Welcome to Montreat College!

We are so excited that you have chosen to become a part of the Montreat College community! Montreat is a place where you can pursue truth, knowledge, and understanding while growing in your faith in Jesus Christ. Montreat College is an independent, Christ-centered, liberal arts institution that educates students through intellectual inquiry, spiritual formation, and preparation for calling and career. We can’t wait to be a part of your life!

This advising and registration workbook is a tool to use as you begin this next phase of your education. Our faculty and staff will be working with you to create a foundational first semester at Montreat College. This workbook also contains information that will help you through graduation. We want to give you the tools to succeed in every area of your life!

Included in this workbook is information on how to frame your time at Montreat College. We believe in the importance of the liberal arts, which make up the General Education Core for every student. In conjunction with this, each student focuses on a specific major (or majors!) for specialization and advanced studies. This workbook outlines each major and the courses that you can take to get your feet wet when you begin studying with us. Use this workbook to help prepare yourself for advising and registration.

During our Advising and Registration events, you can come to campus and meet with one of our faculty academic advisors in your area of interest. Your faculty advisor can answer your academic questions, help you determine your fall schedule, and even help you register for classes. Our faculty advisors can help you make career and major decisions, explore your strengths and weaknesses, and get you plugged in with your skills and interests. You can also meet your new classmates and possibly even your future roommate.

We can’t wait to get to know you!

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you a hope and a future.” –Jeremiah 29:11

Blessings,

Jessica R. Langston
jlangston@montreat.edu
Senior Assistant Director for the School of Arts and Sciences and Advising
Office of Records and Registration
828 669 8012 ext. 3734
What is academic advising?

Advising is a relationship. At Montreat, we match students with a faculty advisor in their field of interest to be mentored and guided through the educational process. Each semester, students will meet with their faculty advisors to discuss registration for the new semester, progress, and life. The academic advising process can even begin as early as this spring at one of our Advising and Registration events.

How am I assigned an academic advisor?

All students at Montreat College are assigned a faculty advisor. If you enter Montreat College as a first-time freshman, or with 12 or less transfer credits, your advisor will be your IS 102 Foundations of Faith & Learning professor until you declare your major. Students who transfer in more than 12 hours will be advised by a professor in their major of interest. Once a major is decided and declared, we will officially change your academic advisor to a faculty member from your specific academic department. If you change majors at any point, we will reassign your advisor to someone from your new department.

Montreat College General Education Core

What makes up a degree at Montreat?

While many majors have a built-in Bachelor of Science (i.e. Biology) or Bachelor of Arts (i.e.Biblical Scholarship), other majors give you the option to choose between the BA or BS degree.

In addition to the General Education Core, students choosing to pursue the Bachelor of Arts degree must complete the Montreat College foreign language requirement. Demonstration of proficiency in a foreign language may be accomplished by one of the following options:

- Graduation from a high school where all instruction was conducted in a language other than English.
- Passing a proficiency examination in the language at the elementary level (credit awarded upon completing coursework at placement level).
- Completion of one of the college's language sequences through the elementary level (6 credit hours).

Students pursuing a BA must also complete six additional of Humanities courses.

Students who choose to pursue the Bachelor of Science degree must complete an additional 12 hours beyond the General Education Core of coursework in mathematics, science, business or computer science. The 12 hours of BA or BS coursework may not double count with the General Education Core, the major, or any minor requirements.

A degree is made up of 126 hours

- General Education (51-58 hours)
- Major (30-71 hours)
- Electives, minor courses, etc. (0-48 hours)
- Total of at least 126 credit hours

The General Education Core is the hallmark of a liberal arts education. In this series of courses, you’ll gain a broad base of knowledge and skills that will serve as the foundation for further studies in your major area. In addition, you will develop an appreciation for how the various collegiate disciplines work together and gain a fundamental understanding of the structure and function of world culture from a uniquely Christian perspective.

Montreat College’s General Education Core is made up of 53 hours, though different majors have a few distinct requirements of their own. For example, Communication majors are required to take Statistics to fulfill their general education math requirement.
General Education Requirements  
Everyone takes these!

Orientation (1-2 hours)
IS 102 Foundations of Faith and Learning (2 hours) or IS 200 Seminar on Faith and Learning (1 hour) *
Students with 12 or less transfer credits (not including dual enrollment, CLEP, or AP) take IS 102. Students who transfer more than 12 take IS 200.

