

Adult Degree Completion Program

Quick Notes

March 2012

Important information for new and returning students

KEEP THIS FOR YOUR REFERENCE

This information is provided to you for your convenience and quick reference. It should not be considered as a substitute for the College's official policies and procedures, which can be found in the College Catalog.

1. Check Sheet and Plan of Study

- ✓ Each admitted student will have an official check sheet completed after all official transcripts are received and evaluated by the Office of the Registrar.
- ✓ The initial check sheet provides a base from which to start degree completion planning. It provides a consolidated look at what courses have been accepted and what courses remain to be taken.
- ✓ Once your advisor receives a copy of your official check sheet, a plan of study will be developed and emailed to your Huntingdon email address.
- ✓ Each student will receive a completed check sheet and plan of study. If you do not, contact your advisor regarding whether anything further is needed.
- ✓ You are responsible for keeping your check sheet up-to-date with courses completed. At minimum, the Site Coordinator is responsible for in-office updates, which are done at the end of each semester. Any revisions made to your plan of study will be emailed to your Huntingdon email address.
- ✓ **The Adult Degree Completion Program Catalog can be used in conjunction with the check sheet and plan of study for planning purposes.** You can access the catalog from the website <http://hawk.huntingdon.edu/sbps/registrar/catalogs.html>.
- ✓ **NOTE:** Minimum of 120 hours must be earned to obtain a bachelor's degree. The last 30 hours **MUST** be taken through Huntingdon in order to earn the degree from Huntingdon College.

2. The Huntingdon Email Account

- ✓ Huntingdon email addresses and passwords are assigned to all students upon admission.
- ✓ If a student has not received notification of an email address, please contact the Montgomery Office at 334-833-4518 so that the address can be assigned.
- ✓ **The Adult Degree Completion Program will only use and respond to the @huntingdon.edu address for communications with students.**
- ✓ **Check your Huntingdon College email on a daily basis.**

3. Registration

First time registration can be completed with an academic advisor on site or online at <http://www.huntingdon.edu/adultLearning.aspx?id=1252>. Subsequent registrations may be completed online.

Deadlines:

- ✓ For registration deadlines (including adding, dropping, or withdrawing from classes), please contact your ADCP advisor or review the Huntingdon College ADCP Catalog.

4. Electronic Registration and Drop/Add

- ✓ Registration and Drop/Add are available online for students.
- ✓ Paper forms for Registration and Drop/Add are acceptable with the approval of the student's advisor; however, we strongly encourage returning students to take advantage of the online convenience.
- ✓ **Grades are posted online only.**
- ✓ To access your grades, register for class, or drop/add:
 - Go to <http://www.huntingdon.edu/adultLearning.aspx?id=1252>
 - a. Click on Register Online
 - b. The user name and password are the same as your Huntingdon email user name and password
 - c. The first letter of your last name must be capitalized

5. Advising Appointments

- ✓ Advising will be done by the site coordinator at the site where you are enrolled.
- ✓ Advising can be done via telephone, via email or in person.
- ✓ A plan of study will be provided to you to assist you in the registration process.
- ✓ **NOTE: Your site coordinator will be your official point of contact. Please call the site coordinator for any advising, scheduling needs, or general questions or concerns. If a problem or issue cannot be resolved, the site coordinator is to contact the Montgomery main campus and obtain information regarding the next step.**

6. Tuition Payments

- ✓ **Tuition is \$235 per credit hour (\$705 per class).**
- ✓ Tuition is **due at registration and not later than prior to the meeting of the first class.**
- ✓ Payment can be made using personal checks, cashier's checks, money orders, VISA, Master Card, Discover and American Express. Cash payment can only be made directly to the Huntingdon College Student Account Office.
- ✓ Payment can be done by mail, fax (with credit card information), or in person. The use of email to transmit financial information (i.e., VISA) is not recommended for security reasons.
- ✓ Students are strongly encouraged to make all payment arrangements prior to the first day of class with the Student Account Manager.

