

Academic Resources- These are the people and places where you can get important information about your academic profile at the college.

Academic Advisor – This is the faculty member that you will work closely with to plan your academic career at Coker. You will consult with this individual each semester in one or all of the following ways in order to plan your schedule: WebAdvisor, face to face meetings, email, phone, etc. This Academic Advisor is not the admission counselor.

Blackboard – This is an online tool professors use to send and receive documents, to upload visual aids from your class, etc.

Coker Email – This is the #1 way that Coker communicates with you. It is imperative that you check this email and keep your inbox clear to receive emails from the various office on campus.

Office of Academic Records –This office manages your academic file, maintains your academic records, processes transcript requests, oversees the registration process, maintains your grades, facilitates the academic calendar and exam schedule ,and manages the information in WebAdvisor.

WebAdvisor – This is the online tool that Coker College uses to facilitate the advising and registration process. Your grades, Financial Aid documents and Billing information can also be found here.

Program Evaluation – This term refers to the online degree plan you will use to plan your courses and check your progress toward graduation. You will find this in WebAdvisor. You and your academic advisor will refer to this plan often. If you change majors, you will change Degree Audits.

Degree – The degree that you pursue and receive will consist of at least 120 semester hours divided by LASP, a major, and electives. You may also complete a second major, a minor(s), and/or a specialization(s).

LASP – LASP stands for Liberal Arts Studies Program. These courses represent Coker's general education requirements. All students in all majors must complete the LASP requirement.

Major – Your major is your primary course of study. Every student must declare and complete a major.

Minor – You may choose a minor that is outside of your major course of study. This requirement is smaller than those hours required of a major.

Specialization – Coker offers some specializations that are above and beyond the requirements of majors and minors. They are more interdisciplinary in nature. They are lower hours requirements than majors and about the same amount of hours as a minor.

Electives - Depending upon how many hours are required of your major (and any second majors, minors, or specializations), the number of hours you will need to complete in electives will vary. This group of hours are unspecified, unlike the LASP, major, minor and specialization.

Programs at Coker College- Coker College has three different program options at Coker College.

Adult Degree Program(Evening and Online Courses) – The Adult Degree Program is designed to give adults an opportunity to earn their degree by offering a variety of courses in the evening and online in five different terms.

Term-A term is the 8 week format that Coker's classes are offered in. A 3 semester hour class will meet 6 hours per week in this format.

1. **Term I/ Term III Course-** A course that meets for the first 8 weeks of the semester and is schedule from 5:30 to 10:30 pm or listed as online.
2. **Term II/Term IV Course-** A course that meets for the second 8 weeks of the semester and is schedule from 5:30 to 10:30 pm or listed as online.

Degree Options- Bachelors of Arts(Education Majors Only), Bachelors of Science and Bachelors of Social Work

Day Program- The Day Program is designed for traditional students and refers to any course that is taught during the day. A Day is defined as 8:00am to 5:00pm.

Semester – A semester is the 16 week format that Coker's classes are offered in. A 3 semester hour class will meet 3 hours per week in this format.

Day Course- A course that meets for the full 16 week semester and is scheduled from 8am to 5pm.

Degree Options- Bachelors of Arts , Bachelors of Social Work, Bachelors of Music Education, and Bachelors of Fine Arts

Majors-

Master's Program-

Term-A term is the 6 week format that Coker's classes are offered in. A 3 semester hour class will meet 6 hours per week in this format.

Degree Options- Masters of Science and Masters of Education

FERPA – The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students' education records and personally identifiable information. This federal law spells out the rights of students and the responsibilities of educational institutions. The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. A student can authorize access for parents, guardians, or other family members by completing the **Notice of Educational Records and Directory Information Disclosure** (PDF) and submitting it to the Office of Academic Records. **The authorization remains in effect until the student revokes the authorization in writing.** A student has the

ability to grant access to specific types of information. There are four types of educational information that students can grant access to: Academic Information, Financial Aid Information, Student Accounts Information, and Disciplinary Information.

Grades – Grades at Coker are letter grades only. Your individual grades per class will be in an ABCDF format. Each letter is equated to a value on a 4 point scale. Example: A=4 grade points. B=3 grade point, C=2 grade points, D=1 grade point, F=0 grade points. These grade points are used to calculate your GPA.

Final Grades – These grades are entered by your professors at the end of each course. This grade is used in the calculation of your GPAs.

Mid-Term Grades – Most professors submit grades via WebAdvisor at the midpoint of the 16 week semester. This is an evaluation of your progress at that point in that particular class. This grade does not affect your GPA.

GPA – This is the collective grade measurement for your earned hours at Coker. You will have a semester GPA each semester and you will have a cumulative GPA that includes all of your coursework at Coker. The GPA is recorded on a 4 point scale with 4.0 being the highest.

Registration – This is the act of reserving a seat in a section of a class. You will perform this via WebAdvisor. Unless you complete the registration process, you will not be on the roster for that course/section.

Semester Hours – This is the unit of measure for credits at Coker College. A class may have a value of 1-4 semester hours each.

Dropping a Course/ Drop/Add Period –

- From pre-registration until the first week of the traditional semester or term
- Students may “add” courses from his/her schedule with no record or academic penalty
- Students may “drop” courses from his/her schedule with no record or academic penalty
- Drop/Add deadline for each academic term is published on the Campus Calendar
 - Student can drop course in their Webadvisor using the title “Register or Drop Sections”.

Withdrawal from Course/ Withdrawal Period-

- Weeks 2 through 10 of the traditional semester or the first ten course meetings for term courses
- Student may “withdraw” courses from his/her schedule with no academic penalty. However, there will be a W record next to the class to indicate that the student was “withdrawn” from the class
- STUDENTS MUST COMPLETE A FORM in Webadvisor TO WITHDRAW.

The Form is titled “Withdraw From Course Request”.
- Withdrawal deadline for each academic term is published on the Campus Calendar