



The Academic

Advising Handbook

2015-2016

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The Center for Student Academic Success (C-SAS)

- Facilitates academic advising for First-Year, Returning, Transfer, and Pre-Health students.
- Facilitates early intervention for students experiencing academic difficulty.
- Facilitates supplemental learning through the Collaborative Learning Center, and 4U Workshops
- Provides ongoing training to faculty on academic advising.

For First-Year Students: First Time at College and Transfers with 23 units or less

- Coordinates the first-year experience (including summer orientation, courses designed for first-year students, and partnering with parents).
- Delivers weekly academic coaching for each first-year student.
- Provides academic advising for first-year students.
- Coordinates the spring-quarter transfer of advising to faculty advisors.

For Returning Students: Sophomores, Juniors, and Seniors

- Facilitates academic advising with faculty in each department.
- Coordinates academic advising when students change academic programs.

For Transfer Students: 24 units or more

- Provides academic advising until departmental faculty are assigned.
- Plans and implements orientations, workshops, and networking events for transfer students

For Pre-Health Students

- Provides academic advising for students seeking an undergraduate or graduate health professional degree not offered at LSU.
- Offers workshops and seminars for students in preparation for health professional schools.
- Serves as the liaison between La Sierra University and health professional schools.

To ensure better service, students should call to schedule an appointment.



Sierra Vista Hall Room 109

Monday - Thursday 8 a.m. - 5 p.m. and Friday 8 a.m. - 12 p.m.

(951) 785-2452 or 2490

www.lasierra.edu/csas

www.lasierra.edu/prehealth

advising@lasierra.edu, prehealth@lasierra.edu

Melanie Jobe, Director

Dahlie Conferido, Associate Director for First-Year Experience

Cynthia Douglas, Assisant Director for Pre-Health Professions

Ronald Venegas, Assistant Director for Advising

Encourage students to take advantage of available resources BEFORE a crisis occurs.

Records Office

(951) 785-2006

admissions@lasierra.edu

For Transfer Student transcript evaluation:

Natalie Lavygina

(951) 785-2930

*maoyagi@lasierra.edu***University Studies****Carlyn Bennett**

(951) 785-2499

*cbennett@lasierra.edu***Student Financial Services**

Administration Bldg., Rm 101

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*lfonseca@lasierra.edu***Julain Gunn-Clarke**

Students Last Name S-Z

(951) 785-2175

*jgunncla@lasierra.edu***La Sierra Testing Center****Erin Lowry**

(951) 785-2896

elowry@lasierra.edu

La Sierra Hall, Suite 100 (lower level)

Office of Disability Services**Michelle Kamau**

(951) 785-2412

ability@lasierra.edu

La Sierra Hall, Suite 100B (lower level)

Security Department, x2222

Location: 11498 Pierce Street, Suite FF

Center for Student Academic Success

(951) 785-2452

advising@lasierra.edu

Advising/Early Alerts: Coaching/Workshops:

Ronald Venegas*rvenegas@lasierra.edu***Dahlie Conferido***dconferi@lasierra.edu***Writing Center**

Located in Humanities Hall 101

Deborah Higgens

(951) 785-2491

*dhiggens@lasierra.edu***Counseling Center****Deborah Wright**

(951) 785-2011

dwright@lasierra.edu

Convenience Center (next to Health Services)

11498 Pierce Street, Suite #B

Riverside, CA 92505

International Student Services**Heidi Weiss-Krumm**

(951) 785-2237

oiss@lasierra.edu

Administration Bldg., Rm 206

Health Services**Hurda Duran**

(951) 785-2200

Location: 11498 Pierce Street, Suite A

World Languages Resource Lab

World Language Department

Gladwyn Hall, Rm 101

Alberdi De La Fuente

(951) 785-2120

*adelafue@lasierra.edu***Esther Saguar**

(951) 785-2053

esaguar@lasierra.edu

La Sierra Hall, Rm 222

FALL QUARTER: SEPTEMBER 21 to DECEMBER 10, 2015

September 10	Financial Clearance Deadline for Fall; late financial clearance fee applied
September 15-17	IGNITE (required for first-year students)
September 21	Instruction begins; late registration fee is applied
September 25	Last day to enter a course, to change from audit to credit or from credit to audit
October 2	Last day to withdraw with no record of course registration on transcript
October 12	Priority Registration begins for Winter Quarter
October 19	Registration begins for all other students
November 13	Last day to withdraw with a "W" grade or submit an S/U petition
November 21-29	Thanksgiving Recess
December 7-10	Final Examinations
December 10	Fall Quarter Ends

WINTER QUARTER: JANUARY 4 to MARCH 17, 2016

January 4	Instruction begins; late registration fee is applied
January 8	Last day to enter a course, to change from audit to credit or from credit to audit
January 15	Last day to withdraw with no record of course registration on transcript
January 18	Martin Luther King, Jr. Holiday (Classes after 4:00 p.m. may meet)
January 25	Priority Registration Begins for Winter Quarter
February 1	Registration begins for all other students
February 15	President's Day Holiday (Classes after 4:00 p.m. may meet)
February 26	Last day to withdraw with a "W" grade or submit an S/U petition
March 14-17	Final Examinations
March 17	Winter Quarter Ends

SPRING QUARTER: MARCH 28 TO JUNE 9, 2016

March 28	Instruction begins; late registration fee is applied
April 1	Last day to enter a course, to change from audit to credit or from credit to audit
April 8	Last day to withdraw with no record on transcript
April 11	Registration begins for summer sessions and continues up to 1st day of class
April 18	Priority Registration begins for Fall quarter
April 25	Registration begins for all other students
May 20	Last day to withdraw with a "W" grade or submit an S/U petition
May 30	Memorial Day Holiday
June 6-9	Final Examinations
June 10-12	Events of Commencement 2016

SUMMER SESSIONS 2016

	Beginning and ending dates vary; registration up to the first day of class
June 13	Beginning of first session
July 4	Independence Day Holiday
September 5	Labor Day Holiday

The La Sierra University baccalaureate degree requires a minimum of 190 quarter units (60 upper division).

THREE TYPES OF COURSES FOR A COLLEGE DEGREE

- 1. UNIVERSITY STUDIES***
 - Required courses designed to assist students in acquiring a broad understanding of human affairs which is the hallmark of an educated person. University Studies consists of three categories:
 - Foundational Studies**
 - General Studies**
 - Service-Learning**
- 2. MAJOR Cognates**
 - Required courses in the student's chosen area of academic specialty.
 - Required courses required by the student's major, but taught by different department.
- 3. ELECTIVES**
 - Courses through which students can earn a minor or explore various interests.

COURSE NUMBERING SYSTEM

- 000-099** Basic Skills Courses
 - For students needing to strengthen basic skills. They do not count toward graduation in any major or program at the University.
- 100-299** Lower-Division Courses
 - Designed primarily for Freshmen and Sophomores.
- 300-499** Upper-Division Courses
 - A Sophomore, Junior, or Senior may take an upper division course for which prerequisite qualifications have been met. *Freshmen should not enroll in these courses.*
- 500-799** Graduate Courses:
 - A very limited number of these courses may be taken by Seniors only. Special permission must be obtained.
- 800-999** Special Certificate & CE (all noncredit) Courses

CLASS STANDING

FRESHMAN	43 units or less
SOPHOMORE	44-87 units
JUNIOR	88-135 units
SENIOR	136 units or more

UNDERGRADUATE STUDENT TYPES

- FRESHMAN**
 - If first time at college, must enroll in 2-quarter sequence of UNST 100/101 and be advised by a C-SAS Academic Coach.
- TRANSFER (23 units or less)**
 - If transferring less than 24 units, must enroll in 2-quarter sequence of UNST 100/101 and be advised by a C-SAS Academic Coach.
- TRANSFER (24 units or more)**
 - If transferring 24 units or more, may initially be advised by C-SAS then transferred to an academic advisor within the student's major or pre-professional program.
- RETURNING STUDENT**
 - If returning after 1 year or more, bulletin of graduation is changed to the year of re-entry.
- ESL**
 - Enrolled at a different tuition rate. Depending on test scores, may be full-time ESL or half-time ESL/half-time regular (taking no more than 10 units of regular classes). Full-time ESL students are advised by ELAC, and half-time ESL are advised jointly by ELAC and advisor.

ACADEMIC COURSE LOAD

- FULL-TIME STATUS** 12-18 UNITS
 - A standard course load is 4 main courses per quarter (usually 16 units).
NOTE: 12 units is the minimum course load for grants and loans.
- OVERLOAD** 19 + UNITS
 - Approval must be granted by the Dean of the School.
- HALF-TIME STATUS** 11 UNITS OR LESS
 - Student is enrolled under a different tuition rate and may not be eligible for full financial aid and/or university health insurance.

*NOTE: Qualified students may apply for University Honors, La Sierra University's general education honors track (see University Honors section of Handbook).

If a student would like to request an exception to an academic program's curricular requirement or course policy, an Academic Variance Petition may be filed. Petitions should be addressed to one of the following departments:

UNIVERSITY STUDIES

Petitions involving University Studies requirements and general academic policy issues must be submitted to the University Studies office (La Sierra Hall 220) for review by the Academic Variance Committee (AVC).

UNIVERSITY HONORS

Petitions involving the University Honors program are submitted to the University Honors office (South Hall Room 100) for review by the University Honors Council and/or the Director of University Honors.

OFFICE OF THE DEAN

Petitions involving requirements in a student's degree program are submitted to the Dean of the School or College in which the student's discipline resides.

GUIDELINES FOR SUBMISSION

- Forms are available online on the Records office webpage at lasierra.edu/records-office/.
- The student should clearly explain the variance request. Courses and/or policies involved should be identified; rationale for the request and desired outcome should be stated.
- The petition form must have both the advisor's signature and Statement of Support. The advisor's statement should provide reasons for support, not merely a recommendation of support.
- Supporting documentation should be attached to the form. If the variance involves a course transferred from another university, the course syllabus (preferred by the AVC) or course description from the Bulletin of the former school should accompany the petition.

ADDITIONAL SUBMISSION INFORMATION

- A signature on the form by the student's Department Chair will not guarantee the AVC will approve the academic variance petition.
- A signature on the form by a sympathetic faculty member is not helpful.
- Student statements such as "I didn't know"; "I had conflicts with my major classes"; "I did not have time"; "I had to work"; "I need this to graduate" should be avoided.
- The AVC seldom approves academic variance petitions involving requirements for RLGN, NSCI, UNST 404, Service-Learning credits, or Scripture classes (99% of such petition requests are denied).
- Evaluators from the Records office are present at each AVC meeting with the student's complete academic record. The AVC is aware of inconsistencies between academic variance petition statements and academic records.
- The AVC generally meets every other week during the traditional academic year. The committee endeavors to meet the first week of fall, winter, and spring quarters. The AVC does not meet during the summer.



PETITION FOR ACADEMIC PROGRAM VARIANCE

1. State your request completely and clearly, specifically identifying policies and/or courses involved.
2. Provide adequate rationale and information to support your request and allow a decision.
3. Secure supporting comments and advisor signature.
4. Leave petition at the appropriate office (Associate Provost, Dean of General Education, Dean's Office of your college/school)
5. A copy of this petition will be sent to you when the petition has been acted upon.

Academic Level: <input type="checkbox"/> Fr. <input type="checkbox"/> So. <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Grad.	
General Education: <input type="checkbox"/> UNST <input type="checkbox"/> UHNR <input type="checkbox"/> DCS	
(###) ### -#####	#####

NOTE: Variances involving general education MUST be approved by the Dean of General Education

Last Name	First Name	Middle Name	Local Phone Number	Student ID#
Campus Address or Local Mailing Address			City	State
			Zip Code	20##
Email	Major/Minor/Program	Expected Graduation Date:	Bulletin of Graduation:	

I hereby request the following variance from enrollment policy (attach additional pages if more space is needed):

<p>I recommend and support this request for the following reasons: (If additional space is needed, please attach additional pages.)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Student's Signature Date </div> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <h3>OFFICE USE ONLY</h3> </div> <p>Decision:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-right: 1px solid black; border-left: 1px solid black; padding: 5px;"> Signature of Associate Provost, Dean, or Dean of General Education Date </div>
<div style="display: flex; justify-content: space-between; border-top: 1px solid black;"> Printed Name Signature (Advisor, Dept. Chair, etc.) Date </div>	

- I. **ACADEMIC CREDIT EVALUATION** should be requested by the student from the Records office early in the Junior year. The Academic Credit Evaluation request form can be found online under "Admissions and Records," then under "Important Documents and Forms." On the form, students must specify for which bulletin of graduation (year) they are requesting the evaluation. The year may be either the academic year they first matriculated at LSU or any subsequent year. However, all graduation requirements will be from the year of choice.
- II. **APPLICATION FOR GRADUATION** must be filed and approved by the Records office at least **three (3) quarters** preceding the expected date of graduation. Any changes to an approved graduation contract must be reapproved by the evaluator in the Records office.
- III. **ACADEMIC VARIANCE PETITION** must be submitted to the appropriate office at least **45 days** prior to the time of expected completion of degree.
- IV. **TRANSCRIPTS OF TRANSFER CREDIT FOR CORRESPONDENCE STUDY, CLEP, DANTES, BYU-FLATS, ACTFL, AND OTHER TEST SCORES** must be received by the Records office no later than the end of the quarter preceding the date of expected completion of degree.
- V. **WAIVER AND EQUIVALENCY EXAMINATIONS** must be taken by the end of the term immediately preceding the term of expected completion of degree.
- VI. **PROPOSED OFF-CAMPUS COURSEWORK** must be approved by the Records office. An "Off-Campus Registration Request" form listing the off-campus coursework must be received by the student's evaluator in the Records office **at least two (2) weeks prior to registering at the other institution**. Proof of registration must also be received if the proposed course work is for the student's final quarter. **At least three (3) weeks before the first day of Commencement Weekend**, the Records office must receive a "Minimum Grade Report" form signed by the instructor of the off-campus course stating that the student has earned a passing grade.
- VII. **LSU FINAL QUARTER** work must be completed by the published final examination date of each course.
- VIII. **SATISFACTORY/UNSATISFACTORY GRADES** can be elected in physical education courses (except for courses requiring letter grades) and in electives. **No University Studies, major, minor, or cognate courses may have "S" grades.**
- IX. **COMMENCEMENT ATTENDANCE** is expected of all students completing degree requirements at the end of the **Spring** term. Students completing graduation requirements at the end of the **Summer, Fall, or Winter** terms should indicate whether or not they will be attending the commencement ceremonies at the end of the Spring term by checking "yes" or "no" under "Commencement Attendance" on the Application for Graduation.

STUDENTS ARE RESPONSIBLE FOR KNOWING AND SATISFACTORILY COMPLETING ALL REQUIREMENTS FOR GRADUATION FROM LA SIERRA UNIVERSITY.

For more information, consult the Academic Bulletin or www.lasierra.edu/records.

Failure to Make Acceptable Academic Progress

Students failing to make acceptable academic progress are subject to academic restrictions, a change in enrollment status, and restrictions of University-related activities.

Consequences of failure to make acceptable academic progress:

- Academic Warning
- Academic Probation
- Critical Academic Probation
- Academic Disqualification

NOTE: *Academically disqualified students are not permitted to register for further coursework without readmission.*

Readmission

Academically disqualified students must show evidence of improvement by completing:

- At least 24 quarter units (16 semester units) of transferable college coursework from an accredited college or university, earning a C (2.00 GPA) or higher in each course.
- All Basic Skills requirements remaining in English and/or Mathematics must be completed. However, Basic Skills courses do not count toward the 24 transferrable units.
- Both the cumulative grade point average and the LSU grade point average must be 2.00 or above, and may be achieved by repeating the courses failed at LSU at another institution.
- Upon completion of the above requirements, a student may reapply for admission through the Office of Admissions and Records.
- Non-degree status at La Sierra University is not available during the time of disqualification.
- A student who is academically disqualified a second time will not be readmitted to the University.

For more information on academic disqualification and readmission, consult the Undergraduate Bulletin.

For specific questions, contact the Records Office

Angela Reynolds
(951) 785-2927
areynolds@lasierra.edu

Failure to Make Satisfactory Academic Progress (SAP)

STUDENT FINANCIAL SERVICES

To maintain **Satisfactory Academic Progress** and qualify for federal financial aid:

- An undergraduate student must maintain both an overall cumulative GPA and a La Sierra University cumulative GPA of at least 2.00, and must satisfactorily complete 2/3 of the units attempted each year.
- Students must not exceed 150% of the units needed for an academic program, as listed on official LSU curriculum sheets. In calculating the 150%, all units attempted, whether financial aid was received or not, count toward the total. **NOTE:** *Repeated courses in which students previously received a D or above may not count toward the 12 units needed to qualify for full-time federal financial aid. For more information, contact:*

Student Financial Services

(951) 785-2175
sfs@lasierra.edu
www.lasierra.edu/sfs

Non-Academic Disqualification

For information in this category, contact:

Yami Bazan
Vice President for Student Life
(951) 785-2100
ybazan@lasierra.edu

La Sierra University's Athletics teams compete under the **National Association of Intercollegiate Athletics (NAIA)**. According to NAIA rules of eligibility, La Sierra University student athletes

**Must meet eligibility rules
and must be enrolled in a minimum of 12 quarter hours.**

FRESHMAN ELIGIBILITY (must meet 2 out of 3)

1. 18 on ACT or 860 on SAT (Critical Reading and Math only); national testing only
2. 2.0 high school cumulative GPA on 4.0 scale from accredited high school
3. Top 50% of high school graduating class

TRANSFER ELIGIBILITY

1. Eligible if student has never competed for a four-year college
2. If attended a 4-year college previously,
 - a. Must "sit out" 16 weeks (112) calendar days; OR
 - b. Transfer a 2.0 cumulative GPA and obtain a written "release" from the previous 4-year institution

CONTINUING ELIGIBILITY

1. For Freshmen-First Time at College: must pass 9 credit hours prior to 2nd quarter
2. For Continuing Students: must earn 36 quarter hours during previous 3 terms
3. To play during a given season (see below), NAIA athletes must demonstrate progress towards a degree by earning a predetermined number of quarter hours
 - a. **Second Season:** 36 quarter hours total AND last 3 quarters total 36 hours or more
 - b. **Third Season:** 72 quarter hours total AND last 3 quarters total 36 hours or more
 - c. **Fourth Season:** 108 quarter hours AND must have earned 72 hours in general education and/or student's academic program AND last 3 quarters total 36 hours or more
 - d. **Juniors and Seniors** (academically and athletically) must earn a 2.0 cumulative GPA

***To ensure student athletes maintain NAIA eligibility,
academic advisors should refer students to Athletics.***

Javier Krumm, Director
(951) 785-2295
jkrumm@lasierra.edu

Athletics
(951) 785-2295
athletics@lasierra.edu
www.lsugoldeneagles.com

Brian Murphy, Compliance
(951) 785-2534
bmurphy@lasierra.edu

Basic Skills English & Math Courses

Some Basic Skills English & Math Courses have a lab requirement.

