

# BENEDICT COLLEGE



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Spring 2010  
Early Registration Booklet

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Spring 2010 Early Registration Procedures  
October 30 - December 11, 2009

Master Course Listing  
Spring 2010

Dr. David H. Swinton  
President

**THE BENEDICT COLLEGE  
 SPRING 2010 EARLY REGISTRATION BOOKLET  
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**NOTES TO FACULTY AND STUDENTS  
REGARDING EARLY REGISTRATION**

- 1. EARLY REGISTRATION IS A THREE-PART PROCESS FOR STUDENTS. AT EACH LEVEL, STUDENTS MUST SECURE AUTHORIZED SIGNATURES AS INDICATED ON THE EARLY REGISTRATION VERIFICATION FORMS LOCATED IN THIS BOOKLET.**
- 2. STUDENTS MUST GET SIGNATURES OF THEIR ACADEMIC ADVISORS AS WELL AS THEIR COUNSELORS IN STUDENT FINANCIAL SERVICES AND THE FINANCIAL AID OFFICE.**
- 3. EARLY REGISTRATION INVOLVES MORE THAN INPUTTING SCHEDULES IN THE SYSTEM; STUDENTS MUST GO TO FINANCIAL AID AND THE STUDENT FINANCIAL SERVICES OFFICE AS WELL.**
- 4. ACADEMIC ADVISORS, IN SOME INSTANCES WILL SEE A FINANCIAL AID/BUSINESS OFFICE ALERT POP UP WHEN THEY ATTEMPT TO INPUT CERTAIN STUDENTS' SCHEDULES. WHILE ALL STUDENTS MUST GO TO STUDENT FINANCIAL SERVICES AND THE FINANCIAL AID OFFICES, THE POP UP MESSAGE INDICATES THAT THESE OFFICES HAVE SPECIFIC ISSUES THAT THE DESIGNATED STUDENTS NEED TO ADDRESS IMMEDIATELY.**

**THESE STUDENTS MUST ADDRESS THESE ISSUES NOW IN ORDER TO HAVE A SMOOTH REGISTRATION IN JANUARY.**

- 5. FACULTY WHO TEACH SEMINAR CLASSES ARE ASKED TO DISCUSS THE EARLY REGISTRATION PROCEDURES IN THEIR CLASSES. FACULTY ARE ALSO ASKED TO GIVE AN INCENTIVE (EXTRA POINTS, ETC.) TO STUDENTS WHO COMPLETE EARLY REGISTRATION. PLEASE NOTE THAT STUDENTS SHOULD ONLY RECEIVE AN INCENTIVE AFTER THEY SUBMIT THE EARLY REGISTRATION VERIFICATION FORM WITH SIGNATURES OF THEIR ACADEMIC ADVISOR, STUDENT FINANCIAL SERVICES COUNSELOR, AND FINANCIAL AID COUNSELOR.**
- 6. RESIDENTIAL STUDENTS MUST HAVE A SCHEDULE IN THE SYSTEM IN ORDER TO RECEIVE A HOUSING ASSIGNMENT IN JANUARY. DAY STUDENTS MUST ALSO HAVE A SCHEDULE IN THE SYSTEM BEFORE PROCEEDING WITH REGISTRATION.**
- 7. STUDENTS WHO ARE NOT ENROLLED IN A SEMINAR CLASS, SHOULD SUBMIT THEIR FORMS TO THE OFFICE OF EDUCATIONAL SUPPORT SERVICES LOCATED IN LRC BC CARES.**

**ATTENTION ALL STUDENTS!**

**PLEASE COMPLETE EARLY REGISTRATION**

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**ALL RESIDENTIAL STUDENTS MUST HAVE**

**A SCHEDULE IN THE SYSTEM BEFORE**

**THEY ARE ASSIGNED COLLEGE HOUSING**

**IN JANUARY 2010.**

.....

**DAY STUDENTS MUST HAVE SCHEDULES IN THE**

**SYSTEM BEFORE THEY**

**PROCEED WITH REGISTRATION IN**

**JANUARY 2010.**

**BENEDICT COLLEGE**  
**EARLY REGISTRATION VERIFICATION FORM**

**STUDENTS:** Please acquire the signatures and return the completed form to your seminar class instructor in order to receive credit for early registration. All students are required to complete early registration.

