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ANNOUNCEMENT

Probation & Suspension Policy
Effective Fall 2007

Academic Status: The following standards regarding scholastic eligibility, probation, and suspension are applicable to all degree seeking undergraduate students. Administration of these regulations is the responsibility of the Provost.

Good Academic Standing: Continued enrollment in Coastal Carolina University is a privilege that is granted to a student who is making satisfactory academic progress toward a degree. A degree-seeking student enrolled at Coastal Carolina University is in good academic standing unless placed on academic suspension.

Probation/Suspension Status:

Probation: Students are placed on probation when the level of their academic performance is endangering their opportunity to earn a degree from the University. Students must earn a minimum cumulative grade point average on graded hours at Coastal Carolina University to avoid being placed on probation.

[Grade hours = total credit of all courses that have an earned grade of A, B+, C+, C, D+, D, F, or WF]

When a student’s academic level of achievement falls below a 2.0 cumulative grade point average, but within the range indicated in the chart, the student is placed on probation. Probation appears on a student’s academic record at the end of the Regular semesters (fall and spring). A student is removed from the probationary status at the end of the fall or spring terms in which the cumulative grade point average is at least a 2.0.

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<tr>
<th>Cum CCU Graded Hours</th>
<th>Satisfactory Academic Progress</th>
<th>Cum CCU GPA Probation</th>
<th>Cum CCU GPA Suspension</th>
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The following rules apply to students who are on probation:

1. may not enroll in more than 13 credits per semester,

   [Students who pre-registered for more than 13 credits must drop to 13 credits. Should the student fail to drop to 13 credits, the student’s course schedule will be adjusted to 13 credits by the University.]

2. required to have their course schedules and credits reviewed and approved by their academic advisers at the beginning of each semester,

3. required to meet at least two times per semester with their academic advisers, and

4. required to attend a one day Dean’s Academic Counseling Seminar at the beginning of each semester.

A student who enrolls while on probation must demonstrate progress toward the attainment of a degree by earning at least a 2.0 semester grade point average in each regular term to be allowed continued enrollment and to avoid suspension. Once the student has earned at least a 2.0 cumulative grade point average in a regular term, the student is considered to be making satisfactory academic progress and is no longer subject to the rules of probation.
Suspension: Students are suspended from Coastal Carolina University at the end of the fall or spring semesters if:

1. the student's cumulative grade point average falls below the suspension level as indicated in the chart; or,

2. while on probation, the student fails to earn a minimum 2.0 semester grade point average in a regular term.

*Note: First-time freshmen will not be suspended during the first semester of enrollment. First-time freshmen who fall below a 1.50 cumulative grade point average will be placed on probation and subject to the rules of probation.

The first academic suspension means a required separation from Coastal Carolina University for the semester (fall or spring) immediately following the semester in which the suspension occurs. A second, or indefinite, suspension means a required separation from Coastal Carolina University for a minimum of one calendar year. Notice of suspension is placed on the student’s permanent academic record.

After the first suspension is served, a student must be readmitted to the University through the Admissions Office. Suspension, including reinstatement by petition or administrative action, will remain on the academic record and will be considered as a suspension for subsequent decisions.

Students who have served an indefinite suspension must seek readmission through the Academic Suspension Petitions Committee. Admission is not automatic or guaranteed.

Students on suspension may not attend summer school except by action of the Academic Suspension Petitions Committee. Suspended students who are granted permission to take summer courses will be admitted to those courses through the Registrar’s Office.

Students who enroll after suspension are admitted under the status of probation. Students are required to earn at least a 2.0 semester grade point average each semester or earn the required minimum grade point average to avoid a subsequent suspension. Students who are readmitted after suspension are required to enroll in a reduced course load (13 credits), have their course selection and credits approved by their adviser, and attend a one day Dean's Academic Counseling Seminar.

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Academic Suspension Petitions Committee. Students must contact the Dean's Office of their major for information and deadlines for submitting an appeal.

General Policies and Petition Procedures
Students on suspension may not be admitted to, or continue in, any program at Coastal Carolina University for credit or grade point average purposes. Suspension does not extend the time allowed to make up an Incomplete grade. Credits earned at other institutions or by correspondence of any origin while a student is on suspension from Coastal Carolina University cannot be applied toward a degree from Coastal Carolina University or be used for improving the grade point average. Students are reminded that these rules are for suspension from Coastal Carolina University. Some degree programs may impose more stringent requirements for retention in the program. Students suspended by this policy have the right to petition the Coastal Carolina University Academic Suspension Petitions Committee at any time to waive the application of the suspension rule. Requests for petitions and information should be directed to the Dean of the student's major.

*****
IF YOU HAVE QUESTIONS, WE CAN HELP YOU FIND THE ANSWERS

At Coastal Carolina University, we try to make it easy for you to find the right answers. Our faculty, counselors and staff are available to provide individual attention, accurate information and solid advice. Whether you need assistance in an academic area or in making personal decisions, your Coastal family is on call. Your success is our primary concern, and we want to make sure your undergraduate education provides the skills necessary for your success.

If you have questions, the offices listed below can assist you.

- **Admissions Information, Academic Programs**
  Office of Admissions
  (843) 349-2026
- **Campus Card - Student ID**
  (843) 349-6435
- **Campus Housing**
  Office of Residence Life
  Paula Drummond, Director
  (843) 349-6400
- **Career Services Center**
  Mollie Fout, Director
  (843) 349-2333
- **Career Development Services Coordinators**
  Carolyn Hickman-Williams (Education)
  (843) 349-2358
  Connie Jones (Science)
  (843) 349-2677
  Tom Woodle (Humanities)
  (843) 349-2357
  Robert Bulsza (Business)
  (843) 234-3450
- **Counseling Services**
  (843) 349-2305
- **Drug and Alcohol Education**
  (843) 349-2305
- **Fees and Payments**
  Bursar Main Office
  (843) 349-2159
  bursar@coastal.edu
  http://www.coastal.edu/bursar/
  Payment Plans/Perkins Loans
  (843) 349-2245
  tpp@coastal.edu
  Billing and Collection
  (843) 349-2047
  Settlement Checks/Refunds
  (843) 349-2046
  Bursar - Brian Kramer
  (843) 349-2101
- **Financial Aid**
  Office of Financial Aid
  Ron Day, Director
  Dawn Hitchcock, Associate Director
  Meg Hurt, Associate Director
  (843) 349-2313
- **Higher Education Centers**
  (843) 234-3470
  - Myrtle Beach (349-4001)
  - Georgetown (546-7523)
  - Waccamaw (349-4030)
- **Interdisciplinary Studies Program**
  (843) 349-2619
- **Multicultural Student Services**
  Pat Singleton-Young, Director
  (843) 349-2304
- **Public Safety**
  (843) 349-2177
- **Residence Life**
  (843) 349-6400
- **Residency**
  New Students (843) 349-2151
  Continuing Students (843) 349-2025
- **Services for Students with Disabilities**
  Wendy Woodby
  (843) 349-2305
- **University Academic Center**
  (843) 349-2934
- **Student Employment**
  Career Services Center
  Carolyn Hickman-Williams, Coordinator
  (843) 349-2358
- **Student Organizations and Student Activities**
  (843) 349-2301
- **Testing Center**
  (CLEP, MAT, GRE, PRAXIS, GMAT)
  Kay Alford, Director
  (843) 349-4004
- **Tuition Payment Program**
  Bursar’s Office
  Carolyn Singleton, Coordinator
  (843) 349-2245
- **University Academic Center**
  (843) 349-2934
- **USC Distance Learning**
  (843) 349-2394
- **Veteran’s Affairs**
  Office of Financial Aid
  Meg Hurt, Associate Director
  (843) 349-2313

INFORMATION SUBJECT TO CHANGE

The Coastal Carolina University Master Schedule of Classes is intended to provide students with information concerning course offerings and registration procedures for a particular term. Every effort has been made to ensure the accuracy of the information presented in this publication.

CLOSED/CANCELLED SECTIONS

Each course/section has a specified enrollment limit. When enrollment in a course section reaches the limit, it is considered “closed” and no further enrollments will be processed. Students should identify alternate course/sections in the event that their preferred selections are closed.

The University reserves the right to withdraw any course for cogent reasons such as in the case of inadequate enrollment.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Coastal Carolina University provides affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status.

The University has hereby designated the Affirmative Action Office as the Section 504 Coordinator.

SCHEDULE FOR INFORMATION PURPOSES

The rules and regulations printed in this publication are for information only and in no way constitute a contract between the student and Coastal Carolina University. These rules and regulations are subject to change by Coastal Carolina University.
COLLEGE/OFFICE CAMPUS TELEPHONE EXTENSIONS AND LOCATIONS

All telephone numbers are (843) 349- unless otherwise noted

• Wall College of Business 2641 WALL 213
  Business Administration, Dept. of 2641 WALL 213
  Business Computer Lab 2351 WALL 215
  Center for Economic Development 2851 WALL 215
  Resort Tourism Management 2698 WALL 215E
  Professional Golf Management 2680 WALL 111
  Small Business Development 4010

• Spadoni College of Education 2629 KRNS 101
  Biddle Center for Teaching and Learning 2011 KRNS 213
  Ctr. for Education and Community Early Childhood, Elementary, and Special Education 2604
  Health, Physical Educ. and Recreation 2808 WLB 117
  M.A.T. and M.Ed. 2373 KNRS 211
  Middle Grades Education 2373 KNRS 211
  Office of Clinical Experiences 6592
  Professional Program in Teacher Education 6592

• Edwards College of Humanities and Fine Arts 2421 EHFA 201
  Art, Dept. of 2700 EHFA 127
  English and Journalism, Dept. of 2621 EHFA 224
  Foreign Language, Dept. of 2450 PRIN 105F
  History, Dept. of 2476 EHFA 272
  Performing Arts, Dept. of Music 2637
  Theater 2637
  Philosophy and Religion, Dept. of 2476
  Politics and Geography, Dept. of 2621
  Waccamaw Center for Cultural and Historical Studies 2891

• College of Natural and Applied Sciences 2202 SCI 124
  Biology, Dept. of 2238
  Ctr. for Marine and Wetland Studies 4019
  Chemistry and Physics, Dept. of 2379
  Computer Science, Dept. of 2116
  Marine Science, Dept. of 2219
  Mathematics, Dept. of 2004
  Mathematics Lab 2935
  Psychology and Sociology, Dept. of 2275

• Division of Academic Outreach
  Higher Education Centers (843)234-3470
  • CCU Higher Education Center, Georgetown (843) 546-7523
  • CCU Higher Education Center, Myrtle Beach (843) 349-4001
  • CCU Higher Education Center, Waccamaw (843) 349-4030

• Distance Learning
  USC Distance Learning 2394 UHAL 206

• Admissions
  Welcome Center 2026 UHAL 206
  Orientation, Office of 2188 KING 206

• Athletics
  Athletic Academic Advisement 2315 LAUR
  Athletic Study Hall 2541 PRIN 209
  Intramurals 2832 WB 151C
  Physical Education Center/Front Desk 2802 WB
  Pool 2815 WB
  Ticket Office 3490 Brooks Stadium