- **ENGL 001 READING IMPROVEMENT**

Students who register for ENGL 001 must register separately for an ENGL 001 lab, which has a different CRN number & section. *The lab is scheduled for 2 hours, once a week in Humanities Hall 101.*

- **ENGL 005 INTRODUCTION TO COMPOSITION**

Students who register for ENGL 005 must register separately for an ENGL 005 lab, which has a different CRN number & section. *The lab is scheduled for 1 hour, twice a week in Humanities Hall 101*

- **MATH 006 INTRODUCTORY ALGEBRA**

Students who register for MATH 006 will be automatically registered for a MATH 006 lab, which meets for 1 hour twice a week. *Make sure class and lab times are on students' weekly time schedules.*

- **MATH 007 INTERMEDIATE ALGEBRA**

Students who register for MATH 007 must register for a MATH 007 lab, which has a different CRN number and section from the MATH 007. *The lab meets for 1 hour, twice a week.*

BIOL 111 GENERAL BIOLOGY I

- All students registering for BIOL 111 are required to register for BIOL 111A GENERAL BIOLOGY SEMINAR. BIOL 111A is also a prerequisite for BIOL 112 General Biology II.

UNST 100 CRITICAL THINKING SKILLS AND UNST 101 FIRST YEAR SEMINAR

- Freshman Students never having been to college and Transfer Students transferring less than 24 units take either the UNST 100 Critical Thinking Skills sequence or UNST 101 First Year Seminar sequence, not both. Sophomors, Juniors, and Seniors are NOT allowed to register for UNST 101 or UNST 100 courses.
- **UNST 101 FIRST YEAR SEMINAR** is a 1-unit, 2-quarter sequence (2 units total).
- **UNST 100 CRITICAL THINKING SKILLS** is a 3-unit, 2-quarter sequence (6 units total). This sequence is designed for students seeking extra help with college skills, particularly those taking basic skills classes. Students entering under Provisional Status MUST enroll in the UNST 100 sequence.

NOTE: If the UNST 100/101 requirement is not successfully completed within the 1st three quarters of enrollment (excluding summer), student must take an ADDITIONAL 4-unit University Studies class selected from SSCI, HUMN, RLG, NSCI, OR UNST 404.

Spanish Language Placement Test

When registering for a Spanish language course for the first time at LaSierra, all students are required to take a Spanish language placement test. ***The placement test is administered by the World Languages Department*** (not the Testing Center). Contact the World Languages Department at (951) 785-2257 or go to Gladwyn Hall room 101 to schedule the placement test. There is a \$10 fee charged when the test is taken.

Additional World Languages

If a student is a native speaker they can potentially satisfy their language requirement by taking either the CLEP exam, or a BYU-FLATS test in their desired language area. Tests can be proctored in the **Testing Center**.

Bulletin of Graduation (Catalog Term)

Students who are enrolled continuously at the University for successive years may choose to meet the graduation requirements in the Bulletin for their year of matriculation or any subsequent year in which they are enrolled. Students will be required to meet all graduation requirements for their chosen year. ***If a student discontinues enrollment for one calendar year or more, residency is broken.*** If the student returns to the University, the curriculum requirements listed in the Bulletin year of re-entrance, or any subsequent year, must be met.

All incoming students are assessed for readiness to take college-level English and Math courses. Those not meeting the established criteria must enroll in Basic Skills courses.

ENGLISH AND MATH PLACEMENT

The need for placement testing is based on SAT/ACT scores taken within the past two (2) years, AP test results, and/or previous college-level English and Math coursework transferred to La Sierra University.

Placement testing for English is REQUIRED for:

- Freshman students with SAT Critical Reading scores of 350 to 540 or ACT English scores of 2 to 21.

Placement testing for English is NOT REQUIRED for:

- Freshmen-First Time at College with minimum SAT Critical Reading scores of 550, or minimum English ACT scores of 22 (students are automatically eligible for ENGL 111 College Writing).
- Freshmen-First Time at College with SAT scores 340 or below, or an ACT score of 1 (students register for RDNG 001 without testing).
- Students with Advanced Placement (AP) English scores of 3, 4, or 5.
- Transfer Students with a college-level English composition course graded "C" or higher.

NOTE: Qualified Freshmen may take ENGL 124 (4 units) as an alternative to the College Writing sequence.

Criteria: 3.5 High School GPA, minimum SAT Critical Reading score of 630 and minimum Math score of 550, or minimum English ACT score of 26 and minimum Math score of 22. ENGL 124 is only offered Fall Quarter.

Policies: Students passing with a grade of "B" or higher satisfy the Freshman Rhetoric requirement. Those who fail ENGL 124 must complete the entire College Writing sequence (ENGL 111, 112, 113). Those who pass ENGL 124 with a "B-" or lower must complete the last 2 courses in the College Writing sequence (ENGL 112 and 113).

Placement testing for Math is NOT REQUIRED for:

- Freshmen-First Time at College with SAT Math score 580 or above, or a Math ACT score 23 or above.
- Students with Advanced Placement (AP) scores of 3, 4, or 5 in Calculus AB or BC.
- Transfer Students with a College-Level Math course (e.g., Algebra or Statistics) graded "C" or higher.

Placement testing for math is REQUIRED for:

- Freshmen-First Time at College with Math SAT scores below 580 or ACT score below 23.

NOTE: Students wishing to enroll in a course beyond College Algebra are required to take the Math Placement Test.

BASIC SKILLS COURSE POLICIES

- Students must register for a Basic Skills class by 5:00 p.m. of the second day of the quarter.
- Registered students who have not attended by the second class period will be dropped from the class.
- **Some Basic Skills courses have labs that the students must attend throughout the quarter.**
- Students in Basic Skills English must be registered **continuously** for **Basic Skills courses until qualifying for Foundational courses. Failure to comply will result in Basic Skills restrictions.**
- Students in Basic Skills Math are able to postpone taking a math course for 1 quarter a year. **Failure to comply will result in Basic Skills restrictions.**
- Basic Skills courses do not apply toward any degree or certificate, but grade is calculated into G.P.A.
- Basic Skills courses taken at other institutions do **NOT** fulfill LSU's Basic Skills requirements.

For more information contact

Carlyn Bennett

Administrative Assistant- General Studies

(951) 785-2499

cbennett@lasierra.edu

First-year students without an acceptable college-level English composition course will be placed into the English course appropriate to their skill level as demonstrated by their SAT/ACT scores (see below). Students wishing to qualify for a different English course may complete an Accuplacer English Placement Exam administered by the Learning Support & Testing Center. Transfer students without an acceptable college-level English composition course must complete an Accuplacer English Placement exam.

Basic Skills English Courses: ENGL 001 and 005 courses do not apply toward a university degree. They are offered for entering students whose entrance examination scores indicate assistance with reading and/or writing is warranted. These classes are designed to enable students to meet La Sierra University-level expectations in reading and writing.

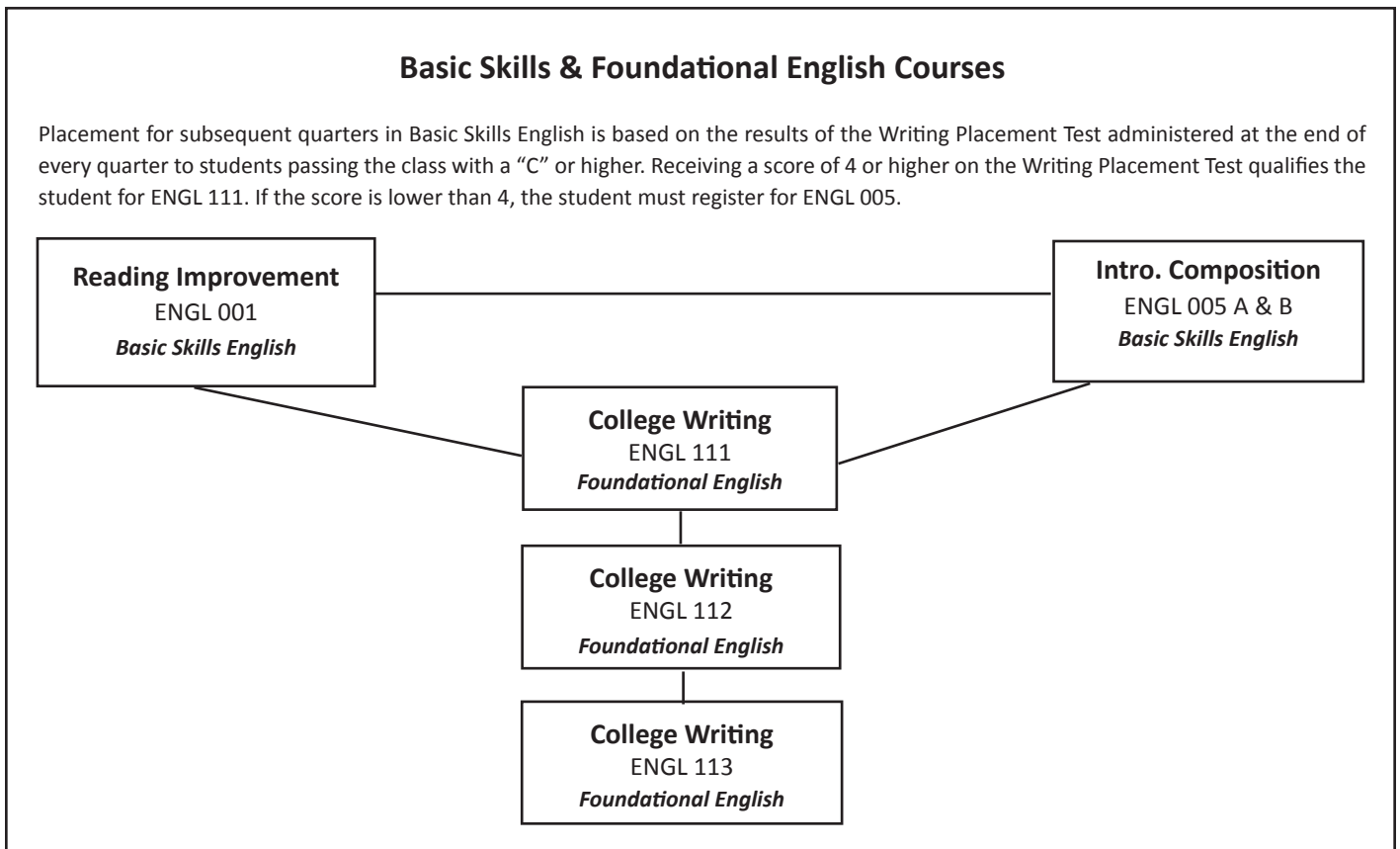
- ENGL 001** **Reading Improvement (4 units)**
SAT Critical Reading below 400, ACT English 10 or below, or Accuplacer (Reading + Sentences) below 75
- ENGL 005A** **Introduction to Composition I (4 units)**
SAT Critical Reading/Verbal 400 or higher, SAT Writing below 450; ACT English score 11-20, or Accuplacer (Reading + Sentences) 75-97
- ENGL 005B** **Introduction to Composition II (4 units)**
For those whose ENGL 005A Writing Placement Test scores demonstrate a need for additional basic skills preparation.

Requirements

- Students in Basic Skills English courses may go directly into College Writing (ENGL 111) by receiving a score of 4 or higher on the Writing Placement test given at the end of each quarter.
- Students enrolled in Basic Skills English courses (including Reading Improvement) must register for a writing lab in the Writing Center. Writing labs are included in the calculation of grades. Note: The Writing Center is optional for students in Foundational English courses.

Foundational English Courses

- ENGL 111, 112, 113** **College Writing series (3 units each, 9 units total)**
Minimum SAT Critical Reading/Verbal 400 & Writing 450, ACT English 20 or above, or Accuplacer (Reading + Sentences) 98
- OR **ENGL 124** **Freshman Seminar in Writing (4 units)**
Minimum 3.5 high school GPA AND SAT Critical Reading score 630 or higher AND Math score 550 or higher; OR minimum 3.5 high school GPA AND English ACT score 26 or higher AND Math score 22 or higher. Available to qualifying freshmen during their first Fall Quarter. Exceptions to guidelines may be made at the discretion of the Department of English. NOTE: Students earning a grade of "B-" or below in ENGL 124 must complete ENGL 112 and 113 to satisfy the Foundational English requirement.



Students without a satisfactory college-level Mathematics course and who have Mathematics scores **below** SAT 580 or ACT 23 take the Accuplacer Mathematics Placement Exam to determine placement. Students may waive the placement exam by enrolling in MATH 006. Below are possible Mathematics placements and requirements.

BASIC SKILLS MATH COURSES

MATH 011	Augmented Introductory Algebra (6 units) Elementary Algebra Accuplacer score below 50 and College Level Math Accuplacer below 60
MATH 006	Introductory Algebra (4 units) Elementary Algebra Accuplacer score at or above 50 and Arithmetic Accuplacer score 60-89
MATH 007	Intermediate Algebra (4 units) Elementary Algebra Accuplacer score at or above 90 and College Level Math Accuplacer below 63
MATH 013	Accelerated Algebra (6 units) Prerequisite: D or higher in MATH 006, or D or higher in MATH 007, D or higher in MATH 011, or appropriate score on Accuplacer: Elementary Algebra 60-78 and Arithmetic 90 or higher, or Elementary Algebra 78-90 and College-level Math below 63

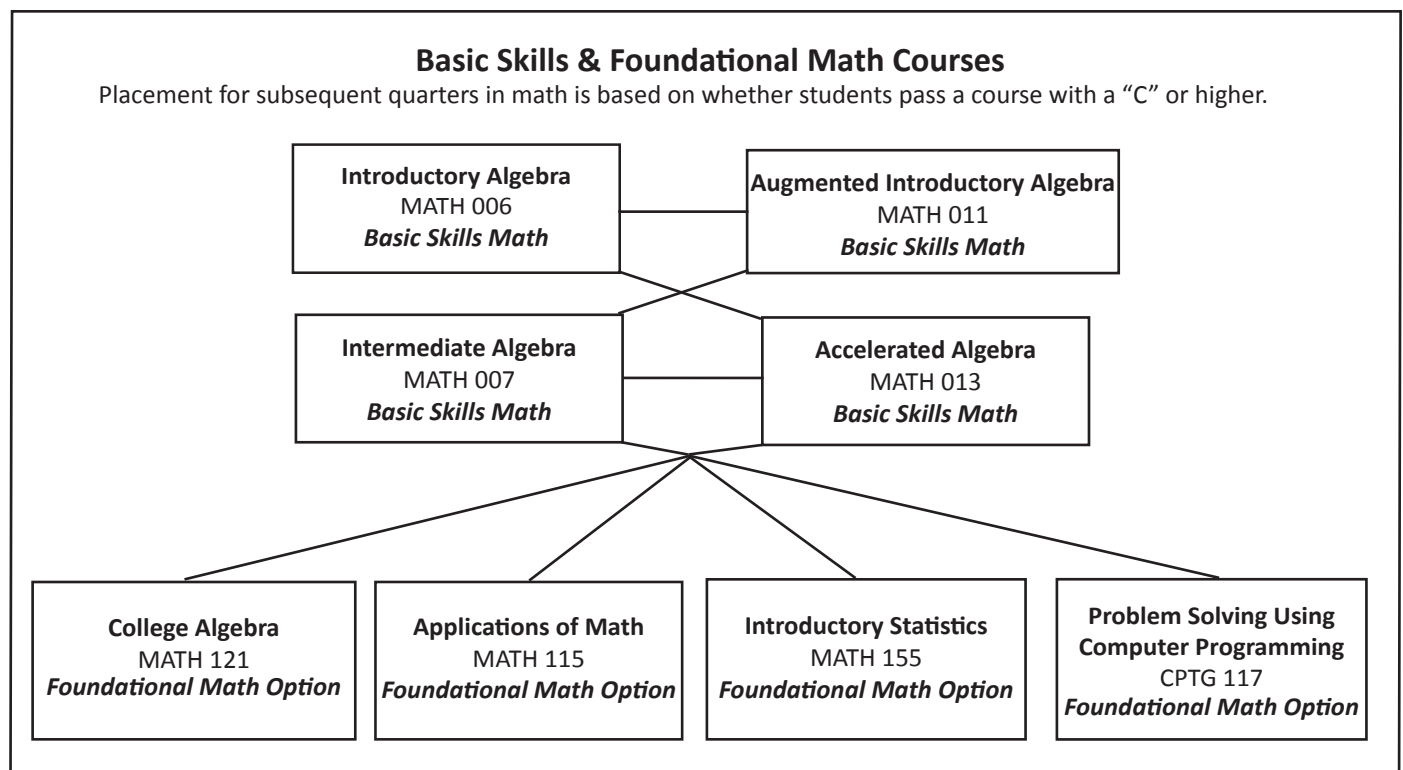
Requirements

- Students enrolled in Basic Skills Math courses must be registered for a math lab.
- Math labs are included in the calculation of grades.
- Students must register for Basic Skills courses by 5:00 p.m. of the second day of the quarter.
- Registered students who have not attended by the second class period will be dropped from the course.
- Basic Skills courses do not apply toward any degree or certificate, but are calculated into the GPA.
- Basic Skills grades below the minimum passing grade of "C" are automatically counted as "F."
- Basic Skills courses taken at other institutions do not fulfill La Sierra's Basic Skills requirements.

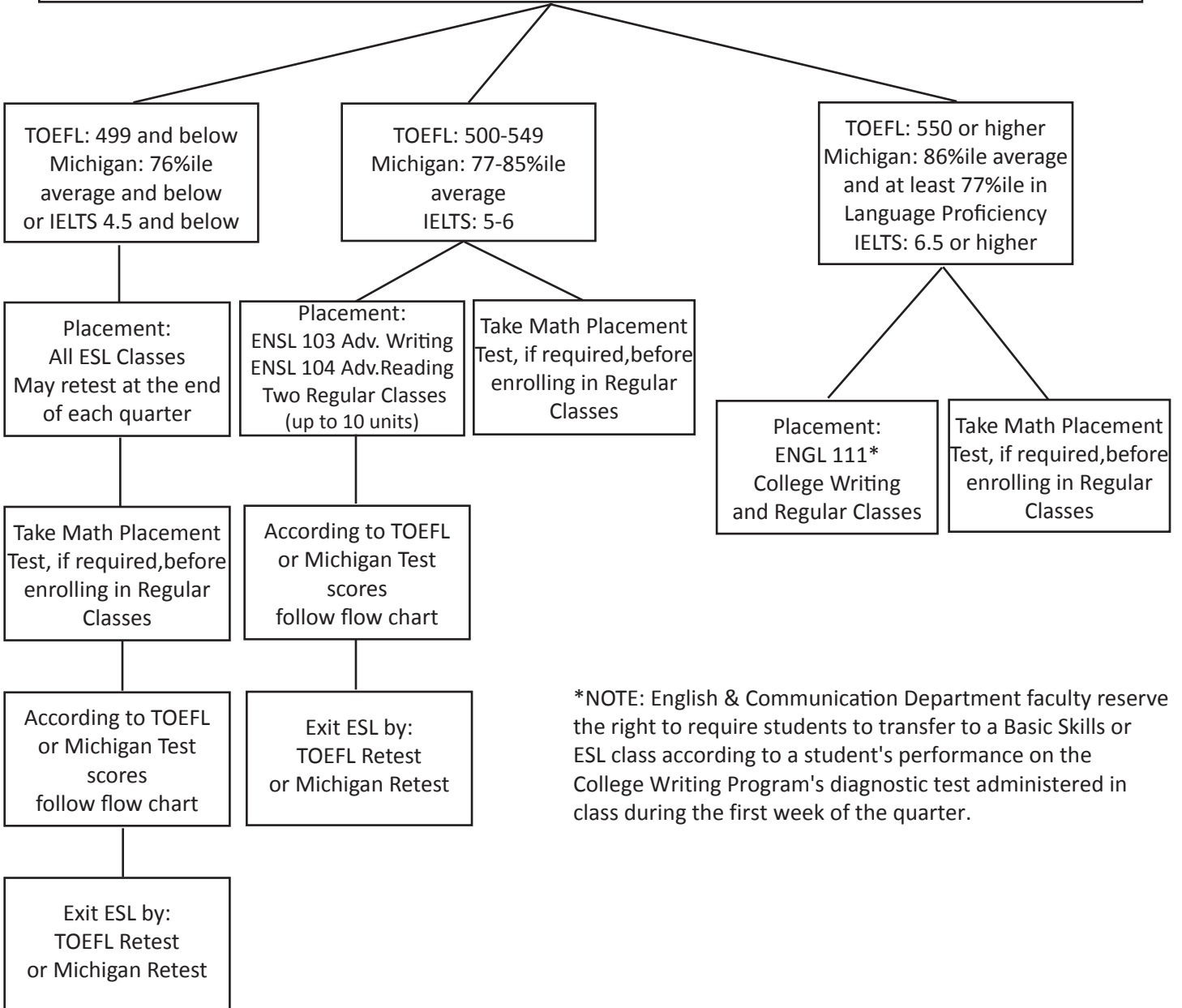
FOUNDATIONAL MATH COURSES

Minimum Mathematics SAT 580 or ACT 23, Accuplacer College-level Math 63 or higher, or MATH 007/013 grade of "C" or above. Academic programs may require a specific Mathematics course. Consult major, pre-profession, and/or minor requirements.