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

MAJOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature	Date
Academic Advisor _____	_____
Financial Aid Office (Bacoats Hall) _____	_____
Student Financial Services (Pratt Hall) _____	_____



**BENEDICT COLLEGE**  
**EARLY REGISTRATION VERIFICATION FORM**

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MAJOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature	Date
Academic Advisor _____	_____
Financial Aid Office (Bacoats Hall) _____	_____
Student Financial Services (Pratt Hall) _____	_____

**BENEDICT COLLEGE**  
1600 HARDEN STREET  
COLUMBIA, SOUTH CAROLINA 29204

**EARLY REGISTRATION PROCEDURE  
FOR SPRING SEMESTER 2010**

**GOOD NEWS ABOUT EARLY REGISTRATION!**

**IT WILL ALLOW MOST STUDENTS TO COMPLETE REGISTRATION NEXT SEMESTER BY SIMPLY REPORTING TO THE WELCOME CENTER.**

**THE STAFF WILL DIRECT OTHER STUDENTS TO APPROPRIATE OFFICES TO COMPLETE THE PROCESS. READ BELOW TO FIND OUT HOW COMPLETING EARLY REGISTRATION MAKES REGISTRATION BETTER FOR YOU!**

1. ALL STUDENTS CURRENTLY ENROLLED ARE REQUIRED AND NEW, READMITTED AND TRANSFER STUDENTS ARE ELIGIBLE TO COMPLETE EARLY REGISTRATION FOR THE NEXT SEMESTER.
2. FACULTY ARE ASKED TO POST TIME SHEETS ON THEIR DOORS FOR STUDENTS TO MAKE APPOINTMENTS FOR EARLY REGISTRATION.
3. STUDENTS WILL RECEIVE CREDIT FOR EARLY REGISTRATION BY SECURING THE SIGNATURES OF APPROPRIATE COLLEGE OFFICIALS AS INDICATED ON THE ATTACHED FORM. THE COMPLETED FORM MUST BE RETURNED TO THE STUDENTS' SEMINAR TEACHERS.
4. STUDENTS WHO COMPLETE EARLY REGISTRATION WILL REPORT TO THE WELCOME CENTER IN JANUARY, SIGN-IN, PICK-UP THEIR CLASS SCHEDULES, AND REPORT TO CLASSES ON THE ASSIGNED DATE.
5. ALL STUDENTS MUST REPORT TO THEIR ACADEMIC ADVISORS DURING THE EARLY REGISTRATION PERIOD TO CREATE THEIR CLASS SCHEDULES. FACULTY WILL ENTER THE SCHEDULES IN A DESIGNATED LOCATION LISTED BELOW.
6. STUDENTS MUST REPORT TO THE FINANCIAL AID OFFICE IN BACOATS HALL. THE FINANCIAL AID ADVISORS WILL SIGN THE EARLY REGISTRATION VERIFICATION FORMS.
7. STUDENTS MUST REPORT TO THEIR STUDENT FINANCIAL SERVICES ADVISORS IN PRATT HALL. THE ADVISORS WILL SIGN THE EARLY REGISTRATION VERIFICATION FORMS.

8. WHEN CLEARED STUDENTS RETURN TO CAMPUS FOR REGISTRATION NEXT SEMESTER, THEY SHOULD REPORT TO THE WELCOME CENTER IN THE HRC ARENA, SIGN-IN, RECEIVE THEIR CLEARANCE PACKETS, AND REPORT TO CLASSES ON THE DESIGNATED DATE.
  9. UNLESS STUDENTS NEED TO MAKE CHANGES IN THEIR SCHEDULES OR HOUSING STATUS, ETC., THEY ARE REGISTERED FOR THE NEXT SEMESTER AND ARE READY TO GO TO CLASS!
- 

## ~ NOTE ~

### UNDERSTANDING BLOCK COURSES

A block course is one that meets for one-half of the semester at twice the number of clock hours as a comparable course. Thus, students are able to complete the requirements in that specified time period. These courses either begin at the start of the semester and end at midterm, or begin at midterm and continue until the end of the semester. These courses are designated by the letter B which follows the course numbers as indicated in this example. The section number immediately follows the B and ends in either a 0 or an odd number to designate the course as a Block I or an even number to indicate a Block II course as follows:

