION 7: FAQs

1. When do I need to see my advisor?
You should meet with your advisor prior to classes beginning if at all possible. You should also meet with your advisor throughout the semester, especially during advising week periods. This working relationship is critical to your academic success.

2. Who is responsible for scheduling me to take all of the classes required for graduation?
After your first semester, you are ultimately responsible for creating your own schedule and completing all graduation requirements. Your advisor is a valuable resource. The academic catalogue should be your guide to make sure you meet all academic requirements for graduation.

3. How often do I need to apply for Financial Aid?
You are required to submit a FAFSA form every year to be eligible to receive need-based financial aid from the University. Renewal of need-based financial assistance requires continued demonstration of financial need, as determined by the FAFSA form. You must also maintain Satisfactory Academic Progress (SAP) to maintain your financial aid. There are two ways that the University Measures SAP: first, you must have a seventy percent pass rate of all attempted hours, second, you must meet the minimum GPA set by the Financial Aid Office. The SAP policy can be located in the academic catalogue.

4. Is my first semester important to my overall success at Methodist University?
Your first semester is crucial to your overall success at Methodist University. Having a bad semester can hurt you academically and financially. First, you must maintain a 2.0 GPA to be eligible to graduate from Methodist University. In addition, if you have a GPA below 1.7 during your first semester, you will be placed on probation. If you are placed on academic probation for two consecutive semesters, you will be academically suspended.

Secondly, poor grades can also hurt you financially. Retaking a class will result in paying for a class that does not end up counting toward your graduation requirements. You must maintain SAP to qualify for financial aid at Methodist University. SAP is measured after each academic school year.

5. Where can I go if I have a health concern?
Methodist University has a strong support system for students with health concerns. If you are experiencing a health-related issue, or simply have questions related to your personal health, please contact: Lynetta Geddie, Director of Health Services
910.630.7164 | lgeddie@methodist.edu
West Hall

A physician assistant and a registered nurse provide health services. Services are available during clinic hours. The staff of Student Health Services provides presentations to the university community on a variety of wellness issues.

You are encouraged to use Student Health Services. Nursing services and physician assistant services are available to you at no cost. The physician assistant is available on a limited basis. Hours are posted in the Health Center. An appointment, which can be made by phone, is necessary to see the P.A.

Flu shots are available beginning in September for a minimal charge at the Health Center.

General Health Services
- Diagnosis and treatment of common medical illnesses, including colds, sore throats, ear aches, stomach upsets, and injuries.
- Referrals to specialist and/or clinics and hospitals as needed.
- Laboratory facilities are available for routine urine, strep, and pregnancy tests.
- Injections are given by the nurse. They include allergy shots, flu vaccine, and Depo shots.
- Medications over-the-counter are available for students at no cost.
- Transportation needs are the responsibility of the student.
- Health education: Promotion of health & wellness and prevention are emphasized.

6. Where can I seek assistance if I have a learning disability or an accessibility issue?
The staff at the Accessibility and Disability Services Office takes seriously their role in helping all students attain academic success at Methodist University. Their goal is to help students with disabilities by acting as advocates in the university community; encouraging independence and responsibility through student self-advocacy; acting as a liaison between students and the college community; and by securing reasonable accommodations and/or modifications in classes for students with the proper documentation.

Please contact:
Charmagne Williams
910.630.7402 | cawilliams@methodist.edu
Pearce Hall Suite 102

7. Where can I receive information about internships, careers or graduate school?
The Office of Career Services supports the mission of the Office of Student Development and Services and provides career services and resources to all students and alumni from the first year of college to graduation and beyond. The Career Services Office guides and instructs students and alumni in the development of the skills necessary to obtain employment and work satisfaction, to succeed in a diverse and rapidly changing workforce, and to manage their life-long career strategies.

Please contact:
Career Services Office
Berns Student Center | 910.630.7333

8. What if my roommate and I do not get along?
Living with a roommate can be a rewarding, yet challenging relationship. If you are experiencing conflict, disagreements, or any issues with your roommate, please contact your Residential Assistant or Residential Coordinator. The housing staff wants to make your experience living on campus a positive one.
SECTION 8: THE MU JOURNEY

The Methodist University Journey is about embracing experiences outside of the classroom, fulfilling the university’s mission to engage, enrich, and empower its students and community. The Methodist University Journey focuses on increasing opportunities for students to be engaged inside and outside of the classroom, fulfilling the institution’s motto to engage, enrich, and empower its students and community.

The Lura S. Tally Center for Leadership Development will prepare students for effective leadership by empowering them with the knowledge, values, skills, and experiences necessary to achieve positive change in the community and workplace. Every student will have the opportunity to participate in a variety of leadership development activities to build a critical set of effective leadership skills.

The Center for Community Engagement will provide opportunities for students to participate in measurable, time-limited, problem-solving, and community-based experiences. This pathway of the MU Journey provides opportunities for students to improve their local community in ways that extend beyond basic volunteerism.

The Center for Global Education will enrich the lives of Methodist University students by providing increased opportunities for every undergraduate to study abroad, with a goal of increasing the number of international students at Methodist University to 200.

The Center for Research and Creativity will provide students with opportunities to conduct original research and creative projects that will increase their competitiveness and readiness for graduate school and/or their chosen careers.

