Faculty Blue and Gold Pages
2019-2020
The purpose of this document is to provide resources and advising tips for Pre-Major Faculty Advisors. Many resources are hyperlinked so that you may review information from direct sources. This guide is also meant to complement the resources that students received and used over the summer to prepare for registration, orientation, and starting their Emory careers. We expect that you will connect and refer students with many of the people and resources listed in this document. While you may read it in its entirety, it is searchable and meant to be used as a means to look-up information you need for, or with your advisees.

We would like to direct you to the resources our new students used this summer to learn about the Emory community, systems, and resources.

- **New Student Programs**: [http://college.emory.edu/orientation/](http://college.emory.edu/orientation/)

- **Summer Orientation Emory Essentials in Canvas**: [http://college.emory.edu/orientation/info...summer.html](http://college.emory.edu/orientation/information-for-you/first-year/summer.html)
Dear Pre-Major Faculty Advisors,

As we approach the beginning of a new academic year, we are excited to welcome the Class of 2023. Every member of the Emory College faculty serves an important role as a pre-major faculty advisor for our first-year students. This unique advising system allows you to work with a few first-year students as they transition from high school to becoming active and engaged College students and members of the Emory community.

Whether reviewing a first-semester schedule, asking about academic and extra-curricular interests or just being a friendly and familiar face, the pre-major advising relationship can set the tone for a positive Emory experience. While we don’t expect you to know everything, you are one of the best resources for our new students, and they are eager to get to know you.

Thank you for your engagement and commitment to our undergraduates.

I wish you a wonderful year,

Carla Freeman
Senior Associate Dean for Faculty
College of Arts and Sciences
PACE Program Overview and Administrators

Pre-major Advising and Connections at Emory (PACE) is the Emory College program that strives to orient and transition first-year students into the Emory community from matriculation through the first semester. The PACE program is administered through the Office for Undergraduate Education's New Student Programs. We collaborate with faculty in the College, staff from OUE, and Campus Life to determine what students need to know and experience in order to be successful members of the Emory community.

The three overarching goals of the PACE program are to promote:

- **Emory Community Development:** Students form connections with faculty, staff, and peers and establish relationships that will support their academic and social goals
- **Personal Development:** Students learn to take ownership of their own learning experience and begin to develop greater self-understanding
- **Practical Knowledge/Skills:** Student will gain the skills to navigate life as a college-level student, maximizing their personal and Emory community development

Shari Obrentz, PhD
Associate Dean, OUE & Director, PACE
B Jones Center 204
404.727.5110
sobrent@emory.edu

Tina McDowell, M.Ed
Assistant Director, PACE
White Hall 215A
404.727.7373tmcdowe@emory.edu

Blaise Bolemon, M.Ed
Assistant Director, New Student Programs
White Hall 215A
blaise.bolemon@emory.edu
Pre-Major Advising

Pre-Major Faculty Advisors are advisors of record to all incoming first-year students and, as a result, act as official ambassadors of Emory College. One of the first responsibilities of a Pre-Major Faculty Advisor is to show our newest members of the Emory community that we care about them and want them to succeed at Emory.

- Pre-Major Faculty Advisors will be assigned 3-4 new first-year students before the beginning of the Fall semester.
- The Faculty Advising Center is updated by the middle of August where Pre-Major Faculty Advisors will see their new advisees' names.

The Matching Process

The PACE administrators try to match students with faculty based on broad academic interests (arts, humanities, natural sciences, or social sciences). While some faculty may be matched with students who have similar academic interests, there is no perfect match system. Students' minds and interests change quickly. We also know that many students have not been previously exposed to all of the academic areas Emory offers. Many students will not know what they are interested in until they meet faculty and take courses.

Many new Emory students also have professional goals that may not align with faculty members’ expertise. Almost every Emory student has some “pre-professional” interest, and some have multiple pre-professional goals. We encourage them to explore those in addition to the Liberal Arts and believe that Pre-Major Faculty Advisors can develop positive working relationships with students, no matter their academic interests. We often hear that some of the best relationships develop because of reasons beyond academic interests.

Expectations for Pre-Major Faculty Advisors

As an ambassador of Emory College of Arts and Sciences, Pre-Major Faculty Advisors begin to introduce students to the resources available to them at Emory. As a Pre-Major Faculty Advisor, you may be advising students with interests in a variety of disciplines outside of your own. We do not expect you to be able to answer every specific question that a student asks about a department or program, but want you to be an access point for guidance and other resources to help students obtain the information they need. Additionally, the relationship that you build with your advisees will help them achieve the three goals outlined by the PACE program: community development, personal development, and practical skills.
Pre-Major Faculty Advisors can help meet the PACE program goals (community development, personal development, and practical skills) through the conversations they have with advisees. As a Pre-Major Faculty Advisor, you are expected to:

1. Welcome students to Emory!
2. Introduce yourself (include how you would like to be addressed and tips for how to speak to/address other faculty)
3. Ask about interests (academic and other)
4. Discuss the Liberal Arts (generally why we have GERs)
5. Have general knowledge of first-year and General Education Requirements
6. Share tips on being a successful college student (personal or from your students)
7. Promote exploration in courses and activities
8. Refer to other faculty, advisors, offices, and resources when appropriate
9. Share that students will have a network of advisors (which includes, but is not limited to you)
10. Be clear about how students should contact you throughout the semester
Student Actions

Onboarding through Transition

Summer Before Orientation
- Emory Essentials
  - Intro to the Liberal Arts
  - Exploration of departments and programs
  - Learning/EmoryApps
- Learning/Emory Systems
- Pre-Registration Advising
  - Submitted A4/8 and other previous college courses
  - Spoke with an OUE Pre-Registration Advisor
  - Major/Minor Fall Schedule (we believe in being flexible and having many options)
- Registration
  - Registered for 12-19 hours
  - Will have more opportunity to change during SF Enrollment Appointment AND Add/Drop Swap

