Central College

Academic Guidebook

For New Student and Parents
Fall 2015
Welcome to Central! While you have much to look forward to over the next several years, it’s important to recognize that you’ve already made some important decisions thus far – not the least of which was your exceedingly wise choice to attend college. That decision has driven you to a critical intersection of your life: that exhilarating crossroads where you journey into what may be a generally foggy, unknown future. And now it’s time to step squarely into that intersection and venture into a new, unfamiliar, college world.

Although classes in the Fall 2015 semester don’t begin until Wednesday, August 26, it is time to jumpstart your academic orientation and start making your academic plans. This orientation booklet will serve as a key resource as you learn how to navigate Central’s curriculum and academic requirements. It will be especially helpful as you create a class schedule and register for classes.

Your academic advisor, class dean, countless staff, and your student peers, will help you throughout. But, ultimately, the responsibility for your learning and your success lies with you. Your academic roadmap will likely be full of intersections – as well as the occasional lane change. But your admission to Central means we believe you can do it.

Your journey into academic life at Central is just beginning. Buckle up – and have fun. Remember that no matter which roads you explore at Central, you will not travel alone. Help is always right around the corner.
Contents

The Central College Curriculum
& Academic Requirements
  - Integrated Learning 5
  - About the College Catalog 5
  - Curriculum & Graduation Requirements Summary 6

Academic Advising, “Exploring” & Registration
  - Academic Advising and Advisor-Advisee Responsibilities 10
  - Everybody Is An “Exploring” Student 13
  - Registration and Academic Policies 15
  - Transfer Credit 17

Special Programs and Courses for First-Year Students
  - Introduction to College Success Course 18
  - Student Support Services 19

Programs and Courses for All Students
  - Tutoring and Writing Center 20
  - Emerging Scholars Program (Honors) 21

Study Abroad 22

Communication between Parents and Students
  - Student & Parental Access to Education Records 23
Integrated Learning

Central College is unique in the nation with its Integrated Learning model, which pairs classroom education with the learning taking place in the residence halls, on the athletic fields, in the laboratory, on the stage and in the clubs and organizations run by students. At many colleges, personal successes and challenges are handled only by student life, while classroom learning is the sole responsibility of academic affairs. Central is changing that model by ensuring academics are aligned with the developmental learning students go through during their college careers. At Central, the academic affairs and student development offices work in tandem to support students’ academic growth, as well as their personal development and well-being by introducing students to resources and opportunities across campus.

The foundation for this model—and for every aspect of a Central College education—is the liberal arts. Central educates the entire student, rather than catering only to their chosen major. Every field can contribute to students becoming responsible citizens, innovative employees and fulfilled adults as we look to educate students to live lives of purpose and meaning.

Each class dean follows an entering class of students through all four years at Central, connecting them to campus resources as they explore opportunities, challenges, and careers. Staff in the student development office are resident experts on challenges facing students as first year students, sophomores, juniors, and seniors. Together, this group acts as resources for each entering class of students.

About the College Catalog

Central’s College Catalog is the authoritative source for all of Central College’s academic information, policies, and requirements. It contains information about all Central College degree requirements, all of our academic majors, all course descriptions, grading policies, academic honesty policies, and much more.

New students should read the College Catalog. All facets of your academic program are governed by the policies in effect and as detailed in the College Catalog current at the time you matriculate to Central College. In other words, the academic policies detailed in the College Catalog will govern your academic planning and programming throughout your years at Central. Accordingly, all Central College students are responsible for knowing and abiding by its contents. As a new student, you will receive some basic information in this booklet, but you should also visit http://www.central.edu/policies/college-catalog/ for more information regarding policies and programs. Each year, updated editions of the College Catalog will be available to you on-line. It is recommended that you start reading the College Catalog as soon as possible. It’s not necessarily scintillating reading, but it is required reading.
Curriculum & Graduation Requirements Summary

The following is a summary of key curriculum and related academic information that is critical to the course selection process and, accordingly, progress toward your degree. While academic advisors, faculty and staff provide significant academic planning and related assistance to students, completion of all degree requirements -- and the process of monitoring progress to that end -- is ultimately the responsibility of students themselves. Students must follow the graduation requirements in effect at the time of their enrollment; therefore, please read this summary carefully and consult the Central College Catalog for comprehensive explanations of all Central College graduation requirements and academic policies. If you have any questions about a graduation requirement or academic policy, please contact your academic advisor or the Registrar’s Office at (641) 628-5442 or registrar@central.edu.

Graduation Requirements

To earn a degree from Central College, all students must:

1. Complete a total of 120 semester hours (s.h.) of course work. The maximum credit limits that can be included in the 120 credits required for graduation are as follows:
   • no more than 20 s.h. of internship or practicum.
   • no more than 60 s.h. of course work taken in the major discipline counting toward the total 120 s.h. required (for disciplinary/departmental majors only)
2. Complete at least 20 s.h. of course work at the 300-level or above.
3. Earn a minimum cumulative grade point average (GPA) of 2.00.
4. Complete all requirements for at least one approved academic or interdisciplinary major with a minimum GPA of 2.00 in all courses applied toward the major(s). Students are required to complete the major requirements in effect at the time the major declaration form is submitted to the registrar’s office.
5. Complete all Central Core requirements as outlined below.
6. Satisfy the following residency requirement. The two semesters (summer not included) just prior to graduation and a minimum of 60 semester hours, including 30 of the last 60 semester hours, must be completed in residence. Students in good academic standing with fewer than 9 semester hours to complete toward the Central College degree may be granted permission to complete their remaining hours at another accredited college or university with the permission of the academic advisor, major department chair, and the registrar. Students approved to participate in any of Central’s dual degree programs must complete the two semesters (summer not included) just prior to enrollment at the dual degree granting institution and a minimum of 60 semester hours in residence; 30 of the last 60 semester hours must be completed in residence or at the dual degree granting institution. “In residence” is defined as enrollment at a Central College location (the Pella campus, Central College Abroad sites, Chicago Semester, or The Washington Center).
**Central Core Graduation Requirements**

Complete all of the following core requirements: integrative studies, disciplinary studies, global perspective, global sustainability and writing intensive. Core courses are identified throughout the academic catalog and on the online searchable schedule.

