



Welcome to the University of South Carolina Beaufort!

You are about to take the first step to one of the great adventures in life-going to college! You may feel nervous and even intimidated. You may wonder where you will fit in, who your friends will be, and how you will ever find your way to your classroom! That is where this handbook comes in.

Every student comes to college with expectations, but the experience is rarely exactly what they thought it would be. Every student's experience is unique. But every student was chosen to attend USCB because of their academic record, talents and life experiences. And every student belongs here-especially you!

In the following pages you will find information about how college works and what to expect. You will learn the most important terms you will need to know, the critical resources on campus, academic expectations and some of the changes you will experience.

Speaking and Understanding the Language

When you first arrive on campus, you will hear people using terms you don't know. It is almost like being in a foreign country until you learn the language, so let's get comfortable with the vocabulary before you get here. Here are some common terms used at USCB.

Academic Accommodations: These allow students with disabilities to pursue a regular course of study by alterations of environment, curriculum format, or equipment to gain access to content and/or complete assigned tasks.

Academic Appeal: When a student experiences extenuating circumstances that significantly impacted the student's performance academically, the student may complete an Academic Appeal to request one of two actions; 1. Grades of 'W' to be listed for all courses for the semester or 2. All courses and grades to be wiped from the academic record completely.

Academic Calendar: The academic calendar is a list of important dates for the school year and includes Fall, Spring and Summer semester dates. Here is where you will find drop/add dates, holidays and breaks, withdrawal deadline, reading day and exam dates. It can be found at <https://www.uscb.edu/registrar/calendar>

Academic Coaching: Academic coaching is the opportunity for students to meet with the Director of Academic Support to discuss common challenges like test preparation, performance anxiety, note-taking and text comprehension. You can book an academic coaching appointment at uscb.inspire.civitaslearning.com

Academic Standing: This is the status of a student with respect to academic performance. A student may be in Good Standing with a cumulative average of 2.0 or higher, on Academic Probation with a cumulative average below a 2.0, on Continue Probation if you remain on probation for more than one semester, or Dismissed after several semesters on probation.

Advisor: Your advisor is the person who helps you make decisions about courses you need to take to graduate, refers you to help on campus when you need it, answers your questions about college and explains university policies. Advisors are there to guide you through the curriculum and help you to understand how to make good course choices. Academic advising is mandatory prior to each semester for which you plan to register.

Asynchronous: Two or more objects or events not existing or happening at the same time.

Audit: Attend a class without receiving academic credit for it. If you wish to audit a class, a signature from the Instructor and student is required. Be sure to read policies about auditing in the bulletin and speak to your advisor, as it may not be in your best interest to audit a class. Audited classes do appear on your transcript, and you will be charged for them.

Award Letter: When you have completed your FAFSA and any additional aid applications and the money has been awarded, you will receive an email (your award letter) with instructions to log in to view the amount of money you have been awarded.

Bachelor's Degree: A college degree is usually awarded after at least 120 credit hours of prescribed study in a major area. Bachelor's degrees can be Bachelor of Science (BS), Bachelor of Arts (AB), and other titles.

Blackboard: An online program used by professors and instructors to record assignments, grades, post readings and discussions for their class. Students are automatically enrolled in blackboard and should check the site regularly for assignments and readings.

Bursar's Office (Cashier's Office): The office that bills students for tuition, housing and other fees related to college expenses.

Chancellors/Dean's List: An honor reserved for students who earn a 3.5 or higher on 12 or more credit hours in a semester.

Co-requisite: A course that must be taken at the same time as another course; for example, a Chemistry lab may be a co-requisite to a Chemistry lecture class.

Course Load: The total number of courses/credit hours the student is enrolled in per term.

Credit Hour: A credit hour is a unit of credit for a course, and is usually based on the number of hours per week in class. Most classes are three credit hours, but some are worth more or less. Labs are usually one credit hour, although you will spend more than one hour in the lab per week. In order to be enrolled full time, you must take 12 credit hours or more. In order to graduate you must have taken and successfully completed a minimum of 120 credit hours.

CRN: This abbreviation stands for Course Reference Number, and it is used to specify a particular section of a course, that is, a section that is taught at a particular day and time. The CRN you choose will decide which time you will attend class and where.

CUM: The abbreviation used for cumulative average, that is, the grade point average of all courses taken at USCB. The CUM does not include courses transferred in from other institutions.

Curriculum: The sequence of courses in a program of study that leads to receiving a Bachelor's degree in a particular major.