MATH 115	Applications of Math (4 units)
MATH 121	College Algebra (4 units)
MATH 155	Introductory Statistics (4 units)
CPTG 117	Problem Solving Using Computer Programming (4 units)



All new Freshmen, Transfer, and Returning students who were educated abroad (except in Australia, Canada, New Zeland, and the U.K.) are required to take the TOEFL or the Michigan Test of English Language Proficiency, or present a TOEFL, Michigan, or IELTS score no older than five (5) years.



*NOTE: English & Communication Department faculty reserve the right to require students to transfer to a Basic Skills or ESL class according to a student's performance on the College Writing Program's diagnostic test administered in class during the first week of the quarter.

For further information, contact
Nancy Dittmore, Director
Nanci Mina-Geriguis, Assistant Director
English Language and American Culture
 Gladwyn Hall Room 105
 (951) 785-2351
 esl@lasierra.edu

La Sierra University has articulation agreements with several educational institutions outlining equivalencies between courses offered by the institutions. These agreements facilitate the transfer of credit for students coming from other colleges and should be used as a guide in consultation with a transcript evaluator.

**Current articulation agreements can be found online:
www.lasierra.edu/records and select "Articulation Agreements"**

U.S. COLLEGES & UNIVERSITIES

Barstow Community College
General Education

Mount San Antonio College
General Education

Saddleback College
General Education

Chaffey Community College
General Education

Mount San Jacinto College
General Education

San Bernardino Valley College
General Education

Copper Mountain College
General Education

Pacific Union College
General Education

Victor Valley College
General Education

Crafton Hills College
General Education

Riverside Community College
General Education

Walla Walla University
General Education

INTERNATIONAL COLLEGES & UNIVERSITIES

Avondale College
General Education

Asia-Pacific International University (Mission College)
General Education

Sahmyook University
General Education

IGETC

Intersegmental General Education Transfer Curriculum

IGETC is a series of courses offered by California community colleges that satisfy lower division general education requirements at La Sierra University. While completion of IGETC certified by the community college is desirable, a partial completion of the IGETC curriculum may be considered for satisfying some lower division University Studies requirements.

Area 1: English Communication (6 semester units minimum)

- 1A English Composition
- 1B Critical Thinking-English Composition

Area 2: Mathematics/Quantitative Reasoning (3 semester units minimum)

- 3 semester units

Area 3: Arts and Humanities (9 semester units minimum)

- 3A Arts (at least one course)
- 3B Humanities (at least one course)

Area 4: Social and Behavioral Sciences (9 semester units minimum)

- At least 2 disciplines

Area 5: Physical and Biological Sciences (7 semester units minimum)

- 5A Physical Science (at least one course)
- 5B Life Science (at least one course)
- Laboratory Activity with 5A or 5B course

Area 6: Language Other Than English (Minimum 8-10 semester units)

- Minimum 2 consecutive semesters

Physical fitness class must have lifetime fitness as a major component (minimum one semester)

To determine if a Transfer advisee is IGETC-certified, contact **Admissions and Records**.

Angela Reynolds
Registrar
(951) 785-2927
areynold@lasierra.edu

<p>transferring FRESHMEN (43 units or less)</p>	<p>THEMES (16 UNITS):</p> <p>SSCI Globalization, Identity and Citizenship HUMN Exploring American Culture RLGN Religious Beliefs and Practice NSCI Scientific Foundations</p> <p>Service-Learning: THREE courses needed for graduation</p>
<p>transferring SOPHOMORES (44-87 units)</p>	<p>THEMES (12 UNITS):</p> <p>SSCI WAIVE Social Science Theme course (if students have completed two Social Science courses) HUMN Exploring American Culture RLGN Religious Beliefs and Practice NSCI Scientific Foundations</p> <p>Service-Learning: THREE courses needed for graduation</p>
<p>transferring JUNIORS (88-135 units)</p>	<p>THEMES (8 UNITS):</p> <p>SSCI WAIVE SSCI Theme course (if students have completed two Social Science courses) HUMN WAIVE HUMN Theme course (if students have completed two Arts and Humanities Courses) RLGN Religious Beliefs and Practice NSCI Scientific Foundations</p> <p>Service-Learning: TWO courses needed for graduation</p>
<p>transferring SENIORS (136 units or more)</p>	<p>SSCI WAIVE SSCI Theme course (if students have completed two Social Science courses) HUMN WAIVE HUMN Theme course (if students have completed two Arts and Humanities Courses) RLGN Religious Beliefs and Practice NSCI Scientific Foundations</p> <p>Service-Learning: ONE course needed for graduation</p>

<p>transferring FRESHMEN (43 units or less)</p>	<p>16 UNITS:</p> <p>4 units Theme IIIC: Scripture AND 4 units RLGN 304: Adventism in Global Perspective OR 4 units RLGN 305: Experience of Religion in Three Cultures 8 additional units from any Theme III course</p>
<p>transferring SOPHOMORES (44-87 units)</p>	<p>12 UNITS:</p> <p>4 units Theme IIIC: Scripture AND 4 units RLGN 304: Adventism in Global Perspective OR 4 units RLGN 305: Experience of Religion in Three Cultures 4 additional units from any Theme IIIB: Beliefs and Heritage course</p>
<p>transferring JUNIORS (88-135 units)</p>	<p>8 UNITS:</p> <p>4 units Theme IIIC: Scripture AND 4 units RLGN 304: Adventism in Global Perspective</p>
<p>transferring SENIORS (136 units or more)</p>	<p>8 UNITS:</p> <p>4 units Theme IIIC: Scripture AND 4 units RLGN 304: Adventism in Global Perspective</p>

Transfer credit with a grade of "S" (Satisfactory) is granted to students who receive a score of 3, 4, or 5 on an Advanced Placement Subject Examination offered by the College Board. AP credit applies to the following LSU courses:

<u>ADVANCED PLACEMENT SUBJECT:</u>		<u>UNITS:</u>	<u>LA SIERRA UNIVERSITY EQUIVALENT:</u>
ART	Studio Art	-	Will be evaluated by the Art Department upon application
	History of Art	8	ARTA 200 Art History (G2A)
BIOLOGY	-	9	BIOL 111, 112, 113 General Biology (G4A)
CHEMISTRY	-	12	CHEM 111, 112, 113 General Chemistry (G4B)
CHINESE	Language & Culture	8	CHIM 100 (F4)
COMPUTER SCIENCE	A (score of 3)	4	CPTG 104 Introduction to Information Systems
	A (score of 4 or 5)	8	CPTG 104 Introduction to Information Systems CPTG 121 Introduction to Computer Science I
ECONOMICS	Macroeconomics	4	ECON 254 Principles of Macroeconomics (G1A)
	Microeconomics	4	ECON 255 Principles of Microeconomics (G1A)
ENGLISH	Language & Composition	9	ENGL 111, 112, 113 Freshman English (F2A1)
	Literature & Composition	9	ENGL 111, 112, 113 Freshman English (F2A1)
ENVIRONMENTAL SCIENCE	-	4	BIOL 100 (G4B)
FRENCH	Language	8	FREN 300 (F4)
GERMAN	Language	8	GRMN 300 Composition and Grammar (F4)
GOVERNMENT AND POLITICS	United States	4	HPSC 274 Construction of American Political Life(G2B)
	Comparative	4	PLSC 200 Comparative Government and Politics (G1B)
HISTORY	United States History	8	HIST 100A (G2B) and HPSC 106 (G1B)
	World History	4	HIST 105 or HPSC 104 (G1B)
	European History	8	HIST 200A European Civilization 1300-1815 (G2B) HIST 200B European Civilization Since 1815 (G2B)
JAPANESE	Language & Culture	8	JAPA 200 (F4)
LATIN	Vergi	6	WDLG 300 (F4)
	Catullus-Horace	6	WDLG 300 (F4)
MATH	Calculus AB	8	MATH 121 College Algebra (F3) MATH 131 Calculus I (F3)
	Calculus BC (score of 3)	8	MATH 121 College Algebra (F3) MATH 131 Calculus I (F3)
	Calculus BC (score of 4 or 5)	8	MATH 131 Calculus I (F3) MATH 132 Calculus II (F3)
MUSIC	Theory	5	MUCT 112 Music Theory MUCT 112L Music Theory Laboratory
PHYSICS	B	12	PHYS 231, 232, 233 General Physics I, II, III (G4B)
	C Mechanics	4	PHYS 231 General Physics I (G4B)
	C Electricity and Magnetics	4	PHYS 232 General Physics II (G4B)
PSYCHOLOGY	-	4	PSYC 104 General Psychology: Social Science (G1A)
SPANISH	Language	8	SPAN 307 Advanced Spanish Language Proficiency (F4) SPAN 329 Advanced Spanish Grammar (F4)
	Literature	8	SPAN 300 Hispanic Literature (G2B)
STATISTICS	-	4	MATH 155 Introduction to Statistics (F3)

Students must request the College Board to send scores directly to La Sierra University's Records office (951) 785-2006. For more information, visit College Board's website: <http://www.collegeboard.com/student/testing/ap/about.html>

CLEP subject examinations allow currently enrolled LSU students to receive up to 32 units of transfer credit if a grade of "S" (Satisfactory) is earned.

CLEP tests cannot be counted toward courses in which the student has previously been enrolled.

A CLEP transcript must be received at the Office of the Registrar no later than the quarter PRECEDING the term of expected degree completion.

CLEP SUBJECT EXAMINATION	QUARTER UNITS	LA SIERRA UNIVERSITY COURSE EQUIVALENT
<u>BUSINESS</u>		
Financial Accounting	4	ACCT 211 Financial Accounting
Information Systems & Computer Application	4	CPTG 104 Introduction to Information Systems
Principles of Management	4	MGMT 200 Introduction to Management
<u>COMPOSITION & LITERATURE</u>		
American Literature	8	ENGL 224 American Literature to 1860, (with essay) ENGL 225 American Literature 1860 - Present (with essay)
<u>FOREIGN LANGUAGES</u>		
Level II College Level French passing score 59	4	FREN 201, French III
Level II College Level French passing score 62 +	8	FREN 201, 202 French III, IV
Level II College Level German passing score 60	4	GRMN 201, German III
Level II College Level German passing score 63 +	8	GRMN 201, 202 German III, IV
Level II College Level Spanish passing score 50 - 62	4	SPAN 201, Spanish III
Level II College Level Spanish passing score 63 +	8	SPAN 201, 202 Spanish III, IV
<u>HISTORY & SOCIAL SCIENCES</u>		
American Government	4	HPSC 274 The Construction of American Political Life
History of the US I	4	HPSC 100A Survey of American History - to 1877
History of the US II	4	HPSC 106 Survey of American History - since 1865
Human Growth and Development	4	PSYC 234 Developmental Psych: Child/Adolescent
Introductory Psychology	4	PSYC 104 General Psychology: Social Science
Introductory Sociology	4	SOCI 104 Introduction to Sociology
Principles of Macroeconomics	4	ECON 254 Principles of Macroeconomics
Principles of Microeconomics	4	ECON 255 Principles of Microeconomics
Western Civilization I	4	HIST 105 Western Civilization - to 1648
Western Civilization II	4	HPSC 104 Western Civilization - since 1648
<u>SCIENCE & MATHEMATICS</u>		
College Algebra	4	MATH 121 College Algebra
General Biology	9	BIOL 111, 112, 113 General Biology
General Chemistry	12	CHEM 111,112, 113 General Chemistry I, II, III

A scaled score of "50" is required for passing all courses except foreign languages noted above.

ONLY "ACCESS" students may take the CLEP exam "College Composition Module" to waive English 111, 112, & 113. Questions about credit for CLEP exams should be directed to the Office of Records (951) 785-2006.

The cost of each test is \$130. A CLEP examination may be repeated after 6 months. Make CLEP appointments online at www.lasierra.edu/testingcenter

Testing Center
 La Sierra Hall Suite 100
 (951)785-2453
learning@lasierra.edu

Erin Lowry, Director
George Ford, Student Success Assistant

La Sierra University grants 8 quarter units for each International Baccalaureate (IB) Higher Level (HL) examination on which a student scores 4 or higher.

No credit is granted for a Higher Level examination on which a student scores 3 or lower. No credit is granted for a Subsidiary Level (SL) examination regardless of score.

<u>IB Examination</u>	<u>IB Score</u>	<u>Credit</u>	<u>La Sierra Credit</u>
Art/Design	HL 4,5,6,7	8 units	ARTA 100 Elective Credits
Biology	HL 4,5,6,7	8 units	BIOL 100 Elective Credits
Chemistry	HL 4,5,6,7	8 units	CHEM 100 Elective Credits
Computer Science	HL 4,5,6,7	8 units	CPTG 100 Elective Credits
Economics	HL 4,5,6,7	8 units	ECON 254 (4 units) & ECON 255 (4 units)
Geography	HL 4,5,6,7	8 units	GEOG 100 Elective Credits
History	HL 4,5,6,7	8 units	HIST 100 Elective Credits
English (Language A1)	HL 4,5	8 units	ENGL 111 (4 units) & ENGL 100 (4 units)
English (Language A1)	HL 6,7	8 units	ENGL 111 (4 units) & ENGL 112 (4 units)
Math	HL 4,5,6,7	8 units	MATH 131 (4 units) & MATH 100 (4 units)
Music	HL 4,5,6,7	8 units	MUHL 100 Elective Credits
Philosophy	HL 4,5,6,7	8 units	PHIL 204 (4 units) & PHIL 100 (4 units)
Physics	HL 4,5,6,7	8 units	PHYS 100 Elective Credits
Psychology	HL 4,5,6,7	8 units	PSYC 100 Elective Credits
Social Anthropology	HL 4,5,6,7	8 units	ANTH 100 E.C. (4 u.) & ANTH 215 (4 u.)
Languages / Spanish	HL 4,5,6,7	8 units	WDLG 100 Elective Credits

For more information:

visit www.ibo.org

or

e-mail iba@ibo.org

Brigham Young University Foreign Language Achievement Testing Services (FLATS)

Students who have acquired competency can receive credit for the language skill achieved.

To receive credit for a foreign language, follow the links to register for a FLATS test at <http://flats.byu.edu>. Choose "Tests by Correspondence," then "For Students," and "Register for a Test."

Total cost of each test is \$285:

- BYU's fee of \$50 payable at the time of online registration
- Testing Centers proctoring fee of \$35 payable at the time of taking the test
- Records fee of \$200 payable at the time of taking the test

Available Language Tests

Afrikaans	Albanian	Arabic	Armenian	Aymara
Bulgarian	Cakchiquel	Cambodian	Cantonese	Cebuano
Czech	Danish	Dutch	ESL	Estonian
Farsi-Persian	Fijian	Finnish	French	German
Greek	Guarani	Haitian Creole	Hmong	Hungarian
Icelandic	Ilonggo/Hiligaynon	Indonesian	Italian	Japanese
Korean	Latvian	Lithuanian	Malagasy	Mandarin
Maori-New Zealand	Mongolian	Navajo	Norwegian	Polish
Portuguese-Brazilian	Portuguese-Continental	Quechua	Rarotongan	Romanian
Russian	Samoan	Serbian and Croatian	Spanish	Swedish
Tagalog	Tahitian	Thai	Tongan	Ukrainian
Vietnamese	Welsh			

Test Format

FLATS tests have listening, reading, and grammar components. The tests consist of multiple-choice questions and require a minimum of 60-70% to pass, which depends on the difficulty of the tested language. All tests are graded on a pass/fail basis and a S/U grade is recorded.

Test Scheduling

Students should allow 2 weeks for the test to arrive at the Testing center and an additional week for the Testing Center to schedule the test. Testing will be available Monday – Thursday, 8 a.m. - 5p.m., and Friday, 8 a.m. - 12 p.m., except 11 a.m. - 12 p.m. Tuesday and Thursday during the school year. Students are allowed 2.5 hours to complete the test.

Test Results

Results will be mailed from BYU to La Sierra's Records office within 6-8 weeks of the testing date. The student will receive a copy at the address provided when registering for a FLATS test.

Information Requested on the Form

Proctor Information:

Erin Lowry
 Learning Support and Testing Center
 La Sierra University
 4500 Riverwalk Pkwy
 Riverside, CA 92515
 951-785-2896
elowry@lasierra.edu

Send Results to:

Karen Carrillo
 Admissions and Records
 La Sierra University
 4500 Riverwalk Pkwy
 Riverside, CA 92515
 951-785-2006
kcarrill@lasierra.edu

Testing Center
 (951)785-2453
learning@lasierra.edu

**The Testing Center offers
testing and assessment services, in order to meet the growing needs of our student, faculty,
administration, and community.**

Placement Tests

English, Math, Chemistry (\$20 each)

Spanish given at the Department of World Languages 951-785-2257 (\$10)

Tests for International Students (Institutional Only)

Michigan (Michigan Test of English Language Proficiency)

This test has two sections. The LANGUAGE section measures English usage in writing, grammar, and vocabulary (75 minutes). The AURAL section measures listening comprehension skills (25 minutes).

TOEFL-ITP (Test of English as a Foreign Language)

Contact the Assistant Director for Testing, Erin Lowry, at x2896 to schedule an appointment.

Tests for College Credit

CLEP (College Level Examination Program) (\$130 each: \$50 paid at registration, \$80 at the time of test)

For details, see the CLEP Examinations page of this Handbook.

