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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 Carolina University 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.

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| <ul style="list-style-type: none"> • 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
Tom Woodle, Interim Director
(843) 349-2357 • Career Development Services Coordinators
Carolyn Hickman-Williams
(843) 349-2358
Connie Jones
(843) 349-2677
Robert Bulsza, Placement Director
(843) 234-3450 • Counseling Services
(843) 349-2305 • Drug and Alcohol Education
(843) 349-2305 | <ul style="list-style-type: none"> • Fees and Payments
Bursar Main Office
(843) 349-2159
bursar@coastal.edu
http://www.coastal.edu/bursar/
Installment Payment Plans/
Perkins Loans
(843) 349-2245
ipp@coastal.edu
Billing and Collection
(843) 349-2047
Settlement Checks/Refunds
(843) 349-2046
Bursar
(843) 349-2101 • Financial Aid
Office of Financial Aid
Dawn Hitchcock, Director
(843) 349-2313 • Higher Education Centers
(843) 234-3470 & (843) 349-6449
- 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 | <ul style="list-style-type: none"> • 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 Woodsby
(843) 349-2305 • 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 • University Academic Center
(843) 349-2934 • USC Distance Learning
(843) 349-2394 • Veteran's Affairs
Office of Financial Aid
Wendy Watts, Sr. Asst. Director
(843) 349-2313 |
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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.

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 the University.

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.

COLLEGE/OFFICE CAMPUS TELEPHONE EXTENSIONS AND LOCATIONS

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

<ul style="list-style-type: none"> • Wall College of Business 2641 WALL 213 Business Administration, Dept. of 2641 WALL 213 Business Computer Lab 2351 WALL 108 Center for Economic Development 2851 WALL 215 Resort Tourism Management 2698 WALL 215E Professional Golf Management 2680 WALL 111 Small Business Development 4010 Higher Educ Ctr., Myrtle Beach 	<ul style="list-style-type: none"> • Spadoni College of Education 2629 KRNS 213 Biddle Center for Teaching, Learning & Community Education 2665 KRNS 216 Early Childhood, Elementary, and Health Promotion 2604 KRNS 106 Health, Kinesiology & Sport Studies 2808 WB 117 M.A.T. and M.Ed. 2373 KRNS 211 Middle Grades Education 2373 KRNS 211 Office of Clinical Experiences 6592 KRNS 116 Physical Education 2373 KRNS 211 Professional Program in Teacher Education 6592 KRNS 116 	<ul style="list-style-type: none"> • Edwards College of Humanities and Fine Arts 2421 EHFA 201 Visual Arts, 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 Music, Dept. of 2637 EHFA 156 Theatre, Dept. of 6559 EHFA 219 Philosophy and Religion, Dept. of 2476 EHFA 272 Politics and Geography, Dept. of 2621 EHFA 224 Waccamaw Center for Cultural and Historical Studies 2891 PRIN 111 	<ul style="list-style-type: none"> • College of Natural and Applied Sciences 2202 SCI 124 Biology, Dept. of 2238 SCI 221 Ctr. for Marine and Wetland Studies 4019 ATLC Chemistry and Physics, Dept. of 2379 SCI 216 Computer Science, Dept. of 2116 CSCC 114 Marine Science, Dept. of 2219 SCI 105 Mathematics, Dept. of 2004 WALL 124 Mathematics Lab 2935 WALL 120 Psychology and Sociology, Dept. of 2275 WALL 323 	<ul style="list-style-type: none"> • Division of Academic Outreach Higher Education Centers (843) 349-6449 UHAL 211 • Higher Education Center, Georgetown (843) 546-7523 • Higher Education Center, Myrtle Beach (843) 349-4001 • Higher Education Center, Waccamaw (843) 349-4030 	<ul style="list-style-type: none"> • Distance Learning USC Distance Learning 2394 UHAL 206 	<ul style="list-style-type: none"> • Admissions 2170 KING 001 Welcome Center 2026 UHAL Orientation, Office of 2188 KING 001 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 347-2522 DHALL • Credit Union 2035 UHAL • Financial Aid 2313 KING 134 • 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 2002 SNGL 102 Reception Area 2005 SNGL 102B • Provost, Office of the 2088 SNGL 121 Honors Program 2088 SNGL 121 International Programs & Services 2053/2684/2054 LAUR Foreign Student Advisement 2053 LAUR Study Abroad 2684 LAUR • Public Safety 2177 ATNM • Registrar, Office of the 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 123 Mathematics Lab 2884 PRIN 209 Science Skills Lab 2939 PRIN 210 First Year Academic Advising 2941 PRIN 213 First Year Experience 2473 PRIN 213F Writing Center 2937 PRIN 208 • Student Affairs 2302 SNGL 104 <i>Archarios</i> (literary magazine) 2328 STCR 206 Coastal Productions 2326 STCR 206 Career Services 2341 Indigo House <i>Chanticleer</i> (student newspaper) 2330 STCR 206 Counseling Services 2305 SHCS Student Employment 2358 INDO 109 Student Activities 2301 STCR 106 Student Government 2320 STCR 203 <i>Tempo</i> (student feature magazine) 2396 SCTR 206 • Student Computing Services 2938 PRIN 204 • Testing Center 349-4004 FCCP F600 	<ul style="list-style-type: none"> • Wheelwright Auditorium 2502 WHEL Box Office 2502 WHEL
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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.