Orientation (August 24-27)
- Orientation Expo (Aug 30)
  - Department/Program Tailing
  - Resources on campus
- First Year Foundations (Aug 26)
  - Assessment, Your and General Education Requirements
  - Discuss balanced schedule
  - Discuss how Add/Drop/Withdraw and Waitlist work
  - Encourage flexibility
- Pre-Major Faculty Advisor Meetings (Aug 26)
  - Small group or 1-2
  - Referrals to departments/programs, faculty or other campus resources
  - Faculty expectations and suggested topics/questions on reverse page
- Department Information Sessions (Aug 26)
- Academic Expo (Aug 26)
- *
  - Department/Program tailoring
- *
  - Task Advising Sessions (Aug 26-27)
  - Pre-BUS, Pre-Health, Pre-Dean Degree and Pre-Law

First Semester
- PACE 101 (Topics Include)
  - Defining personal success
  - Academic responsibilities
  - Effective communication with faculty and others
  - Building a network
  - Where the heck is Emory?
  - The liberal arts
  - Academic and co-curricular exploration and planning
  - Career readiness: using Emory systems and preparing for spring registration
- Health 100 Topics Include
  - Trend and Energy Management
  - Nutrition, Physical Activity, Sleep
  - Stress, Positive Mental Health
  - Career, goal, Rationale, values and strengths
  - Residence Hall meetings (101-111)
- Pre-Major Faculty Advisor Meetings
  - 1-1 Before students register for spring semester (early-mid November) to check in or the fall semester and spring plan
  - Discuss academic co-curricular and extra-curricular exploration and involvement
  - Continue with referrals

General Expectations for Pre-Major Faculty Advisors
- Welcome students to Emory
- Introduce yourself (include how you would like to be addressed and tips for how to speak to/address other faculty)
- Ask about interests (academic and other)
- Discuss the Liberal Arts (generally why we have GEMS)
- Have general knowledge of first-year and General Education Requirements
- Share tips on being a successful college student (personal or from your students)
- Promote exploration in courses and activities
- Refer to other faculty, advisors, offices and resources when appropriate
- Share that students will have a network of advisors (which includes but is not limited to you)
- Be clear about how students should contact you throughout the semester

Possible topics for the first meeting August 26
- You may meet with 3-4 students at a time, or 1-1. These are guiding questions or topics you may choose to use.
- Questions:
  - What are you excited about?
  - What are you nervous about?
  - Who do you still need to meet with (talk to before finalizing your schedule)?
  - Topics to explore/share
    - Your own academic journey (undergraduate or graduate)
    - What you think makes a college student successful
    - What a balanced schedule looks like (inside and outside of the classroom)
    - What your office hours are for and why students go
    - How to reach out to faculty or staff
    - Challenges you had overcame in college
    - Favorite places/activities at Emory
    - Favorite places/activities in Atlanta
    - Best way to contact you in fall
    - Expected response time

Possible topics for the second meeting in November
- This meeting is meant to be a check-in. These are guiding questions or topics you may choose to use.
  - Questions:
    - How have your classes been going?
    - Which classes have particularly challenged or inspired you?
    - Have you utilized office hours?
    - What academic support resources have you found useful? If you haven’t used them, do you need to?
    - What out of class activities have you explored? Anything you hope to continue or start new?
    - What have you learned about yourself? Anything surprising?
    - Have you started to consider co-curricular opportunities (study abroad, research, etc.)
    - What additional resources do you think you need to feel connected/successful at Emory?
    - What do you hope to explore in the spring?
    - How would you like to stay in contact after this fall?

*NOTE: First-year students will complete an advising module for PACE 101 that will review requirements and policies.
Managing First-Year Student Expectations
On Monday, August 26, all Pre-Major Faculty Advisors will meet with their new advisees. In order to manage expectations for the first advising session, please note the information we shared with first-year students over the summer and before their first meeting with you.

Before they meet with you, first-year students should have:

**Reviewed resources to prepare them for their transition to Emory**
- Completed Emory Essentials (summer orientation course through Canvas) which includes an overview of the Liberal Arts at Emory, an introduction to Emory systems such as OPUS and Canvas, preparation for the registration process, and review of community standards.

**Virtually met with an OUE Pre-Registration Advisor**
- Reviewed first-year and General Education Requirements
- Learned how to search for classes, requirements and build a balanced schedule
- Submitted AP/IB and previous college credits

**Registered for a minimum of 12 credit hours and up to 19 hours between August 12-16**
- Some students may be “disappointed” with closed courses, or their first attempt at registration
- Students may be waiting for AP/IB or other credits to post
- Students may be waiting for placement results for some courses

**The Advising Network**
As a Pre-Major Faculty Advisor, you are one of the members of the Emory community with whom students can build a connection that will enhance their experience at Emory. Sometimes you are the first person a student reaches out to for assistance. PACE administrators and OUE academic advisors rely on information shared by Pre-Major Faculty Advisors to meet the needs of our first-year students. We encourage you to have your advisees check in with you. Asking students to report back may encourage additional communication and a sense of connection. If you don’t hear back from your advisee, it could be an indication that s/he needs more support.