• Bookstore 2360 UHAL
• Bursar's Office 2159 EVGR
  bursar@coastal.edu
  http://www.coastal.edu/bursar
  Tuition Payment Plans 2245 EVGR
  Billing/Collections 2047 EVGR
  Settlement/Refund Checks 2046 EVGR
• Campus Card/ID 6435 ANTH 006A
• CINO Grille 2327 STCR 105
• The Commons 347-8922 DHALL
• Credit Union 2035 UHAL
• Financial Aid 2131 KING 300
• Financial Services 2283 SNGL 110
• Payroll 2042 SNGL 113
• Information Technology Services 2084 WALL 105
• Kimbel Library 2402 KLIB
• Circulation 2400 KLIB
• Media Collection 2409 KLIB
• Reference 2414 KLIB
• Mailroom 2156 SAND
• Multicultural Student Services 2863 PRIN 215
• Orientation, Office of 2188 KING 001
• President, Office of the Administration 2002 SNGL 102
  Reception Area 2005 SNGL 102B
• Provost, Office of the President 2088 SNGL 121
  Honors Program 2088 SNGL 121
  International Programs & Services 2053/2684/
  Foreign Student Advisement 2054 LAUR
  Study Abroad 2053 LAUR
  Abroad 2684 LAUR
• Public Safety 2177 ATNM
• Registrar, Office of the President 2019 SNGL 108
• Records 2020 SNGL 108
  Registration 2068 SNGL 108
• Residence Life 6400 WACC 129
• University Academic Center 2934 PRIN 213F
  Foreign Language Lab 2468 PRIN 213F
  Mathematics Lab 2884 PRIN 213F
  Science Skills Lab 2939 PRIN 213F
  First Year Academic Advising 2941 PRIN 213F
  First Year Experience 2473 PRIN 213F
  Writing Center 2937 PRIN 213F
• Student Affairs 2302 SNGL 104
  Archibald (literary magazine) 2328 STCR 206
  Coastal Productions 2326 STCR 206
  Career Services 2341 Indigo House
  Chanticleer (student newspaper) 2330 STCR 206
  Counseling Services 2305 SHCS
  Student Employment 2358 INDO 109
  Student Activities 2301 STCR 106
  Student Government 2320 STCR 203
  Tempo (student feature magazine) 2396 SCTR 206
• Student Computing Services 2938 PRIN 204
• Testing Center 349-4004 CCU Higher
  Education Ctr., Myrtle Beach
• Wheelwright Auditorium 2502 WHEL
• Box Office 2502 WHEL
FOR SPRING SEMESTER
APPLY FOR FINANCIAL AID EARLY! WWW.FAFSA.ED.GOV

FREE APPLICATION FOR FEDERAL STUDENT AID
2008-2009
PELL GRANTS, NEED BASED GRANTS, COLLEGE WORK-STUDY, STUDENT LOANS

FILE YOUR TAXES FIRST AND THEN DO YOUR FAFSA.
IT'S QUICK AND EASY TO AVOID THE LINES.

Check your Coastal e-mail address for updates from the Office of Financial Aid.

↓ ↓ ↓ IMPORTANT ↓ ↓ ↓

The Office of Financial Aid cannot guarantee that applications received after November 15th will be processed before tuition is due for Spring Semester 2008.

For details on your personal financial aid package, check Student Web Advisor at my.coastal.edu

ACADEMIC SCHEDULE CALENDAR

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<td>August 20 - December 12</td>
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WEST(MAIN) CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2008

Exam times  May 5  May 6  May 7  May 8  May 9
Monday  Block 1 (English)  Block 2 (Math)  MWF 8:30 a.m.  TTH 8:30 a.m.  Block 4
11 a.m.  MWF 9:30 a.m.  TTH 10 a.m.  MWF 10:30 a.m.  TTH 11:30 a.m.  MWF 11:30 a.m.
1:30 p.m.  MWF 12:30 p.m.  TTH 3 p.m.  MWF/MW 3 p.m.  TTH 1 p.m.  MWF/MW 1:30 p.m.
4 p.m.  MWF 7:30 a.m.  Block 3  MW 4:30 p.m.  TTH 4:30 p.m.  Block 5
6:15 p.m.  M/MW 6 p.m.  T/TTH 6 p.m.  W 6 p.m./  TH 6 p.m./  Alt.*
8:30 p.m.  MW 9 p.m.  TTH 9 p.m.  MW 7:30 p.m.  TTH 7:30 p.m.  Alt.*

Exams for Saturday Only classes will be administered Saturday May 3, during the regularly scheduled class time.

SPRING I EXAMINATION SCHEDULE

Class  Final exam
TTH  Thursday, March 6
MW  Monday, March 10
MTWTH  Monday, March 10

Examinations will be held at the regular class meeting time.

SPRING II EXAMINATION SCHEDULE

Class  Final exam
MW  Thursday, March 6
TTH  Monday, March 10
MTWTH  Monday, March 10

Examinations will be held at the regular class meeting time.

* Must be arranged with instructor.
Note: Any student with three exams on the same day may wish to arrange an alternate time with the instructor of the second examination.

Block Exams must be reserved by the academic departments through the Office of the Registrar one semester in advance.

EAST CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2008

Exam times  May 5  May 6  May 7  May 8  May 9
Monday  Block 1 (English)  Block 2 (Math)  MWF 8 a.m.  TTH 8 a.m.  Block 4
11 a.m.  MWF 9 a.m.  TTH 9:30 a.m.  MWF 10 a.m.  TTH 11 a.m.  MWF 11:00 a.m.
1:30 p.m.  MWF 12 noon  TTH 2:30 p.m.  MWF/MW 2:30 p.m.  TTH 12:30 p.m.  MWF/MW 1 p.m.
4 p.m.  MWF 7 a.m.  Block 3  MW 4 p.m.  TTH 4 p.m.  Block 5
6:15 p.m.  M/MW 5:30 p.m.  T/TTH 5:30 p.m.  W 5:30 p.m./  TH 5:30 p.m./  Alt.*
8:30 p.m.  MW 8:30 p.m.  TTH 8:30 p.m.  MW 7 p.m.  TTH 7 p.m.  Alt.*

Exams for Saturday Only classes will be administered Saturday May 3, during the regularly scheduled class time.

SPRING I EXAMINATION SCHEDULE

Class  Final exam
TTH  Thursday, March 6
MW  Monday, March 10
MTWTH  Monday, March 10

Examinations will be held at the regular class meeting time.

SPRING II EXAMINATION SCHEDULE

Class  Final exam
MW  Thursday, March 6
TTH  Monday, March 10
MTWTH  Monday, March 10

Examinations will be held at the regular class meeting time.
DROP/ADD SCHEDULE (with no academic record)

- Regular Spring  January 16 through January 22, 2008
- Spring I       January 22 through January 25, 2008
- Spring II      March 12 through March 24, 2008

If you wish to drop/add a course, see your adviser, complete a Registration Form, and report to the appropriate registration area of your college to process drops and/or adds. If you have problems with your bill, contact the Bursar's Office for assistance. You should take care of any fee payments or fee receipt pick-up before leaving.

DROP/ADD PROCEDURES
1. See your adviser.
2. Complete a Registration Form with your adviser.
3. Report to the appropriate registration area of your college as directed by your adviser.
4. Obtain a copy of your schedule; review for accuracy.
5. Pay fees or outstanding balance at the Bursar’s Office.

ADMISSIONS INFORMATION

FOR INFORMATION ON APPLYING FOR UNDERGRADUATE OR GRADUATE ADMISSION, GO TO WWW.COASTAL.EDU OR CALL 843-349-2026 OR 800-277-7000.

DEGREE PROGRAMS

- BUSINESS ADMINISTRATION
  Accounting - Certified Public Accountant option
  Accounting - Certified Managerial
  Accountant/Certified Financial Manager option
  Economics
  Finance
  Management
  Management - International Tourism option
  Management - Resort Tourism Management option
  Marketing
  Marketing - Professional Golf Management
  Sanctioned by the Professional Golfers' Association of America (PGA)

- EDUCATION
  Early Childhood Education
  Elementary Education
  Health Promotion
  Health Promotion - Sports Medicine option
  Interdisciplinary Studies
  Middle Grades Education
  Physical Education
  Physical Education - Recreation and Sport Management option
  Special Education - Learning Disabilities

- HUMANITIES AND FINE ARTS
  Art Studio
  Dramatic Arts
  English - Literature or Technical and Professional Writing
  History
  Music
  Musical Theater
  Philosophy
  Political Science
  Spanish

- NATURAL AND APPLIED SCIENCES
  Biology
  Chemistry
  Computer Science - Theoretical or Information Systems
  Marine Science
  Mathematics/Applied
  Psychology
  Sociology

- BACCALAUREATE COOPERATIVE PROGRAMS
  Engineering
  dual degree with Clemson University
  Nursing
  with Medical University of South Carolina at Francis Marion University

- GRADUATE DEGREE PROGRAMS
  Master of Arts in Teaching
  Master of Education:
  Early Childhood
  Elementary
  Secondary
  Educational Technology
  Master of Science
  Coastal Marine and Wetland Studies

Coastal Carolina University also offers other cooperative undergraduate and graduate degree programs.
BOOKSTORE
The bookstore will be open during all hours of registration for your convenience. Please check with your professor before purchasing books.

CAREER SERVICES CENTER
Career Services facilitate the integration of career exploration, decision making, and job search preparation for students at all class levels. Part time, seasonal, internship, and full time employment opportunities are available through the Career Resource Lab, Indigo House 108, and on the Web at www.coastal.edu/career.

For more information about career counseling, exploration and job search preparation, visit the Career Services Center, Indigo House or call (843) 349-2305.

COUNSELING SERVICES
204 University Boulevard
http://www.coastal.edu/counseling/
Counseling Services are offered to Coastal Carolina University students to assist students in defining and accomplishing their personal and academic goals. Priorities of the service include: 1) treatment of mental health concerns, 2) prevention of psychological difficulties, 3) educating students to live emotionally and behaviorally healthy lives, and 4) contributing to a healthy campus environment. Services include individual, couples, and group counseling; psychiatric services; crisis intervention; assessment; nutritional counseling; drug and alcohol education; academic coaching; referrals; and consultation. Counseling Services adhere to the standard professional procedure regarding confidentiality of information and records are not part of any other Coastal Carolina University records.

Counseling Services also offers extensive psycho-educational programming to the University campus. Counselors present fun and interactive programs to classrooms, clubs, teams, and any other student group. Professional staff members are assisted by student peer educators from SHORE (Students Helping Others Reach Excellence). Staff and SHORE members also sponsor prevention efforts such as alcohol awareness week, depression screenings, and sexual assault awareness activities to promote a healthy campus environment. Students interested in joining SHORE can complete an application on-line or available at Counseling Services.

Students may schedule appointments or programs by visiting the Student Health-Counseling Services building, at 204 University Blvd. or by calling 349-2305.

ENROLLMENT OF SENIOR CITIZENS
Residents of South Carolina who are age 60 or above may enroll tuition-free on a space-available basis. Please call the Office of Admissions for information at (843) 349-2026 or (800) 277-7000.