English (9 hours)
EN 101 English Composition 1 (3) *
EN 102 English Composition 2 (3) #
EN 201, 202, or 203 English Literature I, II, or World Literature (3 hours each)

Computer (3 hours)
CS 102 Computer Applications & Concepts (3)
(An exam may also be taken in place of this course for 3 credits.)

Bible (6 hours)
BB 101 Survey of the Old Testament (3) *
BB 102 Survey of the New Testament (3) #

Mathematics (3 hours)
Choose between MT 101, MT 114, MT 121, MT 191 or above. (3-4 hours each) (Some majors have a specific math requirement.)

Natural Sciences (8 hours)
Choose two courses between AT 101, 102, BL 101, 102, CH 201, 202, or PC 131, 132 (4 hours each)

Social Sciences (9 hours)
Choose at least one world history course:
HS 101 or 102 (3 hours each)
Choose one more history course from the following:
HS 101, 102, 201, or 202 (3 hours each)
Choose a third course from HS, PY, SC, CC 402, Geography, CM 203 or Economics (3 hours each)

Humanities and the Arts (9 hours)
Choose three courses from AR 101, 102, CM 318, IS 306, TH 110, MS 101, 113, 114, SP, IS 202, PH 201, 301, HS 302, BB 200 level and above, EN 200 level and above (except writing courses) or MS 200 level and above (not including applied music courses) (3-4 hours each)

Physical Education (2 hours)
Choose two physical activity courses from our PE discipline. (Athletes may also earn credit for participating on the Cavalier athletic teams.) (1 hour each)

Senior exit course (2 hours)
IS 461 Seminar on Faith and Life

Oral Competency (3 hours)
Choose between CM 220, EN 271, OE 310, PR 310, TH 220, or TH 230.

While completing their General Education Core, students work to complete competencies in Reading, Writing, Oral Skills, Mathematics, and Computers.

*These courses are required in the first semester of study at the College.
#These courses are required immediately after the first semester courses have been completed.

See Academic Catalog for more information on course prefixes and descriptions.
Majors at Montreat College

Whether you’ve already decided on a major, or are still making up your mind, Montreat gives you the option to explore.

Through our undergraduate School of Arts and Sciences, we currently host three bachelor’s degrees, including 17 majors, 31 concentrations, 24 minors, and a certificate program. Don’t be afraid to try something brand new! About two-thirds of all college students change their major while at school. We want to help you find your perfect fit.

What should I take my first semester?

Use this major guide to help set you up for success in your area of interest. Starred (*) courses indicate specific material that will help you get a feel for the major and put you on the path to success.

**American Studies**
BB 101 Survey of the Old Testament
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I *
PE Activity Course
Gen Ed Math Course or Foreign Language

**Bible and Religion**
We offer four concentrations within the Bible and Religion major: Biblical Scholarship, Youth and Family Ministries, Cross-Cultural Studies, and Preaching and Evangelism.
BB 101 Survey of the Old Testament *
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I
Gen Ed Natural Science Requirement

**Communication**
We offer five concentrations within the Communication major: General Communication, Digital Media Production, Journalism, Public Relations, and Theatre.
BB 101 Survey of the Old Testament
CM 203 Communication and Culture *
EN 101 English Composition
IS 102 Foundations of Faith and Learning
Gen Ed Natural Science Requirement
PE Activity Course

**Business Administration**
We offer five concentrations within the Business Administration major: International Business, Cybersecurity, Management, Marketing, and Sports Management.
BB 101 Survey of the Old Testament
BS 101 Introduction to Business *
EN 101 English Composition
IS 102 Foundations of Faith and Learning
Gen Ed Natural Science Requirement
PE Activity Course

**Biology**
We offer five concentrations within the Biology major: Pre-Professional, Environmental, Applied Biochemical Technology, Integrated Preparation for Accelerated BS in Nursing, and Special Emphasis.
BB 101 Survey of the Old Testament
BL 101 Survey of Biological Principles *
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I
PE Activity Course

**Cybersecurity**
BB 101 Survey of the Old Testament
CS 102 Computer Applications & Concepts *
EN 101 English Composition
IS 102 Foundations of Faith and Learning
Gen Ed Natural Science Requirement
PE Activity Course
**Elementary Education**
BB 101 Survey of the Old Testament
EN 101 English Composition I
IS 102 Foundations of Faith and Learning
MT 101 Introduction to Mathematics
Gen Ed Humanities Elective
CS 102 Computer Applications & Concepts

