



New 2009-10 ADVISOR / ADVISEE SEMESTER WORKSHEET

TRANSFER STUDENTS: Check "Progress Toward Degree" official evaluation form for transferability and evaluation of equivalency and/or applicability towards Smith College Core Requirements. Questions, contact Bonnie Fresch, Transfer Specialist, 3762 or 281-777-1221.

FRESHMAN YEAR SEMINAR (1 hours, 1 course)

FYS 1100 (*this is not a Smith College requirement, but it is required for students who enter HBU with less than 15 completed credit hours*)

SMITH COLLEGE CORE REQUIREMENTS * Prerequisite required ^ Preparatory course **BOLD=** Required courses

KINESIOLOGY (2 hours, 1 course) **KINE 2202** Transfer students may transfer two (2) activity courses.

COMMUNICATIONS (9 hours, 3 courses) *Appropriate placement is required and must earn a "C" grade or better on all courses.*

ENGL ^1303 ENGL 1313 ENGL *1323 COMM 1323 (students working from the older SC core may have taken COMM1313)

CHRISTIANITY (9 hours, 3 courses)

CHRI 1313 CHRI 1323 **Plus choose one:** CHRI *2333 *2343 *2353 *2363

FINE ARTS (3 hours, 1 course)

ART 2343 3353 3363 3373 MUHL 2312 3342 *2313 *2323 *3371 *3322

SOCIAL & BEHAVIORIAL SCIENCES (BS: 6 hours, from 2 areas; BA: 9 hours from 3 areas)

ECON 2311 ECON *2312 GEOG 3302 POLS 1313 POLS 2313
 PSYC 1313 PSYC 2311(EDUC 2311) PSYC 3313 SOCI 1313 SOCI 2311(EDUC 2311) *outside class field work.*
(SOCI 2311/PSYC 2311/EDUC 2311 and PSYC 3313 and POLS 2313 are required for Teacher Certification)

MATH (3 or 4 hours, 1 course) *Appropriate placement is required and must earn a "C" grade or better on all courses. Students should consult their program requirements for the appropriate SC math course.*

MATH ^1301 ^1302 1313 (Prereq. for Business Math) 1305 1434 / 1034 2434 / 2034

SCIENCE (BS: 8 hours, 2 courses; BA: 4 hours, 1 course)

Nursing, Kinesiology and Science majors and/or minors should consult program requirements for the appropriate SC science courses.

BIOL 1404 /1004 1414/1014 3404 /3004 2404 /2004 (nursing majors) 2454/2054(science major)
 PHYS 1401/1001 3415/3015 (CHEM) 1411/1011 1403/1003
 CHEM 1404/1004 3415/3015 (PHYS) *2415/2015(science major)

HUMANITIES (15 hours- 5 courses from at least 3 areas)

(students working from the older SC core, who have successfully completed CISM 1321, should complete 12 cr. in 3 areas)

WRIT *2306 *3303 *3310 *3321 *3345 3350 *3354 *3355 *3356
 ENGL (Literature) *3313 *3323 *3331 *3332 *3371 *3373 *2353 / 63 / 64 / 65 / 66 / 67 / 68
 PHIL 1313 3313 *3323 *3344
 HIST 1314 1324 2313 2323 **(HIST 2313 and 2323, are required for Teacher Certification)**

MCOM (students working from the older SC core may have taken MCOM1313)

LANGUAGE (6 hrs in the same language when taken at HBU) _____ _____ _____ _____

OTHER REQUIREMENTS:

Computer Proficiency (choose one): Computer Proficiency Exam CISM 1321 (the 3 hrs. will only count toward elective cr.)
 Reading Proficiency: SAT Verbal 550 or better ACT Reading 22 or better 230 or better on THEA 17 or better Pre-THEA
 CLW Credits (80 credits) : _____

Major _____ Minor _____ Notes/Required Courses _____

_____ _____ _____ _____ _____ _____ _____

ADVISOR _____ STUDENT SIGNATURE _____ DATE _____
 (SIGNATURE) (I have reviewed with my advisor and received a copy of this worksheet)

See other side for details regarding placement, proficiencies, CLW and other graduation requirements.