Degree Requirements: At USCB, most undergraduate degrees require 120 hours in coursework. This coursework consists of general education requirements, program requirements, major requirements, and elective credits. You cannot complete a degree without completing the degree requirements for your major.

DegreeWorks: DegreeWorks is the online degree audit system used to record a student's progress in satisfying degree requirements. Students can see their degree audit by logging into Degree Works with the ID and password.

Discipline: An academic field of study.

Double Major: Students with a double major are planning to earn two Bachelor's degrees of the same type, such as a BS in Biology and a BS in Mathematics. This differs from a dual degree.

Drop/Add: The period of time at the beginning of each semester when students can change the courses they registered for without incurring a penalty. Students should always talk to their advisor before dropping or adding classes. Students can find the Drop/Add dates for a term in the Academic Calendar.

Dual Degree: Students earning a dual degree are earning two Bachelor's degrees of different types, for example a BS in Mathematics and a BA in History. They must complete the requirements for both.

Elective: A class you choose to take that is not required for your major. Most majors have some room in their degree program for elective classes in order to reach the minimum 120 credits. This is an opportunity for you to study something that interests you outside your major.

Experiential Learning: Experiential learning gives students opportunities to connect what they learn in the classroom to hands-on experiences outside of the classroom. Experiential learning can include activities such as internships, campus leadership opportunities, service learning in the community, undergraduate research, study abroad and/or student teaching.

Extracurricular Activities: Activities outside the scope of academics, but often campus-oriented such as clubs, intramural sports and faith based organizations. For more information about what USCB has to offer visit <https://www.uscb.edu/student life>.

FAFSA: This acronym stands for Free Application for Federal Student Aid, and is the basic form you must fill out to receive financial aid from the federal government to pay for college.

FERPA: This acronym stands for Federal Education Rights and Privacy Act, a federal law that protects the privacy of student education records. FERPA affords students the right to inspect and review their education records, request the correction of inaccurate or misleading records, consent to disclosure of personally identifiable information contained in their education record and file a complaint with the U.S. Department of Education if the institution does not comply with this law. It is important to note that student records are protected from parents, family members and outside parties unless the students signs a waiver giving explicit permission for the records to be revealed to a particular party. Any student who is taking a course at USCB is protected by FERPA.

<https://www.uscb.edu/registrar/ferpa.html>

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

General Education Requirements: Degree requirements that every student has to take to earn a bachelor's degree, a designated group of foundation courses in disciplinary area. Gen Ed Courses are intended to provide the broad based liberal arts.

Grading Scale: A grading scale is a range of quality points that comprise a course grade and define it as Excellent, Good, Satisfactory, Poor or Failing. USCB uses plus grading to further define the student's performance and to calculate GPA. Professors also have individual grading scales for tests, presentations and papers, and these vary among professors. Always check the syllabus to understand the professor's grading scale and expectations.

Grant: Financial assistance that does not have to be paid back, for instance the Pell Grant.

Holds: Holds that keep you from registering for classes can be placed on your account for a variety of reasons including unpaid fees, parking tickets or student conduct infractions. Every student has an advising hold every semester until the student meets with his/her advisor. Once the student is advised, the advisor clears the hold and the student will be able to register when his time ticket comes up. Holds placed by other offices, such as Parking Services, must be cleared through the office that places them.

Honor Society: An honor society is a group formed to recognize scholarship and achievement in academics. Some honor societies are specific to a discipline and some are based upon demographics such as gender.

Hybrid: Defined as something that is a combination of two different things.

Late Add: A process for adding a course to a student's schedule after the Drop/Add period has closed. Late adding requires the signatures of the **Instructor** for the course, **Financial Aid**, and **Bursar**. Late add forms can be found on the Registrar's website.

Life GPA: The average of grades in every college level course the student has taken regardless of institution. For transfer students and students who took dual enrollment courses in high school, the Life GPA includes classes take at their former and current institutions. This GPA is especially important for State Scholarship recipients because your ability to continue receiving those scholarships is based on your Life GPA. You can check your Life GPA through Self-Service Carolina.

Lower Division: Courses numbered in the 100 and 200 range, usually taken by first and second year students.

Major: A major is a student's chosen field of study. To earn a degree, the student will have to complete all the requirements of the major that are listed in the Bulletin.

Maymester: A short, intense semester consisting of four weeks during which students attend a single class three or more hours every day. Students should choose classes for Maymester very carefully.

Minor: A minor is a secondary field of study that requires fewer hours. Students do not earn a degree in their minor, but it is noted on their transcript.