---

**Integrative Studies (7 credits). Complete I and II.**

I. LAS 110 Intersections (4 credits). All new, first-year students, and transfer students with fewer than 12 transferrable credits (excluding Advanced Placement, International Baccalaureate) entering in the fall semester will take LAS 110 Intersections. All new first-year students and transfer students with fewer than 12 transferrable credits entering in the spring must take LAS 110 the following fall or one writing-intensive course at Central College other than ENGL 101 Composition, which would count in place of the LAS 110 graduation requirement. Transfer credit may not be used to satisfy this requirement.

Note: First-year students failing LAS 110 must successfully complete one writing-intensive course at Central College other than ENGL 101 Composition within the next two semesters of enrollment; this course will count in place of the LAS 110 graduation requirement. Students may not withdraw from LAS 110 without permission from the Academic Dean of Curriculum and Faculty Development.

II. LAS 410 Liberal Arts Seminar (3 credits). An inquiry-based, interdisciplinary, writing-intensive seminar which stresses the importance of knowledge to human community. All Senior (or advanced Junior) students are required to take this seminar. Must be completed at Central. Transfer credit may not be used to satisfy this requirement.

---

**Disciplinary Studies (3 credits in each of the following areas; 21 credits total).** Each course may be used toward only one disciplinary designation; however, some courses may also be used to count for the global sustainability, global perspective and writing intensive requirements.

I. Arts (ART)

II. Historical Perspective (HP)

III. Literature and Philosophy (LP)

IV. Mathematical Reasoning (MR)

V. Natural Science (NS)

VI. Religion (REL)

VII. Social and Behavioral Inquiry (SB)

---

**Global Sustainability (GS) 3 credits** Take 3 semester hours with this designation.
Global Perspective (0-14 credits). Complete component I and component II as follows:

I. Second Language (0-8 credits). Choose one of the following:
   a. Successfully complete two semester-long courses (or the equivalent) of college-level study of a second language. Students may count a one-semester intensive language course (numbered 122 or higher) equivalent to one year (two semesters) of a second language from an approved study abroad program.
   b. Take the placement examination before beginning language course work at Central and earn a placement score beyond the first-year language courses.
   c. Take the placement examination before beginning language course work at Central, earn a placement score in the second semester of the first-year, and then enroll in and successfully complete the second semester course.
   d. Take a proficiency test in a language not taught at Central (including sign languages), and petition the chair of the Modern Languages department to take a proficiency examination or interview in the language. The department chair will arrange for testing; costs involved will be the responsibility of the student.
   e. In appropriate cases, such as with international students, language proficiency in English may meet this requirement.

Note: Students who place beyond the first semester, complete additional language course work, and earn a grade of “C” or better are eligible for credit by proficiency (see “Credit by Proficiency” section of this catalog).

II. Elective (6 credits). Complete option a or b as follows*:
   a. Successfully complete an approved study abroad program.
      i. All Central College Abroad semester and summer programs (minimum four weeks) satisfy this option.
      ii. Non-Central College study abroad programs may satisfy this option under the following conditions: 1) the registrar approves courses for transfer; 2) Off Campus Policy Committee recommends the program be approved by Curriculum Committee as satisfying this option; and 3) Curriculum Committee approves the program as satisfying this option.
   b. Complete a minimum of 6 semester hours of coursework. Credit by proficiency and first-year language courses do not count.
      i. Successfully complete a minimum of 3 credits with International Studies designation. (GPN)
      ii. Successfully complete a minimum of 3 credits with Intercultural Studies designation. (GPC)

* Chicago and Washington D.C. programs and faculty-led programs do not satisfy option a. Faculty-led program courses may count as International Studies or Intercultural Studies with permission of the Curriculum Committee.

Writing Intensive (WRT) 4 courses. Complete each of the following:

I. Successfully complete LAS 110 and LAS 410;
II. Successfully complete one writing intensive course at the 100-level or above during the first two years;
III. Successfully complete one writing intensive course at the 200-level or above during the second or third year.

Note: Transfer students who are not required to take LAS 110 must take three writing-intensive courses in addition to LAS 410, Liberal Arts Seminar, which must be completed at Central College. The other writing intensive requirements may be satisfied either by courses at Central or by coursework accepted for transfer. At least one of these courses must be at the 200-level or above. Students who wish to apply transfer credit toward this requirement may need to provide a course syllabus to the registrar.
A fundamental graduation requirement for all students is the completion of an academic major with a GPA of 2.000 in all courses applied toward the major. By the end of the second year, students must file a Declaration of Major/Minor form with the registrar’s office in order to be eligible to register for the third year (or 5th semester) of study. Students are required to complete the major requirements in effect at the time the student submits the form to the registrar. Note: For students completing a disciplinary/departmental major, no more than 60 s.h. of credit earned in the major discipline may be applied toward the total 120 s.h. of credit required for graduation.

Most academic majors consist of 30-60 semester hours of coursework, normally in a major discipline within one of the college’s 19 academic departments and often including supporting coursework from other disciplines within the department or from other departments. Central also offers an Integrated Studies major, designed by the student and the appropriate academic advisors. Below is a list of all majors offered.

