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.

- **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

- **Fees and Payments**
  - Bursar Main Office
  - (843) 349-2159
  - bursar@coastal.edu
  - http://www.coastal.edu/bursar/
  - 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

- **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 Woodshy
  - (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

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.

- **Wall College of Business** 2641
  - Business Administration, Dept. of 2641
  - Business Computer Lab 2351
  - Center for Economic Development 2851
  - Resort Tourism Management 2698
  - Professional Golf Management 2680
  - Small Business Development 4010
  - WALL 213
  - WALL 108
  - WALL 215
  - WALL 215E
  - WALL 111
  - Higher Educ Ctr., Myrtle Beach

- **Spadoni College of Education** 2629
  - Biddle Center for Teaching, Learning & Community Education 2665
  - Early Childhood, Elementary, and Health Promotion 2604
  - Health, Kinesiology & Sport Studies 2808
  - M.A.T. and M.Ed. 2373
  - Middle Grades Education 2373
  - Office of Clinical Experiences 6592
  - Physical Education 2373
  - Professional Program in Teacher Education 6592
  - KRNS 213
  - KRNS 106
  - WB 117
  - KRNS 211
  - KRNS 211
  - KRNS 116
  - KRNS 211

- **Edwards College of Humanities and Fine Arts** 2421
  - Visual Arts, Dept. of 2700
  - English and Journalism, Dept. of 2621
  - Foreign Language, Dept. of 2450
  - History, Dept. of 2476
  - Music, Dept. of 2637
  - Theatre, Dept. of 6559
  - Philosophy and Religion, Dept. of 2476
  - Politics and Geography, Dept. of 2621
  - Waccamaw Center for Cultural and Historical Studies 2891
  - EHFA 201
  - EHFA 127
  - EHFA 224
  - PRIN 105F
  - EHFA 272
  - EHFA 156
  - EHFA 219
  - EHFA 272
  - EHFA 224
  - PRIN 111
  - SCI 124
  - SCI 221
  - ATLC
  - SCI 216
  - CSCC 114
  - SCI 105
  - WALL 124
  - WALL 120
  - WALL 323

- **College of Natural and Applied Sciences** 2202
  - Biology, Dept. of 2238
  - Ctr. for Marine and Wetland Studies 4019
  - Chemistry and Physics, Dept. of 2379
  - Computer Science, Dept. of 2116
  - Marine Science, Dept. of 2219
  - Mathematics, Dept. of 2004
  - Mathematics Lab 2935
  - Psychology and Sociology, Dept. of 2275
  - SCI 124
  - SCI 221
  - ATL C
  - SCI 216
  - CSCC 114
  - SCI 105
  - WALL 124
  - WALL 120
  - WALL 323

- **Division of Academic Outreach**
  - Higher Education Centers (843) 349-6449
    - Higher Education Center, Georgetown (843) 546-7523
    - Higher Education Center, Myrtle Beach (843) 349-4001
    - Higher Education Center, Waccamaw (843) 349-4030
  - UHAL 211
  - UHAL 206

- **Distance Learning**
  - USC Distance Learning 2394
  - UHAL 206

- **Admissions**
  - 2170
  - Welcome Center 2026
  - Orientation, Office of 2188
  - KING 001

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

- **Bookstore** 2360
  - 2159
  - bursar@coastal.edu
  - http://www.coastal.edu/bursar
  - Tuition Payment Plans 2245
  - Billing/Collections 2047
  - Settlement/Refund Checks 2046
  - ANTH 006A
  - STCR 105
  - DHALL
  - KING 134
  - SNGL 110
  - SNGL 113
  - SNGL 102
  - SNGL 102B
  - SNGL 121
  - 2053/2684/
  - LAUR
  - LAUR
  - LAUR

- **Public Safety**
  - 2177
  - ATNM

- **Registrar, Office of the**
  - 2019
  - SNGL 108
  - SNGL 108
  - SNGL 108
  - SNGL 129
  - PRIN 213F
  - PRIN 123
  - PRIN 209
  - PRIN 210
  - PRIN 213
  - PRIN 213F
  - PRIN 208
  - SNGL 104
  - STCR 206
  - STCR 206
  - Indigo House

- **University Academic Center**
  - Foreign Language Lab 2468
  - Mathematics Lab 2884
  - Science Skills Lab 2939
  - First Year Academic Advising 2941
  - First Year Experience 2473
  - Writing Center 2937
  - PRIN 208