ITS 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 2009.

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

Begin early for 2009-2010 Financial Aid
March 1, 2009 is the Priority Date

ACADEMIC SCHEDULE CALENDAR

2009	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Spring 2009 January 14 - May 8												
May Semester 2009 May 11 - June 5												
Summer I 2009 June 8 - July 10												
Summer 8-week 2009 June 8 - July 28												
Summer II 2009 July 13 - August 14												
Fall 2009 August 19 - December 8												

WEST(MAIN) CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2009

Exam times	May 4 Monday	May 5 Tuesday	May 6 Wednesday	May 7 Thursday	May 8 Friday
8:30 a.m.	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.	F 2:30 p.m.
6:15 p.m.	M/MW 6 p.m.	T/TTH 6 p.m.	W 6 p.m./ MW 7:30 p.m.	TH 6 p.m./ TTH 7:30 p.m.	Alt.*
8:30 p.m.	MW 9 p.m.	TTH 9 p.m.	Alt.*	Alt.*	

Exams for **Saturday Only** classes will be administered Saturday May 2, during the regularly scheduled class time.

SPRING I EXAMINATION SCHEDULE

Class	Final exam
TTH	Thursday, March 5
MW	Monday, March 9
MTWTH	Monday, March 9

SPRING II EXAMINATION SCHEDULE

Class	Final exam
MW	Monday, May 4
TTH	Tuesday, May 5
MTWTH	Tuesday, May 5

Examinations will be held at the regular class meeting time.

EAST CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2009

Exam times	May 4 Monday	May 5 Tuesday	May 6 Wednesday	May 7 Thursday	May 8 Friday
8:30 a.m.	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.	F 3:00 p.m.
6:15 p.m.	M/MW 5:30 p.m.	T/TTH 5:30 p.m.	W 5:30 p.m./ MW 7 p.m.	TH 5:30 p.m./ TTH 7 p.m.	Alt.*
8:30 p.m.	MW 8:30 p.m.	TTH 8:30 p.m.	Alt.*	Alt.*	

Exams for **Saturday Only** classes will be administered Saturday May 2, during the regularly scheduled class time.

SPRING I EXAMINATION SCHEDULE

Class	Final exam
TTH	Thursday, March 5
MW	Monday, March 9
MTWTH	Monday, March 9

SPRING II EXAMINATION SCHEDULE

Class	Final exam
MW	Monday, May 4
TTH	Tuesday, May 5
MTWTH	Tuesday, May 5

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.

⁶ DROP/ADD SCHEDULE (with no academic record)

- **Regular Spring** **January 14 through January 20, 2009**
- **Spring I** **January 20 through January 25, 2009**
- **Spring II** **March 11 through March 23, 2009**

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 or online via WebAdvisor.