### MAJORS
- Accounting
- Actuarial Science
- Anthropology (Cultural)
- Art
- Athletic Training
- Biochemistry
- Biology
- Business Management
- Chemistry
- Communication
- Computer Science
- Economics
- Elementary Education
- English
- Engineering
- Environmental Studies
- Exercise Science
- French
- German Studies
- History
- Information Systems
- International and Global Studies
- Integrated Studies
- Linguistics
- Mathematics
- Music
- Music Education
- Natural Science
- Philosophy
- Physics
- Political Science
- Psychology
- Religion
- Social Science
- Sociology
- Spanish
- Theatre

Also see the College Catalog for information about the following programs:

- Secondary Education (See Education)
- Pre-Engineering
- Pre-Health Fields (pre-health advising for medical, nursing, veterinary, dental, optometry physical therapy occupational therapy and other health-related fields).
- Pre-Ministry
- Pre-Law

### ELECTIVES
Credits earned which are applied to neither the major nor the Core are considered “Electives,” taken at the option of the student with the academic advisor’s approval. Depending upon a student’s major(s), the number of elective credits a student may take varies considerably. Students are encouraged to choose their elective courses carefully, as electives can be taken for a variety of purposes, including:

- To explore an otherwise unmet intellectual interest
- To take courses necessary for admission to graduate or professional school
- To take courses required for teacher certification
- To earn an academic minor (usually 18-21 s.h.; check the Catalog for details)
- To earn an additional academic major
At the beginning of the first semester, each new Central student will be assigned a faculty member who will serve as that student's academic advisor. Your academic advisor is your primary academic program guide throughout your years at Central. Your academic advisor’s fundamental roles are to assist you in understanding and navigating the academic curriculum, in exploring options for majors and careers, and in aiding you throughout the course selection processes so that your academic plans are fulfilled to the greatest degree possible.

**YOUR ACADEMIC ADVISOR IS YOUR PRIMARY COLLEGE RESOURCE FOR:**

- Questions about academic requirements, adding and dropping courses, fulfilling graduation requirements and choosing a suitable major. Your academic advisor will counsel you regarding opportunities for study abroad and preparation for advanced studies after graduation from Central.
- Planning your course work for the upcoming semesters and developing a long-term academic plan for your four years at Central. Although you are responsible for knowing Central’s degree requirements and academic policies, your academic advisor will assist you with academic and career planning.
- Exploring options for solving academic problems.
- Learning about and locating campus resources to assist you with financial planning, residential life issues, writing skills, math skills, tutoring, career counseling, personal counseling, etc.

**YOUR ACADEMIC ADVISOR IS ALSO RESPONSIBLE TO:**

- Be available and listen to your concerns and questions about college work.
- Maintain confidentiality regarding your academic records.
- Provide accurate information about the requirements for the Core, majors, minors and overall fulfillment of the degree.
- Provide guidance and make referrals for resolving academic and personal matters.
- Provide guidance and make referrals for choosing classes and helping you map your career path.

**YOUR RESPONSIBILITIES AS A STUDENT & ADVISEE:**

As a student and advisee, you are responsible for informing your academic advisor of your advising needs and for arranging advising appointments, during which you and your advisor can discuss issues of importance. It is critical that you approach your academic advisor as soon as you experience academic difficulties; having several advising appointments throughout each semester is far more productive than the infrequent “crisis session.”

If you are going to get the maximum amount of help and assistance from your academic advisor and the advising system, **you must take the initiative to:**

- Know the degree requirements and academic regulations of the college and your specific major/minor programs. You are responsible for reading the College Catalog carefully and for knowing the college’s requirements and policies detailed therein.
- Consult with your academic advisor several times each semester to review your academic program, your goals and your progress toward them.
- Keep careful records of your own progress by reading all college materials related to your program that are mailed to you, e-mailed to you, or made available to you via the Internet (specifically, via the WebAdvisor system, from which you can access your academic records anytime, and from anywhere you have Web access). Immediately investigate any confusing information or records with your academic advisor. Your program evaluation – always updated and available anytime via WebAdvisor – is the primary tool for you.
and your academic advisor to use to monitor your progress toward completion of degree requirements. **Remember: it is your responsibility, as a student, to monitor your progress and be aware of any discrepancies in your records which may affect that progress.**

- Investigate the study abroad program early in your college career and begin to plan for integrating it into your overall program. With careful planning, your goals for study abroad, earning a major, and other options can be achieved in four years. Late planning or procrastination may result in your having to abandon some goals.

- Get to know the academic calendar and be alert to the critical academic deadlines. Be certain to have your bill paid on time so you can register for classes in subsequent terms.

- Register according to all registration policies, procedures, and dates established each semester. Late registrations carry with them the risk of not getting into classes you may need or want.

**ADVISING FOR NEW STUDENTS**

As a new student, you will be assigned to an academic advisor who is either a general exploring advisor, or one who is from the specific academic department/discipline in which you have indicated your intent to major. Note that if you are a new first-year student, at this point in your academic career, it is not essential to work with an academic advisor from your intended major area; all academic advisors are trained and qualified to advise new, first-year students.

Accordingly, all academic advisors are considered “exploring” advisors. However, some academic advisors work primarily with exploring or undecided students. If you find yourself unsure about your earlier decision to major in a particular area, you are encouraged to discuss your ideas with your academic advisor and ask for referrals to others who can assist you in your deliberations. The decision about what major to declare is really a series of many decisions and does not just suddenly come to mind. To explore effectively involves using investigative skills, interviewing others, learning about oneself and the wide variety of majors and careers, rather than waiting for the answer to arrive through some sort of academic revelation.

Academic advisors understand that students are often unclear about their major and need time to explore a variety of courses while investigating their options. Selecting an appropriate major is a high priority for new students and care must be given to selecting courses which will test your interests and abilities in several potential majors. Academic advisors will help you process those issues and will, as needed, refer you to other faculty for discussions about particular majors. You should therefore select courses that will help you mature as a student and as an eventual employee while you also investigate the options of different majors. In that way, you will reach an informed decision about a major rather than one based on social pressure or unrealistic expectations.