7. Courses

- ✓ Course offerings are posted on the Web.
- ✓ Huntingdon College will offer no more than 59 hours to any individual student through host sites (except on a SACS approved basis). Additional hours needed to meet the graduation requirements of 120 hours must be taken through the main campus, at other Huntingdon College locations, or transferred in from another accredited institution with appropriate preapproval. No more than 64 hours will be accepted from two-year colleges. No more than 90 hours will be accepted for transfer.

8. Credit taken elsewhere

- ✓ A student enrolled in the Adult Degree Completion Program may elect to take courses at a college other than Huntingdon.
- ✓ An application for Credit Elsewhere form must be completed and signed by the advising on-site coordinator and approved by the Office of the Registrar before the course is taken.
- ✓ All forms can be found on the Office of the Registrar portion of the Adult Degree Completion Program Web site.

9. Class Preparation

- ✓ Adult Degree Completion Program courses are taught using a module format. These modules outline the entire course, list the individual class assignments and provide the name of the needed textbook(s).
- ✓ The module or outline for each course must be obtained before the first night of class. ***An assignment is given that is due on the first night of class. Therefore, it is imperative that a student not only have the module, but also the textbook and first night's assignment completed before attending the first class session.***
- ✓ The module also contains contact information and grading criteria unique to the assigned professor and course. The syllabus and module are available on the Web **at least three weeks prior to the course start date**. In some cases, syllabi may be provided to students the first night of class.
- ✓ **Course modules are available on the Web.**
 - Go to <http://www.huntingdon.edu/adultLearning.aspx?id=1130>.

10. CLEP Testing

- ✓ Information regarding CLEP testing, (i.e., available tests, testing centers, etc.) can be found by visiting www.collegeboard.com.
- ✓ Huntingdon will accept CLEP credit for certain courses. Huntingdon's policy regarding CLEP testing can be found at the Office of the Registrar's website.
- ✓ Application for approval should be completed and returned to the student before the student takes the test.
- ✓ Recording fees for this service are listed in the Catalog.

11. Books

- ✓ All Adult Degree Completion Program students can order books online with home delivery (**no shipping and handling will be charged for ground shipping**) and can use the buyback option from efollet.com or the main campus bookstore.
- ✓ To obtain your books via the web, go to:
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10469&langId=-1&catalogId=10001>
 - Place your order, shipping and handling will show in the confirmation; however, ***your credit card will not be charged this fee.***
 - Expedited shipping is offered at an additional cost
- ✓ eFollet.com will make every effort to provide you with a used copy of your request (if available) to help you save money. The bookstore manager at Huntingdon College may be contacted at (334) 833-4482 with any questions. The main campus bookstore may be able to buy your textbooks back from you (provided the textbook is a current edition) for up to 50% of your purchase price. The bookstore will send your buyback amount in the form of a money order directly to your home. Finally, a new book "rental" program will be available on select books beginning in fall 2010.
- ✓ Books may also be ordered from any on-line booksellers such as half.com, Amazon.com, Barnes and Noble, or Books-a-Million.

12. Financial Aid

- ✓ **To receive consideration for financial aid, a student must be:**
 - A U.S. citizen
 - Accepted as a degree candidate in the Adult Degree Completion Program
 - Enrolled in at least three hours (six hours needed for loan and Alabama Student Grant eligibility) during any single semester. Alabama Student Grants are not available during the summer.
- ✓ If the above criteria are met, the student is eligible to apply for Federal Title IV:
 - Pell Grants,
 - Direct Loans, and
 - Direct PLUS Loans.
- ✓ All federal programs are awarded based on the demonstrated need, using federal guidelines.
- ✓ Other forms of financial assistance may include corporate tuition reimbursement, educational tax credits, and the Alabama Student Grant
- ✓ For more information visit: <http://www.huntingdon.edu/adultLearning.aspx?id=1166>.