FLATS (Foreign Language Achievement Testing Services) (\$275) offered through Brigham Young University.

For details, see the Language Proficiency Test page of this Handbook.

Additional Services offered by the Testing Center

Proctoring Services

DSST

MAT

Distance Learning Exams

On-Campus Makeup testing

Graduate and Professional Tests

For further information, visit

Testing Center

La Sierra Hall Suite 100 (lower level)

(951) 785-2453

www.lasierra.edu/testingcenter

MAJOR, MAJOR with University Honors, MINOR, & PRE-PROFESSIONAL Curriculum Sheets for each program offered on the La Sierra main campus can be found at www.lasierra.edu/csas.

ART + DESIGN

Art, B.A.
Fine Art, B.F.A.
Graphic Design, B.F.A.

BIOLOGY

Biology Biomedical Science, B.S.
Biology Biological Science, B.S.
Environmental Science: Natural Science, B.S.
Environmental Science: Physical Science, B.S.

BUSINESS

ACCOUNTING, ECONOMICS, AND FINANCE
Accounting, B.S.
Finance, B.S.
Political Economy, B.S.
MANAGEMENT AND MARKETING
Business & Society, B.S.
Health Care Management, B.S.
Management, B.A.
Management: Human Resource Mgmt, B.A.
Marketing, B.S.
CUSTOMIZED MAJOR
Customized Major, B.A./B.S.

CHEMISTRY

Chemistry, B.A.
Chemistry, B. S.
Biochemistry, B. S.
Physical Science, B.S.

COMMUNICATION

Strategic Communication, B.A.
Public Relations, B.A
Media Studies, B.A.

COMPUTER SCIENCE

Computer Science, B.S.
Information Systems, B. S.

CRIMINAL JUSTICE

Criminal Justice, B.S.

ENGLISH

English: Literature, B.A.
English: Writing, B.A.

ENGLISH LANGUAGE & AMERICAN CULTURE

ESL and AELP
TESOL

FILM AND TELEVISION

Film and Television Production, B.F.A
Individualized Emphasis
Production Emphasis
Script Writing Emphasis

HEALTH AND EXERCISE SCIENCE

Exercise Science
Health Science: Health Promotion & Education, B.S.
Health Science: Bio-Health Science, B.S.
Health Science: Health Administration, B.S.
Health Science: Globalization and Intl. Health, B.S.

HISTORY, POLITICS & SOCIETY

History, B.A.
Global Studies, B.A.
Sociology, B.A.

HMS RICHARDS DIVINITY SCHOOL

Archaeology, B.A.
Religious Studies, B.A.

INDIVIDUAL MAJOR

Individual Major, B.A.

LIBERAL STUDIES

Liberal Studies, B.A.
Biological Science
Drama
English
Fitness and Health Education
History
Mathematics
Music
Physical Science
Spanish

MATHEMATICS

Biomathematics, B.S.
Mathematics, B.S.

MUSIC

Music, B.A.
Music Education, B.Mus.
Music Performance, B.Mus
Music Technology, B.S.

NEUROSCIENCE

Neuroscience, B.S.

PHILOSOPHICAL STUDIES

Philosophical Studies/Individual Majors

PHYSICS

Biophysics, B.S.
Physics, B.S.

PSYCHOLOGY

Psychology, B.A.

SOCIAL WORK

Social Work, B.S.W

WORLD LANGUAGES

Spanish, Spain, B.A.

MINORS**ART****BIOLOGY****BUSINESS**

Accounting
Economics
Finance
Management
Marketing

CHEMISTRY

Biochemistry
Chemistry

COMMUNICATION**COMPUTER SCIENCE****ENGLISH**

English
Drama

HEALTH EXERCISE SCIENCE

Exercise Science
Health Science

HISTORY & POLITICS & SOCIETY

Film Studies
Gender Studies
Global Studies
History
Latin American Studies
Legal Studies
Politics
Sociology

HMS RICHARDS DIVINITY

Archaeology
Biblical Languages
Religious Studies

MATHEMATICS**MUSIC**

Music
Music Technology

NEUROSCIENCE**PHILOSOPHY****PHYSICS****PSYCHOLOGY**

Forensic Psychology
Health Psychology
Psychology

WORLD LANGUAGES

Spanish
French
German
Italian

PRE-HEALTH PROFESSIONS

Clinical Laboratory Scientist
Communication Sciences and Disorders
Dental Hygiene
Dentistry
Health Information Management
Medicine
Medical Radiography
Nuclear Medicine
Nursing
Nutrition & Dietetics
Occupational Therapy
Optometry
Orthotics and Prosthetics
Pharmacy
Physical Therapy
Physical Therapist Assistant
Physician Assistant
Respiratory Therapy
Veterinary Medicine

PRE-PROFESSIONS, OTHER

Engineering
Law
Seminary

Pre-Health Professions

- Works with students wishing to acquire a degree in a health profession not offered at LSU.
- Is the liaison between LSU and various health professional schools.

Advises Pre-Professional 3-year and 4-year Programs

Pre-Dentistry, Pre-Medicine, Pre-Occupational Therapy, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Veterinary Medicine

- These students meet quarterly, or more often, with a faculty advisor in their chosen major (**“Pre-Medicine” and “Pre-Dentistry” are not majors**).
- In addition to faculty advising, students are advised by Pre-Health Professions for prerequisites and admission to these professional schools.
- Students should contact Pre-Health Professions during their sophomore year to become familiar with the application process for professional school.
- Pre-Health Professions coordinates the academic recommendations that students receive for their application.
- Primary Advisor for 3-year Programs: Cynthia Douglas
- Secondary Advisors for 4-year Programs: Cynthia Douglas

Advises Pre-Allied Health Students

Pre-Clinical Laboratory Scientist, Pre-Communicative Sciences & Disorders, Pre-Dental Hygiene, Pre-Health Information Management, Pre-Medical Radiography, Pre-Nutrition & Dietetics, Pre-Physical Therapy Assistant, Pre-Respiratory Therapy

- Pre-Allied Health Professions are typically those that do not require a 4-year bachelor’s degree before professional school admission.
- Pre-Health Professions academically advises students and works with them to complete the admissions process.
- Primary Advisor: Dahlie Conferido

Advises Pre-Nursing Students

- Special advising is available for Pre-Nursing students.
- Students are assisted with the application process for nursing school.
- Primary Advisor: Cynthia Douglas

Advises Post-Baccalaureate Students

- Students who have completed a 4-year bachelor’s degree and wish to qualify for health professional schools by taking additional coursework are advised through Pre-Health Professions.
- Primary Advisor: Cynthia Douglas

To ensure better service, students should call to make an appointment.

**Pre-Health Professions**

Sierra Vista Hall Room 109 (Main Office)
(951) 785-2490 www.lasierra.edu/prehealth

Cynthia C. Douglas

Assistant Director, Pre-Health Professions
(951) 785-2490
cdouglas@lasierra.edu

Dahlie Conferido

Pre-Allied Health Advisor
(951) 785-2452
dconferi@lasierra.edu

FOUNDATIONAL STUDIES (19-37 UNITS) *A grade of "C" or better is required for these courses.*
I. FIRST YEAR SEMINAR (2-6 UNITS) *First-year and transfer students with 23 quarter units or less choose option A or B*

- A. UNST 100 Critical Thinking Skills for the University Student (3 units each, 2-quarter sequence) *or* _____ 6
 B. UNST 101 First Year Seminar (1 unit each, 2-quarter sequence) _____ 2

II. RHETORICAL SKILLS (8-13 units)

- A. Freshman Rhetoric (ENGL 111, 112, 113, 9 units) *or* Freshman Seminar in Writing (ENGL 124, 4 units) _____ 4-9
 B. Upper Division Rhetoric (see 2015-2016 Undergraduate Academic Bulletin, p. 72-73) *or* Advanced Expository Writing (COMM 304/ ENGL 304) *Prerequisite: ENGL 113 /124, 4 units of 200-level ENGL, Junior standing* _____ 4

III. MATHEMATICS (4 units):

- Applications of Math (MATH 115) *or* College Algebra (MATH 121) *or* Introductory Statistics (MATH 155) _____ 4
or Problem Solving Using Computer Programming (CPTG 117)

IV. WORLD LANGUAGES (4-12 units)

- 3 progressive courses in the same non-English language through beginning level 3 (e.g. 151, 152, 153), 4 courses of Greek or Hebrew, *or* appropriate score on a language proficiency exam _____ 4-12

V. HEALTH AND FITNESS (2 units) Lifetime Fitness with lab (HLSC 120) _____ 2

GENERAL STUDIES (52 UNITS, 20 UPPER DIVISION) *4 units from major and 8 units from major's cognates may be applied to General Studies. Except for major or cognate courses which require "C" or better, a grade of "D" or better for each course is required.*

Liberal Studies, Individual (CAS), and Customized (ZSB) majors may apply up to 12 units from the major to University Studies. Religious Studies students who fulfill all sections of Theme III with required major courses will satisfy requirements for Theme III by completing an RLGN class and 8 additional units of any theme within University Studies.

THEME I. SOCIAL SCIENCES (SSCI) 8 units

- Globalization, Identity and Citizenship (4 units from SSCI 204 / 205 / 206 / 207) *Prerequisite: ENGL 113 / 124* _____ 4
 Social Science Breadth Courses (4 units) _____ 4

THEME II. ARTS AND HUMANITIES (HUMN) 12 units

- Exploring Culture (4 units from HUMN 104/105/106) _____ 4
 Arts and Humanities Breadth Course (4 units) _____ 4
 Arts and Humanities Breadth Course (4 units) _____ 4

THEME III. RELIGIOUS BELIEFS AND PRACTICE (RLGN) 16 units

- Religion (4 units from RLGN 304/305) *Prerequisite: ENGL 113 / 124 and junior or senior standing* _____ 4
 A. Spiritual Experience and Expressions (0-4 units) _____ 4
 B. Beliefs and Heritage (4 units) _____ 4
 C. Scripture (4 units) _____ 4
 D. Religion and Society (0-4 units)

THEME IV. NATURAL SCIENCES (NSCI) 12 units

- Natural Science Theme courses (4 units from NSCI 404/405/406/407) _____ 4
 Natural Science Breadth Courses and one lab- *one course below must include a lab*
 Life Science (4 units) _____ 4
 Physical Science(4units) _____ 4

THEME V. SENIOR SEMINAR 4 units

- Religion, Values, & Social Responsibility (*UNST 404, taken within department*) *OR* _____ 4
 Integrated University Studies Senior Seminar (*UNST 404U*)

SERVICE-LEARNING (3 courses)

View the course schedule (www.lasierra.edu/courseschedule) for courses with Service-Learning as a required or optional component. 1 course credit may be earned by a Service Learning Intensive (UNST 201); 1 may be waived through an approved portfolio.

_____ 3

FOUNDATIONAL STUDIES (19-37 units)

Unless noted otherwise, grade of "C" or better is required for all Foundational Studies courses.

I. FIRST YEAR SEMINAR (2-6 units) Freshmen first-time in college and transfers with 23 quarter units or less choose A or B.

A. UNST 100 Critical Thinking Skills for the University Student (3-unit, 2-quarter sequence, for a total of 6 units) or

B. UNST 101 First Year Seminar (1-unit, 2-quarter sequence, for a total of 2 units)

NOTE: Students who do not successfully complete the First Year Seminar requirement within three quarters, excluding summer, must take an additional (beyond University Studies requirements) 4-unit University Studies theme class (SSCI, HUMN, RLGN, NSCI, or UNST 404). See *Undergraduate Academic Bulletin* p. 74 for details.

II. RHETORICAL SKILLS (8-21 units)

A. Freshman Rhetoric (4 or 9 units) Students choose Option 1 or Option 2

Option 1 College Writing sequence

ENGL 111 College Writing (3 units)

ENGL 112 College Writing (3 units)

ENGL 113 College Writing (3 units)

Option 2 ENGL 124 Freshman Seminar in Writing (4 units) with grade of "B" or higher

For entering freshman students with minimum SAT Critical Reading score of 630, minimum SAT math score of 550, and minimum high school GPA of 3.5. Students who do not complete ENGL 124 with a "B" or higher must complete ENGL 112 College Writing (3) and 113 College Writing (3).

B. Upper Division Rhetoric (minimum 4 units) Students choose Option 1 or Option 2

Option 1 Upper division rhetoric course(s) as required by a student's undergraduate degree program (major).

Consult degree program listings in the Academic Bulletin for prerequisites and other information.

ART	Choose 1	CRIMINAL JUSTICE	
ARTA 408A	Topics in Art History: Contemporary Art Issues (4 units)	CJUS 354	Interpersonal Communication for Criminal Justice Professionals
ARTA 408B	History of Graphic Design (4 units)		
BIOLOGY	Complete all of the following	ENGLISH	
BIOL 301L	Cell and Molecular Biology Projects Laboratory (1 unit)	ENGL 304	Advanced Expository Writing (4 units)
BIOL 302L	Genetics Projects Laboratory (1 unit)		
BIOL 303L	Developmental Biology Projects Laboratory (1 unit)	HEALTH & EXERCISE SCIENCE	Choose 1
BIOL 405	Biology Seminar (2 units)	EXSC 416	Movement in Cultural Perspective (4 units)
BIOMATHEMATICS	Choose 1	HISTORY, POLITICS, & SOCIETY	Complete all of the following
MATH 461	Biomathematical Modeling I (4 units)	HPSC 497	Senior Colloquium (1 unit)
MATH 462	Biomathematical Modeling II (4 units)	HPSC 498	Senior Thesis (3 units)
BIOPHYSICS & PHYSICS	Complete all of the following	MATHEMATICS	Complete all of the following
PHYS 326	Human Body Mechanics (4 units)	MATH 415	Sets and Number Systems (4 units)
PHYS 385	Physics Seminar	MATH 431	Analysis I (4 units)
PHYS 389	Rhetorical Experiences in Physics (0 units)	MATH 432	Analysis II (4 units)
PHYS 415	Advanced Physics Lab		
BUSINESS		MUSIC	
MGMT 375	Managerial Communication (4 units)	MURE 489	Music and Worship (4 units)
CHEMISTRY & BIOCHEMISTRY	Complete all of the following	NEUROSCIENCE & PSYCHOLOGY	
CHEM 405	Senior Seminar (1 unit)	PSYC 323	Methods and Statistics III: Conducting Research (4 units)
CHEM 408	Introduction to Research (2 units)		
Plus, choose 1		RELIGION	Complete all of the following
CHEM 424	Instrumental Analysis I (3 units)	RELE 457	Religion and Gender (4 units)
CHEM 425	Instrumental Analysis II (3 units)	RELT 436	Philosophy of Religion (4 units)
CHEM 426	Instrumental Analysis III (3 units)		
COMMUNICATION	Choose 1	SOCIAL WORK	
COMM 365	Organizational Communication (4 units)	SOWK 317	Social Work Methods: Generalist Practice with Children and Families (4 units)
COMM 488	Communication Theory II (4 units)		
COMM 490	Communication Research Design (4 units)	WORLD LANGUAGES	Choose 1
COMPUTER SCIENCE and INFORMATION SYSTEMS	Choose 1	SPAN 347	Peninsular Spanish Literature (4 units)
CPTG 334	Systems Analysis (4 units)	SPAN 348	Spanish American Literature 1492-1888 (4 units)
CPTG 455	Software Engineering (4 units)	SPAN 426	Spanish Civilization (4 units)
		SPAN 428	Spanish American Civilization (4 units)
		SPAN 469	Themes: Contemporary Latin American Literature: XXth Century (4 units)

Option 2 ENGL 304 Advanced Expository Writing (4 units) *Prerequisite: ENGL 113 or 124, 4 units of 200-level ENGL, Junior standing.*
 Upper division course on critical thinking, speaking, and writing.

III. MATHEMATICS (4 units)

Any of the courses listed below will satisfy this requirement. However, some undergraduate degree programs (majors) require a specific mathematics course. For more information, consult the applicable undergraduate academic bulletin.

- MATH 115 Applications of Mathematics (4 units)
- MATH 121 College Algebra (4 units)
- MATH 155 Introductory Statistics (4 units)
- CPTG 117 Problem Solving Using Computer Programming (4 units)

IV. World Language (4-12 units)

Option 1 Proficiency in a non-English language through beginning level 3 (e.g. 153). Some language courses require a language placement exam administered by the Department of World Languages. May also be satisfied through the Greek (RELL 281, 282, 283, 381) or Hebrew (RELL 481, 482, 483, 484) language sequence offered through the HMS Richards Divinity School.

Students with a native language other than English may satisfy this requirement through WDLG 213 Language for Heritage Speakers (4) which requires a specific minimum score on a language placement exam or instructor approval. Contact the Department of World Languages for more information.

Option 2 Appropriate score on an approved language equivalency exam (consult the Learning Support & Testing Center).

V. Health and Fitness (2 units) HLSC 120 Lifetime Fitness with laboratory component

GENERAL STUDIES (52 units, 20 upper division)

A grade of "D" or better is required for all courses except those required by a student's major, including cognates, which require a grade of "C" or better. Liberal Studies majors, Individual majors (College of Arts & Sciences), and Customized majors (Zapara School of Business) may apply up to 12 units from the major to University Studies requirements. All other majors, unless noted otherwise, may apply a maximum of 4 units from a student's major and 8 units from the major's cognates.

I. Social Sciences (8 units)

Students must complete one of the following SSCI theme courses and 4 units from Social Science breadth courses. Transfer Juniors and Seniors transferring 8 units of qualifying social science credits may waive the SSCI interdisciplinary course requirement See [2015-2016 Undergraduate Academic Bulletin](#) p. 70.

Globalization, Identity, and Citizenship (4 units) Prerequisite: ENGL 113 or 124

- | | |
|-------------------------------------|---|
| SSCI 204 Growing Up in America (SL) | SSCI 206 Childhood in Global Perspective |
| SSCI 205 Identity and Society (SL) | SSCI 207 Gender and Law in Contemporary Society |

Social Science Breadth Courses (4 units) Consult the Undergraduate Academic Bulletin for prerequisites and other course information.

- | | |
|--|---|
| COMM 244 Interpersonal Communication | HPSC 106 Race, Ethnicity, and Class in American History |
| COMM 344 Gender Communication | MKTG 305 Marketing Principles |
| COMM465C Intercultural Communication | MKTG 365 Marketing Research |
| ECON 254 Principles of Macroeconomics | MKTG 487 International Marketing |
| ECON 255 Principles of Microeconomics | PLSC 316 Comparative Government |
| ECON 357 International Economics | PSYC 104 General Psychology |
| ECON 366 Economic Development in Emerging Markets | PSYC 234 Developmental Psychology |
| ECON 392 Essentials in Game Theory | PSYC 251 Social Psychology |
| FNCE 354 Managerial Finance | PSYC 314 Psychology of Gender |
| FNCE 364 Financial Markets and Institutions | PSYC 344 Personality |
| FNCE 487 International Finance | PSYC 488E Political Psychology |
| GEOG 276 Physical and Human Geography | RELE 447 Religion and Society |
| HIST 273 Gender, Family and Society | RELE 455 Christian Understanding of Sexuality |
| HIST 430D Gender and Work | RELE 457 Religion and Gender |
| HIST 440C Inter-American Relations | RELG 235 Introduction to Religious Studies |
| HIST 440F War Crimes and International Policy | RELT 464 Religious Development and Moral Learning |
| HLSC 214 Dimensions of Health | SOCI 104 General Sociology |
| HLSC 317 Health, Society, and the Consumer | SOCI 314 Sociology of Love and Marriage |
| HLSC 476 Health and the Global Environment | SOWK 104 Introduction to Social Services |
| HPSC 104 Global Interactions Since the Age of Columbus | SOWK 405 Social Welfare Policy |

II. Arts and Humanities (12 units)

Students must take one of the following HUMN theme courses and two of the arts and humanities breadth courses for a total of 12 units. Transfer Sophomores, Juniors and Seniors transferring 12 units of qualifying humanities credits may waive the HUMN interdisciplinary course requirement. See [Undergraduate Academic Bulletin](#) p. 63.