**English**
We offer three concentrations within the English major: Literature, Creative Writing, and Professional Writing.
BB 101 Survey of the Old Testament
EN 101 English Composition*
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I
SP 101 Elementary Spanish I (or alternative language)
PE Activity Course

**Environmental Studies**
We offer three concentrations within the ES major: Pre-Professional, Field Studies, and Special Emphasis.
BB 101 Survey of the Old Testament
BL 101 Survey of Biological Principles*
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I
PE Activity Course

**Exercise Science**
BB 101 Survey of the Old Testament
BL 101 Survey of Biological Principles*
EN 101 English Composition
EX 201 Intro to Exercise Science*
IS 102 Foundations of Faith and Learning
PE Activity Course

**History**
BB 101 Survey of the Old Testament
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I*
Gen Ed Math Course
Foreign Language or Bachelor of Science Course

**Interdisciplinary Studies**
You have the option of designing your major.
Contact the Records Office for more information.
BB 101 Survey of the Old Testament
EN 101 English Composition
IS 102 Foundations of Faith and Learning
HS 101 History of World Civilizations I
Gen Ed Math Course
SP 101 Elementary Spanish I (or alternative language)

**Music**
IS 102 Foundations of Faith and Learning
BB 101 Survey of the Old Testament
EN 101 English Composition
MS 100 Seminar in Music Performance
MS 113 Music Theory
Applied Instrument
Ensemble Course

**Music Business: Audio Production Program (MAPP)**
IS 102 Foundations of Faith and Learning
BB 101 Survey of the Old Testament
BS 101 Intro to Business
EN 101 English Composition
MS 100 Seminar in Music Performance
MS 106 Music Business Seminar (Please add this course to the Music Business 1st semester plan, too)
MS 121 Survey of Music Production/Mkt/Dist
Applied Instrument
Ensemble Course
**Music Business**
BB 101 Survey of the Old Testament  
EN 101 English Composition  
IS 102 Foundations of Faith and Learning  
MS 100 Seminar in Music Performance*  
MS 121 Survey of Music Business*  
MS 141/3/5/7 Applied Musical Instrument* or  
MS 133 Applied Group Lessons  
MS 151/153/154/156/251/354 Ensemble*  
BS 101 Introduction to Business*

**Outdoor Education**
BB 101 Survey of the Old Testament  
EN 101 English Composition  
IS 102 Foundations of Faith and Learning  
BL 101 Survey of Biological Principles*  
OE 103 Survey of Outdoor Education*  
PE Activity Course (210, 220, 230, 240, or 260)

**Outdoor Ministry**
BB 101 Survey of the Old Testament  
EN 101 English Composition  
IS 102 Foundations of Faith and Learning  
BL 101 Survey of Biological Principles*  
OE 103 Survey of Outdoor Education*  
PE Activity Course (210, 220, 230, 240, or 260)

**Psychology & Human Services**
We offer two concentrations within the PYHU major:  
Psychology and Human Services.  
BB 101 Survey of the Old Testament  
EN 101 English Composition  
IS 102 Foundations of Faith and Learning  
PY 201 or 202 General Psychology* or Psychology  
Applied to Modern Life*  
Gen Ed Natural Science Requirement

**Theater**
BB 101 Survey of the Old Testament  
EN 101 English Composition  
HS 101 History of World Civilization I  
IS 102 Foundations of Faith and Learning  
TH 230 Acting*  
PE Activity Course

**Worship Arts**
BB 101 Survey of the Old Testament  
EN 101 English Composition  
WA 101 Worship Arts Survey*  
MS 113 Music Theory I*  
MS 100 Seminar in Music Performance*  
MS 141/3/5/7 Applied Musical Instrument* or  
MS 133 Applied Group Lessons  
MS 151/153/154/156/251/354 Ensemble*

**Undecided**
As general education requirements take up most of the first two years of college, while you are exploring your major, work on these requirements:  
BB 101 Survey of the Old Testament  
EN 101 English Composition  
IS 102 Foundations of Faith and Learning  
HS 101 History of World Civilizations I  
Gen Ed Natural Science Requirement  
PE Activity Course
How do I officially declare my major?