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
Economics
Finance
Management
Marketing
Resort Tourism Management

Professional Golf Management Program-Option
Sanctioned by the Professional Golfers' Association of America (PGA)
- **EDUCATION**
Early Childhood Education
Elementary Education
Health Promotion
Middle Grades Education
Physical Education Teacher Education
Recreation and Sport Management-Recreation or Sport Track
Special Education - Learning Disabilities
Exercise and Sport Science
- **HUMANITIES AND FINE ARTS**
Art Studio
Communication
Dramatic Arts
English
History
Interdisciplinary Studies
Music
Musical Theatre
Philosophy
Political Science
Spanish

- **NATURAL AND APPLIED SCIENCES**
Biology
Chemistry
Computer Science - Theoretical or Information Systems
Marine Science
Mathematics/Applied
Psychology
Sociology
Applied Physics
- **BACCALAUREATE COOPERATIVE PROGRAMS**
Engineering
dual degree with Clemson University
Nursing
with Medical University of South Carolina at Francis Marion University
Biology/Master of Business Administration
dual degree program
- **GRADUATE DEGREE PROGRAMS**
Master of Arts in Teaching
Master of Education:
Early Childhood
Elementary
Secondary
Master of Science
Coastal Marine and Wetland Studies
Master of Business Administration

Coastal Carolina University also offers other cooperative undergraduate and graduate degree programs.

BOOKSTORE

The Coastal Carolina University 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) 349-2341 for an appointment.

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 adheres 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 University 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 Atheneum Hall.

DISABILITY SERVICES

Prince 211

<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 Coastal Carolina University educational opportunities. On-going disability coaching is offered to assist students with disabilities to help ensure success at Coastal Carolina University. 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, or call 349-2305.

SEX OFFENDER REGISTRY

The Coastal Carolina University Department of Public Safety maintains a registry of 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 843-349-2305.

SEXUAL ASSAULT: What Coastal Carolina University Students need to know

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 and intercourse of any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body with the exception of medical treatment or diagnostic purposes.

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

- A. First category: A person or persons use force, confinement, kidnapping, robbery, burglary, etc.
- B. Second category: A person uses threats or physical force or threatens to retaliate in the future.
- C. Third category: A person knows or has 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 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 University community who 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 been 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.govoepp.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 the 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 Carolina University Department of Public Safety at 349-2177 or 349-2911.

WEBADVISOR 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 <http://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 '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 Coastal Carolina University e-mail login name. Your password is your Coastal Carolina University e-mail 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 Coastal Carolina University 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 the Preferred Sections List. You can add Course Sections to your Preferred Sections List via 'Search and Register for Sections' 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. Spring 2009). 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 *Register and 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:

- **2009 Spring I:** **March 14, 2009**
- **2009 Spring:** **May 16, 2009**
- **2009 May:** **June 13, 2009**
- **2009 Summer I:** **July 18, 2009**
- **2008 Summer II:** **August 22, 2009**
- **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 winter 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.

P.O. Box 261954
Conway, SC 29528-6054
(843) 349-2909 (Facsimile)

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 Coastal Carolina University.

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.

P.O. Box 261954
Conway, SC 29528-6054
(843) 349-2909 (Fax)

BURSAR-FINANCIAL SERVICES**CURRENT ACCOUNT BALANCE**

1. The current account balance displays your current invoice updated in real-time through the semester. This replaces your paper invoice. This is your bill. The bottom shows the amount due, the Financial Aid plus charges on the account. Also the online payment can be accessed from here.

2. ACCOUNT SUMMARY

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

3. ACCOUNT SUMMARY BY TERM

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

4. MAKE A PAYMENT

The Make a Payment screen allows students to pay tuition charges for the current term with VISA, MasterCard, Discover, or American Express. 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 available for tuition payment plan payments only after the initial installment.*

Click the 'make a payment' icon and a payment screen will appear.

On the payment screen enter the amount you would like to pay, the type of credit card, the card number, and expiration date. Click "submit". A payment confirmation screen will appear. This screen displays the amount paid and a reference number. Please print that screen and save it for your records. You will also receive an email at your University e-mail address with the same information. This can serve as your receipt. If payment is not approved, check the credit card type, number, expiration date, and resubmit. If the credit card is declined, contact the issuing bank to insure sufficient available credit on the credit card and simply try again.