#### **Block I**

Eng 231B 01  
Eng 231B 20  
Eng 231B 21

#### **Block II**

Eng 231B 02  
Eng 231B 22  
Eng 231B 24

**Please also note the starting and ending dates that are printed on your class schedule and the final registration booklet.**

**THE GUIDELINES FOR EARLY REGISTRATION ARE AS FOLLOWS:**

1. **Students who have declared a major should report to their academic advisors.**
2. **Students who are undecided about a major should report to the Director of Educational Support Services in B C CARES.**
3. **Students and advisors will complete the Student Class Registration Forms. Students secure their advisors' signatures on the Registration Forms.**

**Courses will be entered into the computer by the Catalog Number (Cat. No.) and Section (Sec.) Number. It is mandatory, therefore, that the correct Cat. No. and Section number are placed on the Registration Form.**

**Students may sign up for no more than 19 semester credit hours except for those restricted to 13sch, during Early Registration. However, during regular registration, students whose GPA is 3.60 for the preceding semester, may adjust their schedules to 22 semester credit hours with the dean's approval. Additional fees will be charged per semester credit hour.**

4. **The advisor will issue the canary copy of the Registration Form to the student and keep the white and pink copies.**
5. **The advisor will input the schedule using the on-line POISE system. If the advisor is unable to input the schedule, he/she will take the white copies of the Registration Form, with appropriate signatures, to the departmental office or designated area where computers are set up for on-line entry. The input technician retains the white copies. At the end of Early Registration, the Deans will forward the white copies to the Office of the Registrar.**
6. **The student, based upon his/her department or status, should report to their advisors to have schedules input into the system. Students may report to the following locations for assistance.**

<b>DEPARTMENT/STATUS</b>	<b>LOCATION</b>
<b>Undeclared Majors</b>	<b>Educational Support Services (BC CARES)</b>
<b>School of Humanities, Arts, and Social Sciences</b>	<b>FAHC 304</b>
<b>English, Foreign Languages and Mass</b>	
<b>Communication Department</b>	<b>FAHC 201</b>
<b>Fine Arts Department</b>	<b>FAHC 303</b>
<b>Social Sciences and Criminal Justice Department</b>	<b>FAHC 300, HRC 124</b>

<b>School of Business</b>	<b>DH 222</b>
<b>Economics, Finance, and Accounting Department</b>	<b>DH 232</b>
<b>Business Administration, Management and Marketing Department</b>	<b>DH 232</b>
<b>School of Education</b>	<b>BH 204</b>
<b>Education, Child and Family Studies Department</b>	<b>BH 220</b>
<b>Health, Physical Education and Recreation Department</b>	<b>HRC 114</b>
<b>Social Work Department</b>	<b>BH 216</b>
<b>Military Science Program</b>	<b>ROTC Building</b>
<b>School of Science, Technology, Engineering, and Mathematics</b>	<b>LRCBC CARES</b>
<b>Biological, Chemistry, and Environmental Health Science Department</b>	<b>ALU 201</b>
<b>Mathematics and Computer Science Department</b>	<b>LRC 102 – 6</b>
<b>Physics and Engineering Department</b>	<b>ALU 108</b>

#### **SCHOOL OF HONORS STUDENTS**

1. Students in the School of Honors will report to their Dean of the School of Honors in the Oak Street Dormitory for consultation on scheduling classes.
2. Students and their academic advisors will complete the Registration Form. Students secure their advisors signatures on the Registration Forms. The advisor retains the pink copy and issues the canary copy to the student.
3. The advisor will input the schedule and take the white copy of the Registration Form to his/her departmental on-line entry station for inputting courses which are listed above.

#### **NOTES TO ON-LINE ENTRY STATIONS PERSONNEL**

Please put only those schedules in the system that have been signed by the advisor.

Please adhere to all of the codes that are in the system. **DO NOT OVERRIDE THESE CODES.** The explanation of these codes is provided on a separate sheet.