After you have begun classes, when you’re ready to officially declare your major, all you need to do is fill out the online Declaration of Major form. Once you complete this form, the Records Office will make the change official on your transcript record. But don’t worry, if you want to change your major down the road, just complete a new form online>>!

What do I need to know about the Honors Program?  What will I take?

The mission of the Montreat College Honors Program is to pursue the intellectual and spiritual formation of students through a series of curricular, co-curricular, and extracurricular activities. This enrichment of the Montreat College experience is designed to cultivate a community of scholars who discern truth, goodness, and beauty through a study of the great works of the Christian, Western, and World traditions. The Honors Program offers an enhanced model of the integrated, holistic learning environment of Montreat College and prepares students for lives of reflective and responsible citizenship. The Montreat College Honors Program affirms that human beings reflect the image of God as thinking, relational, moral, and spiritual persons of dignity and worth. Students are challenged to encourage human flourishing and be thoughtful stewards of the creation in their respective vocations.

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<tr>
<th>First Year</th>
<th>Applicable Courses</th>
<th>Notes</th>
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<tbody>
<tr>
<td>First Year Experience</td>
<td>IS 102 Honors Track</td>
<td>Foundations of Faith and Learning (fall)</td>
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<tr>
<td>English</td>
<td>EN 103 Honors Track</td>
<td>Replaces EN 101 Requirement (fall)</td>
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<td>English</td>
<td>EN 104 Honors Track</td>
<td>Replaces EN 102 Requirement (spring)</td>
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<th>Second Year</th>
<th>Applicable Courses</th>
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<tr>
<td>History</td>
<td>HS 171 Honors Track</td>
<td>Replaces HS 101 Requirement (fall)</td>
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<tr>
<td>History</td>
<td>HS 172 Honors Track</td>
<td>Replaces HS 102 Requirement (spring)</td>
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<th>Third Year</th>
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<tr>
<td>Honors Elective</td>
<td>HN 301 Honors Seminar</td>
<td>Retreat Class, Humanities Requirement (fall)</td>
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<tr>
<td>Honors Elective</td>
<td>HN 302 Honors Seminar</td>
<td>Retreat Class, Humanities Requirement (spring)</td>
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<th>Fourth Year</th>
<th>Applicable Courses</th>
<th>Notes</th>
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<tr>
<td>Honors Elective</td>
<td>HN 401 Honors Seminar</td>
<td>Retreat Class, Humanities Requirement (fall)</td>
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<tr>
<td>Senior Year Experience</td>
<td>IS 461 Honors Track</td>
<td>Seminar on Faith &amp; Life (spring)</td>
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* Honors students can also receive prerequisite waivers into selected upper level elective classes.

** Honors students must take all of the courses listed above, even if they have received credit for these courses via AP, CLEP or transfer.
At Montreat College, we believe that you should be rewarded for your work, which is why we accept and provide numerous programs through which you may accelerate your academic career, expand your course choices, and reduce the overall length of time spent completing degree requirements.

We accept up to 30 hours of non-collegiate credit through Advanced Placement [AP], College-Level Examination Program [CLEP], Defense Activity for Nontraditional Education Support [DANTES], and Educational Credential Evaluators [ECE] examination.

We accept grades of 3 or higher for all available AP exams, though a select few exams require a minimum grade of 4 (Spanish, Chemistry, Economics, and Comparative Government & Politics). You can view our CLEP policy online here>>.

Spanish language placement exams are given during new student orientation and registration each year. You can place anywhere from beginner to advanced level, and earn up to six hours of academic credit upon completing a Spanish course at your level of placement.

You also have the option of pursuing alternative languages through ACTFL oral and written proficiency testing, on a case-by-case basis. For information on these exams, contact the Registrar’s Office at registrar@montreat.edu.

How do I create a schedule if I have AP, CLEP, or transfer credit?

Because AP and CLEP scores won’t arrive until after the Advising and Registration event, the best way to handle a schedule that may have added credits is to let us know! When you complete your RSVP to the Advising and Registration event, you can alert us to what you have taken, and our advisors will help you take the next step.

What is Computer Testing?

Computer competency in Microsoft Word, Excel, Outlook, PowerPoint, and Access is required for all students at Montreat College. Students have the option of earning competency (and 3 hours of credit) through a placement exam, or by taking the course CS102.

At the beginning of each semester, you will have the opportunity to take the computer competency examination and get a jump start on your Montreat credits. All you have to do is register for the exam (CS102E) as you would any other course. The cost of this exam is $100.