5. 1098-T DETAIL REPORT

This 1098-T detail report screen details the information provided to the student and the Internal Revenue Service for the amount reported on your 1098-T federal tax document.

6. Direct Deposit

Allows the student to enroll in direct deposit service for financial aid settlements.

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

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 in 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 fewer than 12 official transcripts in a calendar year; Coastal Carolina University 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 University 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 Coastal Carolina University'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 Web site.

DISTANCE LEARNING COURSES

2009 SPRING SEMESTER



HOW DOES DL WORK?

- ▶ DL Courses may utilize e-mail, Internet, the World Wide Web, videos, Blackboard, videoconferencing, and/or audioconferencing to deliver course material.
- ▶ Some DL courses require special permission from the department or instructor.
- ▶ Faculty may require additional sessions for testing/exams, or orientation.
- ▶ Some DL courses have specific requirements. Please visit the Web site (www.coastal.edu/distance) for up-to-date information.

If you want to complete your college degree or pursue professional development, but find it difficult to attend weekly classes because of work schedules, family responsibilities, distance from campus, or limited mobility, then Coastal Carolina University's Distance Learning (DL) program may be right for you. Courses are taught by University faculty. All DL courses carry University credits applicable to the bachelor's degree. Selected courses are offered each semester.

WHAT'S THE NEXT STEP?

Continuing students can register for DL courses at their assigned registration times with the approval from their adviser. Others interested in registering for DL courses, such as transient or non-degree seeking students, should contact Distance Learning at (843) 349-2737.

For more information, visit:
www.coastal.edu/distance

Or to view distance learning courses by semester, go to WebAdvisor, Search for Sections, and use the location/section drop down menu to select D1-D9, Distance Learning.



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 Carolina University'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 Carolina University'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, e-mail 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 Web site 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; 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 of 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.

REGISTRATION POLICIES AND PROCEDURES

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 or 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; or
5. 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 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 30, 2009; Spring I – February 18, 2009; Spring II – April 16, 2009).

- **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 20, 2009; Spring I – January 25, 2009; Spring II – March 23, 2009). 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 23.

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 23.

ADVISEMENT AND ADVANCE REGISTRATION

Spring 2009

November 2 - November 13, 2008

(For Continuing Students)

- The **Spring 2009 Master Schedule of Classes** is available online
- Search and add Course Sections to your **Preferred Sections** list
- Check your University e-mail for your registration appointment date/time
(Eligibility for registration is based on credit hours earned plus credit hours currently enrolled)
- See your adviser to schedule an advisement session
- Adjust **Preferred Sections** based on your Adviser's recommendations
- Register during your appointed time

***Registration times are divided into 3 groups per class level
(based on credit hours)***

**PLEASE CHECK YOUR UNIVERSITY E-MAIL FOR YOUR
REGISTRATION APPOINTMENT DATE & TIME**

SENIORS (90+ CREDIT HOURS) & GRADUATE STUDENTS

Group 1 - Beginning 6pm Nov 2 via WebAdvisor

Group 2 - Beginning 6am Nov 3 via WebAdvisor

Group 3 - Beginning 6pm Nov 3 via WebAdvisor

JUNIORS (60-89 CREDIT HOURS)

Group 1 - Beginning 6pm Nov 5 via WebAdvisor

Group 2 - Beginning 6am Nov 6 via WebAdvisor

Group 3 - Beginning 6pm Nov 6 via WebAdvisor

SOPHOMORES (30-59 CREDIT HOURS)

Group 1 - Beginning 6pm Nov 9 via WebAdvisor

Group 2 - Beginning 6am Nov 10 via WebAdvisor

Group 3 - Beginning 6pm Nov 10 via WebAdvisor

FRESHMEN (UP TO 29 CREDIT HOURS)

Group 1 - Beginning 6pm Nov 11 via WebAdvisor

Group 2 - Beginning 6am Nov 12 via WebAdvisor

Group 3 - Beginning 6pm Nov 12 via WebAdvisor

ADVISEMENT AND ADVANCE REGISTRATION

Continuing Students Only

►► Advisement and Advance Registration: November 2 - November 13, 2008 • 8 a.m. to 5 p.m.