Beyond the major requirements, first-year students should give consideration to developing skills that improve their overall abilities as students. Writing, critical analysis and speaking skills are exceedingly important to further develop through course work and via assistance from faculty, staff, and student mentors in the Tutoring and Writing Center. Your academic advisor will guide you in selecting appropriate courses and referring you to appropriate sources of assistance. Regardless of the major, well-educated people are expected to serve their employers and the community with well-developed problem-solving skills and the ability to communicate thoughtfully and effectively.

**SPECIAL ADVISING SERVICES**

Services offered via Central’s Student Support Services program are available to students who qualify by virtue of their background and financial status. Investigate with your academic advisor if you qualify for the service. Call Nancy Kroese, director of student support services, at x5247 for information on and assistance with issues related to learning disabilities, special tutoring or physical disabilities that might impact your success at Central.

In addition to your academic advisor, your class dean can discuss with you Central’s honors program, exploring
effectively, advising, four-year planning, summer school, or core curriculum questions. You can reach your class dean at x5248.

The Registrar’s office – located on the 2nd floor of Central Hall – is your source for interpreting academic policy information, registration questions (including dropping and adding courses), graduation requirements and forms for course overloads, internships, official transcripts, and change of academic advisor. You can also access many of these forms under the “Academics” tab (then Registrar) at my.central.edu.
Everybody is an “Exploring” Student

Two roads diverged in a yellow wood…

— Robert Frost, The Road Not Taken

…Take them both!

— The Central College Faculty

Some students come to college thinking they know exactly what disciplines or academic areas they want to study, or thinking they know exactly what profession they will enter after college. They might be right — although our research, like that conducted at other colleges and universities, shows that students’ academic intentions just prior to or early on in their first-year usually do not match the academic major(s) with which they eventually graduate. Somewhere along the path through college, most students change their minds — several times, in fact — and head off in a new direction. On the other hand, the vast majority of students — regardless of what they may tell their parents, family or friends (or even themselves, at times) — start out not sure of their potential academic major, or what they might do in the “real world” after graduating from college.

But the only thing “real” about the world after college is that it is filled with even more career intersections and diverging professional roads than can ever be represented in any college or university curriculum. That is yet another testament to the timeless value of an outstanding liberal arts education, one which emphasizes the development of skills and habits of mind which prepare students to meet, head-on and with unwavering confidence, anything the road of life can present.

It is also testament to the wisdom behind strongly encouraging to you to explore Central’s curriculum to its outermost boundaries, and expand your horizons — and your professional options — in the process. A brief trip through the College Catalog will reveal that, from the standpoint of academic programs and the intellectual and professional diversity they represent, you’re not in high school any more. Many of our academic subjects or courses will address topics or areas of knowledge that you will have never even heard of before. The key is to not run away from those new intellectual avenues, but instead to learn more about them. Embrace what you do know. Revel in the pursuit of the unknown. Explore. This is what higher learning is all about.

Declaring and Pursuing a Major

Central believes so strongly in this notion of exploring that, unlike many colleges and universities, we quite intentionally do not allow any first-year student to enter Central College with a pre-declared major. To us, every student is an exploring student. Now, that does not mean we will discourage you from pursuing an academic path that you may have already mapped out (in fact, the number and sequencing of courses in some majors dictate that you enroll in them sooner rather than later). What our exploring concept does mean, though, is that you should complement the exploration of your intended major(s) with the exploration of disciplines and courses you haven’t either considered or been able to pursue.

The breadth of our Core requirements (which are also detailed in this booklet) will necessarily guide you to and through a multitude of new intellectual avenues. But you are then responsible for truly being open to go, intellectually, where the many roads of our curriculum may take you.

You will need to declare an academic major — but not until the end of your sophomore year. Until then, you need to declare to yourself (and your inquisitive parents, family and friends) your intent to explore.
GET READY TO EXPLORE

Academic and administrative services, special events, and academic courses are all designed to help students better understand themselves, better understand what their interests and skills are, and better understand what academic courses/programs and professional avenues are both available and suitable to pursue.

Faculty and staff assisting students in exploring come from Central’s Class Deans Office, Career Services Office, Alumni Office, Student Development Office, Center for Community-Based Learning, Campus Ministries Office, Athletic Department, and other areas throughout the college. Together, they form a network of resources and programming offering:

- exploring-related academic advising
- interest and skills inventories and assessments
- career planning assistance (including assistance gaining “real-world” internships)
- seminars on academic and career options
- presentations by alumni representing a multitude of academic and professional backgrounds
- credit-bearing courses (like GENR 108: The Exploring Experience) designed to help students explore their own interests, personalities, values, and skills

Your first year should be one full of exploration! Here are a few ideas to get you started:

- Take a variety of courses from various disciplines that interest you. Your academic advisor will guide you. Investigate the subject matter, how the major progresses, faculty in the major, and level of “fit” between your interests and the field of study.

- Meet with the Career Center to talk about majors and career direction. Complete an interest inventory and personality indicator for self-discovery.

- Ask yourself: What skills and strengths do I have? What do I enjoy doing? What really excites me? What could I get passionate about? How hard am I willing to work to get what I want? Will my skills be marketable? What do I have to offer my field of choice – or the world, for that matter?

- Take the one semester hour course, GENR 108: The Exploring Experience, during the second semester to examine your personal interests and abilities, investigate various majors and careers, and intentionally begin the career development process.

- Attend a “majors panel” offered each semester and hear from upper-level Central students about majors of interest to them and of interest to you. Also, be sure to interview faculty and seniors in majors of interest. The Career Center has lists of questions to ask.