The computer competency exam includes the following skills:

- **Word Processing:** This includes basic formatting and layout skills, including footnotes and endnotes, headers and footers, and integrating pictures and graphs in the text.
- **Spreadsheet:** This includes organizing data, formatting, basic calculations, and developing charts and graphs.
- **Presentation:** This includes incorporating text graphs, pictures, and hyperlinks into a presentation.
- **Internet:** This includes conducting online research and identifying and evaluating credible web sites.
- **E-Learning:** This includes accessing an e-learning program, participating in a discussion group, and posting assignments.
- **E-Mail:** This includes sending and receiving e-mail, sending attachments, and receiving and accessing attachments.

How can I receive credit for my current knowledge?
After reading through this workbook, you should have a good idea of where to begin when thinking about your classes for fall.

A Montreat College degree consists of 126 hours. To complete a degree in four years, students must take 15 to 16 credit hours a semester. A full-time course load is 12-18 credit hours a semester. You can take as much or as little as you feel comfortable taking each semester. If you decide to take a lighter load, you can always earn extra credits through our May Term or Summer Sessions to keep you on track for graduation.

Course schedules of more than 18.5 credit hours will incur a $375 per credit overload fee. Students must maintain a 3.0 GPA in order to take an overload. Make sure to find the right balance for you when planning your schedule! For example, if you are playing a sport every fall, make sure to take your more difficult courses in the spring, if possible, when you have more time to dedicate to studying. Whatever is going on in your life, your faculty advisor can work with you to help you find an ideal path for you to reach your graduation requirements.

To begin getting your registration information together, you need to access our online course schedule. Different courses are offered every semester, at different times. To access the Montreat College Schedule of Courses, follow this link here>> and choose Fall 2016. The courses are listed in alphabetical order, by section. The far right column shows how many seats are available in a course. If the number is zero or negative, the course is no longer open for enrollment. In the middle of the schedule, all of the times are listed. Make sure that when you are looking for courses, you don’t select courses that overlap!

To help you with this, we have a block schedule you can fill out here>>. If you are interested in reading course descriptions or finding out more information on a particular major, visit our Online Catalog here>>. The academic catalog includes all of the information you will need about the academic policies and requirements of Montreat College.

To help you plan for special events during the semester, view the full Montreat Academic Calendar>>.
What is expected of me from my advisor?

Your advisor will expect you to take ownership of your education. Although he/she is here to help you, you and only you determine your success at Montreat College! You will also be expected to make regular contact with your advisor throughout the semester, especially if or when problems crop up. The sooner your advisor knows about a particular situation, the more likely he/she will be able to help you with it. Keep your advisor informed of your academic progress, and always be truthful - the more honest you are, the better we are able to assist you. Your advisor will also expect you to check your email on a regular basis, as this is the primary means through which he/she will communicate important information between sessions. Finally, your advisor will expect you to maintain your own notes and records of your academic progress, in addition to the records he/she keeps. Keep in mind that you are responsible for the actions (or inactions, as the case may be) that affect your educational goals and progress!

Educate yourself regarding academic policies and procedures outlined in your catalog.
- Review the academic information in your Montreat Academic Catalog including your major and/or minor requirements, GPA calculation, grading options, and much more.

Arrive on time and be prepared for the academic advising session.
- Be prepared with accurate information and relevant materials (Academic Catalog, Evaluation of Transfer Credit, potential major and minor, registration form, etc.).
- Prepare for your advising session by reviewing the online schedule of classes and choosing appropriate courses to meet your General Education and/or major requirements.
- Put together your plan for the upcoming semester, and consider possible conflicts you may have: work schedule, home responsibilities, transportation, finances, etc.

Develop an individual education plan.
- Acquire information needed to take final responsibility for academic planning.
- Make a list of all of the course requirements you have completed, the courses you are currently enrolled in, and the courses you need to complete in order to earn your degree. (If you have a Degree Audit from the Registrar’s Office, use this as a reference).

Visit the Career Center regularly and explore your academic major and career options.
- Seek the academic and career information needed to meet educational goals.
- Meet with faculty to discuss potential majors or minors.
- Think about the connection between your major and your career.
- Consider a minor if a secondary body of knowledge will enhance your career.
- Spend some time thinking about your short-term goals. What types of skills and knowledge are you trying to obtain? Where do you want these to take you after you earn your degree?