LIBRARY
All students must present a Coastal Carolina identification card to check out materials from Kimbel Library. To obtain an ID card, please visit the Identification Card Office located in Antheneum Hall, room 006-A.

PARKING
The University provides for parking in designated lots and spaces for general parking and those designated strictly for faculty and staff or visitors. Areas where parking is not permitted are marked in the customary manner and must remain open. Graduate and undergraduate student cars must be registered on campus by obtaining a parking decal to be affixed to the vehicle. Decals are available in the Office of Public Safety located in Antheneum Hall.

DISABILITY SERVICES
Prince
http://www.coastal.edu/counseling/
Coastal Carolina University is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Disability Services are housed within the Counseling Services. Students with physical, psychological, or learning disabilities receive accommodations and assistance through this service. With appropriate documentation, the Disability Coordinator determines accommodations needed to assist students in taking full advantage of their CCU educational opportunities. On-going disability coaching is offered to assist students with disabilities to help ensure success at CCU. To access services and accommodations, students should obtain documentation of the disability and make an appointment with the Coordinator of Disability Services at Student Health-Counseling Services building, Prince or call 349-2305.

SEX OFFENDER REGISTRY
The Coastal Carolina University Department of Public Safety maintains a registry of Coastal Carolina University students and employees who have been convicted of sex crimes. This registry is available to any member of the public. Anyone who wishes to view the registry should contact the Coastal Carolina University Department of Public Safety.

STUDENT DIRECTORY
The University publishes a Student Directory annually. Students who do not wish to have information printed in the Student Directory should complete a Student Directory Privacy Request Form, available in the Office of the Registrar, located in Singleton Building 108. Student Directory Privacy Request Forms must be completed no later than 14 days after the beginning of the term.

STUDENT IDENTIFICATION CARDS
Identification cards are required for all members of the University community. Upon completion of registration, students will be issued a photo-ID card for use over the duration of their tenure at Coastal Carolina University. Regular hours of operation to have student ID’s made will be Monday through Friday 9 a.m. to 12 noon and 1 to 4:30 p.m. Replacement ID cards are $20 each. For information regarding ID cards, contact the Identification Card Office at (843) 349-6435, located in Antheneum Hall, room 006-A.
A DRUG-FREE CAMPUS: The University, Its Policies and the Law

The University complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendment of 1989, and the South Carolina Drug-Free Workplace Act of 1990. Public Law 101-226 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

All employees (including student workers) are expected to adhere to the laws and policies as a condition of employment. The Safe Schools Act of 1990 is a law which specifically addresses the distribution, sale, manufacture or possession of controlled substances within proximity of schools and colleges. The criminal penalties associated with this law are in addition to all the other state, local and federal sanctions.

All policies regarding student conduct are available in the Office of Student Affairs located in the Singleton Building, room 104, or by calling (843) 349-2302. The policies also are available in the Director’s office of the Georgetown campus or by calling (843) 546-7523. All policies affecting University employees are available in the Office of Human Resources and Equal Opportunity on campus at (843) 349-2036.

University officials are designated by the President of this institution to be responsible for overseeing and implementing all actions and programs relating to these policies. The Vice President for Student Affairs (or designee) is responsible for administering the Code of Student Conduct. The Associate Vice President for Human Resources and Equal Opportunity (or designee) is the responsible official for university personnel issues.

REMEMBER:
If you are under the age of 21, it is against the law for you to purchase or possess any alcoholic beverage. Some violations of state law mandate the loss of the offender’s driver’s license for up to six months as well as fines and imprisonment. Legal penalties for drug violations are even tougher, and all convictions are recorded on an individual’s permanent criminal record.

HEALTH AND OTHER RISKS
Reactions to alcohol and other drugs are unpredictable.
• The use of these chemicals can lead to accidents, injuries, addiction, psychological problems, birth defects, violence and death.
• Poor grades are correlated with increased use of alcohol, and alcohol is implicated in 29 percent of all college dropouts.
• Alcohol and other drugs affect your judgment, sometimes resulting in your doing things you wished you’d never done . . . like having unwanted, unplanned, or unprotected sex, getting in a fight, or destroying property or other negative behaviors.
• Alcohol is the #1 date rape drug. However, it should be noted that drugs such as Rophynol and GHB are being used specifically to make someone vulnerable to sexual assault. They are secretly slipped into a beverage and can cause symptoms ranging from drowsiness to amnesia. WATCH YOUR DRINK! If you think you’ve been a victim of sexual assault, please call Rape Crisis Center, (843) 448-7273, or the police immediately.
• It should be noted that accidental deaths resulting from irresponsible drinking are often the result of occasional misuse or binge drinking (5 or more drinks) rather than chronic abuse or dependence.
• Operating a car (or a boat) while intoxicated is illegal and dangerous, affecting balance, vision and safety. Don’t drive while intoxicated on alcohol or drugs – and don’t ride with an intoxicated driver either.
• Generally, an individual’s risks from alcohol and other drug use are affected by: the type, amount and strength of the chemical; the interaction of two or more substances; your physical and emotional state; your gender, body size, age, general health and family history; and activities performed while under the influence.

Marijuana (pot, hash, weed) can interfere with coordination, perception, judgment, concentration, and short-term memory. It can irritate the lungs and respiratory tract, cause heart palpitations, and affect with your hormones. It can also trigger panic and disorientation. Marijuana is a complex drug that may result in subtle long-lasting changes in the body and brain.

Hallucinogens, from designer drugs to mushrooms to LSD, XTC and PCP, can cause a variety of effects ranging from faulty heart rhythms to distorted perceptions, delusions, sensory cross-over, paranoia, and convulsions. You could be risking permanent damage to your heart and brain. Even herbal products can be harmful. Beware the hype!

Cocaine and other amphetamines (speed, crack, crystal) push the body faster than it was meant to go, posing serious health risks to major organ systems. You may feel ecstatic or depressed, smart or paranoid, or you can suddenly die.

COUNSELING SERVICES
All on-campus counseling services are free to students who are voluntarily seeking assistance. Confidentiality is maintained consistent with professional standards. We encourage the seeking of assistance on a voluntary basis.

Assessment and referrals to appropriate community resources are facilitated as needed. Current listings of many area self-help groups are available as well as free pamphlets with facts on alcohol, drugs and other lifestyle issues. Educational outreach programs are offered regularly on a variety of topics.

Alcohol and other drug (AOD) assessments and confidential, individualized treatment are offered to students in need of assistance. Referrals to community resources may be recommended depending upon the severity and extent of use.

In addition, e-chug, a confidential on-line instrument, will be available 24/7 to all students seeking brief assessment, outcomes and suggestions regarding their use.

Alcohol Education classes are provided to violators of campus policy regarding alcohol. In addition, students may voluntarily attend these classes as a means of personal development.

Anyone interested in these services may stop by Counseling Services located in the Student Health/Counseling Building at 204 University Boulevard or call 349-2305.
1. **What is Sexual Assault?**

A person is guilty of sexual assault or criminal sexual conduct if a person engages in sexual intercourse, cunnilingus, fellatio, or any form of penetration or contact that is explicit, graphic, or in any way suggests sex.

Sexual Assault is broken down into different categories due to severity of circumstances.

A. **First category:** A person commits sexual assault if they use force, confinement, kidnapping, robbery, burglary, etc.

B. **Second category:** A person commits sexual assault if they use threats or physical force or threatens to retaliate in the future.

C. **Third category:** A person commits sexual assault if they know or have reason to know that the person is mentally incapacitated (i.e., intoxicated or under the influence of drugs) or physically helpless (unconscious). Force or threats are NOT used to accomplish sexual assault.

2. **If I’m Sexually Assaulted what can I do?**

You have many options: Make sure you are safe from further harm. Go to a safe location away from the perpetrator. If possible, go to someone with whom you feel safe. If you need help getting away, call 911.

Tell someone...friends, family, police officers, medical personnel, coaches, teachers, whomever you feel comfortable talking with. Talking to someone can not only help you feel better, it can get another person involved who may be able to think a little more clearly during this difficult time.

Go to the hospital. It’s encouraged to go to the hospital but this is entirely your own decision. If you decide to go to the hospital they will automatically call Law Enforcement. With your consent, hospital personnel will perform an exam using a sexual assault evidence collection kit, so please don’t eat or drink, use the restroom, shower, smoke, chew gum, comb hair or change clothes. If you have already done any of these things you can still go to the hospital.

Call or go to the police. Whether you go to the hospital or not, whether you want to press charges or not, you can get the help of trained police officers. It may be helpful to just talk with them about all of your options and decisions. Female police officers are available on campus.

Go to Health Services on campus during the day (8:30-5:00 M-F) to get treatment for sexually transmitted diseases, pregnancy, etc... Health Services will only call police if you want them to.

Do Nothing. This is always an option. Please be aware, however that those who do not seek any kind of help are likely to suffer longer from the trauma than those who reach out.

3. **What if I don’t want to press charges?**

Just because you file a report with police doesn’t mean you have to press charges. That decision is completely up to you the survivor. If you are examined at the hospital using the sexual assault kit, then the only way the exam is paid for by the South Carolina Office of Victims Assistance is if they have a police report. There is no pressure from police officers to press charges. The University has their own form of discipline that is completely separate from police procedures. You can learn more about the University judicial system by contacting the Dean of Students.

4. **Who can I talk to?**

There are numerous people in the CCU community that are always available. We have on-call counselor-advocates, Public Safety victim’s advocate, Residence Hall advocates, Health Services staff and the Dean of Students. Feel free to bring along a friend to help you feel more comfortable. All Advocates are available to answer any questions, address any concerns, or just to be a shoulder to lean on.

5. **How can I recover from this?**

First and foremost, remember this IT IS NOT YOUR FAULT! The recovery process is different for every person but generally it takes time and patience on your part. It is important to regain a sense of control over your life. Make sure that others don’t make your decisions for you during this time so that you can feel like you have control. Counseling has shown to be effective in helping people achieve a quicker and more stable recovery.

6. **Who will know?**

- If you tell a counselor or medical professional, the information is confidential. For statistical record-keeping mandated by law, they will report the day and approximate location to Public Safety but your identity and all other details remain confidential.
- If you tell any other Student Affairs Staff Member (such as Residence Life Staff, the Victim’s Advocate, or Public Safety) they will inform other Student Affairs staff who may be needed to assist with an appropriate response.
- If you tell a faculty member, friend, family member, etc., it is up to each person to determine who they will tell. Any University employee will need to report the date and approximate location of the assault to Public Safety for statistical record-keeping.

**Important Phone Numbers:**
- Victim's Advocate, Lt. Sessions-Stackhouse (843) 349-2177; Conway Medical Center (843) 347-7111; Grand Strand Regional Medical Center (843) 692-1000; Public Safety (843) 349-2177 or 2911; Counseling Services (843) 349-2305; Student Health Services (843) 349-6543; Myrtle Beach Rape Crisis (843) 448-7273; Dean of Students Office (843) 349-4160.