- Review current information about majors of interest from the Central website and in the career library in Maytag. You can also explore various clubs, organizations and co-curricular activities to complement academic learning.

Exploring effectively requires open-mindedness and a willingness to get involved in new experiences and classes. Stretch yourself; be open to the possibilities around you. You’re on your way to discovering who you are and where you are going!

For more information about exploring the curriculum or specific components given above, talk to your academic advisor. Or, feel free to stop by the Career Center, located on the 2nd floor of the Maytag Student Center.
The Registrar’s office – located on the 2nd floor of Central Hall – is your primary source for registration and academic policy information, registration questions (including dropping and adding courses), graduation requirements and forms for registration changes, course overloads, internships, official transcripts, and change of academic advisor. You can access these forms and many others under the “Academics” tab (then Registrar) at my.central.edu.

New Student Registration
New first-year students starting in the fall semester generally register for courses during a Summer Orientation session. During the Summer Orientation session, students will meet their Class Dean and participate in a “group advising” session in which they will learn the basics Central’s curriculum and academic requirements. Each student will then meet individually with a faculty member for an academic advising and course registration meeting, during which they are officially registered for the upcoming term.

New transfer students starting in the fall semester have the option of registering themselves immediately after paying their deposit, or wait to register during a Summer Orientation session.

During Summer Orientation, an academic advisor will introduce you to WebAdvisor and show you where to find your course schedule and transcript, as well as how to register for classes. You should also check your schedule via WebAdvisor before classes begin. **Your official schedule is in WebAdvisor, not Blackboard.** To view your official schedule, log-in to my.central.edu and click on the “My class schedule” link (lower right corner of your home screen). Make sure the classes listed on your WebAdvisor schedule are the classes you are actually attending. Registration changes are not accepted after the official published drop and add deadlines.

Once your schedule is set, you should order your books. In compliance with the 2007 reauthorization of the Higher Education Act, you will find required textbook information on the online searchable schedule (www.central.edu/academic/courselookup.htm) site, and then by clicking on the description for the section you are officially registered. You can order from Central’s on campus bookstore or via any reliable online book vendor. Some instructors do not provide textbook information until close to the start of classes, so you may need to periodically check back on certain courses.

Additional (Important!) Registration Information
Students themselves are responsible for registration in and official withdrawal from courses. Class attendance does not constitute registration in a course; likewise, absence from a class – including never attending even one class session — does not constitute official withdrawal from a course. No credit will be awarded for courses in which a student is not properly registered, and no refunds will be given for courses from which a student has not officially withdrawn. The last day to add or drop a course is the **Friday of the 2nd week of the semester.** The last day to withdraw from a course with a grade of ‘W’ is **Friday of the 12th week of the semester.** Registration changes are not accepted after the published deadlines for dropping, adding or withdrawing from courses.

Changes in registration (Adding, Dropping, and Withdrawing from a class)
Registration changes may typically be made online via WebAdvisor and always by completing and submitting to the registrar’s office a Registration Change Form. Policies governing such changes are as follows:

1. Registration changes (adds, drops, withdrawals) must be approved by students’ academic advisor and, at times, the course instructor, as well.
2. Full-semester courses dropped during the official drop/add period (typically the Friday of the second week of classes; see current academic calendar for drop/add dates) will not appear on the transcript.
3. Courses dropped after the official drop/add period and before the end of the 12th week of the semester will appear on transcripts with a grade of “W” (withdrawn), and no tuition or fee refunds will be made.
4. Withdrawal from any courses after the end of the 12th week of the semester is not permitted and students will receive the grade earned as determined by the instructor.
5. Under unusual circumstances, a student may appeal to the associate dean of academic affairs for a waiver of these policies.
For courses that do not meet for the entire semester (for example, 1 s.h. courses such as GENR 210, EXSC 135, and many others):

1. Students may withdraw only through the first week of class without a transcript notation.
2. Withdrawals after the first week but before 75 percent of the regularly scheduled class sessions have been conducted will be noted with a grade of ‘W’ on the student transcript.
3. Withdrawal after 75 percent of the regularly scheduled class sessions have been conducted is not permitted and a grade (A-F, P, NC) will be issued by the instructor.

Full-time Status
Students who need to be considered “full time” (enrolled in at least 12 semester hours in a given semester) for financial aid, athletics, or any other purpose, must be very aware of the number of credits for which they are enrolled. Students enrolled in fewer than 12 semester hours in any semester will have their financial aid reduced according to state and federal regulations, and student-athletes enrolled in fewer than 12 semester hours will be ineligible for competition in such semesters. It is each student’s own responsibility to know when the student has dropped below full-time status and what the ramifications of doing so are.

Payment
All students who have not made satisfactory arrangements with the Business Office for payment of all tuition and fees may be ineligible to register for future course.

Central College Overload Policy
Students who wish to register for more than 18 semester hours will need permission from the Registrar unless they are enrolled in one or MORE of the following overload/tuition exempt courses. Students who enroll in more than 18 credits (with permission from the Registrar), will be charged the current rate (see Rates & Fees Schedule) for each non-tuition exempt semester hour in excess of 18.

Overload /Tuition Exempt (no overload fees apply)
1. Group Ensembles (MUSG courses)
2. 5 s.h. study abroad pre-departure and re-entry courses
3. 1 s.h. Presidential Fellowship seminars
4. 1-2 s.h. Central Teachers Academy internships (EDUC-397)
5. Honors Enrichment courses
6. Senior Honors Thesis courses/projects
7. Interdisciplinary Honors Seminar (GENR-285)
8. Private music instruction (MUSL courses)*

*Students will continue to incur the private lesson instructional fee; however, they will not be required to pay per-credit tuition above and beyond the lesson fee.

Registration for Music Ensembles
Students interested in participating in an ensemble should enroll during the registration period and not wait for ensemble auditions. No students will be allowed to register for an ensemble after the add/drop period.