The PACE Administrators are available to assist Pre-Major Faculty Advisors. If a student misses his/her first advising appointment, please contact Tina McDowell, tmcdowe@emory.edu on the advising day, August 26.
- First-year students are required to meet with you again during the falls semester. This typically happens during the first two weeks of November, and the student is asked to reach out to you.
- First-year students will remain in your Faculty Advising Center as an advisee until they declare a major.
- If a student declares a major in your department, you may remain as the advisor of record.
If you are concerned about a first-year student at ANY TIME, please contact the PACE Administrators, OUE Advising at oue.advising@emory.edu or complete a student concern form through the SIS Team: sisteam@emory.edu

First-Year Requirements and General Education Requirements
The following courses must be taken within the first year of enrollment at Emory College (some are required in the first semester, as noted below). Fall and Spring (tentative) courses are listed in the College Course Atlas. Students may search for courses by subject, by department or by GER.

First-Year Students
- PACE 101: Fall semester only
- Health 100: Fall semester only
- First-year writing requirement: The first-year writing requirement can be satisfied by AP/IB credits and other courses taken prior to enrollment or during the summer after the first year. The requirement can be fulfilled during Fall, Spring, or Summer semesters.
- First-year Seminars: Fall or Spring semesters

Here are some other advising tips for working with first-year students.
- First-year students should enroll in 15-19 credits including PACE 101 and Health 100 during the first semester
- After the first semester, students should enroll in 15-17 academic credits each semester
- Students have 4 years/8 semesters to complete their GERs and do not need to finish them in their first year
- Students should check the Course Atlas to see when courses are offered for the Fall only, Spring only or both semester

Course loads will differ by student and plans of study. The following are general guidelines for course loads.

Normal course load for first-semester First-Year students:
- 15-19 credits (This includes PACE 101 and Health 100)
- Eligibility for Phi Eta Sigma (First-year honorary) requires enrollment in at least 4, 3-credit courses.
- Courses that can count for different GERs
- NO OVERLOADS (more than 19 credit hours) allowed

Normal course load for Emory College Students after the first semester:
- 15-17 per semester for students to finish in eight semesters
- Students are permitted to take 12-19 any semester
- With a 3.0 GPA, students can take a maximum of 22 hours, plus physical education and applied music in any one semester
The General Education Requirements may be completed throughout the Emory career. All GERs are listed in the College Catalog. Courses listed under Departments and Programs include GER tags.

### Frequently Asked Questions for Pre-Major Faculty Advisors

While this is not a comprehensive list of questions, these are some of the most frequent questions pre-major advisors have themselves or will get from their first-year students.

#### AP/IB or previous credits

- **How many credits can I bring in to Emory from outside of Emory?**
  - You can bring up to 18 credits total, of which **only 12 of those credits** can be from AP/IB or other exams. If you have multiple exams/courses that are equivalent to the same class at Emory, you will not receive double credit.

- **If I have more credits than I can bring in, how do I choose which ones to use for credits vs. placement?** Or **When should I retake a course that I have AP/IB credit for?** This really depends on many factors- and there is not one right answer. You can use/ask these questions to your advisees.
  - You should consider whether you may need a course for a pre-requisite, major or minor. You may not know at this time- that’s ok!
You should consider if you have a strong foundation or need a strong foundation to continue in a department. Things to ask yourself: When did I take this exam? (if more than a year ago, it may be a good idea to take the course). Am I comfortable with the material? (if not, it may be a good idea to take the course) Would I feel better if I took the College level- or am I ready to keep going?

**Did Emory receive my AP/IB Credits?** AP/IB Credits are posted in OPUS. Please note: If submitted electronically, processing can take **up to two weeks**. If students submitted material more than two weeks ago and the scores have not been posted, please ask students to email the Admission Office at admission.processing@emory.edu for more details.

**When will my credits post?** If Admission receives scores by August 7, students should see scores posted in OPUS by August 12. If Admission receives scores between August 8 and August 12, students should see scores posted in OPUS by August 23.

Once credits are received, credits will be posted in OPUS.

- Please note: If submitted electronically, processing can take **up to two weeks**. If students have questions, please have them email the Admission Office at admission.processing@emory.edu.

**How do I swap out my AP/IB credits (if I have more than 12 eligible credits)?** The Office of Admission has a form students can complete to swap out eligible credits. ALL eligible exams will appear on the transcript, however students may only bring in 12 credits, which can count for GERs and Graduation requirements.

**Academic Support**

- **What support is available?** The College has many different academic support services available. Visit [www.college.emory.edu/oue/](http://www.college.emory.edu/oue/) for a link to all programs. Many services require scheduling an appointment.
  - Academic Coaching
  - ESL Tutoring
  - EPASS Peer Tutoring
  - EPASS Mentors
  - Writing Center

**Hardship Concerns**

- **What resources are available for books?** There are several resources available for students. The first is the Lending Library: [http://success.emory.edu/resources/library.html](http://success.emory.edu/resources/library.html). There are some small emergency funds across the university to help students with books. Students should schedule an appointment with their OUE academic advisor to be directed to resources.

- **Are there any emergency loan funds?** The Office of Financial Aid has some emergency short term loans available. Students should contact their FA advisor for details on applying and repayment. If a student does not receive Financial Aid, they should schedule an appointment with their OUE academic advisor to be directed to resources.