Note: Advisement and Advance Registration on Sunday November 2 through Thursday, November 13 will be limited according to the schedule on page 18.

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.

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.

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 to process the drops and/or adds.

FEE PAYMENT

Bills will be available via WebAdvisor on Wednesday, November 26, 2008. Deadline for tuition payment for Spring 2009 is January 6, 2009.

Orientation Registration-January 12, 2009

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 mathematic and Spanish skills evaluations are available 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 prerequisites 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 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 5:00p.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 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 5:00p.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'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 12 & 13 2009

Last day to register or change schedule for:

- **8:30 a.m. to 5:00 p.m.**
- **Regular Spring: January 20, 2009**
- **Spring I: January 25, 2009**
- **Spring II: March 23, 2009**

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:
 - 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.

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 to process the drops and/or adds.

FEE PAYMENT

Non-Financial Aid

1. Students have 24 hour access to their financial profile using WebAdvisor under Bursar-Financial Services/Current Account Balance, 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 to the student financial profile for students who participate in Advance Registration approximately 30-45 days prior to the first day of regular semester classes (see Academic Calendar). A statement of charges (registration statement) will be issued online through e-mail at that time.

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. Online balances are updated on real time to reflect most current account information.

4. Semester charges and other outstanding balances may be paid in full on WebAdvisor under Bursar-Financial Services/Make a Payment with VISA, MasterCard, Discover or American Express. 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's Office, by mail or by phone (843-349-2159) using cash, checks, money orders or credit card.

5. Semester charges may be paid in installments using the Installment Payment Plan. A completed application, 1/3 of the plan set-up charge plus the \$35 set-up fee are required to initiate the plan. Applications are available at the Bursar Office or online at <http://www.coastal.edu/bursar>.

6. 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. Due to extremely heavy mail and call volumes at the deadline for payment, it is important to plan ahead to settle your account to avoid cancellation.

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 to the student financial profile for students who participate in Advance Registration approximately 30-45 days prior to the first day of regular semester classes (see Academic Calendar). A statement of charges (registration statement) will be issued online through email at that time.

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 pending financial aid is less than student charges, the student 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/Current Account Balance, Account Summary and Term Summary. Changes (amounts/status) to pending financial aid will also be updated to the financial profile as received. 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, Discover or American Express. 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.

6. Semester charges may be paid in installments using the Installment 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's Office or online at <http://www.coastal.edu/bursar>.

7. All payments, including first installments of a 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.

FEES

Coastal Carolina University reserves the right to change academic fees when deemed necessary.

For up dates to fee schedule visit:

<http://www.coastal.edu/bursar/fees.html>

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 the 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 General Registration Information pages. See page 22 for a specific listing of courses.

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 General Registration Information pages. See page 22 for a specific listing of courses.

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 the fee page in the full-time per semester rates for undergraduate students. Technology fee refunds will follow the same Refund Schedule as listed in the General Registration Information pages.

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 for golf course access, PGA books and checkpoint activities, and other miscellaneous PGM program fees. Fees established annually in conjunction with PGA. Check <http://www.coastal.edu/bursar/fees.html> for most current.

LISTING of LAB FEES and APPLIED COURSE FEES

For specific information regarding these fees see page 23. Fees and courses are subject to change without notice.

LAB FEES: \$25

CBAD 291
CBAD 292
CBAD 336
CBAD 393
EDEC 340
EDEC 379
EDEC 423
EDEL 343
EDEL 471
EXSS 350L
EXSS 400L
PALS 105
PALS 114
PALS 136
PALS 139
PALS 155
PALS 156
PALS 161
PALS 169

LAB FEES: \$30

ARTE 329
ARTE 340
ARTE 349
ARTS 103
ARTS 111
ARTS 112
ARTS 201
ARTS 211
ARTS 212
ARTS 303
ARTS 311
ARTS 312
ARTS 331
ARTS 332
ARTS 399
ARTS 411
ARTS 412
ARTS 495
ARTS 496
ASTR 111L
ASTR 112L
BIOL 101L
BIOL 302L
BIOL 321L
BIOL 325L
BIOL 328L
BIOL 330L
BIOL 340L
BIOL 349L
BIOL 360L
BIOL 365L
BIOL 370L
BIOL 375L
BIOL 405L
BIOL 410L
BIOL 423L
BIOL 424L
BIOL 426L
BIOL 427L
BIOL 431L
BIOL 450L
BIOL 455L
BIOL 460L
BIOL 461L
BIOL 475L