Investigate all college Support Services and Programs
- Become knowledgeable about relevant policies, rules and procedures.
- Explore the college and become familiar with all of the support programs and services available to you: Writing Center, Tutoring, Student Success Services, Career Center, Counseling Services, etc.
- Explore the college extracurricular options. Get involved in your areas of interest.

Communicate regularly with your advisor and follow through on recommendations.
- Consult with the advisor at least once each semester and more often if you come up with additional questions or concerns.

How do I come prepared for an advising appointment?

In order to be prepared for any and every advising session, you should at the very least bring something to write on and a writing utensil so that you can take notes or jot down any information that your advisor shares with you. It may be helpful to keep a folder with all advising-related materials that you can bring to each advising session, so that you and your advisor can collaboratively review what was discussed at previous sessions. Depending on the nature of your session, you will also want to bring with you any necessary forms and paperwork. For example, if it is an advising session in preparation for registration, it is helpful to bring with you a copy of your Degree Audit, as well as a tentative list of courses that you plan to sign up/register for, as well as alternates. If meeting with your advisor to discuss a late semester course drop or potential withdrawal, bring with you any documentation that supports your case (letter/note from doctor/psychologist, etc.).
Graduate in Four: Explore the Possibilities!

Use this guide to map out your four years at Montreat College. Choose classes you would like to take, clubs you would like to join, and your personal goals for growth in college.

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Total Hours for Graduation (Minimum of 126 required): ________________

Total upper level hours (Minimum of 33 required): ________________
First Year Checklist:

■ **Complete your Graduate in Four plan**
  The previous chart can help you plan out how to combine your major, minor, and gen ed hours, as well as the electives that you want to take while at Montreat. Remember that you can take anywhere from 12-18 credit hours a semester as a full time student, and we offer a May Term and a Summer Session to supplement your learning! See prospective Four-Year plans [here>>](#).

■ **Keep track of the courses and professors that interest you**
  Make sure to take courses that you enjoy. You may find that you are interested in an area you never considered before! Students change majors often. Finding your niche early on will help you achieve your best work at Montreat. You can even read through the [Academic Catalog>>](#) to find courses that interest you.

■ **Declare your major**
  When you’re ready to officially declare your major, after you have started classes, all you need to do is fill out the online [Declaration of Major form>>](#). Once you complete this form, on the Registrar’s web page, the Records Office will make the change official on your transcript record. But don’t worry, if you want to change your major down the road, just complete a new form online.

■ **Check your Montreat email**
  You should receive your email information after making your deposit to the college. Email is the official way to receive all information from Montreat College. Check your email regularly to stay on track.

■ **Keep track of important dates and deadlines**
  Pay attention to final exam schedules, drop/add deadlines, withdrawal dates, breaks, start dates, etc. Our [Academic Calendar can be found here>>](#).

■ **Meet with your faculty advisor**
  Advisors are here for you throughout your entire time at Montreat. Don’t just meet with your faculty advisor at the Advising and Registration event but any time you have a question or need.

■ **Follow up with Academic Support Services**
  Don’t forget to take advantage of all of the services available to help you make the most of your time at Montreat. We can help you do your best if you let us know what you need! Find academic support and tutoring services in the Belk Campus Center, 2nd floor, Academic Affairs.

■ **Visit the Office of Calling and Career**
  The Office of Calling and Career can help you select a major, find off-campus work, study for the GRE, connect you with thousands of job postings, and more. Don’t miss out on the opportunities! Contact careers@montreat.edu for more information.

■ **Get involved on and off campus!**

■ **Track your progress**
  Check Self-Service to make sure you have received all of your AP, CLEP or transfer credits. Use your transcripts along with the Academic Catalog to audit your progress toward graduation. (You will gain access to Self Service after you receive your Montreat College username and password.)
Before registering for your last semester at Montreat College, be sure that you’ve checked with your advisor to be certain that you’ve signed up for all of your class requirements. You’ll want to have:

- Completed all general education and major requirements
- 126 total hours
- 33 hours at the 300-level or above
- 18 hours completed at Montreat in your major (if you transferred to Montreat)
- All competencies completed
- A minimum 2.0 cumulative GPA
- Documentation of any exceptions granted

Applications for Graduation are completed [here>>](#). Fall applications are due on **October 1**st. Spring applications are due on **March 1**st. And summer applications are due on **June 1**st.