- **What are the resources for food security?** [http://success.emory.edu/resources/food.html](http://success.emory.edu/resources/food.html)
Disability/Chronic Health/ Mental Health Accommodations and Support

- **I had academic accommodations in high school/my previous college. Will I have them at Emory?** Accommodations are uniquely developed for students on an individual basis. College-level services for students with disabilities are not a continuation of special education services in high school. Students will meet with a compliance specialist to determine if they are eligible for accommodations and if so, to determine reasonable accommodations for college-level work. [http://accessibility.emory.edu/students/new-to-oas/faq.htm](http://accessibility.emory.edu/students/new-to-oas/faq.htm)

- **How do I register for accommodations?** New students have to register with the Office of Accessibility to detail their disability, past services, and needed accommodations from their own perspective. They will need to provide documentation to the OAS to determine what accommodations will be appropriate at Emory. Please send students to [http://accessibility.emory.edu/students/new-to-oas/index.html](http://accessibility.emory.edu/students/new-to-oas/index.html)

- **What are other support resources available?** The Student Success Programs and Services office has a number of resources available for students. You can see their resources and programs here: [http://success.emory.edu/index.html](http://success.emory.edu/index.html)

- **Is counseling available?** Counseling and Psychological Services (CAPS) [http://studenthealth.emory.edu/cs/](http://studenthealth.emory.edu/cs/)

- **I need help with resources, where should I start?** Faculty, staff or students may report concerns to the Student Intervention Services (SIS). The SIS team will assess student needs and refer/connect to resources on and off-campus. [http://success.emory.edu/SIS/referral.html](http://success.emory.edu/SIS/referral.html)

Incomplete

- **When are students eligible for an Incomplete?** Incompletes are typically an intervention for students at the end of the semester who have extenuating circumstances that prevent them from finishing a course by the end of the semester. A faculty member cannot assign an Incomplete (I) without approval from the Office for Undergraduate Education. To be eligible, students must have completed at least 50% of the work in the course and be eligible to “pass” the class. Students should be directed both to their instructor and their OUE academic advisor.

Transfer

- **What should I do if a student wants to transfer?** There are a number of reasons why new students may consider transferring to a different institution (financial, social fit, closer to home, etc.). If a student approaches you with an intention to transfer, we encourage you to have a conversation with the student to help determine if there are programs, resources or people that may help make the decision to stay clearer. Many times students are unaware of opportunities/resources at Emory, which may be just what they are looking for. You can also refer these students to OUE Academic Advisors if there are forms that need to be completed.

Withdrawals

- **What is my role with a course withdrawal?** Students are allowed to withdraw from courses without penalty through the 6th week of classes. This means that a "W" will appear on the transcript, but not affect the GPA. While a "W" will not affect the GPA, students with a "W" will not be eligible for Phi Eta Sigma. First-year students have the opportunity to
withdraw from one course through the 10th week of classes either in the Fall OR Spring semester without penalty (same “W” appears on transcript). If a student is interested in withdrawing from a course, they MUST get a signature from the instructor and an advisor (you or an OUE Academic Advisor). Students must maintain at least 12 credit hours after the withdrawal. While your signature is not “approval” for withdrawal, it does offer an opportunity for discussion, and you may ask questions such as:
  o Will you still be enrolled in 12 credit hours after withdrawing? (This is required)
  o How are you doing in this course?
  o Why this course?
  o How are your other classes going?
  o How will this affect your enrollment next semester?
  o Will you have enough credits to promote to the next class after 2 semesters (30, 60 or 90)?

**What is my role with a full withdrawal?** If a student has more serious concerns or issues affecting their ability to complete the semester, they will need to meet with an OUE academic advisor to discuss options. OUE advisors will assess whether a full withdrawal is warranted or possible and will walk the student through the withdrawal and readmission processes.
**PACE 101 COURSE**

All first-year students are required to enroll in PACE 101 during the Fall semester of their first-year. This course is worth one academic credit and introduces students to important college policies and procedures as well as academic and extracurricular opportunities on campus. The program provides resources for students to become proficient in using learning tools and resources, in identifying and reflect on their achievements and to use the resources to help them to accomplish their academic and personal goals.

**PACE Goals:**
- **Emory Community Development:** Students form connections with faculty, staff, and peers and establish relationships that will support their academic and social goals
- **Personal Development:** Students learn to take ownership of their own learning experience and begin to develop greater self-understanding
- **Practical Knowledge:** Student will gain the skills to navigate life as a college-level student, maximizing their personal and Emory community development

Below you will find an outline of the requirements students must meet to pass the course, as well as a schedule for the semester and an outline of the topics covered.

**PACE 101 course Fall 2019**

The PACE 101 course has 76 sections of 19 students. We recruited over 65 facilitators from OUE, Campus Life, and several divisions of the University to lead weekly discussions and activities on various topics and requirements. During the 50-minute class sessions, students will receive weekly announcements of current and future events/deadlines and participate in discussions and activities.

Students also complete a number of online modules/assignments, attend two out-of-class Emory community events with reflections and surveys throughout the fall.

**PACE 101 Session Topics**

- **Week of August 26:** Welcome to PACE 101
- **Week of September 2:** Defining Success and Identifying Resources
- **Week of September 9:** Your Academic Responsibilities
- **Week of September 16:** Why Your Network Matters
- **Week of September 23:** My Emory
- **Week of September 30 and October 7:** Mid-Semester Check-in
- **Week of October 14:** The Liberal Arts
- **Week of October 21:** Academic Planning Part 1
- **Week of October 28:** Academic Planning Part 2
- **Week of November 4:** Co-curricular Experiences
- **Week of November 11:** Future Opportunities
- **Week of November 18:** Final Presentations (1-minute reflection/student)
- **Week of November 25:** Thanksgiving
- **Week of December 2:** End of Classes: NO PACE 101 FINAL
Health 100: It’s Your Health Course Overview

Course Description:

Administered by the Center for the Study of Human Health (CSHH), Health 100 is a required course for first-year students in Emory College. This course is only offered fall semester and fulfills the Personal Health (HLTH) General Education Requirement (Area VIII).