Network ID: Also referred to as your USCB ID, USCB Username, and Network Username. At USCB every student and employee has a Network ID that is used with a password to access email and use other computer programs and sites at the University. Your Network ID is usually the first part of your University email address.

Office Hours: The time specifically set aside by professors and instructors to meet with their students and answer questions. Office hours are usually at a set time every week. You can usually find a professor's office hours on their syllabus.

Orientation: A program that introduces newly admitted students to the University and its academics, customs, traditions and opportunities. The most important part of the orientation is our meeting with your advisor, when you will learn about your degree program and decide on the courses you will take in your first semester. During orientation you will have the opportunity to discuss your first semester class schedule with an advisor and make changes if necessary.

Pell Grant: A federal financial aid grant that does not have to be paid back as long as the student was and remains eligible for it. Pell grants are designed for low income students.

Placement Exams: Tests used by the institution to gauge a student's level of proficiency in a subject area in order to be placed in the next level of coursework. Sometimes a student can be exempt from courses by doing well on placement tests. All students need to take the math placement exam and one foreign language placement exam through Blackboard prior to orientation.

Plagiarism: The act of using someone else's work, ideas, thoughts or language and representing it as your own by failing to give credit to the original author. Plagiarism is academically dishonest and a violation of the Student Honor Code that may result in penalties such as a failing grade on the test or in the course.

Prerequisite: A course that is required before another course can be taken.

Probation: The academic status of a student when their CUM falls below a 2.0. At USCB, specific rules and expectations apply to student performance. A student on probation should contact the Director of Academic Support early in the semester for assistance.

Professor: A title awarded to teachers who have achieved high academic ranking in a specific discipline due to their research and scholarship. If you are in doubt as to whether your instructor is a professor, it is best to use the title.

Quality Points: Quality points are the cumulative points for each credit hour that are used to calculate GPA. A=4 points, B+= 3.5 points, B=3 points, C+= 2.5 points, C=2 points, D+=1.5 points and a D=1 point. GPA is calculated by multiplying the quality points for your grade in a class by the number of credit hours in the class (e.g. an A in a 3 hour class is worth 12 points). This calculation is repeated for all of your classes, and all the quality points are totaled. Your GPA is equal to the total quality points divided by the number of credit hours you have taken in the semester.

Registrar: The person and office responsible for maintaining student records, administering policies and procedures, maintaining class schedules and course enrollment information. The Registrar's office verifies degree completion before a student can graduate.

Registration: Registration is the process of choosing courses and creating a class schedule for the next semester. Your registration date and time depends on the number of credit hours you have accumulated, with priority given to students who are farther along in their degree program. Students should be sure to have their academic advisement appointment before their registration date.

Self-Service Carolina: Also known as my.sc.edu. An online tool that houses a student's personal and academic information. Students can log into Self-Service Carolina to register for classes, view and make changes to their class schedule, view their unofficial transcript, access other university tools such as Schedule Planner and DegreeWorks, order an official transcript, pay their tuition and fees, and update their contact information among other things.

Semester: The period of time or term that the student takes a group of courses. USCB offers three semesters: Fall, Spring and Summer.

Study Abroad: An opportunity to pursue academic studies in a foreign country for a semester or a year. The USCB study abroad office can help you find a program that fits your interests.

Student Code of Conduct: Found in the Student Handbook, the Student Code.

Suspension The process of denying enrollment to a student for a prescribed length of time when the student has not been able to meet the academic standards of Continued Probation.

Syllabus: An outline of the professor's plans for the course that includes assignments, exam dates and projects. The syllabus also includes the learning objectives for the course and class policies like attendance. It is very important to read the syllabus carefully at the beginning of each class.

Synchronous: Existing or occurring at the same time.

Transcript: The permanent academic record of a student in college that shows majors and minors, courses taken each semester, grades received, academic status and honors.

Upper Division Courses: In the 300 and 400 range, usually taken by juniors and seniors to fulfill degree requirements in their major or minor.

University Bulletin: The University Bulletin is an annual publication outlining various policies, procedures, academic programs, and course descriptions.

Withdrawal: The student's decision to remove themselves from a class after the drop/add period is over. If the student withdraws prior to the withdrawal deadline, they receive a "W" on their transcript. If the student withdraws after the deadline (usually soon after the semester midpoint), they will receive a "WF" on their transcript. A "W" has no effect on GPA, but a WF will factor into the student's GPA as an "F".

Work Study: A federal program that provides jobs for students in financial need to help pay for their expenses. Work study jobs are usually on campus and part of a student's financial aid package.

Adapted from University of Georgia "1st At The First - A Handbook for First-In-The-Family Students at UGA"