For additional information go to http://www.gov.ewp.state.sc.us/sova/billing.html

**University policies**

Coastal Carolina University will not tolerate sexual assault in any form, including acquaintance rape. A student charged with sexual assault may be prosecuted under South Carolina criminal statutes and disciplined under the University’s Code of Conduct whether or not civil authorities elect to prosecute such offenses. Victims of sexual assault are strongly encouraged to seek redress in a confidential process wherein a complaint has been filed consistent with the Student Code of Conduct. In instances where a complaint has been filed, the University will pursue strong disciplinary action (to include suspension) through the University judicial process.

A student can report an incident to Coastal’s Department of Public Safety, the Director of Residence Life, the Director of Student Activities, the Dean of Students or the Vice President for Student Affairs. Students, faculty and staff should be aware that anonymous reports may alert a faculty or staff member to an existing problem, but these reports alone cannot serve to initiate disciplinary action.

The following procedures are mandated by the Campus Crime Act:

- Both the victim and the suspect are entitled to the same opportunity to have others of their own choosing present during the proceedings of the Campus Judicial Board.
- Both the victim and the suspect will be informed as to the outcome of the hearing.

**Requests for education, training or information can be made through Counseling Services located at 204 University Boulevard, or by calling 349-2305 or Coastal’s Department of Public Safety at 349-2177 or 349-2911.**
WEB ADVISOR FOR STUDENTS

Prior to attempting registration, students must be admitted to the University. If you are not admitted, please contact the Office of Admissions (Kingston Hall; 843-349-2026).

Go to https://webadvisor.coastal.edu

This will display the WebAdvisor Main Menu. You will need to select your point of entry on the right of the Main Menu screen. Select ‘Current Students’. You will note that the only options that will display at this point will be the ‘What’s My Username and PIN?’ and the ‘Search for Sections’ options. These are the only two processes you can perform without logging into the system. To take advantage of all other registration options you MUST log in.

Log On

Your UserName is your CCU email login name. Your password is your CCU email PIN (Personal Identification Number). If you do not know these, access the PIN lookup page by clicking on the ‘What’s My Username and PIN?’ option. The ‘PIN Lookup’ page will guide you through the lookup process. This link will also provide you with your CCU ID number.

Search for Sections

Search for Sections will enable you to view available Course Sections. You will be able to limit your search by term, subject, course level, course number, section, meeting days and times, course title, locations/sections (Myrtle Beach classes, Fall II classes, etc), academic level or instructor’s last name. First specify the term or start and end dates. ‘Term Dates or start and end dates MUST always be specified.’ Next specify the subject, course level, etc. At least two fields must be specified. Click on the Submit button and all available Course Sections matching the criteria you selected will be displayed. You can NOT register for Course Sections on this menu. To register for Course Sections, you must click on Register for Sections.

Register for Sections

To register for Course Sections, click on Register for Sections.

A. Adding Course Sections to your Preferred Sections List. You can add Course Sections to your Preferred Sections List via ‘Search and Register’ or ‘Express Registration’

If you do NOT know the exact subject, course number, and section of the course sections for which you plan to register, you can then click on ‘Search and Register for Sections’. You will be able to limit your search by term, subject, course level, meeting days and times, locations/sections (Myrtle Beach classes, Fall II, etc), academic level, or instructor’s last name. Click on the Submit button. Once the course sections display that meet your criteria, you can select the course sections for which you would like to register by checking the boxes next to them. Click Submit at the bottom of the screen to add your selections to your Preferred Sections List. If you know the exact subject, course number and section number for the Course Sections for which you wish to register, you can then select ‘Express Registration’. You can register for a course section by simply entering the course subject, course number and section (i.e. MATH 100 01) and the appropriate term that you are registering for (i.e. Fall 2006). Once you have entered all the Course Sections you plan to take, you can click on the Submit button at the bottom of the screen. This would add the entered Course Sections to your Preferred Sections List.

B. Registering for Course Sections in your Preferred Sections List

After selecting Course Sections using ‘Search and Register’ or ‘Express Registration’ you should complete the process by registering for the Course Sections added to your Preferred Sections List.

You could choose to:

- Register for all Course Sections in this list by using the ‘Action for ALL Preferred Sections’ option.

If you use the ‘Action for ALL Pref. Sections’ you can choose to select an option for the ‘If one of my choices is not available’ drop down near the end of the page. The two choices here are ‘Allow me to adjust all’ or ‘Complete only available’.

- ‘Allow me to adjust all’ - Choosing this will complete the registration process only if all registration attempts pass successfully. If one registration fails, all fail. Example: You choose to register for two Course Sections at once. You have not met the pre-requisites for the first Course Section. Then both registrations fail; i.e. you are not registered for the second Course Section either. In such a scenario you should try to register for the second Course Section again.

- ‘Complete only available’ - Choosing this option will complete the registration process for all successful Course Sections and will give error messages for the rest. Example: You choose to register for two Course Sections at once. You have not met the pre-requisites for the first Course Section. Now, you will get registered for the second Course Section but will get an error message indicating that registration in the first Course Section was unsuccessful.

- Register for one Course Section at a time by choosing an ‘Action’ from the drop down next to each Course Section.

After a successful registration attempt, a new screen will show the result(s) of your registration attempt. All of the processed requests and the Course Sections that you are currently registered for will be displayed. Please note that this will include courses from the current semester and will NOT be limited just to the Course Sections for which you are currently registering.

Other Registration Notes:

If you register via WebAdvisor, you will NOT receive a printed course confirmation from the Office of the Registrar. You can obtain a confirmation by returning to WebAdvisor’s Main Menu and selecting My Class Schedule. You can use your browser’s print function to print a confirmation of your course schedule by term.

If you would like to register for a Course Section on an Audit or Pass/Fail basis, you will need to contact your academic department to obtain authorization. You must register within the academic department, not via WebAdvisor for Audit and/or Pass/Fail Course Sections.

Special Permissions - Academic Overload and Instructor’s Consent must be granted electronically by your academic department prior to registering online.

Drop Sections

To drop Course Sections, click on Drop Sections. Then, select the Course Section(s) you wish to drop by checking the box next to it. (Please note that you can also add a Course Section(s) at the same time as dropping another. The Course Section(s) that you need to add should be in your Preferred Sections List.) Then click the Submit button. A new screen will show you the result of your drop(s) and add(s).

SPECIAL NOTE: In order to process a total University Term Withdrawal, you will need to go to PRIN 213D, for the appropriate form.

My Class Schedule

To view your Class Schedule, click on My Class Schedule. Select the appropriate term and click Submit. You can use your browser’s print function to print your schedule.

Remember to Log Out
ACADEMIC PROFILE

1. Grades/GPA By Term
You will be given the option to view your grades by term. Click the appropriate box for the term you wish to view. Select the Academic Level (i.e. Undergraduate, Graduate). Click on the Submit button. This screen will display the Term, Total Earned Credits, Total Grade Points, Term GPA and a list of all courses taken at Coastal Carolina University along with the final grades and credit hours earned for each course.

2. Total Course/Grade Listing
From the pull down menu, select the Transcript Type (i.e. Undergraduate, Graduate). Click on the Submit button. This screen will display a total listing of all courses taken at Coastal Carolina University and your Total Earned Credits, Total Grade Points and Cumulative GPA.

Students will have access to grades 24 hours per day for a least 24 days beginning the the following dates:

- 2008 Spring I: March 15, 2008
- 2008 Spring: May 17, 2008
- 2008 May: June 12, 2008
- 2008 Summer I: July 17, 2008
- 2008 Summer II: August 21, 2008
- 2008 Fall I: October 18, 2008
- 2008 Fall: December 20, 2008 *

Note: Any student with a certified disability that prevents accessing or viewing grades via the web (internet) may petition the University Registrar to have final grades provided in an alternate manner.

* The Office of the Registrar will not be available to assist students while the University is closed for the Christmas holidays.

3. Application for Graduation
Fill out both the "Application for Degree" and "Degree Certification" forms online. Print the forms and distribute accordingly.

4. Transcript Request
Transcript Request offers the ability to fill out a transcript request form on-line. You may then return it to the Office of the Registrar for processing.

5. Transcript Request Status
Confirm the status of transcript requests made to Coastal Carolina University. This screen will display the date on which the requested transcript was produced.

6. Test Summary
Test Summary will enable you to view a display of Admissions Tests, Placement Tests and/or any other tests you may have completed and reported to CCU.

7. Program Evaluation
Program Evaluation offers the ability to monitor your academic progress toward your degree requirements. It also enables you to see how much of your current academic record would apply toward a prospective program in a ‘what-if’ scenario. Program Evaluation (via WebAdvisor) reflects only the primary major. For a Program Evaluation report of additional major(s) and/or for minor or specializations, visit your Academic Department and see your adviser.

8. Academic Standing
A historical view of your Academic Standing record will be displayed to the screen in descending order by the term for which each was posted. Please see the University Catalog for a detailed definition of academic standings

9. Enrollment Verification
Students may link to the National Student Clearinghouse to access enrollment information. An official enrollment verification certificate may be printed for personal use, free of charge.

COMMUNICATIONS

1. Address Change
Fill out the Address Change form online and return to the Office of the Registrar for processing.

Bursar-Financial Services

1. Account Summary
The Account Summary screen displays your tuition charges, payments, financial aid awards, etc.

2. Account Summary By Term
The Account Summary By Term screen displays your tuition charges, payments, financial aid awards, etc. by term.

3. Make a Payment
The Make a Payment screen allows students to pay tuition charges for the current term with VISA, MasterCard, or Discover. This is a "Real Time" interactive cash receipt process. and an excellent way to avoid cancellation and any inconvenience of waiting in line, calling, or mailing your tuition payments. Make a payment is not currently available for tuition payment plan payments. Subject to change.

4. 1098-T Detail Report
This 1098-T detail report screen details the information provided to your 1098-T federal tax document.

FINANCIAL AID

1. Financial Aid Status By Term
From the pull down menu, select the Award Period you wish to review. This screen will display the source, amount, action and total estimated funds available for the selected term.

2. Financial Aid Award Letter
From the pull down menu, select the year for the financial aid award letter that you wish to review. Click "submit" to view your award letter.

Contact Offices and Telephone Numbers

Office of the Registrar (843)349-2019
Office of Financial Aid (843)349-2313
Bursar’s Office (843)349-2159
bursar@coastal.edu
HOW TO REQUEST A TRANSCRIPT

All requests for transcripts must be in written form. Any student who needs a transcript may complete a Transcript Request form at the Office of the Registrar, or send a signed and dated letter containing all pertinent identifying information to the Office of the Registrar.

In addition to the signed consent, each transcript request should include:

- full name or names used;
- Social Security number;
- dates of attendance;
- date of birth to ensure proper identification of the record requested; and the
- address where the transcript should be mailed.

➤ Transcripts will not be issued to a student who is indebted to Coastal Carolina University.

➤ Partial transcripts will not be issued.

➤ There is no charge for less than 12 official transcripts in a calendar year; Coastal Carolina reserves the right to alter this charge at any time.

➤ Mail request to:
  Office of the Registrar
  Coastal Carolina University
  P.O. Box 261954
  Conway, SC  29528-6054

 HOW TO OBTAIN AN ENROLLMENT VERIFICATION

The National Student Clearinghouse is Coastal Carolina University’s authorized agent for providing enrollment verification. Coastal Carolina provides the current semester’s enrollment information to the clearinghouse once the open registration, or free add/drop period, has passed.