**Registration Committee**  
**10/09**

**SPECIAL NOTE REGARDING ATTENDANCE  
FOR SPRING 2010 SEMESTER**

**ALL STUDENTS MUST ATTEND CLASSES BEGINNING,  
MONDAY, JANUARY 11, 2010, REGARDLESS OF THEIR CLEARANCE STATUS.**

**REGISTRATION FOR RETURNING STUDENTS IS:  
Wednesday – Sunday / January 6 – 10, 2009**

**CLASSES BEGIN:  
Monday, January 11, 2010**

**STUDENTS ARE REQUIRED TO ATTEND CLASSES BEGINNING  
JANUARY 11, 2010, REGARDLESS OF WHETHER THEY HAVE CLEARED.**

**STUDENTS MUST ATTEND  
CLASSES WHILE THEY  
WAIT FOR FINAL  
CLEARANCE!!!**

# **BENEDICT COLLEGE**

## **Legend of Classroom Abbreviations**

<b>AGENCY</b>	<b>Social Work Agencies (Social Work Field Instruction)</b>
<b>ALU</b>	<b>Alumni Hall</b>
<b>ARENA</b>	<b>(Mays) Human Resources Center (gym)</b>
<b>LRCBCC</b>	<b>B C CARES (Lower level of Library)</b>
<b>LRCENL</b>	<b>Benedict College English/Writing Laboratory (BC CARES)</b>
<b>LRCMLA</b>	<b>Benedict College Mathematics Laboratory (BC CARES)</b>
<b>BH</b>	<b>Bacoats Hall</b>
<b>COMM</b>	<b>Community (Further information is available in Bacoats Hall 220)</b>
<b>DH</b>	<b>Duckett Hall</b>
<b>Drill</b>	<b>ROTC Building (Laurel Street)</b>
<b>FAH</b>	<b>Fine Arts Humanities Center</b>
<b>LRCFLL</b>	<b>Foreign Language Lab (BC CARES)</b>
<b>HHouse</b>	<b>School of Honors House</b>
<b>HRC</b>	<b>(Mays) Human Resources Center (gym)</b>
<b>LRC</b>	<b>(Payton) Learning Resources Center (Library)</b>
<b>LRCDRM</b>	<b>Learning Resources Center Dark Room (Lower level of Library)</b>
<b>LRCPOA</b>	<b>Learning Resources Center Post Office Room A (Lower level of Library)</b>
<b>LRCPOB</b>	<b>Learning Resources Center Post Office Room A (Lower level of Library)</b>

**FAHMACL MacIntosh Laboratory (Fine Arts)**

**ROTC ROTC Building (Laurel Street)**

**SCHDIS School District**

**STACS Starks Classroom (Computer Lab)**

**STA-I Starks Hall Interactive Classroom**

**STA-L Starks Hall Lecture Classroom**

**HRC STUO Dance Studio (Third Floor, HRC)**

**TBA To Be Announced**

**FAH THEA Little Theater (Fine Arts/Humanities Center Little Theater)**

**WELLNE Wellness Center (Oak and Taylor Streets)**

# SOME KEY DATES

## SPRING SEMESTER 2010

◆◆◆◆◆JANUARY 2010◆◆◆◆◆

1	Friday	New Year's Day Holiday
4	Monday	<p>College opens for Spring Semester</p> <p>Staff prepares for opening of semester</p> <p>LDI Students Return</p>
5	Tuesday	<p>Residence Halls and Welcome Center open for first time Freshmen and new students 8:30 a.m. - 5:00 p.m.</p> <p>New Freshman Orientation Opening Seminar- 11:00 a.m.</p> <p>Academic Orientation and Registration of first-time freshmen, and new students Departmental locations to be announced HRC Arena, BC CARES, and Little Theater 1:00 p.m.-5:00 p.m.</p> <p>New Freshmen Placement Testing 1:00 p.m. - 4:00 p.m. LRC PO-A and PO-B</p>
6	Wednesday	<p>Welcome Center and Residence Halls open for returning students – 9:00 a.m. - 6:00 p.m.</p> <p>Registration for all students (continuing, new freshmen, readmits and transfer) 9:00 a.m. - 6:00 p.m. HRC Arena, BC CARES, and Little Theater</p> <p>Drop/Add Begin</p> <p>Freshman Placement Testing 9:00 a.m. – 12:00 noon LRC PO A &amp; PO B</p>
7-8	Thursday-Friday	<p>Registration for all students (continuing, new freshmen, readmits and transfer continues) 9:00 a.m. - 4:00 p.m. HRC Arena, BC CARES, and Little Theater</p>