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 122
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

ARTE 379
ARTS 202
ARTS 205
ARTS 301
ARTS 302
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 440
RSM 315
STAT 201L

APPLIED COURSE

FEES: \$40

MUED 165
MUED 166
MUS 167
MUS 168
MUS 175
MUS 176

LAB FEES: \$40

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: \$80

ARTS 206
ARTS 207
ARTS 371
ARTS 372
ARTS 471
ARTS 472

PHED 181

LAB FEE: \$120

PHED 182

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 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 2009

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

Wednesday, January 14	Through	Tuesday, January 20	100%
From Wednesday, January 21	Through	Tuesday, January 27	90%*

***No refunds for dropping a course(s) after this date.**

The following dates are for complete withdrawal only.

From Wednesday, January 28	Through	Monday, February 9	50%
From Tuesday, February 10	Through	Friday, March 6	25%

After Friday, March 6 – **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 of semester.

90% refund for drop/withdrawals: day three and by 5:00pm on day four of semester.

0% refund after fourth day of semester.

If the last day of the refund period falls on a weekend or holiday, the refund period extends to the next business day.

SCHEDULE OF CLASSES USER TIPS

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

KEY FOR LOCATION AND TIME OF COURSES ON-CAMPUS AND OFF-CAMPUS

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

NOTE: Section Numbers beginning with "V" indicate videoconferencing courses.

BUILDING ABBREVIATION

ANTH	Atheneum Hall (Public Safety Building)
ATLC	Atlantic Center
BCMWW	Burroughs & Chapin Marine Wetlands Center
CSCC	Coastal Science Center
EHFA	Edwards College of Humanities and Fine Arts
EVGR	Evergreen
FCCP	Foundation Center and Community Partnerships
GEC	Higher Education Center, Georgetown
KING	Kingston Hall (Admissions Building)
KRNS	Kearns Hall
KLIB	Kimbel Library
MBHC	Higher Education Center, Myrtle Beach
PRIN	Eldred E. Prince Building
SCI	Science Building
SCX1	Science Building Annex I
SCX2	Science Building Annex II
SCX4	Science Building Annex IV
SCX5	Science Building Annex V
SNGL	Edward M. Singleton Building
STCR	Lib Jackson Student Center
UHAL	University Hall
WALL	E. Craig Wall Sr. College of Business Administration
WB	Williams-Brice Building
WHEC	Higher Education Center, Waccamaw
WHEL	Wheelwright Auditorium