Health 100 aims to educate, engage, encourage, and empower Emory College first-year students in their own health and well-being. The focus of the course is on discovering health, optimizing behavior around essential health topics, and builds a foundation of positive health practices. Following the guiding framework of knowledge – translation – application, this course utilizes experiential, practical application and a peer-facilitated approach to provide students with the tools to discover their own health and the opportunity to develop the skills to personalize evidence-based strategies to enhance their health and well-being during college and beyond.

Course Objectives:

Upon completion of this course, students will be able to:

- Identify and describe essential concepts and science-based evidence surrounding core health topics including, but not limited to, (a) time and energy management, (b) vision, goals, and motivation, (c) stress, (d) sleep, (e) values and strengths, (f) nutrition, (g) physical activity, and (h) positive mental health.
- Develop and discuss personalized strategies for health-enhancing behavior for each core health topic.
- Examine and apply strategies for health-enhancing behavior for each core health topic to the lived college experience.

Prerequisites: None

Grading: Letter Grade

Credit Units: 1

Canvas website: HLTH100: It’s Your Health-Fall 2019 - https://classes.emory.edu
### Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, August 28</td>
<td>First Day of Classes</td>
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<tr>
<td></td>
<td>Add/Drop/Swap begins</td>
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<td></td>
<td>PACE 101 Sessions Begin</td>
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<tr>
<td>Wednesday, September 4</td>
<td>Add/Drop/Swap ends at 11:59pm</td>
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<td></td>
<td>The Office for Undergraduate Education will have walk-in advising during operating hours</td>
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<tr>
<td>Friday, September 13</td>
<td>Last Day for Grading basis changes (LG/SU)</td>
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<td>Monday-Tuesday, October 14-15</td>
<td>Fall Break</td>
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<tr>
<td>Friday, October 18</td>
<td>4:00pm: Partial Withdrawal Deadline Without Academic Penalty</td>
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<tr>
<td>Friday, November 15</td>
<td>4:00pm: One-Time Partial Extended Withdrawal Deadline (for new students ONLY)</td>
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<tr>
<td>Monday-Friday, November 4-15</td>
<td>Advising Week: First-year students will schedule a pre-registration meeting with their faculty advisor</td>
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<tr>
<td>Monday-Wednesday, November 18-20</td>
<td>Direct Enrollment: First-Year Registration Appointments</td>
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<tr>
<td>Wednesday-Friday, November 27-29</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>Monday, November 25</td>
<td>Add/Drop/Swap opens at 12:01am, ends Tuesday, January 21, 2020</td>
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<tr>
<td>Tuesday, December 10</td>
<td>Last Day of Classes for Emory College</td>
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<tr>
<td>Thursday-Wednesday, December 12-18</td>
<td>Final Exams</td>
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<tr>
<td>Thursday, December 19</td>
<td>Residential Hall Close</td>
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<tr>
<td>Saturday, December 21</td>
<td>AP/IB and transfer credits must be posted by the Office of Admissions to receive credit, End of Term</td>
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<tr>
<td>Sunday, January 11</td>
<td>Residence Hall Open 10:00am</td>
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<tr>
<td>Tuesday, January 14</td>
<td>First Day of Classes</td>
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<td>Monday, January 20</td>
<td>Martin Luther King Holiday-No Classes</td>
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<td>Tuesday, January 21</td>
<td>Add/Drop/Swap Ends</td>
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<tr>
<td>Thursday, January 30</td>
<td>Deadline for Letter Grade/Satisfactory- Unsatisfactory Changes</td>
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<tr>
<td>Friday, March 6</td>
<td>4:00pm: Partial Withdrawal Deadline Without Academic Penalty</td>
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<tr>
<td>Monday- Friday, March 9-13</td>
<td>Spring Break</td>
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<tr>
<td>Friday, April 3</td>
<td>4:00pm: One-Time Partial Extended Withdrawal Deadline (for new students ONLY)</td>
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<td>Monday, March 30 - Friday, April 3</td>
<td>Advising Appointment with Faculty Advisor</td>
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<tr>
<td>Monday-Wednesday, April 6-8</td>
<td>Direct Enrollment Appointment: Rising Sophomores</td>
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<tr>
<td>Monday, April 13</td>
<td>Add/Drop/Swap Opens, Closes July 26th Reopens, August 28th-September 4th.</td>
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<tr>
<td>Monday, April 27</td>
<td>Last Day of Classes for Emory College</td>
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<tr>
<td>Thursday-Wednesday, April 30-May 6</td>
<td>Final Exams</td>
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<td>Monday, May 11</td>
<td>Commencement</td>
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Office for Undergraduate Education (OUE)

The Office for Undergraduate Education (OUE) promotes the academic development of Emory College students from matriculation to graduation. The OUE handles issues related to:

- Registration
- Course selection
- Academic honor and integrity
- Academic advising
- Academic support (tutoring and mentoring)
- The College’s policies and procedures
- Scholarships, research, and distinctive programs

If students need academic support, OUE can suggest some strategies on how and where to study. Also, students can schedule an appointment with a learning specialist or academic coach.

Appointments for many OUE staff and academic services are available through College Connect.

Contact Information

- Main Office: 404-727-6069, 300 White Hall
- Website: [http://college.emory.edu/oue/index.html](http://college.emory.edu/oue/index.html)
- General Advising Questions-Email: oue.advising@emory.edu
- Academic advising appointments for students are scheduled at the College Connect Hub
- Academic Concern/Form for faculty: Complete an academic concern form for any students or advisees: sisteam@emory.edu
Department Contacts

Your advisees may have questions about specific departments or programs that you cannot answer. Below is a list of faculty or department administrators who are prepared to answer first-year advising questions. These contacts will be accessible during Orientation and the Add/Drop/Swap period.

