



# HUNTINGDON COLLEGE

## **W. James Samford, Jr. School of Business and Professional Studies**

### *Quick Notes*

#### **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.*

#### **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, they will then begin planning the best course of degree completion.
- Each student will receive a copy of the official check sheet. If you do not, contact your Site Coordinator.
- 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 Huntingdon College Evening Bachelor's Catalog should be used in conjunction with the check sheet and plan of study for planning purposes.** You can access the catalog from the website <http://www.huntingdon.edu/academics/academic-resources/catalog/>
- **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.

#### **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 Site Coordinator at your location.
- **The Evening Bachelor's staff and faculty will only use and respond to the @hawks.huntingdon.edu address for communications with students.**
- **Check your Huntingdon College email on a daily basis.**

#### **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 will contact the Montgomery main campus and obtain information regarding the next step.**

#### **Registration**

- First time registration will be completed with an academic advisor. Subsequent registrations may be completed online at <https://selfserve.huntingdon.edu/SelfService/Home.aspx>

#### **Deadlines:**

- For registration deadlines (including adding, dropping, or withdrawing from classes), please contact your site coordinator, or review the Huntingdon College Evening Bachelor's Catalog.

## Electronic Registration and Drop/Add

- Registration and Drop/Add are available online for students.
- **Grades are posted online only.**
- To access your schedule, grades, register for class, or drop/add:
- Go to <https://selfserve.huntingdon.edu/SelfService/Home.aspx>

## 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 session 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 session 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 session 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.

## Courses

Schedule of classes and course offerings are posted on the Self-Service website:

<https://selfserve.huntingdon.edu/SelfService/Search/SectionSearch.aspx>

Huntingdon College will offer no more than 59 hours to any individual student through host sites (except for SACS-COC approved sites). 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.

## Credit taken elsewhere

- A student enrolled in the Evening Bachelor's may elect to take courses at a college other than Huntingdon.
- An application for Credit Elsewhere form must be completed by the student, signed by the advising site coordinator and approved by the Office of the Registrar before the course is taken to ensure transferability and application of course(s) toward degree requirement.
- All forms can be found on the Office of the Registrar's portion of the Evening Bachelor's web site:  
<http://hawk.huntingdon.edu/sbps/registrar/forms.html>

## CLEP Testing

- Information regarding CLEP testing, (i.e., available tests, testing centers, etc.) can be found by visiting [www.collegeboard.com](http://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: <http://hawk.huntingdon.edu/sbps/registrar/home.html>
- 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 current Huntingdon College catalog.

## 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 must record attendance/absences in Self Service for each student at every class meeting. Students not officially enrolled are not permitted to attend class.

## Class Preparation and Modules

- Evening Bachelor's 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.  
**Course modules are available on the web at the following link: <http://www.huntingdon.edu/evening/about-evening-studies/sites/>**
- **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 of each course.**
- The module also contains contact information and grading criteria unique to the assigned professor and course. The modules are available on the web **at least two weeks prior to the course start date**. In some cases, modules may be provided to students the first night of class.
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## Textbooks

All Evening Bachelor's students can order textbooks online with home delivery 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/huntingdonstore/home>
- Place your order; shipping and handling will show in the confirmation.
- 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 book "rental" program is available on select books.
- Textbooks may also be ordered from any on-line booksellers such as half.com, AbeBooks, Amazon.com, Barnes and Noble, or Books-a-Million.

## Tuition Payments

- **Tuition is \$260 per credit hour.**
- 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 (additional fees will apply for credit card transactions). Cash payment can only be made directly to the Huntingdon College Student Account Office.
- Online payments can be made at: <http://www.huntingdon.edu/future-students/student-financial-services/online-student-account-payments/>
- Payment can be done by mail, fax, online 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 at <http://www.huntingdon.edu/evening/ebd-student-financial-services/ebd-sfs-contacts/>

## Financial Aid

- **To receive consideration for financial aid, a student must be:**  
A U.S. citizen  
Accepted as a degree seeking candidate in the Evening Bachelor's  
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.

The Alabama Student Grant Program is a state student assistance program designed to provide financial assistance to residents of the State of Alabama for undergraduate non-sectarian, secular education at independent, non-profit, post-secondary institutions of higher learning located within the state.

Eligibility: Full-time undergraduate Alabama resident students (without a previous bachelor's degree) are eligible. Alabama residents carrying a minimum of six semester hours (1/2 load) are eligible for a half-grant. Students preparing for church-related vocations are not eligible to receive the Alabama Student Grant. To qualify for the grant only one course in religion, Christian Education, or church music per semester is allowed within the six-hour part-time load, or twelve-hour full-time load.

To apply, please visit <http://www.huntingdon.edu/evening/ebd-student-financial-services/evening-sfs-forms/>.

Once completed, the application will need to be submitted to the Financial Aid office at Huntingdon.

For more information visit: <http://www.huntingdon.edu/evening/ebd-student-financial-services/>

### Book Voucher Procedures

The following financial aid documents/procedures must be completed prior to requesting a book voucher:

- Sign and accept your award letter
- Complete Direct Loan Entrance Counseling
- Direct Loan Master Promissory.

Once the applicable steps have been completed, please follow the directions below to receive your Book Voucher. Please allow **three to five** business days for Book Voucher processing. Book Voucher requests are not continuous and must be completed for each semester needed.

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 [finaid@hawks.huntingdon.edu](mailto:finaid@hawks.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@hawks.huntingdon.edu](mailto:studentaccounts@hawks.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) 833-4428 or (800) 763-0313, or e-mail [finaid@hawks.huntingdon.edu](mailto:finaid@hawks.huntingdon.edu)

### Academic Honors

#### Dean's List

At the end of each semester, the Provost/Dean of the College 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 processes 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

More information about Dean's List and Honors at Graduation can be found in the Huntingdon College catalog.