Exploring Culture (4 units) *Prerequisite: ENGL 111 or 124*

- HUMN 104 Exploring American Culture through Literature and Film
- HUMN 105 Exploring American Culture through Visual and Performing Arts
- HUMN 106 Perspectives on Modern Culture

Arts and Humanities Breadth Courses (8 units) *Consult the Undergraduate Academic Bulletin for prerequisite details.*

- | | |
|--|---|
| ARCH/ANTH 216 Introduction to Archaeology | HIST 270A History of World Cinema: Asia |
| ARCH 240 Mark's Story of Jesus | HIST 270B History of World Cinema: Europe |
| ARCH 440 The Book of Judges | HIST 336 Modern America (1914 to Present) |
| ARCH 441 Jesus and the Book of Mark | HIST 354 Colonial Latin America |
| ARTA 205 The Language of Art | HIST 355 Modern Latin America |
| ARTA 309 Art History: Baroque to Modern | HIST 430Q Asian American History |
| ARTA 310 Modern Art History | HIST 430Z Hollywood and American History |
| ARTA 408A Contemporary Art Issues | HIST/SOCI 431A Border Conflicts in the Popular Imagination |
| ARTA 408B History of Graphic Design | HIST/ARCH 432E The Mediterranean World of Antiquity |
| COMM 170 Experience Communication | HIST 432F British Imperial Experience in Africa and Asia |
| COMM 226 Mass Media in Society | HIST 432R Social and Critical Movements in Film |
| DRAM 160 Drama Appreciation | HPSC 274 The Construction of American Political Life |
| DRAM 246E Introduction to Acting | MUHL 205 Music Appreciation |
| DRAM 496 History and Theory of Drama (also ENGL 496) | MUHL 338 Music of Non-Western Cultures |
| ENGL 150 Experience Literature | MUHL 339 Contemporary Popular Styles in Music (2 units) |
| ENGL 211 Survey of British Literature II: 1600-1800 | PHIL 204 Introduction to Philosophy |
| ENGL 212 Survey of British Literature III: 1800-1890 | PHIL 317 Classical and Medieval Thought |
| ENGL 213 Survey of British Literature IV: 1890-Present | PHIL 318 Development of Modern Thought |
| ENGL 224 Survey of American Literature I: To 1860 | PHIL 319 Twentieth Century Thought |
| ENGL 225 Survey of American Literature II: 1860-Present | PHIL 436 Philosophy of Religion (<i>also RELT 436</i>) |
| ENGL 246G Literary Forms and Ideas: Hispanic American Literature | RELG 237 World Religions |
| ENGL 364G Topics in English: Detective Fiction | RELH 445 History of Christianity I: Formation |
| ENGL 414 World Literature | RELH 446 History of Christianity II: Reformation |
| ENGL 415B Modern Children's Literature: Post-1940 | RELG 447 History of Christianity III: Transformation |
| ENGL 416 Young Adult Literature | RELH 483 History of Seventh-day Adventism (<i>also HIST 430N</i>) |
| ENGL 425 Major American Authors or Movements (<i>varies</i>) | RELT 436 Philosophy of Religion (<i>also PHIL 436</i>) |
| ENGL 425R Southwest Literature | SOWK 205 Heritage of American Social Work |
| ENGL 445 Biblical Literature | SPAN 348 Spanish-American Literature 1492-1888 |
| ENGL 458 Shakespeare | SPAN 426 Spanish Civilization |
| EXSC 416 Movements in Cultural Perspective | SPAN 428 Spanish-American Civilization |
| FLTV 118 History of Moving Pictures | SPAN 469 Themes: Contemporary Latin-American Literature: XXth Century |

III. RELIGIOUS BELIEFS & PRACTICE (16 units)

Every student must take RLGN 304 or RLGN 305 plus 12 additional units. 4 units each must come from theme IIIB and IIIC. Transfer Juniors and Seniors must complete either RLGN 304 and 4 units from theme IIIC OR RLGN 305, 4 units from them IIIC and 4 units from theme IIIB. Consult 2015-16 Undergraduate Academic Bulletin pg. 70 for more information. Religious Studies students and/or students completing the pre-seminary program who fulfill all sections of Theme III with required courses from the major/program will have met the requirements for Theme III by completing an RLGN class, and 8 additional units of approved courses in any of the them areas.

A. Spiritual Experience and Expressions (0-4 units)

- | | |
|--|---|
| RELG 235 Introduction to Religious Studies | RELT 464 Religious Development and Nurture |
| RELG 237 World Religions | RLGN 305 The Experience of Religion in Three Cultures |
| RELG 267 Religious Faith and Life | <i>Prerequisite: ENGL 113/124 and Junior or Senior standing</i> |

B. Beliefs and Heritage (4-8 units) * Denotes courses that fulfill Seventh-day Adventist Beliefs requirement.

RELH 483	History of Seventh-day Adventism	RELT 434	Dimensions of Salvation
RELT 104	Introduction to Christianity*	RELT 453	Christian Theology
RELT 106	Introduction to Seventh-day Adventist Beliefs*	RLGN 304	Adventism in Global Perspective*
RELT 245	Christian Beliefs*		<i>Prerequisite: ENGL 113 or 124 and Junior or Senior standing</i>

C. Scripture (4-8 units)

RELB 104	Jesus and the Gospels	RELB 424	Old Testament Prophets
RELB 206	Sacred Texts: Old Testament Scriptures	RELB 445	Old Testament Biblical Archaeology
RELB 207	Sacred Texts: New Testament Scriptures	RELB 446	New Testament Biblical Archaeology
RELB 309	Readings in Scripture		

D. Religion and Society (0-4 units)

RELE 205	Biblical Ethics in the Modern World	RELE 455	Christian Understanding of Sexuality
RELE 447	Religion and Society	RELE 459	Issues in Religious Ethics

IV. Natural Sciences (12 units)

Students will take 4 units of NSCI interdisciplinary theme courses, 4 units of Life Science, and 4 units of Physical Science. One of these courses must include a lab.

Natural Science Theme Courses (4 Units) *Prerequisites: ENGL 113 OR 124 AND Foundational Mathematics requirement completed. Min. Jr. Status*

NSCI 404	Humans and the Environment	NSCI 406	Nature and Human Values
NSCI 405	Scientific Thinking and Religious Belief	NSCI 407	Religion and Rationality

Life Science (4 units) *Consult the Undergraduate Academic Bulletin for prerequisite details*

BIOL 111, 111L	General Biology I (with laboratory)	BIOL 327	Survey of Biological Principles (no laboratory)
BIOL 112, 112L	General Biology II (with laboratory)	BIOL 415	Environmental Science (includes laboratory)
BIOL 113, 113L	General Biology III (with laboratory)	BIOL 486	Marine Biology (includes laboratory)
BIOL 107	Human Biology (no laboratory)	CHEM 103, 103L	Introductory Biochemistry (with laboratory)
BIOL 131	Human Anatomy and Physiology I (includes laboratory)	CHEM 273, 273L	Organic Chemistry III (with laboratory)
		HLSC 225	Nutrition Theory and Practice (no laboratory)

Physical Science (4units)

CHEM 101, 101L	Introductory Inorganic Chemistry (with laboratory)	GEOL 314	Earth Science (includes laboratory)
CHEM 102, 102L	Introductory Organic Chemistry (with laboratory)	GEOL 316	Earth and Space Science (includes laboratory)
CHEM 111, 111L	General Chemistry I (with laboratory)	PHYS 117, 117L	Introduction to Physics (with laboratory)
CHEM 112, 112L	General Chemistry II (with laboratory)	PHYS 231, 231L	General Physics I (with laboratory)
CHEM 113, 113L	General Chemistry III (with laboratory)	PHYS 232, 232L	General Physics II (with laboratory)
		PHYS 233, 233L	General Physics III (with laboratory)
		PHYS 304	Astronomy (includes laboratory)

V. SENIOR SEMINAR (4 units)

Choose one of the following courses as applicable. *Prerequisites: ENGL 113 or 124 AND Junior or Senior standing.*

UNST 404 Senior Seminar: Religion, Values, & Social Responsibility

Students take the section of UNST 404 Senior Seminar: Religion, Values, & Social Responsibility sponsored by their undergraduate degree program (major). For available offerings, consult an advisor and course schedule.

UNST 404U Integrated University Studies Seminar

Students whose undergraduate degree programs (majors) do not provide a discipline specific UNST 404 may complete UNST 404U, Integrated University Studies Seminar

SERVICE LEARNING (3 courses)

For courses offering a Service-Learning component, students may consult the current online course schedule available at www.lasierra.edu/courseschedule and the Service-Learning webpage located at www.lasierra.edu/service.

Up to 1 course can be met through a Service-Learning Intensive (UNST 201).

Up to 1 course may be waived through an approved portfolio of an extensive and significant service experience (usually 9 months of mission service). Approval must be granted one quarter before expected graduation.

Transfer Student Service Learning requirement: 3 courses for transferring Freshmen and Sophomores, 2 courses for Juniors, and 1 course for Seniors. (For transferring Seniors, a Service-Learning Intensive (UNST 201) does not meet requirement.)

RESIDENCY REQUIREMENT

A minimum of 44 of the last 56 units of credit needed for graduation must be taken in residence at La Sierra. Sixteen units in a major and 8 units in a minor (if any) must be taken in residence. The policy allows for a maximum of 12 units, or 3 classes with labs, to be taken at another accredited institution if prior approval of an "Off-Campus Registration Request" form has been granted by the Office of Records. For details, see p. 56 of the [2015-2016 Undergraduate Academic Bulletin](#).

COURSES APPROVED FOR FOUNDATIONAL STUDIES UPPER DIVISION RHETORICAL SKILLS REQUIREMENT

ART	
ARTA 408A	Topics in Art History: Contemporary Art (4) OR
ARTA 408B	History of Graphic Design (4)
BIOLOGY	
BIOL 301L	Cell and Molecular Biology Projects Laboratory (1) AND
BIOL 302L	Genetics Projects Laboratory (1) AND
BIOL 303L	Developmental Biology Projects Laboratory (1) AND
BIOL 405	Biology Seminar (2)
BIOMATHEMATICS:	
MATH 461	Biomathematical Modeling I (4) OR
MATH 462	Biomathematical Modeling II (4)
BIOPHYSICS/PHYSICS:	
PHYS 326	Human Body Mechanics (4) AND
PHYS 385	Physics Seminar (1) AND
PHYS 389	Rhetorical Experience in Physics (0) AND
PHYS 415	Advanced Physics Lab (2)
BUSINESS	
MGMT 375	Managerial Communication (4)
CHEMISTRY & BIOCHEMISTRY	
CHEM 405	Senior Seminar (1) AND
CHEM 408	Introduction to Research (2) AND
CHEM 424	Instrumental Analysis I (3) OR
CHEM 425	Instrumental Analysis II (3) OR
CHEM 426	Instrumental Analysis III (3)
COMMUNICATION	
COMM 365	Organizational Communication (4) OR
COMM 488	Communication Theory II (4) OR
COMM 490	Communication Research Design (4)
COMPUTER SCIENCE & INFORMATION SYSTEMS	
CPTG 334	Systems Analysis (4) OR
CPTG 455	Software Engineering (4)
CRIMINAL JUSTICE	
CJUS 354	Interpersonal Communication for Criminal Justice Professionals (4)
ENGLISH	
ENGL 304	Advanced Expository Writing (4)
HEALTH, EXERCISE SCIENCE & ATHLETICS	
EXSC 416	Movement in Cultural Perspective (4)
HISTORY, POLITICS & SOCIETY	
HPSC 497	Senior Colloquium (1) AND
HPSC 498	Senior Thesis (3)
MATHEMATICS	
MATH 415	Sets & Number Systems AND
MATH 431	Analysis I (4) AND
MATH 432	Analysis II (4)
MUSIC	
MURE 489	Music and Worship (4)
PSYCHOLOGY & NEUROSCIENCE	
PSYC 323	Methods & Statistics III: Conducting Research (4)
RELIGION	
RELE 457	Religion and Gender (4) AND
RELT 436	Philosophy of Religion (4)
SOCIAL WORK	
SOWK 317	Social Work Methods: Generalist Practice with Children and Families (4)
WORLD LANGUAGES:	
SPAN 347	Peninsular Spanish Literature (4) AND
SPAN 348	Spanish-American Literature (4) OR
SPAN 426	Spanish Civilization (4) OR
SPAN 428	Spanish-American Civilization (4) OR
SPAN 469	Themes in Spanish-American Literature (4)

Service-Learning incorporates community-based service into academic instruction to support the learning outcomes of the course. While Service-Learning projects are course-driven, they respond to real needs of the Community Partners for the purpose of helping students develop an ethic of care and civic responsibility.

Volunteering in the community does NOT qualify as Service-Learning

Students attending La Sierra for four years must complete THREE (3) designated Service-Learning courses for graduation.

This requirement may be fulfilled by:

- Completing a standard course in which Service-Learning is **Required** (SLR).
- Completing a standard course in which Service-Learning is **Optional** (SLO). When optional, students **MUST** register for the Service-Learning component on the first day of class.
- Completing a **Service-Learning Intensive** (UNST 201). Service-Learning Intensives (SLI) take place during breaks in the academic calendar: i.e., Thanksgiving, Christmas, and Spring. To receive credit, students must successfully complete pre-service readings and examinations, at least 1 week of intensive service, reflections as assigned, and a post-service integrative paper. The following quarter, students will enroll in the designated 1-unit course. A maximum of 1 Service-Learning Intensive may be applied.
- A maximum of 1 course may be waived through an approved portfolio of an extensive and significant service experience (usually 9 months of mission service). **Approval must be granted 2 quarters prior to a student's expected graduation date. Please consult guidelines available in the Office of Service-Learning.**

Service-Learning Requirement for TRANSFER students

- 3 courses for students transferring 87 units or less.
- 2 courses for students transferring 88-135 units.
- 1 course for students transferring 136 units or more. UNST 201 (S-L Intensive) does not meet requirement.

For information about Service-Learning graduation requirements, contact:

Records Office
(951) 785-2006

Finding Service-Learning Courses on the Online Course Schedule (www.lasierra.edu/courseschedule)

- Service-Learning Optional and Required courses can be found under the "General Ed" drop-down menu.
- Even though courses listed as Service-Learning have an approved service learning component, this component is not necessarily offered every time or with every section.
- **Consult the Online Course Schedule or the Office of Service-Learning for current offerings.**

For information regarding specific courses, community partners, and/or course support, contact:

Susan Patt, Director
Renee Hess, Assistant Director for Community Engagement
La Sierra Hall, Rm 115
(951) 785-2185
service@lasierra.edu

The La Sierra University Honors Program is a community that gives special attention to undergraduates of outstanding intellectual and creative ability, bringing substantial breadth, depth, and integration to University experience.

The program aims to influence the imagination and enable students to recognize their own potential and responsibility in an environment where student initiative is the guiding force. Classes encourage discussion and interaction in an environment that is both challenging and supportive.

Admission Requirements: *An entering Freshman, Transfer, or Returning student previously enrolled at the University with a G.P.A. of 3.7 or higher and appropriate SAT/ACT scores may apply to the program.*

REQUIREMENTS (72-99 units): For students admitted into the University Honors Program, the following courses fulfill general education requirements as an alternative to the University Studies curriculum.

UNIVERSITY HONORS COURSES

FRESHMAN

- ___ UHNR 101 Fall Beginning to Seek (1 unit)
- ___ UHNR 114/114L Spring The Scientific Process (4 units) *Recommended corequisite:* ENGL 112 or 124
- ___ UHNR 115/115L Winter The Arts (4 units)

SOPHOMORE

- ___ UHNR 201 Fall Seminar in Rhetoric (2 units) Prerequisite: ENGL 113, or ENGL 124 with a "B" or better
- ___ UHNR 224 Winter Religious Understandings (4 units)
- ___ UHNR 231 Summer Global Cultures in Context: Theories and Perspectives (4 units)
Prerequisite: Language through level 152, Completed or taking concurrently
- ___ UHNR 232 Summer Global Cultures in Context: The Experience (4 units)
Prerequisite UHNR 231, Completed or taking concurrently

JUNIOR

- ___ UHNR 314/314L Fall Changing Communities (5 units)
- ___ UHNR 324 Fall, Winter Science and the Future (4 units) *Prerequisites:* One quarter of calculus (MATH 131) or statistics & UHNR 114, 114L
- ___ UHNR 354 Winter Honors Community Involvement (3 units) *Prerequisite: UHNR 314/314L*
- ___ UHNR 364 Fall, Winter Honors Scholarship Colloquium (1 unit) *Prerequisite: At least Sophomore standing*

SENIOR

- ___ UHNR 404 Spring Senior Seminar: Religion, Values & Social Responsibility (4 units)
Prerequisites: UHNR 364, completion or concurrent enrollment in UHNR 354
- ___ UHNR 414 Fall Religion and the Future (4 units) *Prerequisite: UHNR 224*
- ___ UHNR 424 Winter Seeking, Knowing, and Serving (4 units) *Prerequisites: Senior Standing, completion of or concurrent enrollment in UHNR 354*
- ___ UHNR 464 Honors Scholarship Project (4-12 units) *Prerequisites: Senior standing, UHNR 364*

HONORS PORTFOLIO

- ___ All students in the program will complete an Honors Portfolio, used by both the program and the student to evaluate their progress and develop their rhetorical skills.