<table>
<thead>
<tr>
<th>Department or Program</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American Studies</td>
<td>Michelle Gordon</td>
<td>404-727-6847</td>
</tr>
<tr>
<td>African Studies</td>
<td>Kristin Phillips</td>
<td>404-727-9551</td>
</tr>
<tr>
<td>American Studies</td>
<td>Peter Wakefield</td>
<td>404-727-9659</td>
</tr>
<tr>
<td>American Studies</td>
<td>Kim Loudermilk</td>
<td>404-727-4227</td>
</tr>
<tr>
<td>Ancient Mediterranean Studies</td>
<td>Cynthia Patterson</td>
<td>404-727-4465</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Heather Carpenter</td>
<td>404-727-1448</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Craig Hadley</td>
<td>404-727-5248</td>
</tr>
<tr>
<td>Arabic</td>
<td>Rkia Cornell</td>
<td>404-727-8212</td>
</tr>
<tr>
<td>Art History</td>
<td>Linda Merrill</td>
<td>404-727-0514</td>
</tr>
<tr>
<td>Biology</td>
<td>Rachel Spell</td>
<td>404-727-5828</td>
</tr>
<tr>
<td>Business School</td>
<td>Jessica Lowy</td>
<td>404-727-2713</td>
</tr>
<tr>
<td>Catholic Studies</td>
<td>Tony Alonso</td>
<td>404-727-1816</td>
</tr>
<tr>
<td>Center for the Study of Human Health</td>
<td>Shiyra Sadoff</td>
<td>404-712-5457</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Phone</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>Jeremy Weaver</td>
<td>404-727-2254</td>
</tr>
<tr>
<td>Chinese</td>
<td>Hsu-Te Cheng</td>
<td>404-727-4014</td>
</tr>
<tr>
<td>Classics</td>
<td>Katrina Dickson</td>
<td>404-727-7939</td>
</tr>
<tr>
<td>Comparative Literature</td>
<td>Kathy Ly-Nguyen</td>
<td>404-727-7994</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Steven La Fleur, Ken Mandelberg, Davide Fossati</td>
<td>404-727-0885, 404-727-7963, <a href="mailto:davide.fossati@emory.edu">davide.fossati@emory.edu</a></td>
</tr>
<tr>
<td>Creative Writing Program</td>
<td>Paula Vitaris</td>
<td>404-727-4683</td>
</tr>
<tr>
<td>Dance</td>
<td>Lori Teague</td>
<td>404-727-5339</td>
</tr>
<tr>
<td>East Asian Studies</td>
<td>Tonio Andrade</td>
<td>404-727-4469</td>
</tr>
<tr>
<td>Economics</td>
<td>Hugo Mialon</td>
<td>404-727-0355</td>
</tr>
<tr>
<td>English</td>
<td>Paul Kellenger</td>
<td>404-727-2223</td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>Ann Hall</td>
<td>404-727-2863</td>
</tr>
<tr>
<td>Film and Media Studies (Film Studies)</td>
<td>Michele Schreiber</td>
<td>404-727-4452</td>
</tr>
<tr>
<td>Film and Media Studies (Media Studies)</td>
<td>Amy Aidman</td>
<td>404-727-</td>
</tr>
<tr>
<td>French</td>
<td>Lilia Coropceanu</td>
<td>404-727-7578</td>
</tr>
<tr>
<td>German Studies</td>
<td>Hiram H. Maxim</td>
<td>404-727-9234</td>
</tr>
<tr>
<td>Greek Studies</td>
<td>Katrina Dickson</td>
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<tr>
<td>Health and Physical Education (Play 4 Life)</td>
<td>John Ridgway</td>
<td>404-727-6527</td>
</tr>
<tr>
<td>Hebrew</td>
<td>Pazit Kahlon</td>
<td>404-712-5031</td>
</tr>
<tr>
<td>Hindi</td>
<td>Brajesh Samarth</td>
<td>650-391-3597</td>
</tr>
<tr>
<td>History Department</td>
<td>Becky E. Herring</td>
<td>404-727-3868</td>
</tr>
<tr>
<td>History Department</td>
<td>Lakesia Hayes</td>
<td><a href="mailto:Lakesia.hayes@emory.edu">Lakesia.hayes@emory.edu</a></td>
</tr>
<tr>
<td>History Department</td>
<td>Matt Payne</td>
<td>404-727-4466</td>
</tr>
<tr>
<td>Human Health</td>
<td>Amanda Freeman</td>
<td>404-727-0090</td>
</tr>
<tr>
<td>ILA (IDS &amp; AMST Majors)</td>
<td>Peter Wakefield</td>
<td>404-727-9659</td>
</tr>
<tr>
<td>Integrated Visual Arts (co-Major)</td>
<td>Leslie Taylor</td>
<td>404-727-2574</td>
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<tr>
<td>International Studies</td>
<td>Hubert Tworzecki</td>
<td>404-727-2244</td>
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<tr>
<td>Institute for Quantitative Theory &amp; Methods</td>
<td>Ann Powers</td>
<td>404-727-6830</td>
</tr>
<tr>
<td>Institute for Quantitative Theory &amp; Methods</td>
<td>Zhiyun Gong</td>
<td>404-727-4117</td>
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<tr>
<td>Italian Studies</td>
<td>Simona Muratore</td>
<td>404-727-5898</td>
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<tr>
<td>Japanese Studies</td>
<td>Cheryl Crowley</td>
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<tr>
<td>Jewish Studies</td>
<td>Catherine Dana</td>
<td>404-727-4649</td>
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<tr>
<td>Korean</td>
<td>Bumyong Choi</td>
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<td>Latin</td>
<td>Katrina Dickson</td>
<td>404-727-7939</td>
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<tr>
<td>Linguistics</td>
<td>Marjorie Pak</td>
<td>404-727-8077</td>
</tr>
<tr>
<td>Math</td>
<td>Bree Ettinger</td>
<td>404-727-7580</td>
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<tr>
<td>Department</td>
<td>Contact Name</td>
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<tr>
<td>MESAS</td>
<td>Ofra Yeglin</td>
<td>404-727-0414</td>
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<td>MESAS-Arabic</td>
<td>Rkia Cornell</td>
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<td>Brajesh Samarth</td>
<td>650-391-3597</td>
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<tr>
<td>MESAS-Persian</td>
<td>Hossein Samei</td>
<td>404-727-5562</td>
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<tr>
<td>MESAS Tibetan</td>
<td>Tsepak Rigzin</td>
<td>404-712-2099</td>
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<tr>
<td>Music</td>
<td>Kristin Wendland</td>
<td>404-727-7936</td>
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<tr>
<td>Neuroscience &amp; Behavioral Biology</td>
<td>Michael Crutcher</td>
<td>404-727-5011</td>
</tr>
<tr>
<td>Nursing School</td>
<td>Office</td>
<td>404-727-7980</td>
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<tr>
<td>Persian</td>
<td>Hossein Samei</td>
<td>404-727-5562</td>
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<tr>
<td>Philosophy</td>
<td>Susan Bredlau</td>
<td>404-727-4108</td>
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<tr>
<td>Physics</td>
<td>Tom Bing</td>
<td>404-727-0767</td>
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<tr>
<td>Political Science</td>
<td>Amanda Hutson</td>
<td>404-727-5215</td>
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<td>Political Science</td>
<td>Hubert Tworzecki</td>
<td>404-727-2244</td>
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<tr>
<td>Portuguese</td>
<td>Ana Catrina Teixeira</td>
<td>404-727-2691</td>
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<tr>
<td>Psychology</td>
<td>Barbara D. Strock</td>
<td>404-727-2999</td>
</tr>
<tr>
<td>REALC</td>
<td>Hsu-Te (Johnny) Cheng</td>
<td>404-727-4014</td>
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<tr>
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<td>Hsu-Te Cheng</td>
<td>404-727-4014</td>
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<td>404-727-5087</td>
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<td>Bumyong Choi</td>
<td>404-727-6428</td>
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<tr>
<td>Russian-REES</td>
<td>Elena Glazov-Corrigan</td>
<td>404-712-8725</td>
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<tr>
<td>Religion</td>
<td>Ellen Gough</td>
<td>404-727-7996</td>
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<tr>
<td>Religion</td>
<td>Eric Reinders</td>
<td>404-727-6186</td>
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<tr>
<td>Sociology</td>
<td>Jeff Mullis</td>
<td>404-579-0808</td>
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<tr>
<td>Spanish and Portuguese (Portuguese)</td>
<td>Ana Teixeira</td>
<td>404-727-6435</td>
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<tr>
<td>Spanish and Portuguese (Spanish)</td>
<td>Katherine Ostrom</td>
<td>404-727-6435</td>
</tr>
<tr>
<td>Spanish and Portuguese (Language Placement)</td>
<td>Robyn Clarke</td>
<td>404-727-2240</td>
</tr>
<tr>
<td>Summer Study Abroad</td>
<td>Main Office</td>
<td>404-727-2240</td>
</tr>
<tr>
<td>Theatre Studies</td>
<td>Sara Culpepper</td>
<td>404-727-6781</td>
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<tr>
<td>Tibetan</td>
<td>Tsepak Rigzin</td>
<td>404-712-2099</td>
</tr>
<tr>
<td>Women's, Gender, and Sexuality Studies</td>
<td>Falguni Sheth</td>
<td>404-727-4791</td>
</tr>
</tbody>
</table>
Program and Policy Changes for 2019-2020