GRADUATION PROFICIENCIES *Beginning spring 2010, students must complete all proficiencies BEFORE they file a degree plan.*

Oral Communication <ul style="list-style-type: none"> • COMM 1323* 	Reading <ul style="list-style-type: none"> • SAT 550 Verbal • ACT 22 Reading • THEA 230 • Pre-THEA 17 	Written English By third semester at HBU <ul style="list-style-type: none"> • ENGL 1313/1323* or equivalent transfer* • AP/CLEP place out of ENGL 1313/1323 	Mathematics One of these: <ul style="list-style-type: none"> • MATH 1305* • MATH 1313* • Higher Course* 	Computer Use One of these: <ul style="list-style-type: none"> • Pass Computer Proficiency Exam (CPE)** • CISM 1321* or equivalent transfer*
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*Course must be completed with a "C" grade or higher to meet proficiency.

^^ Students will be allowed to take the CPE a maximum of two times, after that they must take CISM 1321. Continuing (so, jr, sr) student may take the CPE. Continuing students who successfully complete the CPE must complete one additional 3 credit course in Humanities (for a total of 15 cr) in order to complete their 54+ SC core requirement. CPE does not award credit hours for completion. CPE only fulfills the proficiency requirement.

GRADUATION REQUIREMENTS**

Students pursuing a single major** undergraduate degree, beginning in 2009-10, have the following requirements:

Complete at least 125 credit hours with:

- at least 54 credit hours of **Smith College Core Requirements** (remember, each major may have its own prescribed Smith College core requirements so please check with your advisor in your major).
- no fewer than **30 credit hours of upper / advanced level (3000 or 4000) courses**.
- a maximum of 4 credit hours in Kinesiology activity courses or other student activity hours counting toward the 125 credit total.
- at least 36 credit hours of **RESIDENCY** at HBU, including at least **12 advanced credit hours (3000 or 4000) in the major**.
- at least a **2.00 cumulative GPA with no grade below "C" in courses required for the major or proficiency**.

Also, once admitted and enrolled at HBU, each student **MUST**:

- receive **prior approval** for any courses taken at another college (18 transfer credit hours maximum after a student has matriculated at HBU AND NO classes may be taken at a two-year institution once a student has accumulated 64 semester hours of post-secondary credits).
- complete **ALL GRADUATION PROFICIENCIES** before filing a degree plan.
- file a **DEGREE PLAN** with the Registrar's Office before you have completed 64 credit hours.
- file a **GRADUATION APPLICATION** at least two (2) semesters before your anticipated date of graduation.

***Continuing (so, jr, sr) students completing a double major should consult the HBU catalog and see their advisor for their detailed graduation requirements.*

FRESHMAN YEAR EXPERIENCE

FYS 1100 – Freshman Year Seminar (freshmen only) This course is required of all students who enter with fewer than 15 semester hours credit.

SPIRITUAL LIFE

- All students seeking their undergraduate degree from HBU must earn 80 total credits during their college career to qualify for graduation.
- See the *Community Life and Worship* magazine for detailed information about the CLW events offered during each semester.
- Transfer students receive a 3/4 credit for every transfer hour.
- The Associate Degree Nursing students are required to have 54 credits total.
- CLW credits are obtained by attending CLW events and students may earn up to a maximum of 20 credits per semester.
- Students are required to sign-in or have their I.D. cards scanned to record their attendance at a CLW event.
- Contact the Office of Spiritual Life for further clarification regarding this graduation requirement at 281.649.3033.

PLACEMENT RULES

<input type="checkbox"/> English: Student must complete ENGL 1313 AND 1323 proficiency by their third semester.	<input type="checkbox"/> Math: It is highly recommended that all students complete one of the HBU Math Placement Exams. These exams are available through the HBU Math Department.	
To be eligible to register for ENGL 1313, student must meet at least one of these four requirements: - 8 on the SAT essay - At least 500 on the SAT Writing section - At least 22 on the ACT English test - "C" grade or better in ENGL 1303 or transfer equivalent course	ACT/SAT SCORES 30/600 or better 28/580 or better 26/560 or better 25/550 or better 23-24/500 or better 23-24/500 or better 22/500 or less	HBU COURSE MAT H 2434 MATH 1434 or Calculus Placement Exam MATH 1313 or Precalculus Placement Exam MATH 1313 MATH 1302 or Algebra Placement Exam MATH 1305 MATH 1301 or Math Placement

CHANGING MAJORS and ASSIGNING ADVISORS

Students interested in officially changing their major or want to discuss changing their major should be referred to Success and Advising, Hinton 101. Each individual college/school or department is responsible for assigning students to advisors.

For additional details, resources and help, see www.hbu.edu/advising