COMPETENCIES

- ___ ENGL 111, 112, 113 College Writing or ENGL 124 Freshman Seminar in Writing
- ___ Mathematics through MATH 131 Calculus I; or MATH 121 College Algebra and a statistics course
- ___ Modern or Ancient Language, proficiency through 201
- ___ HLSC 120 Lifetime Fitness (2 units)

For further information, contact
The University Honors Program
 South Hall 100
 (951) 785-2310
honors@lasierra.edu
www.lasierra.edu/honors

UNIVERSITY HONORS COURSE REQUIREMENTS	SOPHOMORES <i>transferring from LSU's</i> UNIVERSITY STUDIES	SOPHOMORES <i>transferring from</i> ANOTHER INSTITUTION
UHNR 101 – Beginning to Seek	UHNR 101 (required)	UHNR 101 (required)
UHNR 114/144L – The Scientific Process	Laboratory course from Life Science or Physical Science	Laboratory-based Life or Physical Science course
UHNR 115/115L – The Arts	A course may be substituted upon approval	A course may be substituted upon approval
UHNR 201 – Seminar in Rhetoric	Sophomore-level student will take	Sophomore-level student will take
UHNR 224 – Religious Understandings	Sophomore-level student will take	Sophomore-level student will take
UHNR 231 – Global Cultures in Context: Theories and Perspectives	Sophomore-level student will take	Sophomore-level student will take
UHNR 232 – Global Cultures in Context: The Experience	Sophomore-level student will take	Sophomore-level student will take
<p><i>A maximum of 8 units of requirements from a student's major may be applied to fulfill University Honors requirements, not including Honors Scholarship Project units.</i></p>		

UNIVERSITY HONORS COURSE REQUIREMENTS	JUNIORS & SENIORS <i>transferring from LSU's</i> UNIVERSITY STUDIES	JUNIORS & SENIORS <i>transferring from</i> ANOTHER INSTITUTION
UHNR 101– Beginning to Seek	UHNR 101 (required)	UHNR 101 (required)
UHNR 114/144L– The Scientific Process	Laboratory course from Life Science or Physical Science	Laboratory-based Physical or Life Science course
UHNR 115/115L– The Arts	Arts or HUMN course	Course in Art Appreciation or History
UHNR 201– Seminar in Rhetoric	Waived only on approval	Waived only on approval
UHNR 224– Religious Understandings	Spiritual Experience and Expression or Scripture course	Course in Religion (not practics)
UHNR 231– Global Cultures in Context: Theories and Perspectives	Any Social Science Course	Course dealing with identity, citizenship, globalization, and/or cultures & contexts
UHNR 232– Global Cultures in Context: The Experience	Waived only on approval	Waived only on approval

A maximum of 8 units of requirements from a student's major may be applied to fulfill University Honors requirements, not including Honors Scholarship Project units.

UNIVERSITY HONORS COURSES	UNIVERSITY STUDIES EQUIVALENT
UHNR 101– Beginning to Seek	UNST 101– Orientation Seminar
UHNR 114/114L– The Scientific Process	Laboratory course from UNST Life Science or Physical Science. <i>NOTE: the specific content of UHNR 114/144L may vary from year to year; Honors can identify whether a particular offering is a better match for Life Science or Physical Science.</i>
UHNR 115/115L– The Arts	Arts Course
UHNR 201– Seminar in Rhetoric	Upper Division Rhetoric
UHNR 224– Religious Understandings	Spiritual Experience and Expression or Scripture course
UHNR 231– Global Cultures in Context: Theories & Perspectives	Humanities Course
UHNR 232– Global Cultures in Context: The Experience	SSCI theme Course
UHNR 314/314L– Changing Communities	Social Science (as needed) A Service Learning Course.
UHNR 324– Science and the Future	NSCI theme course
UHNR 404– Senior Seminar: Religion, Values & Social Responsibility	UNST 404
UHNR 414– Religion and the Future	Theme Physical Science or NSCI theme course (as needed)
UHNR 424– Seeking, Knowing, and Serving	No Equivalent
COMMUNITY INVOLVEMENT	
UHNR 354– Honors Community Involvement	Service-Learning Course (counts as two)
ORIGINAL SCHOLARSHIP	
UHNR 364– Honors Scholarship Colloquium	No Equivalent
UHNR 464– Honors Scholarship Project	No Equivalent
FOUNDATIONAL COMPETENCIES	
College Writing sequence (ENGL 111, 112, 113) OR ENGL 124 Freshman Seminar in Writing	Same requirement as University Studies
Modern or Ancient Language through Intermediate I Level (e.g., SPAN 201)	Exceeds University Studies Requirement
Mathematics through MATH 131 Calculus I; OR MATH 121 College Algebra and a Statistics course	Exceeds University Studies Requirement
HLSC 120 Lifetime Fitness	Same as University Studies Requirement

Where can I find the most up-to-date University Honors schedule for next year?

www.lasierra.edu/honors

Where can I find the University Honors Curriculum Sheet for a major?

www.lasierra.edu/csas

What classes should a student take next year?

Students should take the course requirements in the University Honors Curriculum Check Sheet that have numbers matching their year in school (e.g., Sophomores should take all of the UHNR 200-level courses).

How do students fulfill their Service-Learning requirement? Which courses are Service-Learning?

Service-Learning is built into the curriculum. Fulfilling Honors requirements fulfills Service-Learning requirements.

How do students fulfill the Upper Division Rhetoric requirement?

Rhetorical skills are built into the University Honors curriculum. The Upper Division Rhetoric requirement is a University Studies requirement, not an Honors requirement.

When do the competency requirements need to be met?

- * Freshman rhetoric requirement (ENGL 111, 112, 113 or ENGL 124) should be met as soon as possible.
- * World Language requirement should be met during the first year, if possible. At a minimum, students should have completed the 102 level of Modern or Ancient Language by the end of the first year. (Note: 90% + of Honors students have completed this requirement at the time they enroll at LSU.)
- * HLSC 120 Lifetime Fitness may be taken at any time, but should be done as soon as possible.
- * Math requirement should be completed by the end of the Sophomore year. One quarter of calculus (MATH 131) or MATH 121 College Algebra and a Statistics course is the prerequisite for UHNR 324.

For courses offered more than once per year, should the class be taken each time it is offered?

No. However, there are 2 possible exceptions: UHNR 354, the Junior Community Independent Project and UHNR 464, the Senior Honors Scholarship Project which can be taken multiple quarters.

When do students enroll in Directed Study?

The only time a student can register for Directed Study is to accommodate a schedule conflict in a course that already functions as a directed study.

Rakel Engles, Assistant Director
The University Honors Program
South Hall Rm 100
(951) 785-2310
honors@lasierra.edu
www.lasierra.edu/honors

Option 1 - Students will major in Liberal Studies through the College of Arts and Sciences. For the California state preliminary multiple subjects or the SDA basic teaching credentials, students will complete a minimum of 190 units (60 upper division), including the professional education and California Statutory requirements for elementary teaching. Students must pass the multiple subject CSET.

Option 2 - Students will major in any subject and will meet the state approved program in multiple subjects requirements for an elementary teaching credential by completing:

- a. Professional education and California Statutory requirements for elementary teaching
- b. A passing score on the California Subject Examinations for Teachers (multiple subject CSET).

For credential information, contact **Sylvia Gallegos**, Credential Analyst
(951)785-2224
sgallego@lasierra.edu

Step 1

1. Obtain an Advisor in Curriculum and Instruction; See Department Secretary
2. Purchase Teaching Strategies book from the C&I Department

Step 2 - California Statutory Requirements

- | | | |
|------|----------|---|
| HPSC | 274 | Construction of American Political Life (OR a constitution examination) |
| HLED | 214 | Dimensions of Health |
| EDFO | 305 | Psychological Foundations of Education |
| EDCI | 204 | Teaching in the Multicultural Classroom |
| EDCI | 413 | Computers in the Curriculum |
| EDCI | 410/410L | Classroom Management Lab |

Step 3 - Acceptance Into Teacher Education

- All of the following must be completed BEFORE continuing in the program:
- CBEST passed
 - Certificate of Clearance on file (Fingerprint and background check)
 - TB Test
 - 2.75 GPA (If below 2.75, CSET must be passed prior to acceptance)
 - All California Statutory courses completed
 - Verification of Subject Matter: Approved Program
 - RICA passed and score on file
 - CSET passed and score on file in multiple subjects
 - Complete and submit Teacher Education Application form for formal acceptance into program

Step 4 - Professional Program

- | | | | |
|------|---------|---|---|
| EDCI | 498 | Teacher Performance Assessment Seminar
<i>TPA 1 required for course completion</i> | Seventh-day Adventist Requirements |
| EDCI | 414 | Reading K-8 | PSYC 234 Developmental Psychology |
| EDCI | 415 | Mathematics K-8
<i>TPA 2 required for course completion</i> | EDCI 504 Philosophical Aspects of Christian Education |
| EDCI | 416 | Language and Literacy K-12
<i>RICA Examination</i> | RELT 245 Christian Beliefs |
| EDCI | 417A | C&I Methods Religion | RELH 483 Adventist Heritage |
| EDCI | 417B | Culture, Society, & Ethics | RELB Religion Electives (4 units) |
| EDCI | 418/Lab | Science/Health K-8 | REL_ Any Religion Elective (4 units) |

Step 5 - Acceptance into Student Teaching

- | | | | | |
|------|-----|---|---------------------|-------------------------|
| EDCI | 425 | Student Teaching in the Elementary School | CPR Results on File | TPA 1 and 2 Passed |
| | | | Resume | Autobiographical Sketch |

For the California state preliminary secondary credential or the SDA basic teaching credential, students will complete a baccalaureate degree majoring in a discipline that is commonly taught in secondary schools.

(Students not completing an approved major are required to take the CSET, the California Subject Examinations for Teachers.)

Students wishing to prepare for secondary teaching should consult with the Department of Curriculum and Instruction for advisement and admission to the Teacher Education Program.

For credential information, contact **Sylvia Gallegos**, Credential Analyst
(951) 785-2224
sgallego@lasierra.edu

Step 1

1. Obtain an Advisor in Curriculum and Instruction; See Department Secretary
2. Purchase Teaching Strategies book from the C&I Department

Step 2 - California Statutory Requirements

- HPSC 274 Construction of American Political Life (OR a constitution examination)
- HLED 214 Dimensions of Health
- EDFO 305 Psychological Foundations of Education
- EDCI 204 Teaching in the Multicultural Classroom
- EDCI 413 Computers in the Curriculum
- EDCI 410/410L Classroom Management Lab

Step 3 - Acceptance Into Teacher Education

All of the following must be completed BEFORE continuing in the program:

- CBEST passed
- Certificate of Clearance on file (Fingerprint and background check)
- TB Test
- 2.75 GPA (If below 2.75, CSET must be passed prior to acceptance)
- All California Statutory courses completed
- Verification of Subject Matter: Approved Program
 - RICA passed and score on file
 - CSET passed and score on file in multiple subjects
- Complete and submit Teacher Education Application form for formal acceptance into program

Step 4 - Professional Program

EDCI 498	Teacher Performance Assessment Seminar <i>TPA 1 Required for course completion</i>	Seventh-day Adventist Requirements
EDCI 416	Language and Literacy 9-12	PSYC 234 Developmental Psychology
EDCI 417A	C&I Methods Religion	EDCI 504 Philosophical Aspects of Christian Education
EDCI 417B	Culture, Society, & Ethics	RELT 245 Christian Beliefs
EDCI 419	Reading in the Content Area, plus lab	RELH 483 Adventist Heritage
EDCI 429	Middle School Theory & Practice, plus Lab <i>TPA 2 Required for course completion</i>	RELB Religion Electives (4 units)
EDCI 430	Secondary Theory & Practice, plus Lab	REL_ Any Religion Elective (4 units)
EDCI 464	Special Education in the Regular Classroom	

Step 5 - Acceptance into Student Teaching

- CPR Results on File
- Resume
- EDCI 457 Student Teaching: Secondary School
- TPA 1 and 2 Passed
- Autobiographical Sketch

Criminal Justice

CRIMINAL JUSTICE (CJ) is a Bachelor of Science degree program for students seeking careers in the following areas:

- Public safety
- Criminal law
- Private Security
- Court Administration
- Forensics
- Corrections

The program offers students an understanding of the criminal justice system through scientific theories, field studies, research methods, the sociological study of crime, and criminal behavior as well as the policies and systems designed to control criminality.

The objective of the program is to prepare students to seek entry-level positions in the criminal justice system (public and private sectors) and /or for the admission to graduate programs in law and other related fields. The program also prepares students with a strong foundation for critical, balanced, and responsible administrative responses to the changing dynamics in the field of Criminal Justice.

NOTE: ALL classes are taught at the Corona or Ontario satellite campus that house state-of-the-art training facilities, including a crime lab.

Advisors Should Know:

- *The Criminal Justice degree program (major) is an OFF-CAMPUS ONLY program.*
- *La Sierra University main campus students cannot major in Criminal Justice (they may minor in Criminal Justice).*
- *To change majors to Criminal Justice, La Sierra University main campus students must re-apply as Criminal Justice students.*

Cindy Parkhurst, Director

Corona Campus
1305 Corona Pointe Court
Corona, CA 92879
951.272.6300 or 951.785.2275

Ontario Campus
3491 Concoors Dr.
Ontario, CA 91764
909-458-0027

www.lasierra.edu/criminaljustice

The **Division of Continuing Studies (DCS)** offers the following programs:

ACCESS is a degree completion program for continuing students with these qualifications:

- At least 22 years old
- Completed a minimum of 44 transferable quarter units (30 semester units)
- A minimum cumulative GPA of 2.0
- NOTE: Current LSU students must have a break in residency of at least 2 years before transferring to the ACCESS program.

ACCESS offers two baccalaureate degrees:

- Liberal Arts, B.A.
- Social Work, B.S.W.

ENGLISH LANGUAGE & AMERICAN CULTURE ESL PROGRAM (ELAC) offers comprehensive classes that are designed to improve the English skills of students who do not speak English as a first language. An English Placement Test is used to place students in the level most suitable to their language needs.

The program offers 4 levels of instruction:

- Basic
- Beginning
- Intermediate
- Advanced

Students receive the following classes:

- Composition
- Grammar and syntax
- Listening, punctuation, and conversation
- Reading and vocabulary

Advisors should know: *Only students accepted at LSU as DCS "ACCESS" may register for Section 699 courses.*

Nancy L. Dittmore, Director
Nanci Geriguis-Mina, Assistant Director, ELAC
Carrie Engevik, Student Advisor, ACCESS

Division of Continuing Studies
(951) 785-2300
dcs@lasierra.edu
www.lasierra.edu/dcs

English Language & American Culture
(951) 785-2351
esl@lasierra.edu
www.lasierra.edu/esl

Adventist Colleges Abroad

La Sierra University is an active participant of **ADVENTIST COLLEGES ABROAD (ACA)**, the 15-member consortium of Seventh-day Adventist Colleges and Universities, which operates under the Office of Education of the North American Division of Seventh-day Adventists.

For qualified students, the Department of World Languages and ACA (Adventist Colleges Abroad) offers one-year and summer programs to study, travel, and earn academic credit.

ACA's current programs include studies in France, Spain, Germany, Austria, Argentina, Brazil, Lebanon and Italy. A year-long program abroad may earn a student a Minor in French, German, Italian, Portuguese, Arabic, or Spanish.

To study at an Adventist Colleges Abroad campus and earn LSU credit, students should:

- Meet with LSU's ACA liaison, Esther Saguar
- Apply through LSU's Records office
- Make financial arrangements through LSU
- Submit all application materials to

Adventist Colleges Abroad

12501 Old Columbia Pike
Silver Spring, MD 20904-6600
Phone: (301) 680-6444
Fax: (301) 680-6463
<http://www.aca-noborders.org>

Deadline for the full-year study application is usually during the month of July. Students must apply for a student visa at least two (2) months before departure. Visit the ACA website <http://www.aca-noborders.org> for more information.

Students interested in Adventist Colleges Abroad should contact

Esther Saguar

Department of World Languages
La Sierra Hall Mezzanine
(951) 785-2957 or (951) 785-2053
esaguar@lasierra.edu
www.lasierra.edu/worldlanguages

The ACA Bulletin is available at the Records office
and the Department of World Languages.

LOCATING MAJOR, MINOR, UNIVERSITY STUDIES AND HONORS CURRICULUM SHEETS

1. On the LSU homepage, choose "Quick Links" near the top right corner.
2. Select "Advising" from menu.
3. For Majors/Minors/Pre-Professional information: click "Curriculum Sheets."
4. For University Studies and University Honors program check sheets: go to the middle of the page and under resources select "Faculty Advisors" then "University Check sheets."
5. Alternate access: visit www.lasierra.edu/csas and select "Curriculum Sheets."

USING ONLINE COURSE SCHEDULE FOR ADVISING

1. On the LSU homepage, choose "Quick Links" at the top right pull-down menu.
2. Click "Course Schedule."
3. Courses can be selected from drop-down menus under:

Subject	Time	Location	Instructor	CRN	Term
General Ed (<i>Use this to find "Theme" and "Service-Learning" courses.</i>)					
4. Alternate access:
 - On the LSU homepage, click "Academics" and select "Course Schedule."
 - Type www.lasierra.edu/courseschedule into your browser's address bar.

SELF-SERVICE

To obtain a Self-Service password, please contact the Office of Human Resources at hr@lasierra.edu or (951) 785-2088.

FOR STUDENT INFORMATION (contact information, transcripts, current schedule)

1. On the LSU homepage, click on "Quick Links" and choose "Self-Service."
2. Enter your Faculty ID and Password.
3. Choose "Faculty & Advisors."
4. Choose "Student Information Menu."
5. For **Address & Phone Numbers**, click "Student Address and Phones."
6. For **E-mail Addresses**, click "Student E-mail Address."
7. For **Academic Transcript**,
 - A. Click "Academic Transcript," under Transcript Type choose "In-house Transcript," then select "Display Transcript."
 - B. If accessing an advisee's Academic Transcript, you may select "Advisee Listing," then under the Transcript column beside your advisee's name click "View." Under Transcript Type, choose "In-house Transcript." Then click "Display Transcript."
8. For current **Class Schedule** list, click "Concise Student Schedule."
9. For current **Class Schedule** displayed as a weekly calendar, click "Student Week at a Glance."

Explore additional **Online Resources for Advisors** by visiting

www.lasierra.edu/csas

Degree Works is designed to assist advisors by comparing the academic requirements for a degree program with a student's completed and currently registered courses.

Note: Although Degree Works is NOT an official evaluation and is subject to errors, it is a helpful resource because it shows the courses lacking for graduation. Degree Works supplements, not replaces, academic advising.

For accessing Degree Works:

1. Go to Self Service and Select Faculty Services
2. Under Student Information Menu, select Degree Works
3. Select term and submit
4. Enter Student ID and submit
5. Verify student identity and submit

To address issues with, or ask about Degree Works, please contact:
Records Office (951) 785-2006

Degree Auditors
Records Office

Samantha Renteria, (951) 785-2941
srenteri@lasierra.edu

for College of Arts and Sciences: Humanities and Social Sciences undergrads;
English grads; Divinity School grads and undergrads

David Richardson, (951) 785-2927
drichard@lasierra.edu

for College of Arts and Sciences: Science undergrads

Nelson Quintanilla, (951) 785-2928
nquintan@lasierra.edu

for Schools of Business, Education, & ACCESS

To resolve network problems, please contact
Information Technology (951) 785-2900.

DEGREEWORKS QUICK START GUIDE

DegreeWorks is a tool faculty, advisors and students can use to track progress toward a student's degree. Use this Quick Start Guide to help you get acquainted with some of DegreeWorks' features and functionality.

LOG-ON

Visit your Self-Service account to access DegreeWorks (**Faculty Services** → **Student Information Menu** → **DegreeWorks**). Enter a term, Student ID and submit.

NAVIGATING DEGREEWORKS

There are several rows of options along the DegreeWorks Navigation Pane (located at the top of the screen). Additional information for the currently selected student is also displayed in this area.