New Programs and Majors

Bioethics 4+1 Program: In conjunction with Laney Graduate School, students in Emory College of Arts and Sciences can apply for admission to the 4+1 Bioethics program in their junior year.

Philosophy, Politics, Law: Beginning in Spring 2019, a new major of Philosophy, Politics, Law will be available through the Philosophy department.

New Minors and Concentrations

ILA Business Concentration: Effective Spring 2020, the Institute for the Liberal Arts and the Business School will offer a joint concentration for College and BBA students majoring in Interdisciplinary Studies or American Studies.

Art History Concentrations:

Museum Concentration: The Art History major will offer an optional Museum track within the major beginning in Fall 2019.

Visual Arts Concentration: The Art History major will now offer an optional Visual Arts track within the major beginning in Fall 2019.

MESAS Minor: A minor in Middle Eastern and South Asian Studies will be available beginning in Fall 2019.

QSS Concentrations: The Quantitative Sciences major now offers two additional substantive areas: Art History and Architectural History.

Other Changes

Degree Requirements: The wording for major requirements has been updated to clarify that the Declaration of Major form is now online and that students will usually complete the requirements that are in place at the time they declare a major. When changes are made, students may petition to complete the program under the old or new requirements, and departments have the discretion to approve or reject these requests.

Final Exam Policy: Emory College has changed the policy about reading days, final exams, and assignments during the examination period to ensure students have adequate time to plan and study for their final requirements. This policy will be effective in Fall 2019 and available for viewing in the College Catalog.