◆◆◆◆JANUARY 2010◆◆◆◆

9	Saturday	Registration – 10:00 a.m. – 2:00 p.m. HRC Arena, BC CARES, and Little Theater
10	Sunday	Welcome Center and Registration are open 12:00 noon - 4:00 p.m.
11	Monday	CLASSES BEGIN
11-15	Monday-Friday	Registration continues 9:00 a.m. - 4:00 p.m. HRC Arena, BC CARES, and Little Theater
18	Monday	Dr. Martin Luther King, Jr.'s Birthday Holiday (Observed)
19	Tuesday	Classes resume- 8:00 a.m.  All College Assembly Antidel Chapel 11:00 a.m. MLK Program  Late Registration begins for a fee of \$75.00 9:00 a.m. -4:00 p.m.  LAST DAY TO DROP A BLOCK I CLASS AND RECEIVE MONETARY ADJUSTMENT; HEREAFTER STUDENTS WILL BE ASSIGNED A “WC” IN BLOCK I CLASSES THAT ARE DROPPED
20-22	Wednesday-Friday	Late registration continues 9:00 a.m. – 4:00 p.m.
21	Thursday	Service-Learning New Partners Orientation
22	Friday	Last day to add a Block I Course
25-29	Monday-Friday	Late registration continues 9:00 a.m. – 4:00 p.m.
26	Tuesday	Freshman & Sophomore Seminar LEAD Series Leadership Enrichment and Academic Development Seminar Series Student Leadership Development 11:00 a.m.
28	Thursday	Meetings of the Academic Schools

◆◆◆◆JANUARY 2010◆◆◆◆

- 29 Friday Last day to register and add classes
- LAST DAY TO DROP A CLASS AND RECEIVE MONETARY ADJUSTMENT; HEREAFTER STUDENTS WILL BE ASSIGNED A "WC" IN CLASSES THAT ARE DROPPED**
- Last day to apply for Graduation
- 25-Feb. 19 Monday-Friday Service Learning Spring Registration  
Gressette Student Leadership Center 2<sup>nd</sup> Floor  
(See Office of Service-Learning for Registration Times)

◆◆◆◆FEBRUARY◆◆◆◆  
BLACK HISTORY MONTH

- 1 Monday Faculty Development and Student Research Day
- 4 - 5 Thursday-Friday Mid-Winter Meeting of the Board of Trustees
- 19 Friday Benedict-Allen Annual Career Awareness Fair  
10:00 a.m. - 1:00 p.m.  
Swinton Campus Center
- 27 Saturday **TWENTY-FIRST ANNUAL HARAMBEE FESTIVAL**
- 28 Sunday **H A R A M B E E** Festival Gospel Sing-Out  
4:00 p.m. Antisdel Chapel
- 25-Mar. 4 Thursday-Thursday Midterms Examinations  
(No extracurricular activities)
- 26-May 7 Thursday-Thursday Early registration for the fall semester

◆◆◆◆MARCH◆◆◆◆

- 2 Tuesday Founder's Day Convocation
- 8-12 Monday-Friday Spring Break
- 15-May 7 Monday- Friday Block II Classes Begin
- 23 Monday Last day to drop a course and receive a monetary adjustment
- 20 Saturday Founder's Day Rally

22-26      Monday-Friday      Dimensions in Meaning Week

◆◆◆◆APRIL◆◆◆◆

2-5      Friday-Monday      Easter Holiday

12-16      Monday-Friday      Tiger Fest

19      **Monday**      **Last Day to Officially Withdraw from the College**

**Last day to drop a Block II course**

**Last Day to Drop a Class**

22-23      Thursday-Friday      Annual Meeting of the Board of Trustees

26-28      Monday-Wednesday      Senior Final Examinations

28      Wednesday      Last day for removing incompletes and changing grades

30-May 1      Friday-Saturday      Common Final Examinations

◆◆◆◆MAY◆◆◆◆

2      Sunday      Baccalaureate Service  
10:00 a.m. Antisdell Chapel

3-7      Monday-Friday      Final Examinations

7      Friday      School of Honors Capstone Ceremony

8      **Saturday**      **Spring Commencement Convocation**  
**9:00 a.m. Charlie W. Johnson Stadium**

25      Tuesday      Classes begin-Summer Session I

JUNE

28      Thursday      Classes begin- Summer Session II