There are two options for registration:
1. Students carrying 18 s.h. or fewer prior to ensemble registration should enroll via WebAdvisor.
2. Students carrying 18 s.h. or more prior to ensemble registration should complete an “Overload Request Form” and submit the form to the registrar’s office.

Repeating a course
A student is permitted to repeat up to 20 semester hours of credit at Central. All course grades will appear on the transcript but only the most recent grade and credits earned will be count toward graduation and in calculation of the student's cumulative grade point average. The following restrictions apply to course repeats:

• Students may not repeat a course via directed study unless the student’s first attempt was itself a directed study.
• Students may not audit a course in which they have previously earned an A-F or P grade.
• Students may not receive transfer credit for any course previously attempted at Central College.
• Students may not repeat LAS 110.
Transfer Credit

Pre-College Credit
A maximum of 24 semester hours for Advanced Placement (AP), International Baccalaureate (IB), Post-Secondary Enrollment Option (PSEO), and dual-enrollment programs will be awarded. Pre-college credit is considered transfer credit and is included in the 60 semester hour total transfer limit.

Students who have completed college-level courses, or sat for one or more Advanced Placement examinations should arrange to have an official transcript (for college credit) or a College Board score report (for AP credit) sent directly to:

Registrar’s Office
Central College
812 University, Box 6400
Pella, IA 50219

Advanced Placement (AP)
Students who earn a score of 4 or better on AP exams will be granted a minimum of three semester hours of credit. Scores of 3 may satisfy some prerequisites with departmental approval, but students will not earn credit toward the major or graduation. All AP scores must be sent directly to Central College from the College Board (CEEB 6087).

International Baccalaureate (IB)
Students who earn a score of 4 or better on IB higher-level exams (subsidiary-level exams are not accepted) will be granted a minimum of three semester hours of credit for each subject area. International Baccalaureate scores must be sent directly to Central College from International Baccalaureate.

Dual Enrollment or PSEO
Students are required to provide an official transcript to the registrar of any college level work completed. Dual enrollment or PSEO credit must be earned at a regionally accredited college or university with a grade of “C” or better. Grades earned in pre-college courses are not included in the calculation of a student’s Central College cumulative or major grade point averages. Official transcripts must be mailed directly to Central College from the institution of record or delivered in a sealed envelope with the registrar’s signature across the seal.

Transfer Credit
All transfer credit must be earned at a regionally accredited college or university with a grade of “C” or better. Work to be considered for transfer credit must be submitted on an official transcript and mailed directly to Central College from the transfer institution or delivered in a sealed envelope with the registrar’s signature across the seal.

Students must provide official transcripts for all institutions previously attended.

1. All official transcripts are evaluated for admitted and matriculated students by the registrar’s office and determination of transfer credit is made by the registrar in consultation with departmental faculty. Course review may include the evaluation of the course’s specific educational goals, academic content, and the level of credit earned. Vocational, remedial and continuing education credits are not transferrable.

2. Accepted credits may be used to satisfy course prerequisites, Core requirements or, at the discretion of departmental faculty, major and minor requirements. The registrar determines if credits fulfill any Core curriculum requirements, in consultation with faculty as needed. Students may not use transfer credits to fulfill Intersections (LAS 110) or Liberal Arts Seminar (LAS 410) requirements.

3. A maximum of 60 semester hours of transfer credit (including a maximum of 24 semester hours from AP, IB, PSEO and dual enrollment) may be applied toward completion of a Central College degree.

4. Grades and credit earned in transfer courses are not included in the calculation of a student’s Central College cumulative or major grade point averages.

5. Students transferring to Central should consult with the chair of their prospective major/minor to determine the number of Central College courses that will be required to complete the major or minor.

6. Current Central College students who wish to take a course(s) at another institution and transfer the credit back to Central must submit a Request for Transfer Credit Pre-Approval form to the registrar’s office. Students may not repeat a Central course at any other college or university.

17
GENR 104: INTRODUCTION TO COLLEGE SUCCESS

It is recommended that all new first-year students enroll in GENR 104: Intro to College Success.

Central’s GENR 104: Introduction to College Success course is a one semester hour course available to all new first-year students in the first term of enrollment at Central. The course is designed to help students develop those skills necessary to maximize their college experiences, both in and out of the classroom. Students also develop teamwork skills that support individual student efforts on-campus and off, in and out of class. Students in the course attend social and cultural events with classmates and instructors, and are provided additional opportunities to learn more about college majors and career options.

Overall, the course focuses on:
- examining and developing individual learning styles and critical thinking skills
- learning more about yourself and about your role as a member of the Central community
- sharing of ambitions, opinions, and emotions about life in the college years
- learning to recognize and manage the emotions that can both impede and facilitate college success
- learning about academic and extra-curricular campus activities, organizations, and events

Students who take this course should be better able to:
- Effectively respond to the challenges and new experiences unique to college life.
- Articulate goals for their personal and professional lives as educated citizens of the world.
- Plan a four-year academic program based on individual goals.
- Identify and utilize the resources of the Central College community.
- Integrate their academic plan, personal goals and co-curricular activities into a whole experience.

For more information about the course, contact Eric Jones, Director of Academic Resources and 2016 Class Dean at jonese@central.edu.
Student Support Services (SSS)

*Student Support Services* is a federally-funded, institutionally-sponsored program designed to enhance students’ academic skills, foster an overall institutional climate supportive of student success and, therefore, improve students’ retention and graduation rates. Central faculty and staff working with the program help SSS students envision and set high goals, develop and implement plans to achieve those goals, and overcome those obstacles that can impede graduation from college.