13. Library/Computer Access

- ✓ All Adult Degree Completion Program students must register to obtain a library card that allows access to multiple Alabama library sites. You may do so by visiting our Web site and following the Library link.
 - Library Hours
 - Monday–Thursday: 7:30 a.m.–11:00 p.m.
 - Friday: 7:30 a.m.–4:45 p.m.
 - Saturday: Noon–4:45 p.m.
 - Sunday: 5:00–11:00 p.m.
 - Circulation Desk: 334-833-4421
 - Reference Desk: 334-833-4560

14. ADCP Pre- and Post-Test Information

All students in the Adult Degree Completion Program (ADCP) are required to take two assessment exams. The first one, which should be taken by the end of the first week of classes during your first term, is designed to assess a student's knowledge in the various business disciplines. It consists of 71 questions and covers the core business disciplines. During the very last term, as part the business capstone course (MGMT 499), you will be required to take a similar test. **Your performance on this exam will have no impact on your grades or your ability to enter the Program.** The Site Coordinator will provide you with test details.

15. Academic Honors

Dean's List

At the end of each semester, the Vice President for Academic Affairs/Dean of the Faculty issues a list of students who have achieved academic distinction. To be eligible for the Dean's List a student must have received letter grade evaluations on at least nine hours during the term and must have completed all course work for the term. The Dean's List of Honors recognizes those who achieve semester grade point averages of 3.80 - 4.00.

Honors at Graduation

Honors at graduation are conferred upon students who complete work for the Bachelor's degree with high distinction: Cum Laude and Magna Cum Laude. These honors are recorded on the student's transcript and diploma. (Honors determinations for all degree completion dates are made by a faculty committee just prior to the annual commencement ceremony.)

To be eligible for Cum Laude and Magna Cum Laude status, a student must complete a minimum of 45 hours at Huntingdon College evaluated on a graded basis.

The minimum GPA to have the honor of Cum Laude or Magna Cum Laude conferred, is based on the number of hours graded at Huntingdon College and is calculated using a linear scale. Examples of the linear scale are given in the table below. Details of the calculation process are available from the Office of the Registrar.

Hours Graded	Required GPA Cum Laude Status	For Required GPA For Magna Cum Laude Status
120	3.500	3.750
90	3.600	3.825
60	3.700	3.900
45	3.750	3.938

16. Student Drops/ Withdrawals

If a student drops or withdraws from a course in a semester, Huntingdon College is required to obtain written confirmation from the student at the time of withdrawal to ascertain that the student will attend another module or course later in the same semester. If this confirmation is not provided or if it is provided but the student does not enroll as he/she specified he/she would, the student is considered to have withdrawn from the program and Federal Title IV Return to Title IV Funds (R2T4) requirements will apply. The student's attendance must be scheduled to resume within 45 calendar days after the end of the module or course the student ceased (or failed) to attend in order for the student not to be considered to have withdrawn.

If the student does later return during the same period to attend another module or course, the student will not be considered to have withdrawn (subject to the same 45-day requirement for resumption of attendance). The R2T4 process then will be reversed in such a case.

17. Class Attendance

All students are required to attend, at a minimum, 75% of the meetings of every class in which they are enrolled, and specifically the first class meeting. **Any student who misses the first night of class will be administratively dropped from the course.** Failure to meet minimum attendance requirements will result in a failing grade.

Students are expected to arrive for class on time. Failure to be punctual may, at the discretion of the instructor, be recorded as an absence. Individual faculty may set more stringent policies regarding prompt attendance. Faculty are expected to take roll at every class meeting and report absences as required on all rolls and grade sheets. Students not officially enrolled should not attend class.

18. Book Voucher Procedures

Sign and accept your award letter, and complete Direct Loan Entrance Counseling and the Direct Loan Master Promissory Note, if applicable. Once these steps have been completed, you may follow the directions below to receive your Book Voucher. Note: This process will need to be completed each session.