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Dr. Andrew H. Ziegler, Jr.
Director, Lura S. Tally Center for Leadership Development
910.630.7488 | aziegler@methodist.edu

Rev. Kelli W. Taylor
University Chaplain and VP for Religious Life and Community Engagement
910.630.7515 | ktaylor@methodist.edu

Dr. Christina Francescon
Director of the Center for Global Education
910.630.7082 | francesc@methodist.edu

Dr. Cameron Dodworth
Director of the Center for Research and Creativity
910.480.8571 | cdodworth@methodist.edu
SECTION 9: PREPARING FOR NEXT SEMESTER

USING THE myMU PORTAL TO REGISTER FOR CLASSES
After the first semester at MU, a student can register for his or her classes by accessing the myMU portal. However, the first step to registering through the portal is to receive registration clearance from the student’s academic advisor.

RECEIVING ADVISOR CLEARANCE
Each semester, Methodist University schedules time for mandatory academic advising meetings in order for students to meet with the academic advisor to confer prior to registration for the next semester.

At this meeting, the student and academic advisor will discuss the courses in which the student will need to enroll for the following semester in order to stay on target for graduation.


After this meeting, the academic advisor will grant the student clearance to register. If a student does not meet with his or her academic advisor, the academic advisor will not grant this clearance and therefore the student cannot register for classes until after meeting with his or her academic advisor.

This type of delay in the registration process can result in a reduction in the student’s ability to register for certain classes, as all the available seats in classes can fill quickly. In addition, not registering for the following semester can have an adverse effect on the student’s eligibility for financial aid, on-campus housing, and participation in campus activities.

Please remember that a student is not considered to be enrolled full-time unless registered for a minimum of 12 semester hours of daytime credit in a semester. Part-time enrollment can have an adverse effect on the student’s eligibility for financial aid, on-campus housing, and participation in campus activities.

AFTER RECEIVING CLEARANCE
After the academic advisor has cleared a student for registration, the student can register himself or herself on the myMU portal once registration for the students designated classification (Freshman, Sophomore, etc.) opens. See the academic calendar for specific dates.

STEPS TO REGISTER
1. Sign in to your MyMU portal AFTER 7 am on the day designated for your registration
2. After accessing the MyMU portal, left click on the “Registration” tab
3. Once the registration tab is open, left click on the “Course Schedules” section
4. After opening the course schedules section, make sure that the correct term is selected, and click on “Course Search”
5. After the course search opens, there are different fields that allow the student to enter the courses for which he or she wishes to register.

After registering, a student can revise his or her schedule by dropping or adding a course. In order to drop a course, left click the small check box beside the course to drop and then confirm the choice. To add a course, the student should repeat the search process.

CHECKING GRADES
At the mid-term and end of each semester, students will receive a grade report, and can access the grade report on the myMU portal. After accessing the portal and left clicking on the registration tab, a student can view his or her grades by left clicking on the “View Grade Report” option in the “Grade Report” section.

MAKING HOUSING RESERVATIONS
Students can pay their housing deposit through the myMU portal or in person at the Business Office in the Horner Administration Building. If a student chooses to pay the housing deposit through the myMU portal, click on the Student Life tab, go to the My Housing tab, and follow prompts.

BECOMING A SOPHOMORE
In order for a student to be considered a sophomore at Methodist University, he or she must have satisfactorily completed a minimum of 29.5 semester hours of coursework.

Therefore, if a student takes a lighter course load than 15 semester hours for the first two semesters, he or she will not be considered a sophomore until after completing the required 29.5 semester hours by either attending summer school or after their third semester at Methodist University.
APPLYING FOR FINANCIAL ASSISTANCE
Before leaving for the summer, each student should complete all necessary paperwork to renew his or her financial assistance. If the student is receiving need-based financial aid and/or student loans, he or she should complete the FAFSA Renewal Form at www.fafsa.gov prior to March 1 if possible. Dependent students will need parental information for the FAFSA. Every effort should be made to complete the form and send all supporting documents before the student leaves campus in May.

Academic scholarship renewal will not be determined until spring grades are finalized, and many need-based awards will also be completed after spring grades are available. Renewal of need-based financial assistance requires continued demonstration of financial need, as determined by the FAFSA form. In most cases, need level remains fairly constant during a student’s enrollment, but this is not true in every case. Renewal of academic scholarships varies by program and is detailed in the initial scholarship award.

SEARCHING FOR OUTSIDE SCHOLARSHIPS
Financial assistance isn’t limited to federal, state, and university-sponsored programs. Each year there are millions of dollars in scholarship assistance that go unused because students didn’t apply or qualify. Begin the search for outside scholarships early (winter break is a good time to start the search process) and leave no stone unturned. If the student is a member of a national club or organization at MU, ask the organization advisor if there are any scholarships or grant programs available from national offices and complete the appropriate forms to apply.

Students can also search for outside scholarships in various locations such as scholarship books available at most public libraries and community organizations, as well as the following sample of websites:

- CFNC.org
- Gbhem.org
- Umhef.org
- Fastweb.com
- Scholarships.com
- Cumberlandcf.org
- Finaid.org
- Collegeboard.com
- Nccomunityfoundation.org
WELCOME TO METHODIST UNIVERSITY!

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methodist.edu | facebook.com/MethodistUniversity
@methodistuniversity | @methodistU