- **Student Affairs**
  - 2302
  - STCR 206
  - Indigo House
  - Higbee Services 2328
  - STCR 206
  - STCR 206

- **Student Computing Services**
  - 2938
  - PRIN 204
  - FPC 600

- **Wheelwright Auditorium**
  - 2502
  - WHEL
  - WHEL
FOR SPRING SEMESTER
APPLY FOR FINANCIAL AID EARLY!  WWW.FAFSA.ED.GOV

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

FILE YOUR TAXES FIRST AND THEN DO YOUR FAFSA.
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

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<td>January 14 - May 8</td>
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<td>May 11 - June 5</td>
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<td>June 8 - July 10</td>
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<td>July 13 - August 14</td>
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<td>August 19 - December 8</td>
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</tbody>
</table>
WEST (MAIN) CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2009

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

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

**SPRING I EXAMINATION SCHEDULE**

<table>
<thead>
<tr>
<th>Class</th>
<th>Final exam</th>
<th>Class</th>
<th>Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTH</td>
<td>Thursday, March 5</td>
<td>MW</td>
<td>Monday, May 4</td>
</tr>
<tr>
<td>MW</td>
<td>Monday, March 9</td>
<td>TTH</td>
<td>Tuesday, May 5</td>
</tr>
<tr>
<td>MTWTH</td>
<td>Monday, March 9</td>
<td>MTWTH</td>
<td>Tuesday, May 5</td>
</tr>
</tbody>
</table>

Examinations will be held at the regular class meeting time.

EAST CAMPUS

FINAL EXAMINATION SCHEDULE • SPRING 2009

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

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

**SPRING I EXAMINATION SCHEDULE**

<table>
<thead>
<tr>
<th>Class</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Thursday, March 5</td>
<td>MW</td>
<td>Monday, May 4</td>
</tr>
<tr>
<td>MW</td>
<td>Monday, March 9</td>
<td>TTH</td>
<td>Tuesday, May 5</td>
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<tr>
<td>MTWTH</td>
<td>Monday, March 9</td>
<td>MTWTH</td>
<td>Tuesday, May 5</td>
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</tbody>
</table>

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.**
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 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 at Antheneum 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. They can make you smart or paranoid, or you can suddenly die.
• Alcohol is the #1 date rape drug. However, it should be noted that drugs such as Rohynol 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 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.
WEB ADVISOR FOR STUDENTS

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

Go to 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.
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 at least 24 days beginning 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**

1. **Current Account Balance**
   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 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.
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
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.
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, or 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 mathematics 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 participate in the class. An auditor is not responsible for assignments or examinations. No credit may be earned by auditing a course. Credit may be earned for credit (or who 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. 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.

FEES

Bills will be available via WebAdvisor on Wednesday, November 26, 2008. Deadline for tuition payment for Spring 2009 is January 6, 2009.
**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 advisor to determine whether skills evaluations are required. Both mathematical 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
• 8:30 a.m. to 5:00 p.m.

Last day to register or change schedule for:

» 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.

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**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 e-mail 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.
Coastal Carolina University reserves the right to change academic fees when deemed necessary.

For updates 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 to 12 credit hours for the entire fall or spring term. There will be an additional charge for students taking more than 18 hours in one semester.

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

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<td>ARTS 326</td>
<td>PHYS 103L</td>
<td>PHYS 201L</td>
</tr>
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<td>ARTS 327</td>
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<td>PHYS 203L</td>
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<table>
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<tr>
<td>ARTS 407</td>
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<table>
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<td>ARTS 426</td>
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<td>ARTS 427</td>
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<td>ARTS 432</td>
<td>PALS 130</td>
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<td>ARTS 433</td>
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<td>ARTS 434</td>
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<td>PALS 162</td>
<td></td>
</tr>
<tr>
<td>ARTS 436</td>
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<table>
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<table>
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<td>MUS 103</td>
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<td>MUS 132</td>
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<td>MUS 151</td>
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<td>MUS 161</td>
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<td>MUS 212</td>
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<td>MUS 221</td>
<td>MUS 222</td>
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<td>MUS 232</td>
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<td>MUS 262</td>
<td>MUS 311</td>
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<td>MUS 312</td>
<td>MUS 321</td>
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<td>MUS 462</td>
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<tr>
<td>MUS 462</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Fees also apply to course numbers with suffixes such as “A” or “B” (example: 104A, 104B.)
**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**

<table>
<thead>
<tr>
<th>From</th>
<th>Through</th>
<th>To</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 14</td>
<td>Through</td>
<td>Tuesday, January 20</td>
<td>100%</td>
</tr>
<tr>
<td>From Wednesday, January 21</td>
<td>Through</td>
<td>Tuesday, January 27</td>
<td>90%*</td>
</tr>
</tbody>
</table>

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

The following dates are for complete withdrawal only.