It’s never too early to start planning for graduation! Take advantage of our Calling and Career Office for help with resume building, interview skills, job openings, and much more.
Why do I need an academic advisor?

Your academic advisor is a one-stop resource and personal advocate for your success while here at Montreat College! He/she is knowledgeable about your specific major, and is here to help you navigate through the process of being a student at Montreat. Your advisor is also knowledgeable about college policies, and can help you identify specific resources both on and off campus that may be helpful to you. Additionally, your advisor is a good point person for questions about preparing for graduate school, job interviews, and can also serve as an excellent reference as you apply for scholarships, internships, extracurricular opportunities, and special academic programs, so visit with your advisor often and make sure he/she has the chance to get to know you!

When should I see my advisor?

1. To discuss any problems which affect academic performance
2. To select courses for the upcoming semester
3. To drop a major course
4. To discuss academic progress
5. To discuss career considerations
6. To declare or to change your major
7. To withdraw
How do I reach my advisor?

The best way to get in touch with your advisor is through e-mail or a phone call. This information is available online through the directory. Make sure to take advantage of your advisor’s office hours, as well. They will be posted on the professor’s office door.

What are some of the common mistakes students make?

- Students enroll in too many or too few hours.
- Students avoid repeating courses in which they earned low grades.
- Students with a weak academic background take advanced courses.
- Students fail to resolve “I” (Incomplete) grades within the time limit.
- Students choose courses on the advice of a friend.
- Students take all of their core curriculum courses first.
- Students seek academic or personal help too late in the semester.
- Students register too late to get the courses they need.
- Students continue in a major despite repeated failures.
- Students re-enroll for a course they have already completed, or transferred in.
- Students believe they received specific major hours for courses that transferred as electives.

How many credit hours do I need to be a Sophomore, Junior, Senior?

Freshman: 1-29 semester hours
Sophomore: 30-59 semester hours
Junior: 60-89 semester hours
Senior: 90 or more semester hours

How many hours do I need to take to be a full time student?

Students must take 12-18 hours in a semester to be considered full time. Anything over 18.5 hours is charged an overload fee of $375 per credit hour.

How do I register for classes?

Each year, we host an “Advising Week” just prior to registration. During this week, students meet with their advisors to discuss course selection and progress toward graduation. Following advising and during the designated time, students register for classes online using Self-Service. A video tutorial is provided online here.

How do I view my transcripts?

Students have 24/7 access to their unofficial transcripts online through Self-Service. A video tutorial is provided online here>>.
Can I drop a class?

Courses can be dropped in the Record’s Office through the first week of the semester without any grade penalty. After this time, students can drop a class with a grade of “W” up until midterms. After this time, dropping a class will result in a grade of “WF”. Students must check the published Academic Calendar for specific deadlines.

Will I lose financial aid or get money back if I drop a course or courses?

Changes to your financial aid and bill depend on the number of credits you are dropping, whether you retain full-time status or drop to part-time status, and if you drop before, during, or after the drop-add or refund period. As long as you remain between 12 and 18 hours, you should not have any financial changes. Before dropping your class or classes, contact the Record’s Office or Student Accounts to determine the financial consequences of the prospective change.

Can I repeat a class in which I did not perform well?

Students can repeat classes in which they received a grade of less than “C”. When the repeated course is completed at Montreat College, the higher grade will replace the lower grade in the GPA. Students will not earn dual credit for the course.

Can I walk at commencement before I have finished all of my requirements?

Currently, our policy is that if you are within 3 hours or one requirement of finishing your degree you can petition to walk in commencement. Students must complete the petition form and turn it in to the Record’s Office with an outline of how degree requirements will be met in order to be considered for approval. Students often pursue this option when completing a summer internship following their final semester.

What do I do if my major and minor overlap? Can I double count courses?

At Montreat, we want to make things as simple as possible for you to meet degree requirements. While major requirements cannot double count with general education requirements or bachelor of arts/sciences requirements unless specifically stated in the catalog, courses between a major and minor or concentration can double count. We also allow minor courses to double count with general education courses. Regardless of what classes double count, every student still needs 126 unique semester hours in order to meet graduation requirements. If you have specific questions about what classes may double count, consult the Record’s Office.

Can I receive PE credit for participating in athletics on campus?