Please allow three to five business days to process your Book Voucher. To complete the Book Voucher process:

1. Send a request using your Huntingdon College e-mail account (see your acceptance letter for this information) to the Office of Student Financial Services at bduett@huntingdon.edu. Your request must indicate the amount of funding necessary on your Book Voucher for the upcoming session. If your request does not indicate the total amount you need, we will be unable to process your request.
2. The Office of Student Financial Services will verify your eligibility for a Book Voucher and will e-mail to you a Book Voucher form (Word document). The body of the e-mail will read: "Attached you will find your book voucher. Please open and print the Word document. Please read the voucher in its entirety, sign, date and fax to (334) 833-4235. Upon receipt, you will be notified via e-mail from studentaccounts@huntingdon.edu that you may call the bookstore at (334) 833-4482 and place your order. To receive your textbook via mail, you must specify this in your order to the bookstore. If you have any questions, please feel free to contact me."
3. The entire value of the Book Voucher will be charged to your account. Any unused funds will be credited back.

For questions regarding this procedure, contact the Office of Student Financial Services by calling (334) 833-4519 or (800) 763-0313, or e-mail finaid@huntingdon.edu.

Contact Information:

✓ Student Financial Services (Student Accounts)

The Business Office is open 8:00 a.m.–5:00 p.m., Monday–Friday.

➤ Contact Information:

Karen Graham, Student Account Manager

Office: Wilson Center

Telephone: (334) 833-4404

Fax: (334) 833-4235

Email: studentaccounts@huntingdon.edu

- ✓ **Student Financial Services Office (Financial Aid)**
The Financial Aid Office is open 7:00 a.m.–4:00 p.m., Monday–Friday
 - Contact Information
 - Belinda Duett, Director of Student Financial Aid
 - Office: Wilson Center
 - Telephone: (334) 833-4519
 - Fax: (334) 833-4235
 - Email: bduett@huntingdon.edu

 - Tommy Dismukes, Director of Student Financial Services
 - Office: Wilson Center
 - Telephone: (334) 833-4402
 - Fax: (334) 833-4235
 - Email: tdismukes@huntingdon.edu

- ✓ **Registrar's Office**
 - Contact Information
 - Kristy Sharpe, Academic Records Representative I
 - Office: Wilson Center
 - Telephone: (334) 833-4532
 - Fax: (334) 833-4313
 - Email: adcpreistrar@huntingdon.edu

Contact Information- Site Specific Information:

- Enterprise State Community College
Site Coordinator: Larry Hicks
Phone: 334-347-2623, Ext. 2256
larry.hicks@huntingdon.edu

- Jefferson State Community College—All Campuses
Site Coordinator: Douglas Rogers
Phone: 205-983-5941
douglas.rogers@huntingdon.edu

- Jefferson State Community College—Center Point Campus
Asst. Site Coordinator: Glea Larsen
Phone: 205-856-8545
glarsen@huntingdon.edu

- Jefferson State Community College—Pell City Campus
Asst. Site Coordinator: Jane Blackburn
Phone: Phone: (205) 856-7726
jblackburn@huntingdon.edu

- Jefferson State Community College—Shelby & Clanton Campuses
Asst. Site Coordinator: Patsy Maddox
Phone: 205-983-5983
patsy.maddox@huntingdon.edu

- Huntingdon College, Montgomery
Site Coordinator: Tommy Dismukes
Phone: 334-833-4402
tdismukes@huntingdon.edu
- Huntingdon College, Montgomery
Operations Manager: Wendi Wood
Phone: 334-833-4518
wwood@huntingdon.edu
- Huntingdon College, Daphne
Site Coordinator: Jennifer Ishler
Phone: 251-626-7877
jishler@huntingdon.edu
- Huntingdon College, Bay Minette
Asst. Site Coordinators: Gale Croft & Candi Lake
Phone: 251-580-4908
gale.croft@huntingdon.edu
candi.lake@huntingdon.edu
- Jefferson Davis Community College—Brewton
Site Coordinator: Rosemary Jernigan
Phone: 251-809-1553
rjernigan@huntingdon.edu
- Huntingdon College, Gadsden
Director of ADCP: Renee Culverhouse
Phone: 256-438-1122
rculverhouse@huntingdon.edu
- Huntingdon College, Gadsden
Site Coordinator: Fred Hughes
Phone: 256-438-1122
fhughes@huntingdon.edu