**Eligibility**
To participate in the program, students must meet one or more of the following eligibility criteria:

- you must be a “first-generation college student” (meaning neither of your parents graduated from a four-year college)
- you have a learning or physical disability that may impact your chances for success in college
- you are from a low-income family, as determined by federal guidelines and the SSS program

**Program Features**
Upon acceptance into the SSS program, students are provided – free of charge – with additional academic and administrative assistance and programs, as well as opportunities for involvement in extra-curricular and social events, such as:

- **COLL 104: Introduction to College Success course**
- Academic assistance
- Seminars/workshops in time and money management in college, stress management, writing for college, study skills, and reading comprehension
- Software to assist students in reading, writing, studying and comprehension
- Individual or small-group tutoring for specific needs
- Available study rooms in the SSS office
- Office equipment for student use, such as use of a fax machine, copier, color printer, paper cutter, three-hole punch, etc.
- Professional counseling for academic, career, and personal concerns
- Supplemental Instruction (SI) for students taking historically difficult classes
- Laptop checkout and preferential use of computers
- Cultural opportunities such as productions at the Des Moines Civic Center and visits to area museums
- Visits to and preparation for graduate school
- Specific accommodations for students with documented physical or learning disabilities

If you are eligible to participate in the SSS program, be sure to discuss taking GENR 104 and GENR 105: Introduction to College Success I and II (section S) with your academic advisor during Summer Orientation.

For more information about the *Student Support Services* program contact Nancy Kroese, SSS Director, at 641-628-5247 or kroesen@central.edu.
General tutoring is available for all subjects at the 100 and 200 level. In some cases, tutors are available for advanced (300+ level) courses, but generally students work more directly with a faculty member. The Director of the Tutoring Center is Cyndi Boerjte who you can email at boertje@central.edu or call at x5364.

Scheduled tutoring – a schedule will be posted by the second week that shows when tutors will be available at https://departments.central.edu/tutoring-writing-center/

On-Call tutoring is for conflicting schedules. How this works is: The student contacts the tutor to arrange a time to meet. They find a time and a public place to meet. (We do not allow tutors to meet in dorm rooms.) They may meet in a lounge, GCS, library, VSC, etc. If a student is in SSS – SSS will be more vigilant and focused on getting them a tutor (part of the program). Otherwise – the student needs to advocate for themselves and contact the tutor. Encourage the students to forget the “remedial” ideas and to see it as a coach in athletics. People don’t play sports without help – why are academics different?

Student Instructor (SI) Sessions are held for historically difficult classes and are group study sessions led by a high-achieving upper-level student who has taken the course. Some common subjects with SI sessions include Accounting, Anatomy, Brit Lit, Calc 1 & 2, Econ 281, Macro, Micro, Math Concepts, Music History, Physics, PreCalc, Cells, Physics, Comp Sci

Tutoring for writing is administered through The Writing Center and continues Central College’s thirty-year tradition of Writing Across the Curriculum by offering a variety of services to both students and faculty. At Central College’s Writing Center, we believe that writing is not tied to any one department or activity but is instead an integral part of learning across campus. First-year students will connect to this center through Intersections as well as other classes. Students may visit directly and professors are able to submit students who need additional assistance through submission of a Writing Referral. The Writing Center Director is Dr. Susan Pagnac. To make an appointment, call x5209 or email Susan Pagnac at pagnacs@central.edu

SI Sessions (approx. 20 sessions per semester) – historically difficult classes – group study sessions
Some examples are: Accounting, Anatomy, Brit Lit, Calc 1 & 2, Econ 281, Macro, Micro, Math Concepts, Music History, Physics, PreCalc, Cells, Physics, Comp Sci
Emerging Scholars Program (Honors)

Central College's Emerging Scholars Program presents academically high-achieving students with the opportunity to grow as intellectuals within a community of their peers. The components of the Emerging Scholars Program give students the flexibility to explore a variety of disciplines while encouraging them to advance their knowledge within their discipline. Students who are accepted into the Emerging Scholars Program forge important mentoring relationships with faculty, and they practice taking the initiative to pursue their own intellectual interests. In addition to the strictly academic elements of the Emerging Scholars Program, members are invited to attend special cultural and educational events programmed for them throughout the year.

The capstone of the Emerging Scholars Program is the Senior Honors Thesis, a significant research project spearheaded by the student, and supervised by two faculty members. In addition to offering unique opportunities for in-depth study, the thesis allows students to distinguish themselves when applying for graduate school, fellowships, and employment.

Application
Membership in the Emerging Scholars Program is by application only. Students who have a 3.5 minimum cumulative Central College grade point average are eligible to apply.

Students may apply after completing one semester as a full-time student at Central College; students must be accepted into the program at least three semesters prior to graduation. If the student falls below the 3.5 minimum GPA for 2 or more consecutive semesters they must reapply to the Emerging Scholars Program after his or her GPA returns to the minimum requirement.

Components
For a student to earn an Honors designation on their transcript the following components of the Emerging Scholars Program must be successfully completed:

- Two Honors Seminars
- Two Honors Enrichments or directed/independent study approved by the Honors Director
- A Senior Honors Thesis

Honors Seminars* group students together from a variety of disciplines to explore topics at an advanced level. In contrast, students may opt to add Honors Enrichment Credit* to courses in which they have special interest. In doing so, the student has the opportunity to work closely with a professor and pursue a topic in the course at an advanced level. A capstone experience, the Senior Honors Thesis is a year-long project focused on an area of special academic interest, often relating to the total educational experience. To complete this work, students choose and work closely with a faculty mentor to formulate, research, create, and present a comprehensive and cohesive project. Completion of these components culminates with a ceremony in which each student is formally recognized and presented with a medallion to wear at commencement.

*In addition to students in the Emerging Scholars Program, all students with a 3.5 GPA or entering freshmen with a 28 ACT and a 3.75 or who finish in the top 5% of their class are eligible to take Honors Seminars and Honors Enrichment Credits.