<table>
<thead>
<tr>
<th>From</th>
<th>Through</th>
<th>To</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 28</td>
<td>Through</td>
<td>Monday, February 9</td>
<td>50%</td>
</tr>
<tr>
<td>From Tuesday, February 10</td>
<td>Through</td>
<td>Friday, March 6</td>
<td>25%</td>
</tr>
<tr>
<td>After Friday, March 6</td>
<td>No refund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

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

---

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

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

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

---

**BUILDING ABBREVIATION**

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

<table>
<thead>
<tr>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>7:30 to 8:20 a.m.</td>
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<td>7:30 to 8:20 a.m.</td>
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</tr>
<tr>
<td>8:30 to 9:20 a.m.</td>
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<td>8:30 to 9:20 a.m.</td>
<td>8:30 to 9:45 a.m.</td>
<td>8:30 to 9:20 a.m.</td>
<td>9 to 11:45 a.m. Spring only</td>
</tr>
<tr>
<td>9:30 to 10:20 a.m.</td>
<td>10 to 11:15 a.m.</td>
<td>9:30 to 10:20 a.m.</td>
<td>10 to 11:15 a.m.</td>
<td>9:30 to 10:20 a.m.</td>
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<tr>
<td>10:30 to 11:20 a.m.</td>
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<td>10:30 to 11:20 a.m.</td>
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<td>10:30 to 11:20 a.m.</td>
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<tr>
<td>11:30 a.m. to 12:20 p.m.</td>
<td>11:30 a.m. to 12:45 p.m.</td>
<td>11:30 a.m. to 12:20 p.m.</td>
<td>11:30 a.m. to 12:45 p.m.</td>
<td>11:30 a.m. to 12:20 p.m.</td>
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<td>12:30 to 1:20 p.m.</td>
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<td>12:30 to 1:20 p.m.</td>
<td>1 to 2:15 p.m.</td>
<td>12:30 to 1:20 p.m.</td>
<td>12:30 to 3:15 p.m. Spring only</td>
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<tr>
<td>1:30 to 2:20 p.m.</td>
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<td>1:30 to 2:20 p.m.</td>
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<td>1:30 to 2:20 p.m.</td>
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<td>1:30 to 2:45 p.m.</td>
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<td>1:30 to 2:45 p.m.</td>
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</tr>
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<td>3 to 4:15 p.m.</td>
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<td>3 to 4:15 p.m.</td>
<td>2:30 to 5:00 p.m. Friday only</td>
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<tr>
<td>4:30 to 5:45 p.m.</td>
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<td><em>4:30 to 7:20 p.m.</em></td>
<td><em>4:30 to 7:20 p.m.</em></td>
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<td>6 to 7:15 p.m.</td>
<td>6 to 7:15 p.m.</td>
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</tr>
<tr>
<td>6 to 8:45 p.m. Monday only</td>
<td>6 to 8:45 p.m. Tuesday only</td>
<td>6 to 8:45 p.m. Wednesday only</td>
<td>6 to 8:45 p.m. Thursday only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30 to 8:45 p.m.</td>
<td>7:30 to 8:45 p.m.</td>
<td>7:30 to 8:45 p.m.</td>
<td>7:30 to 8:45 p.m.</td>
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</tr>
<tr>
<td><em>7:30 to 10:20 p.m.</em></td>
<td><em>7:30 to 10:20 p.m.</em></td>
<td><em>7:30 to 10:20 p.m.</em></td>
<td><em>7:30 to 10:20 p.m.</em></td>
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</tr>
<tr>
<td>9 to 10:15 p.m.</td>
<td>9 to 10:15 p.m.</td>
<td>9 to 10:15 p.m.</td>
<td>9 to 10:15 p.m.</td>
<td>9 to 10:15 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

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