Insurance companies, lending agencies, credit card companies, travel companies, consumer product companies, employment agencies, etc. should contact the National Student Clearinghouse directly.

Telephone number:  (703) 742-4200
Address: National Student Clearinghouse
         13454 Sunrise Valley Drive
         Suite 300
         Herndon, VA  20171
Web site:  www.studentclearinghouse.org
Email address:  service@studentclearinghouse.org

Students may access the National Student Clearinghouse through CCU’s "WebAdvisor for Students”. This allows the student to print, free of charge, an official enrollment certificate for their personal use.

To utilize this free service, log-in to "WebAdvisor for Students” and click the Enrollment Verification link. You will then be re-directed to the National Student Clearinghouse Student Self-Service website.
LEARNING TECHNOLOGIES

HOW TO LOG IN TO BLACKBOARD

NOTE: Student rosters are uploaded into Blackboard on the first scheduled day of classes each semester. You will not have access to your Blackboard courses before the first day of class.

1. Go to Coastal’s homepage at http://www.coastal.edu
2. Click on the “Blackboard” link. The Welcome to Blackboard page will appear.
3. To obtain your Blackboard username and password (PIN), click “Password Lookup” link in the list on the left side of the screen. Coastal’s PIN search screen will appear. (If you already have your password, skip to step 6.)
4. On the PIN search screen, type in your social security number and birthday, then click the Submit button.
5. You will be asked to choose a security question and answer. Once you submit these responses, you should be provided with your username and password. If you have problems getting your username and password, email WebAdvisor at webadvisor@coastal.edu
6. Once you have your Blackboard username and password, click the “Login to Blackboard” link on the Blackboard page to go to the Login screen.
7. If you have not checked your browser settings in a while, you might want to run a Browser Check before you try to log in.
8. On the Login screen, type in your username and password, and click the “OK” button. Your MyBlackboard screen will appear.

LOGIN TIPS:
› Type your username and password in all lowercase.
› Check the Login Assistance website if your login attempts are unsuccessful: http://www.coastal.edu/blackboard/logininfo.html
NOTIFICATION OF STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Coastal Carolina University education record policies comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, enacted as section 438 of the General Education Provisions Act. The University provides official notice to students of their rights under FERPA by publishing such notice in the Coastal Carolina University Catalog, the Master Schedule of Classes, and on the Registrar’s Home Page.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.**

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom that request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

   Coastal Carolina University will disclose information from a student’s education records only with the written consent of the student, except:
   
   (a) To school officials with legitimate educational interests; For example, a school official is a person employed by the University in an administrative, supervisory, academic or research support staff position (including campus law enforcement and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   
   (b) To officials of other institutions in which the student intends to enroll provided that the student has previously requested a release of his/her record to the requesting institution;
   
   (c) To authorized representatives of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, state/local educational authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;
   
   (d) In connection with a student’s application for, and receipt of, financial aid;
   
   (e) To comply with a judicial order or lawfully issued subpoena;
   
   (f) To parents of dependent students as defined by the Internal Revenue Code of 1986, Section 152;
   
   (g) To appropriate parties in a health or safety emergency; or
   
   (h) To the alleged victim of any crime of violence the results of any disciplinary proceedings conducted by the University.

   Coastal Carolina University has designated the following items as **Directory Information**: a student’s name, mailing addresses (local, permanent, electronic), telephone numbers, photograph, electronic image, semester/s of attendance, enrollment status (full- or part-time), date of admission, date of graduation, college, major and minor fields of study, whether or not currently enrolled, classification (freshman, etc.), type of degree being pursued, degrees, honors, and awards received (including scholarships and fellowships), the most recent educational institution attended, weight and height of members of athletic teams, and whether the student has participated in officially recognized activities and sports sponsored by the University.

   The University may disclose any of these items without prior written consent unless the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. This request must be made at the time of registration but no later than 14 days after the beginning of the term.

   The University may publish a Student Directory annually. Students who do not wish to have information printed in the Student Directory should complete a Student Directory Privacy Request Form, available in the Office of the Registrar. Student Directory Privacy Request Forms must be completed no later than 14 days after the beginning of the term.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Carolina University to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington DC 20202-4605

   Questions concerning this law and the University’s procedures concerning release of academic information may be directed to the Office of the Registrar, Singleton Building, 108, (843) 349-2019.

**Appeals:** An appropriate hearing board will provide each student with an opportunity to challenge the content of their University education records, to ensure that the records are accurate, and provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein. Hearing requests should be made to the University Registrar.
Student Responsibility

Students are academically and financially responsible for their course registration, to enroll in classes for which they seek to earn credit, and to terminate enrollment in classes which they do not intend to complete.

The final responsibility for meeting program requirements, as outlined in the University Catalog, rests with the student. Refer to the course descriptions in the University Catalog for prerequisites and course and program eligibility.

Academic Advising

Students are assigned academic advisers when they come to orientation and are expected to meet with their adviser each semester. Adviser signatures are required in order to register. Advisers or academic departments will also release Advisement Holds to allow registration via WebAdvisor. Students with academic majors should contact the department chair or Office of the Dean of their major if they have any academic concerns or questions. First-year students and undeclared majors should contact the Office of Academic Advising at (843) 349-2934 or visit Prince Building 213.

Student Eligibility for Registration

Students may be ineligible to register for the following reasons:

1. admission to Coastal not complete or current;
2. outstanding financial obligations to Coastal;
3. failure to return borrowed equipment or library materials;
4. non-compliance with South Carolina Immunization Law;
5. or
6. failure to obtain academic adviser’s signature on the Registration Form.

Coastal Carolina University reserves the right to add or drop courses, to change the calendar which has been published, and to institute new requirements when such changes appear necessary. Every effort will be made to minimize the inconvenience such changes might create for students.

Repeating Courses

An undergraduate student may repeat a course which has been passed, in order to raise the grade, only in the event that the degree program requires a higher grade in the course. A student who repeats the course will have both grades entered on their permanent academic record and computed into the grade point average.

Certain courses, such as those requiring physical skills, performance, or working on student publications may be repeated. However, course credit toward graduation will be given only once, unless otherwise stipulated in the course description.

Closed/Cancelled Sections

Each course/section has a specified enrollment limit. When enrollment in a course section reaches the limit, it is considered “closed” and no further enrollments will be processed. Students should identify alternate course/sections in the event that their preferred selections are closed.

The University reserves the right to withdraw any course for cogent reasons, such as in the case of inadequate enrollment.

Skills Evaluation

Traditional first-year students and also transfer students admitted for degrees at Coastal Carolina University may be required to take a skills evaluation in mathematics. First-year students and transfer students who wish to continue studies in Spanish must also take a Spanish skills evaluation. If students plan to enroll in French, German or Latin courses, placement will be determined at advisement. Transfer students must consult with their academic adviser to determine whether skills evaluations are required. Both mathematic and Spanish skills evaluations are available on the World Wide Web at www.coastal.edu/advising and must be taken prior to the Orientation session the student plans to attend.

Grade Type Options

Students are enrolled in classes on a regular grading basis (or Pass-Fail if the course is only offered on that basis). Students may request an alternate grade type at registration. To receive an alternate grade type, undergraduate students must have the permission of their academic adviser and dean and graduate students must have the permission of their academic adviser, their graduate director, and the graduate dean. Alternate grade types include:

- Pass-Fail Grading

  The Pass-Fail option is available to all undergraduate students except those whose semester or cumulative GPA is less than 2.0. Students are permitted to exercise the Pass-Fail option only for elective courses. Students may take no more than eight courses on a Pass-Fail basis during their undergraduate career. A student wishing to exercise the option must have the permission of the dean of their major and their academic adviser. The option may be elected or revoked by the student no later than the last date for withdrawing from the course without a grade of WF (Regular Spring – March 28, 2008; Spring I – February 20, 2008; Spring II – April 17, 2008).

- Audit

  Students may enroll in courses on an Audit basis. Standard tuition and fees are charged for audited courses. To audit a course students attend classes and listen without actively participating in the class. An auditor is not responsible for assignments or examinations. No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date. An Independent Study course may not be audited. A student who has registered for a course on an audit basis and wishes to change the registration to take the course for credit (or who wishes to change from credit to audit) must do so no later than the last day for adding courses (Regular Spring – January 22, 2008; Spring I – January 25, 2008; Spring II – March 24, 2008). The change must be requested on a Registration Form, must be properly signed by the course instructor and the dean of the student’s major, and must be processed by the Office of the Registrar.

Withdrawal from a Course

Students who wish to withdraw from a course must give written notice to the Office of the Registrar by processing a Registration Form. Students who do not follow this procedure will receive a failing mark for the course or courses which they cease to attend. See the Academic Calendar www.coastal.edu/registrar/acadcalendar.html for withdrawal dates and the Refund Schedule on page 26.

Withdrawal from the University

Students withdrawing totally from the University after having registered should go to PRIN 213F to obtain a Withdrawal Form. Students who fail to withdraw properly will not be entitled to an official separation, will forfeit any refund to which they might be entitled, and will receive marks of failure in all courses being taken. See the Academic Calendar www.coastal.edu/registrar/acadcalendar.html for withdrawal dates and the Refund Schedule on page 26.
2008 SPRING SEMESTER REGISTRATION
For Continuing Students

October 1 - October 28, 2007
SELECT YOUR PREFERRED SECTIONS

The Spring 2008 Master Schedule of Classes will be available online on October 1st at http://webadvisor.coastal.edu (Select ‘Students’; then ‘Search for Sections’).

- Review degree program requirements using the University Catalog or “Program Evaluation” online at http://webadvisor.coastal.edu (Select ‘Students’; then ‘Program Evaluation’)
- Search and add chosen Course Sections to your Preferred Sections list. (For additional information visit http://www.coastal.edu/registrar/webadforstu.html)

An email will be issued October 15th with Registration appointment dates.
Eligibility for registration is based on credit hours earned plus credit hours currently enrolled.

October 29 - November 9, 2007
ADVISEMENT AND ADVANCE REGISTRATION

- See your adviser to schedule an advisement session.
- Adjust Preferred Sections based on your Advisor’s recommendations.
- Register during your appointed time.

October 29 & October 30: Seniors and Graduate Students (90 credit hours or more)
(Monday & Tuesday) (Beginning at 12:01 a.m. on October 29)

October 31 & November 1: Juniors (60 to 89 credit hours)
(Wednesday & Thursday) (Beginning at 12:01 a.m. on October 31)

November 5 - 6: Sophomores (30 to 59 credit hours)
(Monday-Tuesday) (Beginning at 12:01 a.m. on November 5)

November 7 - 9: Freshmen (up to 29 credit hours)
(Wednesday-Friday) (Beginning at 12:01 a.m. on November 7)

NOTE:
The University’s normal business hours are Monday - Friday, 8:30 a.m. until 5:00 p.m. Students, at their convenience, may choose to take advantage of the automated registration system (WebAdvisor) at hours other than Monday - Friday, 8:30 a.m. - 5:00 p.m. However, University support/staff assistance will be available only during normal business hours.