Swap-Drop of Posted Credits Policy: This policy outlines the process for students dropping or swapping previously earned AP/IB, International Exam, Previous College, and Transient Study credits. Undergraduate students must submit all AP/IB exam scores, international exam scores or official transcripts from previous institutions by the end of their first semester at Emory (applies to new and transfer students). Students will be allowed to swap or drop credits until they have earned 64 credit hours. Students starting at Oxford College of Emory University must have all previous transfer credits, including test credits and transient credits finalized before graduating from Oxford; credits cannot be dropped or swapped after the Associate's Degree is awarded. The full policy will be available for viewing in the College Catalog.
Student Health, Student Counseling, and Accommodations
Faculty and staff are often the front-line observers of students’ behavior. They may be the first individuals to notice when a student is not doing well. If students show any of the signs listed below, they should be referred to the appropriate offices. If you have concerns about a student’s academic performance and/or well-being, you should make contact with the OUE and/or one or several of the following offices. Common concerns include:

- Significant changes in a student’s observed or reported behavior
- Significant changes in a student’s emotional state
- Recent stressful event or trauma
- Suicidal risk factors
- Chronic/significant medical, mental health, or AD/HD

Student Health Services
Emory University Student Health Services (EUSHS) provides outpatient care for enrolled Emory students with a valid Emory ID card. Students can schedule appointments through “Your Patient Portal.”

- 1525 Clifton Road, 2nd Floor, 404-727-7551
- Website: [http://www.studenthealth.emory.edu/](http://www.studenthealth.emory.edu/)

Counseling and Psychological Services (CAPS):
The Emory University Student Counseling Center provides free, confidential counseling for enrolled undergraduate, graduate, and professional students at Emory University. Consultation, outreach, and educational workshops are provided for Emory’s faculty, staff, and students. The staff at the Counseling Center knows that student life is a transitional period and can bring pressure and stress.

- 1462 Clifton Road, Suite 235, 404-727-7450
- Website: [http://counseling.emory.edu/](http://counseling.emory.edu/)

Office of Equity and Inclusion (OAS):
The Office of Equity and Inclusion provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Office of Accessibility Services (OAS) part of the Office of Equity and Inclusion, assists qualified students, faculty, and staff with obtaining a variety of services and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed. Qualified students, faculty, and staff must register with our office and make a request for services. Confidentiality is honored and maintained.

- Main office: Administration Bldg, Suite110, 404-727-9877, and TDD 404-712-2049
- Website: [http://equityandinclusion.emory.edu/index.html](http://equityandinclusion.emory.edu/index.html)
- Student Toolkit: [http://equityandinclusion.emory.edu/access/students/index.html](http://equityandinclusion.emory.edu/access/students/index.html)

Residence Life or Roommate Problems
Students having roommate problems may need guidance. You can contact Residence Life professional staff for guidance.

Contact Information
- Dr. Scott Rausch, Director Residence Life, [scott.rausch@emory.edu](mailto:scott.rausch@emory.edu)
- General Questions: Housing/Residence Life, Raoul Hall, 404-727-7631
- Website: [http://emory.edu/HOUSING](http://emory.edu/HOUSING)
LINKS TO ADDITIONAL POLICIES, RESOURCES, AND OFFICES
(All Underlined Text are Hyperlinked to Websites)

Academic Requirements

- **AP/IB Equivalences View Here**
  - The AP/IB chart is on the NSP website. Tests are listed alphabetically, or you can use the search function. Each department determines what scores are eligible for Emory credit. Not all AP/IB courses equate to an Emory course- some just award credit. Some departments may also require a placement exam/conversation with faculty to determine appropriate starting levels at Emory.

- **General Education Requirements (GERs)**
- **Graduation Requirements**
- **Department Advising Tips View Here Need a new Link Here**
  - Each department shared specific information for first-year students, including appropriate courses for exploration, starting off or the major or minor and departmental contacts. You may also find more information about majors/minors or faculty on the departmental websites.

Office for Undergraduate Education (OUE)

- **Staff**
- **Faculty Resources**

Academic Advising

- **OUE Advisors**
- **Academic Coaches**
- **Dual Degrees (Engineering and Nursing)**
- **Pre-Business**
- **Pre-Health Advising**
- **Pre-Law: Career Center**
- **National Scholarships and Fellowships**
- **Nursing School**
- **Undergraduate Research Programs**

Academic Support Programs

- **Academic Coaches**
- **Academic Fellows**
- **Domestic Transient Study**
- **ESL Program**
- International Transient Study Abroad
- Peer Mentoring and Tutoring
- Writing Center

Undergraduate Degrees Outside Emory College

Goizueta Business School (Undergraduate)

- BBA Curriculum
- Academic Advising and Support
- Requirements and & Prerequisites

Nell Hodgson Woodruff School of Nursing

- Bachelor Programs
- Accelerated Programs
  - Emory College/Oxford Students

Campus Life (Health and Wellness)

- Counseling and Psychological Services
- Medical Emergency and After Hours
- Student Health Services

Additional Academic Opportunities and Resources

Cross-Registration (ARCHE)

Career Center

- Handshake (Jobs and Internships)
- Program Guides (Workshops, Career Fairs, and Networking Events)
- Critique Services (Resumes, Personal Statements and Cover Letters)
- Health, Law, and Grad School (Application & Processes, Advising & Resources, and Program & Events)

Domestic Transient Study

- Eligibility Requirements
- Process Outline
- Frequently Asked Questions

National Scholarships and Fellowships

- Award Finder
- Appointments

Pre-Health Advising
• Appointments
• Mentor Walk-Ins

Study Abroad: Office of International Summer Programs
• Summer Going Global Sessions
• Global Internship Programs

Study Abroad Programs
• Getting Started
• Summer Study Abroad
• Semester Study Abroad
• Intern Abroad
• Research Abroad
• Service Abroad
• International Transient Study Non-Emory Study Abroad Program
• Non-Emory Study Abroad Programs