The column of options on the left side of the screen will change depending on the currently selected tab (i.e. "Worksheet", "Planner", "Notes", etc.).

FINDING A SINGLE STUDENT

If you want to view a different student once in DegreeWorks, enter their ID number in the upper left corner of the home page under the **Student ID** section and press **Enter**.

FINDING MULTIPLE STUDENTS

Click the **Find** button in the upper left corner of the home page. A pop up window will display search criteria. You may select several criteria before clicking the **Search** button. A list of students will be displayed. Press the **OK** button to load these students into DegreeWorks.

REVIEWING A STUDENT'S DEGREE AUDIT

Scan the header information to make sure it is correct. Remember that DegreeWorks pulls information directly from Banner. If there are any corrections that need be made to a student's worksheet, please work with Dahlie Conferido or the Records Office to make these corrections.

Each section in the Degree Audit Worksheet (called a block) lists the requirements for that specific section. If you believe the requirements are listed incorrectly or you need clarification on requirements listed, please contact the Records Office.

Web Registration

- 1) Go to <http://www.lasierra.edu>
- 2) From the Quick Links pull-down menu at the top right-hand corner, select "**Self-Service**"

Adding Classes (before Last Day to Add)

- 1) Click on "**Students**"
- 2) Click on "**Register for Classes**"
- 3) Click on "**Add/Drop Classes**"
- 4) Choose Desired Term
- 5) Scroll to the bottom of the screen and enter the **CRN numbers** for your desired classes. (If unknown, these numbers can be found by following the instructions under **access to class schedule**.)
- 6) Click **Submit Changes**.
- 7) The bottom of the screen should list all classes that you just registered for. Click on **Confirmation of Registration** to see invoice and financial portion of **Confirmation**.
- 8) All students must complete the **Confirmation of Registration** online of the day they register. If a confirmation is not completed, all classes will be dropped.
- 9) View myCampus portal home tab to see classes.

Dropping Classes (before Last Day to Add)

- 1) From **Student Menu** select "**Register for Classes**"
- 2) Select "**Add/Drop Classes**"
- 3) Scroll down to the **Current Schedule** section. Click the **Menu Bar** labeled Action. Select "**Web Drop Class - X**". Click "**Submit Changes**."

Grades

- 1) Go to <http://www.lasierra.edu>
- 2) From the Quick Links pull-down menu, select "**Self-Service**."
- 3) Login: Enter **LSU ID number** and Password then click "**LOGIN**"
- 4) Click "**Students**"; then click "**Student Records**"
- 5) Select "**Academic Transcript ()**" for a printable copy of all academic work (transcript printout will not list any information identifying the student).

Public Computers Available:

C-SAS
MICOL
Library
Sierra Vista Hall Computer Lab
Administration Building Computer Kiosk
Learning Support & Testing Center
School of Business Lab
Physics Department
Psychology Department


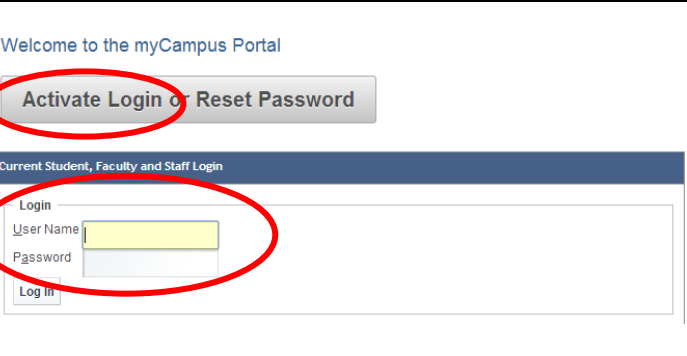
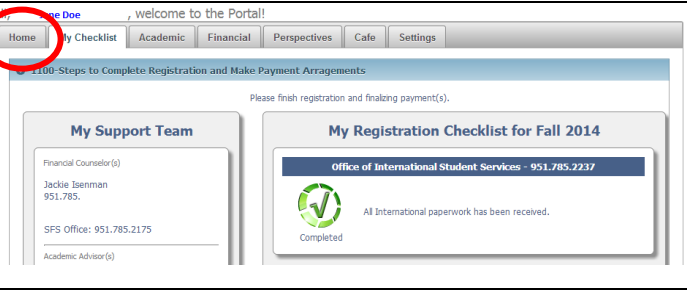
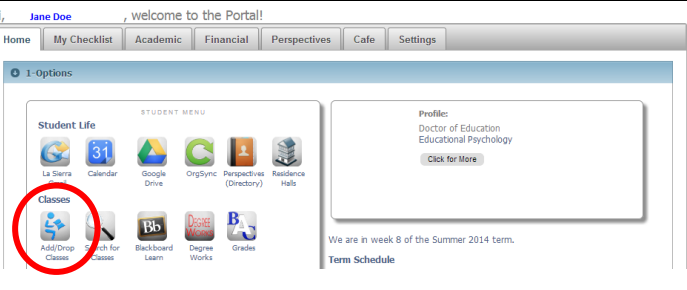

www.lasierra.edu

Web Registration

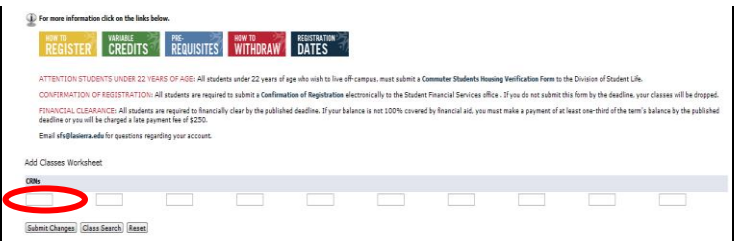
Undergraduate students may register if the following conditions exist:

- **Student is admitted to the university.** Directions to access MyCampus portal are sent to student along with acceptance letter.
- **Student's registration holds have been removed.** To view holds on Self-Service www.lasierra.edu/selfservice, log into account and from the Main Menu choose Students > Student Records > View Holds. To learn about a specific hold, contact the department listed beside the hold by adding the listed four-digit campus phone extension to (951) 785-####.
- **Student has been advised by an academic advisor.** Undergraduate students must consult an academic advisor to select courses. To locate an advisor, contact the Center for Student Academic Success at (951) 785-2452 or advising@lasierra.edu. To view the Online Course Schedule, go to www.lasierra.edu/courseschedule.

The steps for web registration are listed below. Note that continuing users may also register via www.mycampus.lasierra.edu.

<p>1</p>	<p>MYCAMPUS PORTAL Go to my.lasierra.edu, or from the La Sierra University homepage at www.lasierra.edu select myCampus Login from the Quick Links pull-down menu located near the top right-hand corner.</p>	
<p>2</p>	<p>USERNAME & PASSWORD</p> <p>For First-time Users Activate your login account. Your La Sierra University ID is needed for this process.</p> <p>For Continuing Users USER ID Digital Username PASSWORD Digital (Email) Password</p>	
<p>3</p>	<p>LA SIERRA MYCAMPUS PORTAL Select HOME.</p>	
<p>4</p>	<p>ADD/DROP CLASSES From the HOME menu, select ADD/DROP CLASSES.</p>	
<p>5</p>	<p>SELECT TERM Select the applicable TERM then select SUBMIT.</p>	

6 ENTER CRNs
 For each course you wish to register, enter the course's unique CRN in one of the available fields. After you finish inputting all CRNs, select SUBMIT CHANGES.
 Note: Ensure the CRN you input is correct. Incorrect CRNs will result in an incorrect registration.



7 FINANCIAL ACCOUNT SUMMARY
 After your successful submission, a summary of your financial account will appear. If you have any questions about this summary, contact Student Financial Services at (951) 785-2175 or visit them in person on the first floor of the Administration Building (AD 107). When you are ready to proceed to the next screen, select CONFIRMATION OF REGISTRATION.

8 CONFIRMATION OF REGISTRATION
 Complete the three questions and click the CONFIRM button. Failure to confirm by midnight of the day you reserve your classes will result in automatic withdrawal from classes. If changes to this page need to be made, contact Student Financial Services at (951) 785-2175 or visit them in-person on the first floor of the Administration Building (AD 107).

9 COURSE SCHEDULE BY DAY & TIME
 To view your registered courses in a weekly calendar format, select SITE MAP or RETURN TO MENU to return to the STUDENTS menu. Select OTHER REGISTRATION OPTIONS then COURSE SCHEDULE BY DAY & TIME.
 If the courses shown are from the wrong term, or if no classes are displayed, you may need to input a date that lies within the quarter for which you wish to view classes.
 Note: Most students are required to attend University Assemblies and Worshipships. For dates, times, and attendance policies, visit www.lasierra.edu/spirituallife.

Other Registration Options
 Select Term
 Use this link to change which quarter you would like to query.
 Variable Credit Course Options
 Use this link to view the options on courses with variable credits.
Course Schedule by Day & Time
 Click here to display (or Print) your schedule by day and time.
 Detailed Course Schedule
 Click here to display details about courses in which you are registered.

Go to (MM/DD/YYYY):

Previous Week Week of Jan 16, 2012 (84 of 93) Next Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1pm SPAN 152-2 4614 Class 1:00 pm-2:50 pm La Sierra Hall 222	ACCT 212-1 1583 Class 1:00 pm-2:50 pm School of Business 204	SPAN 152-2 4614 Class 1:00 pm-2:50 pm La Sierra Hall 222	ACCT 212-1 1583 Class 1:00 pm-2:50 pm School of Business 204			
3pm MKTG 305-1 3325 Class 3:00 pm-4:50 pm School of Business 203		MKTG 305-1 3325 Class 3:00 pm-4:50 pm School of Business 203				
4pm						

10 CHECK YOUR REGISTRATION
 It is recommended that students check their Self-Service registration 24 hours after the initial registration to ensure that the process was completed correctly. If an error is found, please contact the Office of Records at (951) 785-2006.
 Note: Students are responsible for the accuracy of their registration and are expected to know their academic program's requirements as outlined in their University Bulletin. To view bulletins, visit www.lasierra.edu/bulletin and select the bulletin that matches the year you entered La Sierra University. For readmitted students, the bulletin year is the year of re-entry.

Post-registration activities may include the following:

- **Student ID Card** Visit Student Life in the Administration Building, Second Floor, Room 202.
- **Parking Permit** Visit www.lasierra.edu/parking. Students must already have a La Sierra University student ID card.
- **Purchase Textbooks** Visit www.lasierra.edu/bookstore or the La Sierra Bookstore beneath the Dining Commons (DC).
- **Residence Halls** Visit www.lasierra.edu/residential or call (951) 785-2166 to learn more about undergraduate campus housing.
- **Important Dates** Visit www.lasierra.edu/calendar to track important university events, dates, and deadlines.
- **Orientation for New La Sierra University Students** To register, visit www.lasierra.edu/newstudents.

QUESTIONS? Call the Center for Student Academic Success (C-SAS) at (951) 785-2452, visit www.lasierra.edu/csas, e-mail us at advising@lasierra.edu, or go to Sierra Vista Hall (SVH) Room 114 for assistance. For campus maps, visit www.lasierra.edu/campusmap.

La Sierra University Library

The Collection

- Over 215,000 books and nearly 43,000 volumes of bound journals
- Over 9.5 million books available from regional libraries through the LINK+ service
- Over 50,000 electronic books accessible for online reading
- Multiple online databases, including full-text journals and other research resources, accessible from any Internet-ready computer
- Variety of films and music available for viewing and listening
- Special archival materials chronicling the Seventh-day Adventist Church and the history of La Sierra University

The Librarians

Librarians are available to help students from 8 a.m. to 10 p.m. Monday-Thursday, 8 a.m. until 1 p.m. Friday, and from 1 p.m. to 10 p.m. on Sunday. Reference librarians are not available during lunch (Noon - 1 p.m.) except on Friday, or dinner (5 p.m.- 6 p.m.).

Other Resources

Laptops can be checked out for use in the library. Several **desktop computers** are also available. The Library Computer Lab (LICOL) and a student workstation at the Circulation Desk are equipped with Microsoft Office to accommodate the printing of Word documents and class assignments. All other library computers are configured exclusively for Internet access to databases, the library catalog, and other library resources. **Study rooms** are available for individual and group study through the library website at www.lasierra.edu/library.

Hours

Monday – Thursday	8 a.m. - 12 midnight
Friday	8 a.m. - 1 p.m.
Saturday	CLOSED
Sunday	1 p.m. - 12 midnight

Contact

Main Desk:	(951) 785-2044
Reference Desk:	(951) 785-2396
Media Services:	(951) 785-2190

Kitty Simmons, Director
La Sierra University Library
(951) 785-2397
ksimmons@lasierra.edu
www.lasierra.edu/library

The **Office of Disability Services (ODS)** strives to accommodate students with disabilities in an attempt to provide full access to all of La Sierra University's programs, activities, and facilities. La Sierra University complies with The Americans with Disabilities Act (ADA) and Sections 504 & 508 of the Rehabilitation Act enacted to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities.

Accommodations for students with disabilities are designed to provide access to the entire university experience while maintaining the standards and integrity of educational programs. The fundamental structure of a course must remain unaltered during the process of prescribing academic accommodations.

Accommodations are available for any La Sierra University student with a disability, but students are responsible for contacting ODS in order to receive services.

If applicable, please have your advisees contact ODS for full information regarding the procedure for receiving accommodations.

- Students should meet with the ODS director to discuss specific documentation requirements.
- Students cannot receive accommodations until all necessary documentation has been received and evaluated by ODS.
- No retroactive accommodations are approved.

Accommodated Disabilities:

A wide range of disabilities including learning disabilities, physical disabilities, psychological disabilities, and chronic illnesses will be considered for accommodation through ODS. While ODS works primarily with students with permanent and ongoing disabilities, ODS also serves students with a wide variety of temporary disabilities due to accident, illness, hospitalization, surgery or other situations.

Services offered:

- | | | |
|------------------------------------|---------------------|---------------------------|
| • Distraction reduced testing site | • Exam proctoring | • Extended exam time |
| • Interpreter services | • Class note-taker | • Real-time captioning |
| • Books-on-CD | • Readers | • Enlarged print services |
| • Digital texts | • Outside referrals | • Assistive technology |

For assistance contact:
Office of Disability Services
La Sierra Hall, Suite 100B (lower level)

Michelle Kamau, Director
(951)785-2453
ability@lasierra.edu
www.lasierra.edu/ods

The Counseling Center provides the La Sierra University community with mental health services that aim to facilitate growth, promote wellness, and enhance a meaningful quality of life. Services include:

Personal Counseling

For concerns involving

School adjustment
Relationships
Stress
Depression
Eating issues
Family dynamics
Personal growth

Career Counseling

Strong Interest Inventory (SII)
Do What You Are (DWYA)

Specific Groups/Workshops

Inquire at the Center

Referrals

Faculty and staff concerned about a student's emotional, behavioral, and personal well-being may submit the referral form **LSU Cares: Identifying Students in Distress** to the Dean of Students. For more information, visit www.lasierra.edu/counseling and locate the "Faculty Referral Form" link on the "Distressed Students" page. You may also download the form at www.lasierra.edu/csas on the "Faculty Advisors" page.

In URGENT SITUATIONS,
contact Campus Security at (951) 785-2222
or the Residence Hall Dean on duty

Deborah Wright

Director

(951) 785-2011

dwright@lasierra.edu

www.lasierra.edu/counseling

Location

Convenience Center (next to Health Services)
11498 Pierce Street, Suite #B
Riverside, CA 92505

Appointments

Phone: (951) 785-2011
9:00 a.m. to 5:00 p.m. Monday-Thursday
9:00 a.m. to 12:00 p.m. Friday

GENERAL ADVISING

Q: I want to prepare for advising before the next advising session begins. When does it usually start?

A: Consult the **Academic Calendar** (located in the Bulletin, this Handbook, and online at www.lasierra.edu/calendar). Pre-advising can begin when the new Online Course Schedule (www.lasierra.edu/courseschedule) is posted. However, the schedule is subject to change until the deadline.

Q: How do I know who my advisees are? How do I contact them?

A: Your assigned advisees and their contact information are listed under the "Faculty & Advisors" section of your **Self-Service** account. They can also be found on your myCampus portal page by clicking on the Perspectives tab and selecting Advisee Directory. For more information, see Online Resources for Advisors page of Handbook or the Online Advising Resources section of the FAQs.

Q: How do advisees get assigned to advisors?

A: C-SAS assigns advisees. An advisee may get assigned to an advisor because (1) the advisor or advisor's academic department has requested it, (2) a student has requested that advisor, or (3) the student is majoring within that advisor's academic program. C-SAS tracks the number of advisees each advisor is assigned and endeavors to maintain balanced advising loads within an academic department. If an advisor or academic department has special needs, please contact C-SAS at x2452.

Q: What materials do I need to advise a student?

A: In addition to **Online Course Schedule** access (www.lasierra.edu/courseschedule), the below materials are used/recommended for advising. They are available in advising folders provided to new advisors and are also available online (see Online Resources for Advisors page in Handbook).

- **In-house Academic Transcript:** Shows student's classes, bulletin of graduation (catalog term), and declared academic program. From Self-Service Main Menu:
 1. Select "Faculty & Advisors."
 2. Select "Student Information Menu."
 3. Select "Academic Transcript" and follow prompts.
 4. Under "Transcript Type" choose "In-house Transcript," then "Display Transcript."
- **Curriculum Sheet(s):** Lists an academic program's required classes. From LSU homepage:
 1. Click "Quick Links."
 2. Select "C-SAS" or "Advising."
 3. Choose "Curriculum Sheets."
- **Advising Course Form:** Provides space for an advisor to list recommended classes and for both the advisor and student to sign approval. From LSU homepage:
 1. Click "Quick Links."
 2. Select "C-SAS" or "Advising."
 3. Select "Faculty Advisors."
 4. Click on either "One-Quarter" or "Three-Quarter Advising Course Form."
- **Degree Works audit:** Unofficial evaluation displaying courses taken and courses still needed to complete an academic program. For more information, consult Degree Works page in Handbook.

If you need assistance or training for utilizing advising resources and better understanding University Studies Requirements please contact C-SAS at x2490

Q: **I need an advising folder. Where can I get one?**

A: Call C-SAS at x2452 and one will be hand-delivered to you. If a student is not currently your advisee but needs to be assigned to you, or if you need access to records, please let C-SAS know.

Q: **What topics do I need to cover during an advising session?**

A: Topics will vary according to student needs. However, if the student is of *Junior* class standing, advisors should remind students to submit an Academic Credit Evaluation request to the Office of Admissions & Records. Advisors should use the results to recommend which classes a student needs to take for the remainder of their degree program. If the student is of *Senior* class standing and intending to graduate, the Application for Graduation must be submitted at least three (3) terms before the intended graduation date. The Academic Credit Evaluation should be completed before the Application for Graduation is requested. Both forms are available online by visiting www.lasierra.edu/records and selecting "Forms & Documents."

Q: **How do I know what classes a student needs to take?**

A: Using Degree Works compare the classes a student has already taken with the courses that are required for a student's degree program. Once you determine which courses the student needs to take, check course availability on the **Online Course Schedule** (www.lasierra.edu/courseschedule). Some courses may be restricted by prerequisites and a student's class standing. Other advising aids include Records' **Academic Credit Evaluation** (see Application for Graduation page in Handbook).

