![PRAIRIE — To Know Christ and Make Him Known]

College Registrar's Office

BASIC ACADEMIC INFORMATION
FOR NEW STUDENTS

Academic Programs:
If you are not an Undeclared (UN) student, you are on an academic program which lasts one year (Certificate), two years (Diploma or Associate of Arts), three years (Diploma or Bachelor of Ministry), or four years (Bachelor). Programs are groups and sequences of courses which
- Help you reach the level of knowledge, skill, and ability expected in a college graduate,
- Prepare you for life-long learning,
- Contribute to your Christian growth, and
- Give you some of what you need for ministry.

Your program's courses are shown in 'Degree Audit' under the Student tab on Populi. For instructions, see 'Reading Degree Audits' in the 'Info from Registrar' folder in Populi Files:
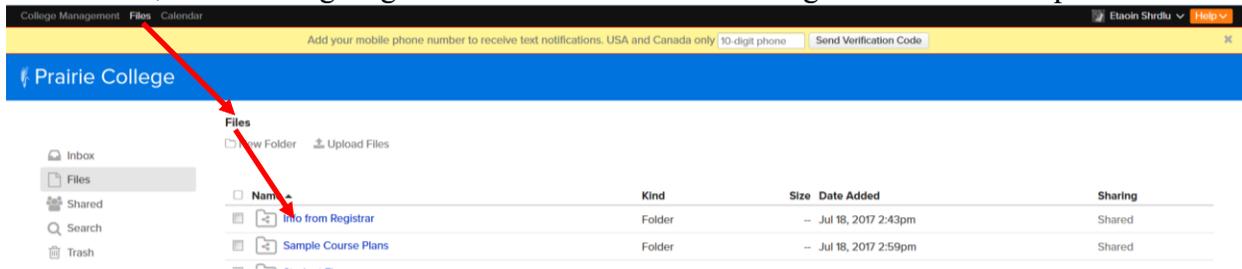
Every program requires courses in Bible and Theology and Arts and Sciences. Most programs of the same length require similar lists of courses ('common cores') in these areas. The big difference is in the majors, which are specific to the kind of program. Thus, the Pastoral Major requires different courses than Intercultural Studies Major. (Most programs of less than four years don't have a major/minor; a few have a concentration of courses in a certain subject.) In each area, the courses move from foundational to advanced. For example, in Bible and Theology you start with introductions to Christian theology (TH 100) and to foundational books of the Old and New Testaments (OT 112, NT 112). Courses at the next levels (200 and up) build on the foundational courses. Course numbers also fit roughly with the years of your program. Those at the 100 level are usually taken during the first (Freshman) year, courses in the 200's during the second (Sophomore) year, and so on.

Degree Audits update automatically as you change courses, get final grades, &c. 'Sample Course Plans' is another directory in Populi Files (see above). The one for your program and entry year shows your Degree Audit in a recommended year-by-year sequence. Following it will

help you avoid scheduling problems. You pre-register for the next year's courses during the summer.

Semester system:
PC is a semester school, not a term school. Our standard 15-week semester is made up of two seven-week terms, with a break of approximately a week in between. Student loads, transcripts, charges, and many other things are based on a semester, not on its terms. Some programs may vary from this pattern.

Courses & course scheduling:
During the summer, an Admissions Counselor scheduled you into courses according to your Sample Course Plan. These include foundational courses in the common cores and major/minor (if you have one). We also assigned you to an academic advisor who can help you with scheduling, course, and program questions. If you don't know where his office is, ask us. The general Calendar and each course's Calendar in Populi show when and where your classes meet, but it may help you to see PC's overall schedule:

MONDAY, TUESDAY, THURSDAY, FRIDAY	
8:30 – 9:45 am	1:30 – 2:45 pm
Chapel/Service: 10:00 – 11:00 am	2:55 – 4:10 pm
11:15 am – 12:30 pm	4:20 – 5:35 pm
Lunch: 12:30 – 1:30 pm	Evening (usually 6:30 – 9:15 pm)

Most courses meet in one of the blocks shown above. Some meet at odd times. For a visual layout, see the 'Timetables' file in the 'Info from Registrar' folder.

Credit system:
The arithmetical basis of academic programs is the credit hour. Our credit hour is 50 minutes of instruction per week for 13 weeks, plus, in many courses, a final examination. Since most courses meet for 300 minutes per week for 7 weeks, plus a two-hour final exam, these courses are worth three credit hours. Completion of a program requires completing all the courses shown on the Degree Audit and accumulating the total number of credit hours required.

Dates:
You can find these in the Populi Calendar (see 'Academic Calendar' and 'Populi Calendars' in the 'Info from Registrar' folder).

<u>Academic Guide</u>:
See 'Academic Guide' in the 'Info from Registrar' folder. It contains academic regulations and a lot more as well. Are you a Freshman or a Sophomore? See section 1 of the <u>Guide</u>. Can you drop a class after the Add period? See section 4. Can you get transfer credit from Hometown Community College? See section 5. Looking through the <u>Guide</u> can answer a lot of questions.

Questions? Missing something? Check with our office. Your first year may feel like going through a maze in the dark. We can help you find the light switch. We're on second floor, Maxwell Centre, 403-443-3044, or registrar@prairie.edu.