NOTE:
- Students must have their login ID and PIN in order to register via WebAdvisor. If you do not have your user ID and PIN visit www.coastal.edu/search/pin or visit the Office of the Registrar (SNGL 108) with proper photo identification.
- Transfer students whose first term of enrollment was 2007 fall semester should check with the chair of their department after October 8 for registration eligibility.
**ADVISEMENT AND ADVANCE REGISTRATION**

**Continuing Students Only**

**Advisement and Advance Registration:**

**October 29 - November 9, 2007 • 8 a.m. to 5 p.m.**

Note: Advisement and Advance Registration on Monday October 29 through Friday, November 9 will be limited according to the schedule on page 18.

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**ADVISEMENT**

1. Contact your adviser and schedule an advisement appointment. If you do not have an adviser, contact the department chair or Office of the Dean in the college of your major. If you are a first-year student or an undeclared major and do not know the name of your adviser, call (843) 349-2934 or visit the Prince Building, room 213.

2. Complete the Registration Form with your adviser.

3. The completed Registration Form must be signed by your adviser prior to registering for classes.

4. Your adviser or academic department will also release your Advisement Hold at this time to allow registration via WebAdvisor.

5. If special permission is required for course registration, you must obtain a Special Permission to Enroll in Class(es) form for the requested course(s).
   - Special permission for course entry because of course restrictions or because the course capacity has been reached must be obtained from the department chair of the requested course. Submit the Special Permission form to the Office of the Registrar for processing.
   - Special permission for an academic overload must be obtained from the dean of the students major. Submit the Special Permission form to the appropriate registration site within the college of your major. At this time, permission may be granted electronically to allow you to register for academic overload via WebAdvisor or you may submit the Special Permission Form to the Office of the Registrar for processing.
   - Special permission of instructor or department consent must be obtained from the department chair of the requested course. Submit the Special Permission form to the appropriate registration site within the college offering the requested course for processing. At this time, permission may be granted electronically to allow you to register for academic overload via WebAdvisor.
   - Special permission for course entry because co-requisite and/or pre-requisites have not been met must be obtained from the department chair of the requested course. Submit the Special Permission form with the approval signature to the Office of the Registrar for processing.

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**REGISTRATION**

1. Once advisement is complete, and the Advisement Hold has been released, you are now ready to:
   a. Register via WebAdvisor. You can use your browser's print function to print a confirmation of your course schedule by term.
   b. Or, report to the appropriate registration area of your college as directed by your adviser. After the Registration Form has been processed, obtain a copy of your schedule.

2. Check your schedule carefully to ensure that all requested sections are listed, that no class times overlap, and that there are no error messages.

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**DROP/ADD**

Course schedule changes may be made by dropping courses and/or adding available course sections. During the open drop/add period, you may:
   a. Drop and/or add via WebAdvisor; or
   b. See your adviser and report to the registration area of your college as directed by your adviser. After the Registration Form has been processed, obtain a copy of your schedule.

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**FEE PAYMENT**

Orientation Registration-January 14, 2008
Freshmen and transfer students who are new to Coastal Carolina University

Skills Evaluation
Traditional first-year students and also transfer students admitted for degrees at Coastal Carolina University may be required to take a skills evaluation in mathematics. First-year students and transfer students who wish to continue studies in Spanish must also take a Spanish skills evaluation. If students plan to enroll in French, German or Latin courses, placement will be determined at advisement. Transfer students must consult with their academic adviser to determine whether skills evaluations are required. Both mathematical and Spanish skills evaluations are available on the World Wide Web at www.coastal.edu/advising and must be taken prior to the Orientation session the student plans to attend.

Advisement
1. All New Students must attend Orientation and Advisement on Monday, January 14, 2008. Readmits must call the office of the dean of their major and schedule an advisement appointment.
2. Complete the Registration Form with your adviser.
3. The completed Registration Form must be signed by your adviser prior to registering for classes.

Registration
1. Once advisement is complete, report to the appropriate registration area of your college as directed by your adviser. Course registration will take place within the physical area of your major.
2. After the Registration Form has been processed, obtain a copy of your schedule.
3. Check this schedule carefully to ensure that all requested sections are listed, that no class times overlap, and that there are no error messages.
4. If special permission is required for course registration, you must obtain a Special Permission to Enroll in Class(es) form for the requested course(s).
   - Special permission for course entry because of course restrictions or because course capacity has been reached must be obtained from the department chair of the requested course. Submit the Special Permission form to the Office of the Registrar for processing.
   - Special permission for an academic overload must be obtained from the dean of the student’s major. Submit the Special Permission form to the Office of the Registrar for processing.
   - Special permission for course entry because co-requisite and/or pre-requisites have not been met must be obtained from the department chair of the requested course. Submit the Special Permission form with the approval signature to the Office of the Registrar for processing.
   - Special permission of instructor or department consent must be obtained from the department chair of the requested course. Submit the Special Permission form to the appropriate registration site within the college offering the requested course for processing.
5. After all Special Permission forms have been processed, obtain a copy of your schedule. Check this schedule carefully to ensure that all requested sections are listed, that no class times overlap, and that there are no error messages.
6. Fee payment is due at the time of registration.

Drop/Add
Course schedule changes may be made by dropping courses and/or adding available course sections. See your adviser and report to the registration area of your college to process drops and/or adds.

Fee Payment
1. All incoming freshmen and transfer students will be provided a WebAdvisor statement account (see page 12) which provides 24-hour access to the student financial profile (see page 13). Semester charges, including tuition, lab fees, housing, meal plans, etc. and any past due balances are reflected on the student’s financial profile under Bursar-Financial Services/Account Summary or Term Summary.
2. Semester charges will be assessed and updated to the student financial profile as the student registers for classes, completes housing arrangements, etc. A statement of charges (registration statement) will be issued with the class schedule at the time of registration.
3. If a notice of financial aid award has been received by the student, the student’s profile/registration statement will reflect semester charges and the amount of pending financial aid.
   - If the pending financial aid equals or exceeds the charges, no payments will be due unless final awards are adjusted resulting in balances owing.
   - If the pending financial aid is less than student charges, you must pay the balance remaining in accordance with documented deadlines (see Academic Calendar) to avoid class cancellation.
   - If a student has not received a notice of award, the student must pay balances owed from personal funds or complete arrangements for a tuition payment plan (see 6. below).
4. Charges resulting from future adjustments to class schedules, housing, etc. will be reflected only on the student profile available through WebAdvisor under Bursar-Financial Services/Account Summary and Term Summary. New registration statements will not be re-issued unless requested from the Bursar’s Office.
5. Semester charges and other outstanding balances may be paid in full on WebAdvisor under Bursar-Financial Services/Make a Payment with VISA, MasterCard, or Discover. You may also pay using your credit card by calling the Bursar’s Office at (843) 349-2159. Charges may also be paid at the Bursar’s Office, by mail or by phone (843-349-2159) using cash, checks, money orders or credit card.

Registrations after the first cancellation date of the semester (see Academic Calendar) must be paid by 5:00 p.m. the same date of registration to avoid class cancellation.
6. Semester charges may be paid in installments using the Tuition Payment Plan. A completed application and payment of a plan set-up charge plus the plan’s first installment is required to initiate the plan. Applications are available at the Bursar’s Office or online at http://www.coastal.edu/bursar. For students registering after the first cancellation date of the semester (see Academic Calendar), completed applications and payment requirements of the plan must be paid by 5:00 p.m. the same date of registration to avoid class cancellation.
7. All payments, including first installments of a tuition payment plan and payments by mail must be received in the Bursar’s Office according to the Academic Calendar. Course schedules are subject to cancellation if charges are not paid by the deadline.
REGULAR REGISTRATION
CONTINUING STUDENTS
January 14 & 15 2008
Last day to register or change schedule for:

- Regular Spring: January 22, 2008
- Spring I: January 25, 2008
- Spring II: March 24, 2008

8:30 a.m. to 5:00 p.m.

ADVISEMENT

1. Contact your adviser and schedule an advisement appointment. If you do not have an adviser, contact the department chair or Office of the Dean in the college of your major. If you are a first-year student or an undeclared major and do not know the name of your adviser, call (843) 349-2934 or visit the Prince Building room 213.

2. Complete the Registration Form with your adviser.

3. The completed Registration Form must be signed by your adviser prior to registering for classes.

4. Your adviser or academic department will also release your Advisement Hold at this time to allow registration via WebAdvisor.

5. If special permission is required for course registration, you must obtain a Special Permission to Enroll in Class(es) form for the requested course(s).
   - Special permission for course entry because of course restrictions or because course capacity has been reached must be obtained from the department chair of the requested course. Submit the Special Permission form to the Office of the Registrar for processing.
   - Special permission for an academic overload must be obtained from the dean of the students major. At this time, permission may be granted, electronically, to allow you to register for academic overload via WebAdvisor or you may submit the Special Permission Form to the Office of the Registrar for processing.
   - Special permission for course entry because co-requisite and/or pre-requisites have not been met must be obtained from the department chair of the requested course. Submit the Special Permission form with the approval signature to the Office of the Registrar for processing.
   - Special permission of instructor or department consent must be obtained from the department chair of the requested course. Submit the Special Permission Form to the appropriate registration site within the college offering the requested course for processing. Permission will also be granted, electronically, at this time to allow you to register for the course via WebAdvisor.

REGISTRATION

1. Once advisement is complete, and the Advisement Hold has been released, you are now ready to:
   - Register via WebAdvisor. You can use your browser’s print function to print a confirmation of your course schedule by term.
   - Or, report to the appropriate registration area of your college as directed by your adviser. After the Registration Form has been processed, obtain a copy of your schedule.

2. Check your schedule carefully to ensure that all requested sections are listed, that no class times overlap, and that there are no error messages.

DROP/ADD

Course schedule changes may be made by dropping courses and/or adding available course sections. During the open drop/add period, you may:
   - Drop and/or add via WebAdvisor; or
   - See your adviser and report to the registration area of your college to process the drops and/or adds.
Non-Financial Aid

1. Students have 24 hour access to their financial profile using WebAdvisor under Bursar-Financial Services/Account Summary or Term Summary. Semester charges, including tuition, lab fees, housing, meal plans, etc. and any past due balances are reflected on the student’s financial profile.

2. Semester charges will be assessed and updated to the student financial profile as the student registers for classes, completes housing arrangements, etc. A statement of charges (registration statement) will be issued with the class schedule at the time of registration.

3. Charges resulting from adjustments to class schedules or housing after the issuance of registration statements will be reflected only on the student profile available through WebAdvisor under Bursar-Financial Services/Account Summary and Term Summary. New registration statements will not be re-issued unless requested from the Bursar Office.

4. Semester charges and other outstanding balances may be paid in full on WebAdvisor under Bursar-Financial Services/Mak a Payment with VISA, MasterCard, or Discover. You may also pay using your credit card by calling the Bursar Office at (843) 349-2159. Charges may also be paid at the Bursar Office, by mail or by phone (843-349-2159) using cash, checks, money orders or credit card. Registrations after the first cancellation date of the semester (see Academic Calendar) must be paid by 5:00p.m. the same date of registration to avoid class cancellation.