SAMPLE CLASS SCHEDULE WORKSHEET - WEST (MAIN) CAMPUS²⁵

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.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 to 8:20 a.m.		7:30 to 8:20 a.m.		7:30 to 8:20 a.m.	
8:30 to 9:20 a.m.	8:30 to 9:45 a.m.	8:30 to 9:20 a.m.	8:30 to 9:45 a.m.	8:30 to 9:20 a.m.	9 to 11:45 a.m. Spring only
9:30 to 10:20 a.m.	10 to 11:15 a.m.	9:30 to 10:20 a.m.	10 to 11:15 a.m.	9:30 to 10:20 a.m.	
10:30 to 11:20 a.m.				10:30 to 11:20 a.m.	
11:30 a.m. to 12:20 p.m.	11:30 a.m. to 12:45 p.m.	11:30 a.m. to 12:20 p.m.	11:30 a.m. to 12:45 p.m.	11:30 a.m. to 12:20 p.m.	
12:30 to 1:20 p.m.	1 to 2:15 p.m.	12:30 to 1:20 p.m.	1 to 2:15 p.m.	12:30 to 1:20 p.m.	12:30 to 3:15 p.m. Spring only
1:30 to 2:20 p.m.		1:30 to 2:20 p.m.		1:30 to 2:20 p.m.	
1:30 to 2:45 p.m.		1:30 to 2:45 p.m.			
3 to 4:15 p.m.	3 to 4:15 p.m.	3 to 4:15 p.m.	3 to 4:15 p.m.	2:30 to 5:00 p.m. Friday only	
4:30 to 5:45 p.m.	4:30 to 5:45 p.m.	4:30 to 5:45 p.m.	4:30 to 5:45 p.m.		
<i>*4:30 to 7:20 p.m.</i>	<i>*4:30 to 7:20 p.m.</i>	<i>*4:30 to 7:20 p.m.</i>	<i>*4:30 to 7:20 p.m.</i>		
6 to 7:15 p.m.	6 to 7:15 p.m.	6 to 7:15 p.m.	6 to 7:15 p.m.		
6 to 8:45 p.m. Monday only	6 to 8:45 p.m. Tuesday only	6 to 8:45 p.m. Wednesday only	6 to 8:45 p.m. Thursday only		
7:30 to 8:45 p.m.	7:30 to 8:45 p.m.	7:30 to 8:45 p.m.	7:30 to 8:45 p.m.		
<i>*7:30 to 10:20 p.m.</i>	<i>*7:30 to 10:20 p.m.</i>	<i>*7:30 to 10:20 p.m.</i>	<i>*7:30 to 10:20 p.m.</i>		
9 to 10:15 p.m.	9 to 10:15 p.m.	9 to 10:15 p.m.	9 to 10:15 p.m.		

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

SAMPLE CLASS SCHEDULE WORKSHEET - *EAST CAMPUS*

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.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 to 7:50 a.m.		7 to 7:50 a.m.		7 to 7:50 a.m.	
8 to 8:50 a.m.	8 to 9:15 a.m.	8 to 8:50 a.m.	8 to 9:15 a.m.	8 to 8:50 a.m.	9 to 11:45 a.m. Fall only
9 to 9:50 a.m.	9:30 to 10:45 a.m.	9 to 9:50 a.m.	9:30 to 10:45 a.m.	9 to 9:50 a.m.	
10 to 10:50 a.m.		10 to 10:50 a.m.		10 to 10:50 a.m.	
11 to 11:50 a.m.	11 to 12:15 p.m.	11 to 11:50 a.m.	11 to 12:15 a.m.	11 to 11:50 a.m.	
12 to 12:50 p.m.	12:30 to 1:45 p.m.	12 to 12:50 p.m.	12:30 to 1:45 p.m.	12 to 12:50 p.m.	12:30 to 3:15 p.m. Fall only
1 to 1:50 p.m.		1 to 1:50 p.m.		1 to 1:50 p.m.	
1 to 2:15 p.m.		1 to 2:15 p.m.			
2:30 to 3:45 p.m.	2:30 to 3:45 p.m.	2:30 to 3:45 p.m.	2:30 to 3:45 p.m.	3:00 to 5:30 p.m. Friday only	
4 to 5:15 p.m.	4 to 5:15 p.m.	4 to 5:15 p.m.	4 to 5:15 p.m.		
<i>*4 to 6:50 p.m.</i>	<i>*4 to 6:50 p.m.</i>	<i>*4 to 6:50 p.m.</i>	<i>*4 to 6:50 p.m.</i>		
5:30 to 6:45 p.m.	5:30 to 6:45 p.m.	5:30 to 6:45 p.m.	5:30 to 6:45 p.m.		
5:30 to 8:15 p.m. Monday only	5:30 to 8:15 p.m. Tuesday only	5:30 to 8:15 p.m. Wednesday only	5:30 to 8:15 p.m. Thursday only		
7 to 8:15 p.m.	7 to 8:15 p.m.	7 to 8:15 p.m.	7 to 8:15 p.m.		
<i>*7 to 9:50 p.m.</i>	<i>*7 to 9:50 p.m.</i>	<i>*7 to 9:50 p.m.</i>	<i>*7 to 9:50 p.m.</i>		
8:30 to 9:45 p.m.	8:30 to 9:45 p.m.	8:30 to 9:45 p.m.	8:30 to 9:45 p.m.		

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