Q: **My advisee is a double-major. How should I advise this student?**

A: Students with more than one major are usually advised by their **Primary Advisor** first. A Primary Advisor is designated by C-SAS according to the major that the student has declared as primary. A **Secondary Advisor** counsels students for their declared secondary major. Although students are responsible for contacting their advisors, Primary and Secondary Advisors may wish to consult each other to plan a student's schedule. To locate a student's additional advisor, contact C-SAS at x2452.

Q: **Where can students change academic programs and/or advisors?**

A: Students can request to change their academic programs by visiting www.lasierra.edu/csas and selecting the **Change of Major/Advisor** form. Once there, students must choose their correct programs from the appropriate drop-down menus. They will also be given the option to request a specific advisor. Students changing academic departments will need a new advisor. C-SAS sends each student a confirmation e-mail once the request has been processed. E-mails are also sent to the student's former and new advisors.

Q: **A student is no longer my advisee. What do I do?**

A: If C-SAS verifies that the student has changed advisors, you may forward the advising folder to the new advisor, return the advising folder to C-SAS, or shred the records in order to maintain confidentiality. If a student is still assigned to you but is being advised by another advisor, or if the student is no longer attending school, please alert C-SAS at x2452.

Q: **How do I report Curriculum Sheet updates/corrections?**

A: Contact C-SAS at x2452 or e-mail advising@lasierra.edu.

REGISTRATION

Q: **How can I register a student for classes?**

A: Registration should be completed by students via their **Self-Service** accounts. Advisors aid registration by helping students select their classes. Students should be reminded to complete the **Confirmation of Registration** page at the end of the online registration process. Students who do not confirm their classes before midnight will be dropped from courses. If registration assistance is needed, students may visit Records in Administration Building Room 122. For specific instructions, refer to the Student Online Registration Instructions page of the Handbook.

Q: **What is a Registration Hold? How do I view this and how do I get this (re)moved?**

A: **Registration Holds** are holds placed on student accounts that prevent students from registering for classes. A hold is placed by a campus department needing information from a student (e.g., Health Services needs immunization records). An advisee's hold is viewable on an advisor's **Self-Service** account. From the Self-Service Main Menu:

1. Choose "Faculty & Advisors."
2. Choose "Student Information Menu."
3. Choose then "Advisee Listing."

To (re)move a hold, students must contact the department that placed the hold (an extension number should be listed next to the hold).

Q: **What is a CRN? How do I locate the CRN for a course?**

A: A **CRN** is a special identification number unique to each course offered at La Sierra University. CRNs are listed on the **Online Course Schedule** at www.lasierra.edu/courseschedule. During registration, students input the CRN of each course they wish to take. An incorrect CRN will result in an incorrect registration.

Q: **A student is experiencing problems registering for a class I have approved. What do I do?**

A: Check if a notice appears during the registration process that identifies the issue. Typical notices include unsatisfied prerequisites (missing a required course or test score) and ineligible class standing (e.g. freshmen cannot register for 300 and 400-level courses without instructor approval). Sometimes a system error will accidentally prevent registration for a course that a student is qualified to take. In such cases, students may submit to Records a **Course Registration Approval Form** signed by the course's instructor (available from Records in Administration Building Room 122 or C-SAS in Sierra Vista Hall Room 109).

Q: **How can students withdraw from a course?**

A: If students wish to withdraw from a class before the **Last Day to Enter a Course** (for dates, refer to the **Academic Calendar**), they may do so via **Self-Service**. From a student's Self-Service Main Menu:

1. Choose "Students."
2. Choose "Register for Classes."
3. Select the appropriate "Term."
4. Select "Web Drop" on the pull-down menu next to the class to be dropped.

After the Last Day to Enter a Course has passed, students need to submit a **Course Withdrawal Form** in person to Records (Administration Building Room 122).

Classes withdrawn before the end of the second week of school will not be recorded on a student's academic transcript. Classes withdrawn after the second week of school but before the Last Day to Withdraw will be displayed on the transcript with a "W." No class may be dropped after the Last Day to Withdraw. For dates, consult the Academic Calendar. **NOTE: Before dropping a class, students should consult their Student Financial Services counselor at x2175.**

Q: **My advisee would like to register for a course at another institution and transfer the credit to La Sierra. How can this student guarantee equivalency?**

A: Current students wishing to transfer in college credit from another institution will need to submit to the Records office an **Off-Campus Registration Form** before enrolling in the course. Visit www.lasierra.edu/records, click "Forms & Documents," then "Off-Campus Registration Form." Students will need to know the off-campus course and the La Sierra University course to which it may be equivalent.

FRESHMAN-FIRST TIME AT COLLEGE ADVISING

Q: **I have a Freshman-First Time at College Student as an advisee. Should I advise this student?**

A: All Freshmen who have never attended college should be enrolled in a UNST 100 or 101 course and advised by a C-SAS Academic Coach. A discipline-specific advisor may be assigned to a Freshman-First Time at College because the advisor requested access to that student's records, or the assignment may have been in error. Alert C-SAS at x2452 if you wish to be removed as this student's advisor.

Q: **When do Freshman-First Time at College Students get advised by discipline-specific advisors?**

A: After students complete the 2-quarter UNST 100 or 101 sequence, they are matched with an advisor within the academic program they wish to pursue. If a department has no preference regarding advising distribution, matches are made according to current advising loads.

JUNIOR STUDENT ADVISING (88-135 units)

Q: **When should my advisee submit a request for an Academic Credit Evaluation?**

A: Students beginning their Junior year should request an **Academic Credit Evaluation** from Records by visiting www.lasierra.edu/records, clicking "Forms & Documents," and selecting the "Academic Credit Evaluation" link. Once the evaluation has been completed, the student's advisor will be e-mailed a copy of the report. Advisors should use this evaluation to select courses for their students.

SENIOR STUDENT ADVISING (136 units or more)

Q: **When should my advisee submit an Application for Graduation?**

A: The **Application for Graduation** must be filed and approved by the Records Office at least **three (3) terms prior** to the time of expected graduation. Any changes in program should be verified with an evaluator in the Records Office. Visit www.lasierra.edu/records, click "Forms & Documents," and select the "Application for Graduation" link to download the form. **NOTE: Before this application is requested, students should first request an Academic Credit Evaluation from Records.**

TRANSFER STUDENT ADVISING

Q: **Who advises new Transfer Students?**

A: C-SAS often advises new Transfer Students when an academic department is unavailable (i.e. during Summer Session or during busy advising seasons). However, C-SAS may refer a new Transfer Student to an academic department if notice from the student is given in advance and a department advisor is available. Also, C-SAS can refer Transfer Students to an academic department should that department wish. After initial advisement, C-SAS matches new Transfer Students with advisors in the student's academic program. If a department has no advising preference, matches are made according to current advising loads.

Q: **I have a Transfer Freshman Student who is transferring less than 24 units to La Sierra University. Should I advise this student?**

A: All Transfer Students who are transferring less than 24 units need to enroll in the 2-quarter UNST 100 or 101 sequence and should be advised by a C-SAS Academic Coach. Students who fail to do so will need to take an additional 4-unit University Studies course from SSCI, HUMN, RLG, or NSCI in order to complete University Studies requirements.

- Q: Which Transfer Freshman Students do not need to be advised by a C-SAS Academic Coach?**
A: Freshmen who are transferring 24 units or more do not need to enroll in UNST 100/101 and can be advised within their academic departments.
- Q: I would like to advise an incoming Transfer Student, but need access to the transcript. What do I do?**
A: Contact C-SAS at x2452 and you can be added as the student's advisor, granting you access to Self-Service information. However, if a student's transcript has not yet been evaluated for LSU equivalency, there will be no transcript available on Self-Service. An unevaluated transcript may be available in the Records office or by contacting C-SAS
- Q: Who checks a student's transfer credits for La Sierra University equivalency?**
A: **Records Specialist Natalie Lavygina** evaluates transfer credits for all incoming Transfer Students. Once transcripts are received by Records, an e-mail is sent to those students asking for confirmation that they intend to enroll at La Sierra. **NOTE: Only students who confirm intentions to enroll will have their transcripts evaluated.** Natalie Lavygina may be reached at x2930 or nlavygin@lasierra.edu.
- Q: An incoming Transfer Student who says transcripts have already been received by La Sierra University does not have evaluated credits on Self-Service. What should I do?**
A: Verify that the transcripts have been received by calling the Records office at x2006. If transcripts have been received but not evaluated, (1) the evaluation may be in progress, or (2) the student may not have confirmed with Records Specialist Natalie Laygina that s/he will be attending La Sierra University. The student should contact Natalie Lavygina at x2930 or nlavygin@lasierra.edu.
- Q: I would like to advise an incoming Transfer Student, but the student's transfer credits have not yet been evaluated. What should I do?**
A: Students who are advised without an evaluated transcript risk taking courses that will not count toward their degree program. If advising without an evaluation is necessary, consult **Articulation Agreements** to learn if there are any established equivalencies between La Sierra University and the student's previous institution (see the Articulation Agreements page in the Handbook or visit www.lasierra.edu/records). It is highly recommended that incoming Transfer Students sign a document that acknowledges they are being advised without an evaluation and states the risks of such advising. Contact C-SAS at x2452 for forms.
- Q: On a Transfer Student's evaluated transcript, I see courses with recognizable course prefixes (e.g., BIOL or MGMT) but unfamiliar course numbers ending in "00" (e.g., 100, 200, 300, and 400). What are they?**
A: When a transfer course is found to be equivalent to a La Sierra University course, it is renumbered and renamed as the La Sierra University course. When a transfer course has no La Sierra University equivalent, it retains the original course title and class level (freshman-level course numbers begin with a "1," sophomores with a "2," etc.), but is renumbered as an Elective (number ends with a "00"). Thus, BIOL 100 transfers as a Biology freshman-elective. Although a transfer elective may not fulfill an academic program's requirements, they count toward the total number of units a student has earned (190 units are needed to graduate) and are included in the a student's overall GPA. Students who wish a transfer elective course to count toward a program requirement should first provide a syllabus of the course to Records Specialist Natalie Lavygina and request a re-evaluation. If the class remains an elective, the student may wish to file an Academic Variance Petition (see Academic Variance Petition page in Handbook).
- Q: What is IGETC and how does this affect a Transfer Student's academic advising?**
A: The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses, offered through the California community college system, that Transfer Students may complete to satisfy the lower-division breadth/general education requirements at La Sierra University. Completion of the IGETC must be certified by a community college counselor and submitted to LSU with the student's final transcript before the first term of enrollment. For more information, visit the Articulation Agreement page in the Handbook or p. 54 in the 2011-2012 Academic Bulletin. To learn if a Transfer Student is IGETC-certified, contact

PRE-HEALTH PROFESSIONAL ADVISING

Q: My advisee is planning to attend a health professional school after graduating from La Sierra University (e.g. dental or medical school). How should I advise this student?

A: Because these students have declared a four-year bachelor's degree program as the Primary Major, you may wish to advise them according to their degree programs first. It is then recommended that Pre-Health students be advised by their *Pre-Health Advisor*. To identify your student's Pre-Health advisor, contact C-SAS at x2452 or refer to the Pre-Health Professions page of this Handbook.

Q: What are some advantages a student can receive by meeting with Pre-Health Professions?

A: Pre-Health Professions assists students with course selection and liaises with health professional programs at other schools. In addition, Pre-Health Professions provides informative workshops, professional school application assistance, and other special services. For more information, call Pre-Health Professions at x2490, visit www.lasierra.edu/prehealth, or consult the Pre-Health Professions page of this Handbook.

PRE-PROFESSIONAL ADVISING

Q: My advisee is planning to attend a professional school after graduating from La Sierra University (e.g., Law School, Seminary, etc.). How do I advise this student?

A: Students who declare a Pre-Professional Program such as Pre-Law or Pre-Seminary are assigned a *Secondary Advisor* who specializes in that program. As a Primary Advisor, you may wish to advise your student according to your specialty then recommend that the student be advised by his/her Secondary Advisor. To identify a student's Secondary Advisor, check on Degree Works or call C-SAS at x2452. Curriculum sheets for Pre-Professional Programs are available at www.lasierra.edu/csas.

POST-BACCALAUREATE ADVISING

Q: A Post-Baccalaureate or "Post-Bacc" student is on my advisee list. Should I advise this student?

A: Post-Baccalaureate students should be advised by a *Pre-Professional Advisor*. Usually, students who have already earned a bachelor's degree are attending La Sierra University to complete prerequisite courses for professional school. However, some post-baccalaureate students submit transcripts without a bachelor's degree designation. Thus, Banner does not officially identify the student as "post-bacc." If you encounter a post-baccalaureate student on your advisee list, please alert C-SAS at x2452.

SUPPLEMENTAL STUDENT RESOURCES

Q: I am concerned about an advisee's academic performance. What should I do?

A: *Early Alerts* are utilized by faculty and staff concerned about a student's academic progress and/or personal well-being. Faculty and staff are encouraged to refer students as soon as detrimental behaviors are displayed. Information will be used by C-SAS to make contact with the student and devise a plan of action for academic progress. The Early Alert link can be found at www.lasierra.edu/csas.

Q: I received an Early Alert about one of my advisees. What should I do?

A: Although C-SAS staff contact students regarding an instructor's Early Alert submission, academic advisors are also encouraged to communicate with their advisees.

Q: What supplemental learning resources are available to students?

A: Students may receive Biology, Chemistry, Math, and Physics tutoring through the *Collaborative Learning Center* which meets in Palmer Hall. Call x2452 for tutoring schedules. The CLC also has a facebook page at www.facebook.com/lasierraclc

Writing assistance is offered to students in the **Writing Center** in Humanities Hall 101. For more information, visit www.lasierra.edu/english/writing-center.

World Language tutoring is available. Contact World Languages at x2257 or visit them in Gladwyn Hall 101.

Research assistance is available at the **La Sierra University Library** reference desk. In addition, research guides are available online at www.lasierra.edu/library. Students may also reserve library study rooms online; visit the library website for more information.

Q: I am concerned about a student's well-being. What can I do?

A: Visit www.lasierra.edu/counseling and click on the "Distressed Students" link. The faculty referral form, **Identifying Students in Distress**, can be downloaded and faxed/delivered to the Dean of Students. It also available by visiting www.lasierra.edu/csas, choosing "Faculty Advisors," and clicking on "LSU Cares."

ONLINE ADVISING RESOURCES

Student Online Records

Q: Where can I access an advisee's In-house Academic Transcript, Contact Information, Declared Academic Program(s), Registration Holds, and Catalog Term (Bulletin of Graduation)?

A: **Self-Service** is an online portal where faculty and staff with access can consult the above records. To log into the portal from the LSU homepage:

1. Click on "Quick Links" and choose "Self-Service" from the pull-down menu.
2. After logging into Self-Service and entering the Main Menu, choose "Faculty & Advisors."
3. Select "Student Information Menu," then "Advisee Listing."

For log-in information, visit the Online Resources for Advisors page in the Handbook. Additional Self-Service resources are available at www.lasierra.edu/csas.

Q: Where can I obtain a list of our academic program's currently registered students?

A: Contact the Center for Student Academic Success at x2452 to request access to currently registered students.

Q: Where can I obtain a list of advisees for each of our program's academic advisors?

A: Contact the Center for Student Academic Success at x2452 to request a list of current advisors in each department.

Q: Where can I download tutorials for accessing Self-Service and Degree Works?

A: Tutorials are located on the C-SAS page. To check for updates, visit the Center for Student Academic Success webpage at www.lasierra.edu/csas and click on the "Faculty Advisors" link.

Online Forms and Documents

Q: Where can I find Curriculum Sheets for a Major, Minor, Pre-Health, and/or Pre-Professional program?

A: Click on the "Curriculum Sheets" link found on the Center for Student Academic Success webpage at www.lasierra.edu/csas. Remember to choose the curriculum sheet that applies to your advisee's bulletin of graduation ("catalog term"). To identify the bulletin of graduation, visit Self-Service's Main Menu, click "Student Information Menu," click "Advisee Listing," and click "Degree Evaluation" beside advisee's name.

Q: Where can I find a list of required University Studies/University Honors classes?

A: Visit the Center for Student Academic Success webpage at www.lasierra.edu/csas, click on "Faculty Advisors," and select the appropriate link.

Q: Where can I view classes available in a given quarter?

A: Visit the **Online Course Schedule**. From the LSU homepage, click the "Quick Links" drop-down menu and select "Course Schedule." It is also viewable by (1) selecting "Academics" on the LSU homepage and clicking "Course Schedule", or (2) going directly to www.lasierra.edu/courseschedule. For more information, visit the Online Resources for Advisors page of the Handbook.

Q: Where can I download the One-Quarter and Three-Quarter Advising Course Forms so I can list the classes I want a student to take?

A: They are available for on the Center for Student Academic Success webpage: www.lasierra.edu/csas. Click on "Faculty Advisors" and find the appropriate link.

Q: Where can I download a worksheet to help students create their weekly schedule?

A: The **Student Weekly Schedule** worksheet is available for download at the Center for Student Academic Success webpage: www.lasierra.edu/csas. Click on "Faculty Advisors" and find the appropriate link.

Q: How does a student request a change of major/advisor?

A: Refer the student to the Center for Student Academic Success webpage at www.lasierra.edu/csas and the link for the **Change of Major/Advisor** form.

Q: Where does a student with Junior class standing or above request the Academic Credit Evaluation?

A: The Records office webpage at www.lasierra.edu/records and the "Forms & Documents" link.

Q: Where can I download the Application for Graduation?

A: The Records office webpage at www.lasierra.edu/records and the "Forms & Documents" link.

Q: Where can I download the Off-Campus Registration Form that allows students to check off-campus courses for La Sierra University equivalency?

A: The Records office webpage at www.lasierra.edu/records and the "Forms & Documents" link.

Q: Where can I download La Sierra University's Articulation Agreements with select schools?

A: The Records office webpage at www.lasierra.edu/records and the "Articulation Agreements" link.

Q: Where can I find a downloadable copy of the Academic Calendar?

A: Visit the University Calendars webpage at www.lasierra.edu/calendar.

Q: Where can I find a downloadable copy of the Academic Bulletin?

A: Visit the Academic Bulletin webpage at www.lasierra.edu/bulletin.

Q: Where can I submit an Early Alert?

A: Visit the Center for Student Academic Success webpage at www.lasierra.edu/csas and click "Early Alert for Faculty" (located on the left margin menu).

Q: Where can I request aid for a Distressed Student?

A: Visit the Counseling Center webpage at www.lasierra.edu/counseling, select the "Distressed Students" link, and download the **LSU Cares** form. Follow the submission instructions. The LSU Cares form is also available at the Center for Student Academic Success webpage at www.lasierra.edu/csas. Click on "Faculty Advisors" and select the appropriate link.

Q: Where can I download the electronic version of The Academic Advising Handbook?

A: Visit the Center for Student Academic Success webpage at www.lasierra.edu/csas and select the "Faculty Advisors" link. Under the "Resources for Faculty" heading, find *The Academic Advising Handbook* link.

Explore additional advising resources by visiting
www.lasierra.edu/csas.

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