5. Semester charges may be paid in installments using the Tuition Payment Plan. A completed application and payment of a plan set-up charge plus the plan’s first installment is required to initiate the plan. Applications are available at the Bursar Office or online at http://www.coastal.edu/bursar. For students registering after the first cancellation date of the semester (see Academic Calendar), completed applications and payment requirements of the plan must be paid by 5:00p.m. the same date of registration to avoid class cancellation.

6. All payments, including first installments of a tuition payment plan and payments by mail must be received in the Bursar Office according to the Academic Calendar. Course schedules are subject to cancellation if charges are not paid by the deadline.

Financial Aid

1. Students have 24 hour access to their financial profile using WebAdvisor under Bursar-Financial Services/Account Summary or Term Summary. Semester charges, including tuition, lab fees, housing, meal plans, etc. and any past due balances are reflected on the student’s financial profile.

2. Semester charges will be assessed and updated to the student financial profile as the student registers for classes, completes housing arrangements, etc. A statement of charges (registration statement) will be issued with the class schedule at the time of registration.

3. If a notice of financial award has been received by the student, the student’s profile/registration statement will reflect semester charges and the amount of pending financial aid.
   - If pending financial aid equals or exceeds the charges, no payments will be due unless final awards are adjusted resulting in balances owing.
   - If pending financial aid is less than student charges, you must pay the remaining balance in accordance with documented deadlines (see Academic Calendar) to avoid class cancellation.
   - If a student has not received a notice of award, the student must pay balances owed from personal funds or complete arrangements for a tuition payment plan (see 6. below).

4. Charges resulting from adjustments to class schedules or housing after the issuance of registration statements will be reflected only on the student financial profile available through WebAdvisor under Bursar-Financial Services/Account Summary and Term Summary. New registration statements will not be re-issued unless requested from the Bursar Office.

5. Semester charges and other outstanding balances may be paid in full on WebAdvisor under Bursar-Financial Services/Make a Payment with VISA, MasterCard, or Discover. You may also pay using your credit card by calling the Bursar Office at (843) 349-2159. Charges may also be paid at the Bursar Office, by mail or by phone (843-349-2159) using cash, checks, money orders or credit card. Registrations after the first cancellation date of the semester (see Academic Calendar) must be paid by 5:00p.m. the same date of registration to avoid class cancellation.

6. Semester charges may be paid in installments using the Tuition Payment Plan. A completed application and payment of a plan set-up charge with the plan’s first installment is required to initiate the plan. Applications are available at the Bursar Office or online at http://www.coastal.edu/bursar. For students registering after the first cancellation date of the semester (see Academic Calendar), completed applications and payment requirements of the plan must be paid by 5:00p.m. the same date of registration to avoid class cancellation.

7. All payments, including first installments of a tuition payment plan and payments by mail must be received in the Bursar Office according to the Academic Calendar. Course schedules are subject to cancellation if charges are not paid by the deadline.
Coastal Carolina University reserves the right to change academic fees when deemed necessary.

**Undergraduate**
South Carolina Resident, per semester .......................... $3,800
Non-resident, per semester .......................... $8,295
South Carolina Resident, part-time per credit hour .......................... $317
Non-resident, part-time per credit hour .......................... $691
Audit Same as full fees

Fees are subject to change without notice.
For fee schedule: http://www.coastal.edu/bursar/fees.html
Optional fees/services:
- On-campus housing, call (843) 349-6400
- Student Health Services: (843) 347-2466
- Campus Dining meal plans: (843) 349-2255

NOTE: There will be an additional charge for students taking more than 18 hours in one semester.

**Graduate**
In-State Resident, per credit hour, Science and Education .......................... $340
In-State Resident, per credit hour, MBA .......................... $401
Out-of-State Resident, per credit hour, Science and Education .......................... $412
Out-of-State Resident, per credit hour, MBA .......................... $437

Fees are subject to change without notice.

**The Following Fees Are Applicable to Undergraduate and Graduate Students**

Parking Decals
- Vehicle per School Year (12 months) .......................... $25
- Vehicle per Spring and Summer Semester .......................... $12
- Decal Replacement .......................... $5
- Registration of Second Vehicle .......................... $10

Diploma Fee .......................... $25

Fines:
- Returned Check Fee .......................... $30
- Collection costs incurred on a delinquent account are the responsibility of the student.
- Tuition Payment Plan late fee (per month): .......................... $25
- Fees for the credits on a student’s schedule, when less than full time, may not be less than the charge per credit hour.
- Students who withdraw (W, WF) from a course(s) and also add a course must pay tuition for any credit(s) added.
- Students who have additions made to their schedule after the last day to drop with a grade of "W" will be charged a fee of $100 per course.

**Fees for Combined Sessions**
Students who enroll for short sessions within a Fall or Spring term will pay at the part-time rate per credit hour up to 12 credit hours for the entire Fall or Spring term. There will be an additional charge for students taking more than 18 hours in one semester.

**Laboratory/Course Fees**
Students who enroll for certain laboratories/courses will pay a fee for each such course. Students will receive correct charges on their registration billing. Laboratory/course fee refunds will follow the same Refund Schedule as listed in the Master Schedule of Classes.

**Applied Course Fees**
Students taking certain music classes will pay an applied course fee of $200 per course. Applied course fee refunds will follow the same Refund Schedule as listed in the Master Schedule of Classes.

**Technology Fee**
Students enrolled for six or more credit hours will pay a $40 technology fee each semester. This fee is included at the top of this page in the full-time per semester rates for undergraduate students. Technology fee refunds will follow the same Refund Schedule as listed in the Master Schedule of Classes.

**Residency**
Fees and tuition are assessed on the basis of state residency. Out-of-State students who believe they may qualify for residency must submit a residency application to the Residency Officer at least one (1) month prior to the start of the semester for which they wish to qualify. The Residency Officer is located in the Office of Admissions.

**Professional Golf Management Program Fee**
Students accepted into and enrolled in the professional golf management program of study will be charged extra fees ranging from $800 to $1,000 per semester, for golf course access, PGA books and checkpoint activities, and other miscellaneous PGM program fees.
LAB FEES: $25
CBAD 291
CBAD 292
CBAD 336
CBAD 393
EDEC 340
EDEC 379
EDEC 423
EDEL 433
EDEL 471
EXSS 350L
EXSS 400L
PALS 105
PALS 114
PALS 136
PALS 139
PALS 155
PALS 156
PALS 161
PALS 169
PHED 400L
PHED 402L

LAB FEES: $30
ARTS 302
ARTS 400L

ARTS 305
ARTS 306
ARTS 401
ARTS 402
ARTS 499

Biol 476L
Biol 477L
Biol 480L
Biol 482L
Biol 484L
Biol 488L
Biol 555L
Biol 570L
Biol 775L
Biol 776L
Biol 778L
EDLD 400
EDPE 303
EDPE 304
EDPE 305
ENVI 201L
ENVI 331L
ENVI 420L
EXSS 121
EXSS 325
EXSS 385
GEOL 102L
GEOL 111L
GEOL 112L
GEOL 304L
GEOL 316L
GEOL 318L
MATH 242L
MSCI 101L
MSCI 102L
MSCI 103
MSCI 201L
MSCI 301L
MSCI 302L
MSCI 304L
MSCI 311L
MSCI 316L
MSCI 318L
MSCI 321L
MSCI 331L
MSCI 420L
MSCI 445L
MSCI 471L
MSCI 455L
MSCI 457L
MSCI 474L
MSCI 476L
MSCI 478L
MSCI 495L
PHYS 101L
PHYS 102L
PHYS 103L
PHYS 201L
PHYS 202L
PHYS 203L
PHYS 211L
PHYS 212L
PHYS 213L
PSYC 226L
PSYC 483L
PSYC 497L
SOC 331L

LAB FEES: $35
ARTS 305
ARTS 306
ARTS 401
ARTS 402
ARTS 499

Biol 121L
Biol 122L
Biol 232L
Biol 242L
Biol 310L
Biol 315L
Biol 343L
Biol 350L
BINF 101L
CHEM 101L
CHEM 102L
CHEM 111L
CHEM 112L
CHEM 321L
CHEM 331L
CHEM 332L
CHEM 351L
CHEM 352L
CHEM 411L
CHEM 422L
CHEM 433L
CHEM 441L
CHEM 442L
CHEM 450L
CHEM 499
CHEM 709
CSCI 105
CSCI 106
CSCI 110
CSCI 111
CSCI 120
CSCI 130L
CSCI 140L
CSCI 150L
CSCI 203L
CSCI 205
CSCI 206
CSCI 207
CSCI 208
CSCI 209
CSCI 210
CSCI 220
CSCI 335
CSCI 370
CSCI 399
CSCI 409L
CSCI 410
CSCI 415
CSCI 420
CSCI 425
CSCI 430
CSCI 440
CSCI 490
EDUC 204
EXSS 330
HPRO 235
MSCI 111L
MSCI 112L
MSCI 376L
MSCI 416L
MSCI 458L
MSCI 472L
MSCI 475L

MSCI 479L
MSCI 487L
MSCI 488L
MSCI 489L
MSCI 499
PALS 104
PALS 106
PALS 107
PALS 109
PALS 117
PALS 118
PALS 125
PALS 126
PALS 127
PALS 128
PALS 130
PALS 133
PALS 134
PALS 162
PALS 163
PALS 170
PALS 175
PALS 176
PHED 181
PHED 440
RSM 315
STAT 201L

APPLIED COURSE
FEES: $40
MUED 165
MUED 166
MUS 167
MUS 168
MUS 175
MUS 176

ARTS 104
ARTS 204
ARTS 208
ARTS 231
ARTS 232
ARTS 261
ARTS 321
ARTS 322
ARTS 361
ARTS 381
ARTS 382
ARTS 421
ARTS 422
ARTS 481
ARTS 482
BIOL 440L
BIOL 451L
MSCI 305L
MSCI 355L
MSCI 401L
MSCI 402L

LAB FEE: $75
UNIV 110

LAB FEE: $80
ARTS 206
ARTS 207
ARTS 371
ARTS 372
ARTS 471
ARTS 472

LAB FEE: $170
PALS 172

LAB FEE: $190
PALS 171

LAB FEE: $195
PALS 174

APPLIED COURSE
FEES: $200
MUS 101
MUS 102
MUS 103
MUS 104
MUS 105
MUS 106
MUS 111
MUS 112
MUS 121
MUS 122
MUS 131
MUS 132
MUS 141
MUS 142
MUS 151
MUS 152
MUS 161
MUS 162
MUS 211
MUS 212
MUS 221
MUS 222
MUS 231
MUS 232
MUS 241
MUS 242
MUS 251
MUS 252
MUS 253
MUS 261
MUS 262
MUS 311
MUS 312
MUS 321
MUS 322
MUS 331
MUS 332
MUS 341
MUS 342
MUS 351
MUS 352
MUS 361
MUS 362
MUS 411
MUS 412
MUS 421
MUS 422
MUS 431
MUS 432
MUS 441
MUS 442
MUS 451
MUS 452
MUS 461
MUS 462

NOTE: Fees also apply to course numbers with suffixes such as "A" or "B" (example: 104A, 104B.)
REFUND SCHEDULE FOR SPRING 2008

POLICY FOR WITHDRAWALS
Students who withdraw from the institution will be given a refund on the basis of the University refund schedule. The Department of Education will no longer dictate institutional refund policies for students receiving federal student aid under the new “Return of Title IV Funds” regulations published on November 1, 1999. The new regulations are based on changes made by the Higher Education Amendments of 1998 (HEA98) and represent a major shift in fundamental concepts. Under the new rules, institutions determine how much Title IV aid a student has received and not earned at the time of withdrawal, as well as how much of the aid has to be returned and by whom. The amount of aid earned is calculated on a pro rata basis through 60 percent of the payment period. For the student who has withdrawn, disbursement of earned aid that had not been disbursed before the student withdrew is a “post-withdrawal disbursement.” When determining earned aid, an institution must include all awarded aid for which the student established eligibility as of the withdrawal date and which may be disbursed late under cash management and program regulations.