We award a maximum of two credits for active participation on a Cavalier athletic team. Only one credit can be awarded per semester, regardless of dual sport participation. These credits will be used to fulfill the general education physical education requirement.
Can I take a class if I have not met the pre-requisite?

On special occasions, faculty members may override a pre-requisite for an exemplary student who is capable of handling the material. We do not recommend trying to waive pre-requisites, as these are vital building blocks in understanding your major. There may be some times when a course is transferred in that meets the pre-requisite requirement, but is not recognized through the online registration system. If this happens, contact the Record’s Office to manually register for the course.

Do I have to take IS 102/200, Bible, and English my first two semesters?

Yes. Instructors strive to integrate Christian faith and worldviews within the context of all subjects and disciplines. Therefore, all students need to have a basic understanding of a Christian worldview and Christian doctrines in order to fully grasp the concepts of further study at Montreat College. BB 101 and 102 provide foundational Biblical knowledge that students may not have received previously. IS 102 and IS 200 expose students to the mission of Montreat College as an academically rigorous community dedicated to seeking God’s truth in all its aspects and exploring faith in relation to all studies. EN 101 and 102 ensure that our students possess the writing skills essential to all other college coursework. The General Education core courses also provide a proving ground for the level of scholastic effort required of our students. All full-time students must be enrolled in the following General Education core courses below, unless they have received transfer, AP, or CLEP credit for them, or until they are successfully completed:

First-Year, First Semester Courses:
IS 102 Foundations of Faith and Learning or IS 200 Seminar on Faith and Learning (for students transferring in 12 credit hours or more); and
BB 101 Old Testament Survey; and
EN 101 English Composition or EN 103 Honors English Composition.

First-Year, Second Semester Courses:
BB 102 New Testament Survey; and
EN 102 English Composition or EN 104 Honors Introduction to Literary Studies.

Students may withdraw from these courses and receive a “W” grade, but must re-enroll in them the following semester. Students who do not pass a required course will also be required to re-enroll in the course the following semester. EN 101 or 103 and EN 102 or 104 must be completed with grades of “C” or better or these courses must be retaken the following semester. Required courses must be taken until successfully completed.

How do I find my major GPA?

Major GPAs are not officially calculated at Montreat College. In order to determine major GPA, students can pull up their transcripts on Self-Service. Consulting with the Academic Catalog in order to pick out the courses for the major, students can add the total quality points and the total GPA hours for all major courses. Divide the quality points by the GPA hours for a cumulative major GPA. Note: Repeated courses are tricky, as they do not count twice in the GPA. Consult with the Record’s Office if you have any questions.
How do students track graduation requirements?

Students utilize many resources to stay on track of graduation, including the “Graduate in Four” plan, academic advising, the academic catalog, and degree audits. Official Degree Audits are completed by the Record’s Office on several occasions. When a student first declares a major, a Degree Audit is sent to the student to show them where they are in relation to the declared major, and how many hours and requirements remain. If the student changes his major at any point, a new Degree Audit will be generated. Degree Audits are then also updated at the Junior and Senior year mark. Students may request an updated Degree Audit by contacting the Record’s Office.

Can I take courses that are not on the schedule?

Students have the option of pursuing a Directed Study (DS) or Course by Arrangement option (CBA) if a class that they need or desire is not offered. Students must receive approval from both a supervising professor and Academic Affairs in order to take a DS or CBA. If you are interested in this option, first contact your advisor. Be aware, also, that there is a $50 per-credit hour fee applied to DS and CBA courses.

Students who are interested in taking a course off-campus may do so if they receive prior approval from the Record’s Office. Students must complete a Request to Pre-Approve Transfer Credit form in order to transfer in a course from another college.

Students who are interested in studying abroad must consult the Academic Catalog for approved study abroad options, and then meet with their advisor to see if the courses available will apply toward degree completion. Following this meeting, students contact our off-campus study coordinator for more information.

Who can see my information?

Your advisor has access to your Degree Audit transcripts, GPA, and class information. Access to this information is essential for effective advising. However, advisors are still held to FERPA (Family Education Rights and Privacy Act) standards and do not share your information outside of the college. For more information on FERPA, view our online tutorial video here>>.

What if I need help and don’t know where to start?

The Registrar’s Office is available to help point you in the right direction. We are located in Gaither Hall. Office hours are M-F, 8:30-4:30pm. You can call us at 828-669-8012 ext. 3735 or email us at registrar@montreat.edu.