### Library/Computer Access

All Evening Bachelor's students must register to obtain a library card that allows access to multiple Alabama library sites. You may do so via: <http://libguides.huntingdon.edu/content.php?pid=341048&sid=2793669>

- 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

## **Bogus E-Mail Requests**

Please do not respond to any e-mails requesting your user name and/or password. These e-mails are fraudulent and should be deleted if received. No department or individual associated with Huntingdon College will ever request this kind of information from any user. This is a blatant attempt to access Huntingdon College e-mail accounts for illegal activities. A response may have an adverse impact with our many Internet Service Providers (ISP's) by creating potential significant delays in receiving e-mail.

## **Consumer Information**

Consumer Information, including campus safety and reporting for Huntingdon College in Montgomery, AL, can be found at the following link:  
<http://hawk.huntingdon.edu/oia/consumerinformation.html>

## **Community College Campus Safety and Reporting**

Campus Safety and Reporting for each site location can be found at each individual community college website. Site Coordinators can provide this information upon request.

## **Department Contact Information:**

### **Student Financial Services (Student Accounts)**

The Business Office is open 8:00 a.m.–5:00 p.m., Monday–Friday.  
Amanda McElwain, Student Account Manager  
Office: Wilson Center, Room #108A  
Telephone: (334) 833-4404  
Fax: (334) 833-4235  
Email: [studentaccounts@hawks.huntingdon.edu](mailto:studentaccounts@hawks.huntingdon.edu)

### **Student Financial Services Office (Financial Aid)**

The Financial Aid Office is open 7:00 a.m.–4:00 p.m., Monday–Friday  
Brittany Davis, Associate Director of Student Financial Aid  
Office: Wilson Center, Room #108B  
Telephone: (334) 833-4428  
Fax: (334) 833-4235  
Email: [fnaid@hawks.huntingdon.edu](mailto:fnaid@hawks.huntingdon.edu)

### **Registrar's Office**

Office: Wilson Center, Room #105  
Telephone: (334) 833-4532  
Fax: (334) 833-4313  
Email: [sbpsregistrar@hawks.huntingdon.edu](mailto:sbpsregistrar@hawks.huntingdon.edu)

### **Office of Technology Services**

Office: Wilson Center Room #111  
Telephone: (334) 833-4568  
Email: [techteam@hawks.huntingdon.edu](mailto:techteam@hawks.huntingdon.edu)

### **Center for Career and Vocation**

Sherry Lacey, Director of Center for Career and Vocation (CCV)  
Office: Flowers Hall, Room #218A  
Telephone: (334) 833-4556  
Email: [s.lacey@hawks.huntingdon.edu](mailto:s.lacey@hawks.huntingdon.edu)  
Website: <http://www.huntingdon.edu/alumni-friends/center-for-career-and-vocation-alumni/>

## **Site Specific Contact Information:**

Huntingdon College  
Director of Evening Studies: Renee Culverhouse  
Phone: 256-393-2999  
[rculverhouse@hawks.huntingdon.edu](mailto:rculverhouse@hawks.huntingdon.edu)

Bevill State Community College – Sumiton Campus  
Site Coordinator: Justin Evans  
Phone: 205-648-3271, Ext. 2256  
[justin.evans@hawks.huntingdon.edu](mailto:justin.evans@hawks.huntingdon.edu)

Enterprise State Community College  
Site Coordinator:

Faulkner State Community College-Bay Minette Campus  
Site Coordinator: Vinson J. Bradley  
Phone: 251-580-4908  
[vinson.bradley@hawks.huntingdon.edu](mailto:vinson.bradley@hawks.huntingdon.edu)

Faulkner State Community College-Fairhope Campus  
Assistant Site Coordinator: Melisa Anderson  
Phone: 251-990-0457  
[manderson@hawks.huntingdon.edu](mailto:manderson@hawks.huntingdon.edu)

Jefferson Davis Community College—Brewton  
Site Coordinator: Dr. Beth Billy  
Phone: 251-809-1553  
[bbilly@hawks.huntingdon.edu](mailto:bbilly@hawks.huntingdon.edu)

Jefferson State Community College—Center Point Campus  
Site Coordinator: Andrae Perry  
Phone: 205-856-8545  
[andrae.perry@hawks.huntingdon.edu](mailto:andrae.perry@hawks.huntingdon.edu)

Jefferson State Community College—Shelby Campus  
Site Coordinator: Patsy Maddox  
Phone: 205-983-5983  
[patsy.maddox@hawks.huntingdon.edu](mailto:patsy.maddox@hawks.huntingdon.edu)

Huntingdon College, Montgomery  
Site Coordinator: Tommy Dismukes  
Phone: 334-833-4402  
[tdismukes@hawks.huntingdon.edu](mailto:tdismukes@hawks.huntingdon.edu)

Lawson State Community College  
Site Coordinator: Candice Reese  
Phone: 205-929-2092  
[creese@hawks.huntingdon.edu](mailto:creese@hawks.huntingdon.edu)

Northeast Alabama Community College  
Site Coordinator: Dr. Chip Tucker  
Phone: 256-638-4418, Ext. 2352  
[bennett.tucker@hawks.huntingdon.edu](mailto:bennett.tucker@hawks.huntingdon.edu)

Southern Union State Community College – Opelika Campus  
Site Coordinator: Tiffany Chandler  
Phone: 334-745-2940  
[tchandler@hawks.huntingdon.edu](mailto:tchandler@hawks.huntingdon.edu)