ACADEMIC FEES REFUND POLICY
Academic fees are refunded (1) to students who withdraw completely from the University, (2) to part-time students who drop a course or courses, and (3) to students who are reclassified as part-time students as a consequence of dropping a course or courses according to the refund schedule.

UNIVERSITY REFUND SCHEDULE FOR COMPLETE WITHDRAWAL AND COURSE DROPS FOR 16-WEEK CLASSES

From Wednesday, January 23 Through Tuesday January 22 100%
*No refunds for dropping a course(s) after this date.
The following dates are for complete withdrawal only.
From Wednesday, January 30 Through Monday, February 11 50%
From Tuesday, February 12 Through Friday, March 7 25%
After Friday, March 7 – No refund
NOTE: To ensure accuracy of billing, full-time students who are dropping and adding classes should first add a class or classes and subsequently complete the drop procedure if the add procedure does not bring the total credits to over 18.

UNIVERSITY REFUND SCHEDULE FOR SPRING I, SPRING II AND ALL SPECIAL CLASSES LESS THAN THE NORMAL 16-WEEK SCHEDULE

100% refund for drop/withdrawals: first and second day after classes begin
90% refund for drop/withdrawals: third and fourth day after classes begin
0% refund after fourth day of classes
## SCHEDULE OF CLASSES USER TIPS

<table>
<thead>
<tr>
<th>DEPT</th>
<th>The department in which the course is taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT.NO</td>
<td>Course number</td>
</tr>
<tr>
<td>SCT</td>
<td>Multiple sections of the same course will be identified by different characters and/or numbers in this column</td>
</tr>
<tr>
<td>TITLE</td>
<td>Title of course</td>
</tr>
<tr>
<td>CRED</td>
<td>The number of credits earned by completing this course</td>
</tr>
<tr>
<td>BLDG/ROOM</td>
<td>The building and room where the class is scheduled to be held (See key to building abbreviations below)</td>
</tr>
<tr>
<td>ACT</td>
<td>Defines the method of instruction</td>
</tr>
<tr>
<td>DAY</td>
<td>Indicates days of the week</td>
</tr>
<tr>
<td>TIME</td>
<td>Indicates the time the class meets</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>The name of the instructor. If there is no name or if “To be arranged” appears, the instructor has not yet been assigned.</td>
</tr>
</tbody>
</table>

### Key for Location and Time of Courses

#### On-campus and Off-campus

<table>
<thead>
<tr>
<th>Section Number</th>
<th>When and Where the course is offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-99</td>
<td>Coastal, Regular Session Day</td>
</tr>
<tr>
<td>D1-D9</td>
<td>Coastal, Distance Learning</td>
</tr>
<tr>
<td>E1, E2, etc.</td>
<td>Coastal, Regular Session Evening</td>
</tr>
<tr>
<td>F1-F4</td>
<td>Coastal, Fall I (8-week)</td>
</tr>
<tr>
<td>F5-F9</td>
<td>Coastal, Fall II (8-week)</td>
</tr>
<tr>
<td>G1-G4</td>
<td>Georgetown, Regular Session, Day</td>
</tr>
<tr>
<td>G5-G9</td>
<td>Georgetown, Regular Session, Evening</td>
</tr>
<tr>
<td>H1-H9</td>
<td>Honors</td>
</tr>
<tr>
<td>I1-I9</td>
<td>Independent Study Sections of Regular Course</td>
</tr>
<tr>
<td>M1-M4</td>
<td>Myrtle Beach, Regular Session, Day</td>
</tr>
<tr>
<td>M5-M9</td>
<td>Myrtle Beach, Regular Session, Evening</td>
</tr>
<tr>
<td>S1-S4</td>
<td>Coastal, Spring I (8-week)</td>
</tr>
<tr>
<td>S5-S9</td>
<td>Coastal, Spring II (8-week)</td>
</tr>
<tr>
<td>V01-V99</td>
<td>Videoconference courses, Day, Main campus</td>
</tr>
<tr>
<td>VE1-VE2, etc.</td>
<td>Videoconference courses, Regular Session, Evening</td>
</tr>
<tr>
<td>VG1-VG4</td>
<td>Videoconference courses, Day, Georgetown</td>
</tr>
<tr>
<td>VG5-VG9</td>
<td>Videoconference courses, Evening, Georgetown</td>
</tr>
<tr>
<td>VM1-VM4</td>
<td>Videoconference courses, Day, Myrtle Beach</td>
</tr>
<tr>
<td>VM5-VM9</td>
<td>Videoconference courses, Evening, Myrtle Beach</td>
</tr>
<tr>
<td>VW1-VW4</td>
<td>Videoconference courses, Day, Waccamaw</td>
</tr>
<tr>
<td>VW5-VW9</td>
<td>Videoconference courses, Evening, Waccamaw</td>
</tr>
<tr>
<td>W1-W4</td>
<td>Waccamaw, Regular Session, Day</td>
</tr>
<tr>
<td>W5-W-9</td>
<td>Waccamaw, Regular Session, Evening</td>
</tr>
<tr>
<td>X1-X9</td>
<td>Off-campus</td>
</tr>
</tbody>
</table>

**NOTE:** Section Numbers beginning with “V” indicate videoconferencing courses.

### Building Abbreviation

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Building Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>Atheneum Hall</td>
</tr>
<tr>
<td>ATLC</td>
<td>Atlantic Center</td>
</tr>
<tr>
<td>BCMW</td>
<td>Burroughs &amp; Chapin Marine Wetlands Center</td>
</tr>
<tr>
<td>CSCC</td>
<td>Coastal Science Center</td>
</tr>
<tr>
<td>EHFA</td>
<td>Edwards College of Humanities and Fine Arts</td>
</tr>
<tr>
<td>EVGR</td>
<td>Evergreen</td>
</tr>
<tr>
<td>FCCP</td>
<td>Foundation Center &amp; Community Partnerships</td>
</tr>
<tr>
<td>GEC</td>
<td>CCU Higher Education Center, Georgetown</td>
</tr>
<tr>
<td>KING</td>
<td>Kingston Hall</td>
</tr>
<tr>
<td>KRNS</td>
<td>Kears Hall</td>
</tr>
<tr>
<td>KLIB</td>
<td>Kimbel Library</td>
</tr>
<tr>
<td>MBHC</td>
<td>CCU Higher Education Center, Myrtle Beach</td>
</tr>
<tr>
<td>PRIN</td>
<td>Eldred E. Prince Building</td>
</tr>
<tr>
<td>SCI</td>
<td>Science Building</td>
</tr>
<tr>
<td>SCX1</td>
<td>Science Building Annex I</td>
</tr>
<tr>
<td>SCX2</td>
<td>Science Building Annex II</td>
</tr>
<tr>
<td>SCX4</td>
<td>Science Building Annex IV</td>
</tr>
<tr>
<td>SCX5</td>
<td>Science Building Annex V</td>
</tr>
<tr>
<td>SNGL</td>
<td>Edward M. Singleton Building</td>
</tr>
<tr>
<td>STCR</td>
<td>Lib Jackson Student Center</td>
</tr>
<tr>
<td>UHAL</td>
<td>University Hall</td>
</tr>
<tr>
<td>WALL</td>
<td>E. Craig Wall Sr. College of Business Administration</td>
</tr>
<tr>
<td>WB</td>
<td>Williams-Brice Building</td>
</tr>
<tr>
<td>WHEC</td>
<td>CCU Higher Education Center, Waccamaw</td>
</tr>
<tr>
<td>WHEL</td>
<td>Wheelwright Auditorium</td>
</tr>
</tbody>
</table>
The following graph represents most, but not all, course time slots. Other times are scheduled for courses which may include distance learning, independent studies, evenings, and/or weekends, etc., which may not be represented here.

*Bold italics represent Fall I/Fall II/Spring I/Spring II
The following graph represents most, but not all, course time slots. Other times are scheduled for courses which may include distance learning, independent studies, evenings, and/or weekends, etc., which may not be represented here.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 to 7:50 a.m.</td>
<td></td>
<td>7 to 7:50 a.m.</td>
<td></td>
<td>7 to 7:50 a.m.</td>
<td></td>
</tr>
<tr>
<td>8 to 8:50 a.m.</td>
<td>8 to 9:15 a.m.</td>
<td>8 to 8:50 a.m.</td>
<td>8 to 9:15 a.m.</td>
<td>8 to 8:50 a.m.</td>
<td>9 to 11:45 a.m.</td>
</tr>
<tr>
<td>9 to 9:50 a.m.</td>
<td>9:30 to 10:45 a.m.</td>
<td>9 to 9:50 a.m.</td>
<td>9:30 to 10:45 a.m.</td>
<td></td>
<td>9 to 9:50 a.m.</td>
</tr>
<tr>
<td>10 to 10:50 a.m.</td>
<td></td>
<td>10 to 10:50 a.m.</td>
<td></td>
<td>10 to 10:50 a.m.</td>
<td></td>
</tr>
<tr>
<td>11 to 11:50 a.m.</td>
<td>11 to 12:15 p.m.</td>
<td>11 to 11:50 a.m.</td>
<td>11 to 12:15 a.m.</td>
<td>11 to 11:50 a.m.</td>
<td></td>
</tr>
<tr>
<td>12 to 12:50 p.m.</td>
<td>12:30 to 1:45 p.m.</td>
<td>12 to 12:50 p.m.</td>
<td>12:30 to 1:45 p.m.</td>
<td>12 to 12:50 p.m.</td>
<td>12:30 to 3:15 p.m.</td>
</tr>
<tr>
<td>1 to 1:50 p.m.</td>
<td></td>
<td>1 to 1:50 p.m.</td>
<td></td>
<td>1 to 1:50 p.m.</td>
<td></td>
</tr>
<tr>
<td>1 to 2:15 p.m.</td>
<td></td>
<td>1 to 2:15 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30 to 3:45 p.m.</td>
<td>2:30 to 3:45 p.m.</td>
<td>2:30 to 3:45 p.m.</td>
<td>2:30 to 3:45 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 to 5:15 p.m.</td>
<td></td>
<td></td>
<td></td>
<td>4 to 5:15 p.m.</td>
<td></td>
</tr>
<tr>
<td>5:30 to 6:45 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30 to 8:15 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 to 8:15 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30 to 9:45 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bold italics represent Fall I/Fall II/Spring I/Spring II