The Emerging Scholars Program is coordinated by Dr. Paulina Mena, the Honors director. For more information, on any of the components of the Honors program, contact the Associate Dean of Academic Affairs or send an email to honors@central.edu.
STUDY ABROAD

Now is the time to start thinking about studying abroad at one of Central’s own study abroad sites. Study abroad is an integral part of the identity of Central College and its goals are reflected in the mission statement and philosophy of the college. Students are actively encouraged to develop cross-cultural awareness and the ability to communicate as well as to understand, live and work in culturally diverse environments. The international education experience also strives to challenge students to understand empathetically, live cooperatively and act responsibly in a changing and intricately connected world.

Central College provides study abroad programs located on four different continents. Three of the programs are language immersion programs and the remaining are English-based. More than 10,000 students from Central and other colleges and universities have participated in Central College’s international programs over the past 50 years.

Highlights of Central’s Study Abroad Programs

- All students – regardless of major – can incorporate at least one study abroad experience into their four-year degree programs. Certainly some majors require more advance planning and careful course selection, but all students can make it happen if they plan ahead.

- No previous language experience is necessary. Programs in Spain and Austria offer beginning level language courses and upper level courses in other subjects taught in the country’s language. All other programs offer courses taught in English. Students in the Mexico, and China are required to take one language course, as well.

- All financial aid can be applied to semester study abroad programs for up to one year

- Core requirements, including satisfaction of the Global Perspectives Component II requirement, and courses in many majors are available abroad

- Programs in:  
  - London, England  
  - Bangor, Wales  
  - Granada, Spain language  
  - Paris, France* programs  
  - Vienna, Austria  
  - Merida, Mexico language  
  - Beijing, Nanjing or Shanghai, China*  
  - Accra, Ghana  
  - Muscat, Oman*  
  - Budapest, Hungary*  
  - Faculty-led programs  

  - Program durations:
    - semester/year/summer internship
    - semester/year/summer outdoor pursuits
    - semester/year/summer culture & intensive
    - spring semester (limited to particular degree
      programs)
    - semester/year
    - semester/year/summer culture & intensive
    - semester (limited to particular degree programs)
    - summer
    - spring semester
    - semester (math education)
    - variable (e.g. Peru, Costa Rica)

* Programs offered through an approved program provider.

More information is available at the Central College Abroad office on Central’s campus and on the website at http://www.central.edu/abroad/
Student & Parental Access to Education Records

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of student education records. The Act provides for the student’s right to:

- Inspect and review that student’s education records
- Seek amendment of the education records which the student believes to be inaccurate, misleading, or otherwise in violation of that student’s privacy rights
- Consent to disclosures of personally identifiable information contained in that student’s education records, except to the extent that the Act authorizes disclosure without consent.
- File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of the Act

Students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency are protected by FERPA. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines. Parents of students termed as ‘dependent’ for income tax purposes may have access to the student’s education records. At Central College, students must sign an Authorization to Release Educational Records Form before any information will be released to a parent, guardian or other third-party, regardless of tax dependency status. Consent forms are available from the Registrar’s office.

Central College, in compliance with the Family Educational Rights and Privacy of Act of 1974 (FERPA), has designated the following items as directory information: name, home address (city and state/country only), parent(s) name, parent(s) address (city and state/country only), campus mail box, Central College electronic mail address, phone number (including cell phone), major(s)/minor(s), dates of attendance, date and title of degree, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, thesis titles/topics, photograph/image, current enrollment status (full-time/part-time), class standing, anticipated graduation date, previous institutions attended.

Central College may disclose any of the above listed items without the student’s prior written consent. To withhold directory information, students must file a Request for non-Disclosure of Directory Information form with the Registrar’s office.

Abiding by FERPA regulations is a matter of federal law, not merely institutional policy. Our institutional compliance with FERPA regulations is not optional.

FERPA Disclaimer

This document does not address or detail all components of FERPA legislation, and therefore is not (nor is it intended to be) a comprehensive treatment of the law as it applies to Central College.

Students, parents, employees, and all interested parties are encouraged to request a copy of the entire law and Central’s full policy from the Registrar’s office (2nd floor, Central Hall), or to access the law itself directly online at: http://www2.ed.gov/policy/gen/reg/ferpa/index.html

Questions about any specific FERPA-related issue can be addressed to the appropriate record custodian or the Registrar’s office at (641) 628-5442 or registrar@central.edu.
**Granting Parents/Guests Access to Protected Information**

Students may grant permission to parents/guests to view academic and/or financial information in WebAdvisor. Once permission is granted it also permits Central College to discuss a student’s non-directory information with these individuals.

To grant access students login to “My Parent’s Access” in WebAdvisor ([my.central.edu/webadvisor](http://my.central.edu/webadvisor)). Once a student has granted a parent/guest access, the parent/guest will receive a confirmation email which contains instructions for accessing the information they have been granted permission to view.

Students have control over access permissions and at any time may change permissions, including revocation of access to their information completely.

It is a good idea for parents and students to agree in advance what information will be shared, but ultimately, the student determines if they want to share academic and/or financial information. All information is view only with the exception of ‘Make a payment.’

<table>
<thead>
<tr>
<th>Academic Information</th>
<th>Financial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades and GPA</td>
<td>Tuition statement</td>
</tr>
<tr>
<td>Transcript</td>
<td>Make a payment</td>
</tr>
<tr>
<td>Class schedule</td>
<td>Financial aid award</td>
</tr>
<tr>
<td>Program evaluation (degree progress)</td>
<td>1098T tax form</td>
</tr>
</tbody>
</table>

Note: Designated individuals will not be able to request an official transcript, register for classes, make schedule changes, or view in-progress information for